



# School District No. 51 (Boundary)

Regular Meeting of the Board of Education

March 11, 2014 at 6:00 p.m.

School Board Office

## Agenda

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### Call to Order

### Presentations/Delegations

Project Based Learning – Mike Phelan, Principal GFSS and Doug Lacey, Director of Learning

### 10 Minute Comment Period

### Adoption of Agenda

### Adoption of Minutes

February 11, 2014 – Regular Board Meeting Minutes

### Report on In-Camera Meeting from February 11, 2014

The Board discussed personnel issues, properties/facilities, as well as the savings plan summary and the recent court ruling.

### Correspondence - Nil

### Business Items

#### 1. Superintendent's Report

- February 2014 Report (Attachment)
- Christina Lake Elementary School Field Trip (Attachment)

**MOTION:** "That the Board approve in principle the CLES field trip as presented."

- Dr. D. A. Perley Elementary School Field Trip (Attachment)

**MOTION:** "That the Board approve in principle the Dr. D. A. Perley Elementary School field trip as presented."

- West Boundary Elementary School Field Trip (Attachment)

**MOTION:** "That the Board give final approval to the West Boundary Elementary School field trip as presented, with no cost to the Board."

- School Calendars (Attachment)

**MOTION:** "That the Board approve the school calendars as presented."

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

- February 2014 Report (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

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**3. Update on the Court Ruling & Provincial Status on Bill 28**

- BCSTA Stability Action Plan for Students (Attachment)

**4. Director of Learning Report**

- February 2014 Report (Attachment)

**5. Four School Model Review and Decision (Attachment)**

**6. Talking Break**

Project Based Learning/Student Engagement

**7. Committee Reports**

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

**MOTION:** "That the Board approve for circulation the Respectful Workplace policy."

**8. Trustee Reports**

- BCPSEA/BCSTA Rep Council
- BCSTA Provincial Council
- BCSTA Provincial Council Questions (Attachment)
- Other

**9. Around the Boundary February 2014**

**10. Trustee Activities and Upcoming Events**

BCSTA 110<sup>th</sup> AGM – April 24-27, 2014

**Future Agenda Items**

**Next Board Meeting:** April 8, 2014 – 6:00 p.m.  
Boundary Learning Centre

**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, February 11, 2014 at Boundary Central Secondary School Library

The Chairperson called the meeting to order at 5:10 p.m.

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

Absent: Mr. K. Harshenin Trustee

## Presentations/Delegations

Principal, Brian Foy and Vice Principal, Jennifer MacDonald, from West Boundary Elementary School, shared about the four school model.

## Adoption of Agenda

MOVED Riddle  
2ND Strukoff

“That the Agenda for February 11, 2014 be adopted as circulated.”

CARRIED

## Adoption of Minutes

MOVED Zitko  
2ND Strukoff

“That the Minutes of the January 14, 2014 Board Meeting be adopted as circulated”

CARRIED

## Report on In-Camera Meeting from January 14, 2014

The Board discussed personnel issues, properties/facilities, that the Support Staff Agreement was ratified, the process for hiring the BCSS Principal and the Budget Process.

## Correspondence

Nil

## Business Items

### 1. Superintendent’s Report

- The Superintendent reported on school visits and meetings attended in and out of the District.
- West Boundary Elementary Field Trip  
Trustee Zitko declared a conflict based on a non-pecuniary interest as she is involved with the organizing of the field trip.

MOVED Riddle  
2ND Reid

“That the Board approve in principle the West Boundary Elementary School grade 6/7 June 9-12, 2014 field trip to Vancouver/Victoria.

CARRIED

### 2. Secretary-Treasurer’s Report

The Secretary-Treasurer provided an update on the finances as well as presented the month end expenditure and enrolment reports.

**3. Director of Learning Report**

Director of Learning, Doug Lacey, reported on January school visits, District meetings as well as District learning initiatives. He also reported on the Special Education, Kindergarten meeting and Aboriginal Education events for January.

**4. Amended Budget Bylaw**

The Secretary-Treasurer presented the 2013/2014 amended budget.

MOVED Gee  
2ND Zitko

“That the Board unanimously agrees to give the Amended Annual Budget Bylaw all three readings at this meeting of February 11, 2014.”

CARRIED

MOVED Zitko  
2ND Reid

“A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (Boundary) (called the “Board”) to adopt the Amended Annual Budget of the Board for the fiscal year 2013/2014 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the “Act”).

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District No. 51 (Boundary) Amended Annual Budget Bylaw for fiscal year 2013/2014.

3. The attached Statement 2 showing the estimated revenue and expense for the 2013/2014 fiscal year and the total budget bylaw amount of \$17,932,212 for the 2013/2014 fiscal year was prepared in accordance with the Act.

4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2013/2014.

CARRIED

MOVED Reid  
2ND Strukoff

“That the Board of Education of School District No. 51 (Boundary) approve the Amended Annual Budget Bylaw for 2013/2014 fiscal year, as read a first, second and third time, passed and adopted the 11th day of February 2014.”

CARRIED

**5. Talking Break**

Nil

**6. Capital Project Bylaw No. 116619 (Bus Replacement)**

MOVED Strukoff  
2ND Reid

“That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 116619 all three readings at this meeting of February 11, 2014.”

CARRIED

MOVED Riddle  
2ND Reid

CARRIED

“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”).

Agenda

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the “Minister”) has approved Capital Project No. 116619.

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:

The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$328,431 for Project No. 116619 is hereby adopted.

This Bylaw may be cited as “School District No. 51 (Boundary) Capital Project Bylaw No. 116619.

CARRIED

MOVED Reid  
2ND Zitko

“That the Board of Education of School District No. 51 (Boundary) approve the Capital Project Bylaw No. 116619 as read a first, second and third time, passed and adopted the 11th day of February 2014.

CARRIED

**7. BCSTA Provincial Council Meeting – Motions**

Trustee Strukoff sought input into the motions for the Provincial Council Meeting on February 21-22, 2014.

**8. Committee Reports**

AbEd Committee – Trustee Gee reported on the Blessing Ceremonies she attended.

Policy Committee – Trustee Gee reported on the Policy Committee meeting and made the following motion:

MOVED Gee  
2ND Reid

“That the Board approve for circulation the following policy: “Gender and Sexual Minorities”.

CARRIED

Meeting recessed at 7:03 p.m.

Meeting re-convened at 7:40 p.m.

**9. Trustee Reports**

- BCPSEA/BCSTA Rep Council – Trustee Strukoff reported out.
- BISM - Trustee Strukoff and Director of Learning, Doug Lacey reported out.

**10. Around the Boundary January 2014**

Around the Boundary for January 2014 was presented.

Meeting adjourned at 7:55 p.m.



### **School Visitations**

- West Boundary Elementary School
  - Met with Principal Foy and Vice Principal MacDonald re 4 School Model
- Hutton Elementary School
  - Met with Principal Butler
  - Visited all classes. Highlights were 6/7 class writing and 2/3 class presenting partner work
- Boundary Central Secondary School
  - Met with Principal Bayles
  - Met with parents re input on 4 School Model
- Christina Lake Elementary School District
  - SBO staff presented to CLES PAC meeting
  - Visit to all classes. Highlights were 6/7 class writing and K/1 Aboriginal story.
- Perley Elementary School
  - SBO staff presented to Perley PAC meeting
  - Pink Parade – Anti-Bullying Day
- Grand Forks Secondary School
  - Met with Principal Stewart and Vice Principal Phelan



### **District Planning**

The Four Goals of the School District 51 Achievement Contract are:

1. To embed the Inquiry Process into teaching and learning throughout SD 51.
2. To improve student achievement in Reading, Writing and Numeracy.
3. To implement emerging technologies in teaching and learning in all classrooms for all students in SD 51.
4. To develop a District-shared vision to embed Health Promoting Schools initiatives into the schools and classrooms of SD 51.

