



## School District No. 51 (Boundary)

Regular Meeting of the Board of Education

March 8, 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

- Non Instructional Days Update (Doug Lacey & Deb Klockenbrink presenting)
- Coding In Classrooms (Andrew McKinley presenting)
- Winter Survival Day

#### 10 Minute Comment Period

#### Adoption of Agenda

#### Adoption of Minutes

February 9, 2016 – Regular Meeting Minutes

#### Report on In-Camera Meeting from February 9, 2016

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

Board Chair Rezansoff declared a non-pecuniary conflict of interest for a portion of the February 9, 2016 Board of Education Closed Meeting.

#### Correspondence

#### Business Items

##### 1. Superintendent's Report

- Report for February 2016 (Attachment)
- School Calendars (Attachment)

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

- Grand Forks Secondary School Golf Field Trip to Spokane (Attachment)

**MOTION:** "That the Board approval in principle the Grand Forks Secondary School Golf Tournament field trip as presented."

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

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

**3. Director of Learning Report**

- Report for February 2016 (Attachment)

**4. Evolution of Learning**

**5. Talking Break** (Attachment)

- How do we “future proof” our students for when they leave our K-12 system?

**6. BCSTA Provincial Council**

**7. Committee Reports**

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

**MOTION:** “That the Board approve for circulation the Policy – *Whistle Blower Protection.*”

**8. Trustee Reports**

Rec Commission  
BISM  
District Literacy  
PAC Highlights

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

**9. February Around the Boundary**

**Trustee Activities and Upcoming Events**

- BCSTA 112th AGM – April 14 - 17, 2016

**Future Agenda Items**

**Next Board Meeting:**

**April 12, 2016**

**6:00 p.m. at the 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 9, 2016 at the School Board Office

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The Chairperson called the meeting to order at 6:06 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

**Absent:** Nil

Acknowledgement of the Aboriginal peoples and ancestors.

### **Presentations/Delegations**

- There was a presentation from a West Boundary Community Literacy group as well as a presentation from teachers Keira Angus, Tammy Jacobs and Amanda Vanlerberg regarding the use of the FreshGrade program.

### **Adoption of Agenda**

MOVED Zitko  
2ND Reid

*"That the Agenda for February 9, 2016 be adopted as circulated."*

CARRIED

### **Adoption of Minutes**

MOVED Strukoff  
2ND Reid

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

CARRIED

### **Report on In-Camera Meeting from January 12, 2016**

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

**Correspondence**

Nil

**Business Items**

**1. Superintendent's Report**

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

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

The Secretary-Treasurer reported on operation and transportation events for January 2016 and reported on the enrolment and expenditures to date.

**3. Director of Learning Report**

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

**4. Evolution of Learning**

The PAC consultation dates and questions were discussed.

**5. Talking Break**

There was discussion on how documentation and communication of student learning can enhance student success.

**6. Syrian Refugees**

The Board discussed the letter written by Mr. Ben Jepsen in regards to Syrian refugees coming to Grand Forks.

**7. Global Health Statement**

MOVED        Zitko  
2ND            Strukoff

["That The Board of Education sign on to the Global Health statement as a supporter of the statement for the integration of Health and Education."](#)

CARRIED

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

MOVED        Zitko  
2ND            Reid

["That the Board unanimously agrees to give the Amended Annual Budget Bylaw all three readings at this meeting of February 9, 2016."](#)

CARRIED

MOVED  
2ND                      Danyluk  
                              Jepsen

“A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (Boundary) (called the “Board”) to adopt the Amended Annual Budget of the Board for the fiscal year 2015/2016 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the “Act”).

1. Board has complied with the provisions of the Act respecting the amended annual budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 51 (Boundary) Amended Annual Budget Bylaw for fiscal year 2015/2016.
3. The attached Statement 2 showing the estimated revenues and the estimated expenditures for the 2015/2016 fiscal year and the total budget bylaw amount of \$18,470,543 for the 2015/2016 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the amended annual budget of the Board for the fiscal year 2015/2016.”

MOVED  
2ND                      Reid  
                              Riddle

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

CARRIED

MOVED  
2ND                      Riddle  
                              Zitko

“That the Board request that the name of the Budget Bylaw’s be changed to the Financial Framework for Supporting Student Success Bylaw.”

