



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

Tuesday, January 12, 2021 at 6:00 p.m.

Via Zoom

## Agenda

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### Call to Order

#### Opening Acknowledgement

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

#### 10 Minute Comment Period

#### Adoption of Agenda

#### Adoption of Minutes

December 8, 2020 – Regular Meeting Minutes

#### Correspondence

North Fork Community Club (Attachment)

#### Business Items

##### 1. Superintendent's Report

- Report for December 2020 (Attachment)
- Review of School Calendar (Attachment)

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

- Report for December 2020 (Attachment)
- Expenditure Report (Attachment)

##### 3. Presentations/Delegations (Nick Bond, Principal WBES/BES)

##### 4. Talking Break

How does a focus on curricular competencies deepen student learning and agency?

##### 5. Report on Budget (Attachment)

- Final Funding for 2020/2021 school year

##### 6. Committee Reports

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

**MOTION:** That the Board approve for circulation Policy No. 1170 - Conflict of Interest, Pecuniary Interest, Employment of Immediate Family as presented."

## 7. Trustee Reports

Rec Commission

BISM

BCSTA Kootenay Boundary Branch

District Literacy

GFSSAG

BCPSEA

BCSTA Provincial Council

Okanagan Labour Relations Council

PAC Highlights

Student Trustee Highlights

## 8. Around the Boundary

### Trustee Activities and Upcoming Events

- MOE Joint Partners Liaison Meetings – January 22, 2021 and February 5, 2021
- BCPSEA AGM – January 28, 2021
- BCSTA Provincial Council Meeting – February 19/20, 2021 (location tba)
- BCSTA AGM – April 16-18, 2021 (location tba)
- BCSTA Provincial Council – April 17, 2021 (location tba)

### Budget Process Timeline:

Meeting #1 - January 19 – Budget Overview at 6:30 p.m.

Meeting #2 - February 16 – Public Information Meeting and World Café at 6:30 p.m.

Meeting #3 -February 23 – Consultation with Educational Partners at 5:30-8:30 p.m.

Meeting #4 – April 20 – Board reviews compiled results, recommendations, staffing & budget

Meeting #5 – May or June Board Meeting – Final Budget Approval 2021-2022

### Future Agenda Items

**Next Board Meeting: February 9, 2021 at 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, December 8, 2020 Via Zoom

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

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

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

Acknowledgement of the Indigenous peoples and ancestors.

### **Presentations/Delegations**

Nil

### **Adoption of Agenda**

MOVED	Bird
2ND	Strukoff

*"That the Agenda for December 8, 2020 be adopted as circulated."*

CARRIED

### **Adoption of Minutes**

MOVED	Strukoff
2ND	Van Marck

*"That the November 10, 2020 Regular Board Meeting minutes be adopted as circulated."*

CARRIED

### **Report on In-Camera Meeting from November 10, 2020**

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

### **Correspondence**

Nil

### **Business Items**

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

- Superintendent Minette presented his report for November 2020.
- Director of Learning Lautard reported on the promotion of Mental Health in SD51.

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

- Secretary-Treasurer Burdock presented the Operations/Transportation report for November 2020. She also presented the expenditure plan to date as well as a briefing note on the ERP/SDS modernization.

MOVED Massey  
2ND Strukoff

["That the Board approve Option 2 as presented in the Briefing Note - SDS Modernization, to sign the letter of intent for the modernization project."](#)

CARRIED

#### **3. Presentations**

Michell Bennet, District Principal of Student Support Services gave a presentation on RTI (Response to Instruction).

#### **4. Talking Break**

Discussed the advantages of teachers applying the tenets of Response to Instruction.

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

Superintendent Minette presented the Enhancement for Student Learning.

MOVED Massey  
2ND Jepsen

["That the Board approve the District Framework for Enhancing Student Learning as presented."](#)

CARRIED

#### **6. BCSTA Trustee Academy**

Trustees shared highlights from the event.

