



**SCHOOL DISTRICT NO. 92 (NISGA'A)
BOARD OF EDUCATION
REGULAR MEETING
NATHAN BARTON ELEMENTARY SCHOOL
GINGOLX, BC**

TUESDAY, MAY 21, 2019 – 6:30 PM

A G E N D A

1. CALL TO ORDER			
2. DECLARATION OF QUORUM			
3. APPROVAL OF AGENDA FOR MAY 21, 2019	Motion		
4. ADOPTION OF MINUTES OF PRIOR MEETING: 4.1 Regular Meeting – February 19, 2019	Motion	Attachment	Page 1-8
5. BUSINESS ARISING FROM THE MINUTES: 7.3 Policy for Teacher Evaluations 9.1 Policy No. 318-P – Physical Restraint and Seclusion – Administrative Procedures 12. Public Question Period			
6. PRESENTATION: 6.1 SPIRRIT (Safety Planning Intervention Risk Review Interagency Team – J. Borosa			
7. EDUCATION: 7.1 Report to Lisims 7.2 Calendar Regulation Requirement 7.3 Literacy Results 7.4 Strategic Plan Update 7.5 Announcement of Language and Culture Committee 7.6 News around the District 7.7 LEA – Ministry Response	Information Information Information Information Information Information Information Information	Attachment Attachment Attachment Attachment Attachment Attachment Attachment Presentation	Page 9 Page 10 Page 11 Page 12 Page 13 Page 14 Page 15
8. BUSINESS: 8.1 Interim Financial Statements – April 30, 2019 8.2 FNEESC – Electronic Transfer 8.3 Special Purpose and Other Grants	Motion Motion Information	Attachment Attachment Attachment	Page 16-18 Page 19-20 Page 21-22
9. POLICY DEVELOPMENT: 9.1 Policy Review Committee Update 9.2 Policy No. 501-P – Budget Planning and Monitoring 9.3 Feast Policy	Motion Motion	Attachment Attachment	Page 23-27 Page 28-34
10. TRUSTEE REPORTS: 10.1			
11. CORRESPONDENCE RECEIVED: 11.1			
12. ADJOURNMENT:			

Note: Next Board Meeting: June 18, 2019 – AAMES – Laxgalts'ap



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #4.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Minutes of the Regular Meeting of the Board – February 19, 2019		

Background/Discussion:

Minutes as attached.

Recommended Action:

THAT the Minutes of the Regular Meeting of the Board held on February 19, 2019 be approved.

Presented by: Board Chair

**SCHOOL DISTRICT NO. 92 (NISGA'A)
BOARD OF EDUCATION
REGULAR MEETING
SCHOOL BOARD OFFICE
GITLAXT'AAMIKS, BC**

FEBRUARY 19, 2019 – 6:30 PM

In attendance:	Elsie Davis Norman Hayduk Floyde Stevens Charlene Ousey Alvin Azak	Laxgalts'ap Trustee Nass Camp Trustee Gingolx Trustee Gitlaxt'aamiks Trustee Gitwinksihlkw Trustee
Also in attendance:	Joe Rhodes Carey Stewart Orest Wakaruk Kory Tanner	Superintendent of Schools Assistant Superintendent Secretary Treasurer Assistant Secretary Treasurer
Absent:	Sharlene Grandison	Recording Secretary (Due to illness)

1. CALL TO ORDER

The meeting was called to order at 6:43 pm

2. DECLARATION OF QUORUM

Board Chair declared a quorum.

3. APPROVAL OF AGENDA FOR FEBRUARY 19, 2019

R02-1252

That the Board of Education approve February 19, 2019 Agenda as presented.

Trustee Ousey/Trustee Stevens

Carried

4. ADOPTION OF MINUTES:

4.1 Regular Board Meeting Minutes– January 15, 2019

R02-1253

That the Minutes of the Regular Meeting of the Board of Education held on January 15, 2019 be approved.

Trustee Ousey/Trustee Hayduk

Carried

5. **BUSINESS ARISING FROM THE NOVEMBER 20, 2018 MINUTES:**

No business arising from the November 20, 2018 Minutes.

6. **PRESENTATION:**

No presentations.

7. **EDUCATION:**

Superintendent of Schools – Joe Rhodes:

7.1 2019/2020 School Calendar (Feedback)

Feedback from the communities prior to the meeting were:

- there was no December meeting
- Spring Break should be scheduled with the Easter Long Weekend
- Half day parent/teacher interviews are not on the schedule and focus on the strategic plan

R02-1254

That the Board of Education, School District No. 92 (Nisga'a) approve the 2019-2020 School Calendar as presented.

Trustee Hayduk/Trustee Ousey

Carried

7.2 FNESC Workplan Update

The Language and Culture school grants workplan and budget were presented as attached. Community members should respond directly to the school principal with their concerns as the projects are managed by individual schools.

