



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

**2018 TRUSTEE PORTFOLIOS**

**Chairperson:**

**Vice Chairperson:**

<b>PORTFOLIO</b>	<b>TRUSTEE</b>
<b>EDUCATION</b>	
Cultural, District Sports	
Professional Development	
<b>ABORIGINAL EDUCATION</b>	
Haida Education Council, Local Education Agreement	
<b>FINANCE AND PERSONNEL</b>	
BC Public Schools Employers' Association (BCPSEA)	
Labour Management	
<b>COMMUNITY RELATIONS</b>	
BC Schools Trustees' Association (BCSTA)	
District Parent Advisory Council	
Community Relations Liaison	
Sexual Orientation	



## ***School District 50 (Haida Gwaii) Haida Language and Culture Staff Development Bursary***

School District 50 is honoured to call Haida Gwaii home. We benefit from our close relationship to its culture, and its history.

The Board of Education puts Haida Language and Culture at the heart of what we do in the district. We have a responsibility to build capacity that respects the importance of Haida Language and Culture in our schools. It is imperative that we respond authentically to the Truth and Reconciliation Calls to Action.

It is in achieving this purpose that the District has set aside \$100,000 to assist staff who wish to pursue education that build their skills in the area of Haida Language and Culture.

This bursary is open to any staff member of School District 50 in any position ***regardless*** of whether or not the employee is employed full or part time, or on a continuing contract.

Staff members wishing to be supported through this fund are encouraged to complete the attached application. Staff who are already enrolled in a relevant program of study may also apply to the district for support.

Applications will be regularly reviewed by a committee of the following 5 persons:

- SD 50 Chair
- SD 50 Trustee
- District Principal of Aboriginal Education,
- An Elder from Old Massett Band
- An Elder from Skidegate Band

The committee will review applications at least monthly.

**NOTE:** This funding is not intended to replace professional development funds already provided through the HGTA and District. The use of Professional Development funds for a particular

program does not limit any staff member's ability to receive funding from the SD 50 Haida Language and Culture Staff Development Fund.

**Eligibility Criteria:**

The committee will consider all requests for funding where:

- The program/course of study leads to certification directly related to Haida Language and Culture
- Funding is intended to support expenses such as tuition, living and travel expenses, the purchase of materials, practicum expenses, child care.
- The program or course is of a continuing nature, and
- Will clearly assist in the development of skills that will enhance the presence of Haida Language and/or Culture in the district.

Applications, along with a letter of support from the employee's immediate supervisor are to be submitted electronically to the selection committee to:

Colleen Bradley, Confidential Administrative Assistant

AND

Cc'd to Joanne Yovanovich, District Principal of Aboriginal Education



**SCHOOL DISTRICT 50  
HAIDA LANGUAGE AND CULTURE STAFF BURSARY**

**APPLICATION FORM**

*Please complete this application form and submit it to Colleen Bradley, Confidential Administrative Assistant at [cbradley@sd50.bc.ca](mailto:cbradley@sd50.bc.ca) with a copy to Joanne Yovanovich, District Principal of Aboriginal Education at [jyovanovich@sd50.bc.ca](mailto:jyovanovich@sd50.bc.ca)*

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

School(s): \_\_\_\_\_

Position(s): \_\_\_\_\_

Program/Course of Study: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Length of Program/Course of Study: \_\_\_\_\_

Program/Course of Study Dates: \_\_\_\_\_

Credentials obtained upon completion: \_\_\_\_\_

Anticipated costs of your program (please list actual or estimated specific costs (e.g. Tuition, registration, travel):

---

---

---

Please provide a description and length of the program:

---

---

---

---

Please describe how this course of study/credential will improve your Haida Language and Culture skills:

---

---

---

---

---

---

How will this increase in skill be used in the district?

---

---

---

---

---

---

Are you receiving funding from any other source to support the cost of your program? If so, how much are you receiving and from what source?

---

---

---

Are you willing to submit official proof of completion of your course/program to the district?

Yes \_\_\_\_\_ No \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

***For internal use only:***

Application Review Date: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

Amount approved: \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_

Comments:

---

---

---

---

---



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

### **Policy E.13 Whistleblower Protection**

**Recommended: September 2018**

#### **Preamble**

The Board of Education is committed to the highest standards of openness, honesty and accountability. Employees are often the first to realize that there may be something seriously wrong within the district. The Board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper activity by district officers or employees.

#### **Policy**

The Board is strongly committed to upholding ethical standards in the school district. All employees, and others performing work on behalf of the district, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board policies that apply to their work activities in addition to demonstrating ethical behaviour in all their decisions and interactions.

The Board expects employees, and others that the Board deals with, who have serious concerns about any aspect of the district's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns.

#### **1. Authority**

- 1.1. The responsibility for the day to day administration and enforcement of this policy rests with the Superintendent of Schools and the Secretary Treasurer as authorized by the Board of Education.
- 1.2. The provisions of this policy are independent of, and supplemental to, the provisions of collective agreements between the district and its unions relative to grievance procedures, and to any other terms and conditions of employment.

#### **2. Definitions for the Purpose of this Regulation**

- a) "Board" – is the Board of Education of School District No. 50 (Haida Gwaii).
- b) "Employee" – applies to all trustees, officers, directors and employees of the district as well as to all other stakeholders having an interest in the District including suppliers, consultants and contractors.
- c) "Good Faith" – is evident when a report is made without malice or consideration of personal benefit and the employee has a reasonable basis to believe that the report is true.



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

d) "Reportable Activity" – is any unlawful, illegal or inappropriate behaviour and can include:

- An unlawful act, whether civil or criminal
- Questionable accounting practices
- Falsifying district records
- Theft of cash, goods, services or time
- A dangerous practice likely to cause physical harm or damage to property
- Abuse of power or authority
- Retaliation for reporting under this policy

### 3. Duty to Disclose

- 3.1 The Board expects that an employee who is aware of any improper activity or wrongdoing will bring the matter to the attention of the Board and give the district a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances

### 4. Protection of Employee and Employer

#### 4.1 Employee

- a) Any employee who files a report or raises a concern under this policy will be protected if the employee:
- i. Provides the information in good faith;
  - ii. Believes it to be substantially true;
  - iii. Does not act maliciously or make false allegations; and
  - iv. Does not seek any personal or financial gain.
- b) All reports under this policy will be handled with strict confidentiality and personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation.

#### 4.2 Employer

Nothing in this policy shall be deemed to diminish or impair the rights of the district to manage its employees under a policy or collective agreement, or to prohibit any personnel action which otherwise would have been taken regardless of the reporting information.





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

### 5. Reporting a Complaint

- 5.1 Employees and stakeholders may submit a complaint about any Reportable Activity to the Superintendent or Secretary Treasurer at the School District Administration Office, in writing via email or by written letter form submitted in confidence to either the Superintendent or Secretary Treasurer.
- 5.2 It is important for employees or stakeholders making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information, when submitting a complaint.

### 6. Investigation

- 6.1 Upon receiving a complaint, the Superintendent or Secretary Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a Reportable Activity under this policy.
- 6.2 If the Superintendent or Secretary Treasurer determines that the complaint is a legitimate Reportable Activity, they will open a file and commence an investigation.
- 6.3 The investigation generally will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent retaliation against anyone making a good faith report or participating in an investigation.
- 6.4
  - a) The Superintendent or Secretary Treasurer may enlist senior management and/or outside legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
  - b) The Superintendent or Secretary Treasurer will enlist the appropriate outside legal, accounting or other advisor to conduct any investigation, when investigating senior management (including principals). All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
- 6.5 It is the obligation of all employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the Board's policies.



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

- 6.6 If an investigation establishes that an employee has engaged in improper activity or reportable activity, the Board will take immediate and appropriate corrective action.

**7. Annual Report**

- 7.1 The Superintendent shall submit to the Board, in a closed meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year.

DRAFT



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

### Policy D. 14 Physical Restraint and Seclusion in School Settings

Recommended: November 2018

#### Preamble

The Board of Education believes that behaviour interventions for students must promote the rights of all students to be treated with dignity. Behaviour interventions for all students must emphasize prevention and positive behaviour supports, and every effort must be made to employ preventative actions that preclude the need for the use of physical restraint or seclusion.

#### Policy

Student access to an effective educational program is a basic right of each student in School District No. 50 (Haida Gwaii). Positive and least restrictive approaches in the provision of student supports are considered best practice. Respect for student rights, maintaining student dignity and the safety of all involved is paramount. The overarching goal of learning environment design is the creative use of space to facilitate and support positive student learning experiences – rather than punitive, disciplinary ones.

The purpose of these provisions is to promote a response that protects both the individual and others' safety and well-being.

#### 1. Definitions

a) "Behaviour" – the actions by which an individual adjusts to their environment. It is commonly understood that behaviour is communication. It is the impact of the behaviour that dictates whether the behaviour is negative or positive.

b) "Physical Restraint" – is a method of restricting another person's freedom of movement or mobility in order to secure and maintain the safety of the person or the safety of others. The provision of a 'physical' escort, i.e. temporary touching or holding of a student's hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safe location, does not constitute physical restraint. Neither is the provision of physical guidance or prompting of a student when teaching a skill, redirecting attention, or providing comfort.

c) "Seclusion" – is the involuntary confinement of a person, alone in a room, enclosure, or space which the person is physically prevented from leaving. Behaviour strategies, such as 'time out', used for social reinforcement as part of a behaviour plan, are not considered 'seclusion'. Neither is it considered seclusion where a student has personally requested to be in a different/secluded location or space.

d) "Time-out" – is the removal of a child from an apparently reinforcing setting to a presumably non-reinforcing setting for a specified and limited period of time.



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

### 2. Regulations

- 2.1 Staff who work directly with a student in situations where there is a potential for imminent danger of serious physical harm to the student or others must be familiar with the *Provincial Guidelines – Physical Restraint and Seclusion in School Settings, B.C. Ministry of Education June 3, 2015*.
- 2.2 Physical restraint or seclusion is used *only* in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in ending imminent danger of serious harm.
- 2.3 Schools will have access to individuals, preferably staff members, who are trained in positive behaviour intervention supports, conflict and crisis de-escalation, and non-violent crisis intervention techniques.
- 2.4 All staff working directly with a student where there is a potential for imminent danger of serious physical harm to self or others will be provided the opportunity to participate in Crisis Prevention Intervention training regarding the use of physical restraint and seclusion.
- 2.5 The Superintendent of Schools will review the physical restraint and seclusion policy annually to ensure alignment with current research/practice.

### 3. Administrative Procedures

- 3.1 Restraint and seclusion procedures are emergency, not treatment, procedures. Neither restraint nor seclusion are used as a punishment, discipline, or to force compliance.
  - 3.1.1 Physical restraint or seclusion can never be conducted in a manner that could, in any way, cause harm to a student, i.e. never restricts the breathing of a student; never places a student in a prone position (i.e. facing down on their stomach) or supine position (i.e. on their back, face up); never employs the use of mechanical devices.
  - 3.1.2 Any student placed in seclusion must be continuously visually observed by an adult who is physically present throughout the period of seclusion.
- 3.2 School personnel will make every effort to structure learning environments and provide learning supports that make physical restraint and seclusion unnecessary.
- 3.3 Restraint or seclusion is discontinued once imminent danger or serious physical harm to others has dissipated.



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

- 3.4 To inform the development of safety plans, educational assessments, including functional behaviour assessments, are provided for all students whose pattern of behaviour impedes their learning or the learning of others.
- 3.5 Positive educational/behaviour interventions and mental health supports will routinely be provided for all students who require them, and they will be provided in a safe and least-restrictive environment.
- 3.6 The safety plan:
  - 3.6.1 Addresses the underlying cause or purpose of potentially harmful behaviour.
  - 3.6.2 Incorporates a description of specific behaviours, triggers and indicators, positive behaviour interventions, and includes strategies that will help students learn to de-escalate their behaviour.
  - 3.6.3 Is developed in cooperation with the parent/guardian(s) and, where appropriate, the student.
  - 3.6.4 Is attached to the student's IEP, reviewed regularly, and, at least, annually.
- 3.7 Every instance where physical restraint or seclusion of a student occurs the case manager and classroom teacher(s) together with other members of the team (i.e. Ministry of Children and Family Development, Psychologists, Psychiatrists, Pediatricians), parent/guardian(s) and student (as appropriate) will investigate the underlying causes of the behavioural incidents (i.e. Functional Behaviour Assessment, analysis, interview); develop an appropriate plan of intervention (i.e. Individual Education Plan, Positive Behaviour Support Plan, Safety Plan); and monitor the plan of the intervention on an ongoing basis and revise as necessary.
- 3.8 Every instance where physical restraint or seclusion of a student occurs must be documented and a report provided to the parent/guardian(s), and submitted to the Principal or designate and the Superintendent of Schools as soon as possible after an incident/always prior to the end of the school day on which the incident has occurred – see Appendix A.
- 3.9 Safety plans must be reviewed and revised in the following situations:
  - 3.9.1 Repeated use of physical restraint and/or seclusion for a particular student.
  - 3.9.2 Multiple uses of physical restraint and/or seclusion within the same classroom.
  - 3.9.3 Repeated use of physical restraint and/or seclusion by an individual.



**Restraint or Seclusion is an emergency procedure to be employed only when there is an imminent danger to self or others.** In the event of restraint/seclusion procedures being implemented, the Principal, the student's parent/guardian(s) must be informed and the following form completed. The Superintendent of Schools must be informed no later than end of day.

**SAFETY PHYSICAL RESTRAINT / or SECLUSION INCIDENT REPORT**

Student Name:		Grade:	Designation (if applicable)
Teacher:	School:	Date:	
Nature of restraint/seclusion (describe exactly what procedure was used):			
Time procedure began:		Time procedure ended:	
Staff person initiating restraint/seclusion:			
Others present/involved:			
Describe the behaviour that led to the emergency use of restraint/seclusion, including time, location, activity and other contributing factors:			
<p>Was there:</p> <p><input type="checkbox"/> Imminent serious physical harm to themselves</p> <p><input type="checkbox"/> Imminent serious physical harm to others</p> <p><input type="checkbox"/> Imminent serious physical harm to themselves and others</p>			
Procedures used to attempt to de-escalate the student prior to using restraint/seclusion:			
Follow up with student after the restraint/seclusion:			
Was a debriefing held or is a debriefing scheduled which includes school personnel and parents (and student, if appropriate) and which will include reviewing incident and existing plans and revising them, if necessary?			
If yes, date of meeting:			
When and how was the parent/guardian notified:		Name of Principal completing form:	
By whom:			

# SCHOOL DISTRICT NO. 50 (HAIDA GWAI)

## COMMUNICATION PROTOCOL

### Steps to Resolving Conflict:

The following guidelines have been developed to support respectful communication when concerns arise. It is expected that every attempt will be made to resolve concerns at the school level; or level closest to the concern.

If at any time, you need advice you can seek assistance/support in this process from:

- School Staff
- School District Office Staff
- School Parent Advisory Council Chairperson
- Haida Gwaii District Parent Advisory Council (DPAC)
- Trustees
- Website – [www.sd50.bc.ca](http://www.sd50.bc.ca)

### Finding a resolution: Identify the Concern

#### Try to resolve the concern:

- Begin at the school level between the concerned parties.

#### To help you do this:

- Focus on the student's needs.
- Define the real issue: What is needed and wanted?
- Make an appointment to see the person with whom you have a concern. Set a mutually satisfactory date and time.

- Prepare for the meeting – make notes, plan.

- Bring a support person if you desire (inform the person with whom you are meeting).

- Respectfully, address your concern.
- Together, explore possible options and select the best solution.

### Make a plan for resolution and success:

- Set up an action plan with times, dates and follow-up.

### Seek Assistance

- If the issue is not resolved, or an action plan is not successful, seek assistance from the Principal after informing the other party of your intent to do so.
- If the issue concerns the Principal and you have not had success through the initial portion of this process, complete the Resolution Request Form and forward to the Superintendent of Schools.

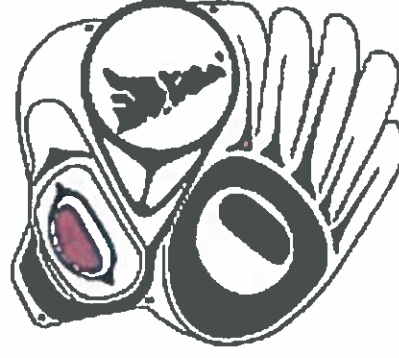
If the issue remains unresolved after accessing assistance or support from the Superintendent, contact the Board of Education using the Appeal Procedure.

### General Information

All concerns should be addressed. If you feel that you cannot approach the individual involved, please contact your school principal for assistance.

If you require more information please contact the School District Administration Office at 250-559-8471. The Haida Gwaii School District believes that this Communications Protocol will aid in a respectful and mutually satisfying resolution to problems and concerns.

The Board of Education is committed to improving communications in the District. This is an on-going process and from time to time the established protocol procedures are reviewed. Your comments are welcomed.





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

## RESOLUTION REQUEST FORM

This form is to be completed once all other steps of the Communication Protocol have been exhausted. The person who experienced the problem should normally fill in this form. If you are making a request on behalf of someone else please fill in Section B also. Please note that before taking forward the request we will need to be satisfied that you have the authority to act on behalf of the person concerned.

### A. Your details

Last Name:	First Name:
Daytime Telephone:	Mobile:
Mailing Address:	
Email Address:	
How would you prefer us to contact you?	

