



The Board of Education of  
School District No.5 (Southeast Kootenay)  
**AGENDA - REGULAR PUBLIC MEETING**

June 12, 2018, 3:00 p.m.  
Board Office

**Pages**

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

I would like to acknowledge that we are on the traditional lands of the Ktunaxa people.

**1.2 Consideration and Approval of Agenda**

M/S that the agenda for the regular public meeting of the Board of Education of June 12, 2018 be approved as [circulated / amended].

**1.3 Approval of the Minutes**

4

M/S that the minutes of the regular public meeting of the Board of Education of May 8, 2018 be approved as [circulated/amended].

**1.4 Receipt of Records of Closed Meetings**

10

M/S to accept the closed records of the in-camera meeting of the Board of Education of May 8, 2018.

**1.5 Business Arising from Previous Minutes**

**1.5.1 SD5 Bus Request - 55+ BC Games - Update**

**1.6 Receiving of Delegations/Presentations**

**1.6.1 Jo-Anna LeGrandeur - Teacher at MBSS (3:30 p.m.)**

11

Recipient of the Prime Minister's Award in teaching.

**1.6.2 New Grad Program (Jason Tichauer)**

## **2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

### **2.1 Advocacy/Education Committee 14**

M/S that the Board accept the report of the Advocacy/Education Committee.

### **2.2 Policy Committee 17**

#### **Recommendation A**

M/S that the amended Policy 4.26 Accumulated Operating Surplus be approved by the Board of Education at the June meeting.

M/S that the Board accept the report of the Policy Committee.

### **2.3 Student Service Committee 27**

#### **Recommendation A**

M/S that District Management to undertake a review of the SD5 IEP Planning Cycle and present the review at the September Committee Meeting.

M/S that the Board accept the report of the Student Service Committee.

### **2.4 Finance/Operations/Personnel Committee 30**

#### **Recommendation A**

M/S that the Board approve the Annual Facility Grant (AFG) - 2108/19 Expenditure Plan.

#### **Recommendation B**

M/S that the request for SD5 busses to transport participants in the 55+ BC Games September 11-15, 2018 to and from events be forwarded to the June Board meeting where further information may be available.

#### **Recommendation C**

M/S that the Board approve Chairperson Lento to draft a letter to MBSS explaining that the Board will not be donating to the Relay for Life at this time.

#### **Recommendation D**

M/S that the Board write a letter to the Minister of Education and the Minister of Finance outlining the concerns of implementation of the Employer Health Tax.

M/S that the Board accept the report of the Finance/Operations/Personnel Committee.

### **2.5 BCSTA /Provincial Council**

2.6	<b>Communications/Media Committee</b>	
	M/S to accept the report of the Communications/Media Committee.	
2.7	<b>Mt. Baker / Key City Theatre Replacement Committee</b>	
	M/S to accept the report of the Mt. Baker / Key City Theatre Replacement Committee.	
2.8	<b>Legacy of Learning</b>	
	M/S to accept the Legacy of Learning report.	
2.9	<b>Trustee Reports</b>	33
3.	<b>SUPERINTENDENT'S REPORT TO THE BOARD</b>	34
	M/S that the June Superintendent's Report to the Board of Education be accepted as presented.	
4.	<b>CHAIRPERSON'S REPORT</b>	
5.	<b>NEW BUSINESS</b>	
5.1	<b>18/19 Annual Budget (2nd and final reading)</b>	44
	M/S read a second time the 2018/19 Annual Budget for the revised amount \$68,859,950 on June 12, 2018.	
	M/S read a third and final time the 2018/19 Annual Budget for \$68,859,950 on June 12, 2018.	
5.2	<b>19/20 Capital Plan</b>	59
6.	<b>TRUSTEE BOUQUETS</b>	
7.	<b>ITEMS FOR INFORMATION/CORRESPONDENCE</b>	
8.	<b>QUESTION PERIOD</b>	
9.	<b>LATE ITEMS</b>	
10.	<b>ADJOURNMENT</b>	
	M/S that the June 12, 2018 regular public meeting of the Board of Education adjourn at [time].	



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - REGULAR PUBLIC MEETING**

**May 8, 2018, 3:00 p.m.  
Elkford Secondary School**

Present: Chairperson Lento  
Trustee Ayling – by WebEx  
Trustee Bellina – by WebEx  
Trustee Brown  
Trustee Helgesen  
Trustee McPhee  
Trustee Whalen – by WebEx

Regrets: Trustee Blumhagen  
Trustee Johns

Secretary Treasurer, R. Norum  
Director of Instruction/Human Resources, B. Reimer  
Director of Student Learning/Aboriginal Education, J. Tichauer  
District Principal/Student Services, D. Verbeurgt  
Recorder, Sandy Gronlund

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chairperson Lento acknowledge that we are on the traditional lands of the Ktunaxa people and called the May 8, 2018 regular public meeting of the Board of Education to order at 3:10 p.m.

**1.2 Consideration and Approval of Agenda**

Additions: 5.3 Travel Expense Allowance Policy 4.2  
5.4 Professional Development Policy 4.27

**MOTION-R-18-77**

M/S that the agenda for the regular public meeting of the Board of Education of May 8, 2018 be approved as amended.

**CARRIED**

**1.3 Approval of the Minutes**

Minutes of the Public meeting of the Board of Education of April 10, 2018.

**MOTION-R-18-78**

M/S that the minutes of the regular public meeting of the Board of Education of April 10, 2018 be approved as circulated.

**CARRIED**

#### **1.4 Receipt of Records of Closed Meetings**

##### **MOTION-R-18-79**

M/S to accept the closed records of the in-camera meeting of the Board of Education of April 10, 2018.

**CARRIED**

#### **1.5 Business Arising from Previous Minutes**

Nil

#### **1.6 Receiving of Delegations/Presentations**

Students from Rocky Mountain Elementary performed a short, entertaining skit to the Board.

##### **1.6.1 Rocky Mountain Elementary Growth Plan & Highlights**

Laura-Lee Phillips, Principal of Rocky Mountain Elementary and Thomas Skelton the Vice Principal shared a movie with the Board called "A Beautiful Place to Be". The School and scenes of Elkford were highlighted with pictures of students and staff in the classrooms working on projects, sport activities, outdoor education trips and many other school activities.

The School has reviewed their growth plan and felt that more emphasis was required in reading. They have incorporated more time for reading and the outdoors. The green house will be set up soon and planting can begin. The students are learning about the different plants and how best to grow them.

##### **1.6.2 Presentation - Ian Jarrell ESS Teacher**

Ian Jarrell has been a teacher at Elkford Secondary School for the past six years. Ian distributed a document and shared his findings and support for "An Exploration of Applying Experiential Learning Opportunities to Daily Teaching" with the Board.

Ian was grateful to have the opportunity to travel to New York City and attend the American Education Research Conference for 5 days. The Conference consisted of 17,000 participants with 10,000 speakers.

## **2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

### **2.1 Advocacy/Education Committee**

Co-chair Trustee Whalen reviewed the minutes of the April 23, 2018 meeting of the Advocacy/Education Committee.

##### **MOTION-R-18-80**

M/S that the Board write a letter to the Premier of Nova Scotia in support of the Canadian School Boards Association's letter submission regarding the Province of Nova Scotia's decision to abolish locally elected school boards.

**CARRIED**

**MOTION-R-18-81**

M/S that the Board accept the report of the Advocacy/Education Committee.

**CARRIED**

**2.2 Policy Committee**

Co-chair Trustee Brown reviewed the minutes of the April 23, 2018 meeting of the Policy Committee.

**MOTION-R-18-82**

M/S that the Board of Education approve draft Policy 3.11 Independent Directed Studies.

**CARRIED**

**MOTION-R-18-83**

M/S that the Board accept the report of the Policy Committee.

**CARRIED**

**2.3 Student Service Committee**

Co-chair Trustee Brown reviewed the minutes of the April 23, 2018 meeting of the Policy Committee.

**MOTION-R-18-84**

M/S that the Board accept the report of the Student Service Committee.

**CARRIED**

**2.4 Finance/Operations/Personnel Committee**

Co-chair Trustee Helgesen reviewed the minutes of the April 23, 2018 meeting of the Finance/Operations/Personnel Committee.

**MOTION-R-18-85**

M/S that the Board receive the Board Meeting Dates for 2018-19.

**CARRIED**

**MOTION-R-18-86**

M/S that the Board write a letter to the Ministry of Education to petition for the \$382,250 estimated cost for repairs to the Mount Baker Secondary School Drama and Music rooms and bring to the May 8, 2018 Board meeting.

**CARRIED**

**MOTION-R-18-87**

M/S that the Board accept the report of the Finance/Operations/Personnel Committee.

**CARRIED**

**2.5 BCSTA /Provincial Council**

Trustee Bellina attended the BCSTA Chair Meeting and shared Chairperson Lento's five questions. She shared her report of the BCSTA AGM with the Board.

Trustee Ayling also attended the BCSTA AGM and was very impressed with Mr. Termuende's presentation on preparing our students for the workplace. She would like to see him present to our students and at a Pro-D in the District.

**MOTION-R-18-88**

M/S to accept the report of the BCSTA/Provincial Council.

**CARRIED**

**2.6 Communications/Media Committee**

Trustee Ayling reported that we have had no media to send out. She will be writing two letters to send out.

**MOTION-R-18-89**

M/S to accept the report of the Communications/Media Committee.

**CARRIED**

**2.7 Mt. Baker / Key City Theatre Replacement Committee**

Mr. Norum reported on the repairs at the Key City Theatre on behalf of Trustee Johns, who was unable to attend today's meeting.

Mr. Norum distributed and reviewed the Draft Minutes of the last meeting held on May 7, 2018 regarding the repairs to the Key City Theatre. The Tender should be ready to go out the 1<sup>st</sup> week of June.

**MOTION-R-18-90**

M/S to accept the report of the Mt. Baker / Key City Theatre Replacement Committee.

**CARRIED**

**2.8 Legacy of Learning**

Trustee McPhee distributed a report prepared by Trustee Johns on the work with Legacy of Learning.

- A screen monitor has been installed on the wall at the District Board Office.
- It can play 400 images but currently is running 103 images for the next two months.
- The SD5 calendar along with news and events happening at the schools will be added to the screen.
- The Legacy of Learning eventually like to have screens in the schools for all to enjoy.

Trustee Brown supports the idea of having the history brought into the schools like the displays in the Board Office.

**MOTION-R-18-91**

M/S to accept the Legacy of Learning report.

**CARRIED**

**2.9 Trustee Reports**

Trustees reported on their activities for the month.

Trustee Whalen - attended the Steeples Elementary School Flag raising ceremony. Joe Pierre was there and shared some of his stories.

Trustee Brown – Jeremy Russon who worked as a Library Clerk in the District, passed away. He is a great loss to the District.

Trustee McPhee – Attended the Me'tis Kitchen Party at Parkland Middle School.

**3. SUPERINTENDENT'S REPORT TO THE BOARD**

The District Management team gave verbal updates for their departments. The "Superintendents Report" is posted on the SD5 website.

Enrolment Report – attached to the Agenda on the SD5 website.

Additional Items:

- Congratulations to Jo-Anna LeGrandeur, teacher at Mount Baker Secondary School, as the fourth recipient from MBSS, to receive the Prime Ministers Award in teaching!

**MOTION-R-18-92**

M/S that the May 2018 Superintendent's Report to the Board of Education be accepted as presented.

**CARRIED**

**4. CHAIRPERSON'S REPORT**

Chairperson Lento says he continues to be focused on looking after students first and then everyone else.

**5. NEW BUSINESS**

**5.1 Kilometer Increase**

**MOTION-R-18-93**

M/S that the Board approve the travel kilometer rate of .54/km effective May 1, 2018.

**CARRIED**

**5.2 2018/19 Budget Bylaw**

**MOTION-R-18-94**

M/S read a first time the 2018/19 Annual Budget for \$62,627,273 on May 8, 2018.

**CARRIED**

**5.3 Travel Expense Allowance Policy 4.2**

**MOTION-R-18-95**

M/S that the Board approve the Travel Expense Allowance Policy 4.2.

**CARRIED**

**5.4 Professional Development Policy 4.27**

**MOTION-R-18-96**

M/S that the Board approve the Professional Development Policy 4.27.

**CARRIED**



**6. TRUSTEE BOUQUETS**

Trustee Bellina appreciated the WebEx set up. Thanks to Darcy for reminding us of the Mental Health Wellness day. Thanked the Staff for their hard work.

**7. ITEMS FOR INFORMATION/CORRESPONDENCE**

**7.1 Funding Review Letter SD5**

Chairperson Lento is working on this letter.

**8. QUESTION PERIOD**

Karen Alexander, PAC Chair of Elkford Secondary School, addressed the Board. She appreciates the Board coming to Elkford once a year for the meeting. Karen shared concerns from the PAC.

The PAC has requested information regarding the number of staff transferring from Elkford. They would like to see more consistency in the classrooms. Chairperson Lento advised that it is inappropriate to discuss personnel at public meetings and said he would like to hear about any concerns after the public meeting.

**9. LATE ITEMS**

**10. ADJOURNMENT**

**MOTION-R-18-97**

M/S that the May 8, 2018 regular public meeting of the Board of Education adjourn at 4:20 p.m.

**CARRIED**

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Frank Lento, Chairperson

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Rob Norum, Secretary Treasurer



#### **1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS**

##### **In-camera Meeting May 8, 2018**

- Finance/Operations/Personnel Committee report
  - Exempt Compensation
  - Kootenay Learning Campus – Design
  - Personnel
  
- BCPSEA Representative Report
  
- Superintendent's Report
  - Staffing Update

A handwritten signature in blue ink, appearing to read 'R. Norum', written over a horizontal line.

Robert G. Norum  
Secretary Treasurer



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## Jo-Anna LeGrandeur: Guiding students into, through and beyond high

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**Year: 2018 – Province: British Columbia**

### **Certificate of Achievement Recipient**



Mount Baker Secondary School  
1410 Baker Street  
Cranbrook, BC V1C 1B2

**School telephone:** 250-426-5241

**School website:**

<http://www.sd5.bc.ca/school/mbss/Pages/default.aspx>

**Subjects and grades taught:** English, Psychology, Student Services and Transitions, grades 10–12

Trained as an English teacher, Jo-Anna LeGrandeur has continuously expanded her areas of expertise and been instrumental in developing some of the most popular courses at her school, such as the Environmental Awareness Program and Psychology.

### **Teaching approach**

Jo-Anna has a keen eye for useful technology and a willingness to embrace change when it benefits her students. However, her fundamental goal has always remained the same: to provide her students with the most useful skills for them to be successful after high school.

### **In the Classroom**

- Brings relevant technology into class: when developing her psychology course, for example, she conferred with a college instructor about the tools students should know how to use and then worked with the school district's technology specialist to integrate them into student projects
- Gives psychology students the freedom to engage in ethical human behaviour experiments: one student researched and presented her findings about the depression from which she suffers, first to her peers and then to school staff to shed light on the challenges she and other students face
- Excels in individualized teaching, painstakingly crafting individual lesson plans and presenting each student at the start of class with goals and assignments specifically designed to accentuate their strengths and address their weaknesses
- Spearheaded school focus on ending violence against women: psychology students researched the issue and created posters highlighting the relevant statistics; the students then gave presentation on the issue to all classes, while Jo-Anna organized lunchtime screenings of relevant movies

### **Outstanding achievements**

- Psychology program grew from one class per year to four; after splitting the course by grade level, those four classes grew to eight and then nine, all while school district enrolment was decreasing
- Championed student literacy by embracing a new approach, dedicating her own time to it and ensuring the school freed up funds so all teachers could access the necessary resources
- Established school district forum to discuss LGBTQ issues, after having sought out young people to speak with about their challenges and inviting them to address her class
- Led a project to ease the transition to high school: after much research and discussion, she engaged middle school teachers to identify students likely to struggle with the transition; monthly follow-up meetings have led to more timely interventions and an increased retention rate

## Rave reviews

"Quite simply, Mount Baker Secondary School would not be the place that it is today without the decades of selfless service, passion, professionalism, mentorship and dedication to all students and staff that Jo-Anna has demonstrated in a day in and day out way."

— School district official

### Date modified:

2018-05-02



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - ADVOCACY/EDUCATION  
COMMITTEE MEETING**

**May 28, 2018 9:30 a.m.**

**Board Office**

Committee Members In Attendance:	Trustee Whalen (chair) Trustee Bellina
Regrets:	Trustee Blumhagen Trustee Ayling
Board/District Staff in Attendance:	Trustee McPhee Trustee Johns Trustee Brown Jason Tichauer, Director, Student Learning Diane Casault, Director, Student Learning Darcy Verbeurgt, District Principal Jennifer Roberts, District Principal Gail Rousseau, Executive Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

I would like to acknowledge that we are on the traditional lands of the Ktunaxa people.

**1.1 Call to Order**

The Advocacy/Education Committee Meeting of May 28, 2018 was called to order at 9:32 a.m. by Co-Chair Whalen.

**1.2 Approval of Agenda**

M/S that the agenda of the Advocacy/Education Committee meeting of May 28, 2018 is approved as circulated.

**1.3 Approval of Minutes**

M/S that the minutes of the Advocacy/Education Committee meeting of April 23, 2018 be approved as circulated.

**2. PRESENTATIONS - nil**

### **3. ITEMS FORWARDED FROM PREVIOUS MEETING**

#### **3.1 Columbia Institute Conference – Trustee Ayling**

This item will be tabled until the next meeting.

### **4. CORRESPONDENCE AND/OR NEW ITEMS**

#### **4.1 DSAC Report**

The next meeting will be Oct. 3-5, 2018 at Blue Lake. Bev acknowledged DSAC at the Sparwood Secondary Graduation on the weekend.

#### **4.2 DPAC Report**

An update will be provided at the next meeting.

#### **4.3 School Fees**

This item is a yearly report for the Board; for information only.

#### **4.4 Eric Termuende, Speaker and Bestselling Author**

Director Diane Casault gave a brief biography of Eric Termuende, Motivational Speaker and Bestselling Author who graduated from Mount Baker Secondary School who met with the Superintendent and Diane Casault last week. He is willing to come to SD5 to speak to staff on the future of work and human centricity in the workplace. He also has a message for students about following their passion. Further discussion will take place.

#### **4.5 COTR/UVIC Teacher Education In-Situ Project**

Director Diane Casault gave Trustees a brief overview of the COTR/UVIC Teacher Education In-Situ Project:

- a partnership with Steeples Elementary is taking place where student teachers are infiltrating the school and doing co-teaching models and mentoring
- exciting work; will be creating 6 hub meeting 3 times a year
- when we get access to student teachers in the classroom everyone benefits
- letters have already been sent to parents to inform them and information has been given out at PAC meetings
- teachers will be involved earlier in the process with the next learning hub at Pinewood Elementary School

### **5. BCSTA LETTERS**

#### **5.1 Employer Health Tax**

Receive and file.

This item will be referred to Finance/Operations Committee meeting later today for further discussion.

#### **5.2 Funding Concerns**

Receive and file.

**Late addition:** Professional Quality Teaching (PQT) Celebration tomorrow, May 29 at the CDTA office at 3:30 p.m. All trustees and staff welcome.

**Late addition:** Review of the 9:30 start time on committee meeting day – a survey will be sent out and results will be given at the next board meeting.

**6. ADJOURNMENT**

The Advocacy/Education Committee meeting was adjourned at 10:02 a.m.





**The Board of Education of  
School District No.5 (Southeast Kootenay)  
Minutes – Policy Committee**

**May 28, 2018, 11:30 a.m.  
Board Office**

<b>Committee Members In Attendance:</b>	<b>Co-Chair Trustee Brown (Chair) Trustee Helgesen (by phone)</b>
<b>Regrets:</b>	<b>Co-Chair Trustee Ayling Trustee McPhee</b>
<b>Board/District Staff in Attendance:</b>	<b>Trustee Bellina Trustee Johns Chairperson Lento Brent Reimer, Director of Instruction/Human Resources Rob Norum, Secretary Treasurer Diane Casault, Director of Student Learning/Innovation Jason Tichauer, Director of Student Learning/Aboriginal Education Jennifer Roberts, District Principal/Tech. and Transformative Learn. Darcy Verbeurgt, District Principal/Student Services Janice Paetz, Executive Assistant (Recorder)</b>

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Policy Committee meeting of May 28, 2018 was called to order at 12:56 p.m. by Co-Chair Brown.

**1.2. Approval of the Agenda**

**POL-2018-07**

Addition:

Policies passed since the last Board meeting:

- 1.17 Terms of Reference - Audit Committee
- 4.27 Professional Development Exempt Staff/Trustees

M/S that the revised agenda for the Policy Committee meeting of May 28, 2018 be approved.

### **1.3. Approval of the Minutes**

#### **POL-2018-08**

M/S that the minutes of the Policy Committee meeting of April 23, 2018 be approved as circulated.

## **2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING**

- 1.17 Terms of Reference - Audit Committee
- 3.11 Independent Directed Studies
- 4.27 Professional Development Exempt Staff/Trustees

## **3. BUSINESS ARISING FROM PREVIOUS MEETING**

### **3.1 Independent Directed Studies (IDS) Summary**

Discussion included:

- School summary:
  - ESS – have not offered IDS courses
  - FSS – Culinary Arts and Arts (2 over past 3 years)
  - JEJSS – have not offered IDS courses
  - MBSS – Art, Psychology, Wood Working (average 10 per year – 30+ over past 3 years)
  - SSS – have not offered IDES courses
- a copy of the summary will be sent to Trustees
- students would hear of these opportunities via school counsellors and/or the course selection handbook.

### **3.2 Board/Authority Authorized Courses (BAA)**

Discussion included:

- as a result of the MBSS audit, we realized that not all BAA courses currently used have been authorized
- quite a few courses would now match Ministry courses so we will have less BAA courses going forward
- Mr. Tichauer will be reviewing all district BAA courses to determine if they are still being used and if they now match a Ministry course (a summer project)
- BAA courses that are being used will all require new outlines that match the redesigned curriculum
- one challenge is that the outlines are to match the reporting order and the reporting order has still not been finalized.

## **4. CORRESPONDENCE AND/OR NEW ITEMS**

Draft Policy – Accumulated Surplus

Discussion included:

- the policy is a requirement of the Ministry and must be in place by June 30<sup>th</sup>
- our draft policy was a sample provided by the BCSTA and then modified to suit our District

- Section 2.1 - last paragraph – the minimum of 1.5% and maximum of 3.0% are just guidelines – variances outside of this range may very well initiate conversations about what is happening with certain budgets and why we are under/over
- there is talk that the Ministry may require districts to put any capital surplus funding towards building a new school
- we definitely need to review and synchronize all of our budgets going forward as the Ministry wants to know about all reserve and surplus funds
- Section 4.4 – 2<sup>nd</sup> bullet – change the Superintendent of Schools to Secretary Treasurer
- Section 4.4 – 3<sup>rd</sup> bullet - change Management and Finance Committee to Finance/ Operations Committee
- Unrestricted Operating Surplus in chart – maximum should go up from 1.5% to 3.00% - would give us more leeway
- Mr. Norum is not aware of any overseeing by any person/group to ensure policy is in place and adequate, but will check to make sure
- would it be beneficial to have a similar chart for restricted operating surplus (beneficial to share information but not to have it in the policy).

### **Recommendation A**

***M/S that the amended Policy 4.26 Accumulated Operating Surplus be approved by the Board of Education at the June meeting.***

## **5. INFORMATION ITEMS**

- 1.17 Terms of Reference – Audit Committee
- 4.27 Professional Development Exempt Staff/Trustees

These new policies will be posted to the website and sent out to partner groups once formatting has been finalized.

## **6. ADJOURNMENT**

The meeting adjourned at 1:25 p.m.

# **THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST (KOOTENAY)**

## **POLICY**

## **ACCUMULATED OPERATING SURPLUS**

### **SECTION 4.26**

#### **SECTION 1 – OBJECTIVES AND GUIDING PRINCIPLES**

##### **1.1 OBJECTIVES**

The School District's objectives in terms of its accumulated operating surplus is set out in this Accumulated Operating Surplus Policy (Policy). By reaching a clear understanding of its operating surplus objectives, and by continually measuring progress towards achieving those objectives, the School District can attain greater fiscal stability and better support educational goals.

##### **1.2 GUIDING PRINCIPLES**

The following principles form the basis for this Policy:

- Healthy surplus levels are important in achieving educational goals including financial health and stability;
- Actual surplus balances need to be benchmarked with other school districts and jurisdictions and with pre-determined targets on an ongoing basis to gauge whether financial health is being achieved;
- Surplus goals need to be consistent with and supportive of realistic longer-term financial plans

#### **SECTION 2 – INTERNALLY RESTRICTED OPERATING SURPLUS**

Unique to other organizations in the public sector, school districts are permitted to incur annual deficits as long as they have sufficient accumulated operating surplus to cover the annual deficit. An accumulated operating surplus indicates that a school district has net resources that can be used to provide future services. It is achieved by spending less than the revenue it receives. The Secretary Treasurer will recommend amounts that are internally restricted at year-end. Boards of education are required by legislation to prepare balanced annual operating budgets, which may include use of (appropriation of) prior year accumulated surplus.

This Policy will guide:

- Inter-fund transfers, and ensure that stakeholders are aware of the Policy and understand what it means;
- General guidelines as to how much (i.e. percentage or dollar amount) could be transferred to other funds;
- How much might be allocated from current year's resources to be spent in a future fiscal year;
- Annual planning and reporting of the expected surplus/deficit for the year and the application of the Accumulated Operating Surplus Policy for that fiscal year.

The following categories of internally restricted operating surplus have been established for the purpose(s) so identified:

### **2.1 Operations Spanning Future School Years**

To support effective planning, there will be situations where monies will need to be carried over to future years'. These could be for categories such as:

- Future years' Operations/Budget (not beyond the next two fiscal years)
- Schools and Department surplus/carry-forwards (not beyond the next two fiscal years)
- Operating projects in progress
- Technology, utilities, equipment and Capital projects (includes amounts to be transferred to Local Capital, but have not yet been identified for specific initiatives)
- Purchase order commitments
- Distributed learning, International Program

The amount of Accumulated Operating Surplus restricted for Operations Spanning future School Years at the end of a fiscal year should be a minimum of 1.5% and a maximum of 3.0% of actual Operating Expenses of that fiscal year.

### **2.2 Anticipated Unusual Expenses Identified**

To support effective planning, there will be situations where senior management has identified unusual/non-recurring expenses anticipated to be spent in the upcoming fiscal year that will not be funded by revenues of that year. These could be for categories such as:

- Staffing, labour relations, employee benefits, severance
- Implementation of new curriculum

The amount of Accumulated Operating Surplus restricted for Anticipated Unusual Expenses Identified at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.0% of actual Operating Expenses of that fiscal year.

### 2.3 Nature of Constraints on the Funds

In recognition of some monies having constraints as to how they can be spent, funds may need to be internally restricted at the end of the fiscal year. Funds with external restrictions are to be included in Special Purpose Funds. These internal restrictions could be for categories such as:

- Contractual obligations (i.e. professional development)
- Aboriginal education
- School Generated Funds (not externally restricted)
- Education Plan
- Donator named funds (not restricted by the donor)

The amount of Accumulated Operating Surplus restricted for Nature of Constraints on the Funds at the end of a fiscal year cannot be quantified as a range of minimum to maximum.

### 2.4 Contingency Reserve

To support effective planning, there will be situations where contingency funds need to be available for unexpected increases in expenses and/or decreases in revenues. Budgeted annual operating expenses should be reflective of actual estimated costs or, where applicable, contractual expenditure requirements. The contingency reserve mitigates the risk of actual costs being greater than estimated. These could be for categories such as:

- **For Major Emergent Operating Issues** – the School District is exposed to major non-reoccurring costs related to various emergency events or situations, e.g. inclement weather, forest fires, etc. These emergent situations cannot be anticipated and budgeted for and may not be feasible to absorb the cost of such events in other budget areas in any given year.
- **For One-Time and Intermittent Projects** – the School District undertakes certain one-time and/or intermittent projects that are larger in terms of costs. If these projects were funded from annual per-pupil based Operating grants from the Ministry of Education, annual fluctuations in educational service levels may result; therefore, it is not prudent to fund these projects from current annual per-pupil based Operating grants from the Ministry of Education.

- **To Offset Unrealized Revenues** – some of the School District’s revenue sources, e.g. off- shore student enrolment, rentals, etc., are cyclical in nature and thus are subject to downturns in the economy. The School District tries to anticipate economic downturns by budgeting for a base dollar amount of these revenues in its general operations. Despite its best efforts, the School District is exposed to the possibility of unrealized revenues and/or to declines in base revenues from year to year. One cannot always count on budgetary savings or other revenues to always offset these shortfalls.

The amount of Accumulated Operating Surplus restricted for Contingency Reserves at the end of a fiscal year should be a minimum of 0.5% and a maximum of 1.0% of actual Operating Expenses of that fiscal year.

### **SECTION 3 – UNRESTRICTED OPERATING SURPLUS**

The School District needs to maintain Unrestricted Operating Surplus balances for working capital purposes, i.e. to provide for operating expenditures before operating grants from the Ministry of Education are received. Maintaining minimum working capital levels eliminates or reduces the need to borrow externally and/or internally for operations.

The School District may also require emergency funds from time to time, from its Unrestricted Operating Surplus balance, for unforeseen costs. When this occurs, the School District needs to rely upon sufficient balances being available.

Also included in the Unrestricted Operating Surplus are funds that may be used in budget years beyond the next two fiscal years.

The amount of Unrestricted Operating Surplus at the end of a fiscal year should be a minimum of 0.5% and a maximum of 3.0% of actual Operating Expenses of that fiscal year.

### **SECTION 4 – ADMINISTRATION**

#### **4.1 Increases to Restricted Surplus**

Annual and/or periodic increases to the restrictions on the Accumulated Operating Surplus shall be specific to each category of restriction, as approved by the Board through the School District’s annual financial planning/budgeting process.

#### **4.2 Minimum and Maximum Surplus Balances**

Minimum and maximum surplus balance guidelines have been set for some of the categories of restrictions on School District’s Accumulated Operating Surplus and Unrestricted Surpluses as shown in attached Appendix “A”. The purpose of each category of Accumulated Operating

Surplus is also shown in this Appendix. The minimum balances ensure that the respective balances are not depleted to the degree that those balances are no longer able to serve their intended purpose(s). The maximum balances ensure that the School District's guiding principles are achieved and that the respective balances do not grow beyond their intended purpose(s) and thus create idle assets that could be otherwise utilized for other corporate priorities. A formal comparative review of actual, minimum and maximum fund balances shall be undertaken annually.

### **4.3 Responsibilities**

The School District's Secretary-Treasurer shall be responsible for:

- Recommending the necessary increases/decreases and transfers so that the School District's Restricted Operating Surplus and Unrestricted Operating Surpluses are maintained in accordance with this Policy;
- Conducting an annual review of all restricted Operating Surplus balances, and Unrestricted Operating Surplus balances including comparing actual levels with the established minimum and maximum levels within this Policy and with other school district and jurisdiction benchmarks, and reporting the results of such a review to the Board of Education;
- Recommending changes to the minimum and maximum balance guidelines shown in this Policy; and
- Recommending any revisions or amendments to this Policy, as may be required from time to time, as a result of changes in applicable Ministry of Education directives, accounting standards, economic conditions, etc.

### **4.4 Restriction Increases/Decreases and Transfer of Funds**

- Increases/decreases in Internally Restricted Operating Surplus for any of the categories identified in Section 2 in excess of \$20,000 will be considered by the appropriate Standing Committee and approved by the Board of Education.
- The Secretary Treasurer has the authority to approve increases/decreases in Internally Restricted Operating Surplus up to and including \$20,000. Any such increases/decreases will be reported to the Finance/Operations Committee.
- Any transfer of funds between the Operating Fund and Capital Fund not included in the Annual Budget, or Amended Annual Budget, will be considered by the Finance/Operations Committee and approved by the Board of Education.



- It is expected that the annual operating budget will allow transfers to local capital, which are sufficient to allow efficient replacement or acquisition of assets consistent with the School District's capital plan. Transfers to local capital should be authorized through the budget bylaw or by separate board motion. They should be supported by a planned use of the local capital balance.

#### 4.5 Guide and Transition

The minimum and maximum operating surplus balance guidelines shown in this Policy serve as a guide in moving the School District towards the goals or targets it wishes to attain, in terms of individual surplus balances. It is recognized that the School District's surplus balances may not be at the minimum or maximum levels at the time of enacting this Policy, however, the School District is transitioning towards its maximum targets.

### SECTION 5 – GLOSSARY

The following terms used in this Policy are defined as follows:

**"Accumulated Operating Surplus"** means the accumulated excess of Operating revenues over Operating expenses from prior years.

**"Accumulated Operating Deficit"** means the accumulated excess of Operating expenses over Operating revenues from prior years.

**"Annual Operating Deficit"** is the amount by which a fiscal year's Operating expenses exceed that same fiscal year's Operating revenues.

**"Operating Expenses"** are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the financial statements.

**"Operating Revenue"** are the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the financial statements.

**"Annual Operating Surplus"** is the amount by which a fiscal year's Operating revenue exceeds that same fiscal year's Operating expenses.

**"Unrestricted Operating Surplus"** means the accumulated Operating surplus built up in the School District's Operating fund that has not been designated for specific uses.

**School District 5 (Southeast Kootenay)  
Accumulated Operating Surplus Policy**

<b>Category of Accumulated Operating Surplus</b>	<b>Purpose</b>	<b>Minimum Level</b>	<b>Maximum Level</b>	<b>Jun.30.17 Balance</b>
Operations Spanning Future School Years	For future years' operations (not beyond 2 years), school/department carry-forwards, projects in progress, etc.	1.5% of actual operating expenses of that fiscal year	3.0% of actual operating expenses of that fiscal year	
Anticipated Unusual Expenses Identified	For unusual/non-recurring expenses anticipated to be spent in upcoming fiscal year that will not be funded by revenues of that year.	0.5% of actual operating expenses of that fiscal year	1.0% of actual operating expenses of that fiscal year	
Nature of Constraints on the Funds	For monies that have constraints on how they are to be spent. Does not include monies with external restrictions.	n/a	n/a	
Contingency Reserve	For unexpected increases in expenses and/or decreases in revenues. Related to major emergent operating issues, one-time and intermittent projects, and to offset unrealized revenues.	0.5% of actual operating expenses of that fiscal year	1.0% of actual operating expenses of that fiscal year	
Unrestricted Operating Surplus	For working capital purposes within the Operating Fund, for unforeseen general operating emergency expenditures, and future school years beyond the next two years.	0.5% of actual operating expenses of that fiscal year	3.0% of actual operating expenses of that fiscal year	



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - STUDENT SERVICES MEETING**

**May 28, 2018, 10:30 a.m.  
Board Office**

**Committee  
Members In  
Attendance:** Co-Chair Trustee McPhee (Chair)  
Co-Chair Trustee Johns  
Trustee Bellina

**Regrets:** Trustee Ayling

**Board/District  
Staff in  
Attendance:** Chairperson Lento (In at 10:17)  
Trustee Brown  
Trustee Whalen  
Diane Casault, Director of Student Learning/Innovation  
Jason Tichauer, Director of Student Learning/Aboriginal Education  
Brent Reimer, Director of Instruction – Human Resources  
Darcy Verbeurgt, District Principal of Student Services  
Jennifer Roberts, District Principal of Transformative Learning  
Jane Nixon, Executive Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

The Special Education Student Services meeting of May 28, 2018, was called to order at 10:11 by Co-Chair Trustee McPhee.

## **1.2 Approval of the Agenda**

M/S that the agenda of the Special Education Student Services meeting of May 28, 2018 be approved as circulated.

## **1.3 Approval of the Minutes**

M/S that the minutes of the Special Education Student Services meeting of April 23, 2018 be approved as circulated.

## **2. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **2.1 Bill Standeven Report**

Mr. Verbeurgt continued to review information from pages 13-15 of the Bill Standeven Report. He discussed that BC Council of Administrators of Special Education ("BC CASE") is recognizing that districts/schools reflect varied and diverse student populations and is working to develop models focusing on inclusion topics such as Social-Emotional Learning. BC CASE is also continuing to perform an ongoing review of Provincial Outreach Programs and English Language Learning

Mr. Verbeurgt also discussed the Ministry of Education's direction for supporting the success of all students. Within School District 5, teaching staff, Educational Assistants and Student Services Teachers are working towards focusing on gathering quality data evidence versus quantity.

Mr. Verbeurgt reviewed the new system of using red binders for Individual Education Plans (and supporting documents) that are housed with the cumulative files.

The term Early Intervention was clarified. Early intervention does not just encompass primary (K-3) grades. Speech Language Pathologists, Occupational Therapists and Physical Therapists are not just intervening with primary students but as early as needed with all students.

Compliance Audit information was discussed. At this time, there have been more enrolment audits in the province than special education audits. The Kootenay Boundary School Districts (5, 6, 8, 10, 20 and 51) have been working towards preparation of audits and the understanding of practices through Ministry checklist data, etc.

Trustee McPhee requested that Mr. Verbeurgt research the districts that have recently had compliance audits. Trustee Brown questioned if the District had the ability to meet compliance auditors in advance of the audit process.

Mr. Verbeurgt also reviewed the Competency Based IEP with reference to Curricular and Core Competencies, such as Social Emotional competencies. He explained that the IEP Process also involves increased planning with the student. Workload for the Student Services Teachers has been reduced with Simplified IEP Process.

This concluded the examination of the Bill Standeven Report.

**2.2 MOTION-R-17-151**

Mrs. Casault stated that as a result of meetings with Trustee Johns and Trustee McPhee, there is a need to revise the letter to the CFTA with regards to the reinstatement of the Reference & Regulate program.

Trustee McPhee suggested a new letter be drafted outlining how Reference & Regulate will be integrated effectively for the 2018-19 school year.

Letter to be drafted by District Management indicating how strategies of the Reference & Regulate program will be implemented in serving children on the Autism Spectrum.

**2.3 MOTION-R-17-48 – Rescinded**

**2.4 Recommendation A**

***M/S that District Management to undertake a review of the SD5 IEP Planning Cycle and present the review at the September Committee Meeting.***

**3. CORRESPONDENCE AND/OR NEW ITEMS**

**3.1 Ministry of Education – BC – Inclusive Education Multi-Year Plan**

Mrs. Casault reviewed and highlighted the three themes of the Inclusive Education Multi-Year Plan (2017-2020).

**4. INFORMATION ITEMS**

**5. ADJOURNMENT**

The meeting was adjourned at 11:20.



**The Board of Education of  
School District No.5 (Southeast Kootenay)**

**MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)**

**May 28, 2018, 12:30 p.m.  
Board Office**

Committee Members in Attendance: Trustee Helgesen (Co-chair) – by phone  
Trustee Johns (Co-chair)  
Trustee Bellina

Regrets: Trustee Whalen

Board/District Staff in Attendance: Trustee Brown  
Chairperson Lento  
Trustee McPhee  
Secretary Treasurer, R. Norum  
Director of Instruction/Human Resources, B. Reimer  
Director of Student Learning/Aboriginal Education, J. Tichauer  
Director of Student Learning and Innovation, D. Casault  
District Principal/Student Services, D. Verbeurgt  
District Principal/Technology, J. Roberts  
Sandy Gronlund, Executive Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-chair Trustee Johns called the public Finance/Operations/Personnel Committee meeting of May 28, 2018 to order at 1:35 p.m.

**1.2 Approval of the Agenda**

Additions: 4.4 Relay for Life  
4.5 Employer Health Tax

The agenda of the public Finance/Operations/Personnel Committee meeting of May 28, 2018 was approved as amended.

**1.3 Approval of the Minutes**

The minutes of the public Finance/Operations/Personnel Committee meeting of April 23, 2018 was approved as amended.

**2. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**3. DELEGATIONS/PRESENTATIONS**

Nil

## 4. NEW BUSINESS

### 4.1 Budget Update

The second and final reading of the 2018/19 Annual Budget will be asked for at the June Board meeting. Mr. Norum has met with the Board a couple of times over the past month discussing the Budget.

Response letters will be sent to participants that submitted budget input items for the 2018/19 Annual Budget. Mr. Norum will be supplying a Needs budget, which will include these budget input submissions along with our District needs.

Trustee Johns asked to have the Select Standing Committee flagged in the Needs budget list.

### 4.2 2018-19 Annual Facility Grant Allocations

Mr. Norum reviewed the Annual Facility Grant (AFG) - 2018/19 Expenditure Plan with the Board.

A Bylaw is no longer required for AFG projects. The Ministry of Education only requires the list of projects by June 30, 2018. Budgets on these projects will be monitored.

Mr. Norum answered questions from the Board on the projects.

#### **Recommendation A**

M/S that the Board approve the Annual Facility Grant (AFG) - 2108/19 Expenditure Plan.

### 4.3 SD5 Bus Request - 55+ BC Games

Mr. Norum shared a letter from Sally and David Struthers, Transportation Directors for the 2018 55+ BC Games, requesting six busses with SD5 Drivers from 8:00 a.m. to 5:00 p.m. September 11-15, 2018.

Our School District will help them out where we can, however, four of these days schools will be in session making the

#### **Recommendation B**

M/S that the request for SD5 busses to transport participants in the 55+ BC Games September 11-15, 2018 to and from events be forwarded to the June Board meeting where further information may be available.

### 4.4 Relay for Life

A request was sent to Chairperson Lento from Mount Baker Secondary, asking the Board to support financially, the Relay for Life event that the school lead group is organizing as part of their learning skills.

Discussion included:

- There are many worthwhile venues, all of which deserve donations. The requests could get out of control.
- Would be more appropriate to have a presentation to the Board.
- Should the District get into fundraising requests?

**Recommendation C**

M/S that the Board approve Chairperson Lento to draft a letter to MBSS explaining that the Board will not be donating to the Relay for Life at this time.

**4.5 Employer Health Tax**

A letter from School District 42 addressed to the Minister of Education and the Minister of Finance was distributed to the Board. The letter addresses the concerns of the increased cost to the Districts with the Employer Health Tax.

Mr. Norum quoted the following costs to the Board giving them an idea of the increased cost to the District.

2016/17 \$	780,000
2017/18 \$	580,000
2018/19 \$	780,000
2019/20 \$	1,017,000

The question not answered, is if the individual employee will be taxed on the amount, similar to MSP premiums.

**Recommendation D**

M/S that the Board write a letter to the Minister of Education and the Minister of Finance outlining the concerns of implementation of the Employer Health Tax.

**5. ITEMS FOR INFORMATION**

**5.1 District Occupational Health and Safety Committee Minutes**

Trustee Bellina asked when the window blinds will be installed at Isabella Dicken Elementary School. Mr. Norum reported that blinds have been installed in areas of the school. The District prioritizes and is currently examining dust particles in the schools.

**6. QUESTION PERIOD**

Nil

**7. LATE ITEMS**

Nil

**8. ADJOURNMENT**

The public Finance/Operations/Personnel Committee meeting of May 28, 2018 adjourned at 2:10 p.m.



Trustee Bellina – May Report

May 8th - Board of Education Meeting in Elkford - attended with WebEx.

May 9th - FJMES PAC Meeting

May 14th - Library Board Meeting

May 17th - Sparwood Early Years Meeting

May 22nd -Working session - via WebEx

May 23rd - Visit with VP at SSS re grad

May 25th - Grad Banquet

May 26th - Grad Commencement

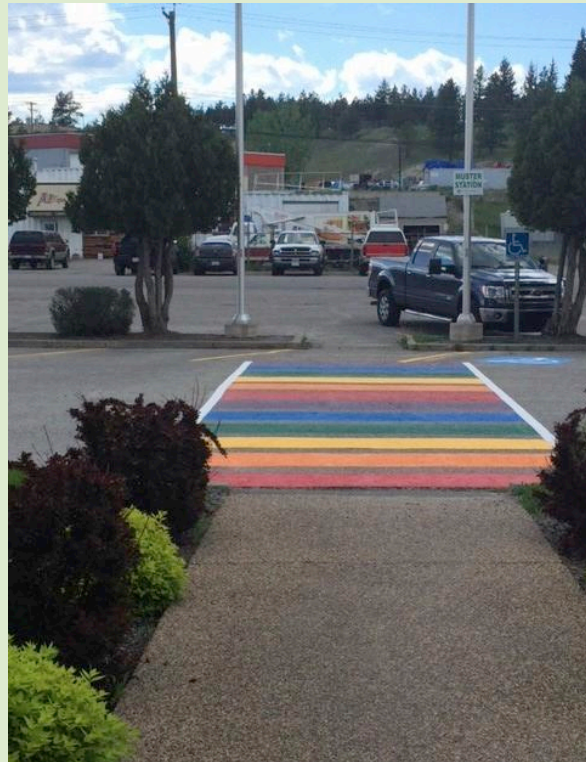
May 28th - Board Committee Meetings - attended for Rainbow ribbon cutting

June 1st - Working Session - attended via WebEx

June 4th - Library Board Meeting

# SOUTHEAST KOOTENAY

## School District 5 Superintendent's News



***June, 2018***



# Superintendent's Activities - Lynn Hauptman

## Dogwood District Authority Scholarships and Community Bursaries

Poise – Planned – Passion --- these are the three words I would use to describe this year's candidates and recipients for the Dogwood District Authority Scholarships. This is always a highlight of the year for me - judging the District Dogwood presentations. Jason Tichauer and I met with 46 Grade 12 students from our high schools across the district over two very full days. These graduates shared their passions and career aspirations in a variety of ways. Every single one of them was extremely well planned and showed great poise (even though some were nervous!) We saw everything from incredible musicians, hunters, musical compositions, gymnastic displays, figure skaters, hockey players, baseball players, art work, environmental stewardship, international languages (one completely in Portuguese) community service, and the list goes on and on. Our students were able to link their passions to their future endeavors. We will have future doctors, nurses, lawyers, teachers, musicians, engineers, graphic artists, advertisers, and massage therapists, but we will also see students focusing their work on helping youth with mental health struggles, genetics work, and a wildlife biologist to protect our herds.

In the end all forty-six (46) applicants have been award \$1250 scholarships. In addition to these scholarships, I extend my sincere appreciation to all donors who are making a significant impact on post-secondary opportunities for our students. The community support year after year for our graduating students is outstanding!

## BC Liquor Stores 2015 Dry Grad Campaign

School District 5 participated in the seventeenth annual fundraising campaign to support alcohol-free graduation celebrations in all of our communities organized by the BC Liquor Distribution Branch (LDB). Elkford Secondary will receive \$19.00, Sparwood Secondary will receive \$400.00, Fernie Secondary will receive \$51.75 and Mt. Baker Secondary will receive \$1,374.00 for a total of \$1,844.75. An Exit Survey will be completed by each school and submitted on behalf of the District which will summarize the allocation of the campaign.



Congratulations to Jo-Anna LeGrandeur! She is MBSS's fourth recipient of the Prime Minister's Award in teaching!

## Deputy Minister's Meeting with all BC Superintendents

For the third time this year, all BC Superintendents met in Richmond with Deputy Minister Scott MacDonald and his team from the Ministry of Education. As in the past, these meetings were very productive as we were asked for input into a variety of future directions of the ministry. After updating us on the Ministry's priorities over the next few years, we spent time giving feedback and input on the draft of the Policy for Student Success - very much the Strategic Directions of the Ministry to ensure all our students are meeting with success. This document will come back in the summer to the meeting with the wider BCSSA group at our meeting in Kelowna. This same document is being shared with all partner groups. Time was spent with Assistant Deputy Minister Keith Godin examining the plethora of student data that is now available to be used by district and again, input was given. The majority of the afternoon addressed Mental Health of Youth - a key ministry priority led by Assistant Deputy Minister Jenn McCrea. We sent a team to the first Mental Health meeting earlier last month and we will be sending a team in the fall to the Train the Trainer initiative. See the brief description below:

*It is time to build on the considerable work in developing mental health literacy (MHL) already underway in BC school districts - catalyzed in large part by recent MHL in-service sessions led by nationally and internationally known expert, Dr. Kutcher and Alberta's MHL ProD facilitator, Andrew Baxter. Earlier in May, 20 school districts sent 2 to 3 Core Trainers for a three-day MHL Institute to prepare to provide in-service for district-based trainers-of-trainers who can, in turn, train school-based Go-To Educators (to identify, triage, refer and support students with mental health problems and mental disorders in schools).... Another three-day Mental Health Literacy Institute is planned for **September 10-12** for districts interested in sending 2 to 3 educators.*

The final part of the afternoon was dedicated to the Graduation Program and Assessments as it is full steam ahead. All in all, a very productive and full day!!!

# Education Update

Ministry of Education



**Draft Principles Guide BC Public Service on Relationships with Indigenous Peoples:** The Government of BC is committed to working with Indigenous peoples in the spirit of respect and collaboration. On Tuesday, the [Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples](#) was [announced](#) as a tool to help guide all members of the public service in how to adopt and implement the UN Declaration and the [TRC's Calls to Action](#), and as a starting point for conversations with First Nations and Indigenous peoples.

**School Physician Communication Form:** The Ministry and the BC Pediatric Society have collaborated to update the [School Physician Communication Form](#). This form provides the opportunity for school-based assessment information to be shared with physicians, to inform medical assessment, and for medical information to be shared with school districts to support program and resource planning in the education setting. For additional information clarifying the roles of each participant in the sharing of information, please refer to the [information sheet](#).

**Canadian Student Tobacco, Alcohol and Drugs Survey (CSTADS) – 2018/19:** The Ministry is encouraging school districts to support school participation in this biennial survey from Health Canada – the CSTADS team will be contacting districts for approval to invite individual schools to participate in the 2018/19 survey. The survey collects information on substance use, including cannabis, as well as other health and well-being topics that schools have identified as priorities. Participating schools will receive a \$100 honorarium, and a customized *School Health Profile*. For more information, visit the [webpage](#).

**CyberTitan National Competition:** The Information and Communications Technology Council's CyberTitan is a national cybersecurity skills competition delivered in partnership with the US Air Force Association's CyberPatriot. In competition rounds, secondary and middle school teams become newly-hired IT professionals tasked with managing a small company network and finding cybersecurity vulnerabilities in a six-hour period. Teams compete for 10 spots in the Canadian Finals. The deadline for registration is **October 3, 2018**. Visit the [ICTC](#) and [CyberTitan](#) webpages for more information.

**FOR INFO, PARENTS & GUARDIANS – Youth Substance Use, a Letter for Parents & Guardians:** The Provincial Health Officer has written a [letter](#) to parents and guardians regarding BC's unprecedented illegal drug overdose crisis. It details what you need to do to keep your kids safe, what you can do to help save a life, and how to get help. For more information, please visit the StopoverdoseBC [webpage](#) or call HealthLinkBC at 811 to speak to a health navigator about what treatment options and services are available in your area.

**BC's New Grade 10 Curriculum Available:** BC's new Grade 10 curriculum is finalized and available in PDF and Word on the [Curriculum website](#). HTML versions will be available by **June 29, 2018**. Watch for Grade 10 French translations and Grade 11 and 12 curriculum, which will be posted as it is completed. All will be posted by **June 29, 2018**. Grade 11-12 French translations will be posted by early **September 2018**.

## Important Dates for Trustees:

**No Committee Meetings in June**

**MBSS Grad June 28**

**FSS Grad - June 29**

**ESS Grad - June 28**

# NEWS FROM SCHOOLS



Aboriginal Games at SSS



On May 30, the SD5 Principals and Vice Principals experienced flexible learning spaces at their meeting at the Cranbrook Board Office. A big thank you to LMS staff and students for the loan of the flexible furniture and to Jennifer Roberts for organizing and getting demos that we were able to raffle.



Flag Raising Ceremony at ESS

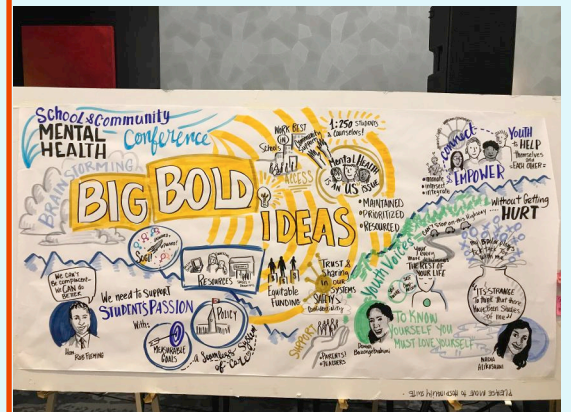


SSS 2018 Grads

Telus Ambassadors once again delivered over 200 Kits for Kids (backpacks) last week! Each year our schools and students appreciate the many Telus Ambassadors who work so hard filling backpacks with the various school supplies and delivering them to our District! The Kits for Kids will go to schools the last week of August so students will have them for the first day of school!

Last week a group of Southeast Kootenay counsellors and administrators had the pleasure of attending the School Community Mental Health Conference in Richmond, BC. The multi-discipline approach to the conference provided a framework that appears to be moving towards a provincial mandate around mental health and youth similar to the ERASE Bullying strategy. All but five school districts were represented at the conference.

The speaker panel was rich with students and other individuals who shared their personal journeys navigating life with mental health struggles. From politicians to researchers the overarching theme throughout was that relationships matter and we need to be able to communicate freely on all levels in order to effectively promote change in the current system. Working to reduce the stigma surrounding mental health and how we react to students who have been absent (i.e. It is great to see you. vs Where have you been?) creates an environment where individuals feel valued rather than judged.



## NEWS FROM THE SECRETARY-TREASURER, DIRECTORS, DISTRICT PRINCIPALS

### Update from the Secretary-Treasurer: Rob Norum

- finalizing the 18/19 budget process with a budget due date of June 30
- dealing with BCPSEA in preparing our submission for Exempt staff compensation
- Classroom Enhancement fund projections for 2018/19 school year
- Lease agreement review for Fernie and Sparwood properties
- Several summer capital project tenders closing in June 2018 with the plan to finalizing by September
- preparing for our annual audit in July and August

### Update from the Director of Human Resources: Brent Reimer

Staffing processes for the coming school year are now under way. The second round of postings for teachers has gone out and will be filled shortly. We hope to complete a third and possible fourth round of postings for teachers before July 6th.

We are currently under way in hiring TTOCs, EAs and clerical for casual employment for the coming school year. A big thank you to the hiring team consisting of principals and vice principals assisting in this process.

The retirement celebration for employees of School District 5 is taking place on Thursday, June 14th at St. Eugene Mission Resort. There will be 12 retirees of 23 attending this evening. We look forward to an enjoyable evening where we can celebrate the accomplishments of employees and their distinguished careers.

The new teacher orientation session will be taking place August 28, 2018 at the Board Office. This is an opportunity for new teachers to our district to have an orientation of the staff and processes within the district. We look forward to a valuable day with our new teachers.

### Update from the Director of Student Learning and Aboriginal Education: Jason Tichauer

#### Aboriginal Education

Our District has been recognized, along with 4 other school districts, with a Premier's Excellence Award for our work on the Aboriginal Worldviews and Perspectives in the Classroom document. Well done, team!

We had the opportunity to be a part of the Aboriginal Student Graduation ceremony with the MBSS/KES teams. What an awesome evening, and congrats not only to the students, but to the folks who put on a great event!

#### Framework for Enhancing Student Achievement

Our committee has had very productive days developing the Framework for our school district. We are at the 'draft' stage and will be ready very shortly to present it to the Board for feedback! Thanks to all involved!

#### SOGI Initiatives

Thanks to all for a great Rainbow Crosswalk unveiling! What an awesome day. In addition to our fantastic Rainbow Crosswalk ceremony, we also had the opportunity to meet as a Region for the SOGI educator network. At that meeting, we had a chance to talk about our many initiatives, and I think our Rainbow Crosswalks will take off across the region!

#### District Scholarships

We had the opportunity to again be a part of the district scholarship process. Over 40 students received \$1250 each to pursue their post-secondary passions. What a great 2 days of witnessing the skills and talents of so many of our graduates!

## Update from the Director of Student Learning and Innovation: Diane Casault

### Inquiry Sharing Fair

What an amazing day of sharing and learning! If you were fortunate enough to have been able to join us for all or part of the day you would agree it was time very well spent. Some inquiry questions included: How can a sustainable model of theatre be established at SSS? How do we get place-based thinking started in our school? Does anchoring familiar cultural concepts, such as number, to Ktunaxa ways of knowing and language deepen the students' understanding of the First Nations' role in community, past and present?

Please check out this month's Learning Leaders News for the full menu of projects, questions and pictures. Thanks to all and a job well done.



### Physical Literacy

Our Physical Literacy focus continues in SD 5. Our team is in the process of submitting a "Request for Expressions of Interest" (RFEI) to Columbia Basin Trust for funding to support the work being done in classrooms. Fundamental movement skills are important to physical development and enjoyment of sports and physical activities but more importantly can allow a child to enjoy a long life of physical activity.



### Early Childhood Education

Last week the Honourable Melanie Mark, Minister of Advanced Education, Skills and Training BC, announced \$130,000 in funds to add 30 seats for the ECD program at COTR. Interim Vice President of Academics and Applied Research Heather Hepworth says they will spread the extra seats throughout their campuses. "What we're hoping to do is maintain those seats in our region, but be able to distribute them to our other campuses like Golden, Fernie and Creston that have identified a need for child care workers as well. Hepworth adds the program is popular but the childcare sector still needs more trained professionals. "It's fairly popular, but it's a very difficult field of work. I think one of the challenges for students that graduate from the program is, frankly, wages."

The province is working towards establishing a universal childcare program. It's estimated that 9,100 early childhood educators will be needed in the province by 2028.



## Carbon footprint

Our schools and the Board Office have been working hard to reduce the amount of carbon dioxide (or other carbon compounds) emitted into the atmosphere. Some examples of reducing the Carbon Footprint of School District 5 include:

- recycling programs
- composting (with worms)
- motion activated room lights
- LED low lighting pilot projects
- filtered water fountains (reduction use of plastic water bottles)
- wasteless lunch Wednesdays
- idle-free zones
- encouraging students and staff to walk or bike to school
- Planting garden boxes with herbs & flowers
- Growing food such as tomatoes and beans

## HACKER GAL

50 girls joined Kim Froehler at FJ Mitchell and 25 girls joined Ryan McKenzie at Parkland Middle School on Wednesday, May 2 for the HackerGal Hackathon.

## Solar Ovens

Ms. Fleischacker's Grade 4 class at FJ Mitchell built solar ovens on Friday, April 27, as part of their solar energy unit.

It took 53 minutes for the cheese to melt and the pepperoni to bubble on pita pizzas warmed in the solar ovens.

This project was a wonderful way to combine several initiatives--Maker Spaces, Take Me Outside Week and Earth Week activities.



## Bike to Work Week REPORT

Our Team biked almost 950 km for Bike to Work Week from May 28-June 1!



As part of the *Joseph Creek Restoration Project*, Columbia Outdoor School is offering a School BioBlitz of Joseph Creek. This program will take place from June 4-8, 2018. Through an inquiry based learning approach, students will make predictions and come to conclusions about the health of their community stream. Classes will experience what its like to be a real scientist for a day! Their findings will be used to help experts determine the health and biodiversity of Joseph Creek.

## Coyote Mentorship

On Thursday, May 3, there was a training session for 9 teachers with David Verhulst (from Forest Tracks). This mentorship training built leadership skills and capacity around the connection to learning in nature. Coyote Mentoring is a powerful nature-based educational model that fosters deep connection with the natural world. On Friday, May 4, David put on an all day workshop at the Fernie Nordic Center for 50 educators. This was an active day building skills and connections.

The **2018 EECOM** Conference is taking place at St. Eugene Mission Resort on Ktunaxa Nation land in BC's Kootenay Rockies in October. The theme for the 2018 Conference is Classrooms to Communities (C2C) which envisions learners and educators being deeply connected to place, community and planet, able to effectively communicate their stories of connectedness, and taking responsibility to do so. We are pleased to welcome Honourable Rob Fleming, Minister of Education, and Deputy Minister Scott MacDonald to this conference. The conference is already **sold out!!!**





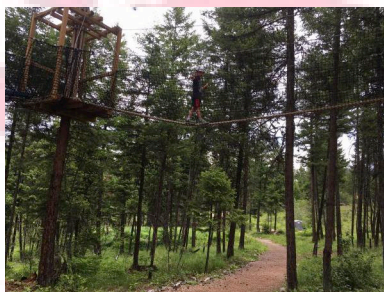
## Update from the District Principal Student Services: Darcy Verbeurgt

Our Hearing Resource Teacher, Sarah Paziuk, was successful in providing a workshop on May 29th, 2018 on Understanding Unilateral Hearing Loss (UHL) by Dr. Dave Gordey, Pediatric Educational Audiologist. Dr. Gordey presented on the impacts of UHL on learning language and life; hearing technology and its future for children and youth with UHL, and understanding today's classroom learning environment. Students with UHL, SD5 staff and community agencies were involved in the workshop.



Project Kootenay Boundary is operating for another year in Nelson. This project brings students with visual impairments together to build cross district relationships and networks, learn from each other and practice orientation and mobility in different settings. The range

of vision impairments have organizers, including our own Vision Resource Teacher, Kerry Barclay, hopping to ensure activities are enriching and safe. These include a number of outdoor activities such as scavenger hunts, hikes and rock climbing.



Provincial Outreach Program for Autism Related Disorders was at Highlands Elementary for four days in May, focusing their consultation and work on one complex student on the autism spectrum. While the work has focused on one student a number of Highlands Elementary staff received valuable in-servicing that can be applied to the programming of other students who may present with a similar profile.

Diane and Darcy continue to work on a provincial My Education BC team based out of the Surrey School District. The provincial team has been working on a Competency Based Individual Education Plan (CBP). This project furthers the work of bringing inclusive language to the writing process while linking it directly to curricular competencies and core competencies. There is further emphasis on providing student voice to the Plan. The CBP will be available as an option for school districts in the 2018/19 school year. We, in SD5, have been very fortunate to help shape this important work.

A number of file reviews will occupy many weeks this spring. Approximately 160 files for all students requiring intensive behaviour or mental health intervention will be reviewed and renewed if criteria and services are maintained. There are a number of additional student files that need authorization for a special education designation. Teaching and support staff have been allocated for a successful fall start-up.

**Sparwood Grade 9 Students Work to Restore the Jewel Wetland** - On May 23rd, James Parker's Grade 9 science class at Sparwood Secondary School worked with the Elk River Alliance to restore the health of the Jewel Wetland. The project was a Know Your Watershed student action project, a program of the Columbia Basin Trust, administered and managed by Wildsight.

Led by Janelle Park, the local Know Your Watershed educator, students connected with and learned from Beth Millions from the Elk River Alliance and Serena MacKay and Janine Wittig from the East Kootenay Invasive Species Council.

While learning about the importance of wetlands, the students helped to install a silage tarp to prevent the growth of reed canary. They also took part in a knapweed pull with the East Kootenay Invasive Species Council during a lesson about noxious weeds.

"At the end of the day, students spoke about how peaceful the wetland was and how many birds were there," says Know Your Watershed educator, Janelle Park. "They realized that wetlands have really high value, and were proud to have contributed to the Jewel Wetland in their own backyard."

Know Your Watershed is a free, locally developed program that directly links to the Grade 9 science curriculum. Through this hands-on program, students increase their knowledge and awareness of their watershed and of water-related issues in their communities.

[https://wildsight.ca/wp-content/uploads/2018/06/20180523\\_111452.jpg-janelleppark@gmail.com-May-24-2018-at-0628PM.jpeg](https://wildsight.ca/wp-content/uploads/2018/06/20180523_111452.jpg-janelleppark@gmail.com-May-24-2018-at-0628PM.jpeg)  
[https://wildsight.ca/wp-content/uploads/2018/06/20180523\\_100956.jpg-janelleppark@gmail.com-May-24-2018-at-0628PM.jpeg](https://wildsight.ca/wp-content/uploads/2018/06/20180523_100956.jpg-janelleppark@gmail.com-May-24-2018-at-0628PM.jpeg)  
[https://wildsight.ca/wp-content/uploads/2018/06/IMG\\_1213.JPG-janelleppark@gmail.com-May-24-2018-at-0628PM.jpeg](https://wildsight.ca/wp-content/uploads/2018/06/IMG_1213.JPG-janelleppark@gmail.com-May-24-2018-at-0628PM.jpeg)

## Canada Wide Science Fair

Canada Wide Science Fair (held in mid-May in Ottawa) results are in... Rory Smith, from Mount Baker Secondary, won a bronze medal for his project on using oxidization to target cancer cells. This is Rory's second bronze medal at the national fair.



Tanner Eckersley and Paul Alexander Chong, from Parkland Middle, had their first experience at the national fair. They were interviewed by Canadian Geographic for their project on the Lamb Creek fire soil nutrient change. The article is published on line – Meet five young scientists taking on major environmental issues. Paul and Tanner also made contacts at the East Kootenay Regional Science Fair with Jed Cochrane, Fire Ecologist, Parks Canada. They to wish to publish the work the two boys have done.

						Jun-18									
School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	
Jaffray Elem-Jr Secondary	25	16	20	28	19	18	19	17	19	11	12	0	0	204	
Isabella Dicken Elementary	71	51	67	65	55	69	59	0	0	0	0	0	0	437	
Frank J Mitchell Elementary	48	61	49	46	63	47	58	0	0	0	0	0	0	372	
Rocky Mountain Elementary	32	42	42	27	40	27	32	0	0	0	0	0	0	242	
Mount Baker Secondary	0	0	0	0	0	0	0	0	0	0	263	254	247	764	
Laurie Middle School	0	0	0	0	0	0	0	126	96	129	0	0	0	351	
Amy Woodland Elementary	29	44	37	44	40	40	44	0	0	0	0	0	0	278	
T M Roberts Elementary	43	53	52	50	57	59	58	0	0	0	0	0	0	372	
Gordon Terrace Elementary	40	34	38	42	29	31	30	0	0	0	0	0	0	244	
Highlands Elementary	30	35	42	39	39	58	35	0	0	0	0	0	0	278	
Pinewood Elem - Cranbrook	14	12	26	23	14	16	21	0	0	0	0	0	0	126	
Steeple Elementary	27	26	31	34	26	23	21	0	0	0	0	0	0	188	
Kootenay Orchards	30	30	31	37	33	22	35	0	0	0	0	0	0	218	
Parkland Middle School	0	0	0	0	0	0	0	151	134	140	0	0	0	425	
Elkford Secondary	0	0	0	0	0	0	0	36	31	29	34	38	29	197	
Fernie Secondary	0	0	0	0	0	0	0	58	57	55	39	63	62	334	
Sparwood Secondary	0	0	0	0	0	0	0	40	41	36	43	42	32	234	
Kootenay Educational	0	0	0	0	0	0	0	0	0	0	14	29	63	106	
Kootenay Discovery School	0	0	1	0	0	2	0	0	6	9	6	10	101	135	
	389	404	436	435	415	412	412	428	384	409	411	436	534	5505	

Annual Budget

## **School District No. 05 (Southeast Kootenay)**

June 30, 2019

# School District No. 05 (Southeast Kootenay)

June 30, 2019

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\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 05 (SOUTHEAST KOOTENAY) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 05 (Southeast Kootenay) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$68,859,950 for the 2018/2019 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 8th DAY OF MAY, 2018;

READ A SECOND TIME THE 12th DAY OF JUNE, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF JUNE, 2018;

( Corporate Seal )

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 05 (Southeast Kootenay) Annual Budget Bylaw 2018/2019, adopted by the Board the 12th DAY OF JUNE, 2018.

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Secretary Treasurer

# School District No. 05 (Southeast Kootenay)

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	5,471,000	5,440,000
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>5,471,000</b>	<b>5,440,000</b>
<b>Revenues</b>		
	\$	\$
Provincial Grants		
Ministry of Education	61,792,345	61,674,996
Other	108,164	251,766
Tuition	368,701	433,080
Other Revenue	2,782,506	3,318,156
Rentals and Leases	200,000	228,000
Investment Income	76,000	73,000
Amortization of Deferred Capital Revenue	2,830,062	2,757,837
<b>Total Revenue</b>	<b>68,157,778</b>	<b>68,736,835</b>
<b>Expenses</b>		
Instruction	53,944,635	54,821,845
District Administration	2,109,382	2,024,750
Operations and Maintenance	10,038,217	9,914,439
Transportation and Housing	1,868,618	1,853,522
Scholarships	34,000	45,000
<b>Total Expense</b>	<b>67,994,852</b>	<b>68,659,556</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>162,926</b>	<b>77,279</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	162,926	77,279
<b>Budgeted Surplus (Deficit), for the year</b>	<b>162,926</b>	<b>77,279</b>

**School District No. 05 (Southeast Kootenay)**

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	58,206,470	56,787,796
Special Purpose Funds - Total Expense	6,244,148	8,401,705
Special Purpose Funds - Tangible Capital Assets Purchased	365,098	586,997
Capital Fund - Total Expense	3,544,234	3,470,055
Capital Fund - Tangible Capital Assets Purchased from Local Capital	500,000	100,000
<b>Total Budget Bylaw Amount</b>	<b>68,859,950</b>	<b>69,346,553</b>

Approved by the Board

Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

DRAFT



**School District No. 05 (Southeast Kootenay)**

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Annual Budget \$
<b>Surplus (Deficit) for the year</b>	<b>162,926</b>	<b>77,279</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(365,098)	(586,997)
From Local Capital	(500,000)	(100,000)
From Deferred Capital Revenue		(2,093,349)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(865,098)</b>	<b>(2,780,346)</b>
Amortization of Tangible Capital Assets	3,544,234	3,470,055
<b>Total Effect of change in Tangible Capital Assets</b>	<b>2,679,136</b>	<b>689,709</b>
Acquisitions of Prepaid Expenses	(298,456)	(229,501)
Use of Prepaid Expenses	298,456	229,501
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>2,842,062</b>	<b>766,988</b>

# School District No. 05 (Southeast Kootenay)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	57,743,074	55,910,122
Tuition	368,701	433,080
Other Revenue	354,695	364,094
Rentals and Leases	200,000	228,000
Investment Income	40,000	50,000
<b>Total Revenue</b>	<b>58,706,470</b>	<b>56,985,296</b>
<b>Expenses</b>		
Instruction	47,734,487	46,465,140
District Administration	2,109,382	2,024,750
Operations and Maintenance	6,493,983	6,444,384
Transportation and Housing	1,868,618	1,853,522
<b>Total Expense</b>	<b>58,206,470</b>	<b>56,787,796</b>
<b>Net Revenue (Expense)</b>	<b>500,000</b>	<b>197,500</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(500,000)	(197,500)
<b>Total Net Transfers</b>	<b>(500,000)</b>	<b>(197,500)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 05 (Southeast Kootenay)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2019

	2019 Annual Budget	2018 Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	57,377,679	55,221,665
DISC/LEA Recovery	(238,495)	(235,612)
Other Ministry of Education Grants		
Pay Equity	457,171	457,171
Transportation Supplement	361,459	361,459
Return of Administrative Savings		277,377
Carbon Tax Grant	80,000	80,000
Enrollment/Other Adjustments	(447,733)	(311,938)
Growing Innovations		60,000
BCPSEA Benefit Reserve	100,000	
Support Staff Funding	52,993	
<b>Total Provincial Grants - Ministry of Education</b>	<u>57,743,074</u>	<u>55,910,122</u>
<b>Tuition</b>		
International and Out of Province Students	368,701	433,080
<b>Total Tuition</b>	<u>368,701</u>	<u>433,080</u>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	238,495	233,165
Miscellaneous		
Miscellaneous	10,000	10,000
KDS Tuiton		14,729
Health Promoting Schools	27,000	27,000
Elementary Band		11,200
ITA	68,000	68,000
Art Starts	11,200	
<b>Total Other Revenue</b>	<u>354,695</u>	<u>364,094</u>
<b>Rentals and Leases</b>	<u>200,000</u>	<u>228,000</u>
<b>Investment Income</b>	<u>40,000</u>	<u>50,000</u>
<b>Total Operating Revenue</b>	<u><u>58,706,470</u></u>	<u><u>56,985,296</u></u>

# School District No. 05 (Southeast Kootenay)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2019

	2019	2018
	Annual Budget	Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	24,094,448	23,475,040
Principals and Vice Principals	4,227,326	3,958,114
Educational Assistants	4,106,354	3,975,740
Support Staff	5,330,329	5,181,016
Other Professionals	1,829,603	1,697,901
Substitutes	1,806,971	1,739,204
<b>Total Salaries</b>	<b>41,395,031</b>	<b>40,027,015</b>
<b>Employee Benefits</b>	<b>10,260,385</b>	<b>10,260,089</b>
<b>Total Salaries and Benefits</b>	<b>51,655,416</b>	<b>50,287,104</b>
<b>Services and Supplies</b>		
Services	1,815,828	1,720,379
Student Transportation	90,300	74,070
Professional Development and Travel	651,764	590,787
Rentals and Leases	68,950	70,950
Dues and Fees	61,900	74,979
Insurance	153,900	122,900
Supplies	2,607,412	2,730,627
Utilities	1,101,000	1,116,000
<b>Total Services and Supplies</b>	<b>6,551,054</b>	<b>6,500,692</b>
<b>Total Operating Expense</b>	<b>58,206,470</b>	<b>56,787,796</b>

**School District No. 05 (Southeast Kootenay)**  
 Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	19,851,164	1,431,620		316,075	91,044	1,133,008	22,822,911
1.03 Career Programs	79,779					3,821	83,600
1.07 Library Services	635,758			108,067		33,045	776,870
1.08 Counselling	848,291					38,110	886,401
1.10 Special Education	2,576,860	126,472	3,508,601	18,476	478,754	354,711	7,063,874
1.30 English Language Learning	79,779					3,821	83,600
1.31 Aboriginal Education	22,817	70,983	597,753		98,983	954	791,490
1.41 School Administration		2,477,580		913,079		115,387	3,506,046
<b>Total Function 1</b>	<b>24,094,448</b>	<b>4,106,655</b>	<b>4,106,354</b>	<b>1,355,697</b>	<b>668,781</b>	<b>1,682,857</b>	<b>36,014,792</b>
<b>4 District Administration</b>							
4.11 Educational Administration		120,671			208,753	24,000	353,424
4.40 School District Governance					130,481		130,481
4.41 Business Administration				206,270	655,032	6,282	867,584
<b>Total Function 4</b>	<b>-</b>	<b>120,671</b>	<b>-</b>	<b>206,270</b>	<b>994,266</b>	<b>30,282</b>	<b>1,351,489</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				61,680	114,388	638	176,706
5.50 Maintenance Operations				2,609,308		67,555	2,676,863
5.52 Maintenance of Grounds				130,825		1,700	132,525
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,801,813</b>	<b>114,388</b>	<b>69,893</b>	<b>2,986,094</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					52,168		52,168
7.70 Student Transportation				966,549		23,939	990,488
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>966,549</b>	<b>52,168</b>	<b>23,939</b>	<b>1,042,656</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>24,094,448</b>	<b>4,227,326</b>	<b>4,106,354</b>	<b>5,330,329</b>	<b>1,829,603</b>	<b>1,806,971</b>	<b>41,395,031</b>

**School District No. 05 (Southeast Kootenay)**  
 Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	22,822,911	5,268,317	28,091,228	2,089,130	30,180,358	29,751,060
1.03 Career Programs	83,600	19,400	103,000	80,062	183,062	184,026
1.07 Library Services	776,870	191,500	968,370	105,958	1,074,328	1,046,880
1.08 Counselling	886,401	208,801	1,095,202	3,000	1,098,202	1,027,336
1.10 Special Education	7,063,874	2,021,646	9,085,520	388,049	9,473,569	9,100,235
1.30 English Language Learning	83,600	19,400	103,000	7,300	110,300	105,800
1.31 Aboriginal Education	791,490	233,920	1,025,410	143,090	1,168,500	1,123,300
1.41 School Administration	3,506,046	885,751	4,391,797	54,371	4,446,168	4,126,503
<b>Total Function 1</b>	<b>36,014,792</b>	<b>8,848,735</b>	<b>44,863,527</b>	<b>2,870,960</b>	<b>47,734,487</b>	<b>46,465,140</b>
<b>4 District Administration</b>						
4.11 Educational Administration	353,424	47,876	401,300	105,000	506,300	498,790
4.40 School District Governance	130,481	1,400	131,881	128,016	259,897	232,236
4.41 Business Administration	867,584	201,701	1,069,285	273,900	1,343,185	1,293,724
<b>Total Function 4</b>	<b>1,351,489</b>	<b>250,977</b>	<b>1,602,466</b>	<b>506,916</b>	<b>2,109,382</b>	<b>2,024,750</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	176,706	40,465	217,171	123,800	340,971	354,409
5.50 Maintenance Operations	2,676,863	735,883	3,412,746	1,062,266	4,475,012	4,403,920
5.52 Maintenance of Grounds	132,525	37,513	170,038	183,000	353,038	346,093
5.56 Utilities	-	-	-	1,324,962	1,324,962	1,339,962
<b>Total Function 5</b>	<b>2,986,094</b>	<b>813,861</b>	<b>3,799,955</b>	<b>2,694,028</b>	<b>6,493,983</b>	<b>6,444,384</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	52,168	9,851	62,019	8,000	70,019	68,243
7.70 Student Transportation	990,488	336,961	1,327,449	471,150	1,798,599	1,785,279
<b>Total Function 7</b>	<b>1,042,656</b>	<b>346,812</b>	<b>1,389,468</b>	<b>479,150</b>	<b>1,868,618</b>	<b>1,853,522</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>41,395,031</b>	<b>10,260,385</b>	<b>51,655,416</b>	<b>6,551,054</b>	<b>58,206,470</b>	<b>56,787,796</b>

# School District No. 05 (Southeast Kootenay)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2019

	2019	2018
	Annual Budget	Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	4,049,271	5,764,874
Other	108,164	251,766
Other Revenue	2,427,811	2,954,062
Investment Income	24,000	18,000
<b>Total Revenue</b>	<b>6,609,246</b>	<b>8,988,702</b>
<b>Expenses</b>		
Instruction	6,210,148	8,356,705
Scholarships	34,000	45,000
<b>Total Expense</b>	<b>6,244,148</b>	<b>8,401,705</b>
<b>Net Revenue (Expense)</b>	<b>365,098</b>	<b>586,997</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(365,098)	(586,997)
<b>Total Net Transfers</b>	<b>(365,098)</b>	<b>(586,997)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 05 (Southeast Kootenay)**

Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	389,528	-	8,000	791,126	1,153,209	-	5,000	-	14,000
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	286,997	222,381				128,000	26,950	140,602	352,397
Provincial Grants - Other				10,000	2,412,030				
Other				24,000					
Investment Income				34,000					
	286,997	222,381	-	34,000	2,412,030	128,000	26,950	140,602	352,397
<b>Less:</b> Allocated to Revenue	389,528	222,381	-	34,000	2,415,811	128,000	31,950	140,602	366,397
<b>Deferred Revenue, end of year</b>	<b>286,997</b>	<b>-</b>	<b>8,000</b>	<b>791,126</b>	<b>1,149,428</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education	389,528	222,381				128,000	31,950	140,602	366,397
Provincial Grants - Other									
Other Revenue				10,000	2,415,811				
Investment Income				24,000					
	389,528	222,381	-	34,000	2,415,811	128,000	31,950	140,602	366,397
<b>Expenses</b>									
Salaries									
Teachers									
Educational Assistants		161,938						31,560	
Support Staff								39,802	234,146
Other Professionals									
Substitutes		5,673						1,575	8,190
		167,611						72,937	242,336
Employee Benefits									
Services and Supplies	24,430	54,770				128,000	31,950	44,443	69,435
Scholarships				34,000					54,626
	24,430	222,381	-	34,000	2,415,811	128,000	31,950	140,602	366,397
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>365,098</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(365,098)								
	(365,098)								
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**School District No. 05 (Southeast Kootenay)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Clear Sky Summit	Attendance Wellness	MCF Programs	TOTAL
<b>Deferred Revenue, beginning of year</b>	\$ -	\$ -	\$ 2,000	\$ 33,332	\$ 8,000	\$ 2,404,195
<b>Add:</b> Restricted Grants						
Provincial Grants - Ministry of Education	170,939	2,566,142				3,894,408
Provincial Grants - Other					100,164	100,164
Other						2,422,030
Investment Income						24,000
	170,939	2,566,142	-	-	100,164	6,440,602
<b>Less:</b> Allocated to Revenue						
<b>Deferred Revenue, end of year</b>	170,939	2,566,142	2,000	33,332	108,164	6,609,246
	-	-	-	-	-	2,235,551
<b>Revenues</b>	170,939	2,566,142		33,332	108,164	4,049,271
Provincial Grants - Ministry of Education						108,164
Provincial Grants - Other			2,000			2,427,811
Other Revenue						24,000
Investment Income	170,939	2,566,142	2,000	33,332	108,164	6,609,246
<b>Expenses</b>						
Salaries						
Teachers		1,987,613				2,019,173
Educational Assistants						435,886
Support Staff	34,545					34,545
Other Professionals	1,210	95,196			73,835	73,835
Substitutes	35,755	2,082,809			73,835	111,844
Employee Benefits	11,684	483,333			19,750	662,194
Services and Supplies	123,500		2,000	33,332	14,579	2,872,671
Scholarships						34,000
	170,939	2,566,142	2,000	33,332	108,164	6,244,148
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	365,098
<b>Interfund Transfers</b>						
Tangible Capital Assets Purchased						(365,098)
	-	-	-	-	-	(365,098)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-

# School District No. 05 (Southeast Kootenay)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget			2018 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		12,000	12,000	5,000
Amortization of Deferred Capital Revenue	2,830,062		2,830,062	2,757,837
<b>Total Revenue</b>	<b>2,830,062</b>	<b>12,000</b>	<b>2,842,062</b>	<b>2,762,837</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,544,234		3,544,234	3,470,055
<b>Total Expense</b>	<b>3,544,234</b>	<b>-</b>	<b>3,544,234</b>	<b>3,470,055</b>
<b>Net Revenue (Expense)</b>	<b>(714,172)</b>	<b>12,000</b>	<b>(702,172)</b>	<b>(707,218)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	365,098		365,098	586,997
Local Capital		500,000	500,000	197,500
<b>Total Net Transfers</b>	<b>365,098</b>	<b>500,000</b>	<b>865,098</b>	<b>784,497</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	500,000	(500,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>500,000</b>	<b>(500,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>150,926</b>	<b>12,000</b>	<b>162,926</b>	<b>77,279</b>



# SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. \_\_\_\_ (*School District name*) approves the proposed Five-Year Capital Plan, as provided on the attached Five-Year Capital Plan Summary.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan adopted by the Board of Education, on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Secretary-Treasurer