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

November 30, 2026, 3:00 P.M.

Cranbrook Board Office

Members

Pamela Berry
Irene Bischler
Alysha Clarke
Sophie Fontaine
Nicole Heckendorf
Chris Johns
Allie Kostiuk
Doug McPhee

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 5

Approval of the minutes from September 28, 2026

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Amy Woodland Elementary Update

3. PRESENTATIONS

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Gordon Terrace Roof Update

4.1.2 Fernie Elementary School and Child Care

4.1.3 Mountain View Sparwood

4.2 Superintendent

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5.1 Advocacy Education

5.1.1 DSAC Report 23

Student feedback on Aritifical Intelligence Administrataive Procedure from DSAC meeting.

5.1.2 DPAC Report

5.1.3 Fernie Secondary French Exchange

For information only

5.2 Learning Services

5.3 Policy

5.3.1 Policy 2 Role of the Board 27

RECOMMENDATION

THAT the Board of Education direct that proposed revisions to Policy 2 be circulated for public consultation prior to consideration for final approval.

5.3.2 Policy 7 Board Operations 66

RECOMMENDATION

THAT the Board of Education direct that proposed revisions to Policy 7 be circulated for public consultation prior to consideration for final approval.

5.3.3 Policy 11 Board Delegation of Authority 116

RECOMMENDATION

THAT the Board of Education direct that proposed revisions to Policy 11 be circulated for public consultation prior to consideration for final approval.

5.3.4 Policy 12 Role of the Superintendent 120

RECOMMENDATION

THAT the Board of Education direct that proposed revisions to Policy 12 be circulated for public consultation prior to consideration for final approval.

5.3.5 Policy 13 Role of the Secretary Treasurer 144

RECOMMENDATION

THAT the Board of Education direct that proposed revisions to Policy 13 be circulated for public consultation prior to consideration for final approval.

5.4 Finance Operations Personnel

6. NEW BUSINESS

6.1 Statement of Financial Information (SOFI) 176

RECOMMENDATION

THAT the Statement of Financial Information (SOFI) be approved by the Board of Education.

The approved document will be submitted to the Ministry of Education and Child Care.

7. ACTION ITEMS FOR FUTURE MEETINGS

8. CORRESPONDENCE

8.1 District Occupational Health and Safety Committee Minutes 240

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No report

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9. QUESTION PERIOD

10. ADJOURNMENT

The Board of Education of

School District No.5 (Southeast Kootenay)

MINUTES - ALL COMMITTEES (PUBLIC)

September 28, 2026, 3:00 p.m.
Cranbrook Board Office

Committee Members in Attendance:	Co-Chair Trustee Wendy Turner Co-Chair Trustee Bev Bellina (remotely) Trustee Trina Ayling (remotely) Trustee Irene Bischler Trustee Alysha Clarke (remotely) Trustee Chris Johns Chairperson Doug McPhee Trustee Sarah Madsen (remotely)
Regrets:	Trustee Nicole Heckendorf
Board/District Staff in Attendance:	Superintendent Viveka Johnson Secretary Treasurer Nick Taylor Director of Instruction Human Resources Brent Reimer Director of Instruction Curriculum and Assessment Michael Kelly (remotely) Director of Operations Joe Tank Director of Instruction Learning Services Kaley Wasylowich District Principal Early Learning and Child Care Laura-Lee Phillips District Principal Human Resources and Health & Safety Erin Boehm Manager of Board Office & Executive Services (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Turner called the public All Committees meeting of September 28, 2026, to order at 3:03 p.m.

1.2 Acknowledgement of Ktunaxa Territory

Co-Chair Trustee Turner requested that Chairperson McPhee acknowledge that we have gathered on the Homelands of the Ktunaxa People.

1.3 Approval of the Agenda

Moved/Seconded by Bellina/Bischler:

THAT the All Committees public agenda of September 28, 2026, be approved as circulated.

1.4 Approval of the Minutes

Moved/Seconded by Johns/McPhee:

THAT the minutes of the public All Committees meeting of August 31, 2026, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Amy Woodland Elementary Update

Secretary Treasurer Taylor advised that there are no further updates regarding Amy Woodland Elementary at this time.