**7. Committee Reports and Representatives**

Chair Zitko circulated the list of committees and representatives for 2021.

Indigenous Education Committee – Trustee Massey reported out.

Student Trustee – Student Trustees reported on happenings at Boundary Central Secondary.

**8. Trustee Reports**

Rec Commission – Trustee Massey reported out.

BCPSEA – Trustee Danyluk reported out.

BISM – Chair Zitko reported out.

PAC Highlights – Chair Zitko reported out on BES/WBES PAC meetings. Trustee Van Marck also reported out on the Hutton PAC Meeting.

**9. Around the Boundary**

Around the Boundary by WBES/BES was presented.

Meeting adjourned at 9:00 p.m.

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Chairperson

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Secretary-Treasurer

North Fork Community

December 08, 2020

Re: North Fork Hall

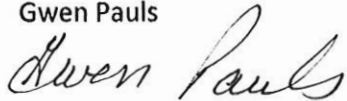
School Board District 51

It is with deep regret and much sadness, that we write this letter. We can no longer financially carry on with leasing the North Fork Hall from you any longer. We realize you have been generous with letting us use the hall for years. We realize the district would benefit financially from selling the hall and property, we only ask that you please consider the community that has always benefited from this hall.

We wanted to share with you some of the history from our years at the hall. Attached is a letter from some of our older members.

Thank you for your consideration,

Gwen Pauls

A handwritten signature in cursive script that reads "Gwen Pauls". The signature is written in dark ink and is positioned below the printed name "Gwen Pauls".

per/North Fork Community Club

Brown Creek Hall, Br Cr E Rd  
Grand Forks, B.C.  
December 5, 2020

TO WHOM IT MAY CONCERN:

The purpose of this letter is to make the reader aware of the North Fork Community Club and the club's use of the old Brown Creek School, presently leased from School District 51, and used as a community hall.

The original Brown Creek School was opened in 1920. The present building that is now referred to as the Brown Creek Hall was built in 1948 and closed as a school in 1957. The property has been the focal point for the North Fork community for 100 years.

It is impossible to account for the hundreds of community events that have taken place over a century. We can tell you that the activities have included dances, weddings, memorial services, community and family reunions, fund raisers for families in need, 4-H functions, tour group luncheons, Cattleman and Forestry meetings, Historical society picnics, baseball games, Halloween parties with candy and fireworks for the children, Christmas dinners with a visit from Santa, yoga classes and yard sales.

Many North Fork residents, North Fork Community Club members, plus others in the broader community have over the decades worked tirelessly to raise funds to improve and maintain the Brown Creek Hall site. When the school was closed there was a wood stove for heat, no water (there may have been a hand pump for a sand point while the school was open), no bathrooms and no power.

We are unaware as to how or exactly when power was installed in the building. A life long North Fork resident, Jean (Cathcart) Galloway, recalls the family's first Christmas lights in 1962 in their home across the road from the school. It is possible that the school district paid the cost of power installation into their building.

Our North Fork Community Club has installed electric baseboard heat, a well, a septic system, a hot water tank, enclosed and insulated the porch into which 2 bathrooms were installed. We have painted, re roofed and added some windows. We purchased appliances, folding tables and chairs.

In 1983 a large pavilion was built with government funding and hours of volunteer help including that of the visiting Katimavik young people.

The records that still exist indicate the a sum of approximately \$22,000.00 has been spent on improvements since 1981. There have been countless hours of volunteer labour, material gifts and free use of equipment given by many in the greater community.

Our volunteers plow the driveway as required. They check the buildings regularly.

This information has been compiled by Jean Galloway, a lifelong North Fork resident, who's three oldest siblings attended Brown Creek School: Jean MacDonald who, with her family moved to Brown Creek North Road, in 1968, ranching in the valley for nearly 40 years:

Gwen Pauls who has spent her entire married life ranching in the valley with her family. Gwen has served as club president for 34 years; Diane Davey who has ~~served~~ <sup>served</sup> as club treasurer for 40 years.

