

**MINUTES OF THE REGULAR BOARD MEETING HELD AT GUDANGAAY
TLAATS'GAA NAAY SECONDARY ON SEPTEMBER 26, 2017**

PRESENT WERE: Harmony Williams, Chairperson
Kim Goetzinger, Vice-Chairperson
Elizabeth Condrotte, Trustee
Denise Husband, Trustee

ALSO PRESENT: Dawna Day, Superintendent of Schools
Shelley Sansome, Secretary Treasurer

ABSENT WAS: Wilson Brown, Trustee

MEMBERS OF THE PUBLIC:

Steve Querangesser
Andrew Hudson
Deborah Witzaney
Maureen Benoit
Martin Favreau
Maureen Lagroix
David McLean
David Reynolds
Patrick Witwicki
Bernadette Marie
Damek Racette
Tammy Gates
Warren McIntyre
Reg Davidson

1. Call to Order

Chairperson Williams called the meeting to order at 1815 hours and acknowledged that the meeting was held on traditional territory of the Haida Nation.

2. Approval of Agenda

RI7092601 THAT the agenda be approved as circulated with the following addition of 5.1 Music Presentation to be added to next item agenda.

MOTION CARRIED

3. Music Presentation

Gudangaay Tlaats'gaa Naay Secondary Teacher David McLean has initiated a self-exploration music program where students are able to submit homework using music. A grant was obtained to purchase instruments of interest to students that are now being used in his classes in addition to lunch hour and after school. Student Damek Racette presented a song he composed, wrote and created to describe how music impacts his life.

4. Approval of the Minutes of Prior Meeting and Receipt of Records of Closed Meetings

4.1 June 12, 2017 In-Camera Board Meeting Rise and Report

Superintendent Day reported on property, personnel and student matters from the June 12, 2017 in-camera meeting.

4.2 June 27, 2017 Regular Board Meeting Minutes

RI7092602 THAT the minutes of the regular meeting of June 27, 2017 be approved.

MOTION CARRIED

4.3 September 26, 2017 In-Camera Board Meeting Rise and Report

Superintendent Day reported on property, personnel and student matters from the September 26, 2017 in-camera meeting.

5. Report on Action From Previous Meeting

5.1 Labour Management Committee Trustee Portfolio

Trustee Elizabeth Condrotte was appointed to the Labour Management Committee portfolio for the remainder of her term, with Kim Goetzing as her alternate.

5.2 Finance and Audit Committee Terms of Reference

RI7092603 THAT the Board of Education of School District No. 50 (Haida Gwaii) approved the Finance and Audit Committee Terms of Reference.

MOTION CARRIED

RI7092604 THAT the Board of Education of School District No. 50 (Haida Gwaii) appoint Vice Chair Goetzing and Trustee Elizabeth Condrotte to the Finance and Audit Committee for the remainder of their term.

MOTION CARRIED

6. Reports

6.1 Reports from the Chair

Chairperson Williams reported that she's been very busy and encourages questions at the end of the meeting.

6.2 Trustee Reports

- Trustee Husband reported on her attendance at a meeting with the financial auditor, the BCSTA zone meetings, a transportation meeting and a Gidgalang Kúuyas Naay Secondary parent advisory council meeting;
- Trustee Goetzinger submitted a written report;
- Trustee Condrotte submitted a written report.

6.3 Superintendent of Schools Report

The Superintendent of Schools reported on her attendance at the Canadian School Board conference in Whistler, BC, the BC Superintendent's leadership academy in Kelowna, BC, visits to each school, a significant amount of time spent with the Principal of Aboriginal Education, working on stage 2 of a daycare capital funding application, participation in youth pathways to health committee meetings, and a professional development committee meeting.

6.4 Secretary Treasurer Report

The Secretary Treasurer submitted a written report.

R17092605 THAT the Board of Education of School District No. 50 (Haida Gwaii) accepts Trustee and senior management reports.

MOTION CARRIED

6.5 Trustee Expenditure Report

R17092606 THAT the Board of Education of School District No. 50 (Haida Gwaii) receive and file the Trustee expenditure reports for the months of June, July and August 2017.

6.6 Maintenance Report

Maintenance and Transportation Supervisor Lao Peerless submitted a written report.

6.7 Aboriginal Education Report

Principal of Aboriginal Education Joanne Yovanovich submitted a written report.

6.8 Information Technology Manager Report

Information Technology Manager Steve Goffic submitted a written report.

7. Strategic and Policy Issues

7.1 Truth and Reconciliation Commission of Canada: Calls to Action

RI7092607 THAT the Board of Education of School District No. 50 (Haida Gwaii) use the Local Education Agreement, the Enhancement Agreement, the Early Development Instrument, the Middle Years Development Instrument, and the How Are We Doing report to guide the district to achieve the Truth and Reconciliation Commission's calls to action and to be included in the governance section of the policy manual.

MOTION CARRIED

The policy committed will draft a policy to be presented to the board for approval. Superintendent Day will develop a list of relevant Truth and Reconciliation Commission Calls to Action to also present to the board.

The Board of Education of School District No. 50 (Haida Gwaii) presented a video regarding the significance of Orange Shirt day.

7.2 Response to Senate Report

RI7062706 THAT the Board of Education of School District No. 50 (Haida Gwaii) receive and file the Senate report and await further direction from the Minister of Education.

MOTION CARRIED

7.3 Strategic Planning Schedule

The Board of Education of School District No. 50 (Haida Gwaii) will meet on October 21 and 22, 2017 for strategic planning sessions.

7.4 Policy Committee Schedule

The District Policy committee will confirm their next meeting date via email.

8. Operational Issues

8.1 June, July and August 2017 Finance Vouchers

RI7092607 THAT the Board of Education of School District No. 50 (Haida Gwaii) receives and files the Accounts Payable and Payroll for June, July and August 2017.

MOTION CARRIED

8.2 Audited Financial Statements

RI7092608 THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the audited Financial Statements for the year ended, June 30, 2017 and that the Board Chairperson, the Superintendent of Schools, and the Secretary Treasurer be authorized to execute these statements.

MOTION CARRIED

8.3 Preliminary Enrolment

Secretary Treasurer Sansome informed the Board of Education of School District No. 50 (Haida Gwaii) of preliminary enrolment numbers to 515 excluding student enrolled in distributed learning.

8.4 Cayenta eServe and Absence Management

RI7092609 THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the purchase of the Absence Management and eServe programs delivered by Cayenta.

MOTION CARRIED

8.5 Tuition-Free Adult Basic Education & Post Secondary Children In Care

The Board of Education of School District No. 50 (Haida Gwaii) received and filed information regarding tuition-free adult basic education and post secondary children in care.

8.6 Next Generation Network Services Update

The Board of Education of School District No. 50 (Haida Gwaii) received and filed information regarding the Next Generation Network Services update.

8.7 2017/2018 Budget

The Board of Education of School District No. 50 (Haida Gwaii) received and filed information regarding the 2017/2018 provincial and district budgets.

8.8 Rural and Remote Workforce Sustainability Fund

The Board of Education of School District No. 50 (Haida Gwaii) received and filed information regarding the Rural and Remote Workforce Sustainability Fund.

8.9 Sandspit Students' Transportation to GKNSS

R17092610 THAT the Board of Education of School District No. 50 (Haida Gwaii) approve negotiations with Sandspit Community Society to provide transportation to/from Sandspit/Alliford Bay for the remainder of the 2017/2018 school year with a maximum increase of costs being \$3,000.

MOTION CARRIED

8.10 Capital Funding for Daycare Space

R17092611 THAT the Board of Education of School District No. 50 (Haida Gwaii) approve stage two of the application for capital funding to construct a daycare.

MOTION CARRIED

8.11 Masset Schools Committee Terms of Reference

Vice Chair Goetzinger assumed the chair.

R17092612 THAT the Board of Education of School District No. 50 (Haida Gwaii) create a committee consisting of a representative from Tahayghen Elementary School's parent advisory council, a representative from Gudangaay Tlaats'gaa Naay Secondary School's parent advisory council, the Tahayghen Elementary Principal, the Gudangaay Tlaats'gaa Naay Secondary Principal a representative from the Old Massett Village Council and one student to review the draft Masset Schools Terms of Reference and return to the board for approval.

