

**MINUTES OF THE REGULAR BOARD MEETING HELD AT
SK'AADGAA NAAY ELEMENTARY SCHOOL ON OCTOBER 26, 2010**

PRESENT WERE: Wayne Wilson, Chairperson
Christine Martynuik, Vice Chairperson
Sharon Matthews, Trustee
Elizabeth Condrotte, Trustee
Warren Wesley, Trustee

ALSO PRESENT: Angus Wilson, Superintendent of Schools
Ken Campbell, Secretary Treasurer
Shelley Sansome, Exec Asst/HRA

MEMBERS OF THE PUBLIC: Evelyn von Almassy, HGTA President
Alex Rinfret, QCI Observer
Behn Cochrane
Joanne Yovanovich

Ms. Watkins grade 1/2 class presented Haida songs with the assistance of Teacher Joan Moody.

1. Call to Order

Chairperson Wilson called the meeting to order at 1903 hours.

2. Aboriginal Education Report

Principal of Aboriginal Education Joanne Yovanovich informed the Board of Education of School District No. 50 (Haida Gwaii) of the following Aboriginal Education activities:

- Culturally responsive education in the district;
- District Professional Development Day;
- New Aboriginal books in the schools;
- Teachers appointed to positions focusing on culturally responsive pedagogy in the classrooms;
- School's Haida activities;
- Enhancement Agreement.

3. Approval of Agenda

R10102601 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY SHARON MATTHEWS

THAT the agenda be approved as circulated with the following additions:

- 7.7) Minister of Education;
- 7.8) Letter from the Moresby Island Management Committee.

MOTION CARRIED

4. Approval of Minutes

R10102602 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY WARREN WESLEY

THAT the minutes of the regular meeting of September 28, 2010 be approved with amendment to 7.2.v) to read October not September.

MOTION CARRIED

5. Rise and Report

5.1 September 28, 2010 In-Camera Board Meeting

The Superintendent reported on property, personnel and student matters from the September 28, 2010 In-camera Board meeting.

5.1 October 26, 2010 In-Camera Board Meeting

The Superintendent reported on property, personnel and student matters from the September 28, 2010 In-camera Board meeting.

6. Strategic and Policy Issues

6.1 Notice of Motion Retirement Acknowledgement Policy

The Board of Education of School District No. 50 (Haida Gwaii) makes notice of motion of the Retirement Acknowledgement Policy.

6.2 Notice of Motion Personnel Policy Removal

The Board of Education of School District No. 50 (Haida Gwaii) makes notice of motion to remove the Personnel section from the policy manual.

7. Operational Issues

7.1 September Voucher

R10102603 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY ELIZABETH CONDROTTE

THAT the Board of Education of School District No. 50 (Haida Gwaii) received and filed the Accounts Payable and Payroll for the month of September 2010.

MOTION CARRIED

7.2 Statement of Financial Information

R10102604 MOTION BY SHARON MATTHEWS
SECONDED BY CHRISTINE MARTYNUIK

THAT the Board of Education of School District No. 50 (Haida Gwaii) accepts the 2009/2010 Statement of Financial Information.

MOTION CARRIED

7.3 Class Size Report

R10102605 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY ELIZABETH CONDROTTE

THAT the Board of Education of School District No. 50 (Haida Gwaii) approves the Chairperson and Superintendent of Schools to sign and publish the Class Size Declaration as per Section 76.2 of the *School Act*.

MOTION CARRIED

7.4 Final Enrolment Count

The Secretary Treasurer reported to the Board of Education of School District No. 50 (Haida Gwaii) the final enrolment count to be 664 FTE for September 30, 2010.

7.5 Capital Projects By-law

R10102606 MOTION BY ELIZABETH CONDROTTE
SECONDED BY CHRISTINE MARTYNUIK

That the Board of Education of School District No. 50 (Haida Gwaii) gives unanimous consent to the Secretary Treasurer to read the School District No. 50 (Haida Gwaii) Amended Capital Project Bylaw 126207 three times at the current Board meeting.

MOTION CARRIED

R10102607 MOTION BY SHARON MATTHEWS
SECONDED BY WARREN WESLEY

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Amended Capital Project Bylaw 126207 for the 2010/2011 year be given first reading.

MOTION CARRIED

R10102608 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY WARREN WESLEY

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Amended Capital Project Bylaw 126207 for the 2010/2011 year be given second reading.

MOTION CARRIED

R10102609 MOTION BY ELIZABETH CONDROTTE
SECONDED BY SHARON MATTHEWS

THAT the Board of Education of School District No. 50 (Haida Gwaii) adopts that Amended Capital Project Bylaw 126207 for the 2010/2011 be given third and final reading.

MOTION CARRIED

7.6 Field Trip Application
R10102610 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY WARREN WESLEY

THAT the Board of Education of School District No. 50 (Haida Gwaii) approve George M. Dawson's hunting trip application

MOTION CARRIED

7.7 Minister of Education
R10102611 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY WARREN WESLEY

THAT the Board of Education of School District No. 50 (Haida Gwaii) direct Superintendent Wilson to send a congratulatory letter to the new Minister of Education George Abbott and invite him to visit the Haida Gwaii School District.

MOTION CARRIED

7.8 Moresby Island Management Committee
R10102612 MOTION BY CHRISTINE MARTYNUIK
SECONDED BY WARREN WESLEY

THAT the Board of Education of School District No. 50 (Haida Gwaii) support Moresby Island Management Committee Community Connections application.

MOTION CARRIED

8. Reports

8.1 Trustee Reports

- Trustee Wesley reported on his attendance at a meeting with Old Massett Village Council and relayed the Council's desire to involve students in some of their council meetings;
- Trustee Condrotte reported on her attendance at a Learning Disabilities workshop held hosted at Queen Charlotte Secondary School, a Port Clements Elementary Parent Advisory Council meeting, and an Effective Board workshop hosted by the Misty Isles Economic Development workshop;

- Chairperson Wilson reported on his attendance at an agenda setting meeting;
- Trustee Matthews reported on the highlights from the BCSTA Aboriginal Education Committee meeting;
- Vice Chairperson Martynuik reported on her attendance at the “Walk a Mile in My Shoes” Learning Disability workshop, a CUPE/Management meeting, Queen Charlotte Secondary and Sk’aadga Naay Elementary Parent Advisory Council meetings, and communications with all Principals at schools in her elected areas.

8.2 Management Reports

i. Superintendent’s Report

The Superintendent of Schools reported on his involvement with Haida Child and Family Services, a CUPE/Management meeting, meetings with both local Band Councils, visits to all schools, professional development, 21st century learning announced by the Ministry of Education, an on-line survey, Sport Legacy 2010 for the schools located in Masset and Port Clements, and strategic planning with the Board of Education.

ii. Secretary Treasurer

Secretary Treasurer Campbell reported on his involvement with meetings with both Band Councils, a Port Clements multiplex presentation for the Union of British Columbia Municipalities, and professional development for Custodial staff.

9. Information Items

9.1 Strategic Planning Session

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Board of Education Strategic Planning Session notice.

9.2 Principals’ Meeting Agenda

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the October 6, 2010 Principal’s Meeting Agenda.

9.3 Trustee Expenditure Report

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the Trustee Expenditure Report as of September 30, 2010.

9.4 Leadership Meeting Agenda

The Board of Education of School District No. 50 (Haida Gwaii) received and filed the November 5, 2010 Agenda.

9.5 BCSTA Academy

The Board of Education of School District No. 50 (Haida Gwaii) received and filed correspondence from the BCSTA regarding the December 2010 Academy.

10. Questions from the public

The Board of Education and members of the public held a question and answer period. The following items were discussed:

- Hunting field trip;
- Full day kindergarten funding;
- Job descriptions in policy manual;
- Class size and composition;
- Trustees in the classrooms.

11. Adjournment

R10102613 MOTION BY SHARON MATTHEWS

THAT the Board of Education of School District No. 50 (Haida Gwaii) adjourns the Regular Board meeting at 2046 hours.

MOTION CARRIED

Secretary Treasurer

Chairperson

POLICY 1350

Retirement Acknowledgment

November 2010

POLICY

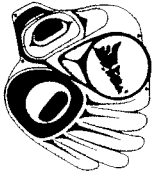
The Board of Education of School District No. 50 (Haida Gwaii) understands the need to express its appreciation to personnel in the District.

PROCEDURE

All personnel retiring from the District shall be given a retirement gift that reflects the Board's appreciation for their years of service. Retirement gifts will have the following dollar values, effective July 1st, 2011:

- I. up to and including 15 years - \$10.00 per year
- II. over 15 years - \$15.00 per year

The Board of Education will review and adjust the above amounts as needed.



SCHOOL DISTRICT NO. 50 (HAIDA GWAI)

ACTION SHEET

TO: The Board of Education

FROM: Angus Wilson, Superintendent of Schools

DATE: November 23, 2010

SUBJECT: Personnel Policy Removal

BACKGROUND

Policies are defined as follows:

The principles adopted by the Board of Education, which create a framework within which the Superintendent of Schools and Secretary Treasurer can discharge their duties (policies tell what is wanted, why and to what extent).

The following Personnel policies are either redundant or no longer applicable:

- 5000P: Job Description (Chief Executive Officer/Superintendent of Schools), November 1996
- 5010P: Job Description (District Manager, Director of Instruction), June 1995
- 5020P: Job Description (District Manager, Maintenance Supervisor), September 1997
- 5035P: Job Description (District Manager, Secretary Treasurer), February 1997
- 5040P: Job Description (Confidential Secretary to CEO and ST), February 1998
- 5040: Job Description (Executive Assistant to CEO), December 1992
- 5050P: Job Description (Confidential Secretary to the DOI & MS), May 1995
- 5060P: Principals, December 1992
- 5061P: Vice Principals, December 1992
- 5070P: Job Description (District Counsellor), May 1995
- 5080P: Job Description (Coordinator of First Nations Education), September 1994
- 5200P: District Managers' Annual Vacations, December 1992
- 5210P: District Management Support Staff Annual Vacations, December 1992
- 5230P: Management & Staff Salary Deduction for Personal Leave, October 1993
- 5300P: Management & Staff Travel Allowance, December 1992
- 5400P: District Managers' Sick Leave, December 1992
- 5410P: Support Staff Sick Leave, December 1992
- 5500P: Management and Staff Leaves of Absence, December 1992
- 5600P: Management and Staff Benefits, November 1996
- 5610P: District Manager's Move-In Assistance, December 1992
- 5700P: Evaluation of the Chief Executive Officer, November 1996
- 5800P: Evaluation of Administrative Officers, November 1996

RECOMMENDATION

It is recommended that the Board of Education of School District No. 50 (Haida Gwaii) delete all Personnel Policies in the 5000 section, exclusive of Policy 5900P Personnel Evaluations.



SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5000P **JOB DESCRIPTION (*Chief Executive Officer/Superintendent of Schools*)**

Adopted: November 1996
Last Revision: _____

POSITION

Chief Executive Officer/ Superintendent of Schools

PHILOSOPHY

The Board within financial limitations of the annual budget, desire to place first priority on the students in the classroom, and the educational support to serve all students on Haida Gwaii/Queen Charlotte Islands.