North Fork Community Club

# Brown Creek Hall

North Fork Community Centre





Brown Creek East Rd

Fall 13



Brown Creek School  
1948-57























## Month-End Report for December 2020

Anna Lautard

Acting Superintendent of Schools

### COVID-19 Update

In December, we updated our safety guidelines to follow the direction of Dr. Bonnie Henry and have asked employees to follow enhanced COVID-19 protocols as described below:

- **Mask Requirements for all SD51 staff:**

Staff must wear masks whenever they leave their work bubble, including in the following examples:

- Leaving their classroom to go to any other part of the building;
- Going into any areas considered public spaces like hallways, offices, elevators, staff rooms, photocopy rooms or another learning cohort's space;
- Entering a building through the main entrance

They must also wear a mask if they are unable to maintain physical distancing from another adult in their own work bubble.

This expectation applies regardless of the number of people in a public room or space. Masks can be removed when eating or drinking in a public space but must be promptly replaced afterwards. Face shields and mouth shields are no longer considered an adequate substitute for a non-medical mask. Physical distancing must continue to be practiced, even when masks are being worn. There should be no social gathering or congregating of employees in any areas.

*These enhanced protocols apply to adults only and do not change the present expectations of students attending schools.*

- **Daily Health Checks for all SD51 staff:**

Our district safety guidelines have required all staff to perform a daily health check before coming to work each day. However, the enhanced protocols now require staff to submit confirmation to their supervisor that the health check has been completed before entering any SD51 site each day.

A message is sent to each employee's SD51 email early each work morning with a link to a webform and includes four questions to consider, including a list of symptoms that are predictive of COVID-19. Staff has been asked to review the questions carefully and then confirm they have completed the health check by clicking a green button stating, "I confirm I have completed the above daily health check". The form is automatically submitted to the district and can be accessed through the employee's SD51 email account on any device. If an employee answers "no" to any of the questions, they are asked not to enter the workplace.

We had a few bugs the first week the daily health checks were sent out, but our technology department soon cleared those up. I have included an example of the Daily Health Check email at the end of my report.

## **District Distance Learning Program**

The first re-entry date for SD51 DL students back into “brick and mortar” schools was after the holiday break. In November, we sent home a letter to remind families they had to let their school principals know their intention to return by December 1<sup>st</sup>. We also offered in-school transition time with distance learning teachers as well as staff from their home schools. Our goal was to have students spend time in school to lessen anxiety and build confidence. This was especially important because some students hadn’t been back to school since March 2020.

Approximately 22 students returned to their home schools and we have approximately 30 students still in the district distance learning program. Our next time to transition back from our DL program to student’s home school is after spring break.

## **District Support Teachers**

We were able to finalize some district positions in December. Alison Macmaster accepted the Literacy Support position at Perley and Hutton. Alison was in this position last year and was instrumental in implementing the early primary reading assessment.

We also have Jamie Stewart taking the 0.25 position of District Elementary Outdoor Education Teacher. With Jamie in this position, we are hoping to have elementary students immersed in extended outdoor learning experiences with a focus on hands-on, inquiry-based opportunities. Our goal is to promote intellectual and academic development as well as support social, emotional and physical growth.

## **Strategic Plan**

On December 8<sup>th</sup>, senior management met with Jane Green, one of the facilitators, to begin the work on our timeline for the strategic plan. We explored the PATH plan and looked at the process and timeline for 2021.

### **Timeline**

- January: A survey is being developed (aka the “Big Net”) and shared with all stakeholders who wish to participate. Facilitator will be connecting with Trustees about their initial wonderings and observations of historical district practices.
- February/March: Facilitator will compile results of survey and facilitate development of new Vision, Mission and updated Values.
- April /May/June: Goals, Objectives, and Targets will be developed based on our new Vision, Mission and Values. There will be two distinct pathways of focus which are education and operations. These two pathways support the overall goal of improved student success.
- June: Trustees will put on final touches and approve.

