



The Board of Education of
School District No.5 (Southeast Kootenay)
ALL COMMITTEE (PUBLIC)
AGENDA

October 28, 2024, 12:30 P.M.

Cranbrook Board Office

Members

Doug McPhee
Trina Ayling
Bev Bellina
Irene Bischler
Alysha Clarke
Nicole Heckendorf
Chris Johns
Sarah Madsen
Wendy Turner

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

1.2 Acknowledgement of Ktunaxa Territory

Acknowledgement that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

1.4 Approval of the Minutes

Approval of the minutes from September 23, 2024

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**The Board of Education of
School District No.5 (Southeast Kootenay)
Minutes - Advocacy/Education Committee
September 23, 2024, 2:30 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Trina Ayling
Co-Chair Trustee Alysha Clarke
Trustee Bev Bellina (remotely)
Trustee Sarah Madsen

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Irene Bischler
Trustee Nicole Heckendorf
Trustee Chris Johns
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Indigenous Education Jason Tichauer
Director of Operations Joe Tank
District Principal of Learning Services Kaley Wasylowich
Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING
1.1 Call to Order

Co-Chair Trustee Ayling called the Advocacy Education Committee meeting of September 23, 2024, to order at 12:43 p.m.

1.2 Approval of Agenda

Moved/Seconded by Clarke/Madsen:

THAT the agenda of the Advocacy Education Committee meeting of September 23, 2024, be approved as circulated.

1.3 Approval of Minutes

Moved/Seconded by Clarke/Bellina:

THAT the minutes of the Advocacy Education Committee meeting of August 26, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Moved/Seconded by Bellina/Madsen:

THAT the Advocacy Committee meeting reconvene at 2:08 p.m.

3.1 Solar Installation Rebates from BC Hydro

Students from Mount Baker Secondary School presented on the Solar Installation Rebates from BC Hydro. This presentation was included in the agenda package.

Moved/Seconded by Madsen/Clarke:

THAT the Advocacy Committee meeting of the Board of Education be adjourned at 2:35 p.m.

4. REPORTS

4.1 DSAC Report

Trustee Bellina reported that October 9, 2024, will be the first District Student Advisory Committee meeting.

4.2 DPAC Report

Superintendent Johnson provided an update from the District Parent Advisory Committee meeting on September 18, 2024.

Discussion at the September DPAC meeting included:

- Request from Kootenay Orchards Elementary PAC for a presentation for students on internet safety
- Concerns raised by parents and families from Amy Woodland Elementary School

4.3 Framework for Enhancing Student Learning (FESL) (Items determined by Superintendent)

The fourth year of the Framework for Enhancing Student Learning will be approved by the Board of Education at a special meeting on September 23, 2024.

Concerns from the Cranbrook Fernie Teachers Association will be discussed at the Summit meeting on Wednesday, September 25.

4.4 Child Care

District Principal Phillips provided an Early Learning update included in the agenda package.

5. NEW BUSINESS

5.1 Letter Template from School District 58

Chairperson McPhee reviewed the suggested letter template from School District No. 58.

RECOMMENDATION

Moved/Seconded by Clarke/Madsen:

THAT the letter template from School District No. 58 be forwarded with local amendments to the Board of Education. The Board of Education will forward the amended letter to the District Parent Advisory Council and Parent Advisory Councils.

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 Letter from BCSTA - Gender Based Violence Education

Received and Filed

7.2 Letter from BCSTA - Eliminating Barriers for Employment for ECE and Education Assistants

Received and Filed

7.3 Letter from BCSTA - Human Resources Capacity in Northern Districts

Received and Filed

7.4 Letter from BCSTA

Received and Filed

7.5 Letter from BCSTA - Emergency Management

Received and Filed

7.6 Letter from BCSTA - Funding of Designated Students

Received and Filed

7.7 Letter from BCSTA - Northern Teacher Bursary

Received and Filed

7.8 Letter from BCSTA - Climate Change

Received and Filed

7.9 Letter from BCSTA - Operating Funding for Child Care Spaces

Received and Filed

7.10 Letter from BCSTA - Anti-Bullying

Received and Filed

7.11 Letter from BCSTA - Accessible Playground Funding

Received and Filed

7.12 Letter from BCSTA - Neurodiverse Training in Public Education

Received and Filed

7.13 Letter from BCSTA - Accessible Internet

Received and Filed

RECOMMENDATION

Moved/Seconded by Clarke/Bellina:

THAT a letter be written from the Board of Education to thank the BCSTA for their work through the recent advocacy letters.

8. QUESTION PERIOD

Nil

9. ADJOURNMENT

Moved/Seconded by Clarke/Bellina:

THAT the September 23, 2024, Advocacy Education Committee meeting adjourn at 1:06 p.m.

Have we continued to enhance high standards, noble expectations, elevated commitments and quality performances to support student achievement?



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - STUDENT SERVICES MEETING**

**September 23, 2024, 1:30 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Bev Bellina (remotely)
Co-Chair Trustee Trina Ayling
Trustee Chris Johns
Trustee Irene Bischler

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Alysha Clarke
Trustee Nicole Heckendorf
Trustee Sarah Madsen
Trustee Wendy Turner (remotely)
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
Director of Operations Joe Tank
District Principal of Learning Services Kaley Wasylowich
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Bellina called the Student Services Committee meeting of September 23, 2024, to order at 12:32 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Johns/Ayling:

THAT the agenda for the Student Services Committee meeting of September 23, 2024, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Ayling/Bischler:

THAT the minutes of the Student Services Committee meeting of August 26, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Accessibility Committee Update

No update at this time.

2.2 Crisis Prevention Institute (CPI)

District Principal Wasylowich provided an update on the professional development day on September 20, 2024.

Behaviour Intervention Teacher, Kim Richards, presented the Reframing Behaviours workshop. District Management, Learning Services Coordinators, College of the Rockies, and almost every school across the District participated in the workshop.

Moving forward, schools will choose an area of focus for the year that is specific to their school and staffs' needs and the Behaviour Intervention Teacher will continue to support.

2.3 Update on Speech Language Pathologist and Speech Language Assistant Postings

The Speech Language Assistant position has been reposted and the Speech Language Pathologist position has been offered and is pending acceptance.

2.4 Report on CUPE In-Service Days

No further information to report.

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 School Psychologists

District Principal Wasylowich provided an update on School Psychologists. The School Psychologist time has been increased from 1.9 to 2.0 FTE across the District. This will speed up the waitlist for students.

5.2 Designated School Count for September 30, 2024

District Principal Wasylowich will provide more information on special education designations at the next meeting on October 28, 2024.

5.3 Teacher of Deaf and Hard of Hearing Posting

This position has been reposted. Currently the District is working with two audiologists with Interior Health to assist in setting up equipment.

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

Nil

8. QUESTION PERIOD

Nil

9. ADJOURNMENT

Moved/Seconded by Johns/Ayling:

THAT the September 23, 2024, Student Services Committee meeting adjourn at 12:41 p.m.

Have we effectively addressed the needs of our most vulnerable students and their families?



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - POLICY MEETING**

**September 23, 2024, 1:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Wendy Turner (remotely)
Co-Chair Trustee Nicole Heckendorf
Trustee Sarah Madsen
Trustee Alysha Clarke

Regrets: Director of Student Learning and Indigenous Education Jason Tichauer

Board/District Staff in Attendance: Chairperson Doug McPhee
Co-Chair Trustee Bev Bellina (remotely)
Trustee Trina Ayling
Trustee Irene Bischler
Trustee Chris Johns
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer

Director of Student Learning and Innovation Diane Casault
Director of Operations Joe Tank
District Principal of Student Services Kaley Wasylowich
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Heckendorf called the Policy Committee meeting of September 23, 2024, to order at 12:27 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Clarke/Madsen:

THAT the agenda of the Policy Committee meeting of September 23, 2024, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Clarke/Turner:

THAT the minutes of the Policy Committee meeting of August 26, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Superintendent Johnson provided a brief update on the [Use of Cell Phones and Digital Devices Administrative Procedure](#) (AP 145). The feedback on this administrative procedure has been positive across the District.

5. NEW BUSINESS

Nil

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

Nil

8. QUESTION PERIOD

Nil

9. ADJOURNMENT

Moved/Seconded by Madsen/Clarke:

THAT the Policy Committee meeting of September 23, 2024, adjourn at 12:31 p.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?

DRAFT



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)**

**September 23, 2024, 12:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Chris Johns
Co-Chair Trustee Irene Bischler
Trustee Nicole Heckendorf
Trustee Wendy Turner (remotely)

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina (remotely)
Trustee Alysha Clarke
Trustee Sarah Madsen
Secretary Treasurer Nick Taylor
Superintendent Viveka Johnson
Director of Instruction and Human Resources Brent Reimer
Director of Student Learning and Innovation Diane Casault
Director of Operations Joe Tank
Principal of Early Learning and Child Care Laura-Lee Phillips (remotely)
Vice Principal Human Resources and Health & Safety Jaslene Atwal
District Principal of Learning Services Kaley Wasyłowich
Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Johns called the public Finance Operations Personnel Committee meeting of September 23, 2024, to order at 12:10 p.m.

1.2 Acknowledgement of Ktunaxa Territory

Co-Chair Trustee Johns acknowledged that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

Moved/Seconded by Heckendorf/Bischler:

THAT the agenda of the public Finance Operations Personnel Committee meeting of September 23, 2024, be approved as circulated.

1.4 Approval of the Minutes

Moved/Seconded by Bischler/Heckendorf:

THAT the minutes of the public Finance Operations Personnel Committee meeting of August 26, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Mountainview Sparwood

Secretary Treasurer Taylor will provide an update on the Mountainview Child Care Hub proposal at the Board of Education in-camera meeting on October 8, 2024.

4.2 Superintendent

4.2.1 Child Care

District Principal Phillips provided an update on Child Care in the District included in the agenda package.

5. NEW BUSINESS

Nil

6. ACTION ITEMS FOR FUTURE MEETINGS

6.1 Cranbrook Pickle Ball Club

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes

Director Reimer and District Vice Principal Atwal reviewed the minutes from the District Occupational Health and Safety Committee.

Discussion included:

- Working alone protocols and devices
- Learning Management System
- Training scenarios using Virtual Reality

7.2 Finance and Capital Analysis Report

Secretary Treasurer Taylor reviewed the Finance and Capital Analysis Reports included in the agenda package.

7.3 Trustee Professional Development

No report at this time

7.4 Staff Travel Summary

8. QUESTION PERIOD

Nil

9. ADJOURNMENT

Moved/Seconded by Bischler/Turner:

THAT the September 23, 2024, public Finance Operations Personnel Committee meeting adjourn at 12:25 p.m.

What services and resources did we provide to which students at what cost and resulting in what benefits?

Canadian Sport School

School District 5 Agenda Package

October 28, 2024

PACIFICSPORT
COLUMBIA BASIN



**INSTITUT
CANADIEN
DU SPORT**



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The Canadian Sport School™ (CSS)

WHAT IS CANADIAN SPORT SCHOOL

The Canadian Sport School is a supplementary education program designed to support high performance athletes in their academic and athletic pursuits. The cohort of students from various sports comes together for part of each day to train across fundamental movement competencies including strength, gymnastics, speed and acceleration. Students have a weekly sport performance seminar and are supported by their teacher towards their academic curriculum.

CSS is comprised of three major components to support athlete development:



Physical training via the IGNITE Athlete Development Program™ (IGNITE).



Supervised independent study blocks to provide students time for homework completion, quiet study, and/or online learning.



Sport Performance seminars to educate students in high performance sport concepts.

BENEFITS OF THE CSS MODEL

- CSS leverages existing funding within the public school system for public school students
- Allows exceptional students the opportunity to pursue excellence both inside and out of the classroom.
- Keeps athletes in school and in home environment instead of expensive academy in major centre.
- Provides training curriculum designed by National Team coaches for this age and stage high performance development.
- Recognizes and credits the students participation in high performance sport
- Accommodates flexible educational environment required to excel in both sport and school.



CANADIAN
SPORT
INSTITUTE



INSTITUT
CANADIEN
DU SPORT



The Canadian Sport School™ (CSS)

OBJECTIVES



To transfer both theoretical and practical knowledge related to optimal athlete development to British Columbia's current and next generation of high-performance athletes between the grades of 9 to 12.



To prepare developing athletes for the expectations that arise within a professional daily training environment seen at the upper levels of the Podium Pathway.



To provide academic credit for high school students who are spending a significant amount of time outside of traditional school hours training and competing in sport.



To support an athlete's holistic development, offering a personalized education experience in alignment within their athletic and academic aspirations within their home community.



To instill positive traits, values, and life skills so that student-athletes are best set up for success in their future both in and out of sport.



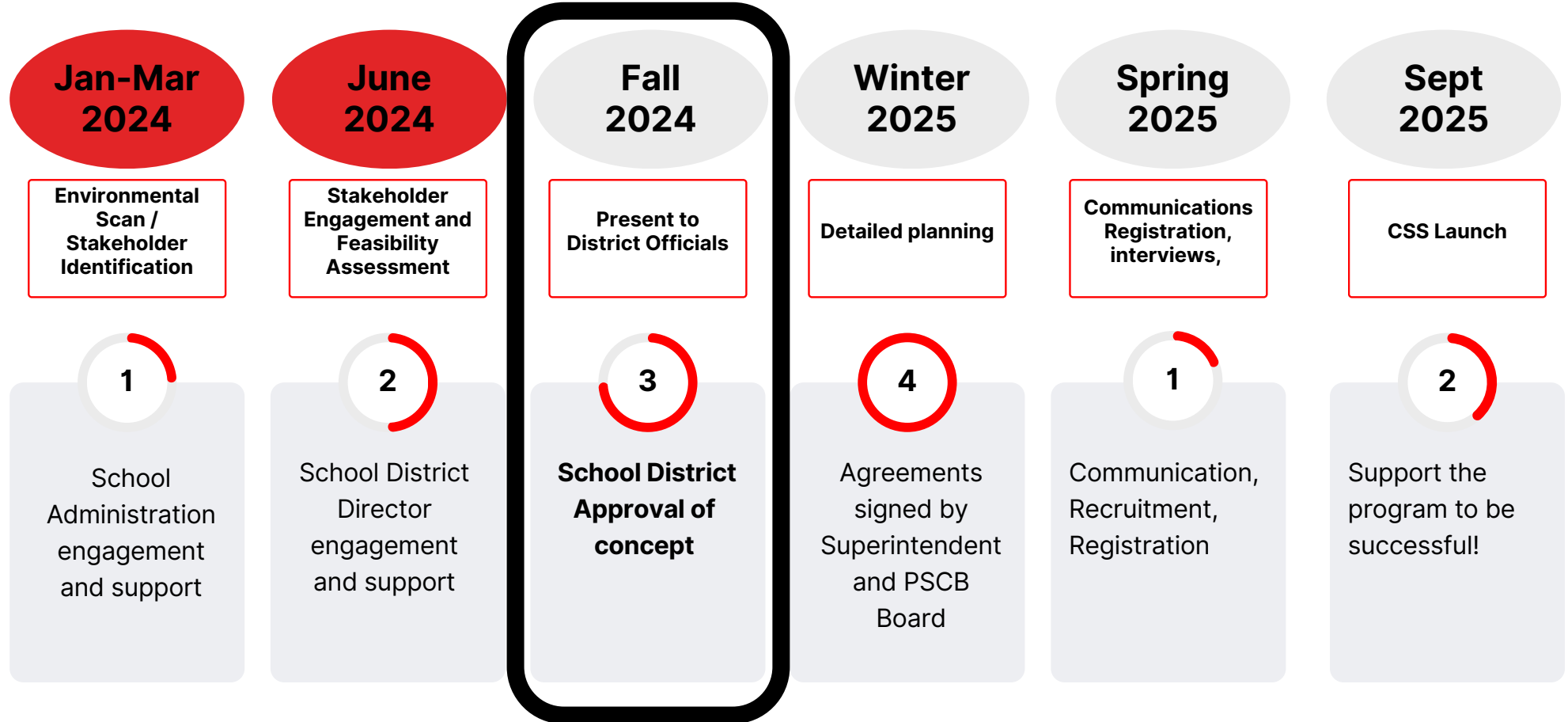
To convert high potential athletes up the Podium Pathway by providing a cutting-edge training environment based on current sport science best practices.





