



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, March 13, 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 – February 27, 2019**
(Attachment)

3. **CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"**

3.1 **The Welcome Centre**

4. **DECLARATION**

4.1 **National Volunteer Week – April 7-13, 2019**
The Central Okanagan Board of Education declares April 7-13, 2019 as National Volunteer Week and recognizes all volunteers in the Central Okanagan Public Schools.

Meeting Recess (Five Minutes)

5. **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.

6. **TRUSTEES QUERIES/COMMENTS**

7. ACTION ITEMS

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- 7.1 **Amendments to Policy 160 – Finance and Audit Committee**
(Recommendation from the Finance and Audit Committee – February 20, 2019)
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the amendments to Policy 160 – Finance and Audit Committee, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

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- 7.2 **Amendments to Policy 190 – Trustee Expenses**
(Recommendation from the Finance and Audit Committee – February 20, 2019)
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the amendments to Policy 190 – Trustee Expenses, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

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- 7.3 **Annual Facility Grant (AFG) Plan for 2019/2020 through 2023/2024**
(Recommendation from the Planning and Facilities Committee – February 20, 2019)
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the Annual Facility Grant Plan for 2019/2020 through 2023/2024 as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

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- 7.4 **Public Education Awareness Committee – Amended Terms of Reference**
(Recommendation from the Public Education Awareness Committee – January 22, 2019)
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the amended Public Education Awareness Committee's Terms of Reference, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

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- 7.5 **Transportation Task Force – Terms of Reference**
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the Transportation Task Force Terms of Reference, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

- 7.6 **2019-2020 School Calendar**
(Materials to be provided)

8. 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.

9. INFORMATION ITEMS

9.1 Superintendent's Emergent Issues

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

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9.3 General Statement – February 27, 2019
(Attachment)

10. BOARD/DISTRICT COMMITTEE QUERIES/COMMENTS AND REPORTS

11. BOARD CORRESPONDENCE

Sent:

Received: H. Dawson, February 23, 2019, Re CEAs Vital to Young Students
L. Pendray, February 26, 2019, Re Bussing Issues for Crawford Families
DWE PAC, March 6, 2019, Transportation Follow-Up

RECOMMENDATION:

THAT: At the March 13, 2019 Public Board Meeting, the Board receive the correspondence listed above.

12. ITEMS REQUIRING SPECIAL MENTION

13. BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION

14. BC SCHOOL TRUSTEES ASSOCIATION

14.1 BCSTA Leadership Development Program Workshop

Date: Thursday, April 11 to Friday, April 12, 2019

Location: Hollywood Road Education Services - Gym

14.2 BCSTA Annual General Meeting and Provincial Council

Date: Thursday, April 25 to Sunday, April 28, 2019

Location: Sheraton Vancouver Airport Hotel

15. BOARD MEETINGS WITH PARTNER AND COMMUNITY GROUPS

15.1 Meeting with the Central Okanagan Teachers' Association (COTA)

Date: Tuesday, April 16, 2019

Location: School Board Office – Board Room

15.2 Meeting with City of Kelowna

Date: Tuesday, April 23, 2019

Location: City of Kelowna – City Hall

15.3 Meeting with City of West Kelowna

Date: Monday, May 13, 2019

Location: City of West Kelowna – City Hall

16. FUTURE MEETINGS

16.1 REGULARLY SCHEDULED BOARD MEETINGS

Regular Public Board Meeting
Wednesday, April 10, at 6:00 p.m., School Board Office

Regular Public Board Meeting
Wednesday, April 24 at 6:00 p.m., School Board Office

16.2 BOARD STANDING COMMITTEE MEETINGS

Finance and Audit Committee
Wednesday, April 3, 2019 at 4:00 p.m., School Board Office

Education and Student Services Committee
Wednesday, April 3, 2019 at 6:00 p.m., School Board Office

17. NOTICES OF MOTION

18. ITEMS FOR A FUTURE AGENDA

19. MEDIA QUESTIONS

20. ADJOURNMENT



Central Okanagan
Public Schools
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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, February 27, 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
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

E. Sadlowski, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
M. DesRochers, Executive Assistant (*Recorder*)

Absent:

K. Kaardal, Superintendent of Schools/CEO

Partner Group Representatives Attending:

COPAC Sarah Shakespeare, President
COPVPA Tamalee Middleton, Secretary
COTA Susan Bauhart, President
CUPE Margaret Varga, Vice-President
DSC Keneisha Charles, Co-President

ORDER

The meeting was called to order at 6:03 pm

AGENDA

Add: New Board Correspondence Received: CUPE Local 3523, February 27, 2019, Re Planning and Facilities Meeting – February 20, 2019

The COTA President requested that the COTA letters dated February 24, 2019 and February 27, 2019 sent to the Board Vice-Chairperson be added to the list of correspondence received. The Board Chairperson took this under advisement.

Main

19P-023 MOVED by Trustee Tiede, SECONDED by Trustee Fraser,
THAT: The Agenda for the February 27, 2019 Public Board Meeting be adopted as amended.
CARRIED

MINUTES

Public Board Meeting – February 13, 2019

Amend: Hand stamped page 008 to reflect that Main 19P-012 was moved by Trustee Fraser and seconded by Trustee Cacchioni.

Amend: Hand stamped page 011 to include the George Elliot Secondary MAP Presentations under Items Requiring Special Mention.

Add: Letter Received by COTA/CUPE, February 8, 2019, 2019-2020 School Budget Survey Complaint to Board Correspondence.

Main
19P-024

MOVED by Trustee Geistlinger, SECONDED by Trustee Fraser,

THAT: The Minutes of the Public Board Meeting of February 13, 2019 be adopted as amended.

Abstained: Trustee Tiede

CARRIED

CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"

Rutland Elementary School/Rutland Senior Secondary School – Career Day

In attendance:

Rutland Elementary School:

Gord Kirsch, Principal

Jessica Anjos, Vice-Principal

Sophia Verges, Grade 2

Sanjay Dadrah, Grade 4

Jassanpreet Gill, Grade 4

Rutland Senior Secondary School:

Hugh Alexander, Principal

Sarah Watson, Vice-Principal

Josh Dorf, Teacher

Kathleen Roxborough, Teacher

Teagin Winthrop, Grade 10

Khushdeep Dosanjh, Grade 9

On Thursday, January 24th, students from Rutland Senior Secondary School (RSS) hosted a Career Day for the students at Rutland Elementary School (RES). Prior to the Career Day, the RSS students visited the elementary school to ascertain from the students "what they wanted to be when they grew up and why". From this feedback, the RSS students were able to arrange for representatives from 16 areas of interest expressed by the younger students to be present at the Career Fair on January 24th. The presentations were personalized to meet the needs, interests and passions of the elementary students. Secondary school students expressed their appreciation for their involvement in the Career Day as this opportunity helped them focus on their career aspirations as well.

6:32 pm: The meeting recessed.

6:38 pm: The meeting reconvened.

PUBLIC QUESTIONS/COMMENTS

Laura Bowers: Ms. Bowers presented a petition for an additional bus route to transport French Immersion students to École George Pringle Elementary, Hudson Road Elementary, and Glenrosa Middle Schools starting in September 2019.

TRUSTEES QUERIES/COMMENTS

Trustee Cacchioni requested confirmation on the increases to the Provincial Budget communicated in last week's budget announcement.

The Secretary-Treasurer/CFO confirmed that the amounts were correct and that was over the 3 year period. The Ministry will adjust years 2 and 3 in the next Budget as information changes.

Trustee Fraser commended the District's online registration process. Some parents in the province line up outside (in the middle of the night) to register their students, particularly students interested in the French Immersion program.

ACTION ITEMS

George Elliot Secondary School - Golf Academy Fee Increase

Recommendation of the Education and Student Services Committee – February 6, 2019

Main

19P-025

MOVED by Trustee Bowman, SECONDED by Trustee Desrosiers,

RECOMMENDATION:

THAT: The Board of Education approve the proposed fee increase for the Golf Academy (George Elliot Secondary School).

CARRIED

Rutland Senior Secondary School – Soccer Academy Fee Increase

Recommendation of the Education and Student Services Committee – February 6, 2019

Main

19P-026

MOVED by Trustee Bowman, SECONDED by Trustee Geistlinger,

THAT: The Board of Education approve the proposed fee increase for the Soccer Academy (Rutland Senior Secondary School).

CARRIED

Approval of new Board/Authority Authorized (BAA) Course Proposals - Volleyball 10 and 11

Recommendation of the Education and Student Services Committee – February 6, 2019

Main

19P-027

MOVED by Trustee Bowman, SECONDED by Trustee Desrosiers,

THAT: The Board of Education approve the Board/Authority Authorized (BAA) Course Proposal – Volleyball 10 (Mount Boucherie Secondary School);

AND THAT: The Board of Education approve the Board/Authority Authorized (BAA) Course Proposal – Volleyball 11 (Mount Boucherie Secondary School).

