



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

June 14, 2016 at 6:00 p.m.

School Board Office

## 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

- Grand Forks Secondary School presentation
- Environmental Education presentation
- Greenwood Elementary/West Boundary Elementary 6/7 Field Trip (Vancouver/Victoria) presentation

#### 10 Minute Comment Period

#### Adoption of Agenda

#### Adoption of Minutes

May 10, 2016 – Regular Board Meeting Minutes

#### Report on In-Camera Meeting from May 10, 2016

The Board discussed personnel issues, properties/facilities, business items as well as the Shared Service Vehicle Insurance. Trustee Reid declared a non-pecuniary conflict of interest for a portion of the May 10, 2016 Board of Education Closed Meeting.

#### Correspondence

Nil

#### Business Items

##### 1. Superintendent's Report

- May 2016 Report (Attachment)
- Grand Forks Secondary School Quebec Exchange Field Trip 2016 (Attachment)

**MOTION:** "That the Board give final approval to the Quebec Exchange 2016 field trip, as presented, at no cost to the Board."

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

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

##### 3. Director of Learning Report

- May 2016 Report (Attachment)

##### 4. Talking Break

What is the value and importance of place-based learning?

5. **Evolution of Learning – Let’s Celebrate Our Successes**

6. **Financial Framework for Supporting Student Success** (Attachment)

- Annual Budget Bylaw

MOTION: “That the Board unanimously agrees to give the Annual Budget Bylaw 2016/2017 all three readings at this meeting of June 14, 2016.”

MOTION: “A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (Boundary) (called the “Board”) to adopt the Annual Budget of the Board for the fiscal year 2016/2017 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. The Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 51 (Boundary) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total Budget Bylaw amount of \$18,173,831 for the 2016/2017 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

MOTION: “That the Board of Education of School District No. 51 (Boundary) approve the Annual Budget Bylaw 2016/2017 as read, a first, second and third time, passed and adopted.”

7. **Committee Reports**

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

MOTION: “That the Board approve and adopt the Policy – *Whistle Blower Protection*.”

8. **Trustee Reports**

- |                     |                                  |
|---------------------|----------------------------------|
| • Rec Commission    | * BCSTA/BCPSEA Advisory          |
| • District Literacy | * BISM                           |
| • PAC Highlights    | * BCSTA Kootenay Boundary Branch |

**9. Around the Boundary May 2016**

**Trustee Activities and Upcoming Events**

June 29, 2016 – Last day of regular classes

September 16-18, 2016 – Kootenay Boundary Branch meeting at St. Eugene's Mission

**Future Agenda Items**

**Next Board Meeting:** September 13, 2016  
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, May 10, 2016 at the School Board Office

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The Chairperson called the meeting to order at 6:01 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**

- David SevenDeers presented on plans for the Aboriginal Truth & Reconciliation Friendship Circle.

### **Adoption of Agenda**

MOVED Danyluk  
2ND Jepsen

*"That the Agenda for May 10, 2016 be adopted as circulated."*

CARRIED

### **Adoption of Minutes**

MOVED Zitko  
2ND Reid

*"That the April 12, 2016 Regular Board Meeting minutes be adopted as circulated."*

CARRIED

### **Report on In-Camera Meeting from March 8, 2016**

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

### **Correspondence**

Nil

**Business Items**

**1. Superintendent's Report**

The Superintendent reported on school visits, as well as meetings attended in and out of the District. The Board discussed school fees. The following motion was made:

MOVED Reid  
2ND Zitko

*"That the Board approve the School Fees for 2016-2017, as presented."*

CARRIED

The Grand Forks Secondary School Quebec exchange field trip was discussed. The following motion was made:

MOVED Reid  
2ND Danyluk

*"That the Board approve, in principle, the Quebec Exchange 2016 field trip, as presented."*

CARRIED

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

The Secretary-Treasurer reported on District operations and presented the Carbon Neutral Action Report. She also reported on the current and projected enrolment as well as the expenditures to date.

**3. Capital portion of the AFG requires a Board Bylaw**

MOVED Reid  
2ND Danyluk

*"That the Board approve the plan for the Annual Facilities Grant as presented."*

CARRIED

MOVED Reid  
2ND Riddle

*"That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 127090 all three readings at this meeting of May 10, 2016."*

CARRIED

MOVED      Danyluk  
2ND         Zitko

“A BYLAW by the Board of Education of School District No. 51 (Boundary) (hereinafter called the “Board”) to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the School Act, R.S.B.C. 1996, c. 412 as amended from time to time (called the “Act”).

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the “Minister”) has approved Capital Project No. 127090.

NOW THEREFORE the Board agrees to the following:

- (a) Upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement;
- (b) Observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) Maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$429,362 for Project No. 127090 is hereby adopted.
- 2. This Bylaw may be cited as “School District No. 51 (Boundary) Capital Project Bylaw No. 127090.”

CARRIED

MOVED      Riddle  
2ND         Reid

“That the Board of School District No. 51 (Boundary) approve the Capital Project Bylaw No. 127090 as read a first, second and third time, passed and adopted the 10<sup>th</sup> day of May 2016.”

CARRIED

**4. Director of Learning Report**

The Director of Learning reported on the April 18<sup>th</sup> Professional Development day spent with the Child and Youth counsellors across the District, as well as the conference put on by the Columbia Basin Trust on Environmental Learning.

**5. Evolution of Learning**

The PAC consultations are completed and the comments compiled. There will be a report out in June on the outcomes.

**6. Talking Break**

There was discussion on how non-traditional school environments provide connectedness to students.

