



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

February 12, 2019 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

January 14, 2019 – Regular Meeting Minutes

Report on In-Camera Meeting from January 14, 2019

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

Correspondence

- Violence In the Work Place (Attachment)
- FSA Testing (Attachment)

Business Items

1. Superintendent's Report

- Report for January 2019 (Attachment)
- GFSS Band Trip for Board Final Approval (Attachment)

MOTION: "That the Board of Education give final approve to the Grand Forks Secondary School Band field trip, as presented."

2. Secretary-Treasurer's Report

- Report for January 2019 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

3. Director of Learning Report

- Report for January 2019 (Attachment)

4. Presentations/Delegations – 6:30 p.m.

- Computational Thinking Update

5. Talking Break

6. Website Update

7. Financial Framework for Supporting Student Success 2019/2020

8. Amended Financial Framework for Supporting Student Success 2018/2019 (Attachment)

MOTION: "That the Board unanimously agrees to give the Amended Annual Budget Bylaw all three readings at this meeting of February 12, 2019."

MOTION: "A Bylaw of the Board of Education of School District No. 51 (Boundary) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 51 (Boundary) Amended Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$20,313,760 for the 2018/2019 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2018/2019.

MOTION: "That the Board of Education of School District No. 51 (Boundary) approve the Amended Annual Budget Bylaw for 2018/2019 fiscal year, as read a first, second and third time, passed and adopted the 12th day of February 2019."

9. BCPSEA AGM Update

10. Emergency Preparedness

- Disaster debrief (flood, gas leak)
- Recommendations

11. Committee Reports

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

MOTION: "That the Board approve the housekeeping changes to the following policy:
○ Policy 1260 – Trustee Indemnity

MOTION: "That the Board approve for circulation the following policy:
○ Policy – Use of Physical Restraint and Seclusion

MOTION: "That the Board has reviewed the attached policy and agrees that there are no amendments required at this time:
○ Policy 4111 – Emergency Preparedness

12. Trustee Reports

Rec Commission

BISM

BCSTA Kootenay Boundary Branch

District Literacy

BCPSEA/BCSTA Rep Council

BCSTA Provincial Council

Okanagan Labour Relations Council

PAC Highlights

13. Around the Boundary

Trustee Activities and Upcoming Events

BCSTA – Meeting of Board Chairs – February 21, 2019

Joint Partner Liaison Meeting – February 22, 2019

George Farkas Strategic Planning & Financial Management – February 25, 2019 – 4 to 8 p.m.

BCSTA Leadership Development Program Workshop, Trail, BC – April 11-12, 2019

Future Agenda Items

Next Board Meeting: March 12, 2019
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, January 14, 2019 at the Boundary Learning Centre

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

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

Absent: Mr. M. Danyluk Trustee

Acknowledgement of the Indigenous peoples and ancestors.

Presentations/Delegations

Amanda Bugeaud gave an update on her practicum experiences at West Boundary Elementary and her schooling to date to become a Board Certified Assistant Behaviour Analyst.

Adoption of Agenda

MOVED Jepsen
2ND Massey

"That the Agenda for January 14, 2019 be adopted as circulated."

CARRIED

Adoption of Minutes

MOVED Massey
2ND Jepsen

"That the December 11, 2018 Regular Board Meeting minutes be adopted as circulated."

CARRIED

Report on In-Camera Meeting from December 11, 2018

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

Correspondence

Nil

Business Items

1. Superintendent's Report

The Superintendent reported on meetings in and out of the District, as well as the calendar for the 2019-2020 school year. He also talked about the upcoming February Curriculum Implementation day and Budget Consultation meetings.

2. Secretary-Treasurer's Report

Secretary-Treasurer Burdock presented the Operations/Transportation report for December and updated the Board on projects completed by the IT Department during the Christmas Break. She also gave an update on school enrolment and expenditures to date.

3. Director of Learning

The Director of Learning reported on meetings in and out of the District, as well as the planning meetings with each of the Principals.

4. Talking Break

Discussed the importance of having a Board Certified Assistant Behaviour Analyst as a resource in SD51.

5. Report on Financial Framework for Supporting Student Success (Budget)

Secretary-Treasurer Burdock presented a funding breakdown to date.

6. Trustee Remuneration Review

Secretary-Treasurer Burdock presented the recommendations put forward from an ad hoc committee made up of Jeanette Hanlon, Kevin Argue and Teresa Rezansoff. The following motion was made:

MOVED Bird
2ND Massey

["That the Board of Education accept the recommendation of the Ad Hoc committee to increase the annual trustee remuneration 6.6%, effective January 1, 2019."](#)

CARRIED

7. BCPSEA AGM – Resolutions & Budget

The Board provided direction to Trustee Zitko on voting for the presented resolutions and budget proposals.

8. Committee Reports

- Nil

9. Trustee Reports

BISM – Director of Learning Lacey reported on funding changes.

BCSTA Provincial Council – Trustee Jepsen will send out the motions via email for input by trustees by February 7 2019.

PAC Highlights - Trustee Massey gave an update on the Perley School Pac Meeting.

10. Around the Boundary

Around the Boundary for November/December 2018 was presented.

Meeting adjourned at 7:50 p.m.

DRAFT

Chairperson

Secretary-Treasurer

SD 51 Joint Health and Safety Committee

School District #51 Boundary
Board of Education
Box 640, Grand Forks, BC.
V0H 1H0

Jan. 29, 2019

Dear School Trustees,

At the Jan. 15th meeting of the District Joint Health and Safety Committee, the topic of violence prevention in schools was raised and the result was a fairly lengthy discussion. The committee agreed that the Board of Education should be made aware of this emerging problem and do its part to help facilitate a solution.

At the meeting, our conversation began by addressing the fact that even without solid data at our fingertips, it is clear there has been an increase in both verbal and physical violence against district staff over the years. The majority of examples shared involved students, but we are also concerned about how parents sometimes treat staff especially in the realm of social media.

Through examples shared by different committee members, it seems that individual, violent incidents have been under reported for a variety of reasons. It appears that many staff are lacking a clear understanding of what constitutes violence against them and even when it is more obvious, some staff are unwilling to report such an incident.

At this point, the committee believes that all staff need to be better educated about the importance of reporting violent incidents with subsequent supports provided to them and students when necessary. It will also be important to look at how safety plans are created and managed in schools to help prevent or deal with violent incidents when they are occurring. Can improvements be made to these plans? District in-service and professional development could be an effective way to bring about increased understanding and improved practice in this area.

We also think the board should consider a review of its district policy on violence in schools despite the fact it was reviewed last March. Policy 4090 is very general in its wording and another look at it through the lens of student violence against staff might result in additions to this policy that was last amended in 2004.

