



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

Monday, January 14, 2019 at 6:00 p.m.

Boundary Learning Centre

## Agenda

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### 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

Amanda Bugeaud, Board Certified Assistant Behaviour Analyst

### 10 Minute Comment Period

### Adoption of Agenda

### Adoption of Minutes

December 11, 2018 – Regular Meeting Minutes

### Report on In-Camera Meeting from December 11, 2018

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

### Correspondence

Nil

### Business Items

#### 1. Superintendent's Report

- Report for December 2018 (Attachment)
- Proposed School Calendar (Attachment)

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

- Report for December 2018 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

#### 3. Director of Learning Report

- Report for December 2018 (Attachment)

#### 4. Talking Break

Value of having a Board Certified Assistant Behaviour Analyst as a resource in SD51

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

- Final Funding for 2018/2019 school year
- Budget process for 2019/2020 school year:
  - Meeting #1 - January 22 – Budget Overview
  - Meeting #2 - February 5 – Public Information Meeting and World Café

Meeting #3 -February 19 – Consultation with Educational Partners  
Meeting #4 - March 5 – Initial Staffing and consultation information review  
Meeting #5 - April 23 – Staffing Review, Budget and Budget Considerations  
Meeting # 6 – May/ June – Final Budget Decisions 2019-20

**6. Trustee Remuneration Review**

**7. BCPSEA AGM – Resolutions & Budget**

**8. Committee Reports**

- Aboriginal Education Committee
- Finance Committee
- Operations Committee
- Policy Committee

**9. Trustee Reports**

Rec Commission

BISM

BCSTA Kootenay Boundary Branch

District Literacy

BCPSEA

BCSTA Provincial Council

Okanagan Labour Relations Council

PAC Highlights

**10. Around the Boundary**

**Trustee Activities and Upcoming Events**

BCPSEA AGM 2019 – January 23-24, 2019

BCSTA/BCPSEA Trustee Orientation 2019 – January 25-26, 2019

BCSTA Provincial Council – February 8-9, 2019

BCSTA – Meeting of Board Chairs – February 21, 2019

Joint Partner Liaison Meeting – February 22, 2019

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

**Future Agenda Items**

**Next Board Meeting:**                      **February 12, 2019**  
   **6:00 p.m. at the School Board Office**

**Adjournment**

**QUESTION PERIOD**

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

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

## School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary)  
held Tuesday, December 11, 2018 at the School Board Office

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The Chairperson called the meeting to order at 6:02 p.m.

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

Acknowledgement of the Indigenous peoples and ancestors.

### **Presentations/Delegations**

Grand Forks Secondary School teacher David Reimer, as well as several students, presented on the French Exchange trip.

### **Adoption of Agenda**

MOVED        Danyluk  
2ND            Zitko

[“That the Agenda for December 11, 2018 be adopted as amended with the removal of the expenditure report.”](#)

CARRIED

### **Adoption of Minutes**

MOVED        Massey  
2ND            Van Marck

[“That the November 13, 2018 Regular Board Meeting minutes be adopted as circulated.”](#)

CARRIED

### **Report on In-Camera Meeting from November 13, 2018**

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

### **Correspondence**

Discussed correspondence regarding “re-wilding” an area on the Perley playground.

**Business Items**

**1. Superintendent's Report**

The Superintendent reported on meetings in and out of the District, hiring to date as well as the Rural Ed conference attended.

**2. Secretary Treasurer's Report**

Secretary-Treasurer Burdock presented the Operations/Transportation report for November and updated the Board on Ministry reporting to date.

**3. Director of Learning**

The Director of Learning reported on meetings in and out of the District, work being done with Early Learning, as well as ongoing concern about impacts on flood impacted families and students.

**4. Framework for Enhancing Student Learning & Financial Framework for Supporting Student Success**

- Superintendent Minette presented an outline of student learning successes and goals
- Director of Learning Lacey discussed the Boundary Aboriginal Education Enhancement Agreement
- Secretary-Treasurer Burdock presented the financial framework.

The frameworks were discussed, and the following motion was made:

MOVED            Zitko  
2ND                Massey

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

CARRIED

**5. Succession Planning**

Announced that Mr. Doug Lacey, Director of Learning, as well as Joanne Gidney, Vice Principal of Student Services, will be retiring effective July 31, 2019.

**6. Talking Break**

Discussed how trips outside the School District support the goals of the Framework and the Mission of the School District.

**7. Year in Review**

Cindy Strukoff, Board Chair, presented an overview from 2018.

