

**MINUTES OF THE REGULAR BOARD MEETING HELD AT  
SK'AADGAA NAAY ELEMENTARY SCHOOL ON OCTOBER 24, 2016**

**PRESENT WERE:** Elizabeth Condrotte, Chairperson  
Kim Goetzinger, Vice Chairperson  
Denise Husband, Trustee  
Harmony Williams, Trustee  
Wilson Brown, Trustee

**ALSO PRESENT:** Dawna Johnson-Day, Superintendent of Schools  
Shelley Sansome, Secretary Treasurer  
Marissa Jones, Confidential Admin Assistant/Minute Taker

**MEMBERS OF THE PUBLIC:**

Vicki Ives  
Leighann Rodger  
Maureen Benoit  
Tricia Jung  
Stephen Querengesser

**1. Call to Order**

Chair Condrotte called the meeting to order at 1814 hours and acknowledged that the meeting was held on the traditional territory of the Skidegate People of the Haida Nation.

**2. Approval of Agenda**

RI6102401 THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the agenda as circulated with the addition of 6.5) Letter to Mike Bernier - Minister of Education and 6.6) Use of Facilities Policy.

MOTION CARRIED

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

**3.1 September 27, 2016 Regular Board Meeting Minutes**

RI6102402 THAT the Board of Education of School District No. 50 (Haida Gwaii) approve the minutes of the Regular Board Meeting of September 27, 2016 as presented.

MOTION CARRIED

### **3.2 October 24, 2016 Rise and Report**

The Superintendent of Schools reported on property, personnel and student matters from the October 24, 2016 In-camera meetings.

## **4. Delegations/Presentations**

### **4.1 The Enormous Potato Play**

Ms. Sophie Peeless' class presented the Enormous Potato play.

## **5. Reports**

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

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Chairperson's written report.

### **5.2 Report from the Vice Chair**

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Vice Chairperson's written report.

### **5.3 Trustee Reports**

- Trustee Husband had a casual meeting with Superintendent Johnson-Day, toured NVIT trailers at the Haida Heritage Centre, and attended an In-Camera Meeting.
- Trustee Williams reported being busy with the Youth Program and working on the policy manual.
- Trustee Brown involved in Language Program, COST Program, and took students hunting.

### **5.4 Superintendent of Schools Report**

The Superintendent of Schools reported being attending a meeting with DPAC, involvement in Ministry Day Professional Development Day November 1 with Aboriginal Education focus and main focus of the day will be on reconciliation. Acknowledged work of all Principals, including Aboriginal Education Principal on very hard work for Orange Shirt Day. Mentoring program with BCSSA. Principals meetings, meetings with Haida Gwaii Recreation, meetings regarding SHIP contract with Alicia Embree on Sexual Health Programs. Utilized missed scholarships and received that funding for students. Applications to Ministry of Education for coding (train the trainer), shoulder tapper (and skills) program at Gudangaay Tlaats'gaa Naay Secondary. Thankful for the invite to the District Professional Development Committee. Had a casual meeting with Trustee Husband. Meeting with Gwaii Trust in regards to all sponsorships. Encourage Principals to utilize and have meetings with Gwaii Trust. Meeting with Carla Lutner, Gwaii Trust Chief Operations Officer to attend youth meetings and importance to funding for students.

### **5.5 Secretary Treasurer Report**

The Secretary Treasurer reported on her involvement with the student transportation funding application, 1701 enrollment report, staffing updates, interviewed teacher candidates for a grade 5/6 position at Tahayghen Elementary, attendance at the BCPSEA Labour Relations Symposium, posted nine vacancies, attended a Principals' Meeting to address staffing levels and leave of absences protocols. Seeking further interest in the Non-Violent Crisis Intervention training, as well as other confidential matters.

### **5.6 Facilities Manager Report**

None

### **5.7 Trustee Expenditure Report**

RI6102403 THAT the Board of Education of School District No.50 (Haida Gwaii) receive and file the Trustee expenditure report for the month of September 2016.

MOTION CARRIED

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

### **6.1 Truth and Reconciliation Education**

The Board discussed the Truth and Reconciliation report.

### **6.2 BCSTA Board Training Schedule**

The Board discussed Board training.

### **6.3 Draft Student Work Experience Policy**

RI6102404 THAT the Board of Education of School District No.50 (Haida Gwaii) approves the Student Work Experience policy.

MOTION CARRIED

#### **6.4 Notice of Board Motions to Delete Policy**

**R16102405** THAT the Board of Education of School District No.50 (Haida Gwaii) circulates the following policies to stakeholders for consideration for deletion:

6200 District Vehicles  
1450 Smoke Free Environment  
3200 School Planning Councils  
3630 District Resource Centre  
4710 Nutrition in Schools  
6500 Workplace Hazardous Materials Information System  
6310 Animals in Schools

**MOTION CARRIED**

**R16102406** THAT the Board of Education of School District No.50 (Haida Gwaii) circulates the following policies to stakeholders for consideration for deletion and their content be added to other policies:

6400 School Closure for Emergencies – Add to 6420 Emergency Plans  
6430P First Aid – Add to 4150 Student Injury and Care  
6920 Weapons Intrusion – Add to 6950 Threat and Risk Assessment  
6930 Unwelcome Visitors – Add to 6950 Threat and Risk Assessment  
6301P Home Visit Safety Guidelines – Add to 6600 Employees Working Alone

**MOTION CARRIED**

#### **6.6 Use of Facilities Policy**

**R16102407** THAT the Board of Education of School District No.50 (Haida Gwaii) approve revisions of Use of Facilities policy to be circulated to stakeholders.

**MOTION CARRIED**

#### **6.5 Letter to Hon. Mike Bernier - Minister of Education**

**R16102408** THAT the Board of Education of School District No.50 (Haida Gwaii) send a letter to Honorable Mike Bernier.

**MOTION DEFEATED**

## **7. Operation Issues**

### **7.1 September 2016 Finance Vouchers and Credit Card Statements**

RI6102409 THAT the Board of Education of School District No. 50 (Haida Gwaii) receives and files the Accounts Payable and Payroll for September 2016.

MOTION CARRIED

### **7.2 Student Transportation Funding Proposal**

The Board discussed the student transportation funding proposal.

### **7.3 2016/2017 Enrollment**

The Board discussed the 2016/2017 student enrollment.

### **7.4 Signing Authority**

RI6102410 THAT the Board of Education of School District No. 50 (Haida Gwaii) authorize Chair Elizabeth Condrotte, Superintendent Dawna Johnson-Day and Secretary Treasurer Shelley Sansome to have Bank signing authority for the School District effective October 25, 2016.

MOTION CARRIED

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

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

- Trustee budget regarding meals and travel;
- What has changed in regards to more time needed for Board Meetings;
- 6:00 pm start time for Regular Board Meetings;
- Government Learning Assistance Funds;
- Procedures to replace education assistants.

## **9. Adjournment**

RI6102411 THAT the Board of Education of School District No. 50 (Haida Gwaii) adjourns the Regular Board meeting at 1921 hours.

MOTION CARRIED

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Secretary Treasurer

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Chairperson

## **Report From the Chair November 29 2016**

October 25-30: This week was spent in Richmond and Vancouver at three meetings.

1. **BCSTA 2<sup>nd</sup> Annual Partner Liaison Meeting** between the board chairs, district senior staff, the Deputy Minister and ministry staff. I attended this meeting with Dawna Johnson-Day and Shelley Sansome. There were five sessions: System Alignment, Evidence-Based Planning that Enhances Student Learning, K-12 Sector Financial Health, Leadership Development, and Innovative Learning in Action- Educational Transformation and the Student Voice. All of the sessions were designed to assist districts with their Strategic Plans. The most inspirational was the last session with a panel of students from various schools and grades. The meeting closed with a question and answer session and reflections on the importance of aligning systems, promoting governance best practices and engaging in leadership development activities to support excellent student outcomes.
2. **BCSTA Meeting of Board Chairs** This meeting was held the day following the Partner Liaison Meeting and was for Board Chairs and BCSTA Board of Directors and senior staff. The meeting began with a discussion of that meeting. The following topics were presented: Current Policy Updates on Capital Projects, Financial Indicators for School Districts, BC School Sports Update, Aboriginal Education- Moving Forward, and PSEC (Public Sector Employee Compensation) Policy Update.
3. **BCSTA Provincial Council** The regular provincial council meeting began on Friday evening with a recap of the issues raised at the previous meetings for the benefit of provincial councilors who were not board chairs. The Saturday session covered various reports, minutes of committee meetings, reports of the outcomes of resolutions such as the one from SD50 on Aboriginal Language credit, which has now been approved. Financial statements and budget plans were discussed. The council also passed motions on funding. All the business and reports from this council meeting are available on the BCSTA website.

In November I attended the following meetings and events:

- 01: Pro-D day in Port Clements
- 09: Port Clements PAC
- 10: PCS Remembrance Day Ceremony
- 11: I laid the Remembrance Day wreath for the school and the school district at the Port Clements cenotaph
- 14: In-camera meeting and Strategic Planning Session in Queen Charlotte
- 21: Agenda setting meeting for Nov 29

I have also been invited to attend the opening ceremony for the new hospital in Queen Charlotte on Nov. 24 and am scheduled to attend a DPAC meeting and an agenda setting meeting in Queen Charlotte on Nov. 28.

This will be my last meeting as Chair of the Board of Trustees of School District 50. The next public meeting on December 13 will elect a new executive and I will not be running for either the chair or vice-chair position. I have served in these two positions for five years and it is time for a change.

Early in the new year, I am recommending that the board carry out its motion to have a training session with BCSTA personnel. In those meetings I attended and in mail I receive from other chairs, board evaluation has become a focus at this mid-point of our mandate. I would like to see this as a component of our own training session using the tools provided by the BCSTA. I would also recommend that the other component be a workshop on goal setting for school districts. This would facilitate the upcoming work on our Strategic Plan. Finally a session on community relations and responsibilities would be useful.

I am looking forward to this board coming together to create and carry out a strategic plan that will guide it and our schools through the next two years.

**TRUSTEE EXPENDITURE REPORT  
AS OF October 31, 2016**

	October	Year-To-Date	Budget	Available	% Spent
4-40-19000	4,486.22	17,945.33	53,934.00	35,988.67	33%
4-40-20000	76.89	307.66	910.00	602.34	34%
4-40-34000	1,780.90	11,661.84	25,000.00	13,338.16	47%
4-40-37000		426.64	8,822.00	8,395.36	5%
4-40-39000		0.00	1,200.00	1,200.00	0%
4-40-42005		-		-	0%
4-40-43000		0.00		-	0%
4-40-51000	-1,195.04	62.55	2,000.00	1,937.45	3%
4-40-59000	7,721.35	12,420.29		(12,420.29)	0%

<b>Total</b>	<b>12,870.32</b>	<b>42,824.31</b>	<b>91,866.00</b>	<b>49,041.69</b>	<b>47%</b>
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**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)

To: Old Masset Village Chief and Council

November 2, 2016

**Re: Chief Matthews and SD 50 Masset Schools**

Dear Chief Rae and Councillors:

On behalf of the Board of Education for School District 50, I would like to invite you to meet with our Board and Senior Administrators to discuss the possibility of joining Chief Matthews school with our schools in Masset.

We believe in the value of working together to ensure that we can provide all students with an education that places the utmost importance of culturally appropriate teachings.

It is our hope that you can join us at the Masset District Office in Gudangaay Tlaats'gaa Naay Secondary School on Thursday, November 10, 2016 at 10 a.m. Would you please confirm your attendance at this meeting by letter or email to Dawna Johnson-Day, our Superintendent of Schools at [djohnson-day@sd50.bc.ca](mailto:djohnson-day@sd50.bc.ca) by Tuesday, November 8th.

We look forward to meeting with you.

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for

Elizabeth Condrotte,  
Chair

cc. Trustees Wilson, Williams, Husband and Goetzinger  
Dawna Johnson-Day, Superintendent of Schools  
Shelley Sansome, Secretary Treasurer



## OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,  
HAIDA GWAI, V0T 1M0  
TEL: (250) 626-3337 • FAX: (250) 626 5440  
TOLL FREE: 1-888-378-4422

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08 November 2016

School District #50 (Haida Gwaii)  
PO Box 69  
Village of Queen Charlotte, Haida Gwaii  
V0T 1S0

Attention: Chair

Dear Ms Condrotte;

**RE: Chief Matthews School**

Please be advised that the members of the Old Massett Village Council have received your letter of request for a meeting with your board.

The Chief Matthews School has been operating in its current location for over two decades. We have been discussing the expansion of the school for well over 16 years. This past couple of years, we have finally begun on this new journey for our band school. We have worked long and hard to get to this point.

The Old Massett Village Council has given School District #50 (Haida Gwaii) ample notification of our impending expansion at the Haida Education Council table, direct meetings with your previous Superintendent Wilson, and written notification was officially sent.

We currently see no need to gather to discuss the topic of the amalgamation of our band school with the school district.

Sincerely,

(Florence Lockyer) for:

**Ken Rea**  
Chief Councillor  
OLD MASSETT VILLAGE COUNCIL

CC: Superintendent Dawna Johnson-Day



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

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**ACTION SHEET**

**TO:** The Board of Education  
**FROM:** Policy Committee  
**DATE:** November 21, 2016  
**SUBJECT:** Policy Deletion

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**RECOMMENDATION**

THAT the Board of Education of School District No. 50 (Haida Gwaii) deletes the following policies:

- 6200 District Vehicles
- 1450 Smoke Free Environment
- 3200 School Planning Councils
- 3630 District Resource Centre
- 4710 Nutrition in Schools
- 6500 Workplace Hazardous Materials Information System
- 6310 Animals in Schools



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

**Policy No. 6200**

**Policy Subject: DISTRICT VEHICLES**

**Date Passed: October 1999**

**Date Approved: November, 1999**

**Date Amended: December 2003**

**Policy: DISTRICT VEHICLES**

**PROCEDURE**

1. An employee will be the principal driver.
2. The Board does not permit the pick-up of hitch-hikers and/or non-authorized persons while any district vehicle is being used.
3. Any persons (staff or recognized volunteers) transporting/supervising students during or outside of regular school hours shall not pick-up hitchhikers, regardless of the ownership of the vehicle.

District staff, especially teachers, administrators and recognized volunteers, are assumed to be in a position of authority over students which generally does not cease at the end of the regular school day. Because District staff are in this position of authority they have a duty to adequately supervise any students in their care even outside of regular school hours. By staff/recognized volunteers picking-up hitchhikers while supervising students, students are therefore being placed at risk of undue and unnecessary harm.



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

**Policy No. 1450**

**Policy Subject: SMOKE FREE ENVIRONMENT**

**Date Passed: October 1999**

**Date Approved: November, 1999**

**Date Amended: January 2008**

**Policy: SMOKE FREE ENVIRONMENT**

### **POLICY**

The Province of British Columbia (Bill 10, The Tobacco Sales Amendment Act, 2007), together with the Board of Education of School District No. 50 (Haida Gwaii) believe that tobacco use and smoking are addictive practices and that tobacco use in the school and work environment are not appropriate practices toward supporting good health. The Board of Education therefore bans smoking and the use of tobacco in all its forms, from District premises, property and vehicles.

The exception to this policy is for the ceremonial use of tobacco where the activity has been approved by the board, and the ceremony is performed in relation to a traditional aboriginal cultural activity, or performed by a group for a purpose approved by government regulation.

### **PROCEDURE**

1. Smoking and the use of tobacco in all its forms is prohibited from District premises, property and vehicles. This includes premises leased to another entity, and premises that the board leases from another entity, where a learning program is delivered;
2. Smoking may be permitted on residential properties, where a learning program is not delivered, at the discretion of the Board of Education;
3. Student smoking will be discouraged and information regarding the harmful effects of smoking will be made available.
4. When an individual contravenes this ban, he/she will be subject to disciplinary action by the principal and/or by the Board, pursuant to Section 103 of the School Act, which disciplinary action may include suspension from school and under the Provincial statute Offence Act, with penalties and fines ranging up to \$2000.00 or 6 months imprisonment.

5. It is anticipated that the board, superintendent, principal and school staff will work together with the smoker in preventing the contravention.



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

**Policy No. 3200**

**Policy Subject:** SCHOOL PLANNING COUNCILS

**Date Passed:** November 2002

**Date Approved:** November, 2002

**Date Amended:** December 2006

**Policy:** SCHOOL PLANNING COUNCILS

### **POLICY**

The Board of Education of School District No. 50 (Haida Gwaii) will ensure the establishment of School Planning Councils for the purposes set out in the School Act, S.8.1.

The School Board recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the School Act to represent the school community in the process of school planning.

The School Board shall consult with the School Planning Council as required by the School Act.

Where a school is able to supply volunteer representatives as contemplated by the Act, the School Board will establish School Planning Council for the school. Where no teacher or parent representatives are put forward within a reasonable period, the School Board shall consider whether it will make appointments to School Planning Council for that school.

### **PROCEDURE**

#### **A. Purpose and Role of School Planning Councils**

##### **1. The Role of School Planning Council is**

- (a) Preparation of a proposed school plan.**
- (b) Consultation on matters referred to it by the School Board, the Superintendent or the Superintendent's designate.**
- (c) Consultation on matters referred to it by the Principal.**
- (d) Consultation on matters referred to it by the Parent Advisory Council.**

2. The following are not within the mandate of the School Planning Council:

- (a) Personal and confidential information on students, parents, teachers and other employees.
- (b) Performance or conduct of individual employees, students and parents.
- (c) Terms and conditions of individual employment contracts.
- (d) Activities beyond the advisory and consultative roles set out in the School Act and this policy.

#### B. Support

1. The Superintendent or designate shall act as District Liaison for School Planning Councils. This District Liaison Officer will have the right to attend any meeting of School Planning Council or a School Planning Council sub-committee, and may designate another Board Officer or Employee to attend in his or her place.

#### C. Establishment

1. If no School Planning Council is in place in a school, the Principal shall proceed as in (D) below to obtain named representatives and shall report to the Board when all representatives have been named. The Board shall then establish School Planning Council for that school.

#### D. Membership

1. The following shall comprise the decision-making membership of the School Planning Council:

- (a) The Principal of the school
- (b) One (1) teacher elected annually by secret ballot by the teachers who teach at the school
- (c) Three (3) representatives of the Parents' Advisory Council, who are to be elected annually, who are not employees of a School District, and who are parents of students in the school. Of these three PAC representatives
  - one (1) must be an elected officer of the PAC
  - two (2) shall be representative of the broader parent population in the school.
- d) One student from Grade 10, 11 or 12, where applicable, appointed annually by the school principal after consultation with the students enrolled in those grades at the school.



2. With the exception of the Principal, membership in the School Planning Council shall be voluntary.
3. The Principal shall consult with the Parent Advisory Council on its bylaws for the election of representatives to the School Planning Council to ensure that the bylaws safeguard the rights of parents to participate in this decision.
4. By October 1 of each year the principal of each school shall advise the Parent Advisory Council, if one exists, and the teachers in the school, of the need to elect representatives and the required process.
5. If there is no Parent Advisory Council in the school, the principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments of parent representatives, and shall report to the School Board by November 1 of each year.
6. If the Parent Advisory Council elects an insufficient number of parent representatives by November 1 of each year, the principal shall notify parents and shall consider whether he or she is prepared to make any recommendations to the School Board for appointments, and shall report by November 1 of each year.
7. The Principal shall seek written certification from the Staff Union Representative that the election for the teacher representative has been carried out by secret ballot and in accordance with the School Act.
8. If no teacher representative is elected by November 1 of each year, the principal shall notify teachers and the Union. The principal shall request the Union to name a teacher representative for appointment to the SPC. If no teacher is named within 10 working days, the principal shall consider whether he or she is prepared to make any recommendations to the School Board for appointments, and shall report to the School Board by November 1 of each year.
9. Teachers and Parent Advisory Councils may elect alternate representatives.

10. The Principal may designate a Vice-Principal to act as his or her alternate for one or more meetings.

#### E. Inaugural meeting

When the representatives have been named, the Principal shall call the inaugural meeting of the School Planning Council. The inaugural meeting shall decide a schedule of future meetings and may outline future agendas.

#### F. Chair

The Principal of the school shall be the Chair of the inaugural meeting of the School Planning Council. Where the Principal has delegated a Vice-Principal to attend a meeting in his or her stead, the Vice-Principal shall perform the functions of Chair for that meeting. A chairperson shall be elected at the inaugural meeting and shall preside over all meetings of the School Planning Council. In the absence of an elected chair, the Principal or Vice-Principal alternate shall be the chair for that meeting.

#### G. Meetings

1. School Planning Councils may invite others to attend and/or participate in their meetings but no such guest shall have decision-making authority.
2. Meetings shall be open to members of the School Planning Council, alternates, invited guests and others who have permission from the Council.
3. The Chair may require anyone to leave, other than a member, if he or she is disrupting the functioning of the council.
4. Alternates, when they are present but not functioning as the designated representatives, are observers.
5. School Planning Council shall meet at least three (3) times per school year, as decided at the inaugural meeting.
6. Quorum shall be the Principal (or Vice-Principal alternate) and two other members or their alternates.

7. The School Planning Council may meet by telephone or electronically, so long as all members can communicate with each other, and other participants can observe or audit proceedings.
8. Additional meetings may be convened at the call of the Chair, with the agreement of all the decision-making members of the School Planning Council.
9. Any member may place an item on the proposed agenda of the next meeting by request to the Chair. Agendas for regular meetings shall be provided at least one week in advance, but this shall not prevent members from adding matters to the agenda for discussion without prior notice.
10. The Chair shall ensure that a record is kept in the custody of the school of meetings held and subject discussed (in general terms) and decisions made. Except for recording attendance or formal motion, or by request of the member, names shall not be recorded in the record of the meeting.

#### H. Decision-making

1. School Planning Councils shall operate by consensus. Votes are not taken except on the approval of a proposed School Plan. On matters other than the School Plan referred to the Council in accordance with A.1, if the members of the Council cannot agree on a response, the Council will so report. Members may submit individual reports.
2. A vote shall be held to approve the proposed School Plan before presentation to the School Board as required by the School Act. Each member shall have one vote. The Chair shall vote at the same time as other members. Alternates may vote if they are the designated representatives for the meeting.
3. School Planning Council may create ad-hoc sub-committees to consider matters within the Council's jurisdiction and may invite additional participants to join the sub-committees.

#### I. Financial

1. Meeting expenses are the responsibility of the school.
2. No member of School Council shall receive any remuneration for acting as a member of the Council.
3. School Planning Council has no power to raise or expend money.

#### J. Annual School Plan

1. The Council is responsible for the preparation of a proposed annual school plan, to be submitted to the Superintendent by May 1 of each year for subsequent presentation to the School Board by June 1 of each year.
2. School Planning Council must consult with the school's Parent Advisory Council during preparation of the school plan. Consultation shall be at a minimum a presentation at a Parent Advisory Council meeting, of which notice has been given to parents in accordance with Parent Advisory Council bylaws. The School Planning Council shall provide the Parent Advisory Council with a reasonable opportunity for input into the school plan and consider such input when deciding on the school plan.
3. School Planning Council shall consult with other members of the school community regarding preparation of the school plan. Such consultation shall at minimum provide notice of the draft proposed school plan to employees in the school. The School Planning Council shall provide employees with a reasonable opportunity for input into the school plan and consider such input when deciding on the school plan. The School Planning Council shall consider what other groups and individuals who are important to the life of the school should be included in the consultation and how to communicate with them.

#### K. Conduct

1. Parent representatives shall function as representatives of all school families and represent the entire community of interest, not the interests of any particular subgroup.
2. Members shall be collaborative and respectful in the conduct of Council business and to abide by the rulings of the chair.
3. Any member of a School Planning Council may request the District Liaison Officer appointed under procedure B. 1 to assist the School Planning Council in resolving internal disputes or problem-solving or improving its processes.
4. Any complaint about the functioning of the School Planning Council should be made to the Council through its Chair. If the complaint is not resolved, then the complainant may address the complaint to the District Liaison Officer.
5. If it appears to the School Board, following investigation, that a member of a School Planning Council has been guilty of misconduct, including but not limited to breach of confidentiality, the School Board may discharge the member and request that a new member be elected, or may

appoint a new member if elections are not feasible. Before making such a decision, the School Board shall ensure that the member has had the opportunity to respond to the allegations. The School Board will not be required to provide an oral hearing, but shall take into account any written representations.

#### L. School Board Consultation with School Planning Councils

1. The School Board must consult with the School Planning Council in respect of (a) allocation of staff and resources in the school: (b) matters contained in the School Board's accountability contract relating to the school: (c) educational services and educational programs in the school.
2. School Planning Council may provide the School Board with input on any of these matters at any time.
3. By Preliminary Budget the School Board shall provide the School Planning Council with draft proposals for the educational services and educational programs in the school and the allocation of staff and resources in the school for the upcoming year and the matters contained in the board's accountability contract relating to the school; the School Planning Council will have until May 1 of each year to respond.

The Superintendent may adjust these dates if necessary to integrate with the school district planning cycle, and may set different dates for different components of the consultation process.

#### M. Acceptance, Rejection, Modification of School Plans

1. In order for the proposed school plan to be adopted by the School Board, it must be consistent with the educational objectives, strategic direction and policies of the School Board, meet legal requirements, be considerate of available resources, and be reasonably likely to achieve its goals.
2. If the School Board rejects or modifies a proposed school plan, it shall provide reasons to the School Planning Council.

#### N. Timeframe for Planning

1. SEPTEMBER staff meeting Principal ensures election of teacher representative.
2. By OCTOBER 1 Principal advises Parent Advisory Council of election.
3. By NOVEMBER 1 Principal submits representatives' names to Superintendent.
4. By NOVEMBER 1 Principal decides if Board requires notification of vacancies.

5. INAUGURAL meeting Principal establishes minimum of 3 meeting dates for the School Planning Council.

6. By MAY 1 School Planning Council submits proposed annual school plan to the Superintendent for subsequent presentation to the School Board by JUNE 1.



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

**Policy No. 3630**

**Policy Subject:** DISTRICT RESOURCE CENTRE

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Policy:** DISTRICT RESOURCE CENTRE

### **PREAMBLE**

The Board of Education authorizes the operation of the District Resource Centre to provide to schools and teachers instructional resource services and materials which can be provided more economically or more efficiently on a District rather than a school basis.

### **PROCEDURE**

#### **COMMITTEE**

##### **Composition**

1. Each school shall have staff representation.
2. A Committee member may represent more than one subject/group area.
3. The District Resource Centre Advisory Committee shall consist of:
  - a. teachers appointed by the Superintendent of Schools and consisting of:
    - a Primary Teacher
    - an Intermediate Teacher
    - a Secondary Teacher
    - a Teacher Librarian
    - a School Principal
    - a Special Education Teacher
  - b. the Resource Centre Clerk
  - c. the Superintendent of Schools who shall be the Chairperson of the DRC Advisory Committee

##### **Duties**

1. The duties of the DRC Advisory Committee shall consist of:
  - a. Reviewing requests to purchase or preview
  - b. Serving as a liaison between the DRC and individual Schools
  - c. Recommending an annual operating budget allocation and level of service for the DRC
  - d. Establishing an annual operating budget for the DRC, including subject and strand categories, allocating specific amounts for each category, and determining replacement requirements
  - e. Providing direction to the DRC Clerk regarding new purchases, previews, replacements to current holdings and culling the collection
  - f. Assisting and advising the DRC Clerk on the general operation of the District Resource Centre
  - g. Reviewing the DRC operational guidelines
  - h. Advising the Superintendent of Schools on directions and priorities for the general operation of the DRC.

#### Meetings

1. Meetings shall be called, as necessary, to expedite DRC operations. However, three meetings per school year (once per term) shall be the minimum.
2. Travel and meal expenses of representatives shall be recognized expenses of the operation of the DRC.

#### COLLECTION/HOLDINGS

1. The DRC collection shall consist of audio-visual and multi-media materials which will complement, not duplicate, school materials.
2. All holdings may be borrowed by teachers and administrators for set periods of time as determined by the DRC Advisory Committee.
3. Videos may be borrowed by members of the public for educational purposes for one week at a time.

#### GENERAL

1. To promote and encourage a greater awareness of the services and offerings of the DRC, orientation for newly appointed members of staff shall be available.
2. Hours of operation/access shall be:



MONDAY to FRIDAY  
12:00 noon to 5:00 pm



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

**Policy No. 4710**

**Policy Subject: NUTRITION IN SCHOOLS**

**Date Passed: January 2008**

**Date Approved: January, 2008**

**Policy: NUTRITION IN SCHOOLS**

### **POLICY**

The Board of Education of School District No. 50 (Haida Gwaii) believes that it has a shared responsibility with parents/guardians and the community to ensure that students develop healthy lifestyles that include a focus on healthy nutrition. Healthy, well-nourished children are more prepared to learn, more likely to attend class and are better able to take advantage of educational opportunities.

The Board believes that where food and beverage products are offered for sale during the school day, or school-sponsored activities, schools must offer nutritious food choices for students.

### **PROCEDURE**

1. School policy governing the sale of food products in schools or during school sponsored events will be based upon the most up-to-date guidelines available from the Ministry of Education and Ministry of Health.
2. Schools will focus on and promote the serving of food from the choose most (must be 50 percent) and choose sometimes (up to 50 percent) from the BC school Guidelines for Food and Beverage Sales In BC Schools.
3. Schools will not offer non-recommended foods.
4. Pricing should encourage the selection of healthy food and beverage choices.
5. Principals will review food services for students annually with the School Planning Council.

To see BC school Guidelines for Food & Beverage Sales in BC Schools go to:

<http://www.bced.gov.bc.ca/health/welcome.htm> under Publications.



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

**Policy No. 6500**

**Policy Subject:** WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Policy:** WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

**PROCEDURE**

1. All employees shall be instructed in Workplace Hazardous Materials Information System. Specific employees shall be instructed in the ability to identify the safe use of, precautionary measures and labelling of controlled products in their workplace. It is the responsibility of the supervisor to provide in-service on Workplace Hazardous Materials Information System (WHMIS).
2. All locations shall properly identify materials, with appropriate labelling, should materials be transferred from an original container or labels are no longer readable or identifiable.
3. All purchase orders for controlled products shall request the supplier to:
  - a. Provide containers properly labelled.
  - b. Provide Material Safety Data sheets.
4. All locations shall examine materials currently in store rooms to determine whether such materials are required to meet educational, maintenance or specific needs of their organization.
5. Disposal of controlled products:

These products shall be disposed in a proper and safe manner.

Procedure:

  - a. Identify the product; name and weight of material.
  - b. Inform the Maintenance Department of the material to be disposed.
  - c. Maintenance will remove the product from the work site for safe storage or disposal.



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

**Policy No. 6310**

**Policy Subject: ANIMALS IN SCHOOLS**

**Date Passed: April 2006**

**Date Approved: April, 2006**

**Policy: ANIMALS IN SCHOOLS**

The Board of Education of School District No. 50 (Haida Gwaii) believes that animals kept in schools or visiting schools may play a valuable role in student's education. However, the safety of humans and animals must be ensured.

For the purpose of this policy, the term animal is understood to include fish, birds, insects, arachnids, invertebrates, etc.

This policy is not intended to restrict the use of certified assistance animals.

**PROCEDURE**

1. Permission of the Principal must be granted prior to any animal being brought into the school.
2. Before granting permission, the Principal shall ensure that the consideration has been given to the following as a minimum:
  - a. possible allergic reactions by students or school staff;
  - b. potential for transporting diseases or body parasites;
  - c. safety of students, staff and animal;
  - d. need for instruction of students and staff in the proper care and handling of the animal;
  - e. educational benefits as applicable to Provincial Learning Outcomes.
3. Staff shall ensure that animals are housed in suitable, sanitary enclosures appropriate to the size of the animal.
4. Animals must be under direct adult supervision and shall not be allowed to roam freely in the school.
5. Staff shall ensure enclosures are kept in a sanitary condition.
6. Animals shall not be left unattended during holiday periods, and, where practicable, staff responsible will make arrangements for their care in other locations.



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

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**ACTION SHEET**

**TO:** The Board of Education  
**FROM:** Policy Committee  
**DATE:** November 21, 2016  
**SUBJECT:** Policy Amalgamation

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**RECOMMENDATION**

THAT the Board of Education of School District No. 50 (Haida Gwaii) circulates the policies listed below that are amalgamated as follows:

- 6950 Threat and Risk Assessment to include 6920 Weapons Intrusion and 6930 Unwelcome Visitors
- 4150 Student Injury & First Aid to include 6430 First Aid
- 6600 Employees Working Alone or in Isolation to include 6301 Home Visit Safety Guidelines
- 6420 Emergency Response Plan to include 6400 School Closure for Emergencies

# 6950 Threat and Risk Assessment

## PREAMBLE

The Haida Gwaii Board of Education of School District No. 50 wishes to promote and contribute to a safe and secure environment for all within the educational environment. The board requires that all threats be treated seriously. This means that all threats will be assessed, and that appropriate interventions and disciplinary actions taken in accordance with Policy. Threats include, but are not limited to:

- Unwelcome visitors
- Weapons Intrusion
- Student Threats

## Definitions:

*Threat:* a statement of an intention to inflict pain, injury, damage, or other hostile action on; a person or thing likely to cause damage or danger.

## PROCEDURE

### 1.0 Assessing and Responding to Threats

- i. Police will be contacted in cases of aggressive or violent behavior/ presence of weapons.
- ii. In cases where an assault is in progress, this is of the highest priority and will require immediate response.
- iii. Schools are encouraged to develop a warning system by which the school can be alerted to the presence of a "threat" on school property.
- iv. Each school is to review this threat assessment policy with all staff, students and PAC at the beginning of each school year;
- v. Students and staff who become aware of a threat are to inform the school administration immediately;
- vi. Schools are to report all threats involving threat assessment procedures to the Superintendent and Board outlining the incident, the assessed threat level, actions and interventions taken and planned;
- vii. Communication with the media will be done solely through the Superintendent's office.

### 2.0 General guidance to staff:

- i. use professional judgment, common sense, and discretion and do not overact;
- ii. safety is the number one priority;
- iii. get immediate assistance from a staff member who can attend the situation with you;
- iv. direct a responsible person to inform a school administrator that there is a crisis;
- v. If you are unsure of the person's intent or feel an immediate risk to yours or others safety call the police immediately
- vi. direct all others (onlookers) to a safe area;
- vii. isolate the individuals involved if possible and appropriate;
- viii. complete a Violent Incident Report form.

2.1 School staff will receive ongoing in-service to enable them to deal effectively with incidents as they arise.

2.2 School Staff, students, witnesses involved in Threat incidents will be supported in identifying appropriate follow up support.

**3.0 Administration is expected to:**

- i. Secure the school environment by informing RCMP to assist in detaining students involved in a violent situation is necessary
- ii. notifying parents/guardians,
- iii. implementing the school discipline policy as appropriate to the situation or by taking any other immediate action deemed necessary to ensure student and staff safety;

**4.0 School threat assessment team**

An “assessment Team” may be formed to assess Student intervention needs, based on the level of the threat (reference: *Threat & Risk Assessment Training Guide*, pages 51-58, page 131),

- i. May consult with outside experts, and provide intervention recommendations to the school principal as per Form 6950-1 Threat Assessment, Screening and Reporting document;
- ii. When the threat assessment protocol is activated, a designated Threat Assessment Team member will notify parents/guardians.
- iii. Whenever possible, parents should be an integral part of the risk assessment process;
- iv. The district threat assessment team will meet with the school Principal and one other member of the school threat assessment team to review the incident, assess the threat intervention needs, and make recommendations for intervention planning to the school principal for action;
- v. The resulting assessment report and recommendations represent the collective opinion of the whole team rather than any one individual member of the team;

**Additional Resources:**

British Columbia School Act Section 177

Threat and Risk Assessment Training Guide

# FORM 6950-1

## Student Threat Assessment, Screening and Reporting

The results of this screening do not predict specific episodes of violence, nor are they a fool proof method of assessing an individual's potential to harm others. The purpose of this screening is to identify circumstances that may increase the risk for potential violence and to assist school staff in developing a safety and intervention plan.

### THREAT ASSESSMENT SCREENING AND REPORTING

The School Threat Assessment Team should initiate a Threat Assessment Screening when a *student makes a threat, or if there is concern that a student may be about to act out violently, or has acted out violently*. Information should be shared amongst all members of the Building Team, as this is essential to the effectiveness of the Threat Assessment Screening and to the development of an Intervention Plan. The School Threat Assessment Team is directed by the School's Principal and consists of:

- Administrator (Principal, Vice-Principal)
- School/District Counsellor if possible
- Teacher

This Threat Assessment Screening will guide your inquiry, document concerns, and help you develop an Intervention Plan to maximize student safety. Contact administrative offices as necessary for guidance. Actively seek information from:

- Current and *previous* school/discipline records
- Other agencies: mental health, human services, etc.
- Law Enforcement, Probation, Diversion, etc.
- Activities: internet histories, diaries, notebooks
- Interviews with school staff, students, parents, the target of the threat, the student of concern
- Parent/Guardian interview: offer support, seek their help in understanding, clarify interest in/access to weapons
- Searches of the student(s), lockers, and cars

Student: \_\_\_\_\_ School: \_\_\_\_\_  
DOB: \_\_\_\_\_ Student Number: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_  
Parent Name: \_\_\_\_\_ Date of incident: \_\_\_\_\_

### Step 1: Make Sure All Students Are Safe

- Appropriately detain the student(s).
- Do not allow access to coats



- If there is imminent danger call the \_\_\_\_\_ backpacks, or lockers.  
RCMP Liaison Officer

### Step 2: Notify the Student's Parent(s) or Guardian(s)

- Parents/guardians have been notified of the situation and this screening.
- Parents/guardians have NOT been notified because:  
\_\_\_\_\_

### Step 3: Interview witnesses including all participants directly and indirectly involved.

### Step 4: Initiate the Level 1 Threat Assessment Screening

The following warning signs are offered to guide the threat assessment process. The purpose of this process is to determine whether a student *poses* a threat to the safety of others. Does the student appear to have the resources, intent, and motivation to carry out the threat? Is there evidence of attack-related behaviors that suggest movement from thought to violent action? Document and discuss all warning signs that apply.

Who are the Targets of the threat? \_\_\_\_\_

Describe the incident or concern. Who was present? Where did the incident occur? What happened?

#### Assess and Discuss All Areas

#### Notes

- ☐ Is there evidence of a plan to hurt *self* or *others*?
- ☐ Is the threat vague, or specific, plausible and detailed? \_\_\_\_\_
- ☐ Violent ideation or threats conveyed in stories, diary entries, essays, letters, songs, drawings, or videos?
- ☐ Subtle threats, boasts, innuendos, or predictions? \_\_\_\_\_
- ☐ Homicidal ideation? \_\_\_\_\_
- ☐ Suicidal ideation?
- ☐ Obsessive thoughts?
- ☐ *Motives* for the student's threat or behaviour? \_\_\_\_\_
- ☐ Has the student engaged in behaviours relevant to carrying out the threat? "Practice sessions"?
- ☐ Interest in weapons or acts of violence? \_\_\_\_\_
- ☐ Weapon-seeking? \_\_\_\_\_

- ☐ Access to firearms? \_\_\_\_\_
- ☐ At home or friends? \_\_\_\_\_
- ☐ Violence seen as a way to solve problems? \_\_\_\_\_
- ☐ Difficulty controlling impulses or emotions? \_\_\_\_\_
- ☐ Are emotional reactions extreme or disproportionate to the situation? \_\_\_\_\_
- ☐ History of disruptive behaviour? \_\_\_\_\_
- ☐ Aggressive behaviour? \_\_\_\_\_
- ☐ Suspension? \_\_\_\_\_
- ☐ Expulsion? \_\_\_\_\_
- ☐ Nature of the student's achievement/academic progress? \_\_\_\_\_
- ☐ Irrational beliefs or ideas? Mental health concerns? \_\_\_\_\_
- ☐ Student accepts responsibility for actions? Denials? \_\_\_\_\_
- ☐ Are peers fearful of the student? \_\_\_\_\_
- ☐ Staff fearful of the student? \_\_\_\_\_
- ☐ Drug or alcohol concerns? Nature of substance use/abuse? \_\_\_\_\_
- ☐ Initiator or victim of harassment or bullying? \_\_\_\_\_
- ☐ Student experiencing hopelessness, personal failure, desperation, depression? \_\_\_\_\_
- ☐ History of violence toward others, objects or property (e.g., fights, vandalism, fire setting)? \_\_\_\_\_
- ☐ Student feels treated unfairly? Grievances, grudges? Against whom? \_\_\_\_\_
- ☐ Result of attempts to solve these problems? \_\_\_\_\_
- ☐ Recent loss or emotional trauma? \_\_\_\_\_
- ☐ Loss of status: Shame, rejection, humiliation, failed love relationship? \_\_\_\_\_
- ☐ Member of a closed peer group? \_\_\_\_\_
- ☐ Does the student's peer group reinforce antisocial attitudes? \_\_\_\_\_
- ☐ Quality of support? \_\_\_\_\_
- ☐ Quality of the student's relationships with peers/adults at school? \_\_\_\_\_

- ❑ What support will parents provide? \_\_\_\_\_
- ❑ Lack of supervision?
- ❑ How will the student react to discipline in the current situation? \_\_\_\_\_
- ❑ Student's reaction to recent or past disciplinary incidents?

### Step 5: Review Findings with the School Threat Assessment Team

Convene the School Threat Assessment Team and discuss all relevant information regarding the student. As a team, ask the question: "*To what extent does the student pose a threat to school/student safety?*"

#### ❑ **Low Level of Concern**

Risk to the target(s), students, staff, and school safety is minimal.

- Threat is vague and indirect.
- Information contained within the threat is inconsistent, implausible or lacks detail; threat lacks realism.
- Available information suggests that the person is unlikely to carry out the threat or become violent.

#### ❑ **Medium Level of Concern**

The threat could be carried out, although it may not appear entirely realistic. Violent action is possible.

- Threat is more plausible and concrete than a low level threat. Wording in the threat and information gathered suggests that some thought has been given to how the threat will be carried out (e.g., possible place and time).
- No clear indication that the student of concern has taken preparatory steps (e.g., weapon, seeking), although there may be an ambiguous or inconclusive references pointing to that possibility. There may be a specific statement seeking to convey that the threat is not empty: "I'm serious!"
- Moderate or lingering concerns about the student's potential to act violently.

#### ❑ **High Level of Concern**

The threat or situation of concern appears to pose an imminent and serious danger to the safety of others.

- Threat is specific and *plausible*. There is an identified target. Student has the *capacity* to act on the threat.
- Information suggests concrete steps have been taken toward acting on threat. For example, information indicates that the student has acquired or practiced with a weapon or has had a victim under surveillance.
- Information suggests strong concern about the student's potential to act violently.

### Step 6: Decide on a Course of Action

With the input of *all* School Threat Assessment Team members, decide on a course of action. If there is a low to medium level of concern, the student can likely be managed at school with appropriate (increased) supervision.

#### ❑ **Low to Medium Level of Concern**

- Implement the attached Intervention Plan. (*Most students can be managed at school with interventions.*)

❑ **Medium to High Level of Concern**

- The School Threat Assessment Team has determined that a Level II Threat Assessment is needed and that Law Enforcement investigation is needed. *Immediately notify the Superintendent at 250 559 8471. Contact the RCMP.*
- *If there is imminent danger, call the RCMP immediately at 250 626 3991 or 250 559 4421 (e.g., a gun is found).*
- While awaiting contact from the Level II, District Threat Assessment Team (DTAT), complete the Intervention Plan below and use it to provide for student safety. Document all interim steps taken by the School Threat Assessment Team (STAT).

**Step 7: Develop an Intervention Plan**

Use the following Intervention Plan to address all concerns identified during the Level I screening.

# 6950-2 School Intervention Plan

## SCHOOL INTERVENTION PLAN (attach additional pages as needed)

Student: \_\_\_\_\_

School: \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Number: \_\_\_\_\_

Age: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date of incident: \_\_\_\_\_

- ☐ **Disciplinary action taken:**
- ☐ **If suspended, student will return on:** \_\_\_\_\_
- ☐ Intended victim warned and/or parents or guardians notified.
- ☐ Suicide assessment initiated on: \_\_\_\_\_ by \_\_\_\_\_
- ☐ Contract not to harm self or others created (please attach).
- ☐ Alert staff and teachers on a need-to-know basis.
- ☐ Daily or ☐ Weekly check-in with (Title/Name): \_\_\_\_\_
- ☐ Travel card to hold accountable for whereabouts and on-time arrival to destinations.
- ☐ Backpack, coat, and other belongings check-in and check-out by: \_\_\_\_\_
- ☐ Late Arrival Early Dismissal.
- ☐ Increased supervision in these settings: \_\_\_\_\_
- ☐ Modify daily schedule by: \_\_\_\_\_
- ☐ Behaviour plan (attach a copy to this Threat Assessment Screening).
- ☐ Intervention by support staff (Psychologist, Social Worker, Counsellor).
- ☐ Identify precipitating/aggravating circumstances, and intervene to alleviate tension. Describe: \_\_\_\_\_
- ☐ Drug and/or alcohol intervention with:
- ☐ *Referral to IEP team to consider possible Special Education Assessment.*
- ☐ *If Special Education student, review IEP goals and placement options.*
- ☐ Electronic copy sent to Superintendent Date: \_\_\_\_\_
- ☐ Review community-based resources and interventions with parents or caretakers.
- ☐ Maintain permission to share information with community partners such as counsellors and therapists.
- ☐ Other action:

# **4150 Student Injury, & First Aid**

March 2011

## **Preamble**

The Haida Gwaii Board of Education of School District No. 50 recognizes that the safety and well-being of students is of primary importance. In determining a course of action where student safety or well-being is concerned, teachers and other staff must err on the side of caution, contacting parents or guardians promptly and, if there is any doubt as to the condition of the student, directing the student with escort to a medical practitioner.

## **PROCEDURE**

### **1.0 Students Ill at School**

1.1 Place the student in a suitable area that is regularly supervised. If practicable, contact the parent/ guardian.

1. 2. If the student cannot resume normal activity within a reasonable time, or clearly demonstrates extreme pain or similar conditions, contact a parent/guardian for further care.

### **2.0 Accidents at School**

2.1. In the case of an accident or any emergency affecting any student in the school, the Principal shall deal with the matter using his/her own good judgment.

2.2. All staff should be constant and thorough in their attention to grounds, buildings and equipment to ensure that unsafe conditions do not exist.

3.3. Principals and their staff shall see that students in the school and on the grounds are adequately supervised while under school authority.

3.4. An accident report form ('SPP') shall be submitted to the Secretary Treasurer within 48 hours of the accident.

### **3.0 Students Who Are Injured**

"Serious Injuries" include any head or dental injury, a seizure, or any physical injury that effectively incapacitates the student for a long period of time.

3.1 All Serious Injuries must be observed and/or treated at a medical facility.

3.2. A School employee administers basic first aid. If the injury is critical, the ambulance is called immediately.

3.3. The Principal or designate, along with the parent, if available, shall make a decision to either return the student to regular activity or seek medical assistance via ambulance or personal vehicle.

3.4. The incident, is recorded in the school's First Aid Log. An SPP form must be filled out by the Principal or designate (i.e., First Aid Attendant) for the Secretary Treasurer.

3.5 Serious injuries must be reported by phone or e mail to the Superintendent of Schools by the Principal or designate

#### 4.0 Students Who Are Injured or Ill on Field Trips

4. 1. All regulations above are considered when students are out of district. However, the duty of care is considered even more significant due to the inability of parents/guardians to attend the student.

4. 2. Every effort will be made by the employee to notify the parent/guardian and the Principal.

4. 3. If there is any doubt as to the seriousness of the student's condition, the employee shall escort the student to a hospital or equivalent medical facility and remain with the student.

5.0 Students taken to hospitals or other institutions are under the care of the school until a parent or guardian arrives, and thus cannot be left without a responsible adult while at the medical centre.

#### 6.0 First Aid

6.1 The School District encourages all staff to have and maintain a basic first aid certificate.

6.2 Subject to approval by managers and subject to successful completion of the course the School District will refund the cost of the course.

#### 7.0 First Aid Supplies

That the following supplies shall be maintained in each school, office or shop and determined by the attached schedules.

(a) Medical Room Supplies - 6430-1;

(b) Industrial Education/Science Rooms - 6430-2;

(c) Travel and Physical Education - 6430-3;

(d) Maintenance Shop and Vehicles - 6430-4.

Do not have copies of these forms

7.1 Science teachers should be familiar with pages 16 and 17 of the Science Safety Manual in which is listed Safety Equipment for classrooms.

7.2 That each and every medical supply kit shall be inspected every six (6) months.

7.3 The inspection shall determine the sterility of supplies and recommend the replacement or renewal of depleted supplies.

7.4 The inspection will be the responsibility of the First Aid attendant.



# **6600 Employees Working Alone or in Isolation**

**Date Passed:** December 2008

**Date Approved:** December 2008

## **Preamble**

In accordance with Worker Compensation Board Regulation Section 4.21 to 4.23 The Haida Gwaii Board of Education of School District No. 50 must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions, which present a risk of injury.

1. To ensure staff are alert and mindful of safety issues while working alone.
2. To provide a safety checklist.
3. To guide staff on risk assessment for home visits.
4. To encourage staff to remain alert to signals (student and internal) when assessing danger.
5. To encourage staff to consider alternative responses in potentially dangerous situations.

## **PROCEDURE**

### **1.0 Supervisor/Principal Responsibility**

Supervisor/Principal are responsible for ensuring workers are familiar with the checking of procedures appropriate to their duties.

1.1 Workers are responsible for ensuring they follow procedures developed for their protection. Failure to comply with procedures developed is a violation of School District No. 50 (Haida Gwaii) policy.

### **2.0 Communication**

2.1 Where two-way telephone communication is available that is the designated means of checking on workers well-being.

2.2 A schedule for contacting the designated personnel must be strictly adhered to.

2.3 In case of emergency employees are reminded that the use of the school alarm system, the fire alarm system, or the school telephone system is available to summon emergency assistance.

### **3.0 Procedures for Custodians Working Alone or in Isolation**

3.1 A Custodian working alone or in isolation will be given a phone number of a lead hand custodian working in another school or Supervisor. In schools with automatic warning systems to the security company those procedures will be enabled when the custodian is working alone.

### **4.0 Procedures for Maintenance Employees**

4.1 Working Foreman in each area will be issued a cell phone, which will be active and carried at all times.

4.2 It will be the responsibility of the working foreman to ensure the safety of the employee working with him.

4.3 When maintenance employee's travels to rural schools out of the cell phone coverage area the working foreman and the employee will establish an estimated time of arrival.

4.4 When the employee reaches his destination he/she will telephone the working foreman or acting supervisor upon arrival. They will also check-in with the School Principal, acting Principal or school secretary.

4.5 The employee will advise the working foreman by phone when he leaves the school.

4.6 Should the employee not phone or arrive by the estimated time the working foreman will take the appropriate action.

4.7 When either the working foreman or maintenance employee is absent in either the north or the south the maintenance employee is working alone. A procedure should be established in the south with the Board Office or in the north with a designated school Principal so a check with the maintenance worker can be established.

4.8 At all times maintenance workers should check-in with the school Principal, acting Principal or School Secretary to make the school aware of his presence in the school.

4.9 When leaving the school, the maintenance worker should make the school aware as well.

## 5.0 Voluntary or Personal Activities

If a Principal/Supervisor authorizes an employee to enter or use a facility outside normal operating hours, and no person will be present in the facility then the following rules apply:

- i) The employee will be required to sign in and out of the facility using a designated logbook.
- ii) At each facility the school/location health and safety committee will develop a procedure detailing by whom, how and when the employees well-being will be checked.
- iii) Those procedures will be filed with the District Health and Safety Committee.

## 6.0 Home visit Safety Guidelines

### 6.1 Plan ahead:

- a. Review student's history (file, verbal)
- b. Leave a copy of your itinerary with the designate at the school
- c. Do inside and outside risk assessments:
  - from outside the home
    - i. Park where you can't be blocked in
    - ii. Determine if there are any vicious pet(s) in the yard of home
    - iii. Consider entrances and exits to the home
    - iv. When approaching the house, listen for outward sounds of potential danger
    - v. If it feels at all threatening do not enter the home
  - inside the home
    - i. Do a quick visual scan of the room for possible signs of danger (drug paraphernalia, weapons)

ii. Be observant in regards to people's behavior in the home (intoxication, emotional aggression, agitation, etc.)

iii. If there is any indication of a threat to your safety, promptly and politely end the visit.

6.2 Report and record unsafe conditions. Form 6910-1 Violent Incident Report



SCHOOL DISTRICT NO. 50 (HAIDA GWAI)  
BOARD POLICY MANUAL

6910-1 VIOLENT INCIDENT REPORT

Adopted: November 1999  
Last Revision: \_\_\_\_\_

General Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Filed by: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Injuries (if any)

\_\_\_\_\_  
\_\_\_\_\_

Type of Incident: ☐ THREAT ☐ ASSAULT

\_\_\_\_\_  
\_\_\_\_\_

Description of person or persons involved:

☐ MALE ☐ FEMALE GLASSES: ☐ YES ☐ NO

Distinguishing Features (clothes, hair, height weight, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses to Incident:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

In your best judgement this incident could be best categorized as:

Verbal Abuse ☐ Bullying/Intimidation ☐

Verbal Threat ☐  
Written Threat ☐  
Physical Assault ☐  
Sexual Assault ☐  
Weapon Involved ☐  
Students Fighting ☐  
Other: (explain) \_\_\_\_\_

Violence by Instructor ☐  
Inciting Others to Violence ☐  
Property Damage ☐  
Gang Related ☐  
Racial Confrontation ☐

Signature of Person Filing: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### VIOLENT INCIDENT REPORT (continued) – Principal/Vice Principal Only

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#### Principal/Vice Principal Only

Police Attended ☐ YES ☐ NO

Officer's Name: \_\_\_\_\_

Response Time: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Parent(s)/Guardian(s) Notified ☐ YES ☐ NO

Name of Person(s) Notified: \_\_\_\_\_

Suspensions ☐ YES ☐ NO

Who: \_\_\_\_\_

Number of days \_\_\_\_\_

Number of days \_\_\_\_\_

Number of days \_\_\_\_\_

Number of days \_\_\_\_\_

# **6420 Emergency Response Plan**

**Date Passed:** October 1999

**Date Approved:** November, 1999

**Policy:** EMERGENCY RESPONSE PLAN

## **Preamble**

The Haida Gwaii Board of Education of School District No. 50 recognizes the importance of students, parents and staff being prepared in the event of an emergency. To this end it has developed a generic plan in regulation; each school is required to adapt this plan to its own situation. The basic premise of such a plan is the safety of students and staff and the orderly reuniting of these people with their families as safety permits.

Definition:

Emergencies will be categorized as:

### **A. General Emergencies**

These emergencies are specific to a school that may prohibit re-entry to the building (fire, bomb threat, violent physical threat, etc.) but will have the support of other community services (fire department, police, etc.).

### **B. Tsunamis**

### **C. Earthquakes**

## **PROCEDURE**

### **1.0 Plans**

- i. School plans will be filed with the Superintendent of Schools by 09-30 and subsequently as changes are made to plans.
- ii. Copies of such plans will be provided for the Superintendent of Maintenance and all community services that are involved in emergency situations.
- iii. At the beginning of each school year all staff will be in serviced in emergency procedures with follow up in service throughout the year.
- iv. Parents must be made aware of school plans and procedures carried out during emergencies.
- v. Community services that may have a role to play in emergency situations shall be involved in development of school plans. These include but are not restricted to: bus contractor, fire department, ambulance service, medical service, hospital and police.
- vi. School plans will clearly identify persons in order of authority.
- vii. In all types of emergencies student accounting is essential.

## 2.0 Drills

- i. In order to prepare students, parents and staff for emergencies, a program of emergency procedure drills will be developed and implemented by each school, including annexes, the administration office and the continuing education office.
- ii. Practice drills will be practiced often enough for students and staff to implement the plan routinely. Drills will occur at least once each term. A record of such drills will be kept.

## 3.0 Evacuation

It is mandatory to evacuate by orders of the Area –Coordinator – Provincial Emergency Program, the police or the mayor (civil authorities).

### 4.0 All schools will have a designated person in charge of first aid to the injured.

- i. This person will co-ordinate the transfer of the seriously injured to the care of medical service or ambulance service.
- ii. In all emergencies, the person in authority shall inform the Superintendent of Schools or another executive office as soon as practical.

## 4.0 General Emergencies

### 4.1 Fire

- i.-sound alarm
- ii.-evacuate by designated routes
- iii.-call fire department and police
- iv.-complete roll call
- v.-report to control point
- vi.-the fire chief will provide direction for re-entry
- vii.-re-enter building only on positive signal
- viii.-put into action a dispersal plan when re-entry is not possible

### 4.2 Bomb Threat

- i.-remain calm
- ii.-call police and fire department
- iii.-look for items out of the ordinary
- iv.-do not touch or move a suspicious article
- v.-clear access routes
- vi.-evacuate as for a fire emergency to a safe distance, not less than 100 metres, from the building
- vii.-the police will provide direction for re-entry
- viii.-re-enter building only on positive signal
- ix.-put into action a dispersal plan when re-entry is not possible

#### 4.3 Violent Physical Threat- Refer to Policy 6930 Threat Assessment and Response

#### 5.0 Tsunami

Tsunamis are a real threat and if advised, evacuation is mandatory. The person in authority is governed by instructions of civil authorities.

The person in authority is to put the tsunami plan into effect. The plan must include:

- i.-designated assembly point
- ii.-sufficient transportation from the school to the assembly point
- iii.-assignment of students/staff to transport vehicles and accounting of same
- iv.-all students shall be accounted for prior to the person in authority leaving the school
- v.-dispersal of students to their families as safety permits

#### 6.0 Earthquake

- i.-follow earthquake safety procedure
- ii.-evacuate by designated routes
- iii.-complete roll call and report to control point
- iv.-schools will not be re-entered until approval is provided by maintenance personnel
- v.-put into action a dispersal plan to reunite students with their families where re-entry is not possible

#### 7.0 Closing School for Emergencies

- i. When closure of a school seems advisable for emergency reasons every attempt should be made to determine the estimated duration of the problem.
- ii. If an estimate of long time or major break-down is established, the Principal will, when possible, contact the Chief Executive Officer to review the situation and any needed alteration in transportation schedules before a change is effected.
- iii. When prior contact as above is not feasible, the Principal may act on his own initiative and advise the Chief Executive Officer as soon as possible.
- iv. Every attempt should be made to notify a parent/guardian, particularly of young students, when a school closure is made.

#### Reference Guides:

-School Earthquake Safety Guidebook - Ministry of Education, September 1987

-Tsunami's - B.C. Provincial Emergency Program

- -Help Yourself Survive a Tsunami - B.C. Provincial Emergency Program
- -Help Yourself Survive an Earthquake - B.C. Provincial Emergency Program



- -Safety Program - School District No. 61 (Greater Vancouver)
- -Guidebook for Developing a School Emergency
- -Safety Program - Federal Emergency Management Agency December, 1985

Begin forwarded message:

**From:** BCSTA <[bcsta@BCSTA.ORG](mailto:bcsta@BCSTA.ORG)>

**Subject:** Announcing the Opening of CSBA 2017 Website and Registration

**Date:** October 31, 2016 at 4:01:16 PM PDT

Dear Trustees,

On behalf of the Canadian School Board Association (CSBA), BCSTA is hosting the *National Trustee Gathering on Aboriginal Education* and the *Canadian School Boards Association 2017 Congress* on July 5-8, 2017. Both events are taking place at the Fairmont Chateau Whistler hotel in Whistler, B.C. **We are pleased to announce to our member Trustees that the CSBA website and registration are open today.**

With the theme of *Leading the Way Together*, the NTGAE and the CSBA Congress offer trustees, senior district staff, principals and vice-principals, and school district business officials an opportunity to explore cohesive leadership to benefit all students in K-12 public education, and to connect with peers from across Canada.

You can choose to register for all or any of the three separate events including:

- National Trustee Gathering on Aboriginal Education, (July 5-6),
- CSBA 2017 Congress (evening of July 6 - 8),
- Conference Wind-up Mountain Top Barbeque with Gondola Ride (afternoon and evening of July 8).

More detailed information on the conference agendas, speakers and accommodation is available at [www.CSBA2017.ca](http://www.CSBA2017.ca).

We hope that you and a team from your district will register soon for these outstanding national conferences. Please contact the BCSTA office at any time if further information is required.

Regards,  
Teresa

*Teresa Rezansoff*  
*President*  
*BC School Trustees Association (BCSTA)*

# SYNOPSIS

## Introduction

The following is a summary of the October 28-29, 2016 Provincial Council meeting, which took place at the Morris J. Wosk Centre for Dialogue in Vancouver. Provincial Councillors passed six motions and referred one to the 2017 Annual General Meeting. You can view both the [draft copy of the Provincial Council Meeting Minutes](#) (which will be approved at the February 2017 Provincial Council) and the [Disposition of Motions](#) online. For further details, please contact BCSTA CEO Mike Roberts at [mroberts@bcsta.org](mailto:mroberts@bcsta.org).

## Presentation from the Ministry of Education

On Friday evening, Assistant Deputy Minister of Education, George Farkas, gave a presentation on *K-12 Sector Financial Health*. He gave an overview of recommendations from recent reports and an update on the current state of work that's underway to assess the K-12 sector's financial health and considerations for assessing it. He took questions from Provincial Councillors following his presentation.

[ADM George Farkas' slides are available here for your review.](#)

## President's Report

Teresa Rezanoff, BCSTA President, provided an oral report that touched on several current issues. An item of particular note was the upcoming provincial election, set for May of 2017, along with a reminder of BCSTA's non-partisan stance going into it. She spoke of BCSTA having proactively formed an Elections Engagement Committee to ensure that public education be made a paramount issue in the election, and emphasized how important the time leading to the election will be. Rezanoff also spoke of recent successes in advocating government in the areas of additional funding for school districts, capital construction, rural education, and countering required administrative savings. Her closing remarks reminded those in attendance that solidarity amongst our

membership is a key factor in ensuring that students come first in BC.

[Read the full President's Report here.](#)

## CEO's Report

CEO Mike Roberts' report detailed BCSTA staff changes, progress on BCSTA's Curriculum Writing Project, the rewriting of a New BCSTA Guide to Legislation in BC, and rebuilding the BCSTA website. He also invited boards to partake in BCSTA's Board Performance Self-Review process.

[Read the full CEO's Report here.](#)

## CSBA Report

The CSBA Board of Directors met in Montreal on October 23 and 24. Mike Roberts, BCSTA CEO, and Lynn Green, Acting Director, Education Services, were also in attendance.

CSBA has developed a work plan based on its strategic goals with four primary areas of concentration, those being a focus on national voice, advocacy, support for school boards, and governance. CSBA also is very actively pursuing the development of a national all-partners table to tackle issues and areas of common interest for public education in Canada. First Nations education has been identified as a first area of common concern to bring to a national table.

Tom Getzner, Executive Director of the National School Boards Association, provided a presentation to the CSBA board detailing a possible membership deal for CSBA and its member provincial associations. This would include reduced conference fees, access to their publications, and the ability to join in on leadership discussion forums and meetings.

Copyright concerns were also highlighted in response to a legislative review coming in 2017.

[Read the full CSBA Report here.](#)

## Education Committee Report

The Education Committee meeting began with a joint meeting with the Board of Directors, which included discussion about the following three items in this report. The opportunity to discuss these topics with the Board was appreciated.

A name change from "Education Committee" to "Professional Learning Committee" was proposed and discussed. It was agreed that the new name would better reflect the work of the Committee.

There was considerable discussion regarding the Northern Interior and Northwestern Branch's letter pertaining to student performances that was received by the BCSTA President. The Education Committee will look for direction from the Board of Directors on how to move forward with future student performances.

An **update** was provided by Anne Cooper, the Former Superintendent, SD19 (Revelstoke). As the coordinator and chief editor of this project, Anne is working with a BCSTA Curriculum Development Committee to review and rewrite the curriculum which is intended to be a resource for all trustees.

[Read the full Education Committee Report here.](#)

## Aboriginal Education Committee Report

Gloria Jackson presented a drum gifted by the First Nations Health Authority to Frank Johnson and Fannie Vance as elder representatives of the committee. Frank Johnson will be the keeper of the drum for BCSTA.

Prior to the October and February meetings, members of the committee contacted the Presidents and Board Chairs of their assigned liaison Branches. The questions asked during the recent round of call-outs were:

- What Early Learning opportunities are available for Aboriginal children, including StrongStart, in your District and community?
- What is the uptake by Aboriginal families?
- How are you engaging Aboriginal families?

During the call-outs, members noted some confusion about whether Aboriginal Enhancement Agreements are required. This led members to propose a pair of motions, detailed in the full report, that were passed to the Board of Directors.

The BCSTA Strategic Plan has tasked the Aboriginal Education and Education Committees to increase collaboration. Chairs, Candace Spilsbury and Carolyn Broady, have met and implemented changes to the structure and format of the joint committee meetings to facilitate this.

Members also brainstormed ideas for a booth at the National Trustee Gathering on Aboriginal Education in July, and will now explore the feasibility of implementing these ideas via the Aboriginal Education Committee ListServ.

[Read the full Aboriginal Education Committee Report here.](#)

## Legislative Committee Report

The Legislative Committee delivered two reports to Provincial Council. The first report addressed the Legislative Committee's review of Provincial Council motions.

According to BCSTA Bylaws, the role of the Legislative Committee is to "examine, correlate, amend, reject, and report on motions." Additionally, for Provincial Council meetings the Legislative Committee is required to determine whether the motions are of an emergent nature, where emergent is defined as "matters that if delayed until the AGM will impact negatively on Boards' ability to influence public policy or a public education issue."

The Legislative Committee does not assess the merits of the motions that are submitted to Provincial Council.

For this Provincial Council meeting, the Committee received seven motions by the motion submission deadline. The Legislative Committee recommended merging three motions which BCSTA received on the topic of exempt staff compensation into one motion. The Committee also recommended merging two motions which BCSTA received regarding the Rural Education Enhancement Fund into one motion. The sponsoring boards accepted the Committee's recommendations. The Committee has, therefore, approved for debate by Provincial Council motions 9.1-9.4 which appear in the agenda package.

The Committee would like to thank sponsoring boards for their co-operation in accepting our recommendations.

[Read the full Legislative Committee Report here.](#)

## Finance Committee Report

The members of the Finance Committee reviewed with the October Provincial Council a number of factors likely to impact BCSTA's 2017/2018 operating budget, including:

- Student enrollment
- Staffing changes
- A market-rate adjustment in lease costs
- Reinstatement of BCSTA's membership in the National School Boards Association (NSBA)
- Declining interest rates
- A staff salary grid increase of one-half of one percent to be applied on July 1, 2017, followed by an additional increase of one percent to be applied on May 1, 2018

The Finance Committee asked Provincial Council for feedback to assist with the development of BCSTA's 2017/2018 draft budget, which will be forwarded to the February 2017 Provincial Council. Additional feedback will be requested at that time, which the Finance Committee will use to develop BCSTA's final budget draft, which will ultimately be adopted by the April 2017 Provincial Council.

Feedback regarding the development of BCSTA's 2017/2018 budget can be sent to the Finance Committee by mail or by e-mail to:

### BCSTA Finance Committee

c/o Jodi Olstead, Director of Finance and Human Resources  
BC School Trustees Association  
4th Floor, 1580 West Broadway  
Vancouver, BC V6J 5K9  
[jolstead@bcsta.org](mailto:jolstead@bcsta.org)

## Issues Forum

The following questions were discussed during the afternoon issues forum:

1. What would be your key priorities for change, or the key concepts that you feel should be retained, if the current Ministry of Education funding distribution formula were changed?
2. What are the needs of your board in ensuring you are providing appropriate fiscal oversight for your school district?
3. What are the biggest financial challenges your district will face over the next two years, and how will your board try to address these concerns?

## Disposition of Motions

The following motions were carried:

- 9.1 Funding of Exempt Staff Salary Increases
- 9.2 Excluding Rural Schools from Districts' Capacity Utilization Calculations
- 9.3 Funding
- 10.1 Foundation Skills Assessment
- 10.2 Time Limit for Specially Appointed Trustees (as amended)
- 10.3 Grades 10-12 Curriculums

The following motion was tabled to the 2017 Annual General Meeting:

- 9.4 Impact of Homeless Issue on School Sites

[See the full Disposition of Motions.](#)

## FINANCE VOUCHER

REGULAR BOARD MEETING

### BOARD MEETING:

November 29, 2016

### AGENDA ITEM:

#### Finance Voucher      October 31, 2016

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

A/P Cheques Computer Generated	October 31, 2016	\$84,160.01	
ePayments	October 31, 2016	\$243,584.23	
Quick Pays	October 31, 2016	\$305,161.55	
<b>TOTAL Accounts Payable.....</b>	<b>October 31, 2016</b>		<b>\$632,905.79</b>
Teachers	14-Oct	\$81,950.00	
AO/Exempt	14-Oct	\$25,870.00	
Teachers	31-Oct	\$119,674.85	
AO/Exempt	31-Oct	\$36,919.50	\$264,414.35
CUPE	1-Oct	\$48,131.32	
Casuals	1-Oct	\$13,605.84	
TOC's	1-Oct	\$6,960.83	
CUPE	15-Oct	\$50,238.73	
Casuals	15-Oct	\$11,176.54	
TOC's	15-Oct	\$11,357.85	
CUPE	29-Oct	\$52,122.81	
Casuals	29-Oct	\$11,428.88	
TOC's	29-Oct	\$10,319.81	
			\$215,342.61
<b>TOTAL Payroll.....</b>	<b>October 31, 2016</b>		<b>\$479,756.96</b>
<b>TOTAL A/P and Payroll</b>			<b>\$1,112,662.75</b>

### RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling \$1,112,662.75 for the month of October

**SCHOOL DISTRICT NO. 50**  
**CHEQUE REGISTER AS OF OCTOBER 31, 2016**

CHEQUE NUMBER	DATE	SUPPLIER	AMOUNT
56972	10/5/2016	Diane Brown	\$ 50.00
56973	10/5/2016	Christina Bull	\$ 22.26
56974	10/5/2016	Receiver General	\$ 418.36
56975	10/5/2016	Old Massett Village Council	\$ 333.00
56976	10/5/2016	Great-West Life	\$ 530.28
56977	10/5/2016	Great West Life	\$ 686.44
56978	10/5/2016	Jonathan Morgan & Company	\$ 3,809.46
56979	10/5/2016	London Life Insurance Company	\$ 1,084.18
56980	10/5/2016	Meegan's Store LTD.	\$ 8.70
56981	10/5/2016	Northern Solar Power	\$ 78.75
56982	10/5/2016	SSQ INSURANCE COMPANY	\$ 27.80
56983	10/5/2016	Telus Commuications Company	\$ 48.31
56984	10/5/2016	Terratek Energy Solutions Inc.	\$ 864.15
56985	10/5/2016	The Ground Gallery & Coffee House	\$ 131.68
56986	10/5/2016	George M Dawson Principal IN Trust	\$ 20,000.00
56987	10/6/2016	Ryan Brady & Dawn Goldbeck	\$ 208.00
56988	10/6/2016	Laurie Chisholm	\$ 182.00
56989	10/6/2016	Judy Foster	\$ 234.00
56990	10/6/2016	Robert & Rachel Houston	\$ 234.00
56991	10/6/2016	Marlee Olson	\$ 182.00
56992	10/6/2016	Joe Precourt	\$ 234.00
56993	10/6/2016	Katherine Wall	\$ 234.00
56994	10/6/2016	Westpoint Automotive	\$ 449.42
56995	10/12/2016	BC Hydro & Power Authority	\$ 9,490.02
56996	10/12/2016	Blanch Bell	\$ 100.00
56997	10/12/2016	Jay Bellis	\$ 100.00
56998	10/12/2016	Kiku Dhanwant	\$ 100.00
56999	10/12/2016	Michael Koenig	\$ 100.00
57000	10/12/2016	Pineault Welding & Fabricating	\$ 212.80
57001	10/12/2016	Scholar's Choice	\$ 232.29
57002	10/12/2016	Staples Desjardins Card Service	\$ 578.13
57003	10/27/2016	BC Hydro & Power Authority	\$ 30.36
57004	10/27/2016	BC School Superintendents' Association	\$ 1,522.50
57005	10/27/2016	Jay Bellis	\$ 25.00
57006	10/27/2016	Curry's Art Store	\$ 650.91
57007	10/27/2016	Fictorie Construction Management	\$ 5,250.00
57008	10/27/2016	Haida Arts & Jewellery	\$ 434.25
57009	10/27/2016	Irene Klein	\$ 244.92
57010	10/27/2016	Les Plan Educational Services	\$ 199.50
57011	10/27/2016	Office Essentials	\$ 614.88

**SCHOOL DISTRICT NO. 50**  
**CHEQUE REGISTER AS OF OCTOBER 31, 2016**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
57012	10/27/2016	ONE TO ONE Literacy Society	\$ 750.00
57013	10/27/2016	Pearson Canada Assessment Inc.	\$ 776.04
57014	10/27/2016	Matthew Schroeder	\$ 3,000.00
57015	10/27/2016	Shoppers Drug Mart #2259	\$ 193.62
57016	10/27/2016	Southern Healthy Communities T	\$ 733.75
57017	10/27/2016	Staples Desjardins Card Service	\$ 582.85
57018	10/27/2016	Sarah Stevenson	\$ 100.00
57019	10/27/2016	Super Valu Store No. 43	\$ 349.65
57020	10/27/2016	Telus Commuications Company	\$ 26,728.08
57021	10/27/2016	The Ground Gallery & Coffee House	\$ 87.15
57022	10/27/2016	Linda Tollas	\$ 100.00
57023	10/27/2016	Westpoint Automotive	\$ 22.52
57024	10/27/2016	Frank Williams	\$ 100.00
57025	10/27/2016	Wilson, Janine	\$ 50.00
57026	10/27/2016	Canadian Western Trust	\$ 650.00
<b>TOTAL</b>			<b>\$ 84,160.01</b>



**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2016**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/5/2016	Andrew Sheret LTD	9307	\$ 578.61	7480
10/5/2016	Apple Canada Inc. C3120	9308	\$ 142.96	7480
10/5/2016	Atwell Family Foods	9309	\$ 209.95	7480
10/5/2016	Bandstra Transportation	9310	\$ 762.89	7480
10/5/2016	BC Principals & Vice Principals' Association	9311	\$ 691.25	7480
10/5/2016	BC Teachers' Federation	9312	\$ 5,897.05	7480
10/5/2016	BC Teachers' Federation	9313	\$ 5,772.24	7480
10/5/2016	Craven Huston Powers Architects	9314	\$ 40,422.59	7480
10/5/2016	CUPE - Local 2020	9315	\$ 2,143.28	7480
10/5/2016	Eagle Transit LTD.	9316	\$ 1,621.25	7480
10/5/2016	Flag Outlet	9317	\$ 185.87	7480
10/5/2016	Grand & Toy	9318	\$ 210.02	7480
10/5/2016	Haida Gwaii Consumers Co-operative	9319	\$ 428.32	7480
10/5/2016	Haida Gwaii Teachers' Association	9320	\$ 2,298.42	7480
10/5/2016	Haida Gwaii PVPA Association	9321	\$ 140.00	7480
10/5/2016	Insight Canada Inc.	9322	\$ 6,666.12	7480
10/5/2016	Kms Tools And Equipment	9323	\$ 1,071.88	7480
10/5/2016	MCONNELL, VOELKL	9324	\$ 21,537.89	7480
10/5/2016	Morneau Shepell Ltd.	9325	\$ 1,474.84	7480
10/5/2016	North Coast Occupational Therapy	9326	\$ 1,000.00	7480
10/5/2016	Northern Industrial Sales	9327	\$ 7,455.88	7480
10/5/2016	Northwest Community College	9328	\$ 273.00	7480
10/5/2016	Pebt, IN Trust	9329	\$ 7,006.65	7480
10/5/2016	Rocky's Equipment Sales LTD.	9330	\$ 37.80	7480
10/5/2016	Rootham Services Group Incl	9331	\$ 5,131.16	7480
10/5/2016	School Specialty Canada	9332	\$ 409.14	7480
10/5/2016	Skeena - Q C Regional District	9333	\$ 7.00	7480
10/5/2016	Spectrum Educational Supplies LTD.	9334	\$ 884.89	7480
10/5/2016	Tlc Automotive Services LTD.	9335	\$ 226.60	7480
10/5/2016	Umur Olcay	9336	\$ 1,995.00	7480
10/5/2016	Village Of Port Clements	9337	\$ 3,397.72	7480
10/5/2016	Western Campus Resources	9338	\$ 221.76	7480
10/5/2016	Xerox Canada Ltd.	9339	\$ 1,108.26	7480
10/5/2016	Administrative Officers Pro D	9340	\$ 1,400.00	7480
10/5/2016	Ryan Brown	9341	\$ 239.00	7480
10/5/2016	Melrene L. Engel	9342	\$ 90.00	7480
10/5/2016	Vicki D. Ives	9343	\$ 260.99	7480
10/5/2016	Joint Professional Development	9344	\$ 2,847.94	7480

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2016**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/5/2016	Marissa Jones	9345	\$ 95.40	7480
10/5/2016	Lao Peerless	9346	\$ 119.78	7480
10/5/2016	_QCSS PIT Scholarship Account	9347	\$ 500.00	7480
10/5/2016	Peter Reynolds	9348	\$ 36.49	7480
10/5/2016	Leighann Rodger	9349	\$ 473.76	7480
10/6/2016	Big Red Enterprises LTD.	9350	\$ 2,520.50	7484
10/6/2016	Krueger, Tanya	9351	\$ 182.00	7484
10/6/2016	Sian Nallaweg	9352	\$ 221.00	7484
10/6/2016	Kathy Salanski	9353	\$ 182.00	7484
10/6/2016	Roberta Wagenstein	9354	\$ 234.00	7484
10/6/2016	Vanessa Marie	9355	\$ 190.80	7484
10/6/2016	Leighann Rodger	9356	\$ 802.08	7484
10/12/2016	Aaron-Mark Services	9357	\$ 1,138.97	7488
10/12/2016	Apple Canada Inc. C3120	9358	\$ 1,204.13	7488
10/12/2016	Thomas Arnatt	9359	\$ 100.00	7488
10/12/2016	Atwell Family Foods	9360	\$ 36.25	7488
10/12/2016	Black Press Ltd.	9361	\$ 610.09	7488
10/12/2016	British Columbia Safety Authority	9362	\$ 66.00	7488
10/12/2016	Charlotte Island Tires LTD.	9363	\$ 455.76	7488
10/12/2016	Clearbrook Hydroseeding LTD	9364	\$ 30.00	7488
10/12/2016	Grand & Toy	9365	\$ 175.53	7488
10/12/2016	Haida Gwaii Consumers Co-operative	9367	\$ 2,061.48	7488
10/12/2016	Indigo Books & Music Inc.	9368	\$ 563.89	7488
10/12/2016	Industrial Alliance	9369	\$ 63.30	7488
10/12/2016	Insight Canada Inc.	9370	\$ 3,181.57	7488
10/12/2016	Mcgraw-Hill Ryerson Limited	9371	\$ 132.62	7488
10/12/2016	Netlink Computer Inc.	9372	\$ 228.71	7488
10/12/2016	North Arm Transportation LTD.	9373	\$ 3,554.93	7488
10/12/2016	Northern Industrial Sales	9374	\$ 1,455.18	7488
10/12/2016	School Specialty Canada	9375	\$ 3,949.20	7488
10/12/2016	Skidegate Band Council	9376	\$ 4,000.00	7488
10/12/2016	Telus Communications (Bc) Inc.	9377	\$ 1,859.92	7488
10/12/2016	Tlc Automotive Services LTD.	9378	\$ 225.40	7488
10/12/2016	Vereburn Supply Ltd.	9379	\$ 103.10	7488
10/12/2016	Zep Sales & Services of Canada	9380	\$ 3,395.44	7488
10/12/2016	Tawni-Marie Davidson	9382	\$ 171.55	7488
10/12/2016	Verena Gibbs	9383	\$ 78.56	7488
10/27/2016	Air Liquide Canada Inc.	9384	\$ 4,145.45	7494
10/27/2016	Apple Canada Inc. C3120	9385	\$ 1,220.80	7494

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2016**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/27/2016	Atwell Family Foods	9386	\$ 739.26	7494
10/27/2016	Bandstra Transportation	9387	\$ 54.03	7494
10/27/2016	British Columbia Safety Authority	9388	\$ 167.00	7494
10/27/2016	Cardinal Coach Lines ULC	9389	\$ 1,606.50	7494
10/27/2016	Coastal Propane Inc.	9390	\$ 7,168.38	7494
10/27/2016	E.B. Horsman & Son	9391	\$ 426.60	7494
10/27/2016	Family Services Of Greater Vancouver	9392	\$ 3,649.01	7494
10/27/2016	Full Moon Photo	9393	\$ 147.84	7494
10/27/2016	Grand & Toy	9394	\$ 1,563.82	7494
10/27/2016	Graydon Security Systems	9395	\$ 314.50	7494
10/27/2016	Haida Gwaii Consumers Co-operative	9396	\$ 525.64	7494
10/27/2016	Haida Gwaii Forest Products Joint	9397	\$ 1,099.00	7494
10/27/2016	Haida Gwaii Trader.com	9398	\$ 63.00	7494
10/27/2016	Harris & Company	9399	\$ 2,425.15	7494
10/27/2016	Indigo Books & Music Inc.	9400	\$ 40.28	7494
10/27/2016	Inland Air	9401	\$ 24.00	7494
10/27/2016	Insight Canada Inc.	9402	\$ 2,315.70	7494
10/27/2016	Monk Office Supply LTD.	9403	\$ 377.10	7494
10/27/2016	Mount Moresby Adventure Camp	9404	\$ 25,000.00	7494
10/27/2016	North Coast Supply Co. LTD.	9405	\$ 64.42	7494
10/27/2016	Northern Industrial Sales	9406	\$ 618.24	7494
10/27/2016	Port Air Cargo	9407	\$ 288.75	7494
10/27/2016	Purolator Courier LTD.	9408	\$ 53.68	7494
10/27/2016	Reliable Promotions	9409	\$ 672.18	7494
10/27/2016	Rootham Services Group Incl	9410	\$ 341.25	7494
10/27/2016	School Specialty Canada	9411	\$ 776.59	7494
10/27/2016	Skeena - Q C Regional District	9412	\$ 25.00	7494
10/27/2016	Sportfactor Inc.	9413	\$ 526.67	7494
10/27/2016	Strong Nations	9414	\$ 448.42	7494
10/27/2016	Supreme Office Products	9415	\$ 362.57	7494
10/27/2016	Telus	9416	\$ 844.76	7494
10/27/2016	Tlc Automotive Services LTD.	9417	\$ 872.86	7494
10/27/2016	Village Of Queen Charlotte	9418	\$ 2,278.35	7494
10/27/2016	Western Campus Resources	9419	\$ 204.84	7494
10/27/2016	Xerox Canada Ltd.	9420	\$ 2,633.10	7494
10/27/2016	Zep Sales & Services of Canada	9421	\$ 8,360.21	7494
10/27/2016	Amanda Bedard	9422	\$ 119.78	7494
10/27/2016	Amanda Buchan	9423	\$ 500.00	7494
10/27/2016	Tawni-Marie Davidson	9424	\$ 264.62	7494

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2016**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/27/2016	L. Alison Gear	9425	\$ 50.00	7494
10/27/2016	Yvonne Hughes	9426	\$ 583.20	7494
10/27/2016	Vicki D. Ives	9427	\$ 1,219.89	7494
10/27/2016	Kimberley P. Madore	9428	\$ 51.00	7494
10/27/2016	Vanessa Marie	9429	\$ 297.12	7494
10/27/2016	Merewyn Nicol	9430	\$ 34.65	7494
10/27/2016	Peter Reynolds	9431	\$ 50.00	7494
10/27/2016	Megan Romas	9432	\$ 119.78	7494
10/27/2016	Shelley Sansome	9433	\$ 509.24	7494
10/27/2016	Zoe Sikora	9434	\$ 31.36	7494
10/27/2016	Tahayghen Principal's IN Trust	9435	\$ 615.00	7494
10/31/2016	Judy Hadcock	9366	\$ 3,675.00	7488
10/31/2016	Ryan Brown	9381	\$ 2,371.03	7488
TOTAL			\$ 243,584.23	

**SCHOOL DISTRICT NO. 50**  
**QUICK PAY REGISTER AS OF OCTOBER 31, 2016**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
601964	10/21/2016	Canada Customs And Revenue	\$ 39,448.00
610549	10/7/2016	Canada Customs And Revenue	\$ 46,584.69
615135	10/7/2016	Canada Customs And Revenue	\$ 19,523.98
610221	10/7/2016	Canada Customs And Revenue	\$ 6,868.74
209168	10/7/2016	Teachers' Pension Plan	\$ 1,480.08
209170	10/7/2016	Municipal Pension Plan	\$ 13,638.22
611288	10/12/2016	Workers' Compensation Board	\$ 6,425.38
624021	10/14/2016	Canada Customs And Revenue	\$ 1,489.58
615498	10/14/2016	Canada Customs And Revenue	\$ 2,700.86
610688	10/14/2016	Canada Customs And Revenue	\$ 375.62
209639	10/14/2016	Teachers' Pension Plan	\$ 106,151.21
209641	10/14/2016	Municipal Pension Plan	\$ 3,798.76
611433	10/14/2016	Pacific Blue Cross	\$ 7,474.07
611302	10/14/2016	Pacific Blue Cross	\$ 2,935.06
611456	10/17/2016	MINISTER OF FINANCE	\$ 3,404.00
611566	10/17/2016	MINISTER OF FINANCE	\$ 4,899.00
601233	10/21/2016	Canada Customs And Revenue	\$ 3,680.00
210358	10/21/2016	Teachers' Pension Plan	\$ 1,669.27
210362	10/21/2016	Municipal Pension Plan	\$ 13,810.35
602281	10/24/2016	Canada Customs And Revenue	\$ 18,322.68
632261	10/31/2016	Yvette Marie Emerson	\$ 482.00
<b>TOTAL</b>			<b>\$ 305,161.55</b>

**MEMORANDUM**

**SCHOOL**  
**DISTRICT NO. 50**  
**Halda Gwali**

**TO** Shelley Sansome  
Secretary-Treasurer

**FROM** Moira Dubasov  
Assistant Secretary-Treasurer

**SUBJECT:** Teachers Payroll for..... October

**DATE** 15-Nov-16

Period Ending	Pay Period	Payroll Group	Net Amount
14-Oct	PP#1-10Adv	Teachers	\$ 81,950.00
14-Oct	PP#1-10Adv	AO/Exempt	\$ 25,870.00
31-Oct	PP#1-10	Teachers	\$ 119,674.85
31-Oct	PP#1-10	AO/Exempt	\$ 36,919.50
Total Net Pay			\$264,414.35

# MEMORANDUM

SCHOOL  
DISTRICT NO. 50  
Haida Gwaii

**TO** Shelley Sansome  
Secretary-Treasurer

**FROM** Moira Dubasov  
Assistant Secretary-Treasurer

**SUBJECT:** Non-Teachers Payroll for... October

**DATE** 15-Nov-16

Period Ending	Pay Period	Payroll Group	Net Amount
1-Oct	PP #2-20	CUPE	\$ 48,131.32
1-Oct	PP #2-20	Casuals	\$ 13,605.84
1-Oct	PP #2-20	TOC's	\$ 6,960.83
15-Oct	PP #2-21	CUPE	\$ 50,238.73
15-Oct	PP #2-21	Casuals	\$ 11,176.54
15-Oct	PP #2-21	TOC's	\$ 11,357.85
29-Oct	PP #2-22	CUPE	\$ 52,122.81
29-Oct	PP #2-22	Casuals	\$ 11,428.88
29-Oct	PP #2-22	TOC's	\$ 10,319.81
Total Net Pay			\$ 215,342.61



Ministry of  
Education

SCHOOL DISTRICT No. ( )  
FTE EMPLOYEES BY PROGRAM  
FORM 1530

BRITISH COLUMBIA

Ministry of Education

COMPLETION DATE 31-Oct-16						
FUNCTION	110	105	123	120	130	TOTAL
	TEACHERS	PRINCIPALS & VICE PRINCIPALS	EDUCATIONAL ASSISTANTS	SUPPORT STAFF	OTHER PROFESSIONALS	
1 INSTRUCTION						
1.02 Regular Instruction	34.6270	1.7030	1.1460	4.0260		41.5020
1.03 Career Programs	0.6720					0.6720
1.07 Library Services	0.3900	0.1000		1.3150		1.8050
1.08 Counselling	0.8000					0.8000
1.10 Special Education	3.7780	0.2000	10.9960			14.9740
1.30 English as a Second Language	0.4990					0.4990
1.31 Aboriginal Education	1.4000			3.4270		4.8270
1.41 School Administration		4.9970		5.7090		10.7060
1.60 Summer School						0.0000
1.61 Continuing Education						0.0000
1.62 Off Shore Students						0.0000
1.64 Other						0.0000
1.65 Conseil Scolaire Francophone						0.0000
Total Function 1	42.1660	7.0000	12.1420	14.4770	0.0000	75.7850
4 DISTRICT ADMINISTRATION						
4.11 Educational Administration					1.1000	1.1000
4.40 School District Governance				5.0000		5.0000
4.41 Business Administration				1.0000	2.0000	3.0000
4.65 Conseil Scolaire Francophone						0.0000
Total Function 4	0.0000	0.0000	0.0000	6.0000	3.1000	9.1000

<b>5 OPERATIONS AND MAINTENANCE</b>								
5.41 Operations and Maintenance Administration				0.2860	1.0000	1.2860		
5.50 Maintenance Operations				11.7610		11.7610		
5.52 Maintenance of Grounds				0.2000		0.2000		





Ministry of  
Education

SCHOOL DISTRICT No. ( )  
FTE EMPLOYEES BY PROGRAM  
FORM 1530

FUNCTION						COMPLETION DATE 31-Oct-16	
	110 TEACHERS	105 PRINCIPALS & VICE PRINCIPALS	123 EDUCATIONAL ASSISTANTS	120 SUPPORT STAFF	130 OTHER PROFESSIONALS	TOTAL	
5.56 Utilities							0.0000
5.65 Conseil Scolaire Francophone							0.0000
Total Function 5	0.0000	0.0000	0.0000	12.2470	1.0000		13.2470
7 TRANSPORTATION AND HOUSING							
7.41 Transportation and Housing Administration					0.1000		0.1000
7.65 Conseil Scolaire Francophone							0.0000
7.70 Student Transportation							0.0000
7.73 Housing							0.0000
Total Function 7	0.0000	0.0000	0.0000	0.0000	0.1000		0.1000
TOTAL FUNCTIONS 1 - 7	42.1660	7.0000	12.1420	32.7240	4.2000		98.2320

Certification by District Officials	
Certified correct (Signature of Superintendent)	Date Signed
Certified correct (Signature of Secretary Treasurer)	

SCHOOL DISTRICT NO. 50 (Haida Gwaii) BUDGET 2016/17	
FUNCTION/ PROGRAM	Budget 2016/17

<b>Revenue</b>
----------------

TOTAL	
662 Applied Surplus (Deficit) Operating	\$1,711
620 Provincial Grants	\$9,880,661
Add Supplement Distribution \$24/FTE	\$12,909
Admin Savings	\$0
Aboriginal Grant reduction	-\$4,130,010
LEA's	\$4,028,181
649 Pay Equity	\$139,874
650 Rentals & Leases	\$57,176
Miscellaneous	\$52,000
661 Interest	\$14,734
Enrolment Audit	-\$122,033
Student Transportation Grant	\$149,851

Total Estimated Budget	\$10,083,343
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<b>Expenditures</b>
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Function 1 - Instruction	\$6,898,368
Function 4 - Administration	\$674,379
Function 5 - Maintenance	\$1,718,127
Function 7 - Transportation	\$625,936

Total Estimated Expenditures	\$9,916,809
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Enrolment Projection vs Actual	-\$57,719
Surplus Or Deficit ( )	<u>\$108,816</u>

SCHOOL DISTRICT NO. 50 (Haida Gwaii)							#REF!
BUDGET 2016/17							
FUNCTION/ PROGRAM	Spent to Oct 2016	Projected to Spend	Total Budget	Budget 2016/17			Difference
				Final BUDGET	School BUDGET	Total Budget	
<b>TOTAL</b>							
Function 1 - Instruction	\$1,588,262	\$5,310,106	\$6,898,368	\$6,629,422	\$217,801	\$6,847,223	-\$51,145
Function 4 - District Admin.	\$191,169	\$483,210	\$674,379	\$686,111	\$0	\$686,111	\$11,733
Function 5 - Operations & Main.	\$302,615	\$1,415,512	\$1,718,127	\$1,715,290	\$0	\$1,715,290	-\$2,837
Function 7 - Transportation & Housing	\$8,590	\$617,346	\$625,936	\$600,627	\$26,889	\$627,516	\$1,580
<b>TOTAL OPERATING</b>	<b>\$2,090,636</b>	<b>\$7,826,173</b>	<b>\$9,916,809</b>	<b>\$9,631,450</b>	<b>\$244,690</b>	<b>\$9,876,140</b>	<b>-\$40,669</b>
<b>TOTAL</b>	<b>\$2,090,636</b>	<b>\$7,826,173</b>	<b>\$9,916,809</b>	<b>\$9,631,450</b>	<b>\$244,690</b>	<b>\$9,876,140</b>	<b>-\$40,669</b>
<b>Totals By Object</b>							
Teacher Salaries	\$643,662	\$2,494,648	\$3,138,310	\$3,076,777	\$8,625	\$3,085,402	-\$52,908
Support Salaries	\$445,343	\$1,558,968	\$2,004,311	\$2,007,717	\$2,500	\$2,010,217	\$5,907
AO Salaries	\$258,528	\$455,055	\$713,583	\$795,577	\$0	\$795,577	\$81,994
Substitutes	\$80,977	\$288,901	\$369,878	\$239,798	\$11,220	\$251,018	-\$118,860
Benefits	\$299,113	\$1,189,978	\$1,489,091	\$1,517,393	\$1,075	\$1,518,468	\$29,377
Supplies & Services	\$363,013	\$1,838,624	\$2,201,637	\$1,994,188	\$221,270	\$2,215,458	\$13,821
<b>Total</b>	<b>\$2,090,636</b>	<b>\$7,826,173</b>	<b>\$9,916,809</b>	<b>\$9,631,450</b>	<b>\$244,690</b>	<b>\$9,876,140</b>	<b>-\$40,669</b>

**TABLE 1**  
**FTE FUNDED ENROLMENT, 2011/12 to 2016/17**

	2011/2012 ACTUAL	2012/2013 ACTUAL	2013/2014 ACTUAL	2014/2015 ACTUAL	2015/2016 ACTUAL	% CHANGE over 2014/15	2016/2017 BUDGETED <sup>1,2</sup>	% CHANGE over 2015/16
5 South East Kootenay	5,354	5,249	5,222	5,221	5,378	3.0%	5,406	0.5%
6 Rocky Mountain	3,136	3,042	3,042	3,050	3,125	2.5%	3,041	(2.7%)
8 Kootenay Lake	4,914	4,924	4,814	4,800	4,738	(1.3%)	4,775	0.8%
10 Arrow Lakes	528	505	478	463	454	(1.9%)	438	(3.6%)
19 Revelstoke	1,017	1,015	948	927	925	(0.2%)	930	0.5%
20 Kootenay-Columbia	3,987	3,932	3,822	3,718	3,719	0.0%	3,751	0.8%
22 Vernon	8,353	8,126	7,975	8,146	8,328	2.2%	8,322	(0.1%)
23 Central Okanagan	21,944	21,677	21,696	21,602	21,930	1.5%	21,943	0.1%
27 Cariboo-Chilcotin	5,193	5,041	4,898	4,630	4,607	(0.5%)	4,618	0.2%
28 Quesnel	3,585	3,415	3,316	3,095	3,113	0.6%	3,052	(2.0%)
33 Chilliwack	13,142	13,118	13,077	12,915	13,342	3.3%	13,305	(0.3%)
34 Abbotsford	19,349	19,252	19,299	19,044	19,323	1.5%	19,518	1.0%
35 Langley	18,896	19,079	19,288	19,045	18,813	4.0%	20,267	2.3%
36 Surrey	70,081	69,239	69,372	68,208	70,338	3.1%	71,115	1.1%
37 Delta	18,114	15,897	15,838	15,427	15,772	2.2%	15,753	(0.1%)
38 Richmond	22,342	22,015	21,837	20,539	20,756	1.1%	20,345	(2.0%)
39 Vancouver	56,769	55,440	54,534	51,384	52,240	1.7%	0	(100.0%)
40 New Westminster	6,934	6,958	6,927	6,868	7,167	4.4%	6,856	(4.3%)
41 Burnaby	25,017	24,674	24,445	23,336	24,307	4.2%	24,299	(0.0%)
42 Maple Ridge-Pitt Meadows	14,361	13,985	13,924	13,825	14,442	4.5%	14,382	(0.4%)
43 Coquitlam	31,364	31,325	31,411	30,748	31,847	3.6%	31,646	(0.6%)
44 North Vancouver	15,571	15,394	15,429	15,243	15,518	1.8%	15,586	0.4%
45 West Vancouver	6,789	6,742	6,750	6,727	6,889	2.4%	6,862	(0.4%)
46 Sunshine Coast	3,193	3,108	3,093	3,085	3,175	2.9%	3,180	0.2%
47 Powell River	2,200	2,114	2,052	1,992	2,013	1.1%	1,966	(2.3%)
48 Sea To Sky	4,243	4,303	4,457	4,474	4,711	5.3%	4,852	(1.3%)
49 Central Coast	207	203	219	194	209	7.5%	215	2.9%
50 Haida Gwaii	631	596	581	551	548	(0.5%)	532	(2.0%)
51 Boundary	1,376	1,292	1,263	1,247	1,248	0.1%	1,248	(0.0%)
52 Prince Rupert	2,207	2,120	2,090	2,045	2,053	0.4%	2,027	(1.3%)
53 Okanagan-Similkameen	2,461	2,404	2,426	2,340	2,326	(0.6%)	2,238	(3.8%)
54 Bulkley Valley	2,308	2,232	2,203	2,096	2,083	(0.6%)	2,083	(0.0%)
57 Prince George	13,500	13,179	12,832	12,786	12,867	0.6%	12,872	0.0%
58 Nicola-Similkameen	2,401	2,244	2,228	2,204	2,233	1.3%	2,246	0.6%
59 Peace River South	3,896	3,816	3,704	3,559	3,546	(0.4%)	3,535	(0.3%)
60 Peace River North	5,574	5,674	5,776	5,782	6,121	5.9%	6,206	1.4%
61 Greater Victoria	18,965	18,905	18,670	18,619	18,933	1.7%	18,882	(0.3%)
62 Sooke	9,267	9,192	9,352	9,376	9,818	4.7%	10,108	3.0%
63 Saanich	7,643	7,503	7,305	7,220	7,303	1.1%	7,398	1.3%
64 Gulf Islands	1,698	1,715	1,703	1,679	1,722	2.6%	1,714	(0.5%)
67 Okanagan-Skaha	6,313	6,108	5,918	5,882	5,766	1.5%	5,761	(0.1%)
68 Nanaimo-Ladysmith	13,821	13,512	13,469	13,155	13,374	1.7%	13,158	(1.6%)
69 Qualicum	4,317	4,218	4,195	4,043	4,110	1.7%	4,128	0.5%
70 Alberni	4,102	3,951	3,803	3,699	3,842	3.8%	3,854	0.3%
71 Comox Valley	8,432	8,215	8,101	7,830	7,714	(1.5%)	7,251	(6.0%)
72 Campbell River	5,382	5,328	5,266	5,237	5,358	2.3%	5,367	0.2%
73 Kamloops/Thompson	14,594	14,494	14,320	14,290	14,328	0.3%	14,054	(1.8%)
74 Gold Trail	1,305	1,213	1,155	1,105	1,118	1.2%	1,102	(1.5%)
75 Mission	6,121	5,995	5,867	5,817	5,888	1.2%	6,006	2.0%
78 Fraser-Cascade	1,815	1,723	1,685	1,588	1,657	4.4%	1,657	(0.0%)
79 Cowichan Valley	8,162	7,852	7,809	7,545	7,725	2.4%	7,556	(2.2%)
81 Fort Nelson	871	870	808	759	771	1.6%	739	(4.2%)
82 Coast Mountains	5,073	4,933	4,806	4,534	4,373	(3.6%)	4,324	(1.1%)
83 North Okanagan-Shuswap	6,612	6,162	6,072	5,906	6,003	1.6%	5,971	(0.5%)
84 Vancouver Island West	453	421	411	397	367	(7.5%)	370	0.9%
85 Vancouver Island North	1,486	1,395	1,390	1,346	1,335	(0.8%)	1,279	(4.2%)
87 Stikine	189	198	200	186	193	3.6%	186	(3.6%)
91 Nechako Lakes	4,720	4,390	4,491	4,340	4,277	(1.4%)	4,244	(0.8%)
92 Nisga'a	439	398	408	424	388	(8.6%)	401	3.5%
93 Conseil Scolaire Francophone	4,859	4,813	5,146	5,420	5,602	3.4%	5,694	1.6%
99 Provincial Summary	555,377	546,832	543,034	531,509	543,186	2.2%	490,411	(9.7%)

ACTUAL figures include Full Year enrolment for School-Age and Adult (September, July, February and May)

<sup>1</sup> Source: 2016/17 Annual Budget, includes School-Age, Adult, and Other FTEs

<sup>2</sup> Provincial Summary total reflects 59 School District Annual Budget submissions.

TABLE 4  
2016/17 ANNUAL BUDGETED OPERATING EXPENDITURES BY FUNCTION

	Instruction	% of Total	District Administration	% of Total	Operations & Maintenance	% of Total	Transportation & Housing	% of Total	Debt Services (Operating)	% of Total	Total Budget	District Reported FTE Enrollment <sup>1</sup>
5	Southeast Kootenay	82.1%	1,988,738	3.6%	6,130,562	11.3%	1,652,062	3.0%	-	0.0%	54,488,928	5,406
6	Rocky Mountain	78.3%	1,238,657	3.4%	5,033,411	13.9%	1,589,239	4.4%	-	0.0%	36,268,241	3,041
8	Kootenay Lake	77.9%	2,087,813	4.1%	6,940,205	13.6%	2,268,339	4.4%	-	0.0%	51,165,621	4,775
10	Arrow Lakes	71.0%	778,394	10.0%	1,155,482	14.8%	336,300	4.3%	-	0.0%	7,822,158	438
19	Revelstoke	79.4%	680,388	6.3%	1,285,300	11.9%	263,331	2.4%	-	0.0%	10,816,769	930
20	Kootenay-Columbia	78.7%	1,461,172	4.1%	4,737,817	13.3%	1,352,533	3.8%	-	0.0%	35,521,506	3,751
22	Vernon	83.3%	2,710,758	3.4%	8,662,446	10.9%	1,911,408	2.4%	-	0.0%	79,823,805	8,322
23	Central Okanagan	84.9%	5,502,688	2.8%	20,559,083	10.4%	3,846,851	1.9%	-	0.0%	197,935,985	21,943
27	Cariboo-Chilcoth	72.5%	2,635,620	5.0%	7,985,200	15.1%	3,905,860	7.4%	-	0.0%	52,868,030	4,818
28	Quesnel	78.5%	1,466,814	4.4%	3,906,445	11.6%	1,856,710	5.5%	-	0.0%	33,664,813	3,052
33	Chilwick	85.0%	3,629,191	3.0%	11,644,740	9.5%	3,019,690	2.5%	-	0.0%	122,078,028	13,305
34	Abbotsford	86.5%	4,631,220	2.7%	16,137,564	9.3%	2,753,839	1.6%	-	0.0%	173,708,427	19,518
35	Langley	84.5%	6,468,828	3.5%	20,011,459	10.9%	2,112,505	1.1%	-	0.0%	184,191,987	20,287
36	Surrey	87.1%	550,779,401	2.1%	64,187,750	10.0%	5,312,940	0.8%	-	0.0%	641,820,145	71,115
37	Delta	86.8%	128,425,943	2.8%	15,076,621	10.1%	1,014,221	0.7%	-	0.0%	149,367,806	15,753
38	Richmond	83.3%	5,563,761	2.9%	25,450,402	13.2%	1,225,222	0.6%	-	0.0%	193,521,265	20,345
39	Vancouver	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	-
40	New Westminster	84.4%	3,172,935	4.9%	6,628,819	10.3%	238,690	0.4%	-	0.0%	64,252,667	6,856
41	Burnaby	86.2%	5,711,752	2.5%	25,190,334	10.9%	840,648	0.4%	-	0.0%	230,506,686	24,299
42	Maple Ridge-Pitt Meadows	85.7%	4,926,966	3.6%	14,098,323	10.4%	383,815	0.3%	-	0.0%	135,368,880	14,382
43	Coquitlam	86.9%	9,636,942	3.3%	27,571,442	9.6%	475,942	0.2%	-	0.0%	288,608,805	31,646
44	North Vancouver	85.8%	4,988,110	3.3%	15,923,517	10.6%	328,709	0.2%	-	0.0%	149,639,247	15,586
45	West Vancouver	84.5%	2,774,922	4.1%	7,274,316	10.7%	490,062	0.7%	-	0.0%	67,996,443	6,862
46	Sunshine Coast	80.0%	1,975,030	5.3%	4,443,504	11.8%	1,099,860	2.9%	-	0.0%	37,546,608	3,180
47	Powell River	80.2%	933,856	4.2%	2,741,000	12.3%	715,000	3.2%	-	0.0%	22,207,633	1,966
48	See To Sky	77.0%	2,885,428	6.1%	6,813,952	14.4%	1,103,085	2.5%	-	0.0%	47,311,548	4,652
49	Central Coast	68.0%	737,728	12.6%	978,804	15.0%	281,666	4.5%	-	0.0%	5,860,858	215
50	Haida Gwaii	69.3%	606,111	6.9%	1,715,290	17.4%	627,516	8.4%	-	0.0%	9,880,661	532
51	Boundary	75.8%	842,542	5.4%	2,297,663	14.6%	614,266	4.0%	-	0.0%	15,526,869	1,248
52	Prince Rupert	79.8%	1,593,569	6.4%	3,220,802	13.0%	191,252	0.8%	-	0.0%	24,801,193	2,027
53	Okanagan-Similkameen	81.9%	1,023,566	4.3%	2,805,286	11.0%	679,803	2.9%	-	0.0%	23,750,355	2,238
54	Bulkley Valley	77.2%	1,031,968	4.7%	2,848,031	13.0%	1,107,968	5.1%	-	0.0%	21,652,210	2,063
57	Prince George	79.1%	5,637,694	4.4%	16,887,764	13.1%	4,535,299	3.5%	-	0.0%	129,254,935	12,872
58	Nicola-Similkameen	81.7%	1,078,460	4.2%	2,915,405	11.4%	705,577	2.8%	-	0.0%	25,647,427	2,246
59	Peace River South	73.0%	1,780,243	4.2%	6,502,610	15.2%	3,267,347	7.6%	-	0.0%	42,729,897	3,535
60	Peace River North	81.0%	1,944,684	3.2%	6,411,758	10.5%	3,189,516	5.2%	-	0.0%	60,925,888	6,206
61	Greater Victoria	84.8%	4,556,622	2.5%	22,253,694	12.2%	1,014,528	0.6%	-	0.0%	182,761,989	18,882
62	Sooke	85.2%	2,782,000	2.9%	9,237,739	9.7%	2,022,554	2.1%	-	0.0%	94,775,109	10,108
63	Seanach	85.0%	2,655,622	3.6%	7,228,279	9.7%	1,242,670	1.7%	-	0.0%	74,351,991	7,398
64	Gulf Islands	74.0%	1,087,580	5.2%	2,885,919	12.9%	1,618,376	7.8%	-	0.0%	54,368,633	5,761
67	Okanagan-Skaha	79.2%	2,238,848	4.1%	8,240,971	15.2%	1,649,057	1.4%	-	0.0%	120,980,102	13,158
68	Nanaimo-Ladysmith	83.2%	1,803,510	3.7%	14,212,182	11.7%	1,649,057	1.4%	-	0.0%	43,468,807	4,128
69	Qualicum	81.9%	1,618,626	4.3%	4,866,459	12.3%	940,614	2.5%	-	0.0%	37,819,500	3,854
70	Abenai	80.9%	2,383,413	3.2%	8,724,961	11.9%	1,800,736	2.5%	-	0.0%	73,467,271	7,251
71	Comox Valley	82.4%	2,224,084	4.3%	7,985,940	15.4%	1,229,325	2.4%	-	0.0%	52,021,157	5,367
72	Campbell River	78.0%	4,128,979	3.1%	16,991,501	12.7%	4,635,506	3.5%	-	0.0%	134,244,295	14,054
73	Kamloops/Thompson	80.8%	992,111	5.7%	2,319,583	13.2%	1,152,416	6.6%	-	0.0%	17,538,994	1,102
74	Gold Trail	74.5%	2,255,514	3.9%	6,235,282	10.8%	1,007,289	1.7%	-	0.0%	57,616,013	6,006
75	Mission	83.5%	1,048,570	5.1%	2,615,035	12.8%	737,091	3.6%	-	0.0%	20,361,865	1,657
78	Fraser-Cascade	78.4%	2,052,072	2.8%	8,967,259	12.4%	2,274,864	3.1%	-	0.0%	72,384,502	7,556
79	Cowichan Valley	81.6%	856,029	9.0%	1,201,725	12.6%	424,149	4.5%	-	0.0%	9,529,668	739
81	Fort Nelson	73.9%	2,129,135	4.2%	7,481,873	14.8%	2,411,326	4.8%	-	0.0%	50,576,909	4,324
82	Coast Mountains	76.2%	2,460,295	4.1%	6,586,707	11.1%	2,402,045	4.0%	-	0.0%	59,552,079	5,971
83	N. Okanagan-Shuswap	80.6%	617,056	7.0%	1,257,877	15.4%	169,781	2.1%	-	0.0%	8,161,673	370
84	Vancouver Island West	74.9%	1,123,487	6.2%	2,775,984	15.4%	637,764	3.5%	-	0.0%	17,977,966	1,279
85	Vancouver Island North	74.8%	670,449	11.7%	1,124,129	19.6%	449,188	7.8%	-	0.0%	5,740,458	186
87	Stikine	60.9%	2,735,756	5.2%	5,971,822	11.3%	2,584,705	4.9%	-	0.0%	53,004,916	4,244
91	Necheko Lakes	78.7%	1,005,835	12.1%	1,361,439	16.3%	488,668	6.0%	-	0.0%	8,345,092	401
92	Nasipia	65.7%	4,315,023	5.7%	10,930,127	14.4%	8,999,212	9.2%	-	0.0%	76,134,632	5,694
93	Conseil Scolaire Francophone	70.8%	163,827,588	3.4%	541,373,530	11.3%	95,696,730	2.0%	-	0.0%	4,774,493,297	490,411
99	Provincial Summary	83.2%	3,973,595,449	3.4%	541,373,530	11.3%	95,696,730	2.0%	-	0.0%	4,774,493,297	490,411

<sup>1</sup> Source: 2016/17 Annual Budget, includes School-Age, Adult and Other FTEs

<sup>2</sup> Provincial Summary totals reflect 59 School District Annual Budget submissions.



TABLE 5  
2016/17 ANNUAL BUDGETED OPERATING EXPENDITURES BY OBJECT

	Teachers	% of Grand Total	Principals & Vice Principals	% of Grand Total	Educational Assistants	% of Grand Total	Support Staff	% of Grand Total	Other Professionals	% of Grand Total	Substitutes	% of Grand Total	Total Salaries	% of Grand Total	Employee Benefits	% of Grand Total	Total Salaries & Benefits	% of Grand Total
5 Southeast Kootenay	22,599,787	41.5%	3,512,867	6.4%	3,887,087	6.9%	5,088,095	9.3%	1,815,593	3.0%	1,656,239	3.0%	38,130,198	70.0%	10,076,052	18.5%	48,226,240	88.5%
6 Rocky Mountain	12,350,832	34.1%	2,298,834	6.2%	1,591,688	4.4%	8,720,111	10.6%	2,577,655	7.1%	1,425,439	3.0%	23,954,129	68.0%	10,076,052	18.5%	34,030,181	62.4%
8 Kootenay Lake	20,074,687	39.2%	3,180,280	6.2%	3,051,000	6.0%	18,112,222	10.6%	1,251,463	2.4%	1,152,128	2.3%	35,187,443	68.0%	9,101,117	17.9%	44,288,560	82.4%
10 Arrow Lake	2,471,085	31.0%	728,368	9.1%	353,071	4.6%	725,147	9.0%	114,681	1.5%	232,948	3.0%	3,044,168	64.5%	1,281,402	18.1%	4,325,570	80.6%
19 Revelstoke	4,502,888	41.6%	723,447	6.8%	617,243	5.7%	3,567,225	10.1%	1,125,125	3.2%	778,828	2.6%	5,446,053	92.5%	1,708,859	10.6%	7,154,912	85.1%
20 Kootenay-Columbia	15,822,882	44.8%	1,706,437	4.8%	1,800,841	5.0%	12,883,722	8.8%	1,677,309	2.2%	1,720,801	2.2%	25,403,633	72.5%	6,034,519	17.0%	31,438,152	89.5%
22 Yarmouth	37,167,331	48.7%	4,158,081	5.2%	4,071,479	5.1%	27,915,782	13.6%	2,744,333	1.4%	5,911,739	3.1%	37,673,520	70.1%	8,724,480	18.5%	46,398,000	98.6%
27 Central Okanagan	62,430,500	38.0%	3,762,336	5.1%	3,762,336	5.1%	54,905,828	10.9%	3,843,913	7.7%	1,651,240	2.3%	61,557,068	71.2%	20,729,204	17.0%	82,286,272	98.2%
28 Okanagan-Chilcotin	11,732,607	40.4%	2,180,622	6.5%	2,304,307	6.6%	7,247,688	10.9%	782,730	2.3%	1,239,296	3.4%	9,483,913	71.2%	3,239,637	17.0%	12,723,550	88.2%
33 Okanagan	31,743,080	42.4%	3,034,550	7.3%	3,034,550	7.3%	25,673,980	10.9%	3,843,913	7.7%	1,651,240	2.3%	31,325,193	71.2%	10,076,052	18.5%	41,401,245	99.7%
34 Kelowna	18,831,978	45.4%	1,831,978	4.5%	1,831,978	4.5%	16,000,000	8.3%	3,843,913	7.7%	1,651,240	2.3%	21,337,160	71.2%	7,168,859	18.5%	28,506,019	89.7%
35 Langley	30,525,857	48.7%	2,788,615	4.2%	2,788,615	4.2%	27,737,242	10.9%	3,843,913	7.7%	1,651,240	2.3%	31,325,193	71.2%	10,076,052	18.5%	41,401,245	99.7%
37 Delta	20,074,687	47.2%	3,180,280	7.5%	3,051,000	7.5%	16,843,407	10.9%	3,843,913	7.7%	1,651,240	2.3%	21,337,160	71.2%	7,168,859	18.5%	28,506,019	89.7%
38 Richmond	8,037,857	48.2%	1,015,363	5.2%	1,015,363	5.2%	6,022,494	10.9%	3,843,913	7.7%	1,651,240	2.3%	8,683,647	71.2%	2,883,859	18.5%	11,567,506	99.7%
39 Vancouver	29,242,155	45.5%	3,085,790	8.0%	3,085,790	8.0%	26,156,365	10.9%	3,843,913	7.7%	1,651,240	2.3%	31,325,193	71.2%	10,076,052	18.5%	41,401,245	99.7%
40 New Westminster	11,873,742	49.8%	1,831,978	3.9%	1,831,978	3.9%	10,041,764	10.9%	3,843,913	7.7%	1,651,240	2.3%	12,692,904	71.2%	4,156,859	18.5%	16,849,763	98.1%
41 Burnaby	63,580,844	47.0%	5,914,374	4.4%	5,914,374	4.4%	57,666,470	10.9%	3,843,913	7.7%	1,651,240	2.3%	62,521,687	71.2%	21,337,160	18.5%	83,858,847	99.7%
42 Maple Ridge-Pd Meadows	17,011,650	47.8%	1,251,178	4.4%	1,251,178	4.4%	15,760,472	10.9%	3,843,913	7.7%	1,651,240	2.3%	17,412,622	71.2%	5,683,859	18.5%	23,096,481	98.1%
43 Coquitlam	67,150,268	45.3%	8,978,687	6.0%	8,978,687	6.0%	58,171,581	10.9%	3,843,913	7.7%	1,651,240	2.3%	62,521,687	71.2%	21,337,160	18.5%	83,858,847	99.7%
44 North Vancouver	30,174,734	44.4%	3,085,790	5.1%	3,085,790	5.1%	27,088,944	10.9%	3,843,913	7.7%	1,651,240	2.3%	31,325,193	71.2%	10,076,052	18.5%	41,401,245	99.7%
45 West Vancouver	14,077,191	37.4%	1,020,000	5.1%	1,020,000	5.1%	13,057,191	10.9%	3,843,913	7.7%	1,651,240	2.3%	14,708,431	71.2%	4,648,859	18.5%	19,357,290	98.1%
46 Burnaby Coast	8,037,857	38.3%	1,015,363	7.7%	1,015,363	7.7%	6,022,494	10.9%	3,843,913	7.7%	1,651,240	2.3%	8,683,647	71.2%	2,883,859	18.5%	11,567,506	99.7%
47 Powell River	19,041,827	40.2%	2,800,000	8.1%	2,800,000	8.1%	16,241,827	10.9%	3,843,913	7.7%	1,651,240	2.3%	18,092,940	71.2%	5,683,859	18.5%	23,776,799	98.1%
48 Sea To Sky	1,388,310	23.7%	200,000	11.4%	200,000	11.4%	1,188,310	10.9%	3,843,913	7.7%	1,651,240	2.3%	1,388,310	71.2%	400,000	14.7%	1,788,310	83.3%
49 Central Coast	3,888,310	23.7%	200,000	11.4%	200,000	11.4%	3,688,310	10.9%	3,843,913	7.7%	1,651,240	2.3%	3,888,310	71.2%	400,000	14.7%	4,288,310	83.3%
50 Fraser Valley	1,388,310	23.7%	200,000	11.4%	200,000	11.4%	1,188,310	10.9%	3,843,913	7.7%	1,651,240	2.3%	1,388,310	71.2%	400,000	14.7%	1,788,310	83.3%
51 Boundary	9,002,284	38.0%	1,036,356	6.7%	1,036,356	6.7%	7,965,928	10.9%	3,843,913	7.7%	1,651,240	2.3%	9,617,174	71.2%	2,381,859	18.5%	12,000,000	98.1%
52 Prince Rupert	10,048,825	40.5%	1,774,548	7.2%	1,774,548	7.2%	8,274,277	10.9%	3,843,913	7.7%	1,651,240	2.3%	10,048,825	71.2%	2,381,859	18.5%	12,430,684	98.1%
53 Okanagan-Samuelson	9,984,902	40.6%	1,323,502	6.4%	1,323,502	6.4%	8,661,400	10.9%	3,843,913	7.7%	1,651,240	2.3%	10,048,825	71.2%	2,381,859	18.5%	12,430,684	98.1%
57 Bulkley Valley	8,530,384	38.0%	1,354,502	6.2%	1,354,502	6.2%	7,175,882	10.9%	3,843,913	7.7%	1,651,240	2.3%	8,530,384	71.2%	2,381,859	18.5%	10,912,243	98.2%
58 Bulkley	51,308,333	38.7%	6,720,575	5.2%	6,720,575	5.2%	44,587,758	10.9%	3,843,913	7.7%	1,651,240	2.3%	46,238,998	71.2%	14,548,859	18.5%	60,787,857	98.7%
59 Nicola-Salmon	10,117,755	38.4%	1,350,975	6.0%	1,350,975	6.0%	8,766,780	10.9%	3,843,913	7.7%	1,651,240	2.3%	10,117,755	71.2%	2,381,859	18.5%	12,500,000	98.7%
60 Peace River South	14,701,710	41.9%	3,237,714	7.0%	3,237,714	7.0%	11,464,000	10.9%	3,843,913	7.7%	1,651,240	2.3%	13,115,214	71.2%	3,683,859	18.5%	16,799,073	98.7%
61 Peace River North	25,488,013	41.9%	3,025,851	8.3%	3,025,851	8.3%	22,462,162	10.9%	3,843,913	7.7%	1,651,240	2.3%	24,113,352	71.2%	6,448,859	18.5%	30,562,211	98.7%
62 Bulkley	40,839,168	42.7%	11,438,842	8.3%	11,438,842	8.3%	29,400,326	10.9%	3,843,913	7.7%	1,651,240	2.3%	31,051,566	71.2%	9,387,859	18.5%	40,439,425	98.7%
63 Bulkley	7,488,370	38.0%	1,036,356	6.7%	1,036,356	6.7%	6,452,014	10.9%	3,843,913	7.7%	1,651,240	2.3%	7,488,370	71.2%	2,381,859	18.5%	9,869,229	98.7%
64 Gulf Islands	23,818,846	48.0%	1,774,548	4.0%	1,774,548	4.0%	22,044,298	10.9%	3,843,913	7.7%	1,651,240	2.3%	23,818,846	71.2%	6,448,859	18.5%	30,267,705	98.7%
67 Okanagan-Shuswap	55,888,702	46.1%	8,978,687	46.1%	8,978,687	46.1%	46,910,015	10.9%	3,843,913	7.7%	1,651,240	2.3%	48,561,255	71.2%	14,548,859	18.5%	63,110,114	98.7%
68 Nanaimo-Ladysmith	17,519,412	40.3%	2,511,273	5.8%	2,511,273	5.8%	15,008,139	10.9%	3,843,913	7.7%	1,651,240	2.3%	16,659,379	71.2%	4,648,859	18.5%	21,308,238	98.7%
69 Okanagan	16,054,507	42.5%	2,388,263	6.3%	2,388,263	6.3%	13,666,244	10.9%	3,843,913	7.7%	1,651,240	2.3%	15,317,484	71.2%	4,648,859	18.5%	19,966,343	98.7%
70 Alberni	30,138,274	41.0%	3,534,237	6.8%	3,534,237	6.8%	26,604,037	10.9%	3,843,913	7.7%	1,651,240	2.3%	28,255,277	71.2%	7,168,859	18.5%	35,424,136	98.7%
72 Campbell River	21,208,459	40.8%	8,309,039	6.2%	8,309,039	6.2%	12,899,420	10.9%	3,843,913	7.7%	1,651,240	2.3%	14,550,660	71.2%	4,648,859	18.5%	19,199,519	98.7%
73 Nanaimo-Thompson	57,309,183	31.6%	1,145,974	6.5%	1,145,974	6.5%	56,163,209	10.9%	3,843,913	7.7%	1,651,240	2.3%	57,814,449	71.2%	14,548,859	18.5%	72,363,308	98.7%
74 Gold Trail	23,843,900	42.4%	3,017,000	5.2%	3,017,000	5.2%	20,826,900	10.9%	3,843,913	7.7%	1,651,240	2.3%	22,478,140	71.2%	5,683,859	18.5%	28,162,000	98.7%
75 Hazelton	5,365,783	31.6%	1,145,974	6.5%	1,145,974	6.5%	4,219,809	10.9%	3,843,913	7.7%	1,651,240	2.3%	5,365,783	71.2%	1,456,859	18.5%	6,822,642	98.7%
76 Fraser-Cascade	7,028,283	32.4%	1,036,356	5.6%	1,036,356	5.6%	6,000,000	10.9%	3,843,913	7.7%	1,651,240	2.3%	7,028,283	71.2%	1,883,859	18.5%	8,912,142	98.7%
78 Okanagan Valley	30,712,153	42.4%	4,027,838	6.0%	4,027,838	6.0%	26,684,315	10.9%	3,843,913	7.7%	1,651,240	2.3%	28,335,555	71.2%	7,168,859	18.5%	35,504,414	98.7%
81 Fort Nelson	3,275,443	34.4%	638,504	6.7%	638,504	6.7%	2,636,939	10.9%	3,843,913	7.7%	1,651,240	2.3%	3,275,443	71.2%	853,859	18.5%	4,129,302	98.7%
82 Coast Mountains	19,878,244	38.3%	3,115,627	6.2%	3,115,627	6.2%	16,762,617	10.9%	3,843,913	7.7%	1,651,240	2.3%	18,413,857	71.2%	4,648,859	18.5%	23,062,716	98.7%
83 N Okanagan-Shuswap	20,083,089	42.1%	3,782,840	6.3%	3,782,840	6.3%	16,300,249	10.9%	3,843,913	7.7%	1,651,240	2.3%	17,951,489	71.2%	4,648,859	18.5%	22,600,348	98.7%
85 Vancouver Island West	2,889,383	31.9%	878,748	10.7%	878,748	10.7%	2,010,635	10.9%	3,843,913	7.7%	1,651,240	2.3%	2,889,383	71.2%	750,859	18.5%	3,640,242	98.7%
86 Vancouver Island North	5,682,865	31.7%	1,301,218	8.0%	1,301,218	8.0%	4,381,647	10.9%	3,843,913	7.7%	1,651,240	2.3%	5,682,865	71.2%	1,456,859	18.5%	7,139,724	98.7%
90 Skeena	1,988,470	23.6%	443,640	7.7%	443,640	7.7%	1,544,830	10.9%	3,843,913	7.7%	1,651,240	2.3%	1,988,470	71.2%	511,859	18.5%	2,500,329	98.7%
91 Nanaimo Lakes	18,328,768	38.5%	2,783,637	5.2%	2,783,637	5.2%	15,545,131	10.9%	3,843,913	7.7%	1,651,240	2.3%	17,196,371	71.2%	4,648,859	18.5%	21,845,230	98.7%
92 Nanaimo	2,650,381	34.2%	604,467	7.2%	604,467	7.2%	2,045,914	10.9%	3,843,913	7.7%	1,651,240	2.3%	2,650,381	71.2%	686,859	18.5%	3,337,240</	

TABLE 5  
2016/17 ANNUAL BUDGETED OPERATING EXPENDITURES BY OBJECT

	Services	% of Grand Total	Student Trans-Portation	% of Grand Total	Professional Development & Training	% of Grand Total	Rentals & Leases	% of Grand Total	Fees	% of Grand Total	Insurance	% of Grand Total	Interest	% of Grand Total	Supplies	% of Grand Total	Utilities	% of Grand Total	Miscellaneous	% of Grand Total	Total Services & Supplies	% of Grand Total	Grand Total Expenditures
5 Southwest Kootenay	1,254,370	2.3%	20,500	0.1%	539,808	1.0%	70,000	0.1%	17,700	0.1%	137,319	0.3%	-	0.0%	3,007,002	5.5%	1,133,000	2.1%	-	0.0%	6,242,988	11.5%	54,400,928
6 Rocky Mountain	1,024,634	2.0%	380,083	1.0%	601,981	1.2%	4,800	0.0%	1,732	0.0%	141,299	0.4%	-	0.0%	1,721,869	4.0%	762,000	1.4%	-	0.0%	8,382,704	17.0%	30,280,241
8 Kootenay Lake	904,811	1.6%	30,000	0.1%	478,511	0.9%	158,307	0.3%	5,100	0.0%	2,036,967	3.7%	100	0.0%	3,036,967	7.1%	1,487,419	2.8%	-	0.0%	8,800,501	16.3%	51,165,921
10 Arrow Lakes	441,877	0.8%	4,000	0.0%	270,240	0.5%	700	0.0%	53,551	0.0%	11,115	0.0%	-	0.0%	486,460	0.9%	222,000	0.4%	-	0.0%	1,311,648	2.5%	7,872,114
19 Revelstoke	442,847	0.8%	100,100	0.3%	469,819	1.2%	69,000	0.2%	54,775	0.1%	371,800	0.4%	-	0.0%	450,407	0.9%	380,500	0.7%	-	0.0%	1,692,106	3.2%	10,618,768
20 Kootenay-Columbia	530,081	1.0%	10,100	0.0%	477,211	1.0%	105,638	0.2%	594,792	0.7%	528,000	0.9%	-	0.0%	2,580,194	4.7%	1,803,300	3.4%	-	0.0%	3,721,087	7.0%	35,321,500
22 Vernon	3,281,290	6.1%	19,500	0.0%	1,127,840	2.2%	21,270	0.0%	77,350	0.1%	302,620	0.6%	-	0.0%	1,923,680	4.3%	3,597,300	6.7%	-	0.0%	9,480,913	17.6%	79,823,005
27 Central Okanagan	3,622,541	6.8%	64,300	0.1%	578,340	1.1%	23,500	0.0%	52,085	0.0%	302,000	0.6%	-	0.0%	1,752,430	3.2%	2,223,000	4.2%	-	0.0%	7,053,810	13.3%	52,868,000
27 Cariboo-Chilcotin	430,495	0.8%	19,500	0.0%	352,053	0.7%	25,300	0.0%	180,648	0.3%	360,865	0.7%	-	0.0%	939,678	1.7%	2,223,000	4.2%	-	0.0%	3,703,029	7.0%	33,684,813
33 Chilliwack	4,397,137	8.3%	10,600	0.0%	798,732	1.6%	23,000	0.0%	1,062,215	0.6%	488,000	0.9%	-	0.0%	7,238,078	13.5%	2,810,000	5.3%	-	0.0%	17,426,837	32.8%	122,078,028
34 Abbotsford	3,029,225	5.7%	270,611	0.5%	1,338,172	2.6%	23,000	0.0%	1,062,215	0.6%	488,000	0.9%	-	0.0%	7,238,078	13.5%	2,810,000	5.3%	-	0.0%	17,426,837	32.8%	122,078,028
35 Langley	4,007,000	7.5%	107,874	0.2%	1,105,689	2.2%	23,000	0.0%	1,062,215	0.6%	488,000	0.9%	-	0.0%	7,238,078	13.5%	2,810,000	5.3%	-	0.0%	17,426,837	32.8%	122,078,028
37 Surrey	13,002,632	24.3%	4,553,615	8.7%	2,021,854	4.0%	603,000	0.1%	1,889,540	0.3%	357,451	0.7%	-	0.0%	23,422,157	43.4%	10,920,821	20.3%	-	0.0%	61,106,419	115.4%	441,881,967
38 Delta	3,087,598	5.8%	1,260,418	2.4%	1,087,564	2.2%	355,568	0.7%	170,065	0.1%	503,500	0.9%	-	0.0%	8,045,868	14.9%	1,778,500	3.3%	-	0.0%	18,182,273	33.9%	140,587,860
38 Richmond	5,025,938	9.4%	10,300	0.0%	801,203	1.6%	178,750	0.1%	118,600	0.0%	503,500	0.9%	-	0.0%	8,248,458	15.2%	3,243,068	6.1%	-	0.0%	18,182,273	33.9%	140,587,860
39 New Westminster	1,948,780	3.7%	37,000	0.0%	431,250	0.9%	188,500	0.4%	195,500	0.2%	121,000	0.2%	-	0.0%	2,878,810	5.3%	1,001,700	1.9%	-	0.0%	6,981,840	13.2%	64,252,987
40 New Vancouver	10,230,262	19.2%	680,080	1.3%	821,822	1.6%	172,288	0.1%	78,000	0.0%	488,782	0.9%	-	0.0%	7,488,303	13.9%	3,203,610	6.0%	-	0.0%	23,228,910	44.2%	204,508,680
41 Burnaby	7,578,814	14.2%	465,032	0.9%	630,678	1.3%	86,118	0.0%	142,608	0.0%	355,944	0.7%	-	0.0%	3,150,042	5.9%	2,488,672	4.6%	-	0.0%	12,281,141	23.1%	135,383,680
42 Maple Ridge-Pitt Meadows	7,711,782	14.5%	41,138	0.1%	1,514,950	3.0%	40,000	0.0%	1,503,702	0.9%	2,035,245	3.9%	-	0.0%	9,018,730	16.8%	5,483,579	10.3%	-	0.0%	27,788,454	52.0%	269,008,605
43 Coquitlam	7,711,782	14.5%	41,138	0.1%	1,514,950	3.0%	40,000	0.0%	1,503,702	0.9%	2,035,245	3.9%	-	0.0%	9,018,730	16.8%	5,483,579	10.3%	-	0.0%	27,788,454	52.0%	269,008,605
44 North Vancouver	3,700,820	6.9%	519,100	1.0%	627,000	1.3%	40,000	0.0%	58,100	0.0%	340,000	0.6%	-	0.0%	3,367,550	6.3%	2,933,551	5.5%	-	0.0%	15,171,453	28.4%	149,639,217
45 West Vancouver	670,890	1.3%	18,200	0.0%	124,343	0.3%	14,323	0.0%	325,191	0.5%	152,402	0.3%	-	0.0%	843,404	1.6%	873,250	1.6%	-	0.0%	8,269,033	15.4%	67,890,443
46 Sunshine Coast	1,414,235	2.7%	77,000	0.2%	297,724	0.6%	40,200	0.0%	187,500	0.3%	83,000	0.2%	-	0.0%	2,783,281	5.1%	973,250	1.8%	-	0.0%	5,321,698	10.0%	37,548,000
47 Powell River	1,027,976	1.9%	448,400	0.9%	297,724	0.6%	18,523	0.0%	187,500	0.3%	83,000	0.2%	-	0.0%	2,783,281	5.1%	973,250	1.8%	-	0.0%	5,321,698	10.0%	37,548,000
48 Sea To Sky	1,027,976	1.9%	448,400	0.9%	297,724	0.6%	18,523	0.0%	187,500	0.3%	83,000	0.2%	-	0.0%	2,783,281	5.1%	973,250	1.8%	-	0.0%	5,321,698	10.0%	37,548,000
49 Central Coast	257,462	0.5%	35,445	0.0%	329,386	0.7%	18,523	0.0%	187,500	0.3%	83,000	0.2%	-	0.0%	2,783,281	5.1%	973,250	1.8%	-	0.0%	5,321,698	10.0%	37,548,000
50 Haida Gwaii	384,000	0.7%	87,138	0.2%	329,386	0.7%	23,844	0.0%	187,500	0.3%	83,000	0.2%	-	0.0%	2,783,281	5.1%	973,250	1.8%	-	0.0%	5,321,698	10.0%	37,548,000
51 Thetford	507,195	1.0%	83,446	0.2%	289,223	0.6%	172,522	0.3%	68,100	0.0%	58,918	0.1%	-	0.0%	686,286	1.3%	394,442	0.7%	-	0.0%	3,238,598	6.1%	38,893,911
52 Prince Rupert	715,242	1.3%	93,446	0.2%	427,560	0.9%	172,522	0.3%	68,100	0.0%	58,918	0.1%	-	0.0%	686,286	1.3%	394,442	0.7%	-	0.0%	3,238,598	6.1%	38,893,911
53 Okanagan Similkameen	1,111,922	2.1%	30,302	0.0%	1,27,967	0.3%	10,000	0.0%	78,450	0.0%	82,485	0.2%	-	0.0%	1,238,879	2.3%	473,000	0.9%	-	0.0%	2,807,002	5.3%	24,801,180
54 Bulkley Valley	298,002	0.6%	1,000	0.0%	379,974	0.8%	40,200	0.0%	40,200	0.0%	86,000	0.2%	-	0.0%	1,123,193	2.1%	365,000	0.7%	-	0.0%	2,451,869	4.6%	21,652,210
57 Prince George	3,997,715	7.5%	4,476,167	8.5%	1,141,998	2.3%	384,700	0.8%	75,135	0.0%	327,750	0.6%	-	0.0%	6,053,170	11.4%	3,133,000	5.9%	-	0.0%	18,187,035	34.3%	129,254,935
58 Nicola-Similkameen	1,008,939	1.9%	181,480	0.4%	278,840	0.6%	17,000	0.0%	90,218	0.2%	82,832	0.2%	-	0.0%	1,123,193	2.1%	365,000	0.7%	-	0.0%	2,451,869	4.6%	21,652,210
59 Peace River South	1,953,271	3.7%	879,864	1.7%	891,430	1.8%	30,200	0.0%	42,345	0.0%	130,011	0.2%	-	0.0%	2,811,867	5.3%	1,145,000	2.2%	-	0.0%	7,298,434	13.8%	25,647,427
60 Peace River North	469,636	0.9%	254,289	0.5%	540,786	1.1%	84,188	0.0%	84,712	0.0%	230,818	0.4%	-	0.0%	4,389,329	8.2%	1,145,000	2.2%	-	0.0%	7,298,434	13.8%	25,647,427
61 Greater Victoria	4,318,837	8.2%	866,933	1.7%	540,786	1.1%	84,188	0.0%	84,712	0.0%	230,818	0.4%	-	0.0%	4,389,329	8.2%	1,145,000	2.2%	-	0.0%	7,298,434	13.8%	25,647,427
62 Sooke	4,887,785	9.2%	1,217	0.0%	708,311	1.4%	227,354	0.5%	303,873	0.6%	210,278	0.4%	-	0.0%	2,344,789	4.4%	1,884,404	3.5%	-	0.0%	17,257,649	32.6%	68,025,688
63 Saanich	3,780,089	7.1%	38,980	0.1%	1,275,100	2.5%	88,200	0.2%	48,088	0.0%	202,150	0.4%	-	0.0%	4,468,589	8.4%	1,884,404	3.5%	-	0.0%	17,257,649	32.6%	68,025,688
64 Gulf Islands	1,066,087	2.0%	82,750	0.2%	407,848	0.8%	6,000	0.0%	48,088	0.0%	64,291	0.1%	-	0.0%	674,605	1.3%	365,000	0.7%	-	0.0%	11,216,117	21.2%	94,775,100
65 Nanaimo	1,768,822	3.3%	342,000	0.7%	819,628	1.6%	18,338	0.0%	64,000	0.0%	164,000	0.3%	-	0.0%	5,335,910	10.0%	2,439,000	4.6%	-	0.0%	11,216,117	21.2%	94,775,100
66 Nanaimo-Saanich	2,721,864	5.1%	113,140	0.2%	224,153	0.4%	5,000	0.0%	48,088	0.0%	164,000	0.3%	-	0.0%	5,335,910	10.0%	2,439,000	4.6%	-	0.0%	11,216,117	21.2%	94,775,100
68 Qualicum	2,131,156	4.0%	354,151	0.7%	427,338	0.9%	18,338	0.0%	50,450	0.0%	330,750	0.6%	-	0.0%	1,800,702	3.4%	691,500	1.3%	-	0.0%	5,730,146	10.8%	54,386,633
70 Alberni	1,335,919	2.5%	1,080,915	2.0%	298,500	0.6%	80,004	0.2%	79,811	0.0%	163,780	0.3%	-	0.0%	3,084,547	5.7%	1,554,578	2.9%	-	0.0%	4,723,256	8.9%	48,686,102
71 Comox Valley	1,335,919	2.5%	1,080,915	2.0%	298,500	0.6%	80,004	0.2%	79,811	0.0%	163,780	0.3%	-	0.0%	3,084,547	5.7%	1,554,578	2.9%	-	0.0%	4,723,256	8.9%	48,686,102
72 Campbell River	2,664,122	5.0%	37,000	0.0%	1,271,842	2.5%	17,235	0.0%	52,381	0.1%	150,000	0.3%	-	0.0%	2,614,171	4.9%	1,773,002	3.3%	-	0.0%	11,011,144	20.9%	71,897,371
73 Kamloops/Thompson	633,413	1.2%	17,350	0.0%	527,017	1.1%	43,500	0.0%	84,100	0.0%	93,185	0.2%	-	0.0%	1,304,481	2.5%	486,500	0.9%	-	0.0%	6,307,254	12.0%	33,244,726
74 Gold Trail	1,448,009	2.7%	89,000	0.2%	1,271,842	2.5%	17,235	0.0%	52,381	0.1%	150,000	0.3%	-	0.0%	2,614,171	4.9%	1,773,002	3.3%	-	0.0%	11,011,144	20.9%	71,897,371
75 Mission	2,482,373	4.6%	17,350	0.0%	1,271,842	2.5%	17,235	0.0%	52,381	0.1%	150,000	0.3%	-	0.0%	2,614,171	4.9%	1,773,002	3.3%	-	0.0%	11,011,144	20.9%	71,897,371
76 Fraser-Cascade	201,699	0.4%	89,000	0.2%	1,271,842	2.5%	17,235	0.0%	52,381	0.1%	150,000	0.3%	-	0.0%	2,614,171	4.9%	1,773,002	3.3%	-	0.0%	11,011,144	20.9%	71,897,371
78 Cowichan Valley	2,482,373	4.6%	17,350	0.0%	1,271,842	2.5%	17,235	0.0%	52,381	0.1%	150,000	0.3%	-										



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

Policy 3500-3

FIELD TRIP APPLICATION

Please complete this application and forward to the Superintendent of Schools (a copy will be returned to you as confirmation)	
Sponsor Teacher: Calvin Westbrook	School: George M. Dawson Secondary
Name of Field Trip: Post Secondary Institution Tour	Dates of Field Trip: December 4 -9 th 2016
Number of Students Participating: 18	Number of Chaperones: 3
Names of Teachers Involved: Calvin Westbrook	

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

Names of Participating Students:	
See attached list	

Names of Chaperones:	
Calvin Westbrook	
Johanne Young	
Jessica Bell	

Accommodations:
Best Western Inner Harbour, Victoria; Best Western Uptown, Vancouver

Travel Plans: Travel into Vancouver by Air, ferry to Victoria
Visiting Camosun College, VIU, Royal BC Museum, Provincial Legislature,
Travelling to Vancouver to visit a number of different Post-Secondary Institutions
as described on itinerary below.




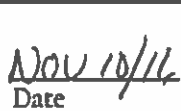

<b>Safety Precautions:</b>
Students are directed to the field trip policy and must adhere to procedures – travel in groups of minimum of two; hotel room curfew of 9:00pm nightly. Sit down breakfast and dinner discussion each day as a group.

<b>Communication Plan:</b>
Chaperones have cell phone communication available throughout the trip. Students will be required to check in when in groups at predetermined times if split.
Itineraries are reviewed each morning as a group and all participants are given copies.

Estimate of Expenses		Estimate of Income	
Transportation Costs	16252.21	Fundraising -	1000.00
Substitute Costs	900.00	Direct Cost- Students 200 ea	0
Accommodation	6267.50	School Funds	500.00
Food	3240.00	Gwaii Trust - 908 ea st.	19960.00
Other - parking etc.	200.00	Other-Youth Connection	5400.00
Estimated Total Cost:	26859.71	Estimated Total Income	26860.00

Itinerary for Each Day	
Date:	Itinerary:
December 4	Travel to Vancouver, pick up rental vehicles, ferry to Victoria for start
December 5	Camosun College Lansdowne, Legislature & Royal BC Museum.
December 6	UVIC, Vancouver Island University
December 7	Travel to Vancouver, Vancouver Community College
December 8/9	SFU 9am, UBC – Travel home on 8:30am flight.

<b>Additional Information:</b>

Approval or Confirmation	
_____ Superintendent of Schools	_____ Date

*Gudangaay Tlaats'ga Naay Secondary*

**Post Secondary Institution Tour - Departing Masset - Pacific Coastal - December 04 - 09t**

**PACIFIC COASTAL AIR – Masset to Vancouver – (return) Vancouver main terminal - Rental Pick up – National Car Rental,  
Take the ferry to Victoria**

**Hotel: Best Western Inner Harbour Victoria BC**

**Sunday, December 04, 2016**

- **Dinner on the Ferry - Arrive in Victoria around 9pm – check into hotel.**

**Monday, December 05, 2016**

**Continental Breakfast 7:45**

- **Camosun College Campus Tour 9:00**
- **Legislature Tour (Parliament Buildings) 1:30-2:45**
- **Royal BC Museum 3-5**

**Tuesday, April 5, 2016**

**Continental Breakfast 7:45**

- **UVIC 9:00 am – Drive to Nanaimo**
- **Vancouver Island University 2:00 pm**

**Wednesday, April 6, 2016**

**Travel to Vancouver**

- **Langara College - Larry Railton Manager, Services for Aboriginal Students**

**Thursday, April 7, 2016**

**Continental Breakfast 7:45**

- **Group 1: TBA**
- **Group 2: Capilano University**
- **SFU – both groups pm**

**Check in hotel –Best Western – Uptown hotel on Kingsway - 205 Kingsway Phone: (604) 267-2000**

**Friday, December 9, 2016 –Drop off students, return Vehicles at main terminal. PACIFIC COASTAL AIR – Vancouver to Masset**



November 22, 2016

Ref: 191775

To: All Board Chairs, Superintendents, Secretary Treasurer and All School Districts

Dear Colleagues:

As you know, in June of 2016, the Government announced the appointment of MLA Linda Larson as the Parliamentary Secretary for Rural Education. As part of her review of rural educational practices and rural education funding, Parliamentary Secretary Larson is tasked with creating a Rural Education Strategy by the end of the 2016/17 school year. Input from a range of stakeholder groups such as parents, the public, school district staff, Boards of Education, partner organizations, and local governments is an integral part of this strategy.

All feedback received will help shape the final report and the development of recommendations for the future. The main goal is to find long-term solutions for the unique challenges facing rural school districts while considering the important social, cultural, and economic roles that schools play for small communities.

I am pleased to announce that the consultation process for the rural education review has been officially launched. Details on the engagement process and ways to participate, including an online discussion forum, can be found at <http://engage.gov.bc.ca/ruraleducation/>.

In addition to encouraging your staff to participate in the online discussion forum –open until January 9, 2017 at 4:00pm, you are invited to participate in a short online survey at <https://interceptum.com/s/en/ruraleducation-nov2016> using the password \*6@31Rural.

On behalf of Linda Larson, Parliamentary Secretary for Rural Education, thank you for taking the time to participate in the conversation on rural education in British Columbia.

Sincerely,

George Farkas  
Assistant Deputy Minister



November 22, 2016

Ref: 191770

Dear Colleagues:

**Re: Shared Energy Manager Pilot – 2016-17 School Year**

In March 2016, the Service Delivery Project Steering Committee (SDPC) endorsed an [energy management business case](#), including a recommendation to pilot a shared energy management resource for school districts in underserved regions of the Province – Kootenay/Boundary, Thompson/Okanagan, and North Coast/Northern Interior. Your school district is located in one of these underserved regions.

A pilot project to implement a shared energy manager in a selection of underserved school districts has now been initiated. The energy manager role will be co-funded by the Ministry of Education and BC Hydro. The pilot will provide an opportunity to shape and identify, in a collaborative manner, the key attributes of a co-funded energy manager role for the underserved areas of the province. Additional pilot objectives, project activities and resourcing details are outlined in the attachment:

- **proposed project implementation activity and timeline – pages 3-4**
- **project team resourcing – page 4**
- **pilot school district resource expectations – page 4**

The Educational Facility Managers' Association (EFMA), BC Hydro and school districts interested in taking part in the pilot will be key supports to, and members of, an Energy Management Pilot Advisory Committee. The Ministry of Education's Service Delivery area will also be a member of the committee and provide project management support.

**If your school district is interested in taking part in the pilot project, and is able to commit the resources outlined on page 4 of the attachment, please contact Caroline Ponsford (contact information below) by December 2.** We expect the pilot will involve up to five school districts who meet key criteria for engagement. The shared energy manager will be hired to best support the geographic location and project priorities of these pilot school districts. The energy manager's time will be split amongst the school districts.

This pilot shared energy manager model is not intended to replace alternative options, but to complement them. School districts are welcome to continue utilizing independent energy managers and other models if this approach suits their needs best. The results of this pilot will help to inform us of the attributes of models that can be successful.

I would like to thank the Facilities Management Working Group who have collaborated on this opportunity and moved it to the stage where we are ready to implement pilots. If you have any questions, please contact Caroline Ponsford at [Caroline.Ponsford@gov.bc.ca](mailto:Caroline.Ponsford@gov.bc.ca) or 250-216-6347.

Thank you for your continued support of the Service Delivery Project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Abbott', written in a cursive style.

Kim Abbott  
Executive Director, Sector Resourcing  
and Service Delivery Branch

cc: Kelvin Stretch, President, British Columbia Association of School Business Officials (BCASBO)  
Teresa Rezansoff, President, British Columbia School Trustees Association (BCSTA)  
Sherry Elwood, President, British Columbia School Superintendents Association (BCSSA)  
Harold Schock, President, Educational Facility Managers Association (EMFA)

## **K-12 Sector Shared Energy Manager Pilot Project**

### **BACKGROUND AND PURPOSE**

The Service Delivery Project (SDP) is a collaborative initiative between the Ministry of Education, school districts and other partners to find efficiencies and build capacity through the shared coordination and delivery of services across the 60 school districts in British Columbia (BC). The key objectives of the SDP are to:

- ✓ Find efficiencies
- ✓ Build sector capacity
- ✓ Implement effective and economical solutions
- ✓ Achieve service consistency

Based on business cases developed for facilities management in collaboration with the Facilities Management Working Group (FMWG), the Service Delivery Project Steering (SDPC) endorsed the implementation of an energy management pilot. The pilot will provide a shared energy management resource to a selection of K-12 school districts in under-served interior and northern regions of the Province - Kootenay/Boundary, Thompson/Okanagan, and North Coast/Northern Interior. The business case specifically identified implementation of LED lighting projects as one area where there were easily quantifiable benefits in energy reduction and savings for school districts. However, the project will identify a number of energy management solutions, not exclusively LED lighting projects.

### **PROJECT OBJECTIVES**

The objective of the pilot project is to implement a shared energy manager in underserved regions of the province to realize operational efficiencies and savings while creating a sustainable framework of expertise to support and provide capacity to school districts.

The following are the primary objectives that the pilot project will achieve:

- Development of a “Centre of Energy Management Expertise” foundation model accessible by K-12 school districts in under-served regions of the Province.
- Provide assistance to school district facilities staff to define and develop a number of planned project implementations based on a strategic approach to energy management. Where appropriate, projects will focus on LED hallway, gymnasium and outdoor lighting projects where savings can be more easily quantified.
- Demonstrated efficiencies in overall energy consumption and operating costs – includes savings in both electricity (kWh) and natural gas (GJ), projects identified and/or completed.

### **PROPOSED IMPLEMENTATION ACTIVITY AND TIMELINE**

- Identify up to five voluntary school districts to participate in the pilot (Nov/Dec 2016)
- Hire energy manager and finalize pilot plan, develop success metrics/targets, and timelines for demonstrating benefits (Nov 2016 – Jan 2017)

- Form Energy Management Advisory Committee and hold kick-off meeting (Jan 2017)
- Engage with pilot school districts to conduct efficiency profiles, baseline benchmarks and develop an energy management strategic plan based on school district priorities (Jan – Apr 2017)
- Assist school districts to define and develop shelf ready project business cases and complete related rebate/incentive applications (Feb – Dec 2017)
- Develop and establish library of templates and training resources that can be accessed by school districts in the target regions to help them take a strategic approach to energy management (May-July 2017)
- Assist school districts with implementing shelf-ready projects (April – December 2017)

#### **PROJECT FUNDING & RESOURCING**

As a first step in resourcing this pilot, discussions took place amongst the Facilities Management Working Group (FMWG), Educational Facility Managers' Association (EFMA), BC Hydro and the Service Delivery team. The ministry and BC Hydro have agreed to co-fund a strategic shared energy manager role.

The shared energy manager will report to an Energy Management Pilot Advisory Committee comprised of representatives from the FMWG, EFMA, BC Hydro, up to five pilot school districts and the ministry's Service Delivery team. The energy manager will be hired through School District 23 (Central Okanagan) and report to the advisory committee. The shared energy manager will be hired to best support the geographic location and project priorities of the pilot school districts. The energy manager's time will be split amongst the pilot school districts.

In addition to the criteria below, school district three year electricity and natural gas usage from SmartTool data will also be used by the project team to help identify pilot school districts.

The co-funding is a one-year commitment and will be reviewed for subsequent years based on deliverables and demonstrated benefits to participating school districts. Expansion to additional school districts will be considered depending on the pilot results.

#### **SCHOOL DISTRICT RESOURCE COMMITMENT**

Volunteer school districts will need to provide funding for the cost of school district specific energy management projects. These operating or capital costs will be expected to be covered by school districts from existing funds (e.g. CNCP, School Enhancement Program, Annual Facility Grant). The budget required will depend on the projects identified by the school districts and rebates/incentives that are available.

In order to participate, school districts will also need to be able to commit time from their facility management staff to work with the shared energy manager resource and assist with collecting baseline information, reviewing project options and requirements, receiving training as needed, and validating project plans and any other required information.