\*Doug, Jeanette and I were able to share these goals and our presentation with the CLES and Perley Parent Advisory Councils this month.

- BCSS Principal Process
  - Built the Principal profile with student, staff and parent input
  - Short list determined
  - Interviewed candidates
  - Offered the position and hired Bo Mafarlane as the BCSS Principal effective August 1, 2014.

- Teacher Intentions Forms for 2014/2015
  - Used an online process to distribute and collect the Teacher Intention Forms for the 2014/2015 school year.
- 4 School Review
  - Met with parents to receive feedback on the 4 School Model.
  - Surveyed staff online regarding their experiences with the 4 School Model.
  - Principal Foy and Vice Principal MacDonald provided feedback on the 4 School Model.

### **Ministry Initiatives**

- We have committed to being part of Wave 1 of the new student information system.
- District staff compiled and submitted SD51 cost requirements to the Ministry of Education to meeting court ruling requirements.

### **Meetings in District**

- Jim Holtz, Grand Forks Gazette
- District Leadership Team (using GoTo Meeting)
- Dr. Sebastian regarding “Doctors in Schools” program
- District Leadership Team at School Board Office
- August Days Planning Committee

### **Meetings out of the District**

- Met with WKTEP faculty and Zone Superintendents regarding future WKTEP program.
- Meeting with David Asbury and Ministry of Education – flight cancelled.

February 13, 2014

School Trustees  
Boundary School District (51)  
POE Box 640  
Grand Forks, BC  
VOH 1H0



Dear Trustees,

We are writing to you on behalf of the Grade 6/7 students and parents of Christina Lake Elementary school to request approval in principle for our year-end field trip to the Okanagan.

We hope the field trip will take place June 16<sup>th</sup> – June 19<sup>th</sup>, 2014. As you can see from our itinerary, it involves a number of both curricular and extra curricular activities and will be an excellent opportunity to celebrate the learning community that we have built together over the past year. In addition to those activities, we are excited to add a visit to BWCS to our itinerary as we have also built a strong connection with them through our shared principal this year.

Unfortunately at this time there are some aspects of the application form and itinerary that are still very tentative or incomplete. We have been in contact with UBC Okanagan but are unable to book our accommodation until March, our parent volunteers will not be selected until April when they are more certain of their schedules for June, and as you can see, we still haven't decided where to go for our "formal dinner" on our first night in Kelowna. If you have any suggestions about that, we would greatly appreciate them!

Thank you for your consideration,

Sincerely,

Kirsten Nicolson and Toni Hoffman



# APPENDIX C

## 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: G.6/7 Year End Trip Lead Teacher: Nicolson/Hoffman

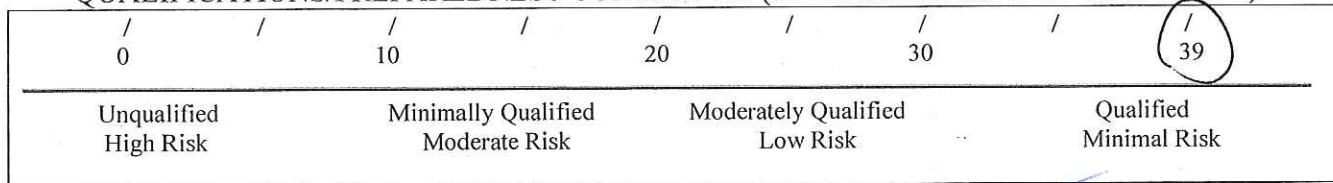
Training & Experience	Unqualified	Minimally Qualified	Moderately Qualified	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3
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 = 39/39

Potential Hazards: Swimming & climbing gym both have a potential for risk but have qualified instructors/lifeguards + are well controlled environments.

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: Cell contact for all chaperones; near emergency services except on highway driving! CLES has participated in BOTH on previous trips!

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



[Signature]  
Teacher's Signature

[Signature]  
Principal's Signature

Approved Yes ☒ No ☐

Date \_\_\_\_\_

Agenda

APPENDIX B

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

TEACHER Kirsten Nicolson/Toni Hoffman SCHOOL CLES  
DATE OF APPLICATION \_\_\_\_\_ DATE OF TRIP June 16-19, 2014  
ACTIVITY/DESTINATION Year end Kelowna / Big White Trip  
GRADE(S) 6/7 SUBJECT All (Socials, Science, PE, Lang Arts, Band)  
Please Check One Box: 1. Curricular ☐ 2. Extra-Curricular ☐

PLANNING:

GOALS OF TRIP To culminate a number of units in various subjects and celebrate the end of our year together while also encouraging the increased independence needed for a successful transition to EFTS.  
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) Monday, April 14th  
Number of Students Involved 29 Number & Names of Chaperones 7-8

Kirsten Nicolson  
Toni Hoffman  
5 Parent Chaperones (To be determined + possibly Shawn Lockhart in April)

TRIP COSTS:

METHOD OF TRAVEL Bus \$ \_\_\_\_\_  
LODGING ARRANGEMENTS 2 Nights UBC-O, 1 Night BWCS \$ 2736  
MEALS See budgeted costs listed on proposed \$ \_\_\_\_\_  
ADDITIONAL itinerary attached \$ \_\_\_\_\_  
TOTAL COSTS \$ \_\_\_\_\_

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

CLES PAC \$ TBA  
Conservation Education Assistance Fund Grant (Kettle River Study) \$ TBA  
\$ \_\_\_\_\_

I have read the School District Field Trip Policy

Approved By [Signature]  
Principal

[Signature] Teacher  
Superintendent of Schools

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

## Grade 6/7 Field Trip June 2014: Okanagan/Kelowna

Monday, June 16<sup>th</sup>

8:15 – 8:30 Pack Bus  
8:30 Depart  
8:30 – 10:30 Travel to Osoyoos  
10:30 – 11:00 Snack and Rest at City Park  
11:00 – 12:45 Travel to Summerland, Kettle Valley Steam Railway  
12:45 – 1:30 Bag lunches at Kettle Valley Steam Railway  
1:30 – 3:00 Kettle Valley Steam Railway  $\rightarrow \$7.50/\text{person} = \$270$   
3:00 – 4:30 Travel to UBC Okanagan  
4:30 – 5:15 Unpack/Dress for dinner  
5:15 – 5:45 Travel to \_\_\_\_\_ }  $\sim \$15/\text{person} = \$540$   
5:45 – 7:00 Formal dinner at \_\_\_\_\_  
7:00 – 7:15 Travel to H2O  
7:15 – 9:00 H2O  $\rightarrow \$6/\text{student}, \$10/\text{adult} = \$225$   
9:00 – 9:30 Travel to UBC O DORMS  $\rightarrow \$38/\text{person} \times 2 \text{ nights} = \$2736$   
9:30 – 10:00 Snack/Story time  
10:00 Lights Out