The Canadian Sport School™ (CSS)

PROJECT APPROVAL PROCESS / TIMELINES





The Canadian Sport School™ (CSS)

The Canadian Sport Institute Pacific launched the first Canadian Sport School in 2011 in Victoria and the program has expanded to Kelowna (2013), Prince George (2018) and Smithers (2021). While similar, each program is contextualized to local factors including school structure, facilities, and course offerings. School administrators and teachers are best suited to inform the optimal course mix for a new CSS.

CSS SCHOOL COURSES BY CAMPUS LOCATION



| Grade | CSS Victoria | CSS Kelowna | CSS PG & Smithers |
|-----------|---|--|--|
| 10 | Career and Life Ed. Phys & Health Ed Indiv. Sports A&B 10 Cross Training 10 Sports Performance 10 | Athlete Training 10 (PHED10) Sport Performance (BAA) Career and Life Ed. (CLE) Sports Marketing (MADEM10) | Career Life Ed. 10 PHE 10 IDS 10A IDS 10B |
| 11 | Active Living 11 S&C 11 Indiv. Sports A&B 11 Sport Performance 11 Psychology of Sport 12 | Athlete Training 11 (FTCD11) Sport Performance 11 (BAA) Career Life Connections Phys. Ed. (ACLV11) | Fitness and Conditioning 11 Active Living 11 IDS 11A IDS 11B or Dance Conditioning |
| 12 | Career Life Connections 12 Active Living 12 S&C 12 Individual Sports Training A&B 12 Sports Performance 12 | Athlete Training (FTCD12) Sport Performance (BAA) Career Life or Indigenous Course Phys. Ed. 12 (ACLV12) | Fitness and Conditioning 12 Active Living IDS 12A IDS 12B |

The IGNITE Athlete Development Program

WHAT IS IGNITE?

Ignite is a multi-sport physical preparation curriculum designed by National Team Strength Coaches to support the skill and motor development of future national team athletes.

By establishing strong foundational movement skills across speed, body control and weight-lifting techniques, athletes are better prepared for the demands of their sport and their long term development in future national team environments.



SPEED & ACCELERATION



GYMNASTICS / BODY AWARENESS



STRENGTH & CONDITIONING



SPORT EDUCATION

WHERE DOES CSS FIT IN SCHOOL DAY?

In other districts, CSS is a morning program, 4 days per week. We recognize Fernie Secondary School is a tumbling schedule which will result in a potentially different model.

| Mon | Tues | Wed | Thurs | Fri |
|---------------|--------------|-----------------|--------------|------|
| Sport Seminar | Strength | Speed / Gymnas. | Strength | Off |
| Indep. Study | Indep. Study | Indep. Study | Indep. Study | Off |
| Lunch | | | | |
| Core | Core | Core | Core | Core |
| Core | Core | Core | Core | Core |





The Canadian Sport School™ (CSS)

There is a tuition to participate in the program that is calculated based on cost recovery. Bursaries or scholarships are available for athletes for whom cost is a barrier.

CSS TUITION BENCHMARKS

| Year | CSS Victoria | CSS Kelowna | CSS PG & Smithers |
|------|--------------|-------------|-------------------|
| 2025 | \$3750 | \$3500 | \$2200 |
| 2026 | \$3750 | \$3500 | \$2500 |

FUNDING MODEL

The School District utilizes enrollment funding to pay for the teacher, admin, school facilities and other related costs. The credits from the courses are combined to create the appropriate FTE for the teacher.

PacificSport Columbia Basin collects the tuition and pays the associated costs of coaching, facilities and project management / administration.

The anticipated tuition for CSS Fernie is \$3500





The Canadian Sport School™ (CSS)

CSS operations are the shared responsibility of CSI Pacific, regional delivery partners, and local school districts. Each organization has specific roles to ensure the program is reaching its fullest potential.

RESPONSIBILITIES:

CSI PACIFIC

- Oversee to ensure consistency of programming and operating standards across all CSS campuses.
- Manage the CSS brand, including trademarks
- Set operating standards for both CSS and IGNITE.
- Collaborate in delivery of sport performance education which may include but not limited Nutrition, Mental Performance, and Physiology.
- Provide website for marketing, promotion, and information for CSS programming.
- Provide recognition of CSS or Ignite program completion through electronic parchment
- Enable CSS students to register as a targeted athletes and receive appropriate programs and benefits.

PACIFICS SPORT COLUMBIA BASIN

- Lead the delivery of CSS in the Columbia Basin
- Negotiate partnerships with local school districts.
- Secure funding and financing CSS operations, (primarily through tuition)
- Negotiate partnerships with facilities for delivery of IGNITE program (S&C, Gymnastics, Track/ Field)
- Delivering IGNITE in accordance with standards identified in the IGNITE Athlete Development Program Operations Manual.
- Meeting reporting requirements identified in the CSS licensing agreement.
- Adhering to policies and processes identified in the most current version of the Canadian Sport School Operations Manual.

SCHOOLS / DISTRICTS

- Acquire School Board authorization for the establishment of a CSS campus.
- Acquire School Board approval for the courses necessary to deliver CSS.
- Deliver CSS courses through the district's distributed learning program in a blended learning format.
- Provide a certified teacher(s) to deliver approved courses and meet other expectations as needed for successful implementation of CSS (as per individual campus requirements).
- Ensure local school district policies and procedures are followed in the event of a critical incident or accident.
- In consultation with the delivery partner, confirm the maximum capacity of students admitted in the program



Canadian Sport School & IGNITE® Program Overview

July 2024



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Program History

The IGNITE™ program was born out of an idea and a need to fill a gap in athlete development that was presenting at the national team level. Basic motor skills such as running and sprinting, overall kinesthetic awareness and ability to manipulate one's body, in addition to fundamental weight room and Olympic lifting skills are all skills that can easily be taught at a developmental stage of the high-performance pathway. This provides athletes with an athlete development progression that aligns more closely with the LTAD thereby minimizing risks of injury and imbalance that can be associated with high level sport specific training. The IGNITE program and curriculum was developed to provide those athlete development skills to development athletes who are in the earlier stages of the high-performance pathway, in order to positively impact future national level athletes

In 2010, Canadian Sport Centre Pacific (CSC Pacific) released the *Sport Schools in BC: The Future is Here* report examining the climate for sport schools and sport academies in BC. The report made several critical observations regarding the evolution of school-based academy programs and determined these academies were not significantly contributing to the development of BC's high performance athletes. Specifically, the report found:

1. School-age, high performance athletes were not receiving adequate sport or academic assistance to reach their potential in both fields simultaneously.
2. Only 2% of school-age high performance athletes were enrolled in a specific academy through their school.
3. 80% of school-age high performance athletes indicated balancing academics and athletics at least somewhat difficult.
4. Athletes were not taking advantage of the flexible options available in the education system, and less than 50% were receiving high school credits for which they were eligible to receive as a result of participation in their sport (Athlete 10, 11, 12).
5. The primary purpose of most sport academies has not been to develop and/or support high performance student-athletes.

The report recommended the creation of a model that helped athletes balance the two competing needs of their training and academic lives. In response, CSI Pacific established the CSS program in 2011 with the intent to deliver the Ignite program with a school based environment where student-athletes can train in a multi-sport, high performance setting while ensuring high school academic standards are met.

Program Philosophy

The Ignite and Canadian Sport School™ (CSS) uphold the following vision, mission and values:

Vision

“Every middle and high school-aged athlete in British Columbia has the opportunity to supplement their sport-specific development whilst achieving balance in sport, education, and life.”

Mission

“To provide foundational multi-sport athletic training environment for middle and high school athletes aimed at enhancing strength, speed and movement skills, while supporting students with their long-term goals in sport and life.”

Values

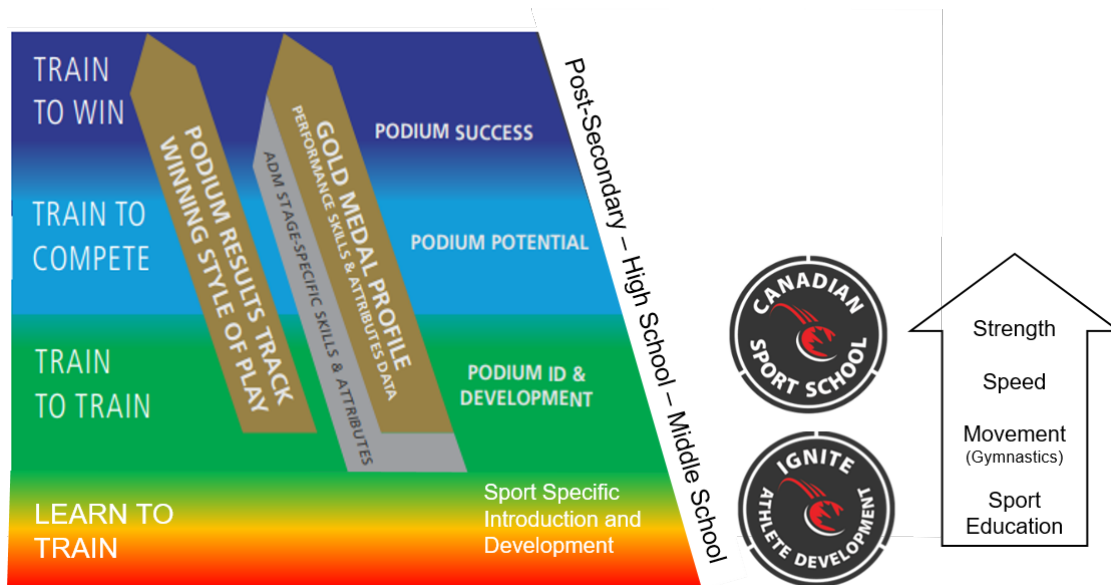
Leadership; Excellence; Perseverance; Knowledge; Collaboration

Program Pathway

The IGNITE and CSS program provides supplemental training support to athlete in the BC pathway as illustrated below. The programming aims to support development stages of LTAD as follows:

- IGNITE – Learn to Train and Train to Train stages, predominantly Grade 7 to 9.
- CSS – Train to Train and Train to Compete, predominantly Grade 10 to 12.

Programming is delivered through regional centers who uphold standard outlined in this manual.



Program Principles

The IGNITE and CSS program is designed to provide future national team and Olympic or Paralympic athletes with fundamental athletic skills in three thematic areas of delivery; gymnastics (movement literacy), speed (Sprint) and Strength (techniques), to supplement existing sport specific training. Further, athlete education is also sought to assist athletes in their holistic development and preparation toward higher levels of competition. The table below outlines the key principles of the program across the 4 thematic streams. The principles are therefore woven throughout the delivery of the Ignite and CSS programs and guide the development of curriculum.

| | | Thematic Areas | | | |
|-------------------------------|--|--|-------|-----------------------|----------------------------|
| | | Strength | Speed | Movement (Gymnastics) | Sport Education |
| Programming Principles | Athlete Centered Coach Driven | Flexible and adaptable programming Sport Specific coach integration | | | Application to Sport |
| | Self-Regulated Mastery Approach | Individualized Goal Directed Delivery | | | |
| | Athlete Wellness Mental Health | Resilience, perseverance, self-care | | | Specific Education Modules |
| | Recovery Load Management | Periodized programming and monitoring | | | |
| | Holistic Development Leadership | Peer teaching, accountability, collaboration | | | |
| | Adaptation and Learning | Progressive Stimulus, Minimum Time, Achievement Standards | | | |

Program Objectives

The Ignite and CSS program aim to achieve the following objectives.

1. To transfer both theoretical and practical knowledge related to optimal athlete development to British Columbia's current and next generation of high-performance athletes between the grades of 7 to 12.
2. To prepare developing athletes for the expectations that arise within a professional daily training environment within their Podium Pathway.
3. To prepare developing athletes for the expectations that arise within a professional daily training environment seen at the upper levels of the Podium Pathway.
4. To provide academic credit for high school students who are spending a significant amount of time outside of traditional school hours training and competing in sport.
5. To support athletes, develop supplemental training skills, by offering optimal training environments in their hometown.
6. To instill virtuous traits, values, and life skills so that student-athletes are best set up for success in their future both in and out of sport.
7. To convert high potential athletes up the Podium Pathway by providing a cutting-edge training environment based on current sport science best practices.

Program Structure

While the Ignite athlete development program underpins the Canadian Sport School curriculum, the program structure seeks to brand the programs into two areas of delivery:

- Ignite branding which will target Middle School (L2T and T2T) aged athletes with developmentally appropriate delivery of program objectives in a limited duration program.
- Canadian Sport School branding which will target High School (T2T and T2C) aged athletes where Ignite programming is adapted and delivered in an integrated school setting, allowing students to maintain connections to their home school.
- CSS comprises three major components to support athlete development:
 - **Physical training** via the IGNITE Athlete Development Program™ (IGNITE).
 - Supervised **independent study blocks** to provide students time for homework completion, quiet study, and/or online learning.
 - **Sport performance seminars** to educate students in high performance sport concepts.
- CSS occurs during the school day where students attend CSS for half of the day and their home school for the other half. Students receive credit for their CSS courses (four credits per course) allowing them to meet high school graduation requirements.

The table below describes the key characteristics of each branded program and is used in developing the technical aspects of program delivery.

| | IGNITE | CANADIAN SPORT SCHOOL |
|-----------------------------|---|--|
| Athlete | <i>Club (LSO), Regional – L2T & T2T</i> | <i>Club (LSO) – Regional – Provincial T2T & T2C</i> |
| Grades | <i>7 to 9</i> | <i>10 -12</i> |
| Venue | <i>Before or after School</i> | <i>In school (credits) – Home school</i> |
| Facilities Equipment | <i>Indoor - Gymnasium / Outdoor - Field – Minimal Equipment</i> | <i>Specialized (Weight Room, Track, Gymnastics Facility)</i> |
| Duration | <i>10-12 Weeks – 2 sessions / week</i> | <i>30-36 Weeks – 4 Sessions / Week</i> |
| Delivery | <i>Blocked (Gymnastics → Speed → Strength)</i> | <i>Integrated (Gymnastics / Speed / Strength weekly)</i> |
| Testing | <i>Pre and Post tests (RBC TG) Or No Testing</i> | <i>Pre – Mid – Post (RBC TG)</i> |
| Coaching | <i>Ignited Trained Coaches – Standardized</i> | <i>Minimum standards for people delivering</i> |
| Curriculum | <i>Prescribed (Challenges based on athlete level)</i> | <i>Guided to Adapted (3 levels – 101, 201, 301)</i> |
| Cost | <i>\$350 - \$500 (10 to 15 / Cohort)</i> | <i>\$2500 - \$3500 (Scholarships)</i> |

Program Roles

CSS operations are the responsibility of CSI Pacific, regional delivery partners, and local school districts. Each organization has specific roles to ensure the program is reaching its fullest potential.