CARRIED

#### **9. Provincial Council**

The Board discussed the provincial council motions put forward and gave direction to Trustee Riddle.

#### **10. Trustee Committee Assignments/Liaisons**

The Trustee committee assignments/liaisons for 2016 were distributed.

### 11. Committee Reports

Trustee Danyluk reported on the AbEd Committee meeting. Trustee Riddle reported on the Finance Committee meeting and Secretary-Treasurer Hanlon reported on the Operations Committee meeting. The Policy Committee put forward the following motions:

MOVED        Zitko  
2ND            Reid

*"That the Board approve for circulation the policy [Video Surveillance – Exterior of Properties.](#)"*

*CARRIED*

MOVED        Reid  
2ND            Jepsen

*"That the Board approve and adopt policy No. 2060 – [Public Use of School Facilities.](#)"*

*CARRIED*

### 12. Trustee Reports

Trustee Strukoff reported on the Recreation Committee meeting as well as programs happening through BISM. Trustees Reid and Jepsen reported on highlights from PAC meetings attended, and Trustee Jepsen also reported on the District Literacy committee. Chair Rezansoff reported on the BCPSEA/BCSTA Rep Council meeting.

The Board discussed the motions. They support the motions being presented on behalf of the BCSTA Kootenay Boundary Branch.

### 13. Around the Boundary

Around the Boundary for January 2016 was presented.

Meeting adjourned at 9:00 p.m.

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Chairperson

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Secretary-Treasurer



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

***School Visitations***

- ***Perley Elementary School*** – Visited classrooms and met with Mr. Chapman. Presented Parent Consultation to Perley parents.
- ***Hutton Elementary School*** – Met with Ms. Butler and gave our Parent Consultation to Hutton parents.
- ***Christina Lake Elementary School*** – Visited the school and met with Mr. Lockhart.
- ***Grand Forks Secondary School*** – Met with the Principal and Vice Principal and visited some classes.

***District Planning***

- Presented planning for the new Framework for Enhancing Student Learning.
- SD51 Board Planning for upcoming Community Consultations on the New Curriculum, School and District Plans and District Financial Framework for Supporting Student Success.
- Early meetings regarding school staffing and budget topics with Principals/ Vice Principals and Board of Education.

***Achievement Contract***

*The 4 Goals of the SD51 Achievement Contract are:*

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

***Ministry Initiatives***

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

***Meetings out of the District***

- *Meeting with West Kootenay Teacher Education Program Coordinators in Nelson*
- *Meeting with West Kootenay Teacher Education Teacher Candidates*
- *Apple iOS 9.3 Education meeting – Trail – February 24<sup>th</sup>*

## ***Meetings in District***

*Hutton Technology Inquiry Team – February 1<sup>st</sup>*

*Boundary PVP Association meeting – February 3<sup>rd</sup>*

*District February NID Planning meeting – February 4<sup>th</sup>*

*RCMP Yes2It meeting – February 4<sup>th</sup>*

*Board of Education meeting – February 9<sup>th</sup>*

*District Leadership meeting – February 10<sup>th</sup>*

*SD51 District Curriculum NID – February 12<sup>th</sup>*

*SD51/BDTA Joint Curriculum Meeting – February 15<sup>th</sup>*

*SD51 Board and Leadership Team meeting – February 16<sup>th</sup>*

*Ministry Syrian Refugee Conference call – February 16<sup>th</sup>*

*SD51 and CUPE meeting – February 17<sup>th</sup>*

*SD51 Board and Hutton Parent Consultation – February 22<sup>nd</sup>*

*Policy Committee meeting February 23<sup>rd</sup>*

*Tech Survey Meeting – February 24<sup>th</sup>*

*District NI Day – February 26<sup>th</sup>*

*BISM meeting – February 29<sup>th</sup>*

*SD51 Board and Perley Parent Consultation – February 29<sup>th</sup>*





**Grand Forks Secondary**  
**PROPOSED SCHOOL CALENDAR**  
**2016 - 2017**

Month	Day	
August	29	District Professional Development Day
	30	District Professional Development Day
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
January	9	School Re-Opens after Winter Vacation (if last day is Dec. 15, school would re-open on Tuesday Jan 3)
	6	<b>Friday - School in Session</b> (if break is Dec 16 to Jan 2)
February	13	Family Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
March	16	School Closes for Spring Vacation (Last Day of classes)
April	3	School Re-Opens after Spring Vacation
April	14	Good Friday
	17	Easter Monday (School in session Tuesday to Friday this week)
April	21	<b>Friday - School in Session</b>
May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1
Length of School Day (ie: 6 hrs 45 mins)	7 hr 14 min
Minutes of Operation (Office Hours)	7:45 am to 4:15 pm
Total Instructional Time	375 min/day
School Commences	8:17am
Lunch (start and end time)	12:14 to 12:58 pm
Dismissal	3:31 pm
Minutes in each block	77, 76, 74, 71, 77
Minutes between blocks	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**