## **Budget Process for 2021/22 School Year**

We are now embarking on our budget process for the 2021/22 school year.

### **Timeline**

- January 19 – Budget Overview at 6:30 p.m.
- February 16 – Public Information Meeting and World Café Agenda at 6:30 p.m.
- February 23 – Consultation with Educational Partners from 5:30 to 8:30 p.m.
- April 20 – Board reviews compiled results, Recommendations, Staffing and Budget
- May or June Board Meeting – Final Budget Approval 2021/22

## Meetings in District

- 3<sup>rd</sup> Comprehensive Approaches to Strategic Indigenous Engagement (FESL)  
Risk Response Review
- 4<sup>th</sup> Deputy Minister Meeting
- 7<sup>th</sup> Boundary Integrated Service Model Meeting
- 8<sup>th</sup> Compassionate System Leadership Conference (Dec 8 - 11)  
Meeting with Distance Learning team  
Zoom meeting with Jane Green and Lisa Gates re: strategic plan
- 10<sup>th</sup> Information Sharing Session with MoE
- 17<sup>th</sup> Neurosequential Model in Education presentation

## Learning 51

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

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## Daily Health Check Email Example

Prepared for *Employee's Name* on *Date*.

As per SD51's enhanced H&S protocols, please complete the Daily Health Check by considering the following questions:

- Have you travelled outside of Canada within the last 14 days?
- Have you been identified by Public Health as a close contact of someone with COVID-19?
- Have you been told to isolate by Public Health?
- Are you displaying any of the following new or worsening symptoms?
  - Fever or Chills
  - Cough
  - Loss of sense of smell or taste
  - Difficulty breathing
  - Sore throat
  - Loss of appetite
  - Extreme fatigue or tiredness
  - Headache
  - Body aches
  - Nausea or vomiting
  - Diarrhea

If you have answered yes to any of the above questions, please DO NOT enter the workplace.

**I CONFIRM I HAVE COMPLETED THE ABOVE DAILY HEALTH CHECK**

Agenda

**School District No. 51 (Boundary)**  
**SCHOOL CALENDAR**  
**2021 – 2022**

Month	Day	
August	27	District Professional Development Day
September	7	School Opening Day (Dismissal at 11:30 a.m.) (Schools in session Tuesday to Friday this week)
	10	<b>Friday - School in Session</b>
October	11	Thanksgiving Day (Schools in session Tues to Fri this week)
	15	<b>Friday - School in Session</b>
	22	Provincial Professional Development Day - TBC
November	11	Remembrance Day (Schools Closed)
	12	<b>Friday - School in Session</b>
December	16	School Closes for Winter Vacation (Last day of classes)
January	4	School Re-Opens after Winter Vacation
February	21	Family Day (School in session Tuesday to Friday this week)
	25	<b>Friday - School in Session</b>
March	17	School Closes for Spring Vacation (Last Day of classes)
April	4	School Re-Opens after Spring Vacation
	15	Good Friday
	18	Easter Monday (Schools in session Tues to Fri this week)
	22	<b>Friday - School in Session</b>
May	23	Victoria Day (School in session Tuesday to Friday this week)
	27	<b>Friday - School in Session</b>
June	29	Last Day for Students (Dismissal at 11:30 a.m.)
	30	Administrative Day

Days in Session	162
Number of Days of Instruction	155
Number of Non-Instructional Days	6
Number of Administrative Days	1
Length of School Day (ie: 6 hrs 45 mins)	
Minutes of Operation (Office Hours)	
Total Instructional Time	342 min/day (Elem)      375 min/day (Sec)
School Commences	
Lunch (start and end time)	
Dismissal	
Recess (start and end time) (elementary)	
Minutes in each block (secondary)	
Minutes between blocks (secondary)	

**School is closed on Friday unless otherwise noted.**

  
 Superintendent's Signature

March 10, 2020  
 Date



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

Welcome to 2021!

