



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

November 10, 2015 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 Aboriginal peoples and ancestors, including the Interior Salish peoples, who lived here and cared for these lands."

Presentations/Delegations

Matt Grey – Project Base Learning - Water Project

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

October 13, 2015 – Regular Meeting Minutes

Report on In-Camera Meeting from October 13, 2015

The Board discussed personnel issues, properties/facilities, business items, as well as the implementation of the new curriculum training of teachers.

Correspondence

Business Items

1. Superintendent's Report

- Report for October 2015 (Attachment)
- Update on District Initiatives
- Grand Forks Secondary School Field Trip (Attachment)

MOTION: "That the Board approve in principle the Grand Forks Secondary School Global Citizen Club field trip as presented."

2. Secretary-Treasurer's Report

- Report October 2015 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

3. Director of Learning Report

- Report for October 2015 (Attachment)

4. Talking Break

How does project based learning provide opportunities for deep learning?

5. Framework for Enhancing Student Learning

6. Provincial Meetings

1st Annual Education Liaison meeting – October 21, 2015
Board Chair Pro-D – October 22, 2015
BCSTA Provincial Council Issues Forum – October 24, 2015 (Attachment)
BCSPEA Symposium – October 22-23, 2015

7. Reducing Red Tape (Attachment)

8. Committee Reports

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

9. Invitation to Ministry of Education

10. Trustee Reports

- Rec Commission
- BISM
- BCSTA Kootenay Boundary Branch
- District Literacy
- PAC Highlights

11. Around the Boundary

Trustee Activities and Upcoming Events

- BCSTA Trustee Academy – November 26-29, 2015
- BCPSEA AGM – January 29, 2016

Future Agenda Items

Next Board Meeting: **December 8, 2015**
 6:00 p.m. at the 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, October 13, 2015 at the Boundary Learning Centre

The Chairperson called the meeting to order at 6:03 p.m.

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

Absent:	Mr. David Reid	Trustee
	Mrs. K. Jepsen	Trustee

Acknowledgement of the Aboriginal peoples and ancestors

Presentations/Delegations

- Anna Lautard, Vice Principal at West Boundary, and Sarah Bond, teacher at the Four Schools, gave a presentation on how staff is working towards using Project Based Learning to engage students in inquiry based learning.

Adoption of Agenda

MOVED	Zitko
2ND	Strukoff

"That the Agenda for October 13, 2015 be adopted as circulated."

CARRIED

Adoption of Minutes

MOVED	Danyluk
2ND	Zitko

"That the September 8, 2015 Regular Board Meeting minutes be adopted as circulated"

CARRIED

Report on In-Camera Meeting from June 9, 2015

The Board discussed personnel issues, properties/facilities, business items, and the impact of the fire on students. The auditor's report was also presented.

Correspondence

Nil

Business Items

1. Superintendent's Report

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

2. FOIPPA Process for Office 365 Software-

The Superintendent explained that with more students using iPads for learning, storage of their individual work on the device is becoming a problem. The District has gone through a process to satisfy the FOIPPA requirements to allow the use of Office 365 Software to store student work. A consent form signed by a parent or guardian will be required prior to using the software.

3. Secretary-Treasurer's Report

The Secretary-Treasurer presented the Operations/Transportation report for September 2015 and reported on the 1701 enrolment numbers as of October 2, 2015.

4. 5 Year Capital Plans

The Secretary-Treasurer reported on the 5-year Capital Plan. The following motion was made:

MOVED Zitko
2ND Strukoff

["That the Board of Education of School District No. 51 \(Boundary\) approve the 5-Year Capital Plan as outlined on the attached summary."](#)

CARRIED

5. Director of Learning Report

The Director of Learning reported on September school visitations and highlighted the work being done in the AbEd and Special Education programs. He also reported on the actions taken to support families and students following the fires this summer in the West.

6. New Curriculum Training for Teachers

Two additional Non-Instructional Days have been added to the calendar for teachers to learn how to implement the new curriculum.

7. Talking Break

There was discussion about the new curriculum and how project based learning will provide opportunities for students to demonstrate their learning.

8. Committee Reports

Director of Learning, D.Lacey, provided an update from the AbEd Committee and Trustee Zitko reported out on the policy committee. The following motion was made:

MOVED Zitko
2ND Riddle

“That the Board approve and adopt the following policies:
No. 5000 -- District Code of Conduct
No. 5001 -- Suspension of Students, and
No. 3060 – Field Trips.”