CARRIED

Amendments to Policy 115 – Inaugural and Annual Board Meetings

Amendments to Policy 140 – School Board Standing and Ad Hoc Committees

Recommendation of the Policy Committee – February 6, 2019

Main

19P-028

MOVED by Trustee Tiede, SECONDED by Trustee Fraser,

THAT: The Board of Education approve the amendments to Policy 115 – Inaugural and Annual Board Meetings and Amendments to Policy 140 – School Board Standing and Ad Hoc Committees, as attached to the Agenda, and as presented at the February 27, 2019

Public Board Meeting.

CARRIED

Policy 168 – Policy Committee

Recommendation of the Policy Committee – February 6, 2019

Main

19P-029

MOVED by Trustee Tiede, SECONDED by Trustee Bowman,

THAT: The Board of Education approve the amendments to Policy 168 – Policy Committee, as attached to the Agenda, and as presented at the February 27, 2019 Public Board Meeting.

CARRIED

Amendments to Policy 525 – Field Trips – Curricular and Extra-Curricular
Regulation 525R – Field Trips – Curricular and Extra-Curricular
Appendix 525A – Field Trip Activities
Form 525.1 – Field Trip Application
Form 525.2 – Field Trip Parent Permission
Form 525.3 – Transportation of School District No. 23 Students Vehicle Use and
Authorized Driver's Statements
Form 525.4 – Student Using Vehicle for Field Trips – Curricular and Extra-Curricular

Recommendation of the Policy Committee – February 6, 2019

The Policy Committee Chair stated that further amendments are required to ensure the Policy and related documents reflect the change in language from 'trip' to 'study/studies'. These amendments will be made prior to the documents being posted to the website.

Main
19P-030

MOVED by Trustee Tiede, SECONDED by Trustee Fraser,
THAT: The Board of Education approve the amendments to Policy 525 – Field Trips – Curricular and Extra-Curricular, Regulation 525R – Field Trips – Curricular and Extra-Curricular, Appendix 525A – Field Trip Activities, Form 525.1 – Field Trip Application, Form 525.2 – Field Trip Parent Permission, Form 525.3 – Transportation of School District No. 23 Students Vehicle Use and Authorized Driver's Statements, Form 525.4 – Student Using Vehicle for Field Trips – Curricular and Extra-Curricular, as amended at the February 27, 2019 Public Board Meeting.
CARRIED

Transportation Task Force

Recommendation of the Planning and Facilities Committee – February 20, 2019

The Planning and Facilities Committee Chair reviewed the Transportation Manager's presentation and recommendation to strike a Transportation Task Force.

Main
19P-031

MOVED by Trustee Fraser, SECONDED by Trustee Cacchioni,
THAT: The Board of Education strike a Transportation Task Force, to include out of district representation, to review the District's transportation service and bring back recommendations for implementation in the 2019-2020 school year.

The Board reviewed the purpose and timelines for the Transportation Task Force. The Secretary-Treasurer/CFO stated that it would be helpful to have recommendations in time for building the 2019-2020 budget.

Amendment
19P-032

MOVED by Trustee Bowman, SECONDED by Trustee Tiede,
THAT: The Board of Education strike a Transportation Task Force, to include out of district representation, to review the District's transportation service and bring back recommendations for implementation in the 2019-2020 school year.

Amendment
19P-033

MOVED by Trustee Geistlinger, SECONDED by Trustee Bowman,
THAT: The Board of Education strike a Transportation Task Force, ~~to include out of district representation,~~ to review the District's transportation service and bring back preliminary recommendations ~~for implementation in the 2019-2020 school year.~~
CARRIED
OPPOSED: Trustee Desrosiers and Trustee Cacchioni

AMENDED MOTION 19P-032 AS AMENDED BY AMENDMENT 19P-033

THAT: The Board of Education strike a Transportation Task Force to review the District's transportation service and bring back preliminary recommendations.

DEFEATED

OPPOSED: Trustee Cacchioni, Trustee Desrosiers, Trustee Fraser, Trustee Geistlinger

Amendment
19P-034

MOVED by Trustee Fraser, SECONDED by Trustee Geistlinger,

THAT: The Board of Education strike a Transportation Task Force, ~~to include out of district representation,~~ to review the District's transportation service and bring back recommendations by April 30, 2019 for implementation in the 2019-2020 school year;

AND THAT: The Transportation Task Force bring back all other recommendations by January 31, 2020 for implementation in the 2020-2021 school year.

CARRIED

MAIN MOTION 19P-031 AS AMENDED BY AMENDMENT 19P-034

THAT: The Board of Education strike a Transportation Task Force to review the District's transportation service and bring back recommendations by April 30, 2019 for implementation in the 2019-2020 school year;

AND THAT: The Transportation Task Force bring back all other recommendations by January 31, 2020 for implementation in the 2020-2021 school year.

CARRIED

The Board discussed representation on the Transportation Task Force and recommended that the Chair of the Planning and Facilities Committee be a member of the Transportation Task Force. The committee should be small and tasked with gathering input from partner groups and community members as needed.

The COTA President supported the CUPE President's request to be a member of the Transportation Task Force and stated that she would provide him with input from the COTA.

PUBLIC QUESTIONS/COMMENTS

There were no public questions/comments.

INFORMATION ITEMS

Superintendent's Emergent Issues

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

Chubu University Student Teacher Visit to Central Okanagan Public Schools

The Board reviewed the information.

K-12 Public Education Funding Model Review

The Board reviewed the information.

Trustee Cacchioni stated that the Finance and Audit Committee will be reviewing the set of recommendations referred to them at the March 6, 2019 Finance and Audit Committee Meeting.

The Deputy Superintendent of Schools shared that the Education and Student Services Committee will be reviewing the set of recommendations referred to them over the next few Education and Student Services Committee Meetings, including the March 6, 2019 meeting.

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

The Board reviewed the information.

General Statement – February 13, 2019

The Secretary-Treasurer/CFO stated that the February 13, 2019 General Statement will be amended to reflect that both Trustee Tiede and the Superintendent of Schools/CEO were absent.

The Board accepted the General Statement as amended.

The COTA President queried why Trustees that declared conflict of interest regarding bargaining were not noted in the February 13, 2019 General Statement.

The Board Chair stated the General Statements only refer to declarations of conflict of interest when they are declared. As bargaining was not discussed at the February 13, 2019 Incamera Board Meeting, no conflict of interests were declared.

The COTA President presented her opinion on what determines a conflict of interest as stated in the School Act.

The Board Chair stated that Trustees have obtained several legal opinions related to determining conflict of interest and they are all consistent with one another. Trustees have the option to abide by the legal opinions in determining whether or not they are in conflict of interest for bargaining discussions.

BOARD CORRESPONDENCE

Sent: Childhood Connections, February 19, Letter of Support for Grant Application

Received: BCSTA, February 13, 2019, Letter Sent to Minister A. Hussen Regarding Eligibility for Settlement Services to Unserved Students and Families

BCSTA, February 13, 2019, Letter Sent to MP R. Oliphant Regarding Eligibility for Settlement Services to Unserved Students and Families

BCSTA, February 14, 2019, Letter to Minister R. Fleming Regarding Input to Upcoming Changes to the Provincial Graduation Program

R. Fleming, February 15, 2019, Re Rutland Middle School Replacement Project

M. McQuaig, February 17, 2019, Re Busing for Dorothea Walker Elementary French Immersion Students

D. Holmes, February 20, 2019, Re Bus Services – Kettle Valley to Dorothea Walker Elementary

CUPE Local 3523, February 27, 2019, Re Planning and Facilities Meeting – February 20, 2019

Main
19P-035

MOVED by Trustee Tiede, SECONDED by Trustee Desrosiers,

THAT: At the February 27, 2019 Public Board Meeting, the Board receive the correspondence listed above.

CARRIED

ITEMS REQUIRING SPECIAL MENTION

Trustees and the Deputy Superintendent of Schools reported on the following:

- The **Pink Shirt Day Breakfast**, sponsored by the Okanagan Boys & Girls Clubs, was held this morning at the Laurel Building. Many schools in the Central Okanagan Public Schools recognized **Pink Shirt Day** (Anti-Bullying Day) with students and staff wearing pink to symbolize a stand against bullying. A sea of pink was experienced at Chief Tomat Elementary School as the Parent Advisory Council provided funds to purchase a t-shirt for every student.
- **Haruhigaoka Junior High School Student Exchange Kasugai, Japan**
Students and staff from Central Okanagan Public Schools sister school, Haruhigaoka Junior High School, arrived today and will be in Kelowna until Monday, March 4th.

