



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

May 11, 2021 at 6:00 p.m.

Via Zoom

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."

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

April 13, 2021 – Regular Board Meeting Minutes

Report on In-Camera Meeting from April 13, 2021

The Board discussed personnel issues, properties/facilities, business items as well as the BCSTA AGM motions.

Correspondence

Nil

Business Items

1. **Superintendent's Report**
 - April 2021 Report (Attachment)
2. **Secretary-Treasurer's Report**
 - April 2021 Report (Attachment)
 - Expenditure Report (Attachment)
3. **Presentation/Discussion**
 - Joan Holmes, Elder in Residence
4. **Budget 2021/22** (Attachment)
5. **StrongStart** (Attachment)
6. **Communication Strategy** (Attachment)
7. **BCSTA AGM Report**

9. Committee Reports

- Finance Committee
- Operations Committee
- KBB AGM 2021 Committee
- Policy Committee (Attachment)

MOTION: "That the Board approve and adopt Policy No. 4090 – Prevention of Violence in the Workplace, as presented."

10. Trustee Reports

- | | |
|--|----------------------|
| • Rec Commission | * BCPSEA |
| • BISM | * OLRC |
| • BCSTA Kootenay Boundary Branch | * Community Literacy |
| • PAC Highlights | * GFSSSAG |
| • Student Trustees | |
| • Boundary Indigenous Education Advisory Committee | |

11. Around the Boundary

- BCSS Presentation

Trustee Activities and Upcoming Events

Budget Meeting – Wednesday, May 26, 2021 from 6 - 8 p.m.

Boundary Central Secondary Graduation – June 12, 2021 at 11:00 a.m.

Grand Forks Secondary Graduation – June 19, 2021 at 4 p.m.

Walker Development Centre Graduation – June 25, 2021 – time to be confirmed

Future Agenda Items

Next Board Meeting: June 8, 2021
School Board Office

Adjournment

QUESTION PERIOD

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

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

School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary)
held Tuesday, April 13, 2021 Via Zoom

The Chairperson called the meeting to order at 6:05 p.m.

Present:	R. Zitko	Chair
	J. Massey	Vice Chair
	B. Bird	Trustee
	M. Danyluk	Trustee
	K. Jepsen	Trustee
	C. Strukoff	Trustee
	L. Van Marck	Trustee
	A. Lautard	Acting Superintendent
	M. Burdock	Secretary-Treasurer

Absent:	K. Minette	Superintendent
	E. Burroughs	Student Trustee
	M. Hanlon	Student Trustee
	A. Ketler	Student Trustee
	B. Thornton	Student Trustee

Acknowledgement of the Indigenous peoples and ancestors.

Presentations/Delegations

Nil

Adoption of Agenda

MOVED	Strukoff
2ND	Van Marck

[“That the Agenda for April 13, 2021 be adopted as circulated.”](#)

CARRIED

Adoption of Minutes

MOVED	Bird
2ND	Strukoff

[“That the March 9, 2021 Regular Board Meeting minutes be adopted as circulated.”](#)

CARRIED

Correspondence

Nil

Business Items

1. Superintendent's Report

Acting Superintendent Lautard presented the Superintendent report for March 2021. She gave an update on COVID enhanced mask measures as well as the development of early years and childcare strategies.

2. Secretary-Treasurer's Report

Secretary-Treasurer Burdock presented the Operations/Transportation report for March 2021 and presented the expenditure report to date. She also reported on the preliminary operating grant for 2021/22.

3. Presentation at 6:30 p.m.

Jamie Stewart presented on outdoor education events happening throughout the District.

4. Board Meeting Dates

Discussed the current schedule for Board Meeting dates and possible changes to coincide with financial reporting timelines.

5. Communication Strategy

Acting Superintendent Lautard gave an update on information acquired to date.

6. Capital Projects

Secretary-Treasurer Burdock reported on the annual 5-year capital plan. She highlighted the procedure changes as well as the project requests.

7. Committee Reports

Nil

8. Trustee Reports

Rec Commission – Trustee Massey reported out.

Okanagan Labour Relations Council – Trustee Bird reported out.

Community Literacy – Trustee Strukoff reported out.

9. Around the Boundary

Presentation of Outdoor Education events was presented.