Even though this topic has been in the media for many years now, we are not sure if it has been fully acknowledged here in the Boundary. The committee is aware that we are in the early stages of identifying and understanding this problem and much work needs to be done to find a solution. We hope all district partner groups will work together to address this issue and improve working / learning conditions throughout the district.

Sincerely,

The SD 51 Joint Health & Safety Committee



Boundary District Teachers' Association
Box 634, Grand Forks, BC. V0H 1H0
O: 250-442-3330 / C: 250-442-6330

Jan. 30, 2019

Dear SD51 Trustees and Senior Management,

As you are aware, the Foundation Skills Assessment (FSA) continues to be a source of contention for administrators, teachers and many parents both in the Boundary and across the province.

I have been approached by many teachers who have expressed a great deal of frustration over the test format, its negative impact on students and the way parents wanting to withdraw their children from the test are pressured by school principals to change their minds. The ranking of schools based on test results is also a massive concern of teachers but I think you already agree with us on this one.

Teachers find it shocking and disheartening that during a time of significant curricular change that has them moving away from the old “stand and deliver” model to one of much more student-centered exploration and discovery, students are still subjected to a very stressful testing regime that does not reflect current instruction or evaluation practices in their classrooms.

Every year, students in grades four and seven are forced to sit at their desks or in front of computers for multiple hours over a few days to try and complete a series of standardized tests for the purpose of generating data. As you can imagine, this is especially upsetting for many grade four students who were very recently in the primary program where this type of testing was very limited. Even by grade seven, many students still find this degree of testing very difficult. The format is often very overwhelming to students and they don't understand why they are being subjected to hours of frustrating testing.

Parents who decide that this type of testing is unnecessary and potentially harmful to their children have the right to withdraw them from the FSAs. Unfortunately, when this happens, principals are instructed to contact those parents to convince them to let their children take the tests. This is upsetting for many teachers because they are worried about how the tests will negatively affect some students.

The FSAs have absolutely no impact on student achievement or the ability of teachers to evaluate their students. Research states that effective classroom assessment provides the best support for student learning and that large-scale testing has the worst effects on low-achieving students who need the most support. Doesn't this make the FSAs seem counter-intuitive?

These tests actually take away valuable instructional time from students who need as much of it as possible. To make matters worse, the results of the FSAs don't even generate extra ministry funding to help address any academic issues of concern. Publicly ranking schools to prop up the elite and embarrass the economically challenged is simply wrong. The FSA is clearly a lose-lose-lose program for a large number of children.

Teachers don't understand why school districts are so willing to support a government testing program that goes against its own vision of curriculum change and has a negative impact on so many students around the province.

The BDTA, in support of teachers and students throughout the Boundary, is asking the SD51 Board of Education to lobby the government to put an end to the FSA program in its current form. If some type of large scale testing is needed to assess the education system and affect resource allocation, it must reflect how students now learn, it must take a sensible amount of time and test results must be anonymous.

Please speak out against this overbearing FSA format that is so damaging to so many students and those schools that rank near the bottom. There may be a place for systemic testing that leads to improvements to the system, but this is not what we currently have. Speak up publicly to advocate for something better that will actually improve public education and support all learners.

If you have any questions, please contact me any time.

Sincerely,

A handwritten signature in dark ink, appearing to read "Norm Sabourin". The signature is fluid and cursive, with the first name "Norm" and last name "Sabourin" clearly distinguishable.

Norm Sabourin
BDTA President
250-442-6330



Ken Minette
Superintendent of Schools Month-End
Report January 2019

School Visitations

- Visited Greenwood, Perley, Midway, GFSS, BCSS, West Boundary, Christina Lake and Walker Development Centre.

District Planning

2019-2020 Calendar

- Feedback coming in from schools. Deadline is February 28th.

Curriculum Implementation Day

- Teacher Collaboration
- Focused on *Implementation of Revised curriculum—wide variety of access points – core competencies, big ideas, curricular competencies, embedding indigenous Knowledge/Perspectives, Experiential Learning(Play, Place, Project...), Assessment For and As Learning, Reporting on Student Grading ungraded, Sexual Orientation & Gender Identity, Mental Health and other.*



Elementary Think Tank for School Plans

- Examined present framework and individual elementary plans. With teacher and administrator input we did multiple brainstorms to strengthen this document. On March 1, the same Think Tank group will meet to examine recommendations and reflect on changes.

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

Due February 19, 2019 – educational and operational requests considered – managed by Principals

Process for 2019/2020 School Year:

Meeting #1 - January 22 – Budget Overview

Meeting #2 - February 5 – Public Information Meeting and World Café

Meeting #3 -February 19 – Consultation with Educational Partners

Meeting # 4 - March 5 – Initial Staffing and consultation information review

Meeting #5 - April 23 – Staffing, Budget and Budget Considerations

Meeting # 6 – May/ June – Final Budget Decisions 2019-20

Meetings out of the District

- None to report

Meetings in District

- ✓ Jan 8
 - Junior/Senior Basketball at GFSS vs Trail
- ✓ Jan 14
 - Visit Greenwood, Midway and BCSS with Trustees
- ✓ Jan 15
 - Debrief with Perley and GFSS admin – Gas Evacuation
 - GFSS Catering Class hosts dinner for parents and staff
- ✓ Jan 16
 - ZOOM Meeting with District Leadership Team
 - Middle Years Development Instrument – Gr. 4 & 7 Christina Lk
- ✓ Jan 17
 - Elementary Think Tank – School Growth Plans Collaboration
- ✓ Jan 22
 - Budget Meeting #1
- ✓ Jan 24
 - Critical Incident Meeting
 - Perley School Based Team and CYMH
 - Mngt planning for 2019-20 School Budgets
- ✓ Jan 28
 - Meeting with Laranna Androsoff (Boundary Aboriginal Infant & Supported Child Development Consultant Regional Aboriginal Engagement Coordinator) and Kris Salikin (Circle of Indigenous Nations Society - COINS) regarding Aboriginal Head Start Center. They are looking to work collaboratively with SD51 and City to create a new space for an AHS program.
- ✓ Jan 29
 - Policies discussion with High School Principals
 - Policy Meeting
- ✓ Jan 30
 - Interview with potential TTOC
- ✓ Jan 31
 - Attend Billy Walker's Retirement at Walker Development Centre
- ✓ Feb 4
 - Finance and Operations Meeting
 - Carol Fullerton – Primary Teacher Presentation
 - Strategies for number sense
 - Engaging activities for practice

✓ Feb 5

- Carol Fullerton – GFSS Math Teacher Presentation
 - Connecting the dots between elementary curriculum and high school
 - Inverting the teaching triangle
 - Engaging activities for practice and relevant problems
- Mock Board Meeting with Mrs. Peron and Mrs. Orme's classes
- Public Forum Financial Framework for Supporting Student Success via video and World Café format

✓ Feb 6

- Shelley Moore – Planning Inclusive lessons
 - Shifting pedagogy requires structures –strategies/frameworks
 - Designing with Equity in Mind
 - Shifting from Content to Curricular Competencies and assessment shifts

✓ Feb 7

- Meeting with Fire Chief and RCMP – Evacuation Gas Leak debrief
- Meeting with BCPVPA executive
- Meeting with BCSTA re: Policy

Future School Trustees...