3. PRESENTATIONS

3.1 Partnering to Bring the 2030 or 2032 Summer Games to the East Kootenay Region

Community members Dennis Scott and Bruce Seitz presented on partnering to bring the 2030 or 2032 Summer Games to the East Kootenay Region.

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Gordon Terrace Roof Update

Secretary Treasurer Taylor provided a brief update on the Gordon Terrace roof repair.

4.1.2 Mountain View Sparwood

Secretary Treasurer Taylor provided an update on the leases currently in place at the Mountain View facility. Director Tank will obtain a quote for replacement of the gymnasium floor, which would allow the gymnasium to be made available for community use.

Secretary Treasurer Taylor expressed appreciation to District Principal Phillips, Director Tank and the Maintenance and Operations team for their work in getting the Mountain View facility back in order.

4.1.3 Fernie Elementary School and Child Care

The District continues to work with the City of Fernie to obtain building permit approval. There are no further updates at this time.

4.1.4 Traffic Safety Concerns and Responses

DRAFT

Secretary Treasurer Taylor provided a report on traffic safety concerns and the District's response to those concerns. He reviewed current plans and initiatives, including a traffic safety blitz. The current focus is on Cranbrook, with similar initiatives also possible in the Elk Valley. He also discussed potential funding through the Insurance Corporation of British Columbia.

4.2 Superintendent

4.2.1 Indigenous Education Council (IEC)

Superintendent Johnson reported on the IEC meeting on Friday, September 25, 2026. She also reminded the Committee of Orange Shirt Day in schools on September 29 and the National Day for Truth and Reconciliation at St. Eugene Mission on September 30.

4.2.2 Child Care

Director Phillips reviewed the documentation included in the agenda package. She provided information on StrongStart programs, the Métis Child Care facility and upcoming SEY2K meetings with kindergarten teachers.

4.2.3 Framework for Enhancing Student Learning

Superintendent Johnson provided an update on the Framework for Enhancing Student Learning Interim Progress Report that has been submitted to the Ministry.

4.2.4 District Professional Development Initiatives

Director Kelly reviewed the PowerPoint presentation that was emailed to meeting attendees and available for distribution at the public meeting.

5. REPORTS FROM COMMITTEES

5.1 Advocacy Education

5.1.1 DSAC Report

The DSAC meeting schedule has been set for 2026/27. The next meeting is October 28, 2026.

5.1.2 DPAC Report

Trustee Turner provided an update from the District Parent Advisory Council. The next meeting is October 14, 2026, at 7:00 p.m.

5.2 Learning Services

Director Wasylowich reported on the 1701 funding process currently underway.

5.3 Policy

DRAFT

5.3.1 Policy 22 - Provision of Child Care

RECOMMENDATION

Moved/Seconded by Clarke/Johns:

THAT the Board of Education approve the revisions to Policy 22, Provision of Child Care, and direct that the revised policy be posted immediately.

5.4 Finance Operations Personnel

Nil

6. NEW BUSINESS

Nil

7. ACTION ITEMS FOR FUTURE MEETINGS

Nil

8. CORRESPONDENCE

8.1 District Occupational Health and Safety Committee Minutes

The upcoming meeting of the Committee is October 5, 2026.

8.2 Finance and Capital Analysis Report

Secretary Treasurer Taylor reviewed the reports included in the agenda package.

8.3 Trustee Professional Development

8.4 Staff Travel Summary

8.5 BCSTA K-12 Partner Events Calendar

9. QUESTION PERIOD

Nil

10. ADJOURNMENT

Moved/Seconded by Bischler/Johns:

DRAFT

THAT the September 28, 2026, public All Committees meeting adjourn at 4:11 p.m.