In keeping with this philosophy, the Board believe a strong educational team is best served by the appointment of the Superintendent of Schools as the Chief Executive Officer of the Board.

POSITION DESCRIPTION

Directly responsible to, and under the direction of the Board, team leader with the responsibility for leadership, administration, supervision and evaluation of all educational programs, organization and operations.

The Board further recognize the responsibility and obligations of this position as set out in the School Act.

As Chief Executive Officer, provide recommendation, support and advice to the Board on all educational matters; and, implement Board policies and regulations as well as any other decisions and/or directions by the Board.

It is the expectation of the Board that one senior officer will be in the district at all times.

POSITION DUTIES AND RESPONSIBILITIES

1. The Superintendent of Schools is accountable to the Board as provided for in the School Act for all educational matters in the district.
2. The Superintendent of Schools shall exercise and maintain a high standard of professional leadership in advancing the cause of public education; and, the evaluation of educational programs and practices, in order to raise student achievement levels throughout the district.
3. Keep the Board fully informed through oral and written reports about all school operations, educational activities and programs, including reports on staff.
4. Ensure the highest possible standard of professional and administrative practices within the district schools.
5. Attend all Board and committee meetings to provide information, advice and make recommendations to assist the Board in the decision making process.
6. Keep current and up to date with educational and administrative developments in education by participation and liaison with other school districts, attendance at educational conferences, and other professional



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- activities; subject to any limitations which may be placed by the annual budget.
7. Interpret to the Board educational needs of the district; including the financial assessment of related priorities for inclusion in the Board's annual budget.
 8. Develop and maintain a process to keep community, educational staff, educational support staff, administrative officers and students informed on Board policies, procedures which directly affect education in the district.
 9. Keep current on educational technological developments and utilize same in a manner to bring about improved communications, cost effectiveness, together with any other applications which support and advance the system.
 10. Be responsible for, and manage an educational staff compliment provided for in the annual budget.

Further, assume responsibility for making educational teaching/non teaching appointments to the district.

Other senior staff appointments will be carried out as provided for in Board policy and regulations.
 11. Foster and encourage the best possible relationships with all stakeholder groups through regular interaction, visits with community groups, district schools and classrooms.
 12. Maintain and administer, in a fair and judicious manner, an effective and appropriate public relations program.
 13. Advise the Board on negotiations with district professional staff and non-professional education staff.
 14. Ensure district professional development for all educational staff and educational support staff are oriented to effective instruction techniques and current methodologies.
 15. Be responsible and ensure all professional and other educational support staff are evaluated on the regular scheduled basis, and further, ensure the Board are kept informed on the results and status of these evaluations.
 16. Any other duties, which from time to time, may be assigned by the Board.
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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5010P **JOB DESCRIPTION (*District Manager, Director of Instruction*)**

Adopted: June 1995

Last revision: _____

POSITION

District Manager, Director of Instruction

POSITION DESCRIPTION

The Director of Instruction is responsible to the Superintendent of Schools for the general supervision and direction of all educational staff, for the general organization and administration, supervision and evaluation of all educational programs.

In the absence of the Chief Executive Officer, the Director of Instruction assumes responsibility for the administration and supervision of all district programs and operations.

DUTIES AND RESPONSIBILITIES

1. Provide support, direction and co-ordination in the key areas of special education, First Nations education, curriculum and instruction.
 2. Attend and participate in meetings of the Board and the Education Committee.
 3. Keep the Superintendent of Schools informed about programs, practices and problems.
 4. Advise the Superintendent of Schools on the need for new/revised policies and procedures.
 5. Collaborate with the Management Team and Administrative Officers to provide leadership and direction for all District programs and operations.
 6. Direct and supervise all district educational programs and staff for First Nations Education Programs, District Counsellor Program, District Resource Centre, District Assessment Program, Credit Allocation Program, and District Data Collection.
 7. Establish in service needs of staff for the improvement of educational instruction for students and provide leadership in the provision of appropriate programs.
 8. Provide leadership in the implementation of curriculum reform throughout the District.
 9. Perform such other duties as may be assigned by the Superintendent of Schools.
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5020P **JOB DESCRIPTION (*District Manager, Maintenance Supervisor*)**

Adopted: September 1997
Last Revision: November 1996

POSITION

District Manager, Maintenance Supervisor

POSITION DESCRIPTION

The Maintenance Supervisor is responsible to the Chief Executive Officer for the planning, administration and supervision of all physical facilities in the District.

DUTIES AND RESPONSIBILITIES

1. Attend and participate in meetings of the Board and Management Team.
2. Keep the Chief Executive Officer informed about programs, practices and problems.
3. Advise the Chief Executive Officer on the need for new/revised policies and regulations.
4. Collaborate with the Management Team to provide leadership and direction for all district programs and operations.
5. Develop for the Chief Executive Officer the framework of the annual Function 5 - Operations and Maintenance budget and implement the approved budget.
6. Develop for the Chief Executive Officer an annual Five Year Capital Plan.
7. Develops in conjunction with Administrative input a plan for expending the Annual Capital Allowance and in consultation with the Chief Executive Officer adjudicates requests in order of priority and funding available that best expresses the physical and educational programs of the district.
8. Establish and maintain an effective and responsive process for staff identified maintenance needs.
9. Works in close liaison with administrative officers to identify, prioritise, and carry out projects at the school level.
10. Direct and supervise all maintenance and custodial operations including contracts within the areas of Operations and Maintenance.
11. Uses computer technology as a management tool.
12. Stays current with developments in technology related to this position.
13. Prepares working sketches and drawings for projects of the physical plant.
14. Delivers freight and mail as a matter of routine while travelling within the district.



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15. Manage all aspects of the District Housing Program.
 16. Evaluates and recommends to the Chief Executive Officer janitorial, fuel and service contracts that fall within his jurisdiction or any other as requested by the Chief Executive Officer.
 17. Play a pro-active role in the District Health and Safety Program
 18. Recommend to the Chief Executive Officer all hiring, transfers and termination of all maintenance and custodial personnel.
 19. Ensures conformity and compliance of all codes and regulations governing the maintenance and safe operations of the physical plant.
 20. Direct and supervise all maintenance and custodial personnel including contractors.
 21. Oversee and recommend all vacations and leaves of absence of maintenance and custodial personnel.
 22. Is a member of the Union Management Committee and acts as a resource person to the bargaining unit with the Canadian Union of Public Employees Local 2020.
 23. Prepare and/or approve evaluation reports on the performance of maintenance and custodial personnel.
 24. Monitor performance of District office equipment, co-coordinating maintenance and servicing as needed, and recommend replacement of equipment no longer able to meet our needs.
 25. Perform other duties as assigned by the Chief Executive Officer.
 26. Oversee and recommend on all capital project expenditures.
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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5035P **JOB DESCRIPTION (*District Manager, Secretary Treasurer*)**

Adopted: February 1997

Last Revision: _____

POSITION

District Manager, Secretary Treasurer

PHILOSOPHY

The Board within financial limitations of the annual budget, desire to place first priority on the students in the classroom and the educational support to serve all students on Haida Gwaii/Queen Charlotte Islands.

In keeping with this philosophy, the Board believes a strong educational team is best served by the appointment of the secretary treasurer of schools as the Corporate Officer of the Board.

DUTIES AND RESPONSIBILITIES

1. Financial Management

- a. Ensures that the process and preparation of the annual operating and capital budgets and other financial planning activities are consistent with the goals and directions of the Board and comply with applicable laws.
- b. Ensures that the accounting and financial control system is in compliance with Ministry directions and sound accounting practices.
- c. Keeps all accounts and prepares annual financial statements in accordance with procedures specified by the Ministry of Education.
- d. Receives and disburses all funds of the Board in accordance with the provisions of the School Act and Regulations.
- e. Approves and directs capital funding requests to the Ministry.

2. Legal Operations

- a. Ensures compliance with legal requirements imposed by the School Act and other legislation regarding financial, trustee and Board related matters.
- b. Provides assistance on legal matters to other departments upon request, employing legal counsel as required; intervenes when there is possible contravention of the law.
- c. Ensures that legal actions against the Board are defended.
- d. Ensures that legal actions on behalf of the Board are effectively undertaken.
- e. Ensures compliance with the Freedom of Information and Protection of Privacy Act and handles requests made to the District under the Act.

3. Board Operations

- a. Advises and supports the Board (in conjunction with the Superintendent of Schools) on all aspects of business matters, and develops and recommends policies and procedures to enhance efficient and effective operation of the District. Informs the Board of unauthorized expenditures and proposed expenditures for which funds are not provided in the operating budget or any other sources.
- b. Coordinates and prepares information required by Trustees and implements Board policy and direction.
- c. Ensures the custody of deeds, leases, agreements, contracts, insurance policies and other corporate documents.



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- d. Prepares and executes all corporate documents and oversees the custody and affixing of the District's official corporate seal, in conjunction with one other signing authority.
- e. Sees to the preparation, maintenance and custody of the minutes of all legally constituted Board and Committee meetings.
- f. Organizes, as necessary, trustee elections and referenda, in accordance with the School Act and the Municipal Act.

4. Leadership Role

- a. Promotes effective and efficient financial management at all District levels. Keeps up to date on contemporary practices and advances applicable to the Secretary Treasurer's area of responsibility.
- b. Participates as a member of the District senior management team in the consideration of budget issues, decision making and in the management of District resources and the achievement of District goals. Assists the senior management team with business-related issues.
- c. Directs, coordinates and supports the work of the staff in the work of the district. The Secretary Treasurer maintains flexibility within available resources to provide services which reflect the changing needs of the District and its employees.

5. Internal Relationships

- a. Attends and participates in Board and Committee meetings, as required.
- b. Ensures that the Superintendent of Schools and the senior management team have current knowledge of District financial issues.
- c. Develops positive working relationships between and among, other members of the District's senior management team and employee groups.

6. External Relationships

- a. Liaises with municipal officials, auditors, bankers, ministries of the provincial government, other school districts and related organizations as required.
- b. Performs other duties as assigned from time to time by the Superintendent of Schools.

7. Reporting Relationships

- a. Reports to the Superintendent of Schools and the Board of Trustees.
 - b. Directly supervises accounts payable and collectible, housing and payroll.
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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5040P **JOB DESCRIPTION (*Confidential Secretary to CEO and S.T.*)**

Adopted: December 1992
Last Revision: February 1998

POSITION

District Management Support Staff
Confidential Secretary to the Chief Executive Officer and to the Secretary Treasurer

POSITION DESCRIPTION

The Confidential Secretary to the Chief Executive Officer and to the Secretary Treasurer is responsible to the Chief Executive Officer and to the Secretary Treasurer for the efficient and effective management of the School District Office. In addition to being Office Manager, the Confidential Secretary prepares minutes of the proceedings of all Board and committee meetings. This is a thirty five hour per week full-time position.