**7. Committee Reports**

- Director of Learning, Doug Lacey, reported on the Aboriginal Education meeting.
- Secretary Treasurer, Jeanette Hanlon, reported out on the Finance and Operations Committee meetings.
- Trustee Zitko reported on the Policy Committee meeting. The following motions were made:

MOVED Zitko  
2ND Riddle

*"That the Board approve for circulation Policy No. 1130 – Procedure for Addressing Concerns."*

CARRIED

MOVED Zitko  
2ND Reid

*"That the Board approve and adopt Policy – Video Surveillance – Exterior of Properties."*

CARRIED

**8. Trustee Reports**

- Trustee Zitko and Director of Learning, Doug Lacey reported on the BISM meeting.
- Trustee Zitko also reported on the BCSTA Kootenay Boundary Branch meeting held at the AGM in Vancouver.
- Trustee Jepsen shared on the Hutton Pac committee meeting.
- Trustees Danyluk, Zitko and Reid reported on the BCSTA 112th AGM held in Vancouver.

**9. Around the Boundary**

Around the Boundary for April 2016 was presented

Meeting adjourned at 7:38 p.m.

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Chairperson

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Secretary-Treasurer



**Kevin Argue**  
**Superintendent of Schools**  
**Month End Report**  
**May 2016**

***School Visitations***

- ***Perley Elementary School*** – Visited classrooms and met with Mr. Chapman
- ***Grand Forks Secondary School*** – Met with Mr. Stewart and Mr. Phelan and attended an Apple Learning session

***District Planning***

- Reviewed School Growth Plans Scanning, Focusing and Developing a Hunch
- Board planning session using Community Consultations' feedback

***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*

***Meetings out of the District***

- ***BCSSA Spring Regional – Diverse Classrooms: Engaging Each Learner Through Inclusion*** – May 4<sup>th</sup> – 6<sup>th</sup>
- ***Network of Inquiry and Innovation Symposium*** – May 12<sup>th</sup> – 14<sup>th</sup>
- ***UBC-O Rural Secondary School Think Tank*** – May 16<sup>th</sup> – 17<sup>th</sup>

***Meetings in District***

- ***BISM*** – May 2<sup>nd</sup>
- ***Meeting with Perley Principal re Configuration*** – May 2<sup>nd</sup>
- ***Board Working Session*** – May 2<sup>nd</sup>
- ***Boundary PVP meeting*** – May 3<sup>rd</sup>
- ***Meeting with GFSS parents*** – May 9<sup>th</sup>
- ***August Days meeting*** – May 9<sup>th</sup>
- ***Meeting with Nigel James*** – May 10<sup>th</sup>
- ***Board of Education meeting*** – May 10<sup>th</sup>
- ***District Leadership Team GoTo meeting*** – May 11<sup>th</sup>
- ***BDTA meeting*** – May 11<sup>th</sup>
- ***Student Suspension meetings*** – May 18<sup>th</sup>
- ***Apple Learning session at GFSS*** – May 18<sup>th</sup>
- ***Technology Planning meeting with team from Apple*** – May 19<sup>th</sup>
- ***Kootenay Regional Emergency Services meeting*** – May 19<sup>th</sup>



- *BDTA President/Vice President meeting – May 19th*
- *SD51 Board Conference call – May 19<sup>th</sup>*
- *Walker Development Center Scholarship meeting – May 24<sup>th</sup>*
- *Policy Committee meeting – May 24<sup>th</sup>*
- *Fred Walker Scholarship Committee meeting – May 24<sup>th</sup>*





SCHOOL DISTRICT No. 51 (Boundary)

## FIELD TRIP FORM #4

Class or Group Trip - 5 Days or More

\*\*\*\*\*Requiring Board Approval\*\*\*\*\*

\*Approval in Principle required from Superintendent 4 months in advance

\*Final Approval required from Board 2 months in advance

\*If trip includes moderate risk activities complete a "Moderate Risk Form"

TEACHER David Reimer SCHOOL GFSS  
DATE OF APPLICATION June 1 2016 DATE OF TRIP Sept + Oct 2016  
ACTIVITY/DESTINATION Lac Magog, Quebec  
GRADE(S) 11/12 SUBJECT French  
PLANNING:  
GOALS OF TRIP To deepen sense of Can. Identity.

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

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

DATE OF PARENT INFORMATION MEETING (as required by policy) June 2, 2016

Number of Students Involved 23

Number & Names of Chaperones

D. Reimer

Andrew McKinlay

Jean Walker

### TRIP COSTS:

METHOD OF TRAVEL Coach / Airplane \$ — Paid by SEVEC.  
LODGING ARRANGEMENTS Hotels / Hostels / Host families. \$ TBD.  
MEALS — \$ TBD.  
ADDITIONAL Activities + Application fee \$100 \$ TBD.  
TOTAL COSTS \$ 500 per student (Approx)

SOURCE OF FUNDS: (If more space is required, use back of form)

Fundraising (Done throughout summer)

- ☒ I have read the School District Field Trip Policy  
☒ I have completed the Field Trip Qualification Checklist (Appendix B) attached  
☒ I have completed the Moderate Risk Form if required

Approved By

[Signature]  
Principal

[Signature]  
Teacher

[Signature]  
Superintendent of Schools

PLEASE NOTE: \*A follow-up report is to be submitted to the Principal

## School District No. 51 (Boundary) Generic FIELD TRIP CHECKLIST


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

Type of Field Trip:

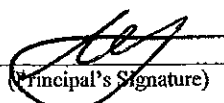
- |                               |                                                                   |                                          |
|-------------------------------|-------------------------------------------------------------------|------------------------------------------|
| 1. Approved by Principal      | <input type="checkbox"/> Walking Trip                             | <input type="checkbox"/> Single Day Trip |
| 2. Approved by Superintendent | <input type="checkbox"/> Class or Group Trip (2 – 4 days)         |                                          |
| 3. Approved by Board          | <input checked="" type="checkbox"/> Class or Group Trip (5+ days) | <input type="checkbox"/> Out of Country  |

Special Considerations:

- ☒ Field Trips Qualification Checklist completed (attached) (overnight, outdoor education, moderate risk, Superintendent and Board approval field trips) agreed to and signed by Principal. If Moderate Risk determined complete the Moderate Risk Form and attach.
- ☒ Lead teacher has familiarized self with District Field Trip Policy and School Procedures
- ☒ Appropriate Field Trip form completed (attached)
- ☒ Itinerary completed. Location/maps of outdoor activity areas provided. (attached)
- ☒ Parent information and consent form prepared (attached)
- ☐ Parent meeting planned (Out of Country, overnight and moderate risk trips)  
Date: June 2/16
- ☒ Transportation and accommodation arrangements
- ☒ Source of funds, fund raising
- ☐ Special arrangements for regular day ski trips, swimming, biking, etc.
- ☒ Appropriate chaperones in place (teacher to students = 1:30, adults to students = 1:10) (names attached)
- ☐ Arrangements for educational training and safety instruction. Date: \_\_\_\_\_
- ☐ Leave forms (if required) completed, approved by Principal
- ☐ Preparation of student lists with telephone numbers/medical numbers of all students and adults on trip. Copies for office, sponsor teachers and bus driver. Medical needs listed/reviewed.
- ☐ Arrangements for first aid person and kit
- ☐ Copy of District Field Trip Policy (3060) and Regulations, school policy, District emergency procedures

Submitted by:   
(Teacher's Signature)

Date: June 1/2016

Approved:   
(Principal's Signature)

Date: June 1/16

# APPENDIX B

## Field Trips Qualifications Checklist

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

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

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

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

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

Activity & Date: French Exchange - Sept. 2016 Lead Teacher: D. Reimer

Training & Experience	Unqualified	Minimally	Moderately	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3

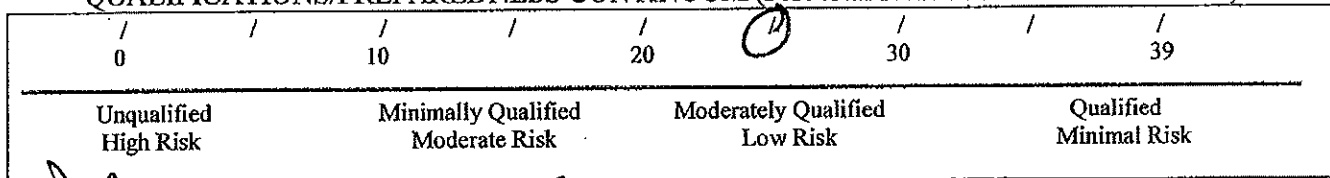
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

**TOTAL =** 24/39

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

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

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



Teacher's Signature: D. Reimer Principal's Signature: [Signature] Approved Yes ☒ No ☐ Date: May 31/16

APPENDIX C

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

French Students + teacher are is planning the following student activity/activities. Your written permission is required by the school if your child is to attend.

Description of the activity: French Exchange - Sept + Oct 2016.

Special Requirements/Equipment: Students + host families registered with SEVEC/Experiences Canada Organization

Location of Activity: Grand Forks, Christina Lake, Kelowna, Lac Magog

Town: Quebec City

Dates(s): Sept 10-17, 2016 + Oct 1-8, 2016.

Mode of Transportation: Bus, Airplane

Accommodations: Hotel, host family

Field Trip Leader (must be staff member): David Reimer

Chaperones: Andrew McKinlay + Jeana Walker

Departure Time/Date: When flights are booked by SEVEC.

Anticipated Return Time/Date: " " " "

If you have any questions at all regarding this activity, please contact the undersigned at david.reimer@sd51.bc.ca

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

David Reimer  
Field Trip Leader

Scott Stewart  
Administrator

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

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

**Consent/Waiver - Booster Seats:**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Parent / Guardian

\_\_\_\_\_  
Medical Number

\_\_\_\_\_  
Address of Parent / Guardian

\_\_\_\_\_  
Home/Work/Emergency Phone

## Quebec Exchange Activity Schedule (Hosting - Fall 2016)

Date	Activity	Cost/Transport/Adult
<b>Sat - Sept 10</b>	Arrive in Kelowna. - La Ruche to bus to Grand Forks Meet and greet billets  Evening with Host Families.	Bus Transfer (Provided by SEVEC)
<b>Sun – Sept 11</b>	Morning with host families. (Optional) - 11:00 am meet at GFSS – Hike (1.5 hours) 3:30 PM - Welcome Potluck/BBQ @ Vatcher's- Pool/Bocce/Golf Game (Parents to drive students and twins) Return Home 8:00 PM (Parents to pick up students and twins) Evening with host families.	Mr. Grey avail. to lifeguard (No cost) Food \$180 – Burgers, Hot Dogs, Buns and Condiments Port-a-potty - ??
<b>Mon – Sept 12</b>	Host provides breakfast and brown bagged lunch. La Ruche - Leave GFSS 8:15 10:15 12:30 - Explore Nelson – Historical Walking Tour (Historical Mining City) Lunch on your own. Magog students will need to provide their own money for lunch this day. 1:30- 2:30 - Dukobour Museum in Castlegar near Selkirk College Back at GFSS at 4:00 PM Time with Host family Dinner in Grand Forks – 6:00 PM - Crow's Nest Keep Listening Circle Visit 7-9:00 PM Movie @ GFSS Return to billets by 10:00 PM	Mini Bus (Mr. Phelan) and Parent Driver(s)  Nelson Touchstone 3\$ per student Doukobor museum 5\$ per student.  \$20/person Dinner and Dessert (sit down lasagna or Burgers and fries TBD later)
<b>Tues – Sept 13</b>	Host provides breakfast and brown bag lunch. La Ruche students to get their bikes to appropriate launch location (likely at Auto Shop around back of school) 8:15 La Ruche leaves GFSS 8:45-10:00 – Art Gallery and exploring down town Grand Forks 10:00- 3:30 – Meet at GFSS for Bike Hike 3:30 – Back to GFSS 5:30 – 9:00 – Borscht Dinner Volleyball & Games in Gym	Mini Bus (Jeana), Ty Van Moll (Bike Leader) and Parent Driver (truck)  Art Gallery Cost (By donation) (Mr. McKaig to help with Gym set up and activities)