Jan 13, 2016  
**Date**

**Dr. D. A. Perley Elementary School  
PROPOSED SCHOOL CALENDAR  
2016 - 2017**


Month	Day	
August	29	District Professional Development Day ??
	30	District Professional Development Day ??
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
January	9	School Re-Opens after Winter Vacation (if last day is Dec. 15, school would re-open on Tuesday Jan 3)
	6	<b>Friday - School in Session</b> (if break is Dec 16 to Jan 2)
February	13	Family Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
March	16	School Closes for Spring Vacation (Last Day of classes)
April	3	School Re-Opens after Spring Vacation
April	14	Good Friday
	17	Easter Monday (School in session Tuesday to Friday this week)
April	21	<b>Friday - School in Session</b>
May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
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 (8Hours 45 minutes)
Total Instructional Time	342 minutes/day
School Commences	8:25
Lunch (start and end time)	11:30 – 12:23
Dismissal	3:15
Recess (start and end time) (elementary)	1:30 – 1:45

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

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

  
Principal's Signature

  
Date

**J. A. Hutton Elementary School**  
**PROPOSED SCHOOL CALENDAR**  
**2016 - 2017**

Month	Day	
August	29	District Professional Development Day
	30	District Professional Development Day
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
January	9	School Re-Opens after Winter Vacation (if last day is Dec. 15, school would re-open on Tuesday Jan 3)
	6	<b>Friday - School in Session</b> (if break is Dec 16 to Jan 2)
February	13	Family Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
March	16	School Closes for Spring Vacation (Last Day of classes)
April	3	School Re-Opens after Spring Vacation
April	14	Good Friday
	17	Easter Monday (School in session Tuesday to Friday this week)
April	21	<b>Friday - School in Session</b>
May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1
Length of School Day (ie: 6 hrs 45 mins)	6 hours 50 minutes
Minutes of Operation (Office Hours)	7:30 am to 4:20 pm
Total Instructional Time	342 min/day (Elem)
School Commences	8:30 am
Lunch (start and end time)	11:52 am to 12:45 PM
Dismissal	3:20 pm
Recess (start and end time) (elementary)	2:05 pm to 2:20 pm

**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**  
**2016 - 2017**

Month	Day	
August	29	District Professional Development Day ??
	30	District Professional Development Day ??
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
January	9	School Re-Opens after Winter Vacation (if last day is Dec. 15, school would re-open on Tuesday Jan 3)
	6	<b>Friday - School in Session</b> (if break is Dec 16 to Jan 2)
February	13	Family Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
March	16	School Closes for Spring Vacation (Last Day of classes)
April	3	School Re-Opens after Spring Vacation
April	14	Good Friday
	17	Easter Monday (School in session Tuesday to Friday this week)
April	21	<b>Friday - School in Session</b>
May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
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 (7:30 am to 4:00 pm)
Total Instructional Time	342 min/day (Elem)
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) (elementary)	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

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

Feb 29/16  
 \_\_\_\_\_  
 Date

**Boundary Central Secondary School**  
**PROPOSED SCHOOL CALENDAR**  
**2016 - 2017**

Month	Day	
August	29	District Professional Development Day
	30	District Professional Development Day
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
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May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1
Length of School Day	7 hours 11 minutes
Minutes of Operation	8:00 am to 4:00 pm
Total Instructional Time	375 min/day
School Commences	8:19 am
Lunch	12:16 pm to 12:59 pm
Dismissal	3:30 pm
Recess	10:55 am to 11:02 am
Minutes in each block	76, 77, 74, 71, 77
Minutes between blocks	3