Tour Proposal

Grand Forks Secondary School

Version 2018-10-16



Atlantic Festival of Music - HFX

6 Days – Air & Coach Transportation

2019

ITINERARY HIGHLIGHTS

Day 1 – Tuesday, April 30

Travel Day

Morning

Depart for Kelowna Airport.

Check in, board the aircraft for your flight to Halifax, NS

Lunch and dinner en route (own expense)

Evening

Arrive at the Robert Stanfield International Airport.

Board the coach and shuttle to Mount Saint Vincent University (MSVU)

Check in to your rooms and relax after a long day of travel.

Day 2 – Wednesday, May 1st

Acadia University

Meal Inclusions: Breakfast, Dinner

Morning Enjoy **breakfast** at the MSVU Dinning Hall

Board the coach and depart for **Acadia University**.

Acadia is in the quintessential college town of Wolfville, Nova Scotia, just a one-hour drive from Halifax. On campus see research, dining, dancing and conference facilities; lecture series, concert and theatre events and the excitement of varsity athletics games. Acadia also has an Art Gallery, community recreation facilities, and the beautiful Harriet Irving Botanical Gardens.



Afternoon Have **Lunch** along the way at a restaurant in **New Minas**. (own expense)

Spend the afternoon in **music workshops** with members of the **Acadia School of Music faculty**. Workshops will be held at the **Festival Theatre Building** or **Denton Hall**

Evening Enjoy **supper** at the **Acadia university Dinning Hall**.

Take a guided tour of Acadia University Campus.

Return to MSVU for the remainder of evening.

Day 3 – Thursday, May 2nd

Festival Day

Meal Inclusions: Breakfast, Dinner

Morning

Have **breakfast** at MSVU.

Board the coach and depart for the **Atlantic Festival of Music** at **Mount Saint Vincent University**.

Meet your **Festival Host** and proceed to the warm up area in preparation for your **Adjudicated Performance** followed by a **Workshop** with one of the adjudicators.

Your Festival Host will guide you through the performance process: To the warm up room (30 minutes) in preparation for your Adjudicated Performance (30 minutes) followed by a Workshop (30 minutes) with one of the adjudicators.



If time permits, listen to other groups perform.

Afternoon

Lunch on campus (individual expense).

Proceed to Seaton Academic Centre and attend the **Instrument Specific Clinics**.

One hour instrument specific clinics, taught by professional instrumentalists, are offered at the junior and senior levels to make sure your students receive the most from their festival experience



Evening

Have **dinner** at the **MSVU Dining Hall**. After the meal attend the **Festival Concert**.

Enjoy an evening concert featuring performers ranging from university ensembles to professional artists.



After the concert attend the **Festivals Participants Dance** in the Rosaria Centre on Campus.

After the festival concert, participants can attend a DJ Dance and/or a Live Music Show which are both hosted in the Rosaria building on campus.



Day 4 – Friday, May 3rd

Festival Day

Meal Inclusions: Breakfast, Dinner

Morning Enjoy **breakfast** at MSVU Dining Hall.

Board the coach and go for a **Guided Tour of Historic Halifax.**

Discover the beauty and history of this fortress city and the maritime misfortunes it holds.



Afternoon Lunch (individual expense) on Kempt Road or **Seaport Farmer's Market.**

Depart for a tour of the **Canadian Museum of Immigration at Pier 21**

Pier 21 is a National Historic Site which was the gateway to Canada for one million immigrants between 1928 and 1971. It also served as the departure point for 500,000 Canadian Military personnel during the Second World War. Today, Pier 21 hosts the Canadian Museum of Immigration at Pier 21—Atlantic Canada's only national museum!



After the museum, walk along the **Waterfront Boardwalk** and explore **Downtown Halifax.**

Return to MSVU to freshen up before your evening activity.

Evening Enjoy dinner at **Grafton Street Dinner Theater.**

Grafton Street Dinner Theatre is Halifax's most unique dining experience. Enjoy the sights and sounds of your favorite musical era while being served by characters from that era. The shows are light hearted musical comedies designed to keep you laughing.



Return to MSVU.

Day 5 – Saturday, May 4th

Peggy's Cove & Ceilidh

Meal Inclusions: Breakfast, Dinner

Morning Enjoy **breakfast** at MSVU.

Visit the **Maritime Museum of the Atlantic**

Located in the heart of Halifax's waterfront, there's no better place to immerse yourself in Nova Scotia's rich maritime heritage than the Maritime Museum of the Atlantic. Learn about the sinking of the Titanic, other shipwrecks in Atlantic Canada and the Halifax Explosion.



Afternoon Lunch in Halifax (individual expense).

Travel to the world-famous **Peggy's Cove** for sightseeing and picture taking followed by a short visit to the Swiss Air Memorial Monument **Swiss Air Memorial Monument**.

According to legend, Peggy's Cove was named after the only survivor of a schooner that ran aground and sank in 1800... a woman named Margaret. Local folk called her "Peggy" and her home came to be known as Peggy's Cove. The original lighthouse was built in 1868 and has become an iconic Nova Scotia landmark.



Evening Enjoy a **pizza dinner** before your "**Farewell Ceilidh**" at **Paul's Hall**.

Well known island Nova Scotia musicians will engage your students and have them listening, learning and dancing.



Return to MSVU for the remainder of the evening.

Day 6 – Sunday, May 5th

Travel Day

Meal Inclusions: Breakfast

Morning

Enjoy **breakfast** at MSVU.

Check out, board the coach and depart for the airport.

Fly home to Grand Forks.

TOUR INCLUSIONS

General

- 5 Night's Accommodations at MSVU
- Motor coach transportation
- Airfare via Air Canada – as quoted
 - Airfare pricing includes 1 checked bag each way

Meals

(Included meals marked each day as B, L, D)

- 5 Breakfasts
- 4 Dinners

Performance Activities

- Adjudicated Performance – Concert Band
- Workshop with Adjudicator
- Instrument Specific - Clinics
- Evening Concert and Participant's Dance

Activities:

- Morning Workshop at Acadia University - Festival Theatre Building or Denton Hall
- Afternoon Workshop at Acadia University - Festival Theatre Building or Denton Hall
- Guided Halifax City Tour
- Farewell Ceilidh at Paul's Hall
- Grafton Street Dinner Theater
- Seaport Farmers Market
- Pier 21
- Waterfront Boardwalk
- Maritime Museum of the Atlantic
- Peggy's Cove and Swiss Air Memorial

Driver and Guide gratuities NOT included

Extra Instrument Baggage Charges NOT Included

Instrument Rental Charges NOT Included

TOUR PRICING & CONTRACT

Confidential Document - Not to be published, reproduced or distributed without the consent of Schools Out Tours Inc.