### Ministry/Government Reporting

3 reports successfully submitted in December:

1. Q2 GRE (Quarterly financial report), due Dec 9th
2. Statement of Financial Information (SOFI), due Dec 31st
3. Registered Charity Return, due Dec 31<sup>st</sup>

We also continued to submit Daily Absence Reporting and Weekly Workforce Reporting up to December 16/2020, and have started receiving weekly data reports back from the MoE. The following table compares absence rates in SD51 to provincial rates for 3 job classes:

	Week of Dec 7 - 10		Week of Nov 30 - Dec 3		Week of Nov 23 - 26	
	SD51	Province	SD51	Province	SD51	Province
Percent Absent:						
Teachers	5%	8%	3%	8%	4%	8%
EAs	14%	12%	7%	12%	11%	11%
Custodians	8%	10%	7%	9%	6%	10%

### Budget/Finance

#### *Budget 2020/21*

A conference call with MoE on December 18/2020 announcing the recalculated operating grants confirmed 2020/21 block funding for SD51 of **\$17,544,814**. See briefing note for details (Business Item #6 - *Report on Financial Framework for Supporting Student Success*).

The amended budget for 2020/21 is due to MoE on February 28th. A draft will be presented to the Finance Committee on February 2nd for discussion.

#### *2021-22 Annual Budget*

The 2020-21 budget process has begun. We will be consulting with Trustees and Principals on January 19<sup>th</sup>, with our public presentation (World Cafés) scheduled for February 16<sup>th</sup>.

#### *Payroll*

Although our fiscal year-end is June 30<sup>th</sup>, payroll must be reported on a calendar year. Our payroll administrator, Lynn Heriot, worked over the break to complete the payroll year-end close for December 31<sup>st</sup> and will begin preparation of T4's and T4A's next month.

Lynn is also working on the quarterly EDAS, which reports employee status, YTD earnings, benefits, base salary, FTE etc. to the Ministry.

### Operations Update

- New maintenance truck was picked up in December and added to the fleet
- Sanders ordered and installed on two maintenance trucks
- Custodians completed 5-days of heavy cleaning at each site over the winter break
- We were preparing for custodial staffing changes in Greenwood, Midway and Rock Creek by issuing keys, approving building access, completing equipment transfers, and providing staff training.

- Dave met with principals, bus drivers and EAs regarding student/behavior management
- We spent time recruiting to ensure bus runs fully staffed for January
- Dave reviewed field trip expectations with bus drivers
- Maintenance and IT installed new audio/video set-up at SBO
- Maintenance responded to accessibility issue at Perley re handrail and washroom in primary area, and the well pit housing cover at Perley
- Electrical work was completed at GFSS re load calculations and main breaker
- Dave met with Fortis and Associated Engineering for our energy audit start up
- Maintenance and IT troubleshoot on-going issues with security system, and prepared for individual card access at each site
- Dave met with MOT about Yellowhead Road and Bridge performance
- Completed final walk through at BCSS for science lab upgrade now that fume hood is installed for mechanical inspection
- Worked on plans for GFSS science lab upgrade and change room upgrade at GFSS