CSI Pacific is responsible for:

- Providing oversight to ensure consistency of programming and operating standards across all CSS campuses.
- Managing the CSS brand, including ownership of the Canadian Sport School trademark, and overseeing use of said brand by partner organizations.
- Setting, in consultation with delivery partners, operating standards for both CSS and IGNITE.
- Approving the establishment of CSS campuses. Provide oversight to ensure consistency of programming and operating standards across all CSS campuses.
- Manage the CSS brand, including ownership of the Canadian Sport School trademark.
- Set, in consultation with delivery partners, operating standards for both CSS and IGNITE.
- Approve the establishment of CSS campuses and or IGNITE programming.
- Collaborate in delivery of sport performance specialization which may include but not limited Nutrition, Mental Performance, Physiology, and HP sport system upon request (reasonable) during the school year.
- Ensure reasonable use of Ignite Branding for use in performance camps (e.g. Ignite Lite) to assist in promoting CSS.
- Provide website for marketing, promotion, and information for CSS programming.
- Provide recognition of CSS or Ignite program completion through electronic parchment
- Enable CSS students to register as a targeted athletes and receive appropriate programs and benefits.

Delivery partners are responsible for:

- Leading the delivery of CSS in their region pursuant to a licensing agreement with CSI Pacific
- Negotiating partnerships with local school districts.
- Securing funding and financing CSS operations.
- Providing appropriate facilities to deliver academic courses (athletic and scholastic).
- Ensuring the academic facility has appropriate materials for learning such as computer access and on-site Wi-Fi.
- Delivering IGNITE in accordance with standards identified in the IGNITE Athlete Development Program Operations Manual.
- Meeting reporting requirements identified in the CSS licensing agreement.
- Adhering to policies and processes identified in the most current version of the Canadian Sport School Operations Manual.

School districts are responsible for:

- Acquiring School Board authorization for the establishment of a CSS campus.
- Acquiring School Board approval for the courses necessary to deliver CSS.
- Delivering CSS courses through the district's distributed learning program in a blended learning format.
- Providing a certified teacher(s) to deliver approved courses and meet other expectations as needed for successful implementation of CSS (as per individual campus requirements).
- Ensuring local school district policies and procedures are followed in the event of a critical incident or accident.
- In consultation with delivery partner, confirm maximum capacity of students admitted into campus.

Canadian Sport Institute Pacific Registered Trademarks

Regional centers are granted use of branding trademarks to promote CSS and Ignite programs. The use of trademarks is outlined in the Regional Center's licensing agreement. All trademarks must be used when delivering CSS or Ignite programs.

6. Canadian Sport School™
7. IGNITE Athlete Development Program™

Canadian Sport School - Fernie

Example Budget

This budget utilizes financial information from CSS Kelowna to estimate costs for a CSS in Fernie.

| ASSUMPTIONS | | CSS Fernie | CSS Kelowna | CSS Kelowna |
|--------------------------------------|----------------------------|------------------|-------------------|-------------------|
| | | 2025-2026 | 2024-2025 | 2023-2024 |
| 1 | # of students | 22 | 40 | 34 |
| | Tuition Per student | \$ 3,500 | 3,500 | 3,200 |
| REVENUES | | | | |
| | Tuition | 77,000 | 140,000 | 107,200 |
| | Government Funding | - | | |
| 2 | Grants | | | |
| | Sponsorship / Philanthropy | - | | |
| TOTAL REVENUES | | \$ 77,000 | \$ 140,000 | \$ 107,200 |
| EXPENSES | | | | |
| Human Resources | | | | |
| | PacificSport Staff | 30,000 | 30,000 | 12,500 |
| | Contractor Fees | | 54,694 | 45,543 |
| 3 | Strength Coaches | 15,480 | | |
| 4 | Speed / Acceleration | 1,710 | | |
| 5 | Gymnastics Coaches | 2,850 | | |
| Total Human Resources | | \$ 50,040 | \$ 84,694 | \$ 58,043 |
| Administrative and Production | | | | |
| | Travel | 1500 | | |
| | Meetings | 200 | 300 | 200 |
| | Supplies and Equipment | 500 | 500 | 500 |
| | Marketing (Print, Digital) | 2000 | 1,500 | |
| | Materials/ Swag | 2500 | 8,000 | 9,394 |
| | CSS Misc. | 1000 | 2,500 | 2,200 |
| | Athlete Scholarships | 3500 | 3,500 | 2,000 |
| Total · Admin. and Production | | \$ 11,200 | \$ 16,300 | \$ 14,294 |
| Facilities | | | | |
| | Facilities | | 34,534 | 32,077 |
| 6 | Weight Room | 7310 | | |
| 7 | Gymnastics Facilities | 2850 | | |
| 8 | External classrooms | | | |
| Total Facilities | | \$ 10,160 | \$ 34,534 | \$ 32,077 |
| TOTAL EXPENSES | | \$ 71,400 | \$ 135,528 | \$ 104,414 |
| TOTAL PROFIT / LOSS | | \$ 5,600 | \$ 4,472 | \$ 2,786 |

NOTES

- 1 20-25 students anticipated.
- 2 BC Gaming infrastructure grant can be applied to for equipment
- 3 S&C : 2 coaches. \$90 per hour x 86 sessions
- 4 Speed / Acceleration: 19 sessions 1 Coach Internal, 1 external
- 5 Gymnastics Coaches: 2 coaches, 19 sessions, \$150 per session
- 6 Facilities: Weight Room \$85 / session, 86 sessions
- 7 Facilities: Gymnastics 19 Sessions, \$150 per session
- 8 CSS Kelowna rents external classrooms daily

School Food Coordinator Report

October 22nd, 2024

The following chart is a summary of how food programs work in SD5 schools. Most of the food is purchased at the school level, often by a youth care worker or other support staff. This chart was created based on information gathered from visiting schools and speaking with school administration and support staff responsible for food programs.

| Meal | Delivery | Items | Funding Source |
|--------------|--|---|---|
| Breakfast | Served in student services room/youth care worker room/shared spaces | Fruit, cereal, baked goods, toast, yogurt | Breakfast Club of Canada, schools, Feeding Futures, Community Link, Salvation Army, community organizations |
| Snacks | Served in student services room/youth care worker room/shared spaces, hallways, reception, and classrooms | Granola bars, crackers, fresh fruit and vegetables, baked goods, cheese, cured meat | Community Link, Schools, Salvation Army, Feeding Futures |
| Lunch | Students who require lunch can access it through school staff, such as YCWs. Sandwiches and other items are kept in a refrigerator at school | Sandwiches (prepared by Salvation Army), peanut butter, bagels, toast, fresh fruit and vegetables, granola bars | Salvation Army, Schools, Community Link, Feeding Futures, PACs |
| Supplemental | Food that is sent home with students over the weekend, targeted towards higher need students | Snacks, instant meals, fruit | Backpack Buddies, Feeding Futures |

SD5 food programs vary from school to school. Key to the delivery of these programs is a staff awareness of which students require food assistance. Often this knowledge lies with a YCW, an IESW, a teacher or school administrator.



Feeding Futures School Budgets 24/25

The 2024/2025 budget was created using enrollment numbers while factoring in food assistance options available to students at each school, with a targeted allocation of \$60,000. Fernie Secondary and Isabella Dicken Elementary, for example, have large kitchens with cooking staff on-site. Their lower budgets account for their ability to provide food more efficiently while using funding streams not available to other schools. Likewise, Jaffray School does not have Breakfast Club of Canada program, nor the snacks and sandwiches provided by the Salvation Army to schools in Cranbrook.

| School | 24/25 Feeding Futures Budget | 23/24 Feeding Futures Spend |
|----------------------|------------------------------|-----------------------------|
| Elkford Secondary | \$ 2,900.00 | \$ 4,718.11 |
| Fernie Secondary | \$ 2,000.00 | \$ 13,741.52 |
| Frank J. Mitchell | \$ 4,500.00 | \$ 9,628.01 |
| Gordon Terrace | \$ 3,300.00 | \$ 8,212.77 |
| Highlands | \$ 3,000.00 | \$ 4,453.49 |
| Isabella Dicken | \$ 2,000.00 | \$ 8,859.23 |
| Jaffray | \$ 4,500.00 | \$ 7,694.75 |
| KDS | \$ 1,300.00 | \$ 3,934.76 |
| Kootenay Orchards | \$ 3,000.00 | \$ 4,753.96 |
| Laurie | \$ 5,000.00 | \$ 15,501.99 |
| Mount Baker | \$ 10,000.00 | \$ 19,772.92 |
| Parkland | \$ 5,000.00 | \$ 7,460.94 |
| Pinewood | \$ 2,000.00 | \$ 1,551.95 |
| Rocky Mountain | \$ 3,000.00 | \$ 279.53 |
| Sparwood Secondary | \$ 4,000.00 | \$ 14,847.05 |
| Steeples | \$ 2,900.00 | \$ 5,676.95 |
| T.M. Roberts | \$ 3,600.00 | \$ 8,394.59 |
| StrongStart programs | \$ 2,500.00 | \$ 0 |
| Total | \$ 64,500.00 | \$ 139,482.52 |

Hot Lunches

Most schools in SD5 currently do not have the facilities or staff to consistently prepare hot lunches at school. This often limits hot lunches to PACs and school wide functions, such as pizza day or hot dog day. These meals can be fundraisers, requiring students to pay to eat, but also open to all students who want a meal on that lunch day. PAC lunches can be weekly, monthly or less frequent, and vary greatly by school.

To increase hot lunches in our schools at an affordable price, we have begun pilot programs for weekly hot lunches in three SD5 schools: Steeples, Pinewood and Parkland. Lunches will be prepared off-site using a local non-profit kitchen, Community Connections Society, and served every Wednesday. I have created an online ordering platform, using Food for Thought Software Solutions, where parents can order meals using a pay-what-you-can model. Parents are encouraged to order online, however students who have not ordered online may still order lunch at school.

We hope to expand these hot lunch programs to more schools on more days. Some of the challenges we face in expanding are:

- Finding and contracting catering partners in communities across SD5.
- Self-sustaining model remains unproven, i.e. how much can we recover to pay for meals in schools?
- Unknown buy-in (uptake) from schools and students: will this program be successful at piloted schools? What are the corrections that need to be made for the program to be successful?
- Lunch service requires school staff and volunteer participation—this can place burden on schools.

Next Steps: assess efficacy and value of these lunch programs, track lunch program meal counts and participation rates, discuss program with more schools and administration, recruit more catering/restaurant partnerships for SD5 schools, leverage online platform for more donations from corporate sponsorships.

Fresh Produce in SD5 Schools

Schools in SD5 have confirmed that students enjoy eating fresh fruit and vegetables. Most schools have decided not to pay for the BC Fruit and Vegetable program since it was changed to a paid model in early 2024. Considering these facts, a more centralized approach to produce procurement is worth exploring. In early October, I purchased sixteen 20lb cases of apples from a local distributor purchasing directly from Okanagan apple



growers. The cases were distributed to all schools in SD5 using my personal vehicle for schools in Cranbrook and the internal courier service for schools outside Cranbrook.

Buying wholesale and direct (or direct as possible) can decrease costs and increase the quality and variety of fresh fruits and vegetables available to students. Some challenges in growing a program like this are:

- Cold storage space for larger wholesale purchases
- A sustainable distribution system—the current courier service may not be ideal for larger wholesale deliveries on a regular basis.
- In-school distribution—do schools have infrastructure and staff to store and prep fresh produce?

Future Steps: Continue to develop relationships with local distributors and logistics, explore options for cold storage in SD5, examine intradistrict distribution for increased capacity.

Elk Valley Programming

Recent efforts in Elk Valley have been focused on renovating the kitchen at Isabella Dicken and increasing services offered at Frank J Mitchell and Sparwood Secondary.

The kitchen renovation will include a new commercial dishwasher, stainless steel countertops and tables, double basin sink with overhead sprayer and faucet, electric range and handwashing sink.

With these improvements, the chef's assistant based out of Isabella Dicken will be increasing output and traveling to Sparwood once per week to aid in the snack purchasing and preparation for both schools. These visits started on 10/15. We are also exploring adding Sparwood schools to the hot lunch platform, using the chef's assistant to make the meals and deliver to Sparwood.

Nursing Practicum

SD5 is hosting a practicum for nursing students from College of the Rockies. With input from Mike Kelly, I created a syllabus with projects focused on food security, food literacy and healthy eating habits. The practicum students are creating resources for schools and will be presenting to both students and staff at each SD5 school. The syllabus for the practicum is attached to this report.

Grant Opportunities

Farm to Cafeteria BC and Farm to School BC have both offered small grants targeting schools in our region. I have applied for two grants for kitchen improvements, totaling



\$4,000, using the Farm to Cafeteria grant, and am in the process of finding projects that could benefit from Farm to School grants (at \$1,000 each).

The grant money can be used for kitchen equipment, upgrades to kitchen space (electric, plumbing, etc.), garden and growing equipment, and educational materials, among other items.

Moving forward, as I become more acquainted with funding opportunities nationally, provincially, and locally, grant writing could play a pivotal role in improving existing infrastructure and funding new projects.

Please feel free to contact me with any questions, comments, or concerns.

Sincerely,

Vincent Girimonte

250 919 3759

vincent.girimonte@sd5.bc.ca



College of the Rockies Nursing Practicum, Fall 2024

School Resource Project

Over the course of the practicum, the practicum students will create a physical resource for distribution in our schools along with a presentation to be delivered in various schools throughout the district on each of the following four topics:

Local Food Assistance Programs

Many students in SD5 access food assistance programs within our schools. When school is not in session on the weekend or over summer break, how can students access food when they need it? We want students and their families to gain a full understanding of what is offered in their specific communities and where they can turn to if they need help.

Eating Disorders

Working in collaboration with the East Kootenay Eating Disorders Program, this resource should provide SD5 students and staff with essential information around eating disorders and how students can access help for themselves or for another person.

Snacks for School Health

This topic will help students understand the nutritional benefits of snack foods common to our students, and how these foods can impact growth, immunity and energy i.e. Grow, Glow and Go foods. While designing this resource, focus on communication—what is the best way to communicate nutritional information to students? How can we best engage students in these conversations? Perhaps geared towards younger students.

Food Literacy for SD5 Students

Food literacy means striving to understand the connections between food, health and wellbeing. This resource should help students make informed choices about what goes into their bodies, with an emphasis on healthy eating habits as well as nutrition. What does a healthy relationship with food look like? What are the social elements of a healthy relationship with food? This topic can be geared towards older students.



Each topic should be covered, however, how you choose to divide work is up to you.

The resource can be a single page or trifold pamphlet, a larger sized flyer or poster to be displayed somewhere in the school, or something else of your choosing. This is up to you and your creativity. This will be a resource for students, staff and parents in the district. The presentations should be 20-30 mins long, contain visuals and be participatory and engaging for a school audience. We anticipate the presentations will be taking place in November.

The resources and presentations are **due on October 30th**.

Working in SD5 Community

In addition to the resource project, there will be various opportunities for you to engage with the food assistance programs in SD5, such as helping serve hot lunch at one of our schools and working with some of our community partners. We will be in touch about these opportunities as they arise throughout the term.