		Dinner Supplies Russian Cooking 400/46 = \$6.81 Movie (No Cost)
<b>Weds – Sept 14</b>	Host provides breakfast and lunch. La Ruche Students go to GFSS in AM Just La Ruche – Walking tour of Historic Grand Forks Down Town (includes City Park/Black Train Bridge/Oxbow Marsh behind Cemetery) Meet billet at GFSS 3:30 Dinner with billets. Whole School “Welcome Dance” in Evening	Parent to lead walking tour or create a treasure hunt. Ice cream - \$ 5 GFSS Students to pay their own way. (Cost) \$8 x 23 for Magog Students
<b>Thurs – Sept 15</b>	Host provides breakfast and lunch. Pancakes at Perley In AM  Hike in PM - Phoenix Mine?? and Dasha Cabin– (Magog group only) (Need parent and leader)  4 PM Bus leaves to PV (Pauls’) Ranch– Hay ride, Fire and dinner. Return to GF at 9 PM.	(Leader TBD) Mini Bus (Need Driver) Parents help with dinner at Pauls’ PV Ranch. Bus - \$ 215 approx PV Ranch Rental/hay ride - \$ 400 approx Food Cost - \$ 250
<b>Fri – Sept 16</b>	Host provides breakfast and brown bag lunch Leave GFSS @ 7:00 am – Kelowna (Magog students need all their bags packed for home) Morning – Disc Golf 10:00- 12:00 Lunch on bus? Indoor Soccer at Capital News Center – 12:45 – 2:15 Orchard Park Mall Dinner together. Stay overnight in Kelowna	Bus Disc Golf PAUL Brownfield (will set us up with equipment, Make score cards???) Phone: 2509382868 6.65 per student. Soccer - \$180 (1.5 hours)  \$3.91 per student.  Bus Cost and Hotel for Bus Driver 800\$??? /46 = 17.69  Dinner = \$ 25  Hotel cost for students (Includes breakfast) = \$ 54.35 (Could be less if we use some of our French

		Funds to cover chaperones' rooms)
Sat – Sept 17	Magog Students to Kelowna Airport (With Coach bus) GF students Bus back to GF (See you in Magog)	Bus \$ 550/23 GFSS =\$23.90

#### **Cost per Quebec Student**

Approx – \$ 185

#### **Cost per GFSS Student (Bring to Weds Sept ?? Meeting):**

Approx - \$ 185

#### **ACCOMODATION IN QUEBEC FOR CHAPERONES -**

\$ per student 60


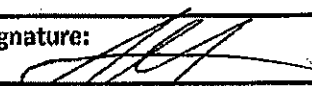




School District No. 51 (Boundary)  
Moderate Risk Activity

Page 1 of 2

Location: <u>Grand Forks</u>	Date: <u>Sept 10-17</u>
Activity: <u>French Exchange</u>	
Checklist:	
<input checked="" type="checkbox"/>	Lead teacher has familiarized self with District Field Trip Policy (3060)
<input checked="" type="checkbox"/>	Parent Consent Forms completed
	Chaperone ratio met:
<input type="checkbox"/>	• K - Grade 3 students - 11:1
<input checked="" type="checkbox"/>	• Grade 4 - 12 students - 15:1
<input type="checkbox"/>	• Chaperones have received Chaperone Letter (Appendix D)
	Transportation safety risks anticipated and policy requirements met
<input checked="" type="checkbox"/>	Preparation of student lists and contact numbers completed and copies held by supervising teacher and school office
Trip Information	
Bicycle Trips	
<input checked="" type="checkbox"/>	Bikes checked for mechanical safety ( <u>Will be</u> )
<input checked="" type="checkbox"/>	Suitable safety helmets/parent approved
	Guide cars (if on highway)
<input checked="" type="checkbox"/>	First aid kit
Swimming	
<input checked="" type="checkbox"/>	Certified life-guard present (ratio of 30 students to 1 life-guard)
<input checked="" type="checkbox"/>	First aid kit
Skating	
<input type="checkbox"/>	Suitable safety helmet/parent approved
<input type="checkbox"/>	First aid kit
Skate-boarding/roller-blading	
<input type="checkbox"/>	Suitable safety helmet/parent approved
<input type="checkbox"/>	First aid kit
Ski Trips/Winter Activities (including snowboarding)	
<input type="checkbox"/>	Teacher(s) have completed Regular Day Ski/Snowboard Trip Form (Appendix F)
<input type="checkbox"/>	Educational training and safety instructions occurs prior to ski trip/winter activity
<input type="checkbox"/>	Suitable safety helmets/parent approved
<input type="checkbox"/>	First aid kit
<input type="checkbox"/>	Ski/boardng lessons arranged with mountain for all students

<b>Moderate-Risk Field Trip – see Appendix A for list of activities that qualify</b>	
<input checked="" type="checkbox"/>	Completion of Field Trip Qualification Checklist (Appendix B)
<input type="checkbox"/>	Trained certified instructor is in place
<input type="checkbox"/>	Detailed Emergency Response plan in place
<input type="checkbox"/>	Instruction by certified instructors up to the level and under the conditions provide for the certification
<input checked="" type="checkbox"/>	Lead teacher/instructor has prior knowledge and understanding of the area being used for instruction (has map of instruction location)
<input checked="" type="checkbox"/>	Pre-education training and safety instruction for students to take place prior to activity, both at school and at the activity area
Teacher Signature: 	Principal Signature: 



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

**J. Hanlon, Secretary-Treasurer**  
**May 2016**

### **Fiscal Year End and Audit**

June 30th is the School District fiscal year end, and is the snapshot date for our financial statements. On June 22nd the Auditors will come for one day for a preliminary audit, and then they will return for five days from July 18-22nd. In September they will present the financial statements to the Board.