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

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



Principal's Signature

February 23, 2016

Date


**GES/MES**  
**PROPOSED SCHOOL CALENDAR**  
**2016 - 2017**

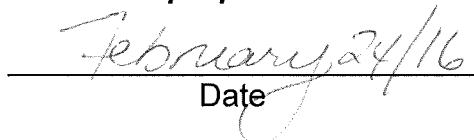
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Days in Session	163	
Number of Days of Instruction	155	
Number of Non-Instructional Days	7	
Number of Administrative Days	1	
Length of School Day (ie: 6 hrs 45 mins)	GES 6 hrs 49 mins	MES 6 hrs 43 mins
Minutes of Operation (Office Hours)	GES 8:30 – 2:15	
Total Instructional Time	342 min/day (Elem)	375 min/day (Sec)
School Commences	GES 8:20	MES 8:35
Lunch (start and end time)	GES 12:30 – 1:22	MES 12:29 – 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

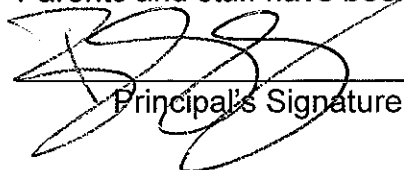
**(West Boundary Elementary)**  
**PROPOSED SCHOOL CALENDAR**  
**2016 - 2017**

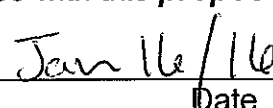
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Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1
Length of School Day (ie: 6 hrs 45 mins)	7 hrs. 12 min.
Minutes of Operation (Office Hours)	(510) 7:30 a.m. – 4:00 p.m.
Total Instructional 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)	10:10 – 10:40
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**  
**2016 - 2017**

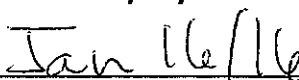
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	30	District Professional Development Day ??
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
January	9	School Re-Opens after Winter Vacation (if last day is Dec. 15, school would re-open on Tuesday Jan 3)
	6	<b>Friday - School in Session</b> (if break is Dec 16 to Jan 2)
February	13	Family Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
March	16	School Closes for Spring Vacation (Last Day of classes)
April	3	School Re-Opens after Spring Vacation
April	14	Good Friday
	17	Easter Monday (School in session Tuesday to Friday this week)
April	21	<b>Friday - School in Session</b>
May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
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



# Big White Community School PROPOSED SCHOOL CALENDAR 2016 - 2017

Month	Day	
August	29	District Professional Development Day ??
	30	District Professional Development Day ??
September	6	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	9	<b>Friday - School in Session</b>
October	10	Thanksgiving Day (school in session Tues to Thur this week)
	14	<b>Friday - School Not in Session – District Curriculum Day</b>
	21	Provincial Professional Development Day TBC
November	11	Remembrance Day
December	22	School Closes for Winter Vacation (Last day of classes) (other consideration is Dec. 15)
January	9	School Re-Opens after Winter Vacation (if last day is Dec. 15, school would re-open on Tuesday Jan 3)
	6	<b>Friday - School in Session</b> (if break is Dec 16 to Jan 2)
February	13	Family Day (School in session Tuesday to Friday this week)
	17	<b>Friday - School in Session</b>
March	16	School Closes for Spring Vacation (Last Day of classes)
April	3	School Re-Opens after Spring Vacation
April	14	Good Friday
	17	Easter Monday (School in session Tuesday to Friday this week)
April	21	<b>Friday - School in Session</b>
May	22	Victoria Day (School in session Tuesday to Friday this week)
	26	<b>Friday - School in Session</b>
June	28	Last Day for Students (Dismissal at 11:30 a.m.)
	29	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1
Length of School Day (ie: 6 hrs 45 mins)	7 hours, 2 minutes
Minutes of Operation (Office Hours)	510 minutes (8:00 am – 4:30 pm)
Total Instructional Time	342 min/day (Elem)      375 min/day (Sec)
School Commences	8:28 am
Lunch (start and end time)	12 noon – 1:00 pm
Dismissal	3:30 pm
Recess (start and end time) (elementary)	10:00-10:20 am
Minutes in each block (secondary)	n/a
Minutes between blocks (secondary)	n/a