### B. If you are making a request on behalf of someone else, what are their details?

Their name in full:
Mailing Address:
What is your relationship to them?
Why are you making a complaint on their behalf?

### C. About your concern

Name the school or department you are concerned about:
What do you think they did wrong or did not do?
Describe how you have been affected.



When did you first become aware of the issue?

If it is more than three months since you first became aware of the issue, please give the reason why you have not addressed it before.

What do you think should be done to put matters right?

Have you already addressed your concern with a member of staff? If so, please give brief details about how and when you did so.

Signature:

Date:

Please send this form and any documents to support your concern in confidence to the Superintendent of Schools at the district administration office.

**OFFICIAL DISTRICT USE**

Date acknowledgment sent:

By whom:

Concern referred to:

Date:

## Roeland Denooij

SD 50 Board Chair  
PO Box 99  
Tlell, BC, V0T 1Y0  
email: [rdenooij@sd50.bc.ca](mailto:rdenooij@sd50.bc.ca)  
cel: 250-637-1888

November 21, 2018

To District 50 staff, students, and public,

I'd like to extend my thank-you to all who came out and voted in the trustee elections. It was exciting to see so much engagement from the public. Those who were voted in, and those who were acclaimed, are all looking forward to working for the district.

Your representatives are excited to get started but first have much to learn. We will be attending SD 50 Trustee Orientation Nov 24th and 25th, and will be attending the Trustee Academy in Vancouver the following week.

In order to get to know some of the needs of the district, I visited ALM, and attended PAC meetings at SNES and GKNS. I also met with senior staff, including interim Superintendent Joanne Yovanovich. I look forward to visiting more of our schools in the near future.

I am looking forward to the future for SD 50 and exciting developments in the unique education that is possible on Haida Gwaii.

Please feel to contact me or any of the trustees to communicate any concerns or needs as they arise.

Sincerely yours,

Roeland Denooij

SD 50 Board Chair



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

---

**INFORMATION SHEET**

**TO:** The Board of Education  
**FROM:** Shelley Sansome, Secretary Treasurer  
**DATE:** November 21, 2018  
**SUBJECT:** Secretary Treasurer Report

---

Since the October 30, 2018 board meeting I've been involved with the following items:

- Participated in Trustee swearing-in ceremonies. I wish each Trustee every success possible;
- Organizing Trustee orientation sessions to take place November 24<sup>th</sup> and 25<sup>th</sup> to review district student learning initiatives, governance, strategic planning, financial literacy, introduction to audit committees, risk management, and internal controls;
- Preparing for collective bargaining with both the Haida Gwaii Teachers Association (HGTA) and CUPE Local 2020, I look forward to having discussions with union representatives to improve employee engagement and support student learning;
- I attended the BC Public Schools Employers' Association (BCPSEA) Labour Relations conference where we received legal updates and discussed bargaining mandates and strategies.
- I attended the Indigenous Education Provincial Gathering to review the BC Tripartite Education Agreement (BCTEA) to discuss Local Education Agreements (LEA), Transportation and First Nations Educational Outcome Improvement Teams. First Nations Band Councils are able to opt for the provincial LEA template anytime; however, LEAs must be in place by June 2019. Districts will be required to develop a transportation plan for each First Nations; templates will be forthcoming from the ministry for both the LEA and transportation plan. Transportation items for our district to consider are opportunities to increase participation in extracurricular activities, walk limits, supervision, and funding criteria.
- I submitted the CommunityLINKs report to the Ministry. We receive \$107,951 per annum from the Ministry to augment Education Assistant hours and Food Coordinator positions.
- I attended the BC Association for School Business Officials (BCASBO) conference with presentations from various Ministry of Education (MoE) departments. A few points of interest:
  - BC spent more fighting fires this past summer than MoE's annual capital budget;
  - 46% Trustee turnover in the province;

- Funding Model Recommendations report has been prepared for the Minister's consideration, further information will be available prior to winter break. Areas of focus for MoE include equity on allocations, how the funds are being used, course offerings, specialist teachers, geography, and possible three-year operating grant allocations. The Ministry's focus with this review is to ensure equitable opportunities for all students in the province.
- Gartner Research Company is available to support districts to develop an IT strategy with all costs covered by MoE;
- MoE has created a Student Transcript Service accessible via:  
<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>
- MyEd (student information system) functionalities are underutilized in most districts. MoE plans to move away from current data collection model and extract data directly from MyEd;
- MoE is working with BC Services Card to provide each child with a Personal Education Number (PEN) at time of birth;
- Accountability review: possible changes to special needs designations and reporting, link budgets to strategic plans, shift to outcomes focus, need for capacity building.
- Trustee orientation: roles and responsibilities, policies, media, school visits, board meeting structure, strategic plan vs operational plans.
- Other confidential matters.

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

**ACTION SHEET**

**TO:** Haida Gwaii Board of Education  
**DATE:** November 20, 2018  
**SUBJECT:** Maintenance & Transportation Report  
**FROM:** Lao Peerless, Maintenance and Transportation Supervisor

---

**Gidgalang Kuuyas Naay Secondary**

- Various work orders
- Allocation planning for funds provided by the Industry Training Association
- Working closely with Mr Bradley regarding the Northern Development Initiative Trust funding
- Replacing old florescent lighting with new LED lighting.

**Sk'aadgaa Naay Elementary**

- Various work order
- Replacing old florescent lighting with new LED lighting.

**Agnes L Mathers Elementary Jr Secondary**

- Various work orders
- Worked with Vancouver Island Regional Library regarding our upcoming partnership with them building a new library on our property. Oversaw Geotechnical and Groundwater test drilling for VIRL.
- ALM staff have raised concerns about an inconsistent smell in the building starting soon after the opening of the new school. To date, heating and plumbing engineers have conducted a multitude of tests which have resulted in negative findings. The septic engineer examined the system and found a problem which was rectified immediately. We thought we had traced the source of the smell to that issue but then it reappeared. The general managers of the new school construction project were still on site and we spent countless hours trying to trace the smell. We thought we found the source again, the self-priming P traps were not working which allowed a smell to get into the crawl space and then into the building. We fixed that issue. I am now in the process to completely rework the way the air exchange flows into the crawlspace and hallway. I

have hired a heating and mechanical engineering firm to balance the airflow and re-vent the crawlspace. This work will be commencing shortly.

- The wall between the library and the Northern Health Clinic is not properly sound proofed. We have come up with a plan to rectify this issue and will be working closely with Northern Health. Estimated completion is after Christmas break.

### **Port Clements Elementary**

- Various work orders

### **Tahayghen Elementary**

- Various work orders

### **Gudangaay Tlaats'gaa Naay Secondary**

- Classroom renovations
- Various work orders
- Replacing old florescent lighting with new LED lighting.
- Managing the School Enhancement Program Retaining Wall project. The Ministry of Education allocated funds to rebuild the retaining wall in front of Gudangaay Tlaats'gaa Naay. In order to start the project we had to have a full archaeological study done on all the surrounding areas of our property to ensure that we weren't digging in culturally sensitive areas. That work was completed in August. The archaeologists were required to be on site while the removal of the retaining wall was being completed because of some findings and also because of the location we were excavating. To date all the excavation work has been done, all the materials to build a decorative concrete retaining wall are on site and we will start the installation process starting November 26. While I had the archaeologist and assistants on site I organized with the Principal of Gudangaay Tlaats'gaa Naay to have some classes come to the site to get a presentation on what archaeology is all about. We are planning for classes from Tahayghen to also receive a presentation with the archaeologists.
- Ordered 24 full light fir doors for all classrooms. These will get installed over spring break with upgraded hardware that meets all current building and fire codes.
- We have been working on a complete renovation of the science lab, all new cabinets, counters, wall board and lighting. This should be completed by Christmas.
- The Ministry of Education also allocated funds to completely re-clad and partially insulate the entirety of Gudangaay Tlaats'gaa Naay. The Tender has been awarded to Pacific Ropes Contracting and they will commence work at the beginning of December with an estimated time of completion of February 28<sup>th</sup>. We started the design phase with our architects, Craven Houston Powers in April. We took the preliminary design to staff meetings at Tahayghen and Gudangaay Tlaats'gaa Naay for any feedback. The input we received from those consultations resulted in a few minor changes to the design. The cladding will be a bright and bold new look for Gudangaay Tlaats'gaa Naay, the retaining wall style was picked to compliment the new cladding. We also had a seismic inspection done for Gudangaay Tlaats'gaa Naay that was part of the new seismic code that was just brought in last year. The lower wings were rated high risk so with

this re-cladding project it was decided to do some seismic upgrades to those areas of the building, resulting in a more seismically stable structure.

- We have been having issues with the boiler system at Gudangaay Tlaats'gaa Naay. In order to resolve these issues we have to wire the boilers into our computer system to remotely access them which will enable us to control the heat flow more efficiently. Estimated time to completion is the end of January.

### **Maintenance & Transportation Supervisor**

- Managed decisions for ALM regarding an inconsistent unpleasant smell
- Worked closely with various contractors to ensure work complies with building codes and is completed in a timely fashion
- Supervised all custodial, maintenance and transportation staff
- Developing long-term strategies to improve student transportation services island-wide
- Attended various meetings with Principals, CUPE, Board meetings and various management concerning a multitude of subjects
- Monitored various maintenance contracts
- Worked with the Safety Authority for propane and boiler inspections at all sites
- Addressed all site safety concerns
- Communicated with the Ministry about upcoming and ongoing projects
- Organized upcoming School Enhancement Projects
- Met with various PACs to discuss cameras on buses
- Met with Tahayghen PAC for consultation on a new playground
- Managed Annual Facilities Grant projects
- Hiring of custodial and transportation staff
- Maintenance has closed 90 work orders in the last 30 days

## **PRINCIPAL REPORTS – November 2018**

### **Gudangaay Tlaats'gaa Naay Secondary Principal: Ian Keir**

- First term report cards completed and mailed home to parents/guardians.
- Completed our first Cultural Outdoor Alternate Studies (COAST) Day on November 9. Students selected and participated in: skateboarding; kayaking; hunting; bike and hike; beach walk; coding and virtual reality; website development; weaving; and women's self-defence. We have a group of students working with Patrick Shannon on COAST Days and after-school workshops to complete a short series of films with the goal of producing a Haida Degrassi type of show.
- Received \$1000 from the Masset-Haida Lions to support our lunch and snack programs.
- Attended Remembrance Day ceremonies at Tahayghen Elementary.
- Girls Volleyball attended Zones Tournament in Smithers.
- Wrestling and basketball (both boys' and girls') continue to practice and fundraise.
- All students participated in a Sexual Well-Being workshop that was sponsored by YouthCo.
- Students in Socials 11 and BCFN 12 worked with Heather Kendall who is the lead archaeologist on the work being done in front of our school. Students examined artifacts and learned about the work of an archaeologist.
- Christina Sharun from the Canadian Coast Guard made several presentations to GTN students. Christina's presentation focused on the Coast Guard as a career avenue for students.

### **Tahayghen Elementary Principal: Verena Gibbs**

District Portfolios: Health and Safety, Safe Schools, SOGI, Farm to School, HEC

We are into the full swing of the school year.



We currently have two full time classroom teachers, two part time teachers, one part time Haida Language teacher (who works with one support staff/elder), a part time Student Support Teacher, a part time Special Education Resource Teacher, First Nations Resource Worker, four Education Assistants, and one administrative assistant. Our current enrolment is 64 students.

Our whole school initiatives are learning weekly signs (American Sign Language), shared drumming and singing, thanks/haw'aas, mindfulness practices (such as square breathing) and special guests during our daily morning assemblies. This practice has created a strong sense of community and is an opportunity for all staff and students to connect each day.

I am working on grant opportunities with Midori Campos to provide a Wellness Series for families. We hope to start these in the new year pending funds. I am also hoping to connect with OMVC about possibilities to connect families in Old Massett to our StrongStart Program. I believe that any and all support for our under 5 children is one of our best ways to support a strong foundation in their development.

Tahayghen hosted a Remembrance Day Assembly for GTN students and staff, families and community members on November 9<sup>th</sup>, 2018. The students did an incredible job hosting the event. They were well prepared, confident and took great pride in their work.

Due to great support from parents, our school has been providing a free salad bar every Thursday at lunch. Students help in preparing the fruits and vegetables and making dips. It has been a powerful way to connect kids with healthy food choices.

**Sk'aadGaa Naay Elementary**  
**Principal: Leighann Rodger**

Dear Trustees,

We have been enjoying the fall weather at Sk'aadgaa Naay and have been preparing for December. The past month has seen us involved in a variety of events. On October 31, we celebrated Halloween with a costume parade and classroom parties. Many of our staff attended the November 1 Ministry Day in Port Clements. Our grade fives have continued to take part in outdoor education opportunities in partnership with Mount Moresby Adventure Camp. They will have a total of three outings in November. Our grade three class went out to pick cranberries in Tlell and our kindergarten/grade 1 class has been on two field trips- one to the police station in Queen Charlotte and one to the firehall in Skidegate. We will be hosting the elementary floor hockey play day for students in grades 4-7. As well, we have been making use of the ConnectedNorth system for a variety of presentations that have included the scientific process, butterflies, polar bears, and chemical reactions. We will be starting preparations for our Winter Concert next month and are looking forward to a lot of fun events coming up during the holiday season.

**GidGalang Kuuyas Naay Secondary**  
**Principal: Deavlan Bradley**

- We held our Remembrance Day Ceremony on November 9. We had visitors from Canadian Forces who presented on the history of the poppy as a symbol. We sang the Canadian national anthem. We also had Erica Ryan, James McGuire and Graham Richard working with a large group of students in preparation for the ceremony. Students sang the Haida national anthem after these rehearsals. Grade 8 students, and members of Student Council walked with me to the cemetery to locate and leave poppies on the resting sites of some identified veterans. Here is Greta leaving a poppy on the marker of her great grandfather.



- On November 14<sup>th</sup>, students in grade 10 and 11 wrote the Graduation Literacy Assessment Field Test. This assessment will be mandatory next year and will replace the system of Provincial exams currently being used. The Graduation Numeracy Assessment is mandatory as of this year and we will have some students writing in January. However, the Literacy Field Test is just an opportunity to expose students to the experience and to provide some feedback to the Ministry as they prepare to launch the Assessment next year.
- We had visits from [Youthco](#) all day November 15<sup>th</sup> and 16<sup>th</sup>. They presented to students about sexual well-being and about decolonizing health. All grades received two workshops from the guest presenters.
- On Friday November 16<sup>th</sup>, 10 Haida students went with Robert Vogstad to Slate Chuck to visit and to explore the argillite quarry. Robert has been working with many students

on carving argillite. We received delivery of a temporary shelter we paid for through the innovative projects grant. Robert plans to use the shelter as a carving shed to keep students out of the elements while carving. Haawa to the Board for approving this trip. It went off without incident and students had a valuable experience.

- Breakfast Program continues to be well used. We are thinking about how to track the number of users per day as a means of measuring trends in student use.
- The health clinics have started up and continue to be available to our students. There is a doctor that comes to the school once a month and a public health nurse comes in on a different date. It is nice that this clinic has become routine, and that there does not seem to be much stigma attached to making an appointment at the office.
- Journalism Club has been up and running since last month. They have produced two issues of *Readers' Break*. I will share some copies with the District Board office.
- We look forward to a visit from Robert Nathan and some students from Maori territory. Robert is travelling with a girls' basketball team and will be spending time in our school on December 3 to mingle with kids and give a short cultural performance.

**TRUSTEE EXPENDITURE REPORT  
AS OF October 31, 2018**

		October	Year-To-Date	Budget	Available	% Spent
4-40-19000	GOV HONORARIUM	4,410.87	18,243.06	55,119.00	36,875.94	33%
4-40-20000	GOV BENEFITS	84.88	362.84	6,266.00	5,903.16	6%
4-40-31200	PROFESSIONAL SERVICES-LEGAL		3,387.64		(3,387.64)	0%
4-40-34000	GOV TRAVEL, MEALS, MILEAGE	2,356.72	5,907.56	35,014.00	29,106.44	17%
4-40-37000	GOV DUES & FEES		7,055.97	8,822.00	1,766.03	80%
4-40-39000	INSURANCE		0.00	1,135.00	1,135.00	0%
4-40-42000	OTHER CONTRACTS		5,551.73		(5,551.73)	0%
4-40-42025	ELECTIONS	1,349.84	4,984.52	20,000.00	15,015.48	25%
4-40-51000	GOV SUPPLIES	18.90	18.90	1,000.00	981.10	2%
4-40-59000	COMPUTER EQUIPMENT		0.00	12,500.00	12,500.00	0%
<b>Total</b>		<b>8,221.21</b>	<b>45,512.22</b>	<b>139,856.00</b>	<b>94,343.78</b>	<b>33%</b>



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

POLICY D.4 (Formerly 3500)

### FIELD TRIPS

Date Passed: November 1999

Date Amended: September 2008, June 2015

### PROCEDURE

#### A. APPROVALS

##### 1. Principal Approved Field Trips

#### ON-ISLAND

- (a) The trip does not take students off Haida Gwaii;
- (b) The trip does not involve students in overnight absences;
- (c) No fee is charged to students except as approved under POLICY 2115 STUDENT FEES;
- (d) Parent request forms are mandatory for each student, prior to the proposed trip, except for walking field trips;
- (e) Use of private vehicles must meet requirements of Board policy #4420;
- (f) The Superintendent of Schools is notified of the trips requiring parent consent forms;
- (g) Substitute costs are charged to the school's field trip budget or other appropriate school budget;
- (h) The number of such trips is at the discretion of the school principal and is limited to his/her budget.

#### OFF-ISLAND OR OVERNIGHT

- (a) These trips may involve students being absent overnight; and/or a student use fee above those approved under the Schedule of Student Charges;
- (b) The trip does not take the students out of District for more than five (5) school days;
- (c) and (f) above
- (d) Parent request forms are mandatory for each student prior to the proposed trip;
- (e) Substitute costs are charged to the school's field trip budget or other appropriate school budget;
- (f) All funding come from fund raising activities, student fees and/or school based budgets;



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

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

### **2. Superintendent Approved Field Trips**

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

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

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

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

### **3. Board of Education Approved Field Trips**

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

## **B. RESPONSIBILITIES**

### **1. Sponsor Teachers/Coaches/Supervisors**

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

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

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

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

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

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

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

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

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



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

- (j) Shall ensure that transportation of students is in keeping with Board Policy #4420;
- (k) Shall be considered to be on supervision throughout a field trip and are expected to provide reasonable supervision. Reasonable supervision is that which would be provided by a careful and prudent parent;
- (l) Shall ensure adequate supervision for the duration of the field trip. For overnight field trips ensure male supervision for male students and female supervision for female students. If this is not possible, special arrangements must be approved by the principal and parent/guardian;
- (m) Shall have a procedure for contacting parents/guardians should the need arise.
- (n) Shall try to have students move about in groups of two (2) or more, when on their own;
- (o) Shall, if billeting, try to arrange for pairs to be accommodated;
- (p) Understand it is the responsibility of the teacher(s) in charge of the field trip to organize adequate supervision. These teacher(s) may not relinquish responsibility, but they may schedule specific times when they are free of supervision duties and able to pursue meeting individual or personal needs.
- (q) Shall abstain from the consumption of alcohol for the duration of the field trip. This includes cases in which students are billeted.
- (r) Ensure that participants leave the field trip site in a clean and orderly condition;
- (s) Be courteous in informing those involved of cancellations or changes in itinerary;
- (t) Shall provide a report to the principal.

### 2. Student Expectations

- A. Obey instructions/directions of the supervisor;
- B. Understand that it is a privilege to travel on behalf of the school and school district and, for disregard of travel rules, the privilege may be withdrawn;
- C. Conduct themselves in a manner that will bring credit to their parents/guardians, their supervisors, their school and the district;
- D. Return completed Parent Request Forms and travel fee in advance of the trip;
- E. Cooperate with their classroom teachers and staff and complete assignments;
- F. Ride on school arranged transportation, unless arrangements have been made with the supervisor and the principal prior to the travel;
- G. Be in the company of one or more "buddies" at all times;
- H. Assist in any clean-up at the activity site or during related activities;
- I. Obtain express permission of the supervisor prior to participation in any unscheduled/unplanned activity;
- J. Comply with criteria specific to the activity as outlined by the school and supervisor in the planning stages. I.e.: Attendance to school & associated meetings, curfews optional activities, access of funds, sportsmanlike conduct in practices and events;
- K. Attend school if it is in session, up until the time of departure and immediately upon return, unless



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

excused by the supervisor.

- L. Each participating student shall have in their possession any necessary personal identification (photo id, student card, passport, etc.).

**Further, the consumption of alcoholic beverages or the use of illegal substances will result in the immediate withdrawal of participation in the activity, and associated privileges to travel and the return home of the student as soon as convenient at the expense of the parent/guardian.**

**If in the opinion of the supervisor and principal there are any other serious misconduct the student may be suspended and returned home at the expense of the parent/guardian including behaviours such as physical or mental intimidation.**

### **C. APPLICATION PROCESS**

#### **1. Application Process**

- (a) The sponsoring teacher/coach shall make application to the principal of the school for a field trip, applications must include proposed itinerary, budget, list of participants, supervisors and safety plan;
- (b) Upon approval the principal shall make formal application to the Superintendent of Schools where applicable;
- (c) Field trip proposals needing Superintendent approval or Board of Education approval shall be filed with sufficient lead time to accommodate this process;
- (d) A report on each field trip must be filed with the principal or Superintendent of Schools according to the level of the approval.

### **D. FUNDING FOR PROVINCIAL EVENTS**

- 1. Teams or individuals attending a provincial, national or international competition will receive funding support for air travel costs through the District Office to a maximum of \$10,000.00 per competition.
- 2. In order to qualify for funding, teams or individuals must have qualified for the provincial competition. A report of the qualification process for each event must be included in the application to the Board of Education for funding.
- 3. It is expected that each school will have in its Code of Conduct specific policies and procedures related to student eligibility regarding field trips and provincial events.

Please find the following on SD50's website under **Employee Resources > Commonly Requested Forms** below the Field Trips section:

**Form 3500-1 Parent Request Form Student Activity**

**Form 3500-2 Higher Risk Field Trip Parent Permission Student Activity**

**Form 3500-3 Field Trip Information Template**





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

## FINANCE VOUCHER

REGULAR BOARD MEETING

### BOARD MEETING:

November 27, 2018

### AGENDA ITEM:

#### Finance Voucher      October 31, 2018

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

A/P Cheques Computer Generated	October 31, 2018	\$153,547.23	
ePayments	October 31, 2018	\$287,353.98	
Quick Pays	October 31, 2018	\$313,381.56	
<b>TOTAL Accounts Payable.....</b> <b>October 31, 2018</b>			<b>\$754,282.77</b>
Teachers	15-Oct	\$80,550.00	
AO/Exempt	15-Oct	\$29,650.00	
Teachers	31-Oct	\$116,166.39	
AO/Exempt	31-Oct	\$41,285.60	\$267,651.99
CUPE	13-Oct	\$58,418.74	
Casuals	13-Oct	\$12,143.81	
TOC's	13-Oct	\$12,173.31	
CUPE	27-Oct	\$57,426.81	
Casuals	27-Oct	\$13,581.61	
TOC's	27-Oct	\$9,171.71	
			<b>\$162,915.99</b>
<b>TOTAL Payroll.....</b>	<b>October 31, 2018</b>		<b>\$430,567.98</b>
<b>TOTAL A/P and Payroll</b>			<b><u>\$1,184,850.75</u></b>

### RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling **\$1,184,850.75** for the month of      October

**SCHOOL DISTRICT NO. 50**  
**CHEQUE REGISTER AS OF OCTOBER 31, 2018**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
57997	10/4/2018	Association of School Transportation	7,276.75
57998	10/4/2018	City Centre Stores LTD.	12.98
57999	10/4/2018	FCM Pacific Holdings Inc.	27,800.00
58000	10/4/2018	Lavoie's Family Farm	121.50
58001	10/4/2018	Staples Desjardins Card Service	429.00
58002	10/4/2018	Super Valu Store No. 43	174.18
58003	10/12/2018	BCCASE	175.00
58004	10/12/2018	Canada Revenue Agency	826.91
58005	10/12/2018	Receiver General	1,559.49
58006	10/12/2018	Great-West Life	783.37
58007	10/12/2018	Great West Life	896.85
58008	10/12/2018	London Life Insurance Company	534.66
58009	10/12/2018	Pearson Canada Inc. T46279	317.01
58010	10/12/2018	Queen B's Cafe	94.50
58011	10/12/2018	SSQ INSURANCE COMPANY	48.00
58012	10/12/2018	Staples Desjardins Card Service	34.46
58013	10/12/2018	Super Valu Store No. 43	61.14
58014	10/12/2018	Westpoint Automotive	355.06
58015	10/12/2018	Canadian Western Trust	2,605.00
58016	10/18/2018	BC Hydro & Power Authority	10,419.18
58017	10/18/2018	Joel Brubaker	20.00
58018	10/18/2018	City Centre Stores LTD.	82.09
58019	10/18/2018	Isabel Creek Store	22.20
58020	10/18/2018	J & F Distributors	420.18
58021	10/18/2018	Lavoie's Family Farm	278.40
58022	10/18/2018	Minister Of Finance	77.56
58023	10/18/2018	Northwest Zone Athletic Association	156.25
58024	10/18/2018	Bonnie Olson	96.00
58025	10/18/2018	Pitneyworks	0.45
58026	10/18/2018	Postage By Phone	1,000.00
58027	10/18/2018	Shift Energy Group Inc	77,706.32
58028	10/18/2018	Staples Desjardins Card Service	689.31
58029	10/18/2018	Super Valu Store No. 43	1,439.43
58030	10/18/2018	Westpoint Automotive	40.40
58031	10/24/2018	BC DL Administrators' Association	700.00
58032	10/24/2018	Cheryl Bennett	291.60
58033	10/24/2018	Joel Brubaker	20.00
58034	10/24/2018	City Centre Stores LTD.	15.28
58035	10/24/2018	Lavoie's Family Farm	45.00

**SCHOOL DISTRICT NO. 50**  
**CHEQUE REGISTER AS OF OCTOBER 31, 2018**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
58036	10/24/2018	Anita Simonsen	291.60
58037	10/24/2018	Staples Desjardins Card Service	90.67
58038	10/24/2018	Super Valu Store No. 43	8.79
58039	10/24/2018	Vancouver School Board	129.50
58040	10/24/2018	Zonar Systems	63.00
58041	10/24/2018	Shelley Sansome	515.16
58042	10/31/2018	Old Massett Village Council	14,823.00
<b>TOTALS</b>			<b>153,547.23</b>

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/4/2018	BCPSEA	12196	4,954.95	8196
10/4/2018	Joyce Bennett	12197	150.00	8196
10/4/2018	L.I.G Foods Ltd-dba Causeway Masset	12198	151.97	8196
10/4/2018	First Truck Center Vancouver	12199	88,641.48	8196
10/4/2018	Haida Gwaii Consumers Co-operative	12200	794.41	8196
10/4/2018	Haida Gwaii Trader.com	12201	42.00	8196
10/4/2018	Inland Air	12202	62.00	8196
10/4/2018	Monk Office Supply LTD.	12203	3,732.74	8196
10/4/2018	Rootham Services Group Incl	12204	1,103.81	8196
10/4/2018	Sandspit Community Society	12205	2,646.00	8196
10/4/2018	Spectrum Educational Supplies LTD.	12206	318.81	8196
10/4/2018	Technical Safety BC	12207	68.00	8196
10/4/2018	Tlc Automotive Services LTD.	12208	206.10	8196
10/4/2018	Xerox Canada Ltd.	12209	1,833.76	8196
10/4/2018	Colleen Bradley	12210	105.84	8196
10/4/2018	Deavlan Bradley	12211	1,157.46	8196
10/4/2018	Talia Campos	12212	124.20	8196
10/4/2018	Andrew Finnie	12213	81.00	8196
10/4/2018	_GidGalang Kuuyas Naay Scholarship	12214	250.00	8196
10/4/2018	Gudangaay Tlaats'gaa Naay IN Trust	12215	250.00	8196
10/4/2018	Marylynn A. Hunt	12216	20.00	8196
10/4/2018	Ian J. Keir	12217	1,329.24	8196
10/4/2018	R. David McLean	12218	186.75	8196
10/4/2018	Port Clements School Principal's in Trust	12219	131.88	8196
10/4/2018	GidGalang Kuuyas Naay PIT	12220	150.00	8196
10/4/2018	Pamela Richardson	12221	115.00	8196
10/4/2018	Paula Varnell	12222	300.00	8196
10/4/2018	Harmony Williams	12223	48.60	8196
10/12/2018	Aaron-Mark Services	12224	675.04	8201
10/12/2018	BC Principals & Vice Principals' Association	12225	647.52	8201
10/12/2018	BC Teachers' Federation	12226	6,051.68	8201
10/12/2018	BC Teachers' Federation	12227	5,669.36	8201
10/12/2018	Big Red Enterprises LTD.	12228	2,155.41	8201
10/12/2018	Charlotte Island Tires LTD.	12229	624.80	8201
10/12/2018	CUPE - Local 2020	12230	3,308.98	8201
10/12/2018	Family Services Of Greater Vancouver	12231	3,695.28	8201
10/12/2018	Gwaii Taxi & Tours	12232	1,890.00	8201
10/12/2018	Haida Gwaii Consumers Co-operative	12234	528.35	8201
10/12/2018	Haida Gwaii Teachers' Association	12235	2,334.52	8201
10/12/2018	Haida Gwaii PVPA Association	12236	155.57	8201
10/12/2018	Industrial Alliance	12237	79.62	8201
10/12/2018	Lwm Services Inc.	12238	1,540.00	8201
10/12/2018	Morneau Shepell Ltd.	12239	1,160.55	8201
10/12/2018	North Arm Transportation LTD.	12240	1,859.51	8201

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/12/2018	North Coast Regional District	12241	79.00	8201
10/12/2018	North Coast Supply Co. LTD.	12242	144.06	8201
10/12/2018	Port Air Cargo	12243	147.00	8201
10/12/2018	Tlc Automotive Services LTD.	12244	8.35	8201
10/12/2018	Utp Inc. Distribution Division	12245	280.24	8201
10/12/2018	Administrative Officers Pro D	12247	1,200.00	8201
10/12/2018	Maureen Benoit	12248	195.48	8201
10/12/2018	Steven Goffic	12249	638.28	8201
10/12/2018	Marylynn A. Hunt	12250	10.00	8201
10/12/2018	Joint Professional Development	12251	3,011.55	8201
10/12/2018	Joel Lagasse	12252	36.50	8201
10/12/2018	Tiffany Lavoie	12253	689.21	8201
10/12/2018	Sophie Peerless	12254	97.74	8201
10/12/2018	Port Clements School Principal's in Trust	12255	424.23	8201
10/12/2018	Lisa Ann Waring	12256	47.70	8201
10/12/2018	Nadine Whittle	12257	564.82	8201
10/18/2018	Air Liquide Canada Inc.	12258	47.04	8206
10/18/2018	BC School Sports	12259	360.00	8206
10/18/2018	Blackwood Building Center	12260	17,914.36	8206
10/18/2018	L.I.G Foods Ltd-dba Causeway Masset	12261	157.97	8206
10/18/2018	Clearbrook Hydroseeding LTD	12262	40.00	8206
10/18/2018	Coastal Propane Inc.	12263	22,240.25	8206
10/18/2018	Eecol Electric Company	12264	708.29	8206
10/18/2018	Fast Fuel Limited Partnership	12265	2,109.45	8206
10/18/2018	Grand & Toy	12266	1,144.71	8206
10/18/2018	Graydon Security Systems	12267	314.48	8206
10/18/2018	Haida Gwaii Consumers Co-operative	12268	2,435.49	8206
10/18/2018	North Arm Transportation LTD.	12269	1,497.31	8206
10/18/2018	Pebt, IN Trust	12270	1,425.00	8206
10/18/2018	Queen Charlotte Electronics	12271	424.52	8206
10/18/2018	Spectrum Educational Supplies LTD.	12272	852.22	8206
10/18/2018	Technical Safety BC	12273	146.25	8206
10/18/2018	Telus Communications (Bc) Inc.	12274	1,808.39	8206
10/18/2018	Tlc Automotive Services LTD.	12275	343.55	8206
10/18/2018	Village Of Port Clements	12276	501.00	8206
10/18/2018	Village Of Queen Charlotte	12277	2,392.02	8206
10/18/2018	Xerox Canada Ltd.	12278	382.53	8206
10/18/2018	Zep Sales & Services of Canada	12279	795.01	8206
10/18/2018	Darlene Bates	12280	81.00	8206
10/18/2018	William Bedard	12281	334.84	8206
10/18/2018	Talia Campos	12282	360.66	8206
10/18/2018	Kenneth Evans	12283	19.44	8206
10/18/2018	Martin W.J. Favreau	12284	415.44	8206
10/18/2018	Verena Gibbs	12285	319.74	8206

**SCHOOL DISTRICT NO. 50**  
**eREGISTER AS OF OCTOBER 31, 2018**

DATE	SUPPLIER	NUMBER	AMOUNT	Batch #
10/18/2018	Marylynn A. Hunt	12286	30.00	8206
10/18/2018	Irene Klein	12287	35.37	8206
10/18/2018	Warren McIntyre	12288	223.71	8206
10/18/2018	Emily O'Gorman	12289	72.00	8206
10/18/2018	Marcia Watkins	12290	69.27	8206
10/18/2018	Candace M Weir	12291	823.21	8206
10/18/2018	Joanne Yovanovich	12292	977.40	8206
10/24/2018	Bayview Market	12293	69.93	8210
10/24/2018	L.I.G Foods Ltd-dba Causeway Masset	12294	408.68	8210
10/24/2018	Fast Fuel Limited Partnership	12295	2,308.27	8210
10/24/2018	Full Moon Photo	12296	177.03	8210
10/24/2018	Gore Creek Tech	12297	1,368.04	8210
10/24/2018	Haida Gwaii Consumers Co-operative	12298	1,015.31	8210
10/24/2018	Harris & Company	12299	786.81	8210
10/24/2018	North Coast Occupational Therapy	12300	5,162.62	8210
10/24/2018	North Coast Supply Co. LTD.	12301	19.03	8210
10/24/2018	Strong Nations	12302	256.98	8210
10/24/2018	United Library Services	12303	681.24	8210
10/24/2018	Xerox Canada Ltd.	12304	237.64	8210
10/24/2018	Tawni-Marie Davidson	12305	443.43	8210
10/24/2018	Jenna Perry	12306	17.95	8210
10/24/2018	Harmony Williams	12307	850.00	8210
10/24/2018	Martin Wood	12308	162.60	8210
10/31/2018	Robert Hadcock	12233	2,278.33	8201
10/31/2018	WEIGUM, Shirley	12246	1,827.00	8201
10/31/2018	Alicia Embree	12309	2,172.36	8215
10/31/2018	Full Moon Photo	12310	18.90	8215
10/31/2018	Haida Gwaii Recreation Commission	12311	52,500.00	8215
10/31/2018	Duane Alsop	12312	216.00	8215
10/31/2018	Deavlan Bradley	12313	112.80	8215
10/31/2018	Josina Davis	12314	19.44	8215
10/31/2018	Tahayghen Principal's IN Trust	12315	230.00	8215
10/31/2018	James Warner	12316	2,000.00	8215
10/31/2018	Sheila Wigmore	12317	140.88	8215
10/31/2018	Joanne Yovanovich	12318	1,164.44	8215
TOTALS			287,353.98	

**SCHOOL DISTRICT NO. 50**  
**QUICK PAY REGISTER AS OF OCTOBER 31, 2018**

<b>CHEQUE NUMBER</b>	<b>DATE</b>	<b>SUPPLIER</b>	<b>AMOUNT</b>
270624	10/5/2018	Municipal Pension Plan	\$ 13,598.71
270623	10/5/2018	Teachers' Pension Plan	\$ 1,201.99
604707	10/9/2018	Canada Customs And Revenue	\$ 51,822.33
604428	10/9/2018	Canada Customs And Revenue	\$ 9,232.99
627101	10/9/2018	Canada Customs And Revenue	\$ 20,679.57
627712	10/12/2018	Canada Customs And Revenue	\$ 150.15
627237	10/12/2018	Canada Customs And Revenue	\$ 2,178.28
604418	10/12/2018	Canada Customs And Revenue	\$ 395.38
271228	10/12/2018	Municipal Pension Plan	\$ 6,345.86
271227	10/12/2018	Teachers' Pension Plan	\$ 103,371.52
626314	10/12/2018	Workers' Compensation Board	\$ 8,288.17
628802	10/15/2018	MINISTER OF FINANCE	\$ 2,700.00
628339	10/15/2018	MINISTER OF FINANCE	\$ 1,800.00
628086	10/15/2018	Pacific Blue Cross	\$ 8,383.88
628463	10/15/2018	Pacific Blue Cross	\$ 3,588.24
271828	10/19/2018	Municipal Pension Plan	\$ 14,246.22
271825	10/19/2018	Teachers' Pension Plan	\$ 1,939.61
603505	10/24/2018	Canada Customs And Revenue	\$ 34,107.50
628889	10/24/2018	Canada Customs And Revenue	\$ 23,116.27
603300	10/24/2018	Canada Customs And Revenue	\$ 4,462.50
601248	10/26/2018	Telus	\$ 1,290.39
613752	10/31/2018	Yvette Marie Emerson	\$ 482.00
<b>TOTALS</b>			<b>\$ 313,381.56</b>



# MEMORANDUM

SCHOOL  
DISTRICT NO. 50  
Haida Gwaii

TO Shelley Sansome  
Secretary-Treasurer

FROM Moira Dubasov  
Assistant Secretary-Treasurer

SUBJECT: Teachers Payroll for..... October

DATE 19-Nov-18

Period Ending	Pay Period	Payroll Group	Net Amount
15-Oct	PP#1-10Adv	Teachers	\$ 80,550.00
15-Oct	PP#1-10Adv	AO/Exempt	\$ 29,650.00
31-Oct	PP#1-10	Teachers	\$ 116,166.39
31-Oct	PP#1-10	AO/Exempt	\$ 41,285.60
Total Net Pay			\$267,651.99

# 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 19-Nov-18

Period Ending	Pay Period	Payroll Group	Net Amount
13-Oct	PP #2-21	CUPE	\$ 58,418.74
13-Oct	PP #2-21	Casuals	\$ 12,143.81
13-Oct	PP #2-21	TOC's	\$ 12,173.31
27-Oct	PP #2-22	CUPE	\$ 57,426.81
27-Oct	PP #2-22	Casuals	\$ 13,581.61
27-Oct	PP #2-22	TOC's	\$ 9,171.71
Total Net Pay			\$ 162,915.99

**School District  
Statement of Financial Information (SOFI)**

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

**Fiscal Year Ended June 30, 2018**

**Table of Contents**

Documents are arranged in the following order:

Approval of Statement of Financial Information

Financial Information Act Submission Checklist

Management Report

Audited Financial Statements

Schedule of Debt

Schedule of Guarantee and Indemnity Agreements

Schedule of Remuneration and Expenses including:

Statement of Severance Agreements

Reconciliation or explanation of differences to Audited Financial Statements

Schedule of Payments for the Provision of Goods and Services including:

Reconciliation or explanation of differences to Audited Financial Statements



Ministry  
of Education

## SCHOOL DISTRICT STATEMENT OF FINANCIAL INFORMATION (SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
50	HAIDA GWAI	2017/2018
OFFICE LOCATION(S)	TELEPHONE NUMBER	
107 3RD AVENUE	250-559-8471	
MAILING ADDRESS		
PO BOX 69		
CITY	PROVINCE	POSTAL CODE
QUEEN CHARLOTTE	BC	V0T 1S0
NAME OF SUPERINTENDENT	TELEPHONE NUMBER	
JOANNE YOVANOVICH	250-559-8471	
NAME OF SECRETARY TREASURER	TELEPHONE NUMBER	
SHELLEY SANSOME	250-559-8471	

### DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended  
June 30, 2018

for School District No. 50 as required under Section 2 of the Financial Information Act.

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED
SIGNATURE OF SUPERINTENDENT	DATE SIGNED
SIGNATURE OF SECRETARY TREASURER	DATE SIGNED

## Statement of Financial Information for Year Ended June 30,

### Financial Information Act-Submission Checklist

		<i><b>Due Date</b></i>
a)	A statement of assets and liabilities (audited financial statements).	<i><b>September 30</b></i>
b)	An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	<i><b>September 30</b></i>
c)	A schedule of debts (audited financial statements).	<i><b>September 30</b></i>
d)	A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	<i><b>September 30</b></i>
e)	A schedule of remuneration and expenses, including:  i) an alphabetical list of employees earning over \$75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under \$75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.  ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member  iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	<i><b>December 31</b></i>
f)	An alphabetical list of suppliers receiving over \$25,000 and a consolidated total for those suppliers receiving less than \$25,000. If the total differs from the Audited Financial Statements, an explanation is required.	<i><b>December 31</b></i>
g)	Approval of Statement of Financial Information.	<i><b>December 31</b></i>
h)	A management report approved by the Chief Financial Officer	<i><b>December 31</b></i>

School District Number & Name

**School District  
Statement of Financial Information (SOFI)**

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

**Fiscal Year Ended June 30, 2018**

**Management Report**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, , conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act*. Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District

\_\_\_\_\_  
Joanne Yovanovich, Interim Superintendent  
Date:

\_\_\_\_\_  
Shelley Sansome, Secretary Treasurer  
Date:

**School District  
Statement of Financial Information (SOFI)**

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

**Fiscal Year Ended June 30, 2018**

**Schedule of Debt**

Information on all long term debt is included in the School District Audited Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

**School District  
Statement of Financial Information (SOFI)**

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

**Fiscal Year Ended June 30, 2018**

**Schedule of Guarantee and Indemnity Agreements**

School District No. 50 (Haida Gwaii) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5



**School District  
Statement of Financial Information (SOFI)**

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

**Fiscal Year Ended June 30, 2018**

**Statement of Severance Agreements**

There were no severance agreements made between School District No.50 (Haida Gwaii) and its non-unionized employees during fiscal year 2017/2018.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

**SCHOOL DISTRICT NO. 50 (HAIDA GWAII)**  
**STATEMENT PURSUANT TO STATEMENT OF FINANCIAL INFORMATION**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

<b>NAME</b>	<b>REMUNERATION PAID</b>	<b>EXPENSES PAID</b>
-------------	------------------------------	--------------------------

**ELECTED OFFICIALS :**

Brown, Wilson	\$	10,326.88	\$	-
Condrotte, Elizabeth A.	\$	10,326.88	\$	4,285.70
Goetzing, Kim	\$	11,398.96	\$	5,380.84
Husband, Denise	\$	10,326.88	\$	288.27
Williams, Harmony	\$	12,511.63	\$	4,433.59

<b>TOTAL ELECTED OFFICIALS</b>	<b>\$</b>	<b>54,891.23</b>	<b>\$</b>	<b>14,388.40</b>
--------------------------------	-----------	------------------	-----------	------------------

**DETAILED EMPLOYEES > 75,000**

Bellamy, Chris	\$	83,219.18	\$	138.12
Borserio, Kevin	\$	88,667.72		
Bradley, Deavlan	\$	132,447.85	\$	363.67
Burton, Daniel	\$	79,005.48	\$	200.00
Cochrance, Behn	\$	84,137.28	\$	-
Day, Dawna	\$	157,686.00	\$	7,086.15
Favreau, Martin	\$	88,840.83	\$	-
Fraser, Rachel	\$	88,324.01	\$	38.17
Gates, Autum	\$	79,881.19	\$	47.70
Gibbs, Verena	\$	114,988.87	\$	5,141.28
Ives, Vicki D.	\$	122,786.90	\$	9,960.43
Jatel, Ruben	\$	88,622.09	\$	-
Karrow, Sheila	\$	95,191.52	\$	343.22
Keir, Ian	\$	117,683.35	\$	958.26
Lagroix, Maureen	\$	89,171.09	\$	137.91
Laughlin, Debi	\$	91,535.13	\$	91.26
Lavoie, Claudette	\$	97,411.03	\$	25.00
Madore, Kimberley P.	\$	95,556.34	\$	207.91
Marie, Bernadette	\$	132,447.85	\$	1,615.34
McIntyre, Warren	\$	88,622.62	\$	670.47
McLean, David	\$	96,139.70	\$	100.00

**SCHOOL DISTRICT NO. 50 (HAIDA GWAII)**  
**STATEMENT PURSUANT TO STATEMENT OF FINANCIAL INFORMATION**  
**SCHEDULE OF REMUNERATION AND EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

NAME	REMUNERATION PAID	EXPENSES PAID
Peerless, Lao	\$ 76,256.40	\$ 4,925.13
Peerless, Sophie	\$ 89,192.09	\$ 299.31
Perry, Jenna	\$ 80,164.22	\$ 1,100.74
Querengesser, Stephen	\$ 81,700.89	
Querengesser, Tricia	\$ 90,255.67	\$ 1,213.45
Reid, James	\$ 89,195.40	\$ -
Rodger, Leighann	\$ 122,786.90	\$ 1,360.33
Sansome, Shelley	\$ 135,498.82	\$ 4,841.10
Schulbeck, Daniel	\$ 95,938.80	\$ 313.53
Seifert, Derek	\$ 96,139.70	\$ 2,185.26
Sikora, Zoe	\$ 90,979.61	\$ 114.84
Wahl, David	\$ 88,016.39	
Wahl, Vanessa	\$ 93,363.21	
Watkins, Marcia	\$ 88,948.11	\$ 716.99
Whittle, Nadine	\$ 81,080.35	\$ 455.64
Yovanovich, Joanne	\$ 115,163.55	\$ 3,447.34
<b>TOTAL DETAILED EMPLOYEES &gt; \$75,000</b>	<b>\$ 3,627,046.14</b>	<b>\$ 48,098.55</b>
<b>TOTAL EMPLOYEES &lt;= 75,000.</b>	<b>\$ 3,846,550.59</b>	<b>\$ 116,563.71</b>
<b>TOTAL</b>	<b>\$ 7,528,487.96</b>	<b>\$ 179,050.66</b>

TOTAL EMPLOYER PREMIUM FOR CPP/EI \$ 378,921.94

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**  
**STATEMENT PURSUANT TO STATEMENT OF FINANCIAL INFORMATION**  
**VENDOR ANALYSIS OF PAID INVOICES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

SUPPLIER NAME	AMOUNT PAID
AARON-MARK SERVICES	28,755.55
APPLE CANADA INC.	67,453.81
BC HYDRO & POWER AUTHORITY	147,813.41
BIG RED ENTERPRISES LTD	28,426.44
BUTLER WORKPLACE SOLUTIONS	28,392.00
CANADA CUSTOM AND REVENUE AGENCY	389,283.57
CANADIAN FOUNDATION FOR TRAUMA RESEARCH & EDUCATION	54,678.62
COASTAL PROPANE	288,540.88
CRAVEN HUSTON POWERS ARCHITECTS	47,054.21
DADENS INDUSTRIES LTD	60,637.50
FAMILY SERVICES OF GREATER VANCOUVER	40,505.36
FICTORIE CONSTRUCTION MANAGEMENT LTD	1,412,752.56
FIRSTCANADA ULC	560,620.63
GUDANGAAY TLAATS'GAA NAAY IN TRUST	36,158.46
HAIDA GWAI CONSUMERS CO-OPERATIVE	46,078.93
HAIDA GWAI RECREATION COMMISSION	121,785.55
INSIGHT CANADA INC	43,157.26
JOINT PROFESSIONAL DEVELOPMENT	28,064.24
MINISTER OF FINANCE	200,000.00
MINISTER OF FINANCE - MSP	80,627.01
MOUNT MORESBY ADVENTURE CAMP	26,162.50
MUNICIPAL PENSION PLAN	199,925.10
N. HARRIS COMPUTER CORPORATION	54,655.64
NHA - CORPORATE	47,000.00
NORTH ARM TRANSPORTATION LTD.	53,615.55
PACIFIC BLUE CROSS	123,781.99
PEBT, IN TRUST	76,876.82
PROFESSIONAL MECHANICAL LTD	100,973.88
ROBERT HADCOCK	30,450.00
SHIFT ENERGY GROUP INC	36,402.11
SKIDEGATE BAND COUNCIL	79,465.54

**SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**  
**STATEMENT PURSUANT TO STATEMENT OF FINANCIAL INFORMATION**  
**VENDOR ANALYSIS OF PAID INVOICES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

SUPPLIER NAME	AMOUNT PAID
---------------	----------------

TEACHERS PENSION PLAN	624,060.49
TERRACE TOTEM FORD SALES	49,441.72
TRICON TRUSS & MILLWORK LTD	92,529.63
WESTERNONE RENTALS & SALES	95,144.00
WORKERS' COMPENSATION BOARD	50,157.03
X10 NETWORKS	70,166.52
XEROX CANADA INC.	42,828.51
ZEP SALES & SERVICES OF CANADA	49,075.94

<b>TOTAL DETAILED VENDORS &gt; 25,000.00</b>	<b>5,613,498.96</b>
--	---------------------

TOTAL VENDORS <= 25,000.00	825,392.32
----------------------------	------------

<b>TOTAL PAYMENTS FOR THE GOODS AND SERVICES</b>	<b>6,438,891.28</b>
--	---------------------

**SCHOOL DISTRICT NO. 50 (HAIDA GWAII)**  
**STATEMENT PURSUANT TO STATEMENT OF FINANCIAL INFORMATION**

**RECONCILIATION OR EXPLANATION OF DIFFERENCES**

**FISCAL YEAR ENDED JUNE 30, 2018**

---

**SCHEDULED PAYMENTS**

Remuneration	7,528,488
Employee Expenses	179,051
Payments for Goods & Services	6,438,891

---

<b>TOTAL SCHEDULED PAYMENTS</b>	<b>14,146,430</b>
---------------------------------	-------------------

**FINANCIAL STATEMENT EXPENDITURES**

Operating Funds	10,507,249
Special Purpose Fund	1,536,353
Capital Fund	2,077,013

---

<b>TOTAL FINANCIAL STATEMENT EXPENDITURES</b>	<b>14,120,615</b>
---	-------------------

---

<b>DIFFERENCE</b>	<b>25,815</b>
-------------------	---------------

---

Explanation of differences is as follows:

1. Payment for benefits are included in Remuneration Schedule, repeated in the Vendor Analysis and shown as an expense on the Financial Statement.
2. Vendor Analysis includes the total amount paid to suppliers and expenses on the Financial Statement includes GST recoveries.
3. Increases and decreases in Account Receivables, Accounts Payable and Inventories are not shown.



**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)

**BOARD RESOLUTION**

November 27, 2018

THAT the Board of Education of School District No. 50 (Haida Gwaii) authorize Chair \_\_\_\_\_ and Secretary Treasurer Shelley Sansome to have Bank signing authority for the School District effective November 28, 2018.

I hereby certify this to be a true copy of the resolution to authorize signing authority adopted by the Board of Education for School District No. 50, the 27<sup>th</sup> day of November 2018.

\_\_\_\_\_  
Secretary Treasurer

\_\_\_\_\_  
Board Chairperson



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

---

## **SCHEDULE OF BOARD MEETINGS 2018 - 2019**

### **REGULAR BOARD MEETINGS**

**TIME: 1800 hours**

#### **Locations As Indicated**

SEPTEMBER 25	Gudangaay Tlaats'gaa Naay-Masset
OCTOBER 30	Sk'aadgaa Naay-Skidegate
NOVEMBER 27	District Administration Office-Queen Charlotte
DECEMBER 18	TBA
JANUARY 22	TBA
FEBRUARY 26	TBA
APRIL 02	TBA
APRIL 23	TBA
MAY 28	TBA
JUNE 25	TBA