We look forward to working together. Please reach out if you have any questions.

Mike Kelly, Principal SD5

michael.kelly@sd5.bc.ca

250-423-4912

Vince Girimonte, School Food Coordinator SD5

vincent.girimonte@sd5.bc.ca

250-919-3759



Field Trip Application Checklist

Required for school trips *within Canada and the Mainland of the United States excluding British Columbia, Alberta or the states of Washington, Idaho or Montana (Must be submitted 14 days prior to departure)*

SUPERINTENDENT APPROVAL (Please complete and email to jane.nixon@sd5.bc.ca)

Date: September 10/24

School(s): Parkland Middle School Grade(s): 9

Sponsor Teacher(s): Stephanie Tichauer

Educational Objectives and Rational (curriculum connection):
(attach separate sheet)

Departure Date: TBD May 28, 2025
~~June 2025~~

Return Date: June 1, 2025
~~TBD June 2025~~

Destination: Anaheim, California

Method of Transportation: See attached

Cost Per Student: see attached

Fundraising Opportunities for Students: (attach separate sheet)
(all students must be given an opportunity to participate)

Trip Details: Please attach supporting documents at least 14 days prior to departure for the following:

| | For School Use Only: (check when completed) | For District Use Only: (check when completed) |
|---|--|--|
| Names of Students, Grade, Emergency Contact Numbers: | ✓ | |
| Transportation & Accommodation Details: (include name of travel company) | ✓ | |
| List of Chaperones: (minimum ratio 15:1) (attach Criminal Record Checks) | | |
| # of Staff: _____ | | |
| # of Non-Staff: _____ | see attached | |
| Schedule/Itinerary: | see attached | |
| Insurance: (Health & Liability): | see attached | |
| Safety/Worst Case Scenario Plan: (see example attached) | see attached | |

Teacher(s) Signature: Stephanie Tichauer Date: Sept 10/24

Principal's Approval: [Signature] Date: Oct 10/24

Superintendent Approval: V. Johnson Date: Oct 11/24

Good morning Ms. Johnson,

Please accept this letter as a request to grant permission for the Parkland Middle School Grade 9 Concert band students to travel to Anaheim, California to perform at Disneyland Theme Park. In anticipation of the audition process, our Grade 9's recorded three at their final concert while in Grade 8 that they hope will be viewed by Disneyland adjudicators. If our students perform to a specific standard set by the Disneyland adjudicators, our group will be invited to perform on their world stage!

Performing in Disneyland will expose our musicians to a high level of performance as well as teach teamwork and discipline while fostering artistic growth at one of the world's most high-profile venues. If accepted to perform our Concert Band is required to prepare and play 30 minutes of appropriate repertoire to entertain Disneyland guests.

In addition to performing on stage, we will participate in a workshop facilitated by an entertainment industry professional specializing in Concert Band repertoire. The workshop will include an "Instrumental Soundtrack Session". In the session, students will sight-read and record three selections of music from Disney films in a film-scoring studio. Students will learn the critical role each member of a concert band or orchestra plays in delivering a pitch-perfect performance. The recorded music will be imposed upon a Disney animated film and students will have a chance to watch a clip of the film with their music underscored upon it.

Following the Performance/Workshop Day, students will take in the sights and sounds of the Disneyland Resort. Please see the attached itinerary for more details. Our students understand that a trip of this magnitude is a commitment emotionally and financially. It is important that all students who wish to travel have the opportunity to do so. Our parent group is committed to fundraising for all students who hope to go regardless of their financial circumstances.

Recording an audition cannot happen without support from parents as well as staff! We are very fortunate to have the opportunity to collaborate with our musical counterparts from Mt. Baker Secondary school and are fortunate to have Evan Bueckert and volunteers from Grade 11 & 12 Music Composition class to help us by recording and mixing our songs using their classroom software.

We hope that you see the educational benefits of our travel plans and allow us the opportunity to perform at the Happiest Place on Earth in June.

Thank you for your consideration.

Stephanie Tichauer

Parkland Middle School 2024/2025 Fundraising Plan

**all fundraisers are optional, not mandatory*

September: Ma's Pantry Cookie Dough

November: Poinsettia's

January: Delicious Perogies

Ongoing: Aunt Sarah's Chocolates, Gift Cards: Save On, Superstore,
Safeway

GROUP CONTRACT – September 26, 2024

Note: It is the responsibility of all participants to be in possession of the correct documentation needed to meet the entry requirements of your destination and return to Canada. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. Please check entry and transit requirements before you make a deposit. You may be required to travel to another city or province to obtain the correct documents.

Restrictions and requirements for all destinations, as well as re-entry requirements for Canada, are subject to change at any time. More details can be found at <https://travel.gc.ca> and <https://www.ellisontravel.com/sherpa>

~ **Canadian Citizens 18 years of age & under** who are travelling with a school or other organized group, under adult supervision and with parental/guardian consent may present proof of citizenship alone, such as an original birth certificate, or a Canadian citizenship card. The Canadian Government recommends that you travel with witnessed letters of consent from a parent/guardian.

~ **Canadian Citizens 19 and over require a valid passport** (the Canadian Government recommends that passports are valid at least for the duration of your travel).

~ **Non-Canadian travellers** should contact Ellison Travel & Tours by filling in this request form <https://www.ellisontravel.com/documentation>. Please note that wait times for visas and other documents can be extremely long. We suggest checking wait times before making a non-refundable deposit on your trip. We will provide information on the entry and transit and/or visa requirements. It is the responsibility of the traveller to have the correct travel documents for your trip.

GROUP NAME: Parkland Middle School
ET #: 413-25
TRAVEL DATES: May 28 – June 1, 2025
DESTINATION: Anaheim, California (Disneyland)
DEPARTURE POINT: Cranbrook, BC

ESTIMATED TOUR PRICE:

Estimated Tour Price is based on cheque/direct deposit payment for the entire group. If your group is using the on-line payment option please add an additional 3% administration fee (Includes set-up and support, any credit card or other banking and processing fees).

| Based on # of travellers | Tour Price | Insurance Price (Includes PST if applicable) | GST/HST Amount | Total Tour Price per person |
|---|------------|---|----------------|-----------------------------|
| 58 paying travellers + 6 complimentary travellers | \$2315.00 | + \$135.00 | + \$5.55 | \$2,455.55 |
| 54 paying travellers + 5 complimentary travellers | \$2299.00 | + \$135.00 | + \$5.92 | \$2,439.92 |
| 50 paying travellers + 5 complimentary travellers | \$2375.00 | + \$135.00 | + \$6.43 | \$2,516.43 |

**All prices in Canadian dollars unless otherwise noted

Extra costs apply for adults travelling as paying participants

**** Should your number of travellers change from the above, the tour price will be re-calculated accordingly****

RATE OF EXCHANGE: The tour price quoted is based on the current rate of exchange: 1 US dollar at 1.459 CAD. The price quoted here may increase or decrease and you will be contacted if there is a significant change in price due to currency fluctuations. Upon receipt of your first per person deposit, we will purchase the currency and confirm the exchange rate for your tour based on the inclusions and number of travellers at that time. If travellers or inclusions are added after the first deposit these would be subject to the rate of exchange at the time.

PRICE INCLUDES:

- return airport transportation via 1-56 passenger private motor coach from Parkland Middle School to Spokane, Washington, including driver gratuity, and tolls/parking
- return airfare from the Spokane International Airport to the Los Angeles International Airport, including all applicable airline, airport and security fees as of this contract date
- \$150.00 CAD per person baggage allowance towards air transportation and/or rental of musical instruments
- transportation via private motor coach Day 1 - Airport transfer from LAX, Day 2 and 3 - 5-hour van rental for entry to Disney, Day 5 - Airport transfer to LAX, including driver gratuity, and tolls/parking
- 4 nights' accommodation at the Desert Palms Hotel (*based on 6 students per room and chaperones in twin rooms*)
- hot buffet breakfast daily at your hotel
- Disney Imagination Campus 3-Day Park Hopper pass with two events per person (performance and workshop)
- Ellison Youth All-Inclusive Insurance – see insurance information below for details
- includes all applicable taxes and service charges as of this contract date (HST/GST shown separately above)
- 24-hour Ellison Travel & Tours emergency contact number while on tour
- comprehensive Tour Leader documents that include, confirmation details, travel tips and more

****The tour price and inclusions are subject to change based on the following: availability at time of booking, changes in the number of travellers and, COVID-19 regulations should there be any in place****

Living standards and practices at the destination may differ from those in Canada and the standards and conditions at the destination with respect to the provision of utilities, services, and accommodation may differ.

We recommend you check the Canadian Government website at <https://travel.gc.ca/travelling/health-safety/vaccines> for information on vaccinations related to the destination(s) you are travelling to. Alternatively, check with your local travel health clinic or family physician for current recommendations.

NOT INCLUDED:

- costs associated with vaccination, testing and other entry/exit requirements for your itinerary (unless noted under included above)
- costs associated with visa or passport processing, passport photos and other government processing fees
- parental consent letter processing fees, if applicable
- Tour Manager
- meals other than mentioned above
- Wi-Fi services on motorcoach – please inquire with your planner for pricing
- additional taxes, fuel surcharges or service charges levied by the governments or our suppliers
- additional performance arrangements including chairs, equipment or rental of music equipment
- charges by the airline for oversize/overweight luggage/musical instruments, over and above the amount listed under the price includes section above
- any luggage fees introduced or altered prior to travel
- the tour details and airline tickets are processed in the names you provide and must match the name per the legal travel document (eg. passport). An administration fee up to \$100.00 plus applicable airline charges

and taxes will be charged per name change or correction.

ALTERNATE TOUR OPTIONS (additional charges/minimum # of passengers may apply):

- add the **CAP Global Assistance Program** by FocusPoint International for extra peace of mind during your trip (including assistance due to political/civil unrest, terrorism, natural disasters etc) – minimum \$79.00 USD per person www.ellisontravel.com/captravelassistance
- airport check-in assistance on departure
- nightly hotel security – approx. cost - \$50.00 per hour / per guard
- hired Red Cross (or national/international equivalent) certified lifeguard – pricing available upon request
- adults travelling as paying participants generally incur extra costs for rooming arrangements, attraction admission fees, and insurance premiums (which are based on age). Contact your planner for additional pricing.

AIRCRAFT SEATING:

For all airline group bookings, generic seating is the only option offered by the airline when the names are submitted for ticketing; unfortunately, they will not accept specific seating requests. Changes to seats may be completed by the traveller at time of check-in, pending availability. Note: It is suggested to submit the passenger name list in the order in which seat selection is preferred, although some airline computers change it to alphabetical order.

PAYMENT REQUIREMENTS AND IMPORTANT DEADLINES:

- payment term is cheque

| | |
|-------------------|---|
| October 14, 2024 | <ul style="list-style-type: none"> • 1st payment of \$400.00 per person is due. (Note: this amount includes your tour deposit plus insurance premium due at the time of 1st payment) • For any traveller who wishes to purchase the insurance upgrade (only available at time of deposit), <u>please include the following additional premium amount with your 1st deposit</u> <ul style="list-style-type: none"> - \$169.00 for the Premium Protection Plan • Traveller Names and Dates of Birth are due with your first deposit for insurance • Event tickets cannot be purchased until first per person deposit is received |
| November 14, 2024 | <ul style="list-style-type: none"> • 2nd payment of \$400.00 per person is due |
| January 14, 2025 | <ul style="list-style-type: none"> • 3rd payment of \$400.00 per person is due |
| February 14, 2025 | <ul style="list-style-type: none"> • 4th payment of \$400.00 per person is due |
| March 14, 2025 | <ul style="list-style-type: none"> • 5th payment of \$400.00 per person is due • Completed Client Tour Information form with full details is due • Rooming List is due • Food Allergy and Dietary Requirements, if applicable, are due • Musical Instrument List due |
| April 14, 2025 | <ul style="list-style-type: none"> • Final Payment is due |

CANCELLATION PENALTIES:

- all payments received by Ellison Travel & Tours are 100% non-refundable when cancelled by the traveller (see Section 1.2 below for more details)
 - event tickets are 100% non-refundable once purchased
 - \$40.00 service fee for NSF transactions
 - modifications to a submitted Rooming List 30 days prior or on arrival may result in a \$50.00 service charge
- Please note that no changes to the itinerary or number of travellers are permitted by the group after final payment due date, as last-minute changes may compromise the integrity of your tour.**

- Cancellation & Interruption Insurance insures each passenger in the event they have to cancel due to one of the risks included in the Manulife Travel Insurance policy. Please review the terms and conditions and pre-existing exclusions in the travel insurance policy as they may affect coverage for group travellers.

To learn what has changed with travel insurance for school and youth groups please visit this link www.ellisontravel.com/studentinsurance

| TRAVEL INSURANCE PACKAGES: | | |
|---|---|--|
| <p>Manulife Ellison Youth All-Inclusive Package (EYP)</p> | <p>INCLUDED</p> <p>Insurance rate is based on the # of days and price of your tour per this quote.</p> <p>Coverage for all Canadian residents who are full time students up to age 29 and chaperones up to the age of 64 who have a valid provincial health card¹</p> | <p>Please note, this policy does not provide a Cancel For Any Reason (CFAR) benefit. Some details and a link to the policy are below.</p> <p>In the absence of a Canadian Government "avoid non-essential travel" advisory for your destination, travellers are covered for up to \$5 million emergency medical coverage (including COVID-19), cancellation and interruption, travel disruption, baggage loss, damage and delay, and travel accident. Cancellation coverage for COVID-19 applies if a traveller contracts it prior to departure.</p> <p>See policy for Terms and Conditions to review eligibility, exclusions, and benefits of purchasing insurance coverage with Manulife. www.ellisontravel.com/eyp-522</p> |
| <p>**Upgrade your included EYP coverage to Manulife Premium Protection Plan (PPP) only at the time of purchase</p> | <p>Add \$169.00 to the tour price</p> <p>Insurance rate is based on the # of days and price of your tour per this quote.</p> <p>Available only at the time of purchase, for travellers up to 69 years of age with a valid provincial health card¹</p> <p>Coverage also available for travellers aged 70-74. Please call your Ellison planner for rates.</p> | <p>Please note, this policy provides a Cancel For Any Reason (CFAR) benefit. Some details and a link to the policy are below.</p> <p>In the absence of a Canadian Government "avoid non-essential travel" advisory for your destination, travellers are covered for quarantine and up to \$10 million emergency medical, (including COVID-19), cancellation and interruption, travel disruption, baggage loss, damage and delay, and travel accident. The PPP provides a CFAR benefit of up to 100% cancellation coverage (less cost of insurance premium) for all unforeseen and unexpected events that happen after you have purchased the insurance. It also provides up to 80% cancellation coverage (less price of insurance premium) should you wish to cancel due to most circumstances of which you were aware at the time of purchasing the insurance, including COVID-19 (limitations apply).</p> <p>For your convenience, you can access the policy at the link below to review the terms and conditions including "What Does this Policy Not Cover?"</p> <p>See policy for Terms and Conditions to review eligibility, exclusions, and benefits of purchasing insurance coverage with Manulife.</p> |

¹ valid provincial health card **required** – if you do not have a valid provincial health card please inquire with your planner/agent for options and prices for a Visitor to Canada Medical Plan and Cancellation coverage options

TERMS & CONDITIONS

Terms and conditions for Ellison Travel & Tours' customized tours, and those of its divisions and associates where Ellison Travel & Tours (herein referred to as 'The Company') is the licensed tour operator are outlined below.

