



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

March 13, 2018 at 6:00 p.m.

School Board Office

Agenda

Call to Order

Opening Acknowledgement

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

Presentations/Delegations

Financial Literacy - Vice Principal, Scott Stewart

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

February 13, 2018 – Regular Meeting Minutes

Report on In-Camera Meeting from February 13, 2018

The Board discussed personnel issues, properties/facilities, business items, website update and the hiring process of the Secretary Treasurer and Superintendent.

Correspondence

Business Items

1. Superintendent's Report

- Report for February 2018 (Attachment)
- School Calendars (Attachments)

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

2. Secretary-Treasurer's Report

- Report February 2018 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

3. Update on Secretary Treasurer Appointment

4. Director of Learning Report

- Report for February 2018 (Attachment)

5. Consultation Process Update

6. Talking Break

- Why is it important to teach financial literacy in schools?

7. Committee Reports

- AbEd Committee
- Finance Committee
- Operations Committee
- Audit Committee
- Policy Committee

MOTION: "That the Board has reviewed the attached policies and agrees that there are no amendments required at this time." (Attachment)

MOTION: "That the Board approve the housekeeping changes to the following policies:

- Policy 1000 – The School District
- Policy 1120 – Concerns & Complaints
- Policy 1140 – Appeal Process
- Policy 1352 – Role of the Board Chair
- Policy 1353 – Role of the Vice Chair
- Policy 1354 – Role of the Trustee
- Policy 2000- Retention & Disposal of School District Documents."

MOTION: "That the Board approve the following policies be deleted:

- Policy 1240 – Recognition of Employee/Student in Special Circumstances
- Policy 1341 – School Planning Councils."

8. Trustee Reports

Rec Commission
BISM
District Literacy
PAC Highlights

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

9. Around the Boundary

Trustee Activities and Upcoming Events

- BCSTA AGM – April 26-29, 2018

Future Agenda Items

Next Board Meeting: April Date: To Be Announced
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 13, 2018 at the School Board Office

The Chairperson called the meeting to order at 6:00 p.m.

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

Absent: Mr. M. Danyluk Trustee

Acknowledgement of the Indigenous peoples and ancestors.

Presentations/Delegations

Brian Foy, Principal and two teachers, Kristen Doyle and Erin Madsen, presented on the new Digital Citizenship initiative at Grand Forks Secondary School.

Adoption of Agenda

MOVED Zitko
2ND Reid

[“That the Agenda for February 13, 2018 be adopted as circulated.”](#)

CARRIED

Adoption of Minutes

MOVED Rezansoff
2ND Reid

[“That the December 12, 2017 Regular Board Meeting minutes and the January 23, 2018 Special Open Meeting minutes be adopted as circulated.”](#)

CARRIED

Report on In-Camera Meeting from December 12, 2017

The Board discussed personnel issues, properties/facilities, business items as well as the website development and policy review process. Trustee Reid declared a non-pecuniary conflict of interest for a portion of the December 12, 2017 Board of Education Closed Meeting.

Correspondence

The Board discussed the Curling Team's request for funds to attend Provincials.

MOVED Rezansoff
2ND Reid

"That the Board provide the Grand Forks Secondary School Curling Team \$500 funding for Provincials"
CARRIED

Business Items

1. Superintendent's Report

The Superintendent reported on Principal professional development and school visitations as well as how teachers are taking lead in District Pro-D.

2. Secretary-Treasurer's Report

The Secretary-Treasurer presented the Operations/Transportation report for January 2018 and reported on expenditures to date as well as enrolment changes.

3. Director of Learning Report

The Director of Learning reported on the Shelley Moore and Leyton Schellert sessions, as well as meetings in and out of District during the month of January.

4. Framework for Enhancing Student Learning

The Board discussed the consultation process.

5. 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 13, 2018."

CARRIED

MOVED Rezansoff
2ND Zitko

"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 2017/2018 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 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$20,262,311 for the 2017/2018 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 2017/2018.

CARRIED

MOVED
2ND Reid
 Jepsen

“That the Board of Education of School District No. 51 (Boundary) approve the Amended Annual Budget Bylaw for 2017/2018 fiscal year, as read a first, second and third time, passed and adopted the 13th day of February 2018.”

CARRIED

6. BCSTA Provincial Council Motions

The Board discussed the Provincial Council Motions and gave direction to Trustee Jepsen for voting purposes.

7. Talking Break

Discussed the impacts that limiting access to digital devices during class time has had on the staff and students.

8. Committee Representation

Circulated the Committee representation list for 2018.

9. Committee Reports

The Indigenous Education Committee meeting was cancelled due to power outage. A financial update was presented at the District Leadership Team meeting held January 23, 2018.

10. Trustee Reports

- Trustee Rezansoff reported on the BCPSEA/BCSTA Rep Council meeting.
- Chair Strukoff and Director of Learning, Doug Lacey reported that at the BISM meeting they discussed considerations for spending of the Board’s rebate monies.

11. Around the Boundary

Presented Around the Boundary for January.

Meeting adjourned at 8:43 p.m.

DRAFT

Chairperson

Secretary-Treasurer

Kevin Argue- Superintendent of Schools



Month-End Report February 2018

School Visitations

- Schools I visited this month:
 - Perley Elementary -- visited classes and met with the Principal.
 - Hutton Elementary – visited classes and attended the Co-Learners day in Mrs. Zorn’s classroom.
 - Grand Forks Secondary – attended the School Assembly and visited classrooms. I met with the Principal and Vice Principal.
 - West Boundary Elementary – visited classrooms and met with the Principal.
 - Beaverdell Elementary – Visited the students and teacher

District Planning

- Planning and hiring of new Secretary Treasurer
- Planning for Superintendent hiring
- District Leadership Team and Board of Education Planning mtg
- Framework for Enhancing Student Learning District Plans posted
- Plans have been shared with the Community and Ministry of Education
- Learning51
 - **SD51 August Day – Professional Learning**
 - **School Based NID’s**
 - **Co-Learners – Leyton Schnellart – Doug Lacey**
 - **Building Inclusive Classrooms – Shelly Moore**
 - **Numeracy Teaching and Learning – Carole Fullerton**
 - **Indigenous Inquiry – Judy Halbert and Linda Kaser**
 - **Computational Thinking – Shawn Lockhart and SD51 teachers**
 - **Environmental Education – Place conscious learning**

- Planning for Indigenous Student Success
 - Enhancement Agreements
 - SD51 Indigenous Education Advisory Council
 - Indigenous Student forums at Boundary Central and Grand Forks Secondary Schools

Meetings out of the District

- Presented to 62 WKTEP Teacher Candidates re SD51 – Feb. 2

Meetings in District

- Meeting with Anne Cooper– Feb. 6
- Meeting with SD51 Managers– Feb. 7
- District Management Team mtg. Feb. 7
- District Leadership Team mtg. – Feb. 7
- Meeting with Tammy Sowinski – OLRC – Feb. 7
- Meeting with BDTA President – Debra Klockenbrink – Feb. 8
- Secretary Treasurer interviews – Feb. 13/14
- Board of Education Meeting – Feb. 13
- Mtg. with Shawn Lockhart re Computational Thinking Plan– Feb. 16
- Mtg. with Teacher re music plans – Feb. 16
- Mtg. with Amy Allen and Becky Deane – Feb. 19
- Meeting with Anne Cooper – Feb. 21
- Indigenous Inquiry Cohort – Feb. 26
- DLT and Board of Education planning mtg. -- Feb27



BCSS
PROPOSED SCHOOL CALENDAR
2018 - 2019

Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
	12	Friday - School in Session
	19	Provincial Professional Development Day TBC
December	20	School Closes for Winter Vacation
January	7	School Re-Opens after Winter Vacation
February	18	Family Day (School in session 3 days - Tuesday to Thursday this week as Friday, February 22 is a Pro D day for Teachers)
February	22	Friday - Pro D Additional Day for Teachers - Students Not In Session
March	14	School Closes for Spring Vacation (Last Day of classes)
April	1	School Re-Opens after Spring Vacation
April	22	Easter Monday (School in Session Tuesday to Friday this week)
April	26	Friday - School in Session
May	20	Victoria Day (School in session Tuesday to Friday this week)
	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	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 11 min
Minutes of Operation (Office Hours)	8:00 am to 4:00pm
Total Instructional Time	375 min/day (Sec)
School Commences	8:19am
Lunch (start and end time)	12:16-12:56pm
Dismissal	3:30pm
Recess (start and end time) (elementary)	10:55 -11:02am
Minutes in each block (secondary)	76,77,74,71,77
Minutes between blocks (secondary)	3 min

School closed Friday unless otherwise noted.

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



 Principal's Signature



 Date

Grand Forks Secondary School
PROPOSED SCHOOL CALENDAR
2018 - 2019

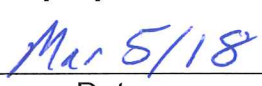
Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
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April	26	Friday - School in Session
May	20	Victoria Day (School in session Tuesday to Friday this week)
	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	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 hrs
Minutes of Operation (Office Hours)	7:45 -4:15
Total Instructional Time	342 min/day (Elem) 375 min/day (Sec)
School Commences	8:17
Lunch (start and end time)	12:14 – 12:58
Dismissal	3:31
Recess (start and end time) (elementary)	N/A
Minutes in each block (secondary)	77, 76, 74, 71, 77
Minutes between blocks (secondary)	5 min

School closed Friday unless otherwise noted.

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


 Vice Principal's Signature


 Date

Dr. D. A. Perley Elementary School
PROPOSED SCHOOL CALENDAR
2018 - 2019

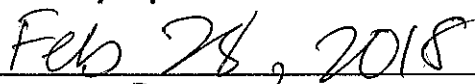
Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
	12	Friday - School in Session
	19	Provincial Professional Development Day TBC
December	20	School Closes for Winter Vacation
January	7	School Re-Opens after Winter Vacation
February	18	Family Day (School in session 3 days - Tuesday to Thursday this week as Friday, February 22 is a Pro D day for Teachers)
February	22	Friday - Pro D Additional Day for Teachers - Students Not In Session
March	14	School Closes for Spring Vacation (Last Day of classes)
April	1	School Re-Opens after Spring Vacation
April	22	Easter Monday (School in Session Tuesday to Friday this week)
April	26	Friday - School in Session
May	20	Victoria Day (School in session Tuesday to Friday this week)
	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	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 (8 Hours 45 Minutes)
Total Instructional Time	342 min/day (Elem)
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 closed Friday unless otherwise noted.

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


 Principal's Signature


 Date

John A. Hutton Elementary School
PROPOSED SCHOOL CALENDAR
2018 - 2019

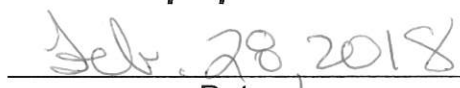
Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
	12	Friday - School in Session
	19	Provincial Professional Development Day TBC
December	20	School Closes for Winter Vacation
January	7	School Re-Opens after Winter Vacation
February	18	Family Day (School in session 3 days - Tuesday to Thursday this week as Friday, February 22 is a Pro D day for Teachers)
February	22	Friday - Pro D Additional Day for Teachers - Students Not In Session
March	14	School Closes for Spring Vacation (Last Day of classes)
April	1	School Re-Opens after Spring Vacation)
April	22	Easter Monday (School in Session Tuesday to Friday this week)
April	26	Friday - School in Session
May	20	Victoria Day (School in session Tuesday to Friday this week)
	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	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
Minutes in each block (secondary)	
Minutes between blocks (secondary)	

School closed 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
2018 - 2019

Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
	12	Friday - School in Session
	19	Provincial Professional Development Day TBC
December	20	School Closes for Winter Vacation
January	7	School Re-Opens after Winter Vacation
February	18	Family Day (School in session 3 days - Tuesday to Thursday this week as Friday, February 22 is a Pro D day for Teachers)
February	22	Friday - Pro D Additional Day for Teachers - Students Not In Session
March	14	School Closes for Spring Vacation (Last Day of classes)
April	1	School Re-Opens after Spring Vacation
April	22	Easter Monday (School in Session Tuesday to Friday this week)
April	26	Friday - School in Session
May	20	Victoria Day (School in session Tuesday to Friday this week)
	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	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 (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 closed Friday unless otherwise noted.

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



 Principal's Signature



 Date

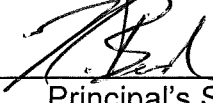
Midway / Greenwood Elementary Schools
SCHOOL CALENDAR
2018 - 2019

Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
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	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	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)	GES 6 hrs 49 mins MES 6 hrs 43 mns
Minutes of Operation (Office Hours)	GES/MES 7:30am – 3:30pm
Total Instructional Time	342 min/day (Elem)
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

School closed Friday unless otherwise noted.

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



 Principal's Signature

02/22/18

 Date

West Boundary Elementary
PROPOSED SCHOOL CALENDAR
2018 - 2019

Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
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	28	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 hrs 12 min
Minutes of Operation (Office Hours)	(510) 7:30 – 4:00
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 closed Friday unless otherwise noted.

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



 Principal's Signature



 Date

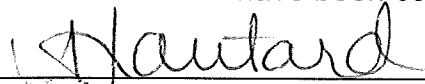
Beaverdell Elementary School
PROPOSED SCHOOL CALENDAR
2018 - 2019

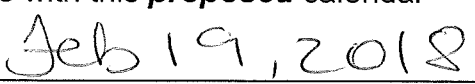
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June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	Administrative Day

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)	7:30 - 4:00
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 closed 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
2018 - 2019

Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
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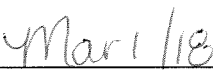
Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1
Length of School Day (ie: 6 hrs 45 mins)	7 hours, 2 minutes
Minutes of Operation (Office Hours)	510 (8:00 am – 4:30 pm)
Total Instructional Time	342 min/day (Elem)
School Commences	8:28 am
Lunch (start and end time)	12:30 pm – 1:30 pm
Dismissal	3:30 pm
Recess (start and end time) (elementary)	10:40 am – 11:00 am

School closed Friday unless otherwise noted.

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



 Principal's Signature



 Date

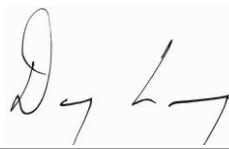
Walker Development Centre
PROPOSED SCHOOL CALENDAR
2018 - 2019

Month	Day	
August	28	District Professional Development Day
September	4	School Opening Day (Dismissal at 11:30 a.m.) (School in session Tuesday to Friday this week)
	7	Friday - School in Session
October	8	Thanksgiving Day (School in session Tuesday to Friday this week)
	12	Friday – School in Session
	19	Provincial Professional Development Day TBC
December	20	School Closes for Winter Vacation
January	7	School Re-Opens after Winter Vacation
February	18	Family Day (School in session 3 days - Tuesday to Thursday this week as Friday, February 22 is a Pro D day for Teachers)
February	22	Friday –Pro D Additional Day for Teachers – Students Not In Session
March	14	School Closes for Spring Vacation (Last Day of classes)
April	1	School Re-Opens after Spring Vacation)
April	22	Easter Monday (School in Session Tuesday to Friday this week)
April	26	Friday - School in Session
May	20	Victoria Day (School in session Tuesday to Friday this week)
	24	Friday - School in Session
June	27	Last Day for Students (Dismissal at 11:30 a.m.)
	28	Administrative Day

Days in Session	163
Number of Days of Instruction	155
Number of Non-Instructional Days	7
Number of Administrative Days	1

School closed Friday unless otherwise noted.

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



 Principal's Signature

March 6, 2018

 Date



Secretary-Treasurer's Report

J. Hanlon, Secretary-Treasurer

February 2018

February Enrolment Count

The second enrolment count was completed on February 16th. Our headcount was 1282, which is a decrease of five students since September. Our FTE on February 16th was 1,272.875 as compared to 1,284.125 in September. This decline is due to students either moving out of the District or dropping courses. Our funding continues to be based on our September FTE, not the February headcount and FTE.

T4's

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

Budget Meetings

I met with principals and trustees for 2018/2019 budget planning. Once again, we are using the Inquiry process as a basis for items to be considered by the Board for 2018/2019. Each school presented those considerations. We are also looking at class configurations based on the re-instated class size and composition language and non-enrolling ratios. Secondary schools are building their timetables and elementary schools are looking at configurations. We will receive our provincial funding allocation by March 15, 2018.



Local Capital Purchases

We have ordered computers for both Boundary Central Secondary and Grand Forks Secondary Schools. This purchase will complete the retrofit for both schools. We have also ordered a new truck for the Maintenance Department.

Consultation Process

I met with custodians and bus drivers in Grand Forks to discuss the consultation process and have asked them to complete the consultation survey. I also discussed this process with the Bus Lead hand in Midway and have asked him to encourage the bus drivers at the Midway facility to complete the survey as well. Dean Higashi, Operations Manager, will be meeting with the custodians in the West, and I will connect with maintenance over the next few days. I appreciate connecting with our Support Staff and value their input into the process.

**As of February 16, 2018
Compared to January 31, 2018
Head Count**

	February 16, 2018	January 31, 2018	Increase (Decrease)	September 30, 2017
Secondary				
BCSS	131	135	(4.0000)	128
GFSS	363	365	(2.0000)	365
Elementary				
BES	11	11	-	9
Big White	26	30	(4.0000)	30
CLES	85	85	-	81
GWD	30	30	-	28
Hutton	261	263	(2.0000)	266
MES	36	40	(4.0000)	43
Perley	230	230	-	230
WBES	75	75	-	75
Alternate School				
Walker	34	35	(1.0000)	32
Total	1282.0000	1299.0000	-17.0000	1287.0000

Expenditure Report

Object	Title	February	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	98,804.75	778,770.84		1,175,695	396,924	34%
11	Teacher Salaries	578,600.35	3,387,803.32		5,744,731	2,356,928	41%
12	Non-Teachers Salaries	286,959.80	1,919,585.26		3,221,382	1,301,797	40%
13	Management Salaries	36,723.10	293,784.80		449,489	155,704	35%
14	Substitute Salaries	64,850.38	373,055.88		556,096	183,040	33%
19	Trustees Indemnity	6,623.81	52,990.48		79,440	26,450	33%
21	Statutory Benefits	78,119.30	326,339.54		600,414	274,074	46%
22	Pension Plans	120,242.80	797,311.85		1,312,675	515,363	39%
23	Medical And Life Benefits	48,332.41	464,661.37		727,807	263,146	36%
31	Services	33,587.33	270,630.29		736,865	466,235	63%
33	Student Transportation	18,617.82	93,630.95		135,217	41,586	31%
34	Training & Travel	11,799.56	132,398.88		259,523	127,124	49%
36	Rentals & Leases	2,794.00	22,352.00		33,528	11,176	33%
37	Dues And Fees	74.95	57,796.38		71,890	14,094	20%
39	Insurance	303	53,652.92		57,500	3,847	7%
51	Supplies	45,775.21	561,680.72	16,344.39	1,155,214	577,189	50%
54	Electricity	11,120.75	172,245.44		329,400	157,155	48%
55	Heat	15,736.07	63,102.54		114,600	51,497	45%
56	Water And Sewage	1,285.35	8,698.15		21,730	13,032	60%
57	Garbage And Recycling	1,186.83	11,897.77		13,400	1,502	11%
Totals		\$ 1,461,537.57	\$ 9,842,389.38	\$ 16,344.39	\$ 16,796,596.00	\$ 6,937,862.23	41%



February 2018 Report

Director of Learning

Doug Lacey

Staff Learning and School Visits

- February 26th – Participated in the Boundary Indigenous Inquiry Group afternoon at the Perley Indigenous Education Centre.
- February 28th – Attended Grand Forks Secondary School Assembly for Pink Shirt Day

Provincial/Regional/Community Meetings

- February 5th - Chaired monthly meeting of the Boundary Integrated Services Model (BISM)
- February 5th – Kindergarten Transitions Planning Meeting with Erika Thorpe and Ellen Strelaëff
- February 6th - Kindergarten Transitions Planning Meeting #2 with Erika Thorpe, Jennifer MacDonald and Carrie Mader
- February 6th – Conference call, “Success for All Students”, with Dean Goodman
- February 13th – Kindergarten Transition Meeting morning and Kindergarten teachers’ EDI afternoon -Facilitated by Erika Thorpe and Ellen Strelaëff
- February 13th and 14th – Participated as member of Secretary Treasurer interview and hiring panel
- February 14th – Participated in MDI Results webinar for schools
- February 15th – Attended Boundary Metis Community Association evening of healing for Murdered and Missing Indigenous Women
- February 16th – Participated in Technology committee meeting of senior management
- February 17th – Participated in Principals/Vice Principals/Superintendent leadership meeting
- February 19th – Met with Amy Allen and Becky Deane regarding update of the “Stepping Stones” project
- February 20th – Conference Call with Columbia Basin Environmental Education Network facilitator regarding initial planning for Environmental Education Pro-D in the Boundary for fall of 2018



- February 27th – Participated Trustee/Principals/Vice Principals/Senior Staff second budget planning meeting
- February 27th – Attended BFS Men’s Group at the Glanville Centre
- February 28th – Participated in planning conference call with Selkirk College and School Districts 8, 10, and 20 regarding teacher and college instructor pro-d for the fall of 2018
- February 22nd – Chaired regular meeting of the Boundary Aboriginal Education Advisory Council

SCHOOL DISTRICT NO. 51 (BOUNDARY)

POLICIES REVIEWED

I N D E X

POLICY NAME	SECTION	NUMBER
<u>District Organizational Chart</u>	GOVERNANCE/COMMUNICATIONS	1030
<u>Availability of Board Agendas</u>	GOVERNANCE/COMMUNICATIONS	1060
<u>Distribution of Board Meeting Minutes</u>	GOVERNANCE/COMMUNICATIONS	1070
<u>Formulation of Policy</u>	GOVERNANCE/COMMUNICATIONS	1080
<u>Code of Ethics</u>	GOVERNANCE/COMMUNICATIONS	1110
<u>Steps for Addressing Concerns & Conflicts</u>	GOVERNANCE/COMMUNICATIONS	1130
<u>Ombudsman Inquiries</u>	GOVERNANCE/COMMUNICATIONS	1150
<u>Freedom of Information & Protection of Privacy</u>	GOVERNANCE/COMMUNICATIONS	1160
<u>Non-Sexist Environment</u>	GOVERNANCE/COMMUNICATIONS	1180
<u>Inclusive Environment</u>	GOVERNANCE/COMMUNICATIONS	1190
<u>Multiculturalism</u>	GOVERNANCE/COMMUNICATIONS	1200
<u>Long Service/Retirement</u>	GOVERNANCE/COMMUNICATIONS	1230
<u>Trustee Expenses</u>	GOVERNANCE/COMMUNICATIONS	1250
<u>Trustee Indemnity</u>	GOVERNANCE/COMMUNICATIONS	1260
<u>Vandalism</u>	GOVERNANCE/COMMUNICATIONS	1270
<u>Volunteers/Visitors</u>	GOVERNANCE/COMMUNICATIONS	1280
<u>Volunteers/Criminal Record Search</u>	GOVERNANCE/COMMUNICATIONS	1290
<u>Corporate Advertising</u>	GOVERNANCE/COMMUNICATIONS	1300
<u>Distribution of Materials</u>	GOVERNANCE/COMMUNICATIONS	1310
<u>Fundraising</u>	GOVERNANCE/COMMUNICATIONS	1320
<u>School Closure</u>	GOVERNANCE/COMMUNICATIONS	1330
<u>Parent Advisory Councils</u>	GOVERNANCE/COMMUNICATIONS	1340
<u>Distributing Union/Political Information</u>	GOVERNANCE/COMMUNICATIONS	1342
<u>Whistle Blower Protection</u>	GOVERNANCE/COMMUNICATIONS	1343
<u>Safety of Students & Staff – Maintenance of Order School Act – Section 177</u>	GOVERNANCE/COMMUNICATIONS	1344
<u>Guiding Principles</u>	GOVERNANCE/COMMUNICATIONS	1350

<u>Disposal of Land and Buildings</u>	FINANCE/FACILITIES	2005
<u>Schools Fees/Charges</u>	STUDENT SERVICES	2020
<u>Signing Authority - Absence of S.T., Super, etc.</u>	FINANCE/FACILITIES	2030
<u>Signing Authority - Legal Documents</u>	FINANCE/FACILITIES	2050
<u>Public Use of Facilities</u>	FINANCE/FACILITIES	2060
<u>Use of Facilities & Equipment by Staff</u>	FINANCE/FACILITIES	2065
<u>Video Surveillance – Exterior of Buildings</u>	FINANCE/FACILITIES	2070
<u>Video Surveillance – School Buses</u>	FINANCE/FACILITIES	2071
<u>School Enhancement Projects</u>	FINANCE/FACILITIES	2072
<u>Tobacco Free Schools</u>	HEALTH/SAFETY	4001
<u>Active Transportation</u>	HEALTH/SAFETY	4003
<u>Pesticides/Herbicides</u>	HEALTH/SAFETY	4006
<u>Request for Administration of Medication</u>	HEALTH/SAFETY	4010
<u>Anaphylaxis</u>	HEALTH/SAFETY	4020
<u>Infectious/Blood Borne Diseases</u>	HEALTH/SAFETY	4030
<u>Student Accident and Illness</u>	HEALTH/SAFETY	4040
<u>Violence, Intimidation, Harassment, Threats</u>	HEALTH/SAFETY	4090
<u>Temporary School Closure</u>	HEALTH/SAFETY	4095
<u>Respectful Workplace</u>	HEALTH/SAFETY	4100
<u>Respect for Human Diversity: Gender and Sexual Diversity</u>	HEALTH/SAFETY	4110

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

SECTION	TITLE	NO. 1070
GOVERNANCE/COMMUNICATIONS	<u>Distribution of Board Meeting Minutes</u>	

DATE ADOPTED: January 13, 1998

DATE AMENDED: March 31, 2009

Minutes of Regular Board Meetings shall be posted on the School District website.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1000
GOVERNANCE	<u>The School District</u>	

School District No. 51 (Boundary) is one of 60 school districts in British Columbia charged with the responsibility of providing Kindergarten through Grade 12 education to the community.

The School District is governed by a publicly-elected seven-member Board of Education. All members are elected for ~~three~~ **four** year terms. Two Trustees are elected from the City of Grand Forks, one from Electoral Area “C” (Christina Lake), one from Electoral Area “D” (Rural Grand Forks), one from Kettle Valley East (the City of Greenwood and the rural areas of Greenwood and Midway), one from Kettle Valley West (the Village of Midway plus the Rock Creek-Bridesville-Kettle Valley areas), and one from Kettle Valley North (the Westbridge-Beaverdell-Christian Valley-Idabel Lake-Big White areas).

The Superintendent of Schools is the Chief Executive Officer and is responsible to the Board for the management of the School District.

The Secretary-Treasurer is responsible to the Board for business and administration which are generally those aspects of the District not directly related to classroom teaching.

The School District Administration Office is located at 1021 Central Avenue, Grand Forks B.C. The telephone number is 250-442-8258, facsimile number is 250-442-8800, web address www.sd51.bc.ca

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1120
GOVERNANCE/COMMUNICATIONS	<u>Concerns and Complaints</u>	

DATE ADOPTED: February 8, 2000

DATE AMENDED: May 13, 2008

Concerns and/or complaints related to the operation of the district shall be dealt with expeditiously, judiciously and routinely.

Although no member of the community shall be denied the right to petition the Board for redress of a complaint, the complainants will be referred back through the proper administrative channels for solution prior to investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

Please refer to “**Policy 1130 Steps for Addressing Concerns and Conflicts**” and “Pre-Appeal Dispute Resolution Process” in the Governance section of Board policy for additional information.

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

SECTION	TITLE	NO. 1140
GOVERNANCE/COMMUNICATION	<u>Appeal Process</u>	

DATE ADOPTED: January 12, 1999

DATE AMENDED: May 13, 2008

Employee decisions relating to individual students should be carried out in accordance with principles of fairness. The appeal process should encourage all parties to disputes to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction.

The Board of Education generally encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises, pursuant to the Board's ~~Avenues of Help~~ Steps for Addressing Concerns and Conflicts policy (see Board Policy 1130).

If an employee's decision is disputed or a complaint is made about an employee's decision, the dispute or complaint is not resolved to the satisfaction of the student or the parent of the student affected, and the decision significantly affects the education, health or safety of the student, the Board of Education recognizes the right of a student and/or his or her parents (including guardians and persons acting in place of parents) to appeal to the Board.

The Board also recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board's chief education officer.

"Decision" includes a failure to make a decision.

"Parent" is as defined in the *School Act*, and includes a guardian.

Appeals to the Board of Education are to be carried out in accordance with principles of fairness, including:

1. The appeal process should be accessible to parents and students. Information about the appeal process and relevant policies should be readily accessible to all, including employees, students and parents. Reasonable accommodation should be provided where necessary to allow parents or students to make use of the appeal process.
2. Appellants are entitled to receive the same written and oral information to be used in the appeal as is provided to the Board by administration and to have an opportunity to respond to it.

3. The Board accepts its responsibility to exercise its independent judgment when hearing appeals. In particular, a board officer who has participated in making the decision being appealed, who has attempted to mediate it or who has investigated it shall not assist the Board of Education with its deliberations on the appeal.
4. A student or parent shall not be subjected to retribution by the Board, its officers or employees because an appeal has been made.

Appeal procedures shall be established by bylaw and shall be applied in accordance with the above principles.

The Board recognizes that whether a decision significantly affects a student's education, health or safety is a matter for individual consideration. The following will normally be considered to be matters that significantly affect a student's education, health or safety:

- Expulsions or suspensions from an educational program;
- Disciplinary measures that require a student to complete all or part of an educational program by distributed learning if the program, space and facilities exist in the district in a non-distributed learning format;
- Denial of a request for an individual education program;
- Failure to consult with regard to a student's individual education program;
- A parent or student is not consulted with on the placement of a student with special needs in an educational program, or the preparation of the student's IEP;
- A complaint by a student or parent related to intimidation/bullying/harassment/threat or violence;
- The exclusion of a student from school due to risks to the health or welfare of other students.

Decisions made on appeal do not set a precedence and are not binding on future decision-makers.

In considering appeals of employee decisions, the Board shall consider:

- Whether the decision appealed is in accordance with legislation, board policies and procedures;
- Whether the decision appealed was reached through a process that was fair to the student and after consideration of relevant information;
- Whether the evidence presented to the Board supports the decision or calls it into question;
- Whether the decision is reasonable in the circumstances; and
- Whether there are special circumstances that would warrant making an exception to a board policy.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1352
GOVERNANCE/COMMUNICATIONS	<u>Role of the Board Chair</u>	

DATE ADOPTED: June 8, 2010

DATE AMENDED:

At its inaugural meeting following a general local election, and for the following ~~two~~ **three** years, at the regular ~~December~~ **November** meeting, the Board shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community.

The Board delegates to the Chair the following powers and duties:

1. In conjunction with the Board, annually review and establish Board Committees
2. Prior to each Board meeting, confer with the Superintendent, Vice-Chair and Secretary Treasurer on the items included on the agenda, and become thoroughly familiar with them.
3. Encourage the Board's attention to policy questions rather than administrative matters.
4. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act, the policies and procedures as established by the Board, and *Robert's Rules of Order*.
5. Perform the following duties during Board meetings:
 - 5.1 Ensure that all issues before the Board are well stated and clearly expressed.
 - 5.2 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached.
 - 5.3 Direct the discussion by trustees to the topic being considered by the Board.
 - 5.4 Ensure that each trustee present votes on all issues before the Board.
 - 5.5 Extend hospitality to trustees, officials of the Board, the press, and members of the public.
6. Keep informed of significant developments within the District, locally, regionally and provincially.

7. Keep the Superintendent and the Board informed of all matters coming to his/her attention that might affect the District.
8. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
9. Convey directly to the Superintendent concerns or questions which may significantly affect the administration of the District.
10. Bring to the Board all matters requiring a corporate decision of the Board.
11. Act as the chief spokesperson for the Board by stating positions consistent with Board direction and policies (except for those instances where the Board has delegated this role to another individual or group).
12. Act as ex-officio member of all committees appointed by the Board.
13. Act as a signing officer for the District.
14. Serve as an officer of the Board authorized to witness the use of the Board's corporate seal.
15. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
16. Ensure that the Board engages in regular assessments of its effectiveness as a Board.

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

SECTION	TITLE	NO. 1353
GOVERNANCE/COMMUNICATIONS	<u>Role of the Vice-Chair</u>	

DATE ADOPTED: June 8, 2010

DATE AMENDED:

At its inaugural meeting following a general local election, and for the following ~~two~~ three years, at the regular ~~December~~ **November** meeting, the Board ~~shall rotate in one-month increments, one of its members to serve as Vice-Chair, to hold office at the pleasure of the Board.~~ **shall elect a Vice Chair.**

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's absence and shall have all the duties and responsibilities of the Board Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, confer with the Board Chair, Superintendent and Secretary-Treasurer on items included on the agenda, and become thoroughly familiar with them.
4. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1354
GOVERNANCE/COMMUNICATIONS	<u>Role of the Trustee</u>	

DATE ADOPTED: June 22, 2010

DATE AMENDED:

The Board consists of seven (7) trustees. Two trustees are elected from the City of Grand Forks, one from Electoral Area “C” (Christina Lake), one from Electoral Area “D” (Rural Grand Forks), one from Kettle Valley East (the City of Greenwood and the rural areas of Greenwood and Midway), one from Kettle Valley West (the Village of Midway plus the Rock Creek-Bridesville-Kettle Valley areas), and one from Kettle Valley North (the Westbridge-Beaverdell-Christian Valley-Idabel Lake-Big White areas).

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its mission and goals related to student success and the development of an improved learning environment. The oath of office taken by each trustee when he or she assumes office binds the person to work diligently and faithfully in the cause of public education.

The School Act gives no individual authority to trustees. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee’s primary task is to act as a member of a corporate board.

The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually, but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board that is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District.

Trustees bring a range of skills, experience, knowledge, values, beliefs and opinions to their role. Their background does not necessarily include teaching, administration, or any other aspect of education. Their diversity ensures that Board processes are truly democratic and contributes to good decision-making. This diversity also helps trustees provide a balance between the interests of a broader community and the interests of those involved in the delivery of education.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election,

trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The District will offer an orientation program prior to ~~January 31~~ **December 31** after an election for all newly-elected trustees that provides information on:
 - 1.1. Role of the trustee the corporate Board, Superintendent and Secretary Treasurer;
 - 1.2. Organizational structures and procedures of the District;
 - 1.3. Board policy, by-laws, agendas and minutes;
 - 1.4. Existing District initiatives, annual reports, budgets, financial statements, and long-range plans;
 - 1.5. District programs and services;
 - 1.6. Board's function as an appeal body; and
 - 1.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
2. The District will provide financial support for trustees to attend British Columbia School Trustees' Association sponsored orientation seminars.
3. The Board Chair and Superintendent are responsible for developing and implementing the District's orientation program for newly-elected trustees.
4. Incumbent trustees are encouraged to help newly-elected trustees become informed about functions, policies, and procedures.

