



School District 19
(Revelstoke)

The Board of Education of
School District No. 19 (Revelstoke)
Regular Board Meeting
at Arrow Heights Elementary School
Wednesday, June 26th, 2024
5:00 p.m.

A G E N D A

1 CALL TO ORDER AND RECOGNITION OF TRADITIONAL TERRITORIES

*We would like to respectfully honour the four nations on whose land we live
and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

Alan Chell

2 ATTENDANCE

Trustees: _____

Sr. Admin.: _____

Principals/Vice Principals: _____

REGRETS:

3 APPROVAL OF AGENDA:

4 APPROVAL OF MINUTES:

Regular Meeting of June 5th, 2024

5 DELEGATIONS:

Strategic Plan Delegation

6 SPECIAL REPORTS:

Arrow Heights Elementary School Annual Report to the
Board presented by Pam Mair, Principal

7 BUSINESS ARISING:

8 NEW BUSINESS

8.1 ADMINISTRATION REPORTS:

8.1.1 SUPERINTENDENT KUBIK

- A) Superintendent's Administration Report
- B) Strategic Plan Update
- C) Personal Digital Device Survey Update
- D) Policy 5.9a Video Surveillance – Buses for Approval
- E) Revelstoke Secondary School Trip to Ono Cho, Japan – Spring of 2025

8.1.2 **SECRETARY TREASURER TISDALE**

- A) 2024/2025 Annual Budget
- B) New Spaces Fund (Verbal)
- C) 2024/2025 Capital Plan
- D) 2025/2026 Capital Plan (Major)

8.2 **OTHER**

- A) BC Builds Cleaner Communities with Active Transportation (Wendy Rota)

8.3 **COMMITTEE REPORTS**

- A) District Parent Advisory Council Minutes of June 5th, 2024
- B) Finance and Facilities Committee Minutes of June 10th, 2024

8.4 **TRUSTEE REPORTS**

- 8.4 A) Trustee Roundtable

8.5 **CORRESPONDENCE**

9 **FUTURE AGENDA ITEMS**

10 **PUBLIC QUESTION PERIOD**

11 **RECESS**

_____ TIME: _____



School District 19
(Revelstoke)

Revelstoke Board of Education

Regular Board Meeting
at Revelstoke Secondary School
June 5th, 2024
Minutes

CALL TO ORDER

Trustee Chell called the meeting to order at 5:00 p.m.

ACKNOWLEDGEMENT (Wendy Rota)

We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.

ATTENDANCE

Trustees:	Chell, Zimmer, Allen, Rota and Walsh
Senior Administration:	Superintendent Kubik and Secretary Treasurer Tisdale
Principals/Vice Principals:	Andy Pfeiffer, Acting Principal RSS and Stacey Grimm, Vice Principal RSS, and Michael Haworth, District Vice Principal Technology (seconded to the Ministry of Education and Child Care)
and:	Administrative Secretary Magarian
Guests:	Barry Rourke, RTA President
Regrets:	None

APPROVAL OF AGENDA

24: R-45 Allen/Zimmer

"THAT the agenda be approved as presented."

CARRIED

APPROVAL OF MINUTES

24: R-46 Walsh/Rota

"THAT the minutes of the Regular Board meeting of May 21st, 2024, be approved as presented."

CARRIED

DELEGATIONS

SPECIAL REPORTS

Revelstoke Secondary School Annual Report to the Board presented by Andy Pfeiffer, Acting Principal and Stacey Grimm, Vice Principal

Andy Pfeiffer, Acting Principal, began the presentation introducing himself and Stacey Grimm, Vice Principal, and gave a brief history of their time at Revelstoke Secondary School as teachers, Vice Principals and for Stacey Grimm as a student. The presentation highlighted some of the themes the first being "Supportive". Principal Pfeiffer gave examples of just a few of the ways that students are supported:

- Breakfast program

- Educational Assistants
- Indigenous Student Support Worker
- Indigenous electives
- Homework club 3 days/week

"Inclusivity" was another theme that was highlighted. The goal of staff is to include every student, no matter where they are in their learning journey. Some of the ways this is accomplished is through the First Peoples Principals of Learning, having a holistic approach to education, innovation (i.e. the 3D printer).

With respect to the use of personal digital devices, RSS has always restricted cell phone use and has phased in the use of "phone hotels". Some of the areas that staff have been working on are:

- Enhanced Communication
- Social Media – Principal Pfeiffer set up an Instagram account to better inform students and parent. It currently has 270 students and parents
- Building connections – getting to know the learning community staff and students
- Emphasizing current teaching/assessment practices incorporating the language of core competencies
- Using Data to see how are students are doing
- Focus on Numeracy and Literacy
- Goal setting by students
- Enhanced instructional practices
- Implement new proficiency scale

Trustees thanked Principal Pfeiffer and Vice-Principal Grimm for their presentation.

Andy Pfeiffer and Stacey Grimm left the meeting at 5:27 pm.

NEW BUSINESS

ADMINISTRATION REPORTS

SUPERINTENDENT KUBIK

Administration Reports: Superintendent Kubik

Received as information.

Superintendent Kubik began the presentation of her Administration Reports with a presentation by Michael Haworth, District Vice Principal Technology on the survey for the district's personal digital devices use policy. Michael Haworth created a webpage using the survey materials that Greg Kenyon, Principal on Special Assignment and Roberta Kubik, Superintendent of Schools created. The webpage provides background information, key points, guiding tenets, current revised school codes of conduct, and the policy process and timeline. There are a number of surveys for elementary parents, RSS parents, elementary (grades 4-7) students survey, RSS students, support staff, and teaching staff. It was decided that there should be a community member survey as well.

Trustees thanked Michael Haworth, for the excellent work and requested that the word "feedback" be changed to "survey" and that a link directly to the surveys be added to the top of the page.

Michael Haworth, District Vice Principal Technology left the meeting at 5:43 pm.

Superintendent Kubik highlighted her visit to community parks with Speech and Language Pathologist Monica Penner and Columbia Park Elementary School Learning Support Teacher Victoria Strange to look for words to describe features such as "hill" to be included in the communication board for each of the parks. Linda Chell and Tracy Spannier will also be visiting each of the parks.

Policies No. 3.8 Information Technology and MyEducation BC Usage and Access,
3.9 School Completion (Evergreen) Certificates and 4.11 Educational Heritage

Trustee Zimmer presented the revised policies.

24: R-47 Zimmer/Rota

"THAT in accordance with Board Policy 2.4 District Policy Development and Review the Revelstoke Board of Education approves the following policies with an amendment to Policy 3.8 Information Technology and MyEducation BC Usage and Access, paragraph 1.4 to be changed to refer to personal digital devices, 3.9 School Completion (Evergreen) Certificates and 4.11 Educational Heritage."

CARRIED

Policy 7.1 School / Student Expectations and Codes of Conduct

Trustee Zimmer presented the policy noting that "Codes of Conduct" needs to be added to the title of the policy.

24: R-48 Zimmer/Walsh

"THAT in accordance with Board Policy 2.4 District Policy Development and Review the Revelstoke Board of Education approve revised Policy 7.1 School / Student Expectations and Codes of Conduct."

CARRIED

Draft 2024/2025 Board Meeting Schedule

Alan presented the draft board meeting schedule.

24: R-49 Walsh/Zimmer

"THAT the Revelstoke Board of Education approve the 2024/2024 board meeting schedule as presented."

CARRIED

SECRETARY TREASURER TISDALE

OTHER

COMMITTEE REPORTS

Policy Review Committee Minutes of May 27th, 2024

Trustee Zimmer presented the minutes extending the thanks of the Committee to Barry Rourke, RTA President, as it was his last Policy Review Committee meeting as he is retiring at the end of June.

24: R-50 Zimmer/Rota

"THAT the minutes of the Policy Review Committee meeting of May 27th, 2024 be received as presented."

CARRIED

Education Advisory Committee Minutes of May 28th, 2024

Trustee Walsh presented the minutes noting that Superintendent Kubik discussed the different surveys that are conducted by the district and how the data is used. Principal Kenyon provided a presentation on the draft cell phone surveys. One of the student representatives spoke about the changes they have noticed since their use of social media has been reduced.

24: R-51 Walsh/Zimmer

"THAT the minutes of the Education Advisory Committee meeting of May 28th, 2024 be received as presented."

CARRIED

TRUSTEE REPORTS

TRUSTEE ROUNDTABLE

Trustee Rota advised that she reached out to Oakangan College and they confirmed that they have only had one meeting this year. She also reached out to Kristen Scheiber, RSS Careers Teacher and Kristen provided Trustee Rota with some information on careers programs which Trustee Rota shared with trustees.

Trustee Walsh noted that she enjoyed Sports Day, participated in the Parents as Ultimate Supporters and Educators (PAUSE) as a parent and watched TED talk given by RSS Student Fareen Barna.

CORRESPONDENCE

PUBLIC QUESTION PERIOD

Trustee Chell invited members of the audience to ask questions related to items on the agenda.

ADJOURNMENT

The meeting adjourned at 5:57 p.m. on the motion of Trustee Rota.

CLOSED BOARD ITEMS

- RSS Principalship
- Exempt Staff Increases
- Budget Committee Minutes of May 29th, 2024

Chair

Secretary Treasurer

DATED: June 5th, 2024



ARROW HEIGHTS ELEMENTARY

School Learning Plan

2023-2024



1

Literacy



2

Numeracy



3

Social/Emotional



Our School Learning Story:

At AHE we place our students at the center and lead with our beliefs that learning is holistic, reflexive and experiential. Central to our school culture are the First People's Principles of Learning. Through quality learning opportunities, our intention is to instill a focus on connectedness to the environment and each other, developing reciprocal relationships with the land and people, while developing a sense of gratitude for our place.

Our goals for the 2023-2024 school year have been focused in the following areas:

Literacy: Maintaining the gains we have made in Literacy, while enhancing our outcomes and deepening personal connection to text to promote inferring and responding.

Numeracy: Developing computational fluency and flexibility in our students ability to solve real- world problems.

Social/Emotional: Thinking critically about managing social media and screen time in order to develop digital citizenship.

During the 2023-24 school year, AHE had 208 students in 10 divisions from K-7. Guided by our code of conduct, AHE students take comfort in the clear repetition and acknowledgement of our CARES expectations. AHE values the nurturing of individuals who are COOPERATIVE, ACHIEVE their best, RESPECT one another and the environment, have ENTHUSIASM for all that is offered and maintain a SAFE environment.

The AHE school community has come together to support learning for teachers, parents and students on the effects of screen time and social media on our students. We are noticing a decreased attachment to school and trusted adults, as well as a decrease in integral decision making. An interest in using the First People's Principles to guide our approaches and practices this year has helped us to deepen connection and critical thinking across the curriculum.



Scanning:

What do we, as staff and community, know about our students - their successes and challenges? What's going on for them?

- Students have demonstrated resilience in adapting to change in our school community, although they continue to take comfort in tradition and thrive with continued expectations.
- Students are learning to manage emotions, although we still see worries and anxieties coming through.
- Students have strong literacy and numeracy skills. Our focus areas have demonstrated growth and we are interested in building on this and expanding our target skills.
- Students are able to tell us what competencies they are developing and we continue to promote self reflection and independent thinking.
- The management of social media and the development of digital citizenship is an area of challenge for our students. We would like to teach students and families to think critically about managing social media and screen time with their elementary aged children.
- While Indigenous educational opportunities are offered frequently, when asked, our students do not recognize the efforts nor do they see themselves in the role of reconciliation. We are challenged with bringing meaningful Truth and Reconciliation into our school community.
- Many of our Grade 6 and 7 students seem to be declining in their connection to school, we are challenged with keeping them motivated and connected to this place as they near their transition to RSS.



Question:

If we embed the First People's Principle's of Learning across the Curriculum, will we see and increase in student's social responsibility and impact in students' abilities to manage social media, solve mathematical problems and respond more thoughtfully to text? Will this approach create a more thoughtful, inclusive learning experience for our students along with a general increase in students' sense of ownership and confidence in themselves as learners?

Professional Learning:

Summarize areas for professional learning and how we will go about designing strategies and structures that will impact our school community.

NUMERACY: Michael Pruner, Jen Carter, Janice Novakowski, Susan Leslie

LITERACY: Adrienne Gear, Shifting the Balance

ASSESSMENT: SD 19 CSL Document, District -Wide Assessments, Street Data

SOCIAL/EMOTIONAL: Scott Rothermel, ERASE, Zones of Regulation, Wild Schools

INDIGENOUS EDUCATION: The 4 Seasons of Learning, Jade Berrill, Indigenous Games

Checking:

Have we made a difference? How do we know?