### **Staffing**

In May we continued to work on staffing and LIF applications. We have allocated 2.68 FTE from the Teacher Education Fund. The post and fill for Education Assistants happened on June 10th. We have added a few more positions than indicated in the annual budget. We will get additional funding, as we are out of funding protection, and we want to ensure we begin the school year with the supports that are required.

### **BCASBO AGM**

Lynn Heriot, Alex Campbell and myself attended the BCASBO AGM in May. The focus was on *Innovation*. Feature speakers included: Sarah Prevette, founder of the Future Design School, which she launched to empower all individuals to be creators and help turn great ideas into meaningful innovation; Nickolas Badminton who spoke about how technology is affecting the workplace and the world; and the Minister of Finance, Michael de Jong.

### **School Enhancement Project funding and School Bus Replacements**

We were successful in getting monies to replace the metal roofing at Christina Lake Elementary School, but will need to contribute \$50,000 to the project. We will need to adjust our Annual Facilities Grant plan, several projects planned have been quoted under budget, and we also have a rebate or \$35,000 coming from Fortis for the boiler project we did at GFSS this year. Those monies will be deposited into our operating account, not our special purpose account, and we may need to utilize those monies to cover some of this \$50,000.

We will be getting two new buses to be added to our fleet for the 2016-2017 school year.

## School District No. 51 (Boundary)

As of May 31, 2016

### Head Count Enrolment

	April 30, 2016	April 30, 2016	Increase (Decrease)	September 30, 2015
<b>Secondary</b>				
Boundary Central	135	136	(1.0000)	134
Grand Forks	337	335	2.0000	345
<b>Elementary</b>				
Beaverdell	14	14	-	15
Big White	50	50	-	44
Christina Lake	73	71	2.0000	71
Greenwood	26	26	-	26
Hutton	264	264	-	252
Midway	37	37	-	34
Perley	226	222	4.0000	226
West Boundary	99	99	-	95
<b>Alternate School</b>				
Walker	33	33	-	26
<b>Total</b>	<b>1294.0000</b>	<b>1287.0000</b>	<b>7.0000</b>	<b>1268.0000</b>

## Expenditure Report

Object	Title	May	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	85,666.92	925,512.60		1,019,879	94,366	9
11	Teacher Salaries	590,645.32	5,261,756.09		5,849,165	587,409	10
12	Non-Teachers Salaries	258,685.91	2,516,480.65		3,045,932	529,451	17
13	Management Salaries	32,747.17	360,218.87		413,799	53,580	13
14	Substitute Salaries	41,715.35	315,512.71		440,026	124,513	28
19	Trustees Indemnity	6,502.82	71,239.52		78,866	7,626	10
21	Statutory Benefits	77,234.39	555,701.58		600,790	45,088	8
22	Pension Plans	125,686.22	1,205,696.37		1,368,615	162,919	12
23	Medical And Life Benefits	56,794.06	559,242.33		663,838	104,596	16
31	Services	32,358.38	399,187.66	16,350.02	539,675	124,137	23
33	Student Transportation	12,596.95	97,622.89		80,990	-16,633	-21
34	Training & Travel	15,333.55	197,945.73		249,223	51,277	21
36	Rentals & Leases	2,794.00	30,734.00		33,000	2,266	7
37	Dues And Fees	100	57,996.38		66,190	8,194	12
39	Insurance		66,222.50		68,400	2,178	3
51	Supplies	46,452.29	710,110.70	36,205.66	1,070,273	323,957	22
54	Electricity	41,272.12	266,093.83		303,210	37,116	12
55	Heat	4,001.38	86,956.24		127,100	40,144	32
56	Water And Sewage	2,130.84	13,357.67		22,400	9,042	40
57	Garbage And Recycling		10,808.84		14,850	4,041	27
<b>Totals</b>		<b>\$ 1,432,717.67</b>	<b>\$ 13,708,397.16</b>	<b>\$ 52,555.68</b>	<b>\$ 16,056,221.00</b>	<b>\$ 2,295,267.00</b>	<b>14</b>



## **Doug Lacey** **Director of Learning** **Month End Report** **May 2016**

### **Local Planning/Events**

- May 2<sup>nd</sup> Meeting with BFISS staff regarding StrongStart Centres for 2016-17*
- May 2<sup>nd</sup> Meeting with GFSS School-Based Team, Joanne Gidney and Brenda Fitzner regarding Evergreen Certificate eligibility*
- May 2<sup>nd</sup> Participated in Trustee/Senior Staff working session*
- May 3<sup>rd</sup> Meeting with Perley School-Based Team and Jeanette Hanlon regarding E.A. needs for 2016-17 school year*
- May 9<sup>th</sup> Participated in meeting with the BDTA regarding Day planning*
- August Participated in a webinar for the Middle Years Development Instrument with the UBC Human Early Learning Partnership*
- May 18<sup>th</sup> Meeting with Walker Development Centre Scholarship Committee*
- May 24<sup>th</sup> Attended BANAC and Metis Association celebration dinner for GFSS Aboriginal student grads*
- May 25<sup>th</sup> Meeting with Aboriginal Education teachers, Wanda Hecht and Marilyn Hanson*
- May 25<sup>th</sup> Had an initial conference call meeting with Carole Fullerton regarding Mathematics professional development opportunities in the District for 2016-17 school year.*
- May 25<sup>th</sup> Participated in meeting with the BDTA regarding August Day planning and potential changes to the BDTA application for Pro-D Assistance form*
- May 26<sup>th</sup> Participated in a planning meeting for an upcoming visit from the UBC Human Early Learning Partnership team September 19<sup>th</sup> to 21<sup>st</sup>*



### **Provincial/Regional/Community Meetings**

- May 2<sup>nd</sup> Chaired the regular monthly meeting of the Boundary Integrated Services Model Team*
- May 4<sup>th</sup> - 6<sup>th</sup> Attended Spring Kootenay/Boundary Regional BCSSA Chapter meetings in Invermere*
- May 10<sup>th</sup> Participated in the regular meeting of the Boundary Early Years Advisory Council*
- May 11<sup>th</sup> Participated in meeting of the Local Action Team Collaborative*
- May 12<sup>th</sup> & 14<sup>th</sup> Attended annual spring conference of the Network of Inquiring Schools in Richmond hosted by Linda Kaser and Judy Halbert*
- May 17<sup>th</sup> - 19<sup>th</sup> Attended Provincial Early Years Network Seminar with Ellen Strelaeff (BFISS) in Richmond*



