

# SCHOOL DISTRICT NO. 51 (BOUNDARY)

Open Meeting of the Board of Education  
September 19, 2023, at 6:00 p.m.

## Minutes

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

Present:	R. Zitko	Chair
	B. Bird	Vice Chair
	S. Hall	Trustee
	M. Danyluk	Trustee
	L. Van Marck	Trustee
	K. Jepsen	Trustee
	A. Lautard	Superintendent
	M. Burdock	Secretary-Treasurer

Absent: J. Massey Trustee

Acknowledgement of the Indigenous peoples and ancestors.

### Adoption of Agenda

MOVED Bird  
2ND Jepsen

[“That the Agenda for September 19, 2023, be adopted as amended.”](#)

CARRIED

### Adoption of Minutes

MOVED Danyluk  
2ND Jepsen

[“That the June 20, 2023, Regular Board Meeting minutes be adopted as circulated.”](#)

CARRIED

MOVED Hall  
2ND Bird

[“That the July 14, 2023, Special Regular Board Meeting minutes be adopted as circulated.”](#)

CARRIED

### Correspondence

None

## Business Items

### 1. Presentation

- Independent Auditor's Report by BDO Canada LLP
  - Sinead Scanlon, engagement partner, presented the report

### 2. Strategic Plan Update

- Superintendent Lautard presented the Enhancing Student Learning Report:
  - Reviewed in detail at the Education Committee meeting
  - Great gains in reading assessments
    - Teachers are able to plan their instruction based on where the students are at
    - Questions if students are genuinely learning

MOVED      Danyluk  
2ND          Bird

“That the Board of Education receive and approve the School District No. 51 (Boundary) Enhancing Student Learning Report for 2023/24 for submission to the Ministry of Education and Child Care, publication and ongoing use as a planning document.”

CARRIED

- Superintendent Lautard presented the school growth plans for 2023/24

### 3. Committee Reports

#### FINANCE

Secretary Treasurer Burdock explained new requirements implemented in 2022 through adoption of new financial management policies to improve transparency and accountability. Next two topics are result of this implementation.

- Secretary Treasurer Burdock presented the Local Capital Continuity Schedule and explained Local Capital is a reserve fund used to purchase items the Ministry does not fund, typically white fleet replacements and technology purchases.
  - Per the schedule, balance in Local Capital at June 30, 2023 is \$713K and purchases over the next 3 years estimated to be approx. \$1.5 mil. As such, \$850K required over next 3 years.

MOVED      Van Marck  
2ND          Hall

“That the Board of Education approve a transfer of \$250,000 from operating to Local Capital at June 30, 2023 to fund planned expenditures over the next 3 years as presented”

CARRIED

- Secretary Treasurer Burdock presented the Internally Restricted Surplus – Operating Fund
  - Allocations within the operating surplus were previously approved through the adoption of the financial statements. Amended operating surplus policy now requires separate motion to approve all internal restrictions.
  - 4 categories of restrictions per Note 18, with most notable being the unrestricted balance of \$590K, with represents 3% of average operating expenditures.

MOVED        Hall  
2ND            Van Marck

“That the Board of Education approve the Internally Restricted Accumulated Operating Surplus as detailed in Note 18 of the Audited Financial Statements for the year ended June 30, 2023.”

CARRIED

- Secretary Treasurer Burdock presented the 2022/23 Audited Financial Statements
  - The Statement of Financial Position and the Statement of Operations are the main audited statements
    - Significant change on the Statement of Financial Position is related to adoption of Canadian public sector accounting standard *PS 3280 – Asset Retirement Obligations*, which resulted in reporting of an ARO liability of \$4.77 mil and \$4.76 mil decrease to opening Accumulated Surplus – Capital Fund
    - The Statement of Operations reports a deficit for the year of \$774K, which includes deficit of \$718K in operating fund and deficit of \$57K in capital fund.
- Secretary Treasurer Burdock explained the 2022/2023 Financial Statement Discussion and Analysis is a companion document to the financial statements to improve transparency and understanding. The FSD&A was first introduced in 2022. It is not audited and does not require formal approval from the Board, but will be made available to the public on the District website with the approved financial statements.

MOVED        Bird  
2ND            Hall

“That the Board of Education receive and approve the Audited Financial Statements for the year ended June 30, 2023.”

CARRIED

#### OPERATIONS

- Secretary Treasurer Burdock provided a summary of approved capital projects in 2023/2024 and highlighted two items:
  - \$195,000 received to resurface Perley playground and add accessible equipment. Project is expected to be completed in early October.
  - Approved for two electric buses in the 2022/23 capital plan, one of which has a wheelchair lift. Both buses currently unavailable due to delays and safety recalls. Timeline reviewed.

- Secretary Treasurer Burdock presented the 2024/2025 Five-Year Capital Plan - Minor Capital Programs submission, which is due September 30<sup>th</sup> to the Ministry.
  - Requesting \$1.55 mil under the School Enhancement Program and \$875K under the Carbon Neutral Capital Program. No requests for the Playground Equipment Program, Bus Acquisition Program, or Building Envelopment Program.
  - Approved projects will be announced in March 2024.

MOVED Jepsen  
2ND Bird

“That, in accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 51 (Boundary) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.”

CARRIED

#### POLICY

- Seven governance policies were recommended for adoption by the Policy Committee as follows:
  - 150 Policy Development
  - 130 Board Committees
  - 120 Board Role and Responsibilities
  - 121 Role of Trustees
  - 122 Role of the Board Chair
  - 123 Role of the Board Vice-Chair
  - 131 Trustee Liaison and Representation

MOVED Danyluk  
2ND Bronwen

“That the Board of Education adopt the following policies: 150, 130, 120, 121, 122, 123, and 131 as presented at the June 2023 Board of Education meeting”

CARRIED

#### 4. Board Chair Report

- Board Chair meeting on September 7<sup>th</sup>
  - Discussed planning for Advocacy Day on October 19<sup>th</sup> in Victoria for all Board Chairs. Vice Chair Bird will be attending.
  - Shared the HUB to portal transition on the BCSTA website, going live soon.
  - Upcoming virtual pro-d sessions scheduled for all trustees on October 2<sup>nd</sup>, November 16<sup>th</sup>, and January 11<sup>th</sup>

#### 5. Senior Management Reports

- Superintendent Lautard presented her report
  - Reviewed the implementation of the Accessibility Program

- First meeting will be held tomorrow. Minutes will be published on the District website once approved.
- Secretary Treasurer Burdock provided a verbal update, acknowledging dedication of operations employees throughout the summer months to have schools ready for September.

#### 8. Trustee Reports

- Boundary Indigenous Education Advisory Committee – No update available
- BCSTA Provincial Council – No update available
- Rec Commission – No update available
- Boundary Integrated Services Model – Superintendent Lautard reported out
- BCSTA Kootenay Boundary Branch – AGM September 22/23 in SD51
- BCPSEA – Symposium November 2/3
- PAC Highlights – Trustees Van Marck and Danyluk reported out
- Okanagan Labour Relations Council – No update available, next meeting scheduled in October
- Community Literacy – No update available

#### Future Agenda Items

Meeting adjourned at 8:05 p.m.



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Chairperson



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Secretary-Treasurer