**8. Committee Reports**

Indigenous Education Committee –Trustee Danyluk reported out

**9. Trustee Reports**

- BISM – There was continued discussion on flood impacts.
- BCSTA Provincial Council – Trustee Jepsen shared correspondence from the BCSTA. She will forward it to the trustees for further feedback.
- District Literacy - Trustee Zitko reported out.
- PAC Highlights – Trustee Massey shared Perley highlights
- BCSTA Academy – Trustees discussed the event and the importance of connecting.

**10. Around the Boundary**

Around the Boundary for November will be presented in January 2019 with the December events.

Meeting adjourned at 8:57 p.m.

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Chairperson

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Secretary Treasurer



**Ken Minette**  
**Superintendent of Schools**  
**Month-End Report December 2018**

**School Visitations**

- During December I visited Big White, Perley, Beaverdell, Grand Forks Secondary, Boundary Central Secondary, West Boundary and Walker Development Centre.

**District Planning**

**Potential 2019-2020 Calendar**

- Shared by Principals with staff and PACs for feedback.  
Deadline is Feb 28<sup>th</sup>.
- Presently no Curriculum Implementation Day for 2019-20 in School Act



**Curriculum Implementation Day**

- Teacher Collaboration
- Focussed on *Implementation of Revised curriculum*

**Elementary Think Tank for School Plans**

- Examining present framework and individual elementary plans – strengths and stretches

**Financial Framework for Supporting Student Success (Budget)**

- Process for 2019/2020 school year:  
Meeting #1 - January 22 – Budget Overview  
Meeting #2 - February 5 – Public Information Meeting and World Café  
Meeting #3 -February 19 – Consultation with Educational Partners  
Meeting # 4 - March 5 – Initial Staffing and consultation information review  
Meeting #5 - April 23 – Staffing, Budget and Budget Considerations  
Meeting # 6 – May/ June – Final Budget Decisions 2019-20

**Meetings out of the District**

- None to report

## Meetings in District

- ✓ Dec 3
  - Visited GFSS
  - District Leadership Team
    - Growth Mindset
    - Looking at Data
    - Visible Learning (Evidence of Learning)
    - School Websites
    - FESL
- ✓ Dec 3- 17
  - Meeting with Individual Principals regarding Personal Growth Plans and School Plans
- ✓ Dec 5
  - Visited Walker
  - Meeting with Boundary Métis Community Association
- ✓ Dec 6
  - Presented SD51 Overview to Rotary
  - Elementary Volleyball at GFSS
- ✓ Dec 10
  - Visited BCSS – highlight was Exit Room
- ✓ Dec 11
  - Visited Christina Lake Elementary, Bus Facility and Walker Development Centre with Trustees
- ✓ Dec 12
  - DLT Zoom Meeting
    - Discussed the value of challenge to develop a Growth Mindset
    - FSA information discussed
    - Visible learning /Evidence of Learning
    - Planning for 2019-20 School Budgets
- ✓ Dec 14
  - Meeting with Carol Mitchell, Health Promoting Schools
- ✓ Dec 17
  - Meeting with BDTA President
- ✓ Dec18
  - Visited West Boundary Elementary, Beaverdell Elementary and Big White Community School with Trustees



**(School Name)**  
**PROPOSED SCHOOL CALENDAR**  
**2019 - 2020**

Month	Day	
August	29	District Professional Development Day
September	3	School Opening Day (Dismissal at 11:30 a.m.) (Schools in session Tuesday to Friday this week)
	6	<b>Friday - School in Session</b>
October	14	Thanksgiving Day (schools in session Tues to Fri this week)
	18	<b>Friday - School in Session</b>
	25	Provincial Professional Development Day
November	11	Remembrance Day
	12	School in Session (School in session Tues to Fri this week)
	15	<b>Friday - School in Session</b>
December	19	School Closes for Winter Vacation (Last day of classes)
January	6	School Re-Opens after Winter Vacation
February	17	Family Day (School in session Tuesday to Friday this week)
	21	<b>Friday - School in Session</b>
March	12	School Closes for Spring Vacation (Last Day of classes)
	30	School Re-Opens after Spring Vacation
April	10	Good Friday
	13	Easter Monday (School in session Tuesday to Friday this week)
April	17	<b>Friday - School in Session</b>
May	18	Victoria Day (School in session Tuesday to Friday this week)
	22	<b>Friday - School in Session</b>
June	25	Last Day for Students (Dismissal at 11:30 a.m.)
	26	Administrative Day

