



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

February 9, 2016 at 6:00 p.m.

School Board Office

Agenda

Call to Order

Opening Acknowledgement

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

Presentations/Delegations

- West Boundary/Community Literacy (Sheila Dobie presenting)
- Communicating Student Learning – FreshGrade (Keira Angus & Tammy Jacobs presenting)

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

January 12, 2016 – Regular Meeting Minutes

Report on In-Camera Meeting from January 12, 2016

The Board discussed personnel issues, properties/facilities, business items, the upcoming public consultation meetings as well as a student scholarship program, and received an update on the Big White fire renovations.

Correspondence

Business Items

1. Superintendent's Report

- Report for January 2016 (Attachment)

2. Secretary-Treasurer's Report

- Report January 2016 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

3. Director of Learning Report

- Report for January 2016 (Attachment)

4. Evolution of Learning

5. Talking Break (Attachment)

How does the regular documentation and communication of student learning enhance student success and confidence?

6. **Syrian Refugees** (Attachment)

7. **Global Health Statement**

<http://www.wholechildeeducation.org/about/globalschoolhealthstatement>

8. **Amended Financial Framework for Student Success**

MOTION: "That the Board unanimously agrees to give the Amended Annual Budget Bylaw all three readings at this meeting of February 9, 2016."

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 2015/2016 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 2015/2016.
3. The attached Statement 2 showing the estimated revenues and the estimated expenditures for the 2015/2016 fiscal year and the total budget bylaw amount of \$18,470,543 for the 2015/2016 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 2015/2016.

MOTION: "That the Board of Education of School District No. 51 (Boundary) approve the Amended Annual Budget Bylaw for 2015/2016 fiscal year, as read a first, second and third time, passed and adopted the 9th day of February 2016."

9. **Provincial Council** (Attachment)

10. **Trustee Committee Assignments/Liaisons** (Attachment)

11. **Committee Reports**

- AbEd Committee
- Finance Committee
- Operations Committee
- Audit Committee
- Policy Committee (Attachments)

MOTION: "That the Board approve for circulation the policy *Video Surveillance – Exterior of Properties*."

MOTION: "That the Board approve and adopt policy No. 2060 – Public Use of School Facilities."

12. Trustee Reports

Rec Commission
BISM
District Literacy
PAC Highlights

BCPSEA/BCSTA Rep Council
Okanagan Labour Relations Council
BCSTA Kootenay Boundary Branch

13. Around the Boundary

Trustee Activities and Upcoming Events

- BCSTA Provincial Council – February 19-20, 2016
- BCSTA 111th AGM – April 14 - 17, 2016

Future Agenda Items

Next Board Meeting: **March 8, 2016**
 6:00 p.m. at the School Board Office

Adjournment

QUESTION PERIOD

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

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

School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary) held
Tuesday, January 12, 2016 at the Boundary Learning Centre

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

Present:	Mrs. T. Rezansoff	Chairperson
	Mrs. C. Strukoff	Vice-Chair
	Mr. M. Danyluk	Trustee
	Mrs. K. Jepsen	Trustee
	Mr. D. Reid	Trustee
	Mrs. C. Riddle	Trustee
	Mrs. R. Zitko	Trustee
	Mr. K. Argue	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer
	Mr. D. Lacey	Director of Learning

Acknowledgement of the Aboriginal peoples and ancestors.

Presentations/Delegations

- There was an update on the NID planning for the implementation of the new curriculum.

Adoption of Agenda

MOVED Zitko
2ND Reid

"That the Agenda for January 12, 2016 be adopted as circulated."

CARRIED

Adoption of Minutes

MOVED Strukoff
2ND Reid

"That the December 8, 2015 Regular Board Meeting minutes be adopted as circulated."

CARRIED

Report on In-Camera Meeting from December 8, 2015

The Board discussed personnel issues, properties/facilities, business items, the BISM Learning-Action Team, Board self-review, the content for consultations during January 15 to March 15, 2016, as well as the establishment of an audit committee.

Correspondence

After School Sports and Arts Initiative correspondence was discussed.

Business Items

1. Superintendent's Report

The Superintendent reported on school Christmas concerts, school visits, the upcoming professional development for District teachers, as well as meetings attended in and out of the District.

2. Secretary-Treasurer's Report

The Secretary-Treasurer reported on operations/transportation for December 2015 and reported on the enrolment and expenditures to date.

3. Director of Learning Report

The Director of Learning reported on December school visitations, the professional development planning for Education Assistants as well as the work being done in the AbEd and Special Education programs.

4. Provincial Council Issues

The Board reviewed the attachment and discussed the provincial council issues. More consideration will be given to this at the February Board meeting.

5. Talking Break

There was discussion on how Board decision making is impacted by community feedback and ways that the community can provide feedback to the Board.

6. Amended Financial Framework for Student Success

The Secretary-Treasurer report on the final funding allocation for the District, as well as the status on the amended financial framework for student success.

7. Community Consultations

Community budget consultations will take place between January 15 and March 15, 2016.

8. Committee Reports

Nil

9. Trustee Reports

The Board discussed the proposed resolutions for the upcoming BCPSEA AGM. Chair Rezansoff will attend. Trustee Strukoff reported on the BISM meeting and Trustee Jepsen reported on PAC highlights.

10. Around the Boundary

Around the Boundary for December 2015 was presented.

Meeting adjourned at 7:32 p.m.

Chairperson

Secretary-Treasurer



Kevin Argue Superintendent of Schools Month-End Report January 2016

School Visitations

- *Perley Elementary School* – Visited classrooms and met with Mr. Chapman.
- *Hutton Elementary School* - Met with Ms. Butler and Hutton teachers regarding Technology Inquiry plans and 'Freshgrade' usage.
- *Christina Lake Elementary School* - Visited classrooms and met with Mr. Lockhart.
- *Boundary Central Secondary School* - Visited classrooms, met with Mr. Macfarlane and parents.

District Planning

- Continued to work on developing plans for the new *Framework for Enhancing Student Learning*. District plans and timelines for the new framework are to be made public by March
- Planning has begun, in conjunction with the BDTA, for supporting teachers as they transition to the new K-9 curriculum in September 2016, taking advantage of the 2 additional non instruction days the Ministry of Education has placed into the 2015/16 calendar year.
- SD51 Board planning for upcoming Community Consultations on the New Curriculum, School and District plans and District Financial Framework for Supporting student success.

Achievement Contract

The 4 Goals of the SD51 Achievement Contract are:

1. To embed the Inquiry Process into teaching and learning throughout School District 51
2. To improve student achievement in Reading
3. To increase students' access and use of technology to deepen learning and authentically communicate their knowledge
4. To improve the positive, social emotional connectedness of our students to their school experience through school initiatives supported by our Health Promoting Schools Coordinator

Ministry Initiatives

- Erase Bullying – Kevin Argue, Superintendent contact/Safe Schools Coordinator.
- Provincial Safe Schools Coordinators meeting coming up on February 29, 2016

Meetings in District

- Assessment and Reporting Ministry Conference call – January 7th
- District Leadership Team meeting – January 8th
- District Feb. NID Planning meeting – January 11th
- Board of Education meeting – January 12th
- Operations meeting – January 19th
- Board/Leadership Team Budget meeting – January 19th
- Policy Committee meeting – January 26th
- Board Working Session – January 26th
- Hutton meeting re Technology Inquiry – January 28th
- Christina Lake parent meeting – January 28th
- After School Sports Initiative meeting – BFISS – January 28th





Jeanette Hanlon Secretary-Treasurer's Report January 2016

Professional Development

- The Education Assistants participated in a Pro-D event on January 22, 2016. Topics discussed were Speech and Language support and Supporting Students with Autism.
- While students will not be in school on February 12, 2016, pro-d and work related assignments are being implemented for support staff in conjunction with the teacher NID on that date.

Update on Dust Collection Systems

The District has received all the funding for the dust collection systems. While we are still waiting for the delivery of some of the parts, the work is progressing.

Technology

- During the month of January the Technology Department was able to get the generator at 525 fully commissioned and it is now online.
- While the preparation for the NGN (New Generation Network) continues to move forward, it has been delayed by two weeks due to technical and planning difficulties. Switchover is now delayed to the end of February.
- Planning for teacher hardware replacement continues to progress.



January Meetings

- During the month of January we met with principals and trustees to plan for the 2016/2017 budget. We will meet again in February as well as attending public consultation meetings in conjunction with the school PAC meetings.
- Other meetings attending in January were:
 - Operations Committee meeting -- January 19th
 - Joint Health & Safety Committee meeting -- January 20th
 - Policy Committee meeting -- January 26th

School District No. 51 (Boundary)

Enrolment

As of January 31, 2016

Head Count

	January 31, 2016	December 31, 2015	Increase (Decrease)	September 30, 2015
Secondary				
Boundary Central	135	136	(1.0000)	134
Grand Forks	344	345	(1.0000)	345
Elementary				
Beaverdell	15	15	-	15
Big White	55	56	(1.0000)	44
Christina Lake	68	69	(1.0000)	71
Greenwood	24	24	-	26
Hutton	262	261	1.0000	252
Midway	36	35	1.0000	34
Perley	224	224	-	226
West Boundary	97	97	-	95
Alternate School				
Walker	33	32	1.0000	26
Total	1293.0000	1294.0000	-1.0000	1268.0000