MOTION CARRIED

Chair Williams resumed the chair.

8.12 Gidgalang Kuuyas Naay Secondary Water

Superintendent Day informed the Board of Education of School District No. 50 (Haida Gwaii) that additional research into the water issues and pipes at Gidgalang Kuuyas Naay Secondary are needed prior to providing a quote. Principal Marie reported that the water filtration drinking fountains at Gudangaay Tlaats'gaa Naay Secondary cost \$3,000 each.

8.13 BC Human Rights Tribunal Special Application

Superintendent Day informed the Board of Education of School District No. 50 (Haida Gwaii) that Principal of Aboriginal Education Joanne Yovanovich has been instructed to start the process to submit the Aboriginal Special Program application to the BC Human Rights Tribunal.

9. Questions from the public

The Board of Education of Schools District No. 50 (Haida Gwaii) and members of the public held a question and answer period. The following agenda items were discussed:

- Finance and audit committee membership and costs;
- Masset schools' committee;
- Haida Language meetings;
- BC Human Rights Tribunal application language;
- Maintenance projects budget for Masset schools;
- E-serve costs;
- Senate report;
- Transportation review.

10. Adjournment

R17092612 THAT the Board of Education of School District No. 50 (Haida Gwaii) adjourns the Regular Board meeting at 2027 hours.

MOTION CARRIED

Secretary Treasurer

Chairperson

**TRUSTEE EXPENDITURE REPORT
AS OF September 30, 2017**

| | Current | Year-To-Date | Budget | Available | % Spent |
|--------------|-----------------|------------------|------------------|------------------|------------|
| 4-40-19000 | 4,524.43 | 13,573.29 | 54,843.00 | 41,269.71 | 25% |
| 4-40-20000 | 87.39 | 262.18 | 1,275.00 | 1,012.82 | 21% |
| 4-40-34000 | 3,907.70 | 8,280.26 | 27,000.00 | 18,719.74 | 31% |
| 4-40-37000 | | 7,050.43 | 8,822.00 | 1,771.57 | 80% |
| 4-40-39000 | | 0.00 | | - | 0% |
| 4-40-42000 | | 0.00 | 1,200.00 | 1,200.00 | 0% |
| 4-40-42005 | | 0.00 | | - | 0% |
| 4-40-51000 | 547.54 | 547.54 | | (547.54) | 0% |
| 4-40-59000 | 108.59 | 108.59 | | (108.59) | 0% |
| Total | 9,175.65 | 29,822.29 | 93,140.00 | 63,317.71 | 32% |

Criteria for Selection of Student Performances for AGM

Background

The BCSTA Board of Directors approved a budget item to provide opportunities for students from around the Province to travel to Vancouver and perform at the BCSTA AGM. BCSTA will provide the school district with an honorarium of up to \$4,000 to assist with travel, accommodation and other expenses associated with the students coming to perform at the BCSTA AGM. All costs above this amount would have to be covered through other independent sources (e.g. school district, fundraising). Should total expenses for the trip and event participation total less than \$4000, the honorarium would be reduced to the specified amount. In some cases, funds may be applied to the creation of a video where attendance is not possible.

BCSTA will not arrange transportation, hotel or other requirements for the student performers. All such arrangements are the responsibility of the sponsoring school or school district.

The school district is responsible for ensuring suitable chaperones are engaged to supervise the students at all times (while traveling to/from the event, on-site at the BCSTA AGM etc.).

The school district is responsible for getting the necessary permission from the students' parents/guardians for their child to participate in the trip.

Staff members leading the student group are responsible for getting necessary authorization from within the school district to participate in the BCSTA AGM.

It is up to BCSTA to determine, in its sole discretion, which student group(s) will be able to perform at the BCSTA AGM (i.e. just because you apply, does not mean that you will be selected). The BCSTA Professional Learning Committee has developed a set of criteria to advise districts of the opportunity and to set out the criteria that would be used to select from applications submitted.

Criteria for Selection

- Student groups are encouraged in all areas of performance, including, but not limited to choral, instrumental, dance, drama.
- Over time, selection will aim to provide diversity of performance genre, with dance, choral, instrument and theatre all represented.
- Over time, selection will aim to provide geographical diversity, with groups from around the Province represented.
- District groups unable to attend in person can apply to present a video production of a performance. The preference, however, is for groups to perform in person.
- The size of the group will be limited by space availability at the conference venue.
- The performance must not take longer than 20 minutes in total.
- The budget submitted must indicate how the funds will be applied to expenses.
- The application will be accompanied by approval from the District with all aspects of supervision and travel reviewed and approved by the District.
- The application will be accompanied by an itinerary, including any other educational events planned for students as part of the trip.



British Columbia
School Trustees
Association

Application for Student Performance at BCSTA Annual General Meeting

The BCSTA Board of Directors approved a budget item to provide opportunities for students from around the Province to travel to Vancouver and perform at the BCSTA AGM. BCSTA will provide the school district with an honorarium of up to \$4,000 to assist with travel, accommodation and other expenses associated with the students coming to perform at the BCSTA AGM. Criteria and process are outlined on the website of the BCSTA.

Please describe the performance: numbers of students involved, length of time for performance, space required and any other information you think important.

Please outline your itinerary for the visit: full length of time, educational and cultural activities planned, travel arrangements, etc.

Please outline your plans for supervision and attach copies of the District approval.

Please attach the full budget.

Please send completed applications to the BCSTA Office to the attention of:

Hugh Blackman, Director, Education Services

British Columbia School Trustees Association
4th floor - 1580 West Broadway
Vancouver, BC V6J 5K9



September 26, 2017

Ref: 196199

To: All Superintendents

RE: Provincial Government Fiscal Sustainability Review

Dear Colleagues:

You will have seen or heard of the recent announcement that government is undertaking a Fiscal Sustainability Review. As you know, the Ministry of Finance relies upon Crown corporations and other public sector entities, such as boards of education, universities, colleges and health authorities, in developing three-year forecasts of revenues, expenditures, capital and debt as part of its annual budget process. This includes the analysis of key sensitivities and risks underpinning the annual *Budget* and the *Three-Year Fiscal Plan*, all of which inform government budget decisions and overarching fiscal policy.

The Financial Sustainability Review is being conducted as part of the process of developing *Budget 2018* and the corresponding *Three-Year Fiscal Plan*. The Ministry of Finance has retained a team of independent contractors comprised of Chris Trumpy and Dan Perrin to undertake the review, with support of Ministry of Finance staff, as well as staff of ministries responsible for broader public sector entities (including the Ministry of Education). The contractors will carry out a high-level assessment and, where appropriate, make recommendations to improve the quality of financial information and forecasting processes from responsible ministries, which impact baseline assumptions to be used in budget and three-year fiscal plan development.

In addition to evaluating the quality of regular and ad hoc financial and other related information submitted to the Province, the mandate of the review is to also identify options that could enhance the Province's ability to manage risks to its overall fiscal planning process. A copy of the formal news release and supporting materials are attached as an Appendix to this letter.

I want to assure you the purpose of the review is to look at the financial information provided to the Ministries of Education and Finance and the forecasting processes used across the public sector. The review is not in any way intended to identify or target budget changes from Boards of Education. This process is about good fiscal management and ensuring we have the best information possible before finalizing *Budget 2018* and the next *Three Year Fiscal Plan*. Ministry of Education staff will be working with the Financial Sustainability Review Team as required, and may be working with some school districts as part of this process to acquire additional information from school districts, if needed. .../2

If you have any questions, please contact Reg Bawa, Assistant Deputy Minister, Resource Management and Executive Financial Office by email at Reg.Bawa@gov.bc.ca or Kim Horn, Executive Director, Sector Resourcing and Service Delivery Branch at Kim.Horn@gov.bc.ca.

Sincerely,



D. Scott MacDonald
Deputy Minister

Attachments

pc: *All Secretary-Treasurers*

NEWS RELEASE

For Immediate Release

Ministry of Finance

Government undertakes fiscal sustainability review

VICTORIA – To help inform the development of *Budget 2018* and the next *Three-Year Fiscal Plan*, Finance Minister Carole James announced a review of financial information submitted to the Province by specific Crown corporations and the broader schools, universities, colleges, and health (SUCH) sector.

Independent consultants have been contracted to help the provincial government assess the quality of financial information built into the baseline assumptions in the budget development process. The goal of the review is to assess the information, evaluate risks and identify options that will assist the Province with developing, monitoring and managing to its overall Fiscal Plan targets.

The review covers selected significant Crown corporations including:

- BC Lottery Corporation;
- BC Hydro;
- Insurance Corporation of British Columbia;
- Liquor Distribution Branch; and
- BC Housing Management Commission (including Provincial Rental Housing Corporation).

In addition, the review will include a high-level assessment of the information provided by SUCH sector entities through the ministries responsible for their fiscal planning, monitoring and management.

The Review will be completed in advance of *Budget 2018* in order for information to be incorporated and reflected in *Budget 2018*.

Quote:

Minister of Finance Carole James:

“This review will help inform the decisions we make as a government as we work to build Budget 2018. My expectation is that the review will give government a better picture of the risks, finances and fiscal forecasts of significant Crown corporations and SUCH sector entities, so that we foster long-term fiscal sustainability in planning and developing our budgets and decisions. Every additional dollar that is carefully managed can be used to help make life more affordable for people, invest in services and build a strong, sustainable economy.”

Learn more:

For more information on the Fiscal Sustainability Review please go to page 51 to 54 of the *Budget 2017 Update*:

Fiscal Sustainability Review

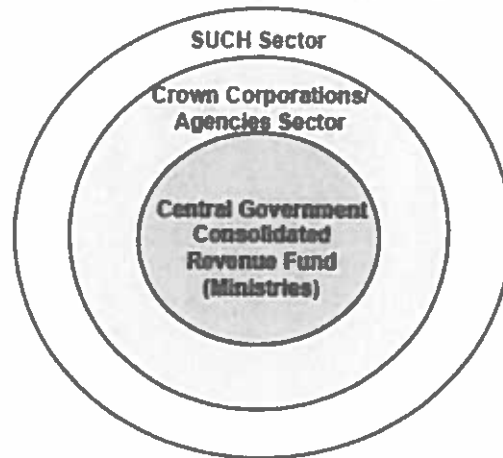
The Broader Provincial Public Sector

Chart 1 shows that under the provincial *Budget Transparency and Accountability Act*, the Province's budgeting and reporting framework includes all of the operations of central government (ministries), provincial Crown corporations and the public schools, universities, colleges and health (SUCH) sector.

The Ministry of Finance presents three-year forecasts of revenue, expenditure, capital and debt as part of the annual *Budget and Three-Year Fiscal Plan*. Also included is an analysis of key sensitivities and risks underpinning the forecasts. These forecasts, and the Province's ability to identify and mitigate risks, rely on information provided by ministries, Crown corporations and agencies, as well as the broader SUCH sector.

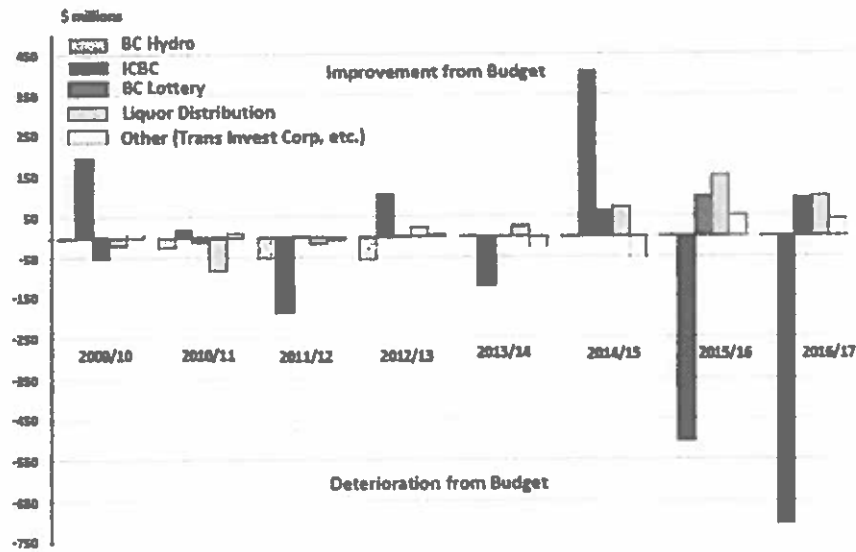
The Province's annual bottom-line surplus (deficit) is simply the difference between two very large numbers – total revenues and total spending. Changes on either side can have negative, positive and sometimes offsetting effects on the Province's bottom line.

Chart 1 Provincial budgeting and reporting framework



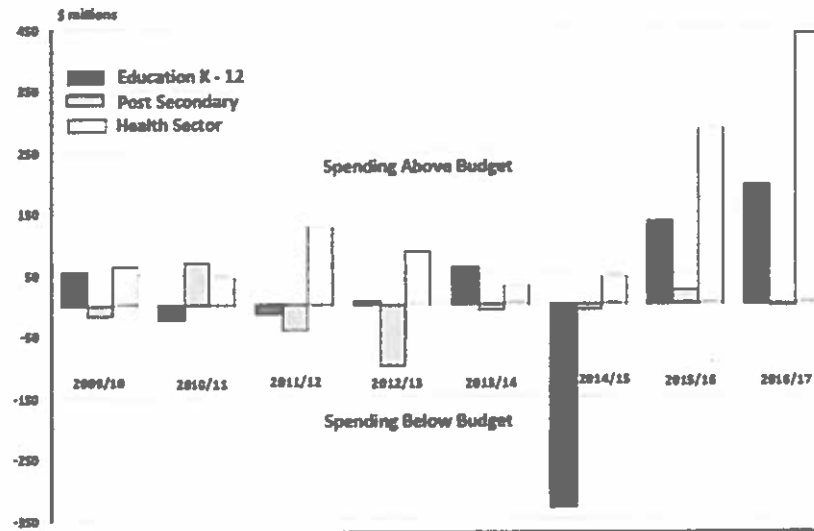
Net income (losses) of commercial Crown corporations are included as part of the Province's revenue forecasts. While not the largest segment of provincial revenues, Chart 2 shows that over the last 8 years, final results can vary significantly – which affects the accuracy and stability of the overall provincial planning framework.

Chart 2 Commercial Crown corporation changes from budget forecast



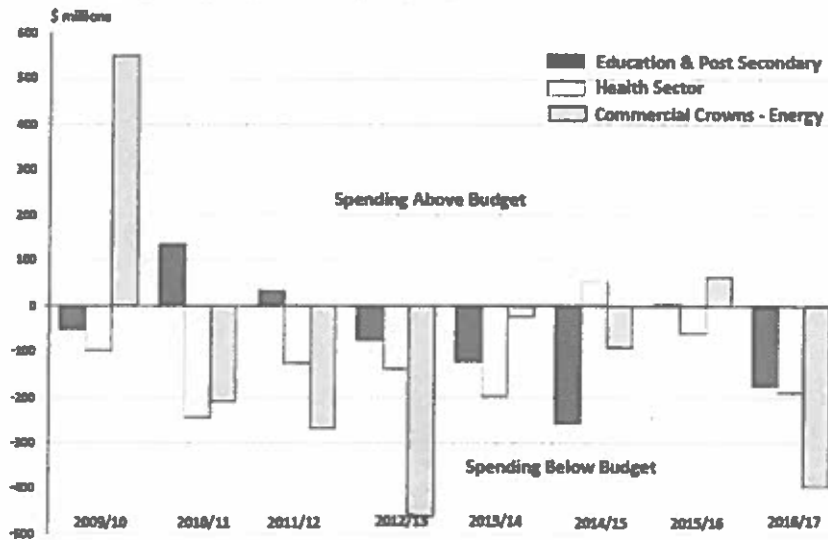
Spending through the SUCH sector agencies makes up about half of all provincial spending and Chart 3 shows that final results have varied significantly from budget, particularly in the last 3 years. There are a variety of reasons for these changes.

Chart 3 Schools, universities, colleges and health sector (SUCH) spending changes from budget forecast



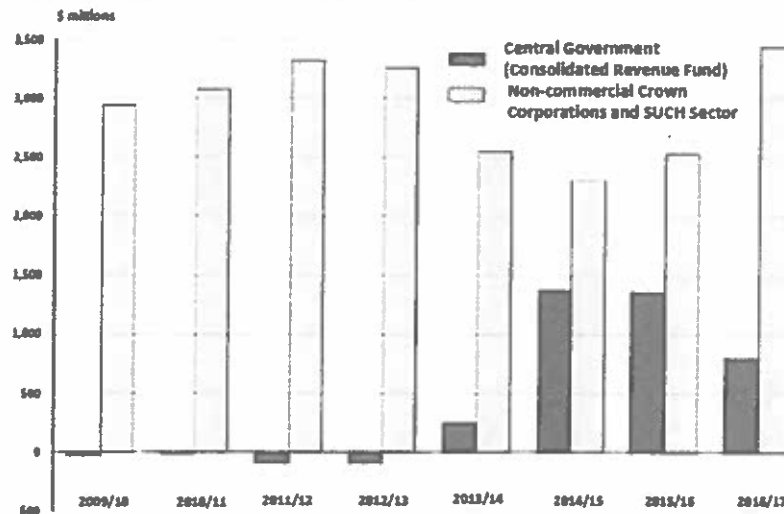
The Province's debt and cash management plan is also integral to achieving its overall *Budget and Three-Year Fiscal Plan* targets. Chart 4 illustrates how capital spending forecasts – largely financed through provincial borrowing – have changed compared to original budget projections over the last 8 years for selected provincial agencies.

Chart 4 Capital spending changes from budget forecast



Management of surplus cash balances is also a key part of helping to ensure that provincial borrowing needs are minimized where possible. Chart 5 shows that opportunities still remain for working with Crown corporations and broader SUCH agencies to reduce surplus cash balances as alternatives to borrowing.

Chart 5 Provincial year-end cash and equivalent balances



Appendix 1

The existence of well-structured and effective management, reporting, accountability and risk identification and mitigation systems throughout the provincial public sector are critical in helping the Province to manage its overall operations and finances.

As part of its planning and development work, the Ministry of Finance is undertaking a review and assessment of the quality of financial and other information impacting baseline assumptions to be used for developing *Budget 2018 and Three-Year Fiscal Plan* (Fiscal Sustainability Review).

The mandate of this Review is to assess the quality of financial and other information produced and submitted by certain significant Crown corporations and SUCH sector entities to the Province, and to identify ways that will enhance the Province's ability to manage forecast changes and risks to its overall fiscal plan – and therefore fiscal sustainability – in the near and longer term.

The Insurance Corporation of British Columbia is one such entity to be reviewed and the government expects that these Review findings will further assist in a broader operational review planned for the corporation by the ministry responsible.



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
HAIDA GWAI**

107 Third Avenue, PO Box 69
Village of Queen Charlotte, BC V0T 1S0
Tel: (250)559-8471 Fax: (250)559-8849
www.sd50.bc.ca

October 19, 2017

[REDACTED]

Re: French Immersion

[REDACTED]

I am writing to provide you with an update on the enrolment and status of the French Immersion Program that is currently running at Sk'aadga Naay Elementary School.

As of September 30, 2017, there were fewer than 12 students enrolled in the program. School District 50 Haida Gwaii Board Policy C.6. directs that:

- classes will be closed down if the number enrolled in the program is below 12 by September 30, and that
- The district shall give the remainder of the year as notice to parents/guardians of the closing of the class and will not offer French Immersion to that cohort the next school year.

As such, the French Immersion Program will continue until June 29th of 2018. The program will not be offered in the 2018-19 school year.

Students who are completing Grade 6 this year will be transitioned to a Grade 7 class in a regular English program for September of 2018.

Please contact me if you have any questions or concerns regarding this change.

Sincerely,

Dawna Day
Superintendent
cc. Trustees

2400P

SUBSTITUTE TEACHER (without BC certification)

Adopted: November 1999

Last Revision: December 2006

POLICY

In accordance with the provisions of the *School Act*, the Board of School Trustees of School District No. 50 (Haida Gwaii/Queen Charlotte) may make provision for the employment of substitute teachers without BC Certification.

PROCEDURE

Effective December 1st, 2006 the rate for substitute teachers without BC Certification shall be one hundred fifty dollars (\$150.00) for each day inclusive of holiday pay.

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FINANCE VOUCHER

REGULAR BOARD MEETING

BOARD MEETING:

October 23, 2017

AGENDA ITEM:

Finance Voucher September 30, 2017

The list of accounts payable is attached for your information. The following is a summary of accounts.

| | | | |
|---|--------------------|--------------|------------------------------|
| A/P Cheques Computer Generated | September 30, 2017 | \$169,942.32 | |
| ePayments | September 30, 2017 | \$331,684.49 | |
| Quick Pays | September 30, 2017 | \$155,879.85 | |
| TOTAL Accounts Payable..... September 30, 2017 | | | \$657,506.66 |
| Teachers | 15-Sep | \$93,850.00 | |
| AO/Exempt | 15-Sep | \$30,800.00 | |
| Teachers | 30-Sep | \$115,017.26 | |
| AO/Exempt | 30-Sep | \$42,116.12 | \$281,783.38 |
| CUPE | 2-Sep | \$28,213.49 | |
| Casuals | 2-Sep | \$4,925.14 | |
| TOC's | 2-Sep | \$0.00 | |
| CUPE | 16-Sep | \$49,622.55 | |
| Casuals | 16-Sep | \$4,316.24 | |
| TOC's | 16-Sep | \$4,303.27 | |
| CUPE | 30-Sep | \$50,768.03 | |
| Casuals | 30-Sep | \$10,249.96 | |
| TOC's | 30-Sep | \$7,034.50 | |
| | | | \$159,433.18 |
| TOTAL Payroll..... September 30, 2017 | | | \$441,216.56 |
| TOTAL A/P and Payroll | | | <u>\$1,098,723.22</u> |

RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling **\$1,098,723.22** for the month of September

SCHOOL DISTRICT NO. 50
CHEQUE REGISTER AS OF September 30, 2017

| CHEQUE NUMBER | DATE | SUPPLIER | AMOUNT |
|------------------|-----------|---------------------------------|----------------------|
| 57483 | 9/8/2017 | BC Hydro & Power Authority | \$ 12,406.90 |
| 57484 | 9/8/2017 | Jorgenson Lockers | \$ 796.00 |
| 57485 | 9/8/2017 | Professional Mechanical Ltd. | \$ 90,982.50 |
| 57486 | 9/8/2017 | Ministry of Finance | \$ 7,877.50 |
| 57487 | 9/8/2017 | Skeena QC Regional District (I | \$ 50.00 |
| 57488 | 9/8/2017 | Staples Desjardins Card Service | \$ 812.04 |
| 57489 | 9/8/2017 | Telus Commuications Company | \$ 48.31 |
| 57490 | 9/8/2017 | UPS Canada | \$ 56.41 |
| 57491 | 9/8/2017 | X10 Networks | \$ 3,675.00 |
| 57492 | 9/8/2017 | Petty Cash | \$ 98.59 |
| 57493 | 9/13/2017 | Diane Brown | \$ 250.00 |
| 57494 | 9/13/2017 | Roy Collison | \$ 250.00 |
| 57495 | 9/13/2017 | Kiku Dhanwant | \$ 169.58 |
| 57496 | 9/13/2017 | May Russ | \$ 250.00 |
| 57497 | 9/13/2017 | Staples Desjardins Card Service | \$ 1,227.70 |
| 57498 | 9/13/2017 | Ron Wilson | \$ 250.00 |
| 57499 | 9/13/2017 | Lonnie Young | \$ 250.00 |
| 57500 | 9/13/2017 | Diane Brown | \$ 50.00 |
| 57501 | 9/21/2017 | April Johnson | \$ 444.00 |
| 57502 | 9/21/2017 | BCASBO | \$ 315.00 |
| 57503 | 9/21/2017 | Global Industrial Canada Inc | \$ 3,638.61 |
| 57504 | 9/21/2017 | Greater Massett Development Co | \$ 92.40 |
| 57505 | 9/21/2017 | Kone Inc. | \$ 1,930.89 |
| 57506 | 9/21/2017 | Mountain Equipment Co-Op | \$ 352.80 |
| 57507 | 9/21/2017 | Murrelet Trading Company | \$ 1,036.00 |
| 57508 | 9/21/2017 | Nebs Business Products Limited | \$ 1,514.01 |
| 57509 | 9/21/2017 | Pitney Bowes Leasing | \$ 119.14 |
| 57510 | 9/21/2017 | Scholar's Choice | \$ 160.36 |
| 57511 | 9/21/2017 | Staples Desjardins Card Service | \$ 287.04 |
| 57512 | 9/21/2017 | Super Valu Store No. 43 | \$ 87.70 |
| 57513 | 9/21/2017 | Telus Commuications Company | \$ 193.24 |
| 57514 | 9/26/2017 | Dadens Industries (2009) Ltd. | \$ 38,981.25 |
| 57515 | 9/26/2017 | J & F Distributors | \$ 1,277.25 |
| 57516 | 9/26/2017 | Pitney Bowes Leasing | \$ 12.10 |
| TOTALS | | | \$ 169,942.32 |

SCHOOL DISTRICT NO. 50
eREGISTER AS OF SEPTEMBER 30, 2017

| DATE | SUPPLIER | NUMBER | AMOUNT | Batch # |
|-----------|--------------------------------------|--------|---------------|---------|
| 9/8/2017 | Apple Canada Inc. C3120 | 10662 | \$ 5,847.10 | 7794 |
| 9/8/2017 | Bandstra Transportation | 10663 | \$ 3,299.75 | 7794 |
| 9/8/2017 | Bastion Trophies | 10664 | \$ 205.80 | 7794 |
| 9/8/2017 | BC School Sports | 10665 | \$ 376.50 | 7794 |
| 9/8/2017 | Big Red Enterprises LTD. | 10666 | \$ 2,520.50 | 7794 |
| 9/8/2017 | British Columbia Safety Authority | 10667 | \$ 1,875.00 | 7794 |
| 9/8/2017 | Charlotte Island Tires LTD. | 10668 | \$ 704.92 | 7794 |
| 9/8/2017 | Coastal Propane Inc. | 10669 | \$ 24,884.26 | 7794 |
| 9/8/2017 | Craven Huston Powers Architects | 10670 | \$ 3,034.50 | 7794 |
| 9/8/2017 | Family Services Of Greater Vancouver | 10671 | \$ 4,353.52 | 7794 |
| 9/8/2017 | Graydon Security Systems | 10672 | \$ 314.48 | 7794 |
| 9/8/2017 | Haida Gwaii Consumers Co-operative | 10674 | \$ 409.49 | 7794 |
| 9/8/2017 | Harris & Company | 10675 | \$ 367.59 | 7794 |
| 9/8/2017 | Insight Canada Inc. | 10676 | \$ 1,408.63 | 7794 |
| 9/8/2017 | Koffman Kalef | 10677 | \$ 479.68 | 7794 |
| 9/8/2017 | MCONNELL, VOELKL | 10678 | \$ 10,500.00 | 7794 |
| 9/8/2017 | North Arm Transportation LTD. | 10679 | \$ 2,899.21 | 7794 |
| 9/8/2017 | North Coast Regional District | 10680 | \$ 128.00 | 7794 |
| 9/8/2017 | North Coast Supply Co. LTD. | 10681 | \$ 146.27 | 7794 |
| 9/8/2017 | Northern Industrial Sales | 10682 | \$ 132.30 | 7794 |
| 9/8/2017 | Rootham Services Group Incl | 10683 | \$ 2,722.24 | 7794 |
| 9/8/2017 | School Specialty Canada | 10684 | \$ 61.07 | 7794 |
| 9/8/2017 | Schoolhouse Publications Inc. | 10685 | \$ 859.87 | 7794 |
| 9/8/2017 | SCS Materials Engineers Ltd. | 10686 | \$ 3,954.34 | 7794 |
| 9/8/2017 | Spectrum Educational Supplies LTD. | 10687 | \$ 905.21 | 7794 |
| 9/8/2017 | SOX Dance Company | 10688 | \$ 630.00 | 7794 |
| 9/8/2017 | Tlc Automotive Services LTD. | 10689 | \$ 411.58 | 7794 |
| 9/8/2017 | Village Of Port Clements | 10690 | \$ 501.00 | 7794 |
| 9/8/2017 | Western Campus Resources | 10691 | \$ 93.18 | 7794 |
| 9/8/2017 | Xerox Canada Ltd. | 10692 | \$ 2,042.16 | 7794 |
| 9/8/2017 | Verena Gibbs | 10694 | \$ 113.82 | 7794 |
| 9/8/2017 | Marylynn A. Hunt | 10695 | \$ 97.38 | 7794 |
| 9/8/2017 | Tiffany Lavoie | 10696 | \$ 1,818.00 | 7794 |
| 9/8/2017 | Sk'aadga Naay Elementary School | 10697 | \$ 100.50 | 7794 |
| 9/8/2017 | Marcia Watkins | 10698 | \$ 387.22 | 7794 |
| 9/8/2017 | Harmony Williams | 10699 | \$ 111.99 | 7794 |
| 9/13/2017 | Apple Canada Inc. C3120 | 10700 | \$ 67.14 | 7800 |
| 9/13/2017 | Fast Fuel Limited Partnership | 10701 | \$ 63.60 | 7800 |
| 9/13/2017 | Fictorie Construction Management L | 10702 | \$ 136,702.77 | 7800 |
| 9/13/2017 | Haida Gwaii Consumers Co-operative | 10703 | \$ 1,905.94 | 7800 |
| 9/13/2017 | Insight Canada Inc. | 10704 | \$ 599.19 | 7800 |

SCHOOL DISTRICT NO. 50
eREGISTER AS OF SEPTEMBER 30, 2017

| DATE | SUPPLIER | NUMBER | AMOUNT | Batch # |
|-----------|---|--------|--------------|---------|
| 9/13/2017 | Queen Charlotte Youth Education Society | 10705 | \$ 662.70 | 7800 |
| 9/13/2017 | Monk Office Supply LTD. | 10706 | \$ 5,653.94 | 7800 |
| 9/13/2017 | Agnes L Mathers Principal's in Trust | 10707 | \$ 168.00 | 7800 |
| 9/13/2017 | Colleen J. Beachy | 10708 | \$ 77.58 | 7800 |
| 9/13/2017 | Verena Gibbs | 10709 | \$ 177.11 | 7800 |
| 9/13/2017 | Steven Goffic | 10710 | \$ 658.96 | 7800 |
| 9/13/2017 | Port Clements School Principal's in Trust | 10711 | \$ 30.20 | 7800 |
| 9/13/2017 | Shelley Sansome | 10712 | \$ 112.36 | 7800 |
| 9/13/2017 | Lisa Ann Waring | 10713 | \$ 202.99 | 7800 |
| 9/13/2017 | Nadine Whittle | 10714 | \$ 221.49 | 7800 |
| 9/21/2017 | Aaron-Mark Services | 10715 | \$ 508.77 | 7814 |
| 9/21/2017 | Atwell Family Foods | 10716 | \$ 327.37 | 7814 |
| 9/21/2017 | Bandstra Transportation | 10717 | \$ 2,502.53 | 7814 |
| 9/21/2017 | BC School Sports | 10718 | \$ 376.50 | 7814 |
| 9/21/2017 | Black Press Ltd. | 10719 | \$ 755.94 | 7814 |
| 9/21/2017 | Coastal Propane Inc. | 10720 | \$ 18,703.47 | 7814 |
| 9/21/2017 | Craven Huston Powers Architects | 10721 | \$ 19,865.75 | 7814 |
| 9/21/2017 | Graydon Security Systems | 10722 | \$ 314.48 | 7814 |
| 9/21/2017 | Haida Gwaii Consumers Co-operative | 10723 | \$ 781.31 | 7814 |
| 9/21/2017 | Haida Gwaii Trader.com | 10724 | \$ 123.90 | 7814 |
| 9/21/2017 | Harris & Company | 10725 | \$ 100.80 | 7814 |
| 9/21/2017 | Insight Canada Inc. | 10726 | \$ 704.90 | 7814 |
| 9/21/2017 | Nelson Education LTD. | 10727 | \$ 4,627.44 | 7814 |
| 9/21/2017 | Observer Publishing CO LTD. | 10728 | \$ 1,437.45 | 7814 |
| 9/21/2017 | Pebt, IN Trust | 10729 | \$ 8,510.12 | 7814 |
| 9/21/2017 | Qay'llnagaay Heritage Centre | 10730 | \$ 100.00 | 7814 |
| 9/21/2017 | Quality Classrooms | 10731 | \$ 881.25 | 7814 |
| 9/21/2017 | Queen Charlotte Electronics | 10732 | \$ 1,626.73 | 7814 |
| 9/21/2017 | Rootham Services Group Incl | 10733 | \$ 2,006.21 | 7814 |
| 9/21/2017 | School Specialty Canada | 10734 | \$ 257.49 | 7814 |
| 9/21/2017 | Schoolhouse Publications Inc. | 10735 | \$ 182.82 | 7814 |
| 9/21/2017 | Skyline Athletics | 10736 | \$ 319.70 | 7814 |
| 9/21/2017 | Spectrum Educational Supplies LTD. | 10737 | \$ 1,874.62 | 7814 |
| 9/21/2017 | Supreme Office Products | 10738 | \$ 279.60 | 7814 |
| 9/21/2017 | Utp Inc. Distribution Division | 10739 | \$ 1,899.75 | 7814 |
| 9/21/2017 | Village Of Masset | 10740 | \$ 400.00 | 7814 |
| 9/21/2017 | Western Campus Resources | 10741 | \$ 450.45 | 7814 |
| 9/21/2017 | Xerox Canada Ltd. | 10742 | \$ 929.41 | 7814 |
| 9/21/2017 | Zep Sales & Services of Canada | 10743 | \$ 19,019.77 | 7814 |
| 9/21/2017 | Agnes L Mathers Principal's in Trust | 10744 | \$ 165.87 | 7814 |

SCHOOL DISTRICT NO. 50
eREGISTER AS OF SEPTEMBER 30, 2017

| DATE | SUPPLIER | NUMBER | AMOUNT | Batch # |
|---------------|------------------------------------|--------|----------------------|---------|
| 9/21/2017 | Ryan Brown | 10745 | \$ 501.38 | 7814 |
| 9/21/2017 | Reginald Davidson | 10746 | \$ 917.66 | 7814 |
| 9/21/2017 | J. Kim Goetzinger | 10747 | \$ 408.30 | 7814 |
| 9/21/2017 | Ian J. Keir | 10748 | \$ 119.78 | 7814 |
| 9/21/2017 | Tiffany Lavoie | 10749 | \$ 3,636.00 | 7814 |
| 9/21/2017 | Lao Peerless | 10750 | \$ 493.96 | 7814 |
| 9/21/2017 | Jenna Perry | 10751 | \$ 400.00 | 7814 |
| 9/21/2017 | Tannah Salomons | 10752 | \$ 275.00 | 7814 |
| 9/21/2017 | Derek J. Seifert | 10753 | \$ 735.00 | 7814 |
| 9/21/2017 | Zoe Sikora | 10754 | \$ 67.14 | 7814 |
| 9/26/2017 | Apple Canada Inc. C3120 | 10755 | \$ 138.88 | 7818 |
| 9/26/2017 | Atwell Family Foods | 10756 | \$ 135.40 | 7818 |
| 9/26/2017 | Haida Gwaii Consumers Co-operative | 10757 | \$ 926.11 | 7818 |
| 9/26/2017 | Insight Canada Inc. | 10758 | \$ 305.18 | 7818 |
| 9/26/2017 | SQX Dance Company | 10759 | \$ 216.56 | 7818 |
| 9/26/2017 | Utp Inc. Distribution Division | 10760 | \$ 103.32 | 7818 |
| 9/26/2017 | Xerox Canada Ltd. | 10761 | \$ 21.58 | 7818 |
| 9/26/2017 | Ian J. Keir | 10762 | \$ 241.79 | 7818 |
| 9/26/2017 | Bryan Lowrie | 10763 | \$ 279.99 | 7818 |
| 9/26/2017 | Tahayghen Principal's IN Trust | 10764 | \$ 730.00 | 7818 |
| 9/29/2017 | Judy Hadcock | 10673 | \$ 2,625.00 | 7794 |
| 9/29/2017 | Ryan Brown | 10693 | \$ 2,371.03 | 7794 |
| TOTALS | | | \$ 331,684.49 | |

SCHOOL DISTRICT NO. 50
QUICK PAY REGISTER AS OF SEPTEMBER 30, 2017

| CHEQUE NUMBER | DATE | SUPPLIER | AMOUNT |
|------------------|-----------|----------------------------|----------------------|
| 625902 | 9/5/2017 | Yvette Marie Emerson | \$ 482.00 |
| 613605 | 9/8/2017 | Canada Customs And Revenue | \$ 4,560.64 |
| 613732 | 9/8/2017 | Canada Customs And Revenue | \$ 6,944.57 |
| 237360 | 9/8/2017 | Municipal Pension Plan | \$ 4,444.43 |
| 613980 | 9/14/2017 | Canada Customs And Revenue | \$ 390.72 |
| 607987 | 9/14/2017 | Canada Customs And Revenue | \$ 201.22 |
| 237751 | 9/14/2017 | Municipal Pension Plan | \$ 4,943.19 |
| 237748 | 9/14/2017 | Teachers' Pension Plan | \$ 23,365.58 |
| 636747 | 9/18/2017 | MINISTER OF FINANCE | \$ 4,125.00 |
| 636404 | 9/18/2017 | MINISTER OF FINANCE | \$ 5,250.00 |
| 614952 | 9/19/2017 | Telus | \$ 920.10 |
| 4000028707 | 9/19/2017 | BC Hydro & Power Authority | \$ 7,607.35 |
| 614244 | 9/19/2017 | Telus Communications (Bc) | \$ 2,874.25 |
| 636056 | 9/20/2017 | Pacific Blue Cross | \$ 9,243.52 |
| 636141 | 9/20/2017 | Pacific Blue Cross | \$ 3,568.04 |
| 601006 | 9/22/2017 | Canada Customs And Revenue | \$ 45,420.00 |
| 627342 | 9/22/2017 | Canada Customs And Revenue | \$ 11,575.00 |
| 601602 | 9/22/2017 | Canada Customs And Revenue | \$ 4,440.00 |
| 238524 | 9/22/2017 | Municipal Pension Plan | \$ 7,174.58 |
| 607238 | 9/25/2017 | Canada Customs And Revenue | \$ 7,867.66 |
| 604452 | 9/29/2017 | Yvette Marie Emerson | \$ 482.00 |
| TOTALS | | | \$ 155,879.85 |

MEMORANDUM

**SCHOOL
DISTRICT NO. 50
Haida Gwaii**

TO Shelley Sansome
Secretary-Treasurer

FROM Moira Dubasov
Assistant Secretary-Treasurer

SUBJECT: Teachers Payroll for..... September

DATE 17-Oct-17

| Period Ending | Pay Period | Payroll Group | Net Amount |
|---------------|------------|---------------|---------------|
| 15-Sep | PP#1-9Adv | Teachers | \$ 93,850.00 |
| 15-Sep | PP#1-9Adv | AO/Exempt | \$ 30,800.00 |
| 30-Sep | PP#1-9 | Teachers | \$ 115,017.26 |
| 30-Sep | PP#1-9 | AO/Exempt | \$ 42,116.12 |
| Total Net Pay | | | \$281,783.38 |