Days in Session	162
Number of Days of Instruction	156
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.**

Parents and staff have been consulted and agree with this ***proposed*** calendar

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Agenda





# Retirement Announcement

*We would like to share with the SD51 staff the following retirement:*

*Joanne Gidney, District Vice Principal of Student Services, has announced that she will be retiring from SD51 on July 31, 2019.*

*She has worked diligently in our School District since 1987 when she came to work for SD No. 12.*

*She leaves big shoes to fill, but we wish her all the best as she moves on to new adventures.*



/cw



**Miranda Burdock, CPA, CA  
Secretary-Treasurer's Report  
December 2018**

I hope everyone enjoyed time with family and friends over the break and is feeling recharged for the second half of the 2018/19 school year!

**Budget/Finance**

***Employer Health Tax***

The employer health tax (EHB) is a new annual tax on any remuneration paid to employees over \$500,000 in a calendar year. The EHB is effective January 1, 2019. As such, we have registered with Canada Revenue Agency and updated our payroll system to calculate EHB on all remuneration paid by SD51. Our first remittance will be due in June 2019. At a rate of 1.95% of total remuneration, the expected tax for 2019 is approximately \$300,000. The Ministry of Education has made a submission to the Ministry of Finance to fund the cost of the EHT, however, they do not anticipate a response until the Provincial budget announcement next month.

***Payroll Year-end Close***

Although our fiscal year-end is June 30<sup>th</sup>, payroll must be reported on a calendar year. Our payroll clerk, Lynn Heriot, worked over the break to complete the payroll year-end close for December 31<sup>st</sup>.

***Budget 2018/19***

The 2018-19 budget has been entered into the accounting system - I will be providing an overview of our expenditure report today. As well, the Ministry confirmed our 2018-19 operating block funding in December. I will also speak to this. The amended budget for 2018-19 will be presented to the Board for final approval in February.

***Budget 2019/20***

The 2019-20 budget process has begun. Superintendent Minette and I will be consulting with the leadership team and trustees on January 22<sup>nd</sup>, with our public presentations scheduled for February 5<sup>th</sup>.

**Technology**

IT was busy with the following projects over the break:

- Received Macbook Air laptops for CLES which will be setup and configured over the first two weeks of January;
- Software/operating system updated on iPad carts and school labs;
- Updated network equipment operating systems and phone servers;
- Reconfigured network switching equipment in the datacenter. The rack doors close again!
- Installed new Mac Mini's for DAPE and WBES SPED; and
- Ordered new servers for the datacenter

**Maintenance & Transportation**

Maintenance projects completed in December included:

- Set-up/take-down of chairs/risers at all schools for Christmas concerts
- West Boundary Elementary School Chlorination System was installed. We are waiting for a flow meter to be installed and then the system can be tested.
- Front door at Hutton was replaced with a wheelchair accessible door/system
- Gym floor at GFSS recoated
- Logos on the gym floors at CLES and Perley redone

Custodians performed heavy cleaning at each school site over the break.

West Boundary Elementary School had a second Building Envelopment Condition Assessment completed in October (the first was completed in 2010). Morrison Herschfield was retained by BC Housing to complete the Assessment with the objective of determining the current condition of the building envelope and making recommendations with respect to any remedial work required. The results of the investigation show that the exposed stucco and ceramic tile clad walls suffer from damage. The recommendation is to rehabilitate the exposed walls. The estimated cost to perform the work is \$1,175,000 and is expected to be funded by the Ministry of Education.

## School District No. 51 (Boundary)

### Enrolment

As of December 31, 2018

Compared to September 30, 2018

### Head Count

	December 31, 2018	September 30, 2018	Increase (Decrease)
<b>Secondary</b>			
BCSS	134	136	(2.0000)
GFSS	356	359	(3.0000)
<b>Elementary</b>			
BES	12	12	-
Big White	33	28	5.0000
CLES	92	91	1.0000
GWD	27	27	-
Hutton	229	229	-
MES	38	40	(2.0000)
Perley	238	243	(5.0000)
WBES	75	73	2.0000
<b>Alternate School</b>			
Walker	33	31	2.0000
<b>Total</b>	<b>1267.0000</b>	<b>1269.0000</b>	<b>-2.0000</b>