For travel services and packages booked by The Company through another supplier that are not part of a packaged tour, payment, and cancellation terms are subject to the terms and conditions of that supplier. Please speak with your travel consultant for more information.

1. PAYMENT, CANCELLATION & INCLUSIONS

1.1 Deposits & Payment: Deposit amounts vary according to the tour booked. Forms of payment will be outlined by your travel consultant. Verbal authorization of the use of your credit card commits you to your reservation whether or not you have signed a credit card draft. Provision of payment constitutes acceptance of all terms and conditions.

1.2 Payment & Cancellation Terms

- Payment schedule and cancellation terms vary by tour – please see payment schedule specific to your tour. Tour is 100% non-refundable unless otherwise noted in the group contract with your organization.
- Any add-on travel components that are not part of the tour price, such as air or cruises are subject to their own supplier terms and conditions and cancellation penalties.
- Tours will be cancelled if Canadian 'Do Not Travel' advisories or local restrictions apply to the destination due to COVID-19 or a related variant, which would prevent the tour from being carried out. In this case all monies paid will be refunded less the 10% non-refundable Ellison Travel professional/service fee (based on the total tour price) and any non-refundable supplier penalties.
- For tours where a minimum tour participant number is required, if the minimum tour participant number is not reached, the tour will be cancelled and all monies will be refunded.
- Cancellation Insurance is highly recommended for all trips. Medical Insurance and/or proof of COVID-19 vaccine or other required vaccines may be required by the supplier and destination and is the responsibility of the traveller.

1.3 Goods & Services Tax: The Canadian Government's G.S.T. and/or H.S.T. may apply to the price of your tour. Your travel consultant will advise of the additional G.S.T./H.S.T. charges, if any, that apply to the price of your tour. The Company reserves the right to pass any Government changes to the tax structure on to the consumer. A 10% non-refundable Ellison Travel professional/service fee is included in the total price of this trip.

1.4 Price Guarantee: Once the deposit is paid and the rate of exchange is secured (when applicable), the tour price is guaranteed, however, price increases are permitted up to 7% to

cover any unexpected costs over which The Company has no control, such as fuel surcharges, government taxes, currency and country visas. In the event of a rate increase of more than 7% (except for increases due to an increase in GST/HST/PST) clients may cancel with no penalties. No price increases are permitted after the customer has paid in full and no surcharges will be added within 30 days prior to departure. For private group tours, should the number of participants change, it may be necessary to revise components of the tour or adjust the price to cover these differences.

1.5 Currency: Price advertised must be in Canadian currency unless clearly specified otherwise. Tour is payable in Canadian dollars unless otherwise stated on your invoice.

1.6 Baggage: Maximum baggage allowance and size varies per tour, cruise or airline. Most motorcoach tours are limited to one large suitcase per person. All hand luggage must be carried personally aboard the motorcoach or aircraft. The Tour Manager and Coach Driver supervise the transfer of luggage to and from the motorcoach and every effort is made to handle luggage as carefully as possible. The Company cannot assume liability for loss, theft or damage due to breakage, fire, water, etc.

1.7 Gratuities/Tips: Please refer to your list of tour inclusions for details.

2. OTHER IMPORTANT TRAVEL INFORMATION

2.1 Insurance: The Company strongly recommends the purchase of Trip Cancellation and Interruption Insurance, Comprehensive Medical Coverage, Individual Accident, Baggage and Personal Effects Insurance. Travel insurance must be extended if you deviate from your group itinerary (when permitted) as insurance must be covered for your entire time of travel. Details are available from your travel consultant.

2.2 Proof of Citizenship/Documentation: A valid passport is required for international travel. Citizens of other countries or landed immigrants should check with their travel consultant for requirements. Passengers must have valid passports for travel abroad and visas and/or proof of vaccines for some countries. Passports may be required to be valid for a period of time beyond your return date.

Canadians travelling out of province are required to be in possession of the correct documentation for such travel and failure to do so will result in participants being denied boarding and returned home at the expense of the traveller. Air transportation requires government issued identification. The Company does not accept responsibility for passengers who do not meet identification, visa and passport requirements. Entry to another country may be refused even if the required information and travel documents are complete. The country you are entering has the sole discretion to deny entry.

2.3 COVID-19: You acknowledge that the COVID-19 pandemic has had an unprecedented impact on the travel industry, the movement of persons and the ability for persons to assemble in groups, and that the impact of COVID-19 may continue into the future. You expressly acknowledge and agree that, notwithstanding any other provision contained herein: (A) any governmental or administrative restriction, action, advisory, order, guideline, regulation or law imposed, taken or enacted in response to COVID-19, whether imposed, taken or enacted prior to, during or following the consummation of this agreement (collectively, Governmental Action) that (i) renders the performance of The Company's obligations under this agreement illegal, impossible or in conflict with a Governmental Action, or (ii) results in a traveller's inability to attend all or any portion of their itinerary, constitutes a force majeure event (B) in the preceding circumstances, as these constitute acts beyond the sole control of The Company, refunds will only be made as outlined in Section 1.2. Due to the unprecedented and constantly evolving situation of COVID-19 globally, signing of a separate COVID-19 disclaimer/waiver may be required by all clients prior to booking and/or departure. COVID-19 Vaccinations (as with other vaccinations) may be required by suppliers and destinations and it is the responsibility of the traveller to ensure these requirements are met. Cancellation due to not meeting these requirements are subject to regular cancellation terms. Please discuss any questions with your travel consultant.

2.4 Departure Points & Times: If motorcoach transportation is included in your tour price, departures are from points indicated on your itinerary and are subject to change as required.

2.5 Performances & Festivals: If your tour is booked for the purpose of, or to include a performance or festival and the performance or festival is cancelled, the rest of the tour will carry on as planned. If required to cancel, all cancellation terms will apply.

2.6 Mobility: In purchasing your tour, you attest that you have the physical fitness and mobility required to participate. If you have concerns, please request additional details about your journey from your Ellison Travel consultant and disclose your mobility issues.

2.7 Promotional Photography (excludes youth & student groups): The Company reserves the right to take photographs during the operation of any tour and to use them for promotional purposes. By booking travel with The Company, tour members agree to allow their images to be used in such photographs. Tour members who prefer that their images not be used are asked to identify your concerns prior to departure to their travel planner or tour leader at

the beginning of their tour. For student tours involving minors, it is the responsibility of the schools to obtain permission related to use of photos for marketing purposes.

3. ACCOMMODATION & STANDARDS

3.1 Hotel Accommodation: All accommodations listed in itineraries have been confirmed at the time of printing and are subject to change. On most tours, TWIN refers to two persons sharing one room with two beds; however, in some areas, only one double bed may be available, so please specify at time of booking if you wish two separate beds. TRIPLE or QUAD usually refers to three or four persons sharing one room with two double beds, usually with private bath. Please note that local customs may require a change in the type of accommodation provided.

3.2 Standards: There may be different living standards and practices, and different standards and conditions with respect to the provisions of utilities, services and accommodation outside Canada. Information on "relevant laws and customs and documentation" is contained in the supplier(s)' brochure, or is obtainable through tourist offices, consulates, etc. of the applicable destination.

3.3 Damage of Property: Clients must immediately report any pre-existing damage in your room (or other property such as transportation vehicle) to accommodation staff and/or an Ellison Tour Manager. If you damage the accommodation in which you are staying or any property, you must reimburse the accommodation/service provider or property owner concerned for the cost of the damage before the end of your stay if the cost has been established by then or as soon as it has been established if later. The Company (ET) is not responsible for any costs incurred concerning a guest removed from a trip or aircraft, ship or train.

3.4 Behaviour: The Company is committed to providing the best service and experience possible. The tour organizer reserves the right to decline any person as a member of the tour at any time before or during the tour should such person's presence be considered detrimental to the interest, comfort and enjoyment of the other tour members. This may include (but is not limited to): a. verbally abusive or offensive language towards anyone; b. bullying behaviour; c. inappropriate or abusive behaviour including uninvited physical contact, harassment, violence or threat of violence; d. excessive consumption of alcohol or intoxication; e. the possession, carriage or use of restricted substances or drugs (except for medical purposes approved by your doctor); f. failure to comply with Tour Managers' (including a representative's) reasonable direction; g. the possession, carriage or use of dangerous items (such as weapons); h. breaking the law of the Country in which you are travelling; and i. any behaviour or conduct which brings The Company into disrepute or damages its goodwill.

When you make a booking, you accept responsibility for the proper conduct of all members of your party during your travels with The Company. Persons leaving the tour during operation will not receive a refund of unused services or compensation for costs incurred as a result of leaving the tour.

3.5 Itinerary Changes: The Company reserves the right to alter the itinerary as required for the comfort, convenience and safety of the participants and for the proper management of the tour. Such changes would not in any way depreciate the value of the tour. For groups travelling with a tour manager/leader, The Company reserves the right to change the tour manager/leader at any time if deemed necessary.

4. LIABILITY

4.1 The safety and welfare of each of our travellers is of utmost importance to The Company. The Company acts solely as organizer of the tours outlined herein and is responsible for making all reservations and charting the routes as outlined but it is expressly understood and agreed between the tour organizer and the passengers that The Company or its respective employees, affiliates, directors, successors, representatives and assigns, shall not be held liable for:

- a) non-performance on the part of any hotel, airline, cruise line, motor coach company or other provider, or accommodation for any act or omission that is not directly attributed to the neglect of the tour organizer;
- b) any delays, misconnections, loss, damage or injury to persons or property or for mechanical defects or failure, however caused or for any substitution of hotels or carrier equipment beyond the control of the tour operator, or for any additional expenses occasioned thereby;
- c) any inconvenience, loss of enjoyment, upset, disappointment, distress or frustration whether physical or mental however caused, except where caused directly by the tour operator;
- d) any additional costs incurred or any ancillary loss sustained as a result of cancellations or delays of tours caused by inclement weather conditions, acts of God (Force Majeure), or any other event, which result in one or more persons being unable to continue or complete the tour through no direct fault of the tour organizer. The tour organizer reserves the right to make any changes before or during the tour for the comfort, safety and enjoyment of the passengers and it is agreed and understood that any increase in costs occasioned by such change shall be paid by the passengers or any decrease in costs occasioned by the change shall be refunded to the passenger.

4.2 Force Majeure: Except where otherwise expressly stated in these conditions, The Company cannot accept liability or pay any compensation where the performance of our obligations under our contract with you is prevented or affected, or you otherwise suffer any injury, damage, loss or expense of any nature as a result of "Force Majeure". In these conditions, "Force Majeure" means any event in which The Company or the supplier of the service(s) in question could not, even with all due care, control or avoid. Such events may include but are not limited to: an act of god (such as earthquake, flood, fire, explosion, landslide, lightning, action of the elements, force of nature, washout, typhoon, hurricane, cyclone, tsunami, storm or storm warning or natural disaster); industrial disputes, work ban or other labour dispute or difficulty; acts of

terrorism, political unrest, war or threat of war, riots or civil strife; failure or delays to scheduled transportation and the closure of airports or ports; pandemic, epidemic or health risk; governmental and administrative actions (including closure of borders and travel warnings and restrictions), or other events out of our control.

4.3 Acceptance of Risk: The decision to travel is your choice and you are responsible for your personal safety abroad. You agree to take all prudent measures in relation to your own safety while on tour including, but not limited to, the proper use of safety devices (including seatbelts when available) and obeying all posted signs and oral or written warnings regarding health and safety. Neither The Company nor its Third Party Suppliers are liable for loss or damages caused by your failure to comply with safety instructions or warnings.

4.4 Third Party Suppliers: The Company makes arrangements with accommodation providers, activity providers, airlines, cruise lines, coach companies, transfer operators, shore excursion operators, tour and local guides, and other independent parties ("Third Party Suppliers") to provide you with some or all of the components of your booking. Third Party Suppliers may also engage the services of local operators and sub-contractors. Although we take all reasonable care in selecting Third Party Suppliers, The Company is unable to control Third Party Suppliers, does not supervise Third Party Suppliers and therefore cannot be responsible for their acts or omissions whether negligent or otherwise. Any services provided by Third Party Suppliers are subject to the terms and conditions imposed by these Third Party Suppliers and their liability is limited by their tariffs, conditions of carriage, tickets and vouchers and international conventions and agreements that govern the provision of their services. These may limit or exclude liability of the Third Party Supplier. You acknowledge that Third Party Suppliers operate in compliance with the applicable laws of the countries in which they operate and The Company does not warrant that any Third Party Supplier is in compliance with the laws of your country of residence or any other jurisdiction.

4.5 Commercial Liability Insurance: Ellison shall maintain in force at all times during the Term of this Agreement the following insurance: Commercial General Liability (CGL) insurance including bodily injury, property damage, premises, and contractual liability.

4.6 Waiver of Liability: The Company, its agents and all passengers agree that conditions set out herein are part of the terms between the passenger and the tour organizer. Acceptance of the ticket for the tour or any deposit given to the tour organizer represents acceptance by the passenger of all the aforementioned conditions. This release and discharge of liability, assumption of risk and agreement not to make a claim save and except the company is found negligent by any Court of competent jurisdiction, is entered into on behalf of you and all members of your family and party, also including minors. This agreement also binds your heirs, legal representatives and assigns.

Itinerary is tentative and subject to final confirmations.

- I have read and agree to the above Terms and Conditions
- I confirm that all travellers/families have been offered insurance as presented in the above group contract.

Please check one option below for insurance declaration:

- All travellers will be purchasing the insurance noted above under "Cost Includes"
- Insurance has been made optional for each traveller

ISSUED BY: Liz Cooper, Ellison Travel & Tours

DATE: September 26, 2024

ACCEPTED BY: Stephanie Tichauer, Parkland Middle School

(Signature)

DATE: _____

****Please sign and return this form with initial deposit. Thank you.****

The information contained in this document is confidential and proprietary to Ellison Travel & Tours with the understanding that it will be held in strict confidence and will not be used for any purpose other than for you the client for this particular tour. No part of the document may be circulated, quoted, or reproduced for distribution, outside the Client organization without prior written approval from Ellison Travel & Tours. This includes unsecured websites and the internet.

2025 Grade 9 Disneyland Chaperone List

| | | |
|--------------------|----------------|------------------------|
| Stephanie Tichauer | Music Director | Parkland Middle School |
| Fraser Patterson | FI Teacher | Parkland Middle School |
| Michelle Bannister | Teacher | Parkland Middle School |
| *Teacher/Admin #3 | TBD | |
| *Teacher #4 | TBD | |
| *Parent #1 | TBD | |

*Number of chaperones required is dependent on how many students travel. Final numbers will be known at the end of October. The student list attached to this application includes the names of all Grade 9 students. A chaperone list will be finalized when student numbers are known at the end of October 2024. I do not count myself in the chaperone ratio so that we always have an extra person in case of an emergency.

*The parent who is involved in tracking our fundraising for the year is always offered a spot as a chaperone. In the past parents have helped to chaperone band trips. As a result of some situations that occurred on our last Disneyland trip, the decision to use teachers as chaperones was made. More information available upon request.

Parkland Middle School Disneyland
Worst-Case Scenarios: Our Response Plans

A - Major Accident: (we have seriously injured or dead students)

Immediately, we:

1. Secure whoever is not hurt: rally them, get them in a safe place, and wait for instructions.
2. Protect the scene so no further harm comes to people who are hurt.
3. Call emergency personnel with: precise location of accident, number of injured or dead, information about injuries.
4. Only move injured people if we fear fire/explosion/further harm.
5. Attend to injured people, perform CPR as needed, reassure them.