Expenditure Report

Object	Title	January	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Salaries	85,666.60	582,845.88		1,019,879	437,033	43
11	Teacher Salaries	580,648.62	2,894,686.96		5,849,165	2,954,478	51
12	Non-Teachers Salaries	256,713.01	1,389,755.74		3,045,932	1,656,176	54
13	Management Salaries	32,747.17	229,230.19		413,799	184,569	45
14	Substitute Salaries	19,043.96	159,097.47		440,026	280,929	64
19	Trustees Indemnity	6,473.67	45,315.69		78,866	33,550	43
21	Statutory Benefits	74,572.63	238,530.91		600,790	362,259	60
22	Pension Plans	124,076.52	693,876.11		1,368,615	674,739	49
23	Medical And Life Benefits	30,822.91	318,413.52		663,838	345,424	52
31	Services	33,966.43	251,359.01	5,739.36	539,675	282,577	52
33	Student Transportation	6,824.22	45,126.47		80,990	35,864	44
34	Training & Travel	32,485.28	126,149.29		249,223	123,074	49
36	Rentals & Leases	2,887.50	19,651.50		33,528	13,877	41
37	Dues And Fees	2,284.60	57,846.41		66,190	8,344	13
39	Insurance	1,767.50	66,222.50		68,400	2,178	3
51	Supplies	102,012.05	500,744.23	22,984.84	1,070,273	546,543	48
54	Electricity	47,956.16	153,025.05		303,210	150,185	50
55	Heat	15,607.28	37,303.01		127,100	89,797	71
56	Water And Sewage	1,969.82	5,950.76		22,400	16,449	73
57	Garbage And Recycling	1,249.61	7,281.95		14,850	7,568	51
Totals		\$ 1,459,775.54	\$ 7,822,412.65	\$ 28,724.20	\$ 16,056,749.00	\$ 8,205,613.00	51



Director of Learning Report

January 2016

Doug Lacey

Staff Learning and School Visits

- January 11th – Participated in BDTA Curriculum Day Planning Team meeting
- January 20th – Participated in professional development session with Hutton, Perley and Walker staff on “Infusing Aboriginal Learning and Content in the Classroom”. This was a BCTF professional development program.
- January 22nd – Professional development day for all Education Assistants in the District. Joanne Gidney and Janet Thorpe organized a day of learning on speech and language therapy supports and strategies and supporting students with autism.



Literacy Day – 4 schools

Provincial/Regional/Community Meetings

- January 6th– Participated in Boundary Local Action Team (CYMHSU LAT) Co-Chair learning session regarding process for patient journey mapping
- January 7th– Participated in ministry conversation regarding District practices regarding formative assessment and reporting

- January 8th – Participated in District and School Leadership Team Meeting
- January 8th - Participated in Friday Gathering Talking Circle
- January 9th – Chaired regular monthly meeting of the Boundary Integrated Services Model (BISM)
- January 12th – Participated in meeting of the Boundary Integrated Group (BIG)
- January 12th – Participated in School Board regular monthly closed and open meetings
- January 3th– Participated in Boundary Local Action Team (CYMHSU LAT) Co-Chair Meeting
- January 18th – Participated in provincial learning session regarding Aboriginal Education data collection and reporting
- January 21 – Participated in fact finding conversation with School District No. 71 regarding the Four Day Week
- January 25th – Participated in regular meeting of the Boundary District Literacy Committee
- January 26th – Participated in the regular meeting of the Boundary Early Years Advisory Council
- January 27th – Chaired the regular meeting of the Boundary Aboriginal Education Advisory Council

Talking Break Question

How does regular documentation and communication of student learning enhance student success and confidence?



To Whom It May Concern:

I wanted to make you aware that I am on a committee that is working toward getting a Syrian Refugee family to Grand Forks. We are currently reaching out to the community to see who is interested in partnering with us to help a family in need.

This is a massive endeavour and takes an entire community to get behind. We are currently looking at different options to get one or more families to Grand Forks. No matter what option we take there is a large list of requirements needed including:

- Reception at airport
- Finding housing
- Clothing
- Food
- Transportation
- Community orientation
- Education
- Language courses
- Finding schooling
- Finding childcare
- Any other additional living expenses
- Emotional support and other logistical and settlement assistance

As you can see something on this scale will require the whole Grand Forks community to be involved and willing to help. We are wondering if the school board is willing to help out in any way and if so what you can bring to the table in this process. To bring one family in costs roughly \$30,000 so we will also be raising funds for this as well.

Thank you very much for your time.

Benjamin L Jepsen

A handwritten signature in black ink, appearing to be 'Benjamin L Jepsen', with a long horizontal line extending to the right.

Amended Annual Budget

School District No. 51 (Boundary)

June 30, 2016

School District No. 51 (Boundary)

June 30, 2016

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (BOUNDARY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2015/2016 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 2015/2016.
3. The attached Statement 2 showing the estimated revenue and expense for the 2015/2016 fiscal year and the total budget bylaw amount of \$18,470,543 for the 2015/2016 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 2015/2016.

READ A FIRST TIME THE 9th DAY OF FEBRUARY, 2016;

READ A SECOND TIME THE 9th DAY OF FEBRUARY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 9th DAY OF FEBRUARY, 2016;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 51 (Boundary) Amended Annual Budget Bylaw 2015/2016, adopted by the Board the 9th DAY OF FEBRUARY, 2016.

Secretary Treasurer

School District No. 51 (Boundary)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	1,248,125	1,231,000
Adult	0,250	0,500
Total Ministry Operating Grant Funded FTE's	1,248,375	1,231,500
Revenues	\$	\$
Provincial Grants		
Ministry of Education	16,175,517	15,961,325
Other	195,195	134,148
Tuition	11,000	
Other Revenue	6,200	206,445
Rentals and Leases	57,333	58,633
Investment Income	52,000	60,000
Amortization of Deferred Capital Revenue	750,353	751,128
Total Revenue	17,247,598	17,171,679
Expenses		
Instruction	12,998,972	13,042,412
District Administration	962,932	951,510
Operations and Maintenance	3,532,779	3,561,034
Transportation and Housing	609,304	633,756
Debt Services	1,556	1,556
Total Expense	18,105,543	18,190,268
Net Revenue (Expense)	(857,945)	(1,018,589)
Budgeted Allocation (Retirement) of Surplus (Deficit)	600,000	708,130
Budgeted Surplus (Deficit), for the year	(257,945)	(310,459)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(257,945)	(310,459)
Budgeted Surplus (Deficit), for the year	(257,945)	(310,459)

School District No. 51 (Boundary)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2016

Statement 2

	2016 Amended Annual Budget	2016 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	15,798,221	15,939,320
Operating - Tangible Capital Assets Purchased	100,000	50,000
Special Purpose Funds - Total Expense	1,031,024	971,361
Capital Fund - Total Expense	1,276,298	1,279,587
Capital Fund - Tangible Capital Assets Purchased from Local Capital	265,000	315,500
Total Budget Bylaw Amount	18,470,543	18,555,768

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

School District No. 51 (Boundary)

Statement 4

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

Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(857,945)	(1,018,589)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(100,000)	(50,000)
From Local Capital	(265,000)	(315,500)
From Deferred Capital Revenue	(890,601)	(462,601)
Total Acquisition of Tangible Capital Assets	(1,255,601)	(828,101)
Amortization of Tangible Capital Assets	1,274,742	1,278,031
Total Effect of change in Tangible Capital Assets	19,141	449,930
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(838,804)	(568,659)

School District No. 51 (Boundary)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2016

	Operating Fund	Special Purpose Fund	Capital Fund	2016 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	1,727,291		8,692,403	10,419,694
Changes for the year				
Net Revenue (Expense) for the year	(342,000)		(515,945)	(857,945)
Interfund Transfers				
Tangible Capital Assets Purchased	(100,000)		100,000	-
Local Capital	(125,000)		125,000	-
Other	(33,000)		33,000	-
Net Changes for the year	(600,000)	-	(257,945)	(857,945)
Budgeted Accumulated Surplus (Deficit), end of year	1,127,291	-	8,434,458	9,561,749

School District No. 51 (Boundary)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	15,235,540	15,219,964
Other	104,148	104,148
Tuition	11,000	
Other Revenue	6,200	6,445
Rentals and Leases	57,333	58,633
Investment Income	42,000	50,000
Total Revenue	15,456,221	15,439,190
Expenses		
Instruction	12,091,562	12,194,049
District Administration	839,318	828,512
Operations and Maintenance	2,258,037	2,283,003
Transportation and Housing	609,304	633,756
Total Expense	15,798,221	15,939,320
Net Revenue (Expense)	(342,000)	(500,130)
Budgeted Prior Year Surplus Appropriation	600,000	708,130
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(100,000)	(50,000)
Local Capital	(125,000)	(125,000)
Other	(33,000)	(33,000)
Total Net Transfers	(258,000)	(208,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 51 (Boundary)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	15,097,873	15,094,719
Other Ministry of Education Grants		
Pay Equity	105,245	105,245
Carbon Tax Rebate	20,000	20,000
FSA	7,972	
Curriculum Implementation	4,450	
Total Provincial Grants - Ministry of Education	15,235,540	15,219,964
Provincial Grants - Other	104,148	104,148
Tuition		
Offshore Tuition Fees	11,000	
Total Tuition	11,000	-
Other Revenues		
Miscellaneous		
Art Start	6,200	6,445
Total Other Revenue	6,200	6,445
Rentals and Leases	57,333	58,633
Investment Income	42,000	50,000
Total Operating Revenue	15,456,221	15,439,190

School District No. 51 (Boundary)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Salaries		
Teachers	5,849,165	6,050,429
Principals and Vice Principals	1,019,879	1,001,284
Educational Assistants	1,008,824	991,514
Support Staff	2,037,108	2,033,995
Other Professionals	492,665	482,016
Substitutes	440,026	490,248
Total Salaries	10,847,667	11,049,486
Employee Benefits	2,633,243	2,681,360
Total Salaries and Benefits	13,480,910	13,730,846
Services and Supplies		
Services	539,675	513,975
Student Transportation	80,990	81,180
Professional Development and Travel	249,223	265,602
Dues and Fees	66,190	71,790
Insurance	68,400	67,400
Supplies	845,273	740,967
Utilities	467,560	467,560
Total Services and Supplies	2,317,311	2,208,474
Total Operating Expense	15,798,221	15,939,320

School District No. 51 (Boundary)