Group Name: Grand Forks Secondary School
Address: 1331 Central Ave, Grand Forks, BC V0H 1H0
Contact: Shannon Wolf Phone: 250-442-0954 Email: shannonov@gmail.com
Tour Dates: April 30 – May 6, 2019 Tour Destination: Atlantic Festival of Music – Halifax, NS

Tour price based on:

- **30 paying participants** – Single occupancy 30 Beds
- **2 complimentary chaperones** – Single occupancy 2 Beds
- **1 complimentary teacher** – single occupancy 1 Bed

Land price per paying participant: \$892.35 plus HST = **\$1026.20**

Air Canada Quote per paying participant: **\$785.63** (all taxes included)

TOTAL estimated trip price per paying participant: **\$1,811.83** (all taxes included)

Manulife Travel Insurance

Optional but recommended
Estimated Youth All Inclusive Insurance Policy \$51.00 per student.

Payment Schedule:

- | | | | |
|---------------------------|---------------------------------|------------------|-------------------|
| • Initial Deposit | \$600.00 per paying participant | due on or before | October 15, 2018 |
| • 2 nd payment | \$800.00 per paying participant | due on or before | January 17, 2019 |
| • Final payment* | Balance owing | due on or before | February 28, 2019 |

***FINAL PAYMENT AMOUNT WILL BE ADJUSTED** to reflect the final number of students traveling as per the Prices & Tour Changes sections of the Terms & Conditions.

Please Note

- This proposal is valid for 30 days.
- Be advised that a significant increase in the price of fuel may necessitate a review of the pricing.
- The price per paying participant is subject to change until tour inclusions are confirmed and booked.
- All tour inclusions are subject to availability at time of booking.

Accepted By (signature) _____

Date:

Please print name:

Schools Out Tours Inc. _____

Date: Sept 26, 2018

Please print name: Mike Morrissey

Terms & Conditions

PAYMENT POLICY

- Schools Out Tours Inc. accepts tour payments in the form of cash, cheque, money order or bank draft.
- Your initial deposit is 100% non-refundable.
- Airline tickets, event tickets and other prepaid items are 100% non-refundable.
- Should a tour be cancelled in writing by the group/client 45 days or more before the departure date, Schools Out Tours Inc. will refund as much of the full tour price as is possible taking into consideration those portions of the tour price which are non-refundable.
- Tour payments cannot be refunded for passengers who are refused entry into any country within the tour. Travel documents are the responsibility of the individual travelers within the group.

PRICES

- Once the initial deposit is paid, the Total Tour Price is fixed subject to the following considerations:
 - Prices are subject to change for matters over which Schools Out Tours Inc. has no control, such as fuel surcharges, government taxes, airline schedule changes, foreign exchange rates and cancellations or price increases imposed by suppliers. You will be notified of said changes and the Total Tour Price will be re-calculated accordingly.
 - The Total Tour Price is based on the number of participants, both paying and complimentary. **Should participant numbers change the Total Tour Price will be re-calculated accordingly.**
 - Tour inclusions will be booked after the initial deposit is received and are subject to availability at time of booking.

TOUR CHANGES

- Should the number of participants change, it may be necessary to revise components of the tour or adjust the cost to cover these differences.
- Schools Out Tours Inc. reserves the right to adjust the itinerary when necessary and would do so in consultation with the representative of the touring group.
- 30 DAYS PRIOR TO TRAVEL - Requests for modifications to the itinerary or requests for changes to the number of travellers can no longer be accepted

TRAVEL INSURANCE:

- Schools Out Tours Inc. offers clients Manulife Insurance for Groups. We strongly recommend that all passengers are insured for emergency medical, baggage loss or damage and trip cancellation or interruption.

VISA AND PASSPORTS:

- Passengers must have valid passports for travel outside of Canada and visas where required.
- Schools Out Tours Inc. is not responsible for passengers who do not meet passport and visa requirements.

LIABILITY:

- Schools Out Tours Inc. is not responsible for events beyond its control such as acts of God, war, terrorist activities, strikes or government restrictions; nor in the absence of its own negligence, for personal injury, property damage, loss of earnings from any cause whatsoever caused by persons not controlled by Schools Out Tours Inc.

FORMS & INFORMATION SUBMISSIONS (60+ days before travel):

- Rooming List / Insurance Participant List / Airline Passenger List
- Oversized Luggage/Instrument List / Rental equipment list / Dietary restrictions list

Please Initial _____



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

Budget/Finance

Amended Budget 2018/19

The amended budget for 2018-19 has been completed and shared with the Board. The budget bylaw amount is \$20,313,760. As well, the budgeted prior year surplus appropriation went down from \$435,000 in the preliminary budget to \$257,198 in the amended budget.

Budget 2019/20 Consultation Process

Ken and I hosted the leadership team and trustees at the SBO on January 22nd. On February 5th, we hosted a public information and World Café with Ken and I broadcasting from the SBO and our trustees and principals hosting various stakeholders at each school site across the District. Ken discussed educational priorities for the District in the context of our mission statement, current statistics and our framework for enhancing student success. I discussed operational priorities, how the Ministry funds us through our core operating grant and potential budget options. Both events were well attended and invoked healthy conversations to support the preparation of our budget for next year.

Employer Health Tax

The Provincial budget announcement is scheduled for February 19th at which time we will know whether the Ministry is going to fund the cost of the EHT for school districts in British Columbia.

February Enrollment Count

The second enrollment count for this school year is scheduled for Thursday, February 14th. We do not get any additional funding for increased enrollment, however, we will get a half year of funding for any changes in our numbers for students with identified special needs. The school secretaries are working hard to ensure our data is accurate and can be uploaded in to the Ministry's verification software on time.

Enrollment Projections

All school districts are required to submit enrollment projections for the next 3 school years to the Ministry by February 15th. We use the data from our enrollment count as a basis for grades 1 to 12, taking in to consideration any known moves in or out of the District. For kindergarten projections, we have opened registrations for next year and use this information as well as consider birth rates and StrongStart registrations to predict enrollment at each site. Currently, we are projecting enrollment to be in line with the past 5 years.

External Meetings

I had a call with the Secretary-Treasurers from the BCASBO Zone 1 group this week. It was an opportunity to share information on budgeting, enrollment projection, and tendering processes - it was very informative and great to connect with colleagues.

I will be attending a meeting with all the Secretary-Treasurers in the Province on February 21st. The Ministry will be there to provide an update on the Funding Model Review. I'm looking forward to learning more about the progression of this initiative.