7.3 Policy for Teacher Evaluations

Concerns were brought forward that teacher evaluations are not being completed. A question was raised on what supports and training are available for teachers.

R02-1255

That the Administrators follow Board Policy 400-P and commence teacher evaluations.

Trustee Ousey/Trustee Stevens

Carried

8. **BUSINESS:**

Secretary Treasurer – Orest Wakaruk

8.1 Capital Bylaw No. 2019-01

A Bylaw by the Board of Education is required to approve the borrowing of funds from the Toronto Dominion Bank for the purposes of: an operating line of credit, a business visa facility and a term loan for renovations of a teacher accommodation (Grizzly House) for the School District.

R02-1256

That the Board of Education, School District No 92 (Nisga'a) approve the Capital Bylaw No. 2019-01.

Trustee Hayduk/Trustee Stevens

Carried

8.2 Amended Annual Budget 2018/2019

The Board of Education must approve a Bylaw by February 28, 2019 to adopt the Amended Annual Budget for fiscal year 2018/2019 pursuant to Section 113 of the School Act.

The Amended Annual Budget Version 7681-6935-4953 is presented to the Board for review and approval.

R02-1257

That the Board of Education, School District No. 92 (Nisga'a) dispense with the first and second readings of the Amended Annual Budget Version 7681-6935-4953.

Trustee Hayduk/Trustee Stevens

Unanimously Carried

R02-1258

That the Board of Education, School District No. 92 (Nisga'a) approve the 2018/2019 Amended Annual Budget Version 7681-6935-4953.

Trustee Ousey/Trustee Stevens

Carried

8.3 Interim Financials at December 31, 2018

Secretary Treasurer presented the Interim December 31, 2018 Operating Statements.

R02-1259

That the Board of Education, School District No. 92 (Nisga'a) approve the Interim Financial Statements at December 31, 2018.

Trustee Ousey/Trustee Stevens

Carried

8.4 Interim Financials at January 31, 2019

The Secretary Treasurer presented the Interim January 31, 2019 Operating Statements.

R02-1260

That the Board of Education, School District No. 92 (Nisga'a) approve the Interim Financial Statements at January 31, 2019.

Trustee Stevens/Trustee Ousey

Carried

8.5 Maintenance Report – January 31, 2019

Secretary Treasurer presented the District January 2019 Maintenance Report.

For information only.

8.6 IT Report – December 2018/January 2019

Secretary Treasurer presented the District December 2018 and January 2019 Information Systems Report.

For information only.

9. POLICY DEVELOPMENT & REVIEW:

9.1 Policy No. 318-P – Physical Restraint and Seclusion

The Superintendent presented the final copy of Policy No. 318-P Physical Restraint and Seclusion. A draft was sent out to the communities and agencies for feedback and incorporated into the policy.

Administrative procedures will be written and brought forward to the next Board meeting. A few suggested areas to review are the male restraining a female, additional training is required for staff, a monitoring and

reporting process is required and consideration as to how the local RCMP will be involved.

R02-1261

That the Board of Education, School District No. 92 (Nisga'a) approve Policy No. 318-P Physical Restraint and Seclusion.

Trustee Ousey/Trustee Azak

Carried

10. CORRESPONDENCE RECEIVED:

None

11. TRUSTEE REPORTS:

11.1 Indigenous Education Committee Report – Trustee Azak

Trustee Azak attended the Indigenous Education Committee meeting at the BCSTA November 2018 meeting.

Five questions were posed to the attendees. Responses to the questions were documented and attached. The document contains good information and awareness that could be brought to the community level.

Trustee Azak's term ends on April 2019, this completes his 3-year term on this committee.

11.2 Provincial Council Report – Trustee Hayduk

Trustee Hayduk attended the BCSTA Provincial Council meeting on February 8 and 9, 2019:

SFU Wosk Centre – Vancouver BC

Our introductory session with Ministry official gave an overview of past (and current) funding model. It became clear that as usual without specifics it is difficult to understand/support a new allocation framework. People wanted a hint of what is to come to get a sense of how it will impact their district, but few specifics were share, (A valuable suggestion from the floor was to include a commitment for a review after the new system has been in place for 3 or 4 years to address any unforeseen difficulties) Again the principles of equity, predictability and flexibility are supported by the Ministry, but how this is going to be achieved was the real question. This remains unanswered. The significant differences between districts and how to be seen to live up to these expectations is a challenge. A new funding mechanism for Education was an election promise that is proving to be quite difficult. Districts are concerned as to what the results will actually look like. Without clear and common agreement on the meaning of terms like community, rural, equity of opportunity etc., the range of effect when the new formula

is implemented is large.

Next steps will be a round of working groups that I think are intended to make sense of the whole thing. Boards still have the opportunity to submit thoughts, and advise through the BCSTA (these will be shared with other boards (unless requested otherwise) or directly to the Ministry.