Fund : 0 General Operating

OB	TITLE	DEC	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAI LABLE	PERC
10	Princi pal & Vice Pri nci pal Sal	109,284.33	648,915.84		1,310,975	662,059	51
11	Teacher Salaries	611,221.09	2,443,016.20		6,081,805	3,638,789	60
12	Non-Teachers Salaries	316,207.63	1,443,875.80		3,792,379	2,348,503	62
13	Management Salaries	46,001.30	264,405.11		542,142	277,737	51
14	Substi tute Salaries	38,298.83	180,018.30		636,015	455,997	72
19	Trustees Indemnity	7,617.36	45,704.17		91,408	45,704	50
21	Statutory Benefi ts	54,764.99	280,136.80		928,583	648,446	70
22	Pension Plans	114,817.46	512,089.45		1,303,242	791,153	61
23	Medi cal And Li fe Benefi ts	50,222.63	291,561.94		645,389	353,827	55
31	Servi ces	25,703.80	162,249.49	1,127.55	589,162	425,785	72
33	Student Transportation	1,618.18	7,801.07		134,076	126,275	94
34	Traini ng & Travel	5,885.24	51,685.34	1,600.00	285,630	232,345	81
36	Rental s & Leases	93.50-	16,764.00		33,528	16,764	50
37	Dues And Fees	323.86-	57,739.71		75,177	17,437	23
39	Insurance		48,584.79		48,100	485-	1-
51	Suppl ies	115,465.11	375,442.10	28,703.19	907,620	503,475	55
52	Learni ng Resources	411.63	15,947.61	1,047.73	45,838	28,843	63
53	Li brary Books	1,161.57	4,713.65	667.27	24,960	19,579	78
54	Electrici ty	7,318.35	83,482.91		320,000	236,517	74
55	Heat	14,105.37	34,767.32		107,000	72,233	68
56	Water And Sewage	3,455.62	10,135.67		33,000	22,864	69
57	Garbage And Recycli ng	5,888.86	14,042.48		12,500	1,542-	12-
58	Furn. & Equipment Replacem ent	739.96	13,229.31	30,277.14	20,850	22,656-	109-
59	Computer Equipment Replacem ent	2,846.36	2,846.36	1,103.41	62,000	58,050	94
TOTAL FOR Fund - 0		1,532,618.31	7,009,155.42	64,526.29	18,031,379	10,957,697	61
GRAND TOTAL		1,532,618.31	7,009,155.42	64,526.29	18,031,379	10,957,697	61

OBJECT				Year-to-Date	Budget	Unspent	% Unspent	NOTES
11/12	<b>Salaries:</b>	Teachers/Non-teachers	10 month employees	3,886,892	9,874,184	5,987,292	60.64%	4 out of 10 months, expect 60% unspent
10/13/19		PVPs/Mgmt/Trustees	12 month employees	959,025	1,944,525	985,500	50.68%	6 out of 12 months, expect 50% unspent
14		Substitues	Sick, Sick Family, LT Sick,	180,018	636,015	455,997	71.70%	Majority of costs associated with 10 month employees expect 60% unspent. Fewer absences than expected (espeically compared to PY increase)
21	<b>Benefits:</b>	Statutrtory benefits (EI, CPP)	Employer paid portion of CPP and EI ; as well as 1.95% Employer Health Tax (EHT)	280,137	928,583	648,446	69.83%	Majority of costs associated with 10 month employees (60% unspent); CPP/EI paid on calendar year - many employees max out by June (high costs Jan - June).
22/23		Pension/Medical and Life	Employer paid portion of pension contributions (TPP and MPP); as well as employer paid premiums for extended health benefits and dental	803,651	1,948,631	1,144,980	58.76%	Mix of 10 and 12 month employees, but majority are 10 month (60% unspent)
31-39	<b>Services:</b>	Includes: Services, Student Transportation, Training/Travel, Rentals, Dues/Fees and Insurance		347,552	1,165,673	818,121	70.18%	See NOTE 1 below for details
51	<b>Supplies:</b>	Supplies		404,145	907,620	503,475	55.47%	Schoool budgets (supplies for instruction, SpEd, AbEd, Admin) as well as: SBO, Maintenance, Cusotidal and Transportation supplies
52/53		Learning Resources/Library Books		22,376	70,798	48,422	68.39%	School budgets for library books and learning resource
54/55		Electricity/Heat,		118,250	427,000	308,750	72.31%	6 out of 12 monthss (50% unspent) - coldest months to come
56/57		Water/Sewer and Garbage/Recycling		24,178	45,500	21,322	46.86%	6 out of 12 monthss (50% unspent)
58/59		Furniture/Equipment & Computer Equipment Replacement		47,456	82,850	35,394	42.72%	School furniture/equipment budgets, as well as: equipment for Operations and all IT/tech replacements
				7,073,682	18,031,379	10,957,697	60.77%	