Annual Budget

## **School District No. 51 (Boundary)**

June 30, 2017

# School District No. 51 (Boundary)

June 30, 2017

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



## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (BOUNDARY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2016/2017 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 51 (Boundary) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$18,173,831 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 14th DAY OF JUNE, 2016;

READ A SECOND TIME THE 14th DAY OF JUNE, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF JUNE, 2016;

(Corporate Seal)

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 51 (Boundary) Annual Budget Bylaw 2016/2017, adopted by the Board the 14th DAY OF JUNE, 2016.

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Secretary Treasurer

# School District No. 51 (Boundary)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	1,248,000	1,248,125
Adult	0.250	0.250
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>1,248,250</b>	<b>1,248,375</b>
<b>Revenues</b>	\$	\$
Provincial Grants		
Ministry of Education	16,018,294	15,975,517
Other	112,774	195,195
Tuition		11,000
Other Revenue	200,000	206,200
Rentals and Leases	59,333	57,333
Investment Income	50,000	52,000
Amortization of Deferred Capital Revenue	731,827	750,353
<b>Total Revenue</b>	<b>17,172,228</b>	<b>17,247,598</b>
<b>Expenses</b>		
Instruction	12,594,902	12,998,972
District Administration	965,540	962,932
Operations and Maintenance	2,297,663	2,258,037
Transportation and Housing	1,869,332	1,884,046
Debt Services	1,394	1,556
<b>Total Expense</b>	<b>17,728,831</b>	<b>18,105,543</b>
<b>Net Revenue (Expense)</b>	<b>(556,603)</b>	<b>(857,945)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>250,000</b>	<b>600,000</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(306,603)</b>	<b>(257,945)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(306,603)	(257,945)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(306,603)</b>	<b>(257,945)</b>

# School District No. 51 (Boundary)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	15,526,689	15,798,221
Operating - Tangible Capital Assets Purchased	50,000	100,000
Special Purpose Funds - Total Expense	945,712	1,031,024
Capital Fund - Total Expense	1,256,430	1,276,298
Capital Fund - Tangible Capital Assets Purchased from Local Capital	395,000	
<b>Total Budget Bylaw Amount</b>	<b>18,173,831</b>	<b>18,205,543</b>

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

**DRAFT**

# School District No. 51 (Boundary)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017 Annual Budget \$	2016 Amended Annual Budget \$
<b>Surplus (Deficit) for the year</b>	<b>(556,603)</b>	<b>(857,945)</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(50,000)	(100,000)
From Local Capital	(395,000)	
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(445,000)</b>	<b>(100,000)</b>
Amortization of Tangible Capital Assets	1,255,036	1,274,742
<b>Total Effect of change in Tangible Capital Assets</b>	<b>810,036</b>	<b>1,174,742</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>253,433</b>	<b>316,797</b>

# School District No. 51 (Boundary)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget \$	2016 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	15,272,582	15,235,540
Other	112,774	104,148
Tuition		11,000
Other Revenue		6,200
Rentals and Leases	59,333	57,333
Investment Income	40,000	42,000
<b>Total Revenue</b>	<b>15,484,689</b>	<b>15,456,221</b>
<b>Expenses</b>		
Instruction	11,772,188	12,091,562
District Administration	842,542	839,318
Operations and Maintenance	2,297,663	2,258,037
Transportation and Housing	614,296	609,304
<b>Total Expense</b>	<b>15,526,689</b>	<b>15,798,221</b>
<b>Net Revenue (Expense)</b>	<b>(42,000)</b>	<b>(342,000)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>250,000</b>	<b>600,000</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(50,000)	(100,000)
Local Capital	(125,000)	(125,000)
Other	(33,000)	(33,000)
<b>Total Net Transfers</b>	<b>(208,000)</b>	<b>(258,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 51 (Boundary)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2017

	2017 Annual Budget \$	2016 Amended Annual Budget \$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	15,147,337	15,097,873
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
<b>Total Provincial Grants - Ministry of Education</b>	<b>15,272,582</b>	<b>15,235,540</b>
<b>Provincial Grants - Other</b>	<b>112,774</b>	<b>104,148</b>
<b>Tuition</b>		
Offshore Tuition Fees		11,000
<b>Total Tuition</b>	<b>-</b>	<b>11,000</b>
<b>Other Revenues</b>		
Miscellaneous		
ArtStarts		6,200
<b>Total Other Revenue</b>	<b>-</b>	<b>6,200</b>
<b>Rentals and Leases</b>	<b>59,333</b>	<b>57,333</b>
<b>Investment Income</b>	<b>40,000</b>	<b>42,000</b>
<b>Total Operating Revenue</b>	<b>15,484,689</b>	<b>15,456,221</b>

# School District No. 51 (Boundary)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source  
Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	5,905,294	5,849,165
Principals and Vice Principals	1,039,356	1,019,879
Educational Assistants	967,171	1,008,824
Support Staff	2,059,071	2,037,108
Other Professionals	507,208	492,665
Substitutes	415,936	440,026
<b>Total Salaries</b>	<b>10,894,036</b>	<b>10,847,667</b>
<b>Employee Benefits</b>	<b>2,539,009</b>	<b>2,633,243</b>
<b>Total Salaries and Benefits</b>	<b>13,433,045</b>	<b>13,480,910</b>
<b>Services and Supplies</b>		
Services	507,195	539,675
Student Transportation	80,990	80,990
Professional Development and Travel	239,223	249,223
Dues and Fees	66,190	66,190
Insurance	66,200	68,400
Supplies	666,286	845,273
Utilities	467,560	467,560
<b>Total Services and Supplies</b>	<b>2,093,644</b>	<b>2,317,311</b>
<b>Total Operating Expense</b>	<b>15,526,689</b>	<b>15,798,221</b>