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

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

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

Feb 29 / 16  
 \_\_\_\_\_  
 Date



SCHOOL DISTRICT No. 51 (Boundary)  
**FIELD TRIP FORM #5**  
Class or Group Trip OUT OF COUNTRY – ANY DURATION  
\*\*\*\*\*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 Jamie McKaig SCHOOL GFSS  
DATE OF APPLICATION Feb. 11 DATE OF TRIP Apr. 1 10/11  
ACTIVITY/DESTINATION Golf Tournament in Spokane (Deer Park)  
GRADE(S) 8-12 (golf team) SUBJECT \_\_\_\_\_  
PLANNING:  
GOALS OF TRIP experience

**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) parents contacted by phone

Number of Students Involved 4-5 Number & Names of Chaperones  
Jamie McKaig

**TRIP COSTS:**

METHOD OF TRAVEL Private Vehicles \$ 162 + 100 = \$262  
LODGING ARRANGEMENTS Apple Tree Inn Spokane 1 night \$ \$100  
MEALS 2 days \$ \$64  
ADDITIONAL / \$ /  
TOTAL COSTS \$ \$426

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

- kids pay their own \$ \_\_\_\_\_  
- I am reimbursed through extra curriculum budget \$ \_\_\_\_\_

- ☒ 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] Superintendent of Schools  
Principal

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

\* When I know for sure which students are going, 22  
I will have their parent/guardian fill out forms  
then.

# 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: Golf Tourney / April 11<sup>th</sup> Lead Teacher: McKraig

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

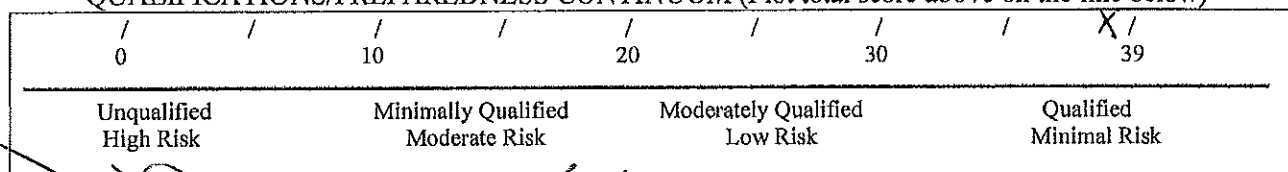
Location	High Risk	Moderate Risk	Low Risk	Minimal Risk
Severe Weather Probability	0	1	2	3
Terrain	0	1	2	3
Isolation	0	1	2	3
Environmental Hazards/Conditions	0	1	2	3

TOTAL = 38 /39

Potential Hazards: None

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

Feb. 11

APPENDIX C

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

J. McKaig 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: Golf tournament

Special Requirements/Equipment: Clubs

Location of Activity: Deer Park Golf Course

Town: Deer Park WA

Dates(s): April 10-11

Mode of Transportation: private vehicles

Accommodations: Apple Tree Inn

Field Trip Leader (must be staff member): J. McKaig

Chaperones: Another parent (Tom Frith / Dave Bartlett / Steve Barwick)

Departure Time/Date: April 10 10:00 am

Anticipated Return Time/Date: April 11 9:00 pm

If you have any questions at all regarding this activity, please contact the undersigned at 250-442-5218

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.

J. McKaig  
Field Trip Leader

[Signature]  
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

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

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

\_\_\_\_\_  
Date

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

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



## **Jeanette Hanlon Secretary-Treasurer's Report February 2016**

### **February Enrolment Count**

The second enrolment count was done on February 12, 2016. Our headcount is 1285, which is an increase of 17 students since September, and our FTE is 1,268.00 as compared to 1,248.375 in September. The statistics show that 24.8% of our students are Aboriginal and 11.2% are categorized special needs. We are funded on FTE not headcount.

### **Professional Development**

- Lynn Heriot, Dean Higashi and I attended a Health & Safety Conference in Kelowna hosted by School District No. 23.
- On February 12, 2016, the District facilitated several pro-d events. The custodians and bus drivers in the East participated in WHIMS 2015 training. Thank you to Maury Turgeon for teaching this. Bus drivers in the West viewed several video presentations on bus driving and dealing with student situations, with Dean Higashi facilitating. Custodians in the west were able to do some extra cleaning and upkeep in their schools.



### **T4's**

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

### **New Generation Network**

The new generation network (NGN) is up and running in all of our schools as of February 26. The Technology Department is continuing to work out some of the bugs and monitoring the bandwidth utilization.