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

DRAFT

SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

2026/27
Child Care in SD5

Operators | StrongStart | School Partnerships

Child Care

School Name	Child Care Name	Contact / Opening	Program Type
Amy Woodland (Child Care Facility in Partnership with ʔaq̓am and MNBC)	*Planned*	Spring 2027	Group Child Care (Under 36 months), Group Child Care (30 months to school age), Group Child Care (School Age)
Fernie Learning Centre	Bright Beginnings	brightbeginningsferniebc@gmail.com	Group Child Care (30 Months to School Age); Preschool (30 Months to School Age)
Fernie Learning Centre	Elk Valley Kids Club	elkvalleykidsclub@gmail.com	Group Child Care (School Age)
Fernie New School	*Planned*	Fall 2029	Group Child Care (Under 36 months), Group Child Care (30 months to school age), Group Child Care (School Age Care on School Grounds)
Gordon Terrace	Stay and Play	gt.staynplay@gmail.com	Group Child Care (School Age Care on School Grounds)
Highlands	Just4Kids	j4k@ccssebc.com	Group Child Care (School Age Care on School Grounds)
Jaffray	South Country Preschool	nicky@ferniewomenscentre.com	Preschool (30 months to school age)
Jaffray	South Country Programs	southcountryspc@gmail.com	Group Child Care (School Age Care on School Grounds)
Mountain View	Treehouse	sparwoodtreehousemanager@gmail.com	Group Child Care (Under 36 months), Group Child Care (30 months to school age), Multi-Age Child Care, Group Child Care (School Age)
Rocky Mountain	Griz Kids	ewtf@telus.net	Group Child Care (School Age Care on School Grounds)
Steeples	Steeples Clubhouse	christine@bgc.cranbrook.ca	Group Child Care (School Age Care on School Grounds)
TM Roberts	Stay and Play	tm.staynplay@gmail.com	Group Child Care (School Age Care on School Grounds)

StrongStart

School Name	Facilitator	Contact Information	Hours
Isabella Dicken	Celine Hawkins	cbal.chawkins@sd5.bc.ca	Monday through Friday, 9:00 a.m.–12:00 p.m. (following the school calendar)
Frank J. Mitchell	Lucie Cambridge	cbal.lcambridge@sd5.bc.ca	Monday through Friday, 9:00 a.m.–12:00 p.m. (following the school calendar)
Steeples ***(2 Programs)***	Nicole Green	cbal.ngreen@sd5.bc.ca	Monday through Thursday, 9:00–11:30 a.m. and 12:15–2:45 p.m. (following the school calendar)

Please note

- Current child care providers listed on page 2 are independently operated and located on SD5 school property.
- Rows marked “Planned” identify future child care sites and anticipated opening dates.
- Please contact the provider directly for inquiries about the services they offer.
- For more information on StrongStart, visit StrongStart Centres.
- For more information, visit Child Care or email laura-lee.phillips@sd5.bc.ca.

Ministry Mandate

The Ministry of Education's 2025/26–2027/28 Service Plan includes a goal focused on child care development across the province.

> ***Goal 3:*** High-quality, inclusive child care as a core service that supports families and the early learning development of children 12 years of age and under. We know children learn the most from birth to five years old. The ministry, along with other partners in government, is working to improve access to affordable, inclusive, quality child care for families living in B.C. This includes reducing child care fees for parents, building more licensed spaces, and increasing supports for those working in the sector.

The objectives under this goal are:

- **Objective 3.1:** Families have access to affordable, licensed child care options.
- **Objective 3.2:** Enhance provider capacity to offer high-quality, culturally safe child care options.
- **Objective 3.3:** Build and enhance system capacity to support child care as a core service families can rely on.

> **Key direction:** *Work with school districts to deliver cost-effective before- and after-school care by leveraging existing resources.*

As set out in the Minister Mandate Letter (2025), districts are required to:

- Implement ChildCareBC to improve access to accessible, affordable child care.
- Expand before- and after-school care programs across the province using cost-effective models for parents and the public that leverage existing school facilities and education workers.

Types of Child Care

Group Child Care and Before and After School Care programs are operated by independent non-profit societies or for-profit child care providers. These programs follow the regulations of the Community Care and Assisted Living Act and are licensed through Interior Health's Community Care Facility Licensing program. SD5 works with child care providers through both exclusive- and shared-space accommodations.