Schedule 2C

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

Year Ended June 30, 2016

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	4,930,873	105,869		90,992		335,781	5,463,515
1.03 Career Programs	48,512						48,512
1.07 Library Services	70,215			21,155			91,370
1.08 Counselling	76,944						76,944
1.10 Special Education	566,128	130,576	909,771	134,690		53,350	1,794,515
1.31 Aboriginal Education	156,493		99,053				255,546
1.41 School Administration		747,904		314,500		6,030	1,068,434
1.64 Other							-
Total Function 1	5,849,165	984,349	1,008,824	561,337	-	395,161	8,798,836
4 District Administration							
4.11 Educational Administration		35,530		52,242	136,592		224,364
4.40 School District Governance					78,866		78,866
4.41 Business Administration				128,417	95,700	4,500	228,617
Total Function 4	-	35,530	-	180,659	311,158	4,500	531,847
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				20,530	47,984		68,514
5.50 Maintenance Operations				908,695	85,539	27,270	1,021,504
5.52 Maintenance of Grounds				63,231		3,500	66,731
5.56 Utilities							-
Total Function 5	-	-	-	992,456	133,523	30,770	1,156,749
7 Transportation and Housing							
7.41 Transportation and Housing Administration				13,061	47,984		61,045
7.70 Student Transportation				289,595		9,595	299,190
Total Function 7	-	-	-	302,656	47,984	9,595	360,235
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	5,849,165	1,019,879	1,008,824	2,037,108	492,665	440,026	10,847,667

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School District No. 51 (Boundary)

Schedule 2C

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

Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	5,463,515	1,347,709	6,811,224	808,116	7,619,340	7,713,469
1.03 Career Programs	48,512	10,808	59,320		59,320	59,397
1.07 Library Services	91,370	25,713	117,083	24,680	141,763	165,749
1.08 Counselling	76,944	18,500	95,444		95,444	141,377
1.10 Special Education	1,794,515	444,528	2,239,043	119,135	2,358,178	2,327,193
1.31 Aboriginal Education	255,546	64,673	320,219	64,636	384,855	382,400
1.41 School Administration	1,068,434	266,502	1,334,936	89,278	1,424,214	1,390,064
1.64 Other	-	-	-	8,448	8,448	14,400
Total Function 1	8,798,836	2,178,433	10,977,269	1,114,293	12,091,562	12,194,049
4 District Administration						
4.11 Educational Administration	224,364	52,110	276,474	24,150	300,624	292,188
4.40 School District Governance	78,866	3,109	81,975	57,040	139,015	136,759
4.41 Business Administration	228,617	52,447	281,064	118,615	399,679	399,565
Total Function 4	531,847	107,666	639,513	199,805	839,318	828,512
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	68,514	15,641	84,155	35,310	119,465	120,823
5.50 Maintenance Operations	1,021,504	239,373	1,260,877	281,343	1,542,220	1,561,773
5.52 Maintenance of Grounds	66,731	18,161	84,892	23,900	108,792	112,847
5.56 Utilities	-	-	-	487,560	487,560	487,560
Total Function 5	1,156,749	273,175	1,429,924	828,113	2,258,037	2,283,003
7 Transportation and Housing						
7.41 Transportation and Housing Administration	61,045	13,546	74,591	3,200	77,791	76,085
7.70 Student Transportation	299,190	60,423	359,613	171,900	531,513	557,671
Total Function 7	360,235	73,969	434,204	175,100	609,304	633,756
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	10,847,667	2,633,243	13,480,910	2,317,311	15,798,221	15,939,320

DRAFT - Not Finalized

February 02, 2016 12:45

School District No. 51 (Boundary)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2016

	2016 Amended Annual Budget	2016 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	939,977	741,361
Other	91,047	30,000
Other Revenue		200,000
Total Revenue	1,031,024	971,361
Expenses		
Instruction	907,410	848,363
District Administration	123,614	122,998
Total Expense	1,031,024	971,361
Budgeted Surplus (Deficit), for the year	-	-

School District No. 51 (Boundary)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Service Delivery Transformation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	616		10,670	286,244			10,768		25,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	122,998	316,827			128,000	19,600	9,855	134,936	
Provincial Grants - Other									
Other				200,000					
	122,998	316,827	-	200,000	128,000	19,600	9,855	134,936	-
Less: Allocated to Revenue	123,614	316,827	2,000	200,000	128,000	19,600	10,000	134,936	5,000
Deferred Revenue, end of year	-	-	8,670	286,244	-	-	10,623	-	20,000
Revenues									
Provincial Grants - Ministry of Education	123,614	316,827	2,000	200,000	128,000	19,600	10,000	134,936	5,000
Provincial Grants - Other									
	123,614	316,827	2,000	200,000	128,000	19,600	10,000	134,936	5,000
Expenses									
Salaries									
Teachers		197,848							
Educational Assistants		45,185						74,032	
Support Staff									
	-	243,033	-	-	-	-	-	74,032	-
Employee Benefits		73,794						23,119	
Services and Supplies	123,614		2,000	200,000	128,000	19,600	10,000	37,785	5,000
	123,614	316,827	2,000	200,000	128,000	19,600	10,000	134,936	5,000
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 51 (Boundary)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

Schedule 3A

	Health Coordinator	Dash BC	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	10,735		344,033
Add: Restricted Grants			
Provincial Grants - Ministry of Education			732,216
Provincial Grants - Other	30,805	49,508	80,313
Other			200,000
	30,805	49,508	1,012,529
Less: Allocated to Revenue	41,539	49,508	1,031,024
Deferred Revenue, end of year	1	-	325,538
Revenues			
Provincial Grants - Ministry of Education			939,977
Provincial Grants - Other	41,539	49,508	91,047
	41,539	49,508	1,031,024
Expenses			
Salaries			
Teachers			197,848
Educational Assistants			119,217
Support Staff	27,900		27,900
	27,900	-	344,965
Employee Benefits	882		97,795
Services and Supplies	12,757	49,508	588,264
	41,539	49,508	1,031,024
Net Revenue (Expense)	-	-	-

School District No. 51 (Boundary)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2016

	2016 Amended Annual Budget			2016 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Investment Income		10,000	10,000	10,000
Amortization of Deferred Capital Revenue	750,353		750,353	751,128
Total Revenue	750,353	10,000	760,353	761,128
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	1,274,742		1,274,742	1,278,031
Interest Payment				
Capital Lease		1,556	1,556	1,556
Total Expense	1,274,742	1,556	1,276,298	1,279,587
Net Revenue (Expense)	(524,389)	8,444	(515,945)	(518,459)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	100,000		100,000	50,000
Local Capital		125,000	125,000	125,000
Capital Lease Payment		33,000	33,000	33,000
Total Net Transfers	100,000	158,000	258,000	208,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	265,000	(265,000)	-	
District Entered	31,444	(31,444)	-	
Total Other Adjustments to Fund Balances	296,444	(296,444)	-	
Budgeted Surplus (Deficit), for the year	(127,945)	(130,000)	(257,945)	(310,459)



8.1 2016/2017 BCSTA DRAFT BUDGET

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council receive the 2016/2017 BCSTA Draft Budget and provide any additional input to the Finance Committee prior to adoption of the final budget by the April 2016 Provincial Council.

RATIONALE:

At the October 2015 Provincial Council meeting, the Finance Committee reviewed several factors expected to impact BCSTA's 2016/2017 operating budget and requested input for development of the budget draft. Based on revenue and cost projections, with consideration of the feedback received, the Finance Committee has prepared a 2016/2017 BCSTA Draft Budget for receipt by the February 2016 Provincial Council.

As discussed with the October 2015 Provincial Council, the Finance Committee projected that a number of factors would put cost pressure on BCSTA's 2016/2017 operating budget. These factors are outlined on pages two through five of the draft budget, and, as shown in the Budget Impact Summary on page six of the draft, include the following:

- the cancellation of the 2016 Academy
- high cost of travel for members of the Aboriginal Education Committee
- the addition of an annual meeting of Board Chairs
- costs associated with participation in the 2016 Learning Forward Conference
- capital asset replacements
- staffing and salary grid changes
- increased benefit costs

Even though the Association is facing significant cost pressures in 2016/2017, the Finance Committee understands that Boards of Education are also currently facing substantial financial challenges. The Finance Committee therefore focused on developing a **balanced budget draft that does not increase member fees** while ensuring that budget cuts have a minimal impact on member services.

This has been accomplished through:

1. Increased revenues
2. Increased grant allocations
3. Cuts to specific budget lines.

8.1 2016/2017 BCSTA DRAFT BUDGET

1. Increased Revenues

Even though the Finance Committee is not recommending a member fee increase for 2016/2017, BCSTA's total member fee revenue will be increased as a result of two factors:

1. Fees for SD08 (Kootenay Lake), which were not included in BCSTA's 2015/2016 operating budget, have been included in BCSTA's 2016/2017 draft budget.
2. The increase in FTE students in 2015/2016 has resulted in an overall increase in member fee revenue in 2016/2017. Please note that any change in fees for individual Boards of Education will be the sole result of changes in FTE student enrollments.

2. Increased Grant Allocations

BCSTA has not received government grants since 2007/2008 and has subsequently been drawing down the balance of grant funds. The Finance Committee therefore previously determined that it would be prudent to reduce BCSTA's budget reliance on support from grant funds and had managed to reduce operating budget grant support from \$75,000 to \$15,000 per year. However, given the cost pressures expected to impact BCSTA in 2016/2017 and the Finance Committee's recommendation that a member fee increase not be applied in 2016/2017, a total of \$50,000 in grant funds has been allocated to support BCSTA's 2016/2017 operating budget. The Finance Committee is aware that this strategy is not sustainable and that revenues must be increased if BCSTA is to maintain priority services to member Boards.

3. Cuts to Specific Budget Lines

As shown in the Budget Impact Summary on page six of the budget draft, additional cost savings were achieved as follows:

- Costs for the Board Chairs' meeting will be absorbed by the *In-District/Professional Development Services* budget line, thereby reducing funds available for facilitation support
- BCSTA will not send representatives to the 2017 National School Boards Association (NSBA) Conference in order to offset Learning Forward Conference costs not covered by the grant allocation
- BCSTA's NSBA membership will be cancelled in 2016/2017
- The *AGM* expenditure line has been reduced
- The *Office Administration* budget line has been reduced

8.1 2016/2017 BCSTA DRAFT BUDGET

The Finance Committee, Board of Directors, and staff remain committed to the prudent fiscal management of member dollars and continue to look for ways to employ efficiencies and cost-saving measures while minimizing the effect of budget cuts on priority service areas. Revenues are not, however, keeping pace with increasing costs, and with decreasing government grant funds available to support BCSTA's operating budgets, additional cuts to service areas are projected for future budgets, unless other sources of income can be found.

