

AGENDA of the REGULAR MEETING
of the Board of Education
School District No. 6 (Rocky Mountain)

Location: Virtual meeting at Kimberley, Golden and Invermere locations

Date: 2021-04-13

Time: 7:00 p.m.

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF TERRITORY

3. APPROVAL OF AGENDA

4. APPROVAL OF THE MINUTES OF PRIOR MEETINGS

- 4.1 Regular Board Meeting of March 9, 2020
- 4.2 Synopsis of In-Camera Meeting of March 9, 2020

5. PRESENTATIONS

- 5.1 Healthy Schools, Healthy Children – Julie Brown *
- 5.2 Rocky Mountain Research Centre Proposal – Meadow Smith *

6. MATTERS ARISING FROM THE MINUTES

7. STRATEGIC AND POLICY ISSUES

- 7.1 Policy Development
 - 7.1.1 Third Reading
 - 7.1.1.1 Policy 4104, Departing Exempt Employee Compensation (Karen Shipka) *
 - 7.1.1.2 Policy 4950, Service Recognition (Karen Shipka) *
 - 7.1.2 Second Reading
 - 7.1.2.1 Policy 4105, Staff Conflict of Interest (Karen Shipka) *
 - 7.1.3 First Reading

8. OPERATIONAL ISSUES

9. REPORTS

- 9.1 BC School Trustees Association (Jane Fearing)
- 9.2 BC School Trustees Association, Kootenay Boundary Branch (Jane Thurgood Sagal)
- 9.3 BC Public Schools Employers Association (Sandra Smail)
- 9.4 Budget Utilization Summary March 2021 (Dale Culler) *

9.5 District Resource Centre Report (Steve Wyer) *

10. INFORMATION ITEMS

10.1 Correspondence

10.2 April and May 2021 Calendar *

11. FORTHCOMING EVENTS

2021.04.15 - 18 BCSTA AGM, Virtual

2021.04.27 Policy Committee Meeting, Teleconference, 5:00 p.m.

2021.05.04 Labour Relations Committee Meeting, Teleconference, 8:30 a.m.

2021.05.08 Board Working Session, Columbia Valley Center, 9:00 a.m.

2021.05.11 Board of Education Meeting, McKim Middle School

- In-Camera 6:00, p.m.
- Regular Meeting, 7:00 p.m.

12. QUESTIONS FROM THE PUBLIC

13. ADJOURNMENT

* attachment



POLICY NO. 4104

**DEPARTING EXEMPT
EMPLOYEE COMPENSATION**

POLICY:

Departing exempt employees are entitled to total compensation increases up to the final date of one's employment with the Board of Education. Should an adjustment to compensation for exempt employees arrive after the Board of Education becomes aware of an exempt employee's departure from employment, the employee will receive the adjusted compensation up to the final date of their employment with School District No. 6.

DISTRICT PRACTICE <INSERT HYPERLINK>
FORM <INSERT HYPERLINK>

REFERENCES: LIST AND HYPERLINK APPROPRIATE REFERENCES

ADOPTED: DATE
Amended:



POLICY NO. 4950

SERVICE RECOGNITION

POLICY

The Board of Education will recognize length of service rendered to the District by any employee, at a time and in a manner approved by the Board. The following guidelines shall govern such awards.

DISTRICT PRACTICE <INSERT HYPERLINK>
FORM <INSERT HYPERLINK>

REFERENCES: LIST AND HYPERLINK APPROPRIATE REFERENCES

ADOPTED: DATE
Amended:



POLICY NO. 4950
DISTRICT PRACTICE
SERVICE RECOGNITION

DISTRICT PRACTICE

1. Recognition shall be given for total continuous years of active service in the Board of Education's employ, whether full or part-time including time on leaves of absence.

An individual's years of active service to the Rocky Mountain School District would be the sum of their contribution in the following areas:

Teaching: continuous years of active employment with the District on a temporary or continuing contract. This does not include service provided to the District as a teacher-on-call.

CUPE: continuous years of active employment with the District on a regular appointment.

Excluded Staff: continuous years of active service with the District while employed on a contract.

Trustee: continuous years of active service as a trustee of the District.

2. Service in the District will be recognized after five, ten, fifteen, twenty, twenty-five and thirty years of service.
3. The Board shall recognize all retiring employees, regardless of length of service. Retirement recognition shall be commensurate with the individual employee's **continuous** years of service in the District.

POLICY No. <INSERT
HYPERLINK> **FORM** <INSERT
HYPERLINK>

ADOPTED: DATE
Amended:



POLICY NO. 4105
STAFF CONFLICT OF
INTEREST

POLICY

The Board of Education of School District No. 6 (Rocky Mountain) carefully considers employment situations in which any employee potentially occupies a position involving a direct supervisory relationship between family, significant others, or close associates. Exceptions to this policy will be considered in extraordinary circumstances where staff shortages exist or where specific expertise is desired. This policy will not affect working relationships that were established prior to the CURRENT DATE OF APPROVAL, however future staffing decision for all employees will be subject to the policy.

DISTRICT PRACTICE <INSERT HYPERLINK>
FORM <INSERT HYPERLINK>

REFERENCES: LIST AND HYPERLINK APPROPRIATE REFERENCES

ADOPTED: DATE
Amended:



DISTRICT PRACTICE

1. Definitions

- 1.1 **Close Associate** for the purpose of this policy, is defined as a business associate, or someone in a close personal relationship.
 - 1.2 **Family** for the purpose of this policy, is defined as all relatives, such as, but not limited to the following: spouses, domestic partners, children, parents, grandparents and siblings.
 - 1.3 **Significant others** for the purpose of this policy, includes individuals involved in a relationship who may or may not reside together.
 - 1.4 **Direct Supervisory Relationship** for the purposes of this policy, refers to an employment relationship where one employee does or could have authority over another employee's performance evaluation, salary, work hours, working assignments or other conditions of employment.
2. Employees of the Board who are in a position to hire or contract full-time, part-time, occasional, contract or summer staff/students will not hire relations, described in 1.1-1.4 above, to work for them directly.
 3. An employee must ensure there is no participation in the hiring process when the employee has a relation as described in 1.1-1.4 above.
 4. Employees and prospective employees will not seek positions where a direct supervisory role could result for a relation of the type 1.1-1.4 as described above. However, should this be impossible to avoid, the Superintendent will ensure sufficient safeguards are in place to guard the district's integrity in relation to this policy.
 5. In situations where an employee may have a direct supervisory role over a relation described in 1.1-1.4 above as a result of emerging or changing circumstances, each employee shall report this conflict in writing to Human Resources who will then determine if any action is required.

DISTRICT PRACTICE <INSERT HYPERLINK>
FORM <INSERT HYPERLINK>

REFERENCES: LIST AND HYPERLINK APPROPRIATE REFERENCES

ADOPTED: DATE

Amended:



DATE: April 13, 2021

TO: Board of Trustees

FROM: Karen Shipka, Superintendent of Schools

SUBJECT: Budget Utilization Summary – March 31, 2021

ORIGINATOR: Dale Culler, Secretary Treasurer

REFERENCE: Budget Utilization Summary – March 31, 2021

ISSUE

That the Board of Education receive a monthly report on year-to-date operating expenditures compared to budget and prior year data as information.

BACKGROUND

This report is to provide the Board with variance analysis for operating expenditures on a monthly basis.

CURRENT SITUATION

Instruction:

- Below budget by approximately \$530,000 or 1.64%.
 - Below budget for salaries and benefits by approximately \$129,000 or 0.44%.
 - Below budget for services by approximately \$251,000 or 16.6% primarily due to professional and contracted services, bus trips, and travel.
 - Below budget for supplies by approximately \$150,000 or 13.81%.
- Overall increase in spending of approximately \$6,000 or 0.14% compared to prior year for the same timeframe.
 - Increase of approximately \$283,000 or 1.04% from prior year for salaries and benefits primarily for teaching and support staff and partially offset by a reduction in substitute costs.
 - Reduction of approximately \$221,000 or 13.97% from prior year for services primarily for travel and dues and fees.
 - Reduction of approximately \$56,000 or 4.15% from prior year for supplies.

Administration:

- Above budget by approximately \$47,000 or 2.68%.
 - Above budget by approximately \$60,000 or 4.18% for salaries and benefits.

- Below budget by approximately \$3,000 or 0.99% for services primarily attributable to a reduction in travel but partially offset by an increase in professional and contracted services, and dues and fees.
- Below budget by approximately \$10,000 or 28.72% for supplies.
- Overall increase in spending of approximately \$46,000 or 2.17% compared to prior year for the same timeframe.
 - Increase of approximately \$81,000 or 5.51% from prior year for salaries and benefits primarily for exempt staff spread across all administration departments.
 - Reduction of approximately \$32,000 or 10.24% from prior year for services primarily for travel and consulting services.
 - Reduction of approximately \$3,000 or 8.05% from prior year for supplies.

Operations and Maintenance:

- Below budget by approximately \$236,000 or 2.80%.
 - Below budget by approximately \$110,000 or 3.18% for salaries and benefits primarily for support staff.
 - Below budget by approximately \$68,000 or 7.27% for services primarily attributable to professional and contracted services, and travel.
 - Below budget by approximately \$58,000 or 4.20% for supplies primarily attributed to a reduction in utilities.
- Overall reduction in spending of approximately \$208,000 or 3.16% compared to the prior year for the same timeframe.
 - Reduction of approximately \$39,000 or 1.07% from prior year for salaries and benefits primarily attributable to a long-term medical leave.
 - Reduction of approximately \$88,000 or 8.56% from prior year for services primarily attributable to the tech department for deferred projects.
 - Reduction of approximately \$81,000 or 5.57% from prior year for supplies primarily attributable to reallocation of costs to the COVID special purpose funds, and a reduction in utilities.

Transportation and Housing:

- Above budget by approximately \$76,000 or 4.26%.
 - Above budget by approximately \$37,000 or 3.19% for salaries and benefits primarily for support staff.
 - Above budget by approximately \$13,000 or 8.17% for services primarily attributable to professional and contracted services, and insurance; partially offset by savings from a reduction in extracurricular bus trips due to COVID.
 - Above budget by approximately \$26,000 or 5.70% for supplies primarily attributed to engine repairs for buses.

- Overall increase in spending of approximately \$118,000 or 6.82% compared to the prior year for the same timeframe.
 - Increase of approximately \$12,000 or 1.13% from prior year for salaries and benefits.
 - Reduction of approximately \$6,000 or 3.88% from prior year for services primarily attributable to travel, and extracurricular bus trips; partially offset by an increase in professional and contracted services, and insurance.
 - Increase of approximately \$112,000 or 24.95% from prior year for supplies primarily attributable to engine repairs for buses.

CONCLUSION

Overall, the district is projecting an operating surplus of approximately \$643,000 or 1.36% and a spending increase of approximately \$53,000 or 0.11% compared to the prior year for the same timeframe.

RECOMMENDATION

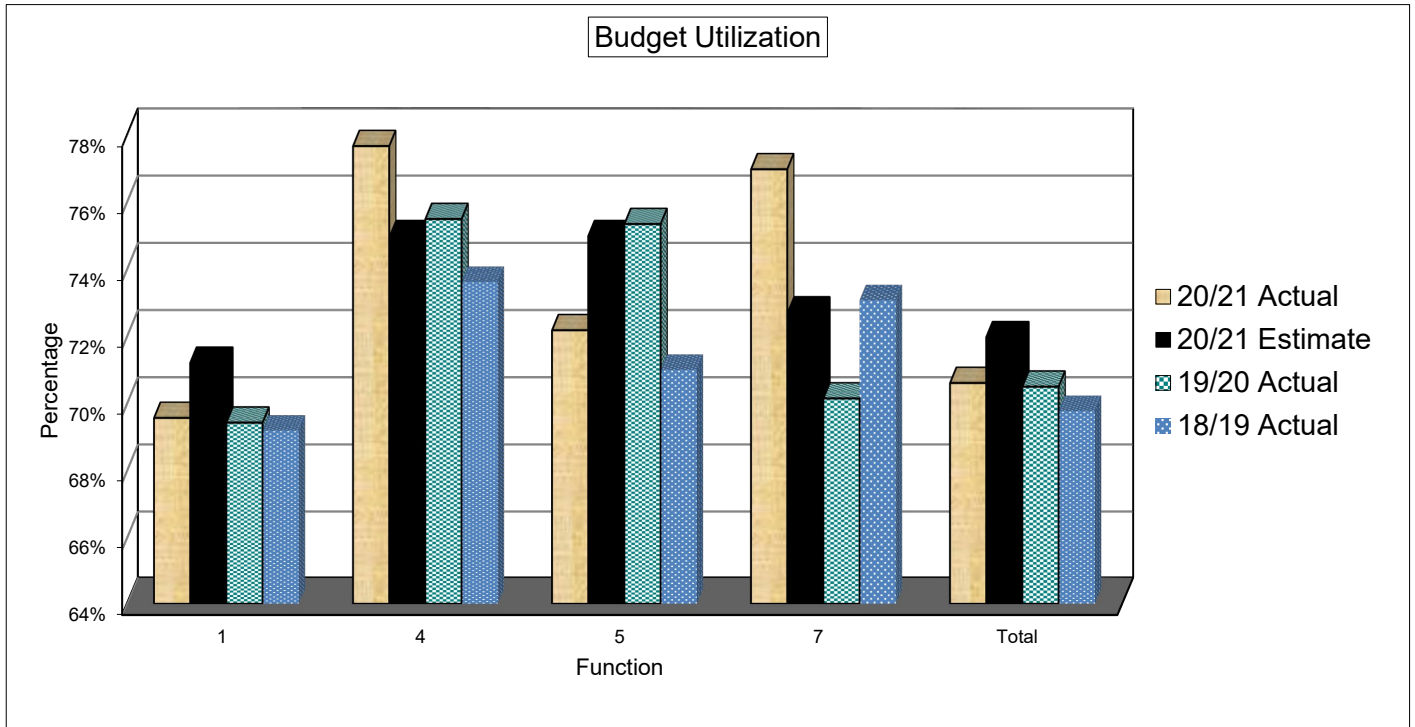
Continue to monitor and report to the board on a monthly basis.

STRATEGIC ALIGNMNET

Resource allocation for student success, budget monitoring and financial stewardship.

ROCKY MOUNTAIN SCHOOL DISTRICT No. 6
BUDGET UTILIZATION SUMMARY
March 31, 2021

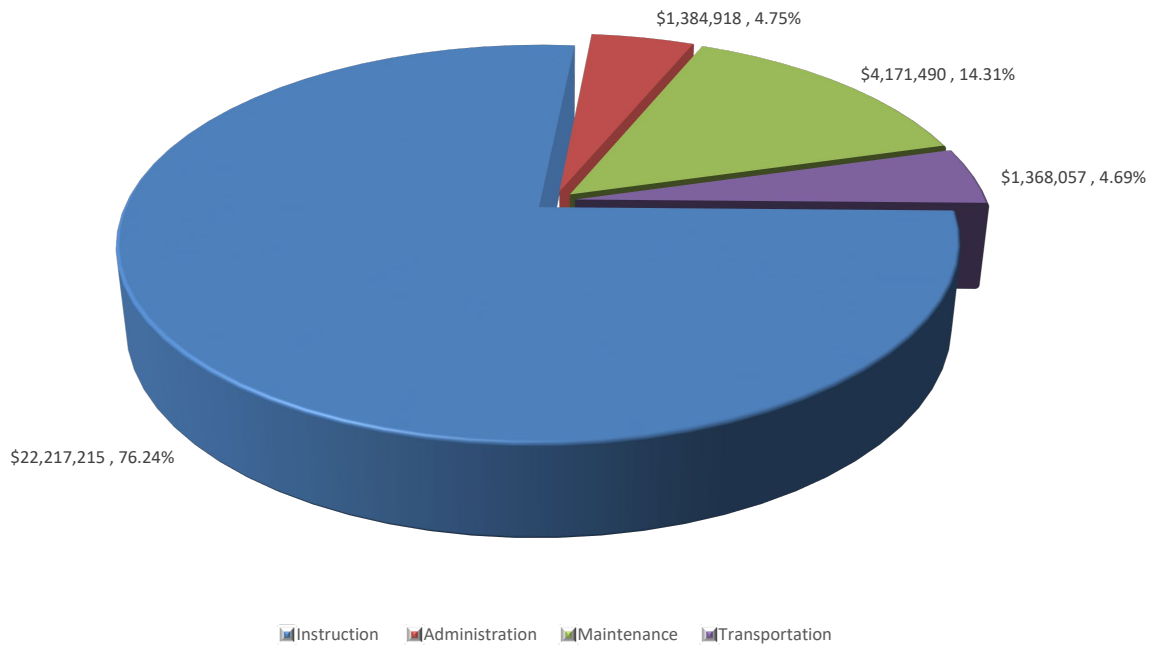
<u>FUNCTION</u>	<u>#</u>	<u>MONTHS</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>2019/20 ACTUAL</u>
Instruction	1	10	\$ 31,924,452	\$ 22,217,215	69.59%	71.23%	69.45%
Administration	4	12	\$ 1,782,800	\$ 1,384,918	77.68%	75.00%	75.51%
Maintenance	5	12	\$ 5,778,000	\$ 4,171,490	72.20%	75.00%	75.36%
Transportation	7	11	\$ 1,777,000	\$ 1,368,057	76.99%	72.73%	70.17%
Total			\$ 41,262,252	\$ 29,141,680	70.63%	71.99%	70.52%



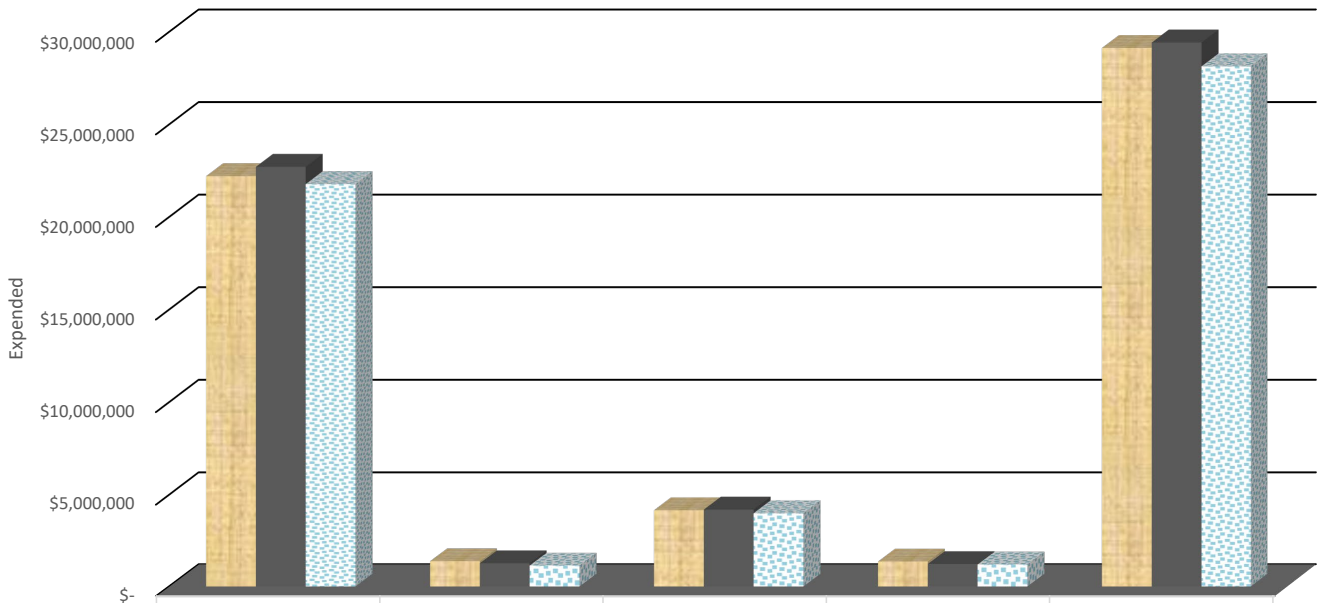
BUDGET ADJUSTMENTS:

	<u>APPROVED</u>	<u>AMENDED</u>	<u>EXISTING</u>	<u>DIFFERENCE</u>
Function 1	\$ 33,649,375	\$ 31,906,979	\$ 31,924,452	\$ 17,473
Function 4	\$ 1,762,801	\$ 1,782,800	\$ 1,782,800	\$ -
Function 5	\$ 5,609,070	\$ 5,778,000	\$ 5,778,000	\$ -
Function 7	\$ 1,780,849	\$ 1,777,000	\$ 1,777,000	\$ -
Local Cap.	\$ 2,340,044	\$ 3,666,240	\$ 4,555,240	\$ 889,000
TOTAL	\$ 45,142,139	\$ 44,911,019	\$ 45,817,492	\$ 906,473

Expenditures by Function



3 Year Actual Expenditure Comparison



	1	4	5	7	Total
2020/21 Actual	\$22,217,215	\$1,384,918	\$4,171,490	\$1,368,057	\$29,141,680
2019/20 Actual	\$22,722,222	\$1,274,422	\$4,207,455	\$1,232,513	\$29,436,612
2018/19 Actual	\$21,785,866	\$1,146,890	\$4,010,524	\$1,206,863	\$28,150,143



DATE: April 7, 2021
TO: Board of Trustees
FROM: Karen Shipka, Superintendent of Schools
SUBJECT: District Resource Centre
ORIGINATOR: Steve Wyer, Assistant Superintendent

ISSUE

The Board of Education will receive an update about the status of the District Resource Centre (DRC).

BACKGROUND

The DRC, housed in the District Administration Building, has served the district for several years loaning resources to schools to support student learning. The DRC was established at a time when budget models in the school district were heavily centralized and resource purchasing decisions were made centrally. Funding allocated toward the purchase of learning resources was retained in district level budgets and at the time provided a cost effective method of sharing learning resources across the district. The original intent was to establish a centre where teachers could come and browse the collections and book resources for use in the classroom. To date, visits to the DRC by teachers has declined considerably. The underutilized resources also take up significant space in the building.

CURRENT SITUATION

Currently, the DRC circulates print materials, curricular kits, and items of high cost that are difficult to equitably purchase at each school site. The leadership team and the staff of the DRC gathered some information at the beginning of this year about how materials had been circulated. The information suggests that many of the print materials, such as, single title books, older novel sets, and outdated curricular kits are not being circulated despite our upkeep of these resources. Expensive kits, such as Spheros, iPads, and other robotics hardware experience strong demand. Additionally, digital resources not requiring shipping are more easily accessed by educators and immediately available to students and teachers.

Over the years, the DRC has served the district well however, times have changed. The district has moved to a more decentralized budgeting model for schools, curriculum has changed and many resources are available online. The funding allocated for learning resources is now allocated directly to schools making the purchase of printed learning resources more appropriate and feasible at the school site level based on the need demonstrated there. As a result of the historical change in budget practice as well as the circulation information the DRC team gathered, we will be revamping the DRC. The resources currently stored will be distributed to schools. The DRC will continue to supply and share across the district, resources such as robotics and other resources that support new curriculum. We will prioritize the small DRC budget toward the purchase of on line licensed resources and expensive kits that are difficult to provide with equity across all schools.



FINANCIAL IMPLICATIONS

- None

IMPLICATIONS

- An updated collection of resources will provide schools with access to the latest learning resources without duplication of investment.

CONCLUSION

The DRC will be updated to better serve users and to more efficiently allocate DRC budgets. Print resources will be deployed equitably to schools and phased out of storage at the district administration building. The DRC will continue to circulate the items in heavy demand.

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13 Board of Education Meeting, Golden Secondary School 6:00 pm In-Camera 7:00 pm Regular	14	15	16	17
18	19	20	21	22	23	24
25	26 Non-Instructional Day for RSA, Virtual	27 Policy Committee Meeting, teleconference, 5:00 p.m.	28	29	30	

May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Labour Relations Committee Meeting, teleconference 8:30 am	5	6	7	8
9	10	11 Board of Education Meeting, McKim Middle School 6:00 pm In-Camera 7:00 pm Regular	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					