MEMORANDUM**SCHOOL
DISTRICT NO. 50
Haida Gwaii**

TO Shelley Sansome
Secretary-Treasurer

FROM Moira Dubasov
Assistant Secretary-Treasurer

SUBJECT: Non-Teachers Payroll for... September

DATE 17-Oct-17

| Period Ending | Pay Period | Payroll Group | Net Amount |
|----------------------|------------|---------------|----------------------|
| 2-Sep | PP #2-18 | CUPE | \$ 28,213.49 |
| 2-Sep | PP #2-18 | Casuals | \$ 4,925.14 |
| 2-Sep | PP #2-18 | TOC's | \$ - |
| 16-Sep | PP #2-19 | CUPE | \$ 49,622.55 |
| 16-Sep | PP #2-19 | Casuals | \$ 4,316.24 |
| 16-Sep | PP #2-19 | TOC's | \$ 4,303.27 |
| 30-Sep | PP #2-20 | CUPE | \$ 50,768.03 |
| 30-Sep | PP #2-20 | Casuals | \$ 10,249.96 |
| 30-Sep | PP #2-20 | TOC's | \$ 7,034.50 |
| Total Net Pay | | | \$ 159,433.18 |

Haida Gwaii
Enrolment
FOR 2017/18

| SCHOOLS | Full-day | | | | | | | | | | | Ungraded | Adult Students | Headcount | FTE Students | | | |
|------------------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|-----------|--------------|------------|----------------|---------|
| | K | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | | | | 10 | 11 | 12 |
| Agnes L Mathers Elem -Secondary | | | 3 | 4 | 2 | 3 | 6 | 5 | 4 | 7 | | | | | | 0 | 34 | 34 000 |
| Gidgalaang Kuuyas Naay Secondary | | | | | | | | | | 31 | 38 | 20 | 16 | 36 | | 0 | 141 | 138 500 |
| Port Clements Elementary | | | 2 | 6 | 4 | 4 | 3 | 4 | 5 | 7 | | | | | | 0 | 35 | 35 000 |
| Sk'aadgaa Naay Elementary School | | | 17 | 18 | 22 | 17 | 17 | 14 | 20 | 16 | | | | | | 0 | 141 | 141 000 |
| Tahayshen Elementary School | | | 8 | 6 | 5 | 6 | 6 | 3 | 14 | 14 | | | | | | 0 | 62 | 62 000 |
| Gudangaay Tiats'gaa Naay Secondary | | | | | | | | | | 14 | 25 | 14 | 22 | 18 | | 0 | 93 | 93 125 |
| Distributed Learning | | | | | | | | | | 0 | 2 | 1 | 4 | 18 | 2 | 2 | 29 | 14 125 |
| Total | 0 | 30 | 34 | 33 | 30 | 32 | 26 | 43 | 44 | 45 | 63 | 34 | 38 | 54 | 2 | 535 | 517 750 | |

503 625

30

97

145

142

92



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
(HAIDA GWAII/QUEEN CHARLOTTE)**

Policy 3500-3

FIELD TRIP APPLICATION

| | |
|---|--|
| Please complete this application and forward to the Superintendent of Schools (a copy will be returned to you as confirmation) | |
| Sponsor Teacher: Bernadette Marie | School: Gudangaay Tlaat's gaa Naay Secondary |
| Name of Field Trip: Cultural Outdoor Activities Studies field days - on Island | Dates of Field Trip: October 13 - June 30, 2018 |
| Number of Students Participating: GTNS/Port Clements Elementary/ Tahayghen Elementary Students | Number of Chaperones: ratio 12:1 regular activities ratio 7:1 High Risk activities |
| Names of Teachers Involved: All teachers who are directly assigned to students in their care (class) | |

| |
|--|
| Objectives of Field Trip (curriculum relatedness): |
| This tour is designed to assist students with post secondary interest and goals and to support their transition into the post secondary education atmosphere. Many different vocations are reviewed; Institution representatives present pertinent information to students while touring and familiarizing themselves with the campus &/or institutions. |

| | |
|--|--|
| Names of Participating Students: | |
| Grade 7 students with permission forms from PCES & TAH Elementary | |
| All GTNS Students with Permission Forms Grades 8-12 | |
| | |
| | |

| | |
|---------------------------------------|--|
| Names of Chaperones: | |
| All Teaching Staff | |
| All EA staff | |
| Volunteers with Criminal Record Check | |

| |
|-----------------|
| Accommodations: |
| NONE |

| |
|--|
| Travel Plans: |
| This application is to accommodate the high risk coast day activities (Kayaking / Bike & Hike, Hunting etc) students under the age of 13 will not be participating in HIGH RISK activities |



**SCHOOL DISTRICT NO. 50 HAIDA GWAI
BOARD POLICY MANUAL**

(g) The number of such trips is at the discretion of the school principal and is limited by his/her budgets;

2. Superintendent Approved Field Trips

(a) Trips that take students out of Province and/or out of District for more than five (5) days require Board approval;

(b) Parent request forms are mandatory for each student prior to the proposed trip;

(c) High Risk Field Trips that occur with experienced staff and are of an ongoing or repeat nature. These include annual ski trips, regular kayak sessions, or other events that recur with frequency with the same staff.

(d) Final approval may be granted by the Superintendent of Schools upon submission of a detailed itinerary and list of participants.

3. Board of Education Approved Field Trips

(a) All new field trips of higher risk must be approved by the Board of Education. These include ski trips, kayaking trips, out of country, etc. that are undertaken as new activities or with wholly new staff supervising them. Please see Principal for further information.

B. RESPONSIBILITIES

1. Sponsor Teachers/Coaches/Supervisors

(a) Shall provide the principal with objectives; itinerary, participants, budget and a source of funds;

(b) Shall make it clear to participants that it is a privilege to travel on behalf of the school and school district and, for disregard of travel rules, the privilege may be withdrawn;

(c) Shall ensure that all participants have met participant criteria set by the school;

(d) Shall make necessary contacts with others involved in the field trip to ensure the best possible activity;

(e) Shall ensure that travel consent forms have been completed and filed with the principal;

(f) Shall collect user fees and deposit with school secretary directing distribution of receipts to Principal or District Sports Chairperson for District Sports activities;

(g) Shall ensure that procedures are in place to deal with any participant having medical alert status;

(h) Shall provide participants and parents/guardians with a trip itinerary. This should include one or more phone numbers, through which the supervisor might be reached in an emergency;

(i) Shall advise participants, in advance, of the expectations regarding their behaviour and outline the consequences of inappropriate behaviour;



September 18, 2017

VAN-E4700-15-1

Ms. Dawna Day, Superintendent
Haida Gwaii School District #050
PO Box 69
Queen Charlotte City BC V0T 1S0

Dear Superintendent:

Re: Nominal Roll Compliance Review 2017-2018

As per the attached correspondence to the Ministry of Education (Appendix A), we are writing to advise that Indigenous and Northern Affairs Canada (INAC) will be conducting the 2017-18 Education Program Nominal Roll Reviews commencing in October 2017. The purpose of the review is to determine funding eligibility, adherence to established standards, and data quality of the Nominal Roll submissions pertaining to on-reserve students attending public schools in your district as per the attached *2017-18 School District/Public School Nominal Roll List* (Appendix B). These reviews will be conducted via telephone/facsimile/email communication.

To determine student eligibility we are requesting the following information:

- a) school register for students living on-reserve which includes the student's full name, civic and mailing address (if different), grade level, date of birth, and gender;
- b) records of on-reserve students who are new to or have left the school since September 29, 2017;
- c) daily attendance record for the period of September 5th to October 13th, 2017 for each on-reserve student;
- d) confirmation that selected courses lead to a regular or adult Dogwood diploma, based on the following information for the period of September 5th to October 15th, 2017, is needed for all adult learners:
 - timetables,
 - course plans (Individual Education Plans), and
 - progress reports



The Nominal Roll Compliance Review Guide (Appendix C) is enclosed for your reference.