DUTIES AND RESPONSIBILITIES

1. Must maintain absolute confidentiality.
2. Receive and discharge the District Office mail; receive and discharge mail for the CEO and the Secretary Treasurer, including electronic mail.
3. Prepare correspondence and reports as directed by the CEO and/or the Secretary Treasurer.
4. Maintain filing system and file index and coordinate purging activities. File and retrieve information.
5. Maintain Policy manual current, distributing updates to policy manual holders as they occur.
6. Manage Board and committee meeting agendas, collating and pre-circulating information packages as required.
7. Attend Regular Board Meetings, In-Camera Board Meetings (and Special Board Meetings as directed), and take minutes of proceedings.
8. Prepare minutes of the proceedings of all committee meetings as provided by District Managers.
9. Maintain permanent minute files, committee minute binders and a motion index.
10. Maintain a pleasant, courteous, helpful working relationship with Board members, the CEO and the Secretary Treasurer, other District Management and Support Staff, other employees of the Board, and the Public.
11. Foster a sharing attitude among office personnel.
12. Carry out research as directed.



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BOARD POLICY MANUAL**

13. Order supplies for Board Meetings and other functions of the Board as delegated: Order meals for Board meetings as delegated, and keep a supply of soft drinks, bottled water, and coffee supplies on hand and refrigerated, as needed, for Board use.
 14. Make travel arrangements for Trustees, the CEO, and the Secretary Treasurer as directed. Provide support and assistance to Trustees and staff with registrations, accommodation and travel arrangements and Expense Account Reports.
 15. Maintain a diary of upcoming deadlines and events and keep the CEO and Secretary Treasurer informed.
 16. Maintain Permanent Record Cards and Register of Pupils.
 17. Manage the School District Office, including contacting contractors or others as required for maintenance of all office equipment, including the fax machine, the Xerox machines, the postage machines, the shredder, the Board's tape recorder/transcriber, and stand-alone computers and printers; maintaining the telephone system information correct and current; regularly checking and filling the photocopier, fax and postage machines with required paper and all other supplies; ordering office supplies as needed or as directed, including bulk order of Xerox paper as directed (and maintaining an inventory of the Xerox paper), and preparing purchase orders, verifying receipt of goods, and expediting invoices for payment; scheduling Board Room use and invoicing for use as required; maintaining the schedule of office staff vacations to ensure District Office coverage, posting and maintaining signage at District Office entrances regarding office hours and closures; advising the CEO and/or the Secretary Treasurer on the need for changes in District Office forms and providing the resulting updates.
 18. Perform other duties as assigned by the CEO.
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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5040 Job Description (*Executive Assistant to CEO*)

Adopted: December 1992
Last Revision: _____

PROCEDURE

POSITION

District Management Support Staff
Executive Assistant to the Chief Executive Officer

POSITION DESCRIPTION

The Executive Assistant is responsible to the Chief Executive Officer for the efficient and effective management of the School District Office. In addition to managing the Office, doing research and being confidential secretary to the CEO, the Executive Assistant prepares minutes of the proceedings of all Board and committee meetings.

DUTIES AND RESPONSIBILITIES

1. Receive and discharge mail for the CEO, including electronic mail.
2. Prepare correspondence and reports.
3. Maintain filing system and file index and coordinate purging activities.
4. Maintain Policy Manual current, distributing updates to policy holders as they occur.
5. Manage Board and committee meeting agendas, collating and pre-circulating information packages as required.
6. Attend all Board Meetings and take minutes of proceedings.
7. Prepare minutes of the proceedings of all committee meetings as provided by District Managers.
8. Maintain permanent minute files, committee minute binders and a motion index.
9. Direct and supervise the work of the clerk typist maintaining a sensitivity to the workloads of all office personnel.
10. Foster a sharing attitude among office personnel.
11. File and retrieve information.
12. Carry out research as directed.
13. Provide support and assistance to Trustees and staff with registrations, accommodation and travel arrangements and Expense Account Reports.



SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE) BOARD POLICY MANUAL

14. Coordinate bookings and use of the Board Room.
 15. Maintain a diary of upcoming deadlines and events and keep the CEO informed.
 16. Prepare purchase orders, maintain receipt of goods, and expedite invoices for payment.
 17. Advise the CEO on the need for changes in District Office forms and provide the resulting updates.
 18. Maintain Permanent Record Cards and Register of Pupils.
 19. Perform other duties as assigned by the CEO.
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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5050P **JOB DESCRIPTION (*Confidential Secretary to the D.O.I. & M.S*)**

Adopted: December 1992

Last Revision: May 1995

POSITION

District Management Support Staff
Confidential Secretary to the Director of Instruction/Maintenance Supervisor

POSITION DESCRIPTION

The Confidential secretary is responsible to the Director of Instruction/Maintenance Supervisor for the secretarial needs of these positions.

DUTIES AND RESPONSIBILITIES

1. Receive and discharge mail, including electronic mail.
 2. Prepare correspondence and reports.
 3. File and retrieve information.
 4. Maintain Policy Manuals current.
 5. Foster a sharing attitude among office personnel, providing guidance and assistance when possible.
 6. Prepare purchase orders, monitor receipt of goods, and expedite invoices for payment.
 7. File and retrieve information.
 8. Carry out research as directed.
 9. Be the contact person for the District Housing Program; process applications and maintenance requests, and expedite agreements.
 10. Process applications for instructional and support staff and for maintenance and custodial staff.
 11. Maintain a diary of upcoming deadlines and events and keep the DOI/MS informed.
 12. Perform other duties as directed by the Director of Instruction/Maintenance Supervisor.
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BOARD POLICY MANUAL

5060P PRINCIPALS

Adopted: December 1992
Last Revision: _____

POLICY

It is the policy of this school district to appoint a principal to each school in the district.

The duties of a school principal are assigned by the Board of School Trustees through the Superintendent of Schools. They will conform to the conditions as set out in the School Act and Regulations.

Principals are expected to be familiar with and perform their functions in accordance with all bulletins and directives issued by the Ministry of Education, Superintendent of Schools and the Board of School Trustees as it relates to education, administration and supervision of their schools.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5061P VICE PRINCIPALS

Adopted: December 1992
Last Revision: _____

POLICY

A Vice Principal may be appointed for each school in which there are fifteen (15) or more full time equivalent teachers. The Vice Principal supports the Principal in carrying out administrative and supervisory duties assigned by the Principal, subject to the approval of the Superintendent of Schools. During the absence of the Principal, the Vice Principal assumes the responsibilities and authority of the Principal.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5070P **JOB DESCRIPTION (*District Counsellor*)**

Adopted: December 1992

Last Revision: May 1995

POSITION

District Counsellor

POSITION DESCRIPTION

The District Counsellor is directly responsible to the Superintendent of Schools and has the primary function of providing support services to students with severe social and emotional problems, with the stated aim of supporting the child in the school environment.

DUTIES AND RESPONSIBILITIES

1. Provide direct counselling service to children.
 2. To work with Principals in providing teachers with support and assistance in managing classroom problems.
 3. Work in conjunction with parents, guardians and other agencies involved with the welfare of children.
 4. Help organize and attend all school-based team meetings concerning children in his/her schools.
 5. Develop educational and support programs which address the needs of students with social and emotional problems.
 6. Carry out psycho-educational assessments as requested by the Superintendent of Schools.
 7. Provide reports on a regular basis, regarding programs activities, to school principals and to the Superintendent of Schools.
 8. Perform other duties as may be assigned by the Superintendent of Schools.
-

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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5080P **JOB DESCRIPTION (*Coordinator of First Nations Education*)**

Adopted: September 1994

Last Revision: _____

POSITION

Coordinator of First Nations Education

POSITION DESCRIPTION

The Coordinator of First Nations Education is directly responsible to the Superintendent of Schools and has the primary functions of supporting and coordinating educational programs for First Nations students.

DUTIES AND RESPONSIBILITIES

The Coordinator of First Nations Education works under the direction of the Superintendent of Schools in providing the following services:

1. Coordination of First Nations education programs throughout the district.
2. Consultation and support services to teachers, support staff, and school administrators with respect to First Nations education programs and issues.
3. Assist in the development and implementation of a First Nations orientation program for staff.
4. Coordinate the development of Haida language and culture curriculum.
5. Work toward making curriculum more relevant.
6. Support and assist staff in the delivery of First Nations language and culture curriculum.
7. Consultation with school principals regarding the supervision of Home/School Coordinators and Haida Language and Culture Instructors.
8. Raise the profile of First Nations education in the schools and communities.
9. Develop, coordinate and organize First Nations educational opportunities and experiences for students throughout the District.
10. Assist in the evaluation of First Nations Programs.
11. Provide liaison between the School District and the Band Councils.
12. Work with the Superintendent or authorized designate to seek funding for the development of First Nations educational opportunities.
13. Work with the Home/School Coordinators and Student Assistant Coordinator to monitor the progress and attendance of all First Nations students within the district.



**SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL**

14. Perform other duties as assigned by the Superintendent of Schools.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5200P DISTRICT MANAGERS' ANNUAL VACATIONS

Adopted: December 1992
Last Revision: _____

POLICY

District Managers will have vacations based on the following schedule:

One and a half (1.5) days per month for each month for the part year to a calendar year, January to December.

Years	1 - 6	five (5) weeks vacation
Years	7 - 12	six (6) weeks vacation
Years	13 & on	seven (7) weeks vacation

Vacations shall operate on the basis of the calendar year and shall be taken in the year in which they are earned.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5210P DISTRICT MANAGEMENT SUPPORT STAFF ANNUAL VACATIONS

Adopted: December 1992
Last Revision: _____

POLICY

District Management Support Staff will have vacations based on the following schedule:

One and a half (1.5) days per month for each month for the part year to a calendar year, January to December.

Years	1 - 6	four (4) weeks vacation
Years	7 - 12	five (5) weeks vacation
Years	13 & on	six (6) weeks vacation

Vacations shall operate on the basis of the calendar year and shall be taken in the year in which they are earned.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5230P MANAGEMENT & STAFF SALARY DEDUCTION FOR PERSONAL LEAVE

Adopted: October 1993

Last Revision: _____

PROCEDURE

Deduction for unpaid leave shall be computed on the basis of the following formula:

Number of Days Absent

260 days X Annual Salary

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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5300P MANAGEMENT & STAFF TRAVEL ALLOWANCE

Adopted: December 1992
Last Revision: _____

PROCEDURE

By Ticket

District Management and Support Staff members will request a **purchase order**, through the Secretary Treasurer. **Purchase Orders** issued to the District Management and Support Staff will not exceed the equivalent of two (2) regular return air fares to Vancouver in any calendar year.

By Monetary Equivalent

District Managers and Support Staff members will request the cash equivalent of one (1) and/or two (2) regular return air fares to Vancouver. The cash equivalent will not exceed twice the value of the current regular return air fare to Vancouver, at the time of the request, in any calendar year. The monetary equivalent will be processed as part of the first payroll following receipt of the actual request.

During their first year of employment District Managers and Support Staff members will receive a monthly pro rata equivalent of the regular return air fare.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5400P DISTRICT MANAGERS' SICK LEAVE

Adopted: December 1992
Last Revision: _____

PROCEDURE

The Board will grant District Managers one and one-half (1.5) days of paid sick leave per month's service to a total of eighteen (18) days per calendar year.