Tuesday, June 17<sup>th</sup>

7:00-7:45 Arise  
7:45 – 8:30 Continental Breakfast  $\rightarrow \$200 \text{ total for 3 Breakfasts } (\$5.70/\text{person})$   
8:30 – 9:45 Tour of UBC O  
9:45 – 10:00 Snack  
10:00 – 10:15 Travel to Kelowna Museum  
10:15 – 11:45 Museum (self guided tour & 'Ancient Egypt' program)  $\rightarrow \$4/\text{student} = \$116$   
11:45 – 12:00 Walk to City Park  
12:00 – 12:45 Lunch (Pick up Subway and take to park)  $\rightarrow \$6/\text{person} = \$216$   
12:45 – 1:00 Travel to Beyond the Crux  
1:00 – 3:00 Beyond the Crux Climbing Centre  $\rightarrow \$15/\text{person} = \$540$   
3:00 – 3:15 Travel to Kelowna Art Gallery  
3:15 – 4:45 Art Gallery Program (Tour and hands on activity)  $\rightarrow \$4/\text{student} = \$116$   
4:45 – 5:00 Travel to Old Spaghetti Factory  
5:00 – 6:15 Eat at Old Spaghetti Factory  $\rightarrow \$16/\text{person} = \$576$   
6:15 – 6:45 Return to UBC O  
6:45 – 8:45 Group Scavenger Hunt activity at UBC O (using digital cameras)  
8:45 – 9:30 Snack/Story time  
9:30 Lights Out

Wednesday, June 18<sup>th</sup>

7:30 – 8:00 Arise  
8:00 – 8:15 Pack Bus  
8:15 – 9:00 Breakfast/Check out

- 9:00 – 9:30 Travel to Farmer's Market (Behind Orchard Park Mall)
- 9:30 – 10:30 Farmer's Market in Groups – students budget to buy their own lunch  $-\$10/\text{person}$   
for later using \$10 provided  $= \$360$
- 10:30 – 11:30 Travel to Big White
- 11:30 – 12:30 Lunch (Bag lunches from Farmer's Market)
- 12:30 – 3:00 School Activities with Big White – duotang finishing etc.
- 3:00 – 5:00 Outdoor activities (lead by Mr. Lockhart) including visiting the headwaters of the Kettle River
- 5:00 – 6:00 Dinner (prepared at BWCS by parents)
- 6:00 – 9:00 Evening games and activities indoor/outdoor options (movie?)

Thursday, June 19<sup>th</sup>

- 7:30 – 8:00 Arise
- 8:00 – 8:30 Continental Breakfast
- 8:30 – 9:00 Rehearse
- 9:00 – 9:30 Band Performance for Big White
- 9:30 – 10:00 PE – capture the flag?
- 10:00 – 10:15 Pack bus
- 10:15 – 10:30 Snack/make sandwich for later
- 10:30 – 2:30 Travel to Christina Lake Elementary - stop at 2 or more designated locations to study/explore the Kettle River as it heads further into the Boundary – eat bag lunches somewhere on route (packed at Big White – sandwiches and fruit)  $-\$100 \text{ for sandwich supplies } (\$3/\text{person})$
- 2:30 – 3:15 Unload bus, final snack, finish duotang to hand in
- 3:15 Dismissal!

Total per student (without bus cost): \$168.20



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



TEACHER Darren Nordman SCHOOL Dr. D.A. Perley  
DATE OF APPLICATION March 4, 2014 DATE OF TRIP June 16-19, 2014  
ACTIVITY/DESTINATION Victoria (Legislature, BC Museum, Ocean study) Vancouver (Science World)  
GRADE(S) 7 SUBJECT Social studies, Science, Language Arts, Aboriginal Education  
Please Check One Box: 1. Curricular ☒ 2. Extra-Curricular ☐

## PLANNING:

GOALS OF TRIP to provide an opportunity to expand the learning and gain a better understanding of the curriculum covered in the intermediate years (L.A., Socials, Science)

## 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) Wed, Jan 22 2014

Number of Students Involved 29 Number & Names of Chaperones 4 total  
Darren Nordman - teacher  
Bob Chapman - Principal  
Parent 1 (Female T.B.A.) Parent 2 (Female T.B.A.)

## TRIP COSTS:

METHOD OF TRAVEL	<u>Bus / ferry</u>	\$ <u>362.5</u>
LODGING ARRANGEMENTS	<u>Dorms at UVIC (2) UBC (1)</u>	\$ <u>340.0</u>
MEALS	<u>Dinner only (breakfast included)</u>	\$ <u>204.0</u>
ADDITIONAL	<u>activities</u>	\$ <u>136.0</u>
<b>TOTAL COSTS</b>		<b>\$ <u>1042.5</u></b>

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

<u>Capital Commission Grant</u>	\$ <u>2400</u>
<u>Fundraising</u>	\$ <u>2805</u>
<u>Student contribution</u>	\$ <u>5220</u>

I have read the School District Field Trip Policy

Approved By

[Signature]  
Principal

[Signature]  
Teacher

Superintendent of Schools

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

## 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: Vancouver/Victoria June 16-19 2014 Lead Teacher: Darren Nordman

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

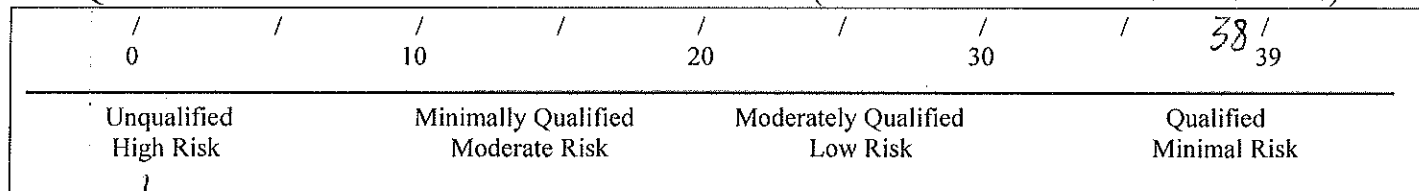
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

**TOTAL =** 38/39

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

Principal's Signature

Approved Yes ☐ No ☐

Date

8 December 2013

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Dear Parents,

I am proposing the idea that the Grade 7's have an end-of-the-year field trip to Victoria and Vancouver. The trip would take place from June 16<sup>th</sup> to the 19<sup>th</sup>. We would leave Perley at 8 am on the 16<sup>th</sup> and we would return by 9 pm on the 19<sup>th</sup>. Mr. Chapman has agreed to accompany us and we would require a couple of parent chaperones as well.

There are many educational and recreational opportunities for us on this trip. In Victoria, we would visit the Legislative Buildings and the Royal BC Museum as well as have an opportunity to explore the aquatic diversity of the beach at Beacon Hill Park. In Vancouver, we will do the 'Grouse Grind' and climb to the top of Grouse Mountain as well as visit Science World. Other activities will be included in our itinerary as well.

The estimated cost for the trip will be \$300. However, I have applied for and received a grant of \$2400 from the Capital For Kids program. It works out to about \$80 per participant. I believe fundraising can raise enough that the parental contribution would only probably be around \$100. It is vital that we have parental participation in the fundraising, especially in a leadership role.

We hope to have all Grade 7's participate, but some students might not be able to participate due to behavioural and academic reasons.

Please complete the questionnaire and hand in as soon as possible. If there is enough interest, we'll have a parent meeting in the new year.

Thank you,

Darren Nordman

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_

1. I support the idea of a Grade 7 field trip to Victoria and Vancouver. Yes No
2. I am willing to participate in fundraising activities Yes No
3. I am willing to coordinate the fundraising activities. Yes No
4. I am willing to put down a \$100 deposit in February or a \$25 deposit in February, March, April and May. The remaining amount will be paid one week before we go. Yes No
5. My son/daughter has had successful sleepovers at a non-family member's home. Yes No
6. I would/would not like to be considered as a parent chaperone for the trip.