Fund : 0 General Operating

OB	TITLE	JAN	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAI LABLE	PERC
10	Princi pal & Vice Pri nci pal Sal		604,287.60		1,211,401	607,113	50
11	Teacher Salaries		2,323,709.88		5,867,580	3,543,870	60
12	Non-Teachers Salaries		1,412,181.52		3,328,228	1,916,046	58
13	Management Salaries		239,023.58		465,015	225,991	49
14	Substi tute Salaries		164,835.37		425,013	260,178	61
19	Trustees Indemnity		40,500.85		80,711	40,210	50
21	Statutory Benefi ts		182,018.56		607,016	424,997	70
22	Pension Plans		535,357.26		1,346,229	810,872	60
23	Medical And Li fe Benefi ts	586.62	310,901.65		855,468	544,566	64
31	Services	243.65	189,257.30	14,787.33	583,470	379,425	65
33	Student Transportation		39,229.42		135,493	96,264	71
34	Traini ng & Travel	15,225.78	88,348.70	4,436.25	271,773	178,988	66
36	Rental s & Leases		13,970.00		33,528	19,558	58
37	Dues And Fees	10,898.00	50,914.71		69,740	18,825	27
39	Insurance		33,423.00		59,400	25,977	44
51	Suppl ies	6,447.35	369,017.42	9,495.95	805,292	426,779	53
52	Learni ng Resources	163.96	23,828.49	1,982.25	45,658	19,847	43
53	Li brary Books		6,628.32	225.06	24,500	17,647	72
54	Electrici ty	510.75	98,865.67		320,000	221,134	69
55	Heat	3,072.37	27,836.95		107,000	79,163	74
56	Water And Sewage		8,646.80		24,500	15,853	65
57	Garbage And Recycli ng		9,371.29		20,000	10,629	53
58	Furn. & Equipment Replacem ent		11,845.78		58,500	46,654	80
59	Computer Equipment Replacem ent		83,531.99	291.20	100,000	16,177	16
TOTAL FOR Fund - 0		37,148.48	6,867,532.11	31,218.04	16,845,515	9,946,765	59
GRAND TOTAL		37,148.48	6,867,532.11	31,218.04	16,845,515	9,946,765	59



# December 2018 Report

Director of Learning

Doug Lacey

## Staff Learning and School Visits

- December 3<sup>rd</sup> – Participated in District Leadership Team Meeting
- December 3<sup>rd</sup> – Participated in Principal Growth Plan Review with Mr. Lockhart and Superintendent Minette
- December 4<sup>th</sup> – Participated in Vice-Principal Growth Plan Review with Mr. Stewart and Superintendent Minette
- December 4<sup>th</sup> – Participated in Principal Growth Plan Review with Ms. Lautard and Superintendent Minette
- December 6<sup>th</sup> - Participated in Principal Growth Plan Review with Mr. Foy and Superintendent Minette
- December 6<sup>th</sup> - Participated in Principal Growth Plan Review with Mr. Bond and Superintendent Minette
- December 10<sup>th</sup> – 12<sup>th</sup> – Updated and created data sets for all Elementary Schools for use in school growth plan processes
- December 12<sup>th</sup> – Attended Perley Elementary School Morning Christmas Concert
- December 13<sup>th</sup> - Participated in Principal Growth Plan Review with Mr. Macfarlane and Superintendent Minette
- December 17<sup>th</sup> - Participated in Principal Growth Plan Review with Mr. Macfarlane and Superintendent Minette
- December 18<sup>th</sup> – Attended Hutton Elementary School afternoon Christmas Concert
- December 19<sup>th</sup> – Attended Walker Development Centre annual Winter Luncheon

## Provincial/Regional/Community Meetings

- December 3<sup>rd</sup> – Chaired regular monthly meeting of the Boundary Integrated Services Model (BISM)
- December 5<sup>th</sup> – Participated in meeting with the Boundary Metis Community Association Executive and Superintendent Minette
- December 5<sup>th</sup> – Participated in MyEducation Data Analytics Steering Committee meeting
- December 5<sup>th</sup> – Participated in EDI administration webinar

- December 11<sup>th</sup> – Toured Christina Lake Elementary, Marlex and Walker Development Centre facilities with trustees
- December 11<sup>th</sup> – Participated in School Board regular monthly closed and open meetings
- December 13<sup>th</sup> – participated in conversations with teachers Mr. Stewart and Mr. McGregor regarding the concept on an outdoor school for the Boundary with Superintendent Minette.
- December 17<sup>th</sup> - Participated in Meeting with BDTA President, Mr. Sabourin and Superintendent Minette regarding February Curriculum Implementation Day
- December 19<sup>th</sup> – Participated in MyEducation Data Analytics Steering Committee meeting