Please submit all student information from your identified district on or before **Friday October 20, 2017** to the attention of the Program Review Team, via email at AANDC.PRT-ERP.AADNC@aandc-aadnc.gc.ca or via facsimile to (604) 775-7149. Please inform Taryn Bell via email at Taryn.Bell@aandc-aadnc.gc.ca if the method of sending the information is by facsimile.

If you have any questions or concerns, please contact the Program Review Team by email at AANDC.PRT-ERP.AADNC@aandc-aadnc.gc.ca, by phone at (604) 775-5100 or by facsimile to (604) 775-7149 to the attention of Program Review Team.

Yours truly,



Charlene Lal
Manager, Program Review Team
INAC BC Region
600 – 1138 Melville Street
VANCOUVER BC V6E 4S3

Encl: Appendix A - Letter to Ministry of Education
Appendix B - 2017-18 School District/Public School Nominal Roll List
Appendix C - 2017-18 Nominal Roll Compliance Review Guide

Nominal Roll 2017-18 Review: FN & Public Schools Contacts

EIS DATA AS OF: 2017-04-05

APPENDIX A: 2017-18 SCHOOL DISTRICT/PUBLIC SCHOOL NOMINAL ROLL LIST

| FN # | Recipient Name | School No. | School Name | School Type | School District | Total Enrolment Count | Total FTE Count |
|------|---------------------|------------|--|-------------|-----------------|-----------------------|-----------------|
| 0689 | Old Massett Village | 4755 | GEORGE M DAWSON SECONDARY | Provincial | 50 | 61 | 61.000 |
| 0689 | Old Massett Village | 4757 | QUEEN CHARLOTTE ELEMENTARY SECONDARY SCHOOL | Provincial | | 1 | 1.000 |
| 0689 | Old Massett Village | 4758 | TAHAYGHEN ELEMENTARY | Provincial | | 9 | 9.000 |
| 0670 | Skidegate | 4757 | QUEEN CHARLOTTE ELEMENTARY SECONDARY SCHOOL | Provincial | | 58 | 55.625 |
| 0670 | Skidegate | 7615 | AGNES L. MATHERS ELEMENTARY JUNIOR SECONDARY | Provincial | | 4 | 0.250 |
| 0670 | Skidegate | 8118 | SKAADGAA NAA Y ELEMENTARY | Provincial | | 75 | 75.000 |



September 8, 2017

VAN-E4700-15-1 UNC

Mr. Ted Cadwallader
Provincial Director, Aboriginal Education
BC Ministry of Education
PO Box 9887, Stn Prov Govt
Victoria BC, V8W 9T6

Dear Mr. Cadwallader:

Re: 2017-18 Nominal Roll Compliance Reviews

We are writing to advise that Indigenous and Northern Affairs Canada (INAC) will be conducting the 2017-18 Education Program Nominal Roll Reviews commencing in October 2017. The purpose of the review is to determine funding eligibility, adherence to established standards, and data quality of the Nominal Roll submissions pertaining to on-reserve students attending public schools.

The scope of the 2017-18 Nominal Roll Reviews includes on-reserve students attending the schools as listed in Appendix A: *2017-18 School District/Public School Nominal Roll List*. Additional information from other schools and/or school districts may be required if students have transferred.

To determine student eligibility, we are contacting the school districts directly to request the following information:

- a) school register for students living on-reserve which includes the student's full name, civic and mailing address (if different), grade level, date of birth, and gender;
- b) records of on-reserve students who are new to or have left the school since September 29, 2017;
- c) daily attendance record for the period of September 5th to October 13th, 2017 for each on-reserve student;
- d) confirmation that selected courses lead to a regular or adult Dogwood diploma, based on the following information for the period of September 5th to October 15th, 2017, is needed for all adult learners:
 - timetables,
 - course plans (Individual Education Plans), and
 - progress reports



INAC BC Region will follow-up with a letter to all identified school district Superintendents. We will request that this information be submitted by **Friday October 20, 2017** via email to AANDC.PRT-ERP.AADNC@aandc-aadnc.gc.ca or via facsimile at (604) 775-7149.

If you have any questions or concerns, please contact me at (778) 628-4283 or via email at Charlene.Lai@aandc-aadnc.gc.ca. Thank you in advance for your cooperation and assistance with this exercise.

Yours truly,



Charlene Lai
Manager, Program Review Team
INAC BC Region
600 – 1138 Melville Street
VANCOUVER BC V6E 4S3

Encl: Appendix A – 2017-18 School District/Public School Nominal Roll List



Nominal Roll Compliance Review Guide Elementary and Secondary School Education

Introduction:

The Nominal Roll is the annual census of students living on-reserve eligible for elementary/secondary funding by Indigenous and Northern Affairs Canada (INAC). The Nominal Roll contains information about all on-reserve students attending public, independent and band-operated schools as of September 30th of each year and determines the amount of funding flowed to each First Nation.

This Guide has been prepared by the Program Review Team (PRT) in the Corporate Services Directorate to outline the steps involved in the Nominal Roll Compliance Review process. It is intended to complement the Nominal Roll Manual.

Nominal Roll Compliance & Process:

The purpose of the compliance review is to determine the students' eligibility and the programs' eligibility for funding. The students' eligibility is determined by reviewing factors such as a student's place of residence, age, status, and school attendance. In addition, compliance reviews verify that educational programs and services for which funding is provided meet the national and/or provincial standards as required for funding. The Nominal Roll Compliance Review Process is broken down into the following three stages:

Stage One: Initial Review (First Verification) of Nominal Roll submission:

The *Nominal Roll Student and Education Staff Census Report*, DCI: 462572 is received by Agreement Services Unit, Funding Services Directorate by the October 16, 2017 due date. The initial data review and quality assurance ensures that the information is based on current school year, is complete and consistent with the information in INAC – BC Region database.

Stage Two: Cross-verification of the Information with the Students' School Records

This stage is completed by the PRT unit. The *Education Programs Compliance Directive (October 2005)* requires INAC to conduct Compliance Reviews at regular intervals. Reviews may be more frequent if the First Nation

- has experienced significant changes, such as: additions or deletions, in their recent submissions of the Nominal Roll;
- has added new programs or a new school; and/or
- is exploring block funding agreements or entering into treaty arrangements.

For a selected group of First Nations each year, a desk review and/or on-site verification at schools—public, independent and band-operated—begins after Stage One ends. The Nominal Roll Compliance Reviews are carried out in three steps:



A. Initial Notification

Notification letters are sent to the selected group of First Nations' Chief and Council with a carbon copy to the Band Education Coordinators to advise them of the upcoming Nominal Roll Compliance Review. Notification letters are also sent to the BC Ministry of Education, Superintendents of School Districts, Band Operated Schools (BOS), and Independent Schools. The students' school records and information is requested from the Band Operated Schools (BOS), Public and/or Independent Schools.

B. Review and Verification

The request for students' school information includes the school registration which includes the address, grade, gender, attendance records, and for adult learners progress reports.

Information on the students on the Nominal Roll is cross-checked with the school records. The school attendance is reviewed for the months of September and October. For adult learners, the progress to date is also verified to ensure school activity and participation. For BOS only, teacher certification is verified. For BOS teaching Grades 10 to 12 and/or an Adult Education Program, student access to the Dogwood diploma is also validated through provision of the Agreement with an elementary and/or secondary institution authorized to issue the Dogwood Diploma.

C. Preliminary Findings

Once the desk review and/or on-site verification have been carried out, the initial findings of the Nominal Roll Compliance Review are sent to the First Nation/Administering Authority. The First Nation will have five business days to provide additional supporting documentation for consideration. For any issues which are unclear the PRT-Education Programs Committee may be convened to seek management approval prior to finalization of the results. INAC will send additional instructions on this process with the initial results to the Band Education Coordinators.

Stage 3: Final Adjustments to the Nominal Roll based on the Compliance Review Results

The Nominal Roll results will be adjusted as required and the final findings communicated to the First Nation Administering Authority.

Dated: 18 September 2017