As I mentioned previously motions to Provincial Council go through a vetting process by the Legislative Committee, while those submitted late must be of in emergent nature in order for them to accepted for debate. This meeting had such motions (late) submitted and the Councillors refused to allow some on the basis the they were not emergent even if the subject matter itself was valid/important.

BCSTA budget will be presented at AGM. It includes a salary increase for executive members and a BCSTA staff increase based on teacher negotiation settlement.

12. **PUBLIC QUESTION PERIOD:**

During the public question period a few questions were posed.

FNESC Language and Culture funding – we are checking if unspent funds at June 30, 2019 are not spent, if they can be carried to the fiscal 2019/20.

All changes to the original project submission will have to be approved by FNESC.

The district support staff are providing assorted services to the individual school programs and will be charging for those services up to the maximum allowed by FNESC.

Any training required by staff in this program will be reviewed by the individual school Principals.

Schools will be providing to FNESC an interim report on March 1, 2019 and a final report on June 30, 2019.

The Board is supportive of the school sports programs. The Director of Operations will have the gym floor and the score board assessed and will ensure remedial work is completed.

13. **ADJOURNMENT:**

The meeting adjourned at 9:40 pm.

Trustee Azak/Trustee Ousey

Carried

Certified correct,
Elsie Davis,
Board Chair

Certified correct,
Orest Wakaruk,
Secretary Treasurer



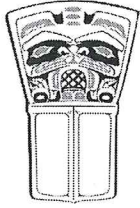


SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #7.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Calendar Regulation Requirement		
Background/Discussion: One Pro-D Day specified for enhancing Indigenous success.			
Recommended Action: Request the date be November 1 and the agenda be focused on discussion as to how projects are going with FNEESC dollars and time for dialogue and collaboration.			
Presented by: Superintendent			





SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #7.4

Action:		Information:	X
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Strategic Plan Update		
Background/Discussion: Summary of accomplishments			
Recommended Action: Set time to review and revise SP for next year.			
Presented by: Superintendent			



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #7.5

Action:		Information:	X
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Announcement of Language and Culture Committee		

Background/Discussion:

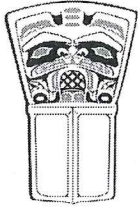
Date/location/time of first Meeting announced.

Recommended Action:

Presented by: Superintendent



Action:		Information:	X
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	News Around the District		
Background/Discussion:			
Recommended Action:			
Presented by: Superintendent			



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #7.7

Action:		Information:	X
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	LEA – Ministry Response		
Background/Discussion:			
Recommended Action:			
Presented by: Superintendent			



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #8.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Interim Financial Statements at April 30, 2019		
Background/Discussion: Attached is the April 30, 2019 Interim Operating Grant Report.			
Recommended Action: That the Board of Education approve the Interim April 30, 2019 Financial Statements.			
Presented by: Secretary Treasurer			

			Board of Education Financials at April 30, 2019 Operating Grant															
MoE Code	Item No.		July	August	September	October	November	December	January	February	March	April	Year to Date	PO's	Full Year Budget	Budget Remaining	Comments	
0	1	Revenue (Billing)	762,150	738,115	745,612	629,975	625,307	623,831	655,158	621,959	929,747	679,394	7,012,614		8,622,594	1,609,980	March Revenue Increase due to FTE adjustment	
102	2	Regular Instruction	12,413	20,274	281,823	289,920	262,709	270,817	321,261	263,959	255,455	262,967	2,243,347	1,343	3,040,160	795,470	Pro D-CUPE	
103	3	Career Prep	-	-	3,165	3,276	3,276	3,276	3,166	3,340	3,340	3,354	26,193		60,160	33,967	OK	
107	4	Library-Services	-	-		568			-		-		568		3,500	2,932	OK	
108	5	Counselling	-	-	9,107	9,228	16,160	11,710	16,858	18,068	23,947	18,412	123,490		198,600	75,110	March Retro pay for counsellor 5,000.	
110	6	Special Education	14,455	6,982	48,506	56,122	40,434	40,426	25,723	37,387	47,619	35,633	353,287		489,000	135,713	March EA's +5,500 March TTCOC +3,000	
130	7	English Language Learning	204	-	10,647	9,710	10,725	10,712	10,738	11,549	12,356	12,143	88,784		115,000	26,216	OK	
131	8	Aboriginal Education	4,687	3,044	27,551	14,834	27,141	31,506	25,004	55,339	28,986	29,470	247,565		448,950	201,385	OK	
141	9	Administration (Principal's Office)	48,433	48,353	65,327	70,099	66,821	79,398	64,907	65,512	63,341	59,219	631,410		823,664	192,254	OK	
160	10	Summer School	26,137	10,151					-		-		36,287		34,375	(1,912)	OK	
411	11	Educational Administrative Super, asst super	29,471	28,187	35,385	28,509	36,803	37,643	41,254	37,158	37,987	37,029	349,427	1,833	525,340	174,080	OK	
440	13	School District Governance	11,797	4,629	5,106	14,916	8,003	12,542	12,860	12,751	10,839	12,052	105,495	5,521	136,086	25,070	OK	
441	14	Administration-Business	29,471	45,314	55,370	85,080	43,867	70,890	59,500	107,800	(24,974)	57,023	526,050	6,587	661,107	128,470	Grizzly appts	
		Maintenance, furniture			33,331	23,202	12,555	2,872	2,083	2,035	129	644	79,883		126,260	46,377	Cost transferred to capital OK	

541	15	Administration (Dir of Op	5,437	5,456	4,561	3,556	7,002	10,521	4,934	5,678	5,993	5,510	58,649		71,900	13,251	OK		
550	16	Maintenance (Dir of Ops)	67,516	88,071	91,936	77,497	77,887	88,753	100,260	66,395	92,006	69,882	825,276	4,291	996,030	166,463	Less general maintenance supplies		
015-550		Information Technology	75,757	24,393	6,060	41,423	3,990	339	1,298	4,400	3,120	10,010	165,745	7,168	198,000	25,087	Software licence fees		
552	17	Maintenance of Grounds	84	886			347	21	562	(12)	131	130	2,149	0	5,000	2,851	OK		
556	18	Utilities (Dir of Ops)	14,171	11,182	8,016	14,846	2,262	45,109	28,046	38,400	49,770	38,914	250,716		263,000	12,284	March NGN annual fees		
741	19	Administration (Transportor	3,749	3,576	3,540	2,619	3,541	5,060	3,784	3,784	3,784	3,793	37,230		46,500	9,270	OK		
		Director of Operations																	
770	20	Student Transportation (D	968	15,347	8,868	29,542	7,003	16,560	6,090	12,595	28,491	10,895	136,360		187,176	50,816	March Bus repairs		
773	21	Housing (Dir of Ops)-Eag	5,288	825	12,052	15,603	12,032	18,953	10,810	11,093	14,840	12,375	113,872		199,100	79,228	Transmission 14,000		
22		Total Expenses	350,038	316,672	710,351	790,550	642,558	757,108	739,138	757,231	657,160	679,455	6,401,782	26,743	8,622,908	2,194,383			
		Revenue minus Expenses	412,112	421,443	35,261	(160,575)	(17,251)	(133,277)	(83,980)	(135,272)	272,587	(61)	610,832						
		Revenue minus YTD Expenses plus PO's			584,089														
		Breakfast program funding is thru community links special purpose fund. NESS 25,000 AAMES 8,300 Gimgok 6,100 Gihvishikw 4,300= \$43,000.																	
		No Teacher and Education Assistant costs in July and August which create a large surplus in the 2 months.																	



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #8.2

Action:

X

Information:

Meeting:

Regular

Meeting Date:

May 21, 2019

Topic:

FNESC – Electronic Funds Transfer

Background/Discussion:

To be able to receive the FNESC funds electronically for each of the 4 school agreements a Board motion is required to meet the FNESC requirements an electronic payment request form must be completed and signed by the Secretary Treasurer.

Recommended Action:

That the Board of Education, School District No. 92 (Nisga'a) authorizes payments payable to School District No. 92 (Nisga'a) from First Nations Education Steering Committee Society (FNESC) to be made via Electronic Funds Transfer (EFT).
The Board Resolution remains current until further notice.

Presented by: Secretary Treasurer



FIRST NATIONS EDUCATION STEERING COMMITTEE SOCIETY (FNESC)

113-100 Park Royal South, West Vancouver, BC V7T 1A2

Phone (604) 925-6087 * Fax (604) 925-6097

ELECTRONIC PAYMENT REQUEST FORM

FNESC is pleased to provide the option of electronic funds transfer for payments. Instead of mailing a cheque for payment of your invoices, travel claims and program allocations, we will electronically transfer the payment to your bank account and notify you via email that the bank deposit is being made. The benefit of this option is that it will get funds into your bank account faster and avoid problems with lost or stolen cheques and postal disruptions.



NEW



CHANGE



CANCELANCATION

Complete this form if you wish to change your:



Financial Institution



Branch of Financial Institution



Account Number



Bank Account Name

NOTE: When you request one of these changes, DO NOT close your present electronic payment account until you receive your pay in accordance with that change.

Please complete and sign this form to initiate payment by Electronic Funds Transfer

Name: Board of Education School District No. 92 (Nisga'a)

Address: PO Box 240

City: New Aiyansh Province: BC Postal Code: V0V 1A0

Contact Person: Kory Tanner Title: Assistant Secretary Treasurer

Email Address: ktanner@nisgaa.bc.ca Telephone: 250-633-2030
(for payment notification)

I certify that the above information is accurate and complete and that I have authorization to authorize FNESC to deposit the payment(s) directly into the above account. This authorization will remain in effect until being revoked in writing.

Authorized Signature: _____ Date: _____

Printed Name: Orest Wakaruk Title: Secretary Treasurer

REQUIRED DOCUMENTS:



Band Council or Board resolution (for First Nations, First Nation organizations or Not-for-Profit organizations);



A copy of a void cheque; or



A copy of a bank account verification from your bank clearly stating Bank ID, Transit ID Code and Account Information.

FOR INTERNAL USE ONLY

Process Date: _____



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #8.3

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Special Purpose and Other Grants		
Background/Discussion: A new report has been developed called Special Purpose and other grants. These are additional District funds received that are not in the operating grant report. These funds can only be spent as per the funding document/letter of agreements Review the report setup and the budget balance.			
Recommended Action: For information only.			
Presented by: Secretary Treasurer			

**Budget 2018/19
Special Purpose and Other Grants
April 30 2019**

<u>Program School Accounts</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>Year to Date</u>	<u>Purchase Orders</u>	<u>Annual Budget</u>	<u>Budget Remaining</u> \$\$	<u>%</u>	<u>Responsibility</u>
NESS	5,208	2,232	387	51,967	1,255	93,862	40,640	0.43	Principal
AAMES	1,253	547	1,942	16,826		39,398	22,572	0.57	Principal
NBES	174	474	179	9,704	88	23,026	13,234	0.57	Principal
GES	415	232	265	6,454		21,410	14,956	0.70	Principal
<u>TOTAL</u>	<u>7,050</u>	<u>3,485</u>	<u>2,773</u>	<u>84,951</u>	<u>1,343</u>	<u>177,696</u>	<u>91,402</u>	<u>0.51</u>	
<u>Due to From</u>									
6 Jordan's Principals	84	49,219		49,303		67,148	17,845	0.27	Superintendent
7 AFG- Operations	3,532	3,112	2,056	44,453	-	54,305	9,852	0.18	Secretary Treasurer
7 AFG/5 year capital		16,129	6,768	1,530,339	190,970	1,847,443	126,134	0.07	Secretary Treasurer
8 Skills Trades Training	-	1,420	-	1,420	3,946	56,101	50,735	0.90	Asst Superintendent
9 Classroom enhancement	73,069	73,968	72,287	598,837	-	759,616	160,779	0.21	AST Sec Treasurer
11 Learning Improvement fund	1,399	1,496	1,295	11,328		29,335	18,007	0.61	Secretary Treasurer
21 Youth Trade Capital				10,624		51,366	40,742		Superintendent
22 Wellness Program				53		-	(53)		Sec. Treasurer
25 FNEC skills Links	1,090	6,252	2,142	14,083	337	17,995	3,575	0.20	AST Sec Treasurer
26 NLC/NLG Enhancement	2,550	425	2,612	10,567		54,500	43,933	0.81	Superintendent
27 FNEC Lang & culture	38,344	70,692	33,094	158,620	142,256	892,961	592,085	0.66	Principals
31 Decoda Literacy	853	-		2,800		41,185	38,385	0.93	Superintendent
40 Strong Start	-	-	24,800	24,800	-	32,591	7,791	0.24	Asst Superintendent
42 Ready Set Learn	-	-		-	-	9,800	9,800	1.00	Asst Superintendent
43 Community Link	19,329	14,000	11,126	116,680	-	148,184	31,504	0.21	Asst Superintendent
50 Well ahead	-	-		-	-	3,000	3,000	1.00	Asst Superintendent
Generated school funds						19,834	19,834	1.00	Principals
<u>TOTAL</u>	<u>140,250</u>	<u>236,713</u>	<u>156,180</u>	<u>2,573,907</u>	<u>337,509</u>	<u>4,085,364</u>	<u>1,173,948</u>	<u>0.29</u>	



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #9.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Policy Review Committee Update		

Background/Discussion:

A Policy Review Committee has been formed.
Update on the members: Trustee Ousey, Chair, Superintendent, Secretary Treasurer, NTU President/designate, CUPE President/designate and OTHERS....
Need to formalize the membership.
The current Board policies have been reviewed. As discussed at prior board meetings there was a need to separate the policies from administrative procedures. Attached are 2 documents; Board policy and Administrative procedures. A new numbering system has been applied.
There is a need to identify whether there are any new policies.

Recommended Action:

That the Board of Education formalize the committee members, adopt the separation of the policies from administrative procedures, accept the new sections within each and the new numbering; and provide direction to the committee to commence reviewing the existing policies; identify gaps in the policies required and inform the Board.

Presented by: Secretary Treasurer



SCHOOL DISTRICT NO. 92 (NISGA'A)

SECTION:

POLICY

- **Adopted:**

POLICY STATEMENT

BY LAWS

OLD#

- 001 Bylaw No. 1 – Inaugural Meeting of the Board of Education
- 002 Bylaw No. 2 – Trustee Elections
- 003 Bylaw No. 3 – Appeal Bylaw Under Section 11 of the School Act
- 004 Bylaw No. 4 – School Calendar Procedures Bylaw

100 – GOVERNANCE

Old#s: New#s:

- | | | |
|--------|--------|---|
| | 100-P | Nisga'a Vision for Education |
| | 101-P | Educational Philosophy |
| | 102-P | School District Goals & Objectives |
| | 103-P | Language Visibility, Promotion and Appreciation |
| | 104-P | How to Develop an Action Plan |
| 200-P | 105-P | Trustee Honorarium and Expense Allowance |
| 200-R | 105-R | Trustee Honorarium and Expense Allowance |
| 201-P | 106-P | Board Corporate Seal |
| 202-R | 107-P | Board Meetings |
| 202-R1 | 107-R1 | Board Meeting Delegates |
| 202-R2 | 107-R2 | Public and Employee Access to Board Meetings |
| 203-P | 108-P | Agenda Prep and Dissemination |
| 203-R | 108-R | Agenda Prep and Dissemination |
| 204-P | 109-P | Minutes |
| 205-P | 110-P | Board Policy Development |
| 311-P | 111-P | School Calendar |
| 311-R | 111-R | School Calendar |
| 1000-P | 112-P | Parent Advisory Council |
| 1000-R | 112-R | Parent Advisory Council |
| 1001-P | 113-P | Distribution of Union-Political Information |

1001-R	113-R	Distribution of Union-Political Information
1002-P	114-P	District Annual Report

200 – PERSONNEL TO HR DEPT.

300 – STUDENTS

Old #s: New #s:

500-P	300-P	Child Protection
500-R	300-R	Child Protection
502-P	301-P	Students: Graduation/Commencement Ceremony
502-R	301-R	Students: Graduation/Commencement Ceremony
503-P	302-P	Damage to Property
504-P	303-P	Student Records
505-P	304-P	Appeals
506-P	305-P	Accidents at School
507-P	306-P	Administering Medicines to Students
508-P	307-P	Protection of Pupils and Maintenance Order
510-P	308-P	Volunteer
511-P	309-P	Questioning of Minors in School
513-P	310-P	Allergic Shock (anaphylaxis)
514-P	311-P	Head Lice
514-R	311-R	Head Lice (Procedures?)
603-P	312-P	School Choice
603-R	312-R	School Choice
600-P	313-P	Field Trips
601-P	313-P	Field Trip Safety
602-P	314-P	Student Transportation – Field Trips
701-P	316-P	Transportation of Students
911-P	317-P	Nisga'a District Code of Conduct
NEW	318-P	Physical Restraint and Seclusion

400 – OPERATIONS, FACILITIES

Old #s: New #s:

903-P	401-P	District Housing
910-P	410-P	School Closure

500 – FINANCE

500-P	Accumulated Operating Surplus
501-P	Budget Planning and Monitoring

600 – LEGISLATION, SCHOOL ACT, MINISTERIAL ORDERS, MINISTRY DIRECTIVES



SCHOOL DISTRICT NO. 92 (NISGA'A)

SECTION:

ADMINISTRATIVE PROCEDURES;

Adopted:

200 - PERSONNEL PROCEDURES

Old#

300-P	200-P	Management Personnel Evaluation
301-P	201-P	Principals and Directors of Instruction
301-R	201-R	Principals and Directors of Instruction
303-P	202-P	Administrative Personnel Hiring
303-R	202-R	Administrative Personnel Hiring
703-P	203-P	Employee Evaluation
703-R	203-R	Employee Evaluation
704-P	204-P	Occupational First Aid Certificates
704-R	204-R	Occupational First Aid Certificates
	206-P	Freedom of Information/Protection of Privacy
	206-R.1	Freedom of Information/Protection of Privacy
	206-R.2	Overview for Principals & Vice-Principals
306-P	207-P	Sharing of Human Resources
309-P	208-P	Employees out of District
303-R	208-R	Employees out of District
706-R1	209-R1	Acceptable Use of Information Technology Resources (AUP)
706-R2	209-R2	Acceptable Use of Information Technology Resources (AUP)
706-R3	209-R3	Acceptable Use of Information Technology Resources (AUP)

300 – STUDENT PROCEDURES

600-P	300-R	Field Trips
601-R	301-R	Field Trip Safety
602-R	302-R	Student Transportation – Field Trips
701-R1	303-R1	Transportation of Students
701-F2	303-R2	Students Riding School Buses
701-R3	303-R3	Students Riding School Bus Penalties
701-R4	303-R4	Walk Limits
504-R.F1	304-RF1	Release of Confidential Information to an Agency outside of the School District

504-R.F2	304-R.F2	Request by Student to see His/Her Records
505-R	305-R	:Procedure <i>Appeal</i>
509-P	306-P	Student Dress Code
509-P	306-R	Student Dress Code
514-R	307-R	Head Lice
603-R	308-R	School Choice

400 – OPERATIONS, FACILITIES PROCEDURES

900-P	400-P	Smoking and Smoke-free Space
900-R	400-R	Smoke Free Environment
901-P	401-P	Utilization of Student Residence by the General Public
901-R	401-R	Public Use of Student Residence Buildings and Grounds
901-R2	401-R2	Request for Use – Student Residence Buildings and Facilities
901-R3	401-R3	Authorization for Use – Student Residence Buildings and Facilities
901-F1	401-F1	Request for Use – Student Residence Buildings and Facilities
702-R	402-R	Support Staff – Maintenance Department
302-R	403-R	Emergency Closing
903-P	403-P	District Housing
903-R	403-R	District Housing
904-P	404-P	Emergent Repairs – Kincolith
905-P	404-P	Utilization of District Vehicles
307-P	405-P	Vandalism
907-P	406-P	Utilization of Facilities by General Public
907-R	407-R	Authorization for Use – Buildings & Facilities
907-F2	407-F2	Public Utilization of Buildings and Grounds
908-R	408-R	Weekend Access to Schools
909-P	409-P	Cosmetic changes on School Property
1003-P	410-P	Floral Presentation at Memorial Services
1003-R	410-R	Floral Presentation at Memorial Services

500 – FINANCE PROCEDURES

804-P	504-P	Payroll – Bank Accounts
805-P	505-P	Computer Purchase Plan
805-F	505-F	Computer Purchase Plan
806-P	506-P	Reimbursement of Expenses
806-R	506-R	Reimbursement of Expenses
807-P	507-P	Disposal of Surplus Assets
808-R	508-R	Purchasing
809-P	509-P	District Credit Card
809-R	509-R	District Credit Card
705-P	510-P	Advance Pay for Compassionate Leave
705-R	510-R	Advance Pay for Compassionate Leave



SCHOOL DISTRICT NO. 92 (NISGA'A)

MEETING AGENDA ITEM #9.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 21, 2019
Topic:	Policy No. 501-P – Budget Planning and Monitoring		
Background/Discussion: An amendment is proposed to Board Policy 501-P: Budget Planning and Monitoring under the Objective heading and are items 1, 2, and 3.			
Recommended Action: That the Board of Education approve the amended Policy 501-P: Budget Planning and Monitoring as presented.			
Presented by: Secretary Treasurer			

SCHOOL DISTRICT NO. 92 (NISGA'A)

Policy Subject: Budget Planning and Monitoring

Date Passed: October 16, 2018

Date Amended:

Description: Budget Planning and Monitoring

Policy No. 501-P

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SCOPE

The policies and procedures in this document govern the budgeting process, monitoring of budget, performance monitoring and the review and revision of budgets.

OBJECTIVE

- 1) Community Budget Information meeting undertaken by the Board in February.
- 2) District Strategic Plan is updated by January.
- 3) Board provides objectives and direction to the Superintendent and Secretary Treasurer by March 1 of each year.
- 4) Secretary Treasurer and the Superintendent should be responsible for preparing the annual and amended budget.
- 5) Budget should be prepared based on planned education programs, projects and events approved by the Superintendent, the Secretary Treasurer and the Board of Education.
- 6) The budgeted expenses for programs, projects and events for business operations should form the basis for all School District funds.
- 7) Annual budget for the next fiscal year should be prepared by May 15 each year.
- 8) Annual budget should be submitted to the Secretary Treasurer for review and Board of Education for the final approval.
- 9) Items to be included in the budget should include (but not limited) to the following:

DEFINITIONS

Spending Authority is an employee that has been designated authority to expend an approved program budget. Spending authorities are: Secretary Treasurer, Superintendent, Assistant Superintendent, Principals, District Principal, Director of Operations, Assistant Secretary Treasurer and the Information Technology Manager

Supervisor is an employee one level above an employee on the organization chart and who reports to that individual.

DOCUMENT REFERENCE

- 1) Board of Education Budget Policy
- 2) Ministry of Education Annual Budget Instructions
- 3) Ministry of Education Operating Grants Manual
- 4) Other references as identified from time to time

POLICIES

1.0 Annual Budgeting

- 1) Secretary Treasurer and the Superintendent should be responsible for preparing the annual and amended budget.

- 2) Budget should be prepared based on planned education programs, projects and events approved by the Superintendent, the Secretary Treasurer and the Board of Education.
- 3) The budgeted expenses for programs, projects and events for business operations should form the basis for all School District funds.
- 4) Annual budget for the next fiscal year should be prepared by May 15 each year.
- 5) Annual budget should be submitted to the Secretary Treasurer for review and Board of Education for the final approval.
- 6) Items to be included in the budget should include (but not limited) to the following:
 - a) Basic Operating Expenses as allowed in the Ministry of Education” Operating Grants Manual”
 - b) Budget for Projects
 - c) Details of funding proposals applied for and any additional funds received after the budget approval process.

2.0 Budget Monitoring

- 1) A financial statement, showing the budgeted expenses versus actual expenses should be prepared every quarter.
- 2) The variance analysis should be prepared using the financial statement in point 1.
- 3) Material variances (i.e. variance above 2%) should be highlighted to the Supervisor and the Assistant Secretary Treasurer.
- 4) The Spending Authority should understand the reason for material variances and decide if there is a need to revise the budget in discussions with the Supervisor.

3.0 Budget Revision

- 1) The Secretary Treasurer should discuss the revised budget with the Superintendent of Schools.
- 2) The revised budget should be submitted to the Board of Education for review and approval.
- 3) The revised budget is used only after approval is given by the Board of Education

PROCEDURES

Description of Procedures

1.0 Annual budgeting

Prepare budget based on the budget template

Spending Authority (SA)

- 1) Consolidate the normal operating expenses in the current fiscal year and project the operating expenses for the next fiscal year.
- 2) Prepare a list of events to be conducted in the next fiscal year and the budgeted cost required.
- 3) Based on current operating grant, special funds and external grants, annual portion of the 5 year Capital Plan, Annual Facility grant, and other revenue such as rental fees, interest, etc., project the funds for the next fiscal year.
- 4) Enter all the figures into the budget template.
- 5) Review the budget estimates with the Supervisor.

Secretary Treasurer

- 1) Collate all Spending Authority draft annual budgets with the Assistant Secretary Treasurer.
- 2) Send the collated budget to Superintendent and Spending Authorities for review.
- 3) Discuss (either verbal or email discussion) with all Spending Authorities to derive the final budget to be submitted to the Board of Education for approval.

Board of Education

Review and approve annual budget

- 1) Review the annual budget submitted by Secretary Treasurer and the Superintendent
- 2) Ensure that the annual budget for operating revenue and expenses is complete and the expenses for various planned projects are reasonable and are approved projects.
- 3) Approve and document approval in the Board of Education Meeting minutes.

2.0 Budget Monitoring

- 1) Assistant Secretary Treasurer distributes the budget reports to spending authorities.
- 2) Spending authorities review the budget and highlight material variances.
- 3) Outline the reasons for the material differences with the Supervisor.
- 4) Determine if there is a need to adjust the budget.
- 5) If budget revision is required, propose necessary adjustments for review and approval.

3.0 Budget Revision

- 1) Superintendent and Secretary Treasurer highlight where cost is high and may be required to be reduced and or postponed.
- 2) Document the following information:
 - Reasons to reduce or postpone expenses from the program budget.
 - Identify the expense items and amounts that support 1) above.
 - Document the revised date for the changes

- 3) Present the final revised budget to the Board of Education for review and approval.
- 4) File a copy of the Board meeting minutes and supporting documentation which states the reasons for the revisions in the budget file.

Document List

1. Annual Budget Template
2. Ministry of Education Annual Budget Instructions:
<https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/budget-reporting>
3. Ministry of Education Operating Grants Manual:
<https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/budget-reporting>

Annual Budget Timelines 2018 and 2019 Budgets

UPDATED: January 19, 2018

<u>Date</u>	<u>Event</u>	<u>Comments</u>
30-Sep	Student FTE count	
15-Dec	MoE budget recalculation 2017/18	Revise budget based on the new allocations
16-Jan	Board Meeting	Board reviews the staffing Plan In Camera
January 2 on ward	District staff prepare their program plans District staff prepare their budgets	6-7 weeks to prepare plans and budget
05-Feb	Board Committee of the Whole meeting.	
15-Feb	MoE projected Block funding rate	Adjust billed invoices to LISIMS
15-Feb	Staff Allocation Plan	Discussion at the Board COW
28-Feb	February Student FTE count	Decision by the board
20-Feb	Amended annual budget for Board approval	Operating grant adjustment for Continuing Edu, DL, Special needs, new refugees
28-Feb	Amended annual budget to the Ministry	Courier to the Ministry
15-Mar	Ministry Operating Grant recovery decision	2016/2017 was \$348,000
15-Mar	MoE projected 2018/19 budget	2017/18 was \$431,000
30-Apr	School staffing plan	Prtiminary Estimate from MoE.
04-May	Program budgets completed	Teachers, edu Assistants, business operations
07-May	Budget completed	Completed by all spending authorities
15-May	Finalize the 2018/19 district budget	Salaries and benefits added
31-May	May Student FTE count	Presented at the May Board meeting
???	Public Meeting for the budget	Operating grant adjustment for Continuing Edu, DL, Special needs, new refugees
11-Jun	Board committee of the whole meeting	Not required as budget is presented at the June public board meeting Nothing in the School Act
19-Jun	2018/19 Annual budget approval by the Board	
30-Jun	2018/19 Annual budget submission to the Ministry	Courier to the Ministry Email approved budget to Ministry