Types of Care Programs

- **Group Child Care (Under 36 Months):** provides care to children younger than 36 months old (infants).
- **Group Child Care (30 Months to School Age):** provides care to preschool children.
- **Preschool (30 Months to School Age):** provides care to preschool children.
- **Multi-Age Child Care:** provides care to children of different ages within one licensed program.
- **Group Child Care (School Age Care on School Grounds):** provides care at a school before or after school hours, or on a day of school closure, for children who attend school, including kindergarten.

> These programs support children's learning and healthy development while meeting the care needs of working families.

Child care centres in SD5 schools are modelled in one of three formats:

Purpose-built	Exclusive use	Shared space
A separate building designed specifically for child care.	A classroom within a school dedicated to child care.	A classroom or other space shared with the school for before- and after-school care.

Strategies to Promote Strong Partnerships

Intentional leadership, purposeful partnerships, and open communication help establish a positive culture that meets individual and collective needs. Although sharing space can present challenges, strong relationships allow partners to solve issues collaboratively. The following considerations support effective school–child care partnerships.

Enhancing Communication

- Plan a start-of-year meeting and use the **Child Care Provider/School Meeting Template**.
- Establish regular check-ins throughout the school year with the child care supervisor.
- Discuss pick-up/drop-off routines, transitions, and busing (as applicable) with Before and After School (BAS).
- Consider sharing relevant supervisor communications and other internal communications.
- Invite the supervisor to the beginning of relevant staff meetings, such as building repair updates, school-wide events, or possible disruptions.
- Invite child care staff and children to participate in school events, such as assemblies, school-wide runs, open houses, registration events, and Welcome to Kindergarten events.
- Coordinate evacuations and lockdowns and include child care staff in drills.
- Coordinate the kindergarten gradual-entry schedule and room allocations with the program supervisor.
- Share offerings and announcements that support families, including professional-development day and summer camp registration information.
- Refer families to the district Child Care website.

Building Connections

We aim to create a district culture where child care providers on school grounds feel connected to their school and part of the learning community. Recognizing everyone's role in student growth and well-being helps create a collaborative culture in which school staff respect the knowledge and experience of child care staff. It is equally important that children, parents, and community members view all staff as a cohesive team.

Suggested ways to help child care providers feel connected, respected, valued, and part of the learning community:

- Visit the child care centre during site walk-arounds.
- Build regular informal connections with child care staff.
- Include pictures of child care staff on the staff photo wall.
- Invite the child care team to the start of a staff meeting for introductions and to share their program.
- Introduce the child care team to the PAC.
- Introduce child care staff to new school staff throughout the year, especially the principal, vice-principal, administrative assistant, and custodian.
- Encourage child care staff to visit the office.
- Include child care staff in appropriate staff appreciation activities.
- Include child care staff in school-wide events such as assemblies, spirit days, runs, and celebrations.
- Share school activities so providers can build school themes into their programming, such as Waste-Free Day.
- Welcome child care staff into shared staff spaces to encourage informal connection.
- Celebrate program contributions with appreciative words and small tokens, such as thank-you notes or an end-of-year treat.

Questions to invite feedback

How can we support your staff in feeling connected with our school and part of our learning community?

How can our community support your program so that you know you are a valuable, core service in our school?

Licensing Information

Child care programs must meet the requirements of the Community Care and Assisted Living Act and the Child Care Licensing Regulations, which regulate licensed child care in British Columbia. These requirements help protect the health, safety, and well-being of children.

The licence is issued by Interior Health's Community Care Facility Licensing program and authorizes an operator to provide child care. A licence may be regular or provisional and may include non-negotiable terms and conditions. The operator is responsible for remaining in compliance at all times.

Emergency Evacuations and Drills

Please make sure child care operators have received the new updated Emergency Procedures Handbook (2026) outlining protocols and responsibilities. They are required to participate in all school-based evacuation and lockdown drills.

Remember to:

- Communicate your site drill dates with providers.
- Assign a muster spot for the program during an evacuation.
- Update providers when the drill schedule changes, including last-minute cancellations.
- Add your operator to the emergency phone tree.