Maintenance & Transportation

Responding to a combination of cool temperatures and snowfall have kept the maintenance staff busy over the past 6 weeks. A reminder to all District staff and visitors to wear proper footwear and report any identified icy spots to the schools to ensure we are keeping everyone safe.

Dean Higashi and I are working on various tender packages for work expected to be completed in summer 2019. More to come on these exciting projects!

The WBES chlorination system is not yet completed. One component was not sized correctly and has to go back to the engineers. As well, we continue to search for a certified operator.

School District No. 51 (Boundary)

Enrolment

As of January 31, 2019

Compared to September 30, 2018

Head Count

	January 31, 2019	September 30, 2018	Increase (Decrease)
Secondary			
BCSS	139	136	3.0000
GFSS	355	359	(4.0000)
Elementary			
BES	12	12	-
Big White	32	28	4.0000
CLES	92	91	1.0000
GWD	27	27	-
Hutton	228	229	(1.0000)
MES	37	40	(3.0000)
Perley	238	243	(5.0000)
WBES	76	73	3.0000
Alternate School			
Walker	32	31	1.0000
Total	1268.0000	1269.0000	-1.0000

Expenditure Report

Object	Title	January	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	100,714.60	705,002.20		1,211,401	506,399	42
11	Teacher Salaries	571,039.05	2,894,748.93		5,867,580	2,972,831	51
12	Non-Teachers Salaries	283,350.76	1,695,870.66		3,328,228	1,632,357	49
13	Management Salaries	37,484.32	276,507.90		465,015	188,507	41
14	Substitute Salaries	38,738.69	203,574.06		425,013	221,439	52
19	Trustees Indemnity	7,195.63	47,696.48		80,711	33,015	41
21	Statutory Benefits	98,771.48	280,790.04		607,016	326,226	54
22	Pension Plans	103,194.29	638,551.55		1,346,229	707,677	53
23	Medical And Life Benefits	62,444.04	372,759.07		855,468	482,709	56
31	Services	45,961.61	230,867.47	7,665.50	583,470	344,937	59
33	Student Transportation	16,475.31	55,704.73		135,493	79,788	59
34	Training & Travel	33,639.92	106,677.27		271,773	165,096	61
36	Rentals & Leases		13,970.00		33,528	19,558	58
37	Dues And Fees	10,545.90	50,562.61		69,740	19,177	27
39	Insurance	17,779.00	51,202.00		59,400	8,198	14
51	Supplies	69,309.16	561,657.64	8,956.69	1,033,950	463,336	46
54	Electricity	43,902.01	142,256.93		320,000	177,743	56
55	Heat	17,077.57	41,842.15		107,000	65,158	61
56	Water And Sewage	3,589.69	12,236.49		24,500	12,264	50
57	Garbage And Recycling	1,895.99	11,267.28		20,000	8,733	44
Totals		\$ 1,563,109.02	\$ 8,393,745.46	\$ 16,622.19	\$ 16,845,515.00	\$ 8,435,148.00	50



February 2019 Report

Director of Learning

Doug Lacey

Staff Learning and School Visits

- January 7th – 14th – Acting Principal of J. A. Hutton Elementary
- January 16th – Administered the Grade 4 and 7 MDI surveys at Christina Lake Elementary
- January 18th – Participated in Elementary Schools THINK TANK with teams from all elementary school on School Growth Plan development
- January 21st – Administered the Grade 4 and 7 MDI surveys at West Boundary Elementary School
- January 21st - Administered the Grade 4 and 7 MDI surveys at Greenwood Elementary School
- January 22nd – Participated in teacher-led Book Club hosted at Perley Elementary: Coyote's Guide to Connecting with Nature
- January 23rd – Participated in PVP/Trustee Budget Planning meeting and Working session
- January 23rd – Attended Changing Results for Young Learners session in Nelson, BC with two kindergarten teacher, two StrongStart Facilitators, and and Principal, Bob Chapman
- January 24th – Administered the Grade 7 MDI surveys at D. A. Perley Elementary School
- January 28th - Administered the Grade 4 and 7 MDI surveys at J. A. Hutton Elementary School
- January 29th - Administered the Grade 4MDI surveys at D. A. Perley Elementary School

Provincial/Regional/Community Meetings

- January 10th – Participated in Steering Committee regular meeting of the Kootenay-Boundary Environmental Education Steering Committee
- January 12th – Closed and Regular Meetings of the School Board
- January 15th – Participated in debrief of the Gas Leak incident with GFSS Administration
- January 16th – participated in the regular meeting of the Boundary Interagency Group (BIG)

- January 22nd – Participated in first Budget Meeting with Trustees, Senior Management, and Principals and Vice-Principals
- January 23rd – Participated in the Regular Meeting of the Boundary Working Wellness Committee (interagency flood impact wellness support)
- January 29th - Administered the Grade 4 MDI surveys at J. A. Hutton Elementary
- January 23rd – Chaired the monthly meeting of the Boundary Indigenous Education Advisory Council
- January 28th – Met with representatives of the Circle of Indigenous Nations (COINS) regarding a proposal for an Aboriginal Head Start Program in Grand Forks



Amended Annual Budget

School District No. 51 (Boundary)

June 30, 2019

School District No. 51 (Boundary)

June 30, 2019

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (BOUNDARY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 51 (Boundary) Amended Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$20,313,760 for the 2018/2019 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 12th DAY OF FEBRUARY, 2019;

READ A SECOND TIME THE 12th DAY OF FEBRUARY, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF FEBRUARY, 2019;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 51 (Boundary)
Amended Annual Budget Bylaw 2018/2019, adopted by the Board the 12th DAY OF FEBRUARY, 2019.

Secretary Treasurer

School District No. 51 (Boundary)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	1,249,625	1,271,500
Total Ministry Operating Grant Funded FTE's	1,249,625	1,271,500
Revenues	\$	\$
Provincial Grants		
Ministry of Education	17,928,791	17,384,757
Other	183,798	51,905
Tuition	12,150	12,150
Other Revenue	421,500	231,050
Rentals and Leases	60,737	59,233
Investment Income	65,500	50,000
Amortization of Deferred Capital Revenue	771,376	771,383
Total Revenue	19,443,852	18,560,478
Expenses		
Instruction	14,399,733	13,785,069
District Administration	935,036	943,015
Operations and Maintenance	3,977,377	3,914,743
Transportation and Housing	728,547	690,772
Debt Services	1,067	1,067
Total Expense	20,041,760	19,334,666
Net Revenue (Expense)	(597,908)	(774,188)
Budgeted Allocation (Retirement) of Surplus (Deficit)	257,198	435,000
Budgeted Surplus (Deficit), for the year	(340,710)	(339,188)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(340,710)	(339,188)
Budgeted Surplus (Deficit), for the year	(340,710)	(339,188)