# APPENDIX B

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

TEACHER Jennifer MacDonald SCHOOL WBES  
DATE OF APPLICATION Mar. 5, 2014 DATE OF TRIP June 9-12, 2014  
ACTIVITY/DESTINATION Vancouver / Victoria  
GRADE(S) 6 / 7 SUBJECT all subjects  
Please Check One Box: 1. Curricular ☒ 2. Extra-Curricular ☐

### PLANNING:

GOALS OF TRIP To visit parliament in Victoria, experience opportunities outside of the Boundary.

### 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) April 28 / 14

Number of Students Involved 35 Number & Names of Chaperones Rosanna Zitzko  
Kelly Fenwick Wilson  
Jennifer MacDonald  
plus 4 additional

### TRIP COSTS:

METHOD OF TRAVEL school bus \$  
LODGING ARRANGEMENTS UVic / UBC \$  
MEALS Combination bag lunch / cafeteria / restaurant \$ } see attachments  
ADDITIONAL venues / experiences \$  
TOTAL COSTS \$

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

Fundraising / Grants \$  
\$  
\$

I have read the School District Field Trip Policy

Approved By

[Signature]  
Principal

[Signature]  
Teacher

Superintendent of Schools

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



# APPENDIX C

## 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: June 9-12, 2014 Lead Teacher: Jennifer MacDonald

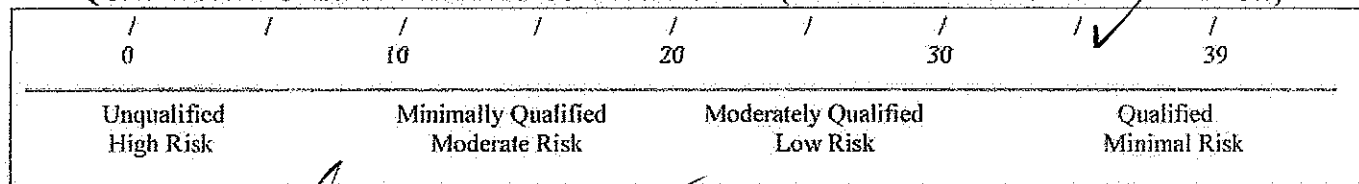
Training & Experience	Unqualified	Minimally Qualified	Moderately Qualified	Qualified
Local Knowledge	0	1	2	3
Certification/Qualifications	0	1	2	3
Equipment	0	1	2	3
Proven Decision Making Ability	0	1	2	3
Field Trip Experience	0	1	2	3
First Aid Training	0	1	2	3
Instructional Experience	0	1	2	3
Student Preparation	0	1	2	3
Chaperones/Supervisors	0	1	2	3
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 = 36/39

Potential Hazards: Bus breakdown / Homesick Students / Nausea - Ferrie / Miscommunication between chaperones

Other (A statement(s) regarding such factors as Emergency services availability, access to communications or other factors as may be applicable: All adults will have cell phones on the trip.

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



J. MacDonald  
Teacher's Signature

[Signature]  
Principal's Signature

Approved Yes ☐ No ☐

Date

## **Monday June 9<sup>th</sup>**

6:30 am	Leave Rock Creek (Student Packed Lunch)
2:00 pm	Aquarium
6:00 pm	Old Spaghetti Factory
7:30 pm	UBC Check-In
8:00 pm	UBC Pool
10:00 pm	Sleep

## **Tuesday June 10<sup>th</sup>**

7:30 am	Breakfast UBC
9:00 am	Grouse Mountain – Eye of the Wind, Lumberjack Show, Birds of Motion, Ranger Talks Eat packed lunch with show
5:00 pm	Ferry (Bring Dinner)
7:30 pm	Check-In UVic
8:00 pm	Bowling
10:00 pm	Sleep

## **Wednesday June 11<sup>th</sup>**

8:00 am	UVic Breakfast
9:00 am	Seawall
11:00 am	Parliament Buildings
12:30 am	Lunch Fisherman's Wharf
2:00 pm	Royal BC Museum / Bug Zoo
7:00 pm	Ferry – Bring Pizza
9:30 pm	Check-In UBC
10:00 pm	Sleep

## **Thursday June 12<sup>th</sup>**

8:00 am	Breakfast UBC
9:30	Science World - Chemistry Workshop
12:30 pm	Food Court Waterfront Shopping Center
2:00 pm	Flyover Canada
8:30 pm	Home (Dinner in Princeton)

## 6/7 Field Trip Budget 2014

Aquarium	\$ 350.00	estimate
Old Spaghetti Factory	\$ 715.00	\$16.25 x 44
UBC Accommodations 2 nights	\$ 2,160.00	before tax
Pool	\$ 132.00	\$3 x 44
UBC Boxed Breakfast	\$ 209.44	\$4.76 x 44
Grouse Mtn	\$ 1,120.00	estimate \$15 x 44
Lunch	\$ 440.00	\$10x44
Ferry	\$ 595.85	estimate with info I have
Uvic Accommodation + Breakfast	\$ 1,505.25	before tax
Chinese Dinner	\$ 715.00	estimate
Bowling	\$ 250.00	estimate
Barb's Fish and Chips	\$ 490.60	11.15 x 44
Royal BC Museum	\$ 324.00	Viking Show
Bug Zoo	\$ 218.40	
Pizza	\$ 400.00	estimate
Ferry	\$ 595.85	estimate with info I have
<del>UBC Accommodations</del>		
Breakfast	\$ 300.00	estimate
Science World	\$ 516.06	
Food Court	\$ 440.00	estimate
Flyover Canada	\$ 537.65	
Dinner	\$ 500.00	estimate
Bus	\$ 2,730.00	
Accommodations	\$ 525.00	also included bus driver in UBC & Uvic prices
	<b>\$ 15,770.10</b>	

**Grand Forks Secondary School**  
**PROPOSED SCHOOL CALENDAR**  
**2014 - 2015**

Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
	15-22	School and provincial exams
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	23	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	17-24	<b>School and provincial exams</b>
	25	Last Day for Students (Dismissal at 11:30 a.m.)
	26	Administrative Day

Days in Session	163
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)	7 hr 17 min
Minutes of Operation (Office Hours)	7:30 am to 4:15pm
Total Instructional Time	375 min/day
School Commences	8:18 am
Lunch (start and end time)	12:14 pm to 12:59 pm
Dismissal	3:31pm
Recess (start and end time) (elementary)	
Minutes in each block (secondary)	77, 76, 74, 71, 77
Minutes between blocks (secondary)	4 min. and one break of 5 min.

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

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

Principal's Signature

Date

**Dr. D. A. Perley Elementary  
PROPOSED SCHOOL CALENDAR  
2014 - 2015**

Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	19	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	6 hours 50 minutes 8:25 – 3:15
Minutes of Operation (Office Hours)	7:30 – 4:15 8 hours 45 minutes
Total Instructional Time	342 min/day
School Commences	8:25 am
Lunch (start and end time)	11:30 am – 12:23 pm
Dismissal	3:15
Recess (start and end time) (elementary)	1:30 – 1:45 pm

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

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

  
Principal's Signature

Mar. 4 2014  
Date

**John A. Hutton Elementary School**  
**PROPOSED SCHOOL CALENDAR**  
**2014 - 2015**

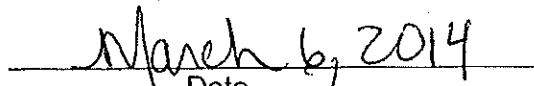
Month	Day	
August	26	District Professional Development Day
	27	District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	23	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	6 hr 50 min
Minutes of Operation (Office Hours)	7:30 am - 4:20 pm
Total Instructional Time	342 min/day (Elem) 375 min/day (Sec)
School Commences	8:30 am
Lunch (start and end time)	11:52 am - 12:45 pm
Dismissal	3:20
Recess (start and end time) (elementary)	2:05 - 2:20 pm
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