Meeting adjourned at 8:03 p.m.

Chairperson

Secretary-Treasurer



Month-End Report for April 2021

Anna Lautard
Acting Superintendent of Schools

COVID-19 Update

In last month's report, I shared that the District had sent its Health and Safety measures to the Interior Health Rapid Response team for feedback after our first positive case in SD51. According to the team, SD51's plan is well-written. The following adjustments were noted and have been incorporated into our measures:

- Adjust wording on page 9 to elementary students K-3
- Insert "Non-medical masks must be worn even if physically distanced" on page 12
- On page 12, use statement regarding Daily Health Check from page 33 for consistency

On April 21st, the District was advised of another positive case in the school community. Any individuals identified as close contacts were contacted by phone and advised to self-isolate.

During a meeting on April 29th, Interior Health communicated that vaccinations of front-line workers would resume because more vaccine is readily available. However, school districts considered "hot spots" would access vaccinations first. As we have had only two positive cases in the District so far, we are not categorized as high risk. As such, we do not yet have a date for vaccination, but believe more information will be forthcoming in the next week or so.

For this reason, the District sent an email to staff recommending them to register with [BC's Vaccination Program](#) as they may be able to access a vaccine sooner this way. Our advice is to take the first vaccination opportunity possible. The email also had a link to a survey so the District can see how many staff would like to receive a vaccination.

As we come closer to June, graduation ceremonies have come to the forefront again. There are several models available for SD51, including a cohort model just with students and staff, as well as an event with up to 50 people maximum. Each secondary school is planning right now on how to make these ceremonies as meaningful as possible.

BCSSA Spring Forum

The forum centred on "Imagining Schools as Places of Healing Through Truth and Reconciliation" with Kevin Lamoureux, a Faculty member of the University of Winnipeg. *In 2015, the Truth and Reconciliation Commission provided Canada with an opportunity for healing with 94 Calls to Action given to the nation. These Calls to Action offer us hope, inspiration and motivation in describing how we, in our careers, can participate in the kind of change that allows us to respond to the wreckage of the past while creating a welcoming and just society for all Canadians. The session focused on how those Calls to Action speak to the role of education, reimagining schools as places of healing. Where schools*

were once used as a weapon, today's schools can ensure students experience wellbeing, safety, and trauma-informed care.

Lamoureux invited us to reflect on the Calls to Action through two questions:

1. Why was this Call to Action made? (Truth)
2. How would our community/nation benefit from its fulfillment? (Reconciliation)

He believes that “we” may not have created the problem, but we can be part of the solution. While recognizing some of the challenges with reconciliation, Lamoureux ultimately believes reconciliation is a gift given by the survivors to all of us as an opportunity to heal. His final point was to look at trauma-informed practice through the lens of the Circle of Courage – through belonging, mastery, independence and generosity, true healing can occur.

Strategic Planning

On April 30th, the Dream Team had its final meeting to finalize its work on the recommendations for vision, mission and strategic directions for SD51. Trustees were invited to this final meeting to celebrate and honour the work done.

Timeline

- May 3: Trustee working session on Vision, Mission, Values and Strategic Directions
- May to September: Goals, objectives, and targets will be developed based on our new Vision, Mission and Values. There will be two distinct pathways of focus: education and operations. These two pathways support the overall goal of improved student success.
- September: Trustees will put on final touches and approve the Strategic Plan.

Continuous Improvement Pilot Project

With the final meeting of this pilot project in April, the District's participation has come to a close. In reflection, the District team received a lot of information about strategic planning, continuous monitoring and the Student Learning Report, which must be approved by the Board before the end of September every year now. The Ministry will be having a three-year cycle where 20 districts each year will undergo intense support in relation to their strategic plans. SD51 will be part of these 20 districts for the 2021/22 school year, which means we can continue to grow our understanding of planning for improvement.

The work in the pilot project helped guide the District's strategic planning session. The team was able to work with the facilitators to capture SD51's context better. Documents provided the policy requirements to make sure the District's plan is aligned with the Ministry's expectations. The introduction of the data room has led to the creation of school data rooms, so staff is able to access data to inform their directions. The ability to listen to the stories from other districts in terms of budget process, strategic planning process, and how to encourage authentic, meaningful engagement across all stakeholders was inspiring. Even though the amount of information felt overwhelming at times, I am grateful for the opportunity to learn in a supportive, welcoming environment.

