



Inventory

The Inventory of all rooms and spaces at AWES is now complete.

- You will receive a spreadsheet that is organized by room/space all areas have been inventoried on **Monday, August 26, 2024**.
- Within each room's spreadsheet, every item has been photographed and hyperlinked in the first column. You are able to click this link to see a picture of the inventoried item.
- ***Warning*** this process will be very overwhelming as the inventory listings are very comprehensive.
- We are happy to set up a time if you would like to go through the spreadsheet (and ask questions) at the Board Office. Alternatively, you can look at it on your own.
- Teachers have access to \$3,000 (to be paid from School District insurance) for **personally purchased items** that are included in the inventory listing, we have set up an account with teacher's names at Staples so items can be charged. You can use your school's purchase card for purchases that cannot be invoiced. Out of pocket purchases can be claimed through a cheque requisition. We realize September will be busy, but we hope you can replace your personal items before Christmas.
- CUPE staff please reach out to Jaslene Atwal to report any lost personal items.
- All other classroom supplies (not purchased personally) must go through your new school administrator as these amounts will be allocated to school budgets. Items must be tied back to the inventory listing to be reimbursed through insurance.
- No dollar amount has been assigned to each line item as the restoration company does not estimate replacement costs.
- You can replace your personally purchased items (up to \$3,000) and record on the spreadsheet which items you are replacing by documenting the replacement cost of the item (e.g., quote from Staples, etc.).
- The \$1,000 that the District provided was for classroom school supplies is not part of the above noted amount for personally purchased items.

Laptop Computers

- Computers have been delivered to your new location.

Furniture

- Rugs have been delivered.
- Shelves are being built and will be installed.
- Student desks, kindergarten tables and chairs have arrived, we are looking into the size issue.
- Staff desks are on order but will be delivered mid-September due to delivery backlogs. Temporary desks will be in classrooms until the new desks arrive.
- If you have work orders that need to be submitted, please go through your school administrator at your new location.



SCHOOL DISTRICT 5

SOUTHEAST KOOTENAY

Transfer requests

- Transfer requests for Amy Woodland students have been reviewed and all students have been placed at their requested locations.
- Transfers were only possible if a transfer request was received. If a request was not received, students will be attending their newly assigned school.
- Education Assistants placements have not been impacted by the student transfer process to date.

Bussing

- The Transportation Department has worked incredibly hard to create a busing schedule to transport all Amy Woodland students (who requested bussing) from the Amy Woodland site to their new buildings (including Laurie Middle School).
- Postings are out for before- and after-school bus supervision at the Amy Woodland site.
- Any special needs accessible bus requests should go through Kaley Wasylowich (District Principal of Learning Services). Amy Woodland Student Services Teachers, Sarah and Zoe, will be supporting Amy Woodland students and will be assigned to specific schools.
- Bussing is being provided for the after-school care program (now at Highlands for the 2024/25 school year).

Human Resources

- **Content Advisory** You will be receiving a letter from the Human Resources Department indicating your new assignment.
- This process is to update our systems to reflect your new location for purposes of absences and leaves. Otherwise, TTOCs will be showing up at the old site.
- Any questions about your schedule can be directed to your new administrator(s).

Amy Woodland School Building

- We are still waiting to hear what will happen to the building, we have no other information at this time.