At the time of termination of employment, unused sick leave to a maximum of one hundred eighty (180) days shall be converted into salary at fifty percent (50%) of the then current salary rate in a one (1) lump sum payment.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5410P SUPPORT STAFF SICK LEAVE

Adopted: December 1992
Last Revision: _____

PROCEDURE

The Board will grant District Management Support Staff one and one-half (1.5) days of paid sick leave per month's service to a total of eighteen (18) days per calendar year.

At the time of termination of employment and upon a minimum of three (3) years' continuous service, unused sick leave to a maximum of one hundred and fifty (150) days shall be converted into salary at fifty percent (50%) of the then current salary in a one (1) lump sum payment.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5500P MANAGEMENT AND STAFF LEAVES OF ABSENCE

Adopted: December 1992
Last Revision: _____

POLICY

The Board shall grant leaves of absence to each District Manager of Support Staff member as provided to other employee groups in the District.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5600P MANAGEMENT AND STAFF BENEFITS

Adopted: December 1992
Last Revision: November 1996

PROCEDURE

The Board will provide district Managers and Support Staff a welfare benefit plan including those supplies by statuses and making payment of the applicable premiums as follows:

Medical	Employee 25% / Board 75%
Group Life	Employee 25% / Board 75%
Dental	Board 100%
Extended Health	Board 100%
Wage Indemnity	Board 100%

Deferred Salary Leave Plan at no cost to the Board

Other employment benefit plans available to this employee group will be recorded by policy.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5610P DISTRICT MANAGER'S MOVE-IN ASSISTANCE

Adopted: December 1992
Last Revision: _____

PROCEDURE

The newly appointed District Manager will settle all accounts rendered in respect to the move-in and submit all original documentation to the office of the Secretary Treasurer for reimbursement within a six (6) month period of the appointment date.

In support of the move the Board will provide assistance up to a maximum of **FIVE THOUSAND, FOUR HUNDRED (\$5,400) DOLLARS** for costs incurred to move family, household and personal belongings. This assistance is based on two years' service and will be pro-rated for shorter service.

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SCHOOL DISTRICT NO. 50 (HAIDA GWAI/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5700P EVALUATION OF THE CHIEF EXECUTIVE OFFICER

Adopted: December 1992
Last Revision: November 1996

POLICY

The Board of School Trustees believes that performance and harmony are enhanced when the Chief Executive Officer clearly understands his/her duties, the priorities assigned to those duties by the Board and the extent to which the Board feels they have been carried out.

In support of the above statement the Board subscribes to the principle of staff accountability by way of regular evaluation of the Chief Executive Officer.

GENERAL

The Board of School Trustees will be responsible for an annual review of the Chief Executive Officer.

PROCEDURE

The evaluation process shall be conducted annually using the following time lines.

1. The Board of School Trustees reviews its current goals and objectives and establishes same for the future.

MAY 31

2. The Chief Executive Officer submits revisions to, or acceptance of, posted job description.

MAY 31

3. The Board of School Trustees passes any revisions to posted job description.

JUNE 30

4. The Chief Executive Officer presents to the Board his/her Goals and Objectives for the future.

SEPTEMBER 1

5. The Board, in consultation with the Chief Executive Officer, reviews his Goals and Objectives and together establish direction.

SEPTEMBER 30

6. Evaluation of the Chief Executive Officer is completed by each Trustee and self evaluation by the Chief Executive Officer.

MARCH 15



**SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL**

7. Personnel Committee collates results of Trustees' evaluations.

APRIL 1

8. The Board of School Trustees discusses collated results and self evaluation results with the Chief Executive Officer and prepares a report to be filed with the Board and Chief Executive Officer.

MAY BOARD MEETING

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SCHOOL DISTRICT NO. 50 (HAIDA GWAII/QUEEN CHARLOTTE)
BOARD POLICY MANUAL

5800P EVALUATION OF ADMINISTRATIVE OFFICERS

Adopted: November 1996
Last Revision: _____

POLICY

The Board of School Trustees believes that evaluation of Administrative Officers is vital to the educational health of the District.

PROCEDURE

During the term of contract with Administrative Officers, the Superintendent of Schools may undertake an evaluation of the performance of an Administrative Officer. This evaluation may be conducted personally or may be assigned to another person so authorized to conduct the evaluation. The following guidelines will give direction in the timing of such reports:

1. During the second year of a contract and every third year thereafter, such reports to be filed with the Board by the May Board Meeting.
 2. Within six (6) months of the filing of a request in writing by the Administrative Officer with the Superintendent of Schools; and
 3. Upon request by the Board, the Ministry of the BC College of Teachers.
-

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The Board of Education supports the concept of student fund raising activities for school purposes only. The Board of Education believes that fundraising is a component of a school's efforts to enhance education experiences for students. Fundraising activities should generally be service-oriented and contribute to enhancing school community relations.

All funds are subject to the same accounting and scrutiny as are public funds.

Each school shall maintain a Principal Trust Account to record funds raised in the school by students, teachers and/or volunteers.

All funds collected are to be included as part of the Principal Trust Account.

Principal Trust Account balances including revenue and expenses will be reported to the Board office on a quarterly basis and will be included in the financial reporting of the School District.

REGULATIONS

1. Fundraising activities will be consistent with the district's educational philosophy and priorities. This includes fundraising undertaken by other organisations or groups on behalf of students of School District No. 50.
2. All fund raising activities must be approved by the Principal of the School. Only activities sanctioned by the school Principal may be identified as a School Fundraiser.
3. Field Trips and other activities that require fund raising shall be run from only one school; should more than one school participate in an activity the two schools must meet prior to commencing fundraising activities.
3. All funds that are primarily raised by students, teachers and/or volunteers are to be spent for the benefit of students.
4. Funds raised for specific projects or trips must be spent for those projects or trips.
5. No person shall be compensated for conducting fund-raising activities.
6. Priorities for fund raising within the school shall be determined by the Principal in conjunction with staff, students and parents.
7. Funds cannot be collected from parents or students for field trips, supplies or activities and then paid for by District allocated resources to create a surplus in the Principal Trust Account.
8. All cash will be deposited at a financial institution as soon as it is practical.



**QCI RECREATION COMMISSION
AND
SCHOOL DISTRICT NO. 50 (HAIDA GWAI)**



Youth Coordinator

The QCI Recreation Commission and Haida Gwaii School District have partnered to hire a Youth Coordinator to develop, implement and evaluate after school activities for youth aged 5 to 18. This is a contract position of twenty (20) hours per week effective January 4, 2011 to June 30, 2011.

The Youth Coordinator is responsible for administering and delivering programs in the communities of Port Clements and Masset. The Youth Coordinator will consult with youth and organizations that represent youth to determine their needs and develop programs in response to those needs.

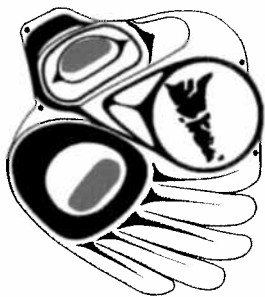
Position Requirements:

- Completion of post secondary degree, diploma or certification in recreation or a related field.
- Must have a valid BC driver's license and access to own vehicle.
- High Five training and Run, Jump, Throw training an asset.
- Minimum two years experience working with school aged children and youth.
- Experience with administration and marketing an asset.
- Experience researching, developing and creating materials for the delivery of workshops.
- Possess excellent communication, leadership and organizational skills.
- Strong knowledge of community and services available.
- Energetic and creative in working with and planning activities for youth.

If you are interested in assuming this role and are a community minded leader who enjoys working with youth and is seeking a new challenge, please submit a comprehensive resume and supporting documents, along with three (3) professional references by **Thursday, December 9, 2010 to:**

Attn: Youth Coordinator Search Committee
PO Box 69
Village of Queen Charlotte, BC V0T 1S0
Fax: 250-559-8849; Email: ssansome@sd50.bc.ca

We thank all applicants for their interest and advise that only those applicants selected for an interview will be contacted or acknowledged. The successful candidate will be required to complete a criminal record check.



**BOARD OF SCHOOL TRUSTEES
SCHOOL DISTRICT NO. 50
Haida Gwaii / Queen Charlotte**

OFFICE OF THE
CHIEF EXECUTIVE OFFICER
P.O. BOX 69
QUEEN CHARLOTTE CITY
B.C. V0T 1S0
TEL: 250 559-8471
FAX: 250 559-8849

FINANCE VOUCHER

REGULAR BOARD MEETING

BOARD MEETING:

November 23, 2010

AGENDA ITEM:

Finance Voucher October 31, 2010

The list of accounts payable is attached for your information. The following is a summary of accounts.

A/P Cheques Computer Generated	October 31, 2010	\$314,539.37	
ePayments	October 31, 2010	\$98,931.17	
TOTAL Accounts Payable.....	October 31, 2010		\$413,470.54
Teachers	15-Oct	\$91,775.00	
AO/Exempt	15-Oct	\$23,860.00	
AO/Exempt	29-Oct	\$116,951.68	
AO/Exempt	29-Oct	\$37,234.03	\$269,820.71
CUPE	25-Sep	\$54,294.47	
Casuals	25-Sep	\$5,572.70	
TOC's	25-Sep	\$1,994.35	
CUPE	9-Oct	\$53,118.32	
Casuals	9-Oct	\$6,067.78	
TOC's	9-Oct	\$5,227.55	
CUPE	23-Oct	\$55,367.04	
Casuals	23-Oct	\$9,359.96	
TOC's	23-Oct	\$4,066.38	
			\$195,068.55
TOTAL Payroll.....	October 31, 2010		\$464,889.26
TOTAL A/P and Payroll			\$878,359.80

RECOMMENDATION:

1. THAT the Board of School Trustees receive for information Accounts Payable and Payroll totaling **\$878,359.80** for the month of October

MEMORANDUM

**SCHOOL
DISTRICT NO. 50
Haida Gwaii**

TO Ken Campbell
Secretary-Treasurer

FROM Moira Dubasov
Accountant

SUBJECT: Teachers Payroll for..... October

DATE 18-Nov-10

Period Ending	Pay Period	Payroll Group	Net Amount
15-Oct	PP#1-10 Adv	Teachers	\$ 91,775.00
15-Oct	PP#1-10 Adv	AO/Exempt	\$ 23,860.00
29-Oct	PP #1-10	AO/Exempt	\$ 116,951.68
29-Oct	PP #1-10	AO/Exempt	\$ 37,234.03
Total Net Pay			\$269,820.71

MEMORANDUM

SCHOOL
DISTRICT NO. 50
Haida Gwaii

TO Ken Campbell
Secretary-Treasurer

FROM Moira Dubasov
Accountant

SUBJECT: Non-Teachers Payroll for... October

DATE 18-Nov-10

Period Ending	Pay Period	Payroll Group	Net Amount
25-Sep	PP #2-20	CUPE	\$ 54,294.47
25-Sep	PP #2-20	Casuals	\$ 5,572.70
25-Sep	PP #2-20	TOC's	\$ 1,994.35
9-Oct	PP #2-21	CUPE	\$ 53,118.32
9-Oct	PP #2-21	Casuals	\$ 6,067.78
9-Oct	PP #2-21	TOC's	\$ 5,227.55
23-Oct	PP #2-22	CUPE	\$ 55,367.04
23-Oct	PP #2-22	Casuals	\$ 9,359.96
23-Oct	PP #2-22	TOC's	\$ 4,066.38
Total Net Pay			\$ 195,068.55

