



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

INFORMATION SHEET

TO: The Board of Education
FROM: Shelley Sansome, Secretary Treasurer
DATE: May 22, 2018
SUBJECT: Secretary Treasurer Report

During the past month, some of the items I've been involved with are as follows:

- Attendance at the BCSTA Annual General Meeting;
- Attendance at a meeting with the Ministry's Funding Model Review, a few of the main ideas shared:
 - Band-aid fixes on old schools decreases districts opportunities to obtain funding for new schools;
 - Fund reconciliation efforts by meaningful engagement with band councils to support culturally inclusive educational programming including building schools that reflect indigenous values, traditions and way of living/teaching;
 - Fund new curriculum resources and professional development;
 - Change timelines between budget announcement and submission;
 - Funding for ALL students designated with special needs;
 - Base level funding.
- Attendance at a Labour Management Meeting with CUPE Local 2020;
- Conference call with members of the Ministry of Education's Capital branch;
- Submission of the distributed learning 1701 May enrolment count submission;
- A meeting with the HGTA President to discuss non-enrolling teacher ratios for the 2018/2019 school year;
- Completion of a mobile device survey for the Ministry;
- Working with the Northwest Community College to sign a tenancy agreement at Tahayghen Elementary for the next two years;
- Submission of the PS 2200 Party Disclosures to the Ministry;
- Participation in an interview with Accreditors from the Council on Accreditation for Family Services Employee Assistance Program;
- Finalizing the 2018/2019 budget;
- Participation in e-serve training with Cayenta;
- Assistance with 2018/2019 staff planning;
- Submission of the 2018/2019 Classroom Enhancement Fund Staffing report to the Ministry;
- Submission of the Remote & Rural funding report to BCPSEA;
- Preparation of trustee election materials;
- Meeting with Principals regarding resources and distributed learning;
- Telephone meeting with newly appointed auditors;
- 2017/2018 budget projections;
- Draft Support Staff Learning Improvement Fund proposal;
- Other matters of a confidential nature.

ACTION SHEET

TO: Haida Gwaii Board of Education
DATE: May 16, 2018
SUBJECT: Maintenance & Transportation Report
FROM: Lao Peerless, Maintenance and Transportation Supervisor

Gidgalang Kuuyas Naay Secondary

- Various work orders
- AFG planning

Sk'aadgaa Naay Elementary

- Addressing deficiencies of the heating and domestic hot water boiler system that was installed in the summer
- Various work order
- AFG planning

Agnes L Mathers Elementary Jr Secondary

- Working on the new school: Site work
- Various work orders
- Monitoring the budget of the construction of the new school
- AFG planning

Port Clements Elementary

- Collaborating with the Village of Port Clements to ensure the Multiplex partnership operates smoothly
- Various work orders
- AFG planning

Tahayghen Elementary

- Mechanical upgrades
- Various work orders
- AFG planning
- Inspections for planning of possible amalgamation and other options

Gudangaay Tlats'gaa Naay Secondary

- Classroom renovations
- Various work orders
- AFG planning
- Start of siding design
- Start of retaining wall planning
- Organizing of archeologist assessment needed for retaining wall

Maintenance & Transportation Supervisor

- Managed decisions for the new ALM
- Worked closely with various contractors to ensure work complies with building codes and is completed in a timely fashion
- Supervised all custodial and maintenance staff
- Developing long-term strategies to improve student transportation services island-wide
- Attended various meetings with Principals, First Bus Canada, CUPE, Principals and various management concerning a multitude of subjects
- Monitored various maintenance contracts
- Scheduling spring break projects for all sites
- Addressing all site safety concerns
- Communicating with the Ministry about upcoming projects
- Working closely with Shelley Sansome and Dawna Day for possible Amalgamation
- My department has closed 41 work orders in the last 30 days
- Bought fleet cars
- Ordered all busses
- Planned all AFG spending
- Organized alternative transportation for the high school students from BCF Landing to GTN
- Organized a maintenance plan for new school busses
- Met with seismic engineers for new seismic code

May 14, 2018

(Feb 21, March, April, May 14)

Joanne Yovanovich

Principal of Ab.Ed

Attended:

Feb

- ❖ Organized, prepped & chaired the HEC Meeting
- ❖ Early Learning Forum set up and co-host the day @SNES
- ❖ Haida Language & Culture Curriculum Implementation Teacher meetings
- ❖ UBC Math Meeting Phone Conferences
- ❖ SNES/ALM Art Show @K'aay
- ❖ Telephone & email Haida Language & Culture Bursary guidelines, and applications.
- ❖ Met with Kiku regarding Haida Foods Committee
- ❖ Kindness Dinner @SNES

March

- ❖ P/VP Meeting
- ❖ Haida Language & Culture Curriculum Implementation Teacher meetings
- ❖ Skidegate Health Centre re: Food Programs & Research
- ❖ Assisted at Bus accident behind George Brown Rec Hall
- ❖ Discussions about the NW Zone Ab Ed committee to meet here in June
- ❖ Discussions with UNBC re: Practicum students
- ❖ Early Learning Forum Wrap up meeting
- ❖ Spring Break

April

- ❖ Meetings/telephone conferences with Kiku re Haida Foods Committee Draft Protocol Agreement with University of Waterloo, CHN, SD 50,
- ❖ Many discussions regarding Alder reading Gala, ordering supplies, food etc,
- ❖ PVP Meeting
- ❖ Budget Meeting
- ❖ Haida Language & Culture Curriculum Implementation Teacher meetings
- ❖ Met with a small group of UNBC students regarding future employment with the District
- ❖ Planned, Organized and hosted Alder Reading Gala at Port Clements School, featured illustrator Janine Gibbons
- ❖ Many meetings discussions regarding 3 groups visiting Haida Gwaii & our schools.
- ❖ 2 day Erase Training @K'aay
- ❖ Meeting with SBC re: Haida Language Programs
- ❖ Packing Office space @QC Board Office
- ❖ Haida Foods Committee Meeting @Skidegate Health Centre
- ❖ Planning with Cynthia Nicol for UBC Aboriginal Math Symposium

May

- ❖ PVP Meeting
- ❖ Working on translations for Haida Food Committee, Seasonal Round
- ❖ Budget meeting
- ❖ Discussions with SNES re: new office space requirements
- ❖ UNBC re Practicum for fall and course teachers required

- ❖ Haida Language & Culture Curriculum Implementation Teacher meetings
- ❖

Note Worthy Activities:

UBC Math, 2 Culturally Responsive Education chapters submitted

Human Right's Exemption Application first draft completed

Gathering information to create Food Harvesting & Procedures/Guidelines for schools. Also looking at materials harvested, like cedar bark and lumber, it is the hope that the Guidelines will ensure we aren't overharvesting and/or infringing on Haida gathering areas.

Planning:

UBC Math Symposium

"Our future, and the well-being of all our children rests with the kind of relationships we build today." Chief Dr. Robert Joseph

IT Update

April 1 to May 14

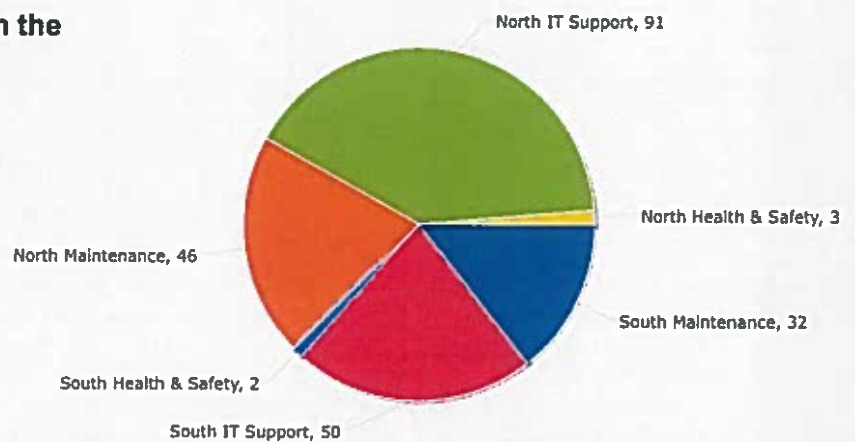


Steve Goffic
IT Manager

IT Update

- Ordered supplies for summer work.
- Upgraded operating system on SNES' new boilers.
- Continued to develop training website. (for future use)
- Continued installation of new security camera system at SNES.
- Attended SNES staff meeting.
- Attended 2 meetings for ConnectedNorth system.
- Completed Microsoft volume licensing agreement.
- Built recursive DNS server. (for future use)
- Repaired GKNSS PA system.
- Worked with principals on Xerox lease renewals.
- Met with new Xerox representative.
- Moved the principal of aboriginal education's computer system to SNES.
- Installed new computer for payroll.
- Programmed several iPads for ALM.
- Began programming on new email server.
- Installed new Aruba networking at the district office.

Below are the work orders completed in the time between Apr 1 and May 16



Department	COUNT(tickets.ticketmaskid)
North Health & Safety	3
North IT Support	91
North Maintenance	46
South Health & Safety	2
South IT Support	50
South	32

TRUSTEE EXPENDITURE REPORT
AS OF April 30, 2018

		April	Year-To-Date	Amended Budget	Available	% Spent
4-40-19000	GOV HONORARIUM	4,524.43	45,165.84	54,136.00	8,970.16	83%
4-40-20000	GOV BENEFITS	89.84	880.68	1,250.00	369.32	70%
4-40-34000	GOV TRAVEL, MEALS, MILEAGE	3,245.07	31,165.17	35,014.00	3,848.83	89%
4-40-37000	GOV DUES & FEES		7,050.43	8,822.00	1,771.57	80%
4-40-39000	INSURANCE		1,135.00	1,135.00	-	100%
4-40-42000	OTHER CONTRACTS	3,321.10	9,326.92	-	(9,326.92)	0%
4-40-42005	ELECTIONS		0.00	-	-	0%
4-40-51000	GOV SUPPLIES	900.34	2,053.67	803.00	(1,250.67)	256%
4-40-59000	COMPUTER EQUIPMENT		1,878.77	4,109.00	2,230.23	46%
Total		12,080.78	98,656.48	105,269.00	6,612.52	94%

Ministry of Education Report on Actions Taken To Support Truth and Reconciliation Commission of Canada's Calls to Action

Background

In 2015, after holding national, regional and local hearings on the impact of Indian Residential School era on students, their families and all of Canadian society, the Truth and Reconciliation Commission of Canada (TRC) released 94 Calls to Action to address the legacy of residential schools and advance Canadian reconciliation. These 94 Calls to Action are primarily focused on actions that can be taken by Federal, Provincial and Territorial governments but are also designed to provide direction to all sectors of society on actions that can be taken toward reconciliation with Indigenous peoples.

The Calls to Action were themed into two overarching areas, Legacy and Reconciliation, with subcategories:

Legacy:

- Child Welfare
- Education
- Language and Culture
- Health
- Justice

Reconciliation:

- Canadian governments and United Declaration on the Rights of Indigenous Peoples
- Royal Proclamation and Covenant of Reconciliation
- Settlement Agreement Parties and the UNDRIP
- Equity for Aboriginal People in the Legal System
- National Council for Reconciliation
- Professional Development and Training for Public Servants
- Church Apologies and Reconciliation
- Education for Reconciliation
- Youth Programs
- Museums and Archives
- Missing Children and Burial Information
- National Centre for Truth and Reconciliation
- Commemoration
- Media and Reconciliation
- Sports and Reconciliation
- Business and Reconciliation
- Newcomers and Reconciliation

Education Calls to Action

The Ministry of Education, with the overarching guidance of numerous Indigenous experts, organizations and Indigenous government representatives to build an education system that serves Indigenous students well.

Call to Action #62, with four subcomponents, and Call to Action #64 are related reconciliation for education.

Call to Action #62:

1. Make age-appropriate curriculum on residential schools, Treaties and Aboriginal peoples' historical and contemporary contributions to Canada, a mandatory education requirement for Kindergarten to Grade 12 students;
2. Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms;
3. Provide the necessary funding to Aboriginal schools to utilize Indigenous knowledge and teaching methods in classrooms; and,
4. Establish senior-level positions in government at the assistant deputy minister level or higher dedicated to Aboriginal content in curriculum.

Call to Action #64:

Asks all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.

Prior to the release of the Calls to Action, the Ministry of Education had already begun work on the ones directly related to reconciliation for education and, all but one is complete.

Status - Call to Action #62:

1. Curriculum:

Kindergarten to Grade 9 curriculum, through collaboration with Aboriginal peoples, has been revised and implemented beginning in 2016-17. Grade 10 curriculum will be implemented this September with grades 11 and 12 being implemented at the start of the September 2019/20 school year.

The curriculum contains age appropriate content related to Aboriginal peoples' history, and includes the residential school era. To assist teachers to implement these aspects of the curriculum, the Ministry has also produced a teacher guide, *Aboriginal Worldviews and Perspectives in the Classroom: Moving Forward*, available for order or free download at https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/aboriginal-education/awp_moving_forward.pdf

As well, the Minister in 2016 designated a non-instructional day solely focused on supporting teachers to implement Aboriginal and provided funding for professional development for teachers to become familiar with the new curriculum.

2. Teacher Education – Post-Secondary

As of September 2012, all teachers graduating from BC teacher education programs must complete three credits related to the historical context of First Nations Inuit and Métis learners.

3. Funding for Aboriginal Schools - Indigenous knowledge and teaching methods in classrooms

While the funding responsibility for First Nations based-operated schools on reserve rests with the federal government, the Province is contributing in several ways:

- The Province, as of 2008/09, pays reciprocal tuition to these schools whenever they serve students otherwise eligible for a free BC public school education.
- BC, Canada, and First Nations, as represented by the First Nations Education Steering Committee (FNESC), are implementing the Tripartite Education Framework Agreement (TEFA), which has, as of 2012/13, provided First Nations on-reserve schools with federal funding comparable to what the Province provides public schools.
- Moreover, through TEFA, BC is sharing expertise and learning resources with the federal government and First Nations to help build capacity in the First Nations education system.
- The Ministry has implemented the Equity in Action project specifically to look at ways to improve Indigenous student results and combat the “racism of low expectations” faced by Indigenous students.

4. Senior-level positions dedicated to Aboriginal content in curriculum.

The Assistant Deputy Minister, Learning Division, and the Executive Lead, Learning Transformation Division, who is responsible for the learning modernization project, share the responsibility of ensuring that Aboriginal content is embedded in all curriculum.

Status - Call to Action #64:

Denominational Schools - curriculum

All faith-based schools in BC follow the BC curriculum, which includes specific aspect and references to Aboriginal cultures, languages, history and spirituality.

Conclusion

The Ministry understands that reconciliation goes beyond the Calls to Action and that all areas of the Ministry are responsible for moving the agenda forward. The involvement of Indigenous peoples in decisions that positively support Indigenous students is becoming a broad practice not only at the Ministry level but at the School District and school level and this has resulted in a continuous improvement in the Dogwood Completion rate over the past 10 years.

There is a lot to be proud of in the work we have done and are doing together but there is continued work in front of us. First Nations status students are not meeting with the same level of success, Métis students need to see their history and cultures reflected in our system and we need to address racism in our system more effectively. All of these are pieces of ensuring that our education system is a tool for reconciliation and serves Indigenous students, and all students, well.

HlGaagilda Xaayda Kil Naay

S.H.I.P.
(Skidegate Haida Immersion Program)



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Re: SHIP NEWSLETTER May 14, 2018

XAAYDA KIL JII.NGA XAAYNANG.NGA GAS GA - Haida Language Long Live!

1 000 000 *K'ayts'uuwaay* 1 000 000

The elders have been busy lately.

We enjoyed a beautiful field trip to see Tim Boyko's totem pole.

Haawa to Tim, Trevor, and Billy for hosting us. A stunningly beautiful pole to be raised at the new hospital. Congratulations to all the carvers. Also haawa to Jags for coming with us and taking photos of the elders sitting with the pole. Jags is a very talented photographer. Haawa Jags.

We enjoyed a delightful visit with the Grade 1-2 class of Sk'aadga Naay.

Haawa to Tricia for bringing her class to SHIP.

We all had fun reading stories and speaking Haida!

Some of our elders and staff also attended the going away party for Rayne at the Skidegate Band Office. We wish her the very best in the next chapter of her life, and look forward to her next visit to Haida Gwaii.

On May 8th, we all attended the retirement party for Carol Young at the Adult Day Program. The two programs have become very close over the years. Carol and her staff have always been very kind to us. We wish her the very best.

All our love to you, Carol!

Last Friday we went to see our beloved SHIP member Betty Richardson. It was her birthday and we all had a lovely visit. We miss you, Betty. We pray that you continue to heal well and fast, and return to us soon. We love you, Betty!

SHIP Quote of the Week

"One, remember to look up at the stars and not down at your feet. Two, never give up work. Work gives you meaning and purpose and life is empty without it. Three, if you are lucky enough to find love, remember it is there and don't throw it away."

Stephen Hawking

When you use the little bit of Skidegate Haida Language you know, it will get longer and longer!

Xaayda Quote of the week –

Daanxan dang ga dii k'uuga ga.
I love you so much.

HIGaagilda Xaayda Kil
Skidegate Haida Language
Fluent Speakers – 19
Oldest – Virginia Wilson
(K'angwan Jaad)
Youngest – GwaaGanad
(Diane Brown)

Xaayda Kil Word Quest

What does this Skidegate Haida word mean in English? - **Gud Ilga**
Give us a phone call at 559-9073 with the correct meaning, and win a
SHIP Xaayda Language CD or book. The first correct caller will be the winner.
You can also email us with your answer! Lasts month winner was Misty Surtees.

ENLIGHTENED PERSPECTIVE – Instructions for life – Nice thoughts

Respect for elders is a value that permeates traditional and indigenous cultures. Elders are individuals who have garnered potent experiences through long lives. Maturing developmentally with intention and guidance through their life stages, living with purpose, they have come to a place of deep meaning and understanding of the collective life and its spiritual ground. For a society to respect its elders means to keep wisdom elevated, honoring deep time and the long view. Our modern, high-energy culture does the opposite, tending to value only the newest thing to come along. We may value innovation today, but in a natural setting, it is unusual and often dangerous. Wise cultures know that if enthusiasm for the novel is unchecked by more experienced voices, it might kill you. David Holmgren observes that traditional wisdom, arising in low-energy settings, is not about innovation (contrast that with the “techno-fix culture”) but about conserving values and assets that already exist. In the mentoring tradition, one of our most revered elders was Gilbert Walking Bull. Raised by his paternal grandparents in Wanblee, South Dakota, on the Pine Ridge Reservation, he learned the old ways of the Lakota and was strong in the traditions of his people. He once told me about his grandfather and one of his earliest teachings. Gilbert was telling his elder, “I don’t understand what these grown-ups are saying,” to which the grandfather simply replied, “Pay attention! The Creator gave you a brain, eyes, and ears, so that you could pay attention. If you listen, you’re going to understand what that man is talking about.” From that point on, Gilbert listened deeply with his eyes closed when others were sharing from their hearts. I would say Gilbert had something like a photographic memory. He was impeccable with details of his personal and tribal history. He went on to talk about how his elders, his aunts and uncles, were always making him take pause, to pay attention. This was not a random occurrence, but a strategy to build awareness.

Mark Morey, Teach your Children to Heal the Earth

We would like to thank the following people for supporting our program:

1. Gladys, Emily, and Winnie for cooking for the elders on Wednesdays
2. Gail and Gary for the loaves of bread
3. Leora for the Diigwey prizes
4. Clint Germaine for the k'aaw
5. Trent Moraes for the k'aaw
6. Missy for the k'aaw
7. Lynn Lee for the k'aaw
8. Lais, Kara, and Brianna for helping in the kitchen
9. Cohen and Gwaii Haanas for the Diigwey prizes
10. Dick Bellis for the flowers
11. James and Harold Williams Jr. for the packages of crab
12. Shirley for the 'White Raven' photo
13. SBC for the k'aaw and Lydia for the delivery
14. Albert for the cake
15. Missy for the cake
16. Mitch Richardson for helping us cook last Wednesday
17. Meta and Amanda for the cookies
18. Isabel for the Diigwey prizes
19. The 5 school principals' from Surrey for the apples, coffee, mangoes, & cookies
20. Haawa to anyone we may have forgotten. Our program is very blessed by the support we receive from the community and Skidegate Band Council!

SHIP Class Times

Please remember that you can participate in our program on a full or part time basis. You may attend mornings, or afternoons - once, twice, or three times a week – whatever suits your schedule. Please drop in for a coffee or tea!

K'iwaay Gaajuu gii gang. – The door is always open.

Monday – Friday 9:00 AM – 3:00 PM. Don't forget to check out our **Xang Sk'aad - Facebook** site!! There you will see lots of wonderful pictures of our precious elders!

Yours truly,

SKIDEGATE HAIDA IMMERSION PROGRAM

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Policy B.16 Finance and Audit Committee

Date Recommended: February 2018

Preamble

The Finance and Audit Committee is a standing committee of the Haida Gwaii Board of Education. The Board has a duty to govern the district in a fiscally responsible manner, while carrying out the strategies required to achieve its goals.

1.0 The purpose of the Finance and Audit Committee of the Board of Education is to

- i. help oversee the budget,
- ii. monitor financial management and reporting, and
- iii. provide a more focused and on-going discussion of District financial accountability, risk assessment and mitigation strategies, the budget process, controls, monitoring and reporting.

2.0 Composition

2.1 Voting Members

- i. Two Trustees appointed by the full Board of Education, with one trustee appointed Committee Chairperson at the Board's December regular meeting, ~~in addition to~~
- ii. the Superintendent of Schools.

2.2 Non-Voting Members

- i. The Secretary Treasurer in
- ii. ~~addition to~~ one representative from each partner group for purposes of providing input. it is recommended that they select a member with a financial background and/or experience where possible.

2.3 The Superintendent will work with secondary school principals to ensure there is student representation at budget planning meetings.

~~In terms of partner group representatives, it is recommended that they select a member with a financial background and/or experience where possible.~~ 2.4 Members appointed to the role will be selected for a period of one year, which will run from January 1st to December 31st.

3.0 Duties and Responsibilities

3.1 General Responsibilities:

- i. The Committee will meet at least four (4) times per year with additional meetings scheduled at the direction of the Chair of the Committee as circumstances require;
- ii. Appoints a Secretary who shall record the proceedings of all meetings.

3.2 General Financial Oversight:



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- i. Advises on financial policy issues;
- ii. Makes financial recommendations to the Board of Education;
- iii.
- iv. Complies with statutory requirements and any other relevant government regulations

4.0 Audit Committee:

i. At least twice annually, the Committee will convene as an Audit Committee with the following duties:

- a. Approve the auditor terms of engagement;
- b. Review the auditor's proposed audit scope and approach;
- c. Meet with the auditor, both prior to the commencement of the audit and post audit, to discuss any matters that the Audit Committee or the auditors believe should be discussed.
- d. Review annual financial statements and indicators of financial health considering whether they are complete, consistent with information known to committee members and reflect appropriate accounting principles.
- e. Report financial statements to the Board of Education.
- f. Review financial procedures and ensure compliance.
- g. Report annually to the Board of Education on the outcome of the financial audit.

5.0 Budgeting:

The Committee will carry out the following responsibilities:

- i. Preparation of the Preliminary Budget
 - a. Review plans for public consultation into the budget planning process;
 - b. Review enrolment and staffing projections;
 - c. Review preliminary budget documents;
 - d. Provide input to the Board of Education on the Board's preliminary annual budget.
- ii. Budget monitoring
 - a. Review quarterly financial statements relative to the annual budget;
 - b. Review revisions to the preliminary annual budget prior to the preparation of the amended annual budget;
 - c. Provide input to the Board of Education on the amended annual budget.

6.0 Risk Assessment and Internal Controls

- i. Monitor key risks that could impact the achievement of District objectives.
- ii. Considers the effectiveness of the District's internal financial controls including information technology security and control.
- iii. Ensuring that the District keeps proper financial records of its fixed assets, equipment and



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property.

7.0 Accountability

i. The Finance and Audit Committee will report its deliberations to the Board of Education at its next regular meeting.

ii. The Finance and Audit Committee will review these Terms of Reference at its final meeting in each year and recommend changes to the Board of Education.

~~Operations of the Committee~~

~~In order to discharge its responsibilities, the Finance and Audit Committee shall each year establish a schedule of meetings. Additional meetings may be scheduled as required.~~

~~The Secretary-Treasurer shall be responsible for establishing the agendas for meetings of the Committee in consultation with the Chair. Trustees can also request agenda items which will be reviewed by the Chair. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting.~~

~~Minutes for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities. The minutes shall be circulated in draft form to all Committee members to ensure an accurate final record, shall be approved at a subsequent meeting of the Committee and shall be distributed to the Board of Education.~~

8.0 Operations of the Committee

- i. In order to discharge its responsibilities, the Finance and Audit Committee shall each year establish a schedule of meetings.
- ii. Additional meetings may be scheduled as required.
- iii. The Secretary-Treasurer shall be responsible for establishing the agendas for meetings of the Committee in consultation with the Chair.
- iv. Trustees can also request agenda items which will be reviewed by the Chair.
- v. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting.
- vi. Minutes for all meetings of the Committee shall be prepared to document the Committee's discharge of its responsibilities.



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- vii. The minutes shall be circulated in draft form to all Committee members to ensure an accurate final record, shall be approved at a subsequent meeting of the Committee and shall be distributed to the Board ~~of Education~~.



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Policy B.15 External Funding Through Donations or Partnerships

Date Recommended: February 2018

Preamble

The Haida Gwaii Board of Education believes that public education should be funded from Provincial Government grants. However, in order to provide enhanced or enriched educational opportunities for students and/or develop positive relationships with the community the Board may seek or accept external funding through donations or partnerships.

~~The Board is Haida Gwaii School District is a recognized charitable organization under the Income Tax Act, and as such is prepared to accept donations from donors or foundations, or consider partnerships with private or public sector enterprises.~~

The Board is also willing to consider partnerships with private or public sector enterprises a limited business presence within schools or the district in keeping within the provisions of the policy.

Definitions:

Donations/-Donors

Individuals, groups or foundations are encouraged to that make donations of goods, services, or cash to the district.

~~The school district is a charitable organization under the Income Tax Act. A donation may qualify for a tax receipt. Donations may be made for specific purposes.~~

~~Businesses may make donations to the district of goods or services, or funds that enhance the regular operating expenditures of the district. Business donors will not involve themselves in the operations of the district but may have expectations that their donation is recognized in accordance with this policy.~~

Partnerships - Partners

A partnership is formed through an agreement between the Board and an individual, group, or business intended to generate revenue for, or provide goods and services to the District.

Definition of Business:

A person, partnership, or corporation engaged in commerce, manufacturing, or a service; a profit-seeking enterprise. ~~or concern.~~

1.0 Guiding Principles

The following guiding principles will govern the acceptance by the district of accepting external funding through donations or partnerships:

1.1 ~~The E~~external funding through donations or partnerships:-

- i. ~~(as defined in Appendix 1)~~ must support align with the development of the district as a learning community. ~~Boards A. 1: Aims Policy.~~



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1. ~~Altruistic donations are encouraged, meaning that they are for the sole benefit of students, schools or the district and not for the benefit of the donor.~~
- ii. ~~External funding through donations or partnerships~~ must not impair the rights of the Board and ~~the~~ educational professionals in the district to determine the nature of the educational program to be offered to students, or the way in which it is delivered.
- iii. ~~External funding through donations or partnerships~~ must not result in an opportunity for the Province to reduce operating or special purpose grants.
- iv. ~~External funding through donations or partnerships~~ must not involve the district in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral, or social issue.
- v. must not require students to observe, listen to, or read commercial advertising.

1.2 Agreements:

- i. ~~Agreements to provide educational resources must not limit or require teachers to use these resources in their classes.~~
- ii. that provide external funding through donations or partnerships will include a specific expiry date.

~~1.3 Altruistic donations are encouraged, meaning that they are for the sole benefit of students, schools or the district and not for the benefit of the donor. Any arrangements for external funding through donations or partnerships shall not require students to observe, listen to, or read commercial advertising.~~

Education resources

- i. that are offered to the school or district through a donation or partnership shall will be considered under the provisions of this policy.

~~Agreements to provide educational resources must not limit or require teachers to use these resources in their classes.~~

~~External funding through donations or partnerships must not result in an opportunity for the province to reduce operating or special purpose grants.~~

~~Any agreements that provide external funding through donations or partnerships will include a specific expiry date.~~

~~Individuals or businesses must satisfy all equity considerations, and safety, health and environmental regulations related to their form of business.~~

~~External funding through donations or partnerships must not involve the district in anything that would, in the opinion of the Board, appear to be taking an inappropriate stand on a contentious political, moral, or social issue.~~

~~Businesses (as defined in Appendix 1) may only have a visible presence in the school if it occurs in the natural course of business (for example, names and logos on computers, office~~



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

~~supplies or food products) or if it occurs through a donation or partnership in accordance with the provisions of this policy.~~

1.3 Recognition of the donor, partner or business

~~i. will only be through h expressions of thanks on a website or in a program or newsletter, or through a posting that lasts for the duration of a may be time limited event such as for a tournament, a performance or a season.~~

~~ii. Any proposal for ongoing recognition or advertising must be approved by the Board.~~

~~iii. Any recognition of external funding through donations or partnerships will take into account students' ages and their vulnerability to commercial values and messages, in accordance with community-Haida Gwaii standards as interpreted by the Board.~~

~~iv. Businesses may only have a visible presence in a school upon approval of the Board according to the provisions of this policy.~~

~~v. Business donors will not be involved in the operations of the district but may have expectations that their donation is recognized in accordance with this policy.~~

~~1.4 Individuals or businesses must satisfy all equity considerations, and safety, health and environmental regulations related to their form of business.~~

~~1.5 Board members will not participate in lobbying, acceptance of gifts or individual meetings with potential donors, businesses or partners.~~

~~i. Any attempt to lobby, gift or meet with any individual board member will be reported to the board as a whole.~~

2.0 Administrative Procedures

~~i. The Secretary Treasurer is responsible for managing funding from external donations and partnerships.~~

~~ii. Any if the proposal that requests includes ongoing recognition of the donor then will be sent to the Board. will review the proposal.~~

2.1 Donations

~~i. Decisions in regard to external funding or support in amounts less than \$10500 will be made by principals in accordance with the provisions of this policy following consultation with the staff and PAC.~~

~~ii. Decisions in regard to external funding or support in amounts more than \$1000 will be made by the Secretary Treasurer.~~

~~2.2 If the proposal includes ongoing recognition of the donor then the Board will review the proposal. Proposals for external funding:~~



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i. All proposals for external funding or support in excess of \$~~10~~500 through donations or partnerships will be submitted to the Secretary Treasurer of the school district for review. Such proposals will indicate clearly:

- a. what the individual or business is contributing
- b. a best estimate of the value of the contribution
- c. the forms of recognition or opportunities requested of the district in return for the contribution.

ii. The Secretary Treasurer will review each proposal, consulting with the Principal as appropriate,

~~iii. and determine whether or not to take it to the Board for consideration of approval.~~

Evaluation criteria for proposals will include:

- a. ~~—~~consistency with the Guiding Principles in this policy
- b. ~~—~~the amount of the benefits being provided to the district
- c. the quality of the product or service
- d. ~~—~~the reputation of the individual or company
- e. ~~—~~the ability, capacity and skill of the individual or corporation to fulfill the contract
- f. ~~—~~the form of recognition, if any, for the contribution being made

Appendix 1 Explanation of Terms

~~This appendix provides the meanings of the terms below, as used in this policy.~~

1. Donations—Donors

~~Individuals, groups or foundations are encouraged to make donations of goods, services, or cash to the district. The school district is a charitable organization under the Income Tax Act. A donation may qualify for a tax receipt. Donations may be made for specific purposes.~~

~~Businesses may make donations to the district of goods or services, or funds that enhance the regular operating expenditures of the district. Business donors will not involve themselves in the operations of the district but may have expectations that their donation is recognized in accordance with this policy.~~

2. Partnerships—Partners

~~A partnership is formed through an agreement between the Board and an individual, group, or business intended to generate revenue for, or provide goods and services to the District.~~

3. Definition of Business:



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

~~A person, partnership, or corporation engaged in commerce, manufacturing, or a service; a profit seeking enterprise or concern.~~



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy B.13 Accumulated Operating Surplus Contingency Reserve

Date Recommended: February 2018

Preamble

The Haida Gwaii Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which ~~would~~ negatively impact school district operations and education of students.

1.0 The Board will ~~therefore~~ establish a contingency reserve from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

1.1 Limitations and Constraints

i. A contingency reserve of at least 2% of operating expenditures and not exceeding 4% of operating expenditures will be maintained.

ii. The contingency reserve may be used in the following circumstances:

- a. the elimination of any deficit arising at the end of a fiscal year of operations;
- b. the funding of new cost pressures in a fiscal year that were not known at the time of budget development;
- c. the payment of severances (wages and benefits) upon termination of employment;
- d. the settlement of any legal action that is not covered by insurance;
- e. initial one-time cost outlays for new education programs;
- f. coverage for disaster recovery expenditures;
- g. extraordinary unknown utilities cost pressures;
- h. replacement of equipment essential to the continuation of educational programming in schools or district facilities; and,
- i. to assist in balancing future year's budgets.

iii. Any remaining operating surplus will be transferred to the Local Capital Fund with board approved capital projects identified.



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy B.14 Fund raising in Schools

Date Recommended: February 2018

Preamble

The Haida Gwaii Board of Education recognizes that schools are involved in fund raising activities in order to provide additional goods and services to students, and that these activities are supported by the school communities in our district.

~~Schools raise funds in order to add to the school's resources or to carry out established programs or initiatives that are not supported by the district budget. Fund raising activities are initiated most often by staff, students and/or parents and guardians. Businesses, community groups and individuals are sometimes requested to make donations of goods or services to support school activities.~~

Definitions

Fund raising: is deemed to include activities designed to provide money, goods or services for use in the school through:

- sales to members of the community including parents, staff and students
- the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.

Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.

Policy Statement

~~The Haida Gwaii Board of Education recognizes that schools are involved in fund raising activities in order to provide additional goods and services to students, and that these activities are supported by the school communities in our district.~~

~~The Board reserves its right to intervene if, in the opinion of the Board, the proposed fund raising activity is inappropriate. Principals, in consultation with their Parent Advisory Council and staff have the responsibility to ensure that all fund raising activities follow the guidelines established in this policy, and the administrative procedures that accompany it.~~

1.0 Guiding Principles

- ~~For the purposes of this policy, fund raising is deemed to include activities designed to provide money, goods or services for use in the school through:~~
 - ~~sales to members of the community other than parents, staff and students either in the school or in the community.~~



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

- b) ~~the solicitation or acceptance of donations from, or contracts with persons or businesses outside of the school.~~
2. ~~Fund raising includes contracts for the purchase of goods and services entered into by a school only if they involve a rebate of money, or the provision of free goods and services to the school.~~

ii. All fund raising activities conducted in the school or outside the school, using the name of the school in any way, must have the approval of the principal. Such approvals may be reviewed by the Board as deemed necessary.

~~In considering fund raising plans, prior to their approval, school administrators will consider factors including:~~

~~the safety of students, staff members and volunteers~~

~~the voluntary nature of the planned activities~~

~~plans that have a minimum effect on regular instructional time~~

~~the age of students and their potential vulnerability to any commercial values or messages associated with the fund raising endeavour~~

~~an opportunity for the school's Parent Advisory Council and the Staff Committee to be made aware of the fund raising proposal in its planning stages and to provide feedback to the administrator~~

~~how contributors will be made aware of the purposes for which funds are being raised~~

iii. A fund raising activity must benefit the school and school community and be consistent with school policies and with the overall direction of the school as a positive learning community.

iv. A fund raising activity may not interfere with the nature or delivery of the school's educational program.

~~Business relationships must not engage the school in what would appear to be a contentious political, moral, or social issue.~~

v. Any fund raising that involves donations or partnerships, including those that are connected in any way to businesses or corporations, must be in accordance with Policy B.15 (External funding through Donations or Partnerships).

vi. The Board reserves its right to intervene if, in the opinion of the Board, the proposed fund raising activity is deemed inappropriate.

2.0 Administrative Procedures



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- i. Schools are encouraged to communicate with each other regarding planned fund raising activities in order to avoid conflicts regarding timing, the type of fund raising or target groups.
- ii. Sponsors of fund raising activities will ensure that:
 - a. the parents/guardians of the students of the class or of the school are in support of the proposed activities and of the proposed dates for the venture
 - b. there is clear understanding in advance of any contract or agreement as to what form of recognition, if any, donors or contractors may receive; such recognition will be in accordance with the provisions of Policy B.15 (Guiding Principle 14).
 - c. the scope of the fund raising is proportional to the planned activity
 - d. plans are shared regarding the disbursement of any funds that are surplus to the cost of the activity.
- iii. A fund raising form ~~(attached)~~ must be utilized for all fund raising activities covered by this policy, signed by a principal and retained in the school office. A copy of each fund raising form will be provided to the Parents' Advisory Council.
- iv.
- v.
- vi. Sponsors of lotteries, raffles or games of chance must be sure to comply with the appropriate government licensing regulations.

Casino-style or similar gambling events are not considered appropriate fund raising activities for schools. Gambling is legal on reserve, and bingos are a common form of fundraising– was this approved by the board?

- vii. Students involved in any “door to door” solicitation, whether on behalf of the school or any other agency should:
 - a. carry school identification,
 - b. solicit in pairs or groups, never alone,
 - c. present a school handout clearly articulating the purpose of the fund raising.
- viii. Any proposal for fund raising through a partnership with a business is to be considered within the provisions of Policy B.15: ~~(External Funding through Donations or Partnerships)~~.
- ix. Where a Parent Advisory Council wishes to raise funds for the school, using the school name, staff, or students in the process, it must follow the terms of this policy.
- x. Principals, in consultation with their Parent Advisory Council and staff have the responsibility to ensure that all fund raising activities follow the guidelines established in this policy, and the administrative procedures that accompany it.



SCHOOL DISTRICT NO. 50 HAIDA GWAI
BOARD POLICY MANUAL

- xi. In considering fund raising plans, prior to their approval, school administrators will consider factors including:
- a. the safety of students, staff members and volunteers
 - b. the voluntary nature of the planned activities
 - c. plans that have a minimum effect on regular instructional time
 - d. the age of students and their potential vulnerability to any commercial values or messages associated with the fund raising endeavour
 - e.
 - f. an opportunity for the school's Parent Advisory Council and the Staff Committee to be made aware of the fund raising proposal in its planning stages and to provide feedback to the administrator
- a) how contributors will be made aware of the purposes for which funds are being raised

B.14.1 FUND-RAISING FORM Fund Raising Form

School: _____ Date: _____

Nature of Activity:



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

1. Sale of goods or services by the school (complete Section A)
2. Accepting donation of funds, goods or services (complete Section B)
3. Contracting with an outside agency (complete Section B and attach contract)

Section A:

Activity Schedule: Begins on _____ Ends on _____

Students involved in fund raising: __ Yes __ No

Product or services to be sold:

Section B:

Name of individual, corporation or agency providing funds, goods or services:

Recognition to be provided, if any:

In each case:

- Expected value of funds to be raised, or donated goods and services to be received
Approximately \$ _____
- Purposes for which funds, goods, or services are to be used:

- Plans for disbursement of any surplus funds:

copy: PAC President

THIS FORM WILL BE PRESENTED FOR REVIEW AT THE PAC MEETING OF _____(DATE)

I support this fund raising activity and certify that the planning abides by all policies.

Signature of Principal: _____ Date: _____

FINANCE VOUCHER

REGULAR BOARD MEETING

BOARD MEETING:

May 22, 2018

AGENDA ITEM:

Finance Voucher April 30, 2018

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

A/P Cheques Computer Generated	April 30, 2018	\$48,266.76	
ePayments	April 30, 2018	\$301,542.08	
Quick Pays	April 30, 2018	\$357,170.18	
TOTAL Accounts Payable.....	April 30, 2018		\$706,979.02
Teachers	13-Apr	\$83,850.00	
AO/Exempt	13-Apr	\$27,000.00	
Teachers	30-Apr	\$108,834.28	
AO/Exempt	30-Apr	\$33,618.68	\$253,302.96
CUPE	14-Apr	\$55,914.85	
Casuals	14-Apr	\$10,612.54	
TOC's	14-Apr	\$9,461.17	
CUPE	28-Apr	\$55,704.59	
Casuals	28-Apr	\$11,340.02	
TOC's	28-Apr	\$10,297.64	
			\$153,330.81
TOTAL Payroll.....	April 30, 2018		\$406,633.77
TOTAL A/P and Payroll			\$1,113,612.79

RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling **\$1,113,612.79** for the month of April

SCHOOL DISTRICT NO. 50
CHEQUE REGISTER AS OF APRIL 30, 2018

CHEQUE NUMBER	DATE	SUPPLIER	AMOUNT
57775	4/4/2018	Rachel Braman	\$ 63.00
57776	4/6/2018	Secretariat of the Haida Nation	\$ 535.50
57777	4/6/2018	Staples Desjardins Card Service	\$ 859.52
57778	4/12/2018	DNA Fire Doctors Inc.	\$ 3,806.45
57779	4/12/2018	Isabel Creek Store	\$ 313.62
57780	4/12/2018	J & F Distributors	\$ 281.83
57781	4/12/2018	Lin Haw International Co. Ltd.	\$ 4,044.03
57782	4/12/2018	Terry Wallace	\$ 60.00
57783	4/12/2018	Old Massett Village Council	\$ 40.00
57784	4/12/2018	Queen B's Cafe	\$ 153.30
57785	4/12/2018	Telus Communications Company	\$ 13,196.20
57786	4/12/2018	Westpoint Automotive	\$ 82.74
57787	4/17/2018	Sarah Barnhardt	\$ 178.08
57788	4/17/2018	BC Hydro & Power Authority	\$ 17,599.63
57789	4/17/2018	Rick Grange	\$ 40.00
57790	4/17/2018	Isabel Creek Store	\$ 183.66
57791	4/17/2018	Lin Haw International Co. Ltd.	\$ 620.64
57792	4/17/2018	Pearson Canada Inc. T46254	\$ 440.09
57793	4/17/2018	Pitney Bowes Leasing	\$ 12.10
57794	4/17/2018	Southern Healthy Communities T	\$ 42.60
57795	4/17/2018	Sarah Stevenson	\$ 700.00
57796	4/17/2018	Super Valu Store No. 43	\$ 772.15
57797	4/17/2018	Telus Communications Company	\$ 48.31
57798	4/24/2018	Dg MacLachlan LTD.	\$ 145.66
57799	4/24/2018	Jennifer Dysart	\$ 1,422.12
57800	4/24/2018	Friends of QC Visitor Center	\$ 100.00
57801	4/24/2018	Isabel Creek Store	\$ 80.34
57802	4/24/2018	Kara Sieviewright	\$ 477.75
57803	4/24/2018	Allison Smith	\$ 1,532.37
57804	4/24/2018	Staples Desjardins Card Service	\$ 185.36
57805	4/24/2018	Telus Communications Company	\$ 48.31
57806	4/24/2018	Terry Wallace	\$ 60.00
57807	4/24/2018	Petty Cash	\$ 141.40
TOTALS			\$ 48,266.76

SCHOOL DISTRICT NO. 50
eREGISTER AS OF APRIL 30, 2018

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
4/4/2018	Pacific Leather & Fur Dressers Inc	11462	\$ 4,162.07	8011
4/4/2018	Rick Barton	11463	\$ 500.00	8011
4/6/2018	518387 BC Ltd.	11464	\$ 535.50	8015
4/6/2018	Aaron-Mark Services	11465	\$ 1,643.79	8015
4/6/2018	Artstarts IN Schools	11466	\$ 5,880.00	8015
4/6/2018	N. Harris Computer Corporation	11467	\$ 4,890.69	8015
4/6/2018	Haida Gwaii Consumers Co-operative	11469	\$ 555.44	8015
4/6/2018	Haida Gwaii Recreation Commission	11470	\$ 13,276.94	8015
4/6/2018	Indigo Books & Music Inc.	11471	\$ 23.61	8015
4/6/2018	Industrial Alliance	11472	\$ 79.62	8015
4/6/2018	Kms Tools And Equipment	11473	\$ 62.02	8015
4/6/2018	Ranch Feeds	11474	\$ 1,490.44	8015
4/6/2018	Sandspit Community Society	11475	\$ 1,575.00	8015
4/6/2018	X10 Networks	11476	\$ 45,486.07	8015
4/6/2018	Xerox Canada Ltd.	11477	\$ 188.99	8015
4/6/2018	Ryan Brown	11478	\$ 2,371.03	8015
4/6/2018	Josina Davis	11479	\$ 67.31	8015
4/6/2018	Dawna Day	11480	\$ 535.01	8015
4/6/2018	Kenneth Evans	11481	\$ 60.42	8015
4/6/2018	Verena Gibbs	11482	\$ 72.08	8015
4/6/2018	Lao Peerless	11483	\$ 422.94	8015
4/6/2018	Port Clements School Principal's in Trust	11484	\$ 210.55	8015
4/6/2018	Lindsey Quaas	11485	\$ 78.44	8015
4/6/2018	Leighann Rodger	11486	\$ 278.23	8015
4/12/2018	Apple Canada Inc. C3120	11487	\$ 245.28	8018
4/12/2018	Big Red Enterprises LTD.	11488	\$ 2,065.61	8018
4/12/2018	Black Press Ltd.	11489	\$ 591.10	8018
4/12/2018	Charlotte Island Tires LTD.	11490	\$ 1,999.86	8018
4/12/2018	Eagle Transit LTD.	11491	\$ 1,071.00	8018
4/12/2018	Esc Automation Inc.	11492	\$ 1,384.32	8018
4/12/2018	Fictorie Construction Management Ltd	11493	\$ 88,852.41	8018
4/12/2018	Family Services Of Greater Vancouver	11494	\$ 3,782.32	8018
4/12/2018	Graydon Security Systems	11495	\$ 314.48	8018
4/12/2018	Haida Gwaii Consumers Co-operative	11496	\$ 911.21	8018
4/12/2018	North Arm Transportation LTD.	11497	\$ 3,173.38	8018
4/12/2018	North Coast Occupational Therapy	11498	\$ 1,111.00	8018
4/12/2018	North Coast Supply Co. LTD.	11499	\$ 80.15	8018
4/12/2018	Rocky's Equipment Sales LTD.	11500	\$ 1,006.04	8018
4/12/2018	Rootham Services Group Incl	11501	\$ 94.50	8018
4/12/2018	Soper's Supply Ltd.	11502	\$ 199.29	8018
4/12/2018	Telus Communications (Bc) Inc.	11503	\$ 1,785.69	8018

SCHOOL DISTRICT NO. 50
eREGISTER AS OF APRIL 30, 2018

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
4/12/2018	Xerox Canada Ltd.	11504	\$ 1,088.81	8018
4/12/2018	Tawni-Marie Davidson	11505	\$ 155.82	8018
4/12/2018	Verena Gibbs	11506	\$ 119.78	8018
4/12/2018	J. Kim Goetzinger	11507	\$ 134.63	8018
4/12/2018	Denise Husband	11508	\$ 97.95	8018
4/12/2018	Sheila Karrow	11509	\$ 32.11	8018
4/12/2018	Irene Klein	11510	\$ 53.00	8018
4/12/2018	Tiffany Lavoie	11511	\$ 505.62	8018
4/12/2018	Vanessa Marie	11512	\$ 190.80	8018
4/12/2018	Port Clements School Principal's in Trust	11513	\$ 353.94	8018
4/12/2018	Leighann Rodger	11514	\$ 319.44	8018
4/17/2018	518387 BC Ltd.	11515	\$ 304.50	8022
4/17/2018	Atwell Family Foods	11516	\$ 605.96	8022
4/17/2018	Classroom Ready	11517	\$ 262.50	8022
4/17/2018	Grand & Toy	11518	\$ 242.60	8022
4/17/2018	Haida Gwaii Consumers Co-operative	11519	\$ 710.83	8022
4/17/2018	Imperial Data Supply Corp	11520	\$ 265.44	8022
4/17/2018	Indigo Books & Music Inc.	11521	\$ 8.36	8022
4/17/2018	Kms Tools And Equipment	11522	\$ 203.76	8022
4/17/2018	North Arm Transportation LTD.	11523	\$ 7,798.40	8022
4/17/2018	Port Air Cargo	11524	\$ 73.50	8022
4/17/2018	Telus	11525	\$ 1,424.52	8022
4/17/2018	Tlc Automotive Services LTD.	11526	\$ 169.05	8022
4/17/2018	United Library Services	11527	\$ 328.73	8022
4/17/2018	Village Of Queen Charlotte	11528	\$ 2,392.02	8022
4/17/2018	Xerox Canada Ltd.	11529	\$ 2,914.07	8022
4/17/2018	Dennis S. Baran	11530	\$ 418.43	8022
4/17/2018	Chris Bellamy	11531	\$ 30.00	8022
4/17/2018	Deavlan Bradley	11532	\$ 38.02	8022
4/17/2018	Tawni-Marie Davidson	11533	\$ 2,500.00	8022
4/17/2018	Verena Gibbs	11534	\$ 264.86	8022
4/17/2018	J. Kim Goetzinger	11535	\$ 437.51	8022
4/17/2018	Marylynn A. Hunt	11536	\$ 10.00	8022
4/17/2018	Kimberley P. Madore	11537	\$ 145.02	8022
4/17/2018	Trisha Nalleweg	11538	\$ 1,320.00	8022
4/17/2018	Daniel Schulbeck	11539	\$ 103.53	8022
4/17/2018	Paula Varnell	11540	\$ 600.00	8022
4/17/2018	Lisa Ann Waring	11541	\$ 53.00	8022
4/17/2018	Harmony Williams	11542	\$ 1,642.00	8022
4/18/2018	Coastal Propane Inc.	11543	\$ 71,278.35	8024

SCHOOL DISTRICT NO. 50
eREGISTER AS OF APRIL 30, 2018

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
4/24/2018	Andre Johnstone	11544	\$ 150.00	8027
4/24/2018	Bandstra Transportation	11545	\$ 276.10	8027
4/24/2018	Bayview Market	11546	\$ 290.00	8027
4/24/2018	Harris & Company	11547	\$ 3,900.14	8027
4/24/2018	Northern Industrial Sales	11548	\$ 845.98	8027
4/24/2018	United Library Services	11549	\$ 352.59	8027
4/24/2018	Maureen Benoit	11550	\$ 343.41	8027
4/24/2018	Rachel Fraser	11551	\$ 38.17	8027
4/24/2018	Marylynn A. Hunt	11552	\$ 10.00	8027
4/30/2018	Judy Hadcock	11468	\$ 2,625.00	8015
TOTALS			\$ 301,542.08	

SCHOOL DISTRICT NO. 50
QUICK PAY REGISTER AS OF APRIL 30, 2018

CHEQUE NUMBER	DATE	SUPPLIER	AMOUNT
636949	4/3/2018	Telus	\$ 1,243.10
255223	4/6/2018	Municipal Pension Plan	\$ 13,857.59
255222	4/6/2018	Teachers' Pension Plan	\$ 1,178.48
602473	4/9/2018	Canada Customs And Revenue	\$ 76,812.52
602074	4/9/2018	Canada Customs And Revenue	\$ 11,391.13
607586	4/9/2018	Canada Customs And Revenue	\$ 20,352.84
255646	4/12/2018	Municipal Pension Plan	\$ 5,828.73
255648	4/12/2018	Teachers' Pension Plan	\$ 111,973.13
602815	4/13/2018	Canada Customs And Revenue	\$ 390.72
607942	4/13/2018	Canada Customs And Revenue	\$ 7,175.66
616168	4/13/2018	Canada Customs And Revenue	\$ 3,432.11
613081	4/16/2018	MINISTER OF FINANCE	\$ 3,337.50
613248	4/16/2018	MINISTER OF FINANCE	\$ 2,175.00
613497	4/17/2018	Pacific Blue Cross	\$ 11,886.31
613629	4/17/2018	Pacific Blue Cross	\$ 3,800.34
636870	4/18/2018	Workers' Compensation Board	\$ 16,540.07
256265	4/20/2018	Municipal Pension Plan	\$ 5,801.58
613827	4/24/2018	Canada Customs And Revenue	\$ 45,420.00
636065	4/24/2018	Canada Customs And Revenue	\$ 9,011.37
613222	4/24/2018	Canada Customs And Revenue	\$ 5,080.00
636839	4/30/2018	Yvette Marie Emerson	\$ 482.00
TOTALS			\$ 357,170.18

MEMORANDUM

SCHOOL
DISTRICT NO. 50
Haida Gwaii

TO Shelley Sansome
Secretary-Treasurer

FROM Moira Dubasov
Assistant Secretary-Treasurer

SUBJECT: Teachers Payroll for..... April

DATE 14-May-18

Period Ending	Pay Period	Payroll Group	Net Amount
13-Apr	PP#1-4Adv	Teachers	\$ 83,850.00
13-Apr	PP#1-4Adv	AO/Exempt	\$ 27,000.00
30-Apr	PP#1-4	Teachers	\$ 108,834.28
30-Apr	PP#1-4	AO/Exempt	\$ 33,618.68
Total Net Pay			\$253,302.96

MEMORANDUM

SCHOOL
DISTRICT NO. 50
Haïda Gwaii

TO Shelley Sansome
Secretary-Treasurer

FROM Moira Dubasov
Assistant Secretary-Treasurer

SUBJECT: Non-Teachers Payroll for... April

DATE 14-May-18

Period Ending	Pay Period	Payroll Group	Net Amount
14-Apr	PP #2-8	CUPE	\$ 55,914.85
14-Apr	PP #2-8	Casuals	\$ 10,612.54
14-Apr	PP #2-8	TOC's	\$ 9,461.17
28-Apr	PP #2-9	CUPE	\$ 55,704.59
28-Apr	PP #2-9	Casuals	\$ 11,340.02
28-Apr	PP #2-9	TOC's	\$ 10,297.64
Total Net Pay			\$ 153,330.81



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

SCHEDULE OF BOARD MEETINGS 2018 - 2019

REGULAR BOARD MEETINGS

TIME: 6:00 PM (unless stated otherwise)

Locations As Indicated

TUESDAY, AUGUST 28	TBD
TUESDAY, SEPTEMBER 25	TBD
MONDAY, OCTOBER 23	TBD
TUESDAY, NOVEMBER 27	TBD
TUESDAY, DECEMBER 18	TBD
TUESDAY, JANUARY 22	TBD
TUESDAY, FEBRUARY 26	TBD
TUESDAY, APRIL 2	TBD
TUESDAY, APRIL 23	TBD
TUESDAY, MAY 28	TBD
TUESDAY, JUNE 25	TBD



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

SCHEDULE OF BOARD MEETINGS 2018 - 2019

IN-CAMERA BOARD MEETINGS

TIME: 4:00 PM (unless stated otherwise)

Locations As Indicated

TUESDAY, SEPTEMBER 25	TBD
TUESDAY, OCTOBER 23	TBD
TUESDAY, NOVEMBER 27	TBD
TUESDAY, DECEMBER 18	TBD
TUESDAY, JANUARY 22	TBD
TUESDAY, FEBRUARY 26	TBD
TUESDAY, APRIL 2	TBD
TUESDAY, APRIL 23	TBD
TUESDAY, MAY 28	TBD
TUESDAY, JUNE 25	TBD



April 25, 2018

Ref: 202543
VIA DM BULLETIN

To: Secretary-Treasurers
All School Districts

RE: Employment Practices Liability Program Update

Further to our communication earlier this year regarding the Employment Practices Liability Program (EPLP), we would like to provide a further update on the program.

As you are aware, an independent review of the EPLP was completed in 2017, which concluded that the program is working well, particularly as it relates to improving provincial coordination and labour relations outcomes for the benefit of all school districts (e.g. the program resulted in an estimated \$2.3M in costs avoided provincially on labour relations and employment matters in the 2016/17 school year). The review also provided recommendations to improve the efficiency of the administration of the program, including transferring the financial management of EPLP from the Schools Protection Program (SPP), Ministry of Finance to the BC Public School Employers' Association (BCPSEA). This recommendation was tabled with and then approved by the Deputy Ministers of Finance and Education, and also supported by the EPLP Technical Committee, key partner associations (BC School Trustees Association, BC School Superintendents Association and the BC Association of School Business Officials), BCPSEA, and the Public Sector Employers' Council. A summary of the EPLP review findings was also published in the [2016/17 Service Delivery Initiative Annual Report](#).

The recommendation is currently being implemented, such that the financial and administrative arrangement will be transitioned to BCPSEA on July 1, 2018. EPLP as an arm of SPP will be cancelled prior to the program transitioning to BCPSEA. A notice from the Risk Management Branch (RMB), Ministry of Finance will be forthcoming, followed by information from BCPSEA on the updated program structure. Please note that EPLP itself is not cancelled, it is merely being removed from SPP, and transitioned to BCPSEA. The EPLP Technical Committee, BCPSEA and the Ministries of Education and Finance are working collaboratively to support a successful transition, including ensuring that the pool balance is calculated and transferred to the new EPLP pool, which will be held by BCPSEA in a separate restricted fund for the sole purposes of the EPLP. A three-year program report summarizing the finances and activities since the program was established will be published by BCPSEA and RMB after June 30, 2018, as this is when full program information will be available. At this time, the EPLP Technical Committee will also be in a position to review the health of the pool and make any recommendations for changes to premiums based on the program experience.

Ministry of
Education

Sector Resourcing and Service
Delivery Branch
Resource Management and Executive
Financial Office

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
3rd Floor, 620 Superior St
Victoria BC V8V 1V2

Once the program transition is complete, BCPSEA will be fully accountable for the financial management and reporting out to school districts on expenditures and operational activities related to EPLP. The EPLP Technical Committee, BCPSEA and the Ministry of Education are working collaboratively to establish clear reporting parameters so that school districts are aware of how EPLP funds are being spent and program results, through a report out to districts on at least an annual basis. The BCPSEA board will also be engaged during this process.

Further information on this change as it affects SPP policy will be forthcoming from the Ministry of Finance, and a new set of program guidelines to replace the current coverage agreement will also be provided by BCPSEA closer to the transition date. Overall, there will be no significant change to program operations – all districts will continue to work with BCPSEA in the same manner as they previously have and will also continue to have access to reduced legal rates.

If you have any questions regarding this information, please contact:

- EPLP program details: Jennifer Duprey, Executive Director, Legal Services and General Counsel, BCPSEA (jenniferd@bcpsea.bc.ca or (604-730-4505), or Russell Horswill, Secretary-Treasurer, SD41 and Chair of EPLP Technical Committee (Russell.Horswill@burnabyschools.ca or 604-296-6900)
- SPP coverage: Linda Irvine, Executive Director, Ministry of Finance (Linda.Irvine@gov.bc.ca or 778-698-5721)
- Any other questions: Kim Horn, Executive Director, Ministry of Education (Kim.Horn@gov.bc.ca or phone 250-896-3680).

Sincerely,



Kim Horn
Executive Director

cc: Gordon Swan, President
British Columbia School Trustees Association

Tom Longridge, President
British Columbia School Superintendents Association

Patti Dundas, President
British Columbia Association of School Business Officials

Renzo Del Negro, CEO
BC Public School Employers' Association

Jennifer Duprey, Executive Director, Legal Services and General Counsel
BC Public School Employers' Association

Russell Horswill, Secretary-Treasurer and Chair of EPLP Technical Committee
School District No.41, Burnaby



April 25, 2018

VIA EMAIL
Ref: 202518

To: All Secretary-Treasurers

Re: 2018/19 Annual Facility Grant

For 2018/19, the Ministry of Education has increased the Annual Facility Grant (AFG) by \$5.0 million for a total allocation of \$115,495,587 to fund maintenance and repairs of capital infrastructure in school districts. The AFG funding allocation will be made up of \$23.496 million from the Ministry's operating budget and \$92.0 million from Government's capital funding allocation. (Please see attached 2018/19 Annual Facility Grant Allocation Table.)

In 2018/19, \$2.0 million will again be allotted from the operating portion of the AFG funding allocation to support Capital Asset Management Services (CAMS) provided by Accruent (VFA Canada Inc.). School districts are expected to utilize the facility condition assessment information for their facilities from the Accruent (VFA Canada Inc.) database to help guide their AFG spending decisions.

Each school district must provide the Ministry with an AFG expenditure plan for 2018/19 using the fillable AFG Expenditure Plan Template provided. The Template requires all work using AFG funds planned between April 1, 2018 and March 31, 2019 to be identified by specific facility name. Please refer to the Instructions tab within the AFG Expenditure Plan Template for details. Additionally, work using any AFG funds carried over from 2017/18 should not be included in the AFG Expenditure Plan for 2018/19.

School districts are required to submit their AFG Expenditure Plan to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca by **June 30, 2018**. Questions regarding the AFG or AFG Expenditure Plan Template may also be directed to Damien.

School districts will receive their net AFG operating allocation of \$21.496 million (\$23.496 million less the CAMS contribution) in one installment in July 2018. Each school district will be granted a single Certificate of Approval (COA) for its portion of the \$92.0 million capital allocation. A Capital Bylaw is not required by the Ministry prior to the issuance of the COA.

Also note that in accordance with Provincial Treasury policy, draws against the COA should not occur until capital project expenditures have been made.

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Ministry of
Education

Capital Management Branch

Resource Management and
Executive Financial Office
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

School districts are encouraged to maximize all AFG spending for capital-related maintenance work that meet the criteria for capitalization and to follow the AFG policy, which can be found at the following link:

<http://www2.gov.bc.ca/gov/topic.page?id=478C400B42B14DCBAC27CBA0E659863F>

Please be reminded that all such planned AFG work must be completed by March 31, 2019, when the COA will expire.

For your reference, the 2018/19 Annual Facility Grant Allocation Table is also posted on the Ministry's website at:

<https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/current-resources>

Thank you for your attention to the requirements around the allocation and use of AFG funding.

Sincerely,



Joel Palmer
Executive Director, Capital Management Branch

Attachments: 2018-19 AFG Allocation Table

pc: All Superintendents of Schools
Michael Nyikes, Director, Capital Programs Unit
Ryan Spillett, Director, Capital Projects Unit
Ken Frith, Manager, Capital Finance & Data Unit

District: 50 Haida Gwaii

Name	Email	Phone
Lao Peerless	lpeerless@sd50.bc.ca	250 559 8471 ext 107

Contact:

FACILITY INFORMATION		PROJECT INFORMATION		ADDITIONAL INFORMATION	
Facility Name	Description of Work	Estimated Cost	AFG Category	VFA Requirement (Yes/No)	Comments
Gudangaay Tlats'gaa Naay Secondary School	classroom renovations	\$ 80,000	Facility upgrade		
Gudangaay Tlats'gaa Naay Secondary School	interior lighting fixture renewal	\$ 19,000	Facility upgrade		
Gudangaay Tlats'gaa Naay Secondary School	ceiling tile renewal	\$ 22,000	Facility upgrade		
Gudangaay Tlats'gaa Naay Secondary School	demountable partitions	\$ 16,500	Facility upgrade		
Gudangaay Tlats'gaa Naay Secondary School	interior door renewal	\$ 39,000	Facility upgrade		
Gudangaay Tlats'gaa Naay Secondary School	hallway renovation	\$ 64,000	Facility upgrade		
BO/GKN/SNES/ALM/PORT/GTN/TA H	technology infrastructure upgrades	\$ 46,541	Technology infrastructure upgrade		
Sk'aadgaa Naay Elementary School	office renovation	\$ 6,000	Facility upgrade		
Sk'aadgaa Naay Elementary School	interior painting	\$ 9,200	Facility upgrade		
Sk'aadgaa Naay Elementary School	window blinds	\$ 18,200	Facility upgrade		
Sk'aadgaa Naay Elementary School	exterior lighting	\$ 16,600	Electrical system upgrade		
Sk'aadgaa Naay Elementary School	bus through road and parking	\$ 32,000	Site upgrade		
Port Clements Elementary School	exterior building maintenance	\$ 12,000	Facility upgrade		
Port Clements Elementary School	woodstrip floor finish	\$ 7,000	Facility upgrade		
Tahayghen Elementary School	exterior ground work	\$ 15,000	Site upgrade		
Tahayghen Elementary School	exterior building maintenance	\$ 17,600	Facility upgrade		
Gidgalang Kuuyas Naay Secondary School	mechanical system	\$ 12,000	Mechanical system upgrade		
Gidgalang Kuuyas Naay Secondary School	exterior painting	\$ 29,600	Facility upgrade		
Gidgalang Kuuyas Naay Secondary School	replace eaves trough	\$ 15,200	Facility upgrade		
Gidgalang Kuuyas Naay Secondary School	interior painting	\$ 15,500	Facility upgrade		
Agnes L. Mathers Elementary Jr. Secondary School	exterior ground work	\$ 21,300	Site upgrade		

[illegible]

**PROVINCE OF BRITISH COLUMBIA
MINISTRY OF EDUCATION**

ANNUAL PROGRAM FUNDING AGREEMENT AMENDMENT #1

This AGREEMENT dated for reference the 8th day of May, 2018.

BETWEEN: **Her Majesty the Queen in Right of the Province of British Columbia,**
 represented by the Minister of Education

(the "Ministry")

OF THE FIRST PART

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

(the "Board")

OF THE SECOND PART

WITNESS THAT WHEREAS:

- A. The parties agree to revise the original Agreement dated for reference the 5th day of April, 2018, and subsequently amended on the 8th day of May, 2018.
- B. **AND WHEREAS** the parties have agreed to amend the original Agreement.

NOW THEREFORE in consideration of the covenants and agreements herein contained, the parties agree as follows:

- (1) That section 3.01 shall be amended to add the following project(s):

School Name	Project Scope	Funding
Tahayghen Elementary	Universally Accessible Playground Equipment	\$105,000

- (2) That, in all other respects, the terms and conditions of the original Agreement remains unchanged.

The parties hereto have executed this Agreement on the day and year as set out above.

SIGNED on behalf of the Board of Education of
School District No. 50 (**Haida Gwaii**) by its duly
authorized signatories

SIGNED on behalf of Her Majesty the Queen
in Right of the Province of British Columbia
by a duly authorized designate of the
Minister of Education

(Print Name of Authorized Representative)

(Print Name of Authorized Representative)

(Signature)

(Signature)

Date Signed (Month/Day/Year)

Date Signed (Month/Day/Year)