CARRIED

9. Board Planning for Student Success

The Board Chair reported that the Board is meeting on October 19th to discuss the format and the schedule for public and staff consultations.

10. BCSTA Provincial Council Motions

The Board discussed the motions and direction was given to BCSTA Rep, Trustee Riddle.

11. Trustee Reports

Rec Commission meeting is to be held on October 15, 2015. Trustee Strukoff reported out on the BISM meeting as well as the BCSTA KBB meeting. Trustee Zitko reported on the local Woodlot Association event that she attended.

12. Around the Boundary

Around the Boundary for September 2015 was presented.

Meeting adjourned at 8:07 p.m.

Chairperson

Secretary-Treasurer



Kevin Argue
Superintendent of Schools
Month End Report
October 2015

School Visitations

- *Perley Elementary School – Visited Classrooms and met with Mr. Chapman. Visited with teachers during Provincial Non Instructional Day*
- *Hutton Elementary School – Attended the District Terry Fox Run at Hutton*
- *Grand Forks Secondary School – Met with Mr. Stewart and Mr. Phelan. Visited teachers during Provincial Non Instructional Day*
- *Christina Lake Elementary School - Visited classrooms and attended CLES Makers' Day*
- *Boundary Central Secondary School - Visited classrooms and met with Mr. Macfarlane and observed Terry Fox Run*

District Planning

- *Continuing to develop plans for the new Framework for Enhancing Student Learning*
- *District plans and timelines for the new Framework are to be made public by March*
- *Planning has begun in conjunction with the BDTA for supporting teachers as they transition to the new K-9 Curriculum in September 2016 taking advantage of the 2 additional Non Instruction Days the Ministry of Education has placed into the 2015/16 calendar year*
- *SD51 Board Planning for upcoming Community Consultations has begun*

Achievement Contract

The 4 Goals of the SD51 Achievement Contract are:

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

Ministry Initiatives

- *Erase Bullying – Kevin Argue Superintendent/Safe Schools Coordinator*
- *Action School review*

Meetings out of the District

- *1st Annual Education Liaison meeting – October 21*
- *BCPSEA Symposium – October 21/22*

Meetings in District

- *BISM Meeting – October 5*
- *Deputy Minister Conference call September 6*
- *Apple Framework – Next Steps meeting – Oct - 7*
- *BDTA – SD51 Joint Curriculum Implementation Team meeting – October 8*
- *Health Promoting Schools Coordinator – October 15*
- *Regional HR Conference call – October 19*
- *Board Working Session – October 19*
- *DPAC Meeting – October 26*
- *Policy/Finance/Operations - October 28*
- *Grand Forks Community Advisory Table – October 29*



November 4, 2015

Dear Members of School District No. 51's Board:

Grand Forks Secondary School's Global Citizenship Club is hoping to take a group of students on a service trip to Ecuador on spring break of 2017. We are seeking "approval in principal" well over a year in advance, as there is a significant cost associated with the trip: just over \$4000.00 per student. The trip's focus would be on supporting a humanitarian project, as well as having students gain knowledge of the area's culture and challenges. The organization we would book our trip with is called E.F. Tours-they provide both educational, service trips as well as other specific-interest tours. The "Me to We" organization is aligned with this tour group, and they have fifty years of successful experience behind them. Historically, the group will alter any trip should there be any concern regarding safety. For example, a group initially intending to go to Africa rerouted to Ecuador due to the Ebola virus. Kristen has spoken to a woman from the Shuswap school district who has been on tours to both China and Ecuador with this company; she was extremely positive about the experience.

Our club's mandate of working to give back and educate peers regarding local and global situations lends itself to this experience. This year our club numbers have swelled to fifty students! Of those, twenty have committed to participating in a service trip, if it is approved. Kristen and I believe that by offering students the opportunity to travel and experience other ways of life, we can support a life-long commitment and interest in leadership and citizenship. Part of the "free" time on the trip is specifically aimed at "global education" and fostering a sense of the ability to be an instrument of change.

This is an amazing opportunity! Although it may not feel like a "holiday" at times, the student feedback from other participants on similar trips suggest that this could be a life-changing experience. Please contact either Kristen or Laura if you would like to hear more. We would look forward to sharing our learning post-trip!

Thank you for your consideration,

Laura Matheson & Kristen Merry

Sponsors, G.F.S.S.'s Global Citizenship Club



*Educational
Tours*

ECUADOR

.....▶ **Amazon**



The world leader in international education

One mission. 15 million students.