**NOTE 1**

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

Object	Year-to-Date	Budget	Unspent	% Unspent	
31 Services	163,377.04	589,162.00	425,784.96	72.27%	Consulting, Legal, Audit, Telephone, Contract Software, Postage
33 Student transportation	7,801.07	134,076.00	126,274.93	94.18%	Schools transportation budgets (curricular, extra-curricular, and transportation grant)
34 Training/ Travel	53,285.34	285,630.00	232,344.66	81.34%	Training/travel across SD (instruction, District admin, O&M, transportation)
36 Rentals/Leases,	16,764.00	33,528.00	16,764.00	50.00%	525 monthly lease from City, 6 out of 12 months (50% unspent)
37 Dues/Fees	57,739.71	75,177.00	17,437.29	23.19%	Senior mgmt professional association fees, BCSTA, Make a Future, OLRC, SD23 re Claims Mgmt contract
39 Insurance	48,584.79	48,100.00	- 484.79	-1.01%	SPP and fleet insurance (paid upfront)
	347,551.95	1,165,673.00	818,121.05		





# Briefing Note

## Updated Operating Grants

In February of each year, all districts in BC report projected enrolment information for the upcoming school year to the Ministry. Based on these projections, the Ministry announces preliminary operating funding for each district in early March.

At September 30, all districts in BC report actual enrolment information to the Ministry through the 1701 verification process. The Ministry then updates the operating funding based on these actuals and announces the updated grant funding in December for that school year.

On December 18/2020, the Ministry released the updated Operating Grants for the 2020/21 school year.

### Provincial highlights:

- Rates and basic allocations remain unchanged from the preliminary grants
- Provincial school-aged enrolment after September 1701 = 547,633.7033
  - o Down 200 FTE from September 2019
  - o First year of decline after 5 consecutive years of growth of approx. 5,000 FTE per year
  - o Decrease due to students choosing alternative learning options
    - DL program enrolment in BC up (13K compared to 6K in Sept 2019)
    - Homeschool enrolment up (2,300 compared to 500 in Sept 2019)
  - o 25 of 60 districts reported increased enrolment from Sept 2019
- Overall, Unique Student Needs enrolment increased over 2019
- Total provincial operating budget = \$5.495 billion
  - o \$37.4 million DECREASE from March estimates (holdback established)
  - o \$96.1 million increase from Sept 2019
- Classroom Enhancement Fund (CEF) = \$468.8 million, up \$3.6 million from 2019
  - o Funding additional 4,200 teacher FTEs at \$409.5 million
  - o Only 17 FTE reported as unfilled

### School District No. 51 (Boundary) highlights:

- Estimated operating grant (March 2020): \$17,748,211
- Final operating grant (December 2020): \$17,544,814
- Decrease of **\$203,397**

	March estimates	September actual	Change	Impact (\$)
K -12 enrolment	1,226.7977	1,240.6250	13.8273	\$ 104,534
Homeschoolers enrolment	6.00	4.00	2	-500
Enrollment decline	0	0	0	0
Aboriginal education	328.00	342.00	14.00	21,000
SpEd, Level 1	2.00	2.00	0	0
SpEd, Level 2	95.00	81.00	-14.00	-285,600
SpEd, Level 3	14.00	15.00	1.00	10,300
Adult Ed enrolment	0.7250	0.50	-.250	-1,085
Equity of Opportunity	\$65,483	\$66,726		1,243
Salary differential	\$1,421	\$597	- \$824	-53,289
Total difference				<b>-\$203,397</b>

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 1170
GOVERNANCE/COMMUNICATIONS	<u>Conflict of Interest, Pecuniary Interest, Employment of Immediate Family</u>	

**DATE ADOPTED:** February 8, 2000

**DATE AMENDED:**

The Board has confidence in its employees to carry out their duties in an ethical and responsible manner. Therefore, it is in the best interest of all concerned to clearly understand the breadth and scope of this expectation.

As employees and trustees occupy positions of special trust and confidence, the Board expects them to conduct themselves in such a manner to avoid conflict of interest or the perception thereof. The Board expects employees to discharge their duties and responsibilities professionally and impartially.

~~The Board expects all employees to conduct themselves in such a manner to avoid conflict of interest or the perception thereof.~~

~~The Board expects the highest standards of conduct from trustees and its employees and views such behaviour as paramount in developing and maintaining the public's trust and confidence in the district. Employees are expected to comply with the standards and expectations expressed in this policy and to generally exhibit these qualities and values within their daily activities as they relate to district business.~~

~~Employees are expected to request a determination of the Superintendent or Secretary Treasurer before engaging in any activity which might reasonably raise questions about a possible conflict of interest.~~

#### Definitions:

- *Conflict of Interest* arises where an employee's private interest affects the discharge of their duties with the District.
- *A direct pecuniary conflict of interest* will be deemed to exist where an employee receives remuneration (other than expenses) above and beyond the employee's regular salary or wages, whether from the District or any other source, for services that have been performed in the course of the employee's normal employment with the District, or for the sale of work or materials produced for the District as part of the employee's normal duties.

- *Indirect pecuniary conflict of interest* exists where an employee uses his/her position to make a decision or effectively influence a decision that would result in a pecuniary benefit to a relative, partner, business associate or close friend.
- *Employee* is all personnel of SD51 including the Trustees.

## REGULATIONS

### Introduction

Examples of conflict of interest situations include:

- when an employee's private activities or financial interests are, or appear to be in conflict with his/her responsibilities and duties towards the Employer;
- when an employee's private interests or activities hinder his/her ability to act in the best interest of the Employer or is perceived as such;
- when an employee gains an advantage in their private activities or financial interests as a result of knowledge, or involvement in the business of the District;
- when an employee's actions compromise or undermine the trust which the public places in the District or, damages the reputation of the District

This policy is not intended to prohibit employees and their immediate families from conducting legitimate business with the Board, but to establish parameters regarding how such business is to be conducted.

1. Employees must exercise care in the management of their activities and private personal affairs so as not to benefit from, or appear to benefit from:
  - 1.1 the use of information acquired during the course of their duties, where such information is not generally available to the public;
  - 1.2 any corporate transactions over which they can influence decisions;
2. Employees must not engage in off-duty activities which place them in a conflict of interest whether actual or perceived;
3. Employees must not work for remuneration outside their employment with the District if such secondary employment interferes with the employee's obligation to the employer.
4. An employee is prohibited from engaging in employment which is in direct competition with the activities of the District;
5. Employees must ensure that their private interests do not prejudice their effectiveness in their position or compromise or embarrass the District;  
~~Any employee having a question about whether participation in any activity would be contrary to this policy is urged to request a determination from the Superintendent or designate to discuss the proposed activity and to receive guidance and advice with respect to the same.~~
6. Employees must not place themselves in a position where they are, or may be, under an obligation to any person who has a business or other dealings with the District and would benefit from special consideration or treatment by the employee;

7. Where an employee has an awareness in a matter through family or private interests (club or organization), that can impact the outcome of a District decision, the employee should exclude themselves from the process or discussion.

An employee having a question about whether participation in any activity would be contrary to this policy is urged to request a determination from the Superintendent or designate to discuss the proposed activity and to receive guidance and advice with respect to the same.

DRAFT