# School District No. 51 (Boundary)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	4,975,318	108,465		91,845		315,886	5,491,514
1.03 Career Programs	51,780						51,780
1.07 Library Services	72,070			21,356			93,426
1.08 Counselling	78,060						78,060
1.10 Special Education	587,218	133,482	867,227	138,173		53,611	1,779,711
1.31 Aboriginal Education	140,848		99,944				240,792
1.41 School Administration		759,914		317,488		6,074	1,083,476
1.64 Other							-
<b>Total Function 1</b>	<b>5,905,294</b>	<b>1,001,861</b>	<b>967,171</b>	<b>568,862</b>	<b>-</b>	<b>375,571</b>	<b>8,818,759</b>
<b>4 District Administration</b>							
4.11 Educational Administration		37,495		52,242	137,749		227,486
4.40 School District Governance					78,034		78,034
4.41 Business Administration				128,819	102,954		231,773
<b>Total Function 4</b>	<b>-</b>	<b>37,495</b>	<b>-</b>	<b>181,061</b>	<b>318,737</b>	<b>-</b>	<b>537,293</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				20,676	49,848		70,524
5.50 Maintenance Operations				919,233	88,775	27,270	1,035,278
5.52 Maintenance of Grounds				63,831		3,500	67,331
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,003,740</b>	<b>138,623</b>	<b>30,770</b>	<b>1,173,133</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				13,061	49,848		62,909
7.70 Student Transportation				292,347		9,595	301,942
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>305,408</b>	<b>49,848</b>	<b>9,595</b>	<b>364,851</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>5,905,294</b>	<b>1,039,356</b>	<b>967,171</b>	<b>2,059,071</b>	<b>507,208</b>	<b>415,936</b>	<b>10,894,036</b>

**DRAFT** - Not Finalized

June 06, 2016 16:43

Agenda



# School District No. 51 (Boundary)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	5,491,514	1,271,489	6,763,003	573,867	7,336,870	7,619,340
1.03 Career Programs	51,780	10,454	62,234		62,234	59,320
1.07 Library Services	93,426	24,796	118,222	24,680	142,902	141,763
1.08 Counselling	78,060	17,302	95,362		95,362	95,444
1.10 Special Education	1,779,711	435,916	2,215,627	117,195	2,332,822	2,358,178
1.31 Aboriginal Education	240,792	58,556	299,348	77,077	376,425	384,855
1.41 School Administration	1,083,476	254,419	1,337,895	79,278	1,417,173	1,424,214
1.64 Other	-		-	8,400	8,400	8,448
<b>Total Function 1</b>	<b>8,818,759</b>	<b>2,072,932</b>	<b>10,891,691</b>	<b>880,497</b>	<b>11,772,188</b>	<b>12,091,562</b>
<b>4 District Administration</b>						
4.11 Educational Administration	227,486	49,486	276,972	24,150	301,122	300,624
4.40 School District Governance	78,034	3,064	81,098	57,040	138,138	139,015
4.41 Business Administration	231,773	52,894	284,667	118,615	403,282	399,679
<b>Total Function 4</b>	<b>537,293</b>	<b>105,444</b>	<b>642,737</b>	<b>199,805</b>	<b>842,542</b>	<b>839,318</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	70,524	15,894	86,418	38,310	124,728	119,465
5.50 Maintenance Operations	1,035,278	246,717	1,281,995	293,872	1,575,867	1,542,220
5.52 Maintenance of Grounds	67,331	18,277	85,608	23,900	109,508	108,792
5.56 Utilities	-		-	487,560	487,560	487,560
<b>Total Function 5</b>	<b>1,173,133</b>	<b>280,888</b>	<b>1,454,021</b>	<b>843,642</b>	<b>2,297,663</b>	<b>2,258,037</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	62,909	13,776	76,685	3,200	79,885	77,791
7.70 Student Transportation	301,942	65,969	367,911	166,500	534,411	531,513
<b>Total Function 7</b>	<b>364,851</b>	<b>79,745</b>	<b>444,596</b>	<b>169,700</b>	<b>614,296</b>	<b>609,304</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>10,894,036</b>	<b>2,539,009</b>	<b>13,433,045</b>	<b>2,093,644</b>	<b>15,526,689</b>	<b>15,798,221</b>

**DRAFT** - Not Finalized

June 06, 2016 16:43

Agenda

# School District No. 51 (Boundary)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2017

	<b>2017</b>	2016 Amended
	<b>Annual Budget</b>	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	<b>745,712</b>	739,977
Other		91,047
Other Revenue	<b>200,000</b>	200,000
<b>Total Revenue</b>	<b>945,712</b>	1,031,024
<b>Expenses</b>		
Instruction	<b>822,714</b>	907,410
District Administration	<b>122,998</b>	123,614
<b>Total Expense</b>	<b>945,712</b>	1,031,024
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 51 (Boundary)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Service Delivery Transformation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			3,000	280,000			10,000		25,000
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	122,998	311,312			128,000	19,600	9,855	135,947	
Other				200,000					
	122,998	311,312	-	200,000	128,000	19,600	9,855	135,947	-
<b>Less:</b> Allocated to Revenue	122,998	311,312	3,000	200,000	128,000	19,600	14,855	135,947	10,000
<b>Deferred Revenue, end of year</b>	-	-	-	<b>280,000</b>	-	-	<b>5,000</b>	-	<b>15,000</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education	122,998	311,312	3,000		128,000	19,600	14,855	135,947	10,000
Other Revenue				200,000					
	122,998	311,312	3,000	200,000	128,000	19,600	14,855	135,947	10,000
<b>Expenses</b>									
Salaries									
Teachers		201,337							
Educational Assistants		44,588						74,898	
	-	245,925	-	-	-	-	-	74,898	-
Employee Benefits		65,387						23,264	
Services and Supplies	122,998		3,000	200,000	128,000	19,600	14,855	37,785	10,000
	122,998	311,312	3,000	200,000	128,000	19,600	14,855	135,947	10,000
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

