

**MINUTES OF THE REGULAR BOARD MEETING HELD AT GEORGE  
M. DAWSON SECONDARY SCHOOL ON APRIL 26, 2016**

**PRESENT WERE:** Elizabeth Condrotte, Chairperson  
Wilson Brown, Trustee  
Kim Goetzinger, Trustee  
Harmony Williams, Trustee  
Denise Husband, Trustee (via teleconference)

**ALSO PRESENT:** Angus Wilson, Superintendent of Schools  
Shelley Sansome, Secretary Treasurer

**MEMBERS OF THE PUBLIC:**

Alana Drouin	Barbara Sly
Johanne Young	John Disney
Sara Davidson	Mary Disney
Kurt Evans	Kyla Michell
Ian Keir	Natalie Affolter
Andrew Hudson	Tammy Gates
Richard Smith	Donna Wesley
Verena Gibbs	Tara Sjolund
Bryan Lowrie	Sharon Matthews
Reg Davidson	Donna Douglas
Leanne Seifert	Tricia Jung
Stephen Querengesser	Zoe Sikora

**1. Call to Order**

Chair Condrotte called the meeting to order at 1901 hours and acknowledged that the meeting was held on the traditional territory of the Haida Nation.

**2. Approval of Agenda**

RI6042601 MOTION BY KIM GOETZINGER  
SECONDED BY HARMONY WILLIAMS

THAT the agenda be approved with the following additions:

- 4.1 Student Records System Presentation by Johanne Young;
- 6.4 Election of Vice Chairperson;
- 6.5 Vancouver Community College;
- 7.4 Capital Project Funding Agreement.

MOTION CARRIED

### **3. Approval of the Minutes of Prior Meetings and Receipt of Records of Closed Meetings**

#### **3.1 March 29, 2016 Rise and Report**

The Superintendent of Schools reported on property, personnel and student matters from the March 29, 2016 In-camera meetings.

#### **3.2 Approval of Minutes**

RI6042602 MOTION BY WILSON BROWN  
SECONDED BY DENISE HUSBAND

THAT the minutes of the regular meeting of March 29, 2016 be approved as presented.

MOTION CARRIED

### **4. Delegations/Presentations**

#### **4.1 Student Records System**

George M. Dawson Secondary School's Administrative Assistant informed the Board of Education of School District No. 50 (Haida Gwaii) of challenges working with the MyEd BC system and that the system is not mandated by the Ministry of Education. Ms. Young proposes to return to the Harts Systems with the ability to revisit MyEd BC when glitches no longer exist. The Board requested administration to have the district's current MyEd BC cost be available at the May 2016 public meeting.

RI6042603 MOTION BY KIM GOETZINGER  
SECONDED BY DENISE HUSBAND

THAT the Board of Education of School District No. 50 (Haida Gwaii) add MyEd BC to the May 24, 2016 meeting agenda.

MOTION CARRIED

### **5. Reports**

#### **5.1 Report from Chair**

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Chairperson's written report. Chair Condrotte reviewed the following highlights from the 2016 BC School Trustees Association Annual General Meeting:

- Social License workshop;
- Board Chair and Vice Chair meeting;
- War Child Canada presentation;
- High Tech High presentation;
- Northwest Zone meeting;
- Strategic Planning;
- Section 177 of the School Act;
- Budgets: no increase to membership fees.

## **5.2 Trustee Reports**

- Trustee Williams reported on her attendance at a budget meeting and reading emails.
- Trustee Brown reported on reading emails, encouraging interest in public education matters in Masset, attending budget meetings, and a meeting with the Old Massett Village Council Chief Councilor and Administrator.
- Trustee Goetzinger reported on her attendance at the following workshops presented at the 2016 BC School Trustees Association Annual General Meeting:
  - Social License workshop;
  - Board Chair and Vice Chair meeting;
  - War Child Canada presentation;
  - Teacher benefit plans supporting terrorism;
  - Section 177 of the School Act;
  - Truth and Reconciliation to be a standing item on all board meeting agendas and reflected in the board's strategic plan.

**RI6042604     MOTION BY KIM GOETZINGER  
                      SECONDED BY WILSON BROWN**

THAT the Board of Education of School District No. 50 (Haida Gwaii) send a pleasant letter to the Council of the Haida Nation requesting to be added to the next island protocol table to discuss transportation, Mt. Moresby Adventure Camp and Copper Bay Logging.

**MOTION CARRIED**

**RI6042605     MOTION BY KIM GOETZINGER  
                      SECONDED BY HARMONY WILLIAMS**

THAT the Board of Education of School District No. 50 (Haida Gwaii) receive and file the letter signed by the Minister of Education regarding the Haida IRP.

**MOTION CARRIED**

- Trustee Husband reported on her attendance at a meeting to recruit a Superintendent of Schools, a pro-d joint committee meeting to discuss new curriculum, a teleconference with the BC Public School Employers' Association, and a performance at Sk'aadga Naay Elementary School.

## **5.3 Superintendent of Schools' Report**

The Superintendent of Schools reported on his involvement with budget meetings, a conference call regarding distributed learning, a District Parent Advisory Council meeting, a Principals meeting, a Rural Advisory committee meeting, layoffs, covered classes so staff could attend a funeral, a BC Schools Superintendents conference, and he informed the public he has accepted employment in another district.

#### **5.4 Secretary Treasurer's Report**

The Secretary Treasurer reported on her involvement with presenting two public budget presentations, a teleconference with the BC Public School Employers' Association, an in-camera meeting with the board, the General Reporting Entity report, the Student Achievement Data Exchange report, recruitment of eleven positions, teacher leave and part-time assignment requests for the 2016/2017 school year, layoffs, management of day to day leaves of absence for the district, a number of meetings with both union presidents, working with Principals on next year's staffing and scheduling, recruitment of Superintendent of Schools position, allocation of the 2016/2017 Learning Improvement Fund, as well as a number of confidential personnel items.

#### **5.5 Maintenance Update**

The Facilities Manager reported on completing Annual Facilities Grant projects and discussed the following items with the Board of Education of School District No. 50 (Haida Gwaii) and the public:

- Health and safety issues, i.e. intercom at Tahayghen Elementary;
- Plans to address drainage issues in playground at Tahayghen Elementary;
- Natural playground elements to be included in Tahayghen playground project;
- Tendering process;
- Agnes L. Mathers School replacement confirmed by the Ministry of Education with plans to be open by September 1, 2016;
- Facilities assessment process.

#### **5.6 Transportation**

The Board of Education of School District No. 50 (Haida Gwaii) discussed the opportunity for public transportation on Haida Gwaii with shared services and costs between communities.

#### **5.7 Trustee Expenditure Report**

R16042606 MOTION BY KIM GOETZINGER  
SECONDED BY HARMONY WILLIAMS

THAT the Board of Education of School District No. 50 (Haida Gwaii) receive and file the Trustee expenditure report for the month of March 2016.

MOTION CARRIED

### **6. Strategic and Policy Issues**

#### **6.1 Distributed Learning**

R16042607 MOTION BY KIM GOETZINGER  
SECONDED BY WILSON BROWN

THAT the Board of Education of School District No. 50 (Haida Gwaii) implement a distributed learning model.

MOTION CARRIED

#### **6.2 Truth and Reconciliation**

Discussed during Trustee Goetzinger's report.

### **6.3 Section 177 Maintenance of Order, School Act**

The policy committee will review s. 177 Maintenance Order of the *School Act* and draft a policy for the Board's consideration.

### **6.4 Election of Vice Chair**

*Chairperson Condrotte appointed Secretary Treasurer Sansome to the position of Chair for this agenda item.*

All Trustees were nominated to the position of Vice Chairperson. Trustee Goetzinger was the sole Trustee to accept the nomination and was appointed to the position.

*Chairperson Condrotte resumed the Chair.*

### **6.5 Vancouver Community College**

Chairperson Condrotte informed the Board of Education of School District No. 50 (Haida Gwaii) that the Vancouver Community College has offered to make college courses available to secondary students to obtain dual credit toward their dogwood and college certification. The following points were discussed:

- Ability to customize courses to meet district needs;
- College to hire instructor with district input;
- Northwest Community College has similar opportunities;
- Cost item to district;
- Consideration of the collective agreement with the Haida Gwaii Teachers' Association;
- Future of secondary schools;
- Consultation with schools and staff;
- Item to be added to the May 2016 agenda.

## **7. Operational Issues**

### **7.1 January Finance Voucher**

R16042608 MOTION BY HARMONY WILLIAMS  
SECONDED BY KIM GOETZINGER

THAT the Board of Education of School District No. 50 (Haida Gwaii) receives and files the Accounts Payable and Payroll for March 2016.

MOTION CARRIED

### **7.2 Capital Annual Facilities Grant Bylaw**

R16042609 MOTION BY KIM GOETZINGER  
SECONDED BY HARMONY WILLIAMS

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts Capital Plan Bylaw 127089 in the amount of \$537,939 be given first reading.

MOTION CARRIED

RI6042610 MOTION BY KIM GOETZINGER  
SECONDED BY WILSON BROWN

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts Capital Plan Bylaw I27089 in the amount of \$537,939 be given second reading.

MOTION CARRIED

RI6042611 MOTION BY KIM GOETZINGER  
SECONDED BY HARMONY WILLIAMS

THAT the Board of Education of School District No. 50 (Haida Gwaii) give unanimous consent to read the Capital Plan Bylaw I27089 a third time at the current board meeting.

MOTION CARRIED

RI6042612 MOTION BY KIM GOETZINGER  
SECONDED BY HARMONY WILLIAMS

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Capital Plan Bylaw I27089 in the amount of \$537,939 be given third and final reading.

MOTION CARRIED

### **7.3 School Enhancement Project**

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the report documenting five project applications for School Enhancement funding.

### **8. Questions from the public**

The Board of Education and members of the public held a question and answer period. The following agenda items were discussed:

- Support Northwest Community College before other colleges;
- Northwest Community College partnerships with district;
- Distributed learning models;
- Water testing;
- Electronic challenges for some e-school students;
- District succession plan;
- Hiring process for Superintendent of Schools;
- Teacher pension plan investments;
- Community consultation on Maintenance of Order policy;
- Meeting between Old Massett Village Council and the district to discuss the future of K – 12 education in the north.

**9. Adjournment**

RI6042613 MOTION BY KIM GOETZINGER

THAT the Board of Education of School District No. 50 (Haida Gwaii) adjourns the Regular Board meeting at 2057 hours.

MOTION CARRIED

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Secretary Treasurer

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Chairperson

**From:** EDUC Stakeholder Engagement **EDUC:EX** [EDUC.Stakeholder.Engagement@gov.bc.ca](mailto:EDUC.Stakeholder.Engagement@gov.bc.ca)  
**Subject:** MINISTRY OF EDUCATION INVITATION: 2ND Annual Partner Liaison Meeting (Oct 26, 2016)  
**Date:** May 5, 2016 at 1:16 PM  
**To:**

ES



Ministry of  
Education

*From the desk of Ramona Soares*



All Board Chairs, Superintendents and Secretary-Treasurers,

**You are cordially invited to attend the Second Annual Education Partner Liaison Meeting at the Pacific Gateway Hotel, 3500 Cessna Drive, Richmond, BC on Wednesday, October 26, 2016.**

This all-day meeting will allow Ministry of Education officials, BCSTA executive and Board Chairs, Superintendents, and Secretary-Treasurers to engage in dialogue and work through some key topics and challenges in an effort to strengthen and transform BC's K-12 education system. In the coming months the Ministry will be working closely with partners to plan this meeting so it will be as productive and meaningful as possible.

#### **Meeting Registration**

To register for this event please RSVP to Michele Irvine ([Michele.Irvine@gov.bc.ca](mailto:Michele.Irvine@gov.bc.ca)) by September 23, 2016.

#### **Hotel Reservations**

We have also reserved a large block of hotel rooms at the Pacific Gateway Hotel at \$109.00 per night under "Ministry of Education" – booking code: 1610MINI. Rooms will be held until September 27, 2016.

If you'd like to make your reservations online with the hotel please click [here](#). If you would prefer to make your reservation by telephone, call the Pacific Gateway Hotel reservations line at 1-866-382-3474.

Please contact Michele Irvine at [Michele.Irvine@gov.bc.ca](mailto:Michele.Irvine@gov.bc.ca) if you have any questions.

#### **Parking**

Complimentary parking at the hotel will be provided to all attendees from October 25 – 27, 2016. To pre-register your vehicle for complimentary parking, please click on the following link and enter your license plate:

<https://www.verrus.com/default.asp?ctState=hpEventPark&hpEventUID=96263>

#### **Costs**

Please note that school districts will be responsible for all travel and room costs.

We look forward to your participation in the Second Annual Partner Liaison Meeting on October 26, 2016. More details on the meeting will be sent to you as they become available.

Sincerely,





May 2, 2016

VIA EMAIL

Angus Wilson, Superintendent of Schools  
School District No. 50 (Haida Gwaii)  
107 Third Avenue  
Queen Charlotte City BC V0T 1S0

Dear Mr. Wilson:

**Re: 2015/16 K-12 Regular Enrolment Compliance Audit Final Report**

The Ministry of Education has concluded the 2015/16 K-12 Regular Enrolment Compliance Audit in your School District.

The audit report detailing the auditors' observations and recommendations is included for your review. Based on the recommendations of this report, funding to the Haida Gwaii School District will be reduced by \$56,133. The funding reduction will be applied against your current 2015/16 school year's grant distribution.

Should you disagree with these findings, you may appeal the decision within 30 calendar days from the date of this letter. Appeals must be submitted in writing with documentation to support the appeal to Joanne Armstrong, Compliance Program Lead, Education Sector Quality Assurance Branch. **Appeals received later than 30 calendar days from the date of this letter will not be accepted.**

On behalf of the Ministry of Education, please convey my gratitude to your staff for the cooperation and hospitality shown towards the auditors. If you have any questions regarding the audit, please contact Joanne Armstrong at (250) 356-2789.

Yours sincerely,

Brian Jonker  
Executive Director

pc: Shelley Sansome, Secretary-Treasurer  
Leighann Rodger, Principal  
Bernadette Marie, Principal  
Deavian Bradley, Principal

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Ministry of Education

Knowledge Management and  
Accountability Division  
Education Sector Quality  
Assurance Branch

Mailing Address:  
PO BOX 9146 STN PROV GOVT  
VICTORIA BC V8W 9H1  
Telephone: (250) 387-3711  
Facsimile: (250) 953-4908

Location:  
2<sup>nd</sup> Floor, 620 Superior Street  
Victoria BC CANADA  
<http://www.bced.gov.bc.ca>



**Ministry of Education  
Knowledge Management and Accountability Division**

**2015/16K-12 Regular Enrolment Audit**

**AUDIT REPORT**

**SCHOOL DISTRICT No. 50 (Haida Gwaii)**

## **2015/16 K-12 REGULAR ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 50 (Haida Gwaii)**

### **Background**

The Ministry of Education funds boards of education based on the number of student full time equivalents (FTEs) reported by the districts on *Form 1701: Student Data Collection* (Form 1701). The FTEs are calculated by factoring the number of qualifying courses the student takes. A funding formula is used to allocate funds to boards based primarily on the calculated student FTE.

The Ministry of Education annually conducts Kindergarten to Grade 12 (K-12) Regular Enrolment audits, in selected school districts, to verify enrolment reported on Form 1701. School districts are selected for audit based on a variety of factors, including the length of time since their last audit, enrolment size, and changes in enrolment.

Since 2009/10 funding recoveries are expanded to include FTEs outside of the sample where the auditors can make a clear link between the audit findings in the sample and those FTEs outside the sample.

In the 2015/16 school year, boards of education reported a total of 513,312.7280 FTEs in Kindergarten through Grade 12. School District No. 50 (Haida Gwaii) reported a total of 548.1250 FTEs or 554 students, including 39 students for English Language Learners (ELL) and 440 students for Aboriginal Education.

### **Purpose**

The purpose of the K-12 Regular Enrolment audit is to provide assurance to the Ministry of Education and boards of education that Ministry policy, legislation and directions are being followed. The audits are based on *Form 1701: Student Data Collection, Completion Instructions for Public Schools* and related Ministry policies.

### **Description of the Audit Process**

A K-12 Regular Enrolment audit was conducted in School District No. 50 (Haida Gwaii) during the week of February 22, 2016. The schools audited were:

- Queen Charlotte Secondary (QCS)
- George M. Dawson Secondary (GMD)
- Agnes L. Mathers Elementary/Secondary (ALM)

The total enrolment reported by these schools on October 2, 2015 was 297.1250 FTEs, of which 172 student files were reviewed.

For each of the schools audited, a segment of the students reported in the 2015/16 school year were reviewed. An entry meeting was held with the Superintendent and each school's Principal

to review the purpose of the audit and the criteria for funding as outlined in the Form 1701 Instructions. The audit team visited each school to review student files, interview staff, and conclude on their observations. The audit team followed a process in each school which gave administrators and program staff opportunities to locate and present additional evidence when the team found that such evidence was not available in the documentation presented by the school. Exit meetings were held with each Principal and the Superintendent. At each exit meeting the auditors presented their preliminary results and clarified any outstanding issues.

The audit included the enrolment reported in the 2015/16 school year. The areas audited were:

- September 30, 2015 enrolment and attendance
- Ordinarily Resident
- School-Age Grade 10-12 Course Claims
- Adult Student Claims
- English Language Learning Supplemental Claims
- Aboriginal Education Supplemental Claims
- Career Program Courses

Prior to the audit visit, the auditors undertook a verification of the school-assigned teachers' status with the Teacher Regulation Branch.

### **Observations**

The auditors found that:

- 2.1250 school-age Grade 10-12 FTEs claimed for funding were enrolled in and attending fewer courses than reported at the Data Collection claim date. The [Form 1701 Instructions](#) (P.13) states *"To obtain funding for school-aged students, boards of education must meet the following criteria:...report the student's annual plan of courses leading to graduation in which the student was enrolled and in attendance as at September 30, 2015."*
- 0.3750 school-age Grade 10-12 FTEs were claimed for a funded support block when it was verified that the student's annual combined program of courses consisted of courses plus a support block that exceeded a total of eight full course claims. P.14 of the Form 1701 Instructions states: *"A support block is for non-special needs, school-aged, non-graduated students in grades 10-12 and SU engaged in their learning at structured times in addition to their annual academic or regular program courses provided in District schools and are taking fewer than 8 courses. The combined total number of support block and courses leading to graduation cannot exceed 8 for these students"*.
- 0.2500 school aged Grade 10-12 FTEs were claimed for Work Experience. There was no verifiable evidence reflecting the required directives of the [Elective Work Experience Courses and Workplace Safety Policy](#), the [Work Experience Order M237/11](#), or the [Program Guide for Ministry-Authorized Work Experience Courses](#). There was no evidence of Board established guidelines. The Superintendent verified that there are no Board guidelines. Contrary to the directives, there was no evidence of an in-school orientation, a current duly signed Work Experience Agreement, or evidence to verify WorkSafeBC coverage.
- 3.3750 school-aged Grade 10-12 FTES were claimed as four-credit courses for two-credit courses. A meeting with the Principal verified that these two-credit course were reported in error by the District on Form 1701.

- Three students claimed as receiving an Aboriginal Education Program and/or Service were verified not to have received any services and/or support in accordance with the [Form 1701 Data Collection Instructions](#) and the [K-12 Funding-Aboriginal Education policy](#).
  - One student had not self-identified and had indicated he did not wish any contact with or participation in the program.
  - Two students had no evidence they had received any supplemental program and/or services.
- There was no evidence in the schools of a written plan for the delivery of programs and services to students claimed for supplemental funding in Aboriginal Education by the claim date. Upon request, a plan was provided by the District Principal of Aboriginal Education who was not available in the District at the time of the audit. It was explained that this was the plan that all the schools were using.
- The evidence to support the provision of supplemental programs and/or services was not readily available. Although there were “Tracking Sheets” used by the schools, one school did not have them available for the auditors. The evidence of the specific supplemental program and/or service provided to each individual student claimed for funding was verified by reviewing each student with the First Nation Resource Worker or Principal.
- Three student claimed for ELL supplemental funding had no evidence to demonstrate requirements related to the provision of services were being met as required in the [ELL Policy and Guidelines manual](#). It was verified that these three students were claimed in error. They were students with language processing difficulties. The District also verified that there is currently no ELL specialist involved in planning and delivering services in the District.
- 1.0000 non-graduated adult FTEs claimed for funding did not meet the attendance requirement for eligible courses. The [Adult Funding Policy](#) states that “*Eligible courses will be funded if they are documented on a Course Enrolment Form and if the student taking the course(s) meets the attendance requirements*”. “*Attendance is defined to be over one registration period AND either 1) a minimum of 10 hours of instruction in a classroom or learning centre for each course or a demonstrated completion of 10% of the course requirements OR 2) meets the active policy for distributed learning*”.
- Upon arriving at the schools there was no evidence of the student timetables at the Fall Data Collection claim date to verify funding claims. Contrary to Form 1701 directives, general audit notification to all Superintendents and Secretary Treasurers in August 28, 2015 and global notification to all Level 1 IT district staff in September 2015, the District staff did not archive their data. The ability to provide the auditors with the data required was a report which verified the students timetable at the time of the Fall Data Collection claim date.
- The description of the secondary program at Agnes L. Mathers Elementary/Secondary by the staff featured the challenging aspects of providing an educational program to students in remote areas. The teacher is accommodating these students by providing their educational program on an “outreach” basis. Upon reviewing the courses that were claimed for funding with the teacher, the auditors found a number of course claims were ineligible.
  - There was no evidence that the students were engaged in any learning activities in these courses by the Data Collection claim date. There were no recommended adjustments in this instance only due to the unique challenges in this remote region for student attendance at the school. It was verified that service provision for an educational program was being provided to these students by the school’s teachers.

(See Appendices for details)

### **Recommendations**

The auditors recommend that:

- The District and the schools ensure there is documentation of all students' timetables to verify the Data Collection funding claims, and that all courses reported for funding are on each student's annual timetable as at the required deadline. As identified in the August 28, 2015 audit notification to the District's Superintendent and Secretary Treasurer and in the September 2015 notification to District Level 1 staff and as noted on P.3 of the Form 1701 Instructions, *"The Ministry strongly advises schools to retain student attendance and participation documentation for each reporting claim to facilitate in the resolution of duplicate enrolment and to assist in the enrolment audit process."*
- Schools claim only those students who are enrolled and attending as at the Data Collection claim date.
- For Grade 10-12 school-age students, schools report only those eligible courses that are scheduled on each student's timetable as at the Data Collection claim date, including evidence to verify the eligible Grade 10-12 funded courses.
- All schools reporting support blocks ensure that only eligible support blocks are claimed. When reporting support blocks in a student's annual program of courses, the combined number of courses and support blocks in the students annual educational program, including those taken in a DL program, cannot exceed eight, as identified on P.14 of the Form 1701 Instructions.
- Prior to the provision of Ministry Authorized Work Experience courses, the District must align their procedures and processes with the Legislative requirements, Policy and Guidelines specific to Work Experience including.
  - The establishment of guidelines regarding conduct, supervision, evaluation and participation of students as per [Work Experience Order M237/11](#) and [Elective Work Experience Courses and Workplace Safety Policy](#).
- The District schools ensure that the requirements for supplementary ELL funding as set out in the Form 1701 Instructions and ELL Policy and Guidelines manual are met before each student is reported for this supplemental funding.
- The District ensure that only those students provided with Aboriginal Education support programs and/or services in accordance with Ministry directives are reported for supplemental funding.
- The District ensure that students who do not self-identify as being of Aboriginal Ancestry are not claimed for supplemental funding.
- The District ensure the accuracy of all FTE claims before remitting for funding, including the verification of:
  - enrolled and in attendance at the Data Collection claim date
  - the student's annual plan of courses leading to graduation
  - the course credit value and that these courses are reported in accordance with the Number of Courses Leading to Graduation segment of the Form 1701 Data Collection instructions.

- Adult students only be claimed for funding when the directives and requirements as outlined in the Adult Funding Policy are met, including evidence that the attendance requirement has been met.
- The Ministry of Education adjust the District's FTE funding by a reduction of \$56,133, in accordance with the following table:

School	FTEs					Headcount		Funding Adjustment
	October 2nd Enrolment Adjustment	Alternate Program Adjustment	Grade10 to 12 Course Adjustment	Adult Education Adjustment	Int'l/Out-of-Province School-Age Adjustment	English Language Learning/ Dialect Adjustment	Aboriginal Education Adjustment	
Queen Charlotte Secondary	0.0000	0.0000	-0.3750	0.0000	0.0000	0.0	-1.0	(\$3,879)
George M Dawson Secondary	0.0000	0.0000	-3.3750	0.0000	0.0000	-3.0	0.0	(\$28,298)
Agnes L Mathers Elementary/Secondary	0.0000	0.0000	-2.3750	-1.0000	0.0000	0.0	-2.0	(\$23,955)
<b>Sub-Total</b>	0.0000	0.0000	-6.1250	0.0000	0.0000	-3.0	-3.0	(\$56,133)
<b>Enrolment Decline</b>								N/A
<b>Total</b>	0.0000	0.0000	-6.1250	-1.0000	0.0000	-3.0	-3.0	(\$56,133)

### Auditors' Comments

The auditors extend their appreciation to the District and school-based staff.

**Knowledge Management and Accountability Division  
Ministry of Education  
February 3, 2016**

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## POLICY 3400

### FRENCH IMMERSION

Recommended February 2010

#### Revised October 2015 POLICY

The Board of Education provides for instruction in early French Immersion beginning in first year primary where enrolment is sufficient to warrant the establishment of a class or classes. Staffing shall be on an equitable basis with regular programs. Due to the very small scale of the District, close regulations will be followed in the establishment and/or continuation of French Immersion.

#### **PROCEDURES**

- By March 31<sup>st</sup> of a school year the school or district will survey community for interest at the determination of the Superintendent. This will be done via written and/or electronic surveys.
- Where possible, classes will remain together as a cohort moving from primary to intermediate. Additional late entering students will only be considered on a case by case basis by the school Principal and Immersion teacher. There is no requirement to accept them into the cohort.
- Classes will be created if 20 or more students enroll in June for the following school year.
- Classes will be closed down if the number enrolled is below 12 by Sept 30. Should the enrollment become insufficient, (below 12) the school district will consult parents to find solutions. If there is no resolution then the district shall give the remainder of the year as notice of any changes to parents to permit full discussion and allow parents time to consider alternatives. Classes below 12 for the next projected year will not be opened.
- Students completing grade 6 may be transitioned to grade 7 in a regular English programme. Determination of the make up of grade 7 classes rests with the Principal.
- Regardless of any offering of early French Immersion in Elementary School, there will be no programme offered to grades 7-12 in the District.
- It is the parent's responsibility to transport their child to the school or appropriate bus line if they live outside of the regular catchment area of that school.
- Students in grades 1-3 will receive their instruction in French.
- Students in grades 4-6 will receive 20-25% of their instruction in English.
- Grade 4 students will undertake the Foundation Skills Assessment or similar provincially mandated exams in English.

sd50 2015-10-6 8 24 AM

Deleted: for a maximum of a three grade split

sd50 2015-10-6 8 25 AM

Deleted: will



# **ELECTRONIC TECHNOLOGY SYSTEMS USE**

September 2010

## **PREAMBLE**

The use of modern technology is a cornerstone of educating students for the future workplace and improving employee efficiency. This policy is designed to outline appropriate and inappropriate use of electronic technology systems including, but not limited to, the internet, BCESIS, School District email, computer hardware, mobile phones, and other equivalent technology. The goal of the School District is to utilise our resources for educational and administrative purposes.

## **POLICY**

Access to District resources is a privilege and can be removed as necessary. Employees and students have no necessary expectation of privacy when using District resources.

### **Acceptable Use**

- Use is acceptable when it is legal, ethical and upholds the goals and professional standards of the School District and the BC College of Teachers. The primary purpose of School District computers and systems is for educational and administrative functions.
- Use is acceptable when it is consistent with the goals of the School District, and when it respects the rights of other users and considers the impact of their conduct on others.

### **Unacceptable use includes but is not limited to**

- Any message that does not meet professional standards of language and tone.
- Use during work hours for a purpose that does not pertain to the employee's duties.
- Any offensive material content that is defamatory, malicious, abusive, obscene, profane, sexually oriented, threatening, racially or otherwise offensive, or advocates illegal activity, or is in itself illegal.
- Creating or distributing any content that could be understood as harassment or cyber-bullying.
- The inappropriate distribution of personal or confidential information, especially in relation to students.
- Use that may lead to personal financial gain unrelated to the employee's duties, or may be considered of a commercial nature, including gambling.
- Use that is intended to obscure the origin or content or any message under an assumed computer network address.
- Use that provides access or distributes unlicensed software or documentation.
- Use that initiates or distributes chain letters, advertising or unauthorized solicitations.
- Use that provides access to electronic systems or information inappropriately or without authorization.
- Use that vandalizes network resources.
- Use intended to promote association, union or other political interests.
- Use that over-utilizes network-intensive resources such as network games, frequently refreshing chat rooms or Internet radio
- Use that violates, or attempts to violate, the security of the system or attempts to subvert other systems
- That use which deliberately or recklessly exposes systems to computer infections.
- Excessive personal use of District resources such as bandwidth, disk storage space or paper. This includes the use of "Streaming" of video, radio, etc. that is not for educational or administrative duties.

### **District Owns Employee Email**

The District owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider electronic communication, storage or access to be private if it is created or stored at work.

Violations of this Policy may result in progressive disciplinary action.



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

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**ACTION SHEET**

**TO:** The Board of Education  
**FROM:** Shelley Sansome, Secretary Treasurer  
**DATE:** May 12, 2016  
**SUBJECT:** Restructuring Schools

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**DISCUSSION**

During the 2016/2017 budget consultations, the Board of Education of School District No. 50 (Haida Gwaii) was presented with a few long term budget considerations. Two of those options included the elimination of secondary school at Agnes L Mathers School and as a result, moving the e-school program to Gidgalang Kuuyas Naay and George M. Dawson Secondary Schools. The second option was the possibility of amalgamating Tahayghen Elementary School with George M. Dawson Secondary School.

**INFORMATION**

The impact to the Board's operating grant for both of these possibilities is as follows:

- 1) Agnes L. Mathers School currently generates approximately \$120,000 in secondary small community supplement funding, which would be lost if it no longer enrolled grades 8 to 12 students. There would also be an effect of Agnes L. Mathers students moving to another school – if they attend either of the other district secondary schools, the Small Community Supplement would decline by another \$14,000 as enrolment there would increase, based on September 2015 enrolment.
- 2) There would be no effect on the Small Community Supplement if one school were open in Masset rather than two. The Supplement is calculated based on the number of FTEs enrolled in a community, rather on the number of schools located in a community.
- 3) There are two other components of the operating grant formula that are based on schools: the Student Location Factor and the Sparseness Factor. There should be no effect on the Student Location Factor for either scenario above, while the reduction to the Sparseness Factor should be relatively modest at approximately \$2,200 for 1) and about \$4,300 for 2) based on September 2015 enrolment.

**FIRST RECOMMENDATION**

THAT the Board of Education of School District No. 50 (Haida Gwaii) continue to offer its alternative education programming administered by Agnes L. Mathers Elementary Jr. Secondary School.

**SECOND RECOMMENDATION**

THAT the Board of Education of School District No. 50 (Haida Gwaii) set a date to consult with stakeholders of the two schools in Masset to develop a long term plan for Tahayghen Elementary and George M. Dawson Secondary Schools.

**Determination of the Small Community Supplement for 2016/17  
School District 50 - Haida Gwaii**

**Elementary**

School Code	School Name	Elementary FTE	Elementary Funding
5050008	TAHAYGHEN ELEMENTARY	65.0000	
	<b>Masset Community Cluster</b>	65.0000	162,400
5050002	PORT CLEMENTS ELEMENTARY	35.0000	
	<b>Port Clements Community Cluster</b>	35.0000	185,400
5050004	AGNES L MATHERS ELEM-JR SEC	36.0000	
	<b>Sandspit Community Cluster</b>	36.0000	185,400
5050011	SK'AADGAA NAAY ELEMENTARY	151.0000	
	<b>Skidegate Community Cluster</b>	151.0000	114,840
<b>TOTAL Elementary Small Community Supplement</b>			648,040

**Secondary**

School Code	School Name	Secondary FTE	Grade 11 & 12 FTE	Secondary Funding	Grade 11 & 12 Funding
5050001	GEORGE M DAWSON SECONDARY	112.1250	47.3750		
	<b>Masset Community Cluster</b>	112.1250	47.3750	457,516	158,406
5050012	QUEEN CHARLOTTE SECONDARY	145.8750	63.3750		
	<b>Queen Charlotte Community Cluster</b>	145.8750	63.3750	427,984	143,286
5050004	AGNES L MATHERS ELEM-JR SEC	9.5000	6.0000		
	<b>Sandspit Community Cluster</b>	9.5000	6.0000	44,472	75,600
<b>TOTAL Secondary Small Community Supplement</b>				929,972	377,292

**TOTAL Small Community Supplement**

**1,955,304**

Note: based on September 2015 enrolments

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NORTHERN SAVINGS CREDIT UNION

## Summary for Account: [REDACTED]

Previous Balance	6,648.77	Statement Date:	April 30, 2016
Total Credits -	6,648.77	Payment Due Date:	May 24, 2016
Total Debits +	5,998.65	Account Credit Limit:	40,000.00
Interest +	0.00	Available Credit:	33,294.00
New Balance	5,998.65	Interest Rates	
Min. Payment Due:	180.00	Purchases:	19.49%
		Cash Advances:	19.49%

Slip Date	Post Date	Description	Amount
APR 18	APR 18	PAYMENT - THANK YOU	6,648.77CR
APR 30	APR 30	ANNUAL FEE 05/16 THROUGH 04/17	60.00

Slip Date	Post Date	Description	Amount
APR 15	APR 15	BC PUBLIC SCHOOL EMPLO VANCOUVER CD	414.75
APR 15	APR 15	PACIFIC COASTAL AIRLIN RICHMOND CD	305.66
APR 15	APR 15	AIR CAN 0142161334352 WINNIPEG CD	299.38
		SANSOME/SHELLEY MS	
		YVR YZP	

Name	Account Number	Transactions Total
[REDACTED]	[REDACTED]	\$1,019.79

Slip Date	Post Date	Description	Amount
APR 08	APR 08	BAYSHORE GARDENS VANCOUVER CD	23.00

Name	Account Number	Transactions Total
[REDACTED]	[REDACTED]	\$23.00

Mail Payments to:  
CUETS FINANCIAL  
P.O. BOX 4637  
TORONTO, ON M5W 5C6

Account:	[REDACTED]
Payment Due Date	May 24, 2016
Amount Past Due:	0.00
New Balance:	5,998.65
Minimum Payment Due:	180.00
Amount Paid: \$	

CONTROL SCHOOL DIST 50  
SCHOOL DISTRICT NO.50  
PO BOX 69  
QUEEN CHARLOTTE BC V0T 1S0

Detach this payment remittance slip and return with cheque or money order payable to "CUETS Financial". Payable at most Financial Institutions

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## NORTHERN SAVINGS CREDIT UNION

### Summary for Account: [REDACTED]

Previous Balance	0.00	Statement Date:	April 30, 2016
Total Credits	- 0.00	Payment Due Date:	May 24, 2016
Total Debits	+ 0.00		
Interest	+ 0.00	Account Credit Limit:	40,000.00
New Balance	0.00	Available Credit:	39,293.00
Min. Payment Due:	0.00	Interest Rates	
		Purchases:	19.49%
		Cash Advances:	19.49%

This is a courtesy statement only.  
Payment will be remitted by your employer.

Slip Date	Post Date	Description	Amount
APR 05	APR 05	ANNUAL FEE 04/16 THROUGH 03/17	25.00
APR 04	APR 07	AIR CAN 0142160863815 WINNIPEG CD	105.00
		[REDACTED]	
APR 04	APR 07	AIR CAN 0142160863815 WINNIPEG CD	40.95
		[REDACTED]	
		YYF YVR	
APR 06	APR 08	CPC/SCP #0646024 QUEEN CHARLOTCD	178.50
APR 11	APR 12	DAYS INN VANCOUVER DOW VANCOUVER CD	423.04
APR 11	APR 12	PACIFIC COASTAL AIRLIN RICHMOND CD	341.25
APR 11	APR 12	MARRIOTT VANCOUVER AIR RICHMOND CD	664.79
APR 11	APR 13	CRIMINAL REC CHECK VICTORIA CD	28.00
APR 12	APR 15	SEARS CANADA DIRECT 1 800 2673277CD	533.09
APR 14	APR 15	LETHBRIDGE COLLEGE-FIN LETHBRIDGE CD	300.00
APR 18	APR 19	DAYS INN VANCOUVER DOW VANCOUVER CD	826.72
APR 17	APR 20	PACIFIC GATEWAY HOTEL RICHMOND CD	379.80
APR 17	APR 20	PACIFIC GATEWAY HOTEL RICHMOND CD	379.80
APR 18	APR 20	CRIMINAL REC CHECK VICTORIA CD	28.00
APR 19	APR 20	SUPER DUPER PUBLICATIO GREENVILLE SC	313.92
		US DOLLAR	
		239.66 X 1.30985562	

Mail Payments to:  
CUETS FINANCIAL  
P.O. BOX 4637  
TORONTO, ON M5W 5C6

Account: [REDACTED]

Payment Due Date: May 24, 2016  
Amount Past Due: 0.00  
New Balance: 0.00

Minimum Payment Due: 0.00

Amount Paid: \$

MARISSA JONES  
SCHOOL DISTRICT NO 50  
PO BOX 69  
QUEEN CHARLOTTE BC V0T 1S0

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money order payable to "CUETS Financial". Payable at  
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Slip Date	Post Date	Description	Amount
APR 26	APR 28	CRIMINAL REC CHECK VICTORIA CD	28.00
APR 27	APR 28	BCF - ONLINE COAST CAR VICTORIA CD	300.00
APR 30	APR 30	TOTAL PURCHASES \$4,895.86	0.00
		TOTAL \$4,895.86	



## MyEdBC Report

May 2016

MyEdBC is the student information system that has been implemented throughout BC in all public school districts. Developed by Fujitsu, the programme is an expandable programme, with 'add ons' like Special Education, Report Cards, etc as parts that can be integrated (or not) into the basic platform.

SD50 held teacher training in the winter of 2015, with our MyEdBC worker (Megan Romas) also conducting training for clerical workers on several occasions. Full implementation began in August of 2015. Other districts are either one year ahead or one or two years behind SD 50, as the implementation was handled in waves.

As with its predecessor, BCeSIS, problems have occurred with the system. These include it being offline for servicing over weekends (when teachers may like to work on report cards, etc), freeze ups, and sometimes byzantine 'click-flow' to achieve a desired outcome. However, most teachers report it being vastly more stable than BCeSIS and more user friendly. Both systems, in turn, are more stable for uploads than the previous semi-manual web system that district staff had to endure a decade ago.

In the past, schools each individually purchased student systems. For example, 'Turbo School' was a popular DOS based programme in elementary schools, while Chancery and Windsor-Hart were common at the secondary level. These programmes tended to be stable but not particularly expandable, and often had difficulty 'talking to each other.' From a Ministerial point of view, having inter-District communication has led to savings and honesty in student claims and an ability to track students in a way previously impossible.

Fully 100% of School Districts in the province of British Columbia are on MyEdBC to a greater or lesser extent; some have completely embraced it, while others have relatively little in it - just provincial reporting and strongstarts. Several Secondary Schools in the public system, and many in the private system, use TESS, the current replacement for the old Windsor system.

In SD 50, all schools are on MyEdBC, doing attendance, reporting, and a variety of other pieces through the system. However, this year we gave an allowance to SNES to do their own separate report cards. There is some feeling that the MyEdBC environment is better suited to secondary teachers than elementary. This, however, is different from New Westminster, where two entirely separate SIS from elementary have to upload to a single secondary school using TESS, and then report out to the Ministry in addition.

System	Advantages	Disadvantages
MyEdBC	Universality	Clunky
	Ease of connection to other schools	Cost (\$6,000 MyEd, \$10,600 Co-ordinator)
	Expandability	Maintenance (Provincial)
	Provincial Support	
TESS	Cost (\$12,000)	Compatibility issues
	User Friendly	Corporate support only

		Start up/retraining

I spoke with Lori Born, the TESS administrator at NWSS. She first gave the back story - New Westminster had funding crunches and technical upgrade issues and held off on BCeSIS and continued with the old Windsor system. When BCeSIS launched with many issues, they decided to upgrade to TESS at the secondary school, while the elementary and middle schools soldiered on with older elementary programmes. As a district they are beginning to convert over to MyEdBC, beginning in elementary. She has been very happy with TESS, with the very positive support they have received, and its general user friendly nature. However, she also noted that in the next couple of years NWSS will be converted over to MyEdBC as with all public schools in BC. She's happy that they waited till most of the kinks are out of MyEdBC.

I surveyed Principals in SD 50. All Principals would like to remain on MyEd. Two commented that their admin staff would prefer another system, but recognised the universality of MyEdBC. Some felt more admin support training could be provided.

#### Recommendation

I think everyone appreciates that large Information Systems are by their nature somewhat clunky and indeed the act of making it more user friendly for one group (eg teachers) can make it less so for another. MyEdBC has also improved over the last year, and will continue to do so, as the universally utilised system in public schools in BC. As to costs, it is not really more than other similar systems. If the Board is concerned about cost extraction, consider the NGN costs downloaded onto districts by comparison -- \$19,000 for SD 50, for example.

I recommend SD 50 remain in MyEdBC. If a particular school wishes to do report cards or timetable in another programme, they should be provided that flexibility, but at cost to their budget.





**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](http://www.sd50.bc.ca)

May 3<sup>rd</sup>, 2016

Mr Peter Lantin  
President, CHN  
Reception 504 Naanii Street  
Box 589  
Old Masset V0T 1M0

Mr Lantin:

On behalf of the Board of Education of School District 50 (Haida Gwaii), I have been tasked with requesting the opportunity to meet and present to the CHN on a topic of joint interest. In essence, the District is looking for partner organisations to discuss the possibilities and opportunities that exist with regards to on island transportation; you may be aware the SD 50 pays in excess of \$500,000 per year on transportation, with no dedicated funding from the provincial government. The Board is hopeful that an island wide solution may exist.

The Board is hopeful that at a future Island Protocol meeting the CHN would consider adding Transportation to the agenda and would allow us to discuss this important topic. Should you have any specific questions related to this topic, you can contact me at the number above, or via email at [awilson@sd50.bc.ca](mailto:awilson@sd50.bc.ca), or our Board Chair at [econdrotte@sd50.bc.ca](mailto:econdrotte@sd50.bc.ca). We thank you for your consideration of our request and this important topic.

Sincerely,



Angus Wilson  
Superintendent of Schools

From: **Angus Wilson** awilson@sd50.bc.ca  
Subject: Bus Info  
Date: April 26, 2016 at 10:49 AM  
To: trustees trustees@sd50.bc.ca, **Shelley Sansome** ssansome@sd50.bc.ca

---

AW

Good Morning:

Here is the bus info. Effectively there are four true bus runs, two north, two south – plus a short haul Port to Tlell. So when you see a total of 6 students riding from Port to Masset, keep in mind that bus picks up a number of other students too.

Port to TAH	3
Towhill to TAH	11
Masset to TAH	5
Old Massett to TAH	18
Total	37

Towhill to GMD	10
Port to GMD	3
Old Massett to GMD	50

Route one	
Port to Tlell	10
Tlell South	24
Total to GKNSS	49
Route two	
Total SKG/QC to GKNSS	63

QC and Skidegate to SNES	69 total (two buses)
--------------------------	----------------------

Thanks

Angus



April 22, 2016

Ref: 185614

Shelley Sansome, Secretary-Treasurer  
Board of Education  
School District No. 50 (Haida Gwaii)  
Email: [ssansome@sd50.bc.ca](mailto:ssansome@sd50.bc.ca)

Dear Ms. Sansome:

Thank you for your email regarding funding approval for evacuation busses, which was referred to me from Becky Denlinger, Deputy Minister, Emergency Management, Ministry of Transportation and Infrastructure. As this issue falls under the purview of the Ministry of Education, I am happy to respond on Ms. Denlinger's behalf, and apologize for the lateness of my reply.

I appreciate the efforts you are making towards being proactive in your approach to emergency preparedness regarding an earthquake or tsunami. However, the Ministry does not fund the lease of buses for this purpose. In order for the District to have busses on stand-by in the case of emergency, such as earthquake or tsunami, they would have to use their operating funding.

The school bus replacement program may be an option as it helps Districts with the capital cost of school buses to ensure safe and reliable buses. As you may know, the program provides funding to purchase buses for new bus routes, as well as the replacement of buses when they have reached the mileage targets.

Should you have any further questions, please contact Shanna Mason, Assistant Deputy Minister, Planning and Major Projects Division by phone at (250) 356-6750, or by email at [Shanna.Mason@gov.bc.ca](mailto:Shanna.Mason@gov.bc.ca).

Again, thank you for writing.

Sincerely,

Dave Byng  
Deputy Minister

pc: Becky Denlinger, Deputy Minister, Emergency Management, Ministry of  
Transportation and Infrastructure  
Shanna Mason, Assistant Deputy Minister, Planning and Major Projects Division

April 11, 2016

The Board of Education School District #50  
P.O Box 69, 107<sup>th</sup> – 3<sup>rd</sup> Avenue  
Queen Charlotte, BC  
V0T 1S0

Attn: Angus

Re: 2015 - 16 Contract Rates

Dear Angus,

I realize the subject of the shortfall in rates to costs is not a new one. That said my purpose in writing today is to advise the perhaps obvious in that costs to rates are not improving and we just cannot go on without some realignment on contract rates. While the appropriate realignment may be out of reach at minimum we require a 2.1% increase or \$529,272.20 annual cost of routes 1-5 based on 181 school days per year. Paid in 10 equal installments of \$52,927.20 plus HST. With all other language in the existing contract remaining unchanged in order to make ends meet and address current fuel, maintenance and labor costs.

In addition to the above mentioned we realize the cost consequences associated in living in a tsunami zone does not come cheap and the School Board would like to decrease the number of tsunami buses to one for the upcoming school year. With this we have also realigned our cost structure for the tsunami bus by decreasing our cost by 3% for an annual cost of \$33,950 per bus based on 10 equal installments of \$3,395.00 in order to assist in making the evacuation buses more cost effective.

We acknowledge the British Columbia Education Transportation Grant appears intended to force school districts to use reserves or alternatively subsidize busing costs. Unfortunately, transportation providers can no longer participate in this regressive funding of student transportation. It appears that districts and carriers must to some extent make their own way, disagreeable as that is.

We value our working relationship with The Board of Education School District #50 in Haida Gwaii. Marilyn Tasaka and her valued team are working diligently to improve staffing reckoning this will be an ongoing challenge.

Let me know if you wish to discuss.

Yours truly,

Brett Harris  
Sr. Area General Manager  
First Student  
Tel: 204-257-0696  
Cell: 204-479-7779

**BUSSING & WATER TAXI/FERRY FEES RESPONSES  
2015/2016**

District #	District Name	Charge		Comments
		Service?	Fee Amount	
5	Southeast Kootenay	Y	N	N
6	Rocky Mountain	Y	N	N
19	Revelstoke	Y	N	N
20	Kootenay-Boundary	Y	N	Board has formed committee to discuss this before our budget process begins.
23	Central Okanagan	Y	Y	\$200/year for 1 child, \$400 for 2, \$500 for 3 & \$600 for 4 or more if registered and at least 50% paid by June 30; otherwise \$224/year for 1 child, \$448 for 2, \$572 for 3 & \$700 for 4 or more.
33	Chilliwack	Y	Y	\$215 for eligible (in catchment); \$350 for courtesy. Max 2 payments per household. This was the first year fees were implemented. May offer an early bird discount if people register and pay by Aug 1 <sup>st</sup> .
34	Abbotsford	Y	Y	\$300 per individual rider; \$500 family maximum. We did add an online payment option this year and that has been well received.
35	Langley	Y	Y	To and From School - \$250 annually for 1 student, \$425 for 2, \$525 for 3 or more. One way - \$150 for 1, \$250 for 2 and \$300 for 3 or more.
36	Surrey	Y	Y	Over 4.8 km free, under 4.8 km the monthly charge is Secondary \$30 additional sibling \$15, Elementary \$15, additional sibling \$7.50. N; September is a free month.
37	Delta	N	N	Service is only provided for students with special needs.
42	Maple Ridge	Y	Y	The rates are as follows: First child/year \$215; Second child/year \$215; Third child/year \$100; and Fourth child/year \$100. Yes -- we will discontinue all regular busing September 2016. We will continue to provide busing for students with special needs for a fee.
43	Coquitlam	Y	N	N

BUSSING & WATER TAXI/FERRY FEES RESPONSES  
2015/2016

Bussing			
45	West Vancouver	Y	N
	We offer a user-pay option for ineligible students when space is available on a particular bus route. Very minimal response. This year, only two family participated. We		
46	Sunshine Coast	Y	N
48	Sea to Sky	Y	N
	For students outside of walk limits (3.2 KM K-3; 4 KM Grades 4-12). No planned changes.		
49	Central Coast	Y	N
52	Prince Rupert	Y	N
	User-pay option for ineligible students (primarily French Immersion students). First child \$200/yr, 2nd child \$180/yr, 3rd child \$120/yr		
53	Okanagan Similkameen	Y	N
57	Prince George	Y	N
	Charging fees for transportation was one of our proposed Administrative Savings for 2016-2017. No further work done to date.		
58	Nicola-Similkameen	N	N
59	Peace River South	Y	Y
	Courtesy rider fees - \$30 per month per Student - Family of 3 or more \$50 per month		
60	Peace River North	Y	Y
	Yes - this is the first year of this registration fee to allow further discussions with the Ministry regarding the formula for the Student Location Factor. If no changes in the formula we will be forced to establish a fee schedule.		
67	Okanagan Skaha	Y	N
69	Qualicum	Y	Y
	\$75 annually - if outside walk limit \$150 for courtesy rider		
70	Alberni	Y	N
73	Kamloops/Thompson	Y	N
74	Gold Trail	Y	N
	No plans to consider		
	No plans to consider		

**BUSSING & WATER TAXI/FERRY FEES RESPONSES**  
2015/2016

Bussing			
	Y	N	
78 Fraser-Cascade	Y	N	No plans to consider
79 Cowichan Valley	Y	Y	1 rider family = \$200; 2 rider family = \$320 3 or more rider family = \$400 Fee waivers are in place based on size of family unit and income.
84 Vancouver Island West	Y	N	N
87 Stikine	Y	N	Contract Bussing
91 Nechako	Y	N	We receive pressure that our 2.5km limit is not reasonable and parents would like to see it reduced.
			At this time we are not considering charging but have had some pressure from a few parents that would like to pay to have our bus service extended down their road.
93 CSF	Y	N	N



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

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Village of Queen Charlotte BC V0T 1S0  
Tel: (250)559-8471 Fax: (250)559-8849  
[www.sd50.bc.ca](http://www.sd50.bc.ca)

April 1, 2016

Honourable Mike Bernier  
Minister of Education  
PO Box 9045 Stn Prov Govt  
Victoria BC V8W 9E2

Dear Minister Bernier,

The Board of Education of School District 50 (Haida Gwaii) would like to express its frustration at a funding peculiarity that has us, and all districts, in an unnecessary funding pressure. You are aware that the ministry requires all districts to find 'administrative savings' each year. While this may be well and good on paper, the reality is this strips districts of their ability to support everything from maintenance on aging buildings to food programming that supports our students learning every day. In our district, we have saved our funds through a variety of efforts, but these are zero return initiatives; that is, the reward for reducing supply budgets is making due with less paper, not making due with less paper but more microscopes. Meanwhile, the ministry has set districts up for another cost pressure by not paying for raises for our hard working principals. Our small school principals were making less money than some of our teachers, despite the extra challenges that come with taking on a leadership role on top of teaching students. We would also mention that the freeze on exempt district staff compensation will eventually have to lift, and the longer that takes, the greater the cost to districts to adjust budgets.

In our district, we have been tasked with saving \$60 000 per year in administrative savings. If we are to conform to the Exempt Staff Compensation Working Group proposal for principals, it will cost our district approximately \$60 000. The obvious conclusion we have is - if the government won't provide us with the funds for these raises, surely it is logical that these so-called administrative savings could be used on our administrators, who have to make do with fewer resources due to these cuts? The only other option is still further cuts. An interesting model implemented by the government of British Columbia we might remind you of is the Carbon Neutral system - after a first year of simply taking money from districts, we were able to access the money for green projects. In fact, Haida Gwaii has the largest solar panel array on a public school in the province thanks to this initiative!

We would welcome a visit from you to our fantastic district, and see the terrific work our staff - including principals and district personnel- do for our learners. Perhaps this up close view of our system would assure you that every available dollar is put to good use supporting the children of Haida Gwaii.

We hope you will give consideration to allowing districts to re-purpose the administrative savings, as was done with the Carbon Neutral initiative.

Sincerely,

Elizabeth Condrotte  
Board Chair

EC

BCSTA





May 3, 2016

Ref: 187053

Elizabeth Condrotte, Chair  
Board of Education  
School District No. 50 (Haida Gwaii)  
Email: [econdrotte@sd50.bc.ca](mailto:econdrotte@sd50.bc.ca)

Dear Ms. Condrotte:

Thank you for your letter of April 1, 2016, regarding administrative savings and exempt staff compensation in School District No. 50 (Haida Gwaii). I acknowledge the issues your District faces are both real and challenging, and I commend the advancements made to become more efficient.

With Government's pledge to a balanced budget, the Ministry of Education was provided with a funding increase in *Budget 2016*, which delivered an additional \$221 million for public schools alone over the next three fiscal years. For the 2016/17 school year, the Ministry has also recently announced \$28 million in additional preliminary funding allocations to boards of education, by allocating the holdback now and ensuring additional funds for enrolment growth are secured.

Overall, education funding is up \$110 million compared to last year's budget and the Ministry is investing a record of \$5.1 billion in public education this year. Annual education funding is \$1.2 billion higher than it was in 2000/01, and the average per student funding for public schools has increased by 42 percent over this same period.

It is important to recognize that *Budget 2016* provides funding for the teacher and support staff labour settlements, including the economic stability dividend. In addition, effective July 1, 2016, the employer contribution rate for the Teachers' Pension Plan will drop, creating an estimated \$45 million in savings across all school districts, which can be used to offset any pressures.

I appreciate and agree with your comments with respect to the contributions of exempt employees in the sector and the vital role of these positions in ensuring the effective and efficient delivery of a high-quality and high-performing public school system.

Recently, public sector employers, including the K–12 sector, were given some flexibility to provide modest wage adjustments to address pressing recruitment, retention or compression issues as they move towards a public sector compensation philosophy.

.../2

The move to a public sector approach to setting compensation, which began last year, is underpinned in the recognition by Government of the 'one taxpayer' lens through which public sector organizations are viewed. This lens is reflected in the Taxpayer Accountability Principles—to strengthen accountability, promote cost control, and ensure organizations operate in the best interest of taxpayers.

One of these guiding principles is "Appropriate Compensation." That principle, combined with the findings of the *BC Public Sector Compensation Review*, is why Government accepted the report's recommendation to move to a more consistent approach to setting compensation across the broader public sector.

The collaborative work arising from the BC Public School Employers' Association's engagement with partner groups, leading to a rational, consistent, and technically sound approach to setting compensation for the sector's exempt employees, will reduce competition and, as an evidence-based model, aligns with the public sector approach, including the modest increases to be funded from within existing budgets.

Recently, I have had the pleasure of touring several of the school districts in British Columbia, and look forward to visiting Haida Gwaii very soon.

If you have any questions or require further information, please contact George Farkas, Assistant Deputy Minister, Resource Management Division, by phone at (250) 356-1883, or by email at [George.Farkas@gov.bc.ca](mailto:George.Farkas@gov.bc.ca).

Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Bernier', with a stylized flourish at the end.

Mike Bernier  
Minister

The Board of Education of School District No. 50  
(Haida Gwaii)

Invitation to Tender  
Custodial Contract for:

**Port Clements Elementary School, Port Clements, BC**

The Board of Education of School District No. 50 (Haida Gwaii) invites qualified bidders to submit tenders for the custodial contract for the **Port Clements Elementary School**, to the School District Administration Office attention Ms. Shelley Sansome, Secretary Treasurer, 107-3<sup>rd</sup> Avenue, PO Box 69, Queen Charlotte, BC, V0T 1S0, up to **2:00 p.m. on June 3, 2016**. Alternatively, tenders may be delivered to the School District Administration Office by fax at 250-559-8849, up to the stipulated time. **Late tenders will not be accepted.**

Tender documents, including Instructions to Bidders and the Bid Form, can be picked up at the School District Administration Office. By submitting a bid, the bidder agrees to comply with and be bound by all the terms of the tender, as described in this invitation and the tender documents.

The Board of Education of School District No. 50  
(Haida Gwaii)

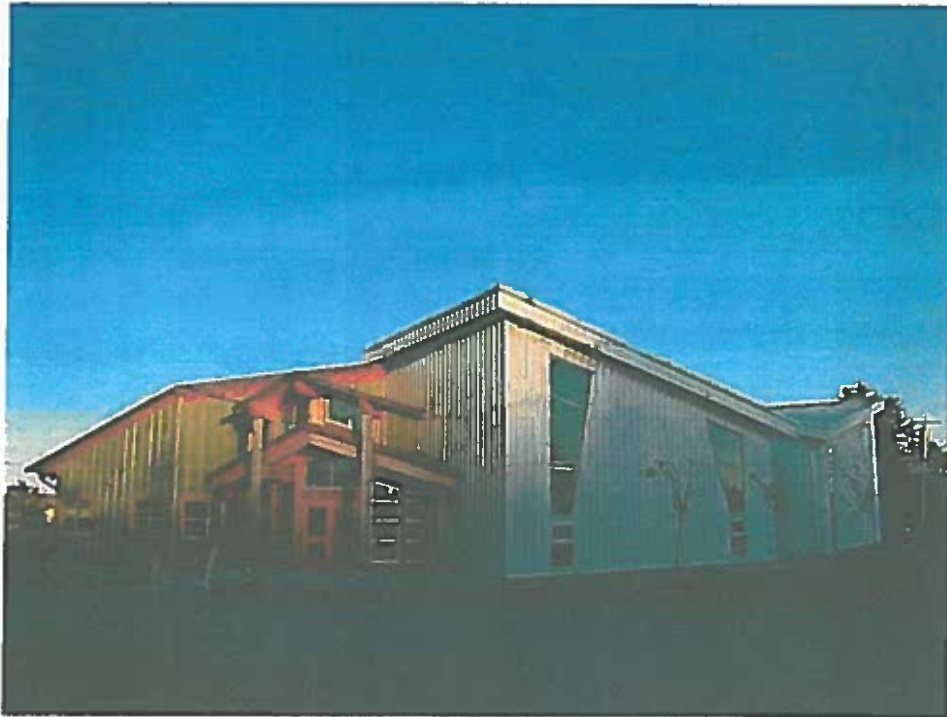
Invitation to Tender  
Custodial Contract for:

**Agnes L. Mathers Elementary Jr Secondary School, Sandspit, BC**

The Board of Education of School District No. 50 (Haida Gwaii) invites qualified bidders to submit tenders for the custodial contract for the **Agnes L. Mathers Elementary Jr. Secondary School**, to the School District Administration Office attention Ms. Shelley Sansome, Secretary Treasurer, 107-3<sup>rd</sup> Avenue, PO Box 69, Queen Charlotte, BC, V0T 1S0, up to **2:00 p.m. on June 3, 2016**. Alternatively, tenders may be delivered to the School District Administration Office by fax at 250-559-8849, up to the stipulated time. **Late tenders will not be accepted.**

Tender documents, including Instructions to Bidders and the Bid Form, can be picked up at the School District Administration Office. By submitting a bid, the bidder agrees to comply with and be bound by all the terms of the tender, as described in this invitation and the tender documents.

**PROPOSAL**  
**Construction Management Services:**  
**Agnes L. Mathers Elementary and**  
**Junior Secondary School**  
406 Copper Bay, Sandspit, BC  
School District 50 (Haida Gwaii)



**SUBMITTED BY:**  
**Fictorie Construction Management Ltd.**  
PO Box 16068  
Sumas Mountain PO  
Abbotsford, BC V3G 0C6  
Phone: (778) 880-0678  
Fax: (778) 880-0679  
Website: [www.fcmanagement.ca](http://www.fcmanagement.ca)  
Contact: John Fictorie  
[john@fcmanagement.ca](mailto:john@fcmanagement.ca)



PO Box 16068 Sumas Mountain PO  
Abbotsford, BC V3G 0C6

Physical Address:  
37125 Wells Line Road  
Abbotsford, BC V3G 1Z9

School District No. 50 (Haida Gwaii)  
PO Box 69  
107 3<sup>rd</sup> Avenue  
Queen Charlotte, BC V0T 1S0

**Attention: Steve Goffic, IT Manager/Maintenance Supervisor**

Dear Mr. Goffic,

**Subject: Construction Management Services: Agnes L. Mathers Elementary and Junior Secondary School**

We submit this proposal on the understanding that acceptance of any proposal is subject to the project receiving approval to proceed on a construction management basis from the Board of Education School District No.50 (Haida Gwaii).

We have carefully read and examined the Project Definition Report, dated June 2015 (revised October 23, 2015) and have conducted such other investigations as were prudent and reasonable in preparing this proposal. We agree to be bound by statements and representations made in this proposal. We agree that, if successful, we will enter into an agreement with the School District in accordance with the terms and conditions of the CCA Document No. 5 1988 Canadian Standard Construction Form between SD50 and Construction Manager.

Yours truly,

A handwritten signature in black ink, appearing to read "Pete Fictorie", is written over a horizontal line.

Name: Pete Fictorie  
Title: Project Manager

Legal Name of  
Proponent: Fictorie Construction Management Ltd.

Date: April 22, 2016

**PROPOSAL**  
**Construction Management Services:**  
**Agnes L. Mathers Elementary and**  
**Junior Secondary School**  
406 Copper Bay, Sandspit, BC  
School District 50 (Haida Gwaii)

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## **Proposal**

### **Construction Management Services:**

#### **Agnes L. Mathers Elementary and Junior Secondary School**

### **Proponent Introduction**

Fictorie Construction Management Ltd. is grateful for the opportunity to present this proposal to School District No.50 (Haida Gwaii) for the construction of a new school and renovation in Sandspit BC.

Fictorie Construction Management approaches construction management in the team approach. School District No.50 will be part of the team, together with Fictorie Construction Management and the Consultants, that will work together towards the end product of a building that will meet your requirements both in terms of use and budget. We are confident that the information we are providing here will clearly demonstrate our ability and desire to work together with you as the professional and competent construction management team necessary to successfully complete the construction of your facility.

Fictorie Construction Management is a construction management firm with a very experienced and highly competent team. The members of our team have worked together for a number of years. The information we are providing in this proposal is based on our 20+ years of construction experience. Our team has been involved with the construction of many Institutional, commercial, and industrial projects. A large number of these projects have been addition/renovation projects while activities at the facility are ongoing.



While our office is based in the Fraser Valley, Fictorie Construction Management has a proven track record with projects outside the Lower Mainland. As you may be aware we completed three projects in Port Clements (Haida Gwaii) BC. A multiplex (multiple use building), a gym renovation and a pump house building. John Fictorie lived in Port Clements during the construction of these facilities and utilized local materials, trades and labour forces. In 2003, John was also involved in the construction of the Skidegate Elementary School.



Fictorie Construction Management, as construction managers, working as your Agent will take this responsibility very seriously. Together with you, we will take great care in how your money is spent. Construction management is a team approach. As construction managers, we will represent and advise you from the planning, design, and development stages through construction and completion of the project.

We welcome the opportunity to be part of the team for the design and construction of the new school in Sandspit, BC. We would also welcome the opportunity to meet with School District No.50 and share our vision for a successful project with you.



### What will FCM bring to your project?

Fictorie Construction Management Ltd. works to create cost effective and efficient solutions to your needs in order to ensure that the completed project meets your needs, both financially and in terms of use.

#### **Cost Control Processes**

Fictorie Construction Management believes that pre-planning and close monitoring of project costs is the primary tool necessary to control costs during construction. Our ability to identify critical and cost-sensitive items enables us to secure these items early in the project, avoiding future cost increases. Our detailed cost estimates are prepared and modified during the design phase. Once construction begins, we will present monthly cost-to-complete reports to School District No.50 in order to monitor all costs to the project. This will allow us to

analyze the total projected cost for the project and make any necessary changes to ensure that costs are kept under control and within budget.

Construction management is the ideal delivery method for construction projects in today's construction climate. Construction management allows you, the Owner, to make responsible choices as to construction assembly types, finishes, and specialty items. Our approach will be, as in past projects, to ensure that all facets of the construction are completed in the most effective manner possible to allow components from a "wish list" to be added in a responsible manner. Our accurate budgeting and ongoing cost reporting will allow School District No.50 to determine the final cost of the project to allow custom components as required.

### **Working Relationships**

The success of any project is dependent on all parties working as a team. Fictorie Construction Management will join with School District No.50, its design team and sub-consultants, along with the trade contractors, to form a team with one goal in mind: to complete the new school, gymnasium renovation and the demolition of the old school within the time frame required and on budget. FCM's team has had the privilege of working with a number of design consultants throughout our history and enjoys a positive working relationship with those with whom we have worked. FCM actively works with the design consultants to propose solutions to any on-site issues that may arise.

Fictorie Construction Management is proud of its history of completing projects on time and on budget. We welcome School District No.50 and its Project Manager to contact any of the references listed in our company resume.

### **Experience**

One of the most enriching experiences we have had as a company, was our participation in the construction in Port Clements on Haida Gwaii. Working with both School District No.50 (Haida Gwaii) and the Village of Port Clements, FCM acted as construction managers for the construction of a new multiplex facility (school, town offices, town council chambers, seniors centre, daycare and library), remediation of an existing school gymnasium and the construction of a new pump house.

These projects allowed us to gain rich experience in working in a remote community. John Fictorie, as site superintendent, worked with a number of local skilled and semi-skilled laborers to construct the wood frame multiplex. The

majority of the wood used in the project was sourced right on the Island. A number of the trade contractors were also local. As well, FCM ensured that any truck shipments going up to the site included a large variety of items in order to keep the shipping costs as low as possible to the project. Any items that could not be sourced locally but were required in a shorter time frame were shipped up via Pacific Coastal Airlines.

Our intention is to bring this experience to the project in Sandspit BC. The contribution of a construction project to the local community is evident. Not only is money brought into the community through jobs, but there is also a heightened sense of ownership within the community.

### **Experience With School Construction**

The members of the team at Fictorie Construction Management have extensive experience with the construction of school facilities. Approximately 90% of the projects throughout our history have been school construction, formerly stipulated sum as Country West Construction and more recently construction management as Fictorie Construction Management. Many of these projects were addition/renovation projects during facility operation.



As Fictorie Construction Management, we continue to focus mainly on Institutional construction. We are confident that we can provide School District No.50 with the experience, professionalism and knowledge required in a construction management firm for a project of this scope and size.

In addition to our experience, we have a large data base of trade contractors and suppliers who also have worked extensively on school projects. These firms understand the expectations in terms of viability, safety, budget and scheduling that are required in the construction of school facilities.

## **Experience With Construction Work At An Operating Facility**

Fictorie Construction Management's team has extensive experience with construction/renovation work and the challenges that come with working in an area where there are ongoing concerns for continuing operations as well as safety for the public. We have been responsible for the construction of renovation projects at Abbotsford Traditional Middle/Secondary School, Abbotsford Integrated Arts, Sumas Mountain, Langley Christian Middle School, MSA Hospital, Chilliwack General Hospital and Langley Memorial Hospital.

We completed an extensive addition/renovation project at Fraser Valley Christian High School (photo below shows proximity to the existing, operating facility). The multiplex facility in Port Clements, is on the same property as an operating school. We just completed an addition of a classroom/administration block to the Immanuel Christian Reformed Church in Langley and have recently completed an addition to the Bibles for Missions Thrift Store in Abbotsford. These facilities continued to operate during our construction period.



In addition to site safety, site cleanliness, noise and visual pollution, co-ordination of the work, and the monitoring of site personnel must be considered. Our experience ensures that FCM will provide School District No.50 with a management team that understands and

manages the unique challenges of working with ongoing activities in the facility during construction.



## **Contracted Work Versus Own Forces**

Fictorie Construction Management would tender the majority of the work for this project and ensure competitive pricing for the School District's review and approval for the various scopes of work. We are aware, from our experience in Port Clements, of the importance to a smaller community to involve local workers in the construction. We intend to hire local labour and trades as much as possible to maximize the positive benefits to Sandspit and the surrounding area.

However, in a renovation project, there are often small items that are more cost and schedule effective to perform with our own forces in order to limit the cost to the project as well as minimize the impact to the schedule. Our plan would be to have a very small portion of the work performed by our own forces.



In all cases, the decision will be based on the best possible choice for the project in terms of budget and schedule. Our years of experience allow us to analyze contract versus own forces costs to ensure that work is done within the budget.

## **Site Safety**

Fictorie Construction Management is strongly committed to safety in the workplace. Our employees will actively maintain a safe workplace for all involved. We have extensive experience in maintaining a safe workplace while the existing facility is in operation. We will develop a site-specific workable safety plan for the project. Our safety plan will include guidelines for the requirement of a First Aid Attendant on site as required by WorkSafe BC.

Fictorie Construction Management is in good standing with WorkSafe BC (our account #791899). We are very proud of our record and work hard to maintain safe job sites for our crews and trades.

Safety on a construction site when the school is in operation, requires careful monitoring of temporary enclosures, construction access and a separation of school activity areas from the construction areas. Our site personnel will actively maintain control of these items to continually ensure the safety of the members of the staff and student body as well as the construction workers on site.

### **Quality Control**

Fictorie Construction Management will preside over site meetings with the project team and trade contractors. We will take detailed minutes and distribute them to all involved parties. The site superintendent will co-ordinate all trade contractor work to ensure work is performed as per plans and specifications, to ensure work proceeds according to schedule, and to ensure the safety of anyone using the existing facility and construction site.

FCM's personnel will conduct frequent and comprehensive inspections of the work at all stages of construction to maintain quality control of all aspects of the project. Fictorie Construction Management will ensure the appropriate authorities are notified when inspections are required and all reports will be forwarded to the project team and the applicable trades. We will ensure that all work meets the high standards required by design professionals. Pictures are taken of the ongoing work and emailed to the design professionals for their review. This can result in savings to the project by minimizing site visits by the design team.

We will review all shop drawings and samples as submitted on a diligent and timely basis to ensure compliance with the plans and specifications of the project. These will then be forwarded to the Consultants for their review and approval.

### **Resources**

Fictorie Construction Management assures School District No.50 that we have the resources within our organization to ensure full consideration is given to the Agnes L. Mathers Elementary and Junior Secondary School construction project. We will be able to meet milestone targets set forth by the School District.

## Project Staff

John Fictorie is the President of Fictorie Construction Management and has been personally involved in the development of several school and church facilities. John is Gold Seal Certified as Project Manager and Site Superintendent. Having been involved in construction from both sides, Owner and Construction Manager, John brings a wealth of knowledge and experience to the construction management of your facility.

Pete Fictorie is our Superintendent/Project Manager. He has been in the construction industry for over 20 years, and has extensive experience in all aspects of construction. Pete has a great rapport with trades and suppliers and works closely with them to ensure everything runs smoothly, including hands on work when needed. This benefits everyone involved in the project.

Cathie Craigie would be assisting in the management of this project as well as preparing invoicing for the project and ensuring trades and suppliers are paid on time and according to contracts/purchase orders. Cathie would also provide invoicing, cost-to-complete reports and will work with you to ensure our reporting meets your requirements.

Heidi Hoogland will oversee the administration.

**JOHN FICTORIE**  
*President / Project Manager*

**WORK EXPERIENCE**

- |                |   |
|----------------|---|
| 2007 – Present | <b>Fictorie Construction Management Ltd., Abbotsford, BC</b> <ul style="list-style-type: none"><li>• President / Project Manager</li><li>• Responsible for the general operations of a wide variety of construction projects including institutional, commercial, and industrial</li></ul>                                      |
| 1985 - 2007    | <b>Country West Construction Ltd., Abbotsford, BC</b> <ul style="list-style-type: none"><li>• President / General Manager</li><li>• Responsible for the general operations of a wide variety of construction projects including institutional, commercial, and industrial</li></ul>   |
| 1983 – 1984    | <b>Numan Industries Ltd., Abbotsford, BC</b> <ul style="list-style-type: none"><li>• General Superintendent</li><li>• Responsible for a wide variety of building structures including institutional, commercial, and industrial</li></ul>   |
| 1981 – 1983    | <b>Raymond Enterprises Ltd., Aldergrove, BC</b> <ul style="list-style-type: none"><li>• General Superintendent</li><li>• Responsible for the construction of three elementary schools with an average contract value of \$2 million</li><li>• Responsible for the construction of a 51-bed intermediate care hospital</li></ul> |
| 1978 – 1981    | <b>Ben Faber Construction, Terrace, BC</b> <ul style="list-style-type: none"><li>• Superintendent / Carpenter</li><li>• Responsible for a variety of construction projects including new residential, commercial and residential renovations, ski resort renovations, isolated new home construction</li></ul>                  |
| 1975 – 1978    | <b>Country West Construction Ltd., Abbotsford, BC</b> <ul style="list-style-type: none"><li>• Partner</li><li>• Responsible for general operations in the construction of new homes, small commercial and industrial buildings</li></ul>  |
| 1971 – 1975    | <b>Raymond Enterprises Ltd., Aldergrove, BC</b> <ul style="list-style-type: none"><li>• Superintendent / Foreman / Carpenter / Labourer</li><li>• Involved in the construction process of post offices, police stations, and new schools</li></ul>  |



**JOHN FICTORIE**  
*President / Project Manager*  
(continued)

**VOLUNTEER EXPERIENCE**

**Abbotsford Christian School Society Board**

- one three year term
- one year as director
- two years as chair

**Abbotsford Christian School Society Building Committee**

- one three year term as chair (directly involved with the development of three Abbotsford Christian School campuses in site selection, site development, planning, design and construction.)

**Abbotsford Christian School Capital Fund Campaign**

- two years as chair

**Abbotsford Christian Developments**

- current term as director

**New Life Christian Reformed Church**

- several terms on the Building Committee (including site development and construction of new facility)
- two three year terms as Deacon
- one term as Elder

**Youth for Christ**

- three years as director
- two years as Board Chair

**Vancouver Regional Construction Association**

- General Contractors Board
- Education Committee member

**EDUCATION**

1995

**Amalgamated Construction Association, Vancouver, BC**

- Gold Seal Certification (Site Superintendent)
- Gold Seal Certification (Project Manager)

Peter Fictorie  
*Site Superintendent*

Work Experience

- 2008 – Present     **Fictorie Construction Management Ltd., Abbotsford, BC**  
Site Supervision / Project Management
- Responsible for site supervision and management
  - Responsible to solve complex problems that arise during construction
  - Responsible for trade coordination and communication
  - Responsible for client communication
  - Responsible for scheduling and deadline completion.
- 2003 - 2008     **PC West Construction, Abbotsford, BC**  
Partner / Home Renovation Company
- Responsible for kitchen, bathroom, basement and full home remodeling – including exterior refinishing, decks and ramps.
  - Responsible for CAD design, consulting and problem solving
  - Responsible for all labour including framing, forming, concrete, electrical, plumbing, exterior finishes, windows, doors, landscaping, finish carpentry, cabinetry, decks, fences, etc.
  - Responsible to work with homeowners and clients to suit diverse needs
  - Variety of projects - \$2,000 - \$300,000
- 1996 - 2003     **Country West Construction Ltd., Abbotsford, BC**  
General Labour / Finish Carpentry, Millwork Installation
- Variety of labour including demolition, framing, forming, concrete placing, machinery operation, clean-up and site preparation.
  - 2000 – 2003 – Responsible mainly for finish carpentry and millwork installation.

Education

Grade 12 Graduation  
UCFV Architectural Drafting and Design Certificate  
First Aid

Cathie Craigie  
*Accounting / Administration*

Work Experience

2015 – Present **Fictorie Construction Management Ltd., Abbotsford, BC**

Accounting / Administration

- Responsible for all accounts payable and payroll
- Responsible for tracking and paying subcontracts including administration of documentation
- Responsible for billings
- Responsible for completion of construction management reporting to Owners including current expenditures, expenditures to date and cost to complete reports
- Responsible for project coordination duties assisting the Project Managers

1995-2014 **KLM Mechanical Systems Ltd. Burnaby, BC**

Office Manager/Full Cycle Bookkeeper

- Accounts payable/receivable
- Progress invoicing
- Payroll
- General ledger
- Job costing
- Purchase orders
- Bank deposits
- Bank statement reconciliation
- Expense account reconciliation
- Account collections
- Preparation of monthly financial statements
- Year-end T-4's
- Preparation of the year end information package for annual financial statements
- Submission of monthly payments to CRA
- Administration of benefits plan (ICBA)
- Liaison with sub trades and suppliers

**Heidi Hoogland**  
*Accounting / Administration*

**Work Experience**

**2013 – Present Fictorie Construction Management Ltd., Abbotsford, BC**  
Accounting / Administration

- Responsible for all accounts payable and payroll
- Responsible for tracking and paying subcontracts including administration of documentation
- Responsible for billings
- Responsible for completion of construction management reporting to Owners including current expenditures, expenditures to date and cost to complete reports
- Responsible for project coordination duties assisting the Project Managers

**2011 Raymond James**

Administrative Assistant

- Responsible for filing, organizing, photo coping, customer service, assisting the financial advisers, helping out with miscellaneous tasks

**2008-2009 Fictorie Construction Management Ltd., Abbotsford, BC**  
Administrative Assistant

- Responsible for filing, organizing, photo coping, helping out with miscellaneous tasks

**1998-2006 Country West Construction Ltd., Abbotsford, BC**  
Office assistant/ General Labourer

- Responsible for filing, organizing, photo coping, helping out with miscellaneous tasks.
- Labourer on job sites, and shop site, jobsite cleanup, bobcat operator.

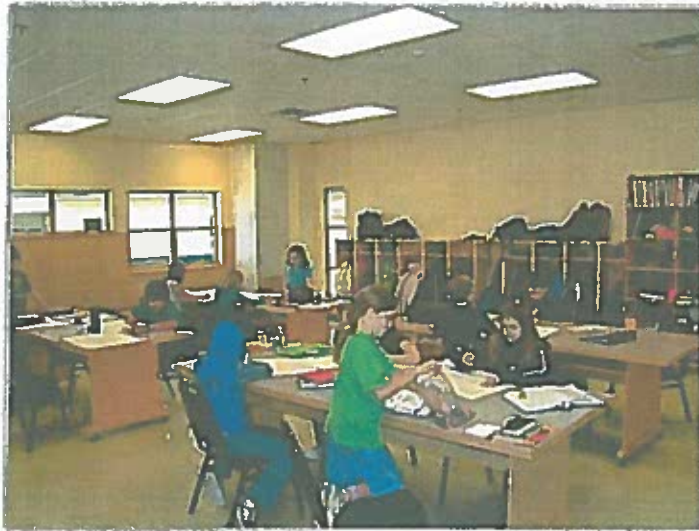
**Education**

2001      Grade 12 Graduation (ACS)  
2014      Book Keeping 1, Excel Level 1 (UFV)

## Management Reporting

Fictorie Construction Management will be responsible for the processing of cost reporting for the Agnes L. Mathers Elementary and Junior Secondary School.

We will also be responsible to receive, approve and pay all invoices from the various sub-contractors and suppliers for this project, including the monitoring of contract progress and balances. FCM's monthly invoice will be forwarded to School District No.50 for approval and payment. This procedure will allow us to ensure that all the required paperwork is in place prior to release of payment (i.e. current WorkSafe BC clearance letters, statutory declarations, confirmation of liability insurance, etc.)



Our accounting program allows us to generate very detailed cost reports and, using this information, FCM will present monthly cost-to-complete reports to the School District for their information. The format of our reporting and the amount/type of back-up can be tailored to the specific requirements of the School District in order to ensure that you receive all the necessary information in a user-friendly format. Fictorie Construction Management will work closely with your accounting department in order to ensure that this portion of the project also operates smoothly.

## **Fictorie Construction Management Ltd.**

### **Company Resume**

#### **Bakerview EcoDairy, Abbotsford, BC**

Contract Type:	Construction Management (CCA-5)
Description:	Two building, total of 6,000 square feet – one agri-tourism presentation centre, one retail outlet. Wood frame construction
Construction Value:	\$ 2,200,000
Projected Completion Date:	March 2010
Project Manager:	Henry Telchrob
Site Superintendent:	Pete Fictorie
Architect:	Focus Architecture
Contact:	Colin Hogan
Phone:	604-853-5222
Owner:	Bakerview EcoDairy Ltd., Nutriva Group
Contact:	Bill Vanderkooi
Phone:	604-557-1486

#### **New Life Christian Reformed Church, Abbotsford, BC**

Contract Type:	Construction Management (CCA-5)
Description:	11,000 square foot wood frame addition – offices/classrooms Wood frame construction
Construction Value:	\$ 2,700,000
Projected Completion Date:	June 2010
Project Manager:	Henry Telchrob
Site Superintendent:	John Fictorie
Architect:	Craven/Huston/Powers Architects
Contact:	Ryan Huston
Phone:	604-793-9445
Owner:	New Life Christian Reformed Church
Contact:	Ron Frans
Phone:	604-308-9933

#### **Fraser Valley Christian High School, Surrey, BC**

Contract Type:	Construction Management (CCA-5)
Description:	35,000 square foot addition, 20,000 square foot renovation Tilt-up concrete, structural steel construction
Construction Value:	\$ 8,600,000
Completion Date:	December 2009
Project Manager:	Henry Telchrob
Site Superintendent:	Bert Busink
Architect:	Craven/Huston/Powers Architects
Contact:	Alvin Bartel
Phone:	604-793-9445
Owner:	Fraser Valley Christian High School
Contact:	Dennis DeGroot
Phone:	604-581-1033



### **Port Clements Multiplex, Port Clements (Haida-Gwaii), BC**

Contract Type:	Construction Management (CCA-5)
Description:	12,000 square foot multi-use building Wood frame construction
Construction Value:	\$ 4,700,000
Completion Date:	April 2009
Project Manager:	Henry Teichrob
Site Superintendent:	John Fictorie
Architect:	Craven/Huston/Powers Architects
Contact:	Ryan Huston / Alvin Bartel
Phone:	604-793-9445
Owner:	School District No. 50 (Haida-Gwaii)
Contact:	Ken Campbell
Phone:	250-559-8471
Owner:	Village of Port Clements
Contact:	Heather Nelson-Smith
Phone:	250-557-4295



### **Port Clements Gym Remediation, Port Clements, BC**

Contract Type:	Construction Management (CCA-5)
Description:	8,000 square foot gym Structural/seismic upgrade and remediation to existing gym
Construction Value:	\$ 350,000
Completion Date:	December 2008
Project Manager:	Henry Teichrob
Site Superintendent:	John Fictorie
Architect:	Craven/Huston/Powers Architects
Contact:	Ryan Huston
Phone:	604-793-9445
Owner:	School District No. 50 (Haida-Gwaii)
Contact:	Ken Campbell
Phone:	250-559-8471

**Port Clements Pump House, Port Clements, BC**

Contract Type:	Construction Management (CCA-5)
Description:	384 square foot fire pump house Pre-engineered building – pump station for village
Construction Value:	\$ 340,000
Completion Date:	March 2009
Project Manager:	Henry Teichrob
Site Superintendent:	John Fictorie
Architect:	P.S. Turje Engineering
Contact:	Rob Tamaki
Phone:	604-802-7488
Owner:	Village of Port Clements
Contact:	Heather Nelson-Smith
Phone:	250-557-4295

**Sardis Fellowship Baptist Church, Chilliwack, BC**

Contract Type:	Lump Sum Fixed Price (CCDC-2)
Description:	11,000 square foot classroom addition Wood frame construction
Construction Value:	\$ 1,800,000
Completion Date:	November 2008
Project Manager:	Henry Teichrob
Site Superintendent:	Henry Teichrob
Architect:	Keystone Architecture
Contact:	Norm Davis / Ron Martens
Phone:	604-850-0577
Owner:	Sardis Fellowship Baptist Church
Contact:	Christian Girard Reference letter attached





**Proposal  
Construction Management Services:**

**Agnus L. Mathers Elementary and Junior Secondary School  
406 Copper Bay, Sandspit, BC  
School District 50 (Haida Gwaii)**

**Proposal Fee**

Our fees, in Canadian funds, relating CCA Document No. 5 1988 for the project value and schedule are as follows: (GST excluded).

**ARTICLE A - 5 CONTRACT FEE - As described in the Project Definition Report dated October 23, 2015. (Approx. 4.50% of the construction costs)**

**(a) Total CM Fee**

	<u>\$ 115,000.00</u>
broken down as follows:	
Pre Construction Phase per GC 2.2	<u>\$ 25,000.00</u>
Construction Phase per GC 2.3	<u>\$ 80,000.00</u>
Post Construction Phase per GC 2.4	<u>\$ 10,000.00</u>

**ARTICLE A-6 REIMBURSABLE EXPENSES**

- Reimbursable expenses, as defined by CCA 5 Appendix A, excepting all head office based staff salaries, wages, benefits and overheads which are included in the fee quoted above, will be billed at cost plus 10 % handling.

- We estimate total reimbursable expenses as follows:

Travel expenses	<u>\$ 14,800.00</u>	
Accommodation expenses	<u>\$ 6,600.00</u>	
Telephone, courier services etc.	<u>\$ 4,000.00</u>	
Printing/advertising and photo documentation (contract document printing by architect)	<u>\$ 2,000.00</u>	
<u>Total reimbursable expenses</u>		<u>\$ 27,400.00</u>

**ARTICLE A-7 OWN FORCES WORK**

- Billed at cost "...plus a fee being 10 percent of that cost...".
- Proponents current own forces cost rates:  
Superintendent (monthly, Inc. salary, benefits, overheads) \$ 18,000.00. Our rate for Superintendent includes all living-out-allowance and vehicle costs.

**Charge Out Rates:**

Superintendent	\$ 80.00
Foreman	\$ 55.00
Carpenter	\$ 48.00
Apprentice	\$ 41.00
Labourer	\$ 36.00
Junior Labour	\$ 24.50
First Aid Attendant	\$ 37.50

- A Living-out-Allowance of \$120.00 per day would be added to the cost of any out of town labour that would be required for this site. All effort will be made to retain local labour as a benefit in costs to the project as well as a benefit to the local community.
- Proponents current office staff hourly rates to be applied to additional services if and when required:

Principals	<u>\$ 125.00</u>
Project Managers	<u>\$ 100.00</u>
Estimators	<u>\$ 100.00</u>
Clerical	<u>\$ 75.00</u>
Other (specify) _____	_____
_____	_____
_____	_____

- Holding of above quoted rates

We confirm that the rates quoted above remain in force until: April 22, 2017.

  
signature

Name: Pete Fictorie

Title: Project Manager

Legal name of Proponent: Fictorie Construction Management Ltd.

Date: April 22, 2016.

  
signature

Witness: Cathie Craigie

Title: Administration

Date: April 22, 2016.



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

**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: <i>Emmy O'Gorman</i>	School: <i>QCSS (GKN)</i>
Name of Field Trip (name of event, program / team, etc):	Dates of Field Trip: <i>May 11<sup>th</sup></i>
Number of Students Participating (please attach list of names): <i>15</i>	Number of Chaperones: <i>3 (1:5)</i>
Names of Teachers Involved: <i>Emmy O'Gorman</i>	

Objectives of Field Trip (curriculum relatedness):
<i>Local farm visit - food security, agriculture</i>

Names of Chaperones:	<i>Emmy O'Gorman</i>
<i>Samantha Starkhouse</i>	
<i>Samantha Moore</i>	

*Student teachers - UBC*

Accommodations:
<i>N.A.</i>

Travel Plans:
<i>3 boats from GC dock to Maude Island. Students will walk / drive to dock.</i>
<i>Cecile Pattison Daphne Kenner to drive boats</i>


Safety Precautions:
<i>Lifejackets provided. Marine radios on board.</i>
<i>Will cancel in inclement weather.</i>

Communication Plan:	
cell phones	
marine radios	Trip plan filed w/ C. Coast Guard

Estimate of Expenses		Estimate of Income	
Transportation Costs	<input checked="" type="checkbox"/>	Fundraising	<input checked="" type="checkbox"/>
Substitute Costs	<input checked="" type="checkbox"/>	Direct Cost to Students	<input checked="" type="checkbox"/>
Accommodation	<input checked="" type="checkbox"/>	School Funds	<input checked="" type="checkbox"/>
Food	<input checked="" type="checkbox"/>	Other Smith Gnd Pantry	Stipend
Other	<input checked="" type="checkbox"/>	Other Food Security Grant	for gas (locato)
Estimated Total Cost:	<input checked="" type="checkbox"/>	Estimated Total Income	

Itinerary for Each Day	
Date:	Itinerary:
May 11	8:45 Charlotte Dock - bus drop off @ Hauliers.
	9:30 Farm tour
	11:30 Charlotte Dock - walk to school.

Additional Information:




Applicant's Signature      Date: April 26, 16      Principal's Approval

Approval or Confirmation	
Superintendent of Schools	Date



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

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: Jas Swan Bedard	School: George M. Dawson
Name of Field Trip (name of event, program / team, etc): Seaweed	Dates of Field Trip: April 28 2016
Number of Students Participating:	Number of Chaperones: 2
Names of Teachers Involved: Jas Swan Bedard	

Objectives of Field Trip (curriculum relatedness):
food gathering - going for seaweed "glean" ties into our curriculum of tides, + food gathering

Names of Participating Students:
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Names of Chaperones:
Jas Swan Bedard
Kolter Williams

Accommodations:
N/A

Travel Plans:
travel on the CHN boat 'Skilay' across inlet to seaweed gathering area.

Safety Precautions:

Communication Plan:


Estimate of Expenses		Estimate of Income	
Transportation Costs	21 200?	Fundraising	
Substitute Costs	1/2 day 215.00	Direct Cost to Students	
Accommodation	—	School Funds - Haida Lang.	
Food	—	Other	
Other	—	Other role Model	
Estimated Total Cost	415.00	Estimated Total Income	415.00
Total Funds Raised to Date			

Itinerary for Each Day	
Date:	Itinerary:

Additional Information:

\_\_\_\_\_  
 Applicant's Signature

Apr 27/16  
 Date

  
 Principal's Approval

Approval or Confirmation	
Superintendent of Schools	Date



QUOTE : 10882

## Vancouver

131 E. Columbia Street  
New Westminster, B.C. V3L 3V9  
Phone: 604-395-4164

## Toronto

Unit 51, 30 Intermodal Drive  
Brampton, Ontario L6T 5K1  
Phone: 905-791-6719

BILL TO:		JOB LOCATION:	
COMPANY <b>Bld Contractor</b>	COMPANY <b>Bld Contractor</b>	DATE <b>April 22,2016</b>	
ADDRESS	ADDRESS	EXPIRY DATE <b>May 22,2016</b>	
		SALES REP. <b>Stu Wight</b>	
		PHONE. <b>EXT</b>	
CONTACT	CONTACT	EMAIL. <b>swight@pjssystems.com</b>	
PHONE	PHONE		
TITLE			
SD 50 - Tahayghen Elementary School			
SCOPE OF WORK:			

MFG	PART NUMBER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>PA Equipment</b>					
BOGEN	QCR48-T	QUANTUM COMPCT RK SYS W 1/MCSC	1.00	\$10,343.71	\$10,343.71
BOGEN	MIC2S	MICROPHONE SCREW TER INPUT MOD	2.00	\$66.71	\$133.42
BOGEN	CC4021	AMPLIFIER,40W,2 INPTS 1 P/LEVEL	2.00	\$220.20	\$440.40
BOGEN	RPK93	RACK MOUNT KIT, CC AMPLIFIERS	1.00	\$30.53	\$30.53
RDL	TX-70A	25 V, 70 V, 100 V Input Interface - Unbal. Line Out	2.00	\$79.44	\$158.88
MIDDLE ATLANTIC	BRK6	6SP(10.5")RACK,18"DEEP BLACK RACK	2.00	\$159.84	\$319.68
MIDDLE ATLANTIC	EVT1	1 SPACE (1 3/4") SLOTTED ECONO VENT	4.00	\$10.13	\$40.52
BOGEN	MCDS4	MC2000 ADMIN DISPLAY STATION	1.00	\$733.93	\$733.93
BOGEN	MBS1000A	MICROPHONE, DESK MOUNT	1.00	\$156.80	\$156.80
RDL	DS-CIJ3	Consumer Input Jacks - Mono	1.00	\$152.17	\$152.17
RDL	DS-XLR3F	XLR 3-pin Female Jack on D Plate - Solder type -	1.00	\$37.04	\$37.04
BOGEN	CA21B	CALL SWITCH WITH PRIVACY	20.00	\$20.00	\$400.00
AUDIOTRAK	CMB855BRX	8" SPEAKER/TRANSFORMER/BAFFLE	29.00	\$28.67	\$831.43
	EHF	Environmental Handling Fee	29.00	\$3.33	\$96.57
Total Equipment					\$13,875.08
Project Expenses					\$4,746.65
Installation					\$6,825.00

SUBTOTAL:	\$25,446.73
GST:	\$1,272.34
PST:	\$1,781.27
TOTAL:	\$28,500.34

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

Buyer: \_\_\_\_\_ Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)



BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 50  
(HAIDA GWAI)

## **SCHEDULE OF BOARD MEETINGS 2016 - 2017**

**REGULAR BOARD MEETINGS**  
Held the **FOURTH TUESDAY** of Each Month  
(except August, October & December)  
**TIME: 1800 hours**

**Locations As Indicated**

<b>AUGUST 30, 2016</b>	<b>Board Office – Queen Charlotte</b>
<b>SEPTEMBER 27, 2016</b>	<b>George M. Dawson – Masset</b>
<b>MONDAY, OCTOBER 25</b>	<b>Sk'aadgaa Naay – Skidegate</b>
<b>NOVEMBER 22, 2016</b>	<b>Port Clements – Port Clements</b>
<b>DECEMBER 13, 2016</b>	<b>Board Office – Queen Charlotte</b>
<b>JANUARY 24, 2017</b>	<b>Tahayghen – Masset</b>
<b>FEBRUARY 28, 2017</b>	<b>Gidgalang Kuuyas Naay – QC</b>
<b>MARCH 28, 2017</b>	<b>Port Clements – Port Clements</b>
<b>APRIL 25, 2017</b>	<b>Board Office – Queen Charlotte</b>
<b>MAY 23, 2017</b>	<b>George M. Dawson – Masset</b>
<b>JUNE 27, 2017</b>	<b>Board Office – Queen Charlotte</b>





BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 50  
(HAIDA GWAI)

## **SCHEDULE OF BOARD MEETINGS 2016 - 2017**

**IN-CAMERA BOARD MEETINGS**  
Held the **THIRD TUESDAY**  
of Each Month (except December)  
**TIME: 1800 hours**

**Locations As Indicated**

<b>SEPTEMBER 20, 2016</b>	<b>Board Office – Queen Charlotte</b>
<b>OCTOBER 18, 2016</b>	<b>George M. Dawson – Masset</b>
<b>NOVEMBER 15, 2016</b>	<b>Board Office – Queen Charlotte</b>
<b>DECEMBER 6, 2016</b> (as required)	<b>George M. Dawson – Masset</b>
<b>JANUARY 17, 2017</b>	<b>Board Office – Queen Charlotte</b>
<b>FEBRUARY 21, 2017</b>	<b>George M. Dawson – Masset</b>
<b>MARCH 21, 2017</b>	<b>Board Office – Queen Charlotte</b>
<b>APRIL 18, 2017</b>	<b>George M. Dawson – Masset</b>
<b>MAY 16, 2017</b>	<b>Board Office – Queen Charlotte</b>
<b>JUNE 18, 2017</b>	<b>George M. Dawson – Masset</b>

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 50 (HAIDA GWAI) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 50 (Haida Gwaii) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$11,487,911 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 24th DAY OF MAY, 2016;

READ A SECOND TIME THE 24th DAY OF MAY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF MAY, 2016;

(Corporate Seal)

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 50 (Haida Gwaii) Annual Budget Bylaw 2016/2017, adopted by the Board the 24th DAY OF MAY, 2016.

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Secretary Treasurer

# School District No. 50 (Haida Gwaii)

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

Statement 2

	2017 Annual Budget	2016 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	529,000	545,000
Adult	3,125	3,125
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>532,125</b>	<b>548,125</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	6,307,462	6,607,008
Other Revenue	4,430,490	4,397,695
Rentals and Leases	57,176	32,000
Investment Income	14,734	6,454
Amortization of Deferred Capital Revenue	898,986	898,986
<b>Total Revenue</b>	<b>11,708,848</b>	<b>11,942,143</b>
<b>Expenses</b>		
Instruction	7,643,849	7,969,200
District Administration	686,111	670,429
Operations and Maintenance	2,530,435	2,534,098
Transportation and Housing	627,516	606,384
<b>Total Expense</b>	<b>11,487,911</b>	<b>11,780,111</b>
<b>Net Revenue (Expense)</b>	<b>220,937</b>	<b>162,032</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>		59,109
<b>Budgeted Surplus (Deficit), for the year</b>	<b>220,937</b>	<b>221,141</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	220,937	221,141
<b>Budgeted Surplus (Deficit), for the year</b>	<b>220,937</b>	<b>221,141</b>

# School District No. 50 (Haida Gwaii)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	9,880,661	10,197,635
Special Purpose Funds - Total Expense	911,892	887,117
Capital Fund - Total Expense	695,358	695,359
<b>Total Budget Bylaw Amount</b>	<b>11,487,911</b>	<b>11,780,111</b>

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

**DRAFT**

**DRAFT - Not Finalized**

May 18, 2016 13:37

Page 3

**School District No. 50 (Haida Gwaii)**  
Annual Budget - Changes in Net Financial Assets (Debt)  
Year Ended June 30, 2017

Statement 4

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<b>220,937</b>	<b>162,032</b>
<b>Effect of change in Tangible Capital Assets</b>		
Amortization of Tangible Capital Assets	695,358	695,359
<b>Total Effect of change in Tangible Capital Assets</b>	<b>695,358</b>	<b>695,359</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>916,295</b>	<b>857,391</b>

**School District No. 50 (Haida Gwaii)**

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget \$	2016 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	5,728,570	6,019,891
Other Revenue	4,080,181	4,080,181
Rentals and Leases	57,176	32,000
Investment Income	14,734	6,454
<b>Total Revenue</b>	<b>9,880,661</b>	<b>10,138,526</b>
<b>Expenses</b>		
Instruction	6,851,744	7,201,870
District Administration	686,111	670,429
Operations and Maintenance	1,715,290	1,718,952
Transportation and Housing	627,516	606,384
<b>Total Expense</b>	<b>9,880,661</b>	<b>10,197,635</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>(59,109)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>		<b>59,109</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 50 (Haida Gwaii)**

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	9,863,599	10,070,961
AANDC/LEA Recovery	(4,130,010)	(4,130,010)
Other Ministry of Education Grants		
Pay Equity	139,874	139,874
Administrative Savings	(50,678)	(60,934)
Holdback Distribution	14,909	
Additional Supplement Distribution	12,909	
Enrolment and Special Education Audit	(122,033)	
<b>Total Provincial Grants - Ministry of Education</b>	<b>5,728,570</b>	<b>6,019,891</b>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	4,028,181	4,028,181
Miscellaneous		
Miscellaneous	52,000	52,000
<b>Total Other Revenue</b>	<b>4,080,181</b>	<b>4,080,181</b>
<b>Rentals and Leases</b>	<b>57,176</b>	<b>32,000</b>
<b>Investment Income</b>	<b>14,734</b>	<b>6,454</b>
<b>Total Operating Revenue</b>	<b>9,880,661</b>	<b>10,138,526</b>

**School District No. 50 (Haida Gwaii)**

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	3,076,777	3,355,156
Principals and Vice Principals	795,577	851,577
Educational Assistants	478,920	505,725
Support Staff	1,122,983	1,129,021
Other Professionals	408,314	397,162
Substitutes	251,018	235,877
<b>Total Salaries</b>	<b>6,133,589</b>	<b>6,474,518</b>
<b>Employee Benefits</b>	<b>1,518,469</b>	<b>1,545,372</b>
<b>Total Salaries and Benefits</b>	<b>7,652,058</b>	<b>8,019,890</b>
<b>Services and Supplies</b>		
Services	484,908	448,188
Student Transportation	571,138	571,138
Professional Development and Travel	220,458	224,695
Rentals and Leases	23,588	23,896
Dues and Fees	12,895	12,895
Insurance	23,578	23,596
Supplies	362,442	288,336
Utilities	529,596	585,001
<b>Total Services and Supplies</b>	<b>2,228,603</b>	<b>2,177,745</b>
<b>Total Operating Expense</b>	<b>9,880,661</b>	<b>10,197,635</b>



# School District No. 50 (Haida Gwaii)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	2,578,696	134,836	171,092			109,559	2,994,183
1.03 Career Programs	34,742						34,742
1.07 Library Services	24,739			33,467		470	58,676
1.08 Counselling	22,418						22,418
1.10 Special Education	209,384	20,135	307,828			54,660	592,007
1.30 English Language Learning	42,425						42,425
1.31 Aboriginal Education	164,373			115,764		12,392	292,529
1.41 School Administration		640,606		263,164		20,000	923,770
<b>Total Function 1</b>	<b>3,076,777</b>	<b>795,577</b>	<b>478,920</b>	<b>412,395</b>	<b>-</b>	<b>197,081</b>	<b>4,960,750</b>
<b>4 District Administration</b>							
4.11 Educational Administration					147,165		147,165
4.40 School District Governance				53,934			53,934
4.41 Business Administration				57,709	187,367		245,076
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>111,643</b>	<b>334,532</b>	<b>-</b>	<b>446,175</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration					73,782		73,782
5.50 Maintenance Operations				14,445			14,445
5.52 Maintenance of Grounds				539,484		46,000	585,484
5.56 Utilities				20,288		3,000	23,288
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>574,217</b>	<b>73,782</b>	<b>49,000</b>	<b>696,999</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				13,208			13,208
7.70 Student Transportation						4,300	4,300
7.73 Housing				11,520		637	12,157
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,728</b>	<b>-</b>	<b>4,937</b>	<b>29,665</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>3,076,777</b>	<b>795,577</b>	<b>478,920</b>	<b>1,122,983</b>	<b>408,314</b>	<b>251,018</b>	<b>6,133,589</b>

# School District No. 50 (Haida Gwaii)

Annual Budget - Operating Expense by Function, Program and Object  
Year Ended June 30, 2017

	Total Salaries \$	Employee Benefits \$	Total Salaries and Benefits \$	Services and Supplies \$	2017 Annual Budget \$	2016 Amended Annual Budget \$
<b>1 Instruction</b>						
1.02 Regular Instruction	2,994,183	746,308	3,740,491	388,206	4,128,697	4,442,846
1.03 Career Programs	34,742	8,686	43,428		43,428	42,959
1.07 Library Services	58,676	14,551	73,227	18,400	91,627	102,714
1.08 Counselling	22,418	5,605	28,023	4,257	32,280	32,205
1.10 Special Education	592,007	148,002	740,009	121,590	861,599	833,894
1.30 English Language Learning	42,425	10,606	53,031		53,031	52,437
1.31 Aboriginal Education	292,529	73,132	365,661	54,979	420,640	420,640
1.41 School Administration	923,770	230,943	1,154,713	65,729	1,220,442	1,274,175
<b>Total Function 1</b>	<b>4,960,750</b>	<b>1,237,833</b>	<b>6,198,583</b>	<b>653,161</b>	<b>6,851,744</b>	<b>7,201,870</b>
<b>4 District Administration</b>						
4.11 Educational Administration	147,165	36,791	183,956	29,139	213,095	208,217
4.40 School District Governance	53,934	910	54,844	37,022	91,866	95,993
4.41 Business Administration	245,076	61,269	306,345	74,805	381,150	366,219
<b>Total Function 4</b>	<b>446,175</b>	<b>98,970</b>	<b>545,145</b>	<b>140,966</b>	<b>686,111</b>	<b>670,429</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	88,227	22,057	110,284	31,089	141,373	137,598
5.50 Maintenance Operations	585,484	146,371	731,855	262,869	994,724	1,031,253
5.52 Maintenance of Grounds	23,288	5,822	29,110	12,176	41,286	26,160
5.56 Utilities	-	-	-	537,907	537,907	523,941
<b>Total Function 5</b>	<b>696,999</b>	<b>174,250</b>	<b>871,249</b>	<b>844,041</b>	<b>1,715,290</b>	<b>1,718,952</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	13,208	3,302	16,510		16,510	16,145
7.70 Student Transportation	4,300	1,075	5,375	570,538	575,913	575,836
7.73 Housing	12,157	3,039	15,196	19,897	35,093	14,403
<b>Total Function 7</b>	<b>29,665</b>	<b>7,416</b>	<b>37,081</b>	<b>590,435</b>	<b>627,516</b>	<b>606,384</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>6,133,589</b>	<b>1,518,469</b>	<b>7,652,058</b>	<b>2,228,603</b>	<b>9,880,661</b>	<b>10,197,635</b>

# School District No. 50 (Haida Gwaii)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2017

	2017 Annual Budget \$	2016 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	578,892	587,117
Other Revenue	333,000	300,000
<b>Total Revenue</b>	<b>911,892</b>	<b>887,117</b>
<b>Expenses</b>		
Instruction	792,105	767,330
Operations and Maintenance	119,787	119,787
<b>Total Expense</b>	<b>911,892</b>	<b>887,117</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 50 (Haida Gwaii)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

## Deferred Revenue, beginning of year

Add: Restricted Grants  
Provincial Grants - Ministry of Education  
Other

Less: Allocated to Revenue  
Deferred Revenue, end of year

Revenues  
Provincial Grants - Ministry of Education  
Other Revenue

Expenses  
Salaries  
Teachers  
Educational Assistants  
Support Staff

Employee Benefits  
Services and Supplies

Net Revenue (Expense)

Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Service Delivery Transformation
\$	\$	\$	\$	\$	\$	\$	\$	\$
119,787	202,711	5,197	276,480	96,000	9,800	43,912	106,471	25,000
119,787	202,711	211	300,000	96,000	9,800	43,912	106,471	-
119,787	202,711	211	300,000	96,000	9,800	43,912	106,471	-
-	-	5,197	276,480	-	-	-	-	25,000
119,787	202,711	211	300,000	96,000	9,800	43,912	106,471	-
119,787	202,711	211	300,000	96,000	9,800	43,912	106,471	-
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-

# School District No. 50 (Haida Gwaii)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

	Second Count	TOTAL
Deferred Revenue, beginning of year	\$ 188,972	\$ 495,649
Add: Restricted Grants		
Provincial Grants - Ministry of Education	40,000	578,892
Other	40,000	340,000
		918,892
Less: Allocated to Revenue	33,000	911,892
Deferred Revenue, end of year	195,972	502,649
Revenues		
Provincial Grants - Ministry of Education	33,000	578,892
Other Revenue	33,000	333,000
		911,892
Expenses		
Salaries		146,483
Teachers		104,287
Educational Assistants	25,000	93,633
Support Staff	25,000	344,403
Employee Benefits	5,000	79,373
Services and Supplies	3,000	488,116
	33,000	911,892
Net Revenue (Expense)	-	-

**School District No. 50 (Haida Gwaii)**

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Other Revenue		17,309	17,309	17,514
Amortization of Deferred Capital Revenue	898,986		898,986	898,986
<b>Total Revenue</b>	<b>898,986</b>	<b>17,309</b>	<b>916,295</b>	<b>916,500</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	695,358		695,358	695,359
<b>Total Expense</b>	<b>695,358</b>	<b>-</b>	<b>695,358</b>	<b>695,359</b>
<b>Net Revenue (Expense)</b>	<b>203,628</b>	<b>17,309</b>	<b>220,937</b>	<b>221,141</b>
<b>Net Transfers (to) from other funds</b>				
<b>Total Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>203,628</b>	<b>17,309</b>	<b>220,937</b>	<b>221,141</b>

From: **kim goetzinger** <[kgoetzinger@sd50.bc.ca](mailto:kgoetzinger@sd50.bc.ca)>  
Subject: Fwd: ALM comment..  
Date: May 9, 2016 at 10:22 AM  
To: Work sansome <[ssansome@sd50.bc.ca](mailto:ssansome@sd50.bc.ca)>, Angus Wilson <[awilson@sd50.bc.ca](mailto:awilson@sd50.bc.ca)>, trustees@sd50.bc.ca



Can we add this to the agenda ?

Kim

Begin forwarded message:

From: jo brunsdan <[jo@kleanza.com](mailto:jo@kleanza.com)>  
Date: April 26, 2016 at 1:25:40 PM PDT  
To: kim goetzinger <[kgoetzinger@sd50.bc.ca](mailto:kgoetzinger@sd50.bc.ca)>  
Subject: ALM comment...

Hi Kim,

In my capacity as an archaeologist, I would like to note that there is high potential for archaeological materials at ALM. Indeed, I am aware that there are several elders in Skidegate who have indicated that this is the site of an old village (although I, personally, suspect it's a bit further west - based on what I've seen).

Just a heads-up that consultation with the CHN may be required, and potentially, permits, monitoring, and archaeological work. I'm not sure if this is built into the budget, but I'd hate for it to be an afterthought and cause any project disruptions.

Please let me know if there is anything I can do to help.

Best,

Jo

--

**Jo Brunsdan, MA, RPCA**  
Archaeologist/Project Manager



**kleanza**

Kleanza Consulting Ltd.  
5520 Kleanza Drive,  
Terrace, BC V8G 0A7  
[jo@kleanza.com](mailto:jo@kleanza.com)  
[205-661-0592](tel:205-661-0592)