Once help has arrived, we:

1. Leave a chaperone with people who need treatment at the hospital.
2. Get uninjured people to a hotel.
3. Arrange for psychological support.

As soon as possible, we:

1. Inform SD5.
2. Have them contact families with appropriate counseling support.
3. Arrange for the safe return of unhurt students to Canada.
4. Decide who stays behind with injured people.

B - Minor Accident: (light injuries)

Immediately, we:

1. Secure everyone: rally them, get them to a safe place, and wait for instructions.
2. Make sure hurt people are safe while they wait for assistance.
3. Call emergency personnel with: precise location of accident, number of injured, information about injuries.
4. Comfort and reassure injured people.

DATE : OCT-02-2024 09:00

(FORM 1701) SPECIAL EDUCATION SUMMARY BY SCHOOL - AS AT :

SEP-30-2024

ECHO REPORT 8155

DISTRICT: 005 Southeast Kootenay

| SCHOOL | PHYSCL DPNDNT (A) | DEAF BLIND (B) | MD SRV PRF/DIS (C) | PHYSCL DIS/CHR (D) | VISUAL IMPARM (E) | DEAF/HD HEAR (F) | AUTISM (G) | SEVERE BEHAV (H) | INT DIS MILD (K) | GIFTED (P) | LRNG DIS (Q) | MBS/MNT ILL (R) | SCHOOL TOT |
|---------------------------------------|-------------------------|----------------------|--------------------------|--------------------------|-------------------------|------------------------|---------------|------------------------|------------------------|---------------|--------------------|-----------------------|---------------|
| 005 01007 Jaffray Elem-Jr Secondary | | | | 1 | | | 7 | 10 | | | 6 | 10 | 34 |
| 005 01009 Isabella Dicken Elementary | | | 2 | 10 | | 2 | 15 | 25 | | 3 | 9 | 10 | 76 |
| 005 01010 Frank J Mitchell Elementary | 1 | | | 5 | | 2 | 11 | 18 | 1 | | 1 | 3 | 42 |
| 005 01017 Rocky Mountain Elementary | | | | 5 | | | 7 | 5 | 1 | | | 2 | 20 |
| 005 02001 Mount Baker Secondary | 2 | | 8 | 15 | | | 44 | 18 | 11 | 1 | 40 | 12 | 151 |
| 005 02011 Laurie Middle School | | | 3 | 5 | | | 37 | 19 | 4 | 1 | 24 | 10 | 103 |
| 005 02024 T M Roberts Elementary | 1 | | | 6 | 1 | | 12 | 18 | 1 | | 6 | 7 | 52 |
| 005 02028 Gordon Terrace Elementary | | | 3 | 3 | 1 | 1 | 21 | 8 | 2 | | 4 | | 43 |
| 005 02029 Highlands Elementary | | | 1 | 1 | | 2 | 12 | 11 | | | 3 | 2 | 31 |
| 005 02030 Pinewood Elementary | | | 1 | 1 | | 1 | 9 | 13 | | | 1 | 10 | 36 |
| 005 02031 Steeples Elementary | 2 | | 1 | 4 | | 1 | 16 | 31 | | | 2 | | 57 |
| 005 02032 Kootenay Orchards Elementar | 1 | | 1 | 3 | | | 12 | 3 | | | 5 | | 25 |
| 005 05018 Parkland Middle School | 1 | | 2 | 4 | | 1 | 16 | 14 | 2 | | 27 | 4 | 71 |
| 005 05033 Elkford Elementary Secondar | 1 | | | 3 | | | 8 | 10 | 3 | | 11 | 10 | 46 |
| 005 05034 Fernie Secondary | 1 | | 3 | 4 | | 2 | 14 | 30 | 3 | 2 | 29 | 8 | 96 |
| 005 05035 Sparwood Secondary | | | 4 | 3 | | | 14 | 16 | 6 | | 21 | 13 | 77 |
| 005 99078 Kootenay Educational Servic | | | 1 | 2 | | | 6 | 12 | 3 | | 11 | 8 | 43 |
| 005 99156 Kootenay Discovery School | | | | 2 | | | 8 | 10 | 1 | | 9 | 2 | 32 |
| DISTRICT TOTAL HEADCOUNT: | 10 | 0 | 30 | 76 | 2 | 12 | 269 | 271 | 38 | 7 | 209 | 111 | 1035 |

* Asterisk indicates this school has adult enrolment in Special Education in this Category

----- DO NOT RETURN THIS PAGE WITH CORRECTIONS. RETAIN FOR YOUR REFERENCE -----

School Supports Summary

Variance from Spring Staffing
(Levels 1, 2, 3)

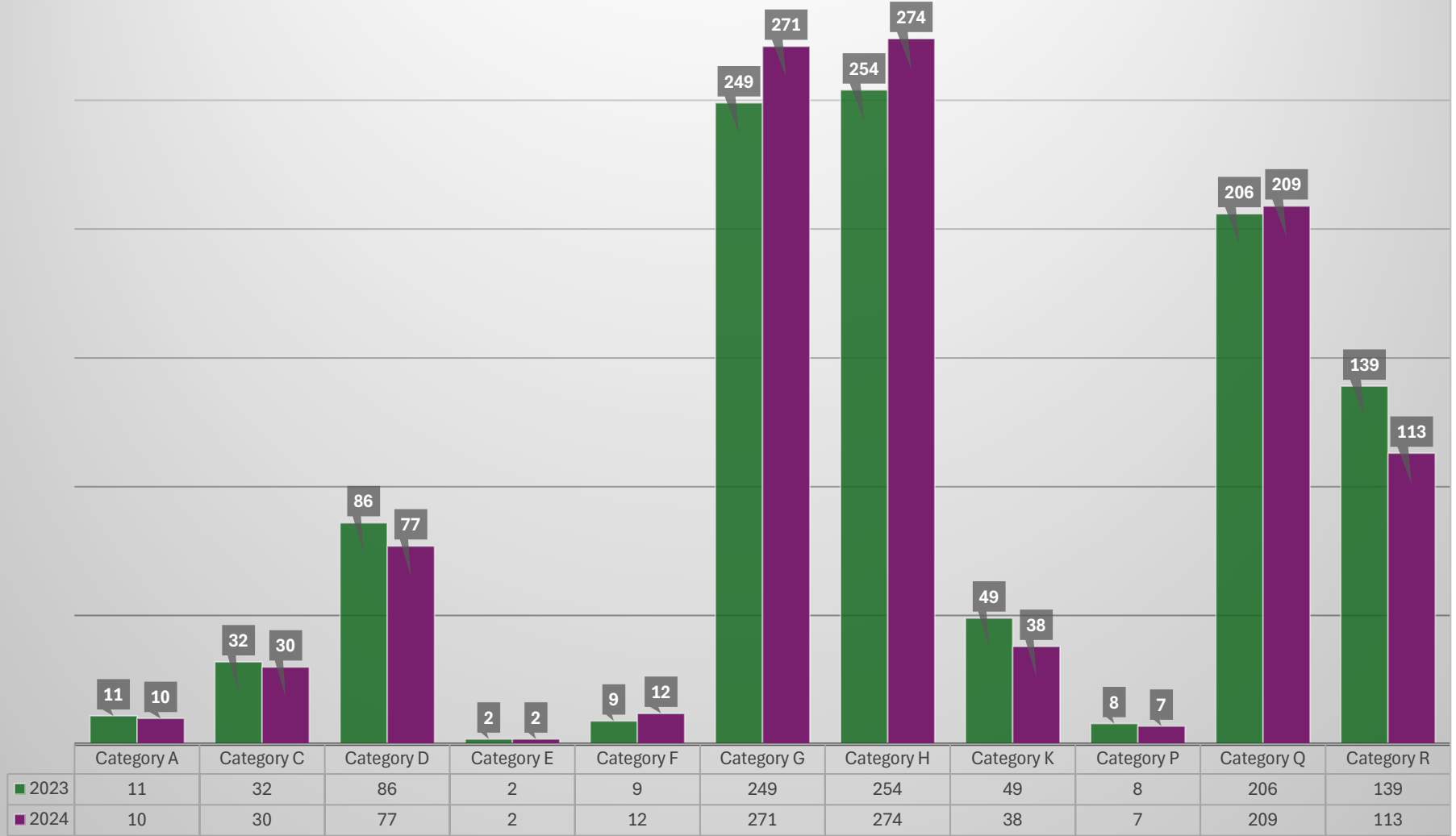
| School and Supports | 1 | 2 | 3 |
|--|---|----|----|
| JEJSS -added additional EA October 1, 2024 -increased SLA time .2 to .4 -increased SLP time .2 to .3 -increased Psychologist time (1.0 for Valley) to reduce waitlist | | | +1 |
| IDES -added additional EA October 1, 2024 -increased SLA time .2 to .4 -increased SLP time .6 to 1.0 -increased Psychologist time (1.0 for Valley) to reduce waitlist -supporting student with BI (Uplift~\$2000.00) | | +2 | +5 |
| FJMES -added additional EA October 1, 2024 -increased SLA time .2 to .8 -increased Psychologist time (1.0 for Valley) to reduce waitlist | | +7 | +4 |
| RMES -increased Psychologist time (1.0 for Valley) to reduce waitlist | | -1 | +1 |
| MBSS -supporting student with BI (Rocky Mountain BA~\$13,500.00) | | +1 | -6 |
| TMRES -added 1 AWES class -added 1 AWES EA -added .3 AWES LST time -increased SLA time .4 to .6 -added additional EA October 1, 2024 | | +5 | |
| PES -added additional EA September 9, 2024 -increased SLA time .1 to .4 -added 2 AWES classes -added 2 AWES EAs -increased .4 AWES LST time -supporting student with BI (Windy Ridge~\$1800.00) | | +5 | +3 |
| KES -increased Psychologist time (1.0 for Valley) to reduce waitlist | | +2 | -1 |

| School and Supports | 1 | 2 | 3 |
|---|---|----|----|
| SES -increased SLP time .6 to 1.0 -increased SLA time .3 to .6 -added 1 AWES class -added 1 AWES EA | | | -1 |
| HES -added additional EA October 1, 2024 -increased SLA time .3 to .7 -added 5 AWES classes -added 2 AWES EAs -increased .6 AWES LST time | | +1 | +6 |
| GTES -increased SLA time .2 to .4 -added 1 AWES class -added 1 AWES EA -added additional EA October 1, 2024 | | +5 | +3 |
| KOES -added 1 AWES class -added 1 AWES EA -increased .3 AWES LST time | | +2 | +1 |
| FSS -increased Psychologist time (1.0 for Valley) to reduce waitlist | | +1 | +2 |
| SSS -increased Psychologist time (1.0 for Valley) to reduce waitlist | | -1 | -4 |
| ESS -added EA September 16, 2024 (FTE block funding) -increased Psychologist time (1.0 for Valley) to reduce waitlist | | -2 | +1 |
| PMS -increased 1 lunch hour supervisor | | +5 | |
| KDS -supporting student with BI (Uplift~\$8400.00) | | +2 | -4 |
| LMS -added 2 AWES classes -added 3 AWES EAs -added .4 AWES LST time -increased SLP time from 0 to .1 | | +2 | -2 |

Reframing Behaviour Summary

| School | Focus |
|---------------|--|
| SES | Recognizing Stress Response |
| ESS | Student Behaviour: Co-Regulation |
| FSS | Student Behaviour and Reframing Our Actions |
| FJMES | Student Behaviour |
| GTES | Implementing a Reset Room |
| HES | TBD |
| IDES | Reframing Student Behaviour |
| JEJSS | Reframing Your Relationships |
| KOES | Reframing Your Perspective |
| LMS | Reframing your Relationships |
| PMS | Student Behaviour |
| PES | Student Behaviour: Co-Regulating Disruptive Students |
| RMES | Reframing Your Perspective |
| SSS | Reframing Student Behaviour |
| KDS | Reframing Student Behaviour |
| TMRES | Student Behaviour and Student Relationships |
| MBSS/KES | Reframing Your Perspective |

2023 vs 2024



■ 2023 ■ 2024

From: [Nick Taylor](#)
To: [Dana and Don Morrison](#)
Cc: sa-donaldson@shaw.ca; [Jane Nixon](#)
Subject: RE: Pickleball Club
Date: October 17, 2024 3:42:18 PM

Thank you for this, Don!

We will review and get back to you with a response on the below.

Nick

From: Dana and Don Morrison <mayook55@gmail.com>
Sent: October 17, 2024 3:25 PM
To: Nick Taylor <Nick.Taylor@sd5.bc.ca>
Cc: sa-donaldson@shaw.ca; Jane Nixon <Jane.Nixon@sd5.bc.ca>
Subject: Re: Pickleball Club

CAUTION: This email originated from outside of School District 5. Please do not share information, click links or open attachments unless you recognize the sender email address and know the content is safe.

Hi Nick,

This is Don Morrison from the Cranbrook Pickleball Club. I am speaking for the Club in this letter.

Below is a court configuration plan for converting 2 of the MBSS Tennis courts into 6 Pickleball Courts.

It would eliminate the 2 tennis courts farthest from 2nd St N and leave the 2 courts closest to 2nd St N as is.(except for during construction phase)

We are not seeking any funding from SD5.

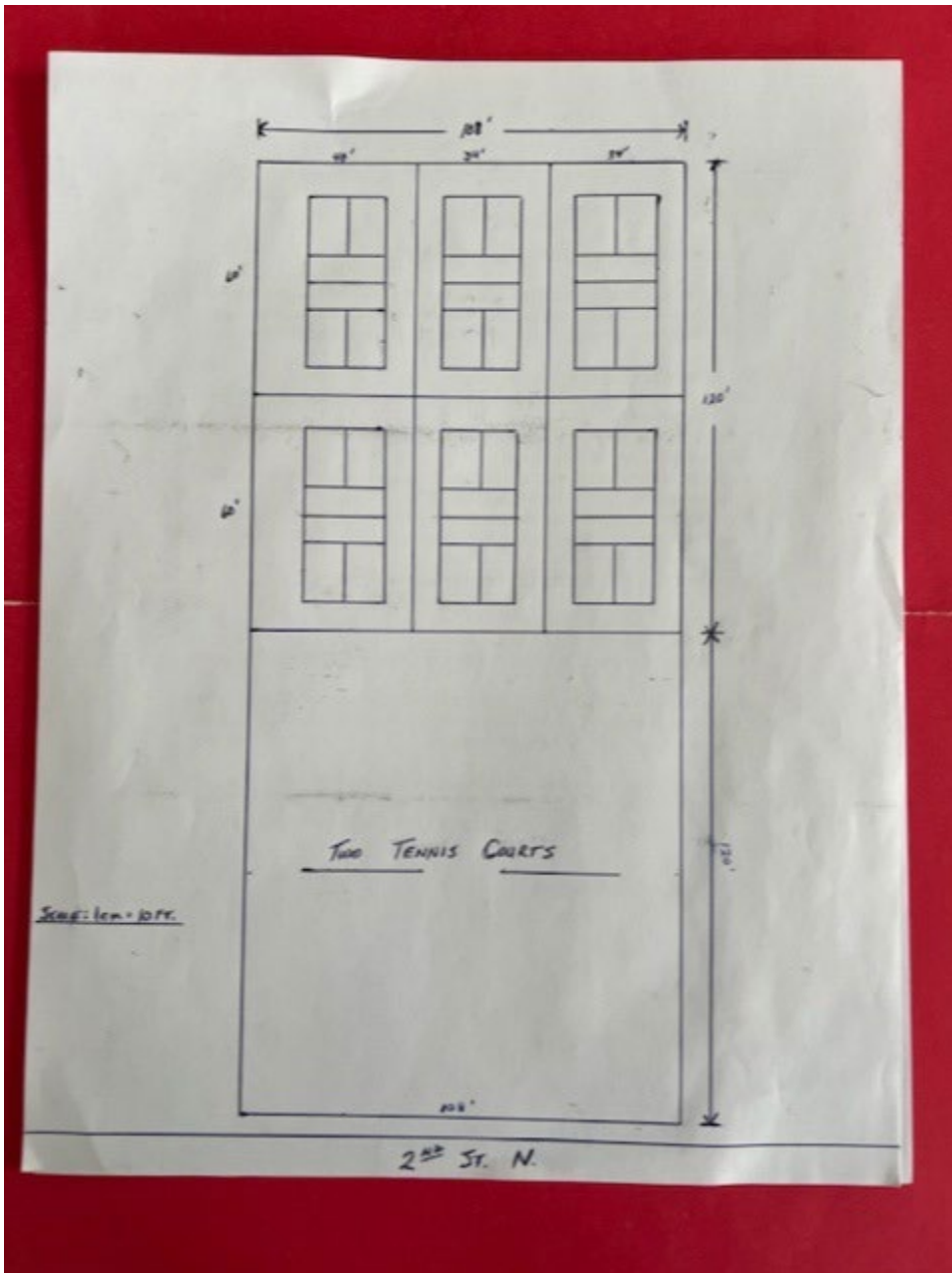
If SD5 and/or City Staff (Engineering) can determine that a building can be put in that location, we would go ahead and do a cost analysis on some different types of structures. Once having those numbers, we would work to develop a plan to raise the needed funds.