### **Budget Meetings**

During the month of February, we met with Principals and Trustees to plan for the 2016/2017 budget. Once again we are using the Inquiry Process as a basis for examining opportunities to be considered by the Board that will enhance student learning.

We are hoping by early April to have the preliminary staffing requirements completed. After that date, schools will discuss how to best utilize the Learning Improvement Funds in their schools. The District is currently looking for efficiencies in District Administration, Operations and Maintenance as well as Transportation. We will receive our provincial funding allocation by March 15, 2016.



## School District No. 51 (Boundary)

As of February 12, 2016

### Head Count Enrolment

	February 12, 2016	September 30, 2015	Increase (Decrease)
<b>Secondary</b>			
Boundary Central	137	134	3.0000
Grand Forks	337	345	(8.0000)
<b>Elementary</b>			
Beaverdell	15	15	-
Big White	52	44	8.0000
Christina Lake	68	71	(3.0000)
Greenwood	24	26	(2.0000)
Hutton	264	252	12.0000
Midway	36	34	2.0000
Perley	222	226	(4.0000)
West Boundary	97	95	2.0000
<b>Alternate School</b>			
Walker	33	26	7.0000
<b>Total</b>	<b>1285.0000</b>	<b>1268.0000</b>	<b>17.0000</b>

## School District No. 51 (Boundary)

As of February 12, 2016

### FTE Enrolment

	February 12, 2016	September 30, 2015	Increase (Decrease)
<b>Secondary</b>			
BCSS	132.75	130.125	2.6250
GFSS	327	330	(3.0000)
<b>Elementary</b>			
BES	15	15	-
Big White	50	44	6.0000
CLES	68	71	(3.0000)
GWD	24	26	(2.0000)
Hutton	264	252	12.0000
MES	36	34	2.0000
Perley	222	226	(4.0000)
WBES	97	95	2.0000
<b>Alternate School</b>			
Walker	32.25	25.25	7.0000
<b>Total</b>	<b>1268.0000</b>	<b>1248.3750</b>	<b>19.6250</b>



## Expenditure Report

Object	Title	February	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	85,666.60	668,512.48		1,019,879	351,367	34
11	Teacher Salaries	591,071.78	3,486,801.06		5,849,165	2,362,364	40
12	Non-Teachers Salaries	149,557.21	1,651,028.90		3,045,932	1,394,903	46
13	Management Salaries	32,747.17	261,977.36		413,799	151,822	37
14	Substitute Salaries	25,828.21	200,033.91		440,026	239,992	55
19	Trustees Indemnity	6,473.67	51,789.36		78,866	27,077	34
21	Statutory Benefits	68,324.58	316,600.37		600,790	284,190	47
22	Pension Plans	116,271.73	820,227.78		1,368,615	548,387	40
23	Medical And Life Benefits	55,313.18	395,370.40		663,838	268,468	40
31	Services	16,235.96	266,157.69	690.71	539,675	272,827	51
33	Student Transportation	6,211.20	55,896.53		80,990	25,093	31
34	Training & Travel	14,358.92	145,690.42		249,223	103,533	42
36	Rentals & Leases	2,887.50	22,445.50		33,528	11,083	33
37	Dues And Fees	75	57,897.61		66,190	8,292	13
39	Insurance		66,222.50		68,400	2,178	3
51	Supplies	63,558.37	561,859.21	21,238.45	1,070,273	487,175	40
54	Electricity	15,570.08	167,139.77		303,210	136,070	45
55	Heat	22,940.89	59,758.76		127,100	67,341	53
56	Water And Sewage	3,412.90	9,361.86		22,400	13,038	58
57	Garbage And Recycling	1,106.88	8,354.60		14,850	6,495	44
<b>Totals</b>		<b>\$ 1,277,611.83</b>	<b>\$ 9,273,126.07</b>	<b>\$ 21,929.16</b>	<b>\$ 16,056,749.00</b>	<b>\$ 6,761,695.00</b>	<b>42</b>