As mentioned on page two, since the Finance Committee is recommending that a member fee increase not be applied in 2016/2017, all changes to member fees for individual Boards of Education, as shown in Appendix I, are solely the result of changes in FTE student enrollments.

The 2016/2017 BCSTA Draft Budget has been submitted to the February 2016 Provincial Council for receipt only and Councillors are encouraged to provide the Finance Committee with additional feedback prior to March 10, 2016.

BCSTA's 2016/2017 Budget will be adopted by the April 2016 Provincial Council.

**BCSTA Draft Budget
2016/2017**

BCSTA 2016/2017 Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page eight, the Finance Committee requested feedback from the October 2015 Provincial Council to assist in preparing BCSTA's 2016/2017 draft budget. The first budget draft is presented to the February 2016 Provincial Council for review and will ultimately be adopted by the April 2016 Provincial Council, directly following BCSTA's Annual General Meeting.

Budget Considerations

At the October 2015 Provincial Council meeting, the Finance Committee reviewed a number of factors that were expected to impact the 2016/2017 budget. The items that have impacted the development of BCSTA's draft 2016/2017 budget are:

1. Student Enrollment

As shown on page nine, 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.

Boards of Education experienced enrollment decline between 2000/2001 and 2015/2016, which resulted in a reduction in BCSTA member fees over that sixteen-year period. In 2012/2013, with the addition of full-day kindergarten, FTEs were increased for the first time since 2000/2001; however, as a result of the structure of BCSTA's fee formulas, the movement of FTE students from rural to urban centers resulted in a \$4,070 reduction in member fee revenues even though enrollment increased by 889 FTE students.

FTE student enrollment data for September 2015 was used as the basis for calculating 2016/2017 member fees. An increase of 4,690 FTE students has resulted in a member fee increase of approximately \$8,000 for 2016/2017. As SD39 (Vancouver) is currently a non-member Board, their FTEs and fees have not been included in these calculations.

SD08 (Kootenay Lake)'s member fees were not included in BCSTA's 2015/2016 budget, as they were a member not in good standing at the time the budget was adopted. As member fees for SD08 (Kootenay Lake) have been included in BCSTA's 2016/2017 budget draft, member fees are increased \$32,000. Member fees are therefore increased a total of \$40,000 in 2016/2017.

BCSTA 2016/2017 Budget

2. **Membership**

BCSTA had full membership between 2007/2008 and 2013/2014; however, with SD39 (Vancouver)'s notice of withdrawal for the 2014/2015 fiscal year, BCSTA's membership is currently comprised of 59 of British Columbia's 60 Boards of Education. As shown on page one, member fees for SD39 (Vancouver) are therefore not included in the 2016/2017 operating budget.

3. **Member Equity**

Whenever a member equity surplus exists, the Board of Directors determines how best to use those funds to meet Association and member needs. For instance, in 2003 Boards received a 50 per cent reduction in AGM registration fees; in 2009, Boards received a two-per cent member fee rebate; in 2013, Boards received a reduction of \$55 per person on Academy registration fees; and in 2013/2014, the member fee increase of one-and-one-half per cent was funded out of surplus revenues set aside by the Board of Directors in 2013/2014.

In 2015/2016 a member equity surplus was available and has been allocated by the Board of Directors for use in implementing the Board's current and future strategic planning initiatives, which are based on priorities and directions identified by the membership at Provincial Council and Annual General Meetings. Some of these funds have been allocated for use to support the Board Chairs' meeting held on October 22, 2015.

4. **Interest Revenue**

This budget line was reduced \$33,000 in 2010/2011 as a result of declining interest rates, but was subsequently increased by \$10,000 in 2011/2012; \$4,000 in 2012/2013; \$3,000 in 2014/2015; and \$2,000 in 2015/2016, to reflect slight rate improvements. Based on current projections, no change to this budget line is recommended for 2016/2017.

5. **Grant Funds**

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. Between 2008/2009 and 2013/2014, use of grant funds to support BCSTA events was reduced from \$75,000 to \$15,000, a total reduction of \$60,000.

Given the financial pressures Boards of Education are facing, BCSTA has increased its use of grant funds to support BCSTA's operating budgets, allocating a total of \$30,000 to support AGM 2017 and \$20,000 to offset costs associated with the 2016 Learning Forward Conference. A total of \$50,000 in grant funds has therefore been allocated to support BCSTA's 2016/2017 operating budget.

BCSTA 2016/2017 Budget

6. **AGM**

In 2015/2016, this budget line was reduced \$8,000 by providing the *AGM Handbook* in an electronic format and by limiting the use of an externally hired professional photographer. Based on actual costs for 2015/2016, it is projected that this budget line could be reduced an additional \$5,000 in 2016/2017.

7. **Trustee Academy**

The December 2016 Academy has been cancelled to enable trustees to attend the 2016 Learning Forward Conference, which will be held in Vancouver from December 3 - 7, 2016.

8. **Provincial Council**

This budget line was increased from \$94,000 to \$96,000 in 2015/2016. No change to this budget line is recommended for 2016/2017.

9. **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 Consumer Price Index (CPI).

In 2011/2012, The Review Committee recommended that annual cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be automatically applied to Board honouraria to ensure that budget issues don't arise in future years when large increase are needed to adjust honouraria amounts to market and to ensure that trustees are not excluded from serving as a member of the Board of Directors for financial reasons.

Based on the Vancouver CPI average of 1.31 per cent for 2010 through 2014, total Board of Director honouraria amounts for 2016/2017 would increase approximately \$1,000.

10. **Standing Committees**

In 2014/2015, the Aboriginal Education Committee expressed concerns about its budget, given that the remote locations many committee members live in results in high travel costs. The Finance Committee therefore agreed to monitor the Committee's travel costs for 2014/2015 and the beginning of 2015/2016 and agrees that this budget line needs to be increased in 2016/2017.

11. **Advocacy**

No change to this budget line is recommended for 2016/2017.

BCSTA 2016/2017 Budget

12. In-District/Professional Development Services

This budget line has been used historically for providing facilitations to individual member Boards on topics such as governance roles, strategic planning, board roles and responsibilities, and to provide support for board self-reviews, superintendent reviews, superintendent searches, etc.

Based on feedback received from member Boards, BCSTA hosted a Board Chairs' meeting on October 22, 2015. Based on subsequent member feedback, this meeting will become an annual event. Costs for this meeting will be included in this budget line; however, as member fees will not be increased in 2016/2017, funding for the in-district services portion of this budget will be reduced accordingly.

13. Communications

In 2014/2015, the Communications Department was reduced from three to two FTEs to offset the loss of revenues resulting from the withdrawal of a member Board. This budget line was consequently reduced from \$45,000 to \$30,000 in 2015/2016. No change to this budget line is recommended for 2016/2017.

14. Legal Counsel

This budget line provides funds for external legal opinions to support the work of BCSTA's in-house Legal Counsel. Given the addition of numerous committee assignments to this portfolio, this budget line was increased from \$45,000 to \$65,000 in 2015/2016. No change to this budget line is recommended for 2016/2017.

15. Building

BCSTA renewed its lease for an additional five-year term beginning on September 1, 2014, with a lease rate adjustment based on market rates. This resulted in a \$4,000 increase to this budget line for the first three years of the five-year term, after which an additional \$12,000 increase will be applied.

Savings of \$10,000 was previously achieved in this budget line through the elimination of paid parking from staff compensation packages. In 2015/2016, \$4,000 of this \$10,000 savings was used to fund the market rate adjustment and this budget line was reduced a total of \$6,000. While no increase to this budget line is recommended for 2016/2017, an increase will be required in 2017/2018 to address the second market rate adjustment of \$12,000, which is to be applied as of September 1, 2017.

16. Audit

BCSTA contracts its audit firms for a five-year term. The current audit firm, D&H Group, LLP, was appointed in 2013/2014, making 2016/2017 the fourth year of their five-year term. An increase to this budget line is not projected for 2016/2017.

BCSTA 2016/2017 Budget

17. Depreciation

BCSTA's capital assets are depreciated in accordance with their expected useful life. In practice, asset replacements are deferred until such time as equipment becomes problematic. The following replacements are expected to impact this budget line in 2016/2017:

- The replacement of four heavy-use workstations in 2014/2015. These workstations have an estimated useful life of three years.
- The replacement of BCSTA's nine remaining workstations in 2015/2016. These workstations have an estimated useful life of four years.
- BCSTA's seven servers are on a three-year rotation, with at least two of its seven servers replaced each year. Two servers are scheduled for replacement in 2016/2017.
- The replacement of BCSTA's mailing machine has been deferred until such time as required by either equipment failure or obsolescence; alternatively, BCSTA may contract out its mailing needs, if feasible to do so.

Although depreciation costs will increase in 2016/2017 as a result of workstation and server replacements, this increase will be offset by the full depreciation of other capital assets. The total increase to this budget line is estimated at \$2,000 for 2016/2017.

18. Salaries/Benefits

BCSTA's staff salary grid increases have been historically tied to teacher salary negotiations. Based on the teacher salary negotiations concluded in September 2014, BCSTA's salary grid increases, not including future economic stability dividends, are as follows:

September 1, 2014.....	2.00%
January 1, 2015	1.25%
May 1, 2016.....	0.45%
July 1, 2016	1.00%
July 1, 2017	0.50%
May 1, 2018.....	1.00%
July 1, 2018	0.50%
May 1, 2019.....	1.00%

In 2014/2015, with the withdrawal of a member board, BCSTA's staff complement was reduced from 12 to 10.8 FTEs and the Director, Information and Education Technology position was downgraded to that of part-time Manager, Information Technology. This budget line was therefore reduced a total of \$104,000 in 2015/2016. In the current fiscal year, one full-time position has been replaced with two part-time positions, increasing BCSTA's staff complement from 10.8 to 11 FTEs.

