



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BOARD MEETING AGENDA

Date: Tuesday, June 16, 2020
Time: 6:00 p.m.
Venue: **MS Teams Live Event**

A copy of the Agenda with attachments is available on the School District website at:
<https://sd83.bc.ca/board-meetings/> Board Meeting Agendas.

Alternatively, copies are available on request from the Executive Assistant to the Secretary-Treasurer.

Item	Description
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EMPLOYEE RECOGNITION

Employees that have worked in the district for 20 years and 30 years will be recognized.

1. **CALL TO ORDER – 6:05 pm**
2. **WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We open the meeting with the acknowledgement that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. **ADOPTION OF AGENDA – CHANGES / ADDITIONS**

Recommendation

That the Board of Education adopt the June 16, 2020 Regular Board Meeting Agenda as presented.

4. **ADOPTION OF BOARD MEETING MINUTES**

- A. Regular Board Meeting Minutes – May 19, 2020

Pg. 6

Recommendation

That the Board of Education adopt the Regular Board Meeting Minutes of May 19, 2020 as presented.

5. **ADOPTION OF IN-CAMERA MEETING SUMMARY**

- A. Summary of In-camera Meeting – May 19, 2020

Pg. 12

Recommendation

That the Board of Education adopt the Summary of the In-camera Meeting of May 19, 2020 as presented.

Item	Description	
B.	Summary of In-camera Meeting #1 – June 4, 2020	Pg. 14
	<u>Recommendation</u> <i>That the Board of Education adopt the Summary of the In-camera Meeting #1 of June 4, 2020 as presented.</i>	
C.	Summary of In-camera Meeting #2 – June 4, 2020	Pg. 15
	<u>Recommendation</u> <i>That the Board of Education adopt the Summary of the In-camera Meeting #2 of June 4, 2020 as presented.</i>	
D.	Summary of In-camera Meeting – June 11, 2020	Pg. 16
	<u>Recommendation</u> <i>That the Board of Education adopt the Summary of the In-camera Meeting of June 11, 2020 as presented.</i>	
6.	BUSINESS ARISING	
6:15pm	A. Strategic Maintenance Plan Update Secretary-Treasurer: Alanna Cameron	
	Board Information	
7.	ANNOUNCEMENTS	
6:20pm	A. COVID-19 Updates B. Peter Jory, Superintendent C. Trustees	
8.	DELEGATIONS None	
9.	EDUCATION COMPONENT None	
10.	DISCUSSION ITEMS	
6:35pm	A. 2020-21 School Fees Superintendent: Peter Jory	Pg. 17
	<u>Recommendation</u> <i>That the Board of Education approve the School Fees for the 2020-21 school year as presented.</i>	
6:45pm	B. Board Work Plan Session Trustee: Amanda Krebs	
	Board Discussion	

Item	Description	
11.	COMMITTEE REPORTS	
6:50pm	A. Education Directions Committee Chair: Trustee Marianne VanBuskirk	
6:55pm	B. Finance & Facilities / Audit Committee Chair: Trustee Amanda Krebs	
7:00pm	i. 2021-22 Five-Year Capital Plan Director of Operations: Trevor Bettcher	Pg. 21
	<u>Recommendation</u> <i>That that Board of Education approve the 2021-22 Five-Year Capital Plan submission to the Ministry of Education, as presented.</i>	
7:10pm	ii. Partial Property Disposal Bylaw – Eagle River Secondary Secretary-Treasurer: Alanna Cameron	Pg. 24
	<u>Recommendation</u> <i>That School District No. 83 (North Okanagan-Shuswap) Disposal of Land Bylaw No. 1-2020 be given first reading.</i>	
	<i>That School District No. 83 (North Okanagan-Shuswap) Disposal of Land Bylaw No. 1-2020 be given second reading.</i>	
	Unanimous consent is required to proceed to third reading.	
	<i>That School District No. 83 (North Okanagan-Shuswap) Disposal of Land Bylaw No. 1-2020 be given third reading, passed and adopted on this 16th day of June 2020.</i>	
7:15pm	iii. Risk Assessment Update Secretary-Treasurer: Alanna Cameron	Pg. 31
	Board Information	
7:25pm	C. Labour Relations Committee Alternate Chair: Trustee Tennile Lachmuth	
7:30pm	D. Partner Group Liaison Committee Chair: Trustee Marty Gibbons	
7:35pm	E. Policy Committee Committee Chair: Trustee Tennile Lachmuth	
	i. Policy 250 – Freedom of Information and Protection of Privacy – First Reading	Pg. 34
	<u>Recommendation</u> <i>That the Board of Education approve the first reading of Policy 250 – Freedom of Information and Protection of Privacy.</i>	

Item	Description	
7:40pm	ii. Policy 121 – Sexual Orientation and Gender Identity – Second and Final Reading	Pg. 39
	<u>Recommendation</u> <i>That the Board of Education approve the second and final reading of Policy 121 – Sexual Orientation and Gender Identity.</i>	
12.	COMMITTEE OF THE WHOLE	
7:45pm	A. 2020-21 Annual Budget Secretary-Treasurer: Alanna Cameron	Pg. 44
	<u>Recommendation</u> <i>That School District No. 83 (North Okanagan-Shuswap) Annual Budget Bylaw 2020/2021 be given first reading.</i> <i>That School District No. 83 (North Okanagan-Shuswap) Annual Budget Bylaw 2020/2021 be given second reading.</i> Unanimous consent is required to proceed to third reading. <i>That School District No. 83 (North Okanagan-Shuswap) Annual Budget Bylaw 2020/2021 be given third reading, passed and adopted on this 16th day of June 2020.</i>	
8:00pm	B. Long Range Facilities Plan – Next Steps Superintendent: Peter Jory	Pg. 72
	<u>Recommendation</u> <i>That the Board of Education request staff to prepare an additional Long Range Facilities Plan consultation process specific to the Salmon Arm area reflecting the changes to the DRAFT Long Range Facilities Plan approved at the May Regular meeting of the Board.</i>	
13.	BCSTA UPDATE None	
14.	BCPSEA UPDATE None	
15.	FNEC UPDATE None	
16.	INFORMATION ITEMS A. Letter from City of Salmon Arm re: Active Transportation Task Force Trustee: Amanda Krebs	Pg. 83
17.	OTHER None	

Item	Description
18.	QUESTION PERIOD
8:15pm	<i>The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations.</i> <i>Question Period is not a platform for presentations or personal statements.</i>
19.	UPCOMING DATES / EVENTS
	Regular Board Meeting – September 22, 2020 – 6:00pm @ DESC
20.	ADJOURNMENT
	<u>Recommendation:</u> <i>That the June 16, 2020 Regular Board Meeting be adjourned.</i>

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Minutes of the Regular Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held via Microsoft Teams meeting and live event on Tuesday, May 19, 2020.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
Q. Bruns	Trustee	C. Cooper	Assistant Superintendent (Instruction)
M. Gibbons	Trustee	R. Brennan	Assistant Superintendent (HR)
M. VanBuskirk	Trustee	C. Leidloff	Dir. of Instruction – Inclusive Education
		T. Bettcher	Director of Operations

1. CALL TO ORDER

Board Chairperson Krebs acknowledged that a quorum was present and called the meeting to order at 6:01 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Chairperson Krebs opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA - ADDITIONS / CHANGES

046/2020 CARRIED *"That the Board of Education adopt the May 19, 2020 Regular Board Meeting Agenda as amended with the following addition:*

- *6B. Live Streaming."*

4. ADOPTION OF BOARD MEETING MINUTES

047/2020 CARRIED **A. Regular Board Meeting Minutes – April 21, 2020**
"That the Board of Education adopt the Regular Board Meeting Minutes of April 21, 2020 as presented."

5. ADOPTION OF IN-CAMERA MEETING SUMMARY

048/2020 CARRIED **A. Summary of In-camera Meeting – April 21, 2020**
"That the Board of Education adopt the Summary of the In-camera Meeting of April 21, 2020 as presented."

6. BUSINESS ARISING

049/2020 CARRIED **A. 2020-21 Capital Plan Bylaw**
 Secretary-Treasurer Cameron presented the Capital Plan Bylaw for third reading and noted that Trustees were emailed background information on the ERS Geothermal project on April 24th.
"That School District No. 83 (North Okanagan-Shuswap) Capital Bylaw No. 2020/21-CPSD83-01 be given third reading, passed and adopted on this 19th day of May 2020."

B. Live Streaming

Trustee Lachmuth reported Policy Committee has discussed and looked at a draft policy regarding live streaming; however, it is still under review.

**050/2020
CARRIED**

"That the Board of Education maintain the recording of this meeting and future public meetings until a policy has been adopted."

7. ANNOUNCEMENTS**A. COVID-19 Updates**

Superintendent Jory provided an update on the continual work being done by district staff to keep up with the shifting issues regarding the COVID-19 pandemic, HUB schools, reporting and assessment, and grad ceremony planning. He noted that the District is focussing on stage 3 of the Provincial plan involving voluntary return to in-class learning in June.

B. Peter Jory, Superintendent**C. Trustees****8. DELEGATIONS**

None

9. EDUCATION COMPONENT**A. Trauma Informed Schools**

Trauma Consultant: Jonaire Bowyer-Smyth

District Trauma Consultant Bowyer-Smyth presented the Board with information on trauma informed schools, how trauma is measured, the impacts of trauma, and how students can be helped and supported. She reported that statistics show one out of four children are exposed to a traumatic event that impacts learning and behaviour.

10. DISCUSSION ITEMS**A. Field Trip Cancellation – Salmon Arm Secondary – Ireland, Scotland, and England**

Superintendent: Peter Jory

**051/2020
CARRIED**

"That the Board of Education cancel the Salmon Arm Secondary (Sullivan and Jackson) field trip to Ireland, Scotland, and England in July 2020 due to the unacceptable level of risk of harm to students."

B. Draft Strategic Maintenance Plan

Director of Operations: Trevor Bettcher

Director Bettcher provided a thorough review of the draft Strategic Maintenance Plan included in the agenda package and noted that work is still being done on the 10-Year mechanical plan, 10-year roofing plan, 5-year lead mitigation plan, preventative maintenance plan, and shop audits to support the District's Strategic Maintenance Plan.

C. 2020-21 Administrative Calendar

Secretary-Treasurer: Alanna Cameron

Secretary-Treasurer Cameron presented the 2020-21 administrative calendar included in the agenda package. Trustees noted the need to meet with Senior Leadership to begin planning for the BCSTA Branch meeting to be hosted by our District in February 2021.

**052/2020
CARRIED**

"That the Board of Education adopt the 2020-21 Internal Administrative Calendar, as presented."

D. 2020-21 Annual Facility Grant (AFG) Plan/Parkview Water Barrier Options

Secretary-Treasurer: Alanna Cameron

Secretary-Treasurer Cameron reviewed the briefing note provided in the agenda for Board information noting the need for the AFG spending plan to remain fluid throughout the year to address any unexpected pressures. Director Bettcher provided a summary of the larger projects in the AFG plan including the proposed projects to address the water barrier issues at Parkview Elementary.

E. Re-opening of School Playgrounds

Assistant Superintendent: Carl Cooper

Assistant Superintendent Cooper informed the Board of the plan and dates to re-open school playgrounds as part of the Provincial COVID-19 re-opening plan. Trustees requested that the playground closure signs be replaced by new signage regarding guidelines and safety.

**053/2020
CARRIED**

"That the Board of Education re-open school playgrounds and hard-court surfaces effective Wednesday, May 20th, 2020."

11.**COMMITTEE REPORTS****A. Education Directions**

Committee Chair: Trustee Marianne VanBuskirk

Trustee VanBuskirk reported that two presentations were made and discussed at the April committee meeting: Trauma Informed Schools and District Speech & Language.

B. Finance & Facilities / Audit

Committee Chair: Trustee Amanda Krebs

No April meeting held due to COVID-19.

C. Labour Relations

Committee Chair: Trustee Quentin Bruns

Trustee Bruns reported the following items were discussed at the April committee meeting:

- COVID-19 updates relating to Human Resources
- Custodial formula review

D. Partner Group Liaison

Committee Chair: Trustee Marty Gibbons

May meeting cancelled.

E. Policy Committee

Committee Chair: Tennile Lachmuth

i. Policy 121 – Sexual Orientation and Gender Identity – First Reading**054/2020
CARRIED***“That the Board of Education approve the first reading of Policy 121 – Sexual Orientation and Gender Identity.”***ii. Policy 180 – Trustee Professional Learning – Second and Final Reading****055/2020
CARRIED***“That the Board of Education approve the second and final reading of Policy 180 – Trustee Professional Learning.”***12. COMMITTEE OF THE WHOLE****A. Long Range Facilities Plan**

Superintendent: Peter Jory

Superintendent Jory reviewed each of the proposed recommendations noted in the agenda in turn, and Trustees shared their thoughts on each. The Board discussed removing options from the Salmon Arm Zone as well as having additional public consultation on the Salmon Arm Zone to receive feedback on the new option, E-5. The Board agreed to schedule a Committee of the Whole meeting in June to discuss further consultation and next steps.

**056/2020
CARRIED***“That the Board of Education add Option B-4 (Change Armstrong Zone to K-4, 5-7, and 8-12) into the Long Range Facilities Plan Draft.”***057/2020
CARRIED***“That the Board of Education remove Options B-1, B-2, and B-3 from the Long Range Facilities Plan Draft.”***058/2020
CARRIED***“That the Board of Education keep the Enderby Zone at status quo, while numbers allow.”***059/2020
CARRIED***“That the Board of Education add Option E-5 (Change Salmon Arm Urban schools to K-5, one middle 6-8, two 9-12 secondaries) into the Long Range Facilities Plan Draft.”***060/2020
CARRIED***“That the Board of Education remove Option E-2 (Change Salmon Arm Urban schools to K-6 and three secondaries) from the Long Range Facilities Plan Draft.”***061/2020
CARRIED***“That the Board of Education remove Option E-1 (Keep Salmon Arm Urban Zone consistent at K-5, 6-8, 9-10, and 11-12) from the Long Range Facilities Plan Draft.”***13. BCSTA UPDATE**

None

14. BCPSEA UPDATE

None

15. FNEC UPDATE**A. FNEC Check-in/Update Meetings**

Trustee: Marty Gibbons

Trustee Gibbons reported that a review of the budget process and Indigenous Education budget was presented at the meeting.

16. INFORMATION ITEMS**A. Quarterly Financials to March 31, 2020**

Secretary Treasurer: Alanna Cameron

Secretary-Treasurer Cameron reported on the March quarterly financials presented in the agenda noting higher than anticipated expenses for snow clearing, MyEd BC implementation, insurance claims, and lower interest revenue due to the COVID-19 pandemic. She also noted the District received less than anticipated from the Ministry for the Teachers collective agreement bargaining settlement and that a small surplus is being anticipated for year-end due to COVID-19.

17. OTHER

None

18. QUESTION PERIOD

The Board welcomes questions of a general nature, but the primary purpose of the "Public Question Period" is to ask questions about the Board's policies or operations.

Question Period is not a platform for presentations or personal statements.

A question was received and answered on the Teacher Provincial collective agreement bargaining settlement funding.

19. UPCOMING DATES / EVENTS

Regular Board Meeting – June 16, 2020 – 6:00pm (District Education Support Centre)

20. ADJOURNMENT

The meeting was adjourned at 8:40 p.m.

Certified Correct:

Amanda Krebs
Board Chairperson

Alanna Cameron
Secretary-Treasurer

DRAFT

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Summary of an In-Camera Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held on Tuesday, May 19, 2020 via Microsoft Teams meeting.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
Q. Bruns	Trustee		
M. Gibbons	Trustee		
M. VanBuskirk	Trustee		

Regrets:

C. Cooper	Assistant Superintendent (Instruction)
R. Brennan	Assistant Superintendent (HR)

1. CALL TO ORDER

Board Vice-Chairperson Lachmuth acknowledged that a quorum was present and called the meeting to order at 3:33 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Vice-Chairperson Lachmuth opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA – CHANGES / ADDITIONS

The Board of Education adopted the Agenda of the In-camera Board Meeting of May 19, 2020 with one addition.

4. ADOPTION OF BOARD MEETING MINUTES

The Board of Education adopted the Minutes of the In-camera Board Meeting of April 21, 2020 as presented.

5. BUSINESS ARISING

None

6. LAND/LABOUR/LAW

The Board discussed three personnel matters and two labour matters.

7. LABOUR RELATIONS – COMMITTEE REPORT

Trustee Bruns provided the Board with an update on the May committee meeting.

8. OTHER

One other matter was discussed by the Board.

9. UPCOMING DATES / EVENTS

In-camera Board Meeting – June 16, 2020 – 3:30pm via MS Teams

Regular Board Meeting – June 16, 2020 – 6:00pm via MS Teams

10. ADJOURNMENT

The meeting was adjourned at 5:26 pm.

Certified Correct, Secretary-Treasurer

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Summary of a Special In-Camera Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held on Thursday, June 4, 2020 at the District Education Support Centre.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
M. Gibbons	Trustee		
M. VanBuskirk	Trustee		

Regrets:

Q. Bruns	Trustee
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1. CALL TO ORDER

Board Vice-Chairperson Lachmuth acknowledged that a quorum was present and called the meeting to order at 2:05 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Vice-Chairperson Lachmuth opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA – CHANGES / ADDITIONS

The Board of Education adopted the Agenda of the Special In-camera Board Meeting of June 4, 2020 as presented.

4. LAND/LABOUR/LAW

The Board discussed one personnel matter.

5. ADJOURNMENT

The meeting was adjourned at 3:27 pm.

Certified Correct, Secretary-Treasurer

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Summary of a Special In-Camera Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held on Thursday, June 4, 2020 at the District Education Support Centre.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
M. Gibbons	Trustee		
M. VanBuskirk	Trustee		

Regrets:

Q. Bruns	Trustee
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1. CALL TO ORDER

Board Chairperson Krebs acknowledged that a quorum was present and called the meeting to order at 3:29 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Chairperson Krebs opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA – CHANGES / ADDITIONS

The Board of Education adopted the Agenda of the Special In-camera Board Meeting of June 4, 2020 as presented.

4. LAND/LABOUR/LAW

The Board discussed one personnel matter.

5. ADJOURNMENT

The meeting was adjourned at 4:51 pm.

Certified Correct, Secretary-Treasurer

**The Board of Education of School District No. 83
(North Okanagan-Shuswap)**

Summary of a Special In-Camera Board Meeting of the Board of Education of School District No. 83 (North Okanagan-Shuswap), held on Thursday, June 11, 2020 via Microsoft Teams meeting.

Present:

A. Krebs	Board Chairperson	P. Jory	Superintendent
T. Lachmuth	Vice-Chairperson	A. Cameron	Secretary-Treasurer
M. Gibbons	Trustee	R. Brennan	Assistant Superintendent (HR)
M. VanBuskirk	Trustee	C. Cooper	Assistant Superintendent (Instruction)

Regrets:

Q. Bruns	Trustee
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1. CALL TO ORDER

Board Chairperson Krebs acknowledged that a quorum was present and called the meeting to order at 12:59 p.m.

2. WELCOME AND ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Board Chairperson Krebs opened the meeting with the acknowledgment that the Board holds its meeting on the traditional territory of the Secwepemc people.

3. ADOPTION OF AGENDA – CHANGES / ADDITIONS

The Board of Education adopted the Agenda of the Special In-camera Board Meeting of June 11, 2020 as presented.

4. LAND/LABOUR/LAW

The Board discussed one personnel matter.

5. ADJOURNMENT

The meeting was adjourned at 1:09 pm.

Certified Correct, Secretary-Treasurer



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: The Board of Education **DATE:** June 16, 2020

FROM: Superintendent of Schools/CEO, Peter Jory

RE: School Fees - 2020-21

Background

Currently, maximum school fees are set out as per the list below. Schools may charge that amount or less. The attached spreadsheet shows the amounts each school intends to charge in 2020-21.

School purchased supply package:	\$35
Planner or Agenda:	\$10
Lock:	\$5
Activity Fee:	\$20
Cultural Performances:	<u>\$10</u>
Maximum Total:	\$80

*Charges for activities that are optional or extra-curricular in nature (and therefore optional) will be at the discretion of the principal, but subject to Policy 8020 and its regulation.

*Additional course fees must follow Academy Guidelines.

A \$5000 hardship fund was established in 2018 to assist smaller rural schools with cost recovery for unpaid fees.

School principals are expected to consult with staff and their PAC regarding fees before submitting their proposed fees to the District.

Recommendation

That the Board of Education approve the School Fees for the 2020-21 school year as presented.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

SCHOOL FEES - 2020 - 2021

Principal Name	Name of School	School Purchased Supply Package (\$35)	Other Amount - Supply Package	Planner/ Agenda (\$10)	Other Amount - Planner/ Agenda	Lock (\$5)	Other Amount - Lock	Activity Fee (optional) (\$20)	Other Amount - Activity Fee	Cultural Performances (optional) (\$10)	Other Amount	Other Comments
Scott Anderson	A L Fortune Secondary	0	0	0	0	\$5	0	\$20	0	\$10	0	Cheapest pricing on combination lock (orders 1-99) is \$6.35 ea. - not including taxes or shipping. Cheapest pricing is \$6.05 on 500+ order. At \$5 we are not even breaking even.
Corrinne Langston	Armstrong Elementary	\$35	0	\$10	0	0	0	Less	\$10 - for K cooking/ occasional snack.	\$10	0	None
Joel Menzies	Bastion Elementary	Less	\$30	Less	\$7	0	0	\$20	0	\$10	0	None
Shane Corston	Carlin Elementary Middle	\$35 (K-5 only)	0	\$10	0	Less	\$3	0	0	\$10	0	None
Mark Marino	Eagle River Secondary	0	0	0	0	\$5	0	\$20	0	\$10	0	\$100 'hockey fee' for our PE/skills group (Ryan approved).
Rob Macaulay	EOP	0	0	0	0	0	0	0	0	0	\$116 - Cosmetology Kit students keep, \$115 Rosetta Stone (adult learners).	None
Shelly Cull	Falkland Elementary	\$35	0	\$10	0	Less	\$3	0	Optional fee - activities.	\$10	0	None
Jeffery Abbott	Grindrod Elementary	Less	\$28	Less	\$7	0	0	Less	\$10	\$10	0	None

SCHOOL FEES - 2020 - 2021

Principal Name	Name of School	School Purchased Supply Package (\$35)	Other Amount - Supply Package	Planner/ Agenda (\$10)	Other Amount - Planner/ Agenda	Lock (\$5)	Other Amount - Lock	Activity Fee (optional) (\$20)	Other Amount - Activity Fee	Cultural Performances (optional) (\$10)	Other Amount	Other Comments
Rob Ellis	Highland Park Elementary	\$35	0	\$10	0	0	0	Less	\$15 - K activities.	\$10	0	None
Gord Ritchie	Hillcrest Elementary	\$35	0	Less	\$7	0	0	\$20	\$15	\$10	0	Reducing activity fee by \$5 due to savings this year. Raising Supply Fee by
Steven Drapala	J L Jackson Secondary	0	0	0	0	\$5	0	\$20	0	\$10	0	\$35 total student fee.
Denise Moore	Len Wood Middle	0	0	\$10	0	\$5	0	Less	\$10	\$10	0	PE strip is \$24.
Gene Doray	M V Beattie Elementary	\$35	0	\$10	0	0	0	\$20	0	\$10	0	None
Glen Overgaard	North Canoe Elementary	\$35	0	0	0	0	0	\$20	0	0	0	None
Paul Rosman	North Shuswap Elementary	\$35	0	\$10	0	\$5 (g. 8 only).	0	0	0	\$10	0	None
Carla Schneider	Parkview Elementary	\$35	0	\$10	0	0	0	\$20	0	\$10	0	None

SCHOOL FEES - 2020 - 2021

Principal Name	Name of School	School Purchased Supply Package (\$35)	Other Amount - Supply Package	Planner/ Agenda (\$10)	Other Amount - Planner/ Agenda	Lock (\$5)	Other Amount - Lock	Activity Fee (optional) (\$20)	Other Amount - Activity Fee	Cultural Performances (optional) (\$10)	Other Amount	Other Comments
Chelsea Prince Nyeste	Pleasant Valley Secondary	0	0	0	0	\$5	0	\$20	0	\$10	0	Also charge a grad fee - \$100 for ceremony, cap/ gown, portrait sitting, yearbook.
Doug Cumming	Ranchero Elementary	35 (K-5 only)	0	Less	\$7	Less	\$3	Less	\$15	Less	\$7 - Reduced for 2020-21 - one performance not	None
Robert Cadden	Salmon Arm Secondary -	0	0	0	0	\$5	\$8 (key feature	\$20	0	\$10	0	None
David Wellingham	Salmon Arm West	Less	\$22 - K-1. \$27 - g.2-5	Less	\$8	0	0	Less	\$10	\$10	0	None
Chris Matheson	Shuswap Middle	\$35	0	0	0	\$5	0	\$20	0	\$10	0	None
Kirsten Mazur	Silver Creek Elementary	\$35	0	Less	\$5	0	0	\$20	0	Less	\$8	Charge more for K-5 activity fee because it includes swim lessons.
Jodi Garries	Sorrento Elementary	\$35	0	\$10	0	0	0	0	0	0	PAC pays the cultural performance fee.	Only charge grade 1 - 5 students the agenda book fee, not Ks.
Heather Gobbett	South Broadview Elementary	Less	\$30	\$10	0	0	0	Less	\$10	\$10	0	Barely covered fees last year at \$55. Need to keep our fees as low as possible.
Jared King	South Canoe Elementary	\$35	0	Less	\$8	0	0	\$20	0	\$10	0	None



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO:	The Board of Education	DATE: June 16, 2020
FROM:	Trevor Bettcher, Director of Operations	
RE:	2021-22 Five-Year Capital Plan	

Purpose

This briefing note is to provide the Board of Education with an overview of the 2021-22 Five-Year Capital Plan submission to the Ministry of Education and to request approval so that the it can be submitted to the Ministry on or before June 30, 2020.

Background

School districts' annual Five-Year Capital Plan submissions are used to inform the selection of priority capital projects for the Ministry's following fiscal year. They also provide the Ministry insight into future year priorities that are used in longer term capital planning.

School districts must submit their 2021-22 Five-Year Capital Plan and supporting documentation by June 30, 2020. In accordance with Section 142 (4) of the *School Act*, annual Five-Year Capital Plan submissions must be approved by resolution of the school district's Board of Education.

Summary

The Ministry is seeking submissions for consideration for the following capital programs:

School Additions Request

The District is applying to have the Len Wood Middle School gymnasium rebuilt to a middle school sized gym.

New School Request

The District is applying to have a new 300 capacity school built in the Salmon Arm downtown area.

Seismic Mitigation Program

This program does not apply to School District No. 83.

School Replacement Program

This program does not apply to School District No. 83 at this time.

Building Envelope Program

This program does not apply to School District No. 83 at this time.

School Enhancement Program

The District is applying for five projects under this program:

1. Heating and Ventilation Upgrade (Geothermal) – replace HVAC system at Eagle River Secondary – energy and cost savings.
2. Heating and Ventilation Upgrade – boiler replacement at Salmon Arm Secondary (Sullivan) – energy and cost savings.
3. Heating and Ventilation Upgrade – sawdust extraction replacement at A.L. Fortune Secondary – bring dust collector system up to current standards.
4. Heating and Ventilation Upgrade – sawdust extraction replacement at Eagle River Secondary – bring dust collector system up to current standards.
5. Heating and Ventilation Upgrade – replace HVAC system at A.L. Fortune Secondary – energy and cost savings.

Carbon Neutral Capital Program

The district is applying for three projects under this program:

1. Falkland Elementary – DDC Upgrade – to improve energy consumption.
2. South Canoe Elementary – DDC Upgrade – to improve energy consumption.
3. Salmon Arm Secondary (J.L. Jackson) – HVAC Boiler Replacement – to improve energy consumption.

Playground Equipment Program

The district is applying for three projects under this program:

1. South Canoe Elementary – Universally Accessible Playground Equipment – new.
2. Armstrong Elementary School – Universally Accessible Playground Equipment – replacement.
3. Highland Park Elementary School – Universally Accessible Playground Equipment – replacement.

Bus Replacement Program

The District is applying for 3 new bus replacements.

See attached submission summary for details.

Recommendation

That the Board of Education approve the 2021-22 Five-Year Capital Plan submission to the Ministry of Education.

Respectfully submitted,

Trevor Bettcher

Trevor Bettcher
Director of Operations

Ministry of Education

Capital Plan 2021/22 Request Summary

School District Number	83
School District Name	North Okanagan-Shuswap
Board Approved Long-Range Facilities Plan Date:	

SD #	83
------	----

Row Labels	Total or Estimated Project Cost
Addition	\$11,400,000
SEP	\$4,439,000
CNCP	\$824,000
New School	\$26,000,000
Grand Total	\$42,663,000

**PEP and BUS not included*

Program Name	Project Priority	Facility or Project Name	Project Description or Type	Total/Estimated Project Cost
Addition	1	Len Wood Middle School	New gym - middle school sized	\$11,400,000
New School	1	Salmon Arm Elementary	New 300 capacity K-5 school in Salmon Arm	\$26,000,000
SEP	1	Eagle River Secondary Replacement	HVAC Geothermal	\$1,402,000
SEP	2	Salmon Arm Secondary - Sullivan Replacement	HVAC Boiler	\$801,000
SEP	3	A.L. Fortune Secondary Replacement	HVAC Sawdust Extraction	\$446,000
SEP	4	Eagle River Secondary Replacement	HVAC Sawdust Extraction	\$480,000
SEP	5	A.L. Fortune Secondary Replacement	HVAC Heating Upgrade	\$1,310,000
CNCP	1	Falkland Elementary New	Energy Systems DDC	\$120,000
CNCP	2	South Canoe Elementary New	Energy Systems DDC	\$138,000
CNCP	3	Salmon Arm Secondary - J.L. Jackson Replacement	HVAC Boiler	\$566,000
PEP	1	South Canoe Elementary	Universally Accessible Playground Equipment	
PEP	2	Armstrong Elementary	Universally Accessible Playground Equipment	
PEP	3	Highland Park Elementary	Universally Accessible Playground Equipment	
BUS		Replacement Bus	76 Passenger	
BUS		Replacement Bus	76 Passenger	
BUS		Replacement Bus	76 Passenger	
Total				\$42,663,000.00



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: Board of Education
FROM: Alanna Cameron, Secretary-Treasurer
RE: Partial Property Disposal – Eagle River Secondary

DATE: June 16, 2020

Purpose

This briefing note is to provide the Board of Education with information and a recommendation with respect to the partial property disposal at Eagle River Secondary.

Background

In February 2019, School District 83 was approached by the Ministry of Transportation and Infrastructure (MOTI) to purchase a strip of land of the Eagle River Secondary property for the planned widening of the Trans-Canada Highway for the Bruhn Bridge Project. The strip of land is approximately 1,930 square meters in area and is located along the northern edge of the school site.

The district has been in contact with the Ministry of Education – Capital Management Branch notifying them of the MOTI proposed land purchase and to ensure proper processes are being followed with respect to the property disposal and acquiring Ministerial approval. The Board gave approval for the proposed purchase and sale in principle at its In-camera Meeting on April 21, 2020. The district received Ministerial approval to proceed with the Eagle River Secondary partial property disposal on May 20, 2020. The proceeds for the sale of the land are \$44,000.00 and \$26,169.15 is to cover costs relating to the relocation of existing fencing and geothermal fields, for a total of \$70,169.15.

Supporting Documentation

1. Eagle River Secondary Site View
2. Eagle River Secondary Site Map of Proposed Land Disposal
3. Letter from Ministry of Education granting ministerial approval for the partial land disposal
4. Disposal of Land Bylaw No. 1-2020

Recommendation

That the Board of Education approve having all three readings of the Disposal of Land Bylaw No. 1-2020 in this one meeting.

That School District No. 83 (North Okanagan-Shuswap) Disposal of Land Bylaw No. 1-2020 be given first reading.

That School District No. 83 (North Okanagan-Shuswap) Disposal of Land Bylaw No. 1-2020 be given second reading.

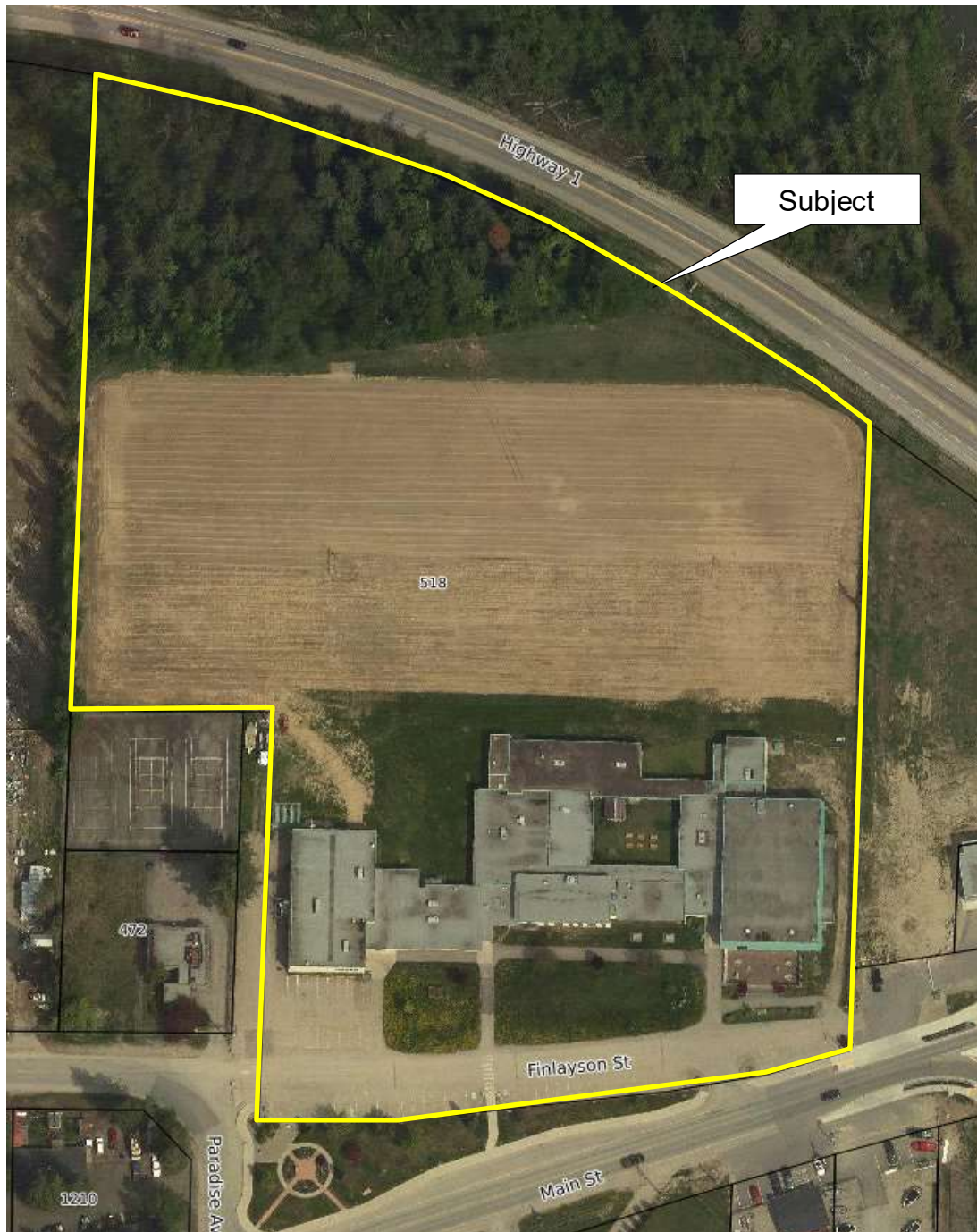
That School District No. 83 (North Okanagan-Shuswap) Disposal of Land Bylaw No. 1-2020 be given third reading, passed and adopted on this 16th day of June 2020.

Respectfully submitted,

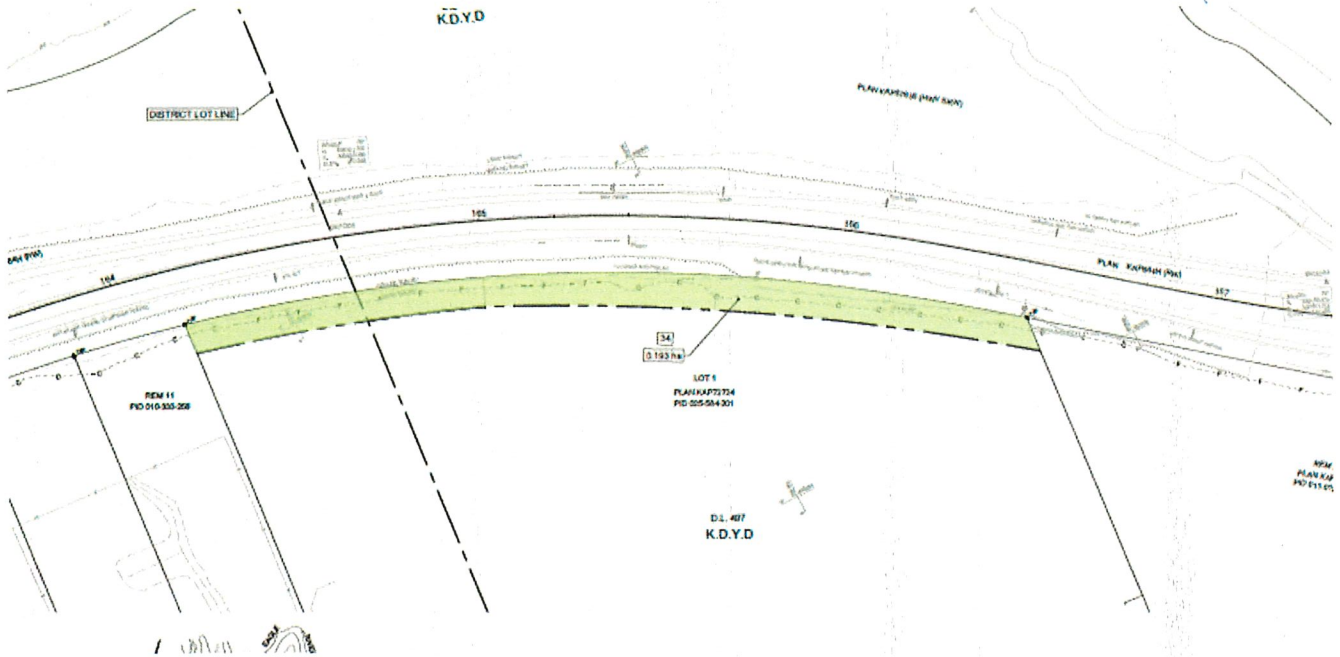
Alanna Cameron

Alanna Cameron
Secretary-Treasurer

SITE VIEW



SCHEDULE A
LAND
(0.1930 ha shaded in Green)





May 20, 2020

Ref: 221501

Alanna Cameron, Secretary-Treasurer
School District No. 83 (North Okanagan-Shuswap)
341 Shuswap St SW
Salmon Arm, BC, V1E 4H9
Email: gacameron@sd83.bc.ca

Dear Alanna Cameron:

I am writing in regard to the request from the North Okanagan-Shuswap Board of Education for ministerial approval, under authority of section 5 of the Disposal of Land or Improvements Order, to dispose of a small portion of the Eagle River Secondary School property located in the District of Sicamous. The parcel will be acquired by the BC Transportation Finance Authority in support of the Bruhn Bridge Project on the Trans-Canada Highway.

Enclosed, please find a Disposal of Land or Improvements Approval Form signed by D. Scott MacDonald, Deputy Minister. This signed form will be required by Land Title Office for the transfer of title.

Please be aware that the Order also requires boards to provide the Ministry with written notification regarding the completion of a property disposal and the allocation of any resulting proceeds between restricted capital funds and local capital funds.

If required, a Disposals of Sites and Buildings tool for use in calculating the resulting journal entries for financial statement reporting purposes may be found on the School District Financial Reporting website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/financial-statement-reporting>

The support of the School District for this transportation project is appreciated.

Sincerely,

Joel Palmer, Executive Director
Capital Management Branch

Enclosure: Disposal of Land or Improvements Approval Form; Title Search Print

pc: John Woycheshin, Regional Director, Minor Capital Projects Unit
Capital Management Branch, Ministry of Education

**Ministry of
Education**

Capital Management Branch
Resource Management Division

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

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



DISPOSAL OF LAND OR IMPROVEMENTS

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is seeking to dispose of land or improvements in accordance with Section 96 (3) of the *School Act* and Section 5 of the Disposal of Land or Improvements Order (M193/08), as follows:

<u> X </u> Sale of Land or/ Improvements	<u> </u> Conveyance	<u> </u> Dedication
<u> </u> Exchange	<u> </u> Lease of Land or/ Improvements	<u> </u> Other

Property Description:

The Board of Education of School District No. 83 (North Okanagan-Shuswap) requests that ministerial approval be granted to dispose of the Property, in whole or in part, commonly known as Eagle River Secondary, located at 518 Finlayson Street in the District of Sicamous, and more particularly described as:

Parcel Identifier:
025-584-201

Legal Description:
LOT 1 DISTRICT LOT 497 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP72724

with boundaries approximately as shown in the attached site plan.

The request and supporting documentation have been reviewed and the granting of ministerial approval for the disposal of the Property is recommended.

ADM, Resource Management Division

May 22 2020
Date

Approved:

Deputy Minister

May 22 2020
Date

Ministry of
Education

Capital Management Branch
Resource Management Division

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

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

SCHOOL DISTRICT NO. 83 (North Okanagan-Shuswap)
DISPOSAL OF REAL PROPERTY BYLAW NO. 1-2020

A BYLAW by the Board of Education of School District No. 83 (North Okanagan-Shuswap) (hereinafter called the "Board") to dispose of property pursuant to Section 65 (5) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the Minister;

AND WHEREAS section 3 of the Disposal of Land or Improvements Order provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease of 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Disposal of Land or Improvements Order;

AND WHEREAS section 5 of the Disposal of Land or Improvements Order provides that the Minister may approve, with any terms and conditions, a disposition of land or improvements;

NOW THEREFORE be it resolved that the Board of Education of School District No. 83 (North Okanagan-Shuswap) hereby authorizes the disposal, in whole or in part, of the Eagle River Secondary property (Facility No. 8389010), located at 518 Main Street in the District of Sicamous, and more particularly described as:

Parcel Identifier: 025-584-201

Legal Description: Lot 1, Plan KAP72724, District Lot 497, Kamloops Div. of Yale Land District

The Board confirms that this disposal of real property has received ministerial approval pursuant to the Disposal of Land or Improvements Order, and that this disposal will have no adverse effect on the requirements of School District No. 83 (North Okanagan-Shuswap), and that this property will not be required for future educational purposes.

This bylaw may be cited as School District No. 83 (North Okanagan-Shuswap) Disposal of Real Property Bylaw No. 1-2020.

READ A FIRST TIME THE 16th DAY OF June 2020;

READ A SECOND TIME THE 16th DAY OF June 2020;

READ A THIRD TIME, PASSED THE 16th DAY OF June 2020.

Board Chairperson

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 83 (North Okanagan-Shuswap) Disposal of Real Property Bylaw No. 1-2020 adopted by the Board the 16th day of June 2020.

Secretary-Treasurer



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: Board of Education
FROM: Alanna Cameron, Secretary-Treasurer
RE: Risk Assessment

DATE: 16 June 2020

Purpose

This briefing note is to update the Board of Education on the progress of the action plan undertaken by District staff to address the key risks identified in the KPMG Enterprise Risk Management (ERM) Assessment Summary Report and Risk Register for School District No. 83.

Background

In the spring/summer of 2017, the District engaged KPMG to complete an Enterprise Risk Management (ERM) Assessment for School District No. 83. The assessment was designed to help the District identify significant risks, prioritize the risks, and provide guidance on appropriate risk mitigation strategies and monitoring procedures. ERM is founded on the premise that risks are not merely hazards, but can present opportunities to create value.

The assessment process was completed in five phases over a number of months which included stakeholder interviews and an ERM workshop facilitated by KPMG. The final deliverables of the ERM project comprised of a Summary Report (presented to the Official Trustee at the June 19, 2018 Regular Board Meeting) and a high-level Risk Register which included the risk ranking, potential risk drivers and a summary of current mitigation activities/compensating controls for each risk.

Next Steps

Based on the information in the Risk Register, over the coming months, District staff will delegate each of the 24 identified risks to the appropriate department to discuss the action plan for each risk. Departments will then develop and commit to ongoing monitoring and review processes in order to ensure that the identified risks are controlled and/or mitigated. All action plans will be reviewed, documented and discussed at the Audit Committee.

Attached for information is the action plan for the six risks that relate to Human Resources, detailing the current mitigation/compensating controls and their status.

Recommendation

No action; for information only.

Respectfully submitted,

Alanna Cameron

Alanna Cameron
Secretary-Treasurer

Number	Category	Risk Item	Risk Description	Potential Risk Drivers	Current Mitigation/Compensating Controls	complete/on-going/in progress	Primary Risk Impact Category	Impact	Likelihood	Risk Rating	Rank Order
5	Human Resources	Labor disruption	The risk that an agreement cannot be reached with the BCTF Union which may lead to a strike or labor disruption.	• Lack of flexibility around negotiating or renegotiating collective bargaining agreements • Skillsets within unionized workforce unable to meet future needs of the School District • Rising costs of unionized employees • Constraints associated with Union Agreements	• Successful local teacher and CUPE bargaining complete in 2019 • We have very little role in provincial bargaining, this continues to be a major risk • Rising costs of unionized employees continues to be funded by the Ministry, a potential risk if this ever changed	Ongoing	Operational Efficiency & Effectiveness (includes IT-related risks)	3.80	4.30	16.34	3
6	Human Resources	Key employee retention	The risk that School District No. 83 is unable to retain highly skilled faculty and staff in key positions to meet the district's needs.	• Potential candidates may be unwilling to relocate to the region • Funding constraints may lead to inability to offer competitive compensation packages • Younger workforce (Millennials) tend to change jobs more frequently • Collective bargaining • Lack of succession planning for some key roles	• The lift of the BCPSEA freeze on exempt grid movement has allowed the District to reward its exempt employees for their performance and loyalty • Induction and mentorship programs have been established for new teachers and new PVPs • Positive rounds of local bargaining have taken place with CUPE and NOSTA resulting in a strong ratification vote by both memberships	Ongoing	Human Resources	3.70	4.00	14.80	7
7	Human Resources	Performance management	The risk that School District No. 83 does not have sufficient performance management processes in place to identify underperformance or reward high performers.	• Lack of formal performance management processes • Lack of defined performance expectations • Change-resistant culture • Insufficient capacity to institute a performance management program	• The HR department has conducted training with PVPs and Management on performance appraisals of all staff • All PVPs have received a performance appraisal in the last 3 years • All SLTs are receiving a performance appraisal during this school year • Established a process to evaluate all exempt staff, four appraisals have been completed since December 2018 • CUPE and NOSTA staff are evaluated based on Collective Agreement language. HR has established processes to streamline these evaluations to ensure they take place	Complete	Human Resources	3.70	4.00	14.80	6
8	Human Resources	Succession Planning	The risk that School District No. 83 is unable to adequately plan for and replace potential vacancies within key management, teaching and administrative positions, leading to potential loss of organizational knowledge and skills when employees leave the School District.	• Lack of formalized succession planning process • Lack of resources to invest in processes related to succession planning	• Re-developed organizational chart giving leadership and responsibilities to more SLT members • Establishment of principal and vice principal pools allows the district to be ready for expected and unexpected turnover • Instructional Leadership Team provides opportunities for strong teachers to develop leadership skills • Induction and mentorship programs support growth and help to identify candidates for future key positions • Ongoing recruitment focussing on difficult to recruit teaching positions (LRT, FI, TechEd, Music) • New teacher induction program to help retain new teachers	Ongoing	Human Resources	2.80	3.50	9.80	16

9	Human Resources	Staff capability and training	The risk that School District No. 83 employees have insufficient capability and training to fulfill their required responsibilities.	• Competing priorities • Insufficient government funding • Insufficient processes around training	• Professional development funds for Senior Staff and Management are being utilized • Positive relationship between the District and NOSTA Pro-D reps around the professional development of teachers • New Service Improvement Allocation funds will improve orientation and on-boarding of CUPE staff • HR processes around on-boarding and orientation have been enhanced and streamlined to improve effectiveness	Ongoing	Operational Efficiency & Effectiveness (includes IT-related risks)	2.80	3.50	9.80	15
10	Human Resources	Required role implementation	The risk that School District No. 83 does not have adequate autonomy to implement required new roles or change responsibilities within existing roles.	• Lack of dialogue and flexibility with PSEC • Lack of capacity has led to individuals voluntarily taking on additional responsibilities within their current roles	• District has been working closely on adjusting and adapting job descriptions and compensation with BCPSEA/PSEC – new positions include Manager of Facilities & Grounds, HR Coordinator • New positions in Operations department are leading towards increased capacity	Ongoing	Human Resources	3.70	4.30	15.91	4



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education **DATE:** 16 June 2020
FROM: Peter Jory, Superintendent of Schools/CEO
RE: **Policy 250 – Freedom of Information and Protection of Privacy**

Background

Policy 250 – Freedom of Information and Protection of Privacy (formerly Policy 3070) has been revised as part of the Policy Manual renovation.

Revisions to the policy are minor wordsmithing edits only. It is being presented to the Board for first reading at this time.

Recommendation

That the Board of Education approve the first reading of a revised Policy 250 – Freedom of Information and Protection of Privacy (formerly Policy 3070).

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 250 FREEDOM OF INFORMATION and PROTECTION OF PRIVACY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is a public body subject to the provincial BC Freedom of Information and Protection of Privacy Act (FIPPA) and the School Act. Both statutes contain provisions that regulate the public's access to information held by the District and govern the District's responsibilities to protect personal information from unauthorized access, use or disclosure. Also, the District must ensure that all personal information held in its custody and control is protected by reasonable security arrangements. Relevant guidelines in FIPPA will be followed when making decisions to retain or dispose of information' *'Under FIPPA, a public body must retain personal information for at least one year after it is used to make any decision'* (FIPPA, School Act, Collective agreements, HR Guidelines, other district policies)

Guidelines

1. Personal Information

Under the FIPPA, "personal information" means any information about an identifiable individual. Personal information may include data such as unique identifiers (PEN/SIN), school records, **personal** contact numbers, gender, medical history, education, employment, psychiatric history, behavioural assessments, personnel evaluations, digital images, audio and video recordings, racial or ethnic origin, sexual orientation or religious beliefs.

2. Employee Personal Information

Employee personal information is any recorded information about an identifiable employee (see Personal Information above) other than contact information. The release and sharing of contact information **for an employment purpose** is not a privacy violation.

3. Student Personal Information

Student personal information includes Personal Information (defined above) plus any information that identifies a student including the student's name, address, and contact numbers, Personal Education Number, assessments, results, and educational records. District employees may disclose student personal information to other District employees where such disclosure is necessary for the performance of the duties of the employee and to other School Districts where it is necessary for educational purposes.

4. Collection of Personal Information

The District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual the information is about unless another method of collection is authorized by the individual or the statute.

When a school or the District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected. The parents/guardians of a student must authorize the disclosure of personal information for purposes ancillary to educational programs such as:

- newsletter publications;
- website postings;
- video conferencing;
- social media applications;
- honour roll lists;
- team rosters; or
- ~~yearbooks~~ Yearbooks.

Parents/guardians will complete and submit the form ~~entitled~~ STUDENT REGISTRATION FORM – Freedom of Information and Protection of Privacy upon their child's initial enrollment. Where the parent or guardian provides consent, this will allow the school or the District to publish student personal information, **including photographs**, for purposes such as:

- recognition of achievement;
- promotion of events; or
- commemoration of school events.

The authorization is deemed in effect until the student changes or transitions to another school. Parents/guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the District's operational activities. Posting of personal information such as exam results should not contain student identifiers.

5. Use of Personal Information

Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Should there be a need to access information for a purpose other than why it was collected or if there is uncertainty as to the confidentiality of the information; clarification will be provided from the District Privacy Officer (Secretary-Treasurer) in keeping with the provincial legislation BC Freedom of Information and Protection of Privacy Act (FIPPA).

6. Disclosure of Personal Information

Personal information may be disclosed to an external or third party if the individual who is the subject of the information has provided written consent. In the case of a student under age nineteen, such consent may be provided by the student's parent or guardian.

Disclosure of personal information should not occur ~~when using a mobile phone~~ in any situation or in any physical location that may compromise confidentiality.

~~Employees of the District~~ employees have ~~a general right of to~~ access ~~to any District records~~ in ~~the its control and~~ custody ~~or under the control of the District, provided that access is as~~ long as it's required to complete the duties of the work assignment.

A custodial parent or guardian has the right to access personal information on behalf of their ~~a~~ child under the age of nineteen.

The District governs the right of access by an individual to his/her own personal information and by the public to any information or records in its custody or control of the District.

School districts, other government ministries or law enforcement agencies may have access to personal information where obtaining this information is necessary for the provision of their services.

7. Securing Personal Information

Information management must be dealt with in a responsible, efficient, ethical and legal manner. Users of electronic network resources should not disseminate personal information to anyone not covered by a confidentiality agreement, also precautions should be taken to ensure information is protected from unauthorized access, use and disclosure. All District employees are expected to maintain, secure and retain appropriate student and personnel

records in a manner that respects the privacy of employees, students and students' families and complies with the regulations specified in FIPPA and the School Act.

The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees:

- security (e.g. passwords, encryption) must be in place for personal information, stored, printed or transferred by computers;
- all electronic mobile devices (even personally owned devices) that access or store District data must be secured by a password log-on and use the highest available encryption options;
- electronic mobile devices that contain or can access District data should be kept on one's person **or never be left unsecured** in public areas (i.e. classrooms, hotel rooms);
- passwords should not be shared nor should anyone logon to a system using an ID that has not been specifically assigned to them; and
- paper files should be safeguarded by implementing reasonable security precautions:
 - locked storage;
 - removal of personal information from work areas; and
 - shredding of documents containing personal information.

Access to any personal information should be based on employment duties requiring such access. Unauthorized access to information about colleagues, friends, or family is not permitted. Any personal information that is no longer required for administrative, financial or legal purposes will be destroyed in a confidential manner. Paper files due for destruction should be securely shredded and disposed of; computer files should be deleted in their entirety; any data storage devices should be fully erased prior to disposal (i.e. computers, Multi Functional Devices, printers).

8. Reporting of Complaints

Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee personal information, breach of confidentiality protocols or contraventions of this Policy must report such activities to the District Privacy Officer (Secretary-Treasurer) who will determine appropriate action if necessary and report back to the complainant.



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education **DATE:** 16 June 2020
FROM: Peter Jory, Superintendent of Schools/CEO
RE: **Policy 121 – Sexual Orientation and Gender Identity**

Background

The Board of Education approved second and final reading of Policy 121 – Sexual Orientation and Gender Identity in May 2019.

Revisions were made by the Policy Committee in 2020 and guideline #4 now includes an additional sentence, which states that “school staff will ensure student safety by maintaining confidentiality and will provide support as directed by the student.”

The Board approved first reading of revised Policy 121 at its meeting on May 19, 2020.

Recommendation

That the Board of Education approve the second and final reading of a revised Policy 121 – Sexual Orientation and Gender Identity.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

POLICY 121 SEXUAL ORIENTATION AND GENDER IDENTITY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is committed to establishing and maintaining a safe and positive learning environment for all members of the school community (including students, parents, teachers, support staff and anyone involved with the district) who identify as members of a sexual minority or are questioning their sexual orientation or gender identity, or who are two-spirit persons. This policy is established with the intent and recognition that public schools need to be safe for everyone.

The Board recognizes and values the diversity found within the district and recognizes that individuals who are members of a sexual minority face a unique set of challenges within our schools. Specifically, any homophobic and gender-based comments, discrimination, and bullying are demeaning to all regardless of their actual or perceived sexual orientation.

Individuals who are dealing with or those perceived to be dealing with issues of sexual orientation or gender identity, are frequently targets of discrimination, harassment, physical and sexual violence, and /or social and emotional isolation. Any form of discrimination, intimidation, or harassment against any person based on gender/gender identity or sexual orientation/perceived sexual orientation is prohibited.

This policy and guidelines apply to the behaviour of all members of the school community including students, parents, teachers, support staff and anyone involved with the district.

Resolution to complaints to school authorities arising from this policy should be resolved in a respectful and restorative manner, providing education and the opportunity for all impacted to move forward in a positive manner.

Guidelines

1. The District Code of Conduct requires that appropriate behaviours and attitudes should be reflected in classroom instruction and modeled by adults in the school learning and work environments, and that students are expected to exhibit behaviour that enables all to participate effectively in the educational community.
2. Any language or behaviour that deliberately degrades, denigrates, incites hatred, prejudice, discrimination, or harassment towards individuals on the basis of their real or perceived sexual orientation or gender identification will not be tolerated. Schools shall include the prohibition of such language and behaviour in their students' codes of conduct.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 65]
Human Rights Code [RSBC 1996, Sections 3-14]
Canadian Charter of Rights and Freedoms (Constitution Act 1982, Part 1 Section 15)
Related Contract Article: NOSTA Article E.1 and E.29
CUPE 523 Article 4

Adopted: June 9, 2015
Amended: May 6, 2020

3. All employees have an obligation to intervene in any interaction involving the use of labels and slurs, and behaviours regardless of the speaker's intentions, and to convey that such comments are against Board policy and will not be tolerated in the educational community.
4. The *Safe, Caring and Orderly* schools mandate of the Province of British Columbia requires that schools strive to "develop positive, welcoming school cultures and are committed to fostering optimal environments for learning". All schools must be consistently active in promoting a positive and welcoming culture and take specific action in order to promote the establishment of this culture for all, and specifically for individuals dealing with or perceived to be dealing with issues of sexual orientation or gender identity. School staff will ensure student safety by maintaining confidentiality and will provide support as directed by the student.
5. All school and district counselors employed by the Board shall be educated in the knowledge and skills required to deal with sexual orientation and gender identity issues. School and district counselors shall be informed and be familiar with all policies with respect to the requirements of the federal and provincial human rights provisions and school district policy with regard to sexual orientation and gender identity issues.
6. Where students request and where staff are willing to volunteer their time, "Gender Sexuality Alliance" clubs (GSAs) will be encouraged beginning in grade six. All students will be welcome at these teacher-sponsored clubs.

POLICY 121 SEXUAL ORIENTATION AND GENDER IDENTITY

The Board of Education of School District No. 83 (North Okanagan-Shuswap) is committed to establishing and maintaining a safe and positive learning environment for all members of the school community (including students, parents, teachers, support staff and anyone involved with the district) who identify as members of a sexual minority or are questioning their sexual orientation or gender identity, or who are two-spirit persons. This policy is established with the intent and recognition that public schools need to be safe for everyone.

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1. The District Code of Conduct requires that appropriate behaviours and attitudes should be reflected in classroom instruction and modeled by adults in the school learning and work environments, and that students are expected to exhibit behaviour that enables all to participate effectively in the educational community.
2. Any language or behaviour that deliberately degrades, denigrates, incites hatred, prejudice, discrimination, or harassment towards individuals on the basis of their real or perceived sexual orientation or gender identification will not be tolerated. Schools shall include the prohibition of such language and behaviour in their students' codes of conduct.

3. All employees have an obligation to intervene in any interaction involving the use of labels and slurs, and behaviours regardless of the speaker's intentions, and to convey that such comments are against Board policy and will not be tolerated in the educational community.
4. The *Safe, Caring and Orderly* schools mandate of the Province of British Columbia requires that schools strive to "develop positive, welcoming school cultures and are committed to fostering optimal environments for learning". All schools must be consistently active in promoting a positive and welcoming culture and take specific action in order to promote the establishment of this culture for all, and specifically for individuals dealing with or perceived to be dealing with issues of sexual orientation or gender identity. School staff will ensure student safety by maintaining confidentiality and will provide support as directed by the student.
5. All school and district counselors employed by the Board shall be educated in the knowledge and skills required to deal with sexual orientation and gender identity issues. School and district counselors shall be informed and be familiar with all policies with respect to the requirements of the federal and provincial human rights provisions and school district policy with regard to sexual orientation and gender identity issues.
6. Where students request and where staff are willing to volunteer their time, "Gender Sexuality Alliance" clubs (GSAs) will be encouraged beginning in grade six. All students will be welcome at these teacher-sponsored clubs.



The Board of Education of School District No. 83 (North Okanagan-Shuswap)

BRIEFING NOTE

TO: The Board of Education
FROM: Alanna Cameron, Secretary-Treasurer
RE: **2020-21 Annual Budget**

DATE: June 16, 2020

Purpose

As per Section 113 (2) of the *School Act*, the Minister of Education requires that Annual Budgets are prepared, adopted by bylaw and submitted on or before June 30th each fiscal year. The 2020-21 Annual Budget Bylaw for School District No. 83 (North Okanagan-Shuswap) is presented to the Board of Education for adoption.

Background

The 2020-21 proposed Annual Budget, as presented, has been prepared in accordance with Public Sector Accounting Standards and includes the Operating Fund, Special Purpose Funds, and the Capital Fund. School districts operate on a fiscal year of July 1 to June 30.

The 2020-21 Annual Budget Report included in this briefing note outlines the Board's budget development process, provides an analysis of the 2020-21 projected operational revenues and expenditures, as compared to the 2019-20 Amended Annual Budget, and proposes recommendations for Board consideration.

Supporting Documentation

1. Annual Budget - School District No. 83 (North Okanagan-Shuswap) June 30, 2021 - Version 1946-1200-8218
2. 2020-21 Past Present Proposed Budget Summary

Annual Budget Report

❖ **BUDGET DEVELOPMENT PROCESS**

One of the primary responsibilities of an elected school board is to pass, by bylaw, a balanced annual budget for each school year on or before June 30 of the year prior. The Minister requires revenues and related expenditures to be tracked in three major categories:

- Operating Funds
- Special Purpose Funds
- Capital Funds

Special Purpose Funds are typically allocated on an annual basis and are provided for very specific purposes or initiatives. The Board has little autonomy on how these funds are spent (e.g. Classroom Enhancement Fund, Annual Facilities Grant, Community LINK, Ready Set Learn, and School Generated Funds).

Capital Funds are provided by the Minister in response to the Board's approved 5-Year Capital Plan submission. These funds are allocated specifically for the purchase and long-term maintenance of the district's major capital assets.

Operating Funds are intended to provide for the day-to-day operations of the school district, including instructional programs, school and district administration, facilities operations and maintenance, and transportation. With the exception of targeted Indigenous Education funding, Boards have the autonomy to allocate operational funding as they deem appropriate. Though districts have the ability to generate operating funds locally, through ventures such as facility rental, interest generation and international student programs, the bulk of operating funds are provided by the Ministry.

To advise and assist with the 2020-21 Operational Budget development, the Board accessed its Budget Committee. The committee consists of representation from all partner groups:

- Teachers
- Support staff
- First Nations
- Principals and Vice Principals
- Parents
- Students
- District Staff

The purpose of this working group is to provide the Board with representative advice on budget issues and implications of proposed changes, and to allow for an interactive forum for open communication and understanding of the budget.

At its Regular Meeting on December 17, 2020, the Board approved the 2020-21 **Budget Committee Terms of Reference** and **Preliminary Annual Budget Timeline and Process**, and after discussion with Budget Committee Members, adopted the **Budget Development Guiding Principles**. Subsequently, at its Regular Meeting of April 21, 2020, the Board of Education adopted a revised **Preliminary Annual Budget Timeline and Process** in response to the pandemic situation and the inability to hold face-to-face meetings.

Detailed Budget Presentations from each department were emailed to all Budget Committee Members and Trustees over the last week of April. The Committee met via Teams on May 5th and again on May 12th. The presentations and follow-up meetings provided an opportunity for:

- trustees to hear directly from the field through a facilitated interactive group discussion around key educational topics/issues
- partner groups to present and share values and perspectives directly with trustees and the senior leadership team
- discussion and consideration of the implications of the preliminary operating grant announcement and any potential budget shortfall or enhancement
- direct interaction and communication with all management staff

- an in-depth presentation and discussion of each department's background, current goals and objectives, key strategies to achieve established goals, the performance measures in place to ensure success, and detail of past, current and projected finances

A public budget consultation Teams meeting was held on May 14th. The public was provided with general information on how school districts are funded and the Ministry of Education's established regulation related to annual budget submission. The Board's 2020-21 preliminary budget development process was discussed, detail of known or anticipated revenue changes and cost pressures/savings were shared, and the preliminary budget priorities and initiatives were proposed for 2020-21. The public was given an opportunity to provide feedback and ask questions during the meeting, via email, and via public survey.

The Board reviewed and discussed all feedback and recommendations that were received from the Budget Committee Members, the public and administrative staff at its May 28th and June 10th Committee of the Whole Meetings.

❖ **OPERATING FUNDS**

Boards hold autonomy and responsibility to allocate operating funds as they deem appropriate within their individual districts.

The operating revenue and expenditure budgets include:

1. the anticipated unappropriated surplus carry-forward from the 2019-20 fiscal year;
2. the known or anticipated changes in revenues, including the Ministry of Education Block Funding resulting from anticipated changes in student enrolment and other;
3. the known, anticipated or proposed changes in operational expenses.

➤ **2019-20 APPROPRIATED OPERATING SURPLUS**

Based on a thorough analysis of the 2019-20 revenues and expenditures to June 4, 2020, district staff have projected an estimated year end surplus of not less than \$597,301 (see Schedule 2 - "***Budgeted Prior Year Surplus Appropriation***"). The proposed budget as presented, proposes to roll over these funds for the following purposes:

<u>Prior Year Appropriated Surplus</u>	
Unspent Special Grant allocations	4,301
Unspent School Supplies	250,000
Papercut Management Software	28,000
Custodial Cleaning Supplies and Paper Products	50,000
White Fleet/Operations Equipment	100,000
Bus Engine Replacements	90,000
DDC Control Upgrade	75,000
Planned Prior Year Appropriated Surplus	597,301

➤ **2020-21 OPERATING REVENUES**

Ministry of Education Provincial Operating Grant

Government is providing an additional \$144.6 million in operating grants to school districts this year for a total of about \$5.536 billion.

Children and youth in care, children living in low income families and a greater number of students with mental health challenges will benefit from a new \$23-million supplement being allocated to school districts in 2020/21.

The Ministry is improving equity in the system by continuing to increase funding to support students with special needs and Indigenous education. Students with special needs are being supported with an estimated \$627 million in supplemental funding in 2020/21. Indigenous learners will benefit from an estimated \$93.3 million in supplemental funding in 2020/21.

Students at rural schools will benefit from the largest one-year funding increase ever for their schools, with \$321.6 million allocated this year, \$26.5 million more than last year.

Funding Supplement	2019/20 Rate	2020-21	Change
Basic Allocation	7,468	7,560	92
Special Needs – Level 1	42,400	43,000	600
Special Needs – Level 2	20,200	20,400	200
Special Needs – Level 3	10,250	10,300	50
English Language Learning	1,495	1,520	25
Aboriginal Education	1,450	1,500	50
Non-Graduated Adult Education	4,773	4,823	50
Student Location Factor (elementary)	266.00	271.00	4.47
Student Location Factor (secondary)	355.00	361.00	5.93

The resulting effects of these rate changes, combined with the anticipated growth of 96.4375 full-time equivalent (FTE) students for 2020-21 are as follows:

- The Employer Health Tax grant and the Support Staff Labour Settlement Funding (including the Service Improvement Allocation Fund and with the exception of Teacher Labour Settlement Funding) will roll into the Basic Allocation within the block as a portion of the \$92 per student increase. The Classroom Enhancement Fund Overhead will be reduced by 10%. These changes, along with an anticipated growth of 96.4375 student FTE will result in an over-all increase in base funding of \$518,815.
- The Teacher Labour Settlement Funding will be provided as a separate grant for 2020-21 in the amount of \$1,767,813.
- The Vulnerable Student Grant will discontinue. The Curriculum and Learning Support Fund will be reduced by 60%. The Equity of Opportunity Grant will be introduced. The net effect of changes to these three supplemental grants combined will be a loss of \$108,731 in funding for 2020-21.

- The Rural Enhancement Education Fund and the Carbon Tax grant will roll into the block to form a portion of the increased rates for the Geographical Factor Grant within the block. The net effect for SD 83 will be an increase of \$662,957 in geographical funding.
- The increase of \$50 per student, combined with an anticipated growth in self-identified indigenous students will result in an increase of \$93,800 in Indigenous Education Targeted Funding.
- The anticipated growth in funded categories of Special Needs and English Language Learning (ELL) students, combined with the rate changes will result in an increase of \$1,394,160 for 2020-21.

The impact of all changes will result in a net increase of \$4,328,814 in operational funding from the Ministry of Education for 2020-21.

Other Operating Revenues

Additional changes to Other Ministry Grant Revenues include a small reduction in the district's reimbursement for self-provisioned telecommunication services and the discontinuation of the professional development portion of the Mental Health Grant. These two changes combined result in a reduction of \$9,329.

Industry Training Authority (ITA) funding is projected to decrease by \$9,050 due to a slight decrease in anticipated enrolment in dual credit trades programs.

The investment income projection has been reduced by \$90,000 for 2020-21 in response to the rate reductions recently initiated by the Bank of Canada.

The total budgeted operating revenues are estimated at \$76,091,224 (see Schedule 2A "**Total Operating Revenue**").

➤ 2020-21 OPERATING EXPENDITURES

Cost Pressures/Anticipated Savings:

Benefit Premiums

Based on the annual renewal rates provided by the district's benefit plan administrators, combined with known or anticipated changes to pension contribution rates, WSBC premium rates and/or statutory benefits rates, our Director of Finance conducts an in-depth analysis in order to estimate possible budgetary impacts for benefit provisions for the subsequent year. Based on this analysis, it is expected over-all benefit costs, for all employee groups, to increase by \$285,000 for 2020-21. However, due to the accrued surplus balances that are retained in trust from prior year contributions, the district plans to request 3 premium holidays over the 2020-21 fiscal year, resulting in an estimated savings of \$150,000.

Wages and Compensation

- **Teachers** – based on the calculation of the 2% increase in teacher wages retro-active to September 1, 2019, the expected shortfall in teacher wage-settlement funding is estimated at \$160,000 for 2020-21. A 0.200 FTE reduction in School Psychologist time

as well as a 0.800 FTE reduction in Inclusion helping Teacher time have been proposed resulting in a savings for 2020-21 of \$97,840.

- **CUPE** – expected over-all costs for the 2% wage increase for all support staff employees effective July 1, 2020, based on 2019-20 staffing levels, is estimated at \$345,000. This anticipated increase is reduced by \$45,000 with the elimination of the currently vacant Light Vehicle Operator position.
- **Principals and Vice Principals** – expected increases of \$235,300 include a general grid increase of 2% effective July 1, 2020, contractual improvements related to professional development, grid increments related to tenure and performance reviews, and re-categorizations of district-level positions.
- **Excluded Staff and Trustees** – projected decrease of \$24,000 include a general grid increase of 2% effective July 1, 2020, grid increments related to tenure and performance reviews, the addition of the Health, Safety and Wellness Coordinator position, and the elimination of the Assistant Superintendent of Instruction through attrition.

Other

- **Insurance Premiums for Contract Snow Clearing** - Due to a significant number of high value personal injury claims submitted by snow clearing and ice control contractors, insurance premiums for federal, municipal and institutional public contracts are expected to continue to increase at substantial rates. These additional costs will inevitably be passed on to the customer. We anticipate a minimum increase in contracted snow clearing costs of \$40,000 for 2020-21.
- **General Inflation** – the BC Consumer Price Index for 2019-20 published a 2.2% annual rate of inflation for 2019-20. Should this rate remain consistent for 2020-21, the annual inflationary cost on supplies and materials is estimated at \$160,000, based on the portion of the operational budget committed to these budget lines for 2019-20. Though this anticipated cost pressure is noted, only ¼ of this estimation (\$40,000) is included as an unavoidable cost pressure for budgeting purposes for 2020-21.
- **Utilities** – as a result of the current global pandemic, utility costs are expected to dip slightly for 2020-21. The anticipated savings are estimated at \$27,000.
- **MyEd Student Information System** – In December 2018, the Board approved the implementation of the Provincial Student Information System “MyEducation BC” for the 2019-20 school year. Training and implementation costs were estimated at \$200,000. As this conversion is now substantially complete, the expected savings for 2020-21 are estimated at \$160,000.
- **Accrued Benefit Obligation** - Mercer has recalculated the Accrued Benefit Obligation for the District's Employee Future Benefits (EFB) based on the interest rate at March 31, 2020 (early measurement date). In order to comply with Public Sector Accounting Standards (PSAS), any additional related cost or saving must be recognized. The additional cost for our Accrued Benefit Obligation for 2020-21 is estimated at \$32,000.
- **Summer School 2020** – In light of the circumstances related to COVID-19, the District will not be offering a summer reading program in July, resulting in a reduction in expenses of \$9,200.

- **Uninsured Losses** – The district is required to cover a \$10,000 deductible for each insurance claim filed with the Ministry of Education’s School Protection Plan. In the fall of 2019, the district experienced an unusually high number of water damage claims due to extreme/unusual precipitation. The district expects fewer claims in 2020-21, and therefore plans to reduce the associated budget by \$20,000.
- **Inashiki Exchange Program** – in light of the current pandemic, and the restrictions on international travel, the budget of \$13,000 has been temporarily removed for 2020-21.

Enrolment Growth/Decline

- **Regular Student Enrolment** - Enrolment projections indicate an increase of 96.4375 FTE students for September 2020 which has resulted in the following required staffing increases:
 - Classroom Instruction - 5.864 FTE teaching (the need for 2 of these positions is planned for/recognized, however they will be held back as contingencies until actual student enrolment is known in September)
 - Counseling (middle/secondary) and Library (based on ratio formula) - 0.292 FTE teaching
 - Learning Resource (based on ratio formula) – 0.580 FTE teaching
 - Education Outreach Program - 0.143 teaching
 - School Administration – 0.200 FTE teaching

Total salary and benefit costs for 7.079 teaching FTE is estimated at \$690,000.

- **Career Education** – A reduction of \$20,000 in Career Program supports is expected due to an associated drop in student Trades Program enrolment.

Supported Additional Initiatives:

Inclusive Education

- **Additional Supports for Students with Diverse Learning Needs** – Based on the projected increases in the number of designated students and their individual needs assessments, an increased budget allocation is provided for additional Certified Educational Assistants’ and/or teaching support time.
- **Teacher of Students with Visual Impairments (TSVI)** - TSVIs support students with vision impairments and additional exceptionalities, as well as learners with deaf-blindness. The educational programming requirements of students with visual impairments are highly individualized. An additional 0.500 FTE Teaching time (\$87,500) is provided in order to better meet the needs of students in the district.

Instruction and Curriculum

- **Indigenous Literacy Intervention Program** - Given that the district’s indigenous students continue to have lower reading results and graduation rates, and given that early intervention with reading is the proven way to start to address this, an addition of 0.500 FTE Indigenous Literacy Intervention Program Teacher (\$49,000) at M.V. Beattie is provided. The intent of this pilot program is to rely on the built-in professional

development of the Literacy Intervention Program model, but be specifically focused on supporting indigenous students.

Operations

- **Water Filters/Bottle-filling Stations in Schools** - \$30,000 is provided to initiate the process of installing filters and bottle-filling stations in all school sites in response to the recent changes imposed by Health Canada in relation to the lowered levels of allowable lead content in drinking water. This budget provision over a 5-year period will ensure that drinking water from all sources in all school sites is fully in compliance to the revised standards.
- **Increased Replacement of Custodians** - An increase of \$50,000 is provided to increase replacement time of absent custodians which will ensure the Custodial Department meets its primary objective of providing clean and healthy environments for all staff, students, and parents at all times, and particularly, during current times of COVID-19.

Equipment Refresh Plans

In order to ensure long-term operational efficiencies and sustainability, the following equipment purchases are included for 2020-21:

- **Computer Hardware** – in support of the district’s Information Technology Plan as adopted by the Board in June of 2019, specifically:
 - *1.5. Commit to an equitable deployment and refresh cycle that supports a minimum 4 to 1 student to mobile devices ratio in each school for students in grades 4-12.*
 - *1.6. Commit to an equitable deployment and refresh cycle that supports a minimum 6 to 1 student to mobile devices ratio for students in kindergarten-grade 3 or a minimum of 28 devices in each school (whichever is greater).*

an increase of \$250,000 is required to ensure the commitments as outlined are met.

- **Photocopier Fleet** - the district’s entire fleet of copiers (52 units) was purchased with surplus/local capital funds 5 years ago (estimated value \$480,000). Many of the copiers are now at end-of-life and require replacement. The District has worked with the vendor to develop a 4-year refresh plan in an effort to: a) avoid significant and sporadic cost pressures in the future, b) to avoid significant increases in services and maintenance fees, and c) to ensure down-time is avoided and operational efficiencies are maintained. The estimated cost for year 1 of this 4-year refresh plan is \$90,000.
- **Phone System Refresh Plan** – the district has initiated a 3-year plan to replace costly server-based phone systems with software-based phone systems. The 3-year plan allows for older equipment to be replaced where required and to keep the amount of change currently in the system to a minimum. The cost of the new system will be offset by the budget allocation required by the older system. Unfortunately, the 3-year plan will cause some increased costs as it will be necessary to run and maintain both systems at the same time. This opportunity is part of the continued plan and strategy to centralize software and leverage the products that the district has already invested in. This has only been available to the district in the last few years and has proven

invaluable during the recent times as related to the discontinuation of in-class instruction. The required budget for this initiative for 2020-21 is \$33,000.

- **Band Equipment** – As a result of the recent discontinuation of band equipment rental fees previously charged to parents/guardians, an additional \$33,000 is required in order to maintain, repair and refresh band equipment. These funds are required in order to support the music program by ensuring band instruments remain available to all students.
- **Auto Scrubbers** – An auto scrubber is a motorized device used to clean floors in a variety of businesses, industrial environments, shops, and large buildings. Auto-scrubbers are viewed as the preferred ergonomic option when considering employee health and the reduction of injury. Currently, only 50% of the district's schools have auto scrubbers. An annual budget increase of \$25,100 is required to purchase 4-5 small auto scrubbers per year in an effort to improve the efficiency of our Custodial services. Schools will see an improvement in cleanliness, and Custodians will see improvements in their physical health and wellness.

The total budgeted operating expenses are estimated at \$75,355,013 (see Schedule 2B "**Total Operating Expense**").

➤ **2020-21 OPERATING CONTINGENCY**

As per the Board's **Regulation 4060.01R**, a \$355,000 Operational Contingency Reserve has been internally restricted in order to enable the Board to address unexpected increases in expenses and/or decreases in revenues that may arise in 2020-21.

❖ **SPECIAL PURPOSE FUNDS**

Special Purpose Funds are grants provided by the Ministry of Education or other sources that have been designated for specific purposes. These funds are intended to be spent within the year they are provided. Any unspent special purpose funds must be held in trust and be shown as unspent deferred revenues on our year-end financial statements.

Special Purpose Funds include the operational portion of the Annual Facilities Grant, the Learning Improvement Fund, Scholarships and Bursaries, School Generated Funds, StrongStart, Ready Set Learn, OLEP, CommunityLINK, and the Classroom Enhancement Fund. The Rural Enhancement Education Fund has been discontinued effective 2020-21.

Detail of the 2020-21 anticipated revenues and planned expenditures for Special Purpose Funds can be referenced on **Schedule 3A**.

❖ **CAPITAL FUNDS**

Currently, the Ministry of Education provides major and minor capital funding in the following categories:

- Annual Facility Grant (capital portion)
- Seismic Mitigation

- Building Expansion
- Building Replacement
- Bus Replacement
- School Enhancement
- Carbon Neutral Capital Plan
- Playground Equipment Funding

Local Capital Funds are generated through Board approved transfers of operating surplus for the purchase of capital assets in future years, and/or through sale of assets.

A summary of planned capital investments for 2020-21 is provided below:

2020-2021 Tangible Capital Assets	
MoE Deferred Capital Revenue	
Annual Facility Grant	1,340,831
Minor Capital	1,429,000
Buses	424,449
	3,194,280
Operating	1,333,512
Special Purpose Funds	316,925
Total Acquisition of Capital Assets	4,844,717

This total investment can be referenced in “**Total Acquisition of Tangible Capital Assets**” on **Statement 4**.

Recommendation

It is recommended that the Board pass three readings to approve and adopt the School District No. 83 (North Okanagan-Shuswap) 2020-21 Annual Budget Bylaw (Version 1946-1200-8218) as presented.

The Annual Budget Bylaw is sited on page 1 of the attached budget document. The total amount of \$90,217,258 for the fiscal year 2020-21 can be referenced in “**Total Budget Bylaw Amount**” on **Statement 2**.

Respectfully submitted,

Alanna Cameron

Alanna Cameron
Secretary-Treasurer

Annual Budget

School District No. 83 (North Okanagan-Shuswap)

June 30, 2021

School District No. 83 (North Okanagan-Shuswap)

June 30, 2021

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 83 (NORTH OKANAGAN-SHUSWAP) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 83 (North Okanagan-Shuswap) Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$90,217,258 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 16th DAY OF JUNE, 2020;

READ A SECOND TIME THE 16th DAY OF JUNE, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 16th DAY OF JUNE, 2020;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 83 (North Okanagan-Shuswap) Annual Budget Bylaw 2020/2021, adopted by the Board the 16th DAY OF JUNE, 2020.

Secretary Treasurer

School District No. 83 (North Okanagan-Shuswap)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,576,500	6,459,063
Adult	0.625	0.625
Other		5.625
Total Ministry Operating Grant Funded FTE's	6,577.125	6,465.313
Revenues	\$	\$
Provincial Grants		
Ministry of Education	81,067,362	78,128,049
Other	170,950	180,000
Other Revenue	3,246,645	3,446,645
Rentals and Leases	99,000	99,000
Investment Income	98,000	207,000
Amortization of Deferred Capital Revenue	3,390,000	3,330,000
Total Revenue	88,071,957	85,390,694
Expenses		
Instruction	68,202,973	67,050,243
District Administration	2,959,531	2,877,716
Operations and Maintenance	13,395,236	12,748,831
Transportation and Housing	4,009,081	3,828,478
Total Expense	88,566,821	86,505,268
Net Revenue (Expense)	(494,864)	(1,114,574)
Budgeted Allocation (Retirement) of Surplus (Deficit)	597,301	548,371
Budgeted Surplus (Deficit), for the year	102,437	(566,203)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	102,437	(566,203)
Budgeted Surplus (Deficit), for the year	102,437	(566,203)

School District No. 83 (North Okanagan-Shuswap)

Annual Budget - Revenue and Expense
Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	75,355,013	71,035,977
Operating - Tangible Capital Assets Purchased	1,333,512	775,228
Special Purpose Funds - Total Expense	8,261,808	10,414,291
Special Purpose Funds - Tangible Capital Assets Purchased	316,925	353,569
Capital Fund - Total Expense	4,950,000	5,055,000
Capital Fund - Tangible Capital Assets Purchased from Local Capital		285,565
Total Budget Bylaw Amount	90,217,258	87,919,630

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
Signature of the Superintendent	Date Signed
Signature of the Secretary Treasurer	Date Signed

School District No. 83 (North Okanagan-Shuswap)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2021

	2021 Annual Budget \$	2020 Amended Annual Budget \$
Surplus (Deficit) for the year	(494,864)	(1,114,574)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,650,437)	(1,128,797)
From Local Capital		(285,565)
From Deferred Capital Revenue	(3,194,280)	(2,003,929)
Total Acquisition of Tangible Capital Assets	(4,844,717)	(3,418,291)
Amortization of Tangible Capital Assets	4,950,000	5,055,000
Total Effect of change in Tangible Capital Assets	105,283	1,636,709
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(389,581)	522,135

School District No. 83 (North Okanagan-Shuswap)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	74,694,629	69,767,189
Other	170,950	180,000
Other Revenue	1,046,645	1,046,645
Rentals and Leases	99,000	99,000
Investment Income	80,000	170,000
Total Revenue	76,091,224	71,262,834
Expenses		
Instruction	60,026,807	56,716,406
District Administration	2,899,394	2,819,123
Operations and Maintenance	9,112,731	8,379,970
Transportation and Housing	3,316,081	3,120,478
Total Expense	75,355,013	71,035,977
Net Revenue (Expense)	736,211	226,857
Budgeted Prior Year Surplus Appropriation	597,301	548,371
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,333,512)	(775,228)
Total Net Transfers	(1,333,512)	(775,228)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 83 (North Okanagan-Shuswap)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	72,706,286	68,909,163
ISC/LEA Recovery	(1,036,645)	(1,036,645)
Other Ministry of Education Grants		
Pay Equity	641,286	641,286
Funding for Graduated Adults	1,000	1,000
Transportation Supplement	561,925	561,925
Carbon Tax Grant		90,000
Employer Health Tax Grant		538,167
Support Staff Benefits Grant	12,000	12,000
NGN Self-Provisioning	28,000	34,704
Foundation Skills Assessment Marking	12,964	12,964
Strategic Priorities - Mental Health Grant		2,625
Teachers' Labour Settlement	1,767,813	
Total Provincial Grants - Ministry of Education	74,694,629	69,767,189
Provincial Grants - Other	170,950	180,000
Other Revenues		
Funding from First Nations	1,036,645	1,036,645
Miscellaneous		
Miscellaneous	10,000	10,000
Total Other Revenue	1,046,645	1,046,645
Rentals and Leases	99,000	99,000
Investment Income	80,000	170,000
Total Operating Revenue	76,091,224	71,262,834

School District No. 83 (North Okanagan-Shuswap)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Salaries		
Teachers	30,001,003	28,104,950
Principals and Vice Principals	5,280,207	5,027,763
Educational Assistants	6,161,866	5,862,369
Support Staff	7,345,106	6,857,080
Other Professionals	2,232,521	2,116,975
Substitutes	3,019,637	2,997,003
Total Salaries	54,040,340	50,966,140
Employee Benefits	12,538,027	12,155,467
Total Salaries and Benefits	66,578,367	63,121,607
Services and Supplies		
Services	2,087,686	1,956,526
Student Transportation	9,000	9,000
Professional Development and Travel	571,430	549,580
Rentals and Leases	79,000	60,900
Dues and Fees	95,050	99,900
Insurance	201,100	224,808
Supplies	4,123,380	3,406,985
Utilities	1,610,000	1,606,671
Total Services and Supplies	8,776,646	7,914,370
Total Operating Expense	75,355,013	71,035,977

School District No. 83 (North Okanagan-Shuswap)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	23,492,426	1,115,471		233,586		1,885,628	26,727,111
1.03 Career Programs	410,698	82,093		74,777		4,000	571,568
1.07 Library Services	700,621			41,004			741,625
1.08 Counselling	1,219,740						1,219,740
1.10 Special Education	3,854,930	120,019	5,573,899	50,049	273,698	555,200	10,427,795
1.30 English Language Learning	50,669						50,669
1.31 Indigenous Education	271,919	108,373	587,967	52,058	188,566	28,120	1,237,003
1.41 School Administration		3,827,158		1,214,324		155,000	5,196,482
1.60 Summer School							-
Total Function 1	30,001,003	5,253,114	6,161,866	1,665,798	462,264	2,627,948	46,171,993
4 District Administration							
4.11 Educational Administration		27,093		21,049	341,456	10,000	399,598
4.40 School District Governance					79,679		79,679
4.41 Business Administration				338,356	868,464	34,642	1,241,462
Total Function 4	-	27,093	-	359,405	1,289,599	44,642	1,720,739
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				75,103	215,427		290,530
5.50 Maintenance Operations				3,349,659	175,814	235,000	3,760,473
5.52 Maintenance of Grounds				166,284			166,284
5.56 Utilities							-
Total Function 5	-	-	-	3,591,046	391,241	235,000	4,217,287
7 Transportation and Housing							
7.41 Transportation and Housing Administration				125,826	89,417		215,243
7.70 Student Transportation				1,603,031		112,047	1,715,078
Total Function 7	-	-	-	1,728,857	89,417	112,047	1,930,321
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	30,001,003	5,280,207	6,161,866	7,345,106	2,232,521	3,019,637	54,040,340

School District No. 83 (North Okanagan-Shuswap)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	26,727,111	6,465,499	33,192,610	2,185,115	35,377,725	32,807,040
1.03 Career Programs	571,568	129,088	700,656	126,800	827,456	726,500
1.07 Library Services	741,625	170,574	912,199	40,000	952,199	943,724
1.08 Counselling	1,219,740	280,540	1,500,280	1,000	1,501,280	1,922,626
1.10 Special Education	10,427,795	2,316,534	12,744,329	257,501	13,001,830	12,299,443
1.30 English Language Learning	50,669	11,654	62,323	4,000	66,323	62,751
1.31 Indigenous Education	1,237,003	365,657	1,602,660	210,840	1,813,500	1,745,280
1.41 School Administration	5,196,482	1,081,712	6,278,194	208,300	6,486,494	6,199,747
1.60 Summer School	-	-	-	-	-	9,295
Total Function 1	46,171,993	10,821,258	56,993,251	3,033,556	60,026,807	56,716,406
4 District Administration						
4.11 Educational Administration	399,598	81,894	481,492	102,690	584,182	726,310
4.40 School District Governance	79,679	5,976	85,655	130,500	216,155	215,939
4.41 Business Administration	1,241,462	260,295	1,501,757	597,300	2,099,057	1,876,874
Total Function 4	1,720,739	348,165	2,068,904	830,490	2,899,394	2,819,123
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	290,530	61,436	351,966	104,800	456,766	409,505
5.50 Maintenance Operations	3,760,473	836,013	4,596,486	1,668,150	6,264,636	5,597,012
5.52 Maintenance of Grounds	166,284	38,245	204,529	376,800	581,329	536,782
5.56 Utilities	-	-	-	1,810,000	1,810,000	1,836,671
Total Function 5	4,217,287	935,694	5,152,981	3,959,750	9,112,731	8,379,970
7 Transportation and Housing						
7.41 Transportation and Housing Administration	215,243	48,529	263,772	19,500	283,272	260,517
7.70 Student Transportation	1,715,078	384,381	2,099,459	933,350	3,032,809	2,859,961
Total Function 7	1,930,321	432,910	2,363,231	952,850	3,316,081	3,120,478
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	54,040,340	12,538,027	66,578,367	8,776,646	75,355,013	71,035,977

School District No. 83 (North Okanagan-Shuswap)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	6,372,733	8,360,860
Other Revenue	2,200,000	2,400,000
Investment Income	6,000	7,000
Total Revenue	8,578,733	10,767,860
Expenses		
Instruction	8,176,166	10,333,837
District Administration	60,137	58,593
Operations and Maintenance	25,505	21,861
Total Expense	8,261,808	10,414,291
Net Revenue (Expense)	316,925	353,569
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(316,925)	(353,569)
Total Net Transfers	(316,925)	(353,569)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 83 (North Okanagan-Shuswap)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	-	-	11,000	1,600,000	-	10,000	50,000	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	342,430	263,129			192,000	39,200	153,222	329,608	318,656
Other				2,200,000					
Investment Income			5,000						
	342,430	263,129	5,000	2,200,000	192,000	39,200	153,222	329,608	318,656
Less: Allocated to Revenue	342,430	263,129	6,000	2,200,000	192,000	49,200	203,222	329,608	318,656
Deferred Revenue, end of year	-	-	10,000	1,600,000	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	342,430	263,129			192,000	49,200	203,222	329,608	318,656
Other Revenue				2,200,000					
Investment Income			6,000						
	342,430	263,129	6,000	2,200,000	192,000	49,200	203,222	329,608	318,656
Expenses									
Salaries									
Teachers									
Principals and Vice Principals					13,900	13,900	21,900		
Educational Assistants		213,926			130,000		22,500	125,450	
Support Staff							1,000		45,000
Other Professionals								114,200	
Substitutes							9,000		210,000
	-	213,926	-	-	143,900	13,900	54,400	239,650	255,000
Employee Benefits		49,203			33,000	2,900	13,000	49,958	58,000
Services and Supplies	25,505		6,000	2,200,000	15,100	32,400	135,822	40,000	5,656
	25,505	263,129	6,000	2,200,000	192,000	49,200	203,222	329,608	318,656
Net Revenue (Expense) before Interfund Transfers	316,925	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(316,925)								
	(316,925)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 83 (North Okanagan-Shuswap)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2021

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	7,500	15,000	6,000	1,699,500
Add: Restricted Grants						
Provincial Grants - Ministry of Education	4,645,988					6,284,233
Other						2,200,000
Investment Income						5,000
	4,645,988	-	-	-	-	8,489,233
Less: Allocated to Revenue	4,645,988	-	7,500	15,000	6,000	8,578,733
Deferred Revenue, end of year	-	-	-	-	-	1,610,000
Revenues						
Provincial Grants - Ministry of Education	4,645,988		7,500	15,000	6,000	6,372,733
Other Revenue						2,200,000
Investment Income						6,000
	4,645,988	-	7,500	15,000	6,000	8,578,733
Expenses						
Salaries						
Teachers	3,777,000					3,777,000
Principals and Vice Principals						49,700
Educational Assistants						491,876
Support Staff						46,000
Other Professionals						114,200
Substitutes					5,200	224,200
	3,777,000	-	-	-	5,200	4,702,976
Employee Benefits	868,988				800	1,075,849
Services and Supplies			7,500	15,000		2,482,983
	4,645,988	-	7,500	15,000	6,000	8,261,808
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	316,925
Interfund Transfers						
Tangible Capital Assets Purchased						(316,925)
	-	-	-	-	-	(316,925)
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 83 (North Okanagan-Shuswap)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget			2020 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		12,000	12,000	30,000
Amortization of Deferred Capital Revenue	3,390,000		3,390,000	3,330,000
Total Revenue	3,390,000	12,000	3,402,000	3,360,000
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,257,000		4,257,000	4,347,000
Transportation and Housing	693,000		693,000	708,000
Total Expense	4,950,000	-	4,950,000	5,055,000
Net Revenue (Expense)	(1,560,000)	12,000	(1,548,000)	(1,695,000)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,650,437		1,650,437	1,128,797
Total Net Transfers	1,650,437	-	1,650,437	1,128,797
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	90,437	12,000	102,437	(566,203)

SCHOOL DISTRICT No. 83 - 2020-21 DRAFT BUDGET CHANGES

	2018-19 Amended Annual Budget increases/(decreases)		2019-20 Preliminary Annual Budget increases/(decreases)		2019-20 Amended Annual Budget increases/(decreases)		2020-21 Preliminary Annual Budget increases/(decreases)	
	FTE	\$'s	FTE	\$'s	FTE	\$'s	FTE	\$'s
STUDENT ENROLMENT	164.00		48.00		52.00		96.00	
REVENUE								
Provincial Grants - MoE								
Operating Grant, MOE		2,699,849		1,273,202		1,254,395		3,797,123
Other MoE Grants		270,138				19,061		(1,245,451)
Sub-total MoE Operating Grants		2,969,987		1,273,202		1,273,456		2,551,672
Other Revenue								
Provincial Grants - Other						(30,950)		(9,050)
Other Revenue Factors				472,896				
Investment Income						54,028		(90,000)
Benefit Premium Holiday - one time		(150,000)						
Transfer to Local Capital								
Sub-total Other Revenue		(150,000)		472,896		23,078		(99,050)
Prior Year Operating Surplus		-		200,000		348,371		597,301
TOTAL REVENUE INCREASE/(DECREASE)		2,819,987		1,946,098		1,644,905		3,049,923
Targeted Funding								
Prior Year Underspend Applied						25,580		
Enrolment Increase/Decrease)						37,700		93,800
Total Targeted Funding						63,280		93,800
TOTAL REMAINING REVENUE AVAILABLE		2,819,987		1,946,098		1,581,625		2,956,123
EXPENSES								
Confirmed Cost Increases								
Teacher Wage Increase		190,000		479,341				150,000
CUPE Wage Increases		84,000		215,801		245,000		303,000
Teacher Prep Time Increase			1.50	142,755				
PVP Wage Increase/reallocation		85,000		323,120				122,474
PVP Contract Enhancement								18,000
Trustees/Exempt Staff Wage Increase		15,000		76,379				(76,159)
HR Manager - savings		(20,000)						
TTOC Wage Increase								10,000
Casual Support Staff Wage Increase		24,000						42,000
Pension Plans (rate changes)				(320,000)				
MSP Premium		(426,000)		(116,324)				
Employer Health Tax		477,750		480,000				
WorkSafeBC BC Premium		49,000		42,000				
Benefit Premiums		143,000		60,000		424,313		285,000
Benefit Premium Holiday								(150,000)
Accrued Benefit Obligation								32,000
Utilities		40,000		77,000				(27,000)
Insurance Premiums - Snow Clearing								40,000
Uninsured Losses						50,000		(20,000)
Trustee Election		40,000		(40,000)				
Trustee Variation		(8,000)						
Trustee Supplies/ProD/Remuneration		20,000		26,000				
General Inflation - 1.5%				114,000		40,200		40,000
Contingency		240,000		127,000		(127,000)		355,000
One-Time Software Fees				(142,000)				
MyEdBC Implementation				200,000				(160,000)
School Fees				120,000				
Rental Lease				26,000				
Total confirmed Cost Increases	-	953,750	1.50	1,891,072	-	632,513	-	964,315

SCHOOL DISTRICT No. 83 - 2020-21 DRAFT BUDGET CHANGES

	2018-19 Amended Annual Budget increases/(decreases)		2019-20 Preliminary Annual Budget increases/(decreases)		2019-20 Amended Annual Budget increases/(decreases)		2020-21 Preliminary Annual Budget increases/(decreases)	
	FTE	\$'s	FTE	\$'s	FTE	\$'s	FTE	\$'s
Enrolment Decline/Growth								
School PVP Time		90,000					0.20	19,500
Supply Allocations		5,000				(13,647)		
Classroom Teachers	6.00	580,980	1.00	95,170	2.77	268,649	6.88	670,500
Learning Resource Teachers	0.90	87,147						
Counsellor	0.30	29,049						
Education Assistants	6.00	189,600			16.00	585,000		142,462
Classroom Furniture				60,000				
Custodial		3,000						
Career Education				(106,000)				(20,000)
Space Modification - Inclusive Ed						15,000		
Total Enrolment Decline/Growth Adjustments	13.20	984,776	1.00	49,170	18.77	855,002	7.08	812,462
Equipment Refresh/Infrastructure Sustainability								
Computer Hardware				(175,000)				250,000
Photocopier Fleet								90,000
White Fleet/Operations Equipment				(147,154)				
Shop Audit Action Plan				50,000				
Phone System Refresh Plan								33,000
Water Filters/Bottle-filling Stations								30,000
Custodial Equipment - Auto Scrubbers				(12,000)				25,100
Band Equipment								33,000
Total Equipment Refresh/Infrastructure Sustain.	-	-	-	(284,154)	-	-	-	461,100
South Canoe - Outdoor Learning Program								
School Principal		142,000						
School Supply Allocation		8,000						
School Clerical		38,400						
Lunch Hour Supervisor		7,500						
Custodial		29,120						
Utilities		17,000						
Maintenance		20,000						
Grounds		15,000						
Technology		5,000						
Total South Canoe - Outdoor Learning Program		282,020		-		-		-
Instruction Program Changes								
Summer School						9,200		(9,200)
School Supply Allocation		128,914						
Counselling Teacher			0.70	66,456				
Occupational/Physiotherapy Therapist	0.40	38,732						
School Psychologist							(0.50)	(20,000)
Literacy Intervention Teachers			0.60	57,102			0.50	49,000
Vision Teacher			0.10	9,517			0.40	40,000
Inclusive Support Program	0.40	81,232	0.40	38,068			(0.80)	(77,840)
Tech Ed Teacher			0.50	47,585				
Report Card Initiative		4,000						
Numeracy Program - teacher			0.60	57,102				
Instructional Leadership Team (ILT)	2.00	193,660						
ILT Team Lead	0.20	25,127						
ILT POSR		24,000						
Sexual Health/SOGI Lead	0.40	38,732	(0.20)	(19,034)				
PVSS Spark Program	1.00	96,830						
Teachers - Professional Learning (TTOCs)		17,214						
Total Instruction Program Changes	4.40	648,441	2.70	256,796	-	9,200	(0.40)	(18,040)

SCHOOL DISTRICT No. 83 - 2020-21 DRAFT BUDGET CHANGES

	2018-19 Amended Annual Budget increases/(decreases)		2019-20 Preliminary Annual Budget increases/(decreases)		2019-20 Amended Annual Budget increases/(decreases)		2020-21 Preliminary Annual Budget increases/(decreases)	
	FTE	\$'s	FTE	\$'s	FTE	\$'s	FTE	\$'s
Administration Budget Changes								
Assigned Personal Care - change in practice						32,000		
Ed. Admin Services and Supplies		19,000						
District Principal - Numeracy			0.60	82,500				
District VP - Music	(0.20)	(20,000)	0.20	32,600				
District Music Clerical	0.20	8,000						
PVP Positions	(2.00)	(220,000)					0.70	94,826
ILT/Numeracy TTOC time				50,000				
New Teacher/Admin Induction Program				26,630				
Business Admin - HR		5,000						
Technology		5,000						
Operations Services and Supplies		60,000						
Custodial Replacement								50,000
Maintenance HVAC			(1.00)	(62,500)				
Maintenance Carpenter			(2.00)	(125,000)				
Maintenance Electrician			(1.00)	(62,500)				
Maintenance Painters	1.00	80,000						
Lead hand Custodian	0.25	14,000						
Light Vehicle Operator							(0.80)	(45,000)
Career Education						52,910		
DPAC Support				5,350				
Operations - Manager of Facilities and Grounds			1.00	106,134				
Human Resources OH&S Coordinator							1.00	52,159
Inashki Exchange Program								(13,000)
Total Administration Budget Changes	(0.75)	(49,000)	(2.20)	53,214	-	84,910	0.90	138,985
Program Enhancements / Other								
Insight Data Tracking				20,000				
ST Discretionary				(40,000)				
Total Program Enhancements / Other	-	-	-	(20,000)	-	-	-	-
Prior Year Surplus Appropriation								
Unspent School Allocations - Roll-over								250,000
Readiness Grant Surplus								1,730
Wellness Grant Surplus								2,571
Papercut Management Software								28,000
Custodial Cleaning Supplies and Paper Products								50,000
White Fleet/Operations Equipment								100,000
Bus Engine Replacements								90,000
DDC Control Upgrade								75,000
Total Prior Year Surplus Appropriation	-	-	-	-	-	-	-	597,301
NET BUDGET SURPLUS/(DEFICIT)	16.85	-	3.00	-	18.77	-	7.58	-



**The Board of Education of
School District No. 83 (North Okanagan-Shuswap)**

BRIEFING NOTE

TO: Board of Education
FROM: Superintendent of Schools/CEO, Peter Jory
RE: LRFP Consultation for the Salmon Arm Area

DATE: June 16, 2020

Background

The Board of Education has been conducting an extensive consultation process in support of the DRAFT Long Range Facilities Plan. (see attachment A). In the May 19th Public Meeting, the Board of Education approved changes to Option E of the DRAFT Plan that focus on the Salmon Arm area (see attachment B).

Issue

The Board has expressed interest in further public consultation to communicate and receive feedback on the revised Option E. The consultation process should include the following:

- Updated student projections for all Options E: 1 through 5
- Potential portable costs for each
- Insight into potential reconfiguration enrollment phasing for a “hard start” and a “soft start”
- Other considerations, including potential impact on student learning
- A plan for live interaction with the public that is reflective of PHO COVID-19 restrictions
- An additional survey for the Salmon Area and the areas which will also be impacted

Recommendation

That the Board of Education request staff to prepare an additional Long Range Facilities Plan consultation process specific to the Salmon Arm area reflecting the changes to the DRAFT long Range Facilities Plan approved at the May Regular meeting of the Board.

Respectfully submitted,

Peter Jory
Superintendent of Schools/CEO

Attachment A

SD83 LRFP – Summary of Consultation

FEBRUARY 19, 2019 – REGULAR BOARD MEETING

Secretary-Treasurer Cameron reviewed the briefing note she provided to the Board for information noting the importance of a Long Range Facilities Plan for proper facility planning, capacity issues, and risk management.

Motion 024/2019: *That the Board of Education approve expenditures of up to \$35,000 from Local Capital Reserve funds to develop a Long Range Facilities Plan as detailed.*

JUNE 18, 2019 – REGULAR BOARD MEETING

Secretary-Treasurer Cameron provided the Board with an update on the progress of the LRFP noting that various district information has been provided to the consultant who will be in district doing site visits in July. It is expected that the initial draft will come to the Board in September.

SEPTEMBER 17, 2019 – REGULAR BOARD MEETING

Secretary-Treasurer Cameron provided an update on the historical and anticipated timeline of the LRFP:

- *Spring 2019* – LRFP was initiated and Board met with LRFP consultant
- *May-August* – gathering of District and facility information, data, and enrolment statistics/estimates
- *July* – consultant visited District sites
- *Late August* – consultant presented and reviewed initial draft with Senior Leadership
- *Late September* – consultant to present and review initial draft with Trustees at a Trustee Ed. Session to establish possible options
- *October* - initial draft presented at Regular Board Meeting
- *November* – public consultation
- *December* – discuss feedback, consider last amendments, and draft final plan
- *January* – Board approval of LRFP at Regular Board Meeting

SEPTEMBER 25, 2019 – TRUSTEE ED. SESSION

Consultant met with Trustees and Senior Leadership at the SD83 District Education Support Centre to present and review the initial LRFP draft.

OCTOBER 8, 2019 – COMMITTEE OF THE WHOLE

The committee reviewed the LRFP options and discussion ensued on bringing schools up to acceptable condition levels and bringing these concerns to the Ministry of Education's Capital Management Branch, 'Effective Capacity' vs 'Operating Capacity', impact of teacher collective agreement negotiations on the LRFP, District philosophy around grade configurations, how the LRFP supports capital requests, concerns about rushing the report, and use of magnet programs to draw students from urban areas to rural areas to assist with capacity issues. The committee requested that the consultant make the following changes to the LRFP options:

- Option B-2 and B-3 – add information to note how each of the options would affect Falkland Elementary
- Strikethrough Option C-1 and add new Option C-3 to consider K-5 elementary schools and A.L. Fortune Secondary accommodating a middle school program (6-8) and a secondary program (9-12)
- Option D-1 - strikethrough Note 5 regarding disposal of Malakwa Elementary
- Add new Option D-2 to assess the effect of changing Sorrento Elementary to a K-6 or K-7 school
- Option E-1 – change Note 3 to ‘Consideration of reverting South Canoe Elementary to K-5, feeding Shuswap Middle’
- Options E-2, E-3, E-4 – clarify the impact of the proposed changes on the outlying elementary-middle feeder schools
- Option F-2 – change wording to ‘Provide more elementary space in Salmon Arm by additions or a new school’ to consider expansion projects at other schools
- Add Option F-4 - recommending a strategic maintenance plan to upgrade poor condition schools.

The revised draft of the Long Range Facilities Plan will be presented for approval in draft form at the October Regular Board Meeting.

The committee discussed the public consultation process of the Long Range Facilities Plan and made the following suggestions:

- public meetings in each zone with options to consider
- accepting written submissions and distributing surveys to collect feedback
- separate consultations with each employee/partner group
- recording/livestream of public consultation meetings
- using Partner Group Liaison as a venue to discuss the LRFP with partner groups.

The committee indicated that they would request staff to prepare a draft process and timeline as well as a draft survey, following the Board’s adoption of the draft LRFP.

OCTOBER 15, 2019 – REGULAR BOARD MEETING

Secretary-Treasurer Cameron introduced LRFP consultant, Bill Low, who presented a PowerPoint slideshow outlining what a LRFP is and its components, a review of the draft LRFP and preliminary options, and next steps. Discussion ensued on capacity, conditions of facilities and a strategic maintenance plan, and the possibility of adding new options as a result of public consultation.

Motion 103/2019: *That the Board of Education adopt the DRAFT 2020-2029 Long Range Facilities Plan, as attached.*

The Board discussed the following options regarding the LRFP public consultation plan:

- regional meetings in each of the four zones as well as a staff only meeting
- accepting written submissions and use of surveys
- engaging Partner Group representatives at Partner Group Liaison
- using Committee of the Whole as a venue to discuss the feedback and information gathered
- meeting with the Senior Leadership Team after consultation and information gathering.

Staff agreed to bring a draft consultation plan to the Board next month.

The Board discussed grade configurations and the effects of changing configurations. Superintendent Jory reported that he has uploaded articles and research papers on configurations and transitions to the Trustee SharePoint to provide background information. The Board noted that the public consultation discussion and surveys should include an opportunity for feedback around grade configuration changes.

NOVEMBER 19, 2019 – COMMITTEE OF THE WHOLE

Superintendent Jory presented the proposed timeline noting that regional districts are to be included in the consultation, possibly in conjunction with the Council meetings, and that staff are open to any requested changes. The committee discussed ensuring that public is clearly aware that their proposed options will be considered by the Board, online survey submissions completed anonymously, advertising process and options, and logistics of possibly using technology for teleconferencing.

NOVEMBER 19, 2019 – REGULAR BOARD MEETING

Superintendent Jory presented the LRFP consultation timeline and Trustees discussed various changes to the timeline, advertising, concerns regarding the state of current facilities, and the development of a strategic maintenance plan which will be presented to the Board once it is complete. The Board requested the following changes to the consultation plan:

- push back the online survey to February
- have surveys be taken anonymously
- create a student specific survey
- move **b** and **c** to the end of the timeline.

Motion 125/2019: That the Board of Education approve the Long Range Facilities Plan Consultation Timeline as amended.

NOVEMBER 20, 2019 – FIRST NATIONS EDUCATION COUNCIL MEETING

Consultation with FNEC at the District Education Support Centre.

NOVEMBER 21, 2019 – PARTNER GROUP LIAISON MEETING

LRFP consultation plan was presented and discussed.

DECEMBER 17, 2019 – REGULAR BOARD MEETING

Superintendent Jory provided a review of the briefing note and sample posters provided in the agenda relating to the LRFP consultation. The Board requested that it be communicated more clearly to the public that other options will be considered and that an update on the Facilities Maintenance Plan be provided at the January Board Meeting. The Board also agreed that there should be at least a minimum of two Trustees at each LRFP consultation meeting.

Motion 134/2019: That the Board of Education approve the 2020 Long Term Facilities Plan Consultation – DRAFT AGENDA as amended.

JANUARY 6, 2020 – OPENING OF EMAIL SUBMISSIONS RE: LRFP INPUT

JANUARY 7, 2020 – ENDERBY & GRINDROD PUBLIC CONSULTATION

Consultation with Mayor and Council/Admin at Enderby City Hall from 2:00-3:00pm.

Consultation with Grindrod and Enderby staff at Grindrod Elementary from 3:30-5:00pm.

Consultation with Grindrod and Enderby public at Grindrod Elementary from 6:00-7:30pm.

JANUARY 16, 2020 – SICAMOUS PUBLIC CONSULTATION

Consultation with Mayor and Council/Admin at Sicamous Council Chambers from 1:00-2:00pm.

Consultation with Sicamous staff at Eagle River Secondary from 3:45-5:15pm.

Consultation with Sicamous public at Eagle River Secondary from 6:00-7:30pm.

JANUARY 27, 2020 – ARMSTRONG & FALKLAND PUBLIC CONSULTATION

Consultation with Armstrong and Falkland staff at Pleasant Valley Secondary from 3:45-5:15pm.

Consultation with Armstrong and Falkland public at Pleasant Valley Secondary from 6:30-7:30pm.

JANUARY 28, 2020 – COLUMBIA SHUSWAP REGIONAL DISTRICT & CITY OF ARMSTRONG CONSULTATION

Consultation with CSRD Board of Directors/Admin at the CSRD offices from 1:30-2:30pm.

Consultation with Mayor and Council/Admin at Armstrong City Hall from 4:00-5:00pm.

JANUARY 30, 2020 – PARTNER GROUP LIAISON MEETING

Discussion on the Long Range Facilities Plan and consultation.

FEBRUARY 4, 2020 – SALMON ARM (RURAL K-8) PUBLIC CONSULTATION

Consultation with Salmon Arm rural staff at Rancho Elementary from 3:30-5:00pm.

Consultation with Salmon Arm rural public at Rancho Elementary from 6:00-7:30pm.

FEBRUARY 10, 2020 – SALMON ARM (URBAN K-5) STAFF CONSULTATION

Consultation with Salmon Arm urban K-5 staff at South Broadview Elementary from 3:45-5:15pm.

FEBRUARY 11, 2020 – SALMON ARM (URBAN) STAFF CONSULTATION

Consultation with Salmon Arm urban middle school staff at Shuswap Middle from 2:45-4:00pm.

Consultation with Salmon Arm Jackson school staff at SA Secondary - Jackson from 4:00-5:30pm.

FEBRUARY 13, 2020 – SALMON ARM (URBAN) PUBLIC CONSULTATION

Consultation with Salmon Arm Sullivan school staff at SA Secondary - Sullivan from 3:30-5:00pm.

Consultation with Salmon Arm urban public at the District Education Support Centre from 6:00-7:30pm.

FEBRUARY 18, 2020 – SHUSWAP MIDDLE STUDENT CONSULTATION

Consultation with students at Shuswap Middle School.

FEBRUARY 18, 2020 – REGULAR BOARD MEETING

The Board reflected on the LRFP consultation sessions and some of the feedback received to date. The Board also noted that there will be a Committee of the Whole meeting on March 4th at 4:15pm for further discussion and reflections on the LRFP.

Motion 022/2020: *That the Board of Education remove Option C-3 from the Long Range Facilities Plan Draft.*

Motion 023/2020: *That the Board of Education request the Superintendent prepare a report on current learning opportunities and school culture at A.L. Fortune and Eagle River Secondaries, with a focus on Grades 7 and 8, to include, but not be limited to: timetables, campus supervision, staffing, facilities and equipment, program of choice, and resources.*

Further that, the Superintendent include any recommendations for enhancing student learning opportunities and school culture for 7-12 schools.

NOSTA Acting President Graham Gomme, Past President and Committee Chair Brenda O'Dell, and teachers Justine Gatrell, Colin Macdonald, and George Richard presented the Board with a report on NOSTA's recommendations for each zone regarding the Board's Long Range Facilities Plan as well as the rational and outcomes for each recommendation.

FEBRUARY 19, 2020 – REGIONAL DISTRICT OF NORTH OKANAGAN CONSULTATION

Consultation with RDNO Board of Directors/Admin at RDNO offices from 4:00-4:30pm.

FEBRUARY 24, 2020 – SA SECONDARY – JACKSON STUDENT CONSULTATION

Consultation with students at SA Secondary – Jackson.

FEBRUARY 24, 2020 – SA SECONDARY – SULLIVAN STUDENT CONSULTATION

Consultation with students at SA Secondary – Sullivan.

FEBRUARY 27, 2020 – OPENING OF LRFP ONLINE PUBLIC SURVEY

FEBRUARY 27, 2020 – PARTNER GROUP LIAISON MEETING

Update provided on the LRFP consultation process.

MARCH 2, 2020 – CITY OF SALMON ARM PUBLIC CONSULTATION

Consultation with Mayor and Council/Admin at Salmon Arm City Hall from 9:30-11:00am.

MARCH 4, 2020 – COMMITTEE OF THE WHOLE

The committee discussed various topics regarding the Long Range Facilities Plan such as clarification of School District owned and leased property in Armstrong, Ministry presentation, communication methods (email vs. text messages), inquiry on rough costing estimates for various scenarios (adding a wing to Sullivan, Sorrento high school, Option E-4 impact to North Shuswap and other rural feeder schools), Downtown Activity Centre lease, local capital fund, and the child care space funding announcement. The committee

agreed to forward this matter to the March Regular Board meeting to determine the next steps in the Long Range Facilities Plan process.

MARCH 5, 2020 – PRINCIPALS/VICE PRINCIPALS CONSULTATION

Consultation with SD83 Principals/Vice Principals at the District Education Support Centre from 6:00-7:30pm.

MARCH 9, 2020 – TOWNSHIP OF SPALLUMCHEEN CONSULTATION

Consultation with Mayor and Council/Admin at Township Chambers from 10:00-11:00am.

MARCH 10, 2020 – REGULAR BOARD MEETING

Motion 035/2020: *That the Board of Education extend the Long Range Facilities Plan survey closure date to March 16th, 2020.*

The Board discussed removing options from the draft LRFP based on feedback received through the consultation process but agreed to wait until after the consultation meetings were done and the survey period is closed.

MARCH 11, 2020 – SORRENTO, CARLIN & NORTH SHUSWAP PUBLIC CONSULTATION

Consultation with Sorrento, Carlin & North Shuswap staff at Sorrento Elementary from 3:45-5:15pm.

Consultation with Sorrento, Carlin & North Shuswap public at Sorrento Elementary from 6:00-7:30pm.

MARCH 16, 2020 – CLOSING OF LRFP ONLINE PUBLIC SURVEY

APRIL 8, 2020 – COMMITTEE OF THE WHOLE

The committee discussed the Long Range Facilities Plan and asked the Senior Leadership Team to provide their feedback/recommendations on the options as well as costing estimates on the options. The committee also discussed the possible impacts of the COVID-19 situation on the Long Range Facilities Plan and agreed to bring this item forward to the April Regular Board meeting.

APRIL 21, 2020 – REGULAR BOARD MEETING

The Board discussed the LRFP options in each zone in length and shared their thoughts and opinions on the various zones based on the information gathered through the LRFP process. The Board decided to schedule a Committee of the Whole meeting in May for further discussion on narrowing down the options.

MAY 4, 2020 – COMMITTEE OF THE WHOLE

Superintendent Jory presented the LRFP costing spreadsheets in the agenda to the committee and noted that due to the COVID-19 pandemic and the resulting economic situation, going forward, there would likely be reductions in Ministry funding for new capital. He reviewed the modelling rationales for the costing spreadsheets and proceeded to review each of the options and senior leadership recommendations for each area.

- Armstrong Zone – senior leadership supported Option B-4 (*Change Armstrong Zone to K-4, 5-7, and 8-12*) noting that this option has the support of the community based on the feedback received and there will not be a need for portables in the foreseeable future.
- Enderby Zone – senior leadership supported Option A (*Status Quo*) but noted that a plan should

be developed for moving all Grade 7s to A.L Fortune in case space pressures continue and moving the Grade 7s from Grindrod needs to be revisited in the future.

- Salmon Arm Zone – senior leadership proposed a new Option (*Change Salmon Arm urban schools K-5, one middle 6-8, and two secondaries 9-12*) as the more popular options (E-3 & E-4) would have a substantial upfront cost for portables (E-3: est. \$2.75 million & E-4: est. \$5 million) and are not an efficient use of space.

The committee discussed the senior leadership recommendations as well as future larger capital possibilities such as a downtown elementary school in Salmon Arm, high school in Sorrento, and an addition for Sullivan. They agreed with the Armstrong Zone and Enderby Zone recommendations and noted the new Salmon Arm Zone option should be added to the LRFP; however, more consultation would be needed to communicate out the new option before a decision in the Salmon Arm area can be made. The committee also agreed to not proceed with the disposal of the Gateway building for now. The committee requested that staff draft motions for the discussed changes to the LRFP draft for the May Regular Board meeting.

MAY 19, 2020 - REGULAR BOARD MEETING

Superintendent Jory reviewed each of the proposed recommendations noted in the agenda in turn, and Trustees shared their thoughts on each. The Board discussed removing options from the Salmon Arm Zone as well as having additional public consultation on the Salmon Arm Zone to receive feedback on the new option, E-5. The Board agreed to schedule a Committee of the Whole meeting in June to discuss further consultation and next steps.

Motion 056/2020: “That the Board of Education add Option B-4 (Change Armstrong Zone to K-4, 5-7, and 8-12) into the Long Range Facilities Plan Draft.”

Motion 057/2020: “That the Board of Education remove Options B-1, B-2, and B-3 from the Long Range Facilities Plan Draft.”

Motion 058/2020: “That the Board of Education keep the Enderby Zone at status quo, while numbers allow.”

Motion 059/2020: “That the Board of Education add Option E-5 (Change Salmon Arm Urban schools to K-5, one middle 6-8, two 9-12 secondaries) into the Long Range Facilities Plan Draft.”

Motion 060/2020: “That the Board of Education remove Option E-2 (Change Salmon Arm Urban schools to K-6 and three secondaries) from the Long Range Facilities Plan Draft.”

Motion 061/2020: “That the Board of Education remove Option E-1 (Keep Salmon Arm Urban Zone consistent at K-5, 6-8, 9-10, and 11-12) from the Long Range Facilities Plan Draft.”

MAY 28, 2020 – PARTNER GROUP LIAISON MEETING

Update on the LRFP process and discussion on the new option for the Salmon Arm Zone.

Figure 8.3 - DESCRIPTION & SHORT-LISTING OF OPTIONS

NO.	OPTIONS	DESCRIPTION	ORGANIZATIONAL CHANGE	RESULTING CAPITAL PROJECTS	SHORT-LISTING DECISION
DISTRICT WIDE					
A	Status Quo	Continue operating with current facilities, program locations, and organization.	Potential minor catchment adjustments to accommodate growth.	1. No major capital projects approved. 2. Facilities minor capital projects as already submitted; 3. Need more portables in Armstrong & Salmon Arm	RETAINED as an option at this stage, although the current situation is problematic.
ARMSTRONG ZONE					
B-1	Provide More Elementary Space in Armstrong Zone	Phase 1 - Convert Gateway Building to a K-2 Primary school or an Annex to Highland Park. Phase 2 - Purchase site for a new small elementary in Armstrong. Phase 3 - Construct new small elementary.	On completion of Phase 1, adjust catchment boundaries for Armstrong primary students.	1. Renovation of Gateway Bldg. 2. Site Acquisition for new elementary in Armstrong. 3. Approval of construction.	ELIMINATED. Gateway Building too far for young children and the site currently has no playfield or playground.
B-2	Change Armstrong Zone to K-7 and 8-12	Change Len Wood Middle to a K-7 elementary and have three K - 7 schools feeding one secondary. Possible change to Falkland Elem-Middle also, to K-7.	Change Len Wood Middle to K-7. Change Armstrong and Highland Park from K-5 to K-7. Add Grade 8 to Pleasant Valley Sec.	None required.	ELIMINATED. Strong desire to retain a middle school in this zone.
B-3	Change Armstrong Zone to K-6 and 7-12	Change Len Wood Middle to a K-6 elementary and have three K - 6 schools feeding one secondary. Possible change to Falkland Elem-Middle also, to K-6.	Change Len Wood Middle to K-6. Change Armstrong and Highland Park from K-5 to K-6. Add Grades 7 and 8 to Pleasant Valley Sec.	None required.	ELIMINATED. Strong desire to retain a middle school in this zone.
B-4	Change Armstrong Zone to K-4, 5-7, 8-12	AES and HPE become K-4, Len Wood Middle becomes 5-7 feeding Pleasant Valley Secondary.	Change Len Wood Middle to 5-7. Change Armstrong and Highland Park from K-5 to K-4. Add Grade 8 to Pleasant Valley Sec.	None required.	RETAINED. Relieves elementary space pressures in this zone and keeps the community's middle school. The schools can accommodate expected growth.
ENDERBY ZONE					
C-1	Change Enderby Zone to Elem-Middle-Secondary model	Similar to Salmon Arm and Armstrong zones. Change Grindrod and MV Beattie Elementaries to K - 5. Direct all Enderby Gr 6 - 8 students to Len Wood Middle in Armstrong. Students would return to Enderby for Gr 9 - 12.	Significant organizational change for Enderby schools and increased busing. Population reductions occur at AL Fortune Sec and the two elementaries.	None required initially. Later in the decade, portables may be needed at Len Wood Middle.	ELIMINATED. Detrimental to Armstrong.
C-2	Standardize Enderby Zone at K-6 and 7-12	Currently Grindrod Elementary is K-7 while MV Beattie is K-6. The two schools combined will be over-capacity during the LRFP period. Change Grindrod to K-6 with the Gr 7 students going to AL Fortune Secondary.	Minimal organizational change except for loss of Grade 7 at Grindrod Elementary.	None required. The existing portable at MV Beattie will be required later in the decade.	RETAINED. Improves the consistency of grade structure in the Enderby Zone and boosts the population at AL Fortune Secondary.
C-3	Standardize Enderby Zone at K-5 and 6-12	Currently Grindrod Elementary is K-7 while MV Beattie is K-6. The two schools combined will be over-capacity during the LRFP period. Change both to K-5 and expand AL Fortune Secondary to 6-12.	More significant organizational change with loss of Grade 6-7 at Grindrod and Grade 6 from MV Beattie.	None required. The existing portable at MV Beattie could be relocated.	ELIMINATED. Too much of a change.

SICAMOUS AND NORTHWEST ZONES					
D-1	Make no organizational changes in Sicamous and Northwest Zones	Although the grade structures are different from the other zones, this works in these zones.	None required.	Dispose of Malakwa closed school, to reduce operating costs and liability.	ELIMINATED. Disposal of Malakwa closed school was rejected.
D-2	Change Sorrento Elementary to K-6 or K-7	Currently Sorrento is K-5 and feeds to Carlin Elem-Middle which is K-8. Consider expanding Sorrento Elem to K-6 or K-7.	Organizational change at Sorrento and Carlin schools.	None required.	RETAINED. While somewhat positive for the Sorrento community, the loss of these students at Carlin would be significant. Would Sorrento students still transition to Carlin for only one or two years, or into Salmon Arm?
SALMON ARM ZONE					
E-1	Keep Salmon Arm Urban Zone consistent at K-5, 6-8, 9-10, and 11-12	All elementaries in Salmon Arm are K-5 except South Canoe at K-7. Shuswap Middle can accommodate these students. Consider reverting South Canoe Elem to K-5 to match the rest of the zone. No change to Rancho and Silver Creek Elem-Middles.	Minimal organizational change except for reversal of previous expansion of grades at South Canoe.	None required.	ELIMINATED. The current organization requires students to transition to new schools four times. Jackson will soon be over-capacity. SMS would need 1 portable.
E-2	Change Salmon Arm Urban schools to K-6 and three secondaries	Shuswap Middle becomes a secondary 7-12. All existing Salmon Arm elementaries including North and South Canoe become K-6. The two secondary campuses, plus Shuswap Middle, become three separate 7-12 secondaries.	Significant organizational change for nine schools. Grade 6 added to elementaries, and Grade 7 - 8 added to three secondaries, including Shuswap Middle.	Additional elementary space will be warranted in Salmon Arm late in the decade, needing additions or a new school.	ELIMINATED. The desirable middle school model is eliminated from Salmon Arm zone. This Option has significant impact on school enrolments and staffing. Elementary capacity exceeded.
E-3	Change Salmon Arm Urban schools to K-7 and two secondaries	Shuswap Middle becomes an elementary K-7. All existing Salmon Arm elementaries including North and South Canoe become K-7. The two secondary campuses become two separate 8-12 secondaries.	Significant organizational change for nine schools. Grades 6 & 7 added to elementaries, and Grade 8 to two secondaries. Re-org the secondaries.	An addition or portables will be required at the secondary schools.	RETAINED. The desirable middle school model is eliminated from Salmon Arm zone. This Option has significant impact on school enrolments and staffing. Secondary capacity exceeded.
E-4	Change Salmon Arm Urban schools to K-6, two middles, one secondary	Shuswap Middle becomes 7-9 instead of 6-8, and Jackson Campus becomes a middle school 7-9. All existing Salmon Arm elementaries including North and South Canoe become K-6. Sullivan campus becomes the only Salmon Arm secondary with Gr 10 - 12.	Significant organizational change for nine schools. Grade 6 added to elementaries, and Grade 9 to SMS. Convert the secondary campuses to middle and secondary.	Sullivan would have to accommodate 260 more Gr 10 students. This would exceed capacity, therefore an addition or portables required. Additional elementary space will be warranted in Salmon Arm late in the decade, needing additions or a new school.	RETAINED. Relieves middle school space pressures in this zone, but puts pressure on Sullivan Campus where capacity would be exceeded, requiring many portables. Elementary enrolment will also exceed capacity.
E-5	Change Salmon Arm Urban schools to K-5, one middle 6-8, two 9-12 secondaries	Shuswap Middle continues as 6-8, and Jackson Campus becomes a second secondary school 9-12. All existing Salmon Arm elementaries including North and South Canoe become K-5.	Significant organizational change for the two secondary schools.	Additional elementary space will be warranted in Salmon Arm late in the decade, needing additions or a new school. Some renovations needed at the secondary schools.	RETAINED but still results in middle school space pressures in this zone. Elementary enrolment will also exceed capacity. Re-organization of secondary programs and boundaries required.

CAPITAL PROJECTS					
F-1	Replace or Upgrade Len Wood Middle	ARMSTRONG ZONE - Replacement of the under-sized gym was requested in the last Capital Plan submission. The school is in Poor Condition according to VFA. Upgrade or replace along with a larger gym.	None required.	1. Upgrade or replace Len Wood Middle. Capacity should be 400.	RETAINED. The low FCI score and the gym deficiency combine to increase the priority for this project. The current capacity of 500 can be decreased as part of the project, with rejection of Option C-1.
F-2	Provide more elementary space in Salmon Arm Urban Zone	SALMON ARM ZONE - For Status Quo or Options E-2, E-4, or E-5, elementary capacity will be exceeded in Salmon Arm Urban Zone. More elementary space is needed by additions or a new school (for which a vacant site is currently held).	Grade configuration depends on option selected. Adjust catchment boundaries for urban elementaries.	Addition to an existing urban elementary, or a new elementary school on the existing urban site. Capacity depends upon option selected.	RETAINED. Relieves projected over-capacity at urban elementaries, and potentially restores a neighbourhood school for inner city families. Additional elementary space not needed for Options E-1 or E-3.
F-3	Relocate Storefront Alternate Program from DAC Building	ANY ZONE - The former school building has been sold but space in it is leased by the district to accommodate the Storefront Alternate Program.	This Alternate Program could be located in other district-owned space, alleviating the operating cost of the lease.	Minor renovations to existing space elsewhere in the district.	RETAINED. Relocation would result in savings in the Operating Budget. An internal study should determine the best location for this alternate program which is serving 36 students (2019).
F-4	Upgrade or Replace Schools in Poor Condition	ANY ZONE - There are six schools rated by VFA as Poor Condition. Parkview Elementary is the worst with an FCI of 0.60. Capital Plan submissions are needed to obtain upgrades and/or replacements.	Once approved, temporary classroom accommodation may be needed for on-site construction projects.	Develop a Strategic Maintenance Plan to identify the scope of work and priorities for Capital Plan requests for upgrades and/or replacements.	RETAINED. Given the poor condition of so many schools and the long lead time for Ministry-funded capital projects, priority has to be given to updating the Capital Plan to reflect the district facility needs.

June 1, 2020

Board of Education of
School District No. 83

email to akrebs@sd83.bc.ca

Attention: Amanda Krebs, Board Chairperson

Dear Ms. Krebs,

RE: City of Salmon Arm Active Transportation Task Force Appointment

Further to your correspondence with Mayor Harrison, the Council for the City of Salmon Arm has created an Active Transportation Task Force. The Terms of Reference were adopted by Council at the Regular Council Meeting on May 25, 2020. The Terms of Reference are enclosed for your review.

The primary goal of the Active Transportation Task Force is to provide information and recommendations to Council that will guide the City in developing a modern Active Transportation Plan which will allow the city to position itself for potential funding opportunities from higher levels of government geared towards Active Transportation.

The Membership of the Task Force will consist of:

- Two (2) members of council as co-chairs
- One (1) member from Adams Lake Indian Band
- One (1) member from Neskonlith Indian Band
- One (1) member from Shuswap Trail Alliance
- One (1) member from Salmon Arm Economic Development Society
- One (1) member from Downtown Salmon Arm
- One (1) member from School District #83
- One (1) member from Interior Health
- One (1) member from Shuswap Cycle Club
- One (1) member from Greenways Liaison Committee
- One (1) member from Social Impact Advisory Committee
- Four (4) Citizens-At-Large including (1) member from the mobility aid community and (1) senior citizen

Council has appointed Mayor Harrison and Councillor Lavery as the City of Salmon Arm Council representatives.

We are requesting that your organization provide the City with the name and contact information of an appointee who will be able to sit on the Task Force as a representative of the Board of Trustees together with the name of an alternate in the event the appointee is unable to participate.

Thank you for your attention to this matter. If you have any questions please contact the undersigned at 250 803-4029 or by email at ejackson@salmonarm.ca.

We look forward to hearing from you.

Yours truly



Erin Jackson
Director of Corporate Services

cc Mayor Harrison
Councillor Lavery
Peter Jory, Superintendent, School District 83



Active Transportation Task Force Terms of Reference

Mandate:

The primary goal of the Active Transportation Task Force is to provide information and recommendations to Council that will guide the city in developing a modern Active Transportation Plan which will allow the city to position itself for potential funding opportunities from higher levels of government geared towards Active Transportation.

Scope:

- Review the existing Greenway plans and strategies;
- Identify potential funding opportunities;
- Identify and engage potential private, non-profit and governmental partners to collaborate in the development of Active Transportation;
- Research best practices in Active Transportation from other jurisdictions; and
- Make recommendations to Council regarding next steps regarding policies and actions for safe, attractive and convenient active transportation options for people of all ages and abilities over the next 20 years.

Membership: (16)

- Two (2) members of council as co-chairs
- One (1) member from Adams Lake Indian Band
- One (1) member from Neskonlith Indian Band
- One (1) member from Shuswap Trails Alliance
- One (1) member from Salmon Arm Economic Development Society
- One (1) member from Downtown Salmon Arm
- One (1) member from School District #83
- One (1) member from Interior Health
- One (1) member from Shuswap Cycle Club
- One (1) member from Greenways Liaison Committee
- One (1) member from Social Impact Advisory Committee
- Four (4) Citizens-At-Large including (1) member from the mobility aid community and (1) senior citizen

Representatives from community organizations will be required to submit formal letters of appointment from their boards and identify alternates who will be required to attend in the absence of the appointed member.

Quorum:

Fifty percent (50%) plus 1 shall constitute a quorum.

Staff Support:

- Resource staff from Development Services and Engineering; and
- Recording secretary

Timelines:

The Task Force will provide an interim report and recommendations to Council by December 2020. It is anticipated that the Task Force will meet every two weeks until the delivery of this interim report.

A final report including recommendations to council for Active Transportation planning and strategies will be completed by Spring 2021. The Task Force will meet on a regular basis as determined by need.

Reporting:

- Meeting minutes will be presented to Council for information purposes.
- All recommendations of the Task Force must be ratified by Council prior to being actioned.
- All media releases must be ratified by Council.