SCHOOL DISTRICT NO. 50
eREGISTER AS OF OCTOBER 31, 2010

DATE		SUPPLIER	NUMBER	AMOUNT
10/6/2010	200	Apple Canada Inc. C3120	2313	\$122.08
10/6/2010	200	Atwell Family Foods	2314	\$31.53
10/6/2010	200	BC Principals & Vice Principals'	2315	\$691.25
10/6/2010	200	CUPE - Local 2020	2316	\$3,108.26
10/6/2010	200	Grand & Toy	2317	\$775.81
10/6/2010	200	Haida Gwaii Teachers' Association	2318	\$2,144.64
10/6/2010	200	Haida Gwaii PVPA Association	2319	\$180.00
10/6/2010	200	North Arms Transportation LTD.	2320	\$7,188.62
10/6/2010	200	Officeworks Plus	2321	\$134.22
10/6/2010	200	Sportfactor Inc.	2322	\$786.56
10/6/2010	200	United Library Services Inc.	2323	\$167.45
10/6/2010	200	Village Of Masset	2324	\$630.00
10/6/2010	200	Administrative Officers Pro D	2325	\$1,640.00
10/6/2010	200	Joint Professional Development	2326	\$3,137.69
10/6/2010	200	Lorrie Joron	2327	\$432.24
10/6/2010	200	Sheila Karrow	2328	\$13.89
10/6/2010	200	Ian J. Keir	2329	\$223.55
10/6/2010	200	Joel Lagasse	2330	\$16.30
10/6/2010	200	Allison Mullen	2331	\$113.00
10/6/2010	200	Queen Charlotte School Principals	2332	\$180.00
10/6/2010	200	Marcia Watkins	2333	\$79.86
10/6/2010	200	Angus W.R. Wilson	2334	\$448.73
10/13/2010	201	Apple Canada Inc. C3120	2335	\$2,199.00
10/13/2010	201	North Arms Transportation LTD.	2337	\$16,031.94
10/13/2010	201	North Coast Supply Co. LTD.	2338	\$335.97
10/13/2010	201	Port Air Cargo	2339	\$190.00
10/13/2010	201	Telus Communications (Bc) Inc.	2340	\$4,369.90
10/13/2010	201	Village Of Port Clements	2341	\$50.00
10/13/2010	201	Michael Gaffney	2342	\$238.00
10/13/2010	201	Lorrie Joron	2343	\$1,053.70
10/13/2010	201	Allison Mullen	2344	\$31.36
10/13/2010	201	Marion Pierce	2345	\$45.00
10/15/2010	201	Steven Goffic	2336	\$2,255.00
10/22/2010	202	Apple Canada Inc. C3120	2346	\$5,432.68
10/22/2010	202	Coastal Propane Inc.	2347	\$5,594.72
10/22/2010	202	Vanessa Cobbs	2348	\$170.00
10/22/2010	202	Eagle Transit LTD.	2349	\$671.50
10/22/2010	202	Grand & Toy	2350	\$92.00
10/22/2010	202	North Coast Supply Co. LTD.	2351	\$153.20
10/22/2010	202	Officeworks Plus	2352	\$128.90
10/22/2010	202	Sandspit Services (Taxi)	2353	\$1,013.60
10/22/2010	202	Agnes L Mathers Principal's	2354	\$270.90
10/22/2010	202	Dennis S. Baran	2355	\$131.20
10/22/2010	202	Maureen Benoit	2356	\$290.10
10/22/2010	202	Katherine Borserio	2357	\$75.90
10/22/2010	202	Margit Des Lauriers	2358	\$1,763.10
10/22/2010	202	L. Alison Gear	2359	\$95.80
10/22/2010	202	David M. Greenall	2360	\$134.00
10/22/2010	202	Akiko Hatakeyama	2361	\$175.40
10/22/2010	202	Vicki D. Ives	2362	\$69.50
10/22/2010	202	Claudette L Lavoie	2363	\$747.00
10/22/2010	202	A. Ritu Marrs	2364	\$83.70

SCHOOL DISTRICT NO. 50
eREGISTER AS OF OCTOBER 31, 2010

DATE		SUPPLIER	NUMBER	AMOUNT
10/22/2010	202	Sharon Matthews	2365	\$358.00
10/22/2010	202	Queen Charlotte School Principals	2366	\$464.69
10/28/2010	203	Apple Canada Inc. C3120	2367	\$2,653.60
10/28/2010	203	Atwell Family Foods	2368	\$24.14
10/28/2010	203	Blackwater Excavation & Landscapin	2369	\$4,872.00
10/28/2010	203	Eagle Transit LTD.	2370	\$515.20
10/28/2010	203	Steven Goffic	2371	\$2,024.00
10/28/2010	203	Grand & Toy	2372	\$184.23
10/28/2010	203	Masset Haida Television Society	2373	\$140.00
10/28/2010	203	North Arms Transportation LTD.	2374	\$2,043.93
10/28/2010	203	Northwest Community College	2375	\$1,482.22
10/28/2010	203	Officeworks Plus	2376	\$98.39
10/28/2010	203	George Stein	2377	\$1,510.00
10/28/2010	203	Sun Life Of Canada	2378	\$716.28
10/28/2010	203	Telus	2379	\$241.63
10/28/2010	203	Telus Communications (Bc) Inc.	2380	\$30.87
10/28/2010	203	Dennis S. Baran	2381	\$3,047.35
10/28/2010	203	Mark Batten	2382	\$605.30
10/28/2010	203	Maureen Benoit	2383	\$402.50
10/28/2010	203	Ryan Brown	2384	\$90.00
10/28/2010	203	Ken Campbell	2385	\$1,564.45
10/28/2010	203	Lorrie Joron	2386	\$2,311.59
10/28/2010	203	Maureen Stella Lagroix	2387	\$17.17
10/28/2010	203	A. Ritu Marrs	2388	\$75.85
10/28/2010	203	Cindy Olson	2389	\$58.56
10/28/2010	203	Audrey Putterill	2390	\$152.70
10/28/2010	203	Queen Charlotte School Principals	2391	\$600.00
10/28/2010	203	Megan Romas	2392	\$50.47
10/29/2010	204	Blackwater Excavation & Landscapin	2393	\$2,536.80
10/29/2010	204	Northern Shores Lodging & Catering	2394	\$3,920.00
TOTAL				\$98,931.17

**SCHOOL DISTRICT NO. 50
CHEQUE REGISTER AS OF OCTOBER 31, 2010**

CHEQUE NUMBER	DATE	SUPLIER	AMOUNT
51531	10/6/2010	Ac/Dc MacHining	\$3,486.80
51532	10/6/2010	BC Teachers' Federation	\$11,490.67
51533	10/6/2010	Canadian Online Fitness Educat	\$1,074.62
51534	10/6/2010	Chown Enterprises Inc.	\$167.26
51535	10/6/2010	Classroom Ready	\$470.40
51536	10/6/2010	Delmas Co-Operative	\$332.18
51537	10/6/2010	GameDay Tattos Inc.	\$166.95
51538	10/6/2010	Great West Life	\$1,098.59
51539	10/6/2010	Industrial Alliance Pacific	\$15.66
51540	10/6/2010	Kimco Controls LTD.	\$907.22
51541	10/6/2010	Kone Inc.	\$5,510.40
51542	10/6/2010	London Life Insurance Company	\$3,796.38
51543	10/6/2010	Lpl Publishers	\$468.00
51544	10/6/2010	Mcgraw-Hill Ryerson Limited	\$144.24
51545	10/6/2010	Meegan's Store LTD.	\$141.66
51546	10/6/2010	Minister Of Finance	\$177.82
51547	10/6/2010	Monk Office Supply LTD.	\$272.96
51548	10/6/2010	Morneau Sobeco Inc., IN Trust	\$1,939.46
51549	10/6/2010	Mtr Control Systems LTD.	\$551.75
51550	10/6/2010	New Horizons Scientific	\$39.09
51551	10/6/2010	North Pacific Seaplanes LTD.	\$44.00
51552	10/6/2010	Observer Publishing CO LTD.	\$75.00
51553	10/6/2010	Pacific Blue Cross	\$11,005.33
51554	10/6/2010	Pacific Educational Press	\$54.66
51555	10/6/2010	Pitney Bowes Global Credit Ser	\$78.12
51556	10/6/2010	Pitneyworks	\$670.75
51557	10/6/2010	ProLab Scientific	\$402.63
51558	10/6/2010	Rootham Services Group Incl	\$1,411.20
51559	10/6/2010	Saanich Plumbing & Heating LTD	\$81.13
51560	10/6/2010	Scholar's Choice	\$325.26
51561	10/6/2010	School District No. 36 (Surrey	\$157.50
51562	10/6/2010	School Specialty Canada	\$4,524.87
51563	10/6/2010	Schoolhouse Publications Inc.	\$170.79
51564	10/6/2010	Science World British Columbia	\$99.68
51565	10/6/2010	Skeena - Q C Regional District	\$90.00
51566	10/6/2010	Spee Dee	\$668.19
51567	10/6/2010	Summit Tools	\$452.01
51568	10/6/2010	Tluu Xaada Naay Society	\$200.00
51569	10/6/2010	Westburne West	\$182.48
51570	10/6/2010	Western Campus Resources	\$730.26
51571	10/6/2010	Xerox Canada Inc.	\$9,657.47
51572	10/6/2010	Axa Assurances Inc.	\$70.50
51573	10/6/2010	Canadian Western Trust	\$5,095.00
51574	10/13/2010	Ac/Dc MacHining	\$2,000.15
51575	10/13/2010	Charlotte Island Tires LTD.	\$545.20
51576	10/13/2010	Ddc Productions Inc.	\$62.96
51577	10/13/2010	Delmas Co-Operative	\$235.10
51578	10/13/2010	FirstCanada ULC	\$70,902.72
51579	10/13/2010	Hazelmere Publishing	\$198.45
51580	10/13/2010	MCONNELL, VOELKL	\$16,832.78
51581	10/13/2010	MINISTER OF FINANCE	\$8,778.00