## School District No. 51 (Boundary)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

Schedule 3A

	<u>TOTAL</u>
	<u>\$</u>
<b>Deferred Revenue, beginning of year</b>	<b>318,000</b>
<b>Add:</b> Restricted Grants	
Provincial Grants - Ministry of Education	727,712
Other	<u>200,000</u>
	<b>927,712</b>
<b>Less:</b> Allocated to Revenue	<u>945,712</u>
<b>Deferred Revenue, end of year</b>	<b><u>300,000</u></b>
<b>Revenues</b>	
Provincial Grants - Ministry of Education	745,712
Other Revenue	<u>200,000</u>
	<b>945,712</b>
<b>Expenses</b>	
Salaries	
Teachers	201,337
Educational Assistants	<u>119,486</u>
	<b>320,823</b>
Employee Benefits	88,651
Services and Supplies	<u>536,238</u>
	<b>945,712</b>
<b>Net Revenue (Expense)</b>	<b><u>-</u></b>

# School District No. 51 (Boundary)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Investment Income		10,000	<b>10,000</b>	10,000
Amortization of Deferred Capital Revenue	731,827		<b>731,827</b>	750,353
<b>Total Revenue</b>	<b>731,827</b>	<b>10,000</b>	<b>741,827</b>	760,353
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Transportation and Housing	1,255,036		<b>1,255,036</b>	1,274,742
Interest Payment				
Capital Lease		1,394	<b>1,394</b>	1,556
<b>Total Expense</b>	<b>1,255,036</b>	<b>1,394</b>	<b>1,256,430</b>	1,276,298
<b>Net Revenue (Expense)</b>	<b>(523,209)</b>	<b>8,606</b>	<b>(514,603)</b>	(515,945)
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	50,000		<b>50,000</b>	100,000
Local Capital		125,000	<b>125,000</b>	125,000
Capital Lease Payment		33,000	<b>33,000</b>	33,000
<b>Total Net Transfers</b>	<b>50,000</b>	<b>158,000</b>	<b>208,000</b>	258,000
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	395,000	(395,000)	-	
District Entered	31,606	(31,606)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>426,606</b>	<b>(426,606)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(46,603)</b>	<b>(260,000)</b>	<b>(306,603)</b>	(257,945)

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO.
GOVERNANCE/COMMUNICATION	<u>Whistle Blower Protection</u>	

**DATE ADOPTED:**

**DATE AMENDED:**

The Board of Education is committed to the highest standards of ethical conduct, integrity and accountability. The Board has a responsibility for the stewardship of the District. The Board encourages and supports employees, to report, while acting in good faith, what they reasonably believe to be substantive improper activity.

#### Reportable Activity

- An unlawful act, whether civil or criminal;
- Abuse of an imbalance of power;
- Actions detrimental to students or staff;
- Questionable accounting practices;
- Falsifying District records;
- Theft of cash, goods, services, time or fraud;
- Inappropriate use of District assets or funds;
- Decision making for personal gain;
- A dangerous practice likely to cause physical harm or damage to property, and,
- Retaliation, repercussion or reprisal for reporting under the policy

This list is not all-inclusive but is intended to give an indication of the kind of conduct which may be considered as 'reportable activity'.

#### Authority

- The responsibility for the day-to-day administration and enforcement of this policy rests with the Superintendent and the Secretary-Treasurer as authorized by the Board of Education.
- The provisions of this policy are independent of and supplemental to, the provisions of collective agreements between the Board and its Unions relative to grievance procedures, and to any other terms and conditions of employment.

#### Duty to Disclose

The Board expects that an employee who is aware of or witnessed any improper activity or wrong doing will bring the matter to the attention of the Superintendent, Secretary-Treasurer or Board Chair and give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances.

All reports are considered confidential and may be made anonymously.

## **Protection of Employee and Employer**

### **Employee**

Any employee(s) who files a report under this policy will be protected if the employee(s):

- Believes it to be substantially true;
- Does not act maliciously or make false allegations; and,
- Does not seek any personal or financial gain.

All reports under this policy will be handled with strict confidentiality and personally identifiable information from the report will only be shared to the extent necessary to conduct a complete and fair investigation.

No retaliation, including dismissal or demotion may result from reporting in good faith under this policy.

If an investigation reveals that the report was frivolously, fraudulently or maliciously made or undertaken for improper motives or without reasonable and probable basis, disciplinary action may be taken.

### **Employer**

Nothing in this policy shall be deemed to diminish or impair the rights of the District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of the information.

## **Reporting a Complaint**

- Employees and stakeholders should submit claims about any reportable activity to the Superintendent, Secretary-Treasurer or Board Chair at the School Board Office by either confidential email or regular mail.
- The report should contain particulars of the alleged improper activity and the name(s) and affiliation of each person involved.

## **Investigation Procedure**

- Upon receiving a complaint, the Superintendent, Secretary-Treasurer or Board Chair will record the receipt of the complaint and determine whether the matter is, in fact, a reportable activity under this procedure.
- If the complaint is determined to be a legitimate reportable activity, he or she will open an investigation file and commence an investigation in a timely manner.
- The investigation will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made, and witnesses, as appropriate.
- Employees will not impede or obstruct any investigation.
- The Superintendent, Secretary-Treasurer or Board Chair may enlist outside legal, accounting or other advisors, as appropriate, to assist in conducting the investigation.
- Confidentiality will be maintained, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the Board's policies.

- If the investigation establishes that improper activity has occurred, the Board will take appropriate corrective action in a timely manner.
- Records of all formal and informal resolutions, hearing and reviews will be kept by the Superintendent or Secretary-Treasurer.

To Board for Adoption June 14, 2016