- Established in 1965
- Worldwide presence with over 500 schools and offices in more than 50 countries
- Experiential learning opportunities for students and educators of all ages, including:
 - Educational Tours
 - High School Cultural Exchange programs
 - Language Schools
 - Hult International Business School

Our Mission:

To inspire and educate the next generation of global citizens by breaking down barriers of language, culture and geography.

Agenda



The Educational Partnership



- EF is the official educational travel partner of Me to We and Free the Children
- EF partnered with M2W in 2009 to offer volunteer based trips to students
- Both organizations have a mission to create the next generation of global citizens by taking education outside the classroom
- By travelling on an EF Service Learning tour travelers support and learn about FTC's Adopt a Village Development Model.
- [Me to We Tour Video](#)

Agenda





***Your safety.
Our priority.***

- Worldwide network of EF and Me to We Support
- 24 hour on tour support
- Experienced Me to We Field Director
- Group Leader Training
- All Inclusive Insurance

Free the Children in Ecuador

- Free the Children began the Adopt a Village Development Model in Ecuador in 1999
- Home to the Minga – Kichwa word meaning, “coming together to work for the benefit of all”
- Large number of indigenous communities who suffer from high poverty rates and little access to resources



Your Tour

Eco-Citizenship in Ecuador's Amazon Basin

Requested Dates: March 13-22, 2017

Departing from Vancouver

Agenda

Where do we travel?

Santa Cruz (3)

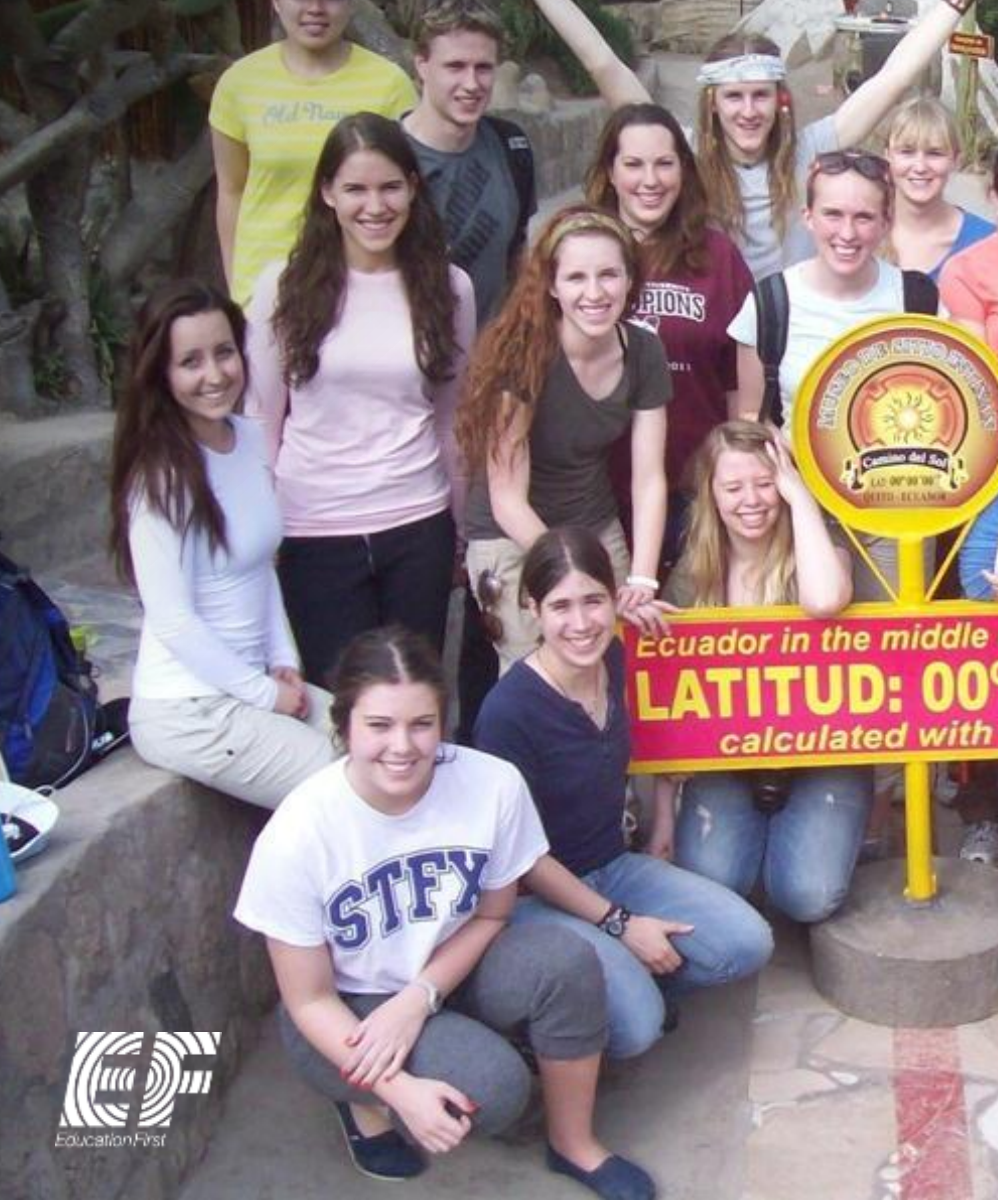
Quito (3 or 4)

**Free The Children
Community (6)**

Arriving in Ecuador

Old Quito

- Walking tour of historic District of Quito, the capital of Ecuador
- Discover majestic plazas, churches and palaces
- UNESCO World Heritage Site
- Learn about Ecuador's colonial past and contemporary struggles



Visit the Equator

- Equator and Ecuador in Spanish have the same meaning!
- Visit the middle of the world and try some science experiments
- Learn about indigenous culture in Ecuador





Welcome to the Amazon!

Agenda

Meet your community



- Free the Children works with two communities in the Amazon: Mondana and Bella Vista Baja
- Spend your week getting to know the communities and learning about their culture
- Through soccer, games, and service work you will make lifelong connections with the youth and adults in the community

Agenda

Meaningful Service

- Support a FTC pillar through school building, water projects or alternative income projects
- Find out your exact project 2-3 weeks before your tour
- Make long lasting impacts

Cultural Immersion



- Live in the communities you serve – celebrating indigenous customs and forming lasting connections with locals
- Learn about and participate in Ecuadorian traditions like cooking lessons, indigenous culture, shaman rituals and nature walks
- Develop a better understanding of the issues the communities face

Agenda

Leadership Development

A photograph of a group of people gathered in a large, open-air building with a thatched roof, likely a community center or a traditional meeting place. The interior is dimly lit, with warm light from hanging lamps. A man in a blue shirt stands on the left, gesturing towards a group of people seated in a circle. The structure features wooden pillars and a high, vaulted ceiling made of woven palm fronds. The floor is made of light-colored wooden planks. In the foreground, a wooden table holds some items, and a potted plant is visible on the left.

- Your Field Director takes your service experience even further, strengthening leadership skills through hands on activities and workshops
- Develop your understanding of social justice issues by seeing them first hand and discussing the impacts
- Learn how to take action in the areas you are passionate about

What to expect on tour: Accommodations

- Clean, comfortable accommodations are arranged by EF and Me to We.
- You will share a room with 2-8 people



Agenda

What to expect on tour: Food

Travelling is a great opportunity to sample a variety of cuisines. Remember, food might be different than what you're used to. Be adventurous and try something new!

- The included breakfast generally consists of cereals, breads, juice, tea and coffee
- Lunch and dinner are provided and are a nutritious balance of familiar dishes and local favourites

Tip

Ensure to discuss any dietary restrictions with your Group Leader prior to departure.

Agenda



Your Tour. Your Way.

Every Tour Includes:

- ✈ Air, land and water transportation
- 🏠 Overnight accommodations
- 🍴 Breakfast, lunch and dinner daily
- 👤 TD Experienced Me to We Field Directors
- 💬 Action Planning sessions and social justice issues discussion led by Me to We Facilitators
- 🎫 ADMIT ONE Volunteer activities
- 📷 Interaction with local community members

What's not included:

- *Passport and Visa fees*
- *Vaccination and additional medical fees*
- *Spending money*
- *Baggage Fees*

Agenda



**Your Tour.
Your Way.**

Program Price: \$4,540

Early Enrolment Discount: -\$100

Peace of Mind Program: FREE

Total Price: \$4,440

All Inclusive Insurance: \$169

With The EF PRICE GUARANTEE

your price will never go up once you are enrolled!
Price & discount valid until October 31st, 2015



Monthly Payment Plan

$$\text{\textcolor{red}{\$4,440}} - \text{\textcolor{red}{\$199}} \div 16 = \text{\textcolor{red}{\$266}}/\text{mo}$$

Program Price

Deposit

Number of
Months

Monthly Payment
to be Deducted

Manual Payment Schedule

PAYMENT DUE	DEADLINE
\$199 non-refundable deposit	Upon enrolment
\$500 payment	30 days after enrolment
\$500 payment	90 days after enrolment
Full account balance due	100 days prior to departure

Monthly Payment Plan Benefits:

- ✓ Manageable payments
- ✓ Automated process
- ✓ Extension of payment deadline
- ✓ No late fees
- ✓ Bi-weekly payments available

Agenda



*We've got
you covered*

The Global Travel Protection Plan includes:

- Tour cancellation and Interruption coverage
- Medical and Accident coverage up to \$50,000
- Baggage and Property coverage
- 24-hour Emergency Assistance

\$169 All-Inclusive Insurance


*For more information and to
opt-out of insurance call EF's
Customer Service Department
at 1-800-263-2806*

Agenda

Tour Information

A close-up photograph of a person's hand holding a passport. The person is wearing a black digital watch. The passport is white with the word 'PASSPORT' visible. The background is blurred, showing other people and what appears to be an airport or travel setting.

- ∞ Be sure that your name on your EF account matches your name on your passport, including all middle names.
- ∞ Passports may take up to eight weeks to process – don't leave it to the last minute!
- ∞ Visas are not required for Canadian citizens visiting Ecuador
- ∞ Non-Canadian citizens may require special visas or other travel documents. Please check with your embassy or consulate.
- ∞ Please ensure your passport is valid for 6 months after your scheduled return date
- ∞ Obtaining passports and visas are travelers' responsibilities
- ∞ No mandatory vaccinations for Ecuador, however we recommend a visit to a travel clinic



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*& save
more*

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Other ways to enroll:

- Phone: 1-800-263-2806
- Fax: 1-800-556-6046
- Mail: EF Educational Tours
110 Cambie Street, Suite 300
Vancouver BC, V6B 2M8

Tour ID #1793113MR

You will be required to complete
additional Me to We Medical Forms
closer to your date of departure.

Agenda



***Your world,
endless possibilities.***



Operations/Transportation Report J. Hanlon, Secretary-Treasurer October 2015

Operations/Finance Meeting

The Board was provided with an update on the annual facilities grant as well as the finances to date.

Budget

The budget was inputted into the accounting system. Figures reflect more of the actuals than projections.

Ministry Reporting & Forms

Over the month of October, we diligently worked on the following reports due to the Ministry:

- Form 1701 – Collection of FTE and headcount data for the District along with categorized special education students and aboriginal students.
- Class Size– Used to calculate School District class size averages.
- Form 1530 - This report shows the positions for the operating school year that the District has as of September 30, 2015.
- Form 2001 - Reports new staff as well as staff returning from leaves.
- EDAS - This report is done quarterly and reports salary information to the Ministry. The Ministry extracts the teachers' salaries from this information to complete the Form 2003, and we verify what has been extracted is correct. This information is important as it effects the supplement for salary differential for our funding.



Grounds

All irrigation systems have been flushed and prepared for winter. We will continue to pick up as many of the leaves as possible before the first snow fall.



Maintenance

In October, Dean Higashi, Operations Manager, and I discussed outstanding work orders and maintenance updates with each of the Principals.

New Generation Network

During the month of October, Telus came in to upgrade the network at the schools in the West. We are scheduled to be on the new network in January 2016.

Out of District Meetings & Visits in October

- Visited the students at Beaverdell Elementary
- Visited classes at Big White
- First Annual Liaison Meeting with the MOE/BCSTA
- BCPSEA Symposium.

School District No. 51 (Boundary)
Enrolment
As of October 31, 2015
Head Count

	October 31, 2015	September 30, 2015	Increase (Decrease)
Secondary			
BCSS	136	134	2.0000
GFSS	345	345	-
Elementary			
BES	15	15	-
Big White	45	44	1.0000
CLES	72	71	1.0000
GWD	24	26	(2.0000)
Hutton	260	252	8.0000
MES	35	34	1.0000
Perley	227	226	1.0000
WBES	96	95	1.0000
Alternate School			
Walker	31	26	5.0000
Total	1286.0000	1268.0000	18.0000