We are not seeking any funding from SD5 now or in the future for construction or maintenance.

Our idea is that the schools would have priority access from 9:00am - 3:00pm on School In-Session Days throughout the year. The building would be locked. Passcodes provided to Teachers and CPC Members.

We are open to ideas and suggestions from SD5 Board and Staff that could help bring this project to fruition. It would be a fantastic opportunity for both the students and citizens of Cranbrook and area.

Regards,
Don



On Sep 26, 2024, at 7:51 AM, Nick Taylor <Nick.Taylor@sd5.bc.ca> wrote:

Hello Alison,

Thank you for the clarification. After your presentation, the Board and District Management had thought that we were waiting for a more detailed proposal that the Board would decide on. Apologies if there was miscommunication on this item.

For covering Mount Baker courts, can you let me know if it would eliminate any existing courts on that site? Do you have a general idea for the layout of this plan if this was to be supported? If we were only to cover 2 of the courts, I wasn't sure that a project would be able to leave the other two tennis courts unimpacted.

Also, can you please confirm that your team would be fully funding this project with grants and outside funding and that you are not seeking funds from the School District? The District's contribution would be the land/courts in kind.

Lastly, if this was supported, would your team be open to entering into an agreement to handle the maintenance/cleaning costs of this facility through a License to Occupy agreement?

We can bring up the use of other District land as a concept as well, however at this time I do not believe this option would receive positive support.

Please let us know if you have any other items that would help the Board make a decision on this item.

Thank you,

Nick Taylor
Secretary Treasurer
School District No. 5 (Southeast Kootenay)

From: sa-donaldson@shaw.ca <sa-donaldson@shaw.ca>

Sent: September 26, 2024 7:35 AM

To: Jane Nixon <Jane.Nixon@sd5.bc.ca>

Cc: Nick Taylor <Nick.Taylor@sd5.bc.ca>; Dana and Don Morrison <mavook55@gmail.com>

Subject: Re: Pickleball Club

CAUTION: This email originated from outside of School District 5. Please do not share information, click links or open attachments unless you recognize the sender email address and know the content is safe.

Hello Jane and Nick.

I am really sorry to have not got back to you immediately regarding the pickleball proposal. I am currently out of the country. We are just waiting for the approval of the school board to move forward on either scenario proposed (covering Mount Baker courts or building a new facility on other School District land).

Once we have received the okay and decision on which scenario would best meet the District's needs we would like to further meet with the District to plan the engineering and building stage.

Alison Donaldson

Get [Outlook for Android](#)

From: Jane Nixon <Jane.Nixon@sd5.bc.ca>
Sent: Monday, September 23, 2024 8:17:16 PM
To: SCOTT DONALDSON <sa-donaldson@shaw.ca>
Cc: Nick Taylor <Nick.Taylor@sd5.bc.ca>
Subject: Pickleball Club

At our committee meeting today, the Finance Operations Personnel committee requested an update from the Cranbrook Pickleball Club, if there is anything available.

Thanks

Jane Nixon <image001.jpg>
CCAP, CAP

Executive Assistant

School District 5
(Southeast Kootenay)

<image002.png> 250-427-8757
<image003.png> 250-417-2055
<image004.png> jane.nixon@sd5.bc.ca
<image005.png> www.sd5.bc.ca
<image006.png> <image007.png>

<image008.png><image009.png>

Ki?su?k kyukyit. Every day I am grateful to live and work on the homelands of the Ktunaxa People. The footprint of School District No. 5 (Southeast Kootenay) is fully contained within the Ktunaxa Nation, including the

communities of Ḥaq'am and Yaḥīṭ Ḥa·knuḥi'it.

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

| District Occupational Health and Safety Advisory Committee – minutes | |
|---|-----------------------------|
| Date: October 17, 2024 | Location: School District 5 |
| Time: 1:45 p.m. – 3:45 p.m. | Place: B1 + Teams |
| Co-Chair: Larry Dureski | Co-Chair: Brent Reimer |

| |
|--|
| A. Call to Order: |
| B. Roll Call: Lindsay Jensen, Haley Culver, Brent Reimer, Jaslene Atwal, Bridget Fix, Joe Tank, Janice Marschner, Rosalie Dureski, Larry Dureski |
| <p>C. Approval of Draft Agenda and Minutes from Last Meeting</p> <p>Agenda of the Oct. 17, 2024, District Occupational Health and Safety Advisory Committee Moved/ Seconded: Jaslene moved/ Lindsay seconded.</p> <p>Minutes of the June 12, 2024, District Occupational Health and Safety Advisory Committee Moved/Seconded: Jaslene moved/Lindsay seconded</p> |
| <p>D. Unfinished Business:</p> <p>a) Preventive Health and Safety training for unqualified EAs</p> <ul style="list-style-type: none"> • BCPSEA has course, we are working with them on how to get people enrolled • Bringing computer-based training to LR meeting with CUPE • D2L portion is being built • Task analysis has been done • EA handbook training manual is done • Suggestion is to add a module on confidentiality • Hoping for January roll out <p>b) MBSS and ESS shop updates - Updates</p> <ul style="list-style-type: none"> • ESS walls stripped and contractors working on project • Total cost is approx. \$430k • Make-up air unit being worked on • Hoping to be ready to go by January • MBSS working with contractor, Joe going to meet on site to get project going • A) more complex job • b) timeline affected by the equipment ordering lead time • c) at the mercy of the contractors doing the work • d) Funding is in place for the work to be done • e) door added to the shop and portable units for air extraction are running as temp measures so classes can still run <p>c) Working alone procedures - Updates</p> <ul style="list-style-type: none"> • Necklaces are here and coded • Ready for roll out |

- Letter to be sent to PVP and they will be trained first

d) Protocol for getting information (safety plans) to TTOCs – Update on discussion from PVP Mtg

- PVP group has been spoken to, to ensure all workers have access to safety plan
- We need to work on standardizing plans and checking what should be in booklet
- Consistency for TTOC/sub binders needed between all locations
- All staff accessing a classroom should be familiar with safety booklet
- Form/survey needs to be created & send out for input, Jaslene will send to Larry/Adrienne/Lindsay

E. Education:

- New JOHSC committee member training scheduled for the mornings of November 7th and 14th, 2024, in Boardroom B2, with a hybrid format. Rosalie will help Larry with IT set-up. Bridge will ensure snacks are available for in person participants the day of each training session.
- Need to find out if JOHC training is wanted/needed. Jaslene/Brent to create a proposal for Violence in the Workplace/Prevention workshop for JOHSC committees

F. New Business:

- a) Terms of reference were discussed (Bridget will send out a separate document with these details based on document provided by Larry from Central Okanagan)
- b) H&S Manual discussing a review process, preliminary ready, Jaslene would like to send out one section per week in a form for feedback
- c) Site inspections
 - Asphalt completed at IDES
 - Asphalt & playground complete at FJMES
 - Change rooms in portable at RMES should be done in a few weeks
 - Two offices at SES will be completed shortly
 - GTES storage plus accessible washroom in process
- d) SD67 and SD74 were hacked, should have tech department check on what we have in place
 - Jaslene will check with Lonnie on the plan
- e) New requirements for First Aid attendants to carry out drills
 - Assessments are complete
 - Binders with the procedure once approved by the committee will go out to schools (will also include first aid record template, assessment and drill documentation)
 - drill will happen in November (topic: broken leg)
- f) Tabled until next meeting:
 - Review of WorkSafe inspections
 - Threat violence update
 - Monthly safety meeting topics
 - Learning together submission
 - First aid drill debrief

g) Roles needed (co-chair worker rep, co-chair employer rep, note taker, statistician, city reporter reviewer)

G. Recommendation(s) to Employer:

none

H. Review of First Aid and Accident Investigations:

- Table to next meeting

I. Review of City Reporter Inspections:

- Schools that were missing inspections have been followed up with

J. Site and Statistics Report:

-

K. Next Meeting and Adjournment:

- Next meeting set: November 21, 1:00-3:00pm
- Meeting adjourned at 3:54

DRAFT

Monthly Analysis Workbook - Sep 2024
SD5 Southeast Kootenay

Procedures:

Run the following report for this reporting month from PowerSchool: Secretary Treasurer -> Finance Committee -> Operating Budget by Program.
Fill in all gray shaded cells below for YTD compared to budgets and CY YTD vs PY YTD.
Add comments for each line item that meets our threshold (2% for YTD vs Budget; 5% for CY YTD vs PY YTD).

| 2022/2023 YTD vs Budget | | | | | | | | | | |
|--|------------------------------|------------------------------------|----------------------|---------|-------------|-------------|------------------------------|----------|-------------------|---|
| Program | Sep 30, 2024 Year to Date | 2024/2025 Budget (12 Months) | Remaining Balance | Percent | P/Y Percent | Budget Year | Expected Remaining (%) | Variance | Comment Required? | Comments |
| Months Remaining | 9 | | | | | | | | | |
| 1 Instruction | | | | | | | | | | |
| Program 02 Regular Instruction | 5,009,990 | 41,377,603 | 36,367,613 | 87.89% | 89.39% | 10 | 90% | -2.1% | Comment Required | Over budget mainly due to prepaids for software expenses were expensed in full in July & Aug. Also 40% of the budget for some supplies has already been used up as the schools prepare for the school year. Supplies budgets under career prep haven't been utilized yet. |
| Program 03 Career Preparation | 2,340 | 92,551 | 90,211 | 97.47% | 90.54% | 10 | 90% | 7.5% | Comment Required | |
| Program 07 Library Services | 145,149 | 1,279,647 | 1,134,498 | 88.66% | 84.32% | 10 | 90% | -1.3% | Below threshold | |
| Program 08 Counselling | 129,729 | 1,300,984 | 1,171,255 | 90.03% | 86.69% | 10 | 90% | 0.0% | Below threshold | |
| Program 10 Special Education | 1,760,342 | 15,909,378 | 14,149,036 | 88.94% | 88.99% | 10 | 90% | -1.1% | Below threshold | |
| Program 20 Early Learning & Child Care | 4,220 | 40,413 | 36,193 | 100.00% | 0.00% | 10 | 90% | 10.0% | Comment Required | Other than travel and dues, rest of the program is being funded under ECL special purpose funds |
| Program 30 English Language Learning | 8,939 | 87,700 | 78,761 | 89.81% | 69.32% | 10 | 90% | -0.2% | Below threshold | |
| Program 31 Aboriginal Education | 313,337 | 2,021,589 | 1,708,252 | 84.50% | 88.60% | 10 | 90% | -5.5% | Comment Required | IE is over budget a mainly due to the equipment supplies and district initiative expenses incurred for full year e.g. Jo Corona invoice of over \$8K for full year was expensed in first quarter. |
| Program 41 Administration | 1,390,135 | 6,309,033 | 4,918,898 | 77.97% | 80.42% | 12 | 75% | 3.0% | Comment Required | Slightly lower as budget for office Supplies, PVP mentoring & Pro-D Release hasn't been utilized. |
| | 8,764,181 | 68,418,898 | 59,654,717 | 87.19% | 88.30% | 10 | 90% | -2.8% | | |
| 4 District Administration | | | | | | | | | | |
| Program 11 Educational Administration | 132,353 | 783,470 | 651,117 | 83.11% | 84.48% | 12 | 75% | 8.1% | Comment Required | PVP Mtg Release, MyED Licence fees and other Pro-D budgets haven't been utilized yet. |
| Program 40 School District Govt | 93,326 | 275,219 | 181,893 | 66.09% | 68.10% | 12 | 75% | -8.9% | Comment Required | Overbudget mainly due to higher than budget BCSTA dues & fees which is for full year. Also, increased travel expenses. |
| Program 41 Administration | 483,302 | 2,083,710 | 1,600,408 | 76.81% | 79.09% | 12 | 75% | 1.8% | Below threshold | |
| | 708,981 | 3,142,399 | 2,433,418 | 77.44% | 79.30% | 12 | 75% | 2.4% | | |

5 Operations & Maintenance

| | | | | | | | | | | |
|-----------------------------------|-----------|-----------|-----------|--------|--------|----|-----|-------|------------------|---|
| Program 41 Administration | 84,494 | 645,912 | 561,418 | 86.92% | 80.58% | 12 | 75% | 11.9% | Comment Required | Under budget mainly due to no clerical wage costs in maintenance. Also, Insurance costs haven't been recorded as at Sep 30/24 |
| Program 50 Maintenance Operations | 1,502,549 | 6,363,167 | 4,860,618 | 76.39% | 75.80% | 12 | 75% | 1.4% | Below threshold | |
| Program 52 Maintenance Of Grounds | 77,537 | 425,128 | 347,591 | 81.76% | 88.55% | 12 | 75% | 6.8% | Comment Required | Snow removal budget haven't been utilized as yet. |
| Program 56 Utilities | 223,067 | 1,265,000 | 1,041,933 | 82.37% | 83.41% | 12 | 75% | 7.4% | Comment Required | Lower as NGN Charge back & Carbon Tax Offset expenses haven't been accounted for yet. |
| | 1,887,647 | 8,699,207 | 6,811,560 | 78.30% | 77.99% | 12 | 75% | 3.3% | | |

7 Transportation & Housing

| | | | | | | | | | | |
|-----------------------------------|------------|------------|------------|--------|--------|----|-----|-------|------------------|--|
| Program 41 Administration | 39,958 | 168,032 | 128,074 | 76.22% | 77.29% | 12 | 75% | 1.2% | Below threshold | Staff training budget has already been utilized in full. Also, equipment and supplies expenses, especially in Fernie are higher than budget. |
| Program 70 Student Transportation | 368,522 | 2,228,218 | 1,859,696 | 83.46% | 82.93% | 10 | 90% | -6.5% | Comment Required | |
| | 408,480 | 2,396,250 | 1,987,770 | 82.95% | 82.56% | 10 | 90% | -7.0% | | |
| | 11,769,288 | 82,656,754 | 70,887,466 | 85.76% | 86.74% | | 87% | -1.2% | Below threshold | |