They will be attending classes with students at Constable Neil Bruce Middle and Glenrosa Middle Schools.

- **February 22nd Pro-D**

On Friday, February 22nd, Central Okanagan Public School teachers attended the Pro-D "Making Connections 14" conference. Held in conjunction with the COTA Pro-D conference was the Health and Wellness Symposium offered to support staff. Both conferences were held at Rutland Middle and Rutland Senior Secondary Schools.

- **Harmony Day**

Various school events were held on Wednesday, February 20th in honour of Harmony Day.

- The Westside family of schools held their **Westside Community Learning Forum** on Tuesday, February 19th which provided the community an opportunity to see learning in action at all levels K-12.

- **Mount Boucherie Secondary School** held their **Talent Show** last evening providing an opportunity for students to showcase their many talents.

- The **Voodoo Theatre** at Rutland Senior Secondary School will be presenting "**High School Musical**" on March 4th to 8th.

BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION

There were no BC Public School Employers' Association items.

BC SCHOOL TRUSTEES ASSOCIATION

Thompson Okanagan Branch Meeting

Date: Friday, March 1 to Saturday, March 2, 2019

Location: Predator Ridge Resort, Vernon, BC

BCSTA Leadership Development Program Workshop

Date: Thursday, April 11 to Friday, April 12, 2019

Location: Kelowna, BC

BCSTA Annual General Meeting and Provincial Council

Date: Thursday, April 25 to Sunday, April 28, 2019

Location: Sheraton Vancouver Airport Hotel

BOARD MEETINGS WITH PARTNER AND COMMUNITY GROUPS

Board Meeting with District of Lake Country

Date: Thursday, March 7, 2019

Location: George Elliot Secondary - Library

FUTURE MEETINGS

REGULARLY SCHEDULED BOARD MEETINGS

Regular Public Board Meeting

Wednesday, March 13, 2019 at 6:00 p.m., Board Room Main at 1040 Hollywood Road

BOARD STANDING COMMITTEE MEETINGS

General Affairs Committee Meeting: **CANCELLED**

Wednesday, March 6, 2019 at 4:00 pm

Board Room Main at 1040 Hollywood Road

Finance and Audit Committee Meeting:
Wednesday, March 6, 2019 at 4:00 pm
Board Room Main at 1040 Hollywood Road

Education and Student Services Committee Meeting:
Wednesday, March 6, 2019 at 6:00 pm
Board Room Main at 1040 Hollywood Road

MEDIA QUESTIONS

There were no media questions.

ADJOURNMENT: The Chairperson adjourned the meeting at 8:07 pm.

Chairperson

Secretary-Treasurer



Section One: Board of Education

160 – FINANCE AND AUDIT COMMITTEE

Introduction

The Finance and Audit Committee is a standing committee of the Board of Education.

The Board recognizes its responsibility for the effective use of public funds in providing the best possible education to the students in the community.

The Board has a duty to govern the district in a fiscally responsible and cost effective manner, while carrying out the strategies required to achieve its goals.

Policy

1. Membership

1.1 Voting Members:

- 1.1.1 Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson at the Board's inaugural or annual meeting.
- 1.1.2 In the absence of a Trustee committee member, or if the full Trustee committee membership has not been appointed, the Committee Chairperson may appoint temporary Trustee committee members.

1.2 Non-Voting Members:

- 1.2.1 a representative from each partner group for purposes of providing input
- 1.2.2 Secretary-Treasurer and/or Assistant Secretary-Treasurer
- 1.2.3 the Board Chairperson

2. Scope of Functions

- 2.1 Provide recommendations to the Board.



Section One: Board of Education

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- 2.2 Function according to Board policy and, in the absence of policy, shall follow *Robert’s Rules of Order*.
- 2.3 Recommend to the Board the annual authorization of trustee indemnity to be increased in accordance with the BC Consumer Price Index during the preliminary budget process.
- 2.4 Coordinate the budget development process, recommend the operating budget for approval by the Board and monitor its implementation on a regular basis.
- 2.5 Review significant accounting policies and procedures and deal with all financial matters of the School District including acquisition, disposal or rental of buildings and property and investment strategies.
- 2.6 Review all general insurance matters including risk assessment and management processes.
- 2.7 Function as an Audit Committee.
- 2.8 Review and evaluate all policies directly pertaining to the Finance and Audit Committee function at least once every four years.

3. Budget Functions

The budget is a “living” document that identifies the financial resources appropriated by the Board to provide the human and material resources necessary to meet the district’s educational and operational objectives. The Board, through policy/regulations, will provide appropriate flexibility in budget management to enable administration to make the most effective use of fiscal resources within the approved budget.

3.1 Budget Development

The Board’s annual operating budget is a financial plan which reflects how the district’s educational and operational plan will be implemented and maintained. The budget reflects the goals and objectives established by the Board for the school/fiscal year to which the budget applies and will be consistent with the Board’s mission and goal statements.



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Annually, the Finance and Audit Committee, (in consultation with the Superintendent), will develop a budget timeline, solicit input from the partner groups, and the general public, and recommend an operating budget to the Board.

3.2 Budget Monitoring

The Committee will receive reports on a regular basis, or as requested, outlining the status of the budget and forecasts for the remainder of the year. Information will be presented by function and major spending categories. The Secretary-Treasurer and/or the Assistant Secretary-Treasurer will advise the Finance Committee of significant deviations from the approved budget. After the review is complete, the reports will be forwarded to the Board, along with any recommendations from the Committee.

3.3 Budget Management

The Superintendent is responsible for the overall management of the educational and operational programs that are supported by the annual budget.

The Secretary-Treasurer is responsible for the financial reports and for the management of the budget. This includes responsibility for ensuring that the funds are used for the purpose intended, for monitoring expenditures to ensure they do not exceed the total funds allocated without proper authority, and for monitoring revenue accounts to ensure that revenue objectives are achieved.

It is recognized that the fiscal resources allocated may be greater or less than the cost of providing the service. All those involved in managing the budget are expected to act in a fiscally responsible and cost effective manner, while meeting the district's educational and operational objectives. Any funds remaining after the objectives have been met will become reserved for general budget management purposes unless otherwise appropriated at year-end.

4. Audit Committee Function

The Audit Committee's principle function is to oversee the school district's financial reporting process and its internal control structure, and report its findings to the Board. The Audit Committee assists the Board of Education to fulfill its governance and oversight responsibilities in relation to the school district's financial reporting, internal control system, risk management system, and internal and external audit functions. ~~This~~ These tasks ~~is~~ are facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting process, understanding and reviewing the aspects of the operation that put the school district at risk and the district's preparedness to face that risk. It summarizes its findings and provides advice and recommendations so that the Board can



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make informed decisions. The committee shall be comprised of the three (3) Board members who comprise the Finance Committee, assisted by the district’s Secretary-Treasurer and/or Assistant Secretary-Treasurer.

The Committee shall:

- 4.1 *on an annual basis, review and discuss with the external auditor all significant relationships with the district that could impair such auditor's independence;*
- 4.2 review the audited financial statements and recommend approval of the audited statements by the Board;
- 4.3 oversee the *integrity of the* internal control structure *including information technology security and control* with a focus on safeguarding district assets;
- 4.4 *discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures;*
- 4.5 *monitor the development of and changes to accounting principles, practices and judgment as well as financial reporting standards and their impact on the school district's financial reporting;*
- 4.6 *oversight of regulatory compliance, ethics, and whistleblower hotlines;*
- 4.7 review audit results with the external auditors and follow up on the implementation of the auditor’s letter of recommendation; *make recommendations to the Board as to potential policy or procedural changes arising out of the audit recommendations;*
- 4.8 review the nature and extent of other services provided by the external auditors in relation to auditor independence;
- ~~4.9 — monitor the development of and changes to accounting principles and practices and financial reporting standards and their impact on the school district’s financial reporting;~~
- 4.9 oversee engagement of external auditors including the terms of the audit engagement and the appropriateness of proposed fees, as well, review and evaluate request for audit service proposals from external audit firms every five years;
- 4.10 meet with the external auditors at an Incamera Meeting without staff members present.



Section One: Board of Education

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5. Meetings

- 5.1 All meetings shall be governed by Board policy and, in the absence of Policy, by *Robert's Rules of Order*.
- 5.2 A seconder is not required for resolutions moved at the committee level.
- 5.3 Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by Board resolution at the inaugural or annual meeting.
- 5.4 Items required to be Incamera will be dealt with at an Incamera meeting to be attended by trustees and senior staff and others, as needed by invitation. Incamera meetings shall usually be scheduled to occur on the specific dates determined by the Board for public meetings of this Committee.