As a result of staffing changes; applicable salary grid increases as noted above; movement on the salary grid; and changes to benefit costs, a \$46,000 increase to this budget line is recommended for 2016/2017.

BCSTA 2016/2017 Budget

Budget Impact Summary

As shown on pages one through five, BCSTA is facing cost pressures in a number of budget areas in 2016/2017, summarized as follows:

- the cancellation of the 2016 Academy
- Aboriginal Education Committee travel costs
- the addition of an annual Board Chairs' meeting
- costs associated with participation in the 2016 Learning Forward Conference
- capital asset replacements
- staffing and salary grid changes
- changes in benefit costs

These 2016/2017 cost pressures have been offset as follows:

- SD08 (Kootenay Lake)'s member fees, which were not included in BCSTA's 2015/2016 operating budget, are included in BCSTA's 2016/2017 budget draft
- Increased FTE students has resulted in a member fee increase in 2016/2017
- Grant funds will be used to support AGM 2017 and to offset Association costs pertaining to the 2016 Learning Forward Conference.
- BCSTA will not send representatives to attend the 2017 National School Boards Association (NSBA) Conference
- Costs for the 2016 Board Chairs' meeting will be absorbed by the *In-District/Professional Development Services* budget line
- BCSTA's National School Boards Association (NSBA) membership will be discontinued
- The office supplies/repairs has been reduced

Budget details are shown on pages 11 through 18 of this budget draft.

BCSTA 2016/2017 Budget

Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students, approved inflationary increases to maintain current service levels, and approved increases or decreases to specific budget lines.

Over the sixteen year period between 2000/2001 and 2015/2016, member fee decreases resulting from declining enrollment have been offset by member fee increases of 13 percent. However, as member fee increases have not addressed inflationary increases, it has been necessary for BCSTA to offset inflationary cost pressures with efficiencies in numerous individual budget lines, including:

- use of an online meeting format for Board of Director and standing committee meetings, whenever possible
- update of the *Education Leader* from a print to a digital publication
- provision of digital, rather than printed, agenda packages for governance, committee and annual general meetings
- use of BCSTA staff, rather than an external photographer, at BCSTA events
- use of government grants to offset AGM, Academy, and other expenses
- cancellation of BCSTA's National School Boards Association (NSBA) membership
- reduction of funding available to provide in-district services
- reduction of professional development opportunities for BCSTA's Board of Directors and staff
- reduction of BCSTA's staff complement (in 2008/2009, BCSTA eliminated the position of Associate Executive Director, reducing its staff complement from 13 to 12 FTEs. BCSTA further reduced its staff complement to offset the loss of member fee revenue resulting from withdrawal of a member board in 2014/2015. BCSTA currently has a total of 11 FTE staff)
- downgrade of the Director, Information and Education Technology position to Manager, Information Technology.

Understanding that Boards of Education are facing significant financial challenges, the Finance Committee has prepared a balanced draft budget for 2016/2017 that **does not increase member fees**. The Finance Committee is also aware, however, that grant funds are being used each year to support BCSTA's operating budgets and that, since BCSTA is no longer receiving grants, this strategy is not sustainable. The Finance Committee, Board of Directors, and BCSTA staff will therefore continue to search for opportunities to achieve efficiencies and reduce costs while continuing to focus on member service priorities.

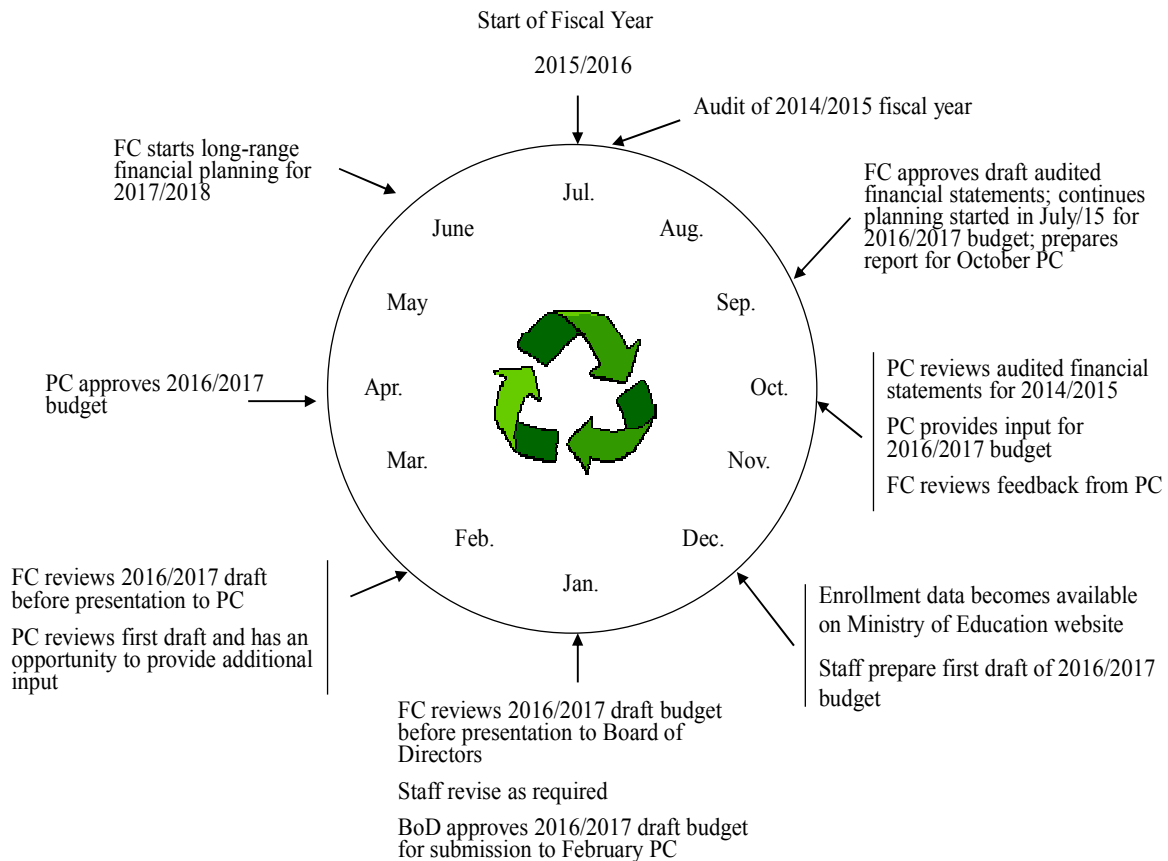
As shown in Appendix I, changes in member fees from 2015/2016 are solely the result of changes in FTE students.

BCSTA 2016/2017 Budget



British Columbia
School Trustees
Association

2016/2017 Budget Cycle



BCSTA 2016/2017 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-per cent increase to member fees, and in 2006/2007 a one-per cent 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 2016/2017 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
Member Fees	1965	1835	1875	+ 40
AGM	191	195	221	+ 26
Interest	79	81	81	--
Academy	210	146	--	- 146
Grant Admin/ Entrepreneurial	13	11	12	+ 1
Total	2458	2268	2189	- 79

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
Core Services	883	806	684	- 122
Office	288	279	276	- 3
Salaries	1287	1183	1229	+ 46
Total	2458	2268	2189	- 79

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
R1	Member Fees*	1965	1835	1875	+ 40
R2	AGM*	191	195	221	+ 26
R3	Interest	79	81	81	--
R4	Academy*	210	146	--	-146
R5	Grant Administration, Entrepreneurial*	13	11	12	+ 1
	Total	2458	2268	2189	- 79

- R1. *Member Fees* has been **increased \$40,000** in 2016/2017. This increase is comprised of \$32,000 in member fees for SD08 (Kootenay Lake), which were not included in BCSTA's 2015/2016 budget, plus \$8,000 resulting from changes in FTE student enrollment.
- R2. *AGM* is **increased \$26,000** to reflect additional government grant support (increased to \$30,000 in 2016/2017) plus estimated revenues for an AGM pre-conference.
- R4. BCSTA will not be hosting a 2016 winter Academy to enable trustees to attend the 2016 Learning Forward Conference, which will be held in Vancouver from December 3 – 7, 2016.
- R5. Grant Administration/Entrepreneurial is **increased \$1,000**, to more accurately reflect actual revenues.

BCSTA 2016/2017 Budget

CORE BUDGET EXPENDITURE SUMMARY

(All amounts are in thousands of dollars)

		Budget Amount	Per centage of Budget
A1.	Advocacy		
	Program	\$ 544	25%
	Staff Salaries	\$ 753	34%
	Total	<u>\$ 1,297</u>	<u>59%</u>
A2.	Trustee and Board Services		
	Program	\$ 140	6%
	Staff Salaries	\$ 430	20%
	Total	<u>\$ 570</u>	<u>26%</u>
B1.	Office Operations		
	Program	\$ 276	13%
	Staff Salaries	\$ 46	2%
	Total	<u>\$ 322</u>	<u>15%</u>

Detailed information on Program expenditures can be found on pages 13 through 18 following. For instance, the Program portion of B1. *Office Operations* is made up of Building, Equipment Maintenance, Office Administration, and other items.

BCSTA 2016/2017 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	40	40	--
A1(c)	AGM*	190	182	177	- 5
A1(d)	Provincial Council	94	96	96	--
A1(e)	Board of Directors*	85	86	87	+ 1
A1(f)	Finance Committee	10	10	10	--
A1(g)	Education Committee	18	18	18	--
A1(h)	Aboriginal Ed. Committee*	18	18	26	+ 8
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	545	540	544	+ 4

A1(c). The AGM budget line is **decreased \$5,000** to more accurately reflect actual costs.

A1(e). 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 cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

- budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels; and
- trustees with an interest in serving on the Board of Directors will not be excluded from doing so for financial reasons.

BCSTA 2016/2017 Budget

Based on the Vancouver Consumer Price Index (CPI) average of 1.31 per cent for 2010 through 2014, this budget line is **increased \$1,000** for 2016/2017.

Recommended Board of Director Honouraria increases are:

President:	\$ 16,179 to \$ 16,391/annum
Vice-President:	\$ 8,089 to \$ 8,195/annum
Director:	\$ 5,779 to \$ 5,854/annum

A1(h). The *Aboriginal Education Committee* budget line is **increased \$8,000** to more accurately reflect actual costs.

BCSTA 2016/2017 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
A2(a)	Academy*	203	126	--	-126
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Communications/Publications	45	30	30	--
A2(d)	Legal Counsel	45	65	65	--
	Total	338	266	140	-126

A2(a). As shown under R4 on page 11, BCSTA will not be hosting a 2016 winter Academy; instead, trustees will have an opportunity to attend the 2016 Learning Forward Conference, which will be held in Vancouver from December 3 – 7, 2016.

TOTAL CORE SERVICES (A1 – A2)	883	806	684	-122
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BCSTA 2016/2017 Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
B1	Building	122	116	116	--
B2	Equipment Maintenance	70	70	70	--
B3	Office Administration*	25	25	20	- 5
B4	Financial	51	49	49	--
B5	Depreciation*	20	19	21	+2
	Total	288	279	276	- 3

- B3. This budget line has been **decreased \$5,000** to reflect the elimination of BCSTA's membership in the National School Boards Association (NSBA) and a reduction in funding for office supplies/repairs
- B5. As shown on page five, the *Depreciation* budget line will be affected by the replacement of four BCSTA workstations in 2014/2015, the replacement of nine BCSTA workstations in 2015/2016, the replacement and updating of BCSTA's exchange server in 2015/2016, and the planned replacement of two additional servers in 2016/2017. This budget line is therefore **increased \$2,000** in 2016/2017.

BCSTA 2016/2017 Budget

STAFF SALARIES

(All amounts are in thousands of dollars)

S – STAFF SALARIES					
No.	Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
S1	Salaries/Benefits*	1287	1183	1229	+46
	Total	1287	1183	1229	+46

TOTAL POSITIONS (FTEs)	12	10.8	11	
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- S1. The *Salaries/Benefits* budget line is **increased \$46,000** in 2016/2017 to address a number of factors, as shown on page five:
- consistent with historical practice, BCSTA's staff salary grid has been increased in accordance with teacher-negotiated salary increases. Increases that will affect this budget line in 2016/2017 are:
 - 0.45% effective May 1, 2016
 - 1.00% effective July 1, 2016
 - 2015/2016 staffing changes, which include the replacement of BCSTA's Executive Assistance with an Administrative Assistant and the replacement of a full-time program assistant supporting both Education and Legal Services, with two part time program assistants, one supporting each of these two departments. BCSTA's staff complement was therefore increased from 10.8 to 11 FTEs in 2015/2016.
 - changes in benefit costs
 - movement on the salary grid

TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)	2458	2268	2189	-79
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GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Budget 2014/15	Budget 2015/16	Budget 2016/17	Dollar Change
<u>Revenue</u>				
Books	3	--	--	--
Government Grants	--	--	--	--
Contracts	11	11	12	+1
<hr/>				
Total	14	11		
 <u>Expenditures</u>				
Books	1	--	--	--
Government Grants	--	--	--	--
Contracts	--	--	--	--
<hr/>				
Total	1	--	--	
<hr/>				
Net Contribution	13	11	12	+1
<hr/>				

APPENDIX I
2016/2017 BCSTA FEE REVENUE COMPARED TO 2015/2016 FEE REVENUE
(Fee increases of 0%)

No.	School District	Total FTE Pupils Sep 30/14	Total FTE Pupils Sep 30/15	Difference	Category	2015/2016 Fees (0% Inc.)	2016/2017 Fees (0% Inc.)	Difference
5	Southeast Kootenay	5,170.88	5,338.88	168.0	2	33,119.29	33,395.14	275.85
6	Rocky Mountain	3,008.00	3,069.31	61.3	1	23,721.79	24,145.31	423.52
8	Kootenay Lake	4,682.28	4,635.13	(47.2)	2	32,317.05	32,239.63	(77.42)
10	Arrow Lakes	457.44	440.38	(17.1)	1	6,103.89	5,986.03	(117.86)
19	Revelstoke	927.25	923.88	(3.4)	1	9,349.10	9,325.79	(23.31)
20	Kootenay-Columbia	3,700.38	3,675.25	(25.1)	1	28,504.34	28,330.79	(173.55)
22	Vernon	8,043.97	8,185.34	141.4	2	37,836.72	38,068.86	232.14
23	Central Okanagan	21,403.88	21,643.00	239.1	3	58,732.79	59,092.94	360.15
27	Cariboo-Chilcotin	4,565.69	4,553.25	(12.4)	2	32,125.61	32,105.19	(20.42)
28	Quesnel	3,052.88	3,057.50	4.6	1	24,031.76	24,063.71	31.95
33	Chilliwack	12,438.31	12,756.16	317.8	3	45,230.19	45,708.90	478.71
34	Abbotsford	18,756.19	18,947.25	191.1	3	54,745.24	55,033.00	287.76
35	Langley	18,883.97	19,224.44	340.5	3	54,937.69	55,450.46	512.77
36	Surrey	67,506.88	68,379.03	872.2	4	88,147.96	88,478.59	330.63
37	Delta	15,260.97	15,387.38	126.4	3	49,481.26	49,671.65	190.39
38	Richmond	20,179.03	19,876.00	(303.0)	3	56,888.12	56,431.75	(456.37)
40	New Westminster	6,285.06	6,428.19	143.1	2	34,948.71	35,183.72	235.01
41	Burnaby	23,110.85	23,187.09	76.2	3	61,303.58	61,418.43	114.85
42	Maple Ridge-Pitt Meadows	13,656.06	14,028.06	372.0	3	47,064.19	47,624.45	560.26
43	Coquitlam	30,249.94	30,620.44	370.5	4	74,024.12	74,164.57	140.45
44	North Vancouver	15,080.69	15,260.94	180.3	3	49,209.75	49,481.22	271.47
45	West Vancouver	6,726.63	6,787.13	60.5	2	35,673.73	35,773.08	99.35
46	Sunshine Coast	3,027.25	3,120.88	93.6	1	23,854.76	24,501.47	646.71
47	Powell River	1,859.63	1,853.75	(5.9)	1	15,789.44	15,748.86	(40.58)
48	Sea to Sky	4,386.81	4,604.00	217.2	2	31,831.91	32,188.52	356.61
49	Central Coast	193.63	207.00	13.4	1	4,281.62	4,374.01	92.39
50	Haida Gwaii	545.88	545.00	(0.9)	1	6,714.77	6,708.73	(6.04)
51	Boundary	1,245.00	1,248.13	3.1	1	11,543.94	11,565.53	21.59
52	Prince Rupert	2,041.50	2,046.50	5.0	1	17,045.73	17,080.27	34.54
53	Okanagan-Similkameen	2,284.25	2,218.44	(65.8)	1	18,722.52	18,267.92	(454.60)
54	Bulkley Valley	2,070.06	2,064.38	(5.7)	1	17,243.03	17,203.74	(39.29)
57	Prince George	12,648.75	12,687.81	39.1	3	45,547.12	45,605.96	58.84
58	Nicola-Similkameen	2,045.56	2,062.00	16.4	1	17,073.79	17,187.34	113.55
59	Peace River South	3,481.88	3,492.38	10.5	1	26,995.06	27,067.59	72.53
60	Peace River North	5,672.56	5,996.66	324.1	2	33,943.03	34,475.18	532.15
61	Greater Victoria	18,429.50	18,702.47	273.0	3	54,253.24	54,664.36	411.12
62	Sooke	9,134.81	9,514.94	380.1	2	39,627.82	40,251.97	624.15
63	Saanich	6,841.06	6,911.13	70.1	2	35,861.63	35,976.68	115.05
64	Gulf Islands	1,660.63	1,707.13	46.5	1	14,414.85	14,736.05	321.20
67	Okanagan Skaha	5,592.50	5,671.38	78.9	2	33,811.57	33,941.09	129.52
68	Nanaimo-Ladysmith	12,866.25	13,051.75	185.5	3	45,874.69	46,154.07	279.38
69	Qualicum	3,876.19	3,950.13	73.9	1	29,718.75	30,229.48	510.73
70	Alberni	3,538.06	3,640.00	101.9	1	27,383.17	28,087.31	704.14
71	Comox Valley	7,479.56	7,375.56	(104.0)	2	36,910.01	36,739.25	(170.76)
72	Campbell River	5,162.25	5,224.88	62.6	2	33,105.13	33,207.96	102.83
73	Kamloops/Thompson	13,981.19	13,938.88	(42.3)	3	47,553.84	47,490.13	(63.71)
74	Gold Trail	1,096.38	1,111.13	14.8	1	10,517.32	10,619.21	101.89
75	Mission	5,639.38	5,761.00	121.6	2	33,888.54	34,088.24	199.70
78	Fraser-Cascade	1,572.88	1,643.75	70.9	1	13,808.73	14,298.29	489.56
79	Cowichan Valley	7,262.75	7,397.38	134.6	2	36,554.01	36,775.07	221.06
81	Fort Nelson	757.13	768.63	11.5	1	8,173.97	8,253.41	79.44
82	Coast Mountains	4,469.88	4,288.85	(181.0)	2	31,968.29	31,671.07	(297.22)
83	N. Okanagan-Shuswap	5,866.06	5,950.16	84.1	2	34,260.74	34,398.83	138.09

APPENDIX I
2016/2017 BCSTA FEE REVENUE COMPARED TO 2015/2016 FEE REVENUE
(Fee increases of 0%)

No.	School District	Total FTE Pupils Sep 30/14	Total FTE Pupils Sep 30/15	Difference	Category	2015/2016 Fees (0% Inc.)	2016/2017 Fees (0% Inc.)	Difference
84	Vancouver Island West	388.56	365.75	(22.8)	1	5,628.14	5,470.56	(157.58)
85	Van. Island North	1,332.81	1,326.13	(6.7)	1	12,150.50	12,104.31	(46.19)
87	Stikine	184.13	191.13	7.0	1	4,216.00	4,264.35	48.35
91	Nechako Lakes	3,829.00	3,751.94	(77.1)	1	29,392.81	28,860.51	(532.30)
92	Nisga'a	420.81	374.53	(46.3)	1	5,850.90	5,531.22	(319.68)
93	Francophone Ed. Auth.	5,373.25	5,556.36	183.1	2	33,451.57	33,752.24	300.67
TOTALS		471,404.95	476,725.86	5,320.9089		1,866,459.82	1,874,713.99	8,254.17

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

5% of total fees: 93,322.99

<http://www.bced.gov.bc.ca/k12funding/funding/15-16/operating-grant-tables.pdf>



British Columbia
School Trustees
Association

9.1 EMERGENT PROVINCIAL CURRICULUM DEVELOPMENT, FUNDING AND IMPLEMENTATION

SUBMITTED BY: *SD 63 (Saanich)*

BE IT RESOLVED:

That BCSTA urge the Ministry of Education to ensure: there are additional mental health supports in place for the refugee children arriving in B.C.; and, there is a process in place to coordinate public education services with the refugee services which are funded by the provincial government.

RATIONALE:

The Saanich Board of Education trustees believe this matter is emergent because of the timeline that the Ministry of Education has chosen to implement the new curriculum.

The Ministry of Education has put a lot of time and effort into ensuring that the new curriculum as represented in the B.C. Ed. plan reflects thorough professional partner input, consultation and best practice. In keeping with BCSTA policy 5.1.1P (Provincial Curriculum Development, Funding and Implementation), and as is true in effecting change in general, we believe that adequate opportunities for in-service and professional development for the staff in our schools is key in building understanding, capacity and skill. Boards in our province do not have the budget to provide sufficient funds necessary to support our staff in this endeavor. Now that the implementation dates for the new B.C. Ed. Plan have been set, we think that the Ministry should demonstrate good faith and leadership by providing districts with additional funds for in-service and professional development to ensure smooth implementation.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

Relates to Policy Statement 5.1.1P Provincial Curriculum Development, Funding and Implementation.

**During its October 24, 2015 meeting, the Provincial Council considered this motion and laid it on the table. This motion is included in the agenda package for the February 2016 Provincial Council meeting in the event that the assembly wishes to take the motion from the table and continue consideration of the motion.*



British Columbia
School Trustees
Association

10.1 BLOCK FUNDING AND HOLDBACK FUNDING

SUBMITTED BY: *Fraser Valley Branch*

BE IT RESOLVED:

That BCSTA confer with the Ministry of Education and Ministry of Finance regarding the increase in student enrollment in K-12 public schools in the province and the long term effects of this increased enrollment on the block funding and holdback funding for boards of education.

RATIONALE:

This motion is emergent because of the recent announcements regarding holdback funding and block funding. At the time of our Branch meeting in November 2015, we were unsure about what the impact on boards would be given the increase in provincial student enrollment. There was grave concern that holdback funding would be impacted if block funding is also impacted by the increased student enrolment and board budgets would be seriously affected if not this year, next year for certain.

This matter needs to be addressed with the provincial government as soon as possible. Our Branch believes that waiting until AGM does not give the BCSTA Board of Directors time before the spring 2016 budget to properly advocate on our behalf for the necessary funding to support student learning and achievement.

We respectfully request that this motion go forward to Provincial Council in February 2016.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.



10.2 COMPENSATION INCREASE FOR PRINCIPALS AND VICE-PRINCIPALS

SUBMITTED BY: *SD 23 (Central Okanagan)*

BE IT RESOLVED:

That BCSTA urge the Ministry of Education to fully fund the costs incurred by boards of education to provide the modest, differentiated compensation increases for principals and vice-principals which were recently approved by the Public Sector Employers' Council ("PSEC").

RATIONALE:

Boards have approved the July 1, 2015 retroactive compensation increases and are in the process of approving funding for the January 1, 2016 differentiated compensation increases for principals and vice principals. This comes at a time when boards of education are faced with the second year of making cuts in order to comply with a Ministry of Education directive to find millions of dollars in administrative savings.

This motion is emergent because all boards of education are facing considerable cost pressures due to several significant unfunded additional expenses this year. These compensation increases add significantly to those cost pressures. Budget development processes for boards of education begin now. The cost pressures are likely to impact student programs.

The compensation increases that have been negotiated and funded for other employee groups have created compression and inversion issues with the principals and vice principals who had not received a compensation increase since 2009. Boards had little choice but to approve these increases for recruitment and retention reasons and because it is the morally correct action to take.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

REFERENCES

- [BC School Trustees Association 2016 Budget Consultation Submission to the Select Standing Committee on Finance and Government Services](#)



British Columbia
School Trustees
Association

10.3 FIRST NATIONS LANGUAGE CURRICULUM APPROVAL

SUBMITTED BY: *SD 50 (Haida Gwaii)*

BE IT RESOLVED:

That BCSTA request that the Ministry of Education expedite the approval of Integrated Resource Packages for Indigenous Languages, and provide a reasonable date of completion for each First Nations Language course submission which is made by a board of education.

RATIONALE:

This motion is emergent because the Integrated Resource Package for the Haida Language has been tied up in "red tape" for three years now. Although the course has been successfully taught in K-12 public schools, it is not recognized by post-secondary institutions until the course is given Approved Language status by the Ministry of Education. This has caused problems for some of our graduates and ours is not the only district with this problem. Unless the approval is put in place this school year, another group of graduates will be affected this fall and the credibility of our language course will be negatively impacted for our community. If this motion is delayed until AGM, boards of education may not receive Ministry of Education course approval in time to assist students who enter post-secondary institutions in the fall of 2016.

This resolution relates to Foundational Statement No. 5.3FS (Aboriginal Education) and Policy Statements No. 5.1.1P (Provincial Curriculum Development, Funding, and Implementation) and 5.3.2P (First Nations Languages).

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

10.4 SUPPORT FOR K-12 CURRICULUM REVISIONS

SUBMITTED BY: *SD 45 (West Vancouver)*

BE IT RESOLVED:

That BCSTA urge the Ministry of Education to develop a provincial marketing strategy and public relations program supporting the changes to the K-12 curriculum to ensure a successful transition by clearly communicating why and how these changes are going to benefit students in an increasingly competitive, global environment.

RATIONALE:

This motion is emergent because adequate time and resources will be required to craft a provincial marketing strategy and public relations messaging before the start of the 2016/2017 school year.

A polished, high profile campaign from the provincial government will help inform a much broader segment of the general public about:

- how a very extensive and inclusive process was undertaken to develop the new curriculum;
- why transformational changes to the curriculum were needed; and,
- how students going forward will greatly benefit from these updated educational standards.

A robust marketing and public relations effort at the provincial level would better position boards of education across B.C. to then bolster additional local support for this transformational change to K-12 education. Key provincial messages can be supported by boards of education at a local level when the updated curriculum is formally implemented in September 2016 (K-9) and September 2017 (10-12).

Enlisting high profile B.C. leaders from businesses, NGOs and at various levels of government to speak in support of these changes is highly recommended.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

REFERENCES

- [Building Student Success: BC's New Curriculum](#)

10.5 SUPPORT FOR REFUGEES

SUBMITTED BY: *SD 33 (Chilliwack)*

BE IT RESOLVED:

That BCSTA urge the Ministry of Education to ensure: there are additional mental health supports in place for the refugee children arriving in B.C.; and, there is a process in place to coordinate public education services with the refugee services which are funded by the provincial government.

RATIONALE:

This issue is emergent because we need extra support for the mental health needs of these children who have been traumatized by war and violence. Services offered by school districts and settlement workers must be coordinated with the refugee mental health services which are funded by the provincial government.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

REFERENCES

- [Letter dated Jan 13 from Minister Bernier to Teresa Rezansoff Ref: 184964 file: 184964 Rezansoff outgoing.pdf](#)

PROVINCIAL COUNCIL ISSUES FORUM – February 20, 2016 @ Wosk Center

Provincial Councillors will be asked to discuss the following questions as part of our upcoming Issues Forum around the theme of: ***Audits and Their Implications for Boards of Education***. Although formal debate and motions are not part of the Issues Forum process, we do suggest boards discuss the questions in advance so that Councillors come knowing the thoughts, questions and concerns of their fellow trustees.

The intent of the Issues Forum is to provide board representatives with an opportunity to discuss issues of current significance for trustees. The information and discussion is also intended to help inform the BCSTA board of directors as well as individual boards as we prepare potential motions for AGM and contemplate other actions to address the topic under discussion.

A synopsis of the Forum discussions as well as copies of all materials will be forwarded to member boards of education after the event.

Audits and Their Implications for Boards of Education

Key Questions:

- 1. What do you believe are the most significant and/or most important findings of recent audit reports in the K-12 sector** (including the OAG audits of Board governance and Aboriginal education, the Ernest and Young audit of SD39, the recent Ministry of Finance Administrative Efficiency Reviews, and the regular Ministry of Education Compliance Enrolment Audits)?
- 2. Does your board have concerns about the current spectrum of audits and reviews being applied to school districts? If yes, what are your concerns?**
- 3. What do you believe will be the short and long term implications of the current audits for school districts?**
- 4. What actions are your board likely to take as the result of the audits?**
- 5. What further information, processes or discussions regarding these audits would be of use to your board?**

Provincial Councillors - Please ensure your fellow trustees are made aware of these questions in advance of our Provincial Council Issues Forum and have an opportunity to discuss them with you if at all possible.

2016 Board Committees

Policy Development

Cindy Strukoff – Chair
Katie Jepsen
Rose Zitko

The Policy Committee shall hold regular meetings with the intent of developing and maintaining District policies. They are to involve education partners in the development of School District policy. The Committee shall make recommendations to the School Board on individual policy adoption and/or modification.

Personnel Committee

Ad Hoc Representation

Administration may call on members of this Committee when needed to sit in on personnel or employee relations meetings.

Ad Hoc Committees

Ad Hoc Representation

The Board will form working groups or ad hoc committees on a situational basis as needed.

Finance Committee

Cathy Riddle – Chair
Teresa Rezansoff
David Reid

The Finance Committee is responsible for the fiscal stewardship of the School District. It has responsibility for all matters of fiscal policy including submission of the recommended annual operating budget to the Board. The Committee is to involve education partners in the budget process.

Operations Committee

David Reid – Chair
Rose Zitko
Mark Danyluk

The Operations Committee will review, explore and make recommendations to the Board on any major issues dealing with facilities or transportation that requires the attention of the Board.

The Finance and Operations Committee Meetings will be held on the same day.

Audit Committee

Mark Danyluk – Chair
Cindy Strukoff
Rose Zitko

The Audit Committee will deal with audit recommendations and processes.

2016 School Liaisons

BEAVERDELL ELEMENTARY SCHOOL

Rose Zitko
Mark Danyluk – Alternate

BIG WHITE COMMUNITY SCHOOL

Rose Zitko
Mark Danyluk - Alternate

GREENWOOD/MIDWAY ELEMENTARY SCHOOL

Cathy Riddle
Mark Danyluk – Alternate

BOUNDARY CENTRAL SECONDARY SCHOOL

Mark Danyluk
Rose Zitko – Alternate

WEST BOUNDARY ELEMENTARY SCHOOL

Mark Danyluk
Rose Zitko – Alternate

GRAND FORKS SECONDARY SCHOOL

David Reid
Teresa Rezansoff – Alternate

DR. D.A. PERLEY ELEMENTARY SCHOOL

David Reid
Katie Jepsen – Alternate

JOHN A. HUTTON ELEMENTARY SCHOOL

Katie Jepsen
David Reid – Alternate

CHRISTINA LAKE ELEMENTARY SCHOOL

Cindy Strukoff
Teresa Rezansoff – Alternate

WALKER DEVELOPMENT CENTRE

Teresa Rezansoff
Katie Jepsen – Alternate

DISTRICT PARENT ADVISORY COUNCIL

Rose Zitko
Cindy Strukoff

2016 – Board Representatives

Board members are asked to sit on external committees and groups as representatives of School District #51. Representatives of the District are expected to take a District point of view when representing the District. They should relay District concerns to the individual groups/organizations and report back to the Board on issues when necessary to do so. Some of these external positions are appointed and some need to be elected by the Board as a whole. The current major positions are as follows.

Committee	Representative
DISTRICT SCHOLARSHIP	CINDY STRUKOFF/TERESA REZANSOFF – EAST CATHY RIDDLE/MARK DANYLUK- WEST
BCSTA – KOOTENAY BOUNDARY BRANCH	CINDY STRUKOFF
BCSTA PROVINCIAL COUNCIL	CATHY RIDDLE CINDY STRUKOFF – ALTERNATE
BCPSEA REPRESENTATIVE COUNCIL/BCSTA BARGAINING COUNCIL REPRESENTATIVE	DAVID REID ROSE ZITKO – ALTERNATE
OKANAGAN LABOUR RELATIONS COUNCIL	KATIE JEPSEN JEANETTE HANLON – ALTERNATE
ABORIGINAL EDUCATION	MARK DANYLUK
COMMUNITY LITERACY COMMITTEE	KATIE JEPSEN
BOUNDARY INTEGRATED SERVICES MODEL	CINDY STRUKOFF ROSE ZITKO – ALTERNATE
RECREATION COMMISSION (GRAND FORKS & CHRISTINA LAKE)	CINDY STRUKOFF

CITY COUNCIL LIAISONS (ON AN AS NEEDED BASIS)

GRAND FORKS -- TERESA REZANSOFF/KATIE JEPSEN
MIDWAY -- MARK DANYLUK
AREA D -- DAVE REID

GREENWOOD -- CATHY RIDDLE
AREA C -- CINDY STRUKOFF
AREA E -- ROSE ZITKO

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO.
FINANCE & FACILITIES	<u>Video Surveillance – Exterior of Properties</u>	

DATE ADOPTED:

DATE AMENDED:

The Board of Education believes for reasons of, deterring acts of vandalism, crime, and inappropriate behavior and enhancing student safety, the Board authorizes the use of video surveillance equipment on the exterior of School District property. The Board of Education recognizes their responsibility to provide a learning environment for student, staff and others that recognizes the right to assemble and associate without undue intrusion on personal privacy balanced with commitment for the protection of District property and the property of others.

In balancing the actions associated with these beliefs, the Board of Education recognizes the value of video surveillance systems and supports their limited use on Board property. Such use shall comply with all federal and provincial legislation and regulation, and with the Regulation associated with this policy.

The Board therefore authorizes the use of video surveillance on School District property, where circumstances have shown that it is necessary. This surveillance is not intended to monitor the work of staff or students.

R E G U L A T I O N S

These regulations are intended to comply with the Video Surveillance guidelines of the *Privacy Guidelines for Use of Video Surveillance Technology by Public Bodies*.

1. Use of Video Surveillance Systems:

- 1.1 Video surveillance systems may be used to monitor and/or record activity that occurs on property that is owned or leased by the District as according to the *School Act*.
- 1.2 Video surveillance systems may be placed only in areas where surveillance has proven to be necessary as a result of prior property damages or related security incidents, or in areas the surveillance is deemed to be a deterrent.

- 1.3 Before video surveillance is introduced at a new site, a written report must be provided to the Superintendent of Schools, or designate, for approval.
- 1.4 Written approval by staff must be received from the Superintendent of Schools, or designate, before video surveillance is introduced at a site.
- 1.5 Video surveillance camera locations must be authorized by the Superintendent of Schools or designate. Any significant change in the camera location must be authorized in the same manner.
- 1.6 Signage will be displayed at all video surveillance sites.
- 1.7 Video recordings may be used by the Board as evidence in any disciplinary action brought against an individual arising out of the individual's conduct on or about Board property and/or to detect criminal offences that occur in view of the camera.

2. Security:

- 2.1 Only a designated employee or an agent of the District is permitted to install video cameras. Only the school Principal, designated employees or agents of the District shall handle the camera or video recordings.
- 2.2 Electronic recordings must be securely stored.
- 2.3 Video recordings may never be sold, publicly viewed or distributed in any other fashion except as provided for by this Policy and appropriate legislation.

3. Real Time Monitoring:

Real time monitoring shall only be used when there is an expectation of serious misconduct impacting the safety and security of students, staff, volunteers or property. The Superintendent of Schools or designate must approve all real time monitoring.

4. Viewing of Video Recordings:

- 4.1 An individual who is the subject of video surveillance has the right to request access to the video recording in accordance with the provision of the Freedom of Information and Protection of Privacy Act.
- 4.2 Parents or guardians may be requested by the District to review a segment of a video recording related to a specific incident involving their child or children, unless the review might violate the privacy of a third party.
- 4.3 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act of British Columbia or any rules and regulations there under. The Superintendent of Schools or designate shall ensure that a Video Recording

Release Form is completed before releasing video recordings to appropriate authorities or third parties.

4.4 Video monitors used to view video recordings shall not be located in public view.

4.5 A master log shall be maintained of all episodes of access to, or use of, video recordings.

5. Retention of Video Recordings:

5.1 Video recordings shall be erased or otherwise disposed of within 90 days, unless they are being retained at the request of the school Principal, District official, employee, parent, or student for documentation related to a specific incident, or are being transferred to the District's insurers.

5.2 Video recordings retained under 5.1 above shall be erased or otherwise disposed of as soon as the incident in question has been resolved. Video recordings that have been used to make a decision directly affecting an individual shall be retained for a minimum of one year after disposition of the incident.

5.3 Where an incident raises a prospect of a legal claim against the District, a copy of the video recording, shall be sent to the District's insurers.

5.4 Video recordings shall be disposed of in a secure manner.

6. Review:

6.1 The Superintendent of Schools or designate shall conduct a review annually to ensure that this Policy/Regulation is being followed according to the School Act.

To Bd for Approval to Circulate Feb 9, 2016

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

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

DATE ADOPTED: June 13, 2006

DATE AMENDED:

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

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

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

Educational

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

Cultural/Recreational

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

Community Service

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

Other

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

School facilities will not be available for personal celebrations.

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

To Board for Adoption Feb 9, 2016

SCHOOL DISTRICT NO. 51 (BOUNDARY)

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

REGULATIONS

Terms & Conditions for Rental of School Facilities

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

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

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

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

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

18. Restricted Use

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

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

General

All users must complete a Facility Use Agreement – Appendix D

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

Supervision and Clean-up Charges

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

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

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

APPENDIX A
FACILITY SIZES AND CAPACITIES

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

APPENDIX B GROUP CLASSIFICATIONS AND RENTAL RATES

Group 1

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

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

Group 2

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

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

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

Group 3

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

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

To Board for Adoption Feb 9, 2016

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

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

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

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

School Board

Agent/Officer of Renter

Date Approved

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

Name of User											
Address											
Contact Name											
Telephone No.					Activity						
School Requested	BCSS		MES		WBES		GES	BES		BWCS	
Facilities	Theatre		Gym		Commons		Other				
Date of Rental											
Time of Activity											
Rental Fee									Inv #		

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

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

School Board

Agent/Officer of Renter

Date Approved

APPENDIX E

USER GROUP REQUIREMENTS

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

To Board for Adoption Feb 9 2016

INDEMNIFICATION AND HOLD HARMLESS CLAUSE

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

Signature

To Board for Adoption Feb 9 2016

LIABILITY INSURANCE CLAUSE

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

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

Signature

To Board for Adoption Feb 9 2016

WAIVER OF SUBROGATION CLAUSE

The (User Group Name) hereby agrees to waive all rights of subrogation or recourse against the School District with respect to the use or occupation by the (User Group Name) of the premises described in the Agreement.

Signature

To Board for Adoption Feb 9 2016