Child Care Update:

☐ Board Meeting

☒ Committee Meeting

Date: November 30, 2026
From:

Laura-Lee Phillips – District Principal of Early Learning and Child Care and Literacy Support

Portfolio

Early Learning

- Supporting SEY2KT (Strengthening Early Years to Kindergarten Transitions) and Early Years initiatives across the district.
- Building stronger connections between StrongStart, Kindergarten teachers, school staff, community early years partners and families.
- Participating in and supporting Early Years Communities across the district to strengthen collaboration, communication and planning between schools and community-based early years services.
- Partnering with the Child Care Resource and Referral (CCRR) program to share resources, professional learning opportunities and information with early childhood educators and child care providers.
- Coordinating transition opportunities such as Ready, Set, Learn, PlayB4K and other family engagement events.
- Organizing professional learning and networking opportunities for schools and StrongStart facilitators.
- Working with community partners to strengthen continuity between early childhood programs and the school.

StrongStart

I provide district leadership and support for our StrongStart BC Early Learning Centres and facilitators.

My work includes:

- Supporting and connecting StrongStart facilitators across the district.
- Coordinating professional learning, district gatherings and opportunities for facilitators to learn together.
- Supporting programming that reflects strong early literacy, play-based learning, inclusion and family engagement.
- Connecting StrongStart programs more intentionally with their schools and Kindergarten classrooms.
- Supporting communication, registration, reporting and Ministry requirements.
- Promoting StrongStart as an important connection point for families before their children enter school.
- Including StrongStart facilitators in broader early years initiatives and community partnerships (CBAL)

Child Care Update:

☐ Board Meeting

☒ Committee Meeting

Child Care

I provide district leadership for child care on school grounds and work closely with community operators, the Ministry and community partners to increase access to child care. The School District provides facilities that accommodate **293 child care spaces** and works in partnership with **10 third-party organizations**, including CBAL (StrongStart).

My responsibilities include:

- Supporting existing third-party child care operators located on school district property.
- Working with partners to identify opportunities for new or expanded child care spaces.
- Supporting district planning related to the annual Child Care Space Review.
- Working with schools, operators and community organizations to address facility, operational and inclusion needs.
- Supporting child care projects, including our partnership with Métis Nation British Columbia and ʔaq̓am at the Amy Woodland site.
- Supporting community engagement, including the upcoming November 19 community open house for the Amy Woodland child care project.
- Sharing inclusion resources and professional learning opportunities with child care providers.
- Working with the Child Care Resource and Referral program and other community early years partners.
- Looking for opportunities to connect child care providers with school district professional learning.
- Supporting schools and principals to build and maintain strong, collaborative relationships with the third-party child care operators working on school grounds.
- Helping clarify roles, communication processes and shared expectations between schools and operators.
- Supporting regular communication so concerns can be addressed early and partnerships remain positive
- Encouraging stronger connections between child care programs and the school community

Overall goal: Increase access to inclusive, high-quality child care while strengthening the connection between child care, families and schools

Literacy

I provide district leadership for literacy, with a strong focus on the primary years.

My work includes:

- Leading implementation of K–3 universal literacy screening using Acadience Reading, three times each year.
- Supporting schools and teachers to using data to make instructional decisions.
- Facilitating school and district conversations around Tier 1 instruction, MTSS and intervention.
- Supporting teachers with the Science of Reading and evidence-informed literacy practices.
- Providing training and support with resources such as UFLI Foundations, Heggerty, decodables and

Child Care Update:

☐ Board Meeting

☒ Committee Meeting

other structured literacy approaches. Supporting teachers with explicit instruction in phonological awareness, phonics, decoding, fluency, vocabulary, comprehension and writing.