Date Agreed: March 29, 2006

Date Amended: December 12, 2007; June 9, 2010

June 26, 2013; September 10, 2014; June 22, 2016;

December 13, 2017

Date Reviewed: December 14, 2016



Section One: Board of Education

190 – TRUSTEE EXPENSES

Introduction

Trustees will be reimbursed, as outlined in this policy, for costs incurred in performing their duties.

In order to enable trustees to gain greater knowledge and experience relative to their responsibilities, the Board of Education supports their attendance at appropriate conventions, seminars and courses within the budget limitations established by the Board.

Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.

1. Board Business

a) In-District Expenses

Each year a budget shall be set to cover in-district expenses.

~~The following expenses shall be covered by the one third tax free indemnity expense allowance:~~

- ~~i) additional vehicle insurance;~~
- ~~ii) annual credit card fees and credit card interest;~~
- ~~iii) expenses related to the creation of a 'home office' (e.g. printers and printing supplies, utilities, maintenance, internet connection);~~
- ~~iv) monthly fees relating to any mobile or wireless device.~~

Actual reasonable costs for travel for in-district Board business may be claimed at the current BC School Trustees Association's rate but shall not exceed the acceptable reimbursement rate established by the Revenue Canada Agency.

Trustees may request reimbursement for Board business telephone calls and meals for other people, when on official Board business. Receipts are to be provided.



Section One: Board of Education

“Together We Learn”

The School District will only provide school district office supplies to assist trustees directly in their duties. (~~e.g. School District e-mail account, office stationery~~).

Trustees will be responsible for:

1. additional vehicle insurance;
2. ~~annual credit card fees and credit card interest~~
3. expenses related to the creation of a 'home office' (e.g. printers, printing supplies, utilities, maintenance, internet connection);
4. ~~monthly fees relating to any mobile or wireless device.~~

Once a term, if requested, a trustee will be provided with a mobile or wireless device. Any provided device must be returned to the School District when the trustee's term ends or he/she discontinues using the device for School District business.

The Board Chair will be supplied a basic cell phone to conduct board business.

b) Conferences, Seminars, and Workshops

Each year, a budget shall be set for the costs of trustees attending the BC School Trustees Association (BCSTA) Annual General Meeting, the BC Public School Employers' Association (BCPSEA) Annual General Meeting, the BCSTA Trustee Academies and BCSTA Branch meetings. Trustees who are claiming expenses directly from the organization will not claim expenses under this section.

c) Other Expenses

Authorized miscellaneous expenses must be claimed using a ~~Cheque~~ Trustee Expense Claim Requisition Form, with appropriate receipts attached.

2. Trustee Personal Travel/Seminar Budget

- 2.1 A separate budget shall be set annually and each trustee shall be allocated 1/7 of this budget.
- 2.2 Within this budget allocation, trustees may each choose to attend the conferences, annual general meetings or seminars which they deem to be



Section One: Board of Education

“Together We Learn”

beneficial to their duties.

- 2.3 In the year of trustee elections, trustees will receive a maximum of ~~5/12~~ 1/3rd of their annual personal travel budget to ~~November 30~~ October 31st. The remaining ~~7/12~~ 2/3rd shall be retained for the new Board.
- 2.4 Trustees may carry forward, from year to year, a surplus in their travel budget, to a maximum of four year’s annual allocation, to enable them to attend distant conferences.
- 2.5 A trustee may carry forward, from year to year, a deficit in his/her travel budget, provided this is eliminated by the trustee on the completion of his/her term.
- 2.6 After attending conferences, seminars or workshops at Board expense, trustees shall submit a report to the Board, if requested.

3. Travel Outside of the Central Okanagan (whether on Board business or using personal budget)

- 3.1 The per kilometre reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable reimbursement rate established by the Canada Revenue ~~Canada~~ Agency.
- 3.2 All out-of-valley travel to destinations other than the Fraser Valley, Vancouver Island and Lower Mainland ~~or Victoria~~ will be reimbursed at the lower of the per kilometer rate or the lowest airfare rate available at the time of travel when air transportation is available and practical.
- 3.3 The amount to be reimbursed for automobile travel to the Fraser Valley, Vancouver Island, Vancouver and the Lower Mainland shall be reimbursed at the rate established by the Board of Education.
- 3.4 For purposes of this policy, the ‘Fraser Valley’ is defined as being within the boundaries of the following school districts:

School District No. 33 (Chilliwack), School District No. 34 (Abbotsford), School District No. 75 (Mission) and School District No. 78 (Fraser-Cascade).
- 3.5 For purposes of this policy the ‘Lower Mainland’ is defined as being within the boundaries of the following school districts:



Section One: Board of Education

“Together We Learn”

School District No. 35 (Langley), School District No. 36 (Surrey), School District No. 37 (Delta), School District No. 38 (Richmond), ~~School District No. 39 (Vancouver)~~, School District No. 40 (New Westminster), School District No. 41 (Burnaby), School District No. 42 (Maple Ridge-Pitt Meadows), School District No. 43 (Coquitlam), School District No. 44 (North Vancouver), and School District No. 45 (West Vancouver).

- 3.6 Automobile travel to ~~Victoria~~ Vancouver Island will be reimbursed at the rate established by the Board of Education (including ferry costs).
- 3.7 Trustees may claim for taxis, parking fees, local mileage and airport improvement fees. Receipts are to be provided (except for local mileage).

Lodging

- 3.8 Accommodation may be claimed based on the ‘single’ rate of the convention hotel or on the standard government approved rate. Hotel charges such as valet service, personal telephone calls and in-room movies are the responsibility of the trustee.
- 3.9 If staying with a friend or relative, \$30.00 per night may be claimed without a receipt.
- 3.10 The cost of extra nights is the responsibility of the trustee.

Meals

- 3.11 For meals not covered by the convention fees, trustees may claim the ~~BCSTA~~ per diem rate established by the Board of Education. ~~in effect at the time for actual meals.~~

4. Payment of Expenses

- 4.1 Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered. Expense claims that are submitted three months after the occurrence of the event or expense will not be paid unless approved by the Board.
- 4.2 Trustees may request an advance for out-of-town business engagements of two or more days.
- 4.3 The Superintendent, or designate, shall scrutinize each trustee expense claim. The Board shall resolve any discrepancy in interpreting and applying this policy.



Section One: Board of Education

“Together We Learn”

5. Expenses Paid by Outside Organizations

- 5.1 Trustees who are elected or appointed by the Board to officially represent the Board of Education at provincial meetings of the BCSTA Provincial Council or the BC Public Schools Employers’ Association Representative Council or serving on BCSTA, BCPSEA, or Ministry of Education committees, will be compensated by those organizations in accordance with their expense policies. Trustees are responsible for claiming expenses directly from those organizations and will not be reimbursed by the Board.

6. Review of Trustee Expenses

Bi-annually, a sub-committee comprising of the Board Chair, Vice-Chair, ~~and the Finance and Legal~~ Audit Committee Chair and Assistant Secretary-Treasurer, or designate, shall review all trustee expenses for the previous 6 months. The sub-committee shall make recommendations to the Board regarding changes to Policy or practice.

Dated Agreed: April 23, 1980

Date Amended: December 10, 1980; November 26, 1986; January 10, 1990;
May 27, 1992; June 8, 1994; June 26, 1996; May 23, 2001

Date Reviewed/Amended: November 13, 2002

Date Amended: September 22, 2004; April 27, 2005; February 8, 2006;
March 11, 2009; September 10, 2014; November 26, 2014; June 8, 2016
November 2, 2016

Related Documents:



Memorandum

Date: March 8, 2019
To: Board of Education
From: Mitch Van Aller, Director of Operations

Action Item: Annual Facility Grant (AFG) Plan for 2019/2020 Through 2023/2024

1.0 ISSUE STATEMENT

The Annual Facility Grant Plan is prepared yearly by staff for approval by the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 BACKGROUND

In the provincial fiscal year of April 2018 through March 2019, the Ministry of Education granted School District No. 23 approximately \$3.8 million in the Annual Facility Grant, intended for minor capital improvements required to ensure the long-term viability of our existing physical plants. Most of the expenditures were for upgrades of mechanical systems, roofing replacements and facility upgrades.

Ministry directives state:

“A school board may expend its annual facility grant for the purpose of:

- upgrading or replacing existing building components throughout the expected economic life of an existing capital asset;*
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction, and unsafe conditions;*
- significantly lowering the associated operating costs of an existing capital asset; or,*
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.*

A school board is responsible for managing its annual facility grant funds to enable any emergent health and safety expenditures to be addressed within a fiscal year.

Examples of ineligible use of annual facility grants include:

- building expansions resulting in increases to gross facility area or nominal capacity;*
- building acquisitions;*
- site acquisitions; or,*
- acquisition of equipment, furnishings, personal computers, servers, local area network connections, or vehicles and their accessories.”*

The Ministry of Education requires that all of the AFG funding must be expended by March 31st of the provincial fiscal year. In addition, the Ministry previously directed School Districts to move future major mechanical projects to the official Five Year Major Capital Plan.

4.0 POINTS FOR CONSIDERATION

Operations has continued to update the five year plan based on the expectation that grant funding levels will remain consistent. A wide consultation process was undertaken to ensure that the funds are utilized in a way to maximize the long-term benefit to the Central Okanagan School District.

This included, but was not limited to:

- Review by Operations maintenance staff and managers.
- Consultation with Specific consultants (i.e. roofing, mechanical, electrical, etc.).
- Consultation with Principals at each site on needs and wishes.
- Liaison with specialty groups such as Student Support Services to discuss their unique District-wide needs.
- Comparison to the Ministry of Education Computerized Asset Management System (CAMS).
- Consideration of the Board's recommendation to give priority to Rutland Middle School Minor Capital Projects for washroom additions, roofing improvements and mechanical upgrades when developing the 2019-2020 Annual Facilities Grant Submission.

The Operations management team then met to view each line item and evaluated and set priorities of a selected group. The entire plan was then reviewed with the Superintendent of Schools/CEO, the Deputy Superintendent and the Secretary-Treasurer/CFO. The final plan is reviewed by the Planning and Facilities Committee, and then forwarded to the Board of Education for final approval. Again this year, the requirement is to completely expend all funds by the March deadline.

5.0 OPTIONS FOR ACTION

1. Approve the plan as submitted, subject to receipt of an AFG funding announcement.
2. Ask staff to revise the plan to meet additional specific Committee-directed needs.

6.0 FOLLOW-UP/REVIEW

Upon Board of Education approval, Operations will assign projects to staff pending a future announcement of an Annual Facility Grant from the Ministry of Education. No major expenditures will be made until funds are secured. Should a reduced funding level be subsequently announced, we will prioritize the highest rated items from the projects supported by the Board, and provide the Planning and Facilities Committee with an updated list of projects as an Information Item at a subsequent meeting.

7.0 DIRECTOR'S COMMENTS

The plan is a guideline and must be regularly managed. Emergent critical needs (e.g. large mechanical failures) can cause funds to be redirected. As each item is further investigated, the scope of work can change, which may increase or decrease substantially the costs of a project. This can result in the delay of a particular project until a future year. This is definitely a five year plan that evolves and changes on a regular basis. Larger projects usually require a substantial amount of design before tendering, which often results in projects being phased for study and design one year and with tendering and completion the next year. Funding previously provided by the Provincial Government has historically not been sufficient to meet all the demands in the system.

8.0 RECOMMENDATION

THAT: The Board of Education approve the Annual Facility Grant Plan for 2019/2020 through 2023/2024, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

9.0 APPENDICES

- A. February 20, 2019 draft of the Annual Facility Grant Plan 5 year plan - Revised
- B. February 20, 2019 draft of the Annual Facility Grant Plan Descriptions, 2019/2020 - Revised
- C. February 20, 2019 graph of the Annual Facility Grant Plan, 2019/2020
- D. Ten Year History of Annual Facility Grant Funds

AFG Planning

2019/20

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
0- Complete	2019/20 Projects	2020/21 Projects	2021/22Projects	2022/23Projects	2023/24Projects
1- Immediate	\$0	\$0	\$0	\$0	\$0
2- Short Term	\$3,765,000	\$13,209,980	\$4,690,400	\$1,900,000	\$3,121,072
3- Long Term	\$0	\$2,750,000	\$2,818,871	\$0	\$0
7- Planning	\$0	\$0	\$0	\$771,694	\$246,862
	\$0	\$0	\$12,039,932	\$13,451,565	\$8,252,380
Finished					
Not Finished	\$3,765,000	\$15,959,980	\$19,549,203	\$16,123,259	\$11,620,314
Function 05 - Maintenance	\$0	\$0	\$0	\$0	\$12,000
					\$67,029,756

CATEGORY	PRIORITY	LOCATION	PROJECT DESCRIPTION	Estimate
Functional Improvement	1	Rutland Middle	Second floor washroom expansion	\$325,000
Roof Replacement	2	Rutland Middle	Roofing Replacement section (Area A, B, C, E)	\$350,000
Disabled Access	3	SD23	H/C accessibility upgrades(to be finalized with Sudent Support	\$40,000
Functional Improvement	4	Caynon Falls Middle	Tectum panels Gym, tree planting, wood features, ceiling clouds, outdoor benches	\$250,000
Functional Improvement	5	Mount Boucherie Secondary	Add 10 parking spots	\$15,000
Facility Upgrade	6	Rutland Senior Secondary	Upgrade foods room 1257	\$175,000
Functional Improvement	7	Rutland Senior Secondary	Acoustic wall treatment in Bandroom Rm 1344	\$20,000
Facility Upgrade	8	SD23	Exterior door program	\$10,000
Mechanical Upgrade	9	Anne McClymont Elementary	Boiler Replacement	\$145,000
Mechanical Upgrade	10	Chief Tomat Elementary	Boiler Replacement	\$145,000
Loss Prevention	11	George Elliot Senior Sec	Creek wall restoration	\$95,000
Roof Replacement	12	Glenrosa Middle	Roofing Replacement section B1	\$90,000
Facility Upgrade	13	George Pringle Elementary	Flooring - Lino for Carpet replacement library	\$25,000
Facility Upgrade	14	Glenmore Elementary	Exterior Painting & Details	\$250,000
Facility Upgrade	15	Hollywood Rd Educ Services	Link Corridor / renovations	\$300,000
Roof Replacement	16	Kelowna Secondary	Roofing Replacement section C, G, H	\$1,050,000
Roof Replacement	17	Kelowna Secondary	Roofing Daycare Building	\$75,000
Electrical Upgrade	18	Mount Boucherie Secondary	Upgrade light fixtures in main gymnasium	\$45,000
Roof Replacement	19	Portable Classrooms	Portable Classroom re-roofing project	\$125,000
Mechanical Upgrade	20	Pearson Road Elementary	One unit of the single zone HVAC upgrade	\$75,000
Mechanical Upgrade	21	South Kelowna Elementary	Boiler replacement	\$145,000
Electrical Upgrade	22	Shannon Lake Elementary	Fire Alarm panel upgrade	\$15,000

PROJECT DESCRIPTION

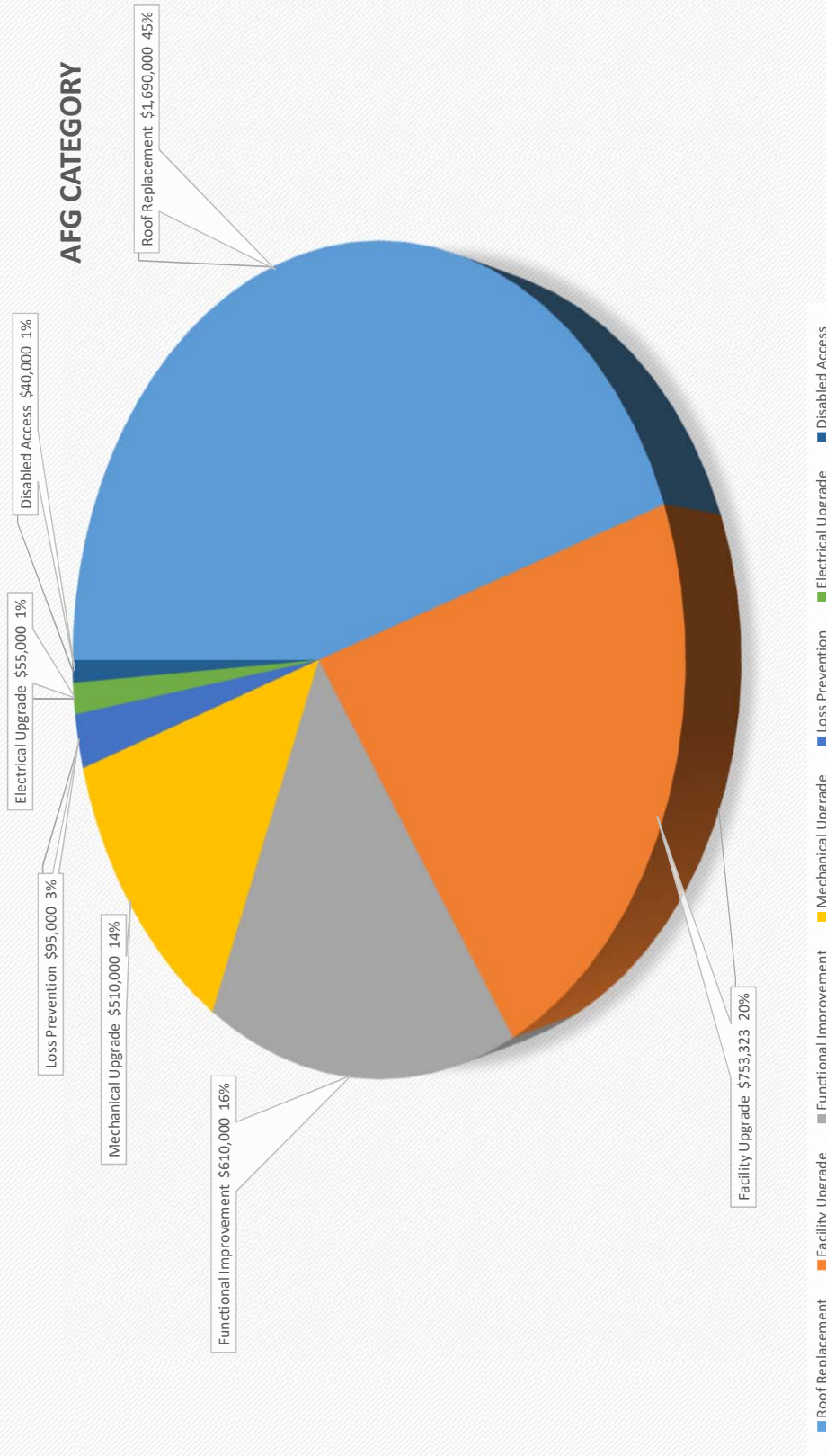
CATEGORY	PRIORITY	LOCATION	PROJECT DESCRIPTION	AFG YEAR	Estimate
Functional Improvement	1	Rutland Middle	Washroom Renovation Project: Install new student and staff washrooms on second floor. Scope of work includes demolition, finishes, fixtures, mechanical, electrical & lighting upgrades.	2019/2020	\$325,000
			Re-roofing project (Area A, B, C, E): Remove existing roof materials; Install new 2-ply SBS roof. Scope of work includes carpentry, roofing, mechanical and electrical.	2019/2020	\$350,000
Roof Replacement	2	Rutland Middle	H/C accessibility upgrades: Develop 2019 priorities with Student Support Services and coordinate installation of new equipment.	2019/2020	\$40,000
Disabled Access	3	SD23	Supply and install Tectum panels Gym, install soil cells tree planting, add wood features, add ceiling clouds, add outdoor benches	2019/2020	\$250,000
Functional Improvement	4	Caynon Falls Middle	Civil Project: Install 10 new parking stalls where existing garbage & recycling containers	2019/2020	\$15,000
Functional Improvement	5	Mount Boucherie Secondary	Foods Room 1257 Renovation Project: Scope of work includes new finishes, millwork, mechanical, HVAC and electrical including lighting upgrades.	2019/2020	\$175,000
Facility Upgrade	6	Rutland Senior Secondary	Music Room 1344 Renovation Project: Upgrade Acoustic materials and install new LED lighting. Acoustic Consultant required to establish design criteria. (2019 Planning & Design only)	2019/2020	\$20,000
Functional Improvement	7	Rutland Senior Secondary	Exterior Door Program: Replace 2 to 4 existing doors, frames and hardware with new materials.	2019/2020	\$10,000
Facility Upgrade	8	SD23	Boiler Replacement Project: Remove 3 existing Fulton Boilers; Install 3 new IBC Boilers; Replace existing chimney. Scope of work includes mechanical and electrical work.		
Mechanical Upgrade	9	Anne McClymont Elementary	Boiler Replacement Project: Remove 3 existing Fulton Boilers; Install 3 new IBC Boilers; Existing stainless steel chimney to be evaluated and replaced if required. Scope of work includes mechanical and electrical work	2019/2020	\$145,000
Mechanical Upgrade	10	Chief Tomat Elementary	Middle Vernon Creek Gabion Wall Project: Rebuild the existing failing gabion basket wall to avoid possible blockage of the creek. Restore the sensitive fish spawning platforms.	2019/2020	\$95,000
Loss Prevention	11	George Elliot Senior Sec	Re-roofing project (Area B1): Remove existing roof materials; Install new slope package & insulation; Install new 2-ply SBS roof. Scope of work includes carpentry, roofing,	2019/2020	\$90,000
Roof Replacement	12	Glenrosa Middle	Flooring Upgrade: Replace existing carpet in library with new carpet.	2019/2020	\$25,000
Facility Upgrade	13	George Pringle Elementary	Exterior Upgrade Project: Scope of work includes painting, lighting and signage upgrades.		
Facility Upgrade	14	Glenmore Elementary		2019/2020	\$250,000

PROJECT DESCRIPTION

CATEGORY	PRIORITY	LOCATION	PROJECT DESCRIPTION	AFG YEAR	Estimate
Facility Upgrade	15	Hollywood Rd Educ Services	Renovation Project (Phase 1): Connect Link Corridor between SBO Building and Hollywood Road Education Services Building. Scope of work includes new finishes, carpentry, mechanical and electrical.	2019/2020	\$300,000
			Re-roofing project (Area C, G, H): Remove existing roof materials; Install new slope package & insulation; Install new 2-ply SBS roof. Scope of work includes carpentry, roofing, mechanical and electrical work.	2019/2020	\$1,050,000
Roof Replacement	16	Kelowna Secondary	Re-roofing project (Daycare Building): Remove existing asphalt shingles; Repair sub-structure where required; Install new asphalt shingles. Scope of work includes carpentry	2019/2020	\$75,000
Electrical Upgrade	18	Mount Boucherie Secondary	Lighting Upgrade: Replace existing light fixtures in main gymnasium to replace old fixtures that are damaged by balls.	2019/2020	\$45,000
Roof Replacement	19	Portable Classrooms	Portable Classroom re-roofing project (12 Portables): Remove existing roof materials; Install new slope package where required; Install new 2-ply SBS roof.	2019/2020	\$125,000
Mechanical Upgrade	20	Pearson Road Elementary	Mech HVAC Upgrade: Remove 1 Roof Top Unit and Replace with 2 new Roof Top Units for Single Zone Design. Scope of work includes carpentry, roofing, mechanical and	2019/2020	\$75,000
Mechanical Upgrade	21	South Kelowna Elementary	Boiler Replacement Project: Remove 3 existing Fulton Boilers; Install 3 new IBC Boilers; Existing stainless steel chimney to be evaluated and replaced if required. Scope of work	2019/2020	\$145,000
Electrical Upgrade	22	Shannon Lake Elementary	Fire Alarm Upgrade: Replace existing Fire Alarm System including new Graphic Annunciator and field devices (Bells, Pull Stations and Heat Detectors).	2019/2020	\$15,000

AFG 2019-2020

AFG CATEGORY



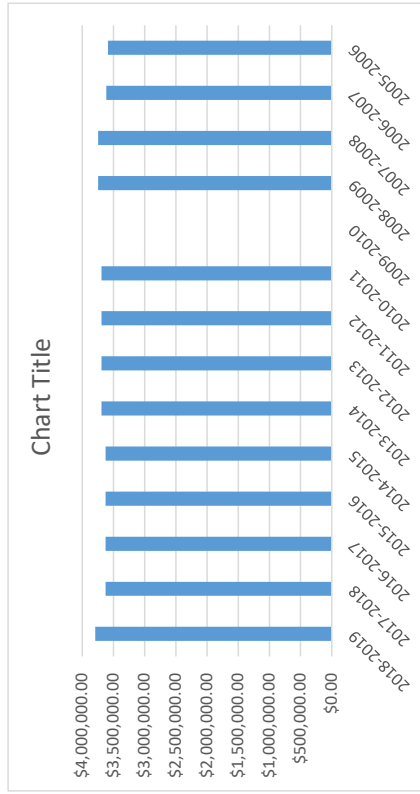
REQUIREMENT PRIORITY	
1- Immediate	
0- Complete	
2- Short Term	
3- Long Term	

AFG YEAR	
2017/2018	
2018/2019	
2019/2020	
2020/2021	

Row Labels	Sum of Estimate
Roof Replacement	\$ 1,690,000
Facility Upgrade	\$ 753,323
Functional Improvement	\$ 610,000
Mechanical Upgrade	\$ 510,000
Loss Prevention	\$ 95,000
Electrical Upgrade	\$ 55,000
Disabled Access	\$ 40,000
Grand Total	\$ 3,753,323

AFG ALLOCATIONS

YEAR	AMOUNT
2018-2019	\$3,793,643.00
2017-2018	\$3,626,516.00
2016-2017	\$3,626,516.00
2015-2016	\$3,626,517.00
2014-2015	\$3,626,516.00
2013-2014	\$3,693,368.00
2012-2013	\$3,693,368.00
2011-2012	\$3,693,368.00
2010-2011	\$3,693,368.00
2009-2010	\$0.00
2008-2009	\$3,746,623.00
2007-2008	\$3,746,623.00
2006-2007	\$3,614,000.00
2005-2006	\$3,588,494.00



Portables are not supported under Capital, Districts with growing enrolments are at disadvantage as funds to purchase portables must come from operating dollars

102 portables, 8000 sq.m (85,600 sq..) not funded in AFG allocations to support ongoing Maintenance

15 Modules, 1400 sq.m. (15000 sq.ft) not supported in AFG calculations to support ongoing Maintenance

In 2005 Sd23 had 40 Schools to maintain with the same allotted AFG as today

New schools or additions, OKM Addition, Mount Boucherie Addition, Chute Lake Elem., MarJok Elem, not supported in AFG calculations to support ongoing Maintenance

Since 2005 approx. 20,000 sq.m (214,500sq.ft.) have been added with no increase in AFG allocation and another 14000 sq.m (149,000 sq.ft) to be completed in the next two years

2017-2018 AFG increased of 2.8%, as supplies and services increased over 30-50% over the last ten years

To maintain 102 portables and 15 Modules utility costs are substantially higher than under one facility

To maintain Rutland Middle and Glenmore Elementary Schools over the next 5-15 years will increase the demand of AFG allocations to these facilities and a decrease to other facilities, Without additional support to maintain these facilities will have a huge impact on the District to maintain a safe and functional facilities throughout the district

The current AFG allocation to support these facilities is inadequate



Memorandum

Date: March 8, 2019
To: Board of Education
From: Terry Beaudry, Deputy Superintendent
Action Item: Public Education Awareness Committee – Amended Terms of Reference

1.0 RELEVANT BOARD MOTION/DIRECTION

As all Terms of Reference (TOR) for Board of Education established committees are the business of the Board, Terms of Reference must be reviewed and approved by the Board.

2.0 BACKGROUND

In 2014, the Education Week Committee was renamed the Public Education Awareness Committee (PEAC) with the intent of shifting from celebrating public education during a special week each year to promoting and celebrating public education throughout the year. As the intent for this committee had changed, the new committee established a Terms of Reference outlining the committee's mandate, composition and length of term, roles and responsibilities, and operation. On September 14, 2016, the Terms of Reference were approved by the Board of Education.

At the January 22, 2019 Public Education Awareness Committee meeting, the Committee recommended revisions to the Terms of Reference. (see Appendix A)

3.0 OPTIONS FOR ACTION

- a) Approve the Public Education Awareness Committee's Amended Terms of Reference.
- b) Amend the Public Education Awareness Committee's Amended Terms of Reference.
- c) Request additional information on the Public Education Awareness Committee's Amended Terms of Reference.

4.0 RECOMMENDATION

THAT: The Board of Education approve the amended Public Education Awareness Committee's Terms of Reference, as attached to the Agenda and as presented at the March 13, 2019 Public Board Meeting.

5.0 APPENDIX

A. Public Education Awareness Committee – Amended Terms of Reference



PUBLIC EDUCATION AWARENESS COMMITTEE

Terms of Reference

1. Committee Mandate

- a. The Public Education Awareness Committee's (PEAC) mandate is to promote and support public education in the Central Okanagan School District **Public Schools** and the community. As directed by the Board of Education and/or Superintendent of Schools/**CEO**, the committee will:
 - i. Act as a resource for and receive input from ~~staff and~~ partnership groups to increase awareness and support of school based and District initiatives.
 - ii. Liaise with local media to promote school based and District initiatives as well as support the Newspapers in Education Program **sub-committee**.
 - iii. Review and provide input to various public education issues as they relate to the Central Okanagan School District **Public Schools** and the community.
 - iv. Provide recommendations to the Superintendent and the Board of Education on further strategies to increase awareness and support of public education in the Central Okanagan School District **Public Schools** and the community.

2. Committee Composition and Length of Term

- a. In general, the Public Education Awareness Committee (PEAC) shall be comprised of the following representatives:
 - i. District staff (1)
 - ii. Trustees (1 and 1 alternate)
 - iii. Central Okanagan Retired Teachers' Association (1)
 - iv. District Aboriginal Education Program (1)
 - v. CUPE (2)
 - vi. COTA (3 - elementary, middle, and secondary school representation)
 - vii. COPVPA (3 - elementary, middle, and secondary school representation)
 - viii. COPAC (3 – elementary, middle, and secondary school representation)
 - ix. District Student Council (2)
- b. Additional representatives may be invited to participate/provide input when determined by committee need.
- c. ~~Membership~~ **Committee members** will be ~~solicited and maintained~~ **appointed** by the executive of the representative association.
- d. ~~Membership~~ **Length of Term**
 - i. In general, each member on the committee will be asked to serve a two-year term.
- e. Sub-Committees
 - i. The committee as a whole can approve the formation of sub-committees on an “ad-hoc” basis as needs arise.

- ii. Membership of sub-committees will be solicited at a meeting of the whole committee and should strive for equitable representation when possible.

3. Roles and Responsibilities of Committee Members

- a. Committee members are expected to fulfill the following roles and responsibilities as it relates to ~~support~~ **supporting** and ~~an~~ **an** awareness ~~for~~ **of** public education initiatives in the Central Okanagan School District **Public Schools** by:
 - i. **Familiarizing themselves with the Terms of Reference.**
 - ii. Communicating, educating, and providing feedback to the committee.
 - iii. Endorsing and advocating for current research-based instructional practices in public education.
 - iv. Providing leadership and guidance.
 - v. ~~Ensuring~~ **Collecting input from and ensuring** committee business is reported back to their representative association.
 - vi. Supporting, participating and contributing to the business of the committee.
 - vii. Committing to continuous growth and learning in regards to support and awareness of public education research and practice.

4. Committee Operation

- a. Meetings
 - i. Meetings will be coordinated and facilitated by the committee chairperson(s).
 - ii. ~~The committee will meet on a bi-monthly basis.~~
 - ~~Additional meetings can be held to address emerging issues as agreed upon by the committee.~~
 - ii. Meeting dates and agendas will be developed and agreed upon by the committee ~~in advance of the meeting date~~ **annually. (Generally, there will be four to five meetings per year.)**
 - iii. **Meeting agendas will be developed by the Committee Chairperson and distributed to the committee in advance of the meeting date.**
 - iv. Minutes of the regular committee meetings will be recorded and distributed to committee members.
- b. Decision Making
 - i. The committee will endorse a consensus model to make decisions.
 - ii. Decisions made by the committee will be recorded in the committee meeting minutes.
- c. Terms of Reference Review
 - i. The Terms of Reference will be reviewed ~~and revised~~ by the committee at least once ~~during the regular committee meeting cycle~~ **every four years.**
 - ii. All changes to the Terms of Reference will be agreed upon by the committee and approved by the Board of Education.



Memorandum

Date: March 8, 2019
To: Board of Education
From: Eileen Sadlowski, Secretary Treasurer/CFO

Action Item: Transportation Task Force - Terms of Reference

1.0 ISSUE STATEMENT:

In planning for the 2019-2020 school year there are a number of decisions that will need to be made prior to determining the budget for Transportation Services. In addition, due to ongoing pressure requesting expanded transportation services it is recommended that a full review of Transportation Policies and Procedures be completed.

2.0 RELEVANT BOARD MOTION/DIRECTION:

February 27, 2019 Public Board Meeting

Main Motion 19P-031 as amended by amendment 19P-034

THAT: The Board of Education strike a Transportation Task Force to review the District's transportation service and bring back recommendations by April 30, 2019 for implementation in the 2019-2020 school year;

AND THAT: The Transportation Task Force bring back all other recommendations by January 31, 2020 for implementation in the 2020-2021 school year.

3.0 BACKGROUND:

The Board discussed representation on the Transportation Task Force and recommended that the Chair of the Planning and Facilities Committee be a member of the Transportation Task Force. The committee should be small and tasked with gathering input from partner groups and community members as needed.

4.0 POINTS FOR CONSIDERATION:

- 4.1 An initial meeting was held with the suggested Steering Committee members (with the exception of an Assistant Superintendent yet to be determined) and Terms of Reference were developed.
- 4.2 The timeline for decisions in Phase 1 are compressed as a recommendation must be ready to discuss at the April 17, 2019 Planning and Facilities Committee Meeting.

5.0 OPTIONS FOR ACTION:

- 5.1 Approve the Terms of Reference
- 5.2 Request changes to the Terms of Reference

6.0 SECRETARY TREASURER/CFO's COMMENTS:

Meetings will be set in late March, early April to complete Phase 1 of the review.

7.0 STAFF RECOMMENDATION:

THAT: The Board of Education approve the Transportation Task Force Terms of Reference, as attached to the Agenda, and as presented at the March 13, 2019 Public Board Meeting.

8.0 APPENDIX

A. Transportation Task Force - Terms of Reference

Central Okanagan Public Schools

TRANSPORTATION TASK FORCE

Terms of Reference

Composition:

Phase 1: A Steering Committee will include the Chair of the Planning and Facilities Committee, Secretary-Treasurer/CFO, Director of Operations, Assistant Director of Operations, Manager of Transportation, and one Assistant Superintendent.

Phase 2: The Committee will engage subject matter experts to address specific topic areas as well as gather input from partner groups and community members as needed. These may include:

Transportation Management from another School District
Representative from Kelowna Regional Transit
Representative from COPAC
Representative from CUPE
Representative from COTA
Representative from DSC
Representative from COPVPVA

Purpose and Scope:

Review current transportation services provided within the District in accordance with Board Policies 470 – *Transportation Services Management* and 475 – *Transportation: Authority and Responsibility* and provide recommendations that address the following:

1. Routes for the fall of 2019-2020
2. Procedures regarding redirected students due to school enrolment capping
3. Transportation for schools/programs of choice
4. Definition of eligible vs courtesy riders
5. Priorities for assignment and removal process
6. Guidelines managing access once a seat has been provided
7. Geographic considerations, rural vs urban access
8. Special Education bussing
9. Determination of walk limits
10. Impact of BC Tripartite Agreement regarding transportation for First Nation students living on reserve
11. Funding sustainability, transportation fees, transportation assistance and user pay buses.
12. Other transportation services (i.e. Field Studies, Sports Buses, Forestry Bus)
13. Other items that may be identified within the review

Authority:

All recommendations will be forwarded to the Board of Education for a final decision.

Phase 1: Preliminary recommendations that will address emergent issues (items 1-4) will be presented at the April 17, 2019 Planning and Facilities Committee Meeting for consideration by the Board of Education for implementation in the 2019/2020 school year.

Phase 2: Final recommendations regarding the overall structure and ongoing administration of the system (items 5-12) will be presented at the January, 2020 Planning and Facilities Committee Meeting for consideration by the Board of Education for implementation in the 2020/2021 school year.

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

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	SVM	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	SVM4	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

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

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
71	GMS	5	Québec City, QC	Canada	Language & Cultural Immersion at the Carnaval de Québec	French Students	9	18	12-Feb-2019	17-Feb-2019	5
--	RSS	4	RESCHEDULED TO MARCH 6-8 DUE TO WEATHER Green Lake (near Postil Lake, BC)	Canada	Hiking and Camping	Outdoor Education Students	10 to 12	18	13-Feb-2019	15-Feb-2019	2
72	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
73	OKM	4	Pear Lake, BC	Canada	Winter Camping	Outdoor Education Students	10 to 12	34	21-Feb-2019	22-Feb-2019	1
74	KSS	4	Headwaters Lake (near Peachland, BC)	Canada	Snowshoeing, Snow Shelter-Building	Outdoor Education Students	12	30	21-Feb-2019	23-Feb-2019	2
75	MBSS	5	Moscow, Idaho	USA	Lionel Hampton Jazz Festival	Music Students	10 to 12	40 to 50	21-Feb-2019	24-Feb-2019	3
76	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

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
77	MBSS	5	Las Vegas, Nevada	USA	Sports Tournament and Rugby Games	Senior Girls' Rugby Students	10 to 12	21-23	27-Feb-2019	3-Mar-2019	4
78	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
79	RSS	4	Rescheduled From February 13-15, 2019 Green Lake (near Postill Lake, BC)	Canada	Hiking and Camping	Outdoor Education Students	10 to 12	18	6-Mar-2019	8-Mar-2019	2
80	MBSS	5	Honolulu, Hawaii	USA	Soccer Games and Tournament	AAA Girls' Soccer Team	9 to 12	20	7-Mar-2019	15-Mar-2019	8
81	GMS	4	Vancouver, BC	Canada	Attend Canucks Game Day Skate, Tour Arena, Science World; Attend Canucks Game	GMS Hockey Academy Students	7 to 9	47-55	12-Mar-2019	14-Mar-2019	2
82	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
83	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
84	KSS	5	Banff, Alberta	Canada	Canadian Rocky Mountain Music Festival	Music Students	10 to 12	57	11-Apr-2019	14-Apr-2019	3
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

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
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	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
92	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
93	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
94	CNB	5	Edmonton, AB	Canada	Band Performance Tour and Clinics	Band Students	8	30	13-May-2019	17-May-2019	4
95	MBSS	5	Edmonton, AB	Canada	Band Performance Tour and Clinics	Band Students	9	15	13-May-2019	17-May-2019	4
96	OKM	5	Ottawa, ON	Canada	Participate in MusicFest	Jazz Students	10 to 12	43	14-May-2019	18-May-2019	4
97	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
98	KSS	5	San Francisco, CA	USA	Curricular Enhancement	Humanities Students	11 & 12	50	19-May-2019	25-May-2019	6

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
99	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
100	AME	4	Eagle Bay Camp, Eagle Bay, BC (<i>Shuswap Lake</i>)	Canada	Year End Camping Trip	Grade 5 Students	5	95	29-May-2019	31-May-2019	2
101	CAS	4	Eagle Bay Camp, Eagle Bay, BC (<i>Shuswap Lake</i>)	Canada	Experience Outdoor Education Camp and Build Leadership Skills	All Grade 6 Students	6	88	29-May-2019	31-May-2019	2
102	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
103	CLE	4	Gardom Lake Camp (<i>near Enderby, BC</i>)	Canada	Year End Camping Trip	Grade 6 Students	6	73	3-Jun-2019	5-Jun-2019	2
104	MJE	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
105	GPE	4	Camp Owaissi, Kelowna, BC	Canada	Hiking, Archery, Canoeing, Kayaking, Swimming, Orienteering	All Grade 5 & 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
106	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
107	KLO	4	Cathedral Provincial Park (near Keremeos, BC)	Canada	Camping, Hiking, Fishing, Building Fires	Grade 8 Students (Group 1)	8	35	17-Jun-2019	21-Jun-2019	4
108	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
109	AME	4	Sunnybrae Camp (near Shuswap, BC)	Canada	Year End Camping Trip	Grade 6 Students	6	95	19-Jun-2019	20-Jun-2019	1
110	KLO	5	Montreal and Québec City, QC	Canada	French Language and French Canadian Cultural Experience	Grade 8 and 9 Students	8 & 9	32	22-Jun-2019	28-Jun-2019	6

Submitted to Board of Education Meeting – March 13, 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
1	OKM	5	Helsinki and Jyraskyla, Finland	Europe	Cultural Hockey School and Cultural Tour	Grade 9-12 Hockey Academy Students	9 to 12	24	29-Nov-2019	8-Dec-2019	9
2	OKM	5	Italy, Croatia, Austria	Europe	Music Cultural Learning	Grade 10-12 Band Students	10 to 12	60 to 100	9-Mar-2020	21-Mar-2020	12

Submitted to Board of Education Meeting – March 13, 2019



BOARD OF EDUCATION INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Wednesday, February 27, 2019
Time: 3:34 pm to 5:32 pm
Location: School Board Office
1040 Hollywood Road S.
Kelowna, BC

Trustees in Attendance: Trustee M. Baxter (Chairperson)
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee A. Geistlinger

Staff in Attendance: E. Sadlowski, Secretary-Treasurer/CFO
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

**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 3:34 pm.

1. The Board adopted the Agenda as amended for the Incamera Meeting of February 27, 2019.
2. The Board adopted the Minutes as presented for the Incamera Meeting of February 13, 2019.
3. There was one Human Resources Action Item.
4. There were four Human Resources Information Items.
(Trustee Baxter, Trustee Bowman, and Trustee Cacchioni declared a potential Conflict of Interest for one item and left the meeting while that item was being discussed.)
5. There were no Action Items.
6. There was one Information Item.
7. There was one Item Requiring Special Mention.
8. There were eleven Invitations (For Trustee Attendance).
9. There were five Board Meetings with Partner and Community Groups items.
10. There were no BC Public School Employers' Association items.
11. There were three BC School Trustee Association items.
12. There were two Future Incamera Agenda items.

The meeting was adjourned at 5:32 pm.

Eileen Sadlowski, Secretary-Treasurer