Meetings

- 1st Sector Leadership Meeting
Framework for Enhanced Student Learning
- 7th Agenda Setting
Management Update
Indigenous Provincial Council
Strategic Planning with Facilitators
Early Years meeting
- 8th Indigenous Provincial Council
Framework for Enhanced Student Learning
- 9th Dream Team
Compassionate Systems Leadership Community of Practice
- 12th Compassionate Systems Leadership Deep Dive
HEK Yeah Media call
Indigenous Education meeting with Wanda, Taress and Joanie
- 13th Agenda Setting
Management Update
Strategic Planning with facilitators
SD51 Board meetings
- 15th Neurosequential Model in Education
- 16th Dream Team
Sector Leadership
Superintendent Update with Ministry of Education
- 19th Elder-in-Residence update
- 20th Agenda Setting
Management meeting
Enhanced Student Learning Report
BCPSEA
Budget meeting
- 21st Health and Wellness meeting
Strategic Planning with facilitators
- 22nd BCSSA Spring Forum
MDI Webinar
- 23rd BCSSA Chapter Planning
Compassionate Systems Leadership Community of Practice
BCPSEA
- 26th Strategic Planning with Mike McKay
BCSSA Dimensions Update
District Leadership Team Update

- 27th Agenda Setting
Management Update
Policy Committee
Operations Committee
- 28th Strategic Planning with facilitators
BCSSA Mentor call
- 29th Schools and Health Authority Partners
Continuous Improvement Project
- 30th Dream Team final meeting

Learning 51

- Truth and Reconciliation – Monique Gray Smith – Sept 25, 2020
- Numeracy Teaching and Learning – Grade 4 -7 - Carole Fullerton
 - October 28th & 29th
 - February 23rd & 24th
- Literacy Assessment and Intervention K-3 – Starting January 2021
- Computational Thinking: Transitioning/Scope and Sequence for K-8 w/ Shawn Lockhart and SD51 teachers
- Trauma Informed Practice
- Compassionate Systems
- Changing Results for Young Children



Secretary-Treasurer's Report
Miranda Burdock, CPA, CA
April 2021

Budget/Finance

Budget/Planning for 2021/22

Draft budget has been prepared, reporting an initial operating surplus of \$342,566 - see briefing note for details.

Senior management, trustees and PVP will meet on May 26th to review draft budget and consider educational initiatives and priorities for next year based on preliminary strategic directions developed by the Dream Team.

Principal/Vice Principal postings will be filled in the coming weeks. Teacher postings will also go out in the next few weeks. EA Post and Fill is scheduled for June 11th. We are also working closely with school secretaries regarding new/changing enrolment information for next year as we have continued to receive new registrations.

Ministry Reporting

Reports submitted this Spring include:

- *Q3 GRE* - As part of the Government Reporting Entity, we are required to submit quarterly financial reports to the Ministry to be consolidated with the Province. The 3rd quarter GRE was completed and submitted April 15.
- *Q3 EDAS*- The EDAS is a common data collection system between BCPSEA, the Ministry of Education, and school districts to collect, share, and use employment data from districts' HRIS and payroll systems. The report includes employee status, YTD earnings, benefits, base salary, FTE etc. The 3rd quarter EDAS was completed and submitted April 30.
- *Event Driven Reporting* - In March 2020, the government identified COVID-19 as a major reporting event. As such, all ministries, crown agencies, school districts, universities, colleges and health authorities have been required to track and report incremental and necessary costs incurred as a direct result of COVID-19. Report of these costs as of March 31/2021 was submitted in April.
- *FSA Summary Report* - Foundational Skills Assessments were completed in March, and we reported to MOE on associated costs in April.
- *Daily Absence Reporting/ Weekly Workforce Reporting* - We continue to submit both the Daily Absence Report and the Weekly Workforce report to identify the portion of the workforce that is absent on a given day, as well as the reason for the absence.
- *Carbon Neutral Government program* - All Public Sector Organizations (PSOs) are legally required under the *Climate Change Accountability Act* to achieve carbon neutrality each year. Consumption data is uploaded to the Clean Government Reporting Tool (CGRT) by April 30 to determine our carbon offset payment, and then a Climate Change Accountability Report (CCAR) is completed in May. Our data has been loaded and we are preparing the CCAR, which will be shared with the Board in June.

Professional Learning

I attended the following professional development sessions in April:

- BCASBO Leadership Series, Part 4 - Human Resource Practices with Janet Stewart
- MOE - MyCAPS (Capital Projects Planning Tool) Training
- SD51 - Strategic Planning, Dream Team session 4
- Accruent - VFA Software Training

Operations Update

General

- Met with engineer regarding functionality of the parking areas around GFSS
- Met with engineer regarding preparation of parking lot at Greenwood Elementary
- Coordinated GFSS Science Lab project construction
- Worked with the engineers on the WBES electrical energy audit
- Coordinating installation of a fob/card reader at every school site

Transportation

- Confirmed approval for facility inspections for preventative maintenance program as per CVSE deadline
- Worked with Vaagan Fiber regarding access for busing at Wilgress Lake

Custodians

- Planning summer cleaning schedules and equipment maintenance

Maintenance

- Preparing for mowing season
- Irrigation audit completed in April on the remaining hydraulic systems
- Preparing for HVAC summer work
- Prepared for LED lighting upgrades

Capital Projects

Capital budgeting/spending follow government's fiscal year, April 1 - March 31. The following School Enhancement Projects (SEP) were completed as of March 31/2021:

- HVAC installation at BCSS
- Science Lab renovation at BCSS
- Network switch replacement, District-wide

As well, here are highlights of projects completed through our *Annual Facilities Grant (AFG)* as of March 31:

- Hutton parking lot paving/completion
- Isolation valve replacement (Perley, Hutton)
- Paving parking lot at CLES
- Energy Audit (GFSS, BCSS, Perley)
- Annual fire system and hoist inspections
- Asbestos report
- Plumbing upgrade at BCSS
- Fire suppression system update (GFSS, Greenwood)
- Tennis court repairs at BWCS
- Gym floor refinishing (GFSS, BCSS, WBES)

IT Update

We'd like to give a big welcome to Caro Robledo, our new Technology Admin Assistant! Caro joined the tech department on May 4 and will be providing desktop support services to all of our SD51 staff and students.

Fund : 0 General Operating

OB	TITLE	APR	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
10	Principal & Vice Principal Sal	97,220.16	1,037,796.48		1,224,114	186,318	15
11	Teacher Salaries	622,863.29	4,934,629.54		6,286,018	1,351,388	21
12	Non-Teachers Salaries	302,953.56	2,764,892.55		3,821,835	1,056,942	28
13	Management Salaries	61,649.09	504,382.00		601,902	97,520	16
14	Substitute Salaries	19,426.99	272,049.76		593,965	321,915	54
19	Trustees Indemnity	7,617.36	76,173.61		91,408	15,234	17
21	Statutory Benefits	108,559.10	731,080.79		944,389	213,308	23
22	Pension Plans	112,667.98	973,039.38		1,316,659	343,620	26
23	Medical And Life Benefits	58,937.79	524,084.01		731,919	207,835	28
31	Services	68,334.37	411,704.06	466.57	640,762	228,591	36
33	Student Transportation	5,107.26	34,718.35		81,790	47,072	58
34	Training & Travel	5,553.45	88,066.10	4,399.98	226,037	133,571	59
36	Rentals & Leases	2,794.00	27,940.00		33,528	5,588	17
37	Dues And Fees	88.60	72,187.33		93,057	20,870	22
39	Insurance	1,861.00-	47,099.79		48,100	1,000	2
51	Supplies	46,111.08	564,428.69	17,659.13	923,775	341,687	37
52	Learning Resources	36.20	20,896.59	1,368.43	45,838	23,573	51
53	Library Books	829.58	9,052.85	81.85	59,960	50,825	85
54	Electricity	10,242.86	189,430.26		320,000	130,570	41
55	Heat	17,822.22	123,247.37		107,000	16,247-	15-
56	Water And Sewage	67.06	15,648.93		33,000	17,351	53
57	Garbage And Recycling	1,817.21	25,466.44		12,500	12,966-	104-
58	Furn. & Equipment Replacement	21,377.16	38,767.65		35,850	2,918-	8-
59	Computer Equipment Replacement		5,145.27		26,150	21,005	80
TOTAL FOR Fund - 0		1,570,215.37	13,491,927.80	23,975.96	18,299,556	4,783,652	26
GRAND TOTAL		1,570,215.37	13,491,927.80	23,975.96	18,299,556	4,783,652	26

OBJECT				Year-to-Date	Budget	Unspent	% Unspent	NOTES
11/12	Salaries:	Teachers/Non-teachers	10 month employees	7,699,522	10,107,853	2,408,331	23.83%	8 out of 10 months, expect 20% unspent
10/13/19		PVPs/Mgmt/Trustees	12 month employees	1,618,352	1,917,424	299,072	15.60%	10 out of 12 months, expect 17% unspent
14		Substitues	Sick, Sick Family, LT Sick,	272,050	593,965	321,915	54.20%	Majority of costs associated with 10 month employees expect 20% unspent. Fewer absences than expected (espeically compared to PY increase)
21	Benefits:	Staturtory benefits (EI, CPP)	Employer paid portion of CPP and EI ; as well as 1.95% Employer Health Tax (EHT)	731,081	944,389	213,308	22.59%	Majority of costs associated with 10 month employees (20% unspent); CPP/EI paid on calendar year - many employees max out by June (high costs Jan - June).
22/23		Pension/Medical and Life	Employer paid portion of pension contributions (TPP and MPP); as well as employer paid premiums for extended health benefits and dental	1,497,123	2,048,578	551,455	26.92%	Mix of 10 and 12 month employees, but majority are 10 month (20% unspent)
31-39	Services:	Includes: Services, Student Transportation, Training/Travel, Rentals, Dues/Fees and Insurance		686,582	1,123,274	436,692	38.88%	See NOTE 1 below for details
51	Supplies:	Supplies		582,088	923,775	341,687	36.99%	Schoool budgets (supplies for instruction, SpEd, AbEd, Admin) as well as: SBO, Maintenance, Cusotidal and Transportation supplies
52/53		Learning Resources/Library Books		31,400	105,798	74,398	70.32%	School budgets for library books and learning resource
54/55		Electricity/Heat,		312,678	427,000	114,322	26.77%	10 out of 12 monthss (17% unspent)
56/57		Water/Sewer and Garbage/Recycling		41,115	45,500	4,385	9.64%	10 out of 12 monthss (17% unspent)
58/59		Furniture/Equipment & Computer Equipment Replacement		43,913	62,000	18,087	29.17%	School furniture/equipment budgets, equipment for Operations and IT/tech replacements
				13,515,904	18,299,556	4,783,652	26.14%	

NOTE 1

These are expenses that are not necessarily incurred evenly throughout the year:

Object	Year-to-Date	Budget	Unspent	% Unspent	
31 Services	412,170.63	640,762.00	228,591.37	35.67%	Consulting, Legal, Audit, Telephone, Contract Software, Postage
33 Student transportation	34,718.35	81,790.00	47,071.65	57.55%	Schools transportation budgets (curricular, extra-curricular, and transportation grant)
34 Training/ Travel	92,466.08	226,037.00	133,570.92	59.09%	Training/travel across SD (instruction, District admin, O&M, transportation)
36 Rentals/Leases,	27,940.00	33,528.00	5,588.00	16.67%	525 monthly lease from City, 8 out of 12 months (17% unspent)
37 Dues/Fees	72,187.33	93,057.00	20,869.67	22.43%	Senior mgmt professional association fees, BCSTA, Make a Future, OLRC, SD23 re Claims Mgmt contract
39 Insurance	47,099.79	48,100.00	1,000.21	2.08%	SPP and fleet insurance (paid upfront)
	686,582.18	1,123,274.00	436,691.82		



Briefing Note

DRAFT Budget 2021-2022

The draft operating budget for 2021/22 reports the following:

- Projected revenue: \$18,849,919
- Projected expenditures: \$18,274,353
- Net Revenue (Expenses): \$575,566
- Budgeted surplus for the year (after transfers): \$342,566

NOTES:

- Revenue
 - MOE grant is based on preliminary operating grants as announced in April
 - Other revenue reported as known
- Expenditures, Salaries & Benefits
 - Teacher staffing has been updated to reflect projected enrolment/initial class configurations
 - Vacant teacher positions budgeted at average cost
 - PVP and senior management has been updated for known changes
 - EA staffing has been updated based on projected composition, all other support staffing levels are consistent with current year
 - Known wage increases for unionized employees has been incorporated, as well as known changes in benefit rates/premiums
- Expenditures, Supplies & Services
 - One-time costs removed (i.e. 1:1 counselling in West, classroom libraries,
 - Training and travel budgets maintained at 2020-21 levels;
 - COVID-19 specific costs adjusted as follows:
 - Day-time cleaners removed
 - Custodial supply costs reduced to standard levels
 - Mask/custodial equipment costs removed



Briefing Note

Date: May 7, 2021

Topic: StrongStart

History:

StrongStart BC programs provide rich learning environments designed for early learning development – language, physical, cognitive, social and emotional. Qualified early childhood educators lead learning activities where children find opportunities to make friends and interact with others of similar ages.

We know the years between birth and school-age are a critical time in a child's life. The experiences that children have in the early years influence their future health, well-being, and life-long learning. Children who have had exposure to language-rich environments and play-based early learning experiences are more likely to develop the skills, knowledge and dispositions to support their success in school.

The District has contracted StrongStart to an outside agency since the program first came to the district. There are StrongStart centres in Christina Lake, Grand Forks, Greenwood, Midway, Rock Creek and Beaverdell. Currently, three early childhood educators staff these centres, which reside within schools, except for the Perley program which is in the Annex.

The District maintains StrongStart data and records, including enrolment and attendance information about the adults and children attending the centre. School secretaries are responsible for this data collection. This information is shared with the Ministry through MyEducation. The District is also responsible for maintenance and cleaning.

Current Concerns

As the responsibility for Early Years, including the new child care mandate, begins to fall more heavily on school districts, there will be an increased need for flexibility with physical spaces. With the current contract with the outside agency, the StrongStart Centre is leased to them for the entire week, which does not allow the District to coordinate other Early Learning opportunities.

There is also a disconnect between employees of School District 51 and the contracted early childhood educators. Historically, early childhood educators have not been monetarily valued in

our society, which is reflected in the discrepancy between the wages of early childhood educators in the StrongStart program and the District's CUPE staff.

If the District maintains a third-party contractor to coordinate our StrongStart program, we may lose experienced early childhood educators who have been delivering quality programming to our early learners and their families. The District may be able to supplement wages through operation; however, it will not have the same control of those funds. While the loss of these educators would be felt across the District, it would be especially devastating to those more rural and isolated communities where no other early learning experiences exist. Finally, maintaining the current contract means the District will not have the flexibility needed to meet its new early learning and childcare responsibilities.

With these scenarios in mind, senior management believes coordinating StrongStart through the District would be the best solution to ensure the continuity of rich early learning experiences throughout the District and to meet the new challenges arising in the future.



Briefing Note

Date: May 7, 2021

Topic: Communications and Social Media

Background:

Since January, senior management has reached out to a number of media specialists to determine the responsibility, expense and time needed to support communications and social media.

One company, HEK Yeah Media, has communicated some options for the District. Situated in the South Okanagan, HEK Yeah offers social media management, content creation, communications planning and crisis management. They have worked with other school districts in different contexts such as crisis management (during school lockdowns, for example) and social media posts.

As part of their work with the District, HEK Yeah would create a communication plan that would align with our Strategic Plan. District personnel would have facilitated discussions to develop the plan and HEK Yeah would also conduct a social media and website audit to see our current footprint/following and to help develop goals for the District.

The communication plan (including crisis management) would cost \$5000 including documents, but not implementation. The District could also have HEK Yeah create and implement a monthly content calendar, with a focus on training personnel on social media creation as well. The following options include both communication planning and social media creation.

Option A: \$10,200 per year

- Account set up
- 3 posts per week
- Post creation
- Monthly progress meeting
- 2 hours of media time (photography, videos, posters, other assets as needed)

Option B: \$14,400 per year (includes crisis management)

- Account set up
- 5 posts per week
- Post creation
- Monthly progress meeting
- 2 hours of media time (photography, videos, posters, other assets as needed)
- Spam monitoring and client response time (answering inbox messages and interacting with other people/accounts)
- Monthly blog or newsletter

Option C: \$21,000 per year (includes crisis management)

- Account set up
- 5 – 7 posts per week
- Post creation
- Monthly progress meeting
- 2 hours of media time (photography, videos, posters, other assets as needed)
- Spam monitoring and client response time (answering inbox messages and interacting with other people/accounts)
- Monthly blog or newspaper
- Social media ad campaign management

One final option would be to have HEK Yeah do social media creation for the first four to five months, training staff to take over this responsibility. HEK Yeah would continue to support weekly with setting up monthly targets and could also help set up a scheduling software program. This option could occur under options A, B or C.

Recommendation:

As mentioned in the February briefing note, many districts in the Kootenay-Boundary have the responsibility of managing communications and social media. With a small senior management team in SD51, this means communications and social media are not given the highest priority. Most staff is not trained in this area, and, as evident during the pandemic, communication has had some challenges. The District needs more support in this area.

Senior management recommends SD51 purchase Option B for one year with HEK Yeah. The focus of this relationship would be to develop a communication plan that aligns with our strategic plan, a crisis management plan, and to have HEK Yeah create social media content and train staff on social media creation. HEK Yeah's content creation would allow district staff time to understand their new roles fully and honour the learning occurring for everyone.

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 4090
HEALTH/SAFETY	<u>Violence, Intimidation, Harassment, Threats</u> Prevention of Violence in the Workplace	

DATE ADOPTED: January 13, 1998

DATE AMENDED: December 13, 2004

DATE REVIEWED: March 13, 2018

~~The Board shall consider any action of violence or intimidation, harassment or threats on school premises to be a serious risk to the school environment and to the safety of students and staff. The Board shall take appropriate action to ensure the safety of staff and students.~~

The Board of Education of School District No. 51 (Boundary) recognizes the right of all employees to work in an environment free from violence under the *Workers Compensation Act*.

The Board is committed to protecting employees from incidents of violence in the workplace, and as a result will conduct risk assessments and will establish a violence prevention program when there is any risk of injury to workers from violence arising out of their employment.

It is the responsibility of all personnel to identify and report situations of risk so that appropriate planning for prevention, intervention and follow-up can be undertaken.

R E G U L A T I O N S

1. Definition of Workplace Violence per OH&S Regulation 4.27:

The attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

2. The Superintendent or designate will be responsible to maintain Violence/ Threat Risk Assessment procedures and ensure risk assessments are performed as required..
3. Where a risk assessment indicates potential for violent incidents exists, the Secretary Treasurer or designate will be responsible to ensure a Violence Prevention Program is established in collaboration with the Joint Health & Safety Committee and/or worker health and safety representatives.

4. The Violence Prevention Program will include the following components:
 - a. Policy/approach to preventing violent incidents
 - b. Identification of risks and when/how risk assessments will be completed;
 - c. Prevention procedures
 - d. Worker/supervisor training
 - e. Procedures for reporting and investigation incidents
 - f. Incident follow-ups
 - g. Program review
5. All records and incidents will be treated in a confidential manner.
6. Provisions for dealing with violence between two (2) or more employees of the Board will be covered by Occupational Health & Safety Regulations, Policy No. 4100, Respectful Workplace, and/or any terms of Collective Agreements as appropriate.

- ~~1. The Board requires all school district employees to comply with the WCB Regulations Protection of Workers from Violence in the Workplace.~~
- ~~2. The Board expects that individuals who performs or participates in acts of violence, intimidation, harassment or threats shall be governed by the appropriate District policy or Criminal Code.~~
- ~~3. When a school or department believes any act by a person to be of a violent or intimidating nature, the administrator or designate shall:
 - a) Make all reasonable efforts to minimize the risk to all members of the school community.
 - b) Report the incident to the Superintendent /Secretary Treasurer/Designate. and/or the RCMP and ensure the incident is documented.
 - c) Ensure appropriate discipline procedure/action or follow-up occurs expeditiously.~~

Note: ~~For the purpose of this policy, school functions include any assembly, meeting or gathering of students, or student field trips under the supervision or direction of the Board, representatives of the Board, or the teaching, non-teaching, or supervisory staff in the course of their duties.~~