Specific Responsibilities of Individual Trustees

1. Become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of students within the District.
3. Support the decisions of the Board and monitor progress to ensure decisions are implemented.
4. Refer queries, or issues and problems not covered by Board policy, to the Board for corporate discussion, decision or delegation.
5. Refer queries, issues or problems raised by a parent or community member about a teacher or classroom, to the teacher or about a principal or a school, to the principal and, where appropriate, inform the Superintendent or designate.
6. Bring to the attention of the Board any issues that may significantly affect the District, and interpret the needs of the community to the Board.
7. Exercise authority within defined limits when delegated such responsibility.

8. Participate in Board/trustee development sessions so the quality of leadership and service in the District is enhanced.
9. Share the materials and ideas gained with fellow trustees at the Board meeting immediately following a trustee development activity.
10. Stay current with respect to provincial, national and international educational issues and trends.
11. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
12. Act as a liaison to assigned schools.
13. Attend District or school events when invited and when possible.
14. Become familiar with, and adhere to, the Trustee Code of Ethics.
15. Participate in Board Committees as assigned by the Board Chair.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 2000
FINANCE/FACILITIES	<u>Retention & Disposal of School District Documents</u>	

DATE ADOPTED: March 14, 2000

DATE AMENDED:

The Board acknowledges that records held by School District No.51 (Boundary) will be retained while they are used in the operation of the District and that records will be destroyed at the completion of their useful life. Both retention and disposal of records will be done in compliance with pertinent Federal and Provincial legislation and as specified in the following regulation.

R E G U L A T I O N S

General Considerations

1. The Secretary Treasurer, the supervisor of the department, or the Administrative Officer of a school responsible for the record is authorized to destroy the records in accordance with the following schedules.
2. Federal and Provincial Acts, e.g. E.I., W.C.B., Revenue Canada, Customs, Excise, and F.O.I.P.O.P., etc., require that certain documents be retained for audit and other purposes. It should be understood, therefore, that where an Act specifies a period longer than that given in this Regulation, the Act takes precedence. If there is any doubt as to what procedure is necessary, the appropriate authority should be contacted.
3. It is understood documents in the "indefinite" and other classifications may be microfilmed, or electronically and digitally stored, provided written permission is received from the governing authority.
4. Documents not listed in this appendix and not required to be retained for periods specified by law should be considered for retention/disposal taking into account their future value for legal, historical or statistical purposes and availability of similar data elsewhere.

2000

Agenda

Minimum Period of Retention

The following retention schedule outlines the minimum amount of time that School District No. 51 (Boundary) records must be retained:

A. Board Records

Board Policy	Indefinite
Board Minutes (Regular & Special)	Indefinite
Wages and Salary Agreements	Indefinite
Board Committee Reports	Indefinite
List of Electors	Three Years
General Election Notices	Three Years
Oaths and Declarations	Term of Office
Annual Report	Indefinite
District Publications	One Year

B. Financial

Budgets (Ministry Submission)	Indefinite
Budget (Supporting Documents)	Six Years
Financial Statements & Audit Reports	Indefinite
Financial Statements (Supporting Documents)	Six Years
Debenture By-Laws and Register	Indefinite
Books of Original Entry (GL Summary)	Indefinite
Journal Entries, Monthly Reports & Subsidiary Ledgers	Three Years
Payroll Journals & Reports	Six Years +
Accounts Payable and Receivable	Six Years
Canceled Cheques	Six Years
Purchase Orders (Board Office Copy)	Three Years
Purchase Orders (School Copy)	One Year
Cash Receipts	Six Years
Bank Statements and Related Documents	Six Years
Debentures and Related Documents	Six Years
Payroll Remittances	Six Years
Time Sheets	Six Years

C. Buildings & Property

Appraisal and Inventory Records	Six Years
Capital Expenditure Authorization	Indefinite
Rental Forms	One Year
Plans, Specifications and Related Documents	Indefinite
Titles and Deeds	Indefinite
Borrowing Authority e.g. Orders-In-Council	Indefinite
Leases	Indefinite

D. General Administration

Insurance Claims	Indefinite
Violence Incident Reports	Six Years
Miscellaneous Reports e.g. WCB, Health, Fire Marshall, Boiler/Electrical, Elevator Inspections	Indefinite
General Correspondence	Three Years
Accident Reports	One Year
Annual Statistical Forms	One Year
Ministry of Education Circulars	Useful Life
Insurance Policies	Indefinite

E. Human Resource Records

Personnel Files - until Employee is 75 Years or Deceased	Indefinite
Seniority Lists	Indefinite
Employment or Other Contracts	Six Years

F. Student Records

Pupil Records	Indefinite
Attendance and School Registers	Indefinite
Permanent Record Cards	Indefinite
Teachers' Students Files	Useful Life
Other Student Records	Useful Life

G. Transportation Data

Bus Registration Forms	One Year
Transportation Assistance Forms	One Year
Bus Behavior Reports	One Year
Bus Video Tapes	One Week or Useful Life