**Christina Lake Elementary School**  
**PROPOSED SCHOOL CALENDAR**  
**2014 - 2015**

Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	19	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	6 hours, 47 minutes
Minutes of Operation (Office Hours)	510 (7:30 am - 4:00 pm)
Total Instructional Time	342 min/day
School Commences	8:28 am
Lunch (start and end time)	11:30 am - 12:20 pm
Dismissal	3:15 pm
Recess (start and end time)	10:00 - 10:15 am

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

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

  
 Shawn Lockhart, Principal

  
 Date

**Boundary Central Secondary School**  
**PROPOSED SCHOOL CALENDAR**  
**2014 - 2015**

Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	23	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	7 hours 11 minutes
Minutes of Operation (Office Hours)	6:45 am – 4:00 pm
Total Instructional Time	342 min/day (Elem)      375 min/day (Sec)
School Commences	8:19 am
Lunch (start and end time)	12:16 pm – 12:56 pm
Dismissal	3:30 pm
Recess (start and end time) (elementary)	Nutrition break – 10:55 am – 11:02 am (7 minutes)
Minutes in each block (secondary)	76,77,74,71,77
Minutes between blocks (secondary)	3 minutes

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

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

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

\_\_\_\_\_  
03/03/14  
Date



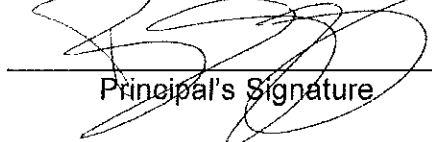
**MES/GES  
PROPOSED SCHOOL CALENDAR  
2014 - 2015**

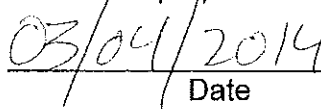
Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	23	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	GES 8:15 – 3:15
Total Instructional Time	342 min/day (Elem) 375 min/day (Sec)
School Commences	GES 8:20 – 3:09 MES 8:35 – 3:18
Lunch (start and end time)	GES 12:08 – 1:00 MES 12:27 – 1:15
Dismissal	GES 3:09 MES 3:18
Recess (start and end time) (elementary)	GES 10:15 – 10:30 MES 10:45 – 11:00
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


**West Boundary Elementary**  
**PROPOSED SCHOOL CALENDAR**  
**2014 - 2015**

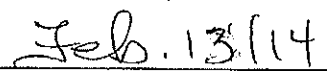
Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
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April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	7 hrs 12 min
Minutes of Operation (Office Hours)	(510) 7:30 a.m. - 4:00 p.m.
Total Instructional Time	342 min/day (Elem) 375 min/day (Sec)
School Commences	8:19
Lunch (start and end time)	12:30 - 1:30
Dismissal	3:31
Recess (start and end time) (elementary)	10:15 - 10:45
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

**Beaverdell Elementary**  
**PROPOSED SCHOOL CALENDAR**  
**2014 - 2015**

Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	23	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	6 hrs 57 min
Minutes of Operation (Office Hours)	(510) 7:30 a.m. - 4:00 p.m.
Total Instructional Time	342 min/day (Elem) 375 min/day (Sec)
School Commences	8:20
Lunch (start and end time)	12:30 - 1:30
Dismissal	3:17
Recess (start and end time) (elementary)	10:15 - 10:30
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

*Feb 13 /14.*


# Big White Community School PROPOSED SCHOOL CALENDAR 2014 - 2015

Month	Day	
August		District Professional Development Day
		District Professional Development Day
September	2	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	5	<b>Friday - School in Session</b>
October	13	Thanksgiving Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
	24	Provincial Professional Development Day TBC
November	11	Remembrance Day observed
	14	<b>Friday - School in Session</b>
December	18	School Closes for Winter Vacation (Last day of classes)
January	5	School Re-Opens after Winter Vacation (School in session Tuesday to Friday this week)
February	9	Family Day
	13	<b>Friday - School in Session</b>
March	19	School Closes for Spring Vacation (Last Day of classes)
April	3	Good Friday
April	6	Easter Monday (School in session Tuesday to Friday this week)
April	7	School Re-Opens after Spring Vacation
	10	<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	163
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)	6 hours, 47 minutes
Minutes of Operation (Office Hours)	510 minutes (8:00 am - 4:30 pm)
Total Instructional Time	342 min/day
School Commences	8:28 am
Lunch (start and end time)	12 noon - 1:00 pm
Dismissal	3:30 pm
Recess (start and end time)	10:00 - 10:20 am

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

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

  
 Shawn Lockhart, Principal

Feb 25/14  
 Date



## Month-end Report February 2014

J. Hanlon

Secretary-Treasurer

### **February Enrolment Count**

The second enrolment count was done on February 14, 2014. Our headcount is 1283 which is a decrease of 1 student since September. Our FTE is 1256.875 compared to 1263.25 in September. The statistics show that 25.4% of our students are aboriginal and 9.4% are categorized special needs. We are funded on FTE not headcount.

### **Professional Development**

Attended - Health & Safety Conference in Kelowna  
Leadership Series for BCASBO

### **T4's**

Lynn Heriot, Payroll Administrator, completed the T4's in February.

### **Operations**

The Operations Manager and I have been working on developing the budget for the Annual Facilities Grant for 2014-2015. At the last District Leadership meeting held with Principals on February 28<sup>th</sup>, we shared our spreadsheet by school so they could see each of the projects being requested. Some smaller items, as well as safety items, are scheduled to be done over Spring Break.



Since that meeting, we have been informed that the District will not be getting the Carbon Neutral Capital Grant which we applied for to help with the Hutton HVAC boiler upgrade. This project will now have to be fully funded under the Annual Facilities Grant, and therefore we will need to adjust the plan accordingly. We are still in the planning and costing stages. A meeting has been scheduled on April 1, 2014 to go over the plan with Trustees.

We continued to look for efficiencies in Function 5 -- Operations and Maintenance and Function 7 -- Transportation.

## **Budget Meetings**

During the month of February we met with Principals and Trustees to plan for the 2014/2015 budget. We are looking at opportunities to build a foundation to help address future educational challenges. The secondary schools are building their timetables earlier this year, and the elementary staffs are looking at configurations. We are trying earlier timelines in order to facilitate more meaningful conversations about the use of our Learning Improvement Funds.

We also met with the teacher and CUPE support staff unions to discuss the budget process and to seek input and suggestions from them.

Public finance meetings will be held on April 8, 2014 at the BLC in Midway at 7:00 p.m. and on April 9, 2014 at the SBO at 7:00 p.m.

