



Central Okanagan
Public Schools
Together We Learn

BOARD OF EDUCATION PUBLIC MEETING AGENDA

(Second and fourth Wednesday of every month, except July and August, and the third Wednesday in March and the second Wednesday in December, at the School Board Office, at 6:00 PM.)

The Central Okanagan Board of Education acknowledges that this meeting is being held on the Traditional Territory of the Okanagan People.

DATE: Wednesday, June 12, 2019
TIME: 6:00 pm
LOCATION: School Board Office
1040 Hollywood Road S.
Kelowna, BC

A copy of the Agenda and attachments are available on the School District website:
<http://www.sd23.bc.ca/Board/boardmeetinginfo/meetingagendaattachments/Pages/default.aspx>
Alternatively, copies are available on request at the District Administration Office.

1. AGENDA
Additions/Amendments/Deletions

2. MINUTES

2.1 Public Board Meeting – May 22, 2019
(Attachment)

3. CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"

3.1 Bamfield Marine Sciences Center Field Study by the Vision Program

4. RECOGNITION/INTRODUCTION

4.1 Rotary Club of Kelowna/Central Okanagan Public Schools Public Speaking Competition Finalists

5. DECLARATION

5.1 Brain Bright Day – June 18, 2019

The Central Okanagan Board of Education declares June 18, 2019 as 'Brain Bright Day' in Central Okanagan Public Schools.

5.2 Indigenous Peoples Day – June 21, 2019

The Central Okanagan Board of Education declares June 21, 2019 as 'Indigenous Peoples Day' in Central Okanagan Public Schools.

Meeting Recess (Five Minutes)

6. PUBLIC QUESTION/COMMENT PERIOD

The purpose of this public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda. The total time for this period shall normally be 15 minutes. A person wishing to speak is requested by the Chairperson of the Board to state his/her name and provide, if possible, a written copy of the comments.

7. STAFF PRESENTATIONS

7.1 Canyon Falls Middle School Update

Presenters: Mitch Van Aller, Director of Operations
Jim Laird, Principal of Canyon Falls Middle School

7.2 Superintendent of Schools/CEO Report on Student Achievement 2019

Presenter: Kevin Kaardal, Superintendent of Schools/CEO

8. TRUSTEES QUERIES/COMMENTS

9. ACTION ITEMS

9.1 2019-2020 CommunityLINK Allocations

(Recommendation from the Finance and Audit Committee – May 15, 2019)
(Attachment)

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RECOMMENDATIONS:

THAT: The Board of Education approve the recommended CommunityLINK Allocations for 2019/2020, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

THAT: Various provincial Ministries be contacted (Ministry of Education, Ministry of Health, Ministry of Children and Family Development, Ministry of Mental Health and Addictions) to jointly provide additional resources and support for student mental health.

9.2 School Fees for 2019-2020

(Recommendation from the Finance and Audit Committee – May 15, 2019)
(Attachment)

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RECOMMENDATION:

THAT: The Board of Education approve the school supply fee increase from \$30/student to \$35/student, effective July 1, 2019.

9.3 Community Rental Program Review for the 2019-2020 Fiscal Year

(Recommendation from the Finance and Audit Committee – May 15, 2019)
(Attachment)

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RECOMMENDATION:

THAT: The Board of Education set the community rental rates, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting, effective July 1, 2019.

9.4 2020-2021 Five Year Capital Plan Submission

(Recommendation from the Planning and Facilities Committee – May 15, 2019)
(Attachment)

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RECOMMENDATION:

THAT: The Board of Education approve the Capital Plan Resolution for the 2020/2021 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the June 12, 2019 Public Board Meeting.

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- 9.5 **Enhancement Agreement – Rutland Elementary School Playground**
(Recommendation from the Planning and Facilities Committee – May 15, 2019)
(Attachment)

RECOMMENDATIONS:

THAT: The Board of Education enter into an Enhancement Agreement with the Rutland Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at June 12, 2019 Public Board Meeting.

THAT: The Board of Education approve a \$40,000 loan be provided to the Rutland Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

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- 9.6 **Enhancement Agreement – Shannon Lake Elementary School Playground**
(Recommendation from the Planning and Facilities Committee – May 15, 2019)
(Attachment)

RECOMMENDATIONS:

THAT: The Board of Education enter into an Enhancement Agreement with the Shannon Lake Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at June 12, 2019 Public Board Meeting.

THAT: The Board of Education approve a \$50,000 loan be provided to the Shannon Lake Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

10. PUBLIC QUESTION/COMMENT PERIOD

This public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.

11. INFORMATION ITEMS

11.1 Superintendent's Emergent Issues

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11.2 Level 4 and 5 Field Study Summary – 2018/2019 and 2019/2020
(Attachment)

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11.3 General Statement – May 22, 2019
(Attachment)

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11.4 Letter of Support – Central Okanagan Family Hub
(Recommendation from the Coordinating Committee – June 4, 2019)
(Attachment)

11.5 2019-2020 French Immersion Enrolment Numbers on the Westside
(Materials to be provided)

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11.6 Grant Thornton Report to Finance and Audit Committee – Initial Communication on Audit Planning for the Year Ended June 30, 2019
(Referred from the Finance and Audit Committee – May 15, 2019)
(Attachment)

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11.7 Revisions to Regulation 470R – Transportation Services Management (Regulations) Guiding Principles for Transportation in School District No. 23 (Central Okanagan)

(Referred from the Planning and Facilities Committee – May 15, 2019)
(Attachment)

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11.8 Letter from the Ministry of Education Dated April 12, 2019 – Revisions to the Guidelines for Long-Term Facility Plans

(Referred from the Planning and Facilities Committee – May 15, 2019)
(Attachment)

11.9 Learning from the Best What We learned about Improving Aboriginal Student Achievement in High Performing British Columbia School Districts and Band Schools – Thomas Fleming, Editor

12. BOARD/DISTRICT COMMITTEE QUERIES/COMMENTS AND REPORTS

13. BOARD CORRESPONDENCE

Sent: MP Dan Albas, May 17, 2019, Copy of Vaping Letter to Parents
MP Stephen Fuhr, May 17, 2019, Copy of Vaping Letter to Parents
MLA Ashton, May 17, 2019, Copy of Vaping Letter to Parents
MLA Letnick, May 17, 2019, Copy of Vaping Letter to Parents
MLA Thomson, May 17, 2019, Copy of Vaping Letter to Parents
MLA Stewart, May 17, 2019, Copy of Vaping Letter to Parents
City of Kelowna, May 17, 2019, Copy of Vaping Letter to Parents
City of West Kelowna, May 17, 2019, Copy of Vaping Letter to Parents
District of Lake Country, May 17, 2019, Copy of Vaping Letter to Parents
District of Peachland, May 17, 2019, Copy of Vaping Letter to Parents
Minister's R. Fleming, A. Dix, K. Conroy, June 4, 2019, Central Okanagan Family Hub

Received: Davidson Road Elementary PAC, May 15, 2019, H.S. Grenda Middle School
S. Yow, May 24, 2019, Okanagan Indian Band Letter of Appointment to the AEC
R. Volk, June 5, 2019, Bargaining

RECOMMENDATION:

THAT: At the June 12, 2019 Public Board Meeting, the Board receive the correspondence listed above.

14. ITEMS REQUIRING SPECIAL MENTION

15. BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION

16. BC SCHOOL TRUSTEES ASSOCIATION

17. BOARD MEETINGS WITH PARTNER AND COMMUNITY GROUPS

18. FUTURE MEETINGS

18.1 REGULARLY SCHEDULED BOARD MEETINGS

Regular Public Board Meeting
Wednesday, June 26 at 6:00 p.m., School Board Office

18.2 BOARD STANDING COMMITTEE MEETINGS

Finance and Audit Committee
Wednesday, June 19, 2019 at 4:00 pm

Planning and Facilities Committee
Wednesday, June 19, 2019 at 4:00 pm

19. NOTICES OF MOTION

20. ITEMS FOR A FUTURE AGENDA

21. MEDIA QUESTIONS

22. ADJOURNMENT



Central Okanagan
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BOARD OF EDUCATION PUBLIC MEETING MINUTES

(Second and fourth Wednesday of every month, except July and August, and the third Wednesday in March and the second Wednesday in December, at the School Board Office, at 6:00 PM.)

The Central Okanagan Board of Education acknowledged that this meeting was being held on the Traditional Territory of the Okanagan People.

DATE: Wednesday, May 22, 2019
TIME: 6:00 pm
LOCATION: School Board Office
1040 Hollywood Road S.
Kelowna, BC

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman (*via teleconference*)
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser (*via teleconference – Left the Meeting at 7:50 pm*)
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

T. Beaudry, Deputy Superintendent
D. Carmichael, Assistant Secretary-Treasurer
M. DesRochers, Executive Assistant (*Recorder*)

Absent:

K. Kaardal, Superintendent of Schools/CEO
E. Sadlowski, Secretary-Treasurer/CFO

Partner Group Representatives Attending:

COPAC Sarah Shakespeare, President
COPVPA Wendy Briggs, BCPVPA Chapter Council Representative
COTA Susan Bauhart, President
CUPE David Tether, President
DSC Keneisha Charles, Co-President, Grade 12 at Rutland Senior Secondary

ORDER

The meeting was called to order at 6:04 pm.

Main

19P-083 MOVED by Trustee Tiede, SECONDED by Trustee Geistlinger,
THAT: In the absence of the Secretary-Treasurer, the Board appoint Delta Carmichael, Assistant Secretary-Treasurer, as the Acting Secretary-Treasurer for the Public Board Meeting of May 22, 2019.
CARRIED

AGENDA

Add Materials for scheduled Information Item 11.5 Health Canada Consultation – Youth Access to Vaping Products
Move Agenda Item 4.3 City of Kelowna Civic and Community Award Winners prior to Agenda Item 3. Central Okanagan Public Schools – "Inside 23"
Defer Agenda Item 7.2 Superintendent of Schools/CEO Report on Student Achievement 2019 to the June 12, 2019 Public Board Meeting.
Add Action Item 9.7 Kelowna Pride

Main

19P-084 MOVED by Trustee Geistlinger, SECONDED by Trustee Desrosiers,
THAT: The Agenda for the May 22, 2019 Public Board Meeting be adopted as amended.
CARRIED

6:06 pm: Trustee Bowman joined the meeting via teleconference.

MINUTES

Public Board Meeting – May 8, 2019

Main

19P-085

MOVED by Trustee Tiede, SECONDED by Trustee Desrosiers,
THAT: The Minutes of the Public Board Meeting of May 8, 2019 be adopted as presented.
CARRIED

RECOGNITION

Kelowna Civic and Community Award Winners

In Attendance:

Troy White, Principal, Kelowna Secondary School
Bruce McKay, Principal, Okanagan Mission Secondary School
Hugh Alexander, Principal, Rutland Senior Secondary School
Sarah Watson, Vice-Principal, Rutland Senior Secondary School
Darryl Smith, Vice-Principal, George Elliot Secondary School

Recipients:

- Annette Bakala, Student, Okanagan Mission Secondary School – **Winner of the Teen Honour in the Arts Award**
- Ryan Grenier, Teacher, Okanagan Mission Secondary School – **Winner of the Honour in the Arts Award**
- Lonica McKinney, Student, Kelowna Secondary School – **Winner of the Female Augie Ciancone Memorial Award**
- Brandon Frechette, Student, George Elliot Secondary School (*not in attendance*) – **Winner of the Male Augie Ciancone Memorial Award**
- Keneisha Charles, Student, Rutland Senior Secondary School – **Winner of the Young Female Volunteer of the Year**
- Matthew Richardson, Student, Kelowna Secondary School – **Winner of the Young Male Volunteer of the Year**

The Board of Education congratulated each of the winners. Each recipient spoke about their involvement in their award categories and how they accomplished their success.

CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"

The France Exchange Program

In attendance:

Wendy Briggs, Principal, École Glenmore Elementary School
Armelle Moran, French Immersion Consultant
Val Kolesar, French Immersion teacher, École Kelowna Secondary School

Students:

Carter Ekelund, Grade 11 at Rutland Senior Secondary
Ryan Wasylyshyn, Grade 11 at Rutland Senior Secondary
Logan Mazza, Grade 11 at Rutland Senior Secondary
Josie Davies, Grade 10 French Immersion at École Kelowna Secondary School

In March of 2018, the Board of Education approved a Memorandum of Understanding between Central Okanagan Public Schools and The Academie of Grenoble. An official signing of the Memorandum of Understanding took place in October 2018. The Memorandum states the common intention is to actively engage in creating and sustaining multiple and diverse

linguistic, intercultural and pedagogical opportunities for both students and educators by supporting meaningful and authentic interactions between the Academie de Grenoble and Central Okanagan Public Schools. Twelve students from Kelowna Secondary and George Elliot Secondary participated in the exchange in Year 1 (2017-2018). In Year 2 (2018/2019), nineteen grade 10 students from George Elliot Secondary, École Kelowna Secondary, Rutland Secondary and Mount Boucherie Secondary participated in the exchange from March 16th through April 13th, and thirty grade 11 students from the same schools departed March 16th and returned on April 27th. Teachers and administrators participated in a one-week exchange. The students, Madame Kolesar and Madame Briggs spoke of their positive experience in participating in the France Exchange Program this year.

RECOGNITION

Bob Burton Spirit Award Recipient – Al Hopgood, Springvalley Middle School Teacher (California Association of Directors of Activities)

The Board of Education recognized Al Hopgood, teacher at Springvalley Middle School, who recently won the Bob Burton Spirit Award from the California Association of Directors of Activities. This award is presented to an individual who makes SPIRIT WORK, who makes a positive difference, and who emphasizes inclusion with all students and members.

First Place at the Optimist Club's Communication Contest for the Deaf and Hard of Hearing – Catrina Stevens, Grade 12 Student at George Elliot Secondary School

The Board of Education recognized Catrina Stevens, grade 12 student at George Elliot Secondary School, for winning first place at the Optimist Club's Communication Contest for the Deaf and Hard of Hearing in Burnaby on April 15, 2019. Catrina's beautifully written and executed speech on this year's topic of "Is There a Fine Line Between Optimism and Reality?" earned her a \$1,250 Scholarship from the Optimist International Club, an iPad and a trophy.

DECLARATION

Access Awareness Day – Saturday, June 1, 2019

The Central Okanagan Board of Education declared June 1, 2019 as 'Access Awareness Day' in Central Okanagan Public Schools.

Celebrated annually on the first Saturday in June, Access Awareness Day focuses on working with community partners to raise awareness about disability, accessibility and inclusion. The theme for this year's Access Awareness Day is "Accessibility Makes Communities More Complete." The goal is to draw attention to accessibility as integral to where people live, work, learn and play.

7:05 pm: The meeting recessed.

7:10 pm: The meeting reconvened.

PUBLIC QUESTIONS/COMMENTS

There were no public questions/comments.

STAFF PRESENTATIONS

Central Okanagan Hub

Rob Zoppi, Principal at Pearson Road Elementary, shared that the Central Okanagan Family Hub is a one-stop shop to access family services and community supports. In order for the Hub to remain open after June 30, 2019 to support parents and children (ages 0 to 12), they are seeking \$100,000 to continue this service. Over the past 3 years, the Hub has helped 12,862 visitors (6,106 adults and 6,756 children) and continues to grow. There were 1,617 referrals to over 35 various community services with 583 group sessions offered. Donations to date include \$1,300 from the Rutland Elementary Student Voice Club and a donation from the District Student Council with the proceeds from a dodgeball tournament. The Pearson Road Elementary Parent Advisory

Council is challenging other Parent Advisory Councils to meet their \$250 donation. The "A Lot for a Little" campaign is a five-week fundraiser put on by KCR Community Resources. More information will be forthcoming on their next fundraising event to be held on Friday, June 14th.

TRUSTEES QUERIES/COMMENTS

Trustee Fraser queried if there are updated French Immersion enrolment numbers for the Westside. *The Chairperson advised that updated French Immersion enrolment numbers for the Westside will be provided at the June 12, 2019 Public Board Meeting.*

ACTION ITEMS

Approval of New Board/Authority Authorized (BAA) Course Proposal – Aquatic Studies – Pre-Lifeguarding 12

(Recommendation from the Education and Student Services Committee – May 1, 2019)

Main
19P-086

MOVED by Trustee Bowman, SECONDED by Trustee Geistlinger,

THAT: The Board of Education approve the Board/Authority Authorized (BAA) Course Proposal – Aquatic Studies – Pre-Lifeguarding 12 course (Rutland Senior Secondary School), as attached to the Agenda, and as presented at the May 22, 2019 Public Board Meeting.

CARRIED

Proposal for Substantive Change – Pre-Lifeguarding Academy

(Rutland Senior Secondary School)

Main
19P-087

MOVED by Trustee Bowman, SECONDED by Trustee Desrosiers,

THAT: The Board of Education approve the Proposal for Substantive Change – Pre-Lifeguarding Academy (Rutland Senior Secondary School), as attached to the Agenda, and presented at the May 22, 2019 Public Board Meeting.

CARRIED

The COTA President commended staff for developing the Pre-Lifeguarding Academy. She also stated that students will learn life skills and in turn save lives.

Proposal for External Partnership with UBC – Okanagan School of Education for EDUC 104 Introduction to Academic Pedagogy: An Aboriginal Perspective

(Recommendation from the Education and Student Services Committee – May 1, 2019)

Main
19P-088

MOVED by Trustee Bowman, SECONDED by Trustee Desrosiers,

THAT: The Board of Education approve the Proposal for External Partnership with UBC – Okanagan School of Education for EDUC 104, as attached to the Agenda, and presented at the May 22, 2019 Public Board Meeting.

CARRIED

Amended Policy 365 – Employee Discipline

(Recommendation from the Ad Hoc Policy Committee – May 16, 2019)

Main
19P-089

MOVED by Trustee Tiede, SECONDED by Trustee Cacchioni,

THAT: The Board of Education approve the amendments to Policy 365 – Employee Discipline, as attached to the Agenda, and presented at the May 22, 2019 Public Board Meeting.

CARRIED

Aboriginal Education Council Name Change to "Indigenous Education Council"

(Recommendation from the Coordinating Committee – May 15, 2019)

Main

19P-090

MOVED by Trustee Cacchioni, SECONDED by Trustee Tiede,

THAT: The Board of Education change the name of the Aboriginal Education Council to Indigenous Education Council and revise all related documents accordingly.

CARRIED

Review of Transportation Fees for the 2019/2020 Fiscal Year

(Recommendation from the Finance and Audit Committee – May 15, 2019)

Main

19P-091

MOVED by Trustee Cacchioni, SECONDED by Trustee Tiede,

THAT: The Board of Education set the transportation fee to \$225/year for each bus rider for the period effective July 1, 2019 to June 30, 2020.

CARRIED

The Board of Education reiterated that with the provincial grant and transportation fees, there remains a shortfall of approximately \$2,603,059, which will be funded from the general operating funds.

Kelowna Pride

Main

19P-092

MOVED by Trustee Bowman, SECONDED by Trustee Desrosiers,

THAT: The Board of Education participate in Kelowna Pride activities on June 22, 2019 in order to share information about our LGBTQ+ inclusivity, and to collaborate with District Student Council if they so desire.

CARRIED

OPPOSED: Trustee Geistlinger and Trustee Tiede.

Trustee Fraser left the meeting (via teleconference) and did not vote on this motion (7:50 pm).

PUBLIC QUESTIONS/COMMENTS

The COPAC President shared that she recently attended the BC Confederation of Parent Advisory Councils (BCCPAC) Annual General Meeting and in discussions with other district PACs realized how fortunate the COPAC is with having constant dialogue with both the Board of Education and the Superintendent of Schools/CEO. She commended the Board of Education for their support over the years to parents and all the PACs in the District. She also recognized Keneisha Charles, District Student Council Co-President, for winning the BCCPAC Student Bursary. The COPAC President also mentioned that recently, the COPAC volunteered for the Knox Mountain Climb and it was a great way to get out in the community.

INFORMATION ITEMS

Superintendent's Emergent Issues

On behalf of the Superintendent of Schools/CEO, the Deputy Superintendent of Schools stated that there were no emergent issues.

Level 4 and 5 Field Study Summary – 2018/2019 and 2019/2020

The Board reviewed the information.

General Statement – May 8, 2019

The Board reviewed the information provided.

Trustee Bowman advised that had she been in attendance when the Bargaining Update was introduced at the May 8, 2019 Board of Education Incamera meeting, she would have recused herself from the Bargaining update due to a potential conflict of interest.

Trustee Cacchioni advised that had he been in attendance at the May 8, 2019 Board of Education Incamera meeting, he would have recused himself from the Bargaining update due to a potential conflict of interest.

Enrolment Summary – April 30, 2019

The Board reviewed the information.

Health Canada Consultation – Youth Access to Vaping Products

The Board reviewed the information provided. The Health Canada Consultation "offers interested parties the opportunity to provide comments to inform the development of proposed regulatory measures that aim to reduce youth access and appeal of vaping products". The Board of Education encourages all members of the public to complete the Consultation document at:

<https://www.canada.ca/en/health-canada/programs/consultation-reducing-youth-access-appeal-vaping-products-potential-regulatory-measures.html>.

BOARD CORRESPONDENCE

Sent:

Received: DWE PAC, May 2, 2019, Thank-You Re Recent Transportation Decision

Main
19P-093

MOVED by Trustee Tiede, SECONDED by Trustee Desrosiers,

THAT: At the May 22, 2019 Public Board Meeting, the Board receive the correspondence listed above.

CARRIED

ITEMS REQUIRING SPECIAL MENTION

Trustees reported on the following:

- This week is the 19th Annual KSS Cancer Awareness Week. All proceeds stay here in Kelowna with the BC Cancer Foundation. The schedule of events is as follows:
 - Thursday, May 23rd Drive-thru Breakfast, Rona parking lot, 7:00 – 9:30 am
 - Friday, May 24th Head Shaving at lunch hour
- Trustees spoke of their attendance at various events including the Aboriginal Graduation Ceremonies and the TEDxYouth presentations.
- Congratulations were extended to the President of the Central Okanagan Teachers' Association, Susan Bauhart, on her acclamation as President for 2019-2021. Also congratulations to the following Executive members:

Two-year term 2019-2021

President
1ST Vice President
2nd Vice President
Professional Development Chairperson
Treasurer
Health & Safety Chairperson

Susan Bauhart
Lori Dawson Bedard
Mary Hope
Joe Jamison
Janelle Makowetski
April Smith

One-year term 2019-2020

Local Association Representative

Bargaining/Working & Learning Conditions Chairperson
TTOC Chairperson
Aboriginal Education Chairperson
Social Justice Chairperson
French as First or Working Language (FFWL) Chairperson
Members at Large (6)

Kevin Layne
Jane Nordquist
April Smith
April Smith
Beth Wannop
Lana Kim
Melissa Harris
Genevieve Hawtree
Clay McLeod
Ed Schnellert
Scott Margerison

BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION

There were no BC Public School Employers' Association items.

BC SCHOOL TRUSTEES ASSOCIATION

There were no BC School Trustees Association items.

BOARD MEETINGS WITH PARTNER AND COMMUNITY GROUPS

FUTURE MEETINGS

REGULARLY SCHEDULED BOARD MEETINGS

Regular Public Board Meeting
Wednesday, June 12, 2019 at 6:00 p.m., Board Room Main at 1040 Hollywood Road

Regular Public Board Meeting
Wednesday, June 26, 2019 at 6:00 p.m., Board Room Main at 1040 Hollywood Road

BOARD STANDING COMMITTEE MEETINGS

Policy Committee
Wednesday, May 29, 2019 at 4:00 pm

General Affairs Committee
Wednesday, June 5, 2019 at 4:00 pm

Education and Student Services Committee
Wednesday, June 5, 2019 at 6:00 pm

MEDIA QUESTIONS

There were no media in attendance.

ADJOURNMENT: The Chairperson adjourned the meeting at 8:10 pm.

Chairperson

Acting Secretary-Treasurer



Memorandum

Date: June 7, 2019
To: Board of Education
From: Finance and Audit Committee
Prepared by: Vianne Kintzinger, Assistant Superintendent

Action Item: 2019/2020 CommunityLINK Allocations

1.0 RELEVANT BOARD MOTION/DIRECTION

The Board of Education approves the distribution of CommunityLINK Funding on an annual basis.

2.0 BACKGROUND

CommunityLINK (Learning includes nutrition and knowledge) provides over \$51 million in funding to all 60 Boards of Education to support vulnerable students in academic achievement and social functioning. The funding helps school districts provide services such as breakfast and lunch programs, inner-city and community school programs, school-based support workers, and counselling for at-risk children and youth. CommunityLINK defines “vulnerable students” as those who may be at risk in terms of academic achievement and social functioning. These students primarily come from less affluent socio-economic backgrounds.

Historically, Central Okanagan Public Schools has received over \$1.2 million from this fund. Recently, \$1,244,780 has been confirmed for the 2019/2020 school year. Over 62.5% of the funding has gone directly into the School Meals Program. The District has also been able to impact students through Health Promoting Schools Programs, the Young Parent Program, Drug and Alcohol and Mental Health Programs.

In 2012/2013, the Ministry of Education created a Vulnerable Student Supplement to provide additional support for vulnerable students in our District.

3.0 INFORMATION STATEMENT

It is recommended that:

- 3.1 The School Meals Program allocation be set at \$778,310 (62.5% of funding).
- 3.2 The support for District Programs (Young Parent Program at KSS, mental health clinicians and group counselling for drug and alcohol and anger management) in partnerships with the Ministry of Children and Family be maintained.
- 3.3 The Health Promoting Schools initiatives will receive \$39,601 as a resource grant. (Added support for the 1.3 FTE Health Promoting Schools Coordinators may be provided for 2019/2020 through a continued Interior Health Authority grant and the general operating budget of the District.)

- 3.4 This year, we are continuing to support an increase with ARC Programs to further expand our school-based Mental Health Clinicians in our elementary schools.

4.0 ASSISTANT SUPERINTENDENT'S COMMENTS

The recommended allocation of funds meets CommunityLINK expenditure guidelines. It also supports the District's Mission, Vision, and Value statements. The programs provide an excellent range of services to help support our most vulnerable students and are a valuable supplement to our operating funding. The District Health Promoting Schools Committee has passed and endorsed the proposed allocation.

5.0 NEXT STEP

The Assistant Superintendent will work with the District's Graduation, Career Life Programs, and Health Promoting Schools Coordinators to continue to plan a series of networking and learning sessions for the 2019/2020 school year.

6.0 RECOMMENDATIONS:

THAT: The Board of Education approve the recommended CommunityLINK Allocation for 2019/2020, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

AND THAT: Various provincial Ministries be contacted (Ministry of Education, Ministry of Health, Ministry of Children and Family Development, Ministry of Mental Health and Addictions) to jointly provide additional resources and support for student mental health.

7.0 APPENDIX

A. CommunityLINK Allocation 2019/2020.

**School District No. 23 (Central Okanagan
Recommended CommunityLink Allocation
June 30, 2020**

	2014/2015	2015/2016	2016/2017	2017/2018	Projected 2018/2019	Budgeted 2019/2020
Carryforward	17,878	94,382	17,523	25,988	40,221	25,000
Interest	558	1,861	440	898	1,000	1,000
Annual Funding	1,231,816	1,234,832	1,236,689	1,239,231	1,241,934	1,244,780
Total Funding	1,250,252	1,331,075	1,254,652	1,266,117	1,283,155	1,270,780
Schools Meals	739,134	889,728	768,930	803,170	781,960	778,310
Min of Children and Families	250,000	250,000	250,000	250,000	250,000	250,000
ARC Programs	36,278	32,543	68,355	34,550	138,420	168,226
Healthy Schools Initiative	25,000	25,000	51,599	40,891	39,000	39,601
Other	20,500	20,500	0	20,500	20,500	20,500
Young Parent Program	30,458	41,281	41,280	28,285	28,275	14,143
Total Allocation	1,155,870	1,313,552	1,228,664	1,225,896	1,258,155	1,270,780
Net (Agrees to Schedule 3A)	94,382	17,523	25,988	40,221	25,000	(0)



Memorandum

Date: June 7, 2019
To: Board of Education
From: Finance and Audit Committee

Action Item: School Fees for 2019/2020

1.0 RELEVANT BOARD MOTION/DIRECTION

The Board of Education authorizes the charging of fees for certain items as outlined in Policy 425. The Policy requires that each year the Superintendent of Schools/CEO consult with Principals and District staff and presents to the Board a standardized schedule of fees charged by the District. The Policy and Regulations on student fees for the upcoming school year are to be reviewed in May by the Finance and Audit Committee of the Board.

2.0 BACKGROUND

While traditional course fees have been eliminated, schools are still able to charge for optional programs and deposits. The funds collected provide schools the ability to offer a variety of extra-curricular and co-curricular activities. Ability to pay provisions apply to all of these charges.

3.0 INFORMATION STATEMENT

Currently, fees charged at Central Okanagan Public Schools can be divided into four categories:

Standard Fees (Optional School Supply, Cultural, Student Activity Fees) - all elementary schools offer an elementary supply package that will provide for any personal school supplies throughout the year, as well to provide optional cultural performance opportunities that are made available through the schools for the benefit of students.

The cultural and student activity fees are to remain unchanged at:

Cultural Fees: Elementary - \$10 and Student Activity Fees: Middle/Secondary - \$30

The school supply fee was last adjusted in May 2006. Over the last several years, inflationary increases to direct costs of inventory have been incurred therefore staff recommends an increase to the school supply fees from \$30/student to \$35/student.

School Supply Fees: Elementary Schools Only - \$35 (2018/19 = \$30)

Transportation Fees - to recover a portion of the cost to transport students to and from school as per policy 470.

Year	1 Child		2 Children		3 Children		4+ Children		CUMULATIVE	
	Before June 30th	After July 1	Before June 30th	After July 1	Before June 30th	After July 1	Before June 30th	After July 1	Before June 30th	After July 1
2010	200	225	200	250	100	125	100	100	600	700
2011	200	225	200	225	100	125	100	125	600	700
2012	200	225	200	225	100	125	100	125	600	700
2013	100	112	100	112	50	62	50	64	300	350
2014	100	112	100	112	50	62	50	64	300	350
2015	100	112	100	112	50	62	50	64	300	350
2016	200	224	200	224	100	127	100	125	600	700
2017	225	250	225	250	100	125	100	125	650	750
2018	250	280	250	280	125	140	125	140	750	840
2019	175	200	175	200	88	100	88	100	525	600
2020	200	225	200	225	100	113	100	113	600	675

Proposed

Note: Early registration and payment of at least the 1st installment of the student transportation charge by June 30th will result in a discount of at least \$25 per child.

Academy Fees - To support academies at Middle and Secondary schools that have been approved as part of the substantive change process. These include sport and cultural academies as well as Dual Credit Programs. These are outlined in the Standardized Student Fee Summary (Appendix A).

Goods and Services Fees - Vary by school depending upon the offerings. These include but are not limited to: yearbooks, uniforms, fieldtrips, musical instrument rental and graduation ceremonies.

5.0 NEXT STEP

The charges presented will continue to be collected by schools in September 2019. The District's financial hardship policy will apply to all fees.

6.0 RECOMMENDATION

THAT: The Board of Education approve the school supply fee increase from \$30/student to \$35/student, effective July 1, 2019.

7.0 APPENDICES

- A. 2019/2020 Standardized Student Fee Summary
- B. Policy 425 – Student Fees
- C. Regulation 425R – Student Fees Regulation

School District No. 23 (Central Okanagan)
2019/2020 Standard Fee Schedule

School District Fee	Description	Notes	Elem	MIDDLE SCHOOLS						HIGH SCHOOLS				
				CNB	Knox	GMS	KLO	RMS	SVM	GESS	KSS	MBSS	OKM	RSS
Cultural/Activity			10											
School Supplies		Last increased fr \$7 to \$10 in Sept 08												
Student Activities		Last increased fr \$25 to \$30 in May 06	35											
		Last increased fr \$25 to \$30 in Sept 06		30	30	30	30	30	30	30	30	30	30	30
Academy Program	Baseball													
Academy Program	Golf	GESS fee changed approved to \$675 on 6-Feb-19 then decided to not offer in 2019/20			350	1,600				0		130	150	1,200
Academy Program	Hockey (Junior)													
Academy Program	Hockey (Senior)						1,100			600				
Academy Program	Hockey Skills													
Academy Program	Hockey (RSS - Basic)											850	1,100	1,000
Academy Program	Hockey (RSS - Advanced)												2,300	
Academy Program	Swimming												550	
Academy Program	Soccer	GESS not offering in 19/20; RSS fee changed approved to \$678 on 6-Feb-19			450					0		200	550	678
School Program	Outdoor Ed			225					225		85	250		
Dual Credit Program	Auto Service Tech'n													
Dual Credit Program	BCIT										500			250
Dual Credit Program	Culinary Arts											0		
Dual Credit Program	Emerg Medical Resp													240
Dual Credit Program	Fire Fighting											300		
Dual Credit Program	Forestry													750
Dual Credit Program	Hairdressing											850		



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Policies And Procedures

Section Four: Students

425 – STUDENT FEES

Introduction

In keeping with the provisions of the School Act, its accompanying Regulations and/or Orders of the Minister, the Board of Education authorizes the charging of fees for certain goods and services, participation in distinct schools, unique programs and specialty academies, rental of musical instruments and the requiring of deposits for educational resource equipment and materials. The financial hardship policy (See Regulation 425R, Section 8) applies to all student fees.

Policy

1. Each year the Superintendent of Schools will consult with principals and district departments and will present to the Board a standardized schedule of fees for goods, services, deposits and rentals for all students.
2. Each year the Superintendent of Schools will prepare a list of approved specialty academies and the proposed fee for each specialty academy.
3. Each year the Board of Education will review and approve the student transportation charge.
4. To ensure that fees and deposits do not prohibit student participation in educational programs, the Board will facilitate fair and confidential procedures to allow participation by students who would otherwise be excluded.
5. Policy and regulations on student fees for the upcoming school year will be reviewed by May by the Finance and Legal Committee of the Board.
6. A list of all school fees will be made available to the public on or before July 1 of each school year.

Date Agreed: April 23, 1980

Date Amended: February 11, 1981; April 21, 1992; April 22, 1998;

Date Reviewed/Amended: November 13, 2002;

Date Amended: June 27, 2007; May 27, 2009; October 13, 2010;

May 23, 2012

Date Reviewed: June 11, 2014

Related Documents: School Act Sec. 82 and School Board Fees Order



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Section Four: Students

425R – STUDENT FEES

Schools may assess and collect the goods and services fees, distinct schools, unique programs and specialty academy fees, rentals, deposits, and charges described below, providing that the ability to pay is not a prerequisite to taking an educational program and that the charge is not for an activity that directly relates to achieving the prescribed learning outcomes of a course or program except where permitted by legislation. All goods, services, distinct schools, unique programs and specialty academy fees and supplies referred to in these Regulations shall be optional to students. The financial hardship policy (section 8) applies to all student fees.

The Board may assess and collect a Student Transportation Charge for students requesting access to the District transportation system.

Interpretation

For the purpose of these Regulations:

Goods and Services

Include but are not limited to:

- Materials and equipment of a nature, or of a quality or quantity, beyond that which is necessary to meet the required outcomes or assessment requirements of an educational program,
- Paper, writing tools, calculators other than graphical calculators, student planners, exercise books, computer storage media and other school supplies and equipment for a student's individual use,
- The provision of a musical instrument for a student's individual use, and
- The payment of expenses in respect of field trips or special events including expenses for transportation, accommodation, meals, entrance fees and equipment rentals.
- Student bus passes or replacement bus passes.

Student Transportation Charge

Representing a portion of the cost to transport the student to and from school as per Policy 470.

Supplies

Items which are purchased and used personally by the student; (examples: school supplies available through the bulk purchase plan, gym strip, exercise books, binders, loose-leaf refills, blank computer diskettes, home economics and technology education projects)



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Section Four: Students

<i>Educational Resource Materials</i>	Information, represented or stored in a variety of media and formats, that is used for instruction in an educational program and materials and equipment necessary to meet the learning outcomes or assessment requirements of an educational program provided by the Board of Education.
<i>Musical Instruments</i>	School District owned musical instruments used in the curricular and extracurricular school-based music programs.
<i>Merchandise</i>	Merchandise of a non-educational nature available through the schools for the benefit of its students (examples: personal foods and beverages, T-shirts and book fairs).
<i>Activities</i>	Optional activities of a non-educational or supplemental nature that are made available through the schools for the benefit of students (example: co-curricular programs).
<i>Distinct School</i>	A school that provides a curriculum with a specific school-wide educational focus (e.g. traditional or fine arts), or creates a unique school identity (e.g. mandatory uniforms).
<i>Unique Program</i>	A program that fulfills a recognized educational need separate from existing programs and services, but within the parameters of provincially prescribed and/or Board authorized curriculum, and provides educational options for students, parents and staff (e.g. International Baccalaureate, Advanced Placement or Elementary/Middle School Okanagan Language).
<i>Specialty Academy</i>	An educational program that emphasizes a particular sport, activity or subject area, and meets the prescribed criteria set out in the regulations (BC Ministry of Education Specialty Academy Criteria Regulation 219/08 dated October 15, 2009).

1. Goods and Services and Supplies

The Superintendent of Schools may approve the charging of specific fees and levies to students for goods and services and supplies not normally provided free-of-charge by the district's schools.

2. Student Transportation Charge

The Board may approve the charging of a portion of the cost to transport the student to and from school as per policy 470.



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Section Four: Students

3. Educational Resource Materials

Secondary and middle schools may require a deposit (caution fee) for equipment or materials on the following basis:

- 3.1 individual fee
- 3.2 family fee

Upon the return of such equipment or materials in working order and good condition, all of the deposit shall be refunded to the student.

4. Activity Charges

Schools may collect an activity charge (student council/supplemental field trips/extra-curricular activities/cultural performance) providing the charge for the activity or resources does not relate directly to a prescribed outcome. Also, alternative activity must be provided to non-participating students. Activity charges should be on a cost-recovery basis or, where common among schools, shall be applied consistently and shall reflect reasonable cost recovery.

5. Approval and Publication

- 5.1 Applications for the charging of goods and services fees activity charges, and the requiring of deposits referred to in subsections 1 to 3 above, shall be submitted to the Superintendent of Schools or his designate for approval.
- 5.2 Upon receiving approval of the applicable goods and services fees, student transportation charge, charges, and deposits, each school shall publish a schedule of such fees, charges and deposits, and shall make the schedule available to students and children registered under Section 13 of the School Act, and to the parents of those students before the beginning of the school year.

6. Merchandise and Activities

- 6.1 **Merchandise:**
Schools will be free to sell a wide range of merchandise beyond the Goods and Services and supplies, a general list of such known merchandise must be approved by the principal and filed with the office of the Superintendent of Schools or his designate for information purposes.
- 6.2 **Band instruments:**
Schools may charge a nominal fee (below market rate) for the rental of School District owned band instruments. The rental fee will be established by the school principal.
- 6.3 **Activities:**
Although schools will be free to undertake a number of activities beyond those required in the educational program, a list of such known activities with estimated



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charges is to be approved by the principal and filed with the office of the Superintendent of Schools or his designate for information purposes.

6.4 **Specialty Academy Fees:**

A school may charge a fee for an authorized academy to recover supplementary instruction and resource costs (e.g. professional coaches, facility rentals) provided that Academy and associated fees are approved by the school's School Planning Council on a yearly basis. Authorized Secondary School Apprenticeship specialty academies and Dual Credit Program specialty academies may charge for tools, equipment and materials directly related to the academy.

7. **Accounting**

All monies collected and distributed by a school are public funds and are subject to an audit by the office of the Secretary-Treasurer.

7.1 Proper accounting procedures shall be maintained at each school.

7.2 The principal shall be responsible for authorizing all expenditures.

7.3 Separate accounts shall be maintained for each approved specialty academy.

8. **Financial Hardship**

8.1 Principals shall annually notify parents through newsletters, notices to parents, and at the time of registration, that a student will not be excluded from any educational program due to financial hardship.

8.2 Principals shall facilitate participation in courses by fully or partially waiving the schedule for payment of goods, services, supplies, project fees, distinct schools, unique programs, specialty academies and charges for students unable to pay because of financial hardship. Where fees are fully or partially waived, the principal may explore with the student options to recover the fees through school-sponsored fundraising, other school funds or community sources. Parents of other participating students are not expected to fund financial hardship.

8.3 Principals shall facilitate exemption requests for the student transportation charge by meeting with the parents seeking the exemption and completing the student transportation fee Subsidy Request form. The form must be submitted confidentially to the Secretary-Treasurer for final approval.

8.4 Principals are directed to establish a procedure in each school which will allow for the private and confidential consideration of financial circumstances of individual students and families. Such procedures will preserve the dignity of families who may be unable to pay.

Date Agreed: April 23, 1980

Date Amended: February 11, 1981; April 21, 1992; April 22, 1998;

Date Reviewed/Amended: November 13, 2002

Date Amended: June 27, 2007; June 30, 2008; May 27, 2009; October 13, 2010

Date Reviewed: June 11, 2014

Related Document: School Board Fees Order



Memorandum

Date: June 7, 2019
To: Board of Education
From: Finance and Audit Committee
Prepared by: Delta Carmichael, Assistant Secretary-Treasurer

Action: **Community Rental Program Review for the 2019/2020 Fiscal Year**

1.0 RELEVANT BOARD MOTION/DIRECTION

Policy 650 - Public Use of School Facilities along with accompanying Regulations 650R and Appendix 650A.

2.0 BACKGROUND

Since 1998, the District has been charging for rental of facilities on an hourly basis. Most other districts rent out their facilities under a similar model. The intent of the rental fee is to help recover direct and allocated costs associated with the rentals, including additional custodial allocations, utilities and wear and tear on facilities, and equipment.

3.0 INFORMATION STATEMENT

Central Okanagan Public Schools provides access to facilities for a variety of user groups throughout the entire year. This ranges from hourly rentals of gymnasiums, classrooms and fields to monthly lease contracts with Preschool and After School Program operators.

For hourly rental contracts, facilities are rented primarily in the evening during the week as well as weekends. All rentals are administered through the signing of a rental contract outlining the terms and conditions of the rental as well as the requirement that appropriate insurance be provided. The program is coordinated through one Facility Rental Clerk at the Board Office who liaises with all Principals (or designate) regarding availability of space at the schools. The decision to make a facility available for community use is left entirely up to the Principal. Some schools participate more actively in the program than others, with 35% of the schools providing 77% of the rental time available.

During the last five years, usage of the rental program by the community has averaged approximately 5,800 hours annually. In addition, at June 30, 2018, 35 Childcare Programs (Preschool, StrongStart, and Before/After School Care Programs) were in place in 22 schools. Together, they generated approximately \$613,000 in revenue to the District. Direct costs, including clerical (1.25 FTE) and custodial support (3.0 FTE), was \$240,000. Inflationary increases to indirect costs such as increased weekend demand of custodial staff, increases in utility rate usage as well as general wear and tear on facilities are also incurred.

Due to these inflationary cost pressures, a recommendation is made at this time to increase the community rental rates as follows:

Non Profit (Hourly Rates)					
	24-Jun-09	7-Feb-11	1-Jul-14	1-Jul-16	Proposed 1-Jul-19
Administration Fee	10.00	10.00	10.00	10.00	10.00
Cancellation Fee	5.00	5.00	5.00	5.00	5.00
Weekend & After Hour Surcharge Fee	21.00	21.00	22.00	25.00	30.00
Gym (Middle/Secondary), includes QGE & GPE	42.00	42.00	44.00	47.00	50.00
Gym (Elementary), includes Central	37.00	37.00	39.00	41.00	43.00
HRES	53.00	53.00	56.00	60.00	65.00
Classroom, Cafeteria, Multi-Purpose, Library	32.00	32.00	37.00	37.00	40.00
Playing Field - Youth	2.70	2.70	2.87	3.00	3.25
Playing Field - Adult	5.40	5.40	5.74	6.00	6.25
Parking Lot	5.00	5.00	5.00	5.00	5.00

Profit (Hourly Rates)					
	24-Jun-09	7-Feb-11	1-Jul-14	1-Jul-16	Proposed 1-Jul-19
Administration Fee	10.00	10.00	10.00	10.00	10.00
Cancellation Fee	5.00	5.00	5.00	5.00	5.00
Weekend & After Hour Surcharge Fee	21.00	21.00	22.00	25.00	30.00
Gym (Middle/Secondary), includes QGE & GPE	168.00	168.00	176.00	185.00	190.00
Gym (Elementary), includes Central	148.00	148.00	155.00	165.00	170.00
HRES	212.00	212.00	223.00	235.00	240.00
Classroom, Cafeteria, Multi-Purpose, Library	128.00	128.00	134.00	140.00	145.00
Playing Field - Youth	22.00	22.00	22.00	25.00	27.00
Playing Field - Adult	22.00	22.00	22.00	25.00	27.00
Parking Lot	22.00	22.00	22.00	25.00	27.00
Custodial Hourly Rate	27.00	30.00	31.50	35.00	35.00
Weekend 4 Hr Minimum	108.00	120.00	126.00	140.00	140.00

PRESCHOOL RATES		
	Monthly	% Change
2010 & previous	300	
2011	315	5%
2015	330	5%
2017	338	2%
Proposed 2020	355	5%

AFTER SCHOOL RATES		
	Monthly	% Change
2010 & previous	500	
2011	525	5%
2015	550	5%
2017	565	3%
Proposed 2020	593	5%

4.0 ASSISTANT SECRETARY-TREASURER'S COMMENTS

The Superintendent supports the above proposed rental fee increases, as well as the program goals. The focus continues to be on providing community access to these facilities without negatively impacting the operations of the school or the District.

5.0 RECOMMENDATION

THAT: The Board of Education set the community rental rates, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting, effective July 1, 2019.

6.0 APPENDICES

- A. Policy 650 – Public Use of School Facilities
- B. Regulation 650R – Public Use of School Facilities
- C. Appendix 650A – Public Use of School Facilities – Schedule of Rental Fees



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Section Six: School District Facilities

650 – PUBLIC USE OF SCHOOL FACILITIES

Introduction

The Board of Education believes that school facilities are provided primarily for the education of public school students but that appropriate use by the community is acceptable in accordance with this policy and the regulations.

Policy

1. School buildings and grounds are the responsibility of the Board as set out in the School Act and may, on proper application, be made available for community use provided that:
 - 1.1 the activity shall not interfere with the education of public school students;
 - 1.2 the use shall not adversely reflect upon the district;
 - 1.3 the School District may charge fees in accordance with Regulation 650R – Public Use of School Facilities (Regulations).
2. As school buildings and property are purchased from taxes paid by the public, the community use of such facilities should be encouraged. Therefore, the Board directs that when buildings (new or existing) are being designed or renovated, district staff should attempt to ensure that the facility will enhance community use (as per Policy 605: *Educational Facility Planning*).

Date Agreed: April 23, 1980

Date Amended: November 14, 1984; December 9, 1987; June 29, 1989;
January 10, 1996; June 11, 1997; May 8, 2002;

Date Reviewed/Amended: November 13, 2002; June 25, 2014

Date Amended: November 12, 2008; June 24, 2009;

Related Documents: School Act Sec. 74, 650R, 650A



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Section Six: School District Facilities

650R – PUBLIC USE OF SCHOOL FACILITIES (REGULATIONS)

1. User Groups

The following identifies the different user groups for the purpose of the Schedule of Rental Fees (Appendix 650A).

- **Group A - Youth/Adult Non-Profit Organizations**
Scouts Canada, Girl Guides of Canada, minor league sports teams whereby all instructors and leaders are volunteers.
Adult meetings of youth organizations, youth activities or courses, adult sports programs or adult recreational teams, private youth recreational activities, registered charitable non-profit organizations and PAC-sponsored events.
- **Group B - Profit Organizations or Commercial Activity**

2. Rental Facilities

For rental purposes, school facilities will be grouped in the following categories:

- gymnasiums - includes auditoriums and theatres;
- classrooms, cafeterias, libraries and school multi-purpose rooms;
- Hollywood Road Education Services conference/meeting rooms;
- playing fields - includes any or all parts of the school grounds.

3. Rental Conditions

- 3.1 All agreements must be signed and paid for before the start of the rental agreement.
- 3.2 Longer term agreements must pay monthly in advance.



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Section Six: School District Facilities

- 3.3 All groups, with the exception of Youth Activities, preschool and after-school care, must start after 4:00 p.m.
- 3.4 The school district calendar runs July - June; therefore all agreements must end by June 30 and be renewed for the next calendar year.

4. Facility Charges

Current charges are outlined in 650A.

4.1 Administration Fee

An administration fee for each rental agreement (per school) will be charged to all users. A rental agreement that involves more than one school site will be considered a separate agreement for each location.

4.2 Cancellation Fee

A cancellation fee (with more than 72 hours' notice) per rental agreement (per school, per time slot) will be charged to all users who cancel agreements after they are initiated. A rental that involves more than one location requires a separate rental agreement for each location. Rental fees will not be refunded should the cancellation be less than 72 hours' notice.

4.3 Rental Refund

Should the school district cancel a rental period, the renter will be refunded the rental fee for that period and any related custodial charges.

4.4 Weekend and After Hours Surcharge

There will be a surcharge for the opening of a facility on a Saturday, Sunday or holiday.

4.5 Preschool Operation

There will be a monthly charge, per classroom, for preschools operating during school hours.

4.6 After-School Care

There will be a monthly charge, per classroom, for after-school care operating between the hours of 2:30 p.m. and 6:00 p.m.



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4.7 Waiver of Fees

Providing that there are no custodial or security cost requirements, rental charges and administration fees are waived for school extra-curricular activities, meetings of COPAC, COTA, CUPE, COPVPA, PAC and School Planning Councils, school fund-raising events, PAC fund-raising events, staff activities and school-based groups.

4.8 Lining of Fields

When an outside agency requires a school field be lined, the full fee, as set from time to time by the Board of Education, will apply.

5. Custodial Rates

In the event that custodial security is required, the rates as set out in 650A will apply.

5.1 After normal custodial hours from Monday - Friday and during the months of July and August, there will be a charge per hour (minimum four-hour call-out in July and August).

5.2 On Saturdays and Sundays there will be a charge per hour for a custodian (minimum four-hour call-out).

6. Equipment Use

6.1 Use of equipment within the school facilities will be at the discretion of the principal of the school.

7. Special Regulations

7.1 The Board reserves the right, on application, to waive or adjust the rental fees.

7.2 The Superintendent of Schools, in consultation with the principal concerned, may vary or waive the prescribed rental fee when they wish to foster good school / community relations.



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Section Six: School District Facilities

8. Supervision and Clean-up Charges

- 8.1 A school district employee must be on site at all times during the rental period for all after-school uses of a school building, but the organization authorized to use the facilities shall assume full responsibility for supervision of the activity.
- 8.2 No direct payment to school district personnel is to be made by the organization for the use of the facilities.

9. Terms and Conditions

- 9.1 All rentals of school facilities shall be covered by the prescribed rental agreement and administered through the office of the Secretary-Treasurer.
- 9.2 Any damage to school district property will be repaired by the school district at the expense of the organization using the facilities.
- 9.3 No sprinklers and other irrigation equipment can be moved or tampered with.
- 9.4 School equipment shall not be removed without special agreement.
- 9.5 No school buildings shall be used for dances, unless they are school dances sponsored by the school or parent advisory council.
- 9.6 No alcohol, cannabis product use, smoking or vaping are permitted in any part of the school buildings or anywhere on school property (Policy 640: Smoke-Free Environment).
- 9.7 The principal of the school concerned shall be consulted before any rentals are finalized.
- 9.8 Any organization or commercial enterprise wishing to use a school, or intending to put on a show in conjunction with a school, will be referred to the Secretary-Treasurer or designate before commitments of any nature are made.



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Section Six: School District Facilities

- 9.9 Any film production company requesting access to our facilities for filming purposes must contact the School District No. 23 Rental Department (at least 30 days prior to filming), and provide a copy of the script and specific filming requirements. Prior to approval, the Secretary-Treasurer or designate will review the script to ensure that the contents are respectful of the values of School District No. 23 (Central Okanagan). The Secretary-Treasurer or designate will also determine if the District is able to accommodate filming requirements. Upon receiving approval for filming, the production company must meet with the site-based administrator/supervisor to ensure filming will not interfere with student learning or staff responsibilities. Prior written approval must be obtained and submitted to the school Principal for any students or staff involved in the production of the movies.

Date Agreed: April 23, 1980

Date Amended: November 14, 1984; December 9, 1987; June 29, 1989;
January 10, 1996; June 11, 1997; May 8, 2002;

Date Reviewed/Amended: November 13, 2002; June 25, 2014;

Date Amended: May 26, 2004; September 27, 2007; November 12,
2008; June 24, 2009; June 26, 2013; October 24, 2018

Related Document: Policy 640, 650, 650A



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Section Six: School District Facilities

650A – PUBLIC USE OF SCHOOL FACILITIES SCHEDULE OF RENTAL FEES (APPENDIX)

Regulation	Item	Cost
650R 4.1	Administration Fee (per rental agreement, per school)	\$ 10.00
650R 4.2	Cancellation Fee (per rental agreement per school per time slot)	\$ 5.00
650R 4.4	Weekend and After Hours Surcharge	\$ 25.00
650R 4.5	Preschool Operation (per month, per classroom)	Varied
650R 4.6	After-School Care (per month, per classroom)	Varied
650R 4.8	Lining of Fields (fee as set by the Board of Education)	Full Fee
650R 5	Custodial Rates	
	• after normal custodial hours	\$ 35.00
	• Saturdays and Sundays throughout the year, and the months of July and August	\$140.00 minimum
	Minimum four-hour call-out will apply	

*All rates are subject to applicable taxes.



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Section Six: School District Facilities

Schedule of Rental Fees – User Groups

Group A: Youth/Adult Non-Profit Organizations		Hourly Rate
Gymnasiums	- middle/secondary	\$ 47.00
	- elementary	\$ 41.00
Hollywood Road Education Services Conference/Meeting Rooms		\$ 60.00
Classroom, cafeteria, library, multi-purpose room		\$ 37.00
Playing field – Youth		\$ 3.00
Playing Field – Adult		\$ 6.00
Group B: Profit Organizations or Commercial Activity		Hourly Rate
Gymnasiums	- middle/secondary	\$185.00
	- elementary	\$165.00
Hollywood Road Education Services Conference/Meeting Rooms		\$235.00
Classroom, cafeteria, library, multi-purpose room		\$140.00
Playing field		\$ 25.00

*All rates are subject to applicable taxes.

Date Agreed: April 23, 1980

Date Amended: November 14, 1984; December 9, 1987; June 29, 1989;
January 10, 1996; June 11, 1997; May 8, 2002;

Date Reviewed/Amended: November 13, 2002

Date Amended: May 26, 2004; May 25, 2005; September 27, 2007;
November 12, 2008; June 24, 2009; June 9, 2010; February 7, 2011;
June 25, 2014; February 8, 2017

Related Document: 650, 650R



Memorandum

Date: June 7, 2019
To: Board of Education
From: Planning and Facilities Committee

Action Item: **2020/2021 Five Year Capital Plan Submission**

1.0 ISSUE STATEMENT

Boards of Education are required to submit a Capital Plan to the BC Ministry of Education by June 30, 2019. Eligible capital projects include the provision of new and replacement buses, new school sites, new educational space required for enrolment growth, and the replacement or rehabilitation of existing school facilities that have reached the end of their economic and functional life.

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

1. Major Capital Funding

- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Rural Districts Program (RDP)

2. Minor Capital Funding

- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Playground Equipment (PEP)
- Bus Replacement Program (BUS)

Each capital request within the programs are analyzed and assigned a priority ranking by the School District and by the BC Ministry of Education. Based on detailed analysis of all provincial district submissions, the government establishes an overall provincial capital budget for schools. Resources are allocated to the highest-priority projects, and school boards are advised which projects will be funded and may proceed.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 BACKGROUND

District Staff have prepared the 2020/2021 Capital Plan in accordance with:

- a) The BC Ministry of Education Capital Asset Management Project Procurement and Procedures Guidelines;
- b) The BC Ministry of Education Design and Area Standards;
- c) The BC Ministry of Education 2020/21 Capital Plan Instructions; and,
- d) Central Okanagan Public Schools Long-Term Facilities Plan.

Staff brought forward the draft Capital Plan to the Planning and Facilities Committee meeting on April 17th for discussion. The 2020/2021 Project List is based on the district's facility needs. The priority list in Appendix A identifies the staff's recommendation for submission to the Ministry.

4.0 POINTS FOR CONSIDERATION

1. The Ministry of Education deadline to submit the District's Capital Plan is June 30, 2019.

5.0 OPTIONS FOR ACTION

1. Recommend that the Board of Education approve the 2020/2021 Five-Year Capital Plan.
2. Provide alternate direction to staff to amend the 2020/2021 Five-Year Capital Plan.
3. Do not approve the 2020/2021 Five-Year Capital Plan and provide further direction to staff.

6.0 FOLLOW-UP/REVIEW

Staff have finalized the 2020/2021 Capital Plan estimates and background documentation based on the attached project list. If approved, the final plan will be submitted to the Ministry of Education by June 30, 2019.

7.0 DIRECTOR'S COMMENTS

The 2020/2021 Capital Plan is based on the draft plan presented to the Planning and Facilities Committee meeting on April 17, 2019 and outlines the District's immediate and future capital priorities.

8.0 RECOMMENDATION

THAT: The Board of Education approve the Capital Plan Resolution for the 2020/2021 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the June 12, 2019 Public Board Meeting.

9.0 APPENDICES

- A. Five-Year Capital Plan Summary – 2020/2021 to 2024/2025 – Sorted by Priority and Program.
- B. Central Okanagan Public Schools Board of Education Capital Plan Resolution.



FIVE YEAR CAPITAL PLAN SUMMARY - 2020/21 - 2024/25

PROJECT PRIORIT Y	CAP PROJ CODE	LOCATION	PROJECT DESCRIPTION	20/21	21/22	22/23	23/24	24/25
Major Capital Funding								
New Schools								
1	NEW	Westside Secondary School	Construct new Westside Secondary School	XXXXXX				
2	NEW	Glenmore Secondary School	Construct new Glenmore Secondary School	XXXXXX				
3	NEW	Wilden Area Elementary	Construct new K-Gr 5 Wilden Area Neighbourhood		XXXXXX			
4	NEW	University Area Elementary	Construct new K-Gr 5 University Area			XXXXXX		
Sub Total Major Capital Funding				\$188,000,000	\$28,000,000	\$28,000,000	\$0	\$0
School Additions								
1	ADD	Rutland Middle	Construct an addition to increase building capacity from 425 to 800 (replace 11 portables on site)	XXXXXX				
2	ADD	Springvalley Middle	Construct an addition to increase building capacity from 525 to 750 (replace 5 portables on site)	XXXXXX				
3	ADD	Dr. Knox Middle	Construct an addition to increase building capacity from 800 to 1050 (replace 7 portables on site)	XXXXXX				
4	ADD	Constable Neil Bruce	Construct an addition to increase building capacity from 750 to 900 (replace 3 portables on site)	XXXXXX				
5	ADD	KLO Middle	Construct an addition to increase building capacity from 700 to 900 (replace 7 portables on site)		XXXXXX			
6	ADD	North Glenmore Elementary	Construct an addition to increase building capacity from 80K/425 to 100K/575 (replace 3 portables on site)		XXXXXX			
7	ADD	Black Mountain Elementary	Construct an addition to increase building capacity from 40K/350 to 60K/475 (replace 2 portables on site)			XXXXXX		
8	ADD	Casorso Elementary	Construct an addition to increase building capacity from 60K/400 to 80K/475 (replace 4 portables on site)				XXXXXX	
9	ADD	Dorothea Walker Elementary	Construct an addition to increase building capacity from 60K/325 to 80K/400 (replace 4 portables on site)				XXXXXX	
Sub Total School Additions				\$57,000,000	\$22,500,000	\$9,000,000	\$12,000,000	\$0
Site Acquisitions								
1	NEW	Glenmore Secondary School	Site Acquisition (land size xha) for Future Secondary School (Burch Ave)	XXXXXX				
2	NEW	Wilden Area Elementary	Site Acquisition (land size 2.5ha) for a Future Elementary School (Wilden Area)	XXXXXX				
3	NEW	University Area Elementary	Site Acquisition (land size 3.2ha) for a Future Elementary School (Academy Way)	XXXXXX				
4	NEW	South West Winfield Elementary	Site Acquisition (land size 2.3ha) for a Future Elementary School (Tyndall Road Area)				XXXXXX	
5	NEW	South West Mission	Site Acquisition (land size 2.5ha) for a Future Elementary School (Thompson Flats Residential Neighbourhood)					XXXXXX
Sub Total Site Acquisitions				\$19,000,000	\$0	\$0	\$6,000,000	\$6,000,000
School Replacement Program								
1	REPL	Glenmore Elementary	Replace Glenmore Elementary with new 120K/530 capacity elementary school - PIR submitted	XXXXXX				
2	REPL	George Pringle Elementary	Replace George Pringle Elementary with new 80K/475 capacity elementary school		XXXXXX			
3	REPL	Raymer Elementary	Upgrade or replace with new 40K/250 Raymer Elementary			XXXXXX		
Sub Total School Replacement Program				\$40,000,000	\$40,000,000	\$25,000,000	\$0	\$0



FIVE YEAR CAPITAL PLAN SUMMARY - 2020/21 - 2024/25

PROJECT PRIORIT Y	CAP PROJ CODE	LOCATION	PROJECT DESCRIPTION	20/21	21/22	22/23	23/24	24/25
Minor Capital Funding								
Building Envelope Program								
1	BEP	Shannon Lake Elementary	Building Envelope Remediation as per Consultant Report	XXXXXX				
2	BEP	Chief Tomat Elementary	Building Envelope Remediation as per Consultant Report		XXXXXX			
3	BEP	Casorso Elementary	Building Envelope Remediation as per Consultant Report			XXXXXX		
4	BEP	Okanagan Mission Secondary	Building Envelope Remediation as per Consultant Report				XXXXXX	
Sub Total Building Envelope Program				\$1,713,449	\$1,880,632	\$1,226,889	\$1,231,068	\$0
School Enhancement Program								
1	SEP	Rutland Middle	Roofing Replacement - Sections A-Q	XXXXXX				
2	SEP	District Facilities	Phase one - Replace obsolete air handling units with new energy efficient units - 130 units	XXXXXX				
3	SEP	District Facilities	Phase two - Replace obsolete air handling units with new energy efficient units - 130 units	XXXXXX				
4	SEP	Mount Boucherie	Phase three - Washroom Upgrade	XXXXXX				
5	SEP	KLO Middle	Phase one - Mechanical System and HVAC Upgrade		XXXXXX			
7	SEP	KLO Middle	Phase two - Classroom Mechanical Upgrade		XXXXXX			
8	SEP	Glenrosa Middle	Phase one - Mechanical System Upgrade		XXXXXX			
9	SEP	Anne McClymont Elementary	Phase one - Mechanical System Upgrade		XXXXXX			
10	SEP	Peachland Elementary	Phase one - Mechanical System Upgrade		XXXXXX			
11	SEP	Rutland Elementary	Central Heatpump upgrade to include free cooling, missed in the original design		XXXXXX			
12	SEP	Peter Greer Elementary	Mechanical System and HVAC Upgrade		XXXXXX			
13	SEP	Watson Road Elementary	Phase two - Mechanical System and HVAC Upgrade		XXXXXX			
14	SEP	Glenrosa Middle	Phase two - Mechanical System and HVAC Upgrade		XXXXXX			
15	SEP	Anne McClymont Elementary	Phase two - Mechanical System and HVAC Upgrade		XXXXXX			
16	SEP	Glenrosa Elementary	Air Source RTU heatpumps			XXXXXX		
17	SEP	Okanagan Mission Secondary	Phase two - Mechanical System and HVAC Upgrade			XXXXXX		
18	SEP	Davidson Road	Phase one Condensing Boiler			XXXXXX		
19	SEP	Ellison Elementary	Condensing Boiler			XXXXXX		
20	SEP	Peachland Elementary	Air Source RTU heatpumps				XXXXXX	
21	SEP	Chief Tomat Elementary	Mechanical System Upgrade				XXXXXX	
22	SEP	Davidson Road	Phase two - Mechanical System Upgrade				XXXXXX	
19	SEP	Glenrosa Elementary	Phase two - Mechanical System Upgrade				XXXXXX	
20	SEP	Kelowna Secondary	Boilers, VFD Htg/Clg Pumps, Valves, & HVAC V3.40 DDC Controls Upgrade				XXXXXX	
21	SEP	Mount Boucherie Secondary	VFD HVAC Pumps, Valves, HVAC V3.40 DDC Controls Upgrade				XXXXXX	
22	SEP	Rutland Secondary	Boilers, VFD HVAC Pumps, Valves & HVAC V3.40 DDC Controls Upgrade				XXXXXX	
Sub Total School Enhancement Program				\$4,550,000	\$11,265,000	\$4,113,000	\$4,178,000	\$2,400,000
Carbon Neutral Capital Program								
1	CNCP	Davidson Road	Replace existing atmospheric boilers with new condensing units, and reconfigure terminal equipment for low temperature hot water	XXXXXX				
2	CNCP	AS Matheson	Replace existing modulating gas rooftop units with new roof top air source heat pumps. Provide new outdoor air units to temper fresh air and prevent temperature swings in the space.	XXXXXX				
3	CNCP	Mount Boucherie Secondary	Remove the old and hazardous 347 volt lighting system and controls. Replace with current technology and improve energy savings.	XXXXXX				
Sub Total Carbon Neutral Capital Program				\$3,509,000	\$0	\$0	\$0	\$0
Bus Replacement Program								
1	BUS	Replacement Bus	Replace Bus Units #22310, #72344A, #7235A, #7236A, #7237A, #7238A, #7239A, #8235, #5233, #5234	XXXXXX				
2	BUS	Replacement Bus	Replace Bus Units #8233, #A9230		XXXXXX			
3	BUS	Replacement Bus	Replace Bus Units #A0230, #A0232, #A0233, #A0234			XXXXXX		
4	BUS	Replacement Bus	Replace Bus Units #A0235, #A0236, #A0237, #A0238, #A0239				XXXXXX	
Sub Total Bus Replacement Program				\$1,370,000	\$274,000	\$548,000	\$685,000	\$0
Playground Equipment Program								
1	PEP	Chief Tomat Elementary	Playground Equipment Replacement and Handicapped Accessible	XXXXXX				
2	PEP	North Glenmore Elementary	Playground Equipment Replacement and Handicapped Accessible		XXXXXX			
3	PEP	South Kelowna Elementary	Playground Equipment Replacement and Handicapped Accessible			XXXXXX		
Sub Total Playground Equipment Program				\$105,000	\$105,000	\$105,000	\$0	\$0

Appendix B



**Central Okanagan
Public Schools**

Together We Learn

CENTRAL OKANAGAN PUBLIC SCHOOLS
1040 Hollywood Road S. Kelowna, BC V1X 4N2
Tel. (250)860-8888, Fax (250)870-5056, www.sd23.bc.ca

June 12, 2019

That the Board of Education of School District No. 23 Central Okanagan Public Schools approve the Capital Plan as outlined on the attached summary.

I hereby certify this to be a true copy of the resolution for approval of the Capital Plan adopted by the Board of Education, the

_____ day of _____, 2019

Secretary-Treasurer/CFO



Memorandum

Date: June 7, 2019
To: Board of Education
From: Planning and Facilities Committee

Action Item: **Enhancement Agreement – Rutland Elementary School Playground**

1.0 ISSUE STATEMENT

Rutland Elementary School has received funding from the Ministry to purchase and install a new playground. Therefore, the Rutland Elementary School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

The total estimated cost of this new playground is approximately \$150,000 (\$90,000 play equipment and \$60,000 of removal and installation costs).

The Ministry of Education has awarded Rutland Elementary School with a \$105,000 grant to assist with the purchase and installation of a new playground. This grant is included in the Capital Plan Bylaw No. 2019/20-CPSD23-01 attached as Appendix C.

Rutland Elementary School has been working with students, staff and the PAC to raise funds for a new playground. The PAC will contribute \$5,000 towards this project and asks the Board to lend an additional \$40,000 to the PAC to assist with this purchase as outlined in Appendix A. The District is in a financial position to provide this loan and has supported lending funds to both schools and PACs in the past. The PAC agrees to repay this loan over a three to five year period.

4.0 FOLLOW-UP/REVIEW

Following approval from the Board, the project will proceed.

5.0 DIRECTOR'S COMMENTS

A signed jurisdiction is included as Appendix D that relates to the removal and installation of the new playground.

6.0 RECOMMENDATIONS

THAT: The Board of Education enter into an Enhancement Agreement with the Rutland Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

THAT: The Board of Education approve a \$40,000 loan be provided to the Rutland Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

7.0 APPENDICES

- A. Enhancement Agreement signed by Rutland Elementary School PAC
- B. Rutland Elementary School PAC Minutes Dated May 7, 2019
- C. Capital Plan Bylaw No. 2019/20-CPSD23-01
- D. Jurisdiction/Responsibility Form Dated May 9, 2019

SCHEDULE 'B'

SCHOOL SITE, FACILITIES OR EQUIPMENT ENHANCEMENT PROJECT

SCHOOL NAME: Rutland Elementary School

PROJECT PLAN AND / OR SCOPE OF WORK

PROJECT NAME: Rutland Elementary Playground Enhancement Project

PROJECT SUMMARY:

The Provincial Government has awarded Rutland Elementary School a \$105,000 grant to help improve their playground and make it more accessible. The PAC would like to take a loan in the amount of \$40,000 to be repaid over the course of the next five years (maximum). In reviewing their finances, the PAC feels the repayment is easily within their means and will not place undue burden on their finances or ability to support other small ventures at the school.

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 20__

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN), having an office at 1940 Underhill Street, Kelowna, British Columbia
(hereinafter called the "School Board")

AND:

THE RUTLAND SCHOOL PAC
(hereinafter called the "Funding Agency") E.g. *THE* "SCHOOL" *PAC*

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Rutland Elementary School's PAC in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and / or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
authorized signatory:

Signature: Secretary Treasurer /
Assistant Superintendent

Print Name:

The Rutland Elementary School PAC

by its authorized signatory(ies):

Signature

PAC President

Rebecca Ingbritson
Print Name:

Signature: Principal of the School

Gord Kirsch
Print Name:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

RUTLAND ELEMENTARY PAC

PAC Meeting Minutes

May 7, 2019 (6:30 pm)

In Attendance: Christina Lendhart, Dani Rance, Jessica Ashley, Mike Ashley, Jason Elder, Jenn Elder, Lisa Taylor, Cori Nelson, Stacey Coates, Becky Ingbritson, Teija Whitehead, Lisa Vogan, Charlene Baron, Ashleigh Fry, Melissa Weins

PLAYGROUND UPDATE:

- Playground Committee Members: Cori Nelson, Becky Ingbritson and Stacey Coates provided an update on the status of meetings with school administration and 2 vendors whom have provided guideline pricing on the project to date.
- Infrastructure costs are substantial and will require a large portion of the grant.
- Discussed option of our PAC contributing financially to purchase additional equipment, as we want to optimize our opportunity to contribute to this project.
- Discussed current financial status of PAC account, current funds, and commitment of funds to other projects.
- Discussed the option of applying for a loan through SD23 in order to increase the overall available budget for the playground project.
- The purpose of this additional PAC meeting is to discuss the loan option so we can apply for the loan, and it can be considered for approval at the next SD board meeting.

MOTIONS:

1. Lisa Taylor motions to apply for a \$40,000.00 loan from the School District to add to the existing grant for the purpose of contributing to the playground project.
 - a. Jason Elder seconds the motion
 - b. Motion passed unanimously
2. Teija Whitehead motions to increase the final budget of the playground to \$ 150,000.00 total – to include \$105,000.00 grant, \$40,000.00 loan, and \$5,000.00 of PAC general account funds.
 - a. Dani Rance seconds the motion
 - b. Motion passed unanimously

Meeting adjourned at 7:25pm.



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent
School District No. 23 (Central Okanagan)

Capital Plan Bylaw No. 2019/20-CPSD23-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20

This letter is in response to your School District's 2019/20 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2018, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Please note that all school districts are required to keep project approval information confidential until after the Province has issued News Releases to the public on March 6th. Additionally, school districts receiving approval and funding specifically from the Playground Equipment Program (PEP) are required to keep that project information confidential until further written notice from the Ministry of Education.

Below you will see the major capital projects supported to proceed with Project Definition Reports (PDRs) as well as minor capital projects from the Ministry's 2019/20 annual capital programs that are approved for funding and are able to proceed to procurement.

**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

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
127794	Westside Secondary	New School	Submit draft PDR to Planning Officer by Mar. 31, 2020.
127795	Westside Secondary Site	Site Acquisition	Submit required documentation to Ministry staff so the site can be purchased as soon as possible after Apr 1, 2019.

Note: A PDR should normally be expected to be finalized within two months following the draft PDR deadlines noted above. After a draft PDR is submitted to the Ministry, follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above. Also note that Capital Project Funding Agreements (CPFA) are not issued until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

All projects that the Ministry expects to be under PDR development, and have not already been received, are listed above – if a project is not listed, then the Ministry is not supporting the project and is not expecting a PDR.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Boucherie Secondary	SEP - Washroom Upgrades - Washroom Upgrades (Phase 2)	\$590,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Shannon Lake Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Rutland Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

New projects for BUS

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
7233A	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 4 wheelchair spaces	\$152,354	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC

			website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Travis Tormala, Planning Officer, Capital Management Branch

Together We Learn

Phone: (250) 870-5150 Fax: (250) 870-5094

JURISDICTION/RESPONSIBILITY FORM

Date:

April 23, 2019

SCHOOL:

Rutland Elementary School

PROJECT:

Playground Installation,

[illegible]

File: /H/Projects/Jurisdiction/Blank Jurisdiction Form

Rev 11-July-2018



Memorandum

Date: June 7, 2019
To: Board of Education
From: Planning and Facilities Committee

Action Item: **Enhancement Agreement – Shannon Lake Elementary School Playground**

1.0 ISSUE STATEMENT

Shannon Lake Elementary School has received funding from the Ministry to purchase and install a new playground. Therefore, the Shannon Lake Elementary School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

The total estimated cost of this new playground is approximately \$255,000 (\$160,000 play equipment and \$95,000 of removal and installation costs).

The Ministry of Education has awarded Shannon Lake Elementary School with a \$105,000 grant to assist with the purchase and installation of a new playground. This grant is included in the Capital Plan Bylaw No. 2019/20-CPSD23-01 attached as Appendix C.

Shannon Lake Elementary School has been working with students, staff and the PAC for several years to raise funds for a new playground. The PAC will contribute \$100,000 towards this project and asks the Board to lend an additional \$50,000 to the PAC to assist with this purchase as outlined in Appendix A. The District is in a financial position to provide this loan and has supported lending funds to both schools and PACs in the past. The PAC agrees to repay this loan over a three to five year period.

4.0 FOLLOW-UP/REVIEW

Following approval from the Board, the project will proceed.

5.0 DIRECTOR'S COMMENTS

A signed jurisdiction is included as Appendix D that relates to the removal and installation of the new playground.

6.0 RECOMMENDATIONS

THAT: The Board of Education enter into an Enhancement Agreement with the Shannon Lake Elementary School PAC for the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

THAT: The Board of Education approve a \$50,000 loan be provided to the Shannon Elementary School PAC to assist with the purchase and installation of a new playground, as attached to the Agenda, and as presented at the June 12, 2019 Public Board Meeting.

7.0 APPENDICES

- A. Enhancement Agreement signed by Shannon Elementary School PAC
- B. Shannon Elementary School PAC Minutes Dated April 10, 2019
- C. Capital Plan Bylaw No. 2019/20-CPSD23-01
- D. Jurisdiction/Responsibility Form Dated May 9, 2019

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 15 day of April, 2019

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN), having an office at 1940 Underhill Street, Kelowna, British Columbia (hereinafter called the "School Board")

AND:

THE Shannon Lake PAC
(hereinafter called the "Funding Agency") E.g. *THE "SCHOOL" PAC*

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Shannon Lake Elementary__school in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and / or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

SCHEDULE 'B'

SCHOOL SITE, FACILITIES OR EQUIPMENT ENHANCEMENT PROJECT

SCHOOL NAME: Shannon Lake Elementar

PROJECT PLAN AND / OR SCOPE OF WORK

[illegible]

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

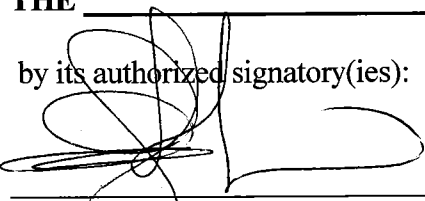
9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

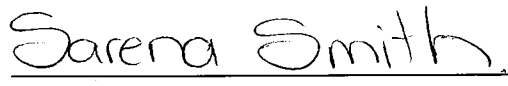
**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
authorized signatory:

Signature: Secretary Treasurer /
Assistant Superintendent

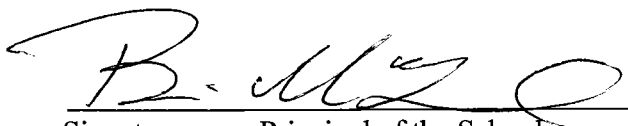
Print Name:

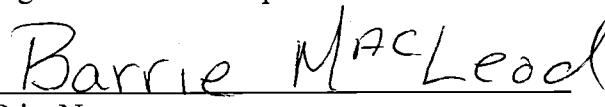
THE _____
by its authorized signatory(ies):


Signature: PAC President



Print Name:



Signature: Principal of the School


Print Name:

Appendix B

From: [Barrie Macleod](#)
To: [Delta Carmichael](#)
Subject: FW: SLE Playground
Date: Thursday, May 9, 2019 10:18:32 AM

From: Barrie Macleod
Sent: Thursday, April 11, 2019 1:57 PM
To: Harold Schock <Harold.Schock@sd23.bc.ca>; Eileen Sadlowski <Eileen.Sadlowski@sd23.bc.ca>
Subject: SLE Playground

Hi,

Two motions were passed at our PAC meeting.

1. The SLE PAC will enhance the grant by adding 100,000 to the project
2. The SLE PAC would like to borrow 50,000 from SD23 to put towards the project.

Both were passed unanimously.

Let me know what else you need on my end.

Thanks,

Barrie

SLE Pac Meeting Notes (April 10, 2019)

6:34 pm

- Barrie spoke about the playground and things upcoming for the rest of the year
- Sarina spoke of the budget and then provided the treasurers report
- Motion to spend 100,000 and place it towards the playground
- Motion moved by Sarina to move 100,000 Christina seconded. (passed unanimously)
- Borrow up to 50,000 from the school district moved by Sarina seconded by Janelle (unanimous)
- Garden worker bee session Sunday the 28th
- School will pay for the garden and apply for the BC Hydro grant (Carrie H)
- Earth Week will be coordinated through Carrie
- Sarina motion Jody seconded that up to 65.00 be spent per child for year-end trip
- Sarina and Janelle pass 438.26 for ribbons
- Barrie spoke about the value of Mr. Sader
- Fun Fair is great and well planned but we need help, Sarina begs for help and we currently don't have a leader to take this on. Are there any takers? We have two people step forward.
- Staff appreciation and this year Kristina is going to take this on and it will cost 500.00
- Motion by Sarina and seconded Janelle passed
- Janelle, Shoe bank fundraiser, .40 per bag in 25 pairs and they pay 10.00 per bag Jody will help with that.
- Order hot lunch it is our biggest fundraiser, Thanks to the hot lunch helpers! We need to renew our hot lunch website, cost is 315. Motion Janelle seconded by Christina, passed.
- Constitution update discussion, resolution passed
- We need more people out and we need people to take on executive roles. Sarina gives another nice speech.

End 7:44 pm



March 1, 2019

Ref: 208254

To: Secretary-Treasurer and Superintendent
School District No. 23 (Central Okanagan)

Capital Plan Bylaw No. 2019/20-CPSD23-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2019/20

This letter is in response to your School District's 2019/20 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2018, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Please note that all school districts are required to keep project approval information confidential until after the Province has issued News Releases to the public on March 6th. Additionally, school districts receiving approval and funding specifically from the Playground Equipment Program (PEP) are required to keep that project information confidential until further written notice from the Ministry of Education.

Below you will see the major capital projects supported to proceed with Project Definition Reports (PDRs) as well as minor capital projects from the Ministry's 2019/20 annual capital programs that are approved for funding and are able to proceed to procurement.

**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

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
127794	Westside Secondary	New School	Submit draft PDR to Planning Officer by Mar. 31, 2020.
127795	Westside Secondary Site	Site Acquisition	Submit required documentation to Ministry staff so the site can be purchased as soon as possible after Apr 1, 2019.

Note: A PDR should normally be expected to be finalized within two months following the draft PDR deadlines noted above. After a draft PDR is submitted to the Ministry, follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above. Also note that Capital Project Funding Agreements (CPFA) are not issued until after PDRs and all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

All projects that the Ministry expects to be under PDR development, and have not already been received, are listed above – if a project is not listed, then the Ministry is not supporting the project and is not expecting a PDR.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Boucherie Secondary	SEP - Washroom Upgrades - Washroom Upgrades (Phase 2)	\$590,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Shannon Lake Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.
Rutland Elementary	PEP - New - Universally Accessible Playground Equipment	\$105,000	Proceed to design, tender & construction. To be completed by March 31, 2020.

New projects for BUS

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
7233A	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 4 wheelchair spaces	\$152,354	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC

			website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
	C 76 with 0 wheelchair spaces	\$138,609	Proceed to ordering the school bus(es) between March 15, 2019 and April 30, 2019 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Routine Capital projects for the 2019/20 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2019/20 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Damien Crowell at Damien.Crowell@gov.bc.ca as soon as possible. At this time the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2019/20 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2020/21 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2019.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Travis Tormala, Planning Officer, Capital Management Branch



Central Okanagan
Public Schools

Together We Learn

OPERATIONS

685 Dease Road, Kelowna, BC V1X 4A4

Phone: (250) 870-5150 Fax: (250) 870-5094

JURISDICTION/RESPONSIBILITY FORM

JURISDICTION NO. JA 13 - 19

Date:

April 23, 2019

SCHOOL:

Shannon Lake Elementary School

PROJECT:

Playground Installation,

ITEMS OF WORK	JURISDICTION RESPONSIBILITY	AGREEMENT
Site Prep, remove old play equipment	Contractor	Without Prejudice ☒
Installation of play equipment	Contractor	Or Precedent ☐
Rubber surfacing	Contractor	
Engineered wood fibre	Contractor	
Curbs	Contractor	Harold
Clean up	Contractor	Schock
		Digitally signed by Harold Schock Date: 2018.07.11 14:36:21 -07'00'
		CUPE 3523
		<i>[Signature]</i>
		May 9/19.

Email to CUPE Office at 3523pres@telus.net

File: /H/Projects/Jurisdiction/Blank Jurisdiction Form

Rev 11-July-2018

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
1	OKM	5	Lake Louise, Banff National Park, AB	Canada	Watershed and Glacier Studies	Quest BC Group	11	21	05-Sep-2018	09-Sep-2018	4
2	MBSS	5	Wenatchee, WA	USA	Athletic Competition	Varsity and Junior Varsity Football Team	9 to 12	46	13-Sep-2018	15-Sep-2018	2
3	OKM	4	Banff, Yoho and Kootenay National Parks, AB	Canada	Hiking, Camping, and Team Building	Grade 12 Students	12	130	16-Sep-2018	22-Sep-2018	6
4	KSS	4	Twin Lakes (near Cherryville, BC)	Canada	Hiking and Camping	Outdoor Education Students	12	24	20-Sep-2018	22-Sep-2018	2
5	MBSS	4	McCullough Lake, BC	Canada	Backpacking, Hiking, Wilderness Camping, Survival Skills	Outdoor Education Students	10 to 12	26	20-Sep-2018	22-Sep-2018	2
6	GESS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Grad Retreat	Grade 12 Students	12	180	21-Sep-2018	21-Sep-2018	0
7	MBSS	5	Edmonton, AB	Canada	Canadian Student Leadership Conference	Leadership Students	11 & 12	5	23-Sep-2018	30-Sep-2018	7
8	DRK	4	Silver Lake Camp (near Peachland, BC)	Canada	Hiking, Camping, Archery, High Ropes	French Immersion Learning Community	7	75	25-Sep-2018	26-Sep-2018	1
9	RSS	4	Glacier National Park Rogers Pass, BC	Canada	Hiking and Camping	Outdoor Education Students	10 to 12	24	25-Sep-2018	28-Sep-2018	3
10	MBSS	4	Boucherie Bluffs, BC	Canada	Climbing, Rappelling, Belaying, Hiking	Outdoor Education Students	10 to 12	12	26-Sep-2018	26-Sep-2018	0

Submitted to Board of Education – June 12, 2019

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
11	DRK	4	Eagle Bay Camp, Eagle Bay, BC (Shuswap Lake)	Canada	Camping, Kayaking, Climbing Wall, Archery	Grade 8 Students	8	75	26-Sep-2018	28-Sep-2018	2
12	SMS	4	E.C. Manning Provincial Park, BC	Canada	Camping and Hiking	Outdoor Education Students	8	42	26-Sep-2018	28-Sep-2018	2
13	KLO	4	Myra Canyon Adventure Park Kelowna, BC	Canada	Team Building, Ropes, and Ariel Treetop Courses	WEB Leadership Classes	9	53	27-Sep-2018	27-Sep-2018	0
14	KSS	4	Gulf Islands, BC	Canada	SALTS Tall Ship Sailing	Outdoor Education and Rec Leadership Students	11 & 12	27	30-Sep-2018	5-Oct-2018	5
15	DRK	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building, Ropes and Ariel Treetop Courses	Grade 7 Students	7	65	1-Oct-2018	1-Oct-2018	0
16	OKM	4	Okanagan Mountain Park, BC	Canada	Canoe Trip and Environmental Science Inquiry	OKM Quest BC Class	11 & 12	23	1-Oct-2018	3-Oct-2018	2
17	MBSS	4	Boucherie Bluffs, BC	Canada	Climbing, Rappelling, Belaying, Hiking	Outdoor Education Students	10 to 12	17	2-Oct-2018	2-Oct-2018	0
18	OKM	5	Ashland, OR	USA	Attending the Oregon Shakespeare Festival	OKM Theatre Company	10 to 12	17	2-Oct-2018	6-Oct-2018	4
19	KLO	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building, Ropes and Ariel Treetop Courses	Grade 7 Students	7	50	3-Oct-2018	3-Oct-2018	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
20	MJE	4	CANCELLED Silver Lake Camp (near Peachland, BC)	Canada	Community Celebration and Team Building	All Grade 5 Students	5	90	4-Oct-2018	4-Oct-2018	0
21	KSS	5	Washington, DC and New York City, NY	USA	Fine Arts, Media and Cultural Tour	Fine Arts and Media Students	10 to 12	38	8-Oct-2018	12-Oct-2018	4
22	MBSS	4	Skaha Bluffs Provincial Park, BC	Canada	Outdoor Leadership Development, Assisting Beginners' Rock Climbing	Leadership Students	11 & 12	8	09-Oct-2018	14-Oct-2018	5
23	MBSS	4	Okanagan Mountain Park, BC	Canada	Hiking	Outdoor Education Students	9	24	10-Oct-2018	12-Oct-2018	2
24	MBSS	4	Skaha Bluffs Provincial Park, BC	Canada	Introduction to Rock Climbing	Outdoor Education Students	10 to 12	12	10-Oct-2018	14-Oct-2018	4
25	KSS	4	Finlayson Lakes (near Mabel Lake, BC)	Canada	Hiking and Camping	Outdoor Education Students	11	46	11-Oct-2018	13-Oct-2018	2
26	GPE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	5 & 6	5	15-Oct-2018	17-Oct-2018	2
27	SVE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	3 to 5	6	15-Oct-2018	17-Oct-2018	2
28	GPS	4	Green Bay Bible Camp, West Kelowna, BC	Canada	Camping, Outdoor Activities	Pre-Gateway Class	10 to 12	20	16-Oct-2018	17-Oct-2018	1
29	KSS	4	Brent Mountain (near Penticton, BC)	Canada	Hiking	Outdoor Education Students	12	24	18-Oct-2018	18-Oct-2018	0
30	KSS	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership Students	10 to 12	26	18-Oct-2018	21-Oct-2018	3

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
31	KLO	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership Students	9	16	18-Oct-2018	21-Oct-2018	3
32	DRK	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership Students	8 & 9	10	18-Oct-2018	21-Oct-2018	3
33	MBSS	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Junior Firefighter Academy Students	11 & 12	17	18-Oct-2018	21-Oct-2018	3
34	MBSS	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership & Indigenous Leadership Students	10 to 12	20	18-Oct-2018	21-Oct-2018	3
35	RMS	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership & Indigenous Leadership Students	8 & 9	10	18-Oct-2018	21-Oct-2018	3
36	RSS	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership & Indigenous Leadership Students	8 to 12	10	18-Oct-2018	21-Oct-2018	3
37	SMS	4	Rockridge Canyon, Princeton, BC	Canada	BC Student Leadership Conference	Leadership & Indigenous Leadership Students	8 & 9	16	18-Oct-2018	21-Oct-2018	3
38	OKM	4	CANCELLED Pacific Rim National Park and Clayoquot Sound	Canada	Exploration of Ocean Ecosystems & Pollution and First Nations Cultural Practices	OKM Quest BC Class	11	23	18-Oct-2018	22-Oct-2018	4
39	OKM	4	Divide Lake, Okanagan Mountain Park (near Kelowna, BC)	Canada	Hiking, Camping, Exploration, Orienteering, and Geocaching	Outdoor Education Students	10 to 12	24	19-Oct-2018	20-Oct-2018	1

Submitted to Board of Education – June 12, 2019

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
40	RSS	4	Bamfield, BC	Canada	Marine Biology Field Studies and Lab Work	Biology Students	11 & 12	20	19-Oct-2018	23-Oct-2018	4
41	OKM	4	Gulf Islands National Park and Victoria, BC	Canada	Sailing and Life Training	OKM Quest BC, Leadership & International Education Students	7 to 12	27	21-Oct-2018	27-Oct-2018	6
42	MBSS	4	Okanagan Mountain Park, BC	Canada	Hiking	Outdoor Education Students	9	30	24-Oct-2018	26-Oct-2018	2
43	KSS	4	Beaver Lake (near Winfield, BC)	Canada	Camping and Canoeing	Outdoor Education Students	12	22	25-Oct-2018	26-Oct-2018	1
44	RSS	4	McCullough Forestry Rec Site (near McCulloch Lake)	Canada	Camping and Hiking	Outdoor Education Students	9	25	25-Oct-2018	26-Oct-2018	1
45	KSS	4	Kettle Valley Railway, Penticton, BC (towards Osprey Lake)	Canada	Camping and Biking	Outdoor Education Students	11	24	1-Nov-2018	2-Nov-2018	1
--	RSS	4	RESCHEDULED TO NOV. 29-30, 2018 McCullough Forestry Rec Site (near McCulloch Lake)	Canada	Camping and Hiking	Outdoor Education Students	11 & 12	18	1-Nov-2018	2-Nov-2018	1
46	MBSS	4	North Okanagan Fire Training Centre, Vernon, BC	Canada	Live Fire Training	MBSS Junior Fire Academy	11 & 12	28	3-Nov-2018	3-Nov-2018	0
47	RSS	4	McCullough Forestry Rec Site (near McCulloch Lake)	Canada	Camping and Hiking	Outdoor Education Students	10	24	6-Nov-2018	7-Nov-2018	1

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
48	GMS & GNB	5	Ghuju University Haruhigaoka High School Kasugai, Aichi	Japan	Cultural Exchange Activities at Sister School and Assisting in English Classes	Student Scholarship Winners	8 & 9	4	10-Nov-2018	18-Nov-2018	8
49	OKM	4	Whistler, BC	Canada	Experiences in Coastal Geography and Sustainability and First Peoples' Principles	Quest, BC	11	24	13-Nov-2018	17-Nov-2018	4
50	OKM	4	Hardcore Archery, Kelowna, BC	Canada	Archery	Outdoor Education Students	10 to 12	14	21-Nov-2018	21-Nov-2018	0
51	OKM	4	Hardcore Archery, Kelowna, BC	Canada	Archery	Outdoor Education Students	10 to 12	14	28-Nov-2018	28-Nov-2018	0
52	RSS	4	CANCELLED <i>Rescheduled from November 1-2, 2018</i> McCullough Forestry Rec Site (near McCulloch Lake)	Canada	Camping and Hiking	Outdoor Education Students	11 & 12	18	29-Nov-2018	30-Nov-2018	1
53	KSS	5	Big Island and Oahu, Hawaii	USA	Biology Tour, Snorkelling, Catamaran Tour, Hiking, Swimming, Aquarium Visit	Marine Biology	11	24	29-Nov-2018	8-Dec-2018	9
54	OKM	5	CANCELLED Jyväskylä and Helsinki	Finland	Curricular School/ Hockey & Cultural Tour	OKM Hockey Canada Skills Academy	9 to 12	24	30-Nov-2018	9-Dec-2018	9
55	OKM	4	Hardcore Archery, Kelowna, BC	Canada	Archery	Outdoor Education Students	10 to 12	14	5-Dec-2018	5-Dec-2018	0
56	GPS	4	Big White Ski Resort, Kelowna, BC	Canada	Team Building	Gateway Class	10 to 12	20	11-Dec-2018	13-Dec-2018	2

Submitted to Board of Education – June 12, 2019

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
57	GMS	5	Kasugai, Aichi	Japan	Students presenting on <i>Sustainability</i> at Trans-Pacific Conference	Sustainability Club Students	9	2	12-Dec-2018	16-Dec-2018	4
58	KSS	5	Edmonton, AB	Canada	Basketball Tournament	4A Boys' Basketball Team	10 to 12	15	12-Dec-2018	16-Dec-2018	4
59	KLO	4	Big White Ski Resort, Kelowna, BC	Canada	Team Building, Tubing and Skating	French Immersion Learning	8	50	14-Dec-2018	14-Dec-2018	0
60	RSS	4	CANCELLED Green Lake (near Pestil Lake, BC)	Canada	Camping and Snowshoeing	Outdoor Education	10 to 12	16	19-Dec-2018	21-Dec-2018	2
61	KSS	5	Seattle, WA	USA	Basketball Tournament	4A Boys' Basketball Team	10 to 12	15	26-Dec-2018	29-Dec-2018	3
62	MBSS	4	Silver Lake Forestry Camp, BC	Canada	Snowshoeing, Shelter Building, Survival Fires	Outdoor Education Students	9	30	10-Jan-2019	11-Jan-2019	1
63	MBSS	4	Silver Lake Forestry Camp, BC	Canada	Snowshoeing, Shelter Building, Survival Fires	Outdoor Education Students	9	30	14-Jan-2019	15-Jan-2019	1
64	MBSS	4	Kelowna Highlands, Kelowna, BC	Canada	Winter Camp Skills, Snow Shelter Building, Snowshoeing	Outdoor Education Students	10 to 12	40	18-Jan-2019	20-Jan-2019	2
65	OKM	4	McGillough Lake, BC	Canada	Winter Camping	Quest Students	11	24	Jan 20, 2019	Jan 22, 2019	2
66	OKM	4	CANCELLED Greta Ranch, Peachland, BC	Canada	Winter Camping	Outdoor Education Students	10 to 12	34	23-Jan-2019	25-Jan-2019	2
67	KLO	4	West Kelowna Telemark Nordic Club West Kelowna, BC	Canada	Cross-Country Skiing	Grade 7 Students	7	47	24-Jan-2019	24-Jan-2019	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
68	WAT	4	Gardom Lake Camp (near Enderby, BC)	Canada	Hiking, Outdoor Games, Shelter Building, Orienteering	Outdoor Education Students	6	73	30-Jan-2019	1-Feb-2019	1
69	KLO	5	St-Raymond, Québec	Canada	Experiences-Canada Québec-Exchange Program	French Immersion Students	9	22	7-Feb-2019	15-Feb-2019	8
70	KSS	4	Bob's Lake (near Elkhart Lodge, BC)	Canada	Snowshoeing, Snow Shelter-Building	Outdoor Education Students	11	30	12-Feb-2019	13-Feb-2019	1
--	GMS	5	RESCHEDULED TO MARCH 6-8 DUE TO WEATHER Québec City, QC	Canada	French Language and French Canadian Cultural Immersion	French Students	9	18	12-Feb-2019	17-Feb-2019	5
--	RSS	4	RESCHEDULED TO MARCH 6-8 DUE TO WEATHER Geen Lake (near Postil Lake, BC)	Canada	Hiking and Camping	Outdoor Education Students	10 to 12	18	13-Feb-2019	15-Feb-2019	2
71	KSS	5	Big Island and Oahu, Hawaii	USA	Biology Tour, Snorkelling, Catamaran Tour, Hiking, Swimming, Aquarium Visit	Marine Biology Students	11	35	20-Feb-2019	1-Mar-2019	9
72	OKM	4	Pear Lake, BC	Canada	Winter Camping	Outdoor Education Students	10 to 12	34	21-Feb-2019	22-Feb-2019	1
73	KSS	4	Headwaters Lake (near Peachland, BC)	Canada	Snowshoeing, Snow Shelter-Building	Outdoor Education Students	12	30	21-Feb-2019	23-Feb-2019	2
74	MBSS	5	Moscow, Idaho	USA	Lionel Hampton Jazz Festival	Music Students	10 to 12	40 to 50	21-Feb-2019	24-Feb-2019	3

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
75	MBSS	4	Silver Lake Forestry Camp, BC	Canada	Snowshoeing, Shelter-Building, Survival Fires	Outdoor Education Students	9	30	26-Feb-2019	27-Feb-2019	1
76	MBSS	5	Las Vegas, Nevada	USA	Sports Tournament and Rugby Games	Senior Girls' Rugby Students	10 to 12	21 to 23	27-Feb-2019	3-Mar-2019	4
77	MBSS	4	Silver Lake Forestry Camp, BC	Canada	Snowshoeing, Shelter-Building, Survival Fires	Outdoor Education Students	9	30	28-Feb-2019	1-Mar-2019	1
78	RSS	4	<i>Rescheduled From February 13-15, 2019</i> Geen Lake (near Postil Lake, BC)	Canada	Hiking and Camping	Outdoor Education Students	10 to 12	18	6-Mar-2019	8-Mar-2019	2
79	MBSS	5	Honolulu, Hawaii	USA	Soccer Games and Tournament	AAA-Girls' Soccer Team	9 to 12	20	7-Mar-2019	15-Mar-2019	8
80	GMS	4	Vancouver, BC	Canada	Attend Canucks Game-Day Skate, Tour Arena, Science World; Attend Canucks Game	GMS Hockey Academy Students	7 to 9	47 to 55	12-Mar-2019	14-Mar-2019	2
81	GESS, KSS, MBSS and RSS	5	Annecy, Rumilly, and Chambéry	France	FIMM and Core French Student Exchange Program	Core French and French Immersion Students	10 to 12	49	16-Mar-2019	27-Apr-2019	42
82	OKM	4	Victoria and Gulf Islands, BC	Canada	Tall Ship Sailing and Life Training Experience	OKM-SALTS Sailors	7 to 12	28	7-Apr-2019	13-Apr-2019	6
83	KSS	4	Halfway River Hot Springs, Nakusp, BC	Canada	Outdoor Education	Outdoor Ed Students	11	30	7-Apr-2019	9-Apr-2019	2
84	KSS	5	Banff, Alberta	Canada	Canadian Rocky Mountain Music Festival	Music Students	10 to 12	57	11-Apr-2019	14-Apr-2019	3

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
85	MBSS	5	Toronto, ON	Canada	Toronto ABA Hair Show & Conference	Cosmetology Students	11 & 12	9	12-Apr-2019	16-Apr-2019	4
86	KSS	5	Kyoto City, Kyoto Prefecture	Japan	Cultural Tour	Students in Japanese Class	11 & 12	22	13-Apr-2019	23-Apr-2019	10
87	KLO	4	Big White Ski Resort; Myra Canyon Trestles, BC; Osoyoos, BC; and H2O Adventure Centre, Kelowna, BC	Canada	Cultural Tour	Exchange Students from Winkler Prins School, Veendam, Netherlands	8 & 9	49	15-Apr-2019	23-Apr-2019	8
88	MBSS	4	Gulf Islands, BC	Canada	Sea Kayaking, Wilderness Camping	Outdoor Education Students	10 to 12	15	23-Apr-2019	28-Apr-2019	5
89	GESS	5	Anaheim, California	USA	Leadership and Team Building Workshops	Leadership Students	10 to 12	16	29-Apr-2019	4-May-2019	2
90	ELE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Camping Trip	Grade 5 Students	5	38	1-May-2019	3-May-2019	2
91	KSS	4	Private Property near Silver Lake/ Peachland, BC	Canada	Outdoor Education Co-Curricular Field Studies	Outdoor Education Students	11 & 12	30	2-May-2019	3-May-2019	1
92	OKM	4	Whistler, BC	Canada	Participate in the Whistler Music Festival	Grade 9 Concert Band Students	9	70	2-May-2019	5-May-2019	3
93	KLO	5	Royal Tyrrell Museum, Drumheller, AB	Canada	Visit the Royal Tyrrell Museum of Palaeontology	Grade 7 and 8 Students	7 & 8	32	6-May-2019	8-May-2019	2
94	SRE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Day Trip	Grade 5 Students	5	35	8-May-2019	8-May-2019	0
95	QGE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Day Trip	Grade 5 Students	5	50	9-May-2019	9-May-2019	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
96	KSS	4	Near Silver Lake and Peachland, BC	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	11	48	9-May-2019	10-May-2019	1
97	RLE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Camping Trip	Grade 5 Students	5	84	13-May-2019	14-May-2019	1
98	MBSS	4	Okanagan Mountain Park, BC	Canada	Leadership and Survival Skills, Hiking and Camping	Outdoor Education Students	9	30	13-May-2019	15-May-2019	2
99	CNB	5	Edmonton, AB	Canada	Band Performance Tour and Clinics	Band Students	8	30	13-May-2019	17-May-2019	4
100	MBSS	5	Edmonton, AB	Canada	Band Performance Tour and Clinics	Band Students	9	15	13-May-2019	17-May-2019	4
101	OKM	5	Ottawa, ON	Canada	Participate in MusicFest	Jazz Students	10 to 12	43	14-May-2019	18-May-2019	4
102	DWE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Camping Trip	Grade 5 and 6 Students	5 & 6	126	15-May-2019	17-May-2019	2
103	KSS	4	Skaha Bluffs, Penticton, BC	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	11 & 12	22	16-May-2019	16-May-2019	0
104	KSS	5	San Francisco, CA	USA	Curricular Enhancement	Humanities Students	11 & 12	50	19-May-2019	25-May-2019	6
105	OKM	4	Tofino and Ucluelet, BC	Canada	Band Performance Tour	Concert Band Students	9 to 12	64	20-May-2019	24-May-2019	4
	DRK	4	RESCHEDULED TO MAY 31, 2019 Kelowna Paddle Centre, Kelowna, BC	Canada	Stand Up Paddleboarding and Canoeing	"Fit for Life" Physical Health Education Class	9	25 to 29	21-May-2019	21-May-2019	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
106	DRE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Camping Trip	Grade 6 Students	6	73	22-May-2019	24-May-2019	2
	DRK	4	RESCHEDULED TO JUNE 7, 2019 Kelowna Paddle Centre, Kelowna, BC	Canada	Stand-Up Paddleboarding and Canoeing	"Fit for Life" Physical Health Education Class	9	25 to 29	24-May-2019	24-May-2019	0
107	DRK	4	Kelowna Paddle Centre, Kelowna, BC	Canada	Stand-Up Paddleboarding and Canoeing	"Fit for Life" Physical Health Education Class	9	25 to 29	27-May-2019	27-May-2019	0
108	SKE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Promote Healthy Living and Physical Activity	Grade 6 Students	6	35	27-May-2019	29-May-2019	2
109	MBSS	4	Okanagan Mountain Park, BC	Canada	Leadership and Survivor Skills, Hiking and Camping	Outdoor Education Students	9	30	28-May-2019	30-May-2019	2
110	MBSS	4	Juan-De-Fuca Marine Trail, Vancouver Island, BC	Canada	Backpacking in a Coastal Environment, Hiking, Wilderness Camping Skills	Outdoor Education Students	10 to 12	30	28-May-2019	1-Jun-2019	4

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
111	AME	4	Eagle Bay Camp, Eagle Bay, BC (Shuswap Lake)	Canada	Year End Camping Trip	Grade 5 Students	5	95	29-May-2019	31-May-2019	2
112	GAS	4	Eagle Bay Camp, Eagle Bay, BC (Shuswap Lake)	Canada	Experience Outdoor Education Camp and Build Leadership Skills	All Grade 6 Students	6	88	29-May-2019	31-May-2019	2
113	GRE	4	Green Bay Bible Camp, West Kelowna, BC	Canada	Canoeing, Swimming, Archery, Paddle Boarding, Indoor Rock Wall Climbing	Grade 5 Students	5	32	29-May-2019	31-May-2019	2
114	OTS	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Retreat	Grade 6 Students	6	91	29-May-2019	31-May-2019	2
115	BRK	4	Rescheduled from May 21, 2019 Kelowna Paddle Centre, Kelowna, BC	Canada	Stand Up Paddleboarding and Canoeing	"Fit for Life" Physical Health Education Class	9	25 to 29	31-May-2019	31-May-2019	0
116	RSS	4	High Rim Trail (near Goudie Road, Kelowna, BC)	Canada	Introduction to Camping	Outdoor Education Students	10 to 12	20	31-May-2019	31-May-2019	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
117	SMS	5	Yorkton, SK	Canada	Historical and Cultural Travel Exchange	Grade 7 and Grade 8 Students	7 & 8	25	31-May-2019	7-Jun-2019	7
118	GLE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Camping Trip	Grade 6 Students	6	73	3-Jun-2019	5-Jun-2019	2
119	MIE	4	Green Bay Bible Camp, West Kelowna, BC	Canada	Watersports, Kayaking & Canoeing, Archery, Indoor Rock Wall Climbing	All Grade 4 Students	4	75	4-Jun-2019	4-Jun-2019	0
120	RSS	4	High Rim Trail (near Goudie Road, Kelowna, BC)	Canada	Introduction to Camping	Outdoor Education Students	11 & 12	24	5-Jun-2019	6-Jun-2019	1
121	GTE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Year End Camping Trip	Grade 5 Students	5	56	5-Jun-2019	7-Jun-2019	2
122	CNB	4	Manning Provincial Park—Lone Duck #1 Group Site (between Princeton and Hope, BC)	Canada	Wilderness Leadership Experience: Team Building, Exploration, Camping, Hiking	Outdoor Education Students	8	70 to 90	5-Jun-2019	7-Jun-2019	2
123	GPE	4	Camp Owaisi, Kelowna, BC	Canada	Hiking, Archery, Canoeing, Kayaking, Swimming, Orienteering	All Grade 5 and Grade 6 Students	5 & 6	96	6-Jun-2019	7-Jun-2019	1

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
124	KSS	11	The Burgess Shale (near Field, BC)	Canada	Hiking & Exploring One of the Premier Fossil Sites in the World	Biology Students	11	23	6-Jun-2019	7-Jun-2019	1
125	DRK	4	Rescheduled from May 24, 2019 Kelowna Paddle Centre, Kelowna, BC	Canada	Stand-Up Paddleboarding and Canoeing	"Fit for Life" Physical Health Education Class	9	25 to 29	7-Jun-2019	7-Jun-2019	0
126	DRK	4	Pillar Lake (near Falkland, BC)	Canada	Volunteering at Roots Celebration	Indigenous Studies Students	9	11	7-Jun-2019	9-Jun-2019	2
127	KSS	4	Enchanted Forest, Enderby and Perry River, BC	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	12	24	7-Jun-2019	8-Jun-2019	1
128	RSS	4	Skaha Bluffs Provincial Park, Penticton, BC	Canada	Top Rope Climbing	Outdoor Education Students	10 to 12	20	11-Jun-2019	11-Jun-2019	0
129	PLE	4	Green Bay Camp, West Kelowna, BC	Canada	Canoeing, Kayaking, Swimming, Archery, Indoor Climbing Wall, Ceramic Crafts	Grade 5 Students	5	41	12-Jun-2019	12-Jun-2019	0
130	GME	4	Silver Lake Camp (near Peachland, BC)	Canada	Canoeing, Kayaking, Zip Lining, Hiking, Archery, Rock Wall Climbing	Grade 6 Students	6	80	12-Jun-2019	14-Jun-2019	2
131	BHE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Experience Alternative PE, Natural Sciences, Art, and Team Building	Grade 6 Students	6	37	12-Jun-2019	14-Jun-2019	2

Submitted to Board of Education – June 12, 2019

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
132	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Climbing	Outdoor Education Students	10 to 12	20	13-Jun-2019	13-Jun-2019	0
133	KLO	4	Oyama Zipline Adventure Park, Oyama, BC	Canada	Connect Modern and Historical Military Training	French Immersion Students	9	41	14-Jun-2019	14-Jun-2019	0
134	GME	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Leaders for 2019-2020	Grade 4 & 5 Students	4 & 5	150	14-Jun-2019	14-Jun-2019	0
135	KLO	4	Oyama Zipline Adventure Park, Oyama, BC	Canada	Connect Modern and Historical Military Training	French Immersion Students	9	53	17-Jun-2019	17-Jun-2019	0
136	RAY	4	Green Bay Camp, West Kelowna, BC	Canada	Outdoor Education	Grade 6 Students	6	48	17-Jun-2019	17-Jun-2019	0
137	SLE	4	Camp Owaissi, Kelowna, BC	Canada	Outdoor Education and Team Building to prepare for transition to CNB Middle School	Grade 5 Students	5	61	17-Jun-2019	18-Jun-2019	1
138	DRK	4	Silver Lake Camp (near Peachland, BC)	Canada	Year End Learning Community Celebration	French Immersion Learning Community Students	8	67	17-Jun-2019	19-Jun-2019	2
139	HRE	4	Gardom Lake Camp (near Enderby, BC)	Canada	Swimming, Kayaking, Paddle Boarding, Hiking, Zip Lining, Camping, Fire Building	Grade 4 & 5 Students	4 & 5	60	17-Jun-2019	19-Jun-2019	2

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
140	KLO	4	Cathedral Provincial Park (near Keremeos, BC)	Canada	Camping, Hiking, Fishing, Building Fires	Grade 8 Students (Group 1)	8	25	17-Jun-2019	19-Jun-2019	2
141	KLO	4	Oyama Zipline Adventure Park, Oyama, BC	Canada	Connect Modern and Historical Military Training	French Immersion Students	9	41	18-Jun-2019	18-Jun-2019	0
142	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Climbing	Outdoor Education Students	10 to 12	20	18-Jun-2019	18-Jun-2019	0
143	KLO	4	Cathedral Provincial Park (near Keremeos, BC)	Canada	Camping, Hiking, Fishing, Building Fires	Grade 8 Students (Group 2)	8	27	18-Jun-2019	20-Jun-2019	2
144	AME	4	Sunnybrae Camp (near Shuswap, BC)	Canada	Year End Camping Trip	Grade 6 Students	6	95	19-Jun-2019	20-Jun-2019	1
145	HGE	4	Green Bay Camp, West Kelowna, BC	Canada	Year End Campout	Grade 5 Students	5	31	19-Jun-2019	20-Jun-2019	1
146	MIE	4	Camp Owaissi, Kelowna, BC	Canada	Hiking, Archery, Geocaching, Canoeing, Kayaking, Swimming	Grade 5 Students	5	87	19-Jun-2019	21-Jun-2019	2
147	MBSS	5	Western Oregon University, Monmouth, Oregon	USA	Football Camp	MBSS Football Team	9 to 12	50	19-Jun-2019	23-Jun-2019	4

Submitted to Board of Education – June 12, 2019

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2018/2019

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
148	DRE	4	Camp Hatikvah at Lake Kalamalka, Lake Country, BC	Canada	Outdoor Activity, Beach Activity Day	Division 13-20 Students	4 to 6	238	20-Jun-2019	20-Jun-2019	0
149	GMS	5	<i>Rescheduled from February 12-17, 2019</i> Montreal and Québec City, QC	Canada	French Language and French Canadian Cultural Experience	Grade 9 Students	9	12	21-Jun-2019	26-Jun-2019	5
150	KLO	5	Montreal and Québec City, QC	Canada	French Language and French Canadian Cultural Experience	Grade 8 and Grade 9 Students	8 & 9	32	22-Jun-2019	28-Jun-2019	6
151	RSS	4	Manning Provincial Park – Lone Duck #2 Group Site, Princeton, BC	Canada	Introduction to Camping	Outdoor Education Students	9 to 12	41	23-Jun-2019	26-Jun-2019	3
152	RVE	4	Camp Owaissi, Kelowna, BC	Canada	Year End Grade 5 Celebration / Outdoor Activities	Grade 5 Students	5	50	24-Jun-2019	25-Jun-2019	1
153	KSS	4	Mabel Lake, BC	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	11	24	24-Jun-2019	26-Jun-2019	2
154	KLO	4	Cathedral Provincial Park (near Keremeos, BC)	Canada	Camping, Hiking, Fishing, Building Fires	Grade 8 Students (Group 2)	8	35	24-Jun-2019	27-Jun-2019	3

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
1	SMS	5	University of California, Santa Barbara, CA	USA	CADA Leadership Camp	Hockey Academy Students	9 to 12	22	6-Jul-2019	11-Jul-2019	5
2	OKM	4	Victoria and The Gulf Islands, BC	Canada	S.A.L.T.S. Sailing and Life Training	Quest BC Students	11	24	8-Sep-2019	14-Sep-2019	6
3	OKM	4	Banff, Yoho, and Kootenay National Parks, AB	Canada	Hiking and Backpacking in National Parks	Grade 12 Students	12	141	15-Sep-2019	21-Sep-2019	6
4	SMS	4	E.C. Manning Provincial Park, Princeton, BC	Canada	Hiking and Camping Skills	Grade 8 Students	8	40	25-Sep-2019	27-Sep-2019	2
5	OKM	4	Okanagan Mountain Park, Kelowna, BC	Canada	Hiking and Camping Skills	Quest BC Students	11	24	26-Sep-2019	27-Sep-2019	1
6	OKM	4	Ottawa, ON	Canada	Cultural and Regional Studies	Quest BC Students	11	24	4-Oct-2019	11-Oct-2019	7
7	KSS	4	Gulf Islands, BC	Canada	"Sailing A Tall Ship"	Outdoor Education and Rec Leadership	11 & 12	27	20-Oct-2019	25-Oct-2019	5
8	GPE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	5	5	21-Oct-2019	23-Oct-2019	2
9	OKM	5	Helsinki and Jyväskylä	Finland	Cultural Hockey School and Cultural Tour	Hockey Academy Students	9 to 12	24	22-Nov-2019	1-Dec-2019	9

Submitted to Board of Education Meeting – June 12, 2019

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
10	KSS	5	Hawaii (Big Island and Oahu)	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	1-Dec-2019	10-Dec-2019	9
11	KSS	5	Hawaii (Big Island and Oahu)	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	12-Feb-2020	21-Feb-2020	9
12	OKM	5	Rome, Assisi, Dubrovnik, Zadar, Zagreb, and Vienna	Italy, Croatia, Austria	Music Cultural Learning	Concert and Jazz Band Students	10 to 12	60 to 100	9-Mar-2020	21-Mar-2020	12
13	KSS	5	Anaheim, Los Angeles, and Ontario, California	USA	Leadership Education and Enrichment	Leadership Students	11 & 12	22	27-Mar-2020	5-Apr-2020	9



**Central Okanagan
Public Schools**
Together We Learn

BOARD OF EDUCATION INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Wednesday, May 22, 2019
Time: 3:35 pm to 5:03 pm
Location: School Board Office
1040 Hollywood Road S.
Kelowna, BC

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser (*via teleconference*)
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

D. Carmichael, Assistant Secretary-Treasurer
T. Beaudry, Deputy Superintendent
B. McEwen, Director of Instruction - Human Resources
K. Cormier, Assistant Director of Human Resources
M. DesRochers, Executive Assistant (*Recorder*)

Absent:

K. Kaardal, Superintendent of Schools/CEO
E. Sadlowski, Secretary-Treasurer/CFO

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 3:35 pm.

1. The Board appointed Delta Carmichael, Assistant Secretary-Treasurer, as the Acting Secretary-Treasurer for the Incamera Meeting of May 22, 2019.
2. The Board adopted the Agenda as presented for the Incamera Meeting of May 22, 2019.
3. The Board adopted the Minutes as presented for the Incamera Meeting of May 8, 2019.
4. There was a Bargaining Update
(*Trustees Baxter, Bowman, and Cacchioni declared a potential Conflict of Interest and left the meeting while that item was being discussed.*)
(*Trustee Baxter, Bowman, and Cacchioni rejoined the meeting.*)
5. There were no Human Resources Information Items.
6. There were no Human Resources Action Items.
7. There was one Action Item.
8. There were three Information Items.
9. There were no Items Requiring Special Mention.
10. There were seven Invitations (For Trustee Attendance).
11. There was one Board Meeting with Partner and Community Groups item.
12. There was one BC Public School Employers' Association item.
13. There were no BC School Trustee Association items.
14. There was one Item from the Incamera Meeting for the Next Public Agenda.
15. There was one Future Incamera Agenda item.

The meeting was adjourned at 5:03 pm.

Delta Carmichael, Acting Secretary-Treasurer



Central Okanagan Public Schools

Together We Learn

June 4, 2019

The Honourable Rob Fleming, Minister of Education

The Honourable Adrian Dix, Minister of Health

The Honourable Katrine Conroy, Minister of Children & Family Development

Dear Minister Fleming, Minister Dix and Minister Conroy:

In Central Okanagan Public Schools, we strive to make sure that each student can succeed in our classrooms and go on to thrive in a rapidly changing world. However, we know that not every family has the capacity to take full advantage of the opportunities our community provides. Fortunately, the Central Okanagan Family Hub operates within one of our schools, providing a barrier-free welcome, helping families discover their needs, and connecting families to services so that children can learn and grow.

Unfortunately, the Central Okanagan Family Hub's successful model will not be able to continue serving the community beyond this year if they do not receive operating funds very soon. The Ministry of Children and Family Development recently reallocated a vital portion of the Family Hub's budget, a \$55,000 annual grant originally intended to last for five years, to a different service after only three years.

Since Central Okanagan Public Schools provides the space for their services, the Family Hub operates on a minimal annual budget, serving over 4,000 visitors each year for only \$140,000. Their clients include newcomers to Canada, Indigenous families, single parents, and grandparents raising children. Beyond connecting people to crucial health and community services, the caring and culturally sensitive staff uses the space directly to integrate people into the community, provide childcare while parents access programs, and teach essential skills to both children and adults.

The Central Okanagan Family Hub is a unique service our community can ill afford to lose. We know that to successfully support and educate a child we must ensure the welfare of the family, and the Family Hub has three years of helping more than 12,000 visitors which demonstrates its success in that endeavour.

On behalf of the many families whose lives will be positively impacted if the Family Hub continues to operate, thank you for considering a sustainable grant for this vital community resource.

Yours sincerely,

Moyra Baxter, Chairperson
Board of Education

copy: Central Okanagan Board of Education Trustees
Central Okanagan Family Hub
MP Dan Albas, Central Okanagan – Similkameen – Nicola
MP Stephen Fuhr, Kelowna-Lake Country
MLA Ben Stewart, Kelowna West
MLA Norm Letnick, Kelowna-Lake Country
MLA Dan Ashton, Penticton
City of Kelowna Mayor and Council
All Central Okanagan Public Schools Parent Advisory Councils

Board of Education – Trustees

Moyra Baxter
Norah Bowman

Rolli Cacchioni
Chantelle Desrosiers
Julia Fraser

Amy Geistlinger
Lee-Ann Tiede

School District No. 23 (Central Okanagan)

For the year ended June 30, 2019

Report to the Finance and Audit Committee
Audit strategy

May 15, 2019

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Executive summary

Purpose of report and scope

The purpose of this report is to engage in an open dialogue with you regarding our audit of the financial statements of School District No. 23 (Central Okanagan) (the "District") for the year ended June 30, 2019. This communication will assist the Finance and Audit Committee in understanding the terms of the audit engagement, our proposed audit strategy and the level of responsibility assumed by us.

The information in this document is intended solely for the information and use of the Board of Education, the Finance and Audit Committee, and management. It is not intended to be distributed to or used by anyone other than these specified parties.

We have obtained our engagement letter dated May 3, 2019, which outlines our responsibilities and the responsibilities of management.

Status of our audit plan

We have substantially completed our initial planning of the audit of the financial statements of the District. The following planning-related items are outstanding:

- Internal control walkthroughs
- Discussions with management and those charged with governance
- Preliminary analytical procedures
- Interim audit procedures

Approach

Our audit approach requires that we establish an overall strategy that focuses on risk areas. We identify and assess risks of material misstatement of the financial statements, whether due to fraud or error. The greater the risk of material misstatement associated with an area of the financial statements, including disclosures, the greater the audit emphasis placed on it in terms of audit verification and analysis. Where the nature of a risk of material misstatement is such that it requires special audit consideration, it is classified as a significant risk.

Our approach is discussed further in an Appendix to this report.

Independence

We have a rigorous process where we continually monitor and maintain our independence. The process of maintaining our independence includes, but is not limited to:

- Identification of threats to our independence and putting into place safeguards to mitigate those threats. For example, we evaluate the independence threat of any non-audit services provided to the District
- Confirming the independence of our engagement team members

We have identified no information regarding our independence that in our judgment should be brought to your attention.

Audit plan and risk assessment

We have planned our audit in accordance with our approach summarized in Appendix A.

Materiality

The purpose of our audit is to provide an opinion as to whether the financial statements are prepared, in all material respects, in accordance with Canadian Public Sector Accounting Standards and Section 23.1 of the Budget Transparency and Accountability Act ("Section 23.1") as at June 30, 2019. Therefore, materiality is a critical auditing concept and as such we apply it in all stages of our engagement.

The concept of materiality recognizes that an auditor cannot verify every balance, transaction or judgment made in the financial reporting process. During audit planning, we made a preliminary assessment of materiality for the purpose of developing our audit strategy, including the determination of the extent of our audit procedures.

During execution of the audit, we will consider whether materiality should be re-assessed due to changes or events identified. At completion, we will consider not only the quantitative assessment of materiality, but also qualitative factors, in assessing the impact on the financial statements, our audit opinion and whether matters should be brought to your attention.

Considerations

The following is a summary of matters that relate to changes to the District and its environment that were considered in preparing our audit plan.

Matter	Discussion and impact
School District No. 23 (Central Okanagan) specific changes	During the year, the District had numerous large capital projects in progress, including ongoing development of the new Canyon Falls Middle School in the upper Mission area of Kelowna and the design of the new H. S. Grenda Middle School in Lake Country. These projects result in a significant amount of tangible capital asset additions on the financial statements. We will perform tests of significant tangible capital asset additions, including reviewing supporting purchase documentation and documentation of any related grant funding. In addition the District sold the land from the former Winfield Elementary School on Berry Road in Lake Country this year. We will vouch the disposal and ensure that the disposition has been recorded correctly in accordance with Ministry Instructions for dispositions of property. Further, with growth in the Central Okanagan region continuing through early 2019, District schools are experiencing continued capacity issues seen in recent years. The growth in students will have an effect of increasing grant and international student tuition revenues, along with applicable operating cost increases. We have considered these changes in the planning of our substantive audit procedures for the 2019 year end.

Matter	Discussion and impact
Laws and regulations During the course of the audit, we will perform audit procedures to help identify instances of non-compliance with laws and regulations that may have a material effect on the financial statements. An audit of financial statements is not designed to detect all instances of non-compliance with laws and regulations and does not represent an audit of the District's compliance with applicable laws and regulations. While we have not identified any instances of non-compliance currently, we would like to know if you are aware of any instances of non-compliance.	
Fraud We are responsible for obtaining reasonable assurance that the financial statements taken as a whole are free from material misstatement, whether caused by fraud or error. However, owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements may not be detected and this is particularly true in relation to fraud. The primary responsibility for the prevention and detection of fraud rests with those charged with governance and management. During our audit planning, we enquire of management as to their views on the risks of fraud and their processes for identifying and assessing fraud risks. We are not aware of any fraud-related matters that could affect our audit approach. However, we would like to obtain your input on the following areas: • How you oversee management's processes for identifying and responding to the risks of fraud and the related internal controls that management has put in place. • Whether you are aware of any actual, suspected or alleged fraud affecting the District.	

Significant risks

We identified the following significant risks on which we plan to focus our attention:

Area of risk	Why there is a risk	Planned audit response
Fraud risk from revenue recognition Fraud risk from management override	There is a presumed risk of fraud in revenue. The risk primarily relates to revenue recognized from international tuition and other revenues. This is a presumed fraud risk. The risk relates to management's ability to override the controls surrounding financial reporting in order to report improved financial results, manipulate particular financial statement areas, or perpetrate other financial fraud.	• Review controls surrounding international student transactions and other revenues, and perform a sample of tests of individual international student tuition and other revenues transactions. • Testing of accounts receivable to supporting documentation and subsequent collection of the receivables. • Review revenue recognition policies for appropriateness and consistency with PSAS. • Our audit procedures performed to address the risk of management override of controls include testing journal entries, testing and analyzing significant accounting estimates and reviewing significant transactions outside the normal course of operations.

Other audit risks

Other areas we have identified where we plan to focus our attention are as follows:

Area of risk	Why there is a risk	Planned audit response
Grant revenues	Grant revenues are material and significant to the financial statements	Obtain confirmation from the Ministry of Education of grants received and reconcilable and reconcile to accounts.
Tangible capital assets and deferred capital contributions	Tangible capital assets activities are not valid, and associated grant funding is not accounted for properly	- Test significant capital expenditures and agree to documentation supporting the purchase. - Review applicable lease and funding agreements. - Test completeness and amortization period of deferred capital contributions received during the year. - Review disclosure of differences between PSAS and the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.
Investments	Fair value measurements are not correct or investment activities are not valid	- Confirm fair value of investments with the investment custodian. - Test a sample of fair values for reasonableness.
Purchases and payables	Payables understated or not recorded in the correct period	- Perform review of controls around the purchasing cycle. - Perform analytical review of expense variances. - Perform test of details on significant balances with significant or unusual variances. - Perform substantive procedures on cut-off of expenses.
Employee compensation	Employee compensation accruals or expenses understated	- Review controls around maintenance of employee Masterfile and related payroll transactions. - Perform analytical review of employees and employee compensation by bargaining unit. - Perform a combination of test of controls and test of details on a sample of employee compensation transactions.

Other planning matters

The following is a discussion of relevant planning matters we have considered that are specific to School District No. 23 (Central Okanagan).

Use of experts

We intend to use the work of independent third party specialists for the following:

- Investments – we rely on your investment custodian to accurately report the fair value of the investments in your portfolio.
- Future employee benefits – we rely on the report prepared by the Ministry of Education's actuary to value your employee future benefits.

Regulatory matters

The Auditor General audits the Summary Financial Statements of the Province of British Columbia which include the financial information of the District. As part of their audit of the Province's Summary Financial Statements they require us, as the auditors of the District, to perform certain audit procedures, provide copies of certain documents, and confirm certain matters to them by November 2019. Consistent with prior years we will complete the required information requests subsequent to our audit.

Audit fees

Proposed fees

Service	Current year fees		Prior year fees	
Annual audit	\$	29,800	\$	29,075
Auditor General Report		800		775
Total*	\$	30,600	\$	29,850

*before administrative costs, disbursements and applicable taxes

Deliverables

Deliverable

Independent auditor's report on the June 30, 2019 financial statements

Communication of audit results and any internal control findings

Other – Reporting to the OAG

Fee proposal considerations

Upfront and periodic discussions are central to our approach in dealing with fees. Our goal is to avoid surprises by having early and frank communication. We wish to provide you with a competitive price and fair value, while also allowing sufficient audit hours to conduct an effective audit and deliver quality service.

We have established a proposed fee for the audit for the year ended June 30, 2019 that is based on the level of activity and the anticipated complexity of the audit of the District's financial statements. If there are any variances to the above plan, we will discuss them with you and agree on any additional fees before costs are incurred, wherever possible. Any unforeseen work outside the scope of this proposal will be billed separately after discussion with appropriate District officials.

The proposed fee is based on receiving the following from management:

- Draft financial statements including the notes to the financial statements
- All working papers and schedules, which can be outlined in a requirements letter if necessary
- Trial balance together with reconciled control accounts
- All books and records when requested
- Use of District staff to help us locate information and provide explanations

Team, timing and communications

Timing and communications

We are committed to delivering exceptional client service and executing our audit in the most effective, efficient and timely manner. The planned timing of our audit work and the deliverables we will provide to the Finance and Audit Committee are as follows:

Stage or deliverable	Timing/Status
Discussions and communications regarding planning	May and June 2019
Communication of audit strategy	May 15, 2019
Interim procedures	June 11 to 13, 2019
Performance of fieldwork	August 5 to 16, 2019
Draft clearance on financial statements	Early September 2019
Communication of audit results	September 18, 2019

In our communication of audit results, we will report on the following matters:

- Our views on significant accounting practices
- Significant difficulties, if any, encountered during the audit
- Misstatements, other than trivial errors
- Actual or suspected fraud or illegal acts
- Significant deficiencies in internal control
- Other significant audit matters, as applicable

Team

Engagement team member	Role
Tyler Neels, CPA, CA Partner P +1 250 712-6853 E Tyler.Neels@ca.gt.com	 Engagement partner
Kate Cumming, CPA Senior Accountant P +1 250 712-6837 E Kate.Cumming@ca.gt.com	 Senior Accountant

Technical updates – highlights

Accounting

Details of the current period and upcoming changes to accounting standards are included in the Appendices.

Assurance

There are no new auditing standards issued by the Auditing and Assurance Standards Board that have not already been previously communicated to you.

Appendix A – Overview and approach

Our audit is planned with the objective of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, so that we are able to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian Public Sector Accounting Standards and Section 23.1. The following outlines key concepts that are applicable to the audit, including the responsibilities of parties involved, our general audit approach and other considerations.

Roles and responsibilities

Role of the Finance and Audit Committee and the Board of Education

- Help set the tone for the organization by emphasizing honesty, ethical behaviour and fraud prevention
- Oversee management, including ensuring that management establishes and maintains internal controls to provide reasonable assurance regarding reliability of financial reporting
- Recommend the nomination and compensation of external auditors to the board
- Directly oversee the work of the external auditors including reviewing and discussing the audit plan

Role of management

- Prepare financial statements in accordance with Canadian Public Sector Accounting Standards and Section 23.1
- Design, implement and maintain effective internal controls over financial reporting processes, including controls to prevent and detect fraud
- Exercise sound judgment in selecting and applying accounting policies
- Prevent, detect and correct errors, including those caused by fraud
- Provide representations to external auditors
- Assess quantitative and qualitative impact of misstatements discovered during the audit on fair presentation of the financial statements

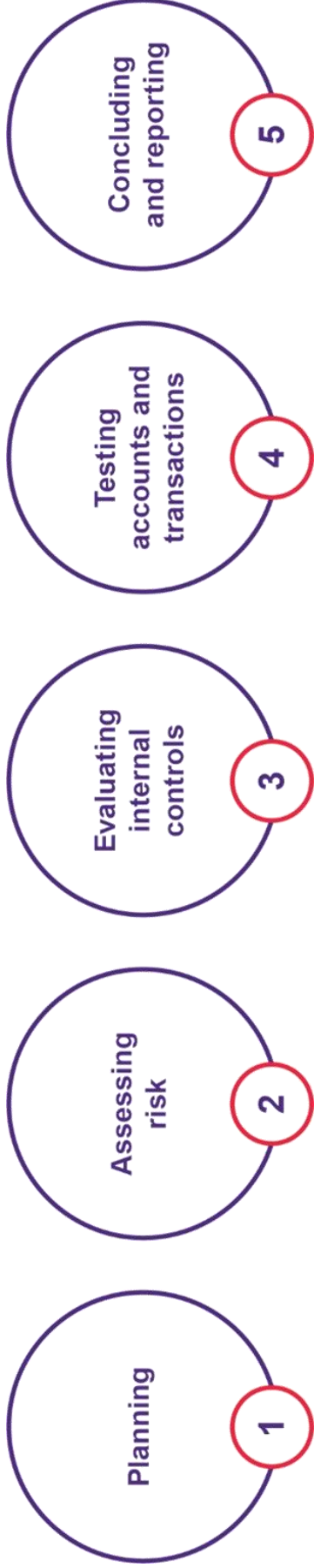
Role of Grant Thornton LLP

- Provide an audit opinion that the financial statements are in accordance with Canadian Public Sector Accounting Standards and Section 23.1
- Conduct our audit in accordance with Canadian Generally Accepted Auditing Standards (GAAS)
- Maintain independence and objectivity
- Be a resource to management and to those charged with governance
- Communicate matters of interest to those charged with governance
- Establish an effective two-way communication with those charged with governance, to report matters of interest to them and obtain their comments on audit risk matters

Audit approach

Our understanding of the District and its operations drives our audit approach, which is risk based and specifically tailored to School District No. 23 (Central Okanagan).

The five key phases of our audit approach



Phase	Our approach
1. Planning	• We obtain and update our understanding of your operations, internal controls and information systems • We plan the audit timetable together
2. Assessing risk	• We use our knowledge gained from the planning phase to assess financial reporting risks • We customize our audit approach to focus our efforts on key areas
3. Evaluating internal controls	• We evaluate the design of controls you have implemented over financial reporting risks • We identify areas where our audit could be more effective or efficient by taking an approach that includes testing the controls • We provide you with information about the areas where you could potentially improve your controls
4. Testing accounts and transactions	• We perform tests of balances and transactions • We use technology and tools, including data interrogation tools, to perform this process in a way that enhances effectiveness and efficiency
5. Concluding and reporting	• We conclude on the sufficiency and appropriateness of our testing • We finalize our report and provide you with our observations and recommendations

Our tailored audit approach results in procedures designed to respond to an identified risk. The greater the risk of material misstatement associated with the account, class of transactions or balance, the greater the audit emphasis placed on it in terms of audit verification and analysis.

Throughout the execution of our audit approach, we will maintain our professional skepticism, recognizing the possibility that a material misstatement due to fraud could exist notwithstanding our past experiences with the District and our beliefs about management's honesty and integrity.

Internal control

Our audit will include gaining an understanding of the District's internal control over financial reporting. Our understanding will focus on processes associated with the identified risk areas, as described in this report. We use this understanding to determine the nature, extent and timing of our audit procedures.

Our understanding may also result in valuable internal control findings for your consideration. Note that the auditor's objectives with regards to internal control are different from those of management and those charged with governance. For example, we primarily target controls that relate to financial reporting and not those that relate to the District's operations or compliance which may also be relevant to its objectives. Therefore, management and those charged with governance cannot solely rely on our findings to discharge their responsibilities in this area.

Quality control

We have a robust quality control program that forms a core part of our client service. We combine internationally developed audit methodology, data analytics technology that allows us to examine large amounts of data, rigorous review procedures, mandatory professional development requirements, and the use of specialists to deliver high quality audit services to our clients. In addition to our internal processes, we are subject to inspection and oversight by standard setting and regulatory bodies. We are proud of our firm's approach to quality control and would be pleased to discuss any aspect of our approach to quality control with you at your convenience.

Appendix B – Accounting developments

Public Sector Accounting Standards [updated March 31, 2019]	Effective date
Section PS 3400 Revenues New Section PS 3400 <i>Revenue</i> establishes standards on how to account for and report on revenue. It does not apply to revenues for which specific standards already exist, such as government transfers, tax revenue or restricted revenues. The Section distinguishes between revenue that arises from transactions that include performance obligations (i.e., exchange transactions) and transactions that do not have performance obligations (i.e., non-exchange transactions). The main features of the new Section are: • Performance obligations are defined as enforceable promises to provide specific goods or services to a specific payor • Revenue from transactions with performance obligations will be recognized when (or as) the performance obligation is satisfied by providing the promised goods or services to the payor • Revenue from transactions with no performance obligations will be recognized when a public sector entity has the authority to claim or retain the revenue and identifies a past transaction or event that gives rise to an asset	Fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.
Section PS 3280 Asset retirement obligations New Section PS 3280 <i>Asset Retirement Obligations</i> establishes standards on how to account for and report a liability for asset retirement obligations. An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset. Asset retirement costs associated with a tangible capital asset increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic manner, while asset retirement costs associated with an asset no longer in productive use are expensed. Measurement of the liability for an asset retirement obligation should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date. A present value technique is often the best method to estimate the liability. Subsequent measurement of the liability can result in either a change in the carrying amount of the related tangible capital asset, or an expense, depending on the nature of the remeasurement or whether the asset remains in productive use. As a result of the issuance of Section PS 3280, the Public Sector Accounting Board (PSAB) approved the withdrawal of Section PS 3270 <i>Solid waste landfill closure and post-closure liability</i> as asset retirement obligations associated with landfills will be within the scope of PS 3280. PS 3280 does not address costs related to remediation of contaminated sites, which will continue to be addressed in Section PS 3260 <i>Liability for contaminated sites</i>. Some consequential amendments have been made to PS 3260 to conform with PS 3280 and further clarify the scope of each standard.	Fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.

Appendix C – Cybersecurity

Cybersecurity is the practice of protecting computers, data, networks and other electronic systems from malicious attacks. Below, we summarize the cybersecurity threat and how we can help you manage that threat.

Cybersecurity risk

As organizations become increasingly dependent on digital technology, storing valuable information in multiple places, the opportunities for cyber criminals continue to grow. Cyber-attacks today are more focused, skilful and ambitious, and geographical borders are meaningless. Regulators and stakeholders, including customers, are increasing the pressure on organizations to manage these risks. In order to properly protect themselves, organizations must understand what weaknesses attackers could exploit, how to respond to security incidents and how areas such as access to confidential data should be managed.

Management should continue to respond to these risks by:

- Assessing the people, processes and technology associated with the their cybersecurity program, including management of the program, data security, cybersecurity awareness and training, and assessment of external risks
- Improving the cybersecurity function by remediating identified vulnerabilities, developing new strategies, enhancing existing facilities, and establishing policies, controls and processes
- Developing a cybersecurity breach or attack response plan, which involves providing training for the people who will execute the response, determining the procedures that will be followed, and securing external resources to support the process as needed

How Grant Thornton can help

Our cybersecurity solutions address a variety of complex security requirements, helping you build a resilient business that is prepared for cyber-attacks.

We can help you:

- Prepare

We help you understand your current exposure to cybersecurity risk and support you to develop an effective security capability. Our services include cybersecurity risk and threat assessments; security policy development; security process or technical assessments; and third-party cybersecurity assurance.

- Protect

We develop and implement the technical framework and broader processes required to protect. We can help you with security architecture; security technology implementations; security process design and implementation; identity and access management; privacy and data protection; data classification; enterprise application integrity; business continuity and disaster recovery; and penetration testing.

- React

We work with you to support and monitor your cybersecurity operations, and help you to respond rapidly and forensically in the event of a security or data breach.

- Change

We can help you improve and better manage your cybersecurity capability. Our services include security program strategy and planning, security governance; and security awareness.

If you would like to discuss cybersecurity risks in more detail or learn more about how Grant Thornton can help your organization respond to cybersecurity risks, we would be happy to arrange a meeting to discuss this topic with you in detail.



Section Four: Students

“Together We Learn”

**470R – TRANSPORTATION SERVICES MANAGEMENT
(REGULATIONS)**

**GUIDING PRINCIPLES for TRANSPORTATION
in ~~School District 23 (Central Okanagan)~~
Central Okanagan Public Schools**

Rider Eligibility

- 1) A student must be registered as an eligible or courtesy rider in order to ride the school bus. Registration will be available online year round.
- 2) A student will be considered eligible for subsidized transportation if his or her home address is at least 4.0 km (~~Kindergarten through Gr. 3~~) (Elementary) or at least 4.8 km (~~Gr. 4 through Gr. 12~~) (Middle/Secondary) from the school or schools designated for the catchment area (measured as actual shortest driving or walking distance).
- 3) If a student meets the criterion for home-school distance after being placed by the District at a school other than his or her catchment area school(s), the student will be given the same consideration as other eligible students. These students will only be designated as “capped” students by the appropriate Assistant Superintendent.
- 4) Seats that are not required for eligible students on school bus routes will be made available to courtesy riders based on the criterion of furthest home to school distance. Courtesy ridership is subject to cancellation at any time, with a one-week notice, based on the receipt of an application for the transportation for a newly identified eligible student living within the catchment area.
- 5) In the case of a student residing with parents or caregivers in more than one home, one address will be accepted for eligibility purposes. However, where possible, consideration will be given to an alternate stop on the same route or a courtesy seat on another route within the same catchment if a parent submits an application.
- 6) In situations in which a student in Kindergarten through Gr. 3 qualifies as an eligible or courtesy rider and an older sibling travelling to the same school does not, the older sibling will be given courtesy riding privileges on the same bus if space permits.
- 7) In the event that students with courtesy riding privileges have to be displaced due to the registration of eligible students living further from the school, the first criterion for priority will be distance from the school and the second criterion will be the accommodation of an older sibling travelling with a younger student. Ties will be broken in favour of the youngest student.
- 8) Transportation will not be provided to a school elective program outside a student’s catchment area (e.g. French Immersion or locally developed courses).



Section Four: Students

“Together We Learn”

Conduct

- 9) Students must abide by their school’s Code of Conduct expected of all riders.

Routes

- 10) School bus routes are established on the basis of safety and efficiency of service for students who meet the criteria for eligibility.
- 11) Route changes must be approved by the Director of Operations or delegate.
- 12) A minimum of fourteen (14) eligible students is required for the establishment of a bus route.
- 13) Where possible, routes will be designed to minimize the time students spend on a bus with an upper limit of 40 minutes as a guideline.
- 14) Where reasonable, a bus driver will be assigned to the morning and afternoon routes for a given run.
- 15) Where reasonable, bus stops at sites other than school sites will have 15 or fewer students.
- 16) Where reasonable, routes will be planned so that students are able to travel without having to transfer from one bus to another in a single direction.

Fees and Payments

- 17) Eligible riders and courtesy riders registered on bus routes must pay the student transportation charge; however, Board Policy 425 – Student Fees and 425R – Student Fees (Regulations) is in place for those families who are experiencing financial hardship and are unable to pay the transportation charge.
- 18) Special Education students identified by the Student Support Services Department as requiring a specially equipped bus will be considered as eligible students.
- 19) Families with more than two children assigned to a bus will receive a 50% subsidy of the Student Transportation Charge for the third and fourth child assigned to a bus and a 100% subsidy of the Student Transportation Charge for the fifth and any additional children that are assigned on a bus.
- 20) Once the Board has established a student transportation charge for a year of service, a minimum 50% of the charge must be paid by June 30th of the year prior to the year of service, and the charge must be fully paid by October 15th of the year of service.
- 21) If there are less than fourteen (14) eligible students for a bus route, the individual providing transportation of the student(s) to the catchment school may be eligible for transportation assistance payment based on mileage from the home address to the school.



Section Four: Students

“Together We Learn”

- 22) Transportation assistance payments described in the above guideline are calculated at the rate of 60% of the rate paid to staff for personal use of vehicles for Board business to a maximum of 100 kilometres per day, based in one round trip per day, for the days on which the student(s) attend(s) school. ~~To a maximum of \$561.00 per year, per family.~~ To a maximum of \$625 per year, per family. This annual maximum transportation assistance rate will be adjusted as the five (5) year average cost/student changes.
- 23) If a family has more than one student attending a given school, only one transportation assistance payment will be made.
- 24) If transportation or a transportation assistance payment is provided on behalf of a student on the wait list for his or her catchment area school and the invitation to return mid-year is declined in favour of a September entry, school bus transportation or the transportation assistance payment will be continued for the balance of the current school year. However, if the student remains at this school in the following year the student transportation charge will apply or transportation assistance payments will be discontinued.
- 25) Students must be registered and assigned to a route by the Transportation Department before the student transportation charge will be accepted.
- 26) The student transportation charge is to be paid before the bus pass will be issued.
- 27) Students added to a route midyear will be required to pay for the current and remaining months before the pass will be issued.
- 28) A current identified eligible student who does not register by the established new year registration date and has not submitted the student transportation charge by the cut-off date will not be eligible to ‘bump’ a courtesy rider. Upon registration such a student will be placed at the top of the waiting list for the next available seat.
- 29) If a courtesy rider is ‘bumped’ by a newly identified eligible rider, the courtesy rider will receive a refund pro-rated from the last day of service.
- 30) If an eligible rider or courtesy rider discontinues using the transportation service prior to March 31 of any year, a prorated refund will be issued upon request and once the bus pass is surrendered to the School District. The refund will only cover the months after the month in which the pass is surrendered. No refunds will be issued after March 31.
- 31) The student transportation charge and lost and damaged bus pass charge will be communicated each year in accordance with Policy 425 – Student Fees
- 32) Students will not ride the bus unless they have been registered, have paid the student transportation charge and have received a valid bus pass.
- 33) Additional Service Routes - parent requested routes will be charged the minimum of the student transportation charge or actual cost if higher than the student transportation charge.



April 12, 2019

Ref: 209332

All Boards of Education

All:

I am pleased to bring your attention to the Ministry of Education's new approach to long-term capital planning for boards of education. The Ministry's guidelines for the development of Long-Range Facilities Plans (LRFP) for school districts have undergone a significant revision from the initial version that was produced in March 2017 under the previous administration.

Government is focused on building and expanding schools, with record levels of operating and capital funding. In contrast, the previous government used the LRFP to overemphasize "capacity utilization" as a means to force mass school closures. We are changing the guidelines for drafting LRFPs to speed up the planning process, so we can focus on investing in students and schools. We have already removed the old government's 95% utilization requirement, and now I'm pleased to announce we are making even more changes to give school boards more flexibility and autonomy.

Going forward, the Ministry will no longer need to approve a school district's LRFP. We will no longer expect LRFPs to be evidentiary documents that are needed to justify individual project funding requests. The new guidelines no longer use terms like "requirements" or "mandatory". Instead, we encourage you to use the LRFP as a broad visioning document, much like a Local Area Plan or Official Community Plan (OCP). The purpose of an LRFP is to help guide local decisions and I encourage you to have a much broader focus than a typical capital submission. I appreciate there are several districts with draft LRFPs well underway. While I certainly don't expect those districts to begin the process anew, I would encourage those districts to consider the guidelines for future LRFP drafts.

The changes to the LRFP guidelines are meant to give boards the flexibility and space to lay out a wide-ranging vision for their districts, rather than a rigid and prescriptive process. To help you manage your existing facilities and allow school facilities to play a larger role in the community, LRFPs should have a much broader focus than just enrolment and capacity utilization. LRFPs should emphasize potential changes to programming to support the natural movement of students, analyzing changing demographics to neighbourhoods, and account for other important facility uses such as childcare, before-and-after school care, and community uses of school buildings. Local boards can create their own LRFPs and use those plans to guide their submissions to the Ministry

Like an OCP, LRFPs are developed by local officials to guide medium and long-term planning. Locally elected boards of education are in the best position to consider needs of the current population, and how their communities may grow and change in the years ahead. Like an OCP, an LRFP should serve as a

guide to outline how a board of education intends to manage existing schools while planning new facilities that will meet the anticipated needs of their communities.

Robust community consultation is vital to a successful LRFP. Consultation with the community, especially local Indigenous communities, is a key requirement and will help boards develop plans that reflect the needs and aspirations of their communities.

The revised Long-Range Facilities Plan Guidelines are included as an appendix to the Capital Plan Instructions for 2020/21, which were recently published by the Ministry in March 2019. Superintendents will be notified in the Deputy Minister's Bulletin published on April 12, 2019 about the issuance of the latest LRFP Guidelines. This document may be accessed on the Ministry's Capital Planning webpage at: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning>

I hope you will find these changes to the planning process helpful as you continue to deliver on positive outcomes for students. With an improved LRFP, I believe we will be able to deliver even more of our record capital investments; building, expanding, upgrading, and keeping schools open for students and communities throughout B.C.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Fleming', with a stylized, cursive script.

Rob Fleming
Minister