

SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

**10112 – 105 Avenue
Fort St. John, BC V1J 4S4**

Telephone: (250) 262-6000
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Board of Education



A G E N D A B O O K

FOR THE

REGULAR BOARD MEETING

BOARD ROOM

MONDAY, OCTOBER 19, 2020 @ 6:30 p.m.

OUR MISSION

All our students will graduate, crossing the stage with dignity and grace.

OUR VALUES

The core values that guide the work of the school division are *RESPECT, COMPASSION, HONESTY, RESPONSIBILITY, and RELATIONSHIPS*.

OUR STRATEGIES

As a district, we are committed to FOUR OVER-ARCHING STRATEGIES:

- ❖ DELIVERY OF EXCELLENT EDUCATIONAL PROGRAMMING FOCUSSED ON STUDENT OUTCOMES
- ❖ PROVISION OF ETHICAL LEADERSHIP FOCUSSED ON RELATIONSHIPS AND CONTINUOUS IMPROVEMENT
- ❖ EXEMPLARY MANAGEMENT PRACTISES FOCUSSED ON ALIGNING RESOURCES FOR OPTIMAL RESULTS
- ❖ ENGAGED GOVERNANCE FOCUSSED ON ADVOCACY, ACCOUNTABILITY, AND COMMUNITY PARTNERSHIPS



THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 60
REGULAR BOARD MEETING
MONDAY, OCTOBER 20, 2020
6:30 P.M.

AGENDA

1.0 Call to Order

Acknowledgement that today's Board Meeting is being held within the traditional territory of the Dane Zaa and Treaty 8.

2.0 Additions to the Agenda/Acceptance of the Agenda

3.0 Presentations/Delegations

4.0 Trustee Input (Celebrations)

5.0 Minutes of the Regular Board Meeting, September 21, 2020 (pages 6-13)

5.1 Approval of the Minutes

5.2 Business Arising from the Minutes
(See attached Action Item List for completed and ongoing items)

6.0 Approval of Excerpts of the Regular Board Meeting August 31, 2020 (page 14)

7.0 Announcements and Reminders

October 23	Non-Instruction Day (Pro-D)		
October 23-24	Provincial Council		Virtual
October 27	SUPAC-PAC Meeting (<i>Campbell/Snow</i>)	12:00 p.m.	Board Office/Virtual
November 2	COTW Meetings	12:30 p.m.	Board Office
November 11	Remembrance Day		
November 16	Board Meetings	5:00 p.m.	Board Office
November 24	SUPAC-PAC Meeting (<i>Campbell/Lehmann</i>)	12:00 p.m.	Board Office/Virtual
November 25/26	Early Dismissal		
November 27	Non-Instruction Day (Parent-Teacher Interviews)		
November 27-28	BCSTA Academy		Virtual
November 30	COTW Meetings	12:30 p.m.	Board Office
December 14	Board Meetings	5:00 p.m.	Board Office
December 22 – January 4	Christmas Vacation		

8.0 **Senior Staff Reports**

- 8.1 Superintendent's Report (page 15)
- 8.2 Secretary-Treasurer's Report (page 16)

9.0 **Reports of Regular Committee of the Whole Meeting, October 5, 2020** (pages 17-21)

- 9.1 Approval of Minutes
- 9.2 Business Arising
(See attached Action Item List for completed and ongoing items)
 - a) Annual Work Plan
Chair Gilbert
 - b) Meeting with City of Fort St. John
Chair Gilbert
 - Location
 - Agenda Items
 - Dates: Wednesday, November 25th – afternoon
Tuesday, December 1st – 2:30 p.m.
Wednesday, December 2 – morning
Tuesday, December 8 – all day is open
 - c) Public Participation During Board Meetings
Stephen Petrucci
- 9.3 Policy Committee

10.0 **Other Reports**

- 10.1 BCSTA
 - a) Provincial Council – October 23 – 24, 2020
Trustee Evans
Motion Review (Attachment)
 - b) Board Chair Update
Chair Gilbert
- 10.2 BCPSEA
- 10.3 Board Pro-D Committee
Chair Gilbert

11.0 **Correspondence**

- 11.1 Northern BC Volleyball Club (Attachment)

13.0 **Unfinished Business**

13.0 **New Business**

- 13.1 Remembrance Day Ceremony

14.0 **PRNTA Update** – Michele Wiebe, President

- 15.0 **CUPE Local #4653 Update** – Maureen Hummel, President
- 16.0 **District Parent Advisory Council (DPAC) Report** – Teresa Brown, President
- 17.0 **Questions from the Press and Public**
- 18.0 **In camera Motions brought forward for implementation**
- 19.0 **Adjournment**

Please Note:

Where an individual/group knows in advance they wish to address the Board, a request in writing should be made to the Secretary-Treasurer one week in advance of the Board Meeting in accordance with Board Policy #1003.1. The request must indicate the subject of the presentation, any technology requirements (ie. screen, projector, laptop use) and the estimated time required for the presentation. Presentations will be limited to a maximum of 10 minutes, unless approved otherwise.

If approval is granted, an electronic/written copy of the presentation must be provided no later than Thursday of the week before the date of presentation.

“PROVISIONAL” MINUTES SCHOOL DISTRICT NO. 60 (Peace River North)

REGULAR MEETING

**Monday, September 21, 2020
6:30 p.m.**

Present: Helen Gilbert, Chair – Board of Education (Area 5)
Nicole Gilliss, Vice-Chair (Area 3)
Ida Campbell, Trustee (Area 4) *(via Zoom)*
Erin Evans, Trustee (Area 5)
Madeleine Lehmann, Trustee (Area 1)
David Scott-Moncrieff, Trustee (Area 2)
Bill Snow, Trustee (Area 5)

Stephen Petrucci, Superintendent of Schools
Brenda Hooker, Secretary-Treasurer
Angela Telford, Director of Finance
Leah Reimer, Recording Secretary

(Guests/Media)

Michele Wiebe, PRNTA President
Maureen Hummel, CUPE Local #4653 President
Teresa Brown, DPAC President
Reese Lusk, CNRL Central Field Superintendent
Tammy Hopper, CNRL Accounts Payable Administrator



Call to Order

Chair Gilbert called the meeting to order at 6:32 p.m.

Chair Gilbert acknowledged the traditional territorial lands of the Dane Zaa and Treaty 8.

Agenda

Approval of the Agenda

Motion #93-20

Evans/Scott-Moncrieff
THAT the agenda be accepted as presented.
CARRIED.

Presentations/Delegations

CNRL – Breakfast/Meals Program Donation – Cheque Presentation

Stephen Petrucci

Reese Lusk, CNRL Central Field Superintendent

Tammy Hopper, CNRL Accounts Payable Administrator

- CNRL was approached before COVID to sponsor a breakfast program for SD #60
- Children are near and dear to our hearts and it's important we provide what we can for those children to have at least one nutritious meal per day
- Would like to donate \$40,000 for this year for those children in need

2019-2020 Financial Statements – Auditor Presentation*Ben Campbell - KPMG Auditor, Brenda Hooker, Angela Telford*

- Ben reviewed the financial statement's presentation and fielded questions
- Anything in our district different than other school districts you work with? Ben - all policies in place overall are consistent with other school districts
- Approved financial statements will be submitted to the Ministry by September 30, 2020

Motion #93-20

Gilliss/Snow

THAT the Board of Education approve the 2019-2020 Audited Financial Statements as presented KPMG Auditors.

CARRIED.

ACTION: Approved 2019-2020 Financial Statements and other required documentation to be signed and submitted to Ministry by September 30, 2020

Trustee Input At this time, opportunity was given for Trustees to report on activities undertaken and/or information of interest:

Trustee Campbell

- Nice to see kids playing at the school playgrounds

Trustee Evans

- Touched base with liaison schools and staff to welcome them back
- Been in touch with other kids at the high school that they are liking the quarterly timetable...kudos to NPSS Staff for getting that done
- Nobody has reached out me with any concerns

Vice-Chair Gilliss

- Attended the Trustee Advance
- Attended Labour Management meeting last week. All different unions and reps and everybody there is working in collaboration to see the kids get back to school safely. Our district is handling it very well...happy to see that
- Celebrated my children heading back to school...smaller numbers and cohorts...it's almost like normal

Trustee Lehmann

- Attended the NIB meeting virtually...49 were in attendance
- Attended Clearview Arena meeting...they are trying to get COVID-19 protocol going, especially in relation to being connected with school
- Attended Clearview PAC
- Talked to a teacher who received an email from a parent whose kids had high anxiety going back to school but it just kind of disappeared after they started. Thank you to the teacher

Trustee Scott-Moncrieff

- Been in contact with most of my schools
- Buick – they were hoping to have 24 students. They are happy with the 21 they have
- Upper Halfway meeting was nicely successful...good meeting

Trustee Snow

- Last Friday went to the high school...the principal says things are going well. Students and staff are tired by Wednesdays. Good attendance
- Lori at Ambrose – going very well
- Attended Upper Halfway and have new appreciation for them and the distance it is

Chair Gilbert

- Labour Management Meeting – constructive and positive tone at meeting. A concern raised and it had already been dealt with. Appreciation from all parties
- Attended ARYES and watched the sod laying. Was completely different feel with kids and staff there now. Watched for crosswalk flow and the kids were really good at stopping and crossing
- Visited Baldonnel and the kids were excited. Looked at upgrades in relation to the Pinchin report and they look good...staff is using the space and report feeling a positive difference
- Bert Bowes – track looks good
- MMMCS – moved to YouTube assemblies...fun to watch what they are doing. Great harvest from growing boxes. Pirate day on Thursday
- Thank you to Stephen for organizing the media tour...set a positive tone for start up
- Have had a positive COVID exposure at a school in SD #59. Have reached out to their board chair to support them and learn from them

Minutes of the Regular Board MeetingApproval of the MinutesMotion #94-20

Snow/Gilliss

THAT the Regular Meeting Minutes of August 31, 2020 be adopted.
CARRIED.

Business Arising from the Minutes

None

Approval of ExcerptsMotion #95-20

Lehmann/Snow

THAT the excerpts from the June 22, 2020 In camera Meeting Minutes be approved and appended to these Regular Meeting Minutes.
CARRIED.

Announcements & Reminders

September 25	NID Day (School Planning)		
September 29	SUPAC-PAC Meeting (<i>Gilbert/Lehmann</i>)	12:00 p.m.	Board Office/Virtual
September 30	Orange Shirt Day		
October 5	COTW Meetings	12:30 p.m.	Board Office

October 12	Thanksgiving Day		
October 15	Board Chairs Meeting		Virtual
October 16 & 30	Partner Liaison Meeting		Virtual
October 19	Board Meetings	5:00 p.m.	Board Office
October 23	Non-Instruction Day (Pro-D)		
October 23-24	Provincial Council		Virtual
October 27	SUPAC-PAC Meeting (???)	12:00 p.m.	Board Office/Virtual
November 2	COTW Meetings	12:30 p.m.	Board Office
November 11	Remembrance Day		
November 16	Board Meetings	5:00 p.m.	Board Office
November 25/26	Early Dismissal		
November 27	Non-Instruction Day (Parent-Teacher Interviews)		
November 27-28	BCSTA Academy		Virtual

Senior Staff Reports

Superintendent's Report

A written and electronic report was presented. Topics discussed and reported included:

Human Resources Summary for Teachers & AO's

- For information purposes

Superintendent's Report (*Attachment*)

- See attached report
- Pleased with the level of attendance
- Distance Learning registrations have picked up a lot (150 local students and close to 300 out of district students). Will have more concrete information at the October 19, 2020 Board meeting
- Have 7 Letters of Permission at this point...not out of order with previous years. Pleasantly surprised with the number and quality of applications...we are in a stronger position than in past years. Still looking for TTOC's
- Truth & Reconciliation (*Attachment*) – equity scan...once they've figured out timeline, we will need to be involved in the process as trustees

Community Coaches Requests

- Discussion regarding how schools are finding unique ways for kids to be involved in sports
- See motion below

Plan for Federal Spending

- Categories laid out by ministry keep it strict within the areas...learning and health and safety
- Contingent on receiving the money (Phase 1 – up until Christmas (\$1.2 million) (Phase 2 – after Christmas). The staffing we put in place will be for the entire year
- Will bring a report back to the Board by Christmas on how the funds have been spent
- Looking at adding learning resources (KEY Learning Centre, etc.) and then health and safety
- There will be hiring of CUPE staff for supervision, etc.
- See motion below

Motion #96-20

Evans/Scott-Moncrieff

THAT the Board accept the Superintendent's Report with the exception of Community Coaches Requests and Plan for Federal Spending items.

CARRIED.

Motion #97-20

Evans/Snow

That the Board of Education approve the attached community coach requests from Clearview Elementary/Jr. Secondary and North Peace Secondary Schools

CARRIED.

Motion #98-20

Scott-Moncrieff/Evans

That the Board of Education approve "in principle" the general allocations for Federal Spending. Spending may have to be adjusted to available resources and capacity.

CARRIED.

Secretary-Treasurer's Report

A written report was presented. Topics discussed and reported included:

Financial Overview to August 31, 2020

- In the process of changing financial reporting process and will have new templates for the October 19, 2020 Board Meeting
- Ministry Revenue was \$4,105,087
- Expenses – 3,006,220
- Net Operating revenue - \$1,098,867

Human Resources Summary Report

- For information purposes
- MCFD Grant Applications – Before and School Care - receiving over \$2.3 million dollars. Will be able to hire additional CUPE staff...have job descriptions being prepared for hiring for Before and After School Care

Staff Appreciation Week – Card

- World Teacher Day – Monday, October 5
- Apple delivery to take place week of September 28. Deliveries will include COVID guidelines flyer with it.

Public Sector Executive Compensation Freeze**Policy**

- BCPSEA advised there is a compensation freeze that applies to Secretary-Treasurers and Assistant Superintendents.
- They recognize the Superintendent is under the Board of Education but are asking Boards to pass this motion for the 2020-2021 year only at this point
- Some boards across the province are concerned with this request and the issue of board autonomy. Also wondering if there is a political element to it
- Concern with passing a motion at this time as it undermines the work that Superintendents and Secretary Treasurers are doing in our school district during this pandemic time
- Part of BCPSEA's rationale is that it's hard economic times for everyone

- These are unfunded increases
- Discussion around whether this causes a compression/inversion issue...not initially, but a fair question in the long term
- See motion below

Motion #99-20

Snow/Evans

THAT the Board accept the Secretary-Treasurer's Report except for Public Sector Executive Compensation Freeze Policy.

CARRIED.

Motion #100-20

Evans/Scott-Moncrieff

THAT the Board of Education confirms application of the BC Public Sector Executive Compensation Freeze policy, as set out in the letter from the Minister of Finance dated August 31, 2020 and distributed to boards by BCPSEA, to the position of Superintendent of Schools for the 2020-2021 performance year

7 OPPOSED.
NOT CARRIED.

Reports of Regular Committee of the Whole Meeting

No report

Other Reports**BCSTA**BCSTA Provincial Council – Motion Submission

1. Timelier Response from TRB
 2. Additional Supports for Letter of Permission Teachers & Non-Certified Teachers Teaching on Call
- Both motions were submitted to the BCSTA AGM (that was cancelled due to COVID) and are moving forward to Provincial Council
 - Provincial Council is on October 24 via zoom, however a provincial election was called today for October 24...haven't heard if BCSTA will still go ahead with Provincial Council
 - All trustees are welcome to register virtually as observers
 - BCSTA has formed a committee to look at recruitment and retention and our district has provided statistics to the committee
 - Trustee Evans will keep trustees informed of any changes and registration

BCPSEA

- Nothing to report

Correspondence

No Correspondence

Unfinished Business

No Unfinished Business

New Business**Board Pro-D Committee**

- A recommendation coming from the Trustee Advance

Motion #101-20

Scott Moncrieff/Evans

THAT the Board Form a Pro-D Ad-hoc Committee
CARRIED.

PRNTA Update – Michele Wiebe, President

- Attended a couple of schools including ARYES on Friday...more than impressed with the work that the teachers, staff and admin have done
- Will be doing more touch base with schools in the coming weeks
- Teachers wanting plexiglass barriers (ie. rainbow tables when showing formation of words, lip and tongue formation...difficult to do with a mask on). Some want to purchase their own barriers...school or PAC to perhaps help?
- There have been some rough patches. Teachers are happy to be in schools but are looking for plexiglass barriers, especially in primary grades
- Consideration of air purifiers in classrooms as the virus is airborne

CUPE Local #4653 Update – Maureen Hummel, President

- Labour Management – very pleased to see we have a good working relationship. Kudos to Michele as we have a good working relationship as well
- The CUPE Local Election took place in June – two new shop stewards...one of them being a young worker under 30
- CUPE BC and K-12 meetings taking place in October
- Managing Change Workshop – is there room for more to access?
- Thanks for the new fuel tank at Upper Pine. New skate shack and ice rink is looking good – need drone footage of that school as well
- Challenges keeping physically distanced on buses...some buses are fairly empty and some are full. It's a challenge but will figure it out
- MCFD grants – very happy to hear about that...looking forward to seeing additional CUPE staff

District Parent Advisory Council (DPAC) Report – Teresa Brown, President

- Been having meetings with Stephen since August and it has been helpful as we've been combating paranoia, rumours, etc.
- Dealing with parents freaking out over but things are starting to hum along
- We're behind as some PAC's didn't have AGM in the spring
- Asking Trustees to reach out to schools and to the PAC's...it's always beneficial to talk to the people making the decisions
- The more information we have, the better off we are
- DPAC AGM is tomorrow at 11:00 a.m.

ACTION: Teresa and District Staff to look into any discrepancies in meeting dates

Questions from Press/Public

At this time, opportunity was given for questions from the press:

None present

Motion #102-20

Snow/Evans
THAT the In-Camera Meeting resume.

CARRIED.

Motion #103-20

Evans/Snow
THAT the Board resume the Regular Meeting and those Motions made In camera be brought forward for implementation.

CARRIED.

Adjournment

Motion #104-20

Evans/Snow
THAT the meeting be adjourned. (9:00 p.m.)

HELEN GILBERT, CHAIR,
BOARD OF EDUCATION

BRENDA HOOKER,
SECRETARY-TREASURER

**EXCERPTS
FROM THE AUGUST 31, 2020
“IN CAMERA” MEETING MINUTES**

The meeting was called to order and the In-camera Meeting Minutes June 22, 2020 were read and adopted.

Business Arising

- MCFD Update Letter
- Wonowon & Upper Halfway School Visit & Wonowon Horse Club Update

Superintendent's Report

Items discussed and reported included:

- Human Resources Overview
- Superintendent's Performance Evaluation
- *NEW – COVID Update
- *NEW – TTOC Update
- Election BC

Secretary-Treasurer's Report

Items discussed and reported included:

- Financial Overview to July 31, 2020
- Enterprise Risk Management (ERM) Follow Up Risk Assessment

Committee of the Whole Reports

- No report

Other Reports

- BCSTA
- BCPSEA

Correspondence

- None

Unfinished Business

- None

New Business

- 2019-2020 Draft Financial Statement

REGULAR MEETING

REPORT TO THE

BOARD OF SCHOOL TRUSTEES

FROM THE SUPERINTENDENT OF SCHOOLS

Monday, October 19, 2020

Human Resources

1. Human Resources Summary Report for Teachers

Human Resources Summary Report for Teachers & AO's
for period of September 17th to October 15th, 2020

	Personnel Assignments	Leaves of Absence	Admin Appointments	Resignations /Retirements	Reports on Teachers
New assignments	6	2			
Changes to existing	28	5			
Return from leave					
Payout prep					
Total #					

Education

1. **Superintendent's Report -**
<https://togetherwelearn.prn.bc.ca/2020/10/16/superintendents-report-october-2020/>

2. BAA Course – Orientation & Mobility BAA Course (Attachment)
Recommended Motion: That the Board of Trustees approves the Orientation & Mobility 12 BAA Course as presented.
- Out-of-District Sports/Field Trips (Attachment)
Recommended Motion: That the Board of Trustees approves the Clearview Elementary/Junior Secondary School, Ecole Central Elementary School, North Peace Secondary School and Prespatou School Out-of-District Sports/Field Trips as presented.

Respectfully submitted,

Stephen Petrucci, Superintendent of Schools

**REPORT TO THE
BOARD OF EDUCATION
FROM THE SECRETARY-TREASURER
Monday, October 19, 2020
REGULAR MEETING**

Operations

1. **Financial Overview to September 30, 2020** (*Attachment*)

Human Resources

1. **Human Resources Support Staff Summary**

Human Resources Summary Report for Support Staff
For period of August 16th 2020 to October 9th, 2020

	Personnel Assignments	Leaves of Absence	Resignations
New assignments	11		2
Changes to existing	10		
Return from leave			
Layoff			
Retirements	1		

Governance

Brenda Hooker,
Secretary-Treasurer

SCHOOL DISTRICT #60 (PEACE RIVER NORTH)
COMMITTEE OF THE WHOLE
“REGULAR” MEETING MINUTES

MONDAY, OCTOBER 5, 2020
1:30 P.M.

Present: Helen Gilbert, Chair, Board of Education
Ida Campbell, Trustee
Erin Evans, Trustee
Madeleine Lehmann, Trustee
David Scott-Moncrieff, Trustee
Bill Snow, Trustee

Stephen Petrucci, Superintendent
Brenda Hooker, Secretary Treasurer
Leah Reimer, Recording Secretary

Regrets: Nicole Gilliss, Vice-Chair

Media: Michele Wiebe, PRNTA President

Education

Education Update

No report

Governance

Trustee Advance Follow-Up

- Helen has sent out the summary notes to the trustees to provide feedback
- In regards to the policy for student's access, the equity scan support materials suggest strong districts have an ambitious image of an educated citizen (pg. 16)
- In the action items, we were to look at the Annual Work Plan and bring back to the Board. Helen and Stephen will meet and bring to the October 19, 2020 Board Meeting

ACTION: Place Annual Work Plan on the October 19, 2020 Regular Board Meeting

Professional Development

- Discussion took place at the Advance to create a Pro D Committee. The Board has now approved a motion to create this committee
- Helen, Madeleine, Erin, Bill are wanting to serve on this committee
- Terms of Reference will need to be created
- Review the advance notes as to what was mentioned there for ideas

ACTION: Helen will connect with committee members to set up a meeting date and will check with Nicole if she is wanting to be on the committee

Public Participating in Board Meetings

- Due to COVID, our Board Room can only accommodate 16 people in-person
- Although we don't have a lot of public at our meetings in-person or virtually, there should be an opportunity for question/answer from the public. We want to ensure the public knows that we are open to them either attending physically or virtually...we have a fiduciary responsibility
- Some boards that have a lot of active public attendance are either providing Zoom meetings, gone off-site to larger venues and some are live-streaming
- Our Board has done Zoom meetings and live-streaming. Would need to look at a process to have a question/answer period if we are to continue that gives direction and process for public to provide feedback
- Stephen – we have a dedicated email that staff can provide to the public to enable them to have a voice. Our ability to respond live is an unknown technically or having available staff to do that
- Suggestion that we include it on the agenda under “Questions from media/public”

ACTION: Stephen will bring back to District Staff the ability to ask and answer questions live from the public during the meeting

City of Fort St. John/Joint District Meetings?City of Fort St. John

- Discussion around looking at an in-person meeting where parties can physically distance (ie. upstairs curling club, North Peace Culture Centre, ARYES, etc.)
- Zoom is limited, trustees would prefer in-person
- Look at setting up a meeting with the City with agenda to be determined by both parties

ACTION: District Staff to connect with the City in regards to an in-person meeting for late November or early December

Joint District Meeting

- Ida – if Hudson's Hope is still wanting to get together, a suggestion would be to potentially use Camp Cameron

ACTION: Helen will connect with Hudson's Hope

Internet Letter

- For Trustees to review and suggest any changes

ACTION: Erin will send out to appropriate stakeholders

Human Resources**Operations****Operations Report**

- For information purposes

- Helen - Thank you to everyone from Facilities who played a role in the Opening Ceremonies for Anne Roberts Young Elementary School

Facility Update

The following Facilities staff presented and fielded questions:

Chad Cushway – Plant Superintendent

- Facilities family – past and present
- SD #60 Buildings – gave a summary of work being done and needing to be done at each site (*Attachment*)
- Erin – is there a schedule for looking at grounds equipment (ie. playgrounds).
Chad - there is a process...we have employees trained for repairs. Also, have contracted out Alan Kavanaugh to give an assessment on some playgrounds. Want to replace the wood, but it's costly. We record when equipment is put in, etc. and when they've been reviewed
- FCI ratings – Facility Condition Index. Don't put a whole lot of weight on it because I don't have the ability to put updated information back in when it's replaced (ie. accuracy). That is changing with Ministry.
- Helen – 2016 VFA Report stated there were 28 actionable items to be done for Upper Halfway. Do we have actionable items on all of our buildings. Chad - we use them a lot for our "asks" for capital. VFA is the software Ministry uses to look at facilities. Send reps out every 5-6 years. Last time they came, the rep wouldn't go on the roof or in crawl spaces and asked our employees to do it. We look at more things than that for projects for schools
- Bill – Teacherages – how many are at the state where they must be repaired.
Chad – we keep an eye on them...there's a process. Radu is the landlord for the district...keep them in good condition and do repairs when needed. We have a heightened concern with it as we realize that it's hard to get teachers in the north (eg. Upper Halfway – have to put in stairs so will also build them a deck while we're out there)

Radu Grigoras – Supervisor of Operations

- Changed from paper work order system to electronic and it's 40% more efficient
- Reviewed work order numbers on graph
- Only 240 open work orders compared to 5 times more previously
- Playgrounds are checked on an annual basis. A School Project Guidelines manual was put together by Chad this year that is helpful to district employees and PAC's in regards to playground purchases/upgrades
- Helen – have heard there have been lawn cutting issues this summer due to no summer students hired this year. Do we have something to pick up grass after it's been cut after long growth...some fields are unusable. Radu – we don't have any specific equipment but have some equipment that can use bags. Chad – have spoken with former Superintendent, Dave Sloan, and he will come in and give us some training as he has expertise in managing greens and fairways for a golf course

Sabrina Emslie – Supervisor of Custodial, Procurement and Safety

- Have worked in different positions in the Facilities department since 2016 and became Safety Supervisor in January 2019
- Safety has significantly changed in 20 years...has become significantly more important and talked about
- Have been looking more in depth into our procedures
- Due to COVID-19, it has been a journey
- Reviewed key elements of the safety program – Core Framework of a Safety Program
- Emergency Procedures have been summarized on posters that are distributed throughout the district
- Facilities Training Matrix – take each position and determine what is the appropriate training/education that is needed and develop a program. This also allows us to track. We bring in key focus groups around certain positions and ensure everybody has input. It's ongoing and ever changing. Want employees to feel safe and competent. Decreases workplace incidents and lessens damages to equipment. Also have created standard operating procedures for each piece of equipment
- Custodial department – this is a very involved group in light of COVID. The plans are to bring more technology and processes to streamline that department and train the group
- We have implemented and grown the safety department and will continue to do so in keeping with OH&S standards
- Bill – portables, has been brought up before that there is no space in the newer portables to put a cupboard for custodial stuff. Sabrina – they have been installing them

Cindy Dettling - Transportation Supervisor

- November 2018 became acting supervisor. Hired as supervisor in 2019
- Reviewed Transportation department slide details
- Unfortunately, our department lost a contracted bus driver last week
- Over last two years there have been a lot of challenges and changes, including a bus fire totally destroying two buses and putting the other out of commission and three buses experience engine failure. We thank SD #59 for offering to rent us two buses at reduced rates
- Shop is accessible now only to authorized personnel. There are lock down procedures, employees need security badges. This has also stopped unnecessary distractions in the building
- All transportation employees are now wearing high visibility attire on buses and in the shop
- Drivers are now required to keep an accurate log of all students on their buses...costing out electronic measures to track
- Each time a bus comes into the shop, it's considered an inspection...we go through it and make a list
- Shop procedure record keeping has changed...instead of a folder, have created a book for every piece of equipment we have (ie. white fleet and buses) that includes insurance papers, pre-trip inspections, repairs, other inspections.

- CVSE conducted their annual inspection (last year we were in danger of losing our inspection license) and proud to say we scored amongst the highest ratings in the province. A direct result in the change shop record keeping procedures. CVSE can easily access and identify
- February 2020 we hosted BC Winter Games – transportation was a huge part of that endeavor. Some feedback that was given was every lost item was returned to its owner, shuttle and dispatch were professional and reliable, visiting teams commented that the buses always ran on time

Summary

- Chad – Emphasis in our department on processes. We've taken a lot of time and effort in how we're doing business with education and union partners. We keep revisiting and take feedback
- Brenda – started transition process in 2018 with reorganizing the management structure and adding support in many different areas. Had a third party do an assessment and training. Started implementing the recommendations and developing processes and procedures. Also worked on issues identified in the Enterprise Risk Management review. Some of the results were clearly reflected in survey to AO's who indicated they appreciate the quick responsiveness of departments. I appreciate the efforts of the facilities managers in the work that has been done
- Helen – echo a lot of what Brenda has said. We were a new board in 2018 and we stepped in when there were challenges. The presentations today show there has been significant change. Harder to see attitudinal changes. Can you speak to that?
- Chad – have to be careful with toxicity of “now” as fixes don't happen right away. Sabrina working on harassment and bullying procedures. Union management recently stated that the relationship between management and union is the best it's ever been...very encouraging
- Brenda – there has been a shift in attitude...more consistency in processes

2019/2020 Financial Statement Analysis

- Updated for comparison
- Some years there is more of a spread between what was predicted and what the results were but overall very close
- Informative to look at areas where we could add additional resources (function 4 – business administration – provincial 2.4% and we are 2.1%, etc.)
- Lagoons, transportation km's travelled, etc.
- Can see in function 1 we are lean due to having to spend funds in other areas
- Helen - reviewed the statistics regarding transportation and how we're not receiving enough funding
- Helen - would like to see the student FTE the budgets were based on as a stat to see the significance in the numbers
- Useful tool to use for advocacy

ACTION: Brenda to add the student FTE information to the spreadsheet



B.C. GRADUATION PROGRAM BOARD/AUTHORITY AUTHORIZED (BAA) COURSE FORM

PART A: BAA COURSE VERIFICATION STATEMENT – To be completed by District Superintendent, Independent School or Offshore School Principal

Prior to submitting the attached BAA Course Framework to the Board of Education or Independent School Authority (Board/Authority) for approval, I Stephen Petrucci verify that I have reviewed the BAA Course to ensure that it is fully compliant with the *School Act* (if offered by a Board or Offshore School), the *Independent School Act* (if offered by an Independent School Authority), the *Board Authorized Course Order*, policy document *Board/Authority Authorized Courses: Requirements and Procedures Guidebook*, and for BAA ELL courses, the ELL Guidelines: *Template for Board/Authority Authorized Language Acquisition/Culture Courses at the Grade 10, 11, 12 Levels*.

By signing below, I verify that the BAA Course:

- ✓ is not preparatory, remedial or modified
- ✓ does not significantly overlap with provincial curriculum Content
- ✓ name reflects the subject area and includes the Grade level
- ✓ assigned Grade reflects the appropriate level of instruction
- ✓ credit value appropriately reflects the length and scope of the course
- ✓ synopsis clearly outlines what a student has gained when the course is completed
- ✓ goals are general statements of intention that give structure to the curriculum
- ✓ rationale outlines the importance of the learning to the student and society
- ✓ embeds Aboriginal Worldviews and Perspectives
- ✓ organizational structure outlines the Content, Curricular Competencies, and Big Ideas
- ✓ learning standards are assessable and observable and can be understood by students and parents
- ✓ recommended instructional component clarifies the learning standards and provides a range of pedagogical opportunities
- ✓ recommended assessment component aligns with the Principles of Quality Assessment
- ✓ learning resources are age appropriate, support learning standards and diversity of learning rates and styles.

Course Name: Orientation & Mobility 12

Grade: 12



TRAX Code: YPA 12F
(e.g. YVPA)

School District Name and Number: School District No. 60 (Peace River North)

Independent School Name and Number:

Name of District Superintendent/Independent or Offshore School Principal: Stephen Petrucci

Signature:

Date: 09/21/2020

PART B: BAA COURSE AUTHORIZATION STATEMENT – To be completed by Board/Authority Chair or Designate

A signed copy of this document must be submitted to the Student Certification Branch. The original document and accompanying BAA Course Framework must be retained by the district/school for submission to the Ministry upon request. (*Board Authorized Course Order*, M285/04, s. 3; *Educational Standards Order*, M41/91, s. 5 (2)(c))

☒ I declare that this BAA Course is approved by the Board/Authority.

Name of Board/Authority Chair or Designate: Helen Gilbert, Board Chair

Signature:

Date: 10/19/2020

PART C: BAA INSPECTOR CONFIRMATION (FOR INDEPENDENT SCHOOLS ONLY) –

To be completed by Inspector of Independent Schools or Designate during regular inspection/monitoring visit

A signed copy of this document (Parts A and C) must be retained for submission to the Ministry upon request.

The BAA Course noted above is fully compliant with the *Independent School Act* and the B.C. Ministry of Education requirements outlined in the policy document *Board/Authority Authorized Courses: Requirements and Procedures*. (*Educational Standards Order*, M41/91, s. 5 (2)(c))

Name of Inspector of Independent Schools or Designate:

Signature:

Date: 10/19/2020



Board/Authority Authorized Course: : Orientation & Mobility 12

MyEdBC code YPA--2F, TRAX code YPA 12F)

School District/Independent School Authority Name: Peace River North	School District 60
Developed by: The Provincial Resource Centre for the Visually Impaired (PRCVI) and BC O&M Specialists, based on collaborative work between PRCVI and Charlene Haugen, O&M Specialist, Surrey Schools (SD36) and Jennifer Robertson, Vision Resource Teacher SD60 (Peace River North)	Date Developed: June 2020
School Name: North Peace Secondary School	Principal's Name: Randy Pauls
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Orientation & Mobility	Grade Level of Course: 12
Number of Course Credits: 4 Credits	Number of Hours of Instruction: 120 hours

Board/Authority Prerequisite(s): None.

Special Training, Facilities or Equipment Required:

This course must be taught by a qualified **Orientation and Mobility (O&M) specialist** who is proficient in teaching the skills, knowledge, and techniques to facilitate safer and more effective travel for individuals with visual impairments. The British Columbia Ministry of Education requires that the Orientation and Mobility specialist meet the standards established by the Association for the Education and Rehabilitation of the Blind and Visually Impaired (AER), which require:

- A master's degree in Orientation and Mobility; or
- Completion of post-graduate studies in Orientation and Mobility, which include at least 350 hours of supervised practice in orientation and mobility involving individuals with a variety of visual impairments.

Course Synopsis:

Orientation and Mobility 12 is designed for students who have low vision or who are blind and require instruction in O&M skills and techniques to achieve the highest level of independent travel that is possible given the student's individual capacity. As students progress through the course they will develop the skills, knowledge, confidence, and motivation required to travel independently, safely, efficiently, and gracefully in familiar and unfamiliar indoor environments and in outdoor areas in the community. Programming should be informed by students' post-secondary plans (e.g., post-secondary education, workforce). Students will work to refine a robust toolkit of O&M knowledge, strategies, and technology. As students advance through the course, they are encouraged to assume greater responsibility in advocating for O&M supports as a student with a visual impairment and will gain the advanced knowledge and skills needed to explore new environments independently while making appropriate decisions about safer and more efficient travel.

Goals and Rationale:

Orientation and Mobility, often abbreviated as O&M, refers to age-appropriate and ongoing instruction in the skills, techniques, and knowledge required for visually impaired individuals to travel safely, efficiently, gracefully, and with as much independence as possible in a variety of environments.

"Orientation" refers to the ability to know where one is located in space, one's target location, and the most efficient route to arrive at that location.

"Mobility" refers to the set of skills required to travel safely, efficiently, and effectively from one place to another across a variety of indoor and outdoor environments.

Independent, safe, efficient, and graceful travellers have well-developed orientation and mobility skills, as well as the confidence and motivation to apply their skills to travel in a variety of environments. To become independent travellers, students with visual impairments require direct instruction in O&M techniques and concepts. Through varied and extensive opportunities to develop, practice, and experiment with the use of these skills, students are better positioned for more meaningful engagement in their communities in their school and community lives.

Aboriginal Worldviews and Perspectives:

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors.

- Students with visual impairments acquire O&M knowledge and skills so that they may travel in an increasingly safer, effective, and graceful manner. For these learners, an effective O&M skillset supports physical health and well-being and promotes access to a broader range of opportunities for interactions in the community.

Learning involves patience and time.

- O&M programming requires a highly personalized approach to learning and is only effective when grounded in authentic environments that are meaningful to the learner. O&M concepts develop over time in a manner that mirrors the individual learner's requirements for independent travel with the instructor gradually shifting the responsibility for safer and more effective travel from others (e.g., parents, teachers) to the student.

Learning requires exploration of one's identity.

- Over the course of an O&M program, the student will reflect on their own strengths and challenges and through accurate self-knowledge will match their current O&M skillset to the travel demands in their daily lives.

Learning is embedded in memory, history and story.

- Changes in the physical environment impact all learners. However, students with visual impairments must interact directly with these changes as they navigate the environment. Therefore, a keen sense of history and memory for what came before is critical to the O&M skillset.

BIG IDEAS

Independent travel requires a variety of mobility techniques.

Effective exploration of the environment requires multi-sensory efficiency.

Developing and maintaining an accurate understanding of travel environments and spatial relationships are essential skills.

Development of travel techniques is an ongoing process that increases in complexity across environments.

Communication and personal safety are essential for independent travel.

Learning Standards

Curricular Competencies

Students are expected to do the following:

Develop personal awareness and responsibility:

- Use mobility aids to gather environmental information.
- Travel flexibly and independently across a variety of environments.

Use critical and reflective thinking:

- Develop strategies for orienting to an unfamiliar route or environment.
- Use an allocentric frame of reference to apply positional and relationship concepts to an area, intersection, or route.
- Gather and integrate information from a variety of senses in the analysis or completion of an O&M task.

Content

Students are expected to know the following:

Environmental concepts:

- Understand concepts about indoor and outdoor travel and the community and region in which one lives.

Public transportation:

- Develop knowledge and practice use of a variety of local transportation modes (e.g., walking, carpool, taxi, bus, train).

Personal safety and communication:

- Understand personal safety concepts and safety precautions in various situations.
- Understand and apply appropriate communication methods.

Big Ideas – Elaborations

Independent travel requires a variety of mobility techniques.

- The depth of understanding of the student's surroundings contributes to the development of the student's O&M skillset.
- Effective spatial cognition supported by accurate and meaningful concepts of the self in relation to the environment provides a foundation for more advanced O&M skills and techniques.
- The development of increasingly elaborate environmental concepts is required as students travel in complex and unfamiliar environments.

Effective exploration of the environment requires multi-sensory efficiency.

- Continual skill refinement in the use of tools and devices that extend and accentuate sensory access to the environment is required for travel with greater independence.
- Systematic evaluation and integration of sensory information is required for the application and elaboration of advanced O&M concepts.
- A multisensory approach to planning, analyzing, and executing route travel is most effective when students are able to maximize input through available sensory channels (e.g., visual, vestibular).

Developing and maintaining an accurate understanding of travel environments and spatial relationships are essential skills.

- Cognitive mapping/spatial updating are supported using human guide, maps, models, tactile diagrams, and other manipulatives as students tangibly represent travel environments.
- Tangible representations (e.g., maps) provide students with an important means of accessing spatial relationships between landmarks and objects in familiar and unfamiliar areas.
- The ability to produce one's own tangible representations (e.g., models) is an essential skill for students as they independently navigate complex and unfamiliar travel environments.

Development of travel techniques is an ongoing process that increases in complexity across environments.

- O&M skills and techniques require consistent updating and elaboration as the student travels with confidence in complex and unfamiliar travel environments.
- The student should maintain an ongoing motivation to refine his or her O&M skillset as the features of travel environments, including those that are most familiar, will change over time.
- New O&M techniques and technology are under continual development and the student should be an active and critical consumer of each.

Communication and personal safety are essential for independent travel.

- Accurate self-knowledge of the implications of visual impairment for safe and effective travel in the community supports greater self-determination in the application of the O&M skillset.
- Strategies for effective self-advocacy are required for independent travel across home, school, work, and community settings.
- Active problem solving and self-reflection promote the student's capacity to independently and critically evaluate the effectiveness of their own O&M skillset.

Curricular Competencies – Elaborations

Develop personal awareness and responsibility:

- Use mobility aids to gather environmental information.

- Use mobility devices (cane, low vision devices, electronic travel aids) appropriately in a variety of environments and for a variety of tasks.
- Demonstrate appropriate use of guide techniques and explain guide techniques to peers, teachers, or community members.
- Travel flexibly and independently in a variety of environments.
 - Demonstrate safer street crossing procedures and traffic judgement at a variety of intersection types including those with complex phasing and channelized turn lanes.
 - Refine strategies in scanning for cars, analyzing traffic flow, and timing for street crossing.
 - Elaborate on strategies to establish, maintain, and monitor alignment and line of travel.
 - Use appropriate techniques to anticipate and provide protection from environmental hazards and, wherever possible, work with the appropriate authorities to address safety concerns.

Use critical and reflective thinking:

- Develop strategies for orienting to an unfamiliar route or environment.
 - Use strategies (e.g., low vision devices, soliciting directions, and GPS technology) to orient to an unfamiliar environment.
 - Decide what relevant information needs to be gathered before a trip (e.g., bus schedule, cross streets, far-side/near-side) and use a variety of strategies and media to gather this information.
 - Share details of a planned route with friends, family members, coworkers, etc.
 - Make skillful use of a variety of app-based technologies including GPS, scanning apps (OCR), and digital assistants.
- Use an allocentric frame of reference to apply positional and relationship concepts to an area, intersection, or route.
 - Use different means of representing environmental information (e.g., 3D printed maps, 2D raised line maps, texture/relief maps) to understand relationships between objects within the environment.
 - Refined use of recovery strategies for re-orientation in complex travel environments.
 - Analyze and apply knowledge of numbering systems to find airport departure gates, track numbers, lecture halls, hotel room numbers, etc.
 - Practice cognitive mapping and spatial updating skills to remain oriented while moving through the environment independently or with a human guide.
- Gather and integrate information from a variety of senses in the analysis or completion of an O&M task.
 - Use feedback through one sensory channel to confirm information obtained through another sensory channel.
 - Recognizing the situations and conditions where some sensory inputs may be more reliable than others.
 - Use passive and/or active echolocation to gauge spatial characteristics, time-distance, proximity of obstacles, etc.

Content – Elaborations

Environmental concepts:

- Understand concepts about indoor and outdoor travel and the community and region in which one lives and regularly travels.
 - Concepts related to complex roadways and intersections (e.g., roundabouts, channelized turning lanes, traffic islands, highways, rail crossings).
 - Understanding local and provincial laws/regulations governing patterns of vehicular and pedestrian movement (e.g., Auditory Pedestrian Signal requirements).
 - Concepts related to international travel (e.g., navigating customs, travel visa requirements, airports, foreign traffic patterns, and regulations).

Content – Elaborations

- Concepts related to rural travel (e.g., t crossing streets without sidewalks)

Transportation:

- Develop knowledge and practice use of a variety of local transportation modes (e.g., walking, carpool, taxi, bus, train).
 - Evaluate the accessibility of a given mode of transportation, and where necessary, generate and communicate recommendations to improve accessibility to the relevant authority.
 - Knowledge of tools (e.g., phone, apps, websites) for route and trip planning and the combination of assistive technology required for effective access to that tool (e.g. screen reading software).
 - Create multiple contingency plans when travel cannot be executed as intended (e.g., calling taxi if bus breaks down, finding an alternate bus route if a stop is unavailable).
 - Use problem solving strategies to reroute when faced with transit delays or disorientation

Personal safety and communication:

- Understand personal safety concepts and safety precautions in various situations.
 - Understand the effects of changing environmental conditions on safety and strategies for safety precautions (e.g., night, weather).
 - Take safety precautions into account when planning routes and developing contingency plans (e.g., flagging with cane, alternate routes, soliciting assistance)
 - Awareness of how to use safety resources specific to environment and mode of travel (e.g., public transit assistance and security, emergency contacts/resources, emergency procedures).
 - Strategies for assertiveness and, if necessary, self-defence when encountering adverse situations (e.g., overhelping, threats to personal safety).
- Understand and apply appropriate communication methods.
 - Succinct communication of relevant personal information (e.g., level of functional vision) to obtain necessary assistance.
 - Research reliable sources of information on local transportation, services, and amenities for a given jurisdiction and apply this information to accomplish travel goals.

Recommended Instructional Components:

- encourage students to think creatively and critically, communicate skillfully, and demonstrate care for self and others
- acknowledge the social nature of learning;
- allow for both physical and virtual collaboration;
- support the personal aspect to learning;
- promote risk-taking, wonder and curiosity;
- build connections across and within areas of knowledge;
- embed formative assessment practices such as learning intentions, criteria, questions, descriptive feedback, self and peer assessment;
- inspire and stretch student thinking and problem solving;
- promote student engagement;
- reflect the relationships between emotion, motivation and cognition;
- connect learning to both local and global communities;

- provide opportunities for students to share learning and reflect;
- utilize technologies and other tools in purposeful ways;
- involve explicit and intentional teaching; and
- make learning visible, open, and transparent.

Recommended Assessment Components: Ensure alignment with the Principles of Quality Assessment

- Written examination of content knowledge
- Creation of a portfolio detailing students' acquisition of new tools encountered in the course
- Completion of a drop-off evaluation. The student will be "dropped-off" at a familiar location and must plan and execute their route to a predetermined familiar location. Instructor will supervise from a distance and step in only when safety may be compromised.
- Student self-assessment/reflection
- Direct observation
- Video recording of student travel
- Anecdotal records
- Instructor-developed checklists and rubrics
- Teaching Age-Appropriate Purposeful Skills (TAPS) 3rd Edition (Pogrud et al., 2012)

Learning Resources:

- Briggs, J., Browns, B., Cowper, T., Lomond, D.C Mainland, J., Mitdal, P., Schwartz, L., Taylor, B., & Wardlow, N. (2000) *Framework for independent travel: A resource for Orientation and Mobility instruction*. B.C. Ministry of Education.
- Fazzi, D., Barlow, J (2017) *Orientation and Mobility techniques: A guide for the practitioner*. (2nd ed). New York: American Foundation for the Blind.
- Fazzi, D. L., & Naimy, B. J. (2010). Chapter 8: Teaching orientation and mobility to school-age children. In W. R. Wiener, R. L Welsh, & B. B. Blasch (Eds.) *Foundations of orientation and mobility* (pp. 208-262). New York, NY: AFB Press.
- Fazzi, D., Petersmeyer, B., (2001) *Imagining the possibilities: Creative approaches to Orientation and Mobility instruction for persons who are visually impaired*. New York: American Foundation for the Blind.
- Jacobson, W. H. (2013). *The art and science of teaching Orientation and Mobility to persons with visual impairments*. New York, NY: AFB Press.
- Pogrud, RL, & Griffin-Shirley, N.(Eds.).(2018). *Partners in O&M: Supporting orientation and mobility for students who are visually impaired*. Louisville, KY: American Printing House for the Blind
- Pogrud, R., Sewell, D., Anderson, H., Calaci, L., Cowart, M., Gonzalez, C., Marsh, R., Roberson-Smith, B., (2012) *TAPS: An Orientation and Mobility curriculum for students with visual impairments*. Texas: Texas School for the Blind.
- Sauerburger, D. (n.d.) Street Crossing Website/Resource. Accessed at www.sauerburger.org
- Assessment Resources:**
- Briggs, J., Browns, B., Cowper, T., Lomond, D.C Mainland, J., Mitdal, P., Schwartz, L., Taylor, B., & Wardlow, N. (2000) *Framework for independent travel: A resource for Orientation and Mobility instruction*. B.C. Ministry of Education.

Poggrund, R., Sewell, D., Anderson, H., Calaci, L., Cowart, M., Gonzalez, C., Marsh, R., Roberson-Smith, B., (2012) *TAPS: An Orientation and Mobility curriculum for students with visual impairments*. Texas: Texas School for the Blind.



Out-of-District Sports/Field Trips

Year: 2020-21

School: Clearview Elementary/Junior Secondary School

Sports / Activity & Grade / Team:	Dates of Travel:	Destination:	Transportation:	Description of Activities:
Grade 7-9 cohort	2 nd week of Feb	Powder King	Bus	Powder King Ski Trip- Dennis Giesbrecht supervisor
Gr 7-9 Whole School	1 st week of March	Worsley Ski Hill	Bus parents drive most students	School Ski Trip- They can travel by family and use the different areas of the café by cohort- only 3 cohorts.
Gr 7-9	Last 2 weeks of June	Oles Lake Alberta	Bus	Year End Activity (Oles Lake is approximately 45km from Clearview School, just across the Alberta border
Grade 7-9 Volleyball Teams	October (1-two day tournament)	Dawson Creek	Parent driven	Volleyball Tournament- if they happen
Grade 7-10 Basketball Teams	Dec-Jan (1-two day tournament)	Dawson Creek	Parent Driven	Basketball Tournament- if they happen
Grade 6-9	Jan/Feb	Dawson Creek	Bus	Skills Canada Regional Competition- if it happens
Gr 7-9 Cohort	June	Ole's Lake	Bus	Year end field trip for secondary students
Gr. 7-9 Cohort	October	Cecil Lake Hills	Bus	Hiking in the hills- group development and gym classes

École Central Elementary School

Out-of-District Sports/Field Trips - 2020/2021

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Grade 5/6	Feb. 2021	Worsley	School bus	Down hill skiing- Noémie Dancose, Isabella Miron-piazza
Grade 5/6	May	Camp Cameron	School bus	Day trip to go hiking, Noémie Dancose, Isabella Miron- piazza
Grade 5/6	June	Philips J. Currie	School bus	Visit museum, Noémie Dancose, Isabella Miron-piazza



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS 2020-2021

FOR BOARD APPROVAL

SCHOOL: _____ NORTH PEACE SECONDARY _____

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Outdoor Education 11 – Day Hike	October or November	Tumbler Ridge	School Bus	The students would be completing a day hike in the Tumbler Ridge region. Parent meetings are occurring to discuss the high-risk activities. The teacher is Scott Hyde and an EA Lori Paice.
Grade 10/11/12 – Day trip for skiing/snowboarding.	December	Powder King	School Bus	The students would travel for a day trip to go skiing or snowboarding. Parents will have met with the teachers to discuss the high-risk activity. Teacher are Matthew Lynn and Scott Hyde.



SCHOOL DISTRICT NO. 60 (PEACE RIVER NORTH)

OUT-OF-DISTRICT SPORTS / FIELD TRIPS

2020-2021

FOR BOARD APPROVAL

SCHOOL: Prespatou

Sports/Activity & Grade/Team:	Dates of Travel	Destination	Transportation	Description of Activities: (names of chaperones, dates & description of activities) Description of Sports: (name of coach, chaperones & locations)
Grades 8 - 12	Winter 2020/2021	Worsley Skill Hill	School Bus	Downhill skiing and Snowboarding. Lessons are required for beginners. Secondary Only - One Cohort
Grade Grade 6/7	Spring 2021	Bennett /Peace Canyon/Site C Dam Tours/ Hwy 29	School Bus	BC Hydro Tour/Geological Visits

SD 60 Operating Financial Report - July 1 2020to Sept 30, 2020

Operating Revenue	Actual	Annual Budget	% of budget received	# of Months	
Ministry of Education Grants	\$ 8,685,788	\$69,828,434	12.4%	12	On track as MOE transfers are lower in July & Aug
Federal Grant	\$ 1,169,717	\$0			Was not announced until after budget finalized
School Age Therapy	22,457	57,708		12	not budgeted
Offshore Tuition	320	149,000	0.2%	10	Tuition paid in advance, some refunds required when students could not attend
Alberta Education, DL, 3rd Party Billings	-	175,000	0.0%	10	AB Student revenue received in winter/spring
Summer School & Continuing Ed Fees	1,680	-	0.0%	12	Summer program and Adult Education
Miscellaneous Revenue	4,991	116,511	4.3%	12	Revenues are unpredictable especially during COVID
Rentals	32,718	58,057	56.4%	12	May be lower than predicted due to COVID
Interest	25,278	120,000	21.1%	12	Interest Income will decline as reserves reduce
Total Operating Revenue	\$ 9,942,949	\$70,504,710	14.1%		

Operating Expense	Actual	Annual Budget	% of budget expended	# of Months	
Salaries					
Teachers	2,393,078	26,846,986	8.9%	10	slightly lower than expected
Principals and Vice-	1,199,420	4,622,754	25.9%	12	slightly higher than expected
Educational Assistants	183,031	5,428,713	3.4%	10	lower than expected
Support Staff	1,139,130	8,123,120	14.0%	10	higher than expected
Other Professionals	457,395	1,852,209	24.7%	12	higher than expected
Substitutes (TOC's)	93,255	1,849,693	5.0%	10	lower than expected
	5,465,309	48,723,475	11.2%		
Employee Benefits	1,204,805	10,650,138	11.3%		
Total Salaries and Benefits	\$6,670,114	\$59,373,613	11.2%		
Services and Supplies	1,552,247	10,857,800	14.3%	12	Lower than expected
Total Operating Expenses	\$8,222,361	\$70,231,413	11.7%		
Capital Purchases from Operating	\$198,779	\$438,000	45.4%	12	purchases vary through year
Operating Net Revenue (Expense)	\$1,521,809	-\$164,703			
Reserves for Anne Roberts Young		-\$1,100,000			
Application of Reserves		\$1,264,703			
Balanced		\$0			

Notes to SD60 Operating Financial Report:

The fall financial reports often show net operating revenue as staffing is still being placed for the new school year. In particular, this September, the 1st federal grant has been received but not yet fully expended so this snapshot reflects an appropriate surplus. As expenses normalize and the District becomes fully staffed we will see this surplus shift into a more balanced number. Some staffing areas are higher than originally budgeted due to additional staff being hired for COVID response but costs with these costs attributed to the operating accounts but funded by the provincial and federal grants received. Given that schools are at full operations, we are not seeing any COVID savings. However the provincial and federal grants should offset any reduced revenue due to enrollment decline and additional staffing and safety costs. The ammended budget will more accurately predict revenue and expenses during the COVID operations.

Budget over 10 Months	10
Budget over 12 Months	12
July	1
August	2
September	3
October	4
November	5
December	6
January	7
February	8
March	9
April	10
May	11
June	12



BCSTA Provincial Council Business Meeting

Saturday, February 22, 2020

8:45am – 12:00pm

Location: SFU Wosk Centre for Dialog, Vancouver

PROPOSED AGENDA

1. Adoption of Provincial Council Rules of Order Motion
2. Oral Report by Legislative Committee on Review of Motions
3. Adoption of Proposed Agenda Motion
4. Approval of minutes of October 26, 2019 Motion
5. **Oral Reports**
 - 5.1 President's Report Motion
 - 5.2 Chief Executive Officer's Report Motion
 - 5.3 CSBA Report
 - 5.4 BCSTA Standing Committee Reports: Motion
 - Professional Learning Committee
 - Indigenous Education Committee
 - 5.5 Reports of BCSTA Working Groups: Motion
 - Branch Structure
 - Director Terms of Office
 - Capital
 - Creation of new standing Committees
6. **Written Reports** Motion
 - 6.1 Minutes of the meetings of the Board of Directors held on 2019-09-13, 2019-09-30, 2019-10-25, and 2019-11-28.
 - 6.2 Minutes of the meetings of the Professional Learning Committee held on 2019-10-24.
 - 6.3 Minutes of the meetings of the Indigenous Education Committee held on 2019-06-05.
 - 6.4 Minutes of the meetings of the Finance and Audit Committee held on 2019-10-25.
 - 6.5 Minutes of the meetings of the Legislative Committee held on 2019-09-27 and 2019-11-29.
7. **Motion Tracking Database Updates** Motion
 - 7.1 Provincial Council Resolution Tracking
 - 7.2 Annual General Meeting Resolution Tracking
8. **Action Items** Motion
 - 8.1 BCSTA Draft 2019/2020 Budget
 - 8.2 BCSTA's *Policy on Travel Expenses* – Per Diem Rates

9. Motions to Provincial Council

Motion

9.1 New Ministry of Education Provincial Funding Model

10. Late Motions

Motion

10.1 To be determined on day of meeting

11. Adjournment

Motion



British Columbia
School Trustees
Association

BCSTA GUIDE to PROVINCIAL COUNCIL

- I. PROVINCIAL COUNCIL: AN OVERVIEW**
- II. PREPARING FOR PROVINCIAL COUNCIL**
- III. TRAVEL AND ACCOMMODATION**
- IV. BCSTA PROVINCIAL COUNCIL RULES OF ORDER**
- V. AFTER PROVINCIAL COUNCIL**

Reference

BCSTA Bylaws, Policies, & Operational Guidelines

Questions?

If you have questions regarding Provincial Council, please contact the BCSTA office and ask for:

Mike Roberts or Audrey Ackah, if your question is in regard to policy issues, agenda items, or the formulation of motions;

Zorica Jovic, if your question is in regard to registration, travel, or accommodation.

I. PROVINCIAL COUNCIL: AN OVERVIEW

History

BCSTA's Provincial Council was established in 1987. It was formed to ensure that the interests of all Boards are represented in the governance of BCSTA and to facilitate an ongoing dialogue around issues facing the Association and its member Boards across the province.

The usual format for fall and winter Provincial Council meetings starts with Standing Committee meetings on Thursday and Friday, a guest speaker on Friday evening, then oral Standing Committee reports and Provincial Council business on Saturday followed by our afternoon Issues Forum.

Membership

The Provincial Council consists of the Board of Directors plus one representative elected by each member Board of the Association.

Election to the Council

At least once per year, each member Board elects one trustee as its Provincial Councilor and one trustee as its alternate. Councilors take office immediately following the election, and hold office until successors are elected.

If at any time a Provincial Councilor either ceases to be a trustee or resigns from the Council, the Board must elect a new representative.

Powers and Duties

a) Provincial Council must approve:

- The annual budget of the Association, which reflects:
 - the total fees to be collected from member Boards, and the criteria for the determination of individual fees (note: these criteria are to establish the individual fees for each member Board);
 - the payment of honoraria to the president, vice-president, directors, and the immediate past president;
 - the criteria for payment of out-of-pocket expenses of BCSTA officers, committee members, Provincial Council members, and staff when incurred on Association business.

b) The Provincial Council has the power to:

- establish interim policies of the Association between general meetings;
- approve amendments to the constitutions and bylaws of BCSTA Branch Associations;
- provide financial and other assistance to nonprofit organizations with goals and objectives similar to those of the Association.

c) The Provincial Council may

- meet, adjourn, and otherwise regulate its meetings as it sees fit;

- authorize the Board of Directors to acquire or lease real or personal property;
- direct the Board of Directors regarding the investment of funds in the forms permitted by Article 14a of the *BCSTA Bylaws* and establish limits on the Board of Directors' borrowing powers in accordance with Article 14b of the *Bylaws*:

Article 14a) The Board of Directors shall have the power to invest funds of the Association in accordance with the policies of the Provincial Council, as such funds from time to time accumulate, in investments authorized under the Trustee Act.

Article 14b) The Board of Directors shall have the power to borrow from time to time and on the credit of the Association, amounts which at no time shall exceed in the aggregate a sum which can be fully secured by investments made in pursuance of bylaw 14.a) plus one-fifth (1/5) of the annual budget.

- advise the Board of Directors with respect to its conduct of the business of any other organization of which it acts as Board of Directors.
- d) Should the office of Director on the Board of Directors fall vacant during the course of the year, the Provincial Council elects one of its members to fill this vacancy.

Meetings

The Provincial Council must meet at least three times a year: once in conjunction with the Annual General Meeting and twice between Annual General Meetings.

The current school year's Provincial Council schedule is as follows.

DATES	LOCATION
February 21-22, 2020 Provincial Council	Morris J. Wosk Centre for Dialogue, Vancouver
April 18, 2020 Provincial Council	Westin Bayshore, Vancouver (during AGM)
October 23-24, 2020 Provincial Council	Morris J. Wosk Centre for Dialogue, Vancouver

Additional Council meetings will be held if:

- called for by one-third (1/3) of Provincial Councilors; or
- called for by the Board of Directors.

Quorum for Provincial Council is two-thirds (2/3) of Councilors.

II. PREPARING FOR PROVINCIAL COUNCIL

Motions

Motions to Provincial Council may be submitted by member Boards, branches, the Board of Directors, and the Professional Learning and Indigenous Education Committees. The motion submission deadline is set by the CEO and is communicated to members in advance.

Motions must be emergent and should clearly indicate an action requested of BCSTA, (rather than an action for some other body or organization). Wording should be as succinct as possible. BCSTA provides a template for drafting motions. Staff will also assist in preparing appropriate wording.

What is an emergent motion?

BCSTA's Bylaws define "emergent" as "business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy, or a public education issue." Please note that a motion may well be important but not meet the criteria for being emergent. Questions you may want to consider when deciding whether a motion is emergent include:

- Is there a deadline to provide input to government regarding this public policy issue? Is the deadline prior to the BCSTA AGM?
- Is the government considering legislation which will proceed through the Legislature prior to AGM?

The *BCSTA Motion Guide* includes the following example of an emergent issue:

- A bill relating to public education is being debated in the Legislative Assembly. The Legislature will conclude its consideration of the bill on or before November 30 (the last day of the Legislative session). A board submits a Provincial Council motion for consideration at the October Provincial Council meeting. The motion calls on the Association to express support for or opposition to the bill. If this motion is delayed until the next AGM, the bill will have already been passed or defeated by the Legislative Assembly and this will negatively impact the ability of the Association to influence government on this issue.

Further information about BCSTA motions is included in the Motion Guide which is available in the BCSTA Hub.

Legislative Committee

The Legislative Committee's role is to "examine, correlate, amend, reject, and report on motions. "For Provincial Council meetings, the Legislative Committee determines whether the motions submitted to the Committee are emergent. If the Committee determines that a motion is emergent, it will be included in the proposed agenda for the Provincial Council meeting. Provincial Council will decide whether or not the Council agrees with the Committee's determination. As per the Association's bylaws,

the Board of Directors may put forward motions to Provincial Council without receiving prior approval of the Legislative Committee or Provincial Council.

Late Motions to Provincial Council

The Provincial Council, rather than the Legislative Committee, will determine whether motions submitted by member Boards, Branches, the Professional Learning Committee or the Indigenous Education Committee after the motion submission deadline are emergent.

Meeting Materials

Prior to Council, Councilors will receive an agenda package containing support materials. This package may include:

1. Agenda
2. Minutes of the previous Council
3. Committee Reports
 - Minutes of the meetings of the Board of Directors and Standing Committees
4. Miscellaneous
 - Tracking of past resolutions
 - Reports
5. Motions to Provincial Council

The Role of Provincial Councilors

Each Councilor serves as a representative of their Board. It is, therefore, essential that Councilors familiarize themselves with agenda items requiring discussion or action by the Council, and that they know their Board's positions regarding these issues.

It may be worthwhile to consider making BCSTA business a standing agenda item at Board meetings so that a mechanism is set up for discussing issues and getting input from your Board.

III. TRAVEL AND ACCOMMODATION

Except when a Provincial Council meeting held in conjunction with the Annual General Meeting or Academy, BCSTA assumes travel and accommodation expenses for attendance at these meetings. When Provincial Council is held in conjunction with our AGM or Academy, no expenses are paid.

Accommodation

A single room is booked for each Provincial councilor at the hotel where the meeting is being held. Since the costs of hotel meeting rooms, meals, and other services are dependent on the number of rooms booked by BCSTA, Councilors are asked to stay at the host hotel. These rooms are "guaranteed," which means that if they are not cancelled, the Association is required to pay for them. If a councilor or alternate does not come to the meeting, and does not inform BCSTA that they will not be coming, the cost of the room will be passed along to the individual's school district.

If you are planning other business in Vancouver during that time, extra room nights can be arranged. However, BCSTA will only cover room nights related to BCSTA business. Councilors and Committee members are responsible for the cost of all additional nights and must arrange for payment directly with the hotel.

When you check out of the hotel, you will be asked to cover the costs of any meals or incidentals (telephone calls, valet service, etc.) billed to your room. BCSTA will be billed directly by the hotel for the cost of the room plus taxes.

Travel

Air travel is limited to economy class. Lower cost fares are available when you book early, so you are asked to make reservations as soon as you are sure of your requirements.

Cancellation insurance maybe offered by the airline, but BCSTA will not reimburse the purchase of this insurance.

IV. BCSTA PROVINCIAL COUNCIL RULES OF ORDER

Meetings of the Provincial Council are governed predominately by *Robert's Rules of Order*. Additional procedural details are provided by *BCSTA's Provincial Council Rules of Order*.

BCSTA Provincial Council Rules of Order are designed to facilitate progress of the Provincial Council of the British Columbia School Trustees Association, to include members in orderly debate, and to ensure courtesy, fairness, and equality for all.

1. **The meeting:** Will be conducted in accordance with the *Constitution* and *Bylaws* of the Association, and any rules or order adopted by the assembly.
2. **Order of Business:** The Board of Directors will prepare a proposed agenda. Changes to the agenda are determined by Provincial Council.
3. **Speakers:** A delegate wishing to speak, will raise the school district card provided, be recognized by the chair and will have their name added to the speakers list. The chair may recognize speakers out of turn in order to deal with matters taking precedence, or to hear the opposite side of the debate where one side is predominating, or to hear opposing speakers in alternation.
4. **Debate:** Shall be limited to three (3) minutes for each speaker for each question. A delegate may speak only once on any motion.
5. **Comments or Questions:** Must be related to the pending motion or report.
6. **Amendments to Motions:** Shall be presented in writing and sent immediately to the chair.
7. **Voting:** Is done by show of school district identification cards. Ballot voting is only used for an election to fill a vacancy on the Board of Directors between Annual General Meetings.
8. **Electronic Devices:** Shall be silenced during the meeting.
9. **Motions:** The Provincial Council may refer motions to the BCSTA Board of Directors if the Provincial Council is unable to finish debating all of the motions.

V. AFTER PROVINCIAL COUNCIL

Reimbursement

When appropriate, please submit your completed **expense claim** along with appropriate supporting receipts to the BCSTA office within one week of Council.

- Travel
 - To be completed when traveling by air, ferry, bus, etc., or when requiring transportation to and from airports, parking, etc.
 - Please attach receipts for these claims.
- Private Auto
 - Claim in kilometers; no receipts are required.
 - The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- Per Diem
 - The per diem allowance is \$53 for a full day. If only part of a day is involved, per diem is paid at \$11 for breakfast, \$17 for lunch, \$25 for dinner (as applicable).
 - If a meal is provided by BCSTA as part of a function, additional claims for that meal are not to be submitted.
 - No receipts are required for Per Diem requests.

Synopsis

A synopsis of the meeting, including the disposition of motions, will be distributed electronically following Provincial Council.

Evaluation

An online evaluation will be distributed in the week following Provincial Council.

Reports to your Board

Reporting back to your Board will ensure that the membership is kept well-informed of discussions and decisions, as well as new issues raised for future consideration by Provincial Council, committees, or membership. This should also provide you with an opportunity to discuss and better understand the insights, suggestions, and concerns of your Board.



PROVINCIAL COUNCIL MEETING MINUTES

Saturday, October 26, 2019

MINUTES OF THE MEETING OF THE PROVINCIAL COUNCIL OF THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION HELD AT THE MORRIS J. WOSK CENTRE FOR DIALOGUE, VANCOUVER ON OCTOBER 26, 2019

PRESENT:

PROVINCIAL COUNCILLOR ATTENDANCE – OCTOBER 26, 2019

Bev	Bellina	5	Southeast Kootenay	Debbie	Marten	53	Okanagan Similkameen
Jane	Fearing	6	Rocky Mountain	Frank	Farrell	54	Bulkley Valley
Sharon	Nazaroff	8	Kootenay Lake	Ron	Polillo	57	Prince George
Lora Lee	Brekke	10	Arrow Lakes	David	Rainer	58	Nicola-Similkameen
Bill	MacFarlane	19	Revelstoke	Tamara	Ziemer	59	Peace River South
No	Attendance	20	Kootenay-Columbia	Erin	Evans	60	Peace River North
Tom	Williamson	22	Vernon	Nicole	Duncan	61	Greater Victoria
Julia	Fraser	23	Central Okanagan	Margot	Swinburnson	62	Sooke
Mary	Forbes	27	Cariboo-Chilcotin	Teri	Van Well	63	Saanich
Julie-Anne	Runge	28	Quesnel	Tisha	Boulter	64	Gulf Islands
David	Swankey	33	Chilliwack	Linda	Van Alphen	67	Okanagan Skaha
Phil	Anderson	34	Abbotsford	Jessica	Stanley	68	Nanaimo-Ladysmith
Megan	Dykeman	35	Langley	Julie	Austin	69	Qualicum
Laurae	McNally	36	Surrey	No	Attendance	70	Alberni
Val	Windsor	37	Delta	Ian	Hargreaves	71	Comox Valley
Debbie	Tablotney	38	Richmond	Susan	Wilson	72	Campbell River
Fraser	Ballantyne	39	Vancouver	John	O'Fee	73	Kamloops/Thompson
Danielle	Connelly	40	New Westminster	Carmen	Ranta	74	Gold Trail
Jen	Mezei	41	Burnaby	Shelley	Carter	75	Mission
Korleen	Carreras	42	Maple Ridge-Pitt Meadows	Ron	Johnstone	78	Fraser-Cascade
Carol	Cahoon	43	Coquitlam	Barb	de Groot	79	Cowichan Valley
Mary	Tasi Baker	44	North Vancouver	No	Attendance	81	Fort Nelson
Sheelah	Donahue	45	West Vancouver	Angela	Brand Danuser	82	Coast Mountains
Maria	Hampvent	46	Sunshine Coast	Tennile	Lachmuth	83	North Okanagan-Shuswap
Doug	Skinner	47	Powell River	Arlene	Fehr	84	Vancouver Island West
Ian	Kent	48	Sea to Sky	No	Attendance	85	Vancouver Island North
No	Attendance	49	Central Coast	Yvonne	Tashoots	87	Stikine
Roeland	Denooij	50	Haida Gwaii	Nadine	Frenkel	91	Nechako Lakes
Katie	Jepsen	51	Boundary	Norman	Hayduk	92	Nisga'a
Kate	Toye	52	Prince Rupert	Patrick	Gatien	93	Conseil Scolaire Francophone

School District	OBSERVERS
SD 36 Surrey	Bob Holmes, Trustee
SD 44 North Vancouver	Cindy Gerlach, Trustee
SD 44 North Vancouver	Kulvir Mann, Trustee
SD 48 Sea to Sky	Mohammed Azim, Secretary-Treasurer
SD 53 Okanagan Similkameen	Casey Brouwer, Trustee
SD 37 Delta	Daniel Boisvert, Trustee

BCSTA BOARD OF Directors

Stephanie Higginson, President	SD68 (Nanaimo-Ladysmith)
Carolyn Broady, Vice-President	SD45 (West Vancouver)
Gordon Swan, Past President	SD58 (Nicola-Similkameen)
Valerie Adrian, Director	SD74 (Gold Trail)
Tim Bennett, Director	SD57 (Prince George)
Mike Murray, Director	SD42 (Maple Ridge-Pitt Meadows)
Donna Sargent, Director	SD38 (Richmond)
Mike Roberts, Chief Executive Officer	BCSTA

BCSTA STAFF

Jodi Olstead	Director, Finance & Human Resources
Mark Regier	Technical Writer and Web Specialist
Rachel Garrick	Media Relations and Design Specialist
Zorica Jovic	Administrative Assistant

President Stephanie Higginson called the meeting to order at 8:45am.

1. Adoption of Provincial Council Rules of Order

Moved: Julia Fraser That the Provincial Council Rules of Order be
 SD23 adopted as presented.
 Sec: Debbie Marten
 SD53

CARRIED Res.PC#22/2019

2. Oral Report by Legislative Committee on Review of Motions

Legislative Committee Chair Bob Holmes reported on the review of the Provincial Council motions by the Legislative Committee, including final recommendations.

3. Adoption of Proposed Agenda

Moved: Bill MacFarlane That the agenda be adopted as presented.
SD19

Sec: Laurae McNally
SD36

CARRIED Res.PC#23/2019

4. Approval of minutes April 27, 2019

Moved: Erin Evans That the Minutes of the meeting of the Provincial
SD60 Council held on April 27, 2019 be adopted as

Sec: Fraser Ballantyne presented.
SD39

CARRIED Res.PC#24/2019

5. Oral Reports

5.1. President's Report

President Stephanie Higginson reported on BCSTA's work over the past year. A full summary of the President's Report is included in the *BCSTA Provincial Council Synopsis*.

Moved: Carol Cahoon That the President's oral report be received.
SD43

Sec: Shelley Carter
SD75

CARRIED Res.PC#25/2019

5.2. Chief Executive Officer's Report

Chief Executive Officer Mike Roberts provided an overview of the role on boards of education in setting vision and strategic plans for their school district. Strategic planning will be the core theme of our 2019/2020 Leadership Series. A full summary of the CEO's Report is included in the BCSTA Provincial Council Synopsis.

Moved: Phil Anderson That the Chief Executive Officer's oral report be
SD34 received.

Sec: Ian Hargreaves
SD71

CARRIED Res.PC#26/2019

5.3. BCSTA Standing Committee Reports

The Professional Learning Committee Chair Julie-Anne Runge, Rick McKamey of the Aboriginal Education Committee, and Finance and Audit Committee's Mike Murray delivered oral reports regarding the meetings of each committees prior to Provincial Council. A full summary of the oral reports is included in the *BCSTA Provincial Council Synopsis*.

Moved: Tennile Lachmuth That the oral reports of the BCSTA Professional
SD83 Learning Committee Aboriginal Education
Sec: Korleen Carreras Committee, and Finance and Audit Committee be
SD42 received.

CARRIED Res.PC#27/2019

5.4. CSBA Report

Canadian School Boards Association Director Carolyn Broady reported on the current activities of CSBA, including their recent meeting in Quebec City October 5th, 2019. A full summary of the CSBA Director's Report is included in the *BCSTA Provincial Council Synopsis*.

Moved: Lora Lee Brekke That the CSBA Director's oral report be received.
SD10
Sec: Barb de Groot
SD79

CARRIED Res.PC#28/2019

6. Written Reports

The following written reports were received by Provincial Council.

- 6.1.** Minutes of the meetings of the Board of Directors held on 2019-03-07, 2019-04-25, 2019-05-17, 2019-06-21, 2019-08-23.
- 6.2.** Minutes of the meeting of the Professional Learning Committee held on 2019-02-08.
- 6.3.** Minutes of the meeting of the Indigenous Education Committee held on 2019-02-07-08.
- 6.4.** Minutes of the meetings of the Finance and Audit Committee held on 2019-06-18.
- 6.5.** Minutes of the meetings of the Legislative Committee held on 2019-03-11, 2019-03-18, 2019-03-22 and 2019-06-20.

Moved: Julie-Anne Runge That the written reports (meeting minutes) of
SD28 the Board of Directors, Professional Learning
Sec: Sheelah Donahue Committee, Indigenous Education Committee,
SD45 and Finance and Audit Committee and
Legislative Committee be received.

CARRIED Res.PC#29/2019

7. Tracking

The following on-line tracking reports were reviewed by Provincial Council.

- 7.1.** Provincial Council Resolution Tracking
- 7.2.** Annual General Meeting Resolution Tracking

Moved: Ron Polillo That the resolution tracking reports of Provincial
SD57 Council and AGM 2019 be received.
Sec: Jessica Stanley
SD68

CARRIED

Res.PC#30/2019

8. Action Items

8.1. BCSTA audited financial statements for the year ended June 30, 2019

Moved: David Rainer SD58 That the October 2019 Provincial Council receive the audited financial statements of the BC School Trustees Association for the year ended June 30, 2019, as prepared by Smythe LLP Chartered Professional Accountants.

Sec: Nadine Frenkel SD91

CARRIED Res.PC#31/2019

8.2. Grant status update as at June 30, 2019

Moved: Carol Cahoon SD43 That Provincial Council receive the status report on BCSTA's external grants as of June 30, 2019, as provided in BCSTA's 2018/2019 Audited Financial Statements.

Sec: Linda Van Alphen SD67

CARRIED Res.PC#32/2019

8.3. 2020/2021 BCSTA Budget Planning

Moved: Erin Evans SD60 That Finance Committee Chair Director Mike Murray, provided the Finance Committee report on Budget Planning.

Sec: Debbie Marten SD53

CARRIED Res.PC#33/2019

9. Motions to Provincial Council

9.1.Delay of Enrolment of International Students in Provincial Medical Services Plan

Moved: Korleen Carreras SD42 That BCSTA request the Provincial Ministers of Finance, Health and Education delay the requirement for international students to register in the MSP program until the 2020/21 school year.

Sec: Shelley Carter SD75

CARRIED Res.PC#34/2019

9.2. Vape Awareness and Vape Cessation Resources for Youth

- Moved: David Rainer
SD58
- Sec: Kate Toye
SD52
- That BCSTA urge the Ministries of Health (BC and Canada), Ministry of Education and Health Authorities:
- to make resources for youth on vape health implications and vape cessation widely available, and
 - to revise current resources and services for smoking cessation to specifically include vaping and youth.
 - to update the language legislating vaping product ads, promotion and sponsorship to align with current tobacco legislation.

CARRIED as Amended Res.PC#35/2019

10. Late Motions**10.1 Modelling of Funding Model Review Recommendations**

That Provincial Council add the following late motion to the agenda

- Moved: Ron Polillo
SD57
- Sec: Erin Evans
SD60
- That BCSTA urge the Ministry of Education to ensure Boards of Education are provided the opportunity to model and /or pilot the new funding formula recommendations prior to implementation in order to provide feedback on the positive and negative implications of the proposed recommendations, the impact on the ability of our districts to strengthen success for all students and the ability to ensure a system that is equitable, predicable and fair for all school districts.

CARRIED Res.PC#35/2019

- Moved: Ron Polillo
SD57
- Sec: Nadine Frenkel
SD91
- That BCSTA urge the Ministry of Education to ensure all Boards of Education are provided the opportunity to model and /or pilot the new funding formula recommendations prior to implementation in order to provide feedback on the positive and negative implications of the proposed recommendations, the impact on the ability of our districts to strengthen success for all students and the ability to ensure a system that is equitable, predicable and fair for all school districts.

Carried as amended Res.PC#35/2019

11. Adjournment

Moved: Julia Fraser
SD23

That the Provincial Council meeting be
adjourned.

Sec: Teri Van Well
SD63

CARRIED Res.PC#37/2019

DRAFT

Director Term of Office Review

Thanks to Stephanie Higginson and the executive for inviting us to review this matter which arose out of the comments and a motion at one of our last meetings, and to Mike Roberts for all his guidance and assistance.

The members of our group are:

- Moyra Baxter - SD23 Central Okanagan
- Gordon Comeau - SD58 Nicola Similkameen
- Myself Linda Dolen -SD81 Fort Nelson
- Gloria Jackson SD28 Quesnel
- Val Windsor - SD37 Delta
- Mike Roberts - BCSTA

We met several times between June and November of 2019 and after kicking around a few ideas, following is our Summary

We are not comfortable with a specific recommendation as to whether or not BCSTA Directors should serve for a one year or a two year term. We believe a decision to change the current director terms of office should be made by the membership through a vote at AGM. This could be accomplished by an extraordinary motion that could be brought forward by the current Board of Directors.

Should the membership wish to move to some or all of the BCSTA Directors being elected to a two year term, there must a clear outline of how the process, including transition plans, would work.

If the membership chooses to move to two year terms, we would recommend the following but it is clear there is no unanimous consensus on this:

There was some preference in having half the board being elected in alternating years (President, Vice-President and two directors in one year and then 3 directors the following year. This would allow an unsuccessful candidate for President to then run to be the Vice President

Some thought was given to directors being elected for a two year term, but the P and VP only being elected to one year terms. No specific recommendation was made in this regard. There was significant discussion about the process for transitioning into two year terms. The BCPSEA model of 'drawing straws' was noted, but other options including vote counts were considered. There was some support for trying to align the BCSTA director elections with the provincial election of trustees. The difference in timing within the year being a significant problem (e.g. April vs October), however, and may be a practical barrier to any implementation.

Further:

There is no need to create a new procedure for replacing a director who resigns or leaves mid-term. The current procedure could still be used. Although some slight adjust to the bylaws would be required

There is a recommendation to move the Past President role to a non-voting, advisory role, but



British Columbia
School Trustees
Association

to retain the one year term and the accompanying stipend being the same as a director

There was also discussion as to if there should be a maximum number of terms an individual could or should hold, but there was no recommendation to change from the current 'open ended' / no term limit status.

Submitted by: Linda Dolen on behalf of the Director Term of Office Review working group

BCSTA Capital Working Group - February 2020 update

CWG members – Dawn Lang, Ravi Parmar, Megan Dykeman, Estrellita Gonzalez, Greg Frank, Kathleen Karpuk, Donna Sargent, Mike Murray

<u>Issues to be addressed (from January 2019 report)</u>	<u>Status</u>
<i>Capital Program Slippage</i>	Less of an issue now according to MOE staff
<i>Changing school capacity formulas to accommodate child care and early learning</i>	Daycare grants available from MCFD and can use NLC funding to accommodate daycare. Still Need to work on area standard calculations.
<i>Area/Space formulas</i>	MOE announced review – We've asked to be involved
<i>Capital Funding for Portable Classrooms</i>	Will be conducting a survey shortly to better define the problem
<i>School Site land acquisition</i>	Paper developed, finalized and submitted following review by Boards – follow up to paper shortly
<i>Government requiring capital funding from reserves</i>	Some level of discussion of reserves through financial management working group within the funding model review – should be less “raiding” of funds if districts can prove the need of reasonable contingencies and defined reserves
<i>Energy Savings Initiatives</i>	Currently exploring Clean BC and how districts can tap into the Clean BC Buildings Innovation Fund and other programs.
<i>Lifecycle Funding – insufficient AFG funding</i>	Have framed a paper but need some survey research to better define the problem – would like to see AFG increased each year to cover inflation, lifecycle contributions to reserves for new buildings and a percentage to catch up.

BCSTA Board members on the CWG met with Ministry staff to discuss common areas of review – they included School Site Acquisition Charges and Area Standards – further discussions coming with MOE staff and UBCM.



BOARD OF DIRECTORS' MEETING MINUTES

Date: Friday September 13, 2019

Time: 8:30 am – 4:00 pm

Location: BCSTA office, Vancouver

PRESENT:

Stephanie Higginson	President
Carolyn Brody	Vice President
Gordon Swan	Past President
Valerie Adrian	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

STAFF:

Jody Olstead	Director, Finance & Human Resources
Gordon Li	Education Director
Mark Regier	Technical Writer and Website Specialist

1. ADOPTION OF PROPOSED AGENDA

Moved: Gordon Swan

Seconded: Valerie Adrian

That the Board of Directors' meeting agenda be adopted as updated.

Status: CARRIED

Res. #88/2019

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

2.1 Approval of Minutes of the Board of Directors Meeting held on August 23, 2019

Moved: Donna Sargent

Seconded: Carolyn Broady

That the minutes of the August 23, 2019 Board of Directors' meeting be approved as amended.

Status: CARRIED

Res. #89/2019

3. ACTION / DISCUSSION ITEMS

3.1 Coalition for Health School Food endorsement request

The national Coalition for Healthy School Food asked BCSTA to endorse their cause and allow them to use the BCSTA logo on their website. Director Tim Bennett had contacted the Coalition for Healthy School Food for clarification around the use of the BCSTA logo, but is still awaiting a response. The Board of Directors referred this item to a future meeting agenda pending receipt of further information from the Coalition.

3.2 BCSTA Advocacy Day in Victoria – Planning Update

The Board of Directors discussed initial planning for the BCSTA Advocacy day in Victoria. Chief Executive Officer Mike Roberts provided an update on his recent meeting with the Ministry of Education regarding potential options, but staff changes there have delayed responses to some questions. The Board will continue to discuss its plan going forward and determine which meeting date offers the best options for meetings with a variety of ministries and other agencies.

3.3 Potential BCSTA event day care service

The Board of Directors received an update from Mark Regier, technical writer and website specialist, on information related to BCSTA potentially providing childcare at future large events. The Board discussed a variety of issues and questions related to subsidization, liabilities, total costs, options and demand. The current UBCM convention was identified as a potential model. The board asked BCSTA staff to look into this matter further and provide a report at the next board meeting.

3.4 Mental Health Working Group revised Terms of Reference

The Board of Directors previously discussed the report from BCSTA Mental Health Working Group meeting dated March 5, 2019, including the purpose of the Ad Hoc Working Group on Mental Health. At this meeting, the Board reviewed the updated terms of reference. Directors had noted several issues for future consideration by the working group. The current working group mandate will be completed upon the submission of its recommendations and final report to the Board of Directors, unless specifically renewed or extended. The decision was made to extend the work of the group, but under a somewhat revised set of parameters.

3.5 Review of Advocacy for Students with Exceptionalities

The Board of Directors discussed the staff report on provincial special education services and advocacy groups as well as the originating referral motion to the Board of Directors. The Board determined that the committee requested in the motion falls outside the scope of what usual BCSTA standing committees do. They also expressed concern that there would be too much overlap with other advocacy groups and as a result would not lead to improved outcomes for students with diverse learning needs. Directors felt that they still needed to better understand the intentions of the original motion and determined that a sub-committee of the Board will continue work further on this matter by meeting with the board that moved the motion and provide a report for the next board meeting toward determining a course of action.

Moved: Donna Sargent

Seconded: Valerie Adrian

That the Board not establish a special advisory committee, but request that a liaison opportunity be created, and the Board look at ways to make connections with BC Case.

Moved: Gordon Swan

Seconded: Carolyn Broady

That the Board of Directors table the motion to a future Board meeting.

Status: Tabled

Res. #90/2019

3.6 Funding Model Review - Recommendation #9

The Board of Directors received an update from President Stephanie Higginson related to the Funding Model Review Recommendation #9 (head count funding vs. course count funding) consultation process. The Board discussed possible implications related to the implementation of FMR recommendation #9 and an importance for BCSTA moving forward with input to the report. The Board will continue to work further on this item, and seek a feedback from the other management partner groups. It was noted that Ministry of Education will send an invitation to BCSTA for a conference call meeting related to this matter as early as next week.

3.7 Potential strikes at Hyatt and Bayshore hotels

The Board of Directors received an update from Gordon Li, Education Director, informing the Board that BCSTA had received notice from the Hyatt Hotel of a possible labour dispute, as well as the potential implications for the BCSTA Academy. The Board asked staff to monitor the situation, and report back in October should the strike continue (possibly necessitating consideration of a move or cancellation).

3.8 Agenda for meeting of Board Chairs – October 17th

The Chief Executive Officer provided an updated on upcoming meetings in the month of October, including an update on possible agenda items for our meeting of Board Chairs. Finalization of that agenda is awaiting the full schedule for the Partner Liaison meeting the day following.

3.9 BCPSEA Bargaining Update

The Board of Directors discussed a number of issues related to the employers' position in bargaining, meeting held with BCPSEA on September 6th, and the lack of significant progress to date. The key priority for BCSTA remains a negotiated settlement that modernizes the collective agreement in terms of implications for student learning. BCSTA will continue to work with the BCPSEA Board toward achieving a final settlement that recognizes member input.

3.10 SOGI Collaborative update

The Board of Directors received an update from Director Donna Sargent regarding the recent SOGI collaborate meeting (held on August 29th). The SOGI initiative \$300,000 from the Ministry of Education, allowing all school districts to now have a SOGI lead as well as money to support the work. The next SOGI summit is October 29th and will feature youth and indigenous groups reviewing a module “all people to work together, train the trainer”. BCCPAC has also committed to engage with SOGI and will host a presentation on November 15-16. The SOGI strategy and resource guide is in development, and will be reviewed at their next meeting.

4. REPORTS

4.1 President’s Report

President Higginson provided an update on her recent meetings outside of the Association, including a recent issue related to International students need to register for MSP. The President asked the Board if they see it as an issue. The Board determined that Directors will ask their trustee contacts whether or not BCSTA should write a motion to Provincial Council on this issue. President Higginson also provided an update on a recent meeting related to changing the direction the MOE may choose in dealing with Boards of Education. President Higginson has been developing a stronger relationship with the Minister, and noted her upcoming calls with the Ministry and Board Chairs on September 26th.

Moved: Gordon Swan

Seconded: Valerie Adrian

That the Board of Directors receive the President’s Report.

Status: Carried

Res. #91/2019

4.2 Chief Executive Officer’s Report

The Chief Executive Officer Mike Roberts provided an update on the McKinnon Report to the Alberta government, including potential implications for the K-12 sector there. CEO Roberts also provided an update on BCSTA’s Strategic Plan implementation, including key achievement markers to date. Completion of identified strategic goals remains the primary focus of staff.

Moved: Carolyn Broady

Seconded: Mike Murray

That the Board of Directors receive the CEO’s Report.

Status: CARRIED

Res. #92/2019

4.3 Committee Reports

4.3.1 Professional Learning Committee – Next meeting will be October 25, 2019. Currently working on goal setting and the strategic plan already in place.

- 4.3.2 **Indigenous Education Committee** – Meeting October 24 and 25, 2019.
The agenda includes a review of mandate of the committee and how they can support the overall strategic direction of BCSTA.
- 4.3.3 **Finance and Audit Committee** – Next meeting will be held on September 16, 2019.
- 4.3.4 **The Legislative Committee** – Next meeting will be held September 27, 2019.
- 4.3.5 **BCTF/BCSTA Group Life Insurance Committee** – The Committee plans to meet in September of 2019. Carolyn Broady attending the next meeting on November 4, 2019.

4.4 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both Branches and individual Boards of Education.

4.5 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming and outgoing correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions database update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

The Board of Directors reviewed the BCSTA Provincial Council and AGM Resolutions database updates.

Moved: Gordon Swan

Seconded: Valerie Adrian

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED

Res.# 93/2019

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Carolyn Broady

Seconded: Donna Sargent

The Board of Directors receive the Directors Meeting Decision Tracking Report.

Status: CARRIED

Res. #94/2019

6. FUTURE AGENDA ITEMS

- Legal Counsel, Audrey Ackah to Review bylaws on how a Standing Committee is created.
- Coalition for Health School Food Endorsement request review
- Potential BCSTA event day care service - Update
- Updated Report on Advocacy for Students with Exceptionalities

7. ADJOURNMENT

Moved: Valerie Adrian

Seconded: Carolyn Broady

That the Board of Directors' meeting be adjourned.

Status: CARRIED

Res. #95/2019



BOARD OF DIRECTOR MEETING MINUTES

Monday, September 30, 2019

Via Zoom

8:15 – 8:45 a.m.

PRESENT:

Stephanie Higginson	President
Gordon Swan	Immediate Past President
Tim Bennett	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

REGRETS:

Carolyn Broady	Vice-President
Valerie Adrian	Director
Mike Murray	Director

STAFF:

Jodi Olstead	Director, Finance & Human Resources
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1. ADOPTION OF AGENDA

Moved:	Sargent
Seconded:	Swan

That the proposed agenda be adopted.

Status:	Carried	Res. #96/2019
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2. ACTION/DISCUSSION ITEMS

2.1 2018/2019 Audited Financial Statements

The Finance & Audit Committee met with BCSTA's auditors, Smythe LLP Chartered Professional Accountants, on September 16, 2019 to review and approve BCSTA's 2018/2019 draft audited financial statements. Staff reviewed the audited financial statements, as approved by the Finance & Audit Committee, with the Board of Directors.

Moved:	Swan
Seconded:	Sargent

That the Board of Directors receive BCSTA's 2018/2019 audited financial statements, as submitted by Smythe LLP Chartered Professional Accountants, to be submitted to the October 2019 Provincial Council for receipt and circulation to member boards.

Status: Carried Res. #97/2019

3. ADJOURNMENT

There being no further business, the meeting was adjourned.



BOARD OF DIRECTORS' MEETING MINUTES

Date: Friday, October 25, 2019

Time: 2:30 am – 5:00 pm

Location: Delta Hotel, Vancouver

PRESENT:

Stephanie Higginson	President
Carolyn Brody	Vice President
Gordon Swan	Past President
Valerie Adrian	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

STAFF:

Audrey Ackah	Legal Counsel
Jody Olstead	Director, Finance & Human Resources
Gordon Li	Director, Education Services
Mark Regier	Director, Communications
Rachel Garrick	Media Relations and Design Specialist
Zorica Jovic	Administrative Assistant

1. ADOPTION OF PROPOSED AGENDA

Moved: Mike Murray

Seconded: Gordon Swan

That the Board of Directors' meeting agenda be adopted as amended.

Status: CARRIED

Res. #96/2019

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

2.1 Approval of Minutes of the Board of Directors Meeting held on September 13, 2019

Moved: Tim Bennett

Seconded: Donna Sargent

That the minutes of the September 13, 2019 Board of Directors' meeting be approved as presented.

Status: CARRIED

Res. #97/2019

2.2 Approval of Minutes of the Board of Directors Meeting held on September 30, 2019

Moved: Tim Bennett

Seconded: Donna Sargent

That the minutes of the September 30, 2019 Board of Directors' meeting be approved as presented.

Status: CARRIED

Res. #98/2019

3. ACTION / DISCUSSION ITEMS

3.1 Funding Module Review Update

The Board of Directors discussed where in the process the current Ministry of Education Funding Model review is. Directors presented a variety of ideas on how BCSTA could support individual member boards through possible changes to alleviate any unintended outcomes. The board acknowledged that the timing of the possible economic downturn will create a new challenge for implementation of a new funding model. The board acknowledged once again that individual boards may have differing points of view regarding the FMR recommendations put forward by the Ministry of Education, and the need to respect those differences.

3.2 Coalition for Health School Food endorsement request

The Board of Directors received an update from Director Tim Bennett related to the endorsement request from the Coalition for Healthy School Food. Director Bennett confirmed that Coalition for Healthy School Food wants to have BCSTA as a partner, and that there are no financial implications attached to the request.

Moved: Tim Bennett

Seconded: Valerie Adrian

That the Board of Directors approve the request for the BC Coalition for Healthy School Foods to use the BCSTA logo (in accordance with BCSTA Style guide) on their endorsement page, as part of the endorsement approved by our membership in April 2018.

Status: Carried

Res. #99/2019

3.3 Potential BCSTA event day care service

The Board of Directors received an update from Mark Regier, Director of Communications, related to additional research regarding potential BCSTA event daycare services. The board accepted the staff recommendation to not proceed as costs and liability are significant, while demand to date has been very low. No further action to be taken at this time.

3.4 Update report on “Advocacy for Students with Exceptionalities”

The Board of Directors received an update from Vice-President Carolyn Broady related to Advocacy for Students with Exceptionalities and her recent meeting with representatives of the North Vancouver Board of Education. The meeting was productive in terms of exchanging perspectives and suggesting a path forward for BCSTA advocacy in this area. The Board requested that the working group report back at a future meeting as discussions progress, and that a formal written report be provided prior to the February 2020 Provincial Council meeting.

3.5 Review bylaws on Standing Committee Formation

The Board of Directors reviewed and discussed a report by Legal Counsel Audrey Ackah regarding BCSTA bylaws related to the formation of new standing committees. The Board wants to ensure that Directors have the final decision making authority over the creation of any new BCSTA standing committees. Changes to current BCSTA bylaws may be required to ensure this is clearly in place.

Moved: Carolyn Broady

Seconded: Donna Sargent

That the Legislative Committee recommend a new process for establishing BCSTA standing committees; and, that this process include approval of the BCSTA Board of Directors before a new standing committee is created.

Status: Carried Res.#100/2019

3.6 Academy Planning Update

The Board of Directors received an update from Mike Roberts, Chief Executive Officer, related to our upcoming Trustee Academy. The Board received an overview of all the presenters and presentations intended for the upcoming Academy. Current BCSTA Academy registration shows 400+ attendees registered up to date. It was noted that site selection for future BCSTA major events (2022 > 2025) will begin through staff in January. The BCSTA hosted Partners' Calendar remains the primary communications vehicle used to coordinate dates and sites with our sector partner groups.

3.7 Joint Partners Day debrief

The Board of Directors discussed on recent Partners Liaison meeting jointly facilitated by BCSTA and the MoE. It was noted that meeting was less collaborative and provided fewer opportunities to improve working relationships. The Board's recommendation is to have a future planning discussion with the Minister of Education regarding the inconsistent communication for this year's event. Chief Executive Officer Mike Roberts informed the board that BCSTA meetings with Ministry of Education, including the appropriate ADM's are set for the rest of this school year and can include an event review.

3.8 Meeting of Board Chairs debrief

Chief Executive Officer Mike Roberts provided a review of our recent meeting of Board Chairs, including an overview of some planning difficulties. Coordination with the MoE on the next day's Joint Liaison Meeting being the most significant hurdle. BCSTA's post-event survey has been sent out to all attendees and the final report of the event evaluation will be brought to the next board meeting for review by the Directors.

3.9 Advocacy day (Victoria) rescheduling

The Board of Directors recommended that the meeting date be rescheduled for the early spring *in order to utilize the government process for advocacy days at the legislature.*

3.10 BCSTA's Policy on Travel Expenses – Dependent Care

The Finance & Audit Committee reviewed *BCSTA's Policy on Travel Expenses*, which provides for reimbursement of childcare costs, but does not include reimbursement for adult children. The Finance & Audit Committee therefore recommended that the Board of directors submit the following motion to Provincial Council:

Moved: Carolyn Broady

Seconded: Gordon Swan

That BCSTA's Policy on Travel Expenses be amended as follows:

5. ~~CHILD-DEPENDENT CARE COSTS~~ – Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

5.1 The definition of dependent is a person who is dependent upon an individual for their care and support and who is:

a. the individual's spouse; or

b. the child or grandchild of the individual or the individual's spouse; or

c. the parent, grandparent, brother or sister of the individual or the individual's spouse.

Status: Carried

Res. #101/2019

3.11 BCSTA's Carbon Footprint

At its September 16, 2019 meeting, the Finance & Audit Committee reviewed its goals for the 2019/2020 fiscal year, which includes the following item: "Subject to Board of Directors approval, the Finance and Audit Committee is to explore options to reduce BCSTA's carbon footprint and/or purchase carbon offsets".

Moved: Valerie Adrian

Seconded: Gordon Swan

That the Board of Directors assign the Finance & Audit Committee to audit BCSTA's carbon footprint, and bring recommendations for reducing the Association's carbon footprint to the Board of Directors, with a stipulation that part of the Committee's analysis include the feasibility of purchasing carbon offsets.

Status: Carried Res. #102/2019

3.12 Accessibility through Legislation

The Board of Directors discussed the BC Governments announced intention to develop new laws, standards, and policies to better support people with disabilities. President Higginson recommended that the board take the opportunity to provide its feedback to the Accessibility legislation review process. It was agreed that a four member group of Directors will work with staff to develop a review and input paper prior to the November 29th input deadline.

3.13 New BCSTA Working group

The Board of Directors discussed creating a new BCSTA working group to address the AGM 2019 motion regarding guidelines and resources for trustees in regard to discrimination, harassment and poisoned work environments.

Moved: Carolyn Broady

Seconded: Valerie Adrian

That BCSTA develop guidelines and templates that boards of education can use to assist them in preventing and/or addressing discrimination, harassment of trustees and poisoned work environments of boards of education.

Status: Carried Res. #103/2019

4. REPORTS

4.1 President's Report

President Higginson provided an update on her recent meetings outside of the Association, including the recent Sector Advisory Committee (SAC) meeting. The primary agenda focus of SAC was on the creation and utilization of data to support the work of school districts to improve student outcomes. President Higginson will host a meeting with FNEESC representatives on November 25th with a focus on expanding our collaborative work to improve Indigenous student outcomes. President Higginson also noted her preference for broader, more inclusive partner group meetings with the Minister and senior Ministry staff going forward.

Moved: Tim Bennett

Seconded: Gordon Swan

That the Board of Directors receive the President's Report.

Status: Carried

Res. #104/2019

4.2 Chief Executive Officer's Report

The Chief Executive Officer provided an update related to BCPSEA-BCTF bargaining including concerns over the lack of progress toward achieving employer goals. Opportunities for continued collaboration with BCPSEA and PSEC were noted. An overview of upcoming BCSTA events and initiatives, including our new Leadership Series, was also provided.

Moved: Gordon Swan

Seconded: Valerie Adrian

That the Board of Directors receive the CEO's Report.

Status: CARRIED

Res. #105/2019

4.3 Board of Directors Budget update

Moved: Mike Murray

Seconded: Valerie Adrian

That the Board of Directors receive the budget update for the Board of Director and Advocacy budget lines as of October 15, 2019.

Status: CARRIED

Res. #106/2019

4.4 Committee Reports

4.4.1 Professional Learning Committee – Next meeting scheduled for February 21, 2020. Director Gordon Swan reported that Professional Learning Committee AGM event is set with in the strategic plan, and that the committee is currently working on arranging a time for a movie night to be held during the AGM.

4.4.2 Indigenous Education Committee – Next meeting is scheduled in May. Meeting was productive, agendas main focus was working on strategic plan and its operational guidelines including the importance of "Elder".

4.4.3 Finance and Audit Committee – Next meeting will be held on January 17, 2020. The Committee is currently reviewing expense submission apps, as requested by the Board of Directors. The Committee also recommended that BCSTA increase its efforts to notify boards of education that facilitation support is provided by the Association.

4.4.4 The Legislative Committee – The Committee approved two motions for the debate at the October 2019 Provincial Council meeting. The Committee revised the BCSTA Motion Guide and will provide the revised Guide to the Board of Directors at the future meeting. The Committee plans to meet in January to review the February 2010 Provincial Council Motions.

- 4.4.5 **BCTF/BCSTA Group Life Insurance Committee** – The Committee plans to next meet on November 4, 2019.

4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both Branches and individual Boards of Education.

4.6 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming and outgoing correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions database update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

The Board of Directors reviewed the BCSTA Provincial Council and AGM Resolutions database updates.

Moved: Gordon Swan

Seconded: Mike Murray

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED Res #107/2019

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Gordon Swan

Seconded: Tim Bennet

The Board of Directors receive the Directors' Meeting Decision Tracking Report.

Status: CARRIED Res #108/2019

6. FUTURE AGENDA ITEMS

- Legislative Committee - Motion Guide

7. ADJOURNMENT

Moved: Donna Sargent

Seconded: Gordon Swan

That the Board of Directors' meeting be adjourned. Status: CARRIED Res. #109/2019



BOARD OF DIRECTORS' MEETING MINUTES

Date: Thursday November 28, 2019

Time: 8:30 am – 12:00 pm

Location: Hyatt Regency Hotel, Vancouver

PRESENT:

Stephanie Higginson	President
Carolyn Brody	Vice President
Gordon Swan	Past President
Valerie Adrian	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

STAFF:

Audrey Ackah	Legal Counsel
Jody Olstead	Director, Finance & Human Resources
Gordon Li	Director, Education Services
Zorica Jovic	Administrative Assistant

1. ADOPTION OF PROPOSED AGENDA

Moved: Carolyn Broady

Seconded: Gordon Swan

That the Board of Directors' meeting agenda be adopted as presented.

Status: CARRIED

Res. #110/2019

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

2.1 Approval of Minutes of the Board of Directors Meeting held on October 25, 2019

Moved: Gordon Swan

Seconded: Tim Bennett

That the minutes of the October 25, 2019 Board of Directors' meeting be approved as presented.

Status: CARRIED

Res. #111/2019

3. ACTION / DISCUSSION ITEMS

3.1 Planning cycle and timelines for BCSTA events

Chief Executive Officer Mike Roberts provided an update on BCSTA future major event venues, as well as the importance to secure locations in advance. A timeline for booking venues for 2022 to 2025 was provided, with the majority of work to be completed in the spring of 2020 if at all possible. The Board discussed several important considerations related to the event scheduling, including best timing for member boards and avoiding date conflicts with our education partners. The board recommended that BCSTA establish events themes and goals that relate to provincial education goals and overall vision for K-12 education through to 2025. Gordon Lee, Education Director noted that April 2020 AGM already has a theme established by our PLC and that the staff is currently working on the event action plan.

3.2 Director support to IEC and PLC

The Board of Directors received a report from Chief Executive Officer Mike Roberts on how we might best support the IEC and PLC specific needs. That Board acknowledged that due to certain personal circumstances some committees are currently experiencing challenges meeting their goals in full. The Board of Directors will meet via zoom conference call in the near future to further discuss options for supporting our committees including consultation with their members.

3.3 Meeting with FNEESC - update

The Board of Directors received an update from President Stephanie Higginson related to her and our CEO's recent meeting with representatives of the First Nations Education Steering Committee. This meeting was seen as a very productive for both parties. President Higginson noted staff is currently working on the process to establish a memorandum of understanding (MOU) and cooperation between BCSTA and FNEESC. It was agreed that BCSTA's focus remain supporting the improvement of student outcomes for all students and that we work toward signing the new MOU in April at BCSTA Annual General Meeting.

Moved: Valerie Adrian

Seconded: Carolyn Broady

That BCSTA work to establish a Memorandum of Understanding and Cooperation with FNEESC by our AGM 2020.

Status: CARRIED

Res. #112/2019

3.4 Inclusive Education Working group

The Board of Directors received an update from President Stephanie Higginson on the establishment of a BCSTA working group on inclusive education. Directors decided that the establishment of a working group was more appropriate than a standing committee. The Board determined that the working group's focus be primarily on the identifying examples of best practice in terms of district process and

governance, with details specified in the group's terms of reference. The group should be established and begin working prior to the 2019 Christmas break.

Moved: Mike Murray

Seconded: Valerie Adrian

That BCSTA create an Inclusive Education Working Group, with terms of reference that allow work to begin immediately.

Status: CARRIED

Res. #113/2019

3.5 Report of the Ad Hoc Committee on BCSTA Branch Structures

The Board of Directors received a report from Vice-President Carolyn Broady related to the Ad Hoc Committee on BCSTA Branch Structure that she chairs. The committee met in-person on October 16, 2019 and on-line on November 14, 2019. The committee has developed six recommendations for the Board's consideration so far, but is still conducting further work on this project. The committee will provide the Board of Directors with its final report early in the new year.

Moved: Mike Murray

Seconded: Donna Sargent

That the Board of Directors receive the report from the Ad Hoc Committee on BCSTA Branch Structure; and that final recommendations be reviewed in time to provide any extraordinary motions to AGM 2020.

Status: Carried

Res.#114/2019

3.6 Report of the Ad Hoc Committee on BCSTA Director Terms of Office

Trustees Gordon Comeau, SD58 (Nicola-Similkameen), Gloria Jackson, SD28 (Quesnel) and Val Windsor, SD37 (Delta) provided the final report of Ad Hoc Committee on BCSTA Director Terms of Office. The independent committee was created in response to a member board motion to AGM 2019. No specific recommendation was made by the committee to change to two year terms of office for BCSTA directors, but the group did provide a number of considerations and potential decisions should the membership vote to accept a recommendation put forward by the Board of Directors. The committee's final report, including its full list of considerations for changing to two year terms of office, will be made available to the membership in advance of AGM 2020.

3.7 ELL Consortium Update

The Board of Directors received an update from Jen Mezei, SD41 (Burnaby) and Val Windsor, SD37 (Delta) regarding the current work of the English Language Learners (ELL) Consortium, including their recent meeting with Citizenship and Immigration in Ottawa. It was noted that ELL representatives requested federal assistance for increased, predictable, long-term and stable funding to enable boards of education to provide essential support services for all those settling in schools and communities, and flexibility in order to be proactive and responsive to changes in client needs and demographics, allowing

for inclusion of all those needing settlement support, regardless of their immigration status. It was noted that 1,000 schools across 21 school districts in B.C. provided settlement services to more than 40,000 clients in 2011. There is, however, still a need for a quicker access to services for immigrant and refugee students and their families to support successful integration into schools and community.

3.8 BCSTA input to potential Accessibility Legislation

The Board of Directors received an update from Chief Executive Officer Mike Roberts regarding BCSTA input to the government panel on potential Accessibility Legislation. In addition to our president and vice-president presenting to the panel's chair, BCSTA is submitting an extensive formal report to government that includes a number of considerations for K-12 education. The report will be posted to BCSTA HUB for member access and as a resource to support future individual member board submissions. The Board requested that staff monitor future decisions by government in this regard and highlight any future opportunities for input to both Directors and our member boards.

3.9 BCSTA Motion Guide from Legislative Committee

The Legislative Committee developed a Motion Guide in 2018 to help members to prepare AGM and Provincial Council motions. The Committee has recently reviewed and revised the Motion Guide in preparation for AGM 2020.

Moved: Gordon Swan

Seconded: Donna Sargent

That the Board of Directors approve the revised BCSTA Motion Guide.

Status: Carried Res.#115/2019

3.10 Legislative Committee Budget – Standing Committee Project

The Board of Directors received an update from Tim Bennett, Director, regarding the Legislative Committee's current budget. The current operating budget does not account for the possibility of holding in-person Legislative Committee meetings to work on special projects. The focus of the report is on work beyond usual scope, such as the standing committee review project which the Board of Directors recently assigned to the Committee. The Committee requested additional funding to cover the costs of travel expenses that may arise from holding the required additional in-person meeting(s) to work on the assigned project

Moved: Donna Sargent

Seconded: Carolyn Broady

That the Board of Directors authorize the BCSTA Legislative Committee to spend up to \$2,000 in respect of travel and other expenses related to the assigned standing committee project. This funding is in addition to the \$2,000 that has already been allocated for the Legislative Committee's 2019-2020 general operating budget.

Status: Carried

Res. #116/2019

3.11 BCSTA Meeting of Board Chairs post-event survey results

The Board of Directors discussed the post-event survey results of the BCSTA meeting of Board Chairs meeting held on October 17, 2019 in Richmond. Survey results from the event were generally positive, but some specific recommendations were provided by participants. The Board agreed to further discuss how BCSTA can improve future Board Chairs meetings, including looking into possibility of moving a future meeting to Victoria.

3.12 Joint Partner Liaison Meeting post-event survey results

The Board of Directors discussed a feedback from the joint Partner Liaison Meeting (PLM) held on October 18, 2019 in Richmond. The survey provided an opportunity for all participants to review this year's event and to provide suggestions for future years. Although participants overwhelmingly support the concept of this meeting, there is a strong desire for the sessions to be much more interactive. Concerns were expressed that this year's event was too focused on 'sit and listen', rather than discussions, questions and feedback. BCSTA will meet with the Ministry of Education in the near future to begin planning for PLM 2020 and will provide suggestions as to how the event might be reframed to be more valuable for both sides.

4. REPORTS

4.1 President's Report

President Higginson provided an update on her recent meetings outside of the Association, including the meeting with the Ministry of Education regarding the FESL. President Higginson has also made strong connections with PSEC related to bargaining and education policy objectives. The President also provided an overview of her meeting with FNEESC representatives on November 25th, and the creation of a possible MOU agreement on cooperation to be signed between FNEESC and BCSTA. The President recently attended a Ministry Joint Executives meeting, and another upcoming Joint Executive meeting is tentatively scheduled for early in the new year in Victoria. President Higginson noted her preference for BCSTA to present its ideas on how we advance joint work during this upcoming meeting.

Moved: Gordon Swan

Seconded: Valerie Adrian

That the Board of Directors receive the President's Report.

Status: Carried

Res. #117/2019

4.2 Chief Executive Officer's Report

The Chief Executive Officer Mike Roberts provided an update on BCPSEA-BCTF bargaining through this spring. He also reminded the Board that the government throne speech is in early February, and that the budget will then be released by mid-February. The Chief Executive Officer also discussed with the Board our priorities going forward, how will BCSTA messaging might be viewed, and why the construct for co-governing will be very important for our Association over the upcoming year.

Moved: Tim Bennett

Seconded: Valerie Adrian

That the Board of Directors receive the CEO's Report.

Status: CARRIED

Res. #118/2019

4.3 Board of Directors Budget update

The Board of Directors reviewed their most recent budget update, including spending to date.

Moved: Mike Murray

Seconded: Tim Bennett

That the Board of Directors receive the budget update for the Board of Director and Advocacy budget lines as of November 15, 2019.

Status: CARRIED

Res. #119/2019

4.4 Committee Reports

4.4.1 Professional Learning Committee – Next meeting scheduled February 21st before Provincial Council. The committee will also meet prior to February via a Zoom conference call to work on AGM speaker selection as well as work related to Leadership series.

4.4.2 Indigenous Education Committee – The next meeting of the IEC is scheduled for February prior to Provincial Council. The committee is currently working through its work plan for the next six months. Donna Sargent will meet with three other Directors to discuss on how to support the Indigenous Education Committee moving forward.

4.4.3 Finance and Audit Committee – The next meeting of the FAC will be held on January 17, 2020. Director Mike Murray informed the Board that the Finance & Audit Committee is in the process of developing the first draft of BCSTA's 2020/2021 operating budget, and will present to PC in February.

4.4.4 The Legislative Committee – Next meeting will be held on November 29, 2019 to discuss the assigned standing committee project.

4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both Branches and individual Boards of Education.

4.6 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming and outgoing correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions database update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

The Board of Directors reviewed the BCSTA Provincial Council and AGM Resolutions database updates.

Moved: Gordon Swan

Seconded: Donna Sargent

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED Res #120/2019

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Gordon Swan

Seconded: Donna Sargent

The Board of Directors receive the Directors' Meeting Decision Tracking Report.

Status: CARRIED Res #121/2019

5.4 Strategic Plan update November 2019

That the Board of Directors referred Strategic Plan update for the next Board of Directors meeting.

6. FUTURE AGENDA ITEMS

- VISTA motions to the Board of Directors
- Potential recommendations on Director terms of office
- Plan for future BCSTA meetings of Board Chairs
- BCSTA Strategic Plan review
- FNEESC MOU development

7. ADJOURNMENT

Moved: Valerie Adrian

Seconded: Mike Murray

That the Board of Directors' meeting be adjourned. Status: CARRIED Res. #122/2019



British Columbia
School Trustees
Association

Professional Learning Committee Agenda

October 24 - 25, 2019

Strathcona Room

IEC & PLC Joint Meeting

October 25th, 2019, 8:30am to 10:30am

Mount Pleasant Room

Delta Hotels by Marriott Vancouver

Downtown Suites

550 West Hastings Street

Vancouver, BC V6B 1L6

Breakfast provided at 8:30/Lunch Provided at 12:00pm

Present:

Pammila Ruth

Lenora Trenaman

Korleen Carreras

Kate Toye

Janice Caton

Shelley Carter

Gordon Swan – Board Representative

Gordon Li - Staff

Julie-Anne Runge – PLC Chair

Leah Ward – PLC Vice-Chair

Agenda items:

Thursday, Oct. 24:

Territory Acknowledgements

1.1 Adoption of Agenda

Moved: Pammila

Seconded: Shelley

Carried

1.2 Adoption of Minutes

Moved: Kate

Seconded: Pammila

June Zoom meeting deemed informal; February minutes discussed and approved

Carried

2.1 Chair's Opening Remark; introductions

2.2 Regional updates

Northern Interior & Northwest Branch

2 meetings beyond meetings at events

All districts present

Shared successes and challenges

Focus on Indigenous Education

South Coast meet 2X per year due to travel

Will convene before AGM

Vista meet twice outside of AGM/Academy

Large territory, travel an issue

BCPSEA will be doing presentation

Northern Interior & Northwest Branch; good to have collective northern voice

Regional issues: recruitment, retention, childcare....

Thompson Okanagan Branch; 2 days

Friday - culture activities: 'canoe pull', history, stories

Saturday – business: vaping, BCSTA HUB inservice, BCPSEA update

Local reps to bring their work plans to bring forward to Association level

Dedicated PLC time for individual Branches

Inservice on BCSTA HUB should be offered for all district

Kootenay Boundary – student lead tour with Elders

Meet once a year, have another motion building session

HUB is a 'powerhouse' but it is not easy... it can be frustrating

Love Leadership Series, great connections

Trustee turn-overs are a challenge; how to strengthen Boards

Trustees who represent only their constituents

Team building, consensus building, EQ....

Fraser Valley meet in Jan & Oct; met last night

Vaping discussion

BCPSEA update w/question period

Boards moving Branches; been very challenges

Branch chair, Board chairs, trustees need skills/support to deal with difficulties

Trustees' network of support; Mentor Trustee List

Have not had PL for trustee recently

Metro meet monthly

Rotating hosts; committee reports

11 districts

Each Board assign a rep. to attend, not entire boards attend

Activity: Kin around the room....

3. PL Committee Chair/Vice-Chair Election

Julie-Anne nominated for Chair - Leah; acclaimed

Leah nominated for Vice-Chair - Janice; acclaimed

4. Committee Budget (Gordon Li)

a. *Expense Claim Form*

b. *BCSTA Policy on Travel Expenses*

Information to committee members regarding bookings and expense claims

Clarification on room bookings and flight bookings

Improved communication protocol for PLC

5. PL Activity Update

a. *Trustees Academy*

PLC to huddle prior to event

Organize who to introduce who

Information to PLC members for introductions early

b. *AGM*

Theme development; encourage self-assessment to build needs profile

Keynote must be motivating; build excitement for the conference

Reference check presenters; ensure sessions serve membership

c. *Regional Leadership Series*

Strategic Planning as a process for continuous improvement

*Clear communication that **all** trustees are invited*

Engage districts that are at different places in the process; 'create hooks'

Budget define targets for initiative: 'vertically alignment'

Engagement: communication, networking, alignment

d. *Online Learning Guide*

Updates under way; will be posted on HUB

6. BCSTA Strategic Plan (Gordon Swan)

a. *Developing/Reviewing PLC Work Plan*

Reviewed BCSTA Strategic Plan

Connect work of PLC to strategic direction

Delineate work in Leadership, Advocacy, Relationships

b. *IEC connections*

Dedicated time to work together is important

7. Developing future Pro D to meet the needs of all trustees

a. *Four-year plan (PLC to develop through group email)*

b. *Academy and AGM same theme*

c. *Social media training—Media consultant plan*

d. *FESL*

e. *A Pathway to Hope*

HUB Self-assessment:

Governance, (Strategic Planning, Capacity Building)
Vision, Planning, (Strategic Planning, Capacity Building)
Boards' Role in student learning, (Capacity Building)
Board as employer, (Capacity Building)
Finance and facility, (Capacity Building)
Communication, (Capacity Building)
community relations, (Strategic Planning, Capacity Building)
leadership development, (Capacity Building)
legal accountability (Strategic Planning, Capacity Building)
HUB Connections
Role play to clarify presentation

8. Adjournment

Moved: Janice

9. Joint Meeting PLC/IEC (Oct. 25, 2019; 8:30 – 10:30)

10. Developing future Pro D to meet the needs of all trustees (Continue From 9)

AGM 2020

Strategic Planning 'Shared Vision'
towards work plan 20/20
providing focus 20/21
from hindsight to foresight, providing clarity and action
Timing aligns with Leadership series
Pre-conference pfrom in-district Leaderships series

Trustees Academy 2020

Capacity Building
Big bucket for 1 day
Creative structure to build network and mentorship
Replicate/model student experiences

AGM 2021

A Pathway to Hope

Trustee Academy 2021

AGM 2022

VISION
- INSPIRATIONAL
- QUOTES
- ART WORK

Elections (Oct 15, 2022)

Trustees Academy 2022

New Trustees Orientation 2022/2023

Hands-on learning
Cultural training
Build PL into Branch Meeting time at AGM
Capacity building component ongoingly
 Need some new presentation
 "Contemporary parliamentarian"
Respect different learning styles
Experiential learning
Ensure everyone hears the same message
Area to connect/discuss/process
Meeting the needs of students in contemporary communities
Community panels ...small business
 Thought Stream, Better Educate....
 Pathways for all students (Visual)
 Asking the better question
 Access the 'truths'; student data (FESL) – deeper dive

Gala Event:

Movie Premiere
Red Carpet event
May still need time change
✱ Safe space for after showing
Trailer for promo
Survey preferences

11. Information / Administration Items

- a. Correspondence
 - b. New business/future agenda items
- Synthesize summary of broad discussion
Visual representation

12. Next Meeting

Survey Monkey: Zoom Meeting Dec1, or Nov. 30... 2 hr.

Feb. 20/21

13. Adjournment

Moved: Kate



Indigenous Education Committee Minutes

June 5th, 2019, 9:00am to 4:30pm
Location: Zoom Video/Audio Conference

PRESENT:

Rick McKamey	Co-Chair	SD 75 - Mission
Jane Fearing		SD 6 - Rocky Mountain
Nancy Rempel		SD 74 - Gold Trail
Alvin Azak		SD 92 - Nisga'a
Ian Hargreaves		SD 71 - Comox Valley
Tony Goulet		SD 27 - Quesnel
Joe Thorne		SD 79 - Cowichan Valley

STAFF:

Matt Taylor	BCSTA	Manager, Information Technology
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REGRETS:

Donna Sargent	BCSTA Director	SD 38 - Richmond
Colette Trudeau		SD 42 - Maple Ridge-Pitt Meadows
Rebecca Barley		SD 48 - Sea to Sky

GUESTS:

Mike Roberts	BCSTA	CEO
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LEFT EARLY for PRIOR ENGAGEMENTS:

Nancy Rempel	SD 74 - Gold Trail
Joe Thorne	SD 79 - Cowichan Valley

1. TERRITORY ACKNOWLEDGEMENTS

Led by: Trustee McKamey

2. OPENING REMARKS

Led by: Trustee McKamey

3. NEW BUSINESS / ADOPTION OF AGENDA

Agenda adopted by consensus

4. INTRODUCTIONS

Led by: Trustee McKamey

5. IEC ELDER/KNOWLEDGE KEEPER

Trustee McKamey discussed the importance of the new position to the committee

6. APPROVAL OF FEBRUARY 2019 MINUTES

Minutes approved

Moved	Trustee Hargreaves
Seconded	Trustees Fearing
Disposition	Carried

7. COMMITTEE BUDGET (MATT TAYLOR)

Moved	Trustee Fearing
Seconded	Trustees Hargreaves
Disposition	Carried

(a) Expense Claim Report

(b) BCSTA Policy on Travel Expenses

The committee briefly discussed the budget and expense claim report.

8. FUTURE IEC MEETING PLAN

(a) Summer Session

Deferred to the Fall session

(b) Fall Session

The next IEC meeting will be held October 24th & 25th, 2019 prior to Provincial Council

9. BCSTA STRATEGIC PLAN (MIKE ROBERTS)

Mike Roberts spoke about the new strategic plan and the three areas that the BCSTA will focus on. There are specific goals the Board with to achieve and will finalize the goal in late June.

MOE will have a focus that all school districts having a strategic planning. How student outcomes are measured. Student outcome centered approach.

Advocacy

Leadership

Relationships

Trustee McKamey discussed the importance of the IEC supporting the BCTSA Board of Directors. Move on building brighter future for Indigenous student results.

Trustee McKamey discussed the role the IEC plays with the PLC and having one concurrent session with BCSTA Trustee Academy and AGM events.

Trustee Fearing asked how she could get involved with local Indigenous communities

Trustee Goulet mentioned that the first step would be to ask. Attend events. It takes time, aboriginal people are quiet thinkers. They will engage if they are asked, they will not just come forward with ideas.

Trustee McKamey discussed the importance of relationships with First Nation groups.

Trustee Azak discussed the importance of inspirational speakers at BCSTA concurrent sessions. Opportunity for attendees to participate.

10. IEC OPERATION GUIDELINES

(a) IEC Bylaws

(b) Co-Chair Discussion

Trustee McKamey mentioned it might be best to postpone Co-Chair voting until the Fall meeting.

Action Item: Matt Taylor will email the committee members information on what a contact summary report is, as indicated per the IEC Operation Guidelines.

11. IEC WORK PLAN

A discussion took place about the work plan. More information will be provided.

12. YEAR END REPORT

The report of proceedings document was discussed. There were no questions from the committee on this report.

13. IEC MOTIONS REVIEW

Trustee McKamey discussed the motions that were submitted by the IEC for the past two AGM meetings. This will be another item to discuss at the Fall meeting.

Deferred this item to the Fall meeting.

Has been any action on some of the motions? Do we know?

Trustee Azak suggested it might be a good idea to invite a member from the MOE for the Fall session.

Trustee McKamey mentioned it might also be a good idea to invite a member from FNEC to the Fall session.

Trustee Goulet requested status on past IEC motions.

Action Item: Matt Taylor will email the committee members information on the status past IEC motions.

14. CALLOUT QUESTIONS REVIEW

Trustee McKamey discussed the results of the Call Out Questions. This is an important component of the IEC. A deeper discussion about questions will need to take place at the next Fall meeting.

Trustee Azak discussed the importance of the Call Out questions.

Trustee Azak thought it might be a good idea to have a closer relationship with FNEC. Are regular partner at the table.

Trustee Goulet indicated there should be a conversation with FNEC and IEC to make a case to board of directors. FNEC is the only advocate - Federally for the education of indigenous kids. This agreement is federal funding. At SD 28 we are working on Transportation agreements with the local bands. I think a discussion should be around how to move towards a more provincial approach.

Trustee McKamey mentioned the importance working with FNEC

Action Item: Trustee McKamey will discuss with the BCSTA Board of Directors.

Action Item: Trustee McKamey will get in contact with FNEC or MOE to speak at the next IEC meeting.

15. IEC CONCURRENT SESSIONS FOR ACADEMY & AGM EVENTS

Trustee McKamey discussed the relationship with PLC. The IEC and PLC work closely with a strong collaboration. More autonomy developing concurrent sessions at Academy and AGM events.

Trustee Fearing found that the IEC movie nights have been very valuable.

Trustee McKamey discussed the success with the movie nights. This will be deferred until the October meeting.

Trustee Fearing discussed the power of the blanket exercise from her community.

Trustee Hargreaves discussed some Indigenous events that occur at the VISTA branch meetings.

Trustee Goulet indicated that the blanket exercise could be done at a BCSTA events.

Trustee Goulet mentioned that the IEC could have Metis dancing workshop it is a learning about history.

Deferred this item to the Fall meeting.S

16. IEC DRUM

Trustee McKamey discussed the importance of the changing of the bell to a drum at BCSTA events.

IEC members are typically called upon to drum at BCSTA events. This will be deferred to the Fall session.

Action Item: Trustee Azak will contact Trustee Johnston about the IEC drum.

17. IEC NEWSLETTER

Deferred this item to the Fall meeting.

18. IEC BRANCH LIASISON ASSIGNMENTS

Deferred this item to the Fall meeting.

This component is tied in the IEC newsletter.

19. INFORMATION ITEMS

(a) AFN Toolkit

The committee briefly discussed the AFN resource materials.

Trustee McKamey discussed the importance of strength and relationship.

Trustee Goulet mentioned he believes this stems from reconciliation and more of the younger generation wanting to learn about their culture and heritage. There has been huge shift in last couple of years. The non-indigenous are asking and wanting to learn about a "lost culture". I believe the open communication around residential school, as a first generation - my dad attending- I think being able to talk about it has opened things up. My kids are dancing the "jig" with a smile on their face and we are teaching other kids, which is a huge shift

Trustee McKamey discussed the importance of focusing on the Truth. What Indigenous challenges exist past, present and future?

Action Item: Trustee McKamey will reach out to Director Broady about the AFN meeting.

Meeting concluded.

Moved	Trustee Ian
Seconded	Trustees Jane

Disposition	Carried
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FINANCE & AUDIT COMMITTEE MEETING MINUTES

October 25, 2019

Wosk Centre for Dialogue

Room 430, Canada Trust Boardroom

12 noon - 2:00 p.m.

PRESENT:

Mike Murray	Finance & Audit Committee Chair, Board of Directors
Janice Caton	SD71 (Comox Valley)
Frank Farrell	SD54 (Bulkley Valley)
Dawn Lang	SD08 (Kootenay Lake)
Megan Dykeman	SD35 (Langley)

STAFF:

Jodi Olstead	Director, Finance & Human Resources
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1. ADOPTION OF AGENDA

Moved: Caton
Seconded: Farrell

That the proposed agenda be adopted.

Status: Carried Res. #10/2019-2020

2. APPROVAL OF MINUTES

Moved: Lang
Seconded: Caton

That the minutes of the September 16, 2019 Finance & Audit Committee meeting be approved.

Status: Carried Res. #11/2019-2020

3. ACTION AND DISCUSSION ITEMS

3.1 September 2019 Financial Statements

Moved: Lang
Seconded: Caton

That the Finance & Audit Committee receive the September 2019 financial statements.

Status: Carried Res. #12/2019-2020

3.2 Accounts Payable Payments in Excess of \$5,000

Moved: Farrell
Seconded: Caton

That the Finance & Audit Committee review the report listing accounts payable payments in excess of \$5,000 issued for the month of September 2019.

Status: Carried Res. #13/2019-2020

3.3 Finance & Audit Committee Budget Update

Moved: Caton
Seconded: Farrell

That the Finance & Audit Committee receive its budget update report for October 2019.

Status: Carried Res. #14/2019-2020

3.4 BCSTA's Policy on Travel Expenses – Air Fare

Moved: Lang
Seconded: Farrell

That the Finance & Audit Committee request that the Board of Directors submit the following motion to the February 2020 Provincial Council:

That Provincial Council amend BCSTA's current Policy on Travel Expenses as follows:

1. **TRAVEL COSTS** – Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and, with the exception of toll and bus fare receipts, attach all invoices, receipts and/or ticket stubs. Air travel is limited to the lowest possible fare. Where Air Canada or WestJet are the carrier, air travel should be booked using BCSTA's account with Brave New World Travel (BNW). Should airfare not be booked using BCSTA's account with Brave New World Travel, reimbursement will be made at government rates in accordance with BNW's posted fares. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. BCSTA is not responsible for seat selection fees.

Status: Carried Res. #15/2019-2020

3.5 BCSTA Board of Director Expense Reimbursement

Moved: Lang
Seconded: Caton

That the Finance & Audit Committee undertake an analysis of costs incurred by members of the Board of Directors for work done on behalf of the Association such that a determination of appropriate reimbursement for members of the Board can be made.

Status: Carried Res. #16/2019-2020

3.6 Update on Research Project: How Boards of Education Improve Student Outcomes

The Finance & Audit Committee received a backgrounder provided by Mike Roberts, Chief Executive Officer, outlining costs associated with a research project on how [Boards of Education improve student outcomes](#). BCSTA's project dovetailed with a similar research project conducted by the Canadian School Boards Association (CSBA), such that both associations were able to collaborate and share efforts. CSBA has circulated the [materials](#) to all provincial member associations.

3.7 October 2019 Provincial Council – Audited Financial Statement Discussion

The Finance & Audit Committee reviewed speaking notes for its presentation of BCSTA's June 30, 2019 audited financial statements to the October 2019 Provincial Council.

3.8 October 2019 Provincial Council – Grant Status Update as at June 30, 2019

The Finance & Audit Committee reviewed speaking notes for its presentation of the June 30, 2019 grant status update to the October 2019 Provincial Council.

3.9 October 2019 Provincial Council – 2020/2021 BCSTA Budget Planning

The Finance & Audit Committee reviewed speaking notes for its 2020/2021 BCSTA Budget Planning discussion with the October 2019 Provincial Council.

3.10 October 2019 Provincial Council – Finance & Audit Committee Slides

The Finance & Audit Committee reviewed slides for its presentation of the October 2019 Provincial Council agenda items 8.1 through 8.3.

3.11 Expense Submissions App - Update

The Finance & Audit Committee were updated on the review of Certify, a travel and expense report management software, by Committee members Janice Caton and Dawn Lang, and staff members Jodi Olstead and Elaine Teng. Although the software is not suitable for BCSTA's needs, Matt Taylor, BCSTA's Manager, Information Technology, determined that BCSTA's HUB has the capability of creating expense forms and uploading scanned images of receipts, similar to functions provided by Certify, but without the additional cost and without the need for creating and maintaining an additional database. The review team will undertake a demonstration of the HUB's software solution and will report back to the Committee.

4. OTHER BUSINESS

4.1 Next Meeting

The next meeting of the Finance & Audit Committee is scheduled from 12 noon to 1:00 pm on Friday, January 17, 2019 via Zoom Meeting.

5. ADJOURNMENT

Moved: Farrell
Seconded: Dykeman

That the meeting be adjourned.

Status: Carried Res. #17/2019-2020



LEGISLATIVE COMMITTEE MEETING MINUTES

September 27, 2019

WebEx

4:00 pm to 4:45 pm

PRESENT:

Bob Holmes *Chair*
Tim Bennett
Janet Fraser
David Swankey

REGRETS:

Ravi Parmar *Vice-Chair*

STAFF:

Audrey Ackah *Legal Counsel*
Taya Bocking *Program Assistant, Legal*

1. APPROVAL OF PROPOSED AGENDA

Moved: Fraser
Seconded: Swankey

That the agenda be approved as presented.

Status: Carried

2. APPROVAL OF MINUTES OF THE JUNE 20, 2019 MEETING

Moved: Bennett
Seconded: Fraser

That the minutes of the June 20, 2019 meeting be approved as presented.

Status: Carried

3. LEGISLATIVE COMMITTEE BUDGET UPDATE

Moved: Swankey
Seconded: Fraser

That the Legislative Committee receive the Budget Update report for September 27, 2019.

Status: Carried

4. REVIEW OF PROVINCIAL COUNCIL MOTIONS

The following two motions were submitted on or before the motion submission deadline and reviewed by the Legislative Committee:

	Motion Sponsor	Motion Title
1.	SD42 (Maple Ridge-Pitt Meadows)	Delay of Enrolment of International Students in the Provincial Medical Service Plan
2.	SD58 (Nicola-Similkameen)	Vape Awareness and Vape Cessation Resources for Youth

The Committee determined both motions submitted for consideration at Provincial Council to be emergent and directed staff to contact the motion sponsors to propose amendments to the motions.

5. SUPPORTING MOTION SPONSORS

A. MOTION GUIDE REVISION

The Committee had previously asked staff to review and revise the Motion Guide. The Committee reviewed the revised Motion Guide.

Moved: Fraser
Seconded: Bennett

That the Motion Guide revisions be approved as presented.

Status: Carried

B. MOTION DATABASE

Staff advised the Committee that members have been provided with access to the Motion Database.

C. MOTION WORKSHOPS AT BRANCH/COMMITTEE MEETINGS

Chair Bob Holmes sent an email to BCSTA branch presidents offering to meet with them in order to conduct workshops on motion writing. BCSTA Legal Counsel and Committee Chair Bob Holmes plan to meet with the Thompson Okanagan Branch to conduct a motion workshop on October 5, 2019. The Committee agreed that Chair Bob Holmes will contact the Indigenous Education Committee Chair and offer to attend the Committee's motion-writing workshop.

D. MANITOBA SCHOOL BOARDS ASSOCIATION RESOLUTION PROCESS

The Committee discussed Legal Counsel's report regarding the Manitoba School Boards Association's processes around motion submission to AGM. The Committee will review the processes in more detail before the next meeting and bring any questions or concerns that may arise to the next meeting for further discussion.

6. BYLAW 7(L) – DEFINITION OF "EMERGENT" IN BCSTA'S BYLAWS

The Committee was advised that the Board of Directors will submit a motion to the 2020 BCSTA AGM to amend Bylaw 7(l) in accordance with the Committee's recommendation.

7. REVIEW OF BCSTA STRATEGIC PLAN

Tim Bennett provided the Committee with an overview of the 2019-2020 BCSTA Strategic Plan.

8. REVIEW OF BCSTA POLICY BOOK

The Committee decided not to proceed with conducting a review of the BCSTA Policy Book at this time.

9. FUTURE MEETINGS

BCSTA staff will send a Doodle Poll to the Committee to schedule three future Legislative Committee meetings.

10. OTHER BUSINESS

Janet Fraser noted that some organizations are taking steps to de-colonize their processes. The Committee directed staff to conduct some preliminary research into this topic.

Janet Fraser asked about the possibility of copying opposition critics on the letters that BCSTA sends to government regarding motions which are passed at AGM and Provincial Council meetings. Tim Bennett mentioned the topic has been discussed by the Board of Directors before and he would raise it with the Board of Directors again.

11. ADJOURNMENT

Moved: Swankey
Seconded: Bennett

That the meeting be adjourned.

Status: Carried



British Columbia
School Trustees
Association

LEGISLATIVE COMMITTEE MEETING MINUTES

November 29, 2019

Windsor Room

Hyatt Regency Hotel Vancouver

8:00 am to 9:00 am

PRESENT:

Bob Holmes	<i>Chair</i>
Ravi Parmar	<i>Vice-Chair</i>
Tim Bennett	
Janet Fraser	
David Swankey	

STAFF:

Audrey Ackah	<i>Legal Counsel</i>
Taya Bocking	<i>Program Assistant, Legal</i>

1. APPROVAL OF PROPOSED AGENDA

Moved:	Swankey
Seconded:	Fraser

That the agenda be approved as presented.

Status:	Carried
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2. APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2019 MEETING

Moved:	Bennett
Seconded:	Fraser

That the minutes of the September 27, 2019 meeting be approved as presented.

Status:	Carried
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3. LEGISLATIVE COMMITTEE BUDGET UPDATE

Board of Directors member, Tim Bennett, confirmed that the Board of Directors approved an additional \$2,000 to add to the Legislative Committee's annual budget to accommodate additional meeting expenses which the Committee may incur in order to work on a standing committee project.

Moved: Fraser
Seconded: Swankey

That the Legislative Committee receive the Budget Update report for November 29, 2019.

Status: Carried

4. STANDING COMMITTEE PROJECT

The Board of Directors has asked the Legislative Committee to “recommend a new process for establishing BCSTA standing committees; and, that this process include approval of the BCSTA Board of Directors before a new standing committee is created”. The Legislative Committee discussed different ways to achieve this and came up with four main options. The Committee directed BCSTA staff to devise a summary of the four main options, and to do research into processes followed by other School Boards Associations in Canada to be reviewed at a future meeting.

5. NORTHERN INTERIOR BRANCH MEETING PRESENTATION

The Committee discussed who would attend the upcoming Northern Interior Branch meeting presentation and decided that Committee member Tim Bennett and staff member Audrey Ackah would attend.

6. FUTURE MEETINGS

- Friday, January 24, 2020 from 3:00 pm to 5:00 pm: Online meeting to review February 2020 Provincial Council Motions
- Friday, February 28, 2020 from 10:00 am to 4:00 pm: In-person meeting in Vancouver to review AGM Motions
- Friday, March 13, 2020 from 3:30 pm to 5:30 pm: Online meeting to finalize AGM motions

7. OTHER BUSINESS

No other business was discussed.

8. ADJOURNMENT

The Committee adjourned the meeting.

PROVINCIAL COUNCIL MEETING: February 22, 2020**8.1 BCSTA 2020/2021 Draft Budget****SUBMITTED BY:** *Board of Directors***BE IT RESOLVED:**

That Provincial Council receive the BCSTA Draft 2020/2021 Budget and provide feedback to the Finance & Audit Committee prior to March 20, 2020.

BACKGROUND:

At the October 2019 Provincial Council meeting, the Finance & Audit Committee reviewed several factors expected to impact BCSTA's 2020/2021 operating budget and requested input for development of the budget draft. As shown on page seven of the budget draft, factors that have impacted the development of the 2020/2021 draft budget are as follows:

- Audio-visual, speaker and meal costs for AGM 2021 have increased approximately \$6,000.
- Audio-visual, pre-conference, speaker and meal costs for the 2020 Trustee Academy have increased approximately \$18,000.
- Board of Director honouraria, in total, has increased approximately \$1,000, based on Vancouver's CPI.
- A total projected increase of \$8,000 is recommended for the *Board Chairs' Meeting* budget line to support speaker costs and rising hotel and meal costs.
- Lease costs will increase by \$1,000 in 2020/2021.
- The *Equipment Maintenance* budget line has been increased \$5,000 to accommodate an increase in hardware and software costs, including replacement of BCSTA's network switches in 2020/2021.
- The *Salaries/Benefits* budget line has been increased \$29,000 to offset a projected salary-grid increase of two percent, movement on the salary grid, a projected increase in benefit costs and an increase to the contract support budget line.

The 2020/2021 cost pressures noted above have been offset as follows:

- FTE Student enrollment, based on interim data provided by the Ministry of Education in December 2019, increased by 5,179 FTE students as of September 30, 2019. Member fees, which are based on FTE student enrollment, are increased \$7,128 as a result.
- The inflationary member fee increase for 2020/2021, based on the most recent five-year average of the Vancouver Consumer Price Index of 1.67 percent, totals \$34,531 for 2020/2021. This inflationary increase will be fully funded from the 2018/2019 year-end surplus, per Provincial Council resolution.
- BCSTA has signed contracts with conference hotels for events through to December 2022. This has enabled the Association to mitigate the effects of inflation on hotel room and meal costs.
- The interest revenue budget line has been increased by \$4,000 to reflect a slight improvement in interest rates.

8.1 BCSTA 2020/2021 DRAFT BUDGET

- The Association reduced its projected salary costs by opting to hire a Media Relations & Design Specialist in 2018/2019 rather than a Director, Strategic Initiatives. Net savings as a result of 2018/2019 and 2019/2020 staffing changes total approximately \$32,000.
- An allocation of \$10,000 in government grant funds has been allocated to each of the *AGM* and *Academy* revenue budget lines.

The Finance & Audit Committee, Board of Directors and staff remain committed to the prudent fiscal management of member dollars and while being focused on cost-saving measures, continue to look for ways to enhance services and improve support provided to member boards of education.

For instance, in 2019/2020 (the current fiscal year) BCSTA changed its online meeting platform to Zoom, which has improved BCSTA's ability to hold online meetings as well as mixed-format meetings where some of the attendees join meetings remotely. This has enabled BCSTA to maintain existing budget lines for the Board of Directors and standing committees despite increased travel, hotel, and meal costs. It has also kept costs for ad hoc committees and working groups to a minimum.

In 2019/2020, BCSTA also implemented an online [Motion and Resolution Database](#), enabling boards of education and branches to research past Provincial Council and Annual General Meeting (AGM) motions. Similarly, the Association is developing an expense claim submission database that will streamline the expense submission process, enabling trustees to submit expense claims and copies of receipts online. The Association anticipates that use of an online expense submission process will be of benefit not only to trustees, but to the Association as well. With an easier submission process, expense claims are expected to be submitted earlier and/or more often, resulting in more accurate financial data which the Board of Directors, standing committees and staff use for decision-making purposes, including management of individual budget lines, throughout the fiscal year.

Additionally, BCSTA has been able to support the work of Boards of Education by providing a Leadership Development Series, which has been fully funded by the Ministry of Education. BCSTA received funding for a Leadership Development Series in 2018/2019 and is currently building on the work conducted in the last fiscal year with additional funds secured from the Ministry in 2019/2020.

In response to member feedback, the Association has also created a number of working groups, including a Mental Health Working Group, a Capital Working Group and an Inclusive Education Working Group. Ad hoc committees created in 2019/2020 include the Ad Hoc Committee on BCSTA Branch Structures and the Ad Hoc Committee on BCSTA Directors' Terms of Office.

In 2019/2020, the Legislative Committee has taken on the additional tasks of reviewing BCSTA's bylaws with regard to establishing BCSTA's standing committees, as well as a review of the timing of BCSTA's events. In 2019/2020, the Finance & Audit Committee is undertaking a carbon footprint audit of the Association using the services of an external consultant. The purpose of the audit is to determine what steps BCSTA can take to reduce its carbon footprint and to investigate the feasibility of purchasing carbon offsets. This work is currently underway.

8.1 BCSTA 2020/2021 DRAFT BUDGET

Consistent with its responsibility to develop a budget that meets the needs of member boards balanced with consideration for the value of member board investment, the Finance & Audit Committee has developed a balanced budget draft for 2020/2021, with the entire annual inflationary member fee increase funded from BCSTA's 2018/2019 year-end surplus. As shown in Appendix I, changes in member fees for 2020/2021 are therefore solely the result of changes in FTE students.

The *BCSTA 2020/2021 Draft Budget* has been submitted to the February 2020 Provincial Council for receipt only. The final budget will be adopted by the April 2020 Provincial Council. Councillors are encouraged to provide the Finance & Audit Committee with any feedback they may have on the budget draft prior to March 20, 2020. Feedback can be submitted to:

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director, Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org

BCSTA 2020/2021 Budget

BCSTA 2020/2021 Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page nine, the Finance & Audit Committee requested feedback from the October 2019 Provincial Council to assist in preparing BCSTA's 2020/2021 draft budget. The first budget draft is presented to the February 2020 Provincial Council for review and will ultimately be adopted by the April 2020 Provincial Council.

Budget Considerations

At the October 2019 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that are expected to impact BCSTA's 2020/2021 operating budget. Those factors have been updated, where applicable, based on additional information available as of December 31, 2019:

1. Member Fees

Student Full-Time Equivalent (FTE) enrolment data as of September 30 of each year, as provided by the Ministry of Education, is used to calculate BCSTA member fees for the following year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999. However, the Ministry of Education is currently undertaking a Funding Model Review. If funding will no longer be based on FTE student enrolment and the Ministry of Education therefore no longer collects FTE student enrolment data, BCSTA's fee formulas will need to be updated. Once the structure of the new funding model is known, the Finance & Audit Committee will undertake a review of BCSTA's fee formulas and will provide its recommendations to BCSTA's Board of Directors and Provincial Council.

All 60 boards of education are members of BCSTA in the 2019/2020 fiscal year and it is anticipated that BCSTA will have full membership in 2020/2021 as well. Should there be member board withdrawal in 2020/2021, member equity may be used to fund the resultant loss of fee revenue. As member fee withdrawal would therefore not affect BCSTA's 2020/2021 operating budget, the estimated member fee increase for 2020/2021, based solely on changes to the interim FTE student enrolment data, totals \$7,128. As shown in Appendix I, the interim FTE student enrollment count increased by 5,179 students as of September 30, 2019.

Additionally, in accordance with the February 2017 Provincial Council directive "that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year", member fees are increased by 1.67 percent for 2020/2021. This increase totals \$34,531, as shown in Appendix I, and will be used, in part, to increase BCSTA's contract support capacity. Increased capacity will better enable BCSTA to be flexible, adaptive, and responsive to change, and ultimately, to better meet the emergent needs of member boards of education.

BCSTA 2020/2021 Budget

BCSTA Member Fees are therefore increased a total of \$41,659 in 2020/2021:

FTE student enrollment (based on interim Ministry of Education data)	\$ 7,128
Inflationary member fee increase	<u>34,531</u>
Total member fee increase	<u>\$ 41,659</u>

2. **Member Equity**

The February 2017 Provincial Council directed that annual inflationary member fee increases, as shown under item one above, be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA's 2018/2019 fiscal year ended with a surplus of \$295,115, the 2020/2021 inflationary member fee increase of \$34,531 will be fully funded. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students. As shown under item one above and in Appendix I, this amount is \$7,128.

The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the Board of Directors may elect to:

- a. restrict the surplus for the Board's future use, including implementation of work needed to fulfill the Board's annual strategic plan, based on direction and/or feedback from the membership
- b. undertake a specific, unbudgeted project or projects
- c. reduce member fees, and/or
- d. reduce registration fees for AGM or Academy

Member Equity may also be used to offset emergent, unbudgeted expenses and to compensate for the loss of revenue for the first year of member board withdrawal from the Association.

In 2018/2019, the Board of Directors elected to reduce AGM registration fees and restrict the remaining surplus (in excess of BCSTA's contractual obligations) to fulfill its annual strategic plan in 2019/2020 and in future years.

3. **Interest Revenue**

This budget line was increased by \$4,000 in 2019/2020 to reflect a slight increase in interest rates. An additional \$4,000 increase to this budget line is included in the 2020/2021 budget draft based on an additional slight improvement in interest rates.

4. **BCSTA Event Contracts**

BCSTA has signed hotel contracts for BCSTA events through to December 2022. This will enable BCSTA to keep the cost of hotel room nights and meal costs for Academy, Provincial Council and Annual General Meetings at a minimum. Additionally, these contracts will ensure that rooms are available at conference hotels for registrants attending these events.

BCSTA 2020/2021 Budget

5. AGM

The *AGM* expense budget line has been increased as a result of rising meal and speaker costs for the event; however, meal costs have been kept as low as possible by entering into multiple-year contracts with conference hotels, as shown in *Item 4. BCSTA Event Contracts* above.

6. Academy

The *Academy* budget line will require an increase to support projected increases in meal, audio-visual, pre-conference costs. Similar to AGM expenses, costs for meals have been kept as low as possible by entering into multiple-year contracts with hotels, as shown in *Item 4. BCSTA Event Contracts* above.

Additionally, as speaker costs were higher than projected in 2019/2020 and as they continue to increase, a correction to this budget line will be required in 2020/2021.

7. Provincial Council

The *Provincial Council* budget line was increased \$2,000 in 2019/2020 to more accurately reflect actual costs. No increase to this budget line is projected for 2020/2021.

8. Board of Directors

In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. An increase of \$1,000 to this budget line for Board of Director honouraria is therefore recommended for 2020/2021.

9. Standing Committees

As a means of reducing meeting costs, committees use an online, rather than in-person, meeting format whenever feasible. Cost savings are also achieved by holding mixed-format meetings.

No changes to any of the standing committee budget lines are projected for 2020/2021.

10. Board Chairs' Meeting

This budget line has not previously included speaker costs; however, as BCSTA has been hiring speakers for the Board Chairs' Meeting, this budget line has been overspent as a result. An increase will therefore be required to show the inclusion of speaker costs, as well as rising hotel and meal costs.

11. In-District/Professional Development Services

Feedback from member boards has identified *In-District/Professional Development Services* as a priority member service. Currently, based on uptake of services provided to individual member boards, no change to this budget line is recommended for 2020/2021. However, the Finance & Audit Committee is carefully monitoring this budget line, should an increase be required in the future.

BCSTA 2020/2021 Budget

12. Building

As BCSTA's lease agreement with SD39 (Vancouver) expired on August 31, 2019, the December 1, 2018 Provincial Council authorized BCSTA's Board of Directors to enter into a new lease agreement effective September 1, 2019, consistent with the lease location criteria provided to Provincial Council.

Based on research conducted by the Finance & Audit Committee, tasked with the assignment by the Board of Directors, BCSTA's most economic lease option was to remain at its current location. The Board of Directors therefore resolved that BCSTA negotiate a new lease agreement with the Vancouver School Board for a new lease term commencing September 1, 2019. The Association subsequently entered into a new lease agreement with SD39 (Vancouver) for a nine-year term. At that time, BCSTA's lease rate was increased to market rates. This annual increase of \$8,000 for the first three years of the term was applied as follows:

- \$7,000 increase in 2019/2020 (\$8,000/year x 10/12 months)
- \$1,000 increase in 2020/2021 (\$8,000/year x 2/12 months)

This budget line will therefore require a \$1,000 increase in 2020/2021.

13. Depreciation

The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are replaced on an as-needed basis so that equipment is not replaced until such time as it becomes problematic, fails or becomes obsolete.

This budget line will be affected in 2019/2020 by:

- the 2017/2018 information technology infrastructure update that included the replacement of all of BCSTA's workstations and servers, server backup hardware, server backup software, and database software. Each of the systems replaced had either become problematic, obsolete or had otherwise failed
- leasehold improvements for construction of an additional enclosed office in 2017/2018
- full depreciation of BCSTA's photocopier in 2018/2019 and subsequent replacement of the photocopier in 2019/2020 (although the photocopier was fully depreciated in 2018/2019, BCSTA had planned to defer its replacement until 2020/2021; however, failure of the copier in 2019/2020 required that it be replaced in the 2019/2020 fiscal year)

As a result of these offsetting factors, no change to this budget line will be required in 2020/2021.

14. Financial

No increase to this budget line is projected for 2020/2021.

BCSTA 2020/2021 Budget

15. Equipment Maintenance

This budget line was reduced a total of \$9,000 in 2018/2019, taking into consideration the projected decrease in contractor fees; however, with an increase in equipment and software costs in 2019/2020, this budget line was increased \$4,000. An additional \$5,000 increase to this budget line is recommended for 2020/2021 to support further increases in equipment and software costs, including costs for the replacement of BCSTA's network switches in 2020/2021.

16. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. As the teachers' current collective agreement expired on June 30, 2019, and as a new collective agreement has not yet been negotiated, any increase to teachers' salaries for the 2019/2020 and 2020/2021 fiscal years are not yet known. The increase to BCSTA's staff salary grid for 2019/2020 and 2020/2021 have therefore been estimated at two-percent, consistent with the 2019 [*Public Sector Bargaining Mandate*](#) wage increase of two percent per year for three years. The 2019/2020 two-percent salary-grid increase was included in BCSTA's 2019/2020 budget. The 2020/2021 two-percent salary-grid increase will result in an increase to the *Salaries/Benefits* budget line of approximately \$22,000.

Should the teacher-negotiated salary increase vary from two-percent for either 2019/2020 or 2020/2021 in advance of adoption of BCSTA's 2020/2021 operating budget, the budget draft will be adjusted to account for the difference, subject to approval by the Board of Directors for any increase in excess of two percent, up to the increase provided to the teachers.

Other factors expected to impact this budget line in 2020/2021 are:

- Movement on the staff salary grid, estimated at \$18,000
- 2018/2019 and 2019/2020 staffing changes, which will result in a \$32,000 net decrease in projected costs:
 - BCSTA did not fill the position of Director, Strategic Initiatives in 2018/2019; instead, it hired a Media Relations & Design Specialist
 - a new Director, Education Services was hired in 2019/2020
 - the Technical Writer & Website Specialist was promoted to the Director, Communications in 2019/2020
- As shown on page two under *Item 1. Member fees*, \$20,000 from the annual inflationary member fee increase for 2020/2021 has been allocated to the contract support budget line to enable BCSTA to build its capacity to provide timely and flexible support to address emergent member needs
- Changes in benefit costs are estimated at \$1,000 despite a known increase in benefit costs in 2020 and a projected increase in benefit costs in 2021. This is due to an offsetting decrease in benefit costs resulting from the elimination of Medical Services Plan Premiums.*

*Note: MSP premiums have been replaced by the Employers' Health Tax (EHT). As BCSTA does not meet the salary threshold for EHT, it is exempt.

BCSTA 2020/2021 Budget

For 2020/2021, a \$29,000 increase to the Salaries/Benefits budget line is therefore recommended:

Two percent salary grid increase	\$ 22,000
Movement on the staff salary grid	18,000
Projected increase in benefit costs	1,000
Increase in contract support	20,000
Less: Net reduction resulting from staffing changes	< 32,000 >
Total estimated increase to <i>Salary/Benefits</i>	<u>\$ 29,000</u>

17. Grants

BCSTA has received a number of grants, the details of which are reported out annually to the Fall Provincial Council.

The Finance & Audit Committee and Board of Directors are mindful of the importance of making impactful use of grant funds received by the Association, within the parameters restricting the use of those funds. In accordance with restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

- support for boards to attend rural education regional meetings
- support for BCSTA's Annual General Meeting and/or Academy
- support for trustee learning opportunities
- support for trustee leadership development
- development of the *Trustee Learning Guide*
- development of an online version of *the Guide to Schools' Legislation*

Although BCSTA has been reducing its reliance on government grants to support its annual operating budgets, with increasing costs and decreased attendance projected for AGM and Academy in 2020/2021, an allocation of \$10,000 in grant funds has been included to each of these two revenue budget lines for 2020/2021.

BCSTA 2020/2021 Budget

Budget Impact Summary

As shown on pages one through six, BCSTA is facing cost pressures in a number of budget lines in 2020/2021, summarized as follows:

- Speaker and meal costs for AGM 2021 have increased approximately \$6,000.
- Audio-visual, pre-conference, speaker and meal costs for the 2020 Trustee Academy have increased approximately \$18,000.
- Board of Director honouraria, in total, has increased approximately \$1,000, based on Vancouver's CPI.
- A total projected increase of \$8,000 is recommended for the *Board Chairs' Meeting* budget line to support speaker costs and rising hotel and meal costs.
- Lease costs will increase by \$1,000 in 2020/2021.
- The *Equipment Maintenance* budget line has been increased \$5,000 to accommodate an increase in hardware and software costs, including replacement of BCSTA's network switches in 2020/2021.
- The *Salaries/Benefits* budget line has been increased \$29,000 to offset a projected salary-grid increase of two percent, movement on the salary grid, a projected increase in benefit costs and an increase to the contract support budget line.

The 2020/2021 cost pressures noted above have been offset as follows:

- FTE Student enrollment, based on interim data provided by the Ministry of Education in December 2019, increased by 5,179 FTE students as of September 30, 2019. Member fees, which are based on FTE student enrollment, are increased \$7,128 as a result. This information may change when final student FTE data is provided by the Ministry of Education in early 2020.
- The inflationary member fee increase for 2020/2021, based on the most recent five-year average of the Vancouver Consumer Price Index of 1.67 percent, totals \$34,531 for 2020/2021. This inflationary increase will be fully funded from the 2018/2019 year-end surplus, per Provincial Council resolution.
- BCSTA has signed contracts with conference hotels for events through to December 2022. This has enabled the Association to mitigate the effects of inflation on hotel room and meal costs.
- The interest revenue budget line has been increased by \$4,000 to reflect a slight improvement in interest rates.
- Medical Service Plan (MSP) premiums have been replaced by the Employers' Health Tax (EHT). As BCSTA does not meet the threshold for the EHT, it is exempt. This reduction in benefit costs will partially offset projected increases in other benefit costs.
- The Association reduced its projected salary costs by opting to hire a Media Relations & Design Specialist in 2018/2019 rather than a Director, Strategic Initiatives. Net savings as a result of 2018/2019 and 2019/2020 staffing changes total approximately \$32,000.
- An allocation of \$10,000 in government grant funds has been allocated to each of the *AGM* and *Academy* revenue budget lines.

Budget details are shown on pages 11 through 18 of this budget draft.

BCSTA 2020/2021 Budget

Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students*; annual inflationary increases to maintain or improve service levels; use of member equity to offset annual inflationary member fee increases; and approved increases or decreases to specific budget lines that would impact the budget as a whole. For instance, in 2008/2009 BCSTA eliminated the position of Associate Executive Director and decreased BCSTA's staff complement from 12.6 to 11.6 FTEs. Were the Association to reinstate this or another staff position, costs may exceed what is provided for by member fees under the existing or new fee formula plus those provided for by the annual inflationary member fee increase. Should members/member needs require the Association to increase its staff complement, a member fee increase may therefore be required.

For 2020/2021, the Finance & Audit Committee has prepared a balanced draft budget that includes an **inflationary member fee increase of 1.67 percent**, in accordance with the February 2017 Provincial Council directive to apply an annual member fee increase equivalent to the most recent five-year rolling average of the Vancouver CPI, as of January 1 of each year.

Also, in accordance with direction from the February 2017 Provincial Council, as shown on pages two and seven, and in Appendix I, the inflationary member fee increase for 2020/2021 will be fully funded from BCSTA's 2018/2019 year-end surplus. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students.

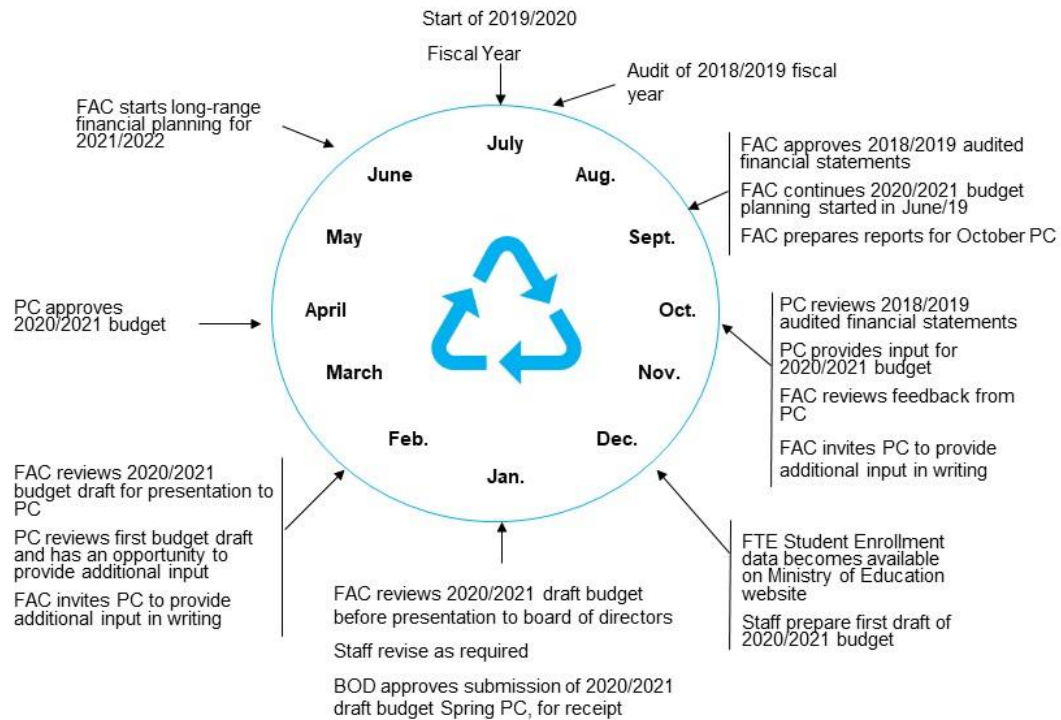
*Note: As shown under item *1. Member Fees* on page one, the Ministry of Education is currently undertaking a Funding Model Review. As BCSTA's fee formulas are based on FTE student enrollment and as the new funding model will no longer be based on FTE student enrollment, the Ministry of Education will no longer be collecting FTE student enrollment data. BCSTA's fee formulas will therefore need to be updated once the structure of the new funding model is known.

BCSTA 2020/2021 Budget



British Columbia
School Trustees
Association

2020/2021 Budget Cycle



BCSTA 2020/2021 Budget

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address an inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 0.9955$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 0.9955$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 0.9955$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000)$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500)$

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 1.0462$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 1.0462$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 1.0462$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000) \times 1.0508$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500) \times 1.0508$

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

BCSTA 2020/2021 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2018/19	Budget 2019/2020	Budget 2020/2021	Dollar Change
Member Fees	2022	2060	2102	+ 42
AGM	216	209	211	+ 2
Interest	82	86	90	+ 4
Academy	264	209	229	+ 20
Grant Admin/ Entrepreneurial	12	13	13	--
<u>Total</u>	<u>2596</u>	<u>2577</u>	<u>2645</u>	<u>+ 68</u>

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
Core Services	970	923	956	+ 33
Office	282	292	298	+ 6
Salaries	1344	1362	1391	+ 29
<u>Total</u>	<u>2596</u>	<u>2577</u>	<u>2645</u>	<u>+ 68</u>

BCSTA 2020/2021 Budget

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
R1	Member Fees*	2022	2060	2102	+ 42
R2	AGM*	216	209	211	+ 2
R3	Interest*	82	86	90	+ 4
R4	Academy*	264	209	229	+ 20
R5	Grant Administration/ Entrepreneurial	12	13	13	--
	Total	2596	2577	2645	+ 68

- R1. *Member Fees* is **increased \$42,000** in 2020/2021. This reflects an increase of approximately \$7,128 resulting from an increase in student enrollment of 5,179 FTE students as well as an inflationary member fee increase of \$34,531, based on the most recent five-year average of the Vancouver Consumer Price Index, or 1.67 percent.

As the inflationary member fee increase for 2020/2021 will be fully funded from the 2018/2019 year-end surplus, in accordance with Provincial Council resolution, the only changes in fees for 2020/2021 will be solely the result of changes in FTE students, as shown in Appendix I.

- R2. The *AGM* budget line is **increased \$2,000** to reflect the grant allocation of \$10,000 to partially offset speaker costs for this event. This \$10,000 increase in revenue is offset by a projected decrease in attendance and therefore AGM registration fees, consistent with historical experience for the third year in an election cycle.
- R3. *Interest* is **increased \$4,000** to reflect a slight increase in interest rates.
- R4. The *Academy* budget line is **increased \$20,000** to reflect an increase in registration fees needed to offset increased meal, audio-visual, pre-conference, and speaker costs in particular, projected for 2020/2021. The increase in registration fees is offset by a \$10,000 allocation of government grant funds.

BCSTA 2020/2021 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	40	40	--
A1(c)	AGM*	184	194	200	+ 6
A1(d)	Provincial Council	96	98	98	--
A1(e)	Board of Directors*	94	95	96	+ 1
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	558	571	578	+ 7

A1(c). The AGM budget line is **increased \$6,000** to reflect an increase in meal and speaker costs.

A1(e). In 2006/2007, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be reviewed annually, with increases to be based on Vancouver's CPI.

In 2011/2012, the Review Committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

- budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels, and
- that trustees with an interest in serving on the Board of Directors will not be excluded from doing so for financial reasons.

Based on the Vancouver Consumer Price Index (CPI) average of 1.67 percent for 2014 through 2018, this budget line is **increased \$1,000** for 2020/2021.

BCSTA 2020/2021 Budget

Recommended Board of Director Honouraria increases for 2020/2021 are:

President:	\$ 17,019	to	\$ 17,303/year	= \$284/year
Vice-President:	\$ 8,508	to	\$ 8,650/year	= \$142/year
Director:	\$ 6,078	to	\$ 6,180/year	= \$102/year

BCSTA 2020/2021 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
A2(a)	Academy*	252	192	210	+ 18
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Board Chairs' Meeting*	20	20	28	+ 8
A2(d)	Communications/Publications	30	30	30	--
A2(e)	Legal Counsel	65	65	65	--
	Total	412	352	378	+ 26

- A2(a). The *Academy* budget line is **increased \$18,000** to reflect increased meal, audio-visual, and pre-conference costs and to correct for increased speaker costs incurred in 2019/2020 and projected for 2020/2021. As shown on page six under item 17. *Grants*, an allocation of \$10,000 in grant funds will be used to offset these increased costs.
- A2(c). The *Board Chairs' Meeting* budget line is **increased \$8,000** to reflect the inclusion of speaker costs as well as rising hotel and meal costs.

TOTAL CORE SERVICES (A1 – A2)	970	923	956	+ 33
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BCSTA 2020/2021 Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
B1	Building*	128	135	136	+ 1
B2	Equipment Maintenance*	61	65	70	+ 5
B3	Office Administration	19	19	19	--
B4	Financial	54	54	54	--
B5	Depreciation	20	19	19	--
	Total	282	292	298	+ 6

- B1. BCSTA's lease costs were increased \$8,000/year, effective September 1, 2019, in alignment with market rates at the start of the new lease term. As BCSTA's fiscal year starts on July 1, this budget line was increased \$7,000, rather than \$8,000, in 2019/2020 based on the application of the lease rate increase for a ten-month period. The *Building* budget line therefore requires an additional **increase of \$1,000** in 2020/2021.

2019/2020 lease rate increase: \$8,000 x 10 of 12 months (Sep/19 – June/20) = \$ 6,667
 2020/2021 lease rate increase: \$8,000 x 2 of 12 months (July/20 – Aug/20) = 1,333
 Total increase in lease costs: \$ 8,000

- B2. The *Equipment Maintenance* budget line is **increased \$5,000**, based on a projected increase in hardware and software costs, including the replacement of BCSTA's network switches in 2020/2021.

BCSTA 2020/2021 Budget

STAFF SALARIES

(All amounts are in thousands of dollars)

S – STAFF SALARIES					
No.	Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
S1	Total Salaries/Benefits*	1344	1362	1391	+ 29
TOTAL POSITIONS (FTEs)		10.8	10.8	10.8	--

- S1. As shown on pages five and six under *Item 16. Salaries/Benefits*, this budget line is **increased \$29,000** in 2020/2021 to address a number of offsetting factors:
- A staff salary grid increase estimated at two percent, or \$22,000, consistent with the 2019 [*Public Sector Bargaining Mandate*](#)
 - movement on the staff salary grid, an increase of approximately \$18,000
 - net savings of \$32,000 resulting from 2018/2019 and 2019/2020 staffing changes, which include:
 - the 2018/2019 decision to replace a full-time Communications' position rather than hire a Director, Strategic Initiatives
 - 2019/2020 replacement of the Director, Education Services
 - 2019/2020 promotion of the Technical Writer & Website Specialist to the Director, Communications
 - the total increase in benefit costs is estimated at \$1,000 resulting from 2020 increases and 2021 projected increases, offset by a decrease in benefit costs resulting from the elimination of Medical Services Plan Premiums and its replacement with the Employers' Health Tax (EHT). As BCSTA does not meet the salary threshold for EHT, it is exempt.
 - a \$20,000 increase to the contract support budget line, as shown on page two under *Item 1. Member fees*, enabling BCSTA to build capacity for providing timely and flexible support to meet emergent member needs

TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)	2596	2577	2645	+ 68
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BCSTA 2020/2021 Budget

GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Budget 2018/19	Budget 2019/20	Budget 2020/21	Dollar Change
<u>Revenue</u>				
Grants	--	--	--	--
Contracts	12	13	13	--
Total	12	13	13	--
<u>Expenditures</u>				
Grants	--	--	--	--
Contracts	--	--	--	--
Total	--	--	--	--
Net Contribution	12	13	13	--

APPENDIX I
2020/2021 BCSTA FEE REVENUE COMPARED TO 2019/2020 FEE REVENUE
(Annual Inflationary Member Fee Increase of 1.67%)

No.	School District	Total FTE Pupils	Total FTE Pupils	Difference	Category	2019/2020 Fees	2020/2021 Fees	Difference (based on	1.67% Member Fee	Total
		Sep 30/18	Sep 30/19			(1.36% Inc.)	(0% Inc.)	FTE changes)	Increase*	2020/2021 Member Fees
5	Southeast Kootenay	5,544.31	5,670.81	126.5	2	35,023.65	35,239.31	215.66	588.50	35,827.81
6	Rocky Mountain	3,268.50	3,310.44	41.9	1	26,498.07	26,798.84	300.77	447.54	27,246.38
8	Kootenay Lake	4,682.44	4,791.88	109.4	2	33,554.34	33,740.91	186.57	563.47	34,304.38
10	Arrow Lakes	456.44	461.19	4.8	1	6,330.37	6,364.44	34.07	106.29	6,470.73
19	Revelstoke	1,032.63	1,007.56	(25.1)	1	10,462.70	10,282.95	(179.75)	171.73	10,454.68
20	Kootenay-Columbia	3,935.44	3,980.06	44.6	1	31,281.26	31,601.30	320.04	527.74	32,129.04
22	Vernon	8,418.13	8,525.50	107.4	2	39,922.89	40,105.94	183.05	669.77	40,775.71
23	Central Okanagan	22,679.10	23,056.19	377.1	3	62,975.03	63,564.68	589.65	1,061.53	64,626.21
27	Cariboo-Chilcotin	4,695.94	4,592.31	(103.6)	2	33,577.36	33,400.70	(176.66)	557.79	33,958.49
28	Quesnel	2,975.81	2,971.69	(4.1)	1	24,398.96	24,369.38	(29.58)	406.97	24,776.35
33	Chilliwack	13,668.22	13,851.41	183.2	3	48,884.72	49,171.16	286.44	821.16	49,992.32
34	Abbotsford	19,627.75	19,609.81	(17.9)	3	58,203.63	58,175.58	(28.05)	971.53	59,147.11
35	Langley	20,554.25	20,890.00	335.8	3	59,652.40	60,177.41	525.01	1,004.96	61,182.37
36	Surrey	71,483.13	72,522.25	1,039.1	4	93,087.11	93,496.12	409.01	1,561.39	95,057.51
37	Delta	15,352.69	15,491.16	138.5	3	51,518.72	51,735.24	216.52	863.98	52,599.22
38	Richmond	19,412.00	19,661.69	249.7	3	57,866.26	58,256.70	390.44	972.89	59,229.59
39	Vancouver	48,955.38	48,679.63	(275.8)	4	84,220.11	84,111.57	(108.54)	1,404.66	85,516.23
40	New Westminster	6,578.19	6,484.25	(93.9)	2	36,786.19	36,626.05	(160.14)	611.66	37,237.71
41	Burnaby	23,434.31	23,875.41	441.1	3	64,155.95	64,845.69	689.74	1,082.92	65,928.61
42	Maple Ridge-Pitt Meadows	14,567.50	14,815.63	248.1	3	50,290.92	50,678.91	387.99	846.34	51,525.25
43	Coquitlam	30,655.25	30,888.81	233.6	4	77,017.11	77,109.04	91.93	1,287.72	78,396.76
44	North Vancouver	15,125.88	15,317.00	191.1	3	51,164.05	51,462.91	298.86	859.43	52,322.34
45	West Vancouver	6,916.50	6,996.94	80.4	2	37,362.94	37,500.07	137.13	626.25	38,126.32
46	Sunshine Coast	3,256.06	3,270.00	13.9	1	26,408.87	26,508.83	99.96	442.70	26,951.53
47	Powell River	2,055.75	2,487.81	432.1	1	17,800.40	20,899.10	3,098.70	349.01	21,248.11
48	Sea to Sky	5,044.19	5,158.44	114.3	2	34,171.05	34,365.82	194.77	573.91	34,939.73
49	Central Coast	264.75	222.13	(42.6)	1	4,955.61	4,649.91	(305.70)	77.65	4,727.56
50	Haida Gwaii	461.13	448.06	(13.1)	1	6,363.98	6,270.30	(93.68)	104.71	6,375.01
51	Boundary	1,249.63	1,238.31	(11.3)	1	12,018.99	11,937.86	(81.13)	199.36	12,137.22
52	Prince Rupert	1,993.88	1,967.13	(26.8)	1	17,356.65	17,164.80	(191.85)	286.65	17,451.45
53	Okanagan-Similkameen	2,337.00	2,290.25	(46.8)	1	19,817.49	19,482.20	(335.29)	325.35	19,807.55
54	Bulkley Valley	1,947.75	1,943.63	(4.1)	1	17,025.84	16,996.26	(29.58)	283.84	17,280.10
57	Prince George	13,021.00	13,092.00	71.0	3	47,872.66	47,983.68	111.02	801.33	48,785.01
58	Nicola-Similkameen	2,061.19	2,046.28	(14.9)	1	17,839.40	17,732.50	(106.90)	296.13	18,028.63
59	Peace River South	3,576.75	3,621.81	45.1	1	28,708.80	29,031.98	323.18	484.83	29,516.81
60	Peace River North	6,052.63	6,121.06	68.4	2	35,890.22	36,006.89	116.67	601.32	36,608.21
61	Greater Victoria	19,507.44	19,647.72	140.3	3	58,015.51	58,234.86	219.35	972.52	59,207.38
62	Sooke	10,832.31	11,113.63	281.3	3	44,450.21	44,890.09	439.88	749.66	45,639.75
63	Saanich	7,082.50	7,122.25	39.8	2	37,645.93	37,713.70	67.77	629.82	38,343.52
64	Gulf Islands	1,735.75	1,476.69	(259.1)	1	15,505.41	13,647.45	(1,857.96)	227.91	13,875.36
67	Okanagan Skaha	5,825.38	5,710.88	(114.5)	2	35,502.81	35,307.61	(195.20)	589.64	35,897.25
68	Nanaimo-Ladysmith	14,022.25	14,284.75	262.5	3	49,438.31	49,848.78	410.47	832.47	50,681.25
69	Qualicum	4,095.63	4,153.44	57.8	2	32,553.95	32,652.51	98.56	545.30	33,197.81
70	Alberni	3,734.44	3,806.00	71.6	1	29,839.71	30,352.95	513.24	506.89	30,859.84
71	Comox Valley	8,277.38	8,551.88	274.5	2	39,682.94	40,150.90	467.96	670.52	40,821.42
72	Campbell River	5,463.31	5,464.31	1.0	2	34,885.57	34,887.27	1.70	582.62	35,469.89
73	Kamloops/Thompson	14,591.25	14,831.50	240.3	3	50,328.06	50,703.74	375.68	846.75	51,550.49
74	Gold Trail	1,090.25	1,102.38	12.1	1	10,875.98	10,962.93	86.95	183.08	11,146.01
75	Mission	6,072.50	6,145.00	72.5	2	35,924.10	36,047.70	123.60	602.00	36,649.70
78	Fraser-Cascade	1,738.44	1,678.94	(59.5)	1	15,524.68	15,097.96	(426.72)	252.14	15,350.10
79	Cowichan Valley	8,061.32	8,144.42	83.1	2	39,314.62	39,456.27	141.65	658.92	40,115.19
81	Fort Nelson	684.00	670.50	(13.5)	1	7,962.41	7,865.59	(96.82)	131.36	7,996.95
82	Coast Mountains	4,101.50	4,140.31	38.8	2	32,563.97	32,630.13	66.16	544.92	33,175.05
83	N. Okanagan-Shuswap	6,364.03	6,431.06	67.0	2	36,421.10	36,535.37	114.27	610.14	37,145.51
84	Vancouver Island West	464.13	474.38	10.3	1	6,385.50	6,459.01	73.51	107.87	6,566.88
85	Van. Island North	1,372.00	1,289.88	(82.1)	1	12,896.65	12,307.66	(588.99)	205.54	12,513.20
87	Stikine	145.13	151.06	5.9	1	4,121.20	4,204.52	83.32	70.22	4,274.74
91	Nechako Lakes	3,555.69	3,478.56	(77.1)	1	28,557.74	28,004.61	(553.13)	467.68	28,472.29
92	Nisga'a	374.25	373.44	(0.8)	1	5,740.93	5,735.10	(5.83)	95.78	5,830.88
93	Francophone Ed. Auth.	6,117.94	6,228.19	110.3	2	36,001.56	36,189.51	187.95	604.36	36,793.87
TOTALS		542,650.25	547,829.64	5,179.39		2,060,603.55	2,067,731.25	7,127.70	34,531.11	2,102,262.36
				5,179.39						

*Note: As the inflationary member fee increase of 1.67 percent will be fully funded from the 2018/2019 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2020/2021 member fee invoices.

Table 2B: Enrollment-Based Funding*
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

Maximum Fee per Provincial Council Resolution PC80/88:
5% of 2020/2021 total fees: \$ 105,113.12

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2020/2021 total fees \$ 4,204.52



PROVINCIAL COUNCIL MEETING: February 22, 2020

8.2 BCSTA's *Policy on Travel Expenses* – Per Diem Rates

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council update *Item 4. Meals* of BCSTA's *Policy on Travel Expenses* to reflect the following changes:

Breakfast	\$11.00 – no change
Lunch	\$17.00 - no change
Dinner	\$26.00 - from \$25.00
Full Day	\$54.00 - from \$53.00

BACKGROUND:

The Finance & Audit Committee reviews BCSTA's per diem rates annually. At its January 17, 2020 meeting, the Committee compared BCSTA's diem rates with those of the Ministry of Education, the BC Public School Employers' Association (BCPSEA) the BC Principals' and Vice-Principals' Association (BCPVPA) and the BC Teachers Federation (BCTF). School district rates not tied to BCSTA's rates were also considered. Comparison information is attached.

In accordance with BCSTA Bylaw 7g, shown below, the Provincial Council is responsible for determining the criteria for reimbursement of out of pocket expenses:

The Provincial Council shall approve payment of honoraria to the President, Vice-President, Directors, and the immediate past President, and shall approve the criteria for payment of out-of-pocket expenses of BCSTA officers, Provincial Council members and staff when incurred on Association business.

Any changes to *BCSTA's Policy on Travel Expenses* must therefore be submitted to the Provincial Council for approval.

BCSTA's per diem rates were last revised by the November 30, 2018 Provincial Council:

Breakfast:	\$11.00 - from \$10.00
Lunch:	\$17.00 - no change
Dinner:	\$25.00 - from \$23.00
Full Day:	\$53.00 - from \$50.00

Based on its review, the Committee determined that a small increase in breakfast and/or dinner per diem amounts may be appropriate; however, as BCSTA's full-day rate is currently higher than the Ministry of Education and BCPSEA rates and is on par with BCPVPA's rate, the Finance & Audit Committee recommends that only the dinner per diem amount be increased so that the daily per diem amount does not exceed \$54.00.

BRITISH COLUMBIA BOARDS OF EDUCATION
Trustee Compensation - Meals
2019 Survey (Compiled by BCSTA as of June 10, 2019)

All rates that are tied to BCSTA have been excluded

Board of education	Meal Allowance (if \$10.00, enter: 10)				Meal allowance tied to:
	Breakfast	Lunch	Dinner	Full day	
SD05 (Southeast Kootenay)	\$ 20.00	\$ 25.00	\$ 35.00	\$ 80.00	Other (please specify)
SD06 (Rocky Mountain) - Outside District	\$ 16.00	\$ 19.00	\$ 25.00	\$ 50.00	Not Applicable (not tied to anything)
SD08 (Kootenay Lake)	\$ 19.10	\$ 18.70	\$ 47.35		BCPSEA Rates
SD10 (Arrow Lakes)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Other (please specify)
SD22 (Vernon)	\$ 10.00	\$ 15.00	\$ 20.00	\$ 45.00	Not Applicable (not tied to anything)
SD23 (Central Okanagan)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Other (please specify)
SD27 (Cariboo-Chilcotin)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Other (please specify)
SD35 (Langley)	\$ 13.00	\$ 17.00	\$ 30.00	\$ 70.00	Other (please specify)
SD36 (Surrey)	\$ 18.00	\$ 24.00	\$ 33.00	\$ 75.00	Other (please specify)
SD39 (Vancouver)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Not Applicable (not tied to anything)
SD41 (Burnaby)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Other (please specify)
SD43 (Coquitlam)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Not Applicable (not tied to anything)
SD44 (North Vancouver)	\$ 20.00	\$ 20.00	\$ 30.00	\$ 50.00	Not Applicable (not tied to anything)
SD46 (Sunshine Coast)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Not Applicable (not tied to anything)
SD47 (Powell River)	\$ 15.00	\$ 17.00	\$ 23.00	\$ 55.00	Other (please specify)
SD49 (Central Coast)	\$ 12.00	\$ 15.00	\$ 23.00	\$ 50.00	Province of BC Rates
SD50 (Haida Gwaii)	\$ 22.75	\$ 22.75	\$ 30.50	\$ 51.50	Province of BC Rates
SD54 (Bulkley Valley)	\$ 15.00	\$ 20.00	\$ 25.00	\$ 60.00	Other (please specify)
SD57 (Prince George)	\$ 22.00	\$ 22.00	\$ 28.50	\$ 49.00	Province of BC Rates
SD59 (Peace River South)	\$ 15.00	\$ 20.00	\$ 25.00	\$ 60.00	Not Applicable (not tied to anything)
SD60 (Peace River North)	\$ 11.00	\$ 19.00	\$ 26.00	\$ 56.00	Other (please specify)
SD61 (Greater Victoria)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Not Applicable (not tied to anything)
SD62 (Sooke)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Other (please specify)
SD64 (Gulf Islands)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Not Applicable (not tied to anything)
SD68 (Nanaimo-Ladysmith)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Other (please specify)
SD70 (Alberni)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Other (please specify)
SD71 (Comox Valley)	\$ 11.50	\$ 15.00	\$ 25.00	\$ 51.50	Not Applicable (not tied to anything)
SD73 (Kamloops/Thompson)	\$ 15.00	\$ 17.50	\$ 27.50	\$ 60.00	Other (please specify)
SD74 (Gold Trail)	\$ 10.00	\$ 12.00	\$ 18.00	\$ 40.00	Other (please specify)
SD75 (Mission)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Other (please specify)
SD78 (Fraser-Cascade)	\$ 11.50	\$ 17.25	\$ 28.75	\$ 57.50	Not Applicable (not tied to anything)
SD81 (Fort Nelson)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Other (please specify)
SD82 (Coast Mountains)	\$ 10.00	\$ 12.00	\$ 28.00	\$ 50.00	Other (please specify)
SD83 (North Okanagan-Shuswap)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Not Applicable (not tied to anything)
SD84 (Vancouver Island West)	\$ 15.00	\$ 17.00	\$ 25.00	\$ 57.00	Other (please specify)
SD85 (Vancouver Island North)	\$ 15.00	\$ 20.00	\$ 30.00	\$ 70.00	Not Applicable (not tied to anything)
SD87 (Stikine)	\$ 14.00	\$ 19.00	\$ 27.00	\$ 60.00	Not Applicable (not tied to anything)
SD91 (Nechako Lakes)	\$ 10.00	\$ 15.00	\$ 20.00	\$ 50.00	Not Applicable (not tied to anything)
School District Average	\$ 12.92	\$ 17.32	\$ 26.09	\$ 53.99	
BCSTA-current	11.00	17.00	25.00	53.00	
BCSTA-proposed	11.00	17.00	26.00	54.00	

BRITISH COLUMBIA BOARDS OF EDUCATION
Trustee Compensation - Meal Rates
BCSTA compared with Education Partners

All rates that are tied to BCSTA have been excluded

Board of education	Meal Allowance (if \$10.00, enter: 10)				Meal allowance tied to:
	Breakfast	Lunch	Dinner	Full day	
School District Average	\$ 12.92	\$ 17.32	\$ 26.09	\$ 53.99	
Ministry of Education	12.25	14.25	24.50	51.00	Group I Rates (bargaining unit positions) B&L = \$26.50; B&D = \$36.75 ; L&D = \$38.75
Ministry of Education (excluded)	22.00	22.00	28.50	49.00	Group II Rates (excluded management) B&L = \$30.00; B&D= \$36.50; L&D = \$36.50
BCPSEA	22.75	22.75	30.50	51.50	B&L = \$33.25; B&D = \$41.00; L&D = \$41.00
BCVPA	13.00	15.00	25.00	53.00	\$6.00/day for snacks if travelling all day
BCTF	14.00	16.00	26.00	56.00	
Average w/o SD	14.98	17.06	26.42	53.10	
Average incl. SD	15.25	16.86	26.08	52.42	
BCSTA-current	11.00	17.00	25.00	53.00	
BCSTA-proposed	11.00	17.00	26.00	54.00	

	BCSTA Current	SD Average	Difference	BCSTA Proposed	SD Average	Difference
B&L	28.00	30.24	(2.24)	28.00	30.24	(2.24)
B&D	36.00	39.01	(3.01)	37.00	39.01	(2.01)
L&D	42.00	43.42	(1.42)	43.00	43.42	(0.42)
Daily	53.00	53.99	(0.99)	54.00	53.99	0.01

	BCSTA	MOE	Difference	BCSTA	MOE	Difference
B&L	28.00	26.50	1.50	28.00	26.50	1.50
B&D	36.00	36.75	(0.75)	37.00	36.75	0.25
L&D	42.00	38.75	3.25	43.00	38.75	4.25
Daily	53.00	51.00	2.00	54.00	51.00	3.00

	BCSTA	BCPSEA	Difference	BCSTA	BCPSEA	Difference
B&L	28.00	33.25	(5.25)	28.00	33.25	(5.25)
B&D	36.00	41.00	(5.00)	37.00	41.00	(4.00)
L&D	42.00	41.00	1.00	43.00	41.00	2.00
Daily	53.00	51.50	1.50	54.00	51.50	2.50

	BCSTA	BCPVPA	Difference	BCSTA	BCPVPA	Difference
B&L	28.00	28.00	-	28.00	28.00	-
B&D	36.00	38.00	(2.00)	37.00	38.00	(1.00)
L&D	42.00	40.00	2.00	43.00	40.00	3.00
Daily	53.00	53.00	-	54.00	53.00	1.00

	BCSTA	BCTF	Difference	BCSTA	BCTF	Difference
B&L	28.00	30.00	(2.00)	28.00	30.00	(2.00)
B&D	36.00	40.00	(4.00)	37.00	40.00	(3.00)
L&D	42.00	42.00	-	43.00	42.00	1.00
Daily	53.00	56.00	(3.00)	54.00	56.00	(2.00)



9.1 New Funding Model

SUBMITTED BY: *The Board of Education of School District No. 79 (Cowichan Valley)*

BE IT RESOLVED:

that BCSTA request the Minister of Education ensure that if the new funding model moves to headcount funding vs. full-time equivalent funding, that career and dual credit courses be funded in addition to the headcount.

RATIONALE:

This motion is emergent because the new funding model will be released prior to the AGM. The release is targeted for March 15, 2020.

Currently, school districts are able to provide additional opportunities for students in the areas of Distributed Learning and Dual Credit (Careers). The funding generated over and above the regular courses in grades 10 to 12 is used to pay for tuition and staffing in these programs. A change to headcount funding without consideration for Distributed Learning and Dual Credit may result in school districts having to reduce or eliminate these programs as funding is currently generated in many cases over and above a full-time course load. One headcount is the equivalent of 1.0 Full Time Equivalent (FTE). Many students involved in Dual Credit and Distributed Learning in grades 10 to 12 have an FTE that is greater than 1.0.

REFERENCES:

- [Improving Equity and Accountability: Report of the Funding Model Review Panel 2018](#)
- [Funding Model Working Group Reports](#)
- [Ministry of Education Policy – K-12 Funding \(General\)](#)

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.



Northern BC Volleyball Club
PO Box 6364
Fort St John, BC V1J 4H8

04 October 2020

School Board Trustees
School District 60
Peace River North
10112 – 105th Ave.
Fort St John, BC
V1J 4S4

Dear School Board Trustees:

I am writing this letter on behalf of the Northern BC Volleyball Club. We would like to take this opportunity to request that you reconsider the current restriction in place for the use of district gymnasiums by community sport organizations. Volleyball is an inherently spaced sport, categorized by ViaSport BC as one of the few team sports with minimal contact and the ability to maintain physical distancing.

NBCVC, in line with all organized sport groups, is required by the provinces (BC and AB) to have in place an explicit Return to Sport Safety Plan which identifies the measures they will implement and maintain in the coming months in an effort to reduce the transmission of COVID-19. Some of these measures include (but are not limited to):

- Categorize sport-specific activities according to the risk of COVID-19 transmission (modifying drills and play to limit/reduce the risk of contact)
- General hygiene guidelines
- Equipment sanitization guidelines
- Group and cohort sizes
- Definition of contact and ways to minimize it
- Coach, referee, and volunteer considerations, and more

By allowing the district gymnasiums to be used by NBCVC, you are providing an outlet for youth to engage in healthy physical activity. At a time when schools in the district are sending out newsletters to parents highlighting the recent increases in stress and anxiety, sport and exercise

School Board Trustees

04 October 2020

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could not be more important. Physical activity and positive team interactions help support a strong healthy body and assist in improving focus and school performance.

As club practices occur after school hours, the school would not see an increased volume of visitors at any one time. The risk to school staff would remain unchanged provided the Return to Volleyball guidelines and sanitization protocols are adhered to.

We thank you for taking the time to consider our request and look forward to providing any information that may assist you.

Sincerely,

Northern BC Volleyball Club