**School District No. 51 (Boundary)**  
**Enrolment**  
**As of February 14, 2014**

**Head Count**

	<b>14-Feb-14</b>	<b>31-Jan-14</b>	<b>Increase (Decrease)</b>	<b>30-Sep-13</b>
GFSS	341	340	1.0000	342
Perley	255	257	(2.0000)	264
Hutton	244	242	2.0000	241
CLES	77	77	-	85
BCSS	123	126	(3.0000)	123
MES	30	32	(2.0000)	32
GWD	32	32	-	31
WBES	109	106	3.0000	107
BES	10	10	-	10
Big White	37	37	-	27
Walker	25	25	-	22
<b>Total</b>	<b>1283</b>	<b>1284</b>	<b>-1.0000</b>	<b>1284</b>

**School District No. 51 (Boundary)**  
**Enrolment**  
**As of February 14, 2014**  
**Compared to September 30, 2013**  
**Funded FTE**

	<b>February 14, 2014</b>	<b>September 30, 2013</b>	<b>Increase (Decrease)</b>
GFSS	324.125	326.875	(2.7500)
Perley	255	264	(9.0000)
Hutton	244	241	3.0000
CLES	77	85	(8.0000)
BCSS	117.75	119.75	(2.0000)
MES	30	32	(2.0000)
GWD	32	31	1.0000
WBES	109	107	2.0000
BES	10	10	-
Big White	37	27	10.0000
Walker	21	19.625	1.3750
<b>Total</b>	<b>1256.8750</b>	<b>1263.2500</b>	<b>-6.3750</b>



## Expenditure Report

Object	Title	February	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	82,566.25	644,733.23		995,249	350,516	35
11	Teacher Salaries	576,077.64	3,396,845.82		5,750,161	2,353,315	41
12	Non-Teachers Salaries	246,168.71	1,648,430.68		2,879,075	1,230,644	43
13	Management Salaries	32,589.83	260,718.64		403,401	142,682	35
14	Substitute Salaries	38,333.99	222,204.41		489,159	266,955	55
19	Trustees Indemnity	6,268.40	50,147.20		75,223	25,076	33
21	Statutory Benifits	74,089.81	288,287.23		573,573	285,286	50
22	Pension Plans	120,804.14	786,543.74		1,327,038	540,494	41
23	Medical And Life Benifits	52,802.89	371,175.12		614,496	243,321	40
31	Services	27,917.41	305,775.29	650.67	592,517	286,091	48
33	Student Transportation	9,761.67	45,104.16	586.24	83,105	37,415	45
34	Training & Travel	10,048.85	155,876.62		229,810	73,933	32
36	Rentals & Leases	5,588.00	22,352.00		33,528	11,176	33
37	Dues And Fees	141.76	58,889.92		71,790	12,900	18
39	Insurance	303	61,417.00		67,400	5,983	9
51	Supplies	61,206.39	521,990.78	18,268.13	1,075,192	534,933	43
54	Electricity	40,593.18	151,062.11		283,000	131,938	47
55	Heat	25,910.26	83,671.27		143,000	59,329	41
56	Water And Sewage	5,336.21	10,319.97		21,000	10,680	51
57	Garbage And Recycling	1,093.84	8,562.83		17,000	8,437	50
<b>Totals</b>		<b>1,417,602.23</b>	<b>9,094,108.02</b>	<b>19,505.04</b>	<b>15,724,717.00</b>	<b>6,611,104.00</b>	<b>42</b>

# Stability for Students Action Plan

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## Goal

The goal of the *Stability for Students Action Plan* is to ensure immediate and long-term stability in the provision of educational programs for students in BC's public education system. Student success must not be compromised during or after the resolution of the BC Supreme Court ruling between the Province of British Columbia and the BC Teachers' Federation (BCTF).

## Objectives

1. That there be no disruption to student programs or school and district configurations during the current school year as a result of the court ruling.
2. That resolution of class size and composition matters occurs at the provincial bargaining table.
3. If and when changes to current class size and composition are required, whether through negotiation, legislation or court ruling, that they be phased in so as to minimize disruption to students.
4. That any costs related to the changes to class size and composition be fully funded by the provincial government with no negative impact on current funding levels.

## Actions

1. BCSTA will immediately and strongly articulate the objectives of the *Stability for Students Action Plan* to the Provincial Government (including all MLAs). This will be accomplished through: direct meetings with Government and Opposition caucuses; formally in writing to the Premier and Minister of Education; and in-person meetings with the Minister and Deputy Minister of Education.
2. BCSTA will work with the BC Superintendents Association and the BC Association of School Business Officials to provide Boards of Education with information resources and tools to advance the objectives of the *Stability for Students Action Plan* in their communities and local MLAs.
3. BCSTA will communicate the objectives of the *Stability for Students Action Plan* to the general public through media releases, interviews, social media and Op Ed articles.
4. BCSTA will ensure Boards of Education are fully involved on all matters relating to the resolution of the court ruling through frequent communications, regional conference calls with Board Chairs and our existing governance structures.
5. BCSTA will continue to be fully involved in provincial bargaining with the BC Teacher's Federation and the BC Public School Employers' Association (BCPSEA) through the existing interim bargaining structure.



## February 2014 Report

Doug Lacey

Director of Learning

### School Visits

#### Hutton Elementary School

- Visited Mrs. Zorn's grade 6/7 class and observed students in the computer lab, library, and in the classroom working on ancient Rome research projects (Feb. 14)
- Visited Mrs. Thatcher's Grade 3/4 class and observed a math lesson on "making change" money transactions (Feb. 14)

#### Perley Elementary School



- Visited Mrs. Chursinoff's K/1 class and observed the students working on spelling, categorizing, and printing (Feb. 17)
- Visited Mrs. Henniger's K/1 class and observed "story sequencing" and printing lesson (Feb. 17)
- Visited Mrs. Peron's Grade 1/2 class and observed reading and writing student work (Feb. 17)
- Attended and gave presentation to CLES Parent Advisory Council with Jeanette Hanlon and Kevin Argue (Feb. 18)

#### Grand Forks Senior Secondary School

- Visited Mrs. Fraser's Chemistry 12 class and observed lesson on "chemical reactions"
- Visited Mr. DeHaan's Law 12 class and observed lesson on "dispute and resolution mechanisms" (Feb. 5)
- Visited and observed Mr. Johnson's Woodwork 10-12 class and observed students working on a variety of projects (Feb. 17)



#### Christina Lake Elementary School

- Attended and gave presentation to CLES Parent Advisory Council with Jeanette Hanlon and Kevin Argue (Feb. 5)
- Visited Ms. Stacey's K/1 class and observed "Reader's Theatre" of the Three Little Pigs (Feb. 24)
- Visited Ms. Sherstobitoff's grade 2/3 classroom and observed a group poetry reading (Feb. 24)
- Visited Christina Lake StrongStart Centre and observed "circle time" (Feb. 24)



## Special Education and Student Services

- Joanne Gidney and Toni Hoffman continue their mentoring work on I.E. P. writing with school Special Education staff. This is an on-going practice that will become part of District Special Education and Student Services work.
- Joanne Gidney has been working with individual schools as a support to enhance the work they are doing with students with special needs. This continues to be her major work on Wednesdays, as well as reviewing Special Education referral documents from schools. She has also been meeting regularly with Brenda Fitzner to ensure that timely and informative referrals are useful for our Psych. Ed. services.

## Aboriginal Education

- Aboriginal Learner Support Plans continue to be updated and used by Aboriginal teacher, Learning Assistance Teachers, and School Based Teams to exchange information.
- February 3 - All grade 8 and 9 students from BCSS attended the Career Fair in Kelowna. This provided good exposure to digital and tech careers. Hands-on animation institute was a hit!
- February 11-14 - Russell Podgurney facilitated Powow Dancing and singing wearing his cultural regalia in all East Boundary elementary schools
- February 12 - David Seven Deers presented to students Big White Community School about his background and traditions. He told the children part of the story "The Stone Song" from his latest book, Travelling Mother. Once again parents dug out a little snow dome with bench seats on the playground.
- February 14 - Russell Podgurney performed Powow Dancing and singing in his cultural regalia at MES and WBES
- February 17 - David Seven Deers went to Beaverdell where he spoke about animals and how they teach us then retold his story. Parents had set up stumps of firewood for the children to sit on.
- Feb 26 - David Seven Deers presented to Grade 4/5 students in the CLES, Perley and Hutton.
- During February all Aboriginal students in Grades 5, 6, and 9 across the Boundary completed a self-reporting survey on their cultural, physical, and emotional well-being.
- February 20 - GFSS drum group performed at the Mural Blessing Ceremony and at the **GFSS** Film Festival.
- February 20 - The GFSS Mural documentary film was shown at the film festival. (<http://www.sd51.bc.ca/gfss/The Re-Orientation.avi>)



## Ministry Reports

- Began working on the Annual Aboriginal Education Report for the Ministry with the Aboriginal self-reporting data for Grades 5, 6 and 9 that was completed this month.