Expenditure Report

Object	Title	October	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	83,055.26	324,151.03		1,028,138	703,987	68
11	Teacher Salaries	575,734.62	1,149,294.39		5,859,165	4,709,871	80
12	Non-Teachers Salaries	251,842.64	644,579.63		3,040,682	2,396,102	79
13	Management Salaries	32,747.17	130,988.68		417,303	286,314	69
14	Substitute Salaries	44,434.78	66,681.28		481,576	414,895	86
19	Trustees Indemnity	6,473.67	25,894.68		78,866	52,971	67
21	Statutory Benifits	37,754.73	98,161.01		600,790	502,629	84
22	Pension Plans	129,399.54	281,665.46		1,418,115	1,136,450	80
23	Medical And Life Benifits	39,517.20	168,170.40		688,838	520,668	76
31	Services	45,394.15	126,496.48	42,583.09	525,976	356,896	68
33	Student Transportation	11,252.93	15,986.43		80,990	65,004	80
34	Training & Travel	44,058.29	64,849.02		268,223	203,374	76
36	Rentals & Leases	2,794.00	11,176.00		33,528	22,352	67
37	Dues And Fees	1,151.29	53,152.58		71,790	18,637	26
39	Insurance	26,992.00	64,455.00		73,400	8,945	12
51	Supplies	90,841.47	239,662.92	43,911.62	1,030,330	746,756	75
54	Electricity	7,716.69	58,927.24		303,210	244,283	81
55	Heat	3,005.89	6,539.48		127,100	120,561	95
56	Water And Sewage	75.8	1,904.51		22,400	20,495	91
57	Garbage And Recycling	1,190.53	3,593.81		14,850	11,256	76
Totals		\$1,435,432.65	\$3,536,330.03	\$86,494.71	\$16,165,270.00	\$12,542,446.00	78



Doug Lacey **Director of Learning** **Month End Report** **October 2015**

School Learnings and School Visits

- October 5th* Visited primary classrooms at Hutton Elementary to see Dreambox Adaptive Learning Technology at work.
- October 7th* Made a visitation to Mr. Stewart's grade 3 Math class at Hutton Elementary School and saw a lesson on Geometric Attributes
- October 7th* Attended the Walker Development Centre Annual Harvest Lunch
- October 7th* Participated in the meeting of the District Learning Technology Committee
- October 8th* Participated in Meeting with the BDTA regarding the formation of a new Educational Change Committee for the new curriculum
- October 13th* Visited all classrooms at Christina Lake Elementary School
- October 16th* Visited Christina Lake Elementary School for their Makers' Day
- October 20th* Visited Beaverdell Elementary School
- October 20th* Visited classes at Big White Community School
- October 29th* Visited various classrooms at Grand Forks Secondary School



Special Education and Student Services

- October 16th* Participated in conference call with member of the Interior CYSN Alliance Committee

Aboriginal Education

- October 13th* Participated in the regular meeting of the Selkirk College Aboriginal Education Steering Committee in Castlegar
- October 22nd* Participated in Ministry of Education Provincial Aboriginal Education learning session in Richmond
- October 28th* Participated in monthly meeting of the our District Aboriginal Education teachers
- October 28th* Chaired the second meeting of the school year of the Boundary Aboriginal Education Advisory Council
- September 23rd* Chaired the regular meeting of the Boundary Aboriginal Education Advisory Council

Provincial/Regional/Community Meetings

- October 1st & 2nd* *Hosted meeting of BCSSA Regional Chapter Council at Christina Lake*
- October 5th* *Chaired meeting of the Boundary Integrated Services Model (BISM) meeting*
- October 6th* *Participated in regular meeting of the Boundary Early Intervention Advisory Committee*
- October 8th* *Participated in the West Boundary Integrated Services (WBIS) meeting in Midway*
- October 13th* *Participated in regular meeting of the Board of Education*
- October 16th* *Participated in a working session of the Board of Education*
- October 21st* *Participated in Provincial Liaison meeting of the Ministry of Education and the BCSTA in Richmond*
- October 23rd* *Attended BCPSEA Symposium in Vancouver*





PROVINCIAL COUNCIL MEETING: October 24, 2015

AGENDA ITEM 8.3: 2016/2017 BCSTA Budget Planning

BACKGROUND:

The Finance Committee (Committee) is responsible for developing BCSTA's annual operating budgets. The process for budget development is as follows:

- In June, the Committee begins its long range budget planning
- In September, the Committee discusses factors that are expected to impact BCSTA's operating budget for the following fiscal year
- In October, the Committee reviews these factors with Provincial Council and requests feedback to assist with development of a budget draft
- In February, based on the feedback received from the October Provincial Council, the Committee develops the first budget draft, which will be reviewed and received by the February Provincial Council. Additional feedback is requested.
- Based on feedback received from February Provincial Council, the budget draft is adjusted, as needed
- In April, the Committee presents the final budget draft to Provincial Council for adoption.

At its September 17, 2015 meeting, the Finance Committee discussed a number of factors that are expected to impact BCSTA's 2016/2017 operating budget. These factors, for consideration by the October Provincial Council, are listed below:

1. BCSTA member fees are based on FTE students. As student enrollment has been declining since 2000/2001, member fees have similarly been reduced since 2000/2001. For instance, between 2006/2007 and 2010/2011, during which BCSTA had full membership, member fees decreased a total of \$85,000 as a result of declining enrollment.

With the addition of full-day kindergarten in September 2012, FTEs were increased for the first time since 2000/2001. However, because of the structure of BCSTA's fee formulas, the trend of FTE movement from rural to urban centres resulted in a reduction in member fee revenue in 2011/2012 and 2012/2013 as well. For instance, while total FTEs actually increased by 889 for 2012/2013, member fees decreased a total of \$4,070.

Between 2013/2014 and 2015/2016, enrollment decline resulted in a \$38,000 reduction in member fees (net of the member fee reduction resulting from board withdrawal). In total, therefore, as a result of declining enrollment, member fees have been reduced a total of approximately \$127,000 (net of the member fee reduction resulting from board withdrawal) between 2006/2007 to 2015/2016.

Information on student enrollment will be available in December 2015, at which time member fees for 2016/2017 can be calculated.

2. BCSTA did not have full membership in 2014/2015 and does not have full membership in 2015/2016. The resulting loss of member fee revenue from SD39 (Vancouver) was offset in 2015/2016 by reducing BCSTA's staff complement from 12 to 10.8 FTEs with the elimination of the Director, Communications position and by replacing BCSTA's Director of Information and Education Technology with a part-time Manager of Information Technology. Additionally, the external contractor support budget was reduced from \$25,000 to \$15,000.

For BCSTA's 2015/2016 operating budget, member fees for SD08 (Kootenay Lake) and SD39 (Vancouver) were not included; however, as SD08 (Kootenay Lake) maintained its membership in the Association, revenues from member fees will be understated by approximately \$32,000 in BCSTA's 2015/2016 operating budget. The *Member Fees* budget line will therefore be adjusted in 2016/2017.

BCSTA's deadline for notification of member board withdrawal is March 31st of each year. At the discretion of the Board of Directors, a reduction in member fee revenue resulting from membership withdrawal may be addressed by using member equity (net assets) to balance the operating budget for the first year of Board withdrawal.

3. BCSTA had a member equity surplus of approximately \$87,000 at the end of 2014/2015. When BCSTA has a member equity surplus, the Board of Directors may elect to use it to:
 - offset the reduction in member fees resulting from member Board withdrawal, should the need arise
 - undertake unbudgeted project/s
 - reduce member fees
 - reduce AGM and/or Academy registration fees

In June 2015, the Board of Directors internally restricted BCSTA's 2014/2015 \$87,000 member equity surplus plus an additional \$63,000 "to be used to offset one-time costs, including costs associated with the implementation of the Board's strategic planning initiatives, as they arise in future years".

4. The *Interest* budget line was increased a total of \$20,000 between 2011/2012 and 2015/2016 to reflect slight interest rate improvements and a change in BCSTA's investment policy to allow the purchase of Guaranteed Investment Certificates (GICs). No change to this budget line is anticipated for 2016/2017.
5. As a means of reducing the cost of holding meetings, BCSTA's Board of Director and Standing Committees moved to an online, rather than an in-person meeting format whenever feasible. Cost savings are also achieved by holding mixed-format meetings.

In 2014/2015, the Aboriginal Education Committee expressed concerns about its budget, given the cost of travel for its members, many of whom live in remote locations. The Finance Committee has therefore undertaken a review of the Committee's travel costs and agrees that this budget line will require an increase in 2016/2017.

In 2014/2015, the Education Committee expanded its meetings from one to one-and-one-half days. This budget line was therefore overspent by approximately \$3,000 in 2014/2015. The Education Committee will be discussing, at its October 2015 meeting, whether or not to request a budget-line increase for 2016/2017.

No increases are expected for the Finance and Legislative Committee budget lines.

6. The December 2016 Academy has been cancelled to enable trustees to attend the 2016 Learning Forward Conference, which will be held in Vancouver from December 3 - 7, 2016. At present, BCSTA plans to hold a "Conference within a Conference" for trustees of BCSTA member Boards of Education. Although details have not been finalized, costs associated with holding the conference within a conference will be borne by the Association.
7. In a 2013/2014 survey of Member Boards, advocacy was listed as BCSTA's first priority area. As a result, this budget line increased from \$57,000 to \$71,000 in 2014/2015. No change to this budget line is projected for 2016/2017.
8. *Communications/Publications*, also identified as a priority member service in the 2013/2014 survey, was increased from \$40,000 to \$45,000 in 2014/2015. However, as a result of the withdrawal of a member board in that fiscal year, the Communications Department was reduced from three FTEs to two with the elimination of the Director, Communications position. The scope of this department's work was therefore reduced and the budget line was decreased from \$45,000 to \$30,000 in 2015/2016.

The scope work of the Communications Department has been increased in 2015/2016, resulting from the Board of Directors' strategic planning initiatives; however, as additional costs resulting from this change are expected to be one-time costs, this budget line will not be impacted in 2016/2017.

9. In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. A small increase to Board of Director honouraria is therefore expected for 2016/2017.
10. The Provincial Council budget line was increased from \$94,000 to \$96,000 in 2015/2016. An increase to this budget line is not projected for 2016/2017.
11. Under its current lease agreement with SD39 (Vancouver), BCSTA exercised its final option to renew its lease for a five-year term beginning on September 1, 2014. The adjustment to market rates resulted in a \$4,000 increase to this budget line for the first three years of the final five-year term, with an additional increase of \$12,000 to be applied in years four and five. No change to this budget line is projected for 2016/2017.
12. BCSTA contracts its audit firms for a five-year term. The current audit firm, D&H Group, LLP, was appointed in 2013/2014, making 2016/2017 the fourth year of their five-year term. An increase to this budget line is not projected for 2016/2017.
13. The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are purchased or replaced on an as-needed basis. Whenever possible, BCSTA defers the replacement of equipment until such time as it becomes obsolete or problematic. Prior and scheduled capital asset replacements expected to impact the 2016/2017 *Depreciation* budget line are:
 - BCSTA replaced four heavy-use workstations in 2014/2015, with all remaining workstations replaced in 2015/2016
 - as BCSTA replaced one full-time FTE with two part-time FTEs in September 2015, an additional workstation was needed

- BCSTA's servers are on a three-year rotation, with two to three of its seven servers to be replaced each year. Two servers are therefore scheduled to be replaced in 2015/2016 and in 2016/2017
- In 2015/2016, BCSTA's Exchange Server was rebuilt. The additional costs needed for this rebuild will be distributed over three years and will therefore affect the 2016/2017 operating budget
- BCSTA's telephone system was replaced in 2012/2013 and will be depreciated over five years
- BCSTA's photocopier was replaced in 2013/2014 and will be depreciated over five years
- BCSTA's mailing machine was scheduled for replacement in 2013/2014; however, unless the equipment becomes unusable, there are no plans for its replacement in 2015/2016 or 2016/2017.

Based on the actual and anticipated replacement of capital assets noted above, this budget line is expected to increase in 2016/2017. An estimate of costs will be available once work has been completed on BCSTA's servers.

14. BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. BCSTA's salary grid will therefore be increased by one percent in 2016/2017. This budget line will also be impacted by staffing changes*, movement on the salary grid, and projected benefit increases.

*Note: effective September 1, 2015, BCSTA replaced one full-time FTE with two part-time FTEs, which has increased BCSTA's total staff complement from 10.8 to 11 FTEs.

15. BCSTA no longer receives government grants; however, the Board of Directors previously set aside the 2006/2007 Student Achievement Grant to support education programs provided at BCSTA events. As \$135,000 remains in this grant, funds are available to support the 2016/2017 operating budget.

Budget Impact

Based on an initial analysis of factors, cost pressures are expected to impact several of BCSTA's budget lines in 2016/2017, including:

- Aboriginal Education Committee
- Board of Directors
- 2016 Learning Forward Conference within a Conference
- Depreciation
- Salaries/Benefits

As FTE student data is not yet available for 2015/2016, member fees cannot yet be calculated for 2016/2017. Additionally, cost estimates for the items identified above are not yet available. At this time, therefore, the overall budget impact for 2016/2017 cannot be estimated.

SUBMITTED BY: BCSTA Board of Directors

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- ✓ **It's easier for citizens** to access their personal income assistance and disability assistance information through MySelfServe, an online tool.
- ✓ **Since the beginning** of Regulatory Reform in 2001, the B.C. Government has already reduced the number of regulatory requirements and red tape by 43%.

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