2024/2025 YTD vs 2023/2024 YTD

| Program | 9/30/2023 | | Variance | Percent | Comment Required? | Comments |
|--|---------------|-----------|----------|---------|-------------------|--|
| | 9/30/2024 YTD | YTD | | | | |
| Months Remaining | | 9 | | | | |
| 1 Instruction | | | | | | |
| Program 02 Regular Instruction | 5,009,990 | 4,387,058 | -622,932 | -14.20% | Comment Required | Higher teacher salaries & benefits in CY compared to PY. More supplies expensed by ESS prior year. But overall the schools haven't used most of their budgets yet. CY is lower because ERAC membership has been paid yet, but in PY, the expense of \$17K was already in gl in the first quarter Lower teacher salaries & benefits in first quarter of c/y than in p/y C/Y increase is mainly due to increase in travel expense . Lower teacher salaries & benefits in first quarter of c/y than in p/y IESW wages & benefits higher in C/Y fiscal quarter compared to P/Y. Equipment supplies expense of \$10K recorded in c/y for this period, while in p/y there were none for this period. Also District Initiative expenses are \$15K (mainly for payments made to S. Passey) higher than in p/y. CY is higher mainly due to increased wages and benefits for PVP and clerical. |
| Program 03 Career Preparation | 2,340 | 8,327 | 5,987 | 71.89% | Comment Required | |
| Program 07 Library Services | 145,149 | 185,186 | 40,037 | 21.62% | Comment Required | |
| Program 08 Counselling | 129,729 | 150,059 | 20,330 | 13.55% | Comment Required | |
| Program 10 Special Education | 1,760,342 | 1,746,378 | -13,963 | -0.80% | Below threshold | |
| Program 20 Early Learning & Child Care | 4,220 | 2,401 | -1,819 | 100.00% | Comment Required | |
| Program 30 English Language Learning | 8,939 | 26,626 | 17,687 | 66.43% | Comment Required | |
| Program 31 Aboriginal Education | 313,337 | 223,030 | -90,307 | -40.49% | Comment Required | |
| Program 41 Administration | 1,390,135 | 1,210,429 | -179,706 | -14.85% | Comment Required | |
| | 8,764,181 | 7,939,493 | -824,688 | -10.39% | | |
| 4 District Administration | | | | | | |
| Program 11 Educational Administration | 132,353 | 108,520 | -23,833 | -21.96% | Comment Required | Exempt mgmt salaries & benefits for gang violence prevention position which wasn't there in the first quarter of p/y |
| Program 40 School District Govt | 93,326 | 89,524 | -3,801 | -4.25% | Below threshold | |
| Program 41 Administration | 483,302 | 464,104 | -19,198 | -4.14% | Below threshold | |
| | 708,981 | 662,149 | -46,832 | -7.07% | | |

5 Operations & Maintenance

| | | | | | | |
|-----------------------------------|------------------|------------------|-----------------|---------------|------------------|---|
| Program 41 Administration | 84,494 | 115,356 | 30,862 | 26.75% | Comment Required | Vehicle insurance and safety services expense hasn't been expensed yet. |
| Program 50 Maintenance Operations | 1,502,549 | 1,412,956 | -89,594 | -6.34% | Comment Required | Higher other licences and SRB Software costs in c/y than in p/y. Also, Acrodex software fees of approx. \$43K hasn't been incurred in p/y in this period. |
| Program 52 Maintenance Of Grounds | 77,537 | 48,318 | -29,219 | -60.47% | Comment Required | In c/y we have recorded over \$22K of casual maint.wages already, where as in p/y the cost was nil in first quarter of 2023. |
| Program 56 Utilities | 223,067 | 209,075 | -13,992 | -6.69% | Comment Required | Higher natural gas expense than p/y |
| | <u>1,887,647</u> | <u>1,785,704</u> | <u>-101,943</u> | <u>-5.71%</u> | | |

7 Transportation & Housing

| | | | | | | |
|-----------------------------------|-------------------|-------------------|-----------------|---------------|------------------|---|
| Program 41 Administration | 39,958 | 37,103 | -2,855 | -7.69% | Comment Required | Higher management salaries as budgeted and higher Pro-D expense than p/y. |
| Program 70 Student Transportation | 368,522 | 393,938 | 25,416 | 6.45% | Comment Required | Higher conveyance supplies expense for Fernie than p/y. |
| | <u>408,480</u> | <u>431,041</u> | <u>22,561</u> | <u>5.23%</u> | | |
| | <u>11,769,288</u> | <u>10,818,387</u> | <u>-950,901</u> | <u>-8.79%</u> | | |

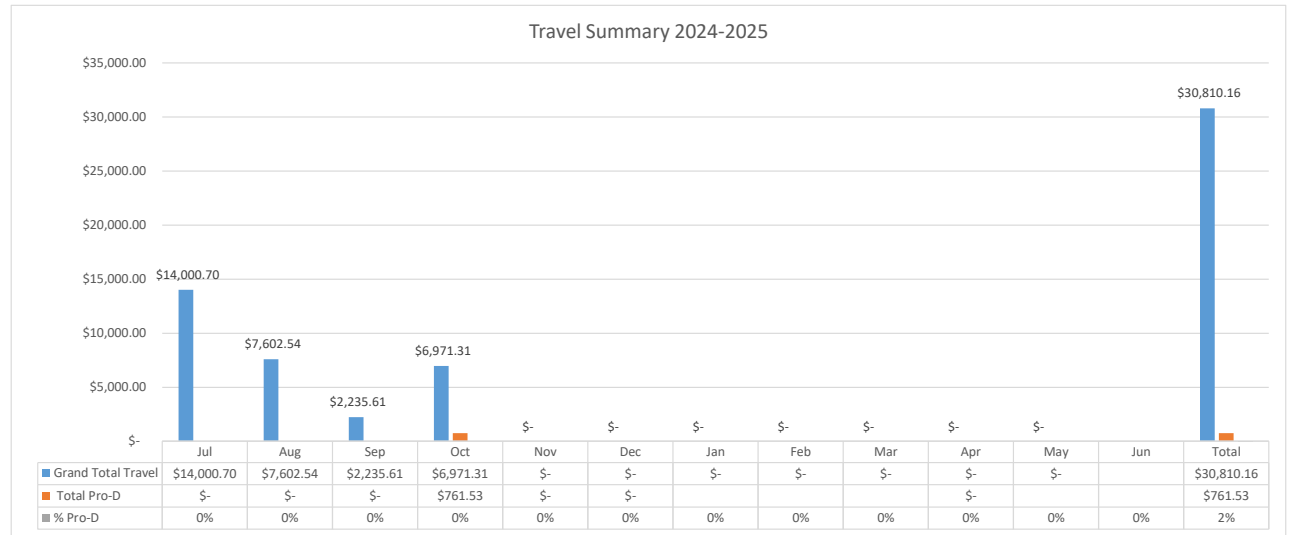
2024/2025 Fiscal Year
 Capital Projects - Budget Tracking Sheet

| Major/Minor Capital | Project Description | COA Amount | Budget | Actual Spent (Per GL) | Forecasted Amount to be Spent | Expected Over (Under) Budget | Comments |
|---------------------|---|-------------------|-------------------|-----------------------|-------------------------------|------------------------------|---|
| Major | Fernie Elementary School | 20,675,498 | 33,517,714 | 395,056 | 33,122,658 | (0) | Amounts and project scope to be further clarified during design phases. |
| Minor | MBSS Plumbing | 1,214,000 | 892,863 | 291,005 | 601,858 | (321,137) | Project quote for Phase 2 came in significantly under budget. The remaining amount of approximately \$321,137 is to spent on MBSS metal shop updates. Waiting on a quote for this. |
| Minor | ESS Mechanical Upgrades | 400,000 | 400,000 | 29,918 | 370,082 | - | Project just starting. No comment required. |
| Minor | Sd 5 Core Facilities Electrical Upgrade | 998,800 | 998,800 | - | 998,800 | - | Project just starting. No comment required. |
| Minor | Kitchen Equipment | 213,000 | 100,000 | 27,455 | 72,545 | (113,000) | Tenders came in at \$500,000, expectations were \$300,000. We are holding off on moving forward with this project at this time and reviewing our options. |
| Minor | 2024/25 Buses | 775,844 | 775,844 | 775,844 | - | - | 2 buses fully funded. |
| | Gordon Terrace Child Care | 562,557 | 562,557 | 288,940 | 273,617 | - | Close to complete by end of October 2024. Expected to be on budget. |
| | Rocky Mountain Child Care | 222,750 | 222,750 | - | 222,750 | - | Work in progress. Expected to fully complete by end of November 2024. |
| | Jaffray Child Care | 758,041 | 758,041 | 22,453 | 735,588 | - | Tenders came in closer to \$970k, project on pause until we can complete a project cost escalation process with the Ministry. We are asking that companies hold their prices or help us reduce their quoted prices. |
| | Steeple Child Care | 1,199,167 | 1,199,167 | 1,853 | 1,197,313 | - | Tender awarded to North Mountain. Work to commence soon. Completion expected Sept 1, 2025. |
| | | 24,277,142 | 36,885,221 | 1,519,279 | 35,165,942 | (200,000) | |

**SD5 Out of District Staff Travel Summary
2022-23**

| Inv | Year | Month | Dates Travel | Last Name | First Name | Position | Department/ School | Conference | Travel Location | Total Expense | Monthly Total |
|------|------|-------|--------------|------------|------------|-----------------------------|----------------------------|--------------------------------|-----------------|---------------|---------------|
| 6207 | 2024 | Jul | 7-10 | Reid | Eric | Assistant Manager | Operations | ASTSBC | Penticton | \$ 2,165.11 | |
| 4623 | 2024 | Jul | 8-12 | Whitlock | Gerry | Foreman | Transportation | ASTSBC | Penticton | \$ 1,924.00 | |
| 6208 | 2024 | Jul | 8-10 | Primeau | Dillen | Foreman | Transportation | ASTSBC | Penticton | \$ 1,891.66 | |
| 4624 | 2024 | Jul | 8-12 | Butler | Paul | Mechanic | Transportation | ASTSBC | Penticton | \$ 1,829.35 | |
| 6209 | 2024 | Jul | 14-18 | Blais | Carrie Ann | Teacher | Teaching Staff | Professional Boundaries Course | Vancouver | \$ 2,103.22 | |
| 6227 | 2024 | Jul | 1-5 | Shully | Leanna | VP | Frank J Mitchell | BCPVPA Foundations Course | Vancouver | \$ 4,087.36 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | \$ 14,000.70 |
| 6196 | 2024 | Aug | 14-17 | Johnson | Viveka | Superintendent | District Management | BCSSA Summer Leadership | Whistler | \$ 2,025.22 | |
| 5837 | 2024 | Aug | 14-16 | Phillips | Laura-Lee | District Principal | District Management | BCSSA Summer Leadership | Whistler | \$ 2,704.67 | |
| 6206 | 2024 | Aug | 14-17 | Wasylowich | Kaley | District Principal | Student Services | BCSSA Summer Leadership | Whistler | \$ 2,872.65 | |
| | | | | | | | | | | | \$ 7,602.54 |
| 6224 | 2024 | Sep | 20-22 | McPhee | Doug | Chairperson | Board of Education | KBB AGM | Nakusp | \$ 549.08 | |
| 4417 | 2024 | Sep | 6-7 | Minto | Adele | SLP | Learning Services | Speech Sound Disorder Workshop | Lethbridge | \$ 925.00 | |
| 6164 | 2024 | Sep | 27 | Kuijt | Janet | Principal | Isabella Dicken Elementary | Play is the Way | Blackie | \$ 761.53 | |
| | | | | | | | | | | | \$ 2,235.61 |
| 5230 | 2024 | Oct | 2-4 | Atwal | Jaslene | District Vice Principal | Human Resources | Bargaining Academy | Vancouver | \$ 3,436.13 | |
| 5231 | 2024 | Oct | 2-4 | Skene | Amanda | Human Resources Coordinator | Human Resources | Bargaining Academy | Vancouver | \$ 3,535.18 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | \$ 6,971.31 |

| Month | Grand Total Trave | Total Pro-D | % Pro-D |
|--------------|---------------------|------------------|-----------|
| Jul | \$ 14,000.70 | \$ - | 0% |
| Aug | \$ 7,602.54 | \$ - | 0% |
| Sep | \$ 2,235.61 | \$ - | 0% |
| Oct | \$ 6,971.31 | \$ 761.53 | 0% |
| Nov | \$ - | \$ - | 0% |
| Dec | \$ - | \$ - | 0% |
| Jan | \$ - | \$ - | 0% |
| Feb | \$ - | \$ - | 0% |
| Mar | \$ - | \$ - | 0% |
| Apr | \$ - | \$ - | 0% |
| May | \$ - | \$ - | 0% |
| Jun | \$ - | \$ - | 0% |
| Total | \$ 30,810.16 | \$ 761.53 | 2% |



Total Travel Costs Pro-D Allocation Other
 \$ 30,810.16 \$ 761.53 \$ 30,048.63





September 25, 2024

Ref: 301804

Carolyn Broady, President
British Columbia School Trustees Association
Email: cbroady@bcsta.org

Dear Carolyn Broady:

Thank you for your letter of September 9, 2024, to the Minister of Education and Child Care, regarding a motion passed at the BC School Trustee Association Annual General Meeting in April 2024 on anti-bullying measures.

The Ministry of Education and Child Care has refreshed the [Expect Respect and a Safe Education \(*erase*\) website](#). Launched on Friday, September 6, 2024, the new website features a streamlined design with improved access to information and resources for students, adults, and school staff. Content has been reviewed and updated, including the definition of [bullying](#) to incorporate power imbalances.

Using a mobile-first design, users can access topics like diversity and inclusion, mental health and substance use, and school and online safety easily and on any device. Focused collections of content for students, adults, and school staff make it quick and easy to find what's most relevant to you. In addition, users have quicker access to the Report It tool, an online reporting tool available for students to submit an anonymous report if they see or hear something of concern.

The Ministry has worked with students, families, educators, and education and community partners to ensure the new website aligns with best practices, current evidence, and reflects the needs of the sector. It provides improved accessibility of information as well as updated resources to support students, parents/caregivers, school staff, and community partners in navigating challenges, reporting concerns to schools, and learning about complex issues facing students. In addition, the website will soon be made available in both French and English.

There are also new promotional materials – two new animated videos, [Learn about *erase*](#) and [What is the Report It tool?](#), provide key information and guidance on how to use and access the website and online reporting tool. These videos will be available in the 10 most commonly spoken languages in BC. In addition, a new [downloadable *erase* poster](#) and [cling decal](#) with the Report It tool QR code have been developed. School districts will receive a sample package of new materials for distribution in schools.

.../2

Please reach out if you have any questions or feedback on the revised erase website. Thank you for your dedication to supporting students and helping to build safe, caring and inclusive school communities.

Sincerely,

A handwritten signature in black ink that reads "J McCrea". The signature is fluid and cursive, with a long horizontal stroke extending to the right from the end of the name.

Jennifer McCrea
Acting Deputy Minister