## Partnership Meetings

- February 3 - Participated in BISM Meeting
- February 4 - Participated in Early Intervention Partners' Meeting
- February 6 - Participated in session identifying vulnerable students in all schools in our on-going work supporting vulnerable youth

- February 11 – Participated in meeting regarding rep for Children and Youth
- February 18 – Participated in “Learning Region” conversations with representatives of School Districts 20 and 8, Selkirk College, and College of the Rockies in Nelson
- February 19 – Chaired the Boundary Aboriginal Education Advisory Council meeting
- February 24 – Participated in BEYAC/CYNC partnership meeting

## Other

- February 11 – Participated in “Four School’s” model review with West Boundary parents
- February 14 – Sat on Hiring Committee for the Principalship of BCSS. Elementary and Hutton Elementary
- February 18 – Participated in budget planning and consultation process with trustees, school administrators, and senior management
- February 25 – Visited a pilot project-based learning lab for building teacher capacity at Abbotsford Senior Secondary.
- February 25 – 26 – Attended Apple Educational Leadership Conference in Vancouver. Focus on conference was engaging learners as we go forward in the digital information age. Michael Fullan was one of the major keynote speakers. Mike Phelan and Shawn Lockhart attended conference as well.
- February 27 – Spent the day doing Visitations of 6 classrooms in 4 schools in Maple Ridge with Mike Phelan and Shawn Lockhart; observed inquiry learning, project-based learning, one-to-one technology initiative. Had discussion regarding new reporting practices in the district



# Briefing Note



**Date: March 5, 2014**

**Topic: 4 School Review Process**

**The following steps have been taken by the SD51 Board of Education:**

- 1. Parent meeting at Boundary Central Secondary School to provide feedback to the Board of Education on the 4 School Model**
- 2. Survey staff at Greenwood, Midway, West Boundary and Beaverdell Elementary Schools for feedback on the 4 School Model**
- 3. Principal and Vice Principal Presentation on the 4 School Model**
- 4. SD51 Board of Education Working Session reviewing information on the 4 School Model**

**On March 11, 2014 the SD51 Board of Education will be making a decision on the future of the 4 School Model.**

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

SECTION	TITLE	NO.
HEALTH/SAFETY	<u>Respectful Workplace</u>	

**DATE ADOPTED:**  
**DATE AMENDED:**

A fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board of Education's commitment to delivering high quality public education and cultivating a reputation of excellence. Therefore the Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

The Board does not tolerate bullying or harassment and encourages all employees, parents, volunteers, contractors or other adults involved in the working or learning environment to speak up if they feel like they are being treated disrespectfully or subjected to bullying or harassment. The intent of this policy is to ensure that the problems individuals are facing are accurately identified as early as possible and resolved in a timely, respectful and effective manner.

Everyone is responsible for a respectful workplace.

The definition of bullying and harassment:

- Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated, or offended or intimidated, but
- Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

**1. The Board of Education is responsible for:**

- 1.1. Supporting an environment respectful of human rights and free from bullying and harassment; and
- 1.2. Ensuring that the policy is reviewed and updated as required.



## **2. The Superintendent and Senior Management Team are responsible for:**

- 2.1. Implementing this policy and ensuring that the provisions of this policy are communicated to all stakeholders such that;
  - 2.1.1. A consistent understanding and expectation is developed regarding respectful and appropriate behaviour in dealing with others, including the ability to speak or act without offending.
  - 2.1.2. If bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
- 2.2. Ensuring appropriate training is provided to all employees on the policy and regulations.
- 2.3. Participating in investigations and the administration of corrective disciplinary action as appropriate.
- 2.4. Reviewing and recommending updates to the policy as required.
- 2.5. Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board or Collective Agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the Teacher Collective Agreements.
- 2.6. Conducting investigations, or assisting in the investigation of complaints.
- 2.7. Providing or arranging for training in Respectful Workplace Procedures.

## **3. Principals and Managers are responsible for:**

- 3.1. Communicating and reviewing this policy and related procedure with the staff they supervise or manage;
- 3.2. Formulating, communicating and enforcing work requirements and behavioural expectations;
- 3.3. Conducting or arranging for investigations into complaints under this policy;
- 3.4. Mediating or arranging for mediation for resolution of complaints as appropriate and
- 3.5. Administering corrective disciplinary action.



#### **4. All employees are responsible for:**

- 4.1. Being aware of, and sensitive to issues of bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students;
- 4.2. Demonstrating professional and positive behaviour consistent with individuals who are responsible for the safety, learning and well-being of staff and students;
- 4.3. Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including the use of electronic communication;
- 4.4. Accessing the complaint procedure if they observe or experience bullying or harassment in the working or learning environment;
- 4.5. Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.

#### **5. Application**

- 5.1. This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons invited to or visiting Board property will strive to maintain the highest level of professional and personal courtesy when interacting with Board employees.
- 5.2. For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
- 5.3. Inappropriate behaviour by an adult toward a student is not covered by this policy. The *School Act*, the Ministry of Education – Teacher Regulation Branch, *Child, Family and Community Service Act* and the District's Collective Agreements will define and govern the standard of behaviour required by adults when dealing with students.
- 5.4. The conduct of the Board of Education is addressed in Board Policy 1110 Trustee Code of Ethics.
- 5.5. This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including

supervisory decisions involving work direction, evaluation, investigations and disciplinary action.

- 5.6. This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
- 5.7. This policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.

## **6. Expected Respectful Behaviour**

Members of the school community will:

- 6.1. Respect and value the contributions of all members of our school community, regardless of status or role in the organization;
- 6.2. Treat one another with respect, civility and courtesy;
- 6.3. Work honestly, effectively and collegially with employees and others;
- 6.4. Respond promptly, courteously, and appropriately to requests from others for assistance or information;
- 6.5. Use conflict management skills, together with respectful and courteous verbal communication to effectively manage disagreements among employees;
- 6.6. Encourage and support all employees in developing their individual conflict management skills and talents;
- 6.7. Have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences;
- 6.8. Recognize that differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as unacceptable or unreasonable to others;
- 6.9. Abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of, these policies and procedures through appropriate channels;
- 6.10. Demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes;

- 6.11. Model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.

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

### **1. Early/Site Based Resolution of Complaint**

- 1.1. Parties to a complaint are encouraged to attempt to resolve concerns at the earliest possible stage. Early/site based resolution is a process that provides an opportunity for parties to resolve a dispute in a respectful manner, without unnecessary escalation. In many cases the person may not have realized their actions or comments were being taken as harassing or bullying and will stop if it is brought to their attention.
- 1.2. Any individual who believes that they have been bullied or harassed may choose to:
  - 1.2.1. Attempt to resolve the issue by directly approaching the person(s) involved, stating clearly that the behaviour or actions are objectionable and must be stopped; and/or
  - 1.2.2. If, having chosen to approach the person(s) involved, the complainant finds that the behaviour does not stop or that the behaviour escalates; OR if the individual does not wish to address the person(s) involved directly, they may;
  - 1.2.3. Contact their supervisor; school Principal, Superintendent, Secretary-Treasurer, or union representative for advice and possible courses of action including possible mediation.
- 1.3. Where a site based resolution has been found, supervisors, managers or administrators will follow up by monitoring the situation, and as necessary, conducting subsequent meetings to ensure resolution is maintained.
  - 1.3.1. No written records of early/site based resolutions will be kept in the employee's personnel files.