READING: PM Benchmarks, Whole Class Reading Assessments, FSA

NUMERACY: K-3 Numeracy Assessment, Vancouver Island Numeracy, FSA, First Steps

WRITING: School-Wide Write using BC Performance Standards, FSA

SOCIAL/EMOTIONAL: MDI, Student Learning Surveys (gr. 4 & 7), Street Data

Goal 1: Literacy

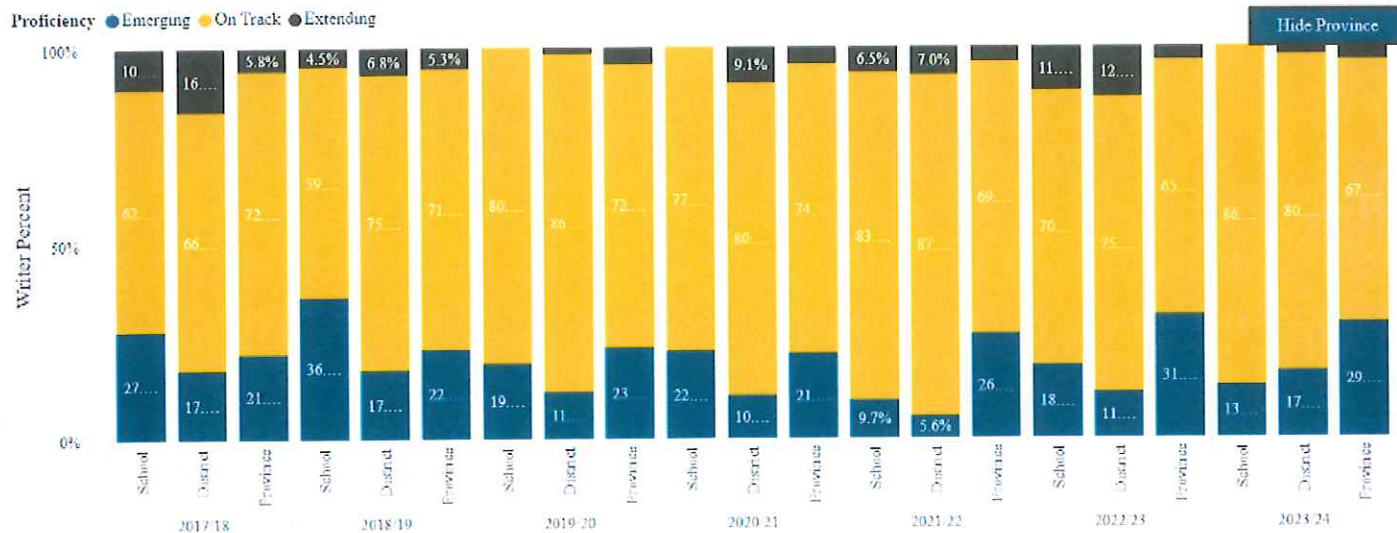
Taking Action:

Describe the actions that we propose to take related to our goals. What will we do more of, less of, or do differently to improve student learning?

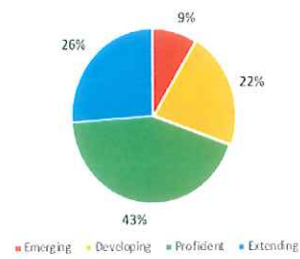
- Our students have strong literacy outcomes, we would like to maintain and stretch these outcomes with an increased focus on connecting, inferring and responding.
- Provide support for adoption of district wide assessments; use assessment data to inform our teaching.
- Monthly collaboration time for teachers to share best practice.

Data Story:

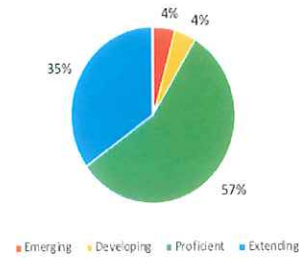
Proficiency Rates for Province, 019 - Revelstoke, Begbie View Elementary [Literacy & Reading-07]



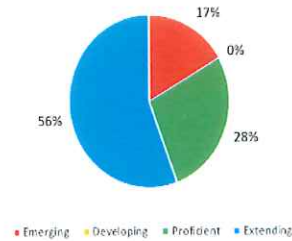
AHE Grade 1 PM BENCHMARKS - NOV 2023



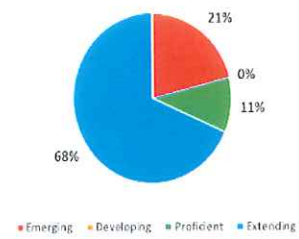
AHE Grade 1 PM BENCHMARKS - MAR 2024



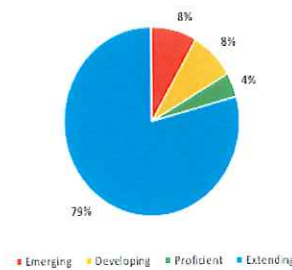
AHE Grade 2 PM BENCHMARKS - NOV 2023



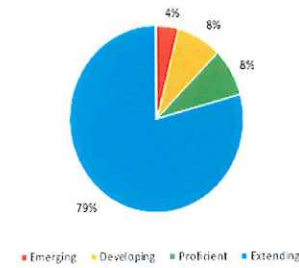
AHE Grade 2 PM BENCHMARKS - MAR 2024



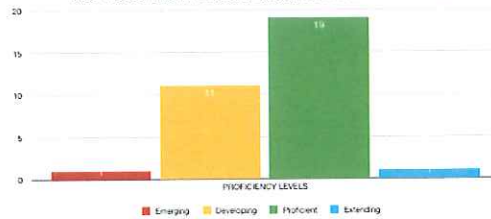
AHE Grade 3 PM BENCHMARKS - NOV 2023



AHE Grade 3 PM BENCHMARKS - MAR 2024



AHE GRADE 4 NON FICTION READING ASSESSMENT- FALL 2023



AHE GRADE 5 NON FICTION READING ASSESSMENT- FALL 2023

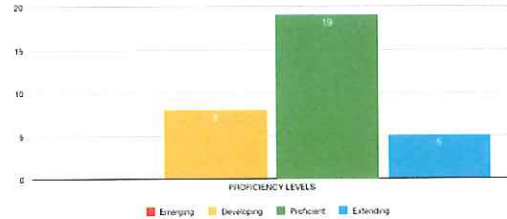


Table 1

	# of Students
Emerging	1
Developing	11
Proficient	19
Extending	1

Emerging Developing Proficient Extending

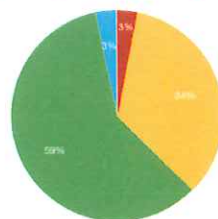
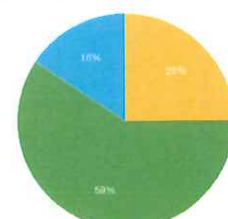
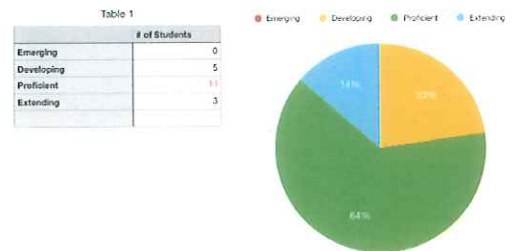
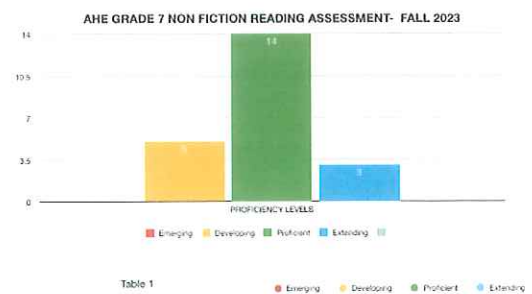
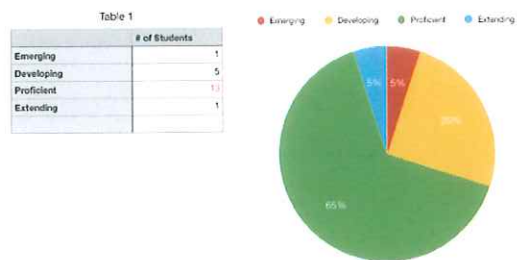
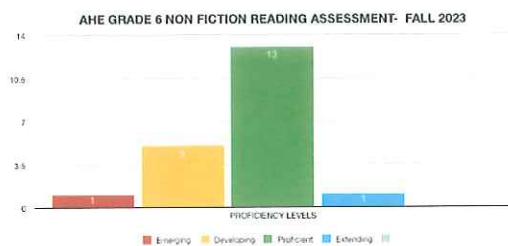


Table 1

	# of Students
Emerging	0
Developing	8
Proficient	19
Extending	5

Emerging Developing Proficient Extending





Literacy:

Our data tells a story of continued success in literacy results across the grades with 80-90% of our students proficient or extending on district assessments, and 90% on track in the FSA. Primary classrooms offer a balanced program including whole class instruction of phonological awareness and targeted one on one instruction to those at risk. The instructional focus this year in both primary and intermediate grades has been on improved ability to respond to both fiction and non fiction text with details and personal connection. School wide resources include Heggerty, Kilpatrick, Adrienne Gear Writing Power and Daily 5/Café.



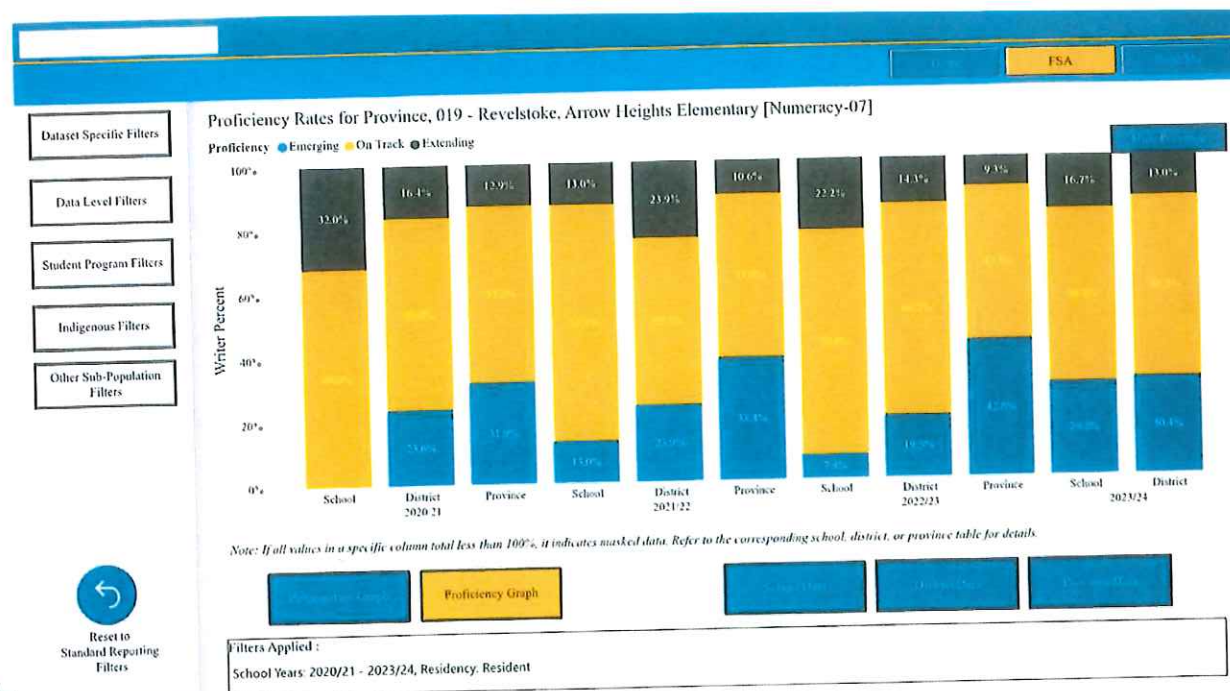
Goal 2: Numeracy

Taking Action:

Describe the actions that we propose to take related to our goals. What will we do more of, less of, or do differently to improve student learning?

- Our students have strong numeracy outcomes but would benefit from building flexibility and fluency in using their knowledge to solve problems.
- Provide support for adoption of district wide assessments; use assessment data to inform our teaching.
- Numeracy highlights in assemblies, newsletters and staff meetings, sharing instructional routines.
- Adding to our numeracy materials to support exploration and hands on activities.
- Equal time for Literacy and Numeracy across the grades.
- Implementation of Susan Leslie's Numeracy Circles in primary grades

Data Story:



AHE GRADE K EARLY NUMBER SENSE ASSESSMENT- FALL 2023

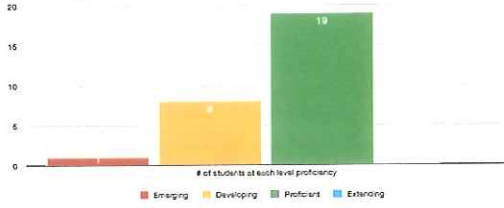
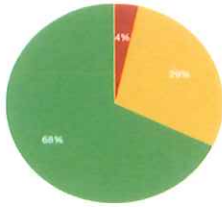


Table 1

	# of Students
Emerging	1
Developing	8
Proficient	19
Extending	0

Emerging Developing Proficient Extending



5

AHE GRADE 1 EARLY NUMBER SENSE ASSESSMENT- FALL 2023

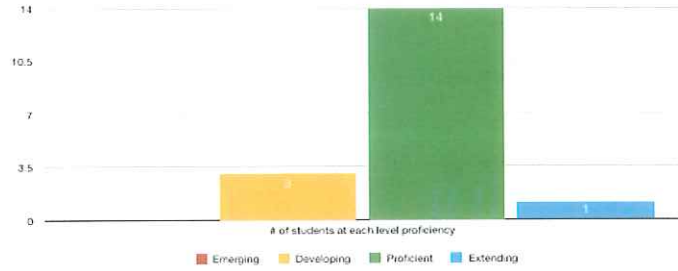
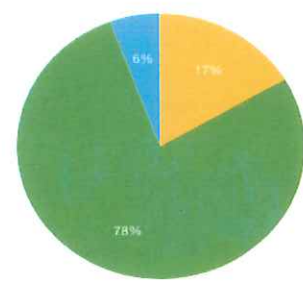


Table 1

	# of Students
Emerging	0
Developing	3
Proficient	14
Extending	1

Emerging Developing Proficient Extending



AHE GRADE 2 EARLY NUMBER SENSE ASSESSMENT- FALL 2023

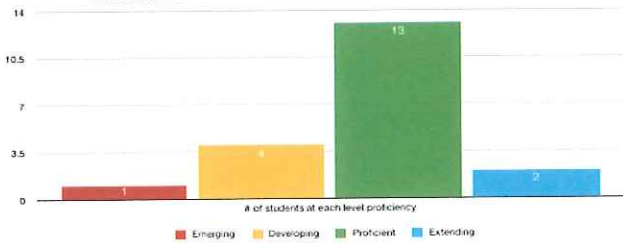
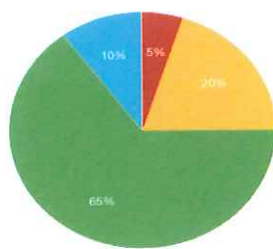


Table 1

	# of Students
Emerging	1
Developing	4
Proficient	13
Extending	2

Emerging Developing Proficient Extending



AHE GRADE 3 EARLY NUMBER SENSE ASSESSMENT- FALL 2023

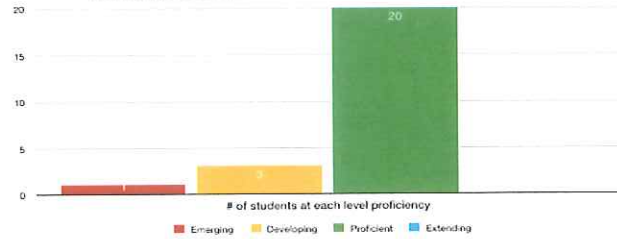
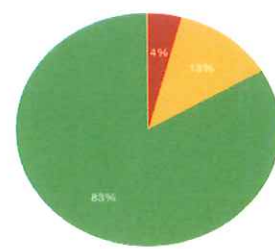


Table 1

	# of Students
Emerging	1
Developing	3
Proficient	20
Extending	0

Emerging Developing Proficient Extending



AHE GRADE 4 ISLAND NUMERACY ASSESSMENT- FALL 2023

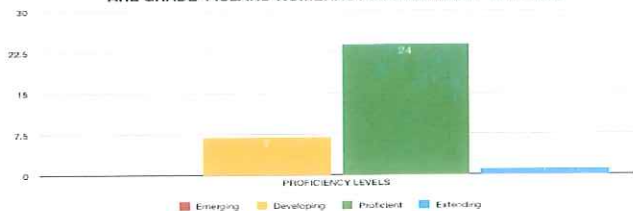
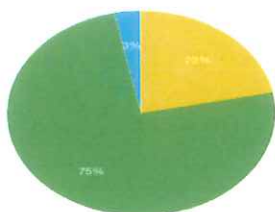


Table 1

	# of Students
Emerging	0
Developing	7
Proficient	24
Extending	1

Emerging Developing Proficient Extending



AHE GRADE 5 ISLAND NUMERACY ASSESSMENT- FALL 2023

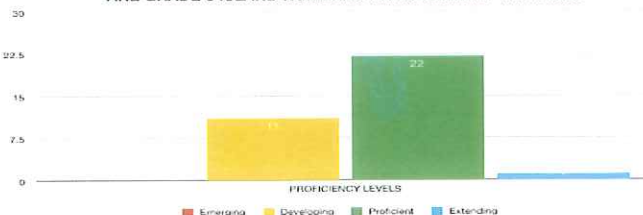
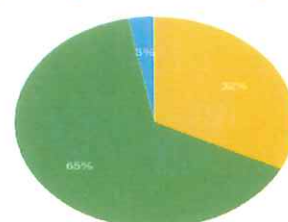


Table 1

	# of Students
Emerging	0
Developing	11
Proficient	22
Extending	1

Emerging Developing Proficient Extending



AHE GRADE 6 ISLAND NUMERACY ASSESSMENT- FALL 2023

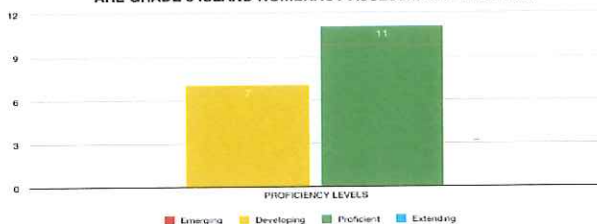
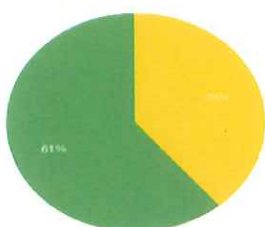


Table 1

	# of Students
Emerging	0
Developing	7
Proficient	11
Extending	0

Emerging Developing Proficient Extending



AHE GRADE 7 ISLAND NUMERACY ASSESSMENT- FALL 2023

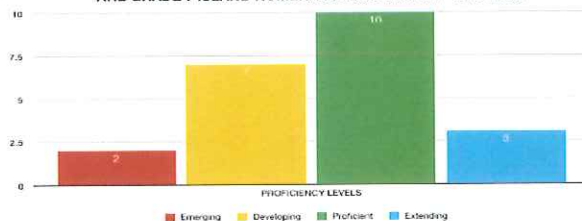
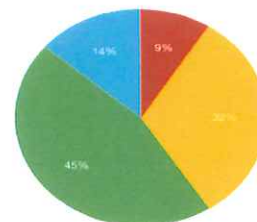


Table 1

	# of Students
Emerging	2
Developing	7
Proficient	10
Extending	3

Emerging Developing Proficient Extending



Numeracy:

Our data shows strong numeracy results for our students K-5, with continued support needed in our upper intermediate grades. Our goal is to achieve 85-95% of all students in the Proficient and Extending range.

Increased school wide numeracy talks, instructional routines and the development of school- wide structures that encourage numerical understanding were implemented this year. Teachers engaged in collaboration, sharing and professional development in the area of numeracy using resources such as Peter Liljedahl Thinking Classrooms, Math Workshop, Numeracy Circles with Susan Leslie and the Coast Metro website (Janice Novakowski).

Goal 3: Social/Emotional

Taking Action:

Describe the actions that we propose to take related to our goals. What will we do more of, less of, or do differently to improve student learning?

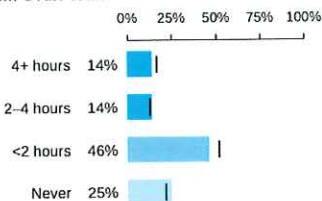
- Participation in the Wild Schools Program, including Professional Development to increase our capacity for place-based learning.
- Embed critical thinking and social responsibility across the curriculum
- Providing and enforcing clear and consistent cell phone policies
- Engaging parents in ERASE and Sexual Health sessions.
- ERASE sessions with grades 5-7.
- Entertainment Without Batteries – grades K-3
- Opportunities for cross grade learning and collaboration, intergenerational learning to build connections
- Notice, Name, Nurture the First People's Principles.

Data Story:

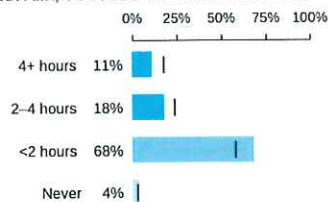
SCREEN TIME

Children were asked how many hours per day they spent doing activities on a screen in a normal week.

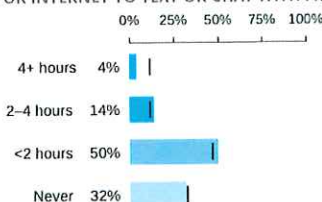
VIDEO OR COMPUTER GAMES



WATCH TV, NETFLIX, YOUTUBE OR SOMETHING ELSE



USE A PHONE OR INTERNET TO TEXT OR CHAT WITH FRIENDS



The Well-being Index combines MDI measures relating to children's physical health and social and emotional development that are of critical importance during the middle years. These are: Optimism, Happiness, Self-Esteem, Absence of Sadness and General Health.

Scores from these five measures are combined and reported by three categories of well-being, providing a holistic summary of children's mental and physical health.

MEASURES

Optimism
Happiness
Self-Esteem
Absence of Sadness
General Health



High Well-being (Thriving)
Children who score in the high range on at least 4 of the 5 measures of well-being and have no low-range scores.

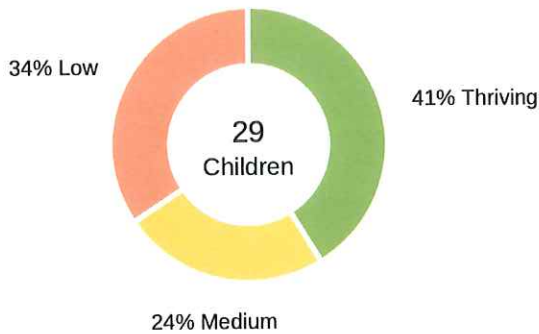


Medium Well-being
Children who score in the high range on fewer than 4 of the 5 measures of well-being, and have no low-range scores.

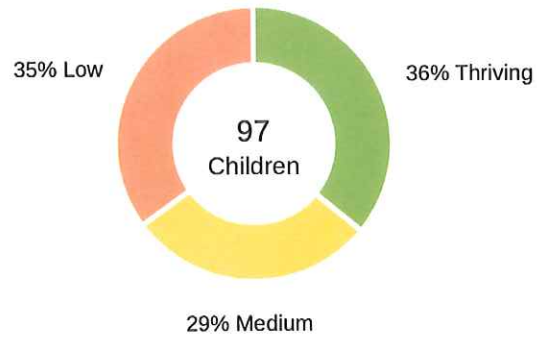


Low Well-being
Children who score in the low range on at least 1 of the 5 measures of well-being.

ARROW HEIGHTS ELEMENTARY



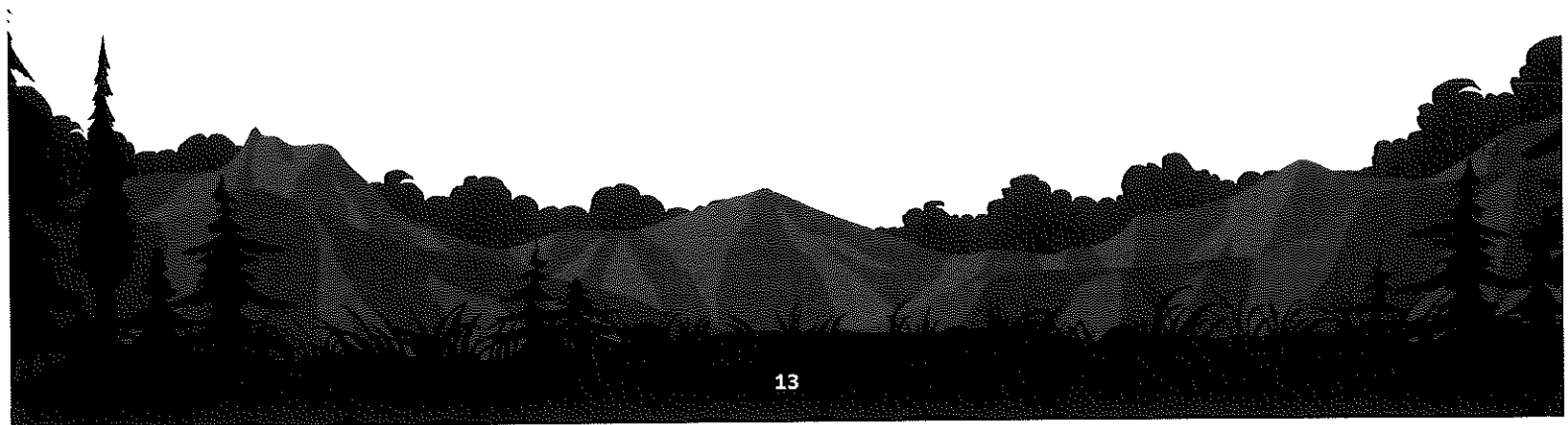
REVELSTOKE



Social/Emotional:

Our MDI data (grade 5) shows that 50% of students spend time on a device as part of their daily routine. This school year was spent educating our upper intermediate students and parents of the detrimental effects of screen time to both academic and social/emotional success, and developing screen smart habits in our primary students. With more time to connect with adults, peers, community members and the environment our belief is that students will develop a deeper connection to school. Our goal is to increase the number of students reported to be "Thriving".

Focusing on a name, notice, nurture practice with the First People's Principles, our staff strives to create positive experiences that will promote our student's confidence, connectedness and sense of ownership.



Partner meetings

Attended a dinner with members of Sinixt Confederacy

Attended All Superintendent call with the Ministry of Education and Child Care. Emergency preparedness was the main topic.



Attended the Revelstoke Childcare Society 35th Anniversary Celebration



Attended a zoom call with District Principal Wallach and Wayne Giles/ Regional Directoof Kootenay Boundary Regional, Ministry of Indigenous Relations and Reconciliation

SD 19 meetings

Met with incoming BCPVPA (British Columbia Principal / Vice Principal Association) local chapter president McDowell and outgoing local chapter president Wallach

Regular scheduled meeting with RTA president Barry Rouke

Regular scheduled meeting with RTA president Barry Rouke, incoming President Jason Stevens and the BCTF Health and Wellness Consultant.

Met with an external candidate for District counsellor positions and RSS counsellor positions

Attended the Board Finance and Facility meeting

Co facilitated the Educational Assistant bidding meeting with District Principal Tedesco

Attended the grand opening of the BVE Accessible playground

Met with a teaching staff member to discuss career path options

Attended the final DPAC meeting of the school year. Information appears later in the agenda



Framework for Enhancing Student Learning

Attended the Geneva Centre for Autism, The Shift: Autism Inclusion & Cultural Competence presentation on Zoom

Met with Susie Salon to review logistic for Strategic Plan writing team sessions

Met with Strategic Plan co facilitator Lisa McCullogh

Commenced day one and day two of the Strategic Plan Writing team session with Lisa McCullough. Students, parents/caregivers, support staff, teachers, indigenous education staff and principals participated in these sessions.



Met with District Principal Tedesco to review the SD 19 Numeracy Plan that will be presented in the fall. A big thank to the following staff who were part of developing the plan.

Naomi Ford
Julia Gauer
Ashley Theberge
Tammy Tomm

Jillian Fransoo
Pica Reeves
Mary Catherine LaForest
Jodi Wallach

Alison Hall
Justine Kerluck
Sarah Vincent
Graham Gale

Schools Visits

Attended 2 days of Track and Field events for Elementary Schools.

Attended the RSS Student Leadership meeting

School visits | RSS, CPE, BVE and AHE



Revelstoke Board of Education Year End Celebration

Congratulations to our retirees:

Lissa Cancilla-Sykes, Laurie Jones, Jeanette Magarian, Sandra Murray and Barry Rourke



Inspire Passion || Joy for Learning

TRUSTEE UPCOMING DATES

Date(s)	Time	Event
June 28 th , 2024	11:00 am	Grad Ceremony
September 3 rd , 2024		First day of School
September 24 th , 2024	5:00 pm	School Board Meeting
October 4 th – 5 th , 2024		BC School Trustees Association Thompson Okanagan Branch Meeting in Revelstoke
October 15 th , 2024	5:00 pm	School Board Meeting

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 26th, 2024

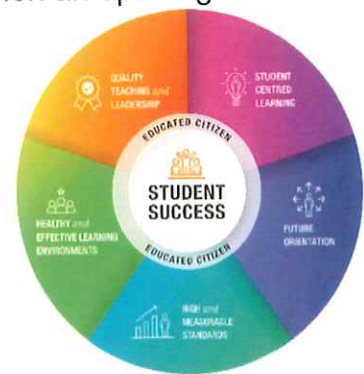
INFORMATION: Strategic Plan Update



This memo provides an overview of the process undertaken by the writing team to bring the Strategic Plan to life. We extend our gratitude to the Board of Education for their trust in the Writing Team to design the necessary steps to achieve the Student Learning Focus outlined by the Board.

The process began with a welcome by Trustees Rota and Allen and then an opening circle. Smudging was offered to open the Strategic Plan sessions in a good way. Over the course of three days, the team collaborated intensively. Below is an outline of the activities and discussions that took place during these three days.

- ✓ Review **Board Visioning** of the the Student Learning Goal and Belief Statements
- ✓ Review Guiding Principles; **What are the guiding principles for our strategic planning process?**



We are committed to aligning with the Provincial Framework for Student Success through the guiding principles of:

Isolation transforming to Collaboration.
Compliance transforming to Engagement.
Reaction transforming to Purpose and Focus.
Wagner & Kagan, 2006

Living the journey of Truth & Reconciliation.
SD19 Board of Education, 2024

- ✓ Discuss why a Writing Team and what is our role?

Making Meaning; Triangulating, Synthesizing, Calibrating

To make meaning from a vast array of community input, research and data. A crucial role of the team is to triangulate, synthesize and calibrate the enormous amount of information into a meaningful and useable amount of information which will provide clear direction and create many high leverage access points for the Strategic Plan.

- ✓ Data to Triangulate are the following

Evidence of Student Learning

What pieces are we convinced are measures of core competency development. What do we believe will be the best information/data, hence the word evidence, to track students' progress with respect to core competency development over time.

All assessments pieces both local and provincial were reviewed to identify what pieces directly relate to the core competencies.

Assessments; Early Years Development Instrument, Middle Years Development Instrument, Youth Development Instrument, Student Learning Survey, Foundation Skills Assessment, Grad Assessments, Transition rates, PM Benchmarks, Island Numeracy assessment

Data Walk

Data related to: Readiness for the Future, Competency development, Equity Gaps

Data: all of the above plus data from the How are We Doing Report? and Secondary Course selections.

Community Input | What did our learning community ask us to consider?

“Research” Review | How does research inform our planning? | What are the highest leverage points for system focus toward enhancing student learning with a focus on core competencies?

All community feedback was reviewed and matched with educational research articles
After the matching of the community feedback and research articles, pathways emerged to bring life to the Strategic Plan.

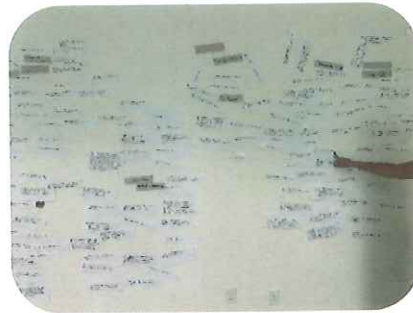
Design Principle Pathways; Personalized Learning, Student Centered Assessment, Indigenous Informed Pedagogy, Universal Design for Inclusion, Connections to Community and Real-world Learning, and Technology Integration.

✓ Professional Learning

Professional Learning articles were reviewed to set a plan for Teacher Professional Learning and Support Worker Learning

✓ Pictures of Making Meaning in Action





Much gratitude to the Writing Team and Facilitators

Ainslee Atamanuk, Fareen Barna, Kai Boggild, Erin England, Naomi Ford, Alison Hall, Allison Just, Roberta Kubik, Greg Kenyon, Mary Catherine LaForest, Celes Lucius, Mya Manson, Lisa Bernoties-McCullough, Ariel McDowell, Andy Pfeiffer, Pica Reeves, Alex Stevenson, Rita Tedesco, Jodi Wallach, and Laura Wegner

OUR THEORY OF ACTION

*If we create **irresistible** learning environments through ...*

Personalized Learning as a design principle that puts the learner at the centre with instruction that is paced to learning needs and tailored to learning preferences and interests. Intentional approaches to student agency encourage independent thought, reflective thinking, curiosity, and ongoing learning. Learners build on their strengths and identify and grow from their stretches in a way that builds confidence, resilience, perseverance, results, and a joy for learning.

Student-Centered Assessment as a design principle that incorporates quality assessment including co-creating criteria, self and peer assessment, giving and receiving constructive descriptive feedback. It involves forward thinking, innovative lessons and assessments that support and engage learners in real world, relevant, and meaningful learning. Student-Centered Assessment engages the learner and the educator through cycles of reflection to advance learning and drive instruction.

Indigenous informed Pedagogy as a versatile and student-centered approach that values story and lived experience by incorporating land-based, holistic, experiential connections to self, family,

community, and a broader sense of purpose. The learning journey towards Truth and Reconciliation creates space and time for decolonized practices and Indigenous Ways of Knowing to enhance social emotional wellness, a sense of personal and cultural identity, and connections to one another.

Universal Design for Inclusion as a strength based driver providing access points to 'just right' learning for each learner to feel empowered, confident, and honored for their diversity and strengths. Each learner feels safe and confident to express their academic, personal and social needs and interests and sees themselves reflected in the fabric of the learning community. Student voice and choice creates a safe, positive, and productive learning environment which fosters ongoing learner curiosity and exploration. The learning environments include alternative spaces and resources for learning and expression including learning in the community and on the land.

Connections to Community and Real-World Learning as a design principle that supports learners to engage in authentic experiences with real world audiences and implications. Learning is designed to include connections and collaboration with families and the community such as businesses, Early Learning Partners, organizations, government, seniors, hospitals, Community Connections, community centre and various volunteering opportunities. Learners develop a range of perspectives and come to more deeply appreciate, understand, and create solutions to important issues in the local and global community.

Technology Integration as a design principle that supports learners with collaboration, communication, and making connections in safe and purposeful ways. It provides access to information and creative ways to design, show, and archive their learning over time. Modern and robust technology, including AI and robotics, support learners with ongoing emerging learning. A focus on a deeper understanding of responsible sources and uses promote positive mental health and digital citizenship.

... then we believe that we will enhance each learner's development of the core competencies over time.

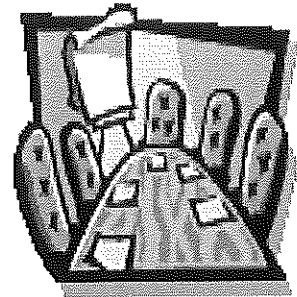
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 26th, 2024

INFORMATION: Personal Digital Device Survey Update



❖ Responses from survey as of June 20, 2024

- 68 RSS Personal Digital Devices for Parents/ Guardians / Caregivers
- 118 Elementary School / Parents/ Guardians / Caregivers
- 1 Students
- 12 Support Staff
- 7 Community Survey
- 12 Teaching staff

Background information | Timeline of Personal Digital Device Policy

❖ Excerpt from May 8, 2024, letter to school community

The Revelstoke Board of Education, in conjunction with feedback from our broader community, has outlined a series of steps and timelines:

- The District and School Codes of Conduct will be amended to include statements addressing the restriction of personal digital devices before July 1, 2024.
- In June, an online survey will be available on the School Website for further input from families, staff, and community.
- The Policy Committee will develop a preliminary draft of the Restriction of Personal Digital Devices in Schools/Classrooms Policy by September.
- The initial draft will be presented to the Board of Education during the October School Board meeting. Subsequently, it will be circulated for community feedback.

- Following the October meeting, a dedicated session will be convened to gather additional input from parents, caregivers, students, and community groups on the proposed policy.
- The Policy Committee will carefully review and incorporate necessary modifications based on the feedback received.
- The final adoption of the Policy is scheduled for approval at the December Board meeting.

Comprised of trustees, the Superintendent of Schools, the President of CUPE, the President of the Revelstoke Teachers' Association, and administrative staff, the Policy Committee is committed to crafting a comprehensive and inclusive policy reflective of our collective aspirations for student well-being.

- ❖ Excerpt from June 6 ,2024 message to school community

Dear Family, Friends, Students, and Staff,

Re: Restriction of Personal Digital Devices

We are pleased to announce that the online survey is now available on the Revelstoke School District website. In addition to the survey, the webpage provides a wealth of information related to Premier Eby's recent announcement, which you may find helpful.

Please note that the survey will close on June 27 at 3:00 PM.

Thank you for taking the time to complete the survey. Your feedback is important, together, we can make informed decisions that best serve our students.

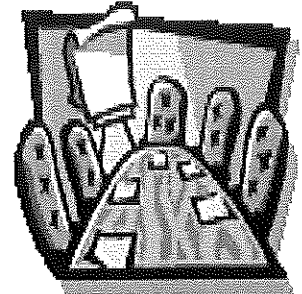
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 26th, 2024

ACTION: Policy 5.9a Video Surveillance – Buses for approval



As trustees will recall, this policy was developed for safety reasons and has been reviewed by the law firm of Harris & Company. Currently, the district has cameras on the outside of the buses which only engage when the bus stop sign is out. The public will be advised that cameras are installed on the buses. The policy was circulated for feedback and is now ready for approval

Recommendation:

“THAT in accordance with Board Policy 2.4 District Policy Development and Review the Revelstoke Board of Education approve new policy 5.9a Video Surveillance – Buses.”



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

5.9(a) Video Surveillance - Buses

The Board of Education supports the controlled use of on-board video surveillance on school buses for the safety and security of students and staff on the bus, and to maintain order and discipline including the prevention of vandalism and bullying.

The Board recognizes that video surveillance systems must be used in a manner that protects the privacy rights of students and others, providing a safe environment and the need to protect School District property from vandalism.

Video surveillance is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* ("FIPPA").

Guidelines

1. Parents and students will be provided with notice of the use of video surveillance on buses through notices and clearly posted signage.
2. Video cameras may be used to monitor and/or record on all School District buses for the purposes of safety, maintaining order and property protection.
3. The School District may access and use footage to investigate or respond to complaints, accidents or incidents occurring on buses, including staff or student misconduct.
 - 3.1 Video surveillance camera locations will be authorized by the Manager of Operations, or the officers of the School District. Any change in camera location must be authorized in the same manner.
 - 3.2 Cameras will be oriented to avoid the unnecessary collection of personal information, including image and information of members of the public who are not staff or students.
 - 3.3 Video surveillance equipment will be installed and maintained only by designated employees or agents of the School District.

- 3.4 Recording equipment will be maintained in locked boxes on buses. Only designated employees or agents will have access to the key that opens the camera boxes. Only these employees will handle the camera or recordings.
- 3.5 The School District will have reasonable measures in place to secure recordings and ensure they are not accessible to unauthorized individuals (e.g. firewalls, password protection/encryption, secure storage).
- 3.6 Recordings will not be sold, publicly viewed, or used for commercial purposes, and will be used and disclosed only as provided for by this policy or as authorized or required by law, including FIPPA.
- 3.7 Individuals may request an opportunity to view footage in which they appear by making a written request to the Secretary Treasurer, and such requests will be processed in accordance with FIPPA. The School District reserves the right to refuse such requests to protect privacy or other interests where permitted under FIPPA.
- 3.8 The School District will maintain a log of all access to video footage.
- 3.9 Recordings will be retained for one month, and will be destroyed when they are no longer needed for any operational, administrative or legal purpose.
- 3.10 The Manager of Operations is responsible for the proper implementation and control of the video surveillance systems on buses.
- 3.11 The Superintendent of Schools or Secretary Treasurer will conduct a review at least annually to ensure that this policy and any related procedures are being adhered to.

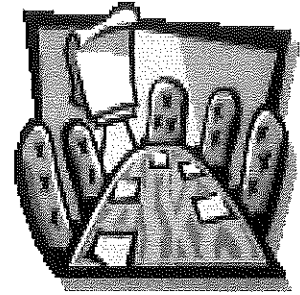
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: June 26th, 2024

ACTION: Revelstoke Secondary School Trip to Ono Cho,
Japan – Spring of 2025



After an information session held on Monday, June 17th, 2024, a number of Revelstoke Secondary School students are interested in participating in a trip to Ono Cho, Japan in March of 2025. The Board's approval, in principle, for a seven night, eight day trip during Spring Break in March 2025 will enable organizers to begin to finalize plans, take deposits and start fundraising to help offset the costs for students.

Recommendation:

"THAT the Board approve, in principle, a trip to Ono Cho, Japan in March 2025 for Revelstoke Secondary School students."

June 10, 2024.

Dear Parents,

Re: Ono Cho, Japan Trip – Spring 2025

Parents and students are invited to attend an information session at Revelstoke Secondary School on Monday June 17th, 2024, at 7:00 pm in room 202 regarding the proposed spring school trip to Japan.

Below is a “proposed” itinerary for a trip to Ono, Japan in March 2025. Ono is our “Sister City,” and we host students every year at RSS mid-winter (end of January/early February). Usually, we travel to Japan every 2-3 years. We have not been since 2017 so this trip is very special. Students will travel to Japan and stay with Japanese families, visit Ono and Ito Junior High Schools, and experience many sights around Ono city. We will then travel to Tokyo and spend 2 days before departing for home.

Flights have not yet been established and the proposed dates/itinerary could be adjusted depending on flight availability. We are looking at departing on Saturday, March 15 and returning Saturday, March 22. The dates currently being looked at are during Spring Break so that there will be little or no missing of classes.

The cost of the trip per student will be approximately \$4200.00. This cost will be offset by students participating in fundraising. Payment will be made in monthly instalments of \$700.00, starting in September, one per month, with the final instalment due on February 21, 2025. Payment details will follow.

Both parent and student must attend the meeting on the 17th. If you have any questions, please contact Andy Pfeiffer or Theresa Browning (emails listed below).

Itinerary

Saturday, March 15, 2025

Parent transport students to Kelowna airport at least 3 hours prior to departure. Fly to Vancouver (1 hr.). Depart Vancouver bound for Narita-Tokyo (11 hr. flight, 17 hrs. time change).

Sunday, March 16, 2025

Arrive Narita-Tokyo in the afternoon/evening (Tokyo, local time).

Depart for Gifu City Airport by plane (1hr.) and arrive Gifu late afternoon/evening.

Travel 2 hrs. by bus to Ono Town Hall where students meet their and transferred to host families.

Monday, March 17, 2025

Students and Chaperones/Board members are in schools and with homestay families.

Tuesday, March 18, 2025

Students and Chaperones/Board members are in schools and with homestay families.
Canadian Cultural Fair at Ono Junior High School, organized and executed by RSS students.

Wednesday, March 19, 2025

Students are with homestay families.

Thursday, March 20, 2025

Homestay families transport students and chaperones/Board members to bus station in morning. Travel to Shinagawa Station, Tokyo by bullet train. Transfer to Shinjuku Station and walk to Sakura Hotel Hatagaya for check-in. Depart to Tokyo Disney for remainder of afternoon and early evening.

Friday, March 21, 2025

Tokyo sightseeing. Possibilities – Ueno Park, Sky Tree Observatory, Shinjuku Station Mall or other, shrines.

Saturday, March 22, 2025

Depart hostel (Sakura Hotel), travel by airport shuttle bus to Narita Tokyo for departure. Arrive in Vancouver, a.m. of same day (11 hrs. flight, -17 hrs. time difference), depart Vancouver for Kelowna

Sincerely;

Andy Pfeiffer
(apfeiffer@sd19.bc.ca)

Theresa Browning
(tbrowning@sd19.bc.ca)

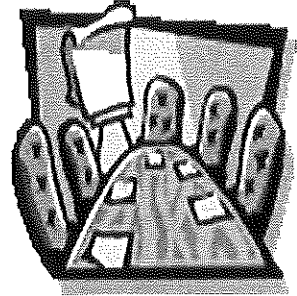
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Bruce Tisdale, Secretary Treasurer

DATE: June 26th, 2024

ACTION: 2024/2025 Annual Operating Budget



Attached is the 2024/2025 Annual Operating Budget for your review.

The annual budget process is now complete. The details of the Draft 2024/2025 Annual Operating Budget have been reviewed at a Finance and Facilities meeting held on June 10th, 2024. Details of that meeting are included in the minutes on this agenda.

The budget information was also posted on the district's website from June 10th to June 20th for the public to review and provide feedback.

Funding for student enrolment is based on the actual students in attendance on September 30th, 2024. The budget will continue to be modified as enrolment projections get closer to being finalized and the board will be advised of any significant changes.

As indicated at the June 10, 2024, meeting, changes would be made to this budget if projected enrolment changed. The budget is now based on 1,105 fte students, up 13 fte's from the June 10 meeting. The 2024/2025 Amended Annual Budget will be modified as changes are made and will be brought to the board for approval by February 28, 2025. Expenditures for exempt and principal/vice principal salaries have not been included in this budget nor have the corresponding grants from MOECC.

RECOMMENDATION

This is the 2024/2025 Operating Budget that is being recommended by the Budget Committee and the Finance and Facilities Committee.

"THAT the Revelstoke Board of Education give first, second, and third reading and adoption to the attached 2024/2025 Annual Budget and Bylaw in the amount of \$21,310,332."

Annual Budget

School District No. 19 (Revelstoke)

June 30, 2025

School District No. 19 (Revelstoke)

June 30, 2025

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 19 (Revelstoke) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$21,310,332 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 26th DAY OF JUNE, 2024;

READ A SECOND TIME THE 26th DAY OF JUNE, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF JUNE, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 19 (Revelstoke) Annual Budget Bylaw 2024/2025, adopted by the Board the 26th DAY OF JUNE, 2024.

Secretary Treasurer

School District No. 19 (Revelstoke)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	1,105,000	1,087,000
Total Ministry Operating Grant Funded FTE's	1,105,000	1,087,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	17,673,079	16,821,042
Other	82,570	64,570
Other Revenue	731,395	784,602
Rentals and Leases	234,981	231,228
Investment Income	150,000	130,000
Amortization of Deferred Capital Revenue	1,981,275	1,976,007
Total Revenue	20,853,300	20,007,449
Expenses		
Instruction	15,735,792	15,054,745
District Administration	928,353	887,040
Operations and Maintenance	4,223,632	4,138,005
Transportation and Housing	422,555	423,414
Total Expense	21,310,332	20,503,204
Net Revenue (Expense)	(457,032)	(495,755)
Budgeted Allocation (Retirement) of Surplus (Deficit)	299,516	414,885
Budgeted Surplus (Deficit), for the year	(157,516)	(80,870)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(157,516)	(80,870)
Budgeted Surplus (Deficit), for the year	(157,516)	(80,870)

School District No. 19 (Revelstoke)

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

Statement 2

	2025 Annual Budget	2024 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	17,142,778	16,611,322
Operating - Tangible Capital Assets Purchased		73,000
Special Purpose Funds - Total Expense	1,758,763	1,512,005
Capital Fund - Total Expense	2,408,791	2,379,877
Total Budget Bylaw Amount	21,310,332	20,576,204

Approved by the Board

Signature of Chairperson of the Board	Date
Signature of Superintendent	Date
Signature of the Secretary/Treasurer	Date

DRAFT

School District No. 19 (Revelstoke)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(457,032)</u>	<u>(495,755)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		(73,000)
From Operating and Special Purpose Funds		(1,200,000)
From Deferred Capital Revenue	<u>(1,600,000)</u>	<u>(1,273,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(1,600,000)</u>	<u>(1,273,000)</u>
Amortization of Tangible Capital Assets	<u>2,183,791</u>	<u>2,179,877</u>
Total Effect of change in Tangible Capital Assets	<u>583,791</u>	<u>906,877</u>
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>126,759</u></u>	<u><u>411,122</u></u>

School District No. 19 (Revelstoke)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	15,714,316	15,134,037
Other	57,570	39,570
Other Revenue	731,395	784,602
Rentals and Leases	234,981	231,228
Investment Income	130,000	105,000
Total Revenue	16,868,262	16,294,437
Expenses		
Instruction	14,052,029	13,612,740
District Administration	928,353	887,040
Operations and Maintenance	1,819,564	1,767,848
Transportation and Housing	342,832	343,694
Total Expense	17,142,778	16,611,322
Net Revenue (Expense)	(274,516)	(316,885)
Budgeted Prior Year Surplus Appropriation	299,516	414,885
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(73,000)
Local Capital	(25,000)	(25,000)
Total Net Transfers	(25,000)	(98,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 19 (Revelstoke)

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	15,966,508	14,569,702
Other Ministry of Education and Child Care Grants		
Pay Equity	101,498	101,498
Student Transportation Fund	49,847	49,847
Support Staff Benefits Grant	12,429	
FSA Scorer Grant	4,094	4,094
Labour Settlement Funding		238,896
Secondment of Employee	-	170,000
Projected Reduction of 17 students from projections	(150,450)	
Projected Reduction of 12 Inclusive Education Students from projections	(251,910)	
Project Reductions of 10 identified Indigenous Students from projections	(17,700)	
Total Provincial Grants - Ministry of Education and Child Care	15,714,316	15,134,037
Provincial Grants - Other	57,570	39,570
Other Revenues		
Other School District/Education Authorities	441,495	495,505
Miscellaneous		
Miscellaneous	5,000	4,197
Art Starts	5,400	5,400
School Generated Revenue	275,000	275,000
Band Instrument Rental	4,500	4,500
Total Other Revenue	731,395	784,602
Rentals and Leases	234,981	231,228
Investment Income	130,000	105,000
Total Operating Revenue	16,868,262	16,294,437

School District No. 19 (Revelstoke)

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Salaries		
Teachers	7,174,010	6,894,131
Principals and Vice Principals	1,030,467	1,044,207
Educational Assistants	1,087,736	1,099,682
Support Staff	1,203,390	1,195,428
Other Professionals	758,753	718,350
Substitutes	588,826	671,326
Total Salaries	11,843,182	11,623,124
Employee Benefits	3,114,038	2,865,633
Total Salaries and Benefits	14,957,220	14,488,757
Services and Supplies		
Services	618,714	625,794
Student Transportation	45,960	45,960
Professional Development and Travel	167,421	171,021
Rentals and Leases	2,400	700
Dues and Fees	70,587	66,627
Insurance	72,396	65,162
Supplies	738,740	707,961
Utilities	469,340	439,340
Total Services and Supplies	2,185,558	2,122,565
Total Operating Expense	17,142,778	16,611,322

School District No. 19 (Revelstoke)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
I Instruction							
1.02 Regular Instruction	5,301,769	311,952		46,512	61,237	479,026	6,200,496
1.03 Career Programs	209,157						209,157
1.07 Library Services	261,061	21,163		79,745		1,300	363,269
1.08 Counselling	297,297			2,660			299,957
1.10 Inclusive Education	997,805	210,181	1,087,736	18,681	105,884	30,000	2,450,287
1.30 English Language Learning	78,329						78,329
1.31 Indigenous Education	28,592			85,299			113,891
1.41 School Administration		444,845		205,452		20,000	670,297
Total Function 1	7,174,010	988,141	1,087,736	438,349	167,121	530,326	10,385,683
4 District Administration							
4.11 Educational Administration				23,351	194,251		217,602
4.40 School District Governance					89,000		89,000
4.41 Business Administration				97,768	150,634	500	248,902
Total Function 4	-	-	-	121,119	433,885	500	555,504
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration		42,326			113,718		156,044
5.50 Maintenance Operations				524,435		32,000	556,435
5.52 Maintenance of Grounds				33,939		11,000	44,939
5.56 Utilities							-
Total Function 5	-	42,326	-	558,374	113,718	43,000	757,418
7 Transportation and Housing							
7.41 Transportation and Housing Administration					44,029		44,029
7.70 Student Transportation				85,548		15,000	100,548
Total Function 7	-	-	-	85,548	44,029	15,000	144,577
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	7,174,010	1,030,467	1,087,736	1,203,390	758,753	588,826	11,843,182

School District No. 19 (Revelstoke)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	6,200,496	1,585,961	7,786,457	660,636	8,447,093	8,066,951
1.03 Career Programs	209,157	52,372	261,529	29,515	291,044	278,437
1.07 Library Services	363,269	105,103	468,372	21,200	489,572	469,788
1.08 Counselling	299,957	74,897	374,854		374,854	358,895
1.10 Inclusive Education	2,450,287	714,504	3,164,791	58,455	3,223,246	3,201,940
1.30 English Language Learning	78,329	19,976	98,305		98,305	92,919
1.31 Indigenous Education	113,891	36,386	150,277	17,874	168,151	200,848
1.41 School Administration	670,297	174,663	844,960	114,804	959,764	942,962
Total Function 1	10,385,683	2,763,862	13,149,545	902,484	14,052,029	13,612,740
4 District Administration						
4.11 Educational Administration	217,602	49,745	267,347	39,540	306,887	311,537
4.40 School District Governance	89,000	10,755	99,755	44,538	144,293	137,285
4.41 Business Administration	248,902	36,573	285,475	191,698	477,173	438,218
Total Function 4	555,504	97,073	652,577	275,776	928,353	887,040
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	156,044	37,627	193,671	50,111	243,782	235,493
5.50 Maintenance Operations	556,435	162,626	719,061	226,132	945,193	936,165
5.52 Maintenance of Grounds	44,939	9,210	54,149	107,100	161,249	156,850
5.56 Utilities	-	-	-	469,340	469,340	439,340
Total Function 5	757,418	209,463	966,881	852,683	1,819,564	1,767,848
7 Transportation and Housing						
7.41 Transportation and Housing Administration	44,029	10,141	54,170	2,315	56,485	54,817
7.70 Student Transportation	100,548	33,499	134,047	152,300	286,347	288,877
Total Function 7	144,577	43,640	188,217	154,615	342,832	343,694
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	11,843,182	3,114,038	14,957,220	2,185,558	17,142,778	16,611,322

School District No. 19 (Revelstoke)
Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	1,733,763	1,487,005
Other	25,000	25,000
Total Revenue	<u>1,758,763</u>	<u>1,512,005</u>
Expenses		
Instruction	1,683,763	1,442,005
Operations and Maintenance	75,000	70,000
Total Expense	<u>1,758,763</u>	<u>1,512,005</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 19 (Revelstoke)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies
	\$	\$	\$		\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	32,000	-	49,500	8,500	-	51,250	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	65,380	56,534	32,000	7,350	8,192	117,117	74,500	548,021	-
Provincial Grants - Other	65,380	56,534	32,000	7,350	8,192	117,117	74,500	548,021	-
Less: Allocated to Revenue	75,000	56,534	40,529	8,750	8,192	134,737	74,500	548,021	-
Deferred Revenue, end of year	22,380	-	40,971	7,100	-	33,630	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	75,000	56,534	40,529	8,750	8,192	134,737	74,500	548,021	-
Provincial Grants - Other	75,000	56,534	40,529	8,750	8,192	134,737	74,500	548,021	-
Expenses									
Salaries									
Teachers					7,191	35,301		449,025	
Principals and Vice Principals							14,621		
Educational Assistants		41,950				55,988			
Support Staff			27,014				20,150		
Substitutes							24,759		
	-	41,950	27,014	-	7,191	91,289	59,530	449,025	-
Employee Benefits		14,584	8,715		1,001	23,790	8,520	98,996	
Services and Supplies	75,000		4,800	8,750		19,658	6,450		
	75,000	56,534	40,529	8,750	8,192	134,737	74,500	548,021	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 19 (Revelstoke)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Mental Health in Schools	Changing Results for Young Children	Student & Family Affordability	ECL Early Care & Learning	Feeding Futures Fund	District Early Learning	Columbia Basin Trust	Project Penny	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	16,500	23,500	165,000	-	75,000	8,996	62,500	60,000	552,746
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	57,000	11,250		175,000	350,000		20,000		1,502,344
Provincial Grants - Other									20,000
	57,000	11,250	-	175,000	350,000	-	20,000	-	1,522,344
Less: Allocated to Revenue	73,500	14,000	100,000	175,000	365,000	-	25,000	60,000	1,758,763
Deferred Revenue, end of year	-	20,750	65,000	-	60,000	8,996	57,500	-	316,327
Revenues									
Provincial Grants - Ministry of Education and Child Care	73,500	14,000	100,000	175,000	365,000			60,000	1,733,763
Provincial Grants - Other							25,000		25,000
	73,500	14,000	100,000	175,000	365,000	-	25,000	60,000	1,758,763
Expenses									
Salaries									540,557
Teachers	49,040								154,844
Principals and Vice Principals				140,223					97,938
Educational Assistants									47,164
Support Staff									24,759
Substitutes									865,262
	49,040	-	-	140,223	-	-	-	-	203,943
Employee Benefits	15,960			32,377					689,558
Services and Supplies	8,500	14,000	100,000	2,400	365,000		25,000	60,000	1,758,763
	73,500	14,000	100,000	175,000	365,000	-	25,000	60,000	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 19 (Revelstoke)

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	225,000		225,000	200,000
Investment Income		20,000	20,000	25,000
Amortization of Deferred Capital Revenue	1,981,275		1,981,275	1,976,007
Total Revenue	2,206,275	20,000	2,226,275	2,201,007
Expenses				
Operations and Maintenance	225,000		225,000	200,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,104,068		2,104,068	2,100,157
Transportation and Housing	79,723		79,723	79,720
Total Expense	2,408,791	-	2,408,791	2,379,877
Net Revenue (Expense)	(202,516)	20,000	(182,516)	(178,870)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased			-	73,000
Local Capital		25,000	25,000	25,000
Total Net Transfers	-	25,000	25,000	98,000
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(202,516)	45,000	(157,516)	(80,870)

School District No. 19 (Revelstoke)

Budget Details By Function/Program/Object3

2024-25 Annual Budget

func	prog	obj3	description	fte	budget
1	02	110	Teacher Salaries	54.0850	5,301,769
1	02	105	Principal/Vice-Principal Salaries	2.1940	311,952
1	02	120	Support Staff Salaries	0.9430	46,512
1	02	130	Other Professional Salaries	0.3000	61,237
1	02	140	Substitute Salaries	0.0000	479,026
1	02	200	Benefits	0.0000	1,585,961
1	02	310	Services	0.0000	101,664
1	02	330	Student Transportation	0.0000	24,960
1	02	340	Professional Development and Travel	0.0000	46,666
1	02	510	Supplies	0.0000	433,646
1	02	580	Equipment	0.0000	1,200
1	02	590	Computers	0.0000	52,500
Total for Regular Instruction				57.5220	8,447,094
1	03	110	Teacher Salaries	1.9950	209,157
1	03	200	Benefits	0.0000	52,372
1	03	310	Services	0.0000	11,215
1	03	340	Professional Development and Travel	0.0000	3,200
1	03	510	Supplies	0.0000	15,100
Total for Career Preparation				1.9950	291,044
1	07	110	Teacher Salaries	2.4863	261,061
1	07	105	Principal/Vice-Principal Salaries	0.1500	21,163
1	07	120	Support Staff Salaries	2.0213	79,745
1	07	140	Substitute Salaries	0.0000	1,300
1	07	200	Benefits	0.0000	105,103
1	07	310	Services	0.0000	3,000
1	07	340	Professional Development and Travel	0.0000	200
1	07	510	Supplies	0.0000	18,000
Total for Library Services				4.6576	489,572
1	08	110	Teacher Salaries	2.7500	297,297
1	08	120	Support Staff Salaries	0.0500	2,660
1	08	200	Benefits	0.0000	74,897
Total for Counselling				2.8000	374,854
1	10	110	Teacher Salaries	9.6478	997,805
1	10	105	Principal/Vice-Principal Salaries	1.3500	210,181
1	10	123	Education Assistant Salaries	26.0925	1,087,736
1	10	120	Support Staff Salaries	0.4000	18,681
1	10	130	Other Professional Salaries	1.0000	105,884
1	10	140	Substitute Salaries	0.0000	30,000
1	10	200	Benefits	0.0000	714,504
1	10	310	Services	0.0000	23,675
1	10	340	Professional Development and Travel	0.0000	16,730
1	10	370	Dues and Fees	0.0000	300
1	10	510	Supplies	0.0000	15,750
1	10	590	Computers	0.0000	2,000
Total for Special Education				38.4903	3,223,246
1	30	110	Teacher Salaries	0.7430	78,329

School District No. 19 (Revelstoke)
Budget Details By Function/Program/Object3

2024-25 Annual Budget

func	prog	obj3	description	fte	budget
1	30	200	Benefits	0.0000	19,976
			Total for English As A 2nd Language (E.S.L.)	0.7430	98,305
1	31	110	Teacher Salaries	0.2860	28,592
1	31	105	Principal/Vice-Principal Salaries	0.0000	0
1	31	120	Support Staff Salaries	2.1003	85,299
1	31	200	Benefits	0.0000	36,386
1	31	310	Services	0.0000	4,205
1	31	330	Student Transportation	0.0000	2,000
1	31	340	Professional Development and Travel	0.0000	3,175
1	31	510	Supplies	0.0000	8,494
			Total for Aboriginal Education	2.3863	168,150
1	41	105	Principal/Vice-Principal Salaries	2.9960	444,845
1	41	120	Support Staff Salaries	4.1500	205,452
1	41	140	Substitute Salaries	0.0000	20,000
1	41	200	Benefits	0.0000	174,663
1	41	310	Services	0.0000	98,904
1	41	340	Professional Development and Travel	0.0000	15,100
1	41	510	Supplies	0.0000	800
1	41	590	Computers	0.0000	0
			Total for School Administration	7.1460	959,764
			Total for Instruction	115.7401	14,052,030
4	11	120	Support Staff Salaries	0.2000	9,341
4	11	130	Other Professional Salaries	1.3684	194,251
4	11	200	Benefits	0.0000	45,935
4	11	310	Services	0.0000	14,140
4	11	340	Professional Development and Travel	0.0000	22,400
4	11	370	Dues and Fees	0.0000	2,000
4	11	510	Supplies	0.0000	1,000
			Total for New School Start-up/Education Administra	1.5684	289,066
4	40	130	Other Professional Salaries	5.1684	89,000
4	40	200	Benefits	0.0000	10,755
4	40	310	Services	0.0000	0
4	40	340	Professional Development and Travel	0.0000	25,500
4	40	370	Dues and Fees	0.0000	19,038
			Total for School District Governance	5.1684	144,292
4	41	120	Support Staff Salaries	2.0140	111,779
4	41	130	Other Professional Salaries	0.7922	150,634
4	41	140	Substitute Salaries	0.0000	500
4	41	200	Benefits	0.0000	40,382
4	41	310	Services	0.0000	85,004
4	41	340	Professional Development and Travel	0.0000	27,700
4	41	370	Dues and Fees	0.0000	47,294
4	41	390	Insurance	0.0000	16,000
4	41	510	Supplies	0.0000	12,700
4	41	580	Equipment	0.0000	0

School District No. 19 (Revelstoke)

Budget Details By Function/Program/Object3

2024-25 Annual Budget

func	prog	obj3	description	fte	budget
4	41	590	Computers	0.0000	3,000
			Total for School Administration	2.8062	494,993
			Total for District Administration	9.5430	928,352
5	41	105	Principal/Vice-Principal Salaries	0.3000	42,326
5	41	130	Other Professional Salaries	0.9500	113,718
5	41	200	Benefits	0.0000	37,627
5	41	310	Services	0.0000	2,225
5	41	340	Professional Development and Travel	0.0000	4,525
5	41	370	Dues and Fees	0.0000	160
5	41	390	Insurance	0.0000	40,501
5	41	510	Supplies	0.0000	2,700
5	41	580	Equipment	0.0000	0
			Total for School Administration	1.2500	243,782
5	50	120	Support Staff Salaries	10.9000	524,435
5	50	140	Substitute Salaries	0.0000	32,000
5	50	200	Benefits	0.0000	162,626
5	50	310	Services	0.0000	104,167
5	50	340	Professional Development and Travel	0.0000	1,100
5	50	360	Rentals and Leases	0.0000	1,800
5	50	370	Dues and Fees	0.0000	1,620
5	50	390	Insurance	0.0000	6,595
5	50	510	Supplies	0.0000	93,850
5	50	580	Equipment	0.0000	17,000
5	50	590	Computers	0.0000	0
			Total for Maintenance Operations	10.9000	945,192
5	52	120	Support Staff Salaries	0.6000	33,939
5	52	140	Substitute Salaries	0.0000	11,000
5	52	200	Benefits	0.0000	9,210
5	52	310	Services	0.0000	94,500
5	52	360	Rentals and Leases	0.0000	600
5	52	510	Supplies	0.0000	9,000
5	52	580	Equipment	0.0000	3,000
			Total for Maintenance Of Grounds	0.6000	161,250
5	56	540	Utilities	0.0000	469,340
			Total for Utilities	0.0000	469,340
			Total for Operations and Maintenance	12.7500	1,819,564
7	41	130	Other Professional Salaries	0.3500	44,029
7	41	200	Benefits	0.0000	10,141
7	41	310	Services	0.0000	1,015
7	41	340	Professional Development and Travel	0.0000	1,125
7	41	370	Dues and Fees	0.0000	175
			Total for School Administration	0.3500	56,485
7	70	120	Support Staff Salaries	1.6000	85,548

School District No. 19 (Revelstoke)

Budget Details By Function/Program/Object3

2024-25 Annual Budget

func	prog	obj3	description	fte	budget
7	70	140	Substitute Salaries	0.0000	15,000
7	70	200	Benefits	0.0000	33,499
7	70	310	Services	0.0000	75,000
7	70	330	Student Transportation	0.0000	19,000
7	70	390	Insurance	0.0000	9,300
7	70	510	Supplies	0.0000	36,500
7	70	580	Equipment	0.0000	12,500
Total for Student Transportation				1.6000	286,346
Total for Transportation & Housing				1.9500	342,831
CE	02	110	Teacher Salaries	3.2812	291,269
CE	02	140	Substitute Salaries	0.0000	27,813
CE	02	200	Benefits	0.0000	80,973
Total for Regular Instruction				3.2812	400,055
CE	10	110	Teacher Salaries	1.3318	145,177
CE	10	140	Substitute Salaries	0.0000	15,000
CE	10	200	Benefits	0.0000	35,997
Total for Special Education				1.3318	196,174
CE	41	310	Services	0.0000	21,669
Total for School Administration				0.0000	21,669
CE	50	580	Equipment	0.0000	6,000
Total for Maintenance Operations				0.0000	6,000
Total for Classroom Enhancement Fund				4.6130	623,898
CL	02	110	Teacher Salaries	0.1430	15,306
CL	02	200	Benefits	0.0000	3,643
CL	02	310	Services	0.0000	9,427
CL	02	510	Supplies	0.0000	6,000
Total for Regular Instruction				0.1430	34,376
CL	10	123	Education Assistant Salaries	1.3590	55,988
CL	10	200	Benefits	0.0000	21,262
Total for Special Education				1.3590	77,249
Total for Community Links				1.5020	111,625
EL	02	340	Professional Development and Travel	0.0000	1,200
Total for Regular Instruction				0.0000	1,200
EL	41	105	Principal/Vice-Principal Salaries	0.9100	138,921
EL	41	200	Benefits	0.0000	33,840
EL	41	340	Professional Development and Travel	0.0000	2,400
Total for School Administration				0.9100	175,160
Total for Early Learning				0.9100	176,360

School District No. 19 (Revelstoke)
Budget Details By Function/Program/Object3

2024-25 Annual Budget

func	prog	obj3	description	fte	budget
FF	41	105	Principal/Vice-Principal Salaries	0.1000	15,266
FF	41	200	Benefits	0.0000	3,719
Total for School Administration				0.1000	18,985
Total for Feeding Futures				0.1000	18,985
FR	02	110	Teacher Salaries	0.0600	5,544
FR	02	200	Benefits	0.0000	1,011
Total for Regular Instruction				0.0600	6,555
Total for Federal French				0.0600	6,555
LI	10	123	Education Assistant Salaries	0.9318	38,461
LI	10	200	Benefits	0.0000	12,914
Total for Special Education				0.9318	51,375
Total for Learning Improvement Fund				0.9318	51,375
MH	02	110	Teacher Salaries	0.4000	39,034
MH	02	200	Benefits	0.0000	9,483
MH	02	310	Services	0.0000	8,500
Total for Regular Instruction				0.4000	57,018
MH	10	110	Teacher Salaries	0.0000	0
MH	10	200	Benefits	0.0000	0
Total for Special Education				0.0000	0
Total for Mental Health Grant				0.4000	57,018
SS	02	120	Support Staff Salaries	0.6215	27,014
SS	02	200	Benefits	0.0000	8,715
SS	02	510	Supplies	0.0000	5,000
Total for Regular Instruction				0.6215	40,729
Total for Strong Start				0.6215	40,729
Total for all				149.1214	18,229,321

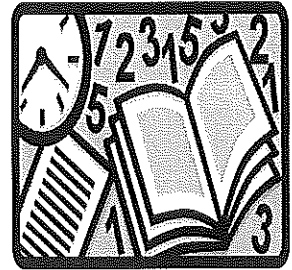
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Bruce Tisdale, Secretary Treasurer

DATE: June 26th, 2024

INFORMATION: 2024/2025 Capital Plan



The Ministry has approved the 2024/2025 Capital Plan as set out on page 2 of the attached letter from the Ministry of Education and Child Care dated May 31st, 2024. The plan was adopted earlier this year, but this plan has now been amended to include the addition of an electric bus.

The Board is required to adopt the attached Capital Plan in order to access the approved funding. Once the bylaw is adopted, the attached Annual Programs Funding Agreement provided by the Ministry of Education and Child Care will be signed by myself as Secretary Treasurer and submitted to the Ministry for signature.

Recommendation:

"THAT the Revelstoke Board of Education give first, second and third reading to the attached Capital Project Bylaw No. 2024/25 CPSD19-02 in the amount of \$1,224,100."



May 31st, 2024

Ref: 299569

To: Secretary-Treasurer and Superintendent
School District No. 19 (Revelstoke)

Capital Plan Bylaw No. 2024/25-CPSD19-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District's 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

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

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- **Bus Acquisition Program (BUS)**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

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

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital

Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Arrow Heights Elementary	SEP - Interior Construction Upgrades	\$619,100	Proceed to design, tender & construction. To be completed by March 31, 2025.
Columbia Park Elementary	SEP - Interior Construction Upgrades	\$180,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Revelstoke Secondary	CNCP - Electrical Upgrades	\$380,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Arrow Heights Elementary, Begbie View Elementary, Columbia Park Elementary, Revelstoke Secondary	FIP - Kitchen Equipment and Upgrade	\$45,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
6191	D (80+RE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) <u>immediately</u> from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

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

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry's Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

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

Sincerely,



Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

CAPITAL BYLAW NO. 2024/25-CPSD19-02
CAPITAL PLAN 2024/25

WHEREAS in accordance with section 142 of the *School Act*, the **Board of Education of School District No. 19 (Revelstoke)** (hereinafter called the "Board") has submitted a capital plan to the Minister of Education and Child Care (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the **2024/25-CPSD19-02** Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated **May 31st, 2024**, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No. 19 (Revelstoke) **Capital Bylaw No. 2024/25-CPSD19-02**.

READ A FIRST TIME THE 26th DAY OF JUNE 2024;

READ A SECOND TIME THE 26th DAY OF JUNE 2024;

READ A THIRD TIME, PASSED THE 26th DAY OF JUNE 2024.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original **School District No. 19 (Revelstoke) Capital Bylaw No. 2024/25-CPSD19-02** adopted by the Board the 26th, day of June 2024.

Secretary-Treasurer

ANNUAL PROGRAMS FUNDING AGREEMENT

This Annual Programs Funding Agreement dated for reference the 31st day of May 2024, is in effect for the 2024/25 fiscal year period of April 1, 2024 to March 31, 2025.

BETWEEN: **His Majesty the King in Right of the Province of British Columbia**,
represented by the Minister of Education and Child Care (the "Ministry")

OF THE FIRST PART

AND: **the Board of Education of School District No. 19 (Revelstoke)** (the "Board")

OF THE SECOND PART.

The parties agree as follows:

1. DEFINITIONS

1.01 In this Agreement, unless the context otherwise requires:

"Agreement" means the Annual Programs Funding Agreement;

"Board" or "Board of Education" means a board of school trustees constituted under the *School Act* [RSBC 1996] c. 412 and any person designated by the Board to act with respect to a provision of this Agreement;

"Business Day" means a day, other than a Saturday or Sunday or Statutory Holiday, on which Provincial government offices are open for normal business in British Columbia;

"Capital Funding Grant" means a funding grant authorized by the Minister of Finance in accordance with section 56.1 of the *Financial Administration Act* [RSBC1996] c. 138;

"Certificate of Approval" means the Certificate of Approval described in paragraph 3.04;

"Eligible Expenditure(s)" means those expenditure(s) areas more particularly described in paragraph 3.01;

"Event of Force Majeure" means invasion, rebellion, hostilities, sabotage, government regulations or controls, acts of God, strikes, lockouts or labour disputes that are a major disabling event or circumstance in relation to the normal operations of the party concerned as a whole that is beyond the reasonable control of the party directly affected and results in a material delay, interruption or failure by such party in carrying out its duties, covenants or obligations under this Agreement;

"Minister" means the Minister of Education and Child Care, and includes the Deputy Minister of Education and Child Care and any person designated by either of them to act with respect to a provision of this Agreement;

"Ministry" means the Ministry of Education and Child Care of the Province of British Columbia;

"Project" means the project(s) described in paragraph 3.01;

"Schools Protection Program" means the risk management program administered and delivered by the Risk Management Branch of the Ministry of Finance in conjunction with the Ministry of Education and Child Care, and includes the "Schools Protection Program Reference Manual" and all amendments and updates to the program and manual;

"Treasury Board" means the Treasury Board established under the *Financial Administration Act* [RSBC 1996] c. 138.

2. SCHEDULES

2.01 The following Schedule(s) form an integral part of this Annual Programs Funding Agreement:

- A. Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts

3. PROVINCIAL FUNDING CONTRIBUTIONS AND OBLIGATIONS

3.01 The Ministry will provide capital funding to the Board which is to be used for the purposes of the following Project:

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Arrow Heights Elementary	SEP - Interior Construction Upgrades	\$619,100	Proceed to design, tender & construction. To be completed by March 31, 2025.
Columbia Park Elementary	SEP - Interior Construction Upgrades	\$180,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Revelstoke Secondary	CNCP - Electrical Upgrades	\$380,000	Proceed to design, tender & construction. To be completed by March 31, 2025.
Arrow Heights Elementary, Begbie View Elementary, Columbia Park Elementary, Revelstoke Secondary	FIP - Kitchen Equipment and Upgrade	\$45,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
6191	D (80+RE) with 0 wheelchair spaces	TBD - See Note Below	Proceed to ordering the school bus(es) <u>immediately</u> from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

NOTE: BUS funding amounts will be determined once school districts place their order(s) with bus manufacturer(s). Please contact Branch Director [Michael Nyikes](#) with any questions regarding this.

- 3.02 The Ministry will, in no event, provide more than the amount listed above.
- 3.03 The Ministry will provide the capital funding in paragraph 3.01 in the form of a Capital Funding Grant.
- 3.04 Payment of a Capital Funding Grant is subject to the Ministry issuing a Certificate of Approval for the Project in paragraph 3.01 in accordance with Treasury Board policies and directives and to the following conditions:
 - a) in no case may the Board make a draw against funds available under a Certificate of Approval, unless the draw is reimbursement for Eligible Expenditure(s) properly incurred by the Board in connection with the Project;
 - b) the Ministry may modify or withhold a Capital Funding Grant and applicable Certificate of Approval, or any portion thereof, in the event the Board fails to observe, perform and comply with any provision of this Agreement or if, in the opinion of the Ministry, there has been a material change in the Project;
 - c) the Board will comply with all applicable policies and directives of the Treasury Board respecting Capital Funding Grants.
- 3.05 Notwithstanding any other provision of this Agreement, the payment of funds by the Ministry to the Board, pursuant to this Agreement, is subject to the provisions of the *Financial Administration Act* ("the Act"), which makes that payment obligation subject to:
 - a) there being sufficient monies available in an appropriation, as defined in the Act, to enable the Ministry, in any fiscal year or part thereof when any payment of money by the Ministry to the Board falls due pursuant to this Agreement, to make that payment;

- b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, expenditure(s) under any appropriation referred to in this subparagraph a).

4. BOARD OBLIGATIONS

4.01 The Board will:

- a) carry out the Project in a manner that ensures:
 - i) delivery within budget;
 - ii) completion by March 31, 2025;
 - iii) scope details are fully met upon completion;
 - iv) accrued cost-savings realized from completed capital projects as approved in this Agreement are reported to the Ministry and transferred into the school district's Minister-Restricted Capital account, unless otherwise agreed to in writing by the Ministry.
- b) comply with all policies and best practices related to Capital Project Procurement, as documented in the Capital Asset Management Framework and Capital Procurement Checklist published by the Ministry of Finance;
- c) procure the Project in accordance with the Capital Asset Management Framework;
- d) include in any contracts all standard insurance and indemnification clauses required by the Schools Protection Program;
- e) ensure all communication related to the Capital Project conforms to the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A). Note this protocol may be amended from time to time by the Ministry, with the most current version of the protocol being used.

4.02 Provide written notice to the Ministry of Education and Child Care immediately upon completion of each Project. (Note: the Ministry will be following up with school districts regarding delayed and/or incomplete projects in early January, at which time the Ministry may choose to reallocate associated funds depending on the status of the Project).

4.03 At the request of the Ministry, prepare additional reports relating to the Project.

4.04 Notify the Ministry immediately, in writing, should any Event of Force Majeure arise that could materially affect the scope, costs or schedule of the Project.

4.05 Indemnify and save harmless the Province of British Columbia and its employees and agents from and against any losses, claims, damages, actions, causes of action, costs and expenses that the Province of British Columbia or any of its employees or agents may sustain, incur, suffer or be put to at any time, either before or after this agreement ends, which are based upon, arise out of or occur, directly or indirectly, by reason of, any act or

omission by the Board or by any of its agents, employees, officers, directors, or contractors with respect to the Project.

- 4.06 Purchase school buses through the Request for Standing Offer (RFSO) portal available through the Association of School Transportation Services of BC (ASTSBC).
- 4.07 Reserve two (2) percent of the Total Funding amount provided under the Bus Acquisition Program in paragraph 3.01 as fee payment for ASTSBC's administration services. The ASTSBC will invoice the Board once buses have been ordered. This fee is included in the Capital Funding Grant and is not an additional cost to the Board.

5. EVENT OF FORCE MAJEURE

5.01 In the Event of Force Majeure:

- a) the Board will immediately notify the Ministry, in writing, describing the Event of Force Majeure.
- b) within five (5) Business Days of being notified of the Event of Force Majeure, the Ministry will communicate with the Board to explore what steps are to be taken to mitigate the Event of Force Majeure, determine an appropriate course of action, and establish an estimated cost related to the Event of Force Majeure.
- c) the course of action must be agreed to by the Ministry and the Board.
- d) either party may request the assistance of an independent cost consultant appointed by mutual agreement of the parties.
- e) the Ministry will not approve any expenditure(s) incurred prior to the agreed course of action unless the costs were demonstrably incurred for the preservation of life and/or safety.

6. PUBLIC ANNOUNCEMENTS

- 6.01 Any public announcement relating to the Project will be in accordance with the "Communications Protocol Agreement on Minor Capital Projects between the Ministry of Education and Child Care and School Districts" (provided as Schedule A).

7. NOTICE

- 7.01 Any notice or communication required or permitted to be given under this Agreement will be in writing and will be considered to have been sufficiently given if delivered by hand or electronic transmission to the physical address or electronic mail address of each party set out below:

- a) if to the Board:

School District No. 19 (Revelstoke)

501 11th St, Revelstoke, BC, V0E 2S0
Attention: Bruce Tisdale, Secretary-Treasurer
Email: btisdale@sd19.bc.ca

- b) if to the Ministry:

Ministry of Education and Child Care
PO Box 9151 Stn Prov Govt, Victoria, BC, V8W 9H1
Attention: Capital Management Branch (Minor Capital Unit)
Email: CMB@gov.bc.ca

7.02 Any such notice or communication will be considered to have been received:

- a) if delivered by hand during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day;
- b) if sent by electronic transmission during business hours (and in any event, at or before 4:00pm local time in the place of receipt) on a Business Day, upon receipt by a responsible representative of the receiver, and if not delivered during business hours, upon the commencement of business hours on the next Business Day, provided that:
 - i) the receiving party has, by electronic transmission or by hand delivery, acknowledged to the notifying party that it has received such notice; or
 - ii) within twenty-four (24) hours after sending the notice, the notifying party has also sent a copy of such notice to the receiving party by hand delivery.

7.03 Delivery by mail will not be considered timely notice under this Agreement.

7.04 In the event a contact name changes for either the Ministry or for the Board, then parties must be notified within five (5) Business Days.

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of His Majesty the King)
in Right of the Province of British Columbia)
by a duly authorized designate of the)
Minister of Education and Child Care)

Authorized Signatory (For the Minister of Education and
Child Care)

Name (Print)

Title

Date Signed (Month/Day/Year)

SIGNED on behalf of **the Board**)
of Education of School District)
No. 19 (Revelstoke) by its duly)
authorized signatories)

Signatory (Secretary Treasurer)

Name (Print)

Date Signed (Month/Day/Year)

SCHEDULE A

COMMUNICATIONS PROTOCOL AGREEMENT ON MINOR CAPITAL PROJECTS BETWEEN THE MINISTRY OF EDUCATION AND CHILD CARE (ECC) AND SCHOOL DISTRICTS

News Release

Upon issuance of Capital Plan approvals and funding agreements to school districts, ECC will issue public news releases regarding minor capital projects. School district(s) may be requested to provide a quote from a designated representative for such news releases.

Signage

Significant, high-profile minor capital construction projects and/or initiatives approved in the ECC Capital Plan **may** be requested to be identified by signage prominently displayed at the site. ECC will notify a school district(s) if this is the case.

If requested, signs must conform to Government of B.C.'s Infrastructure Sign Specifications and be produced by Government Communications and Public Engagement (GCPE) graphics department. In addition to the BC logo, school districts and other funding partners will be identified with their logos on signage. Signs are to be installed as soon as possible after announcement of the project, and amended to include the amount of investment and date of completion after award of the contract and preferably before the start of work. The signs are to remain on the site until the work is completed and after any completion ceremonies where applicable. A digital picture of the sign is to be sent to GCPE after it has been installed. Cost of the sign is to be funded from the approved project budget. School districts are responsible for installing the signs.

The steps from signage design to installation are as follows:

1. Project is announced;
1. GCPE will have their graphics department create a construction sign;
2. GCPE graphics department will create and send the approved file to Kings Printer for print production;
3. Kings Printer will notify GCPE when the sign is ready;
4. GCPE will notify the school district(s) when the sign is ready to be ordered and provide them with the online requisition form: <http://brokerage.qp.gov.bc.ca/submit-print/print-form.aspx>;
5. The school district(s) orders, pays and arranges for the sign to be installed. Signs are to be post mounted in a visible location;
6. School district(s) will notify GCPE when the sign is installed and send photo as confirmation.

Official Ceremonies

ECC will notify a school district(s) if an official ceremony **may** be held to commemorate the launch and/or ground-breaking for a project. The parties shall co-operate in the organization ceremonies, and messages and public statements for such events should be mutually agreed upon.

Plaques

ECC **may** request the district provide and install (upon completion of significant, high-profile construction projects and/or initiatives), a plaque bearing an appropriate inscription. The design, wording and specifications of such plaques must be approved by ECC. Cost of the plaque is to be funded from the approved project budget.

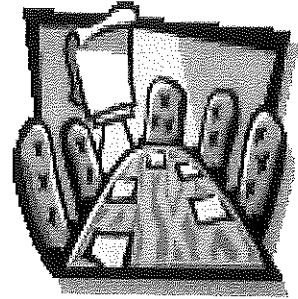
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Bruce Tisdale, Secretary Treasurer

DATE: June 26th, 2024

ACTION: 2025/2026 Capital Plan (Major)



The Ministry of Education and Child Care requires that district Capital Plans have a five-year planning cycle and are approved by Board motion prior to submission.

The only major capital program for 2025/2026 is a request for an expansion at Begbie View Elementary School in 2028/2029 at an estimated cost of \$4,374,866.

RECOMMENDATION:

"In accordance with the provisions under Section 142(4) of the *School Act*, the Board of Education of School District No. 19 (Revelstoke) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2025/2026, as provided on the Five-Year Capital Plan Summary for 2025/2026 submitted to the Ministry of Education and Child Care."

Revelstoke Board of Education



School District 19
(Revelstoke)

District Parent Advisory Council Meeting June 5th, 2024

Minutes

1. Call to Order and Acknowledgement

Call to order at noon.

We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.

2. Attendance

Colette Poirier (CPE), Stacey Lamont (BVE), Austin Luciow (BVE), Amy McGiven (AHE), Courtney Beruschi (AHE), Sasha-Emily Walsh (School Board Trustee), Roberta Kubik (Superintendent), and Mireille Dufour (CSF)

Regrets: Britt Hunchak (RSS), Erica Fairley (RSS), Sheena Wells (CPE), and Angela Korsá (CSF)

3. Agenda Additions

- None

4. Review of Minutes of Last Meeting – May 1st 2024

- Accepted as presented – no errors or omissions

5. Correspondence

- BCTF Teacher Magazine

6. Treasurer's Report

- Funds in the Regular Account total \$2,036.62
- Funds in the Gaming Account total \$2,617.39
- Access to regular account and signing authority was discussed
- BCCPAC Membership Fee of \$200.00

Motion: Stacey Lamont/Amy McGiven

DPAC to pay the \$200 BCCPAC Membership fee from the gaming account.

CARRIED

ArtStarts

- ArtStarts is a program to bring artists into smaller communities in BC and here in Revelstoke collaborates with ArtsRevelstoke to bring the artists here to Revelstoke for the benefit of all our students.

Motion: Stacey Lamont/Collette Poirier

DPAC to contribute \$400 to the ArtStarts program.

CARRIED

Other Funding

Motion: Stacey Lamont/Courtney Beruschi

DPAC to donate \$400 to the Revelstoke Museum and Archives for school visits.

CARRIED

Motion: Stacey Lamont/Collette Poirier

DPAC to contribute \$350.00 per school (for a total of \$1,400) to be applied towards the purchase of athletic equipment of the school's choosing.

CARRIED

7. Board of Trustees/District Administration News

Data Resources Review

- Superintendent Kubik noted that data is used to inform practice and funding.
- Core Competency and relevancy was reviewed.
- The time commitment for the strategic plan has been adjusted to make it more accessible.
- Superintendent Kubik reviewed the surveys that provide the data:
 - Childhood Experiences Questionnaire (CHEQ) – completed by parents and caregivers prior to children starting Kindergarten.
 - Early Development Instrument (EDI) – completed by Kindergarten teachers in February of the Kindergarten year.
 - Middle Years Development Instrument (MDI) – completed by students in grades 5 and 8. Covers topics such as nutrition, belonging, peer acceptance.
 - Youth Development Instrument (YDI) – completed by students in grade 11 and covers social and emotional development, learning and engagement, social well-being, physical and mental well-being, and navigating the world.
 - PM Benchmarks – these are for elementary students for the purpose of students' comprehension and the results will determine which areas to focus on.
 - Foundation Skills Assessment (FSA) – this is a provincial survey at the grade 4 and 7 level.
 - Other tests include grade 10 numeracy and grade 10-12 provincial literacy testing.
 - Administrators use the results of these surveys to determine how to best support growth and competency and the best use of funding.

Gearing Up – UBC Engineering Program

- Kristen Scheiber, Work Experience/Career Preparation Teacher at Revelstoke Secondary School, is working with UBC Engineering on the "Gearing Up" program for Revelstoke for upper grade elementary and high school students.
- DPAC will discuss providing financial support for the program at the October 2024 DPAC meeting.

8. Old Business

- None

9. **New Business**

- Amy McGiven will be stepping down as Treasurer and will not be continuing for the 2024/2025 school year.
- Ecole des Glacier parents have asked to be part of DPAC next year.

10. **PAC News**

AHE

- Sports Day with a Subway lunch was held.
- The school will be going to Williamson's Lake as year-end celebration. Lifeguards may still be needed.
- Grade 4 and 5 field trip to New Denver to visit the Japanese Internment Camp.
- Grade 3 students went to Greenslide
- Golf has started for grade 7 students.
- Grade 1 students went to the splash park.

BVE

- There will not be a Harvest Festival in 2024/2025.
- Sports Day with a Subway lunch was held. Watermelon was donated by Save-On Foods.
- The school will be going to Blanket Creek for a swim as their year-end celebration. A changing tent will be provided.
- There will be 13 divisions for the 2024/2025 school year.
- The new playground is almost ready.

CPE

- See attached
- Additional item – the school will be selling items from it's Business Fair at ReFest.

RSS

- See attached

11. **Adjourned: 12:57 pm**

Next meeting dates:

All meetings will be held at the school board office upstairs meeting room at noon

- October 2nd, 2024
- November 6th, 2024
- December 4th, 2024
- February 5th, 2025
- March 5th, 2025
- May 7th, 2025
- June 4th, 2025

CPE Update

It's been fantastic fun times at CPE lately – reflecting BACK and looking ahead

- Grade 2 & 5 have been Swimming in May
- ShredCOED & ShreHERS with Wandering Wheels & Youth Access many CPE participant's April 30-June 18th Tuesdays
- Gr. 4/5 class is hosting a business fair week of May6-10th super fun items created and sold
- Track and Field afterschool club for grades 5-7= 3 -Thursdays in May with Mr. Weddell, Ms. Reeves & Ms. Smith.
- PAC Meeting Tuesday, May 14th
- Golf lessons Gr7's May 21/23
- Recess skipping club – all ages Tues/Thursdays
- Art cards made and optional orders were due May 20th
- Jump Rope For Heart on May 22nd
- Spirt day – parent/career day May 24
- Grade 6/7 Band concert at RSS on Monday, May 27th
- Sports Day with PAC subway lunch +(donated cookies/watermelon) was fantastic May 29th
- Grade 7 Sunnybrae Trip on May 30-31 with Grade 7 Celebration on Wednesday, June 19
- Thankful for Austin's community kitchen lunch on May17th & lookin fwd to pasta salad & corn bread June14th
- Yearbooks should arrive soon for all CPE students at no cost based on PAC fundraising.
- Go by Bike Week – THIS Week 🚴 several CPE students biked to the rec center this morning to our celebration station – its only M/W/Friday there this year. Bike Rodeo June 5th for K-3
- Stoked about Districts June 4&6th
- Family Photo Fundraiser happening Jun7/8th with Katie Langmuir
- Kindergarten celebration June 25th

RSS PAC May 2024 Update

1. Policy 5.9(a) Video Surveillance – Buses – Planning to add video cameras to buses – pointing back towards the students
2. Free mental health and wellness services provided to youth aged 12-24 – Foundry BC meet and greet was May 1st
3. RSS hosted a Mtn Biking Provincials race on May 16th for over 130 students from the North Okanagan zone. It was very successful.
4. Athletic Banquet, RSS Art Show, and RSS Drama production all happening in next couple of weeks.
5. Prom preparations are being finalized with Prom taking place June 1st
6. Assembly and BBQ on June 14th
7. Grade 8 Middle Years Development Index released last week
8. Funding:
 - The PAC will provide a T-shirt with the RSS logo to each student at the back-to-school BBQ next fall. These T-shirts are popular with students travelling out of town and in particular RSS sports teams.
 - The PAC agreed to spend any money received from the DPAC designated for athletic equipment as needed and will top up the amount to a maximum of \$400.



School District 19
(Revelstoke)

Revelstoke Board of Education

Finance/Facilities Committee of the Whole June 10th, 2024 Minutes

Call to Order

Trustee Allen called the meeting to order at noon.

*We would like to respectfully honour the four nations on whose land we live and learn:
The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

Attendance

Trustees: Allen, Chell, Rota, Walsh and Zimmer
Senior Administration: Superintendent Kubik and Secretary Treasurer Tisdale

Finance

Agenda Additions

New Business

Historical Expense Flow Report

Not all special purpose fund adjustments have been made so expenses are in line.

Year to Date Program Expenses

A question was raised regarding the budgeted and actual costs report for Program 4.41. Secretary Treasurer Tisdale will review the accounts and report back.

Report on Bills paid for January and February 2024

There was a discussion on the TTOC monthly variances and costs.

Trustees agreed to recommend:

"THAT the Report on Bills Paid for January and February 2024 in the amount of \$3,193,659.33 be approved as presented at the next regular board meeting."

Report on Bills paid for March and April 2024

There was a question regarding several suppliers.

Trustees agreed to recommend:

"THAT the Report on Bills Paid for March and April 2024 in the amount of \$3,513,146.34 be approved as presented at the next regular board meeting."

Summary of Operating Grant Comparisons

The changes in enrolment projections were reviewed. The projections are fluid at this time of the year, so the draft budget is based on an FTE of 1,092 and not the 1,122 in the Ministry of Education and Child Care's grants.

2024/2025 Annual Budget

Secretary Treasurer Tisdale reviewed the following in detail:

- Enrolment for K-12 and Inclusive Education
- Expenses – increase for 2024/2025 and evaluations from 2023/2024
- Risk factors including enrolment and the Early Learning Lead funding
- Support and Teaching staff in the budget
- Salary increases for exempt and administration
- Principal and Vice Principal benefit cost increase is not yet included

Secretary Treasurer Tisdale answered various questions.

There was a consensus to modify the budget for the Board meeting should enrolment projections or expenses change.

Trustees agreed to recommend:

“THAT the Board of Education give first, second and third reading and adoption to the attached 2024/2025 Annual Budget and Bylaw in the amount of \$21,190,214 at the next regular board meeting.”

Audit

Agenda Additions

New Business

2023/2024 Audit Dates

Secretary Treasurer Tisdale advised that the tentative dates for the 2023/2024 audit are August 12th – 16th, 2024.

Facilities

Agenda Additions

New Business

Capital Project Update

Secretary Treasurer Tisdale provided a verbal update on the following:

- | | |
|------------|--|
| <i>AHE</i> | Major project
Distribution upgrade |
| <i>BVE</i> | Playground grand opening to be held this week
Lighting conversion |
| <i>CPE</i> | Distribution upgrade
Gym Floor |

Parking Lot – set
Lockers/cubbies – set
Handicapped adjustments for the playground/locations/doors

Farwell Waiting for official announcement on renovation and expansion project

Adjournment

The meeting adjourned at 1:10 p.m.