**Doug Lacey**  
**Director of Learning**  
**Month End Report**  
**February 2016**

***Staff Learning and School Visits***

<i>February 1<sup>st</sup></i>	<i>Met with Hutton Technology Inquiry team regarding their Inquiry project</i>
<i>February 4<sup>th</sup></i>	<i>Participated in meeting of the BDTA leadership and District leadership regarding plans for the February 26th Non-Instructional Day</i>
<i>February 11<sup>th</sup></i>	<i>Joanne Gidney led a day of learning and sharing with all Special Education staff from all schools</i>
<i>February 12<sup>th</sup></i>	<i>Participated in the BDTA "Curriculum Implementation Training Day – Ed. Camp" with all District teaching staff</i>
<i>February 12<sup>th</sup></i>	<i>Joanne Gidney and Gillian Finlayson (Speech and Language Pathologist) led a day of learning and sharing with "East Boundary" Education Assistants at Perley Elementary, while Holley Harfman (Speech and Language Pathologist) led learning and sharing for "West Boundary" Education Assistants</i>
<i>February 16<sup>th</sup></i>	<i>Made classroom visitations at Perley Elementary and observed literacy and numeracy learning in Mrs. Henniger's, Mrs. Peron's, Mrs. McKinlay's and Ms. Abrosimoff's classrooms</i>
<i>February 17<sup>th</sup> - 19<sup>th</sup></i>	<i>Attended B.C. Alternate Education conference in Vancouver with Walker Development Centre teaching team</i>
<i>February 23<sup>rd</sup></i>	<i>Facilitated EDI session and District Kindergarten teacher sharing session. Kindergarten teachers and Strong Start facilitators worked together on connecting Core Competencies to play-based learning.</i>
<i>February 24<sup>th</sup></i>	<i>Made classroom visitations at Hutton Elementary and observed Dreambox math and student-led math and literacy sequences in Mrs. Jacob's class and geography project with connections to story-writing and "Book Creator" apps in Mrs. Grieve's class</i>
<i>February 26<sup>th</sup></i>	<i>Participated in District Pro-D day for all teachers and Education Assistants at GFSS</i>

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

<i>February 1<sup>st</sup></i>	<i>Chaired regular monthly meeting of the Boundary Integrated Services Model (BISM)</i>
<i>February 2<sup>nd</sup></i>	<i>Met with Boundary Individual and Family Support Services (BFISS) leadership team</i>
<i>February 2<sup>nd</sup></i>	<i>Met with Tyler Van Moll regarding the "Just Call Me Dad" program to share successes and growth of the program</i>

<i>February 3<sup>rd</sup></i>	<i>Participated in conference call meeting with Kootenay Boundary School District Directors and the Columbia Basin Environmental Education Network on upcoming plans for our participation in an Environmental Education Leadership Clinic in April</i>
<i>February 3<sup>rd</sup></i>	<i>Participated in conference call of CYMHSU Interior Local Action Team co-chairs</i>
<i>February 9<sup>th</sup></i>	<i>Attend MCFD learning session on Child Abuse and Neglect and Duty to Report protocols with a number of community partner agencies</i>
<i>February 9<sup>th</sup></i>	<i>Participated in School Board regular monthly closed and open meetings</i>
<i>February 10<sup>th</sup></i>	<i>Participated in Boundary Local Action Team (CYMHSU LAT) Co-Chair meeting</i>
<i>February 10<sup>th</sup></i>	<i>Participated in Principal/Vice Principal and District Leadership meeting</i>
<i>February 15<sup>th</sup></i>	<i>Participated in learning session of the Boundary Local Action Team on patient journey mapping processes and protocols.</i>
<i>February 15<sup>th</sup></i>	<i>Participated in a meeting of the BDTA/District Curriculum Implementation Committee</i>
<i>February 16<sup>th</sup></i>	<i>Participated in School Principal/Vice Principal/Trustee budgeting meeting</i>
<i>February 22<sup>nd</sup></i>	<i>Participated in Hutton PAC School Consultation Meeting</i>
<i>February 29<sup>th</sup></i>	<i>Chaired regular monthly meeting of the Boundary Integrated Services Model (BISM)</i>
<i>February 29<sup>th</sup></i>	<i>Attended Webinar with Ministry on Aboriginal Data Sets interpretation</i>
<i>February 29<sup>th</sup></i>	<i>Participated in Perley PAC School Consultation Meeting</i>



# Talking Break Question

How do we “future proof” our students for when they leave our K to 12 system?



## 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 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):

- Provided the information in good faith;
- 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 made in bad faith 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 Approval to Circulate March 8, 2016