### **2. Formal Complaint**

- 2.1. If the early/site based resolution process was not successful in resolving the complaint or the parties have decided not to make use of them, a formal complaint can be directed to the Supervisor who has responsibility for the area. In the event that the complaint is about parent or student behaviour, the complaint should be directed to the school Principal.

- 2.2. If the Supervisor is the cause of the complaint, the complaint would be directed to that person's Manager/Director.
- 2.3. If the Superintendent is the cause of the complaint, the complaint would be directed to the Chair of the Board of Education and the CEO of BCPSEA, subject to the Collective Agreement provisions.
- 2.4. All parent complaints about an employee of the Board should be directed first to the school Principal. If the complaint is about the school Principal or Vice Principal it should be directed to the Superintendent.
- 2.5. Any behaviour of a violent, threatening or criminal nature will be reported and a formal complaint filed.
- 2.6. Any behaviour which results in an employee filing for a WorkSafeBC claim must be reported to the Secretary-Treasurer and a formal complaint filed. The employee should also be advised to seek medical support.

### **3. Filing a Complaint**

- 3.1. Any individual who believes that they are being bullied or harassed may file a formal complaint. A formal complaint must:
  - 3.1.1. Explain the nature of the complaint in writing providing as much detail as possible as to the nature of the events and when they occurred and be signed and dated.
  - 3.1.2. Specify the name(s) of the person(s) involved if known;
  - 3.1.3. Where appropriate, indicate the steps taken by the complainant to attempt to resolve the matter, prior to filing a formal complaint; and
  - 3.1.4. Formal complaints must be filed no later than six months after the last event which caused the complaint.
  - 3.1.5. Anonymous complaints will not be investigated. The District is committed to safeguarding all employees willing to come forward from retaliation or reprisal.
  - 3.1.6. Frivolous or vexatious complaints will be dealt with in an appropriate manner and could result in a finding of a violation of the policy leading to discipline.

### **4. Investigating the Complaint**

- 4.1. The Superintendent or designate will conduct a confidential investigation of the complaint in order to determine the facts and assess whether this policy has been breached.
- 4.2. Once a complaint has been received by the District, the Superintendent or designate will review the complaint and contact the complainant within two business days.
- 4.3. The Superintendent or designate will determine the appropriate investigator for the complaint which may include an outside investigator. Only those who need to know will be contacted and provided with sensitive information to the extent necessary to resolve the complaint adequately. The investigator will discuss the complaint with the complainant, review details and gather supporting information.
- 4.4. Any individual named as a respondent in a complaint will be provided with a copy of the written complaint prior to their interview and, in addition to being interviewed, is encouraged to reply in writing to the allegations.
- 4.5. The investigation will proceed as quickly as possible and will not normally exceed four (4) weeks from the date of filing of the formal complaint.
- 4.6. The complainant and the respondent(s) will have a right to representation during the investigation process.
- 4.7. Both the complainant and the respondent(s) will receive copies of the findings from the investigation. No consequence or discipline will be included in the findings.
- 4.8. If the complaint involves School District employees, any resulting discipline will be retained in accordance with the provisions of the respective Collective Agreements.
- 4.9. If the finding is that there has been no breach of the policy, the record will be expunged unless otherwise requested by the respondent.
- 4.10. Complaints will not be considered under more than one Board policy or procedure.

## **5. Resolution**

When a formal complaint of bullying or harassment has been made, subject to the specific situation the following actions may be taken subsequent to investigation and findings:

- Training for one or both parties
- Counseling for one or both parties, including referral to the Employee and Family Assistance Program
- Strategies to restore a positive and respectful workplace and learning environment
- Restorative measures
- Transfer for one or both parties, subject to Collective Agreement language
- Disciplinary actions
- Exclusion from Board property – in the case of a parent/guardian, visitor, contractor or other third party
- Termination of contract – for contractors
- Civil or criminal proceedings
- Where the complaint is not upheld, no further action and expunging of the record.

## **6. Retaliation**

It is also considered a breach of this policy to take retaliatory action against a person who raises a concern or files a complaint under this policy.

## **Examples of Bullying and Harassment**

All employees of the School District are expected to refrain from any form of bullying or harassment. In order to provide further guidance, some examples of bullying and harassment are included below. While some of these actions, individually, may or may not constitute bullying or harassment, when taken in context of a whole situation they may qualify as a breach of the policy.

- Use of threatening or abusive language, profanity or language that is intended to be, or is perceived by others to be, demeaning, humiliating or offensive towards another person;
- Displaying unnecessary shows of temper or anger towards another person, particularly in front of others;
- Making threats of violence, retribution, litigation, financial or social harm; shouting or engaging in other speech, conduct or mannerisms that are reasonably perceived by others to represent intimidation or harassment;
- Throwing tools, office equipment, instruments, or other items as an expression of anger, criticism, or threat, or in an otherwise disrespectful or abusive manner;
- Spreading malicious rumours, gossip or innuendo about a person;
- Making insulting or humiliating comments about the performance of an employee, in public or private, or via e-mail or social media;
- Patterns of deliberate exclusion, isolation or alienation of an employee from normal work interaction, such as intentionally excluding them from meetings;

- Repeatedly undermining an employee, including encouraging others to “gang up” on them;
- Personal insults and name calling;
- Impeding a person’s work;
- Withholding necessary information or purposefully giving wrong information;
- Making jokes that a reasonable person would find offensive by spoken word, gestures, on paper or through electronic communication;
- Intruding on a person’s privacy by spying or stalking;
- Criticizing another person persistently;
- Tampering with another person’s belongings or work equipment;
- Persistently excluding or isolating someone socially;
- Retaliation;
- Addressing individual work performance issues in a public setting where others are present;
- Setting unachievable and unrealistic work expectations;
- Unfairly assigning unpleasant or undesirable tasks to one person on an ongoing basis.

To Board for Approval to Circulate- Mar 11/14

## BCSTA Budget Update

At the February 2014 Provincial Council the Finance Committee presented a draft budget based on a zero member fee increase. After discussion the following motion was passed by Provincial Council:

*That the Finance Committee provide the April 2014 Provincial Council with two 2014/2015 BCSTA Draft Budget options: a budget draft without a member fee increase and a budget draft with member fees increased by a cost-of-living adjustment.*

We have calculated the cost of living increase as one-and-one-half percent, based on the most recent five-year average of the Vancouver Consumer Price Index. This would provide an increase of approximately \$29,000 to the BCSTA budget.

To help the Finance Committee prepare the two requested budget options we are seeking your Board's input on two questions:

1. If member fees are increased by one-and-one-half percent, to which service areas should the additional funds be allocated (for example: trustee professional development, advocacy, communications, standing committees, branch support, other member services)? **Please indicate your Board's priority areas for increases.**
2. Due to increasing costs and declining enrollment, if member fees are not increased, services will need to be reduced by \$35,000 to achieve a balanced budget. This assumes that \$50,000 in government grant funds will be used to support the budget. If member fees are not increased, which service areas should be reduced to achieve a balanced budget (for example: trustee professional development, advocacy, communications, standing committees, branch support, other member services)? **Please indicate your Board's priority areas for decreases.**

**To provide sufficient time for the Finance Committee to prepare the two budget options please provide your Board's feedback on the above questions by Friday, March 21, 2014.**