SCHOOL DISTRICT NO. 50
CHEQUE REGISTER AS OF OCTOBER 31, 2010

CHEQUE NUMBER	DATE	SUPLIER	AMOUNT
51582	10/13/2010	Mtr Control Systems LTD.	\$104.97
51583	10/13/2010	National Geographic Society	\$62.93
51584	10/13/2010	North Pacific Seaplanes LTD.	\$37.00
51585	10/13/2010	Pacific Controls LTD.	\$2,082.40
51586	10/13/2010	Purolator Courier LTD.	\$79.12
51587	10/13/2010	Saanich Plumbing & Heating LTD	\$502.35
51588	10/13/2010	Shanahan's Limited	\$2,385.60
51589	10/13/2010	Tlc Automotive Services LTD.	\$62.90
51590	10/13/2010	Workers' Compensation Board	\$9,572.47
51591	10/13/2010	Kyle Yovanovich	\$255.00
51592	10/13/2010	Zep Manufacturing Co.	\$990.19
51593	10/13/2010	Canada Customs And Revenue Agency	\$43,298.00
51594	10/13/2010	Canada Customs And Revenue Agency	\$23,005.63
51595	10/13/2010	Canada Customs And Revenue Agency	\$1,993.42
51596	10/22/2010	Aaron-Mark Services	\$420.97
51597	10/22/2010	Ac/Dc MacHining	\$560.00
51598	10/22/2010	Acklands - Granger Inc.	\$324.55
51599	10/22/2010	Advance School Equipment LTD.	\$169.13
51600	10/22/2010	All West Glass	\$850.17
51601	10/22/2010	BC Hydro & Power Authority	\$7,696.78
51602	10/22/2010	Karen Bennett	\$100.00
51603	10/22/2010	Big Red Enterprises LTD.	\$1,675.42
51604	10/22/2010	British Columbia Safety Author	\$81.00
51605	10/22/2010	Charlisle Clothiers LTD.	\$331.70
51606	10/22/2010	Chown Enterprises Inc.	\$158.20
51607	10/22/2010	Clearbrook Hydroseeding LTD	\$67.20
51608	10/22/2010	Delmas Co-Operative	\$463.84
51609	10/22/2010	Family Services Of Greater Van	\$3,785.04
51610	10/22/2010	FirstCanada ULC	\$1,019.20
51611	10/22/2010	Michael Fladmark	\$87.00
51612	10/22/2010	Graydon Security Systems	\$301.86
51613	10/22/2010	Island Blue Print Co. LTD.	\$148.56
51614	10/22/2010	Islands Solid Waste Mngt	\$10.00
51615	10/22/2010	Jim West Signs LTD.	\$201.60
51616	10/22/2010	Anna Larose	\$170.00
51617	10/22/2010	Lord Byng Secondary School	\$1,350.00
51618	10/22/2010	Mcgraw-Hill Ryerson Limited	\$274.30
51619	10/22/2010	Meegan's Store LTD.	\$141.66
51620	10/22/2010	Monk Office Supply LTD.	\$58.22
51621	10/22/2010	North Pacific Seaplanes LTD.	\$22.00
51622	10/22/2010	Northern Health Authority	\$3,200.00
51623	10/22/2010	Nova Communications	\$362.88
51624	10/22/2010	Pco Services Inc.	\$284.48
51625	10/22/2010	Pebt, IN Trust	\$10,688.10
51626	10/22/2010	Purolator Courier LTD.	\$37.35
51627	10/22/2010	Qay'llnagaay Heritage Centre	\$1,344.00
51628	10/22/2010	QCI Disposal Services	\$338.36
51629	10/22/2010	Wendy Riley	\$165.00
51630	10/22/2010	Rocky's Equipment Sales LTD.	\$24.53
51631	10/22/2010	Saanich Plumbing & Heating LTD	\$896.00
51632	10/22/2010	James Sawyer	\$125.00

SCHOOL DISTRICT NO. 50
CHEQUE REGISTER AS OF OCTOBER 31, 2010

CHEQUE NUMBER	DATE	SUPLIER	AMOUNT
51633	10/22/2010	Skeena - Q C Regional District	\$1,480.00
51634	10/22/2010	Super Valu Store No. 43	\$536.75
51635	10/22/2010	Tlc Automotive Services LTD.	\$268.70
51636	10/22/2010	UTP Inc.	\$1,560.63
51637	10/22/2010	Western Campus Resources	\$775.07
51638	10/22/2010	Westpoint Automotive	\$165.94
51639	10/22/2010	Allen Wilson	\$31.25
51640	10/22/2010	Xerox Canada Inc.	\$61.34
51641	10/22/2010	Pearson Canada Inc. T46254	\$522.19
51642	10/28/2010	Ac/Dc MacHining	\$2,499.96
51643	10/28/2010	Accurate Lock & Safe Co. Ltd.	\$74.18
51644	10/28/2010	Acklands - Granger Inc.	\$226.32
51645	10/28/2010	Canadian Freightways Limited	\$259.13
51646	10/28/2010	Carr McLean	\$207.08
51647	10/28/2010	Delmas Co-Operative	\$513.53
51648	10/28/2010	Yvette Marie Emerson	\$1,446.00
51649	10/28/2010	FirstCanada ULC	\$873.60
51650	10/28/2010	Gore Creek Tech	\$282.10
51651	10/28/2010	Jonathan Morgan & Company	\$3,235.34
51652	10/28/2010	Long & McQuade	\$448.48
51653	10/28/2010	Mcgraw-Hill Ryerson Limited	\$144.24
51654	10/28/2010	Monk Office Supply LTD.	\$55.99
51655	10/28/2010	Orca Book Publishers	\$472.14
51656	10/28/2010	Pacific Controls LTD.	\$988.44
51657	10/28/2010	Pacific Educational Press	\$306.32
51658	10/28/2010	Pitney Bowes Global Credit Ser	\$592.76
51659	10/28/2010	Saanich Plumbing & Heating LTD	\$182.58
51660	10/28/2010	School Specialty Canada	\$76.36
51661	10/28/2010	Smile Makers For Children	\$17.45
51662	10/28/2010	United Library Services	\$76.94
51663	10/28/2010	Xerox Canada Inc.	\$230.08
51664	10/28/2010	Canadian Western Trust	\$5,095.00
51665	10/28/2010	Lisa M Gyorgy	\$340.00
51666	10/28/2010	Shelley Sansome	\$73.10
TOTAL			\$314,539.37



THE BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50 (HAIDA GWAI)

FIELD TRIP REPORT

To: Board of Education
From: Angus Wilson, Superintendent of Schools
Date: November 30, 2010
Re: Field Trip Report

School	Description	Date
Queen Charlotte Secondary	Ski trip, Smithers	Feb 24 – 28, 2011
George M. Dawson Secondary	Snowriders, Terrace	Feb 1 – 5, 2011



BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
(HAIDA GWAI/QUEEN CHARLOTTE)

Policy 3500-3

FIELD TRIP APPLICATION

Please complete this application and forward to the Superintendent of Schools (a copy will be returned to you as confirmation)	
Sponsor Teacher: Stephen Querengesser	School: Queen Charlotte Secondary
Name of Field Trip: QCSS Ski Trip 2011	Dates of Field Trip: February 24 th to February 28 th
Number of Students Participating: 22	Number of Chaperones: 8
Names of Teachers Involved: Stephen Querengesser, Jenna Perry, Jennifer Jury	

Objectives of Field Trip (curriculum relatedness):
Learn how to ski & snowboard (two mandatory lessons for each student)
Promote a life long physical activity
Introduce students to two sports in the 2010 Vancouver Winter Olympics

Names of Chaperones: all have tentatively said yes	
Steve Querengesser (Teacher)	Jenna Perry (Teacher)
James Hilgemann (Parent)	Keith Moore (Parent)
Jennifer Jury (Teacher/parent)	Susan Brown (Parent)
Peter Katinic (Volunteer and Ski Instructor)	
Donna Hodgson (Parent/SEA)	Marlene Yasko (Parent)

Accommodations:
Aspen Motel (Smithers, BC)

Travel Plans, Safety Precautions, and Communication Plan
See attached page.

Travel Plan

We have chartered a highway bus for this trip that has a 48-passenger capacity.

Thursday, Feb 24	Meet at 8:45pm for 11:00 pm ferry to Prince Rupert
Friday, Feb 25	Breakfast in Rupert before bussing to Shames Ski / Ride Shames
	Bus to Smithers (stay at Aspen Motel)
Saturday, Feb 26	Ski / Ride Smithers (stay at Aspen Motel)
Sunday, Feb 27	Ski / Ride Smithers
	Return to Aspen to before bussing to Prince Rupert
	Ferry back to Skidegate
Monday, Feb 28	Arrive Skidegate @ 7am (<i>approximately</i>) Attend School

Students should arrange for parents to pick them up on the Monday morning,

February 28th. **Students must be prepared to attend school** on Monday morning, unless the sailing is significantly delayed or exceptionally rough. Sandspit and Tlell/Port students should make appropriate arrangements to remain in Charlotte or Skidegate on Monday morning.

Communication Plan

Daily check-ins will be made with Stephanie Hedley-Smith, email will be checked every morning and evening, and updates will be posted to the school website tracking our progress.

250-559-0035 Stephanie Hedley-Smith, *Principal QCSS*
250-559-4299 Steve Querengesser (emergency cell)
250-847-4551 Aspen Motor Inn
250-635-3773 Shames Mountain
866-665-4299 Hudson Bay Mountain (Ski Smithers)

squerengesser@sd50.bc.ca
<http://www.qcss.sd50.bc.ca/default.aspx>

Emergency Plan

Organizational Strategies

- Clear expectations for behaviour, timeliness, and safety (ferry/bus/hotel/free-time/ski hill)
- Attendance check at each bus departure
- Attendance check at bed-time
- Room condition checks each morning at hotel
- Lessons required for students on the hill
- Buddy system for free-time/ski hill
- Attendance checks at lunch/departure at ski-hill

Equipment / Resources

- School First Aid Kit on bus
- Three FRS radios with up to 3.2km range for chaperones
- 4-WD Vehicle with winter tires (not for student transportation except for special circumstances)
- Travel by charter bus to limit dangers due to bad weather and to increase driver responsibility

Expertise

- 8 teachers/parents (3 advanced skiers, 1 advanced snowboarder)

Events considered

Bus / Ferry Breakdown / Accident

- ensure safety of participants
- diagnose/attempt local repair
- call for tow/repair service
- seek appropriate alt. transport
- contact school administration

Injury / Illness

- ensure safety of participants
- administer local first aid
- seek medical
- contact school administration (*if serious*)
- contact parent/guardian/spouse
- seek appropriate alt. transport/accommodation, if required

Missed Ferry

- seek appropriate alt. transport/accommodation
- contact school administration
- contact parents/guardians/spouses
- post on the school website current plans

Serious Student Misbehavior

- ensure safety of other participants
- contact school administration
- contact parent/guardian
- seek appropriate alt. transport home at parent expense (*if required*)

Estimate of Expenses		Estimate of Income	
Transportation Costs	\$ 4 251.40	Fundraising	\$ 0
Substitute Costs	\$ 600.00	Direct Cost to Students & Chaperones	\$ 7 880.00
Accommodation	\$ 2 070	School Funds	\$ 400.00
Emergency Preparedness	\$ 0	Gwaii Trust	\$ 2 000.00
Lesson, Rental, Lift Pass	\$ 2 850.00		
Estimated Total Cost:	\$ 10 271.40	Estimated Total Income	\$ 10 280.00

Itinerary for Each Day	
Date:	Itinerary:
February 24 th	Arrive at Skidegate Ferry Terminal 8:45 pm to sail at 11:00 pm.
February 25 th	Breakfast in Prince Rupert, then Bus to Shames Mountain. Ski & ride Shames Mountain. Eat dinner in Terrace. Bus to Smithers, and stay at the Aspen Motel.
February 26 th	Ski & ride Ski Smithers. Stay at the Aspen Motel.
February 27 th	Ski & ride Ski Smithers. Bus to Prince Rupert after an early dinner. Arrive Prince Rupert Ferry Terminal 9:30 to sail at 11:59 pm.
February 28 th	Arrive Skidegate Ferry Terminal at 6:30 am, and attend school.

Additional Information:

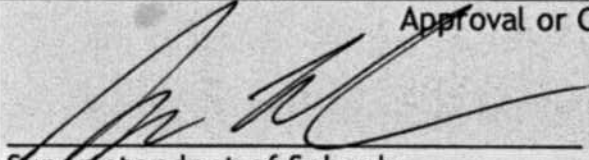
Stephen Querengesser ^{Nov. 26} ~~26~~, 2010

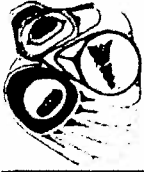
S. Hedley Smith


Applicant's Signature

Date


Principal's Approval

Approval or Confirmation	
	<u>Nov 26 / 2010</u>
Superintendent of Schools	Date



BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
(HAIDA GWAI/QUEEN CHARLOTTE)

FIELD TRIP APPLICATION

Please complete this application and forward to the Superintendent of Schools (a copy will be returned to you as confirmation).	
Sponsor Teacher: Michael Gaffney	School: GMD Secondary
Name of Field Trip (name of event, program / team, etc): GMD Snowriders	Dates of Field Trip: February 1 st - 5 th 2011
Number of Students Participating: 14	Number of Chaperones: 3-4
Names of Teachers Involved: Michael Gaffney	

Objectives of Field Trip (curriculum relatedness): The students will be outdoors for 4 consecutive days. They will be taught the fundamentals of skiing/snowboarding (By trained Instructors), Avalanche danger, proper layering for the cold and other aspects of Outdoor Education.
--

Names of Participating Students:
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

Names of Chaperones:	
Michael Gaffney	Steve McPherson
John Good	
Roberta Swanson	

Accommodations: Best Western in Terrace

Travel Plans: We will be taking three vehicles on the Ferry.
--

Safety Precautions: - Steve has his Avalanche Safety course training
 - The students will receive one lesson a day
 - I have my First Aid

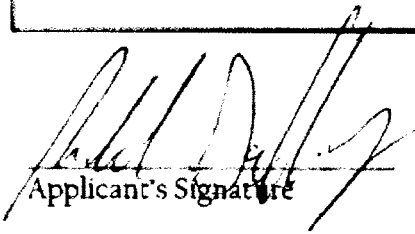
Communication Plan: - Cell phones
 - Telephone Chain
 - Meeting Points

Estimate of Expenses		Estimate of Income	
Transportation Costs	\$ 1200	Fundraising	\$ 1500
Substitute Costs	\$ /	Direct Cost to Students	\$ 50
Accommodation	\$ 2100	School Funds	\$ 500 - 1000
Food	\$ 500	Other Grants/Trust	\$ 1000 - 1500
Other	\$ 500	Other	
Estimated Total Cost	\$ 4300	Estimated Total Income	\$ +300
Total Funds Raised to Date			

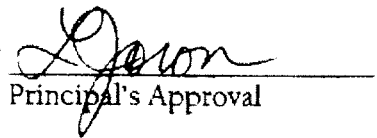
Itinerary for Each Day (see back)

Date:	Itinerary:

Additional Information:


 Applicant's Signature

Friday Nov 19th 2010
 Date


 Principal's Approval

Approval or Confirmation

 Superintendent of Schools

 Date

Trip Itinerary

2011 Trip to terrace and Shames Mountain.

Feb 1st

- Leave Masset 6 am
- Ferry departs Skidegate 9am
- We arrive in Prince Rupert , 3:30pm (ish)
- Then Drive for the Best Western in Terrace (250-635-0083)
- Arrive at the Best Western 5pm (ish)
- Check in and
- Dinner then Free time
- 10 pm Everyone in their rooms
- Lights out by 11 everyone is asleep

Feb 2nd

- Wake up call for 7:00am
- Breakfast 7:30-8:15am
- 8am Depart for Shames Mountain Ski all day....
- There will be a lesson from 10 30am - 12:00am everyday
- Rentals
- Ski all day
- Return to hotel 4pm
- Dinner and Bowling

Feb 3rd

- Wake up call for 7:00am
- Breakfast 7:30-8:15am
- Depart for Shames 8:30 AM
- Ski all day
- Another lesson same time
- Return to hotel 4pm
- Dinner and free time

Feb 4th

- Wake up call for 7:00am
- Breakfast 7:30-8:15am
- Depart for Shames 8:30 AM
- Ski all day
- Shame has promised us a surprise
- Return to hotel 4pm (If tired we can return a bit earlier today)
- Dinner and free time

Feb 5th

- Wake up 10 am
- Check out
- Leave Terrace at 11:30
- Ferry departs Prince Rupert 3:30pm
- Everyone home around midnight.

Contact List and Numbers

Mike: 250-778-7887

Steve: 250-626-7405

NOV 22 2010



November 12, 2010

Our Ref: 139687

Ken Campbell
Secretary-Treasurer
School District No. 50 (Haida Gwaii)
PO Box 69
Queen Charlotte City BC V0T 1S0

Dear Ken Campbell:

Re: Disposal of Real Property – Apartment Building, Masset

I am writing in regards to your letter dated May 3, 2010, addressed to the Honourable Margaret MacDiarmid requesting ministerial approval for the disposal of the subject property.

Government has given due consideration to the potential disposal of this Board-owned property and I am pleased to advise you that it supports the Haida Gwaii School District regarding the sale of the apartment building to a private purchaser.

Enclosed, please find a Disposal of Land or Improvements form signed by the Honourable Margaret MacDiarmid, Minister of Education. This document will be required by Land Title Office to complete the transfer of title for this property.

I wish you every success in completing this disposal.

Yours sincerely,

Doug Stewart
Director, Capital Management Branch

Enclosure

pc: John Woycheshin, Regional Manager
Craig Harris, Planning Officer

Ministry of
Education

Resource Management
Division

Mailing Address
PO BOX 9151 STN PROV GOVT
Victoria BC V8W 9H1
Telephone: (250) 356-7814
Facsimile: (250) 953-4985

Location
4th Floor
620 Superior St
Victoria BC



DISPOSAL OF LAND OR IMPROVEMENTS

The Board of Education of School District No. 50 (Haida Gwaii) is seeking to dispose of land or improvements in accordance with Section 96 (3) of the *School Act* and Section 5 of the Disposal of Land or Improvements Order (M193/08), as follows:

<u> X </u> Sale of Land or/ Improvements	<u> </u> Conveyance	<u> </u> Dedication
<u> </u> Exchange	<u> </u> Lease	<u> </u> Other

Description:

The Board of Education of School District No. 50 (Haida Gwaii) requests that ministerial approval be granted to dispose of the property commonly known as 1545 Wallace Street, Village of Masset, and more particularly described as:

Legal Description:

PID: 009-861-734

LOT A (PLAN 6706) BLOCK 12 DISTRICT LOT 7 QUEEN CHARLOTTE DISTRICT
PLAN 946

The request and supporting documentation have been reviewed and the granting of ministerial approval for the disposition of the property is recommended.

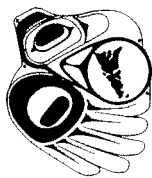
[Signature]
Resource Management Division

27-Sept-10
Date

Approved/Not Approved

[Signature]
Minister of Education

21 Oct. 2010
Date



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
HAIDA GWAII**

**HAIDA EDUCATION COUNCIL
AGENDA**

DATE: Friday, November 12, 2010
PLACE: Old Masset Village Council Chambers
TIME: 10:00 AM to 3:00 PM

Minutes:

Guest: Haida Language Teachers North End

HEC Members:

Sharon Matthews
Cecil Brown
Leslie Williams
Florence Lockyer
Leslie Bellis
Cheryl MacKenzie
Lorrie Joron
Wayne Wilson
Angus Wilson

James Cowpar
Freda Davis
Joanne Yovanovich
Lisa Shoop
Vicki Ives
Stephanie Hedley Smith
Evelyn von Almassy
Billy Yovanovich

-
1. Welcome
 2. Review of Sept Meeting
 3. Haida Language Revitalisation, part 2
 4. Enhancement Agreement
 5. Timeline input
 6. Terms of Reference and representation clarification
 7. Employment Equity
 8. Report from SBC and OMVC
 9. School Reports
 10. New Books - B is for Basketball
 11. Targeted Meeting

Calendar:

Nov 23	Board Meeting, Port Clements	Feb 2	PVP Meeting, MBO
Dec 10	Elem. Volleyball Tourn.	Feb 11	Non instructional day
Dec 14	Board Meeting, QCBO	Feb 15	Tech Committee
Dec 15	Winter Concert TAH	Feb 16	HEC Meeting QCBO
Dec 16	Santa's Breakfast, GMD/TAH; Feast, QCSS	Feb 18	Elem Basketball Tournament, TBA
Dec 17	Non instructional day, Winter Break begins		
Jan 4	School Re-opens		
Jan 25	Board Meeting TAH		

Annual General Meeting First Notice: Call for Proposed Resolutions and Nominations to the Board of Directors

The 17th Annual General Meeting (AGM) of the British Columbia Public School Employers' Association (BCPSEA) is scheduled for January 28-29, 2011 at the Coast Coal Harbour Hotel, Vancouver, BC. Program information and registration details will follow in the coming weeks.

A block of rooms is being held at the Coast Coal Harbour at a special rate of \$99 per night (not including taxes). The special rate will be honoured based on availability and will be in effect until December 28, 2010.

After December 28, 2010 guest rooms will be at the regular rate of \$109.00 per night. Please note the group booking code is CCC-GFC390. Delegates are required to make their own reservations and arrange payment directly with the hotel. When calling the hotel, delegates must request the central reservations department and indicate they are attending the **BCPSEA AGM**, or the booking code CCC-GFC390 to ensure they receive the special conference rate.

Reservations may be made by either calling the hotel's Central Reservations number at 1 800 663 1144 (North America only), or calling locally at 604 682-6278, or by clicking the Booking Link at <http://www.coastpromos.com/6ee>.

Delegates are encouraged to **make reservations as soon as possible by contacting the hotel directly.**

Attendance at the AGM

Each Board of Education is represented by a Trustee Representative who must not be in a conflict of interest situation as defined by the Association's bylaws:

- "2.4 No person with a direct or indirect pecuniary interest, within the meaning of the *School Act*, in teacher or support staff collective bargaining is eligible
- a. to be elected to the Board of Directors of the Association,
 - b. to represent a member at any general meeting of the Association,
 - c. to represent a member at any other function of the Association."

The Trustee Representative carries the vote of the Board at the AGM.

Submission of Proposed Resolutions

The submission of proposed resolutions to the AGM is governed by the following rules.

1. There shall be two kinds of resolutions for conducting the business at a general meeting: special and ordinary.

SPECIAL RESOLUTIONS are for:

- a. a change in the bylaws of the association (note: all bylaw changes must be approved by the Minister of Finance)
- b. a change in the objectives of the association.

ORDINARY RESOLUTIONS are for providing direction to the Board of Directors for conducting BCPSEA business.

2. Resolutions may be submitted by member boards or the Board of Directors to the Governance Committee, which shall be appointed each year by the Chair.
3. Resolutions must not be inconsistent with the legislation governing the association; e.g., *Public Sector Employers Act*, *Public Education Labour Relations Act*, *Society Act*.
4. Notice of all special and ordinary resolutions to be dealt with at a general meeting shall be submitted to the Governance Committee no later than 50 calendar days prior to the general meeting (by December 8). The Governance Committee will forward the resolutions to be presented to the general meeting to the members no later than 30 calendar days prior to the meeting.

The deadline for submitting special and ordinary resolutions for consideration at the AGM is December 8, 2010.

Please e-mail the resolutions to kristif@bcpsea.bc.ca or fax to 604.730.0787.

5. Notices of resolutions submitted after the requirements in 4. above must arise out of an event subsequent to the deadline (i.e., an event subsequent to December 8, 2010). The decision to present a late resolution to the general meeting shall be made by the Governance Committee; a negative decision may be appealed to the general meeting.

If you have any questions on the process of submitting proposed resolutions, please contact Kristi Furtney at 604.730.0739 or kristif@bcpsea.bc.ca; or Deborah Stewart at 604.730.4506 or deborahs@bcpsea.bc.ca.

Election of Directors

It is the responsibility of the AGM to elect the Chair and Vice-Chair, along with seven trustee directors. The rules governing the nominations process are as follows:

1. Candidates for any of the elected directors' positions may be nominated from the floor at the AGM prior to that section of the business that features speeches by the nominated candidates. **(Nominations from the floor will take place on the Friday evening; candidate speeches will occur Saturday morning.)** Candidates defeated for a higher office may subsequently be nominated for another office prior to the ballot being held for that office.
2. Candidates are encouraged to take advantage of the pre-nomination process in order to have their name and statement circulated to all members prior to the AGM.
3. **Pre-nominations, signed by at least two trustees, must be mailed, faxed or e-mailed to the BCPSEA office. A nomination form is attached to this notice.** Those who are pre-nominated shall also provide their candidate statement (no longer than 500 words please) and a photograph. The candidate statement and photo can be mailed to the BCPSEA office, or e-mailed to kristif@bcpsea.bc.ca.

If the ENTIRE pre-nomination package (nomination form, candidate statement and photo) is not received by December 8, 2010, the candidate's information will NOT be included in the pre-AGM publicity package.

The deadline for pre-nominations (in order to take advantage of the pre-AGM publicity) is December 8, 2010.

Please e-mail the candidate statement and photo to kristif@bcpsea.bc.ca or mail to the BCPSEA office.

4. Nominations received after December 8 will have to be made from the floor of the AGM and those candidates will not be eligible to have their information circulated prior to the AGM.

At least 30 calendar days prior to the AGM, BCPSEA will distribute to boards by e-mail an information package including proposed resolutions as well as candidates' names and statements. This information will also be available on the BCPSEA public website.

Program and Registration

The AGM is currently scheduled to begin at 7:00 p.m. on Friday, January 28 and conclude by 2:00 pm on Saturday, January 29.

The AGM activities will include:

- Reports from the Chair and CEO
- Nomination and election of trustee directors (9 positions to be filled)
- Resolutions submitted by member boards, including proposed amendments to the bylaws, if any
- Updates on current labour relations/human resource matters.

Representative Council, January 27, 2011

The BCPSEA Bylaws state:

- 5.1 During years when collective bargaining is scheduled with teachers, at least one Representative Council meeting shall be held to discuss bargaining objectives.

Therefore, in addition to the Annual General Meeting, a Representative Council meeting will be held on Thursday, January 27, 2010 to engage in further discussion with respect to teacher–public school employer bargaining 2011.

Registration information and a preliminary program for both the Annual General Meeting and the Representative Council will be distributed to all boards in the coming weeks.

In the meantime, please mark these dates on your calendar.

Principal/Vice Principal Meeting

Date: Wednesday, Nov 3rd, 2010

Time: 10am-3pm

Location: MBO

Recorder: Lorrie

Presenter: Joanne

Agenda:

1. Budget & Maintenance - Ken
Custodial Concerns
Tech Review
2. Improving Student Achievement
Evaluation, Supervision of Instruction
Principal Growth Plans, etc.
3. Policy Updates and Review: Gifts, Removal of 5000s
4. Presentation: Joanne
5. Art Fair update
6. Updates from the Ministry -“Speak Up”
7. Strategic and Operational Planning
Procedural Issues
Subs
DLP/Achievement Contract
CPEC
PVP contract
Board Workshop
8. Aboriginal Education
Haida Language Revitalisation
CRE
9. Other
Lockdown review
Remembrance Day
Committee Reps
Other reports as needed

Important Dates:

Nov 10	CUPE/HGTA/Mgmt Meeting QCBO
Nov 11	Remembrance Day
Nov 12	HEC Meeting MBO
Nov 23	Board Meeting, Port Clements
Dec 10	Elem. Volleyball Tournament
Dec 14	Board Meeting, QCBO
Dec 15	Winter Concert TAH

**TRUSTEE EXPENDITURE REPORT
AS OF October 31, 2010**

	October	Year-To-Date	Budget	Available	% Spent
4-40-19000	3,360.68	12,244.20	41,237.00	28,992.80	30%
4-40-20000	59.52	217.89	750.00	532.11	29%
4-40-34000	1,929.98	4,713.21	43,120.00	38,406.79	11%
4-40-42000		9,270.64	10,000.00	729.36	93%
4-40-45000		0.00	1,200.00	1,200.00	0%
4-40-42025	282.10	5,146.02	-	(5,146.02)	-
4-40-43000	28.26	113.58	1,000.00	886.42	11%
4-40-51000		2,062.79	1,231.00	(831.79)	168%
Total	5,660.54	33,768.33	98,538.00	64,769.67	34%



BOARD OF EDUCATION
SCHOOL DISTRICT NO. 50
(HAIDA GWAI)

Leadership Meeting Agenda

Date: Friday, December 5, 2010 10am-3pm

Location: MBO

1. Welcome - check in
2. Practical Training: Fire Alarms
3. Leadership style and quiz
4. Ethical Decision Making Examples
5. Tournaround Leadership Presentations
6. Educational Reform
 - a) History
 - b) Soundspel
 - c) 21st Century Learning
7. Board and District Structures, Part One w/ Guest Speaker
8. Assignment Reading: 'If You Don't Feed the Teachers'

Next time: February 25th, 2011, QCBO

Charge mileage and subs to 1-02-34000-13

Next Topic: Board & District Structures part 2 (Budgets), Developing Policy,

School Structures: Principals and Vice Principals



Our file: 0150-70

September 24, 2010

Mr Angus Wilson
 Superintendent of Schools
 PO Box 69
 Queen Charlotte City BC V0T 1S0

Dear Superintendent:

This past July, 2462 athletes took part in the 2010 BC Summer Games in the Township of Langley. These athletes are amongst the best in the province in their respective age categories and sports. It is highly likely that some of these athletes will eventually pursue their athletic dreams to the Western Canada Summer Games, the Canada Games or other national events and even to the international stage.

Attached is a list of schools from School District 50 that were represented at the BC Summer Games, along with the number of students who participated from each school. Please note that Zone Representatives from the athletes' sport provided the school name during the registration process. There may be other students in your district who competed at the BC Summer Games whose school name was not submitted to us.

Your respective school principals have been given complete lists with each athlete's name. Please contact the BC Games Society should you wish a complete list for your records.

The BC Games Society recognizes the community effort it takes to develop athletes. Many athletes begin their sport pursuits through involvement in school-based programs and activities. We appreciate the work you and your staff do in your schools to provide sport opportunities and foster the growth and development of young athletes.

The BC Games is one experience in a young athlete's life, but we hope that the accomplishment inspires them to pursue their athletic dreams and academic achievements. The BC Games Society has also notified the students' specific school principal and has encouraged them to recognize their athlete(s) within school announcements and/or newsletter. Principals and students have been made aware that, as a result of the students' participation at these BC Summer Games, they are eligible to apply for External Sport Credits.

Thank you again Mr Wilson for your support of sport activities in your district. We wish you continued success.

Sincerely,

Kelly Mann
 President and CEO

KJM/sh



Township of Langley 2010 BC Summer Games Participants and Medalists

According to our records, the following schools from your district were represented at the 2010 BC Summer Games. Also shown are the numbers of athletes from each school and whether or not a medal was won. Note that school information based on self-reporting and it may not be an exhaustive list.

School	Students that Attended the Games	Medals Won by Students
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50

Tahayghen Elementary

1

Ken Campbell

From: Hillary, Nicole RESD EX [Nicole.Hillary@gov.bc.ca]
Sent: Monday, November 22, 2010 10:41 AM
To: Ken Campbell
Subject: RBCS/MEduc Rural Schools Webinar

Hi Ken,

Thanks again for your participation in the Rural Schools/NLC Workshop at UBCM in September. We've heard great feedback about the workshop and your presentation on the Port Clements Neighbourhood Learning Centre, and we here at the Rural BC Secretariat remain very impressed with this as a model of community partnerships that include the local government.

I'm continuing to work with our partners at the Ministry of Education on ways that the Province can support and promote models that encourage the continued viability of rural schools, and to that end the Secretariat is planning on hosting a webinar on January 6, in partnership with the NLC group at the Ministry of Education, on *Strategies to Promote Rural School Sustainability*. With that in mind, I'd like to invite you to be a presenter on the webinar. Being a webinar that's delivered online, this commitment would not require any travelling for you, and I anticipate that you would be welcome to use the same slides that you used for the UBCM workshop if that suited you. The webinar itself would be 1.5 hours long on the afternoon of January 6, would include two community presentations (yours and one other) at 10 – 15 minutes each, and approximately 25 – 30 minutes for discussion at the end. The only other significant time commitment would involve a 1.5 – 2 hour trial webinar on December 16th, also completed online.

We would very much appreciate your willingness to share your experience and learnings associated with the Port Clements Multiplex. Please let me know as soon as possible if you would be interested in participating and whether you would be available for the proposed dates (December 16 and January 6). Also, of course, please feel free to give me a call if you have any questions or would like to discuss any details. If you're interested in participating, I'll send along further details about the webinar series, the format of the webinar, and your potential responsibilities.

Sincerely,

Nicole Hillary

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Policy and Program Analyst  
Strategic Initiatives Office  
Ministry of Regional Economic and Skills Development

**Rural**

Ph (250) 356-7945

E-Mail: [Nicole.Hillary@gov.bc.ca](mailto:Nicole.Hillary@gov.bc.ca)  
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Shelley Sansome

From: Libby Brown [LBrown@BCSTA.ORG]
Sent: Thursday, November 25, 2010 2:59 PM
To: eAlert; eAlert Subscribers
Subject: BCSTA e-Alert: Minister Abbott resigns, M MacDiarmid reappointed as Minister of Education

e-Alert

From BC School Trustees Association
November 25, 2010

Having announced his candidacy for the Liberal leadership, the Honourable George Abbott today resigned as Minister of Education. The Honourable Margaret MacDiarmid, former Minister of Education and currently Minister of Tourism, Trade and Investment, has been appointed Minister of Education for the time being.

The press release is available on the Premier's home page at www.gov.bc.ca/premier.

Due to technical difficulties, e-Alert is not in its usual format. It will be available on the BCSTA website Friday morning.