School District No. 51 (Boundary)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	16,797,538	16,507,048
Operating - Tangible Capital Assets Purchased	50,000	50,000
Special Purpose Funds - Total Expense	1,911,136	1,499,047
Capital Fund - Total Expense	1,333,086	1,328,571
Capital Fund - Tangible Capital Assets Purchased from Local Capital	222,000	222,000
Total Budget Bylaw Amount	20,313,760	19,606,666

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

Agenda

School District No. 51 (Boundary)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(597,908)	(774,188)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(50,000)	(50,000)
From Local Capital	(222,000)	(222,000)
Total Acquisition of Tangible Capital Assets	(272,000)	(272,000)
Amortization of Tangible Capital Assets	1,332,019	1,327,504
Total Effect of change in Tangible Capital Assets	1,060,019	1,055,504
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	462,111	281,316

School District No. 51 (Boundary)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2019

	Operating Fund	Special Purpose Fund	Capital Fund	2019 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,055,596	-	8,466,706	9,522,302
Changes for the year				
Net Revenue (Expense) for the year	(49,198)		(548,710)	(597,908)
Interfund Transfers				
Tangible Capital Assets Purchased	(50,000)		50,000	-
Local Capital	(125,000)		125,000	-
Other	(33,000)		33,000	-
Net Changes for the year	(257,198)	-	(340,710)	(597,908)
Budgeted Accumulated Surplus (Deficit), end of year	798,398	-	8,125,996	8,924,394

School District No. 51 (Boundary)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	16,493,232	16,085,710
Other	48,221	51,905
Tuition	12,150	12,150
Other Revenue	81,500	31,050
Rentals and Leases	60,737	59,233
Investment Income	52,500	40,000
Total Revenue	16,748,340	16,280,048
Expenses		
Instruction	12,603,855	12,399,371
District Administration	935,036	943,015
Operations and Maintenance	2,530,100	2,473,890
Transportation and Housing	728,547	690,772
Total Expense	16,797,538	16,507,048
Net Revenue (Expense)	(49,198)	(227,000)
Budgeted Prior Year Surplus Appropriation	257,198	435,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(50,000)	(50,000)
Local Capital	(125,000)	(125,000)
Other	(33,000)	(33,000)
Total Net Transfers	(208,000)	(208,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 51 (Boundary)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	16,150,985	15,752,973
Other Ministry of Education Grants		
Pay Equity	105,245	105,245
Transportation Supplement	153,588	153,588
Carbon Tax Grant	22,000	20,000
PLN Revenue - Community Network	53,908	53,904
FSA	7,506	
Total Provincial Grants - Ministry of Education	16,493,232	16,085,710
Provincial Grants - Other	48,221	51,905
Tuition		
International and Out of Province Students	12,150	12,150
Total Tuition	12,150	12,150
Other Revenues		
Miscellaneous		
ArtStarts	6,000	6,050
Fortis Rebate	10,500	-
City of Grand Forks	65,000	25,000
Total Other Revenue	81,500	31,050
Rentals and Leases	60,737	59,233
Investment Income	52,500	40,000
Total Operating Revenue	16,748,340	16,280,048

School District No. 51 (Boundary)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Salaries		
Teachers	5,838,497	5,898,698
Principals and Vice Principals	1,211,401	1,188,483
Educational Assistants	1,197,726	1,100,307
Support Staff	2,135,814	2,185,685
Other Professionals	545,726	539,795
Substitutes	425,320	490,946
Total Salaries	11,354,484	11,403,914
Employee Benefits	2,816,703	2,763,525
Total Salaries and Benefits	14,171,187	14,167,439
Services and Supplies		
Services	675,498	642,032
Student Transportation	135,492	135,217
Professional Development and Travel	284,023	247,923
Dues and Fees	68,940	70,665
Insurance	59,400	57,500
Supplies	931,498	707,142
Utilities	471,500	479,130
Total Services and Supplies	2,626,351	2,339,609
Total Operating Expense	16,797,538	16,507,048

School District No. 51 (Boundary)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	4,760,207	169,217		85,081		294,909	5,309,414
1.03 Career Programs							-
1.07 Library Services	84,202			22,211		3,030	109,443
1.08 Counselling	93,804						93,804
1.10 Special Education	759,971	162,650	1,197,726			68,122	2,188,469
1.31 Aboriginal Education	140,313			105,723		3,225	249,261
1.41 School Administration		838,543		326,856		6,074	1,171,473
1.64 Other							-
Total Function 1	5,838,497	1,170,410	1,197,726	539,871	-	375,360	9,121,864
4 District Administration							
4.11 Educational Administration		40,991		49,181	163,250		253,422
4.40 School District Governance					80,711		80,711
4.41 Business Administration				129,751	107,905		237,656
Total Function 4	-	40,991	-	178,932	351,866	-	571,789
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				20,824	53,621		74,445
5.50 Maintenance Operations				999,039	86,618	38,380	1,124,037
5.52 Maintenance of Grounds				57,242		3,500	60,742
5.56 Utilities							-
Total Function 5	-	-	-	1,077,105	140,239	41,880	1,259,224
7 Transportation and Housing							
7.41 Transportation and Housing Administration				17,279	53,621		70,900
7.70 Student Transportation				322,627		8,080	330,707
Total Function 7	-	-	-	339,906	53,621	8,080	401,607
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	5,838,497	1,211,401	1,197,726	2,135,814	545,726	425,320	11,354,484

Agenda

School District No. 51 (Boundary)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	5,309,414	1,398,482	6,707,896	821,939	7,529,835	7,517,256
1.03 Career Programs	-		-		-	-
1.07 Library Services	109,443	25,774	135,217	24,500	159,717	158,910
1.08 Counselling	93,804	21,213	115,017	2,500	117,517	114,992
1.10 Special Education	2,188,469	555,667	2,744,136	103,164	2,847,300	2,672,307
1.31 Aboriginal Education	249,261	58,618	307,879	128,886	436,765	407,130
1.41 School Administration	1,171,473	255,437	1,426,910	77,411	1,504,321	1,520,376
1.64 Other	-		-	8,400	8,400	8,400
Total Function 1	9,121,864	2,315,191	11,437,055	1,166,800	12,603,855	12,399,371
4 District Administration						
4.11 Educational Administration	253,422	50,798	304,220	31,500	335,720	325,894
4.40 School District Governance	80,711	3,226	83,937	68,500	152,437	156,686
4.41 Business Administration	237,656	48,428	286,084	160,795	446,879	460,435
Total Function 4	571,789	102,452	674,241	260,795	935,036	943,015
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	74,445	15,405	89,850	34,050	123,900	124,446
5.50 Maintenance Operations	1,124,037	264,647	1,388,684	372,648	1,761,332	1,688,933
5.52 Maintenance of Grounds	60,742	16,468	77,210	26,700	103,910	111,923
5.56 Utilities	-		-	540,958	540,958	548,588
Total Function 5	1,259,224	296,520	1,555,744	974,356	2,530,100	2,473,890
7 Transportation and Housing						
7.41 Transportation and Housing Administration	70,900	13,391	84,291	1,700	85,991	86,888
7.70 Student Transportation	330,707	89,149	419,856	222,700	642,556	603,884
Total Function 7	401,607	102,540	504,147	224,400	728,547	690,772
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	11,354,484	2,816,703	14,171,187	2,626,351	16,797,538	16,507,048

School District No. 51 (Boundary)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	1,435,559	1,299,047
Other	135,577	
Other Revenue	340,000	200,000
Total Revenue	1,911,136	1,499,047
Expenses		
Instruction	1,795,878	1,385,698
Operations and Maintenance	115,258	113,349
Total Expense	1,911,136	1,499,047
Budgeted Surplus (Deficit), for the year	-	-

School District No. 51 (Boundary)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	1,909	-	472	276,885	982	-	2,795	-	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	113,349	61,054			128,000	19,600	4,928	139,123	28,155
Provincial Grants - Other									
Other				325,000					
	113,349	61,054	-	325,000	128,000	19,600	4,928	139,123	28,155
Less: Allocated to Revenue	115,258	61,054	472	340,000	128,982	19,600	7,723	139,123	28,155
Deferred Revenue, end of year	-	-	-	261,885	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	115,258	61,054	472		128,982	19,600	7,723	139,123	28,155
Provincial Grants - Other									
Other Revenue				340,000					
	115,258	61,054	472	340,000	128,982	19,600	7,723	139,123	28,155
Expenses									
Salaries									
Teachers									
Educational Assistants		47,908						81,718	
Other Professionals									
Substitutes									
	-	47,908	-	-	-	-	-	81,718	-
Employee Benefits		13,146						19,620	
Services and Supplies	115,258		472	340,000	128,982	19,600	7,723	37,785	28,155
	115,258	61,054	472	340,000	128,982	19,600	7,723	139,123	28,155
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

Agenda

School District No. 51 (Boundary)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

Schedule 3A

	Classroom Enhancement Fund - Staffing and Remedies	Health Coordinator	DASH BC	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year		18,277	96,420	397,740
Add: Restricted Grants				
Provincial Grants - Ministry of Education	935,192			1,429,401
Provincial Grants - Other		27,000	1,680	28,680
Other				325,000
	935,192	27,000	1,680	1,783,081
Less: Allocated to Revenue	935,192	45,277	90,300	1,911,136
Deferred Revenue, end of year	-	-	7,800	269,685
Revenues				
Provincial Grants - Ministry of Education	935,192			1,435,559
Provincial Grants - Other		45,277	90,300	135,577
Other Revenue				340,000
	935,192	45,277	90,300	1,911,136
Expenses				
Salaries				
Teachers	711,969			711,969
Educational Assistants				129,626
Other Professionals		31,678		31,678
Substitutes	26,956			26,956
	738,925	31,678	-	900,229
Employee Benefits	196,267	904		229,937
Services and Supplies		12,695	90,300	780,970
	935,192	45,277	90,300	1,911,136
Net Revenue (Expense)	-	-	-	-

Agenda

School District No. 51 (Boundary)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2019

	2019 Amended Annual Budget			2019
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	Annual Budget
	\$	\$	\$	\$
Revenues				
Investment Income		13,000	13,000	10,000
Amortization of Deferred Capital Revenue	771,376		771,376	771,383
Total Revenue	771,376	13,000	784,376	781,383
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,332,019		1,332,019	1,327,504
Debt Services				
Capital Lease Interest		1,067	1,067	1,067
Total Expense	1,332,019	1,067	1,333,086	1,328,571
Net Revenue (Expense)	(560,643)	11,933	(548,710)	(547,188)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	50,000		50,000	50,000
Local Capital		125,000	125,000	125,000
Capital Lease Payment		33,000	33,000	33,000
Total Net Transfers	50,000	158,000	208,000	208,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	222,000	(222,000)	-	
Principal Payment				
Capital Lease	31,933	(31,933)	-	
Total Other Adjustments to Fund Balances	253,933	(253,933)	-	
Budgeted Surplus (Deficit), for the year	(256,710)	(84,000)	(340,710)	(339,188)

SCHOOL DISTRICT NO. 51 (BOUNDARY)
P O L I C Y

SECTION	TITLE	NO. 1260
GOVERNANCE/COMMUNICATIONS	<u>Trustee Indemnity</u>	

DATE ADOPTED: January 13, 1998

DATE AMENDED: February 8, 2011

DATE REVIEWED: March 13, 2018

1. The annual indemnity for Trustees will be increased by a rate equal to the percentage increase as negotiated by the teachers during negotiations.
2. ~~Two-thirds is paid as an indemnity and one-third is paid as an expense allowance.~~ **The remuneration shall be paid as a taxable indemnity and** ~~The remuneration shall be paid on a monthly basis.~~

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO.
STUDENTS	<u>Use of Physical Restraint & Seclusion</u>	

DATE ADOPTED:

DATE AMENDED:

The Board of Education recognizes that it has a responsibility to maintain safe, orderly and caring school environments for all of its students and employees. The Board further believes that respect for student rights, maintaining student dignity and the safety of all involved is paramount. The overarching goal of learning environments design is the creative use of space to facilitate and support positive student learning experiences, rather than punitive or disciplinary ones.

The Board of Education believes that behaviour interventions for all students emphasize prevention and positive behaviour supports, and every effort is made to employ preventative actions that preclude the need for the use of physical restraint or seclusion. In recent years, a wide variety of creative approaches to learning and less restrictive configurations of learning environments has shifted to include opportunities beyond the traditional classroom and accommodating students' sensory and self-regulation needs.

The Board recognizes that the use of emergency physical restraint or seclusion procedures may be necessary when a student presents imminent danger to themselves or others. However, every effort should be made to structure learning environments and learning supports so that responses like physical restraint and seclusion are unnecessary.

The District will review this policy on a regular basis to ensure alignment with current research/practice and to ensure alignment with guidelines issued by the Ministry of Education.

R E G U L A T I O N S

DEFINITIONS

1. Physical Restraint is a method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person or the safety of others.

The provision of a 'physical escort' (ie, temporary touching or holding of a student's hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safety location) does not constitute physical restraint.

The provision of physical guidance, or prompting of a student when teaching a skill, redirecting attention, or providing comfort also does not constitute physical restraint.

2. Seclusion is the involuntary confinement of a person alone in a room, enclosure, or space, which the person is physically prevented from leaving.

Behaviour strategies, such as “time-out”, used for social reinforcement as part of a behaviour plan, are not considered ‘seclusion’.

The term seclusion does not apply where a student has personally requested to be in a different/secluded location/space.

3. Time-out is the removal of a child from an apparently reinforcing setting to a presumably non-reinforcing setting for a specified and limited period of time. Time out involves removing a student from sources of positive reinforcement as a consequence of a specific undesired behaviour.

Time-out is only one option along a continuum of behaviour interventions supporting behaviour change. Time-out can be complemented on several different levels, ranging from quiet time in the regular classroom to a time-out room in a location outside of the classroom.

Typically, time-out is used with positive interventions that can maximize student learning and assist in the acquisition of replacement behaviours.

USE OF PHYSICAL RESTRAINT AND SECLUSION

1. Physical restraint and seclusion procedures are emergency strategies and are used only in exceptional circumstances where a student is in imminent danger of causing harm to self or others. Neither physical restraint nor seclusion procedures are used as punishment, discipline or to force compliance.
2. Where a student’s behaviour could cause harm to self or others, restraint or seclusion may be required until such time as the imminent danger of serious harm to self or others has dissipated.
3. Recurring practice of restraint or seclusion is not to be common practice in any student’s educational program. Prevention/intervention strategies are to be reviewed and revised in situations where: repeated use of physical restraint and seclusion for an individual student occurs; multiple uses of physical restraint and seclusion occur within the same classroom; or, physical restraint and seclusion is repeatedly used by an individual.
4. It is expected that school personnel will implement positive behaviour supports and interventions, behaviour plans, emergency or safety plans, and other plans to prevent and de-escalate potentially unsafe situations.
5. Physical restraint or seclusion will not be conducted in a manner that could, in any way, cause harm to a student, ie, will not restrict the breathing of a student; will not place a student in a prone position (ie, facing down on his/her stomach) or supine position (ie, on his/her back, face up); and will not employ the use of mechanical devices.
6. Any space used for the purpose of seclusion will not jeopardize the secluded student’s health and safety.
7. Any student placed in seclusion will be continuously visually observed by an adult who is physically present throughout the period of seclusion and that all health and safety policies or regulations including WorkSafe BC regulations be followed. Ideally, school personnel should be able to

communicate with the student in the student's primary language or mode of communication at all times.

8. In cases where a student's behaviour could potentially cause harm to self or others, the student's educational planning includes development of:
 - An Individual Education Plan (IEP) outlining the student's learning outcomes, required learning support services, and instructional and assessment methods;
 - A formal positive behaviour support plan describing positive behaviour intervention supports and conflict de-escalation procedures;
 - An emergency or safety plan detailing procedures regarding the use of physical restraint and seclusion, and confirming the opportunity for formal training of school personnel; and
 - The student's behaviour plan and emergency or safety plan shall address both student and staff safety and be attached to the student's IEP and reviewed regularly, at least annually.
9. All school staff members are provided the opportunity to participate in training in positive behaviour interventions and supports and de-escalation techniques. Specialized staff who work directly with a student in situations where there is a potential for imminent danger of serious physical harm to the student or others, and where they may be required to respond to an individual whose behaviour is presenting a danger to self or others are expected to be trained in crisis intervention and the safe use of physical restraints and seclusion. Such training will continue to be offered to school personnel on a regular basis.
10. Where appropriate, parents and students are offered opportunities to be consulted in the development of positive behaviour supports, interventions, behaviour plans, emergency and/or safety plans.
11. Every instance where physical restraint and/or seclusion has occurred is documented.
12. Incidents of physical restraint and seclusion will be reported to the school principal / vice-principal, and forwarded to the Director of Learning or designate.
13. Each incident involving the use of physical restraint or seclusion will include the following actions subsequent to an incident:
 - Notification to the school principal/vice-principal or designate as soon as possible after an incident, always prior to the end of the school day on which the incident has occurred. Upon receipt of such notification, the school principal/vice-principal or designate will complete the Report of Physical Restraint and/or Seclusion district form.
 - Any incident(s) involving a student with a Safety Plan would be debriefed and communicated as per the Safety Plan.
 - Any incident(s) involving any other student requires notification, by the school principal/vice-principal or designate, to the student's parents(s)/guardian(s) as soon as possible/always prior to the end of the school day in which the incident has occurred.
 - Notification by the school principal/vice-principal or designate to the Director of Learning or designate as soon as possible after an incident/always prior to the end of the school day on which the incident has occurred. A copy of the Report of Physical Restraint and/or Seclusion district form will be provided to the Director of Learning or designate upon completion by the school principal.
 - A debriefing is to be scheduled involving school personnel, parents or guardians of the student, and whenever possible, with the student, to examine what happened/what caused the incident, and what could be changed (ie, preventative and response actions that could be taken in the future) to make the use of physical restraint or seclusion unnecessary.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 4111
HEALTH/SAFETY	<u>Emergency Preparedness</u>	

DATE ADOPTED: June 19, 2018

DATE AMENDED:

Preamble

An emergency is a sudden, unexpected occurrence requiring immediate action to stabilize a situation. Emergencies affecting school facilities and/or school transportation that may prevent use for an unspecified period of time may include:

- a) fire
- b) threats to school occupants or facilities (i.e. bomb threat)
- c) violent physical incident or threat
- d) school bus accident
- e) severe weather
- f) earthquake
- g) hazardous spills, accidents, or explosions
- h) floods

Policy

The Board recognizes the importance of being prepared for various types of emergencies, both natural and human, that could occur while school is in session. This necessitates the need to develop appropriate plans and procedures to deal with such emergencies at school facilities or involving school transport. To this end it is important that students, employees and parents be knowledgeable about the various emergency plans and procedures and to be prepared should such an emergency occur.

Direct responsibility for what may occur immediately following a response to a 911 call will lie with the Prime Responders (such as the RCMP, fire department, or Regional Emergency Plan Coordinator). The District's first responsibility is to ensure the immediate safety of students and staff by activating the appropriate emergency preparedness plan.

To assist and expedite setup, the Board directs that emergency plans and procedures be developed, implemented and maintained for all school and district facilities and school buses, and that:

- a) all employees shall be informed about the emergency plans and procedures to be followed at their work site, to ensure their safety and the safety of others
- b) students and employees shall practice the emergency procedures implemented at their school or work site
- c) parents shall be advised of the emergency procedures developed at the school(s) where their child(ren) are attending by September 30
- d) if materials and supplies beyond those normally provided by the school district are to be kept on hand to augment the school emergency procedures, then it shall be the responsibility of each school to obtain and maintain such supplies in good order
- e) After each emergency or incident, a debriefing session will be convened, chaired by the Superintendent or designate, to review procedures related to the incident.