- Working with school teams to interpret screening results and identify appropriate classroom, small-group and intervention supports.
- Supporting professional learning through workshops, school-based Pro-D, coaching and district resources (Adrienne Gear Writing)
- Developing and sharing practical resources through initiatives such as the Literacy newsletter.
- Working with principals and vice-principals to build school-level literacy leadership and stronger systems of support

Supporting District Literacy Leadership

- I work closely with Gizelle Gaudon, our 0.2 Literacy Vice-Principal supporting the Cranbrook side of the district.
- I provide direction, coordination and ongoing support for her literacy work so that it aligns with district literacy priorities and goals.
- Together, we support schools with Acadience data, instructional planning, small-group instruction, Tier 1 and Tier 2 supports, and evidence-informed literacy practices.
- We collaborate around professional learning, teacher support, resource development and responding to school-specific literacy needs

DSAC – District Student Advisory Council

I coordinate the District Student Advisory Council, providing students with a meaningful opportunity to influence district conversations and decision-making. DSAC brings together approximately 55 middle and secondary students from communities across the district.

My role includes:

- Coordinating three district meetings each year.
- Working with schools to ensure student representation from across SD5 and designing engaging activities that encourage students to share their experiences, perspectives and ideas.
- Building students' understanding of student voice, leadership, collaboration and perspective-taking.
- Creating opportunities for students to provide feedback on issues that directly affect them.
- Bringing student feedback back to district management and the Board of Education.

For example, this year students have provided feedback on the district's draft Student Use of Generative AI procedure, giving us direct student perspectives to bring back to district leadership.
November 4 – KLC Fernie | February 10 - KLC Fernie | April 21 - CBO Cranbrook

Human Resources – Investigation Support

I also support Human Resources with workplace investigations and employee matters as required.

Child Care Update:

☐ Board Meeting

☒ Committee Meeting

THE LITERACY LINK

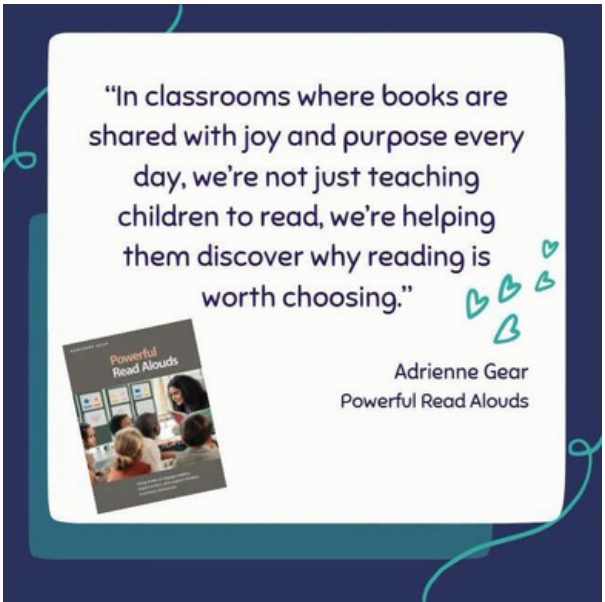
November 2026 | Issue 03 | Literacy Support



Hello, November!

Fall screening is behind us, and now the exciting part begins – turning what we learned into action! November is a great time to dig into our literacy data and celebrate student growth!

This month's Literacy Link is packed with practical ideas, helpful resources, and a few quick reminders to support the great literacy work already happening across SD5.



"The school day involves children in joyful, meaningful literacy experiences."
– Learning in the Primary Years, p. 40

CHECK IT OUT

What Is Literacy LIFTER?

Literacy LIFTER (Letter Identification and Formation for Transcription and Early Reading) is a free tool designed to empower educators and caregivers in supporting students' handwriting and early reading skills. It provides users with evidence-based materials to teach and assess handwriting and letter knowledge (i.e., letter names and sounds) to pre-kindergarten and elementary-aged students. This includes materials for flexible and efficient instruction, such as video models of letter formation and letter pronunciation as well as downloadable PDFs of student worksheets.

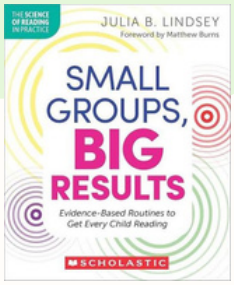
November Literacy Thought

Assessment tells us where students are. Instruction is what moves them forward.

November Literacy Challenge 🍂📚

Pick one small literacy shift to focus on this month. Maybe it is strengthening a small-group routine, adding more connected text reading, intentionally teaching vocabulary, or using your screening data to adjust instruction.

Choose one thing, try it consistently, and notice what changes for your students. Small shifts. Stronger readers.



AI Literacy: A New Kind of Literacy

Check out Focused Education Resources K-12

The Teacher's Guide includes lesson delivery tips, links to all instructional materials and extension activities.

Lesson Topics in Order

- Natural vs Artificial
- How We Learn
- Artificial Intelligence
- Creating Prompts
- Staying Safe
- Keeping a Balance ... and more!

The goal isn't just to teach students how to use AI – it's to help them become thoughtful, critical and responsible users of it.

UPCOMING EVENTS

Upcoming Dates:

November 4 - Grades 3-6 Acadience - CBO

November 16 - UFLI Training - CBO

November 20 - Adrienne Gear - KOES

November 20 – Books & Bites: A Powerful Read Alouds Book Party | 4:00-6:00 p.m. | Prestige Rocky Mountain Resort

November 26 - Grades 3-6 Acadience - KLC

Explore the BC K-4 Foundational Learning Progressions!

Choose one area of literacy you are currently working on with your students and spend a few minutes exploring the progression.

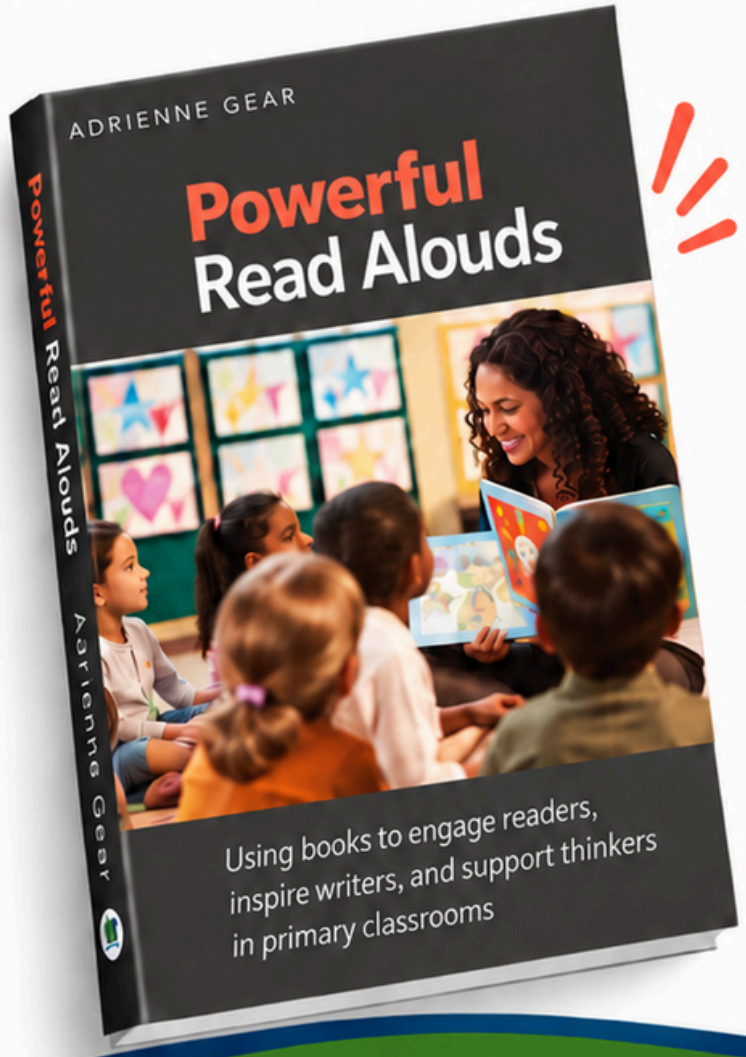
Know where they are. Know where they're going. Take the next step.

Literacy Screening Schedule at a Glance

Fall Benchmark: October 9, 2026 | Winