



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

February 12, 2013 at 6:00 p.m.

School Board Office

## Agenda

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### Call to Order

### Presentations/Delegations

### 10 Minute Comment Period

### Adoption of Agenda

### Adoption of Minutes

January 22, 2013 – Regular Meeting

### Report on In-Camera Meeting from January 22, 2013

The Board released that they discussed personnel issues, business items and that the transition with the new Superintendent Designate was discussed as well as that the Board will be appointing a trustee representative to each bargaining committee.

### Business Items

#### 1. Middle Schools Decision – Executive Summary (Attachment)

**MOTION:** “That the Board approve a Middle School configuration with the schools in Grand Forks and that the 2014-2015 school year be the transition year. In the transition year John A. Hutton would move to grades k-4, Dr. D. A. Perley to grades 5-7 and Grand Forks Secondary would stay at grades 8-12. In the 2015-2016 school year, these same schools will move to the final configuration: John A. Hutton – grades k to 5; Dr. D. A. Perley – grades 6 to 8; and Grand Forks Secondary to grades 9 to 12.”

#### 2. Superintendent’s Report

- January Report 2013 (Attachment)
- Edmonton Band tour 2013 – request for approval (Attachment)
- GFSS Career Programs Proposal (Attachment)

#### 3. Secretary-Treasurer’s Report

- January Report 2013 (Attachment)
- Enrollment January 2013 (Attachment)
- Expenditure Report (Attachment)
- Amended Budget (Attachment)

**MOTION:** “That the Board unanimously agrees to give the Amended Annual Budget Bylaw all three readings at this meeting of February 12, 2013.”

**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 2012/2013 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 2012/2013.
3. The attached Statement 2 showing the estimated revenue and expense for the 2012/2013 fiscal year and the total budget bylaw amount of \$18,356,772 for the 2012/2013 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 2012/2013.

**MOTION:** “That the Board of Education of School District No. 51 (Boundary) approve the Amended Annual Budget Bylaw for 2012/2013 fiscal year, as read a first, second and third time, passed and adopted the 12<sup>th</sup> day of February 2013.”

**4. Director of Instruction’s Report**

- January 2013 Report (Attachment)

**5. Talking Break**

- Planning for the future

**6. BCSTA Provincial Council Meeting – Motions (Attachment)**

**7. Policy Committee**

**MOTION:** “That the Board approve and adopt the following policies:

- Field Trip Policy #3060 (Attachment)
- Distribution Union Political Information Policy (Attachment)

**MOTION:** “That the Board approve for circulation the following policy:

- Fundraising (Attachment)

**8. Trustee Reports**

January 25-26, 2013 – BCPSEA 19<sup>th</sup> AGM

**9. Around the Boundary January 2013**

**10. Trustee Activities and Upcoming Events**

BCPSEA Rep Council – February 16, 2013

BCSTA Provincial Council Meeting – February 22-23, 2013

**Future Agenda Items**

**Next Board Meeting:** March 12, 2013 – 6:00 p.m.  
School Board Office

**Adjournment**

**QUESTION PERIOD**

The purpose of this portion of the Agenda is to provide the opportunity to members of the public, press, radio and staff to ask questions or request clarification on items placed on this evening's Regular Meeting Agenda.

Questions which do not arise from the Agenda may certainly be addressed. Points may be raised before or after the meeting days by approaching the Executive Officers or Chairperson. If such queries require formal address by the Board, they can be submitted, in writing, and considered for placement on the Agenda for subsequent meetings. Such inquiries are welcomed as many routine questions can be handled by the staff.

## School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary)  
held Tuesday January 22, 2013, 6:00 p.m. at the School Board Office

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The Chairperson called the Meeting to order at 6:05 p.m.

Present:	Mrs. T. Rezansoff	Chairperson
	Ms. V. Gee	Trustee
	Mr. D. Reid	Trustee
	Mrs. C. Riddle	Trustee
	Mrs. C. Strukoff	Trustee
	Mrs. R. Zitko	Trustee (via telephone)
	Mr. M. Strukoff	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer
	Ms. M. Ruzicka	Director of Instruction
	Mr. Kevin Argue	Superintendent Designate
	Mr. Doug Lacey	Director of Learning Designate

Absent: Mr. K. Harshenin Trustee

### **Presentations/Delegations**

Principal Scott Stewart and teacher Helen Argue presented on the outcomes of the recent Trade Program Course pilot. They are hoping the Board will continue to support this program.

### **Adoption of Agenda**

MOVED Reid  
2ND Riddle

[“That the Agenda for January 22, 2013 be adopted as circulated.”](#)

CARRIED

### **Adoption of Minutes**

MOVED C. Strukoff  
2ND Zitko

[“That the Minutes of the December 11, 2012 Board Meeting be adopted as circulated.”](#)

CARRIED

### **Report on In-Camera Meeting from November 6, 2012**

The Board released that they discussed personnel issues, business items and that transition meetings with the new Superintendent Designate are taking place along with planning for the restructuring of senior management and school based administration.

**Business Items**

**1. Superintendent's Report**

The Superintendent's monthly report was presented.

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

The Secretary-Treasurer presented the Operations/Transportation and enrolment reports for December 2012. The December expenditure report was also circulated.

The Secretary Treasurer highlighted that the deer problem at the schools was a concern and the following motion was made:

MOVED Riddle

2ND Reid

"That the Board write a letter supporting the City in addressing the deer problem in Grand Forks. A copy to be sent to the provincial ministry as well."

CARRIED

**3. Director of Instruction's Report**

Report for January 2013 was presented by the Director of Instruction.

**4. Talking Break**

- Discussed finances 2012/2013 – Amended Budget.

**5. Budget Priorities of the District**

The Board will look at the strategic plan and develop the consultation process they would like to use at the March Board meeting. The Board will try to meet with the District Leadership group in April to go over the budget items.

**6. Committee Structures**

Chairperson Rezansoff presented the committee structures. A working session on April 23<sup>rd</sup> will be set to discuss committees.

**7. Trustee Reports**

The Board discussed the motion that will be at the BCPSEA AGM On January 26, 2012. Trustees Gee, Strukoff and Reid reported on the BCSTA Kootenay-Boundary Branch Motion building session held on January 19, 2013.

Trustee Gee reported on the BCSS PAC meeting and the exciting things students in the Spirit Club are engaging in.

**8. Around the Boundary**

December 2012 presentation was given.

Meeting adjourned at 7:41 p.m.

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Chairperson

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Secretary-Treasurer



# Middle School

## District Re-Design 2013 ~ Executive Summary

A summary of the information collected in the proposed establishment of  
a middle school in Grand Forks

Prepared by: M. Strukoff, Superintendent & J. Hanlon, Secretary-Treasurer

# Middle School

District Re-Design 2013 ~ Executive Summary

## **Table of Contents**

### *1. Introduction*

#### *a. Q & A*

### *2. Enrolment Projections*

#### *a. Class sizes*

### *3. Building capacity*

#### *a. Hutton*

#### *b. Perley*

#### *c. GFSS*

### *4. Impacts*

#### *a. Students*

### *5. Closing*

### *6. Appendix*

### *7. Middle School*

## **Middle School**

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A school full of 11 to 13 year olds is bound to be an exciting, energetic place. A middle years school must be designed to meet the unique needs of this early adolescent age group.

A middle years school must be child-focused (like elementary), not subject-focused (like high school)

## 1. Introduction

Adolescents:

**T** - are in **Transition** - physically, socially, intellectually

**E** - like to **Explore** - they are curious about people, how things work and how they themselves fit into the world

**A** - are **Active** - these students like to move, they learn better by doing

**M** - **Middle Years** Teachers must:

- Encourage self-discovery
- Provide guidance
- Continue to focus on Literacy and Numeracy
- Respond to the needs of middle years students and get kids connected with education and their developing interests and passions

Elements of a Middle School

- ✓ Adoption of high school minutes (342 to 371 per day)
- ✓ Lunch hour roughly between 45-48 minutes
- ✓ Linear (year round curriculum)
- ✓ Exploratory blocks (woodwork, band, drama, textiles) at GFSS (transition 8-12 minutes)
- ✓ Grade 8 students will have benefit of going back to linear academics
- ✓ Course delivery at both campuses for exploratory blocks
- ✓ Closed campus for grades 6 to 8

## Q & A

Q. Social Integration of Grade 8's from CLES into the middle school – how?

A. Number of students affected:

(2015 - 15 students) (2016 - 16 students) (2017 - 10 students) (2018 - 8 students)

The numbers are small. As the school becomes more experienced dealing with this transition it will be modified. In the beginning I see a similar transition process as currently used by GFSS as students transition from elementary school to high school. With such small numbers, there will also be more opportunity for staff to monitor integration in September.

Q. What will be the impact on GFSS course offerings?

A. In Sept 2015 GFSS changes to a grade 9-12 school.

- If GFSS stays as a gr 8-12 school they would have 18 classroom teachers.



## Middle School



- If GFSS becomes a gr 9-12 school then using the same formulas as before they would have 14 teachers.
- Because they are providing exploratory blocks to the middle school, GFSS will gain 8 additional blocks or 1.125 FTE for specialist teachers above the 14 teachers for grades 9-12.

Q. How will we accommodate Christina Lake students should parents start bringing them to the middle school?

A. Christina Lake students wishing to transfer to the middle school will have to go on a waiting list. If there is room, they would be allowed to register. The more challenging issue is if this actually becomes a trend rather than just one or two transfers. The District will have to make a determination about the staffing allotment at Christina Lake. In other words, when does the CLES staffing move to the middle school to accommodate the demand Christina Lake students make on the middle school?

Q. What is the number of split and single grade classes?

A. The Ministry of Education is making changes to the School Act, Ministerial Orders and Regulations to add flexibility to districts and schools. We have already seen changes to provincial exams, school calendars and hours of instruction, and imminent announcements will be made on curriculum changes, special education and the grad program. These changes are to enhance the context for delivery of personalized learning. The issue of split or single grade classes should not be an issue in the decision making process for a middle school. Most of our schools combine classes now~ very successfully ~ so this should not be an issue.

## 2. Enrolment Projections



### Enrolment

Status Quo	GFSS 8-12	Perley K-7	Hutton K-7	Total
2014/2015	353	249	225	<b>827</b>
2015/2016	367	234	218	<b>819</b>
2016/2017	378	225	218	<b>821</b>

Middle School	GFSS 9-12	Perley 6-8	Hutton K-5	Total
2014/2015 Transition Year	353	198	276	<b>827</b>
2015/2016	287	212	320	<b>819</b>
2016/2017	304	210	307	<b>821</b>

### Divisions

Status Quo	GFSS 8-12	Perley K-7	Hutton K-7	Total
2014/2015	17	10	10	<b>37</b>
2015/2016	18	10	9	<b>37</b>
2016/2017	19	9	9	<b>37</b>

Middle School	GFSS 9-12	Perley 6-8	Hutton K-5	Total
2014/2015 Transition Year	17	8	12	<b>37</b>
2015/2016	14	8	14	<b>36</b>
2016/2017	15	8	13	<b>36</b>

### 3. Building Capacity

Hutton has 15 classrooms; 16 if the portable is counted. As a K-5 school it will have a maximum of 12-14 classes in any given year. This does mean the computer lab, AB Ed room and Russian language room are converted to regular classroom use. The school moves to mobile technology – laptops or tablets. Teachers are displaced from their homeroom during prep time if something other than music is used to cover prep. Portables will have to be used for Ab Ed, Russian Language classes and for storage (art & paper supplies). Music will continue to be taught in the existing music portable.

Perley currently has 11 divisions and it will shrink to 8 divisions. Essentially the primary wing would be empty. BFISS has expressed interest in leasing more space.

GFSS will have lots of space – so much space that consideration is being given to closing rooms 209, 210, 211, 213, 214, 215 – the upstairs wing that runs north/south.

### 4. Impacts Transition Hutton K-4 Perley 5-7

#### Students

Tied to the middle school decision are the impacts on students. I will look at [September 2014](#).

Hutton – If you are a grade 5, 6 or 7 student you move to the middle school. If you are a K-4 student you stay at Hutton but you will have students K-4 from Perley join you. Everyone stays at Hutton for at least 2 years. When entering grade 6, you move to the middle school.

Perley - If you are a K-4 student, you move to Hutton. If you are a 5, 6 or 7 student you stay at Perley, but Hutton's 5, 6 & 7 students join you. Everyone stays at Perley for two years. In your grade 9 year (Sept 2016) you move to GFSS. In September 2015, the 15 grade 8 CLES students move to the middle school.

CLES students – Sept 2013 – no district mandated change; September 2014 - no district mandated change; September 2015 – the CLES grade 8 students enter the middle school.

### 5. Closing

The middle school discussion is exploring ways of improving student learning experiences. It is not a money saving initiative.

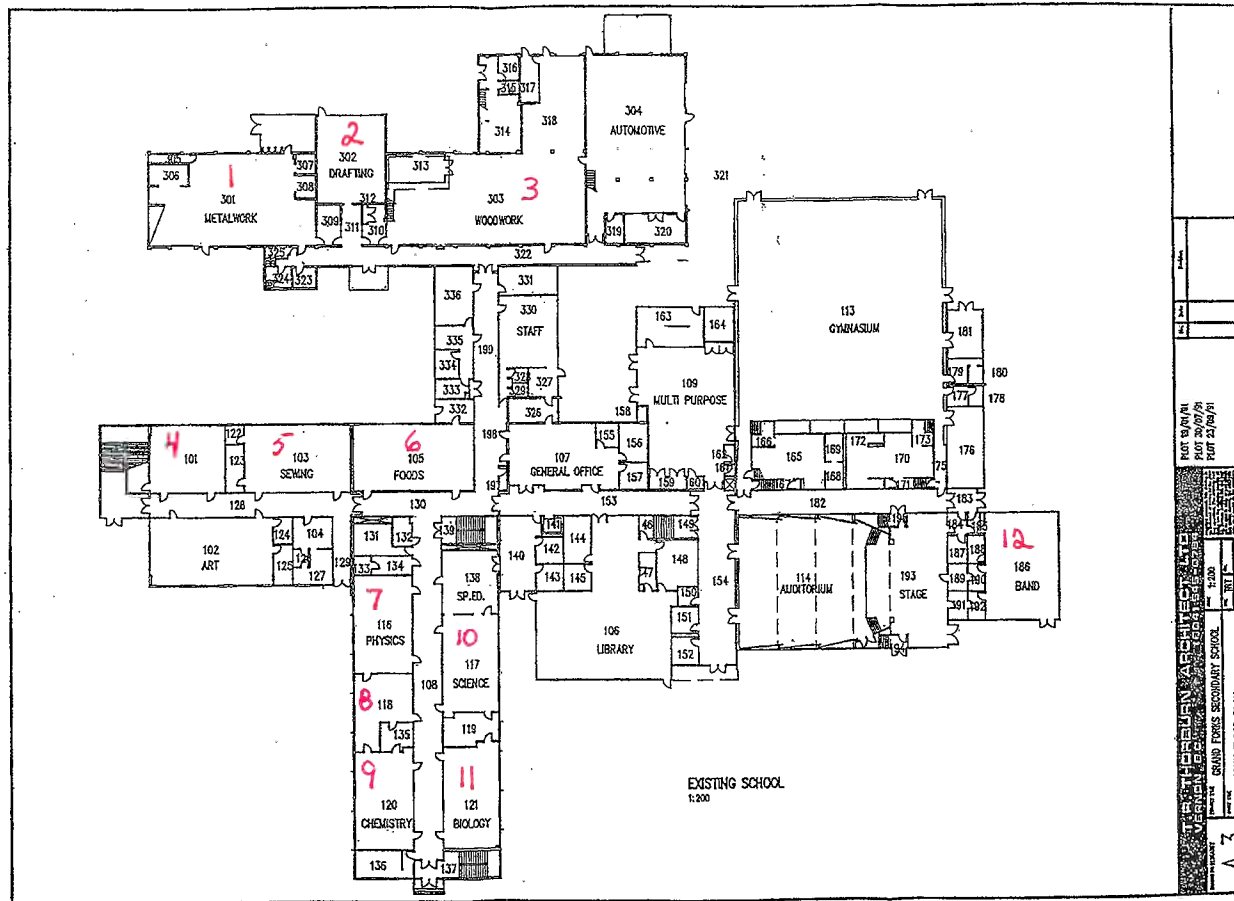
Once a decision is made on February 12, 2013, the District's fiscal challenge will still need to be addressed. How to proceed continues to be difficult to discern. There are two factors impacting the problem solving process on this front:

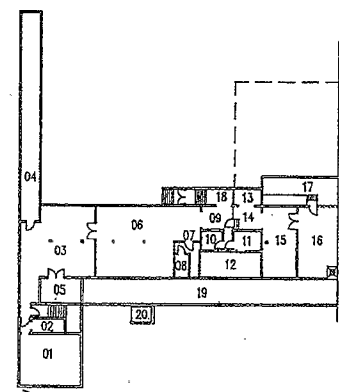


- a. The biggest uncertainty is the May 14<sup>th</sup> provincial election. Will the current fiscal treatment for district revenue continue or change with the formation of a new government?
- b. Flat student enrolment. If the Ministries current funding practice continues, the district will be facing serious budget shortfalls. In the last few years declining enrolment has resulted in fewer teachers and funding protection helped mitigate the impact. With flat enrolment the need for teachers will not decline, but revenue will continue going down by \$235,000/year and increments will continue to increase by approximately \$100,000/year, resulting in the “fiscal cliff”. Extensive innovative solutions will need to be identified and implemented to balance the budgets of the near future.

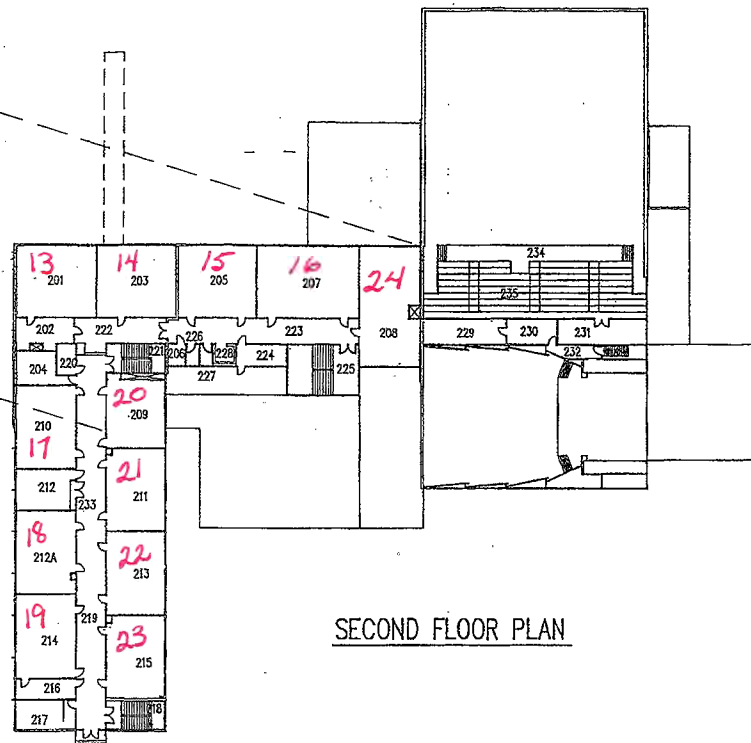
# Appendix – Floor Plans

GFSS





BASEMENT FLOOR PLAN

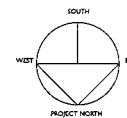
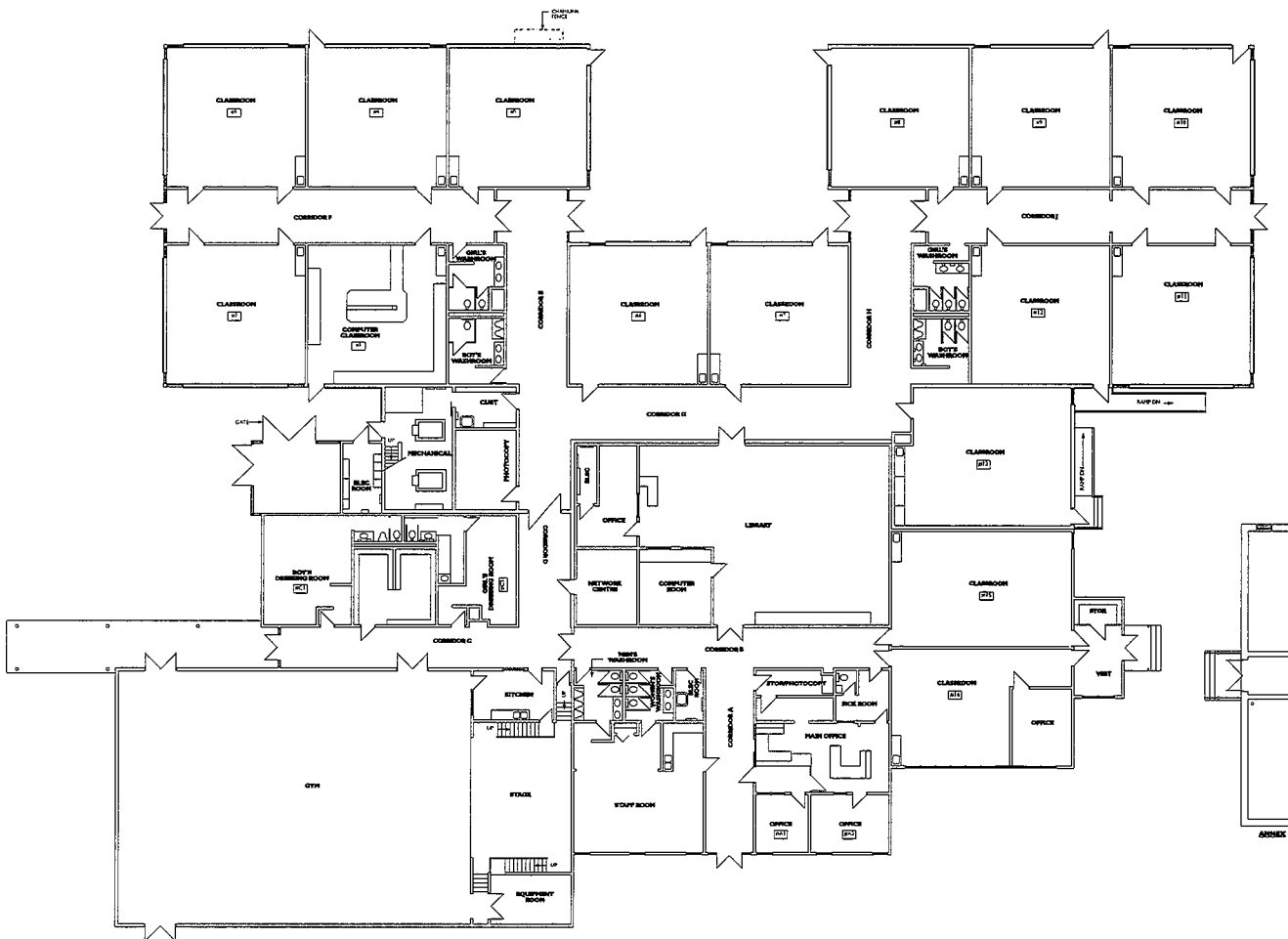



SECOND FLOOR PLAN

<b>P. THORNTON ARCHITECT, LTD.</b> VERNON, B.C.		1000 10th Ave. Vernon, B.C. V1A 1A1 Tel: 251-1111 Fax: 251-1112
PROJECT NO. 1000 10th Ave.	SHEET NO. 1000 10th Ave.	DATE 10/01/94
CLIENT GRAND PRINCE SECONDARY SCHOOL	PROJECT FLOOR PLANS SEC. & BSMT.	DRAWN BY P.T.
<b>A.2</b>		1000 10th Ave.







PROJECT TITLE		
<b>DR. D.A. PERLEY ELEMENTARY SCHOOL</b>		
GRANDFORKS, B.C.		
PROJECT STATUS		
Existing		
SHEET TITLE		
<b>MAIN FLOOR PLAN</b>		
DRAWN BY	HELMES	REC 1214
SCALE	1/32	- DATE PLOTTED - May 13, 2012
PROJECT NUMBER	1214	
 <b>FAIRBANK ARCHITECTS</b> <small>ARCHITECTS INC.</small> 554 VERNON STREET NELSON BC V1L 4E5 Tel: 250.252.4542 Fax: 250.252.4542		SHEET NO. <b>EXI</b>

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Michael Strukoff  
Superintendent of Schools

## **Month-End Report February 6, 2013**

### **EDUCATION**

#### Class Size & Composition

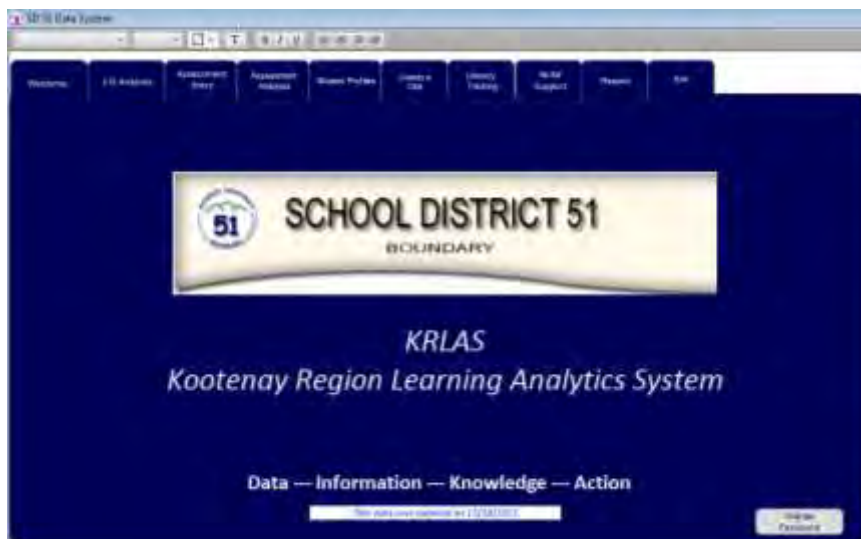
- In Compliance

#### Professional Development (Staff)

- Enrolment Audit – A preliminary session was held with Joanne Armstrong (Ministry of ED) and our administrators via conference call regarding enrolment audit rules. A follow-up workshop is now scheduled on Friday, March 8, 2013 with principals, school secretaries and Ann Dumas (a contract auditor for the Ministry).
- With changes to collective agreements and changing responsibilities for school administrators, a regional collective agreement boot camp is being organized by the Superintendents of SD 8, 10, 20, 51 on May 9 and 10<sup>th</sup>. BCPSEA will be putting on the workshop for building administrators from the four districts.

#### District Initiatives

- District staff including myself, Kevin Argue, Jeanette Hanlon and John Popoff, initiated and hosted a meeting and lunch with the new CAOs (City Administrative Officers) for Greenwood, Midway and Grand Forks. General discussions took place. An update on the Community Network in Grand Forks was provided and the group explored the interest from the municipalities to lobby Telus to improve band width in Greenwood and Midway ahead of their proposed schedule. The School District interest lies with the improvement of band width for BCSS.
- Data Project: As reported earlier, the District has joined a Ministry pilot on managing district data. We are working with Sean Cameron and Gerald Morton. We started with some trial data but will be uploading more data – from our district-wide Reads and Writes, from BCeSIS, our online math assessments and from the Ministry. Shawn Lockhart is assisting with the BCeSIS scripts. Jennifer Turner and Doug Lacey will be participating in a regional meeting on the pilot scheduled for March 7<sup>th</sup> in Creston. The Learning Analytics System is similar to the Peace River South initiative and it uses File Maker Pro software. If the District is to continue in this direction in the future we will need to invest in the software – estimated cost is \$5000-\$6000 in the first year and then annual license fees of \$250/year /user.



#### Literacy

- The Community Literacy Advisory Committee held its first meeting of the new year on January 7<sup>th</sup>. Plans are underway for a new five-year District Literacy Plan. The first meeting to work on this initiative is April 19, 2013. Location and time to be announced at a later date.

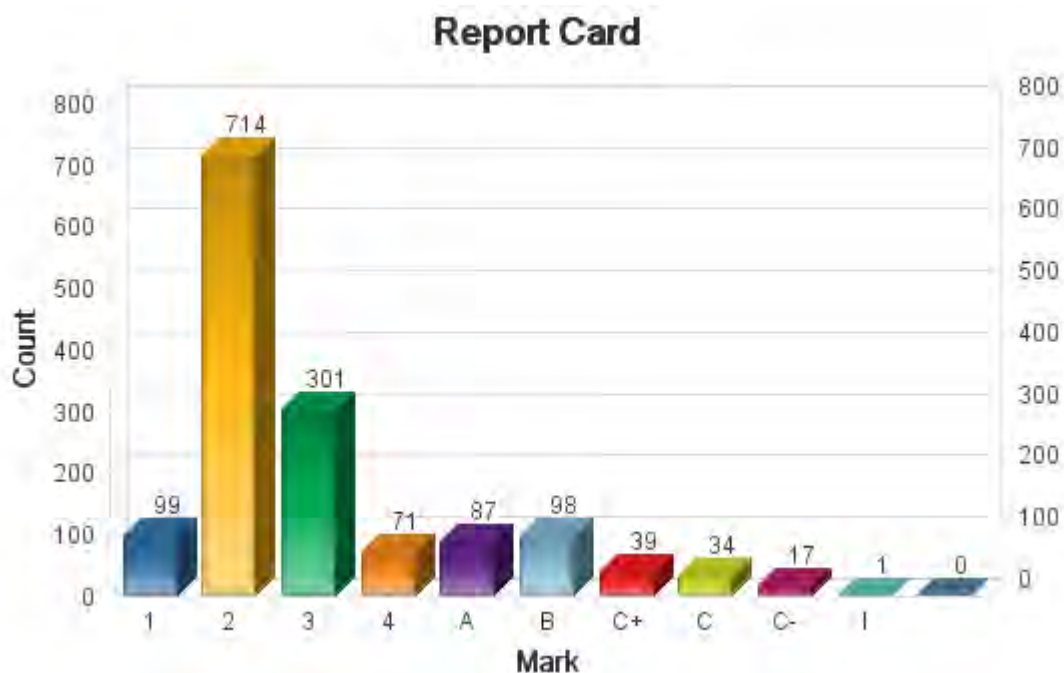
### **Ministry Initiatives**

Audits - the BC Government conducts regular audits of varying levels of inquiry.

- Financial Audits are carried out every year. There are three levels. All Districts are audited at the basic level using the financial information all Districts are required to regularly submit. This is the level SD51 is being audited at again. Being selected for the core and extended sample audit does not imply any concern about the selected Districts. The auditors are looking to achieve a reasonable balance of size, geography and composition of the Districts selected.
- StrongStart audit – this has been an annual phone call with a list of question to be answered
- Enrollment Audit – can comprise regular enrollment, Aboriginal student and program enrolment and programing, Special Education. These audits can be as simple as an e-mail or a telephone call or a full onsite audit. Onsite audits can result in a financial impact to a District – usually negative. SD51 has not had one of these audits since February 2006. It was a Special Education audit targeting two categories “severe behavior” and “physically handicapped”. Our audit was successful.
- I.T. Audit - this audit is conducted by the Auditor General of BC. They are checking on the operational viability of our networks as well as security measures in place. We are participating at the lowest level. Our I.T. Manager has submitted the survey they asked us to complete. Results of this survey could be some advice to an onsite inspection. The inspection could be due to a concern or again just the need to visit some Districts to insure their audit is representative of Districts in the province. We will be waiting and seeing.

### **Meetings out of District for the Superintendent**

- February 5 – OLRC workshop (Kelowna)
- February 15/16 – BCPSEA (Richmond)



# **Grand Forks Secondary School**

P.O. Box 339, Grand Forks, B.C. V0H 1H0  
TELEPHONE: 250 442-8285 FAX: 250 442-2085

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January 17, 2013

School District No. 51 (Boundary)  
Box 640  
1021 Central Avenue  
Grand Forks, B.C.  
V0H 1H0

Dear Michael Strukoff:

**RE: REQUEST FOR APPROVAL IN PRINCIPLE - EDMONTON BAND TOUR 2013**

The Grand Forks Secondary School Music Department is seeking 'Approval in Principle' to arrange a concert tour to Edmonton, Alberta on Tuesday, May 7, 2013 until Saturday, May 11, 2013. Students from both Concert Band and Jazz Band classes from grades nine to twelve will be invited.

Please contact me if you have any questions or concerns at 250-442-8285.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Wille".

Doug Wille  
Music Teacher

# **Grand Forks Secondary School**

P.O. Box 339, Grand Forks, B.C. V0H 1H0  
TELEPHONE: 250 442-8285 FAX: 250 442-2085



To: Board of Education, SD #51

Re: Career Programs Proposal

As a follow up to our school presentation to the Board of Education on Jan 22<sup>nd</sup>, 2013 on the results of our Pathways Work Readiness Program for 2012-13, I am making the following application:

- School District 51 supplement GFSS one Career Preparation teaching block (.125fte) per semester on an ongoing basis to support the implementation of a variety of career programs for students including Pathways Work Readiness Program, Secondary School Apprenticeship, and other career/work experience options.
- School District 51 include in GFSS student fees allocation, support for tuition and program costs up to \$15,000 per year specifically directed at career programs
- GFSS provide a yearend report outlining student participation and costs associated with career programming

## **Rationale**

- Pathways Program evaluation demonstrates the positive impact on student work readiness
- Completion of career programs results in increased enrollment within the Career Prep/Work experience course designations
- Improves student access to employment opportunities and certain program enrollment (ie. Apprenticeships)
- Take Our Kids to Work and other opportunities targeting younger students increases awareness in career opportunities and subsequent student planning

Sincerely,

A handwritten signature in black ink, appearing to read "W. Scott Stewart". The signature is stylized with a large, sweeping initial "W" and a cursive "S".

W. Scott Stewart  
Principal



## Month-end Report January 2013

J. Hanlon

Secretary-Treasurer

### February Enrolment Count

The second enrolment count will be February 15, 2013. This count does not affect our funding due to funding protection. If we weren't in funding protection, we would get .5 funding for any additional special needs students. The February count does not fund regular enrolment increases.

On February 15<sup>th</sup> I will be sending in our enrolment projections for the next three years. Once again, I used the straight roll forward based on current enrolment; then for the kindergarten projection I used the Strong Start numbers and the birthrates and compared them to our past kindergarten enrolments.



### Enrolment Audit Pro-D



In January, via telephone conference call, we had Joanne Armstrong, manager for the Compliance Program at the Ministry of Education, go over guidelines with the principals for reporting students to the Ministry via the 1701 process. In March we have invited an external auditor in to do a hands-on session with school secretaries and principals. With the change in senior management, as well as not having had an audit since 2006, we are probably due. We want to ensure that everyone knows the requirements.

### Finance

In January the talking break was used to discuss the current year's finances. For this agenda we will have the amended budget for the Board to adopt. There were some minor changes, but the bottom line is that we will be using \$232,729 of our surplus to balance this year's budget.

This year we are working with the revised accounting rules according to the Public Sector Accounting Board (PSAB).

Administrators in the District met twice to start the budget planning process for the 2013/2014 school year. We reviewed where we are to date, our formulas for staffing, and looked at the changes made last year. We also asked the secondary schools to have their timetables completed sooner so we can assess the needs of the students and whether there is a need for additional blocks. If this is the case, we will see how to accommodate that request.

### **Smart Tool**

This is the tool that the province has developed and Districts are populating with energy consumption from buildings and vehicles. Charlene has entered to date the 2012 data. We will have to pay based on the 2012 data by March 31, 2012.

### **Maintenance**

We will be retiring our 1991 pickup as we have replaced it with a 2013 model. The pickup will be used by Ross Lautard in the West. We have also purchased a snow plow blade for it.

### **Bus Inspections**

In January we had our facility and bus inspections as per our preventative maintenance program in the East. Congratulations to the drivers and mechanic for having a good report. The same process will be done this spring in the West.

### Head Count

	January 31, 2013	September 30, 2012	Increase (Decrease)	January 8, 2013
GFSS	341	343	(2.0000)	341
Perley	262	259	3.0000	262
Hutton	248	250	(2.0000)	251
CLES	102	101	1.0000	100
BCSS	129	131	(2.0000)	131
MES	32	29	3.0000	31
GWD	35	34	1.0000	35
WBES	117	113	4.0000	114
BES	11	11	-	11
Big White	26	18	8.0000	20
Walker	24	24	-	24
Total	1327	1313	14.0000	1320



Fund : 0 General Operating

OB	TITLE	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
10	Principal & Vice Principal Sal	92,060.98	635,201.69		1,108,903	473,701	43
11	Teacher Salaries	601,110.81	2,994,727.59		6,019,488	3,024,760	50
12	Non-Teachers Salaries	234,650.47	1,337,225.91		2,747,734	1,410,508	51
13	Management Salaries	32,713.75	232,587.93		404,946	172,358	43
14	Substitute Salaries	11,265.23	215,571.67		550,316	334,744	61
19	Trustees Indemnity	6,169.94	43,189.58		74,042	30,852	42
21	Statutory Benifits	73,248.16	213,270.19		581,154	367,884	63
22	Pension Plans	113,815.14	649,182.52		1,296,747	647,564	50
23	Medical And Life Benifits	50,215.65	334,888.06		614,237	279,349	45
31	Services	63,890.35	272,663.97	26,876.32	580,397	280,857	48
33	Student Transportation	5,360.97	37,786.22	650.00	83,985	45,549	54
34	Training & Travel	13,279.98	148,404.25		252,395	103,991	41
36	Rentals & Leases	2,819.02	19,733.14		33,528	13,795	41
37	Dues And Fees	116.76	60,064.92		71,790	11,725	16
39	Insurance	91.00-	59,877.00		67,400	7,523	11
51	Supplies	62,621.25	332,613.56	33,233.82	853,345	487,498	57
52	Learning Resources	791.71	22,202.88	2,996.84	48,830	23,630	48
53	Library Books	555.76	3,326.74	1,047.36	24,880	20,506	82
54	Electricity	38,358.29	129,638.12		285,000	155,362	55
55	Heat	19,934.77	47,325.37		163,000	115,675	71
56	Water And Sewage	1,928.81	6,270.61		20,000	13,729	69
57	Garbage And Recycling	1,668.46	9,152.55		16,000	6,847	43
58	Furn. & Equipment Replacement			8,444.24	65,000	56,556	87
59	Computer Equipment Replacement				100,000	100,000	100
TOTAL FOR Fund - 0		1,426,485.26	7,804,904.47	73,248.58	16,063,117	8,184,964	51
GRAND TOTAL		1,426,485.26	7,804,904.47	73,248.58	16,063,117	8,184,964	51



## February Report for January 2013

Director of Instruction

Maxine Ruzicka

### Aboriginal Education

On January 10, all of our grade four teachers and members of the Boundary Aboriginal Education Advisory Council attended an in-service on the grade four social studies Okanagan Nation curriculum unit that was developed by School District 53 under the direction of Helen Gallagher (Aboriginal Contact Teacher in SD 53). This unit was gifted to the Boundary by SD 53 and they provided Helen to do the in-service for our teachers. This unit includes eight lessons with supporting resource materials. Thanks to Helen and her team for ensuring that appropriate knowledge, permissions and protocol were followed to enable classroom teacher access to this valuable teaching resource.

*Joan Holmes in front, David Reimer, Barb Baliko and Martin Vanlerberg behind*



*Helen Gallagher with Wanda Hecht and Marilyn Hanson*

*Teachers: Yvonne Konar, Maralynn Rehbein, Toni Hoffman*



- On January 19, I attended the Aboriginal Community Winter Gathering. There was a lot of great food, fun and an opportunity to connect informally with members of the Aboriginal community – of all ages. I enjoyed the performances by the Aboriginal Children's Drum Group and the Aboriginal Women's Drum Group.

*On January 17, grade 2/3 students from Perley Elementary School enjoyed a morning field trip to the Whistling Kettle Ranch where Stolo Nation author David Seven Deers talked about his cultural connection to animals and the land. He then read one of his children's books to the students. At the conclusion of the morning, students enjoyed a cup of hot cocoa before heading back to town. It was evident from the follow up by the classroom teachers that the children were left with a deeper appreciation and heightened respect for Aboriginal traditions and culture.*

*David Seven Deers and his family reside in the Boundary area and he will be interacting with students at schools throughout our district.*



## Early Years

- On January 11, I met with BFISS Strong Start Supervisor, Ellen Strelaeff, to review the program schedules and possible variances in schedules that I will need to report to the ministry. We also reviewed the Ready Set Learn and Preschool Fair dates and locations.

**Ready Set Learn 2012-2013 Dates**

Date	School	Time
Monday, January 28	Big White Community School	9:30 a.m. - 10:00 a.m.
Monday, February 18	Christina Lake Elementary School	10:15 a.m. - 11:15 a.m.
Thursday, February 28	Hutton Elementary School	10:30 a.m. - 11:30 a.m.
Monday, April 8	Perley Elementary School <b>*EARLY YEARS FAIR*</b>	1:00 p.m. - 3:00 p.m.
Tuesday, April 9	West Boundary Elementary <b>*EARLY YEARS FAIR*</b>	1:30 p.m. - 3:30 p.m.
Monday, April 15	Midway Elementary School	10:15 a.m. - 11:15 p.m.
Monday, April 15	Greenwood Elementary School	1:00 p.m. - 2:00 p.m.
Tuesday, April 16	Beaverdell Elementary School	10:30 a.m. - 11:30 a.m.

Below is information on RSL taken directly from the Ministry of Education's website. The resource for parents will be printed and included in the folders. We encourage ALL service providers to attend as many of the events as possible - especially the Early Years Fairs. This is a wonderful opportunity to engage with parents of young children and inform them of your services. Carpooling is available so please contact Ellen if you would like a ride out to the outlying communities.

- BEYAC (Boundary Early Years Advisory committee) met on January 22 at the School Board Office. These meetings offer an opportunity to inform one another and share the many offerings for families with preschool children throughout the Boundary.
- We were happy to have Doug Lacey attend the annual EDI (Early Development Instrument) training for all kindergarten teachers in our district. (see pictures below). At the conclusion of the EDI training, there was an opportunity for the kindergarten teachers to share challenges, successful practices and innovative ideas.



## Collaborative Partnerships/Regional

- Provincial Rural Education Steering Committee webinar on January 10 reviewed the rural innovation projects webinars and the pilot of the rural teachers multi-grade (more than three grades) connecting together webinars. We have three teachers from SD 51 participating.
- The January 18 ECD/CYSN Regional Alliance met via teleconference to plan the March face to face meeting in Kelowna.
- Involvement in the provincial data project is at the exploratory stage in looking at the kinds and amount of student achievement data in SD 51. I am anticipating that we will be able to pull our existing information into one report for specific purposes – such as the Aboriginal Education Annual report, CommunityLINK report, etc.



British Columbia  
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## AGENDA ITEM #9.1

PROVINCIAL COUNCIL MEETING: February 23, 2013

STATEMENT OF ISSUE: 2013/2014 BCSTA Draft Budget

Submitted by: Jane Kellett, Director  
Chair, BCSTA Finance Committee

BE IT RESOLVED:

That Provincial Council receive the 2013/2014 BCSTA Draft Budget and provide additional input to the Finance Committee prior to adoption of the final budget immediately following AGM 2013.

RATIONALE:

At the October 2012 Provincial Council meeting, the Finance Committee discussed several factors expected to impact BCSTA's 2013/2014 operating budget and requested input for development of the budget draft. Based on cost projections and input received from Boards of Education, the Finance Committee has prepared a 2013/2014 BCSTA Draft Budget. At its January 23, 2013 meeting, the Board of Directors approved the submission of this budget draft to the February 2013 Provincial Council.

Factors expected to impact the 2013/2014 operating budget include:

- Student FTE enrollment, which is the basis upon which BCSTA member fees are calculated, has been declining since 2000/2001. For 2013/2014, the reduction of approximately 7,130 FTE students will result in a member fee decrease of approximately \$17,000.
- In 2008/2009 BCSTA was informed by the Ministry of Education that it would no longer be receiving government grants funds. BCSTA has therefore been incrementally phasing out the use of these grant funds to support its operating budgets. A total of \$60,000 in grant funds has been phased out since 2008/2009. For 2013/2014, \$15,000 in grant funds will be used to support AGM 2014.
- Inflation, estimated at two percent for 2012/2013, continues to put pressure on BCSTA's budget lines. The AGM, Academy, Provincial Council, Board of Directors and Committee budget lines are additionally impacted by rising hotel, meal, and audio visual costs.
- As BCSTA will be making an online version of the Guide to Schools Legislation available free of charge to the trustees, superintendents, and secretary-treasurers of member boards, sales revenues are expected to decline in 2013/2014.
- The Depreciation budget line will be impacted by capital asset replacements in 2012/2013 and 2013/2014:
  1. the replacement of BCSTA's telephone system in 2012/2013;
  2. the planned replacement of two of BCSTA's six servers in 2012/2013;
  3. the planned replacement of two of BCSTA's six servers in 2013/2014; and
  4. the planned replacement of BCSTA's document management system in 2013/2014.

- The Legislative Committee has completed its review of BCSTA's policies, so associated costs have been eliminated from this budget line for 2013/2014.
- BCSTA will be hosting CSBA Congress 2013 and will be responsible for all associated revenues and expenses. It is expected that revenues will offset 100% of the expenditures for this event.
- As BCSTA staff salary grid increases have been tied historically to teacher-negotiated settlements and a settlement has not yet been negotiated for the 2013/2014 fiscal year, a salary-grid increase is not recommended at this time. If a salary increase is negotiated subsequent to the approval of the 2013/2014 budget, any increase to BCSTA's staff salary grid would be funded out of member equity in 2013/2014 and an adjustment would be made to the 2014/2015 operating budget.
- 2012/2013 staffing changes will result in a reduction of approximately \$21,000 in the Salaries/Benefits budget line in 2013/2014, \$15,000 of which has been reallocated to Legal Counsel to provide additional support to this budget line.

The Finance Committee, Board of Directors, and staff are committed to the prudent fiscal management of member dollars and continue to look for more efficient and effective program delivery options and cost-saving measures while focusing on providing a high level of service to member boards.

Over the past several years, therefore, BCSTA has implemented the following cost-saving measures:

- BCSTA has reduced its staff complement from 13 to 12 FTES;
- The Board of Directors and Committees are holding online rather than face-to-face meetings wherever possible and are holding meetings in conjunction with other BCSTA events;
- All of BCSTA's publications, including meeting agenda packages, are now distributed in an online format, either using e-mail or BCSTA's website, thereby reducing BCSTA's paper, toner, courier and mailing costs; and
- CSBA member fees have been reduced.

For 2013/2014, the Finance Committee has focused on developing a balanced budget draft that maintains BCSTA's high level of service to member boards, reflects BCSTA's strategic priority of ensuring "prudent stewardship of member fees and BCSTA resources", and incorporates feedback received from member boards. The Finance Committee is therefore recommending a zero-percent member fee increase for 2013/2014.

As no member fee increase is recommended for 2013/2014, all changes to member fees, as shown in Appendix I, are the result of the changes in FTE student enrollments.

The 2013/2014 BCSTA Draft Budget has been submitted to the February 2013 Provincial Council for receipt only and Councillors are encouraged to provide the Finance Committee with additional feedback. BCSTA's 2013/2014 Draft Budget will be adopted by the April 2013 Provincial Council.

**BCSTA Budget - Draft**  
**2013/2014**



# **BCSTA 2013/2014 Draft Budget**

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## **Budget Cycle**

Following BCSTA's budget cycle, illustrated on page six, the Finance Committee requested feedback from the October 2012 Provincial Council to assist in preparing BCSTA's 2013/2014 draft budget. This first budget draft will be presented to the February 2013 Provincial Council for review and will ultimately be adopted by the April 2013 Provincial Council, directly following BCSTA's Annual General Meeting.

## **Budget Considerations**

At the October 2012 Provincial Council meeting, the Finance Committee reviewed a number of issues that were expected to impact the 2013/2014 budget. The items that have impacted the development of BCSTA's draft 2013/2014 budget are:

### **1. Student Enrollment**

As shown on page seven, BCSTA member fees are calculated for individual member boards based on fee formulas set by Provincial Council. As these formulas are based on the FTE student enrollment of each board of education, enrollment decline has a negative impact on member fees. FTE student enrollment data for September 2012 will be used as the basis for calculating 2013/2014 member fees.

As shown in Appendix I, FTE student enrollment, which has been declining since 2000/2001, is reduced by approximately 7,130 FTE students for September 2012. As a result, BCSTA member fees will be reduced by approximately \$17,000 in 2013/2014.

### **2. Membership**

BCSTA has had full membership since 2007/2008. If member board withdrawal occurs in 2013/2014, member equity would be used to fund the loss of member fees for the first year of board withdrawal, in accordance with BCSTA practice. Member fees would therefore not be impacted in 2013/2014.

### **3. Member Equity**

BCSTA does not currently have a member equity surplus. When a surplus exists, it is used to offset member, Academy, or AGM fees. For instance, in 2003 boards received a 50 percent reduction in AGM registration fees, and in 2009, boards received a two-percent member fee rebate.

## BCSTA 2013/2014 Draft Budget

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### 4. **Interest Revenue**

This budget line was reduced by \$33,000 in 2010/2011 as a result of declining interest rates and subsequently increased by \$10,000 in 2011/2012 and \$4,000 in 2012/2013 to reflect slight rate improvements. An adjustment to this budget line is not recommended for 2013/2014.

### 5. **Entrepreneurial Activity**

In 2012/2013 BCSTA will be making an electronic version of the *Guide to School Legislation* available at no charge to all trustees of member boards. Sales revenues are therefore expected to decrease in 2013/2014.

### 6. **Government Grants**

BCSTA has not received funding from government grants since 2007/2008 and has therefore been reducing its reliance on grant funds to support its operating budgets. A total of \$60,000 in grant funds has been eliminated from BCSTA operating budgets since 2008/2009. Grant funds are still available to support AGM 2014.

### 7. **CSBA Congress**

BCSTA will be hosting CSBA Congress 2013 and will be responsible for all associated revenues and expenses. It is expected that revenues will offset 100% of the expenditures for this event.

### 8. **BCSTA Meetings and Events**

Based on the Vancouver Consumer Price Index (CPI) average of 1.72 percent for 2007 through 2011, inflation is projected to be approximately two percent for 2013/2014. Inflationary increases have the largest impact on the AGM, Academy and Provincial Council budget lines, but also affect Board of Director and Committee budget lines. Hotel, meal, speaker and audio-visual costs are also expected to increase in 2013/2014, which will further impact these budget lines.

The December Academy, which was not held in 2012/2013 to enable BCSTA to participate in the November 2012 Joint Conference, will be held in 2013/2014. This budget line has therefore been reinstated.

### 9. **Standing Committees**

The *Legislative Committee* budget line was added in 2011/2012 to reflect the Committee's review of BCSTA's Policies, as directed by the Board of Directors in September 2010, as well as the regular review of AGM and Provincial Council motions. As the policy review has been completed, the *Legislative Committee* budget line will be reduced to reflect costs associated with the regular work of the Committee.

## BCSTA 2013/2014 Draft Budget

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### 10. **Board of Directors**

In 2006/2007, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be reviewed annually, with increases to be based on Vancouver's CPI. In 2011/2012, the Review Committee recommended that honouraria be automatically increased based on the most recent five-year rolling average of Vancouver's CPI.

As the Board of Directors passed a resolution at its January 2012 meeting that Board of Director honouraria increases be deferred until the provincial government's net-zero mandate has been removed, the Board of Directors did not receive their recommended honouraria increase in 2012/2013.

The net-zero mandate will remain in effect through June 30, 2013. Honouraria amounts will therefore increase automatically in 2013/2014 in accordance with Review Committee recommendations.

### 11. **Building**

Parking charges increased in 2012/2013. This increase will be reflected in the 2013/2014 budget.

### 12. **Audit Fees**

Every five years, BCSTA negotiates a contract with a suitable audit firm, as selected by the Finance Committee. Every five years, therefore, BCSTA issues a request for proposal to potentially suitable audit firms. As 2012/2013 will be the fifth year in BCSTA's five-year contract with its current auditors, the Finance Committee will be undertaking a review of auditor firms for the next five-year term, beginning in 2013/2014. Costs for BCSTA's annual audit are captured in the *Financial* budget line. This budget line was increased in 2012/2013 to reflect additional costs needed for BCSTA's adoption of new not-for-profit accounting standards. No change to this budget line is recommended for 2013/2014.

### 13. **Office Administration**

This budget line (formerly called *Supplies*) was increased a total of \$8,000 in 2012/2013 to reflect a change in oversight responsibility. No change to this budget line is recommended for 2013/2014.

## BCSTA 2013/2014 Draft Budget

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### 14. Depreciation

BCSTA's capital assets are depreciated in accordance with their expected useful life. In practice, asset replacement is deferred until such time as equipment becomes problematic. Equipment replacement expected to impact this budget line in 2013/2014 is:

- BCSTA's servers are on a three year rotation, with three of its nine servers replaced each year. Three servers are therefore scheduled to be replaced in 2012/2013 and in 2013/2014;
- BCSTA replaced all of its workstations in 2010/2011. While the majority of these workstations were expected to have an estimated useful life of four years, with the heavy-use machines having a useful life of three years, hard-drive upgrades implemented in 2011/2012 are expected to extend the useful life of these machines by one additional year. Workstations are therefore not scheduled for replacement in 2013/2014;
- BCSTA's telephone system was replaced in 2012/2013;
- BCSTA's mailing machine is currently scheduled for replacement in 2013/2014; however, BCSTA is looking into the feasibility of contracting the Vancouver School Board to look after BCSTA's future mailing needs; and
- BCSTA's document management system is expected to be replaced in 2013/2014.

### 15. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. As it is not known if the teachers will negotiate a salary increase for 2013/2014, it is not known if a corresponding salary grid increase will be required for this budget line. If a salary increase is negotiated after the adoption of the 2013/2014 budget, the corresponding salary grid increase would be funded from member equity in 2013/2014 with an adjustment to be incorporating in the 2014/2015 operating budget.

# BCSTA 2013/2014 Draft Budget

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## **Budget Impact**

As shown on pages one through four, the Finance Committee reviewed with the October 2012 Provincial Council a number of factors that are expected to impact the 2013/2014 operating budget. These factors include declining enrollment, inflation, the need to replace capital assets, the rising cost of hotels, meals, and audio-visual support at BCSTA events, as well as the addition of CSBA Congress 2013, which BCSTA will be hosting.

In addition, the Finance Committee reminded Councillors that BCSTA is no longer receiving government grants, which have been used since 2002 to keep member fees at a minimum by offsetting operating costs. While grant funds are still available to support AGM 2014, use of grant funds is being gradually phased out. Since 2008/2009, \$60,000 in grant funds has been eliminated from BCSTA's operating budgets.

Your Finance Committee, Board of Directors, and staff understand the value of each membership dollar and remain focused on keeping costs and therefore member fees at a minimum while striving to maintain a high level of service to member boards.

## **Impact on Member Fees**

Member fees are affected each year by changes in BCSTA's membership, changes in FTE students, changes in fee categories, as shown on page seven, approved inflationary increases to maintain current service levels, and approved increases or decreases to specified budget areas.

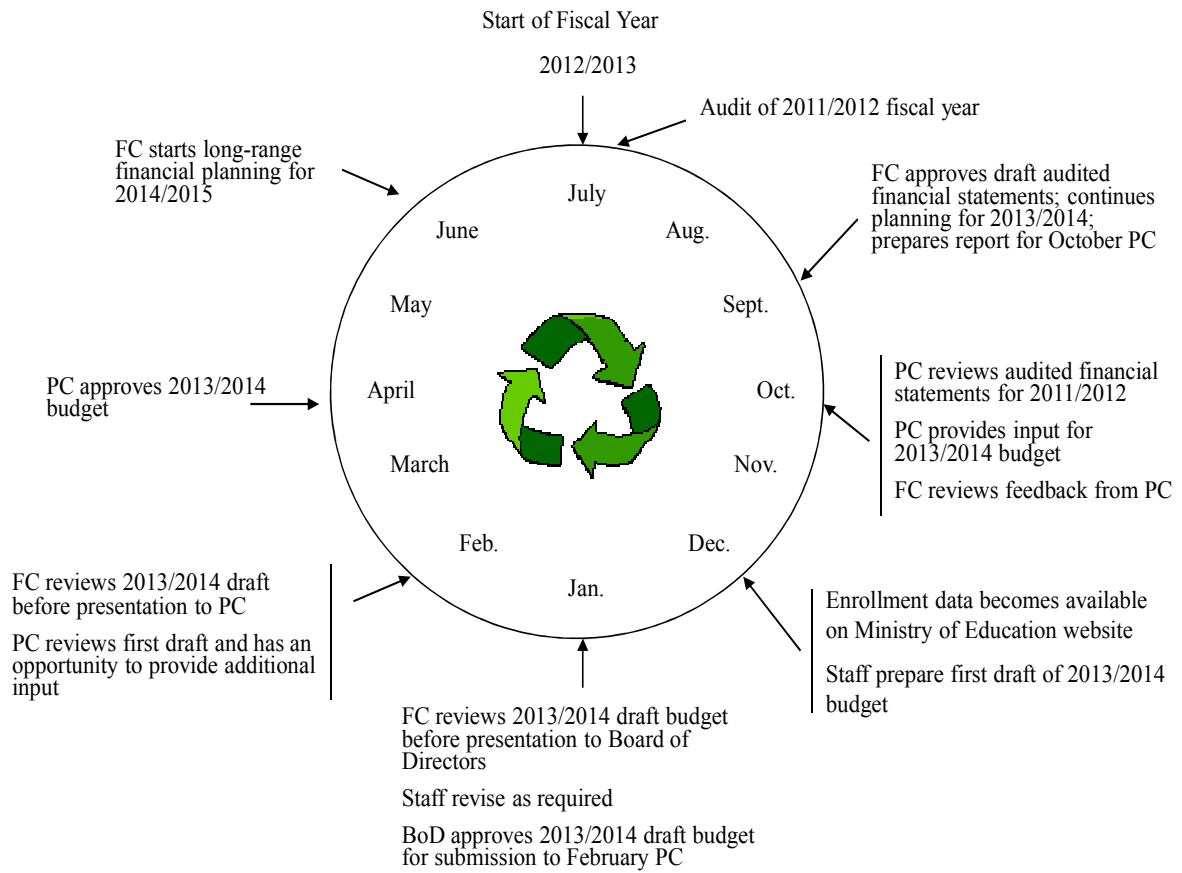
For 2013/2014, the Finance Committee has prepared a balanced draft budget that maintains BCSTA's focus on providing a high level of service to member boards while also honouring its commitment to keep member fee increases to a minimum. Given additional revenues projected from hosting the CSBA Congress and cost savings achieved from 2012/2013 staffing changes, inflationary pressures as well as the \$17,000 decrease in member fees resulting from declining enrollment have been offset. The Finance Committee is therefore recommending that **member fees not be increased** for 2013/2014. As shown in Appendix I, changes in member fees from 2012/2013 are the result of changes in FTE students.

# BCSTA 2013/2014 Draft Budget



British Columbia  
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Association

## 2013/2014 Budget Cycle



# BCSTA 2013/2014 Draft Budget

## BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address an inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = (\$6.1 x FTEs + 2,600) x 0.9955
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 0.9955
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 0.9955
Category 4	Fees = (\$0.3333 x FTEs + 55,000)
Category 5	Fees = (\$0.30 x FTEs + 57,500)

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = (\$6.10 x FTEs + 2,600) x 1.0462
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 1.0462
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 1.0462
Category 4	Fees = (\$0.3333 x FTEs + 55,000) x 1.0508
Category 5	Fees = (\$0.30 x FTEs + 57,500) x 1.0508

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

## BCSTA 2013/2014 Draft Budget

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### **TOTAL REVENUE AND EXPENDITURE SUMMARY**

#### **TOTAL REVENUE**

*(All amounts are in thousands of dollars)*

<b>Item</b>	<b>Actual 2011/12</b>	<b>Budget 2012/13</b>	<b>Budget 2013/14</b>	<b>Dollar Change</b>
Member Fees	1926	1960	1943	- 17
AGM	148	175	179	+ 4
CSBA Congress	--	--	364	+ 364
Interest	78	76	76	+ --
Academy	215	--	176	+ 176
Grant Admin./ Entrepreneurial	43	14	13	- 1
<b>Total</b>	<b>2410</b>	<b>2329</b>	<b>2751</b>	<b>+ 526</b>

#### **TOTAL EXPENDITURES**

*(All amounts are in thousands of dollars)*

<b>Item</b>	<b>Actual 2011/12</b>	<b>Budget 2012/13</b>	<b>Budget 2013/14</b>	<b>Dollar Change</b>
Core Services	764	629	1171	+ 542
Office	264	284	289	+ 5
Salaries	1273	1312	1291	- 21
<b>Total</b>	<b>2328</b>	<b>2225</b>	<b>2751</b>	<b>+ 526</b>



# BCSTA 2013/2014 Draft Budget

## CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Actual 2011/12	Budget 2012/13	Budget 2013/14	Dollar Change
R1	Member Fees*	1926	1960	1943	- 17
R2	AGM*	148	175	179	+ 4
R2	CSBA Congress*	--	--	364	+ 364
R3	Interest	78	76	76	--
R4	Academy*	215	--	176	+ 176
R5	Grant Administration/ Entrepreneurial*	43	14	13	- 1
	Total	2410	2225	2751	+ 526

- R1. *Member Fees* is **decreased \$17,000** as a result of declining enrollment. As shown in *Appendix I*, changes in fees for individual boards are the result of changes in enrollment.
- R2. *AGM* is **increased \$4,000** to reflect a minor increase in projected sponsorship support in 2013/2014. This budget line is also supported by \$15,000 in government grant funds, as approved by the Board of Directors; however, as mentioned under *Budget Impact* on page five, BCSTA is no longer receiving government grants. BCSTA has therefore been phasing out the use of government grant funds to support its operating budgets since 2008/2009. A total of \$60,000 in grant support has been eliminated to date.
- R3. *CSBA Congress* is a new budget line for 2013/2014. As CSBA member boards alternatively host this event, it is likely that this budget item will be reinstated in a future year. BCSTA last hosted this event in 2004/2005 in conjunction with AGM 2005.
- R4. The December Academy, which was replaced with a November 2012 Joint Conference in 2012/2013, will again be hosted by BCSTA in 2013/2014. The *Academy* revenue budget line has therefore been reinstated for 2013/2014.
- R5. *Grant Administration/Entrepreneurial* is **decreased \$1,000** to reflect a number of offsetting factors. As shown under *Entrepreneurial Activity* on pages five and 16, BCSTA will be making the *Guide to School Legislation* available electronically to trustees of member boards in 2012/2013. Sales revenues have therefore been decreased a total of \$3,000 for 2013/2014. This amount is offset by a \$1,000 decrease in production expenditures and a \$1,000 increase in projected contract revenue.

## BCSTA 2013/2014 Draft Budget

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### **CORE BUDGET EXPENDITURE SUMMARY**

*(All amounts are in thousands of dollars)*

		Budget Amount	Percentage of Budget
A1.	Advocacy		
	Program	\$ 530	19%
	Staff Salaries	\$ 708	26%
	Total	<u>\$1,238</u>	<u>45%</u>
A2.	Trustee and Board Services		
	Program	\$ 641	23%
	Staff Salaries	\$ 508	19%
	Total	<u>\$1,149</u>	<u>42%</u>
B1.	Office Operations		
	Program	\$ 289	10%
	Staff Salaries	\$ 75	3%
	Total	<u>\$ 364</u>	<u>13%</u>

Detailed information on Program expenditures can be found on pages 11 through 15 following. For instance, the Program portion of B1. *Office Operations* is made up of Building, Equipment Maintenance, Office Administration, Messaging Charges (which includes phone and fax lines, Internet, postage and courier charges, etc.), and other items.

# BCSTA 2013/2014 Draft Budget

## CORE BUDGET EXPENDITURES

*(All amounts are in thousands of dollars)*

### PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Actual 2011/12	Budget 2012/13	Budget 2013/14	Dollar Change
A1(a)	Advocacy Services	46	57	57	--
A1(b)	CSBA	40	40	40	--
A1(c)	AGM*	153	159	190	+ 31
A1(d)	Provincial Council*	93	92	94	+ 2
A1(e)	Board of Directors*	86	82	84	+ 2
A1(f)	Finance Committee	7	10	10	--
A1(g)	Education Committee	15	18	18	--
A1(h)	Aboriginal Ed. Committee	15	18	18	--
A1(i)	Legislative Committee*	3	6	2	- 4
A1(j)	Branch Support	16	17	17	--
	<b>Total</b>	474	499	530	+ 31

A1(c). *AGM*, which will be held in Victoria in 2013/2014, is **increased \$31,000** to reflect increased hotel, meal, audio-visual and speaker costs.

A1(d). *Provincial Council* in **increased \$2,000** to offset the effects of inflation.

A1(e). In 2012/2013, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year average of the Vancouver Consumer Price Index.

At its January 19, 2012 meeting, the Board of Directors voted against the 1.78 percent honouraria increase for 2012/2013; instead, the Board passed a motion to defer Board of Director honouraria increases until the provincial government's net-zero mandate is removed. Effective July 1, 2013, the net-zero mandate will no longer be in effect. Board of Director honouraria has therefore been increased by the 1.78 percent increase deferred in 2012/2013 and by the 1.72 percent increase calculated for 2013/2014. Total honouraria costs of \$1,766 for this two-year period have therefore been included and this budget line is **increased \$2,000** for 2013/2014.

## BCSTA 2013/2014 Draft Budget

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Recommended Board of Director Honouraria increases:

President:	\$ 15,220 to \$ 15,757/annum
Vice-President:	\$ 7,609 to \$ 7,878/annum
Director:	\$ 5,436 to \$ 5,628/annum

- A1(i). The *Legislative Committee* budget line was created in 2011/2012 to capture costs associated with the regular work of the Committee as well as the review of BCSTA's Policies, as directed by the Board of Directors in September 2010. As this policy review has now been completed, the *Legislative Committee* budget line has been **decreased \$4,000**.

## BCSTA 2013/2014 Draft Budget

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Actual 2011/12	Budget 2012/13	Budget 2013/14	Dollar Change
A2(a)	Academy*	189	--	171	+ 171
A2(b)	CSBA Congress 2013*	--	--	325	+ 325
A2(c)	In-District Services	20	60	60	--
A2(d)	Communications/Publications	47	40	40	--
A2(e)	Legal Counsel*	34	30	45	+ 15
	Total	290	130	641	+ 511

- A2(a). In 2012/2013, the December Academy was cancelled, enabling BCSTA to participate in the November Joint Conference hosted by BCSSA, BCSTA, BCASBO, and BCPVPA. The *Academy* expense budget line was therefore eliminated for 2012/2013. As a December Academy is planned for 2013/2014, this budget line has been reinstated.
- A2(b). BCSTA will be hosting the 2013 CSBA Congress and will therefore be responsible for all associated revenues and expenditures. BCSTA previously hosted CSBA's Congress in 2004/2005.
- A2(e). *Legal Counsel* has been **increased \$15,000** to reflect the need to provide additional contract support to BCSTA's newly-staffed General Counsel position. As shown on page 15, this amount has been reallocated from S1. *Salaries/Benefits*.

<b>TOTAL CORE SERVICES (A1 – A2)</b>	764	629	1171	+ 542
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# BCSTA 2013/2014 Draft Budget

## OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

### PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Actual 2011/12	Budget 2012/13	Budget 2013/14	Dollar Change
B1	Building*	130	121	122	+ 1
B2	Equipment Maintenance	41	41	41	--
B3	Office Administration	7	17	17	--
B4	Messaging Charges	33	32	32	--
B5	Financial	35	51	51	--
B6	Depreciation*	18	22	26	+ 4
	Total	264	284	289	+ 5

B1. The *Building* budget line has been **increased \$1,000** to reflect increased parking costs.

B6. *Depreciation* is **increased \$4,000** to reflect, as shown on page four:

- the replacement of BCSTA's telephone system in 2012/2013,
- the planned replacement of three of BCSTA's nine servers in 2012/2013,
- the planned replacement of three of BCSTA's nine servers in 2013/2014, and
- the planned replacement of BCSTA's document management system.

## BCSTA 2013/2014 Draft Budget

S – STAFF SALARIES					
No.	Item	Actual 2011/12	Budget 2012/13	Budget 2013/14	Dollar Change
S1	Salaries/Benefits*	1273	1312	1291	- 21
	Total	1273	1312	1291	- 21

TOTAL POSITIONS (FTEs)	12	12	12	--
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- S1. *Salaries/Benefits* is **decreased \$21,000** to reflect saving achieved as a result of staffing changes made in 2012/2013. As shown on page 13, \$15,000 has been reallocated from this budget line to A2(e). *Legal Counsel*.

As BCSTA staff salary grid increases have been tied historically to teacher-negotiated settlements and a settlement has not yet been negotiated for the 2013/2014 fiscal year, a salary-grid increase is not recommended at this time. However, if a salary increase is negotiated subsequent to the approval of the 2013/2014 budget, any increase to BCSTA's staff salary grid would be funded out of member equity in 2013/2014 with an adjustment to be incorporated in the 2014/2015 operating budget.

<b>TOTAL CORE EXPENDITURES (PROGRAMS A &amp; B)</b>	2328	2329	2751	+ 526
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## BCSTA 2013/2014 Draft Budget

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### **GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY**

*(All amounts are in thousands of dollars)*

<b>Item</b>	<b>Actual 2011/12</b>	<b>Budget 2012/13</b>	<b>Budget 2013/14</b>	<b>Dollar Change</b>
<b><u>Revenue</u></b>				
Books	9	6	3	- 3
Government Grants	23	0	0	--
Contracts	11	10	11	+ 1
<hr/>				
Total	43	16	14	- 2
 <b><u>Expenditures</u></b>				
Books	4	2	1	- 1
Government Grants	23	0	0	--
Contracts	0	0	0	--
<hr/>				
Total	27	2	1	- 1
<hr/>				
Net Contribution	16	14	13	- 1
<hr/>				



**APPENDIX I**  
**2013/2014 BCSTA FEE REVENUE COMPARED TO 2013/2013 FEE REVENUE**  
**(0 per cent Fee Increase)**

No.	School District	Total FTE Pupils Sep 30/11	Total FTE Pupils Sep 30/12	Difference	Category	2011/2012 Fees (2% Inc.)	2012/2013 Fees (0% Inc.)	Difference
5	Southeast Kootenay	5,253.0	5,162.9	(90.1)	2	32,762.69	32,616.90	(145.79)
6	Rocky Mountain	3,093.1	3,000.0	(93.1)	1	23,950.53	23,316.78	(633.75)
8	Kootenay Lake	4,791.9	4,846.8	54.8	2	32,016.85	32,105.51	88.66
10	Arrow Lakes	521.7	498.4	(23.3)	1	6,450.93	6,292.71	(158.22)
19	Revelstoke	1,017.1	1,014.8	(2.4)	1	9,822.57	9,806.41	(16.16)
20	Kootenay-Columbia	3,948.6	3,889.8	(58.8)	1	29,772.52	29,372.28	(400.24)
22	Vernon	8,212.0	8,000.4	(211.6)	2	37,549.43	37,207.09	(342.34)
23	Central Okanagan	21,674.2	21,431.2	(243.0)	3	58,265.91	57,905.35	(360.56)
27	Cariboo-Chilcotin	5,111.6	4,962.4	(149.2)	2	32,533.99	32,292.61	(241.38)
28	Quesnel	3,378.9	3,261.6	(117.3)	1	25,895.16	25,097.23	(797.93)
33	Chilliwack	12,469.9	12,505.6	35.6	3	44,608.69	44,661.55	52.86
34	Abbotsford	18,923.6	18,870.4	(53.2)	3	54,184.64	54,105.72	(78.92)
35	Langley	18,606.1	18,753.8	147.8	3	53,713.44	53,932.72	219.28
36	Surrey	67,560.8	67,240.8	(320.1)	4	86,865.43	86,745.89	(119.54)
37	Delta	15,692.0	15,483.3	(208.8)	3	49,389.57	49,079.83	(309.74)
38	Richmond	21,559.0	21,093.0	(466.0)	3	58,095.00	57,403.55	(691.45)
39	Vancouver	52,727.0	51,814.3	(912.8)	4	81,325.13	80,984.23	(340.90)
40	New Westminster	6,217.4	6,206.6	(10.8)	2	34,322.73	34,305.24	(17.49)
41	Burnaby	23,756.3	23,485.5	(270.8)	3	61,355.36	60,953.53	(401.83)
42	Maple Ridge-Pitt Meadows	14,123.5	13,725.0	(398.5)	3	47,062.24	46,470.95	(591.29)
43	Coquitlam	30,442.9	30,344.9	(98.0)	4	73,002.25	72,965.65	(36.60)
44	North Vancouver	15,255.6	15,113.9	(141.7)	3	48,742.04	48,531.85	(210.19)
45	West Vancouver	6,728.6	6,684.9	(43.8)	2	35,149.77	35,078.99	(70.78)
46	Sunshine Coast	3,152.8	3,074.1	(78.8)	1	24,356.72	23,820.80	(535.92)
47	Powell River	2,097.9	1,983.6	(114.3)	1	17,177.48	16,399.96	(777.52)
48	Sea to Sky	4,172.6	4,243.9	71.3	2	31,015.00	31,130.36	115.36
49	Central Coast	196.5	193.8	(2.8)	1	4,237.91	4,219.19	(18.72)
50	Haida Gwaii	622.1	576.5	(45.6)	1	7,134.45	6,823.95	(310.50)
51	Boundary	1,373.9	1,291.9	(81.9)	1	12,250.39	11,692.77	(557.62)
52	Prince Rupert	2,182.0	2,096.0	(86.0)	1	17,749.98	17,164.72	(585.26)
53	Okanagan-Similkameen	2,374.3	2,349.4	(24.8)	1	19,058.31	18,889.45	(168.86)
54	Bulkley Valley	2,301.0	2,214.3	(86.7)	1	18,559.82	17,969.88	(589.94)
57	Prince George	13,220.9	12,918.7	(302.2)	3	45,722.93	45,274.59	(448.34)
58	Nicola-Similkameen	2,253.8	2,110.3	(143.4)	1	18,238.26	17,262.12	(976.14)
59	Peace River South	3,834.4	3,708.9	(125.5)	1	28,995.01	28,140.94	(854.07)
60	Peace River North	5,413.8	5,524.6	110.8	2	33,022.83	33,201.99	179.16
61	Greater Victoria	18,623.3	18,573.6	(49.7)	3	53,739.05	53,665.28	(73.77)
62	Sooke	9,017.8	8,968.6	(49.2)	2	38,852.82	38,773.25	(79.57)
63	Saanich	7,097.4	7,062.9	(34.4)	2	35,746.28	35,690.58	(55.70)
64	Gulf Islands	1,671.6	1,690.3	18.6	1	14,276.69	14,403.44	126.75
67	Okanagan Skaha	6,208.6	5,970.4	(238.1)	2	34,308.48	33,923.27	(385.21)
68	Nanaimo-Ladysmith	13,540.2	13,234.7	(305.5)	3	46,196.72	45,743.42	(453.30)
69	Qualicum	4,173.1	4,090.1	(83.0)	2	31,015.81	30,881.54	(134.27)
70	Alberni	3,967.8	3,799.6	(168.1)	1	29,902.68	28,758.52	(1,144.16)
71	Comox Valley	8,086.0	7,904.0	(182.0)	2	37,345.55	37,051.14	(294.41)
72	Campbell River	5,258.0	5,191.3	(66.8)	2	32,770.78	32,662.80	(107.98)
73	Kamloops/Thompson	14,115.8	14,031.1	(84.6)	3	47,050.74	46,925.17	(125.57)
74	Gold Trail	1,289.1	1,192.5	(96.6)	1	11,673.20	11,016.06	(657.14)
75	Mission	5,953.7	5,836.6	(117.1)	2	33,896.17	33,706.70	(189.47)
78	Fraser-Cascade	1,787.9	1,682.5	(105.4)	1	15,068.24	14,350.69	(717.55)
79	Cowichan Valley	8,003.8	7,707.0	(296.8)	2	37,212.50	36,732.46	(480.04)
81	Fort Nelson	871.0	868.6	(2.4)	1	8,828.13	8,811.97	(16.16)

**APPENDIX I**  
**2013/2014 BCSTA FEE REVENUE COMPARED TO 2012/2013 FEE REVENUE**  
**(0 per cent Fee Increase)**

No.	School District	Total FTE Pupils Sep 30/11	Total FTE Pupils Sep 30/12	Difference	Category	2011/2012 Fees (2% Inc.)	2012/2013 Fees (0% Inc.)	Difference
82	Coast Mountains	4,960.3	4,823.5	(136.8)	2	32,289.12	32,067.90	(221.22)
83	N. Okanagan-Shuswap	6,451.0	6,102.8	(348.2)	2	34,700.66	34,137.41	(563.25)
84	Vancouver Island West	436.3	410.9	(25.3)	1	5,869.50	5,697.02	(172.48)
85	Van. Island North	1,475.6	1,378.6	(97.0)	1	12,942.83	12,282.71	(660.12)
87	Stikine	181.6	198.0	16.4	1	4,136.68	4,248.12	111.44
91	Nechako Lakes	4,153.6	3,929.6	(224.0)	2	30,984.16	30,621.81	(362.35)
92	Nisga'a	402.6	383.9	(18.8)	1	5,640.67	5,513.06	(127.61)
93	Francophone Ed. Auth.	4,608.8	4,758.3	149.5	2	31,720.51	31,962.35	241.84
TOTALS		<u>536,595.5</u>	<u>529,465.5</u>	<u>(7,129.9)</u>		<u>1,960,523.93</u>	<u>1,942,849.96</u>	<u>(17,673.97)</u>
		534,332.20	529,465.54	(7,129.94)				(17,673.97)

Table 2B: Enrollment-Based Funding  
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)



British Columbia  
School Trustees  
Association

## AGENDA ITEM #10.1

PROVINCIAL COUNCIL MEETING: February 23, 2013

STATEMENT OF ISSUE: Cooperative Gains Mandate

Submitted by: Holly Overgaard, Provincial Councillor  
North Okanagan-Shuswap Board of Education

Relevant to Foundational Statement 2.1FS (Co-Governance) and Policy  
Statements 2.1.1P, 2.1.2 P(d), 2.13P and 2.14P

BE IT RESOLVED:

That the BCSTA explore with the Minister of Education a change to the terms of the Cooperative Gains Mandate to recognize that it could not be achieved without either transferring costs to the public or reducing service levels to the public.

## RATIONALE:

Boards endeavour to carry out our financial responsibilities in a complete and comprehensive manner. This requires an accurate understanding of government's expectations regarding the Cooperative Gains Mandate and overall fiscal challenges facing the board.

At this point we have very limited information. And the information we have is concerning.

Reductions to find these savings will impact the delivery of education programming for students and may reduce service levels to the public or transfer costs to the public.

We are seeking clarification from the Minister about the terms of the Cooperative Gains Mandate and next steps.



British Columbia  
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## AGENDA ITEM #10.2

PROVINCIAL COUNCIL MEETING: February 23, 2013

STATEMENT OF ISSUE: Local School Calendar Ministry Reporting Deadlines

Submitted by: Metropolitan Branch

Relevant to Foundational Statement 3.1.FS (Accountability of Boards of Education) and Policy Statement #2.1.2P(d)(vi)

Action Resolution, not inconsistent with existing Foundational or Policy Statements.

BE IT RESOLVED:

The BCSTA urgently requests that the Provincial Government's new requirement for Boards to submit their local school calendars by March 31 be rescinded and that former May 31 date for deciding on the next year's school calendar be reinstated.

## RATIONALE:

Changes made to legislation last spring resulted in a change in deadlines for board decisions on school district calendars. This takes the calendar-setting process out of the budget-setting cycle for boards and reduces their ability to consider calendar changes in relation to their budgets. It may also reduce boards' ability to work effectively with stakeholder groups and the public to consider the implications of calendar options. Additionally, spring breaks fall in late March, making consultation and decision making during that time period particularly difficult.



British Columbia  
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## AGENDA ITEM #10.3

PROVINCIAL COUNCIL MEETING: February 23, 2013

STATEMENT OF ISSUE: BCSTA Membership Fees

Submitted by: Ron Caskey, Provincial Councillor  
Quesnel Board of Education

Action Resolution, not inconsistent with existing Foundational or Policy  
Statements.

BE IT RESOLVED:

That the Finance Committee be requested to propose a budget for 20132014 that provides for a reduction of BCSTA member fees.

## RATIONALE:

Given that all 60 School Districts have indicated cost pressures for the 2013/2014 school year a reduction in fees is necessary.

Due to budgeting requirements it is emergent so that any reduction can be incorporated into the 2013/2014 budget.

Specifically referring to additional costs faced by Boards of Education due to Pension Plan as well as MSP Premium increases and the fact that the Ministry of Education is downloading BCPSEA fees of \$2 to \$3 million to local Boards of Education.

As well as the holdback funds of \$15 million this is equal to a \$17 to \$18 million holdback of funds to local school boards.





British Columbia  
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## AGENDA ITEM #10.4

PROVINCIAL COUNCIL MEETING: February 23, 2013

STATEMENT OF ISSUE: Transportation Financing Formula

Submitted by: Marie-France Lapierre, Provincial Councillor  
Conseil Scolaire Francophone

Relevant to Foundational Statement 8.1.FS, the need for government to allocate funds transparently and equitably to meet the needs and priorities of boards of education to provide high quality educational programs for all students.

Action Resolution, not inconsistent with existing Foundational or Policy Statements.

BE IT RESOLVED:

That BCSTA approaches the government and ask that the transportation financing formula be revisited to better reflect the reality of each school district.

**RATIONALE:**

Last year the transportation financing formula was changed after having been frozen for a decade. It does not adequately or fairly reflect the cost drivers in providing transportation to students.

This motion is emergent because the 2013-14 Operating Grants Manual, including the transportation formula, and district grants are announced in March.



British Columbia  
School Trustees  
Association

## AGENDA ITEM #10.5

PROVINCIAL COUNCIL MEETING: February 23, 2013

STATEMENT OF ISSUE: BCSTA Expense Reimbursement Criteria

Submitted by: BCSTA Board of Directors

Relevant to Foundational Statement 1.4 Stewardship and BCSTA Bylaw 7g.  
It is proposed to make this resolution a new Provincial Council policy statement

BE IT RESOLVED:

That Provincial Council adopts the following Provincial Council policy regarding BCSTA travel expense claims:

1. The following policy applies to trustees, including members of BCSTA's board of directors, and staff and applies to reimbursement of expenses personally incurred while travelling on BCSTA business.

## 2. Annual Review of Rates

In conjunction with the annual preparation of the Association budget, the Finance Committee will review the travel expense reimbursement criteria and recommend rates applicable for the budget year under consideration and any changes to this policy, in conjunction with the proposed budget. The rates may be adopted or revised by Provincial Council and become effective for the applicable budget year.

## 3. Expenses will be reimbursed subject to reasonable operational and administrative requirements, as follows:

- a) Transportation: Air travel is limited to economy class.
- b) Kilometrage for use of private automobile is set in accordance with association policy and is subject to a maximum of cost of economy airfare between points travelled, when air travel is available and practical.
- c) Accommodation: Actual cost of the hotel or motel, less personal items; or, if staying with friends, the nightly rate established in conjunction with the annual budget.
- d) Meals: can be reimbursed without receipts in accordance with a per diem rate established in conjunction with the annual budget, for a full day while on BCSTA business. Where meals are provided by the association or otherwise (e.g., included in conference registration), or would normally be scheduled before or after return to home or office, deductions are at the rates established in conjunction with the annual budget. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount may be reimbursed on submission of receipts.

- e) Child care costs can be reimbursed on submission of receipts to a maximum established in accordance with the annual budget. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.
- f) Other expenditures made necessary by being away from home base and necessary for performing of duties for BCSTA, such as internet or long distance charges.

4. As a transitional measure, the rates currently in effect will continue to apply for 2013-2014.

#### RATIONALE:

In BCSTA Bylaw 7g, it states, "The Provincial Council shall approve payment of honoraria to the president, vice-president, directors, and the immediate past president, and shall approve the criteria for payment of out-of-pocket expenses of BCSTA officers, Provincial Council members and staff when incurred on Association business."

BCSTA's Finance Committee annually reviews honoraria and expense reimbursement as part of its budget preparation; proposed changes are presented to Provincial Council as part of the budget package. The proposed policy makes that practice explicit. Provincial Council approves rates as part of the budget package.

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

SECTION	TITLE	NO. 3060
EDUCATIONAL PROGRAMS/ SERVICES	<u>Field Trips</u>	

**DATE ADOPTED:**

**DATE AMENDED:**

The Board recognizes the educational value of many activities that take place outside the classroom and encourages student participation in such activities.

All such activities must be well planned and supervised, have demonstrable educational value, proper advance preparation, informed parental consent (consent given with full knowledge of the risks involved and the probable consequences of the proposed activity), adequate supervision and a high standard of care.

While there is a risk factor involved in all activities, the Board will not approve field trips that have a high level of risk. A list of prohibited field trips may be found in Appendix A.

The Board recognizes that safety for all students and staff is a primary requirement.

The type of trip, the location of the trip and the level of activity must be matched to the qualifications and abilities of the lead teacher, supervisors, and instructors.

The Youth Safe Outdoors Manual is approved for use as a resource for schools to help ensure safe off-site activities for students and can be found on the All Staff Desktop/Field Trips.

Field trips generally will fall under the following categories:

1. Extra Curricular Field Trips

These include all voluntary activities that take place generally after school hours or on weekends under the sponsorship and/or instruction of a teacher. Such activities may involve travel away from the school for purposes of competition.

eg: athletic activities

Band

Drama

Fine Arts presentations

## 2. Curricular Field Trips

These involve activities that take place as extensions of the classroom learning situation and involve trips away from the school for as little as one period or as long as several days.

## 3. Out-Of-Province/Country Educational Travel Field Trips

These involve travel to other provinces within Canada or to foreign countries. Their purpose is to broaden students' understanding of other cultures and to help them to see their relationship in the world as a Canadian.

## 4. Commercial or Interest-Based Excursions (involving students but not organized by the School District)

The Board will not assume any responsibility for commercial or interest-based field trips or excursions that have not received approval or endorsement by the Board. These are either provided by companies specializing in student travel, or for trips that provide an excursion for students based on a common interest. There are reputable companies that offer this service and their travel experience is worth considering.

Employees may, as individuals, participate in student package tours or interest-based excursions provided it is Board approved.

## **Exemptions**

Where individual students travel to attend a place of work or study are not normally considered field trips: Career Preparation, Career Education, Career Apprenticeship Programs and Career Co-op Programs trips, Rotary Exchange.

# **R E G U L A T I O N S**

## **Approval and Documentation**

1. Principals may approve the following:
  - single day trips (within B.C.)
  - B.C. trips involving Fine Arts, school athletic teams involved in league play, playoffs, provincials and exhibition tournaments including those involving overnight stays.
2. The Superintendent (designate) may approve all other B.C. trips up to three days duration as well as single day trips to the USA.

3. The Board may approve B.C. trips exceeding three days and all trips out-of-province/country except single day trips to the U.S.

For student trips involving travel out-of-province/country, approval in principle from the Board must be obtained at least four months in advance and prior to holding meetings with parents. This request is to be submitted in writing with important details as requested in consultation with the Superintendent (designate).

All field trip proposals requiring Superintendent or Board approval must include the "Application for Field Trips" (Appendix B), the "Field Trips Qualifications Checklist" (Appendix C), and all required documentation. Application for student trips, other than out-of-province/country, requiring Board approval must be submitted three months in advance.

### **General Requirements for all Field Trips**

In all cases, the financial responsibility of the Board shall be limited to budget allocation.

Signed consent forms and accident reports for any students that are injured on a Field trip must be kept for 2 years after the completion of a trip or until a student reaches 19 years of age.

All participating students are to stay with the group. Visits with friends or relatives that require the student to leave the group are not permitted.

Informed parental consent, in writing, must be obtained for all trips.

All field trips must be planned with reasonable foreknowledge of the area to which the group will be going.

Staff, volunteers, and chaperones are not allowed to bring their own children on any field trip unless the child is from the school and grade participating in the trip. An exception may be made for school athletic teams participating in league play, playoffs, and exhibition tournaments including those involving overnight stays. With the approval of the principal, a coach may be accompanied by his/her child if an additional chaperone is provided for the trip.

Students shall conform to the school code of conduct while on school activities.

The Board may request a report from the lead teacher following a field trip.



### Funding

Students will not be excluded from curricular field trips because of an inability to pay. The Board hardship policy would apply.

### **Out-of-Province/Country Educational Travel Field Trips**

The Board must be adequately indemnified against all liability concerned with the trips undertaken for Out-of-Province Educational Travel, (e.g. - medical coverage, loss of money, failure to travel due to sickness, etc.)

All students travelling to foreign countries, including the USA, on day or overnight trips, must have individual medical coverage.

All students travelling to foreign countries, including the U.S.A., must have a valid passport and a signed letter from the parent(s)/guardian(s) giving their son/daughter permission to travel and receive emergency medical treatment if required while travelling with the school group.

It is required that the lead teacher check with the borders or customs to determine what specific travel documents may be required.

All students travelling to foreign countries may also be required to have an individual visa, and/or other specific documents as required by each country. Group visas are not acceptable.

Funds deposited for travel may be at risk if travel plans require cancellation or postponement. The financial failure of a travel agency may also result in loss of funds. Travel arrangements shall be made with travel agents that allow trip postponement/cancellation in the event of a travel safety threat. When travel agents are used for any travel, they must be covered by a travel assurance fund recognized by a provincial or federal government agency.

### Travel Safety Warnings

Student travel to countries that are or subsequently become identified through travel safety warnings by the Government of Canada shall not occur during the period of such warning unless the Board of Education specifically approves such travel during this period.

## Chaperone and Supervisor Requirements for Trips Involving an Overnight Stay

These requirements for chaperones will apply for all overnight trips:

1. Chaperones must be adults approved by the principal. Chaperons must have a current, valid criminal record check completed. See Appendix E for sample letter to potential chaperones.
2. There will be a minimum of two chaperones, including the lead teacher or adult.
3. At least one female chaperone will be required if any female student is a participant. Likewise, at least one male chaperone will be required if any male student is a participant.

## **School Requirements**

The principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that staff in charge are aware of district and school policies and monitor their adherence. The principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the “Application for Field Trips” and/or providing the school office with the required documentation.

## Planning

- the goals and objectives of the trip must be available as part of the planning process
- planning, including educational activities prior, during and after field trips
- the Field Trips Qualifications Checklist completed in advance of the trip (Appendix C)
- complete checklist/records including telephone numbers/medical numbers of all students and adults travelling on field trips. Leave copies for the school and the sponsoring teacher for each field trip
- complete the district and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip
- deal with inappropriate student conduct
- ensure suitable accommodation
- ensure suitable transportation
- confirm assignment of teachers on call
- teachers and students shall make provisions for missed course work because of participation in curricular or extra-curricular trips. Additionally, students must take responsibility for completing work/assignments missed as the result of a field trip
- Except for local specific activities which are required for a course, such as excursions to business establishments and local sites, P.E. activities etc., lead teachers must carry a copy of:
  - the district field trip policy and regulations,
  - a copy of the district emergency procedures.

### Safety Requirements

- risk management and emergency response plans
- preparation and maintenance of appropriate first-aid supplies
- treating/evaluating ill or injured students
- In the event of a student's serious violation of the school code, the administration of the school or the district shall be contacted before the lead teacher takes action relating to the student. A student shall not be asked to return home on his or her own unless specific arrangements are made by the administrator, nor shall the action taken by a teacher deprive a student of appropriate supervision.

### Consent

- The lead teacher for out-of-province/country trips, overnight trips, and for trips where additional precautions are necessary, shall meet with parents/guardians well in advance of the proposed trip. Where parents/guardians do not avail themselves of this opportunity, the student shall not be permitted to attend the field trip until this requirement has been met. Regular ski trips of one day duration to local mountains or P.E. activities are excluded.

### Supervision

The Board recognizes that the age of the children and the activity is a factor in the number of supervisors required. Field trips must be attended by at least one teacher unless an exception is made by a Principal. The following guidelines are suggested but common sense and responsibility in setting supervision levels rests between the sponsoring teacher and school principal:

- One teacher for every thirty (30) students
- Depending on the age and activity, chaperones should be included to ensure a suitable student-adult ratio
  - at the primary grade levels eleven to one (11-1)
  - Grades 4 – 12 of fifteen to one (15-1)
  - For specific activities which are required for a course, such as visiting local sites and business establishments, P.E. activities, etc., or for extra-curricular team activities where groups may be slightly larger than ten (10), in which case only a teacher is required
  - If traveling overnight or out-of-province a ten to one (10-1) ration would be appropriate.
  - The principal may approve a non-teaching staff member as the lead for a daytime low-risk field trip of 15 students or less. In addition the principal shall also ensure that the parents are informed of who the field trip leader will be.

### Transportation Approvals

All transportation arrangements must be approved in advance by an administrator or designate as required by the policy and regulations on "Transportation of Students".

### **Additional Safety Requirements - Field Trips (General Checklist – see Appendix F)**

1. A first aid safety kit must accompany all school field trips except for trips within the immediate vicinity of the school.
2. Whenever possible, an adult trained in first-aid shall accompany students on field trips.
3. Suitable safety helmets are required for students participating in bicycle, skateboarding, rollerblading, skating, skiing activities, downhill/snowboarding, tobogganing/tubing etc.
4. Appropriate attire must be ensured by the lead teacher for all students suitable for the field trip prior to leaving.
5. Specialty skills, for which certifying agencies exist, may only be instructed by certified instructors up to the level and under the conditions provided for in the certification. e.g. canoeing
6. Specialty skills for which no certifying agency exists may only be instructed by trained and experienced instructors under the supervision of the lead teacher as determined by the principal.
7. For activities involving a swimming pool or natural body of water, a Red Cross certified life guard is required. If group is over 30 students, two life guards are required.

### **Moderate Risk Field Trips – Refer to Appendix A**

The Principal of each school will follow these written procedures for field trips where the tolerance of risk is deemed greater than low (in addition to the School requirements).

1. A meeting with parents must take place prior to the trip. Students are not permitted to attend any of these activities unless their parent/legal guardian has attended a meeting in person.
2. Prior to the trip a Parent Consent for Field Trips form (Appendix D) must be signed by the parent and received by the teacher in charge. Details of risk must be clearly stated.
3. The Field Trip Qualifications Checklist must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip. (Appendix C)
4. Trained/certified instructors must be in place. The number and certification/training level will be determined by the risk level of the activity.
5. A detailed emergency response plan must be in place.

6. Specialty skills, such as rock climbing, swimming, canoeing, kayaking, for which certifying agencies exist, may only be instructed by certified instructors under the supervision of the lead teacher up to the level and under the conditions provided by the instructor's certification.
7. Lead teacher/instructor must have prior knowledge and understanding of the area being used for the activities.
8. Students must have pre-educational training and safety instruction prior to the field trip, both at the school and at the activity areas.

### **Ski Trip/Winter Activity Requirements (General checklist see Appendix G)**

1. Two adults, one of whom must be a teacher, must be responsible for each bus, except where a minibus is used in which case the teacher driver shall be responsible. Where the driver of a minibus is not a teacher, a teacher must ride with students in the minibus.
2. Students must only embark or disembark at school or on the ski hill except where the principal has made specific other arrangements. Where the principal has made arrangements to permit en route embarking and disembarking, appropriate contact shall be made with school authorities to ensure suitable attendance records are maintained by all parties.
3. Attendance must be taken on the bus before the bus leaves the school. A copy of the attendance must be available in the school office and carried on the trip by the lead teacher.
4. Once the buses arrive at the mountain, students must remain on the buses until ski personnel are ready for them. Supervising teachers must not dismiss the students until mountain personnel complete their instructions and group presentation. The teachers in charge of the ski activity shall be responsible for coordinating with mountain personnel.
5. Supervisors/chaperones shall provide designated "on hill" supervision.

Move around different slopes at set times designated by lead teacher.

Each supervisor/chaperone shall have responsibility for a specific group of students, and shall take attendance at noon time or designated times during the day.

Supervisors/chaperones will actively monitor and enforce areas of use on the hill, i.e. out of bounds areas, and ensure that runs are appropriate for the level of the skier.

6. At the end of the day, students shall return to the same bus on which they arrived. Attendance must be taken before the buses leave the ski area. No student shall return to the school on a different vehicle, private or otherwise, except for emergencies, in which case the supervising teacher shall determine the new travelling arrangement. Additionally, where a parent/guardian has provided written authorization for different travel arrangements, a lead teacher may permit alternate arrangements if he/she determines the request to be appropriate. All records must reflect this arrangement.
7. The lead teacher must check with the mountain personnel for messages or complaints before allowing the buses to leave.
8. Once all students are present, the lead teacher shall give approval for the buses to return to the school.
9. Students must receive educational training and safety instruction prior to any ski trip/winter activity. Students must be assessed for their ability at the mountain, and they must participate in a lesson consistent with their ability level. (See Moderate Risk Field Trips.)

## FIELD TRIP GUIDE

**Samples of Moderate Risk Activities**

(Require Field Trips Qualifications Checklist)

- archery
- canoeing
- fencing
- kayaking
- mountain biking
- mountain hiking on designated trails
- rock climbing – restricted to top rope only
- 
- scuba diving
- cross country, downhill skiing and snowboarding (see special provisions)
- stage fighting and moving
- swimming including open water
- trail riding
- tethered hot air ballooning
- wall climbing
- watercraft
- elementary trampolining at an approved gymnastic facility
- sliding on snow is restricted to the use of flexible, flat mats such as ‘crazy carpets’
- tubing at an approved tube-park facility
- wilderness camping

**Note: These are samples only, moderate and high risk activities are not limited to those listed.**

**Samples of High Risk (Prohibited) Activities**

- bicycle motocross (BMX)
- boxing or kickboxing
- bungee jumping
- caving (spelunking)
- demolition derbies
- dunk tanks
- extreme sports
- hang gliding, paragliding, parachuting, sky diving
- horse jumping
- hot air balloon rides (untethered)
- ice climbing
- mechanical bull riding or other mechanical rodeo events
- motorcycling of any kind
- motorized watercraft operation and racing
- snowmobiling
- motorized watercraft operation and racing
- mountain scrambling and technical mountaineering
- paintball, laser tag games or war games
- rifle ranges or activities involving firearms
- tobogganing, bobsledding, sledding and tubing (exception: tubing at an approved tube-park facility)
- trampolining (exception: elementary trampolining at an approved gymnastic facility)
- white water rafting

## FIELD TRIP GUIDE

Nature of Trip	Duration	Approved By	Parent Consent	Safety/Special Considerations
<b>Walking Trips from school (visits to local sites, businesses, recreation for PE activities, etc.)</b>	Less than 2 hours	Principal	General - may be done for each year in September	Chaperones - depending on age of student (for primary an adult ratio of 10 to 1)
<b>Single day trips</b>	1 day	Principal	Informed	
▪ Bicycle trips	1 day	Principal	Informed	- vests and/or red or yellow pinnies, suitable safety helmets (parent approved), guide cars, first aid kit and person
▪ Swimming (including lessons at the local pool)	1 day	Principal	Informed	- certified life guard(s) - first aid kit and person
▪ Skating (arena, outdoor rink)	1 day	Principal	Informed	- suitable safety helmets (parent approved) - first aid kit and person
▪ Skateboarding, rollerblading activities	1 day	Principal	Informed	- suitable safety helmets (parent approved) - first aid kit and person
▪ Ski trips/Winter Activities (regular day trips to local mountains)	1 day	Principal	Informed	- <b>see specific provisions in policy</b> - mandatory educational training and safety instruction prior to ski trip/winter activity - suitable safety helmets (parent approved) - first Aid kits - mandatory participation in ski lesson



## FIELD TRIP GUIDE

Nature of Trip	Duration	Approved By	Parent Consent	Safety/Special Considerations
<b>Single day trips to USA</b>	1 day	Superintendent - submit 30 days in advance	Informed consent	<ul style="list-style-type: none"> <li>- Field Trip Qualifications Checklist completed</li> <li>- itinerary attached to application form</li> </ul>
<b>Moderate Risk Field Trips</b>	May be any duration	Principal	Informed consent Parent/Guardian meeting	<ul style="list-style-type: none"> <li>- Field Trip Qualifications Checklist completed</li> <li>- trained/certified instructors in place</li> <li>- detailed emergency response plan in place</li> <li>- instruction by certified instructors, up to the level and under the conditions provided for this certification</li> <li>- lead teacher/instructor must have prior knowledge and understanding of the area being used for instruction</li> <li>- students must have pre-educational training and safety instruction prior to field trip, both at school and at the activity areas</li> </ul>
<b>BC trips</b>	2 - 3 days	Superintendent - submit 30 days in advance	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> <li>- Field Trip Qualifications Checklist completed</li> <li>- itinerary attached to application form</li> </ul>
<b>Trips exceeding 3 days</b>	4+ days	Board - submit 3 months in advance for approval	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> <li>- Field Trip Qualifications Checklist completed</li> <li>- itinerary attached to application form</li> <li>- exceptions will be considered – e.g. winning placement for a provincial competition or event</li> </ul>
<b>Out of province</b> (not including 1 day trips to USA)	1+ days	Board - 4 months previous for approval-in-principle prior to parent meetings - 2 months for final approval	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> <li>- Field Trip Qualifications Checklist completed</li> <li>- itinerary attached to application form</li> </ul>
<b>International</b>	1+ days	Board - 4 months previous for approval-in-principle prior to parent meetings - 2 months for final approval	Informed consent Parent/guardian meeting	<ul style="list-style-type: none"> <li>- Field Trip Qualifications Checklist completed</li> <li>- medical coverage (essential for USA)</li> <li>- able to cover loss of money (insurance coverage)</li> <li>- failure to travel due to sickness</li> <li>- check with borders or customs to check for specific documents required</li> <li>- itinerary attached to application form</li> <li>- passport</li> </ul>

SCHOOL DISTRICT No. 51 (Boundary)  
**APPLICATION FOR FIELD TRIPS**  
**Requiring Superintendent or Board Approval**

TEACHER \_\_\_\_\_ SCHOOL \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_ DATE OF TRIP \_\_\_\_\_

ACTIVITY/DESTINATION \_\_\_\_\_

GRADE(S) \_\_\_\_\_ SUBJECT \_\_\_\_\_

**Please Check One Box:** 1. Curricular ☐ 2. Extra-Curricular ☐

**PLANNING:**

GOALS OF TRIP \_\_\_\_\_

**ATTACH OUTLINE OF EDUCATIONAL ACTIVITIES (OUTLINE FOR PARENTS)**

Include educational activities prior, during and after the trip; worksheets and projects if applicable; names of chaperones; and itinerary.

DATE OF PARENT INFORMATION MEETING (as required by policy) \_\_\_\_\_

Number of Students Involved \_\_\_\_\_ Number &amp; Names of Chaperones \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TRIP COSTS:**

METHOD OF TRAVEL \_\_\_\_\_ \$ \_\_\_\_\_

LODGING ARRANGEMENTS \_\_\_\_\_ \$ \_\_\_\_\_

MEALS \_\_\_\_\_ \$ \_\_\_\_\_

ADDITIONAL \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COSTS \$** \_\_\_\_\_**SOURCE OF FUNDS:** (If more space is required, use back of form)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

I have read the School District Field Trip Policy

\_\_\_\_\_  
Teacher

Approved By \_\_\_\_\_

Principal

\_\_\_\_\_  
Superintendent of Schools**PLEASE NOTE:**

1. Prior to planning a trip, approval in principle must be obtained from the Superintendent or the Board, as per this policy.
2. The Superintendent is to be provided with an updated itinerary and chaperone list if these were changed or unavailable at time of original submission.
3. Applications for final approval must be submitted three months in advance for Board approval, 30 days in advance for superintendent approval.
4. Attach a completed Field Trip Qualifications Checklist (Appendix C)
5. Attach an itinerary

6. A follow-up report is to be submitted to the principal

- 4 -

## Field Trips Qualifications Checklist

The teacher in charge should complete this checklist and return it to the Principal for the initial planning stages of the activity. The Principal will use this checklist in conjunction with discussions with the teacher in charge to determine the risk tolerance of the activity.

Instructions: Rate each of the following sub categories out of a possible 3 marks.

(0 = Unqualified, 1 = Minimally Qualified, 2 = Moderately Qualified, 3 = Qualified)

(0 = High Risk, 1 = Moderate Risk, 2 = Low Risk, 3 = Minimal Risk).

Add up your scores and plot your total score on the Qualification/Preparedness Continuum.

**Activity & Date:** \_\_\_\_\_ **Lead Teacher:** \_\_\_\_\_

<b>Training &amp; Experience</b>	Unqualified	Minimally Qualified	Moderately Qualified	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3
<b>Location</b>	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3
<b>TOTAL =</b>				<b>/39</b>

Potential Hazards: \_\_\_\_\_

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: \_\_\_\_\_)

**QUALIFICATIONS/PREPAREDNESS CONTINUUM (Plot total score above on the line below)**

/	/	/	/	/	/	/	/
0		10		20		30	39
Unqualified High Risk	Minimally Qualified Moderate Risk		Moderately Qualified Low Risk		Qualified Minimal Risk		

Approved Yes ☐ No ☐

Teacher's Signature

Principal's Signature

Date

- 5 -

APPENDIX D

SCHOOL DISTRICT NO. 51  
PARENT CONSENT FOR FIELD TRIPS  
STUDENT ACTIVITY / FIELD TRIP

\_\_\_\_\_ is planning the following student activity/activities. Your written permission is required by the school if your child is to attend.

**Description of the activity:** \_\_\_\_\_  
\_\_\_\_\_

**Special Requirements/Equipment:** \_\_\_\_\_  
\_\_\_\_\_

**Location of Activity:** \_\_\_\_\_

**Town:** \_\_\_\_\_

**Dates(s):** \_\_\_\_\_

**Mode of Transportation:** \_\_\_\_\_

**Accommodations:** \_\_\_\_\_

**Field Trip Leader** (must be staff member): \_\_\_\_\_

**Chaperones:** \_\_\_\_\_

**Departure Time/Date:** \_\_\_\_\_

**Anticipated Return Time/Date:** \_\_\_\_\_

If you have any questions at all regarding this activity, please contact the undersigned at \_\_\_\_\_.

Accidents can be the results of the nature of the activity and can occur with or without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By allowing your son/daughter to participate in this activity, you are accepting the risk of an accident occurring, and agree all these activities, as described above, are suitable for your child.

\_\_\_\_\_  
Field Trip Leader

\_\_\_\_\_  
Administrator

.....  
If you do not wish your child to accompany his or her class on this trip, please contact me and I will arrange alternate supervision.

I give \_\_\_\_\_ (name of student) permission to participate in the field trip to \_\_\_\_\_ on \_\_\_\_\_. I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

**Consent/Waiver – Booster Seats:**

- ☐ My child is over 9 years of age OR over 4'9" – no booster seat required
- ☐ My child is over 18kg/40 lbs AND under 4'9" – booster seat required
- ☐ My child will bring a portable booster seat that does not require installation into the driver's vehicle
- ☐ My child does not have a car seat or booster seat that is appropriate for his/her age and weight. I request that the school provide an appropriate child car booster seat for my child.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

---

Printed name of Parent / Guardian

---

Medical Number

---

APPENDIX E

---

Home/Work/Emergency Phone

-6-

## SAMPLE CHAPERONE LETTER

---

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for offering to accompany and chaperone our students while on the field trip to \_\_\_\_\_ on \_\_\_\_\_. Please note that chaperones must be adults approved by the Principal who are willing to submit to a criminal record check upon request by an administrator.

If approved as a chaperone, we ask you to consider the following:

1. We expect exemplary behaviour from our students. They must behave in such a manner as to observe the same rules and regulations as if they were attending school. Teachers will remind students of any specific guidelines prior to the trip. These will be shared with you.
2. Chaperones should feel free to remind students of the expected code of conduct and general deportment expectations, however, any serious concerns should be referred to teachers for appropriate discipline intervention and follow up.
3. All individuals who are involved in the operation of our school have a responsibility to maintain confidentiality. This is to protect the students and staff. No doubt you will observe different approaches to the teaching and management of students. You might also observe students who are "learning different" or who stand out due to noticeable emotional or maturity differences. As a chaperone, you must agree to maintain confidentiality in such instances.
4. Volunteers who transport students must fill in a District No. 51 Volunteer Driver Form, complete a Driver Abstract and have the prior approval of an Administrator. Students who ride with parent drivers (other than their own parents) must have permission from their parents in writing.
5. Please do not bring other siblings with you. In special circumstances this might be appropriate but we ask that you discuss this with the sponsor teacher or school administration beforehand.
6. Our school district and school has a "No Smoking Policy" which encompasses all aspects of all field trips. Therefore, no smoking is allowed during fieldtrips when students are present. Consumption of alcohol or illegal drugs are not allowed.
7. If in doubt, please ask a staff member! If you feel at all uncomfortable at any time about your experiences, please discuss them with one of the teachers. We want you to feel comfortable and confident as you interact with students.

Thank you for your cooperation and understanding. Your time, energy and assistance will help enhance this educational opportunity for our students, and we want your experience to be enjoyable and productive. If you have any questions about your responsibilities, please discuss them with one of the teachers or an administrator. We want you to volunteer again!

Yours very truly,

- 7 -

APPENDIX F

Page 1

**School District No. 5 (Boundary)**  
**Generic FIELD TRIP CHECKLIST**

Directions: This form is to be completed by the teacher and submitted to the Principal with supporting documentation.

Type of Field Trip:

1. Approved by Principal ☐ Walking Trip ☐ Single Day Trip
2. Approved by Superintendent: ☐ BC Trip (2 – 3 days) ☐ Single Day Trip to USA  
(Application must be submitted 30 days prior to trip.)
3. Approved by Board ☐ BC Trip (4+ days) ☐ Out of Province ☐ International  
(Applications must be submitted 3 months prior to trip. In addition, international field trips must be submitted 4 months prior to trip and prior to parent meetings for 'Approval in Principle', then again 2 months prior for final approval.)

Special Considerations:

☐ Moderate Risk

- ☐ Lead teacher has familiarized self with District Field Trip Policy (E – 4) and School Procedures
- ☐ Field trip application form completed (attached)
- ☐ Itinerary completed. Location/maps of outdoor activity areas provided. (attach)
- ☐ Parent information and consent form prepared (attach)
- ☐ Parent meeting planned (Out of Province, overnight and moderate risk trips).  
Date: \_\_\_\_\_
- ☐ Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, superintendent and Board approval field trips) Agreed to and signed by principal
- ☐ Transportation and accommodation arrangements
- ☐ Source of Funds, fund raising
- ☐ Special Arrangements for regular day ski trips, swimming, biking, etc.
- ☐ Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached)
- ☐ Arrangements for educational training and safety instruction. Date: \_\_\_\_\_
- ☐ Leave forms (if required) completed, approved by principal
- ☐ Preparation of student lists with telephone numbers/medical numbers of all students and adults on trip. Copies for office and sponsor teachers. Medical needs listed / reviewed.
- ☐ Arrangements for first aid person and kit
- ☐ Copy of district field trip policy and regulations, school policy, district emergency procedures (green and yellow booklet)

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Teacher's Signature)  
(Principal's Signature)

Date: \_\_\_\_\_

- 8 -

**APPENDIX F**

**REQUIREMENTS FOR SPECIFIC TYPES OF TRIPS (Planning guide)**

1. Bicycle trips:
  - ☐ bikes checked for mechanical safety
  - ☐ suitable safety helmets / parent approved
  - ☐ guide cars (if on highway)
  - ☐ first aid kit
2. Swimming:
  - ☐ certified life guard
  - ☐ first aid kit
3. Skating:
  - ☐ suitable safety helmet / parent approved
  - ☐ first aid kit
4. Skate boarding, rollerblading activities:
  - ☐ suitable safety helmets / parent approved
  - ☐ first aid kit
5. Ski trips/winter activities (including snowboarding):
  - ☐ teacher is aware of specific provisions in policy
  - ☐ educational training and safety instruction prior to ski trip/winter activity
  - ☐ suitable safety helmets / parent approved
  - ☐ first aid kit
  - ☐ ski/boarding lessons arranged with mountain (all students)
6. Moderate Risk Field Trip:
  - ☐ Field Trip Qualifications Checklist Completed
  - ☐ trained certified instructors in place
  - ☐ detailed emergency response plan in place
  - ☐ instruction by certified instructors, up to the level and under the conditions provided for the certification
  - ☐ lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of where instruction will take place)
  - ☐ pre-educational training and safety instruction for students to take place prior to activity, both at school and at the activity areas
7. International Trip:
  - ☐ Field Trip Qualifications Checklist Completed
  - ☐ medical coverage for students and adults / immunization shots
  - ☐ loss of money
  - ☐ failure to travel due to sickness



## Checklist: Regular day Ski/Snowboard Trips to Local Mountains

- \_\_\_\_\_ Principal review: “The principal of a school shall review the merits of each field trip prior to approving it. Additionally, he/she shall ensure that teachers in charge are aware of district and school policies and monitor their adherence. The principal and/or lead teacher shall provide assurance that the criteria established by the Board within these regulations have been met by completing the ‘Application for Field Trips’ and/or providing the school office with the required documentation”
- \_\_\_\_\_ Transportation arrangements approved in advance by administrator or designate.
- \_\_\_\_\_ Supervision: one teacher for every thirty (30) students. Additionally, chaperones as required to reach a ratio of ten to one (10:1)
- \_\_\_\_\_ Supervision: Follow Regulation under ‘Ski Trip/Winter Activity Provisions’
- \_\_\_\_\_ Field Trip Qualifications Checklist must be completed and signed by the lead teacher in consultation with the Principal well in advance of the trip.
- \_\_\_\_\_ Lead teacher – needs to be designated. This person will also act as liaison with office and administration. The Board has the right to request a report from the lead teacher following a field trip.
- \_\_\_\_\_ Parent Consent for Field Trip signed prior to the trip by each parent and received by the teacher in charge. (Copy for the office)
- \_\_\_\_\_ Pre-educational training and safety instruction prior to trip at the school – attendance will be used to verify this.
- \_\_\_\_\_ LOA submitted two weeks prior to trip (regardless if TOC required)
- \_\_\_\_\_ Preparation of checklist/records including telephone numbers/medical numbers of all students and adults traveling on field trips with copies for the school and the sponsoring teacher for each field trip (as per Board policy)
- \_\_\_\_\_ Preparation of the district and school emergency checklist with copies for the school office and the sponsoring teacher for each field trip (as per Board policy)
- \_\_\_\_\_ TOC in place – teachers should check with the office to ensure that their TOC has arrived. If not, teachers will work with the office to ensure their classes are covered.
- \_\_\_\_\_ First aid safety kit must accompany all school field trips (except if in the immediate vicinity of the school).
- \_\_\_\_\_ Alternate arrangements – teachers must provide for students not attending the trip. Submit a list of students and plan for supervision of those students to the office.
- \_\_\_\_\_ Missed work: students must take responsibility for completing work/assignments missed as a result of field trip
- \_\_\_\_\_ Helmets – parent approved, suitable safety helmets required for all school skiing activities
- \_\_\_\_\_ Student violation of school code – refer to regulations regarding administrative consultation
- \_\_\_\_\_ Volunteers – need to have a current criminal record check completed and on file in the office.

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO.
GOVERNANCE/COMMUNICATIONS	<u>Distributing Union/Political Information</u>	

**DATE ADOPTED:**

**DATE AMENDED:**

The Board has a duty to ensure that it fulfills its statutory responsibilities and duties, and that it operates the School District efficiently and effectively and in a manner which maintains the confidence of students, parents and the public. The Board recognizes that employees have sought to express their views to parents in a variety of manners and that freedom of expression is subject to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

In accordance with these principles, the following Regulation sets out procedures which will be followed should an employee wish to distribute information or material on school property to parents or through students. This policy and procedure does not apply to situations where the School or District Administration requests or directs employees to distribute information or material on school property to parents or through students.

### R E G U L A T I O N S

Employees and School/District Administration will follow this procedure prior to employees distributing any information/material on school property to parents or through students.

An Employee who wishes to distribute information/material on school property to parents or through students must provide to the Superintendent or his/her designate an advance copy of such information/material along with an explanation of the method they intend on using to distribute the material.

District Administration will review the information/material for the purpose of determining whether its distribution with the content and in the manner proposed would impair the District's ability to achieve its objectives set out above. The review will include consideration of the following:

- Whether the information/material is relevant to educational matters applicable to the intended recipients;
- Whether the content of the information/material is accurate so that the expression is not misleading such that confusion and/or conflict would likely be created;

- Whether the distribution of the information/material is appropriate when considered in the context of the employee's express and implied duties, including the duty of loyalty to the District; and
- Whether the proposed manner of distribution is appropriate when considering the ability of the District to achieve its objectives outlined above.
- The review will also involve consideration of whether there are any measures which can be taken, short of banning distribution, which would balance the employee's freedom of expression with the District's ability to achieve its objectives outlined above.
- Should District Administration determine that the content or proposed method of distribution of the information/material must be modified in order for the District to achieve its objectives outlined above, the District will raise the matter with the employee, or his or her union if the information/material emanates from the union, and will outline its concerns in relation to the above considerations and invite discussion on modifications to the content or manner of distribution that would minimally impair the employee's freedom of expression while at the same time achieving the objectives of the District.
- If those discussions result in an agreement concerning the distribution of the information/material, then the distribution will proceed in accordance with that agreement. Should there be no agreement concerning the content and manner of distribution of the information/material, the employee(s) will be directed not to distribute the information/material on school property to parents or through students.
- Should District Administration determine that the proposed content and manner of distribution of the information/material does not require modification in order for the District to achieve its objectives outlined above, the District will inform the employee (or union, as the case may be) of this and the information/material may be distributed with the content and in the manner originally proposed.
- In all cases, information/material approved by the District for distribution must be placed in a sealed envelope and clearly marked/addressed to the parent/guardian. Further, in order to ensure there is no confusion regarding from whom this communication is coming, the document and envelope should clearly indicate the authorship.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

POLICY

SECTION	TITLE	NO. 1320
GOVERNANCE/COMMUNICATIONS	<u>Fundraising</u>	

DATE ADOPTED: January 12, 1999

DATE AMENDED: October 13, 2009

DATE AMENDED: ?2013

The Board recognizes that students, staff and/or the Parent Advisory Councils (PACs) may wish to raise funds or do community service for school or other charitable purposes. The Board also recognizes the educational, humanitarian and economic values of fundraising activities.

The Board supports the fundraising activities of students, staff and PACs, the development of authentic, mutually beneficial relationships between schools and the larger community, including business and non-business sectors, with due sensitivity and regard for the legitimate needs of all parties involved.

The Board recognizes the challenges students, schools and PACs face in acquiring resources to fund the variety of highly worthwhile extracurricular activities such as international travel, and seeks to balance that with its role as a leader is the development of healthy, productive individuals and communities.

Ideally, fundraising campaigns should promote strong students, schools, families, and communities and promote good nutrition, physical activity, and strong connections for students and schools within the wider community.

REGULATIONS

1. Schools, staff and PACs may participate in fundraising activities.
2. Any internal fund-raising or community service must have the prior approval of the school Principal. External activities, involving non-school agencies or to support non-school based charities or service events, must have the approval of the Superintendent or Superintendent's delegate in advance.
3. Door-to-door sales by students are not allowed.
4. Fundraising activities should be
  - a. consistent with stated Board policy e.g. nutrition and fitness, health and safety;
  - b. consistent with the Board's educational goals for students;
  - c. acceptable to and sensitive to the values of the community;
  - d. be legal, ethical, and benefit students;
  - e. involve widespread sharing of best practice, expertise and creative ideas to achieve maximum benefits to the system; for example, where a school with fewer resources is challenged to generate funds for extracurricular activities deemed important to the school community, partnerships with other school(s) are encouraged for advice, access to resources, and wider community base.

5. Fundraising activities should be planned with the involvement of school administration, students, staff, and PACs.
6. There must be no pressure or coercion to obtain involvement of any student, staff or parent in fundraising.
7. Fundraising and community service activities will be properly supervised and be of a nature that does not impose unduly on the community, and does not contribute to unhealthy behaviours e.g. selling 'not recommended' foods as defined in the "Guidelines for Food and Beverage Sales in BC Schools", Ministry of Education and Ministry of Healthy Living and Sport.
8. Community service activity will benefit a worthwhile and appropriate recipient or cause such as UNICEF, Terry Fox Run.
9. Necessary permits, licenses and insurance coverage will be obtained in advance.
10. No undue intrusion will exist on instructional or staff time.
11. Funds will be accounted for using a consistent approach that is meaningful to the group and provides regular financial statements to all concerned.

## REFERENCES

1. Nutrition and Fitness in Schools Policy No. 5130
2. "Guidelines for Food and Beverage Sales in BC Schools", Ministry of Education and Ministry of Healthy Living and Sport". [http://www.bced.gov.bc.ca/health/2010\\_food\\_guidelines.pdf](http://www.bced.gov.bc.ca/health/2010_food_guidelines.pdf)

## FUNDRAISING RESOURCE MATERIALS

1. DASH BC, Healthy Fundraising for Schools, <http://healthyschoolsbc.ca/program/261/healthy-fundraising-for-schools>
2. Farm Bag Fundraising <http://farmbag.littlegreenbook.ca/>
3. Healthy Fundraising - Region of Peel <http://www.peelregion.ca/health/baew/help-your-school/create-opportunity/healthy-fundraising.htm>
4. Fundraising the Healthy Way **GREAT RESOURCE BUT I CAN'T GET THE LINK TO WORK!** [http://projects.cbe.ab.ca/sss/teamingup/docs/fundraising\\_healthy\\_way.pdf](http://projects.cbe.ab.ca/sss/teamingup/docs/fundraising_healthy_way.pdf)
5. Healthy School Fundraising, Region of Durham [http://www.durham.ca/departments/health/food\\_nutrition/healthy\\_eating/nts/Healthy%20Choices%20for%20School%20Fundraising.pdf](http://www.durham.ca/departments/health/food_nutrition/healthy_eating/nts/Healthy%20Choices%20for%20School%20Fundraising.pdf)
6. Healthy Fundraisers for Schools: Tips from AFHK Team Members, Action for Healthy Kids <http://www.cde.state.co.us/cdenutritran/download/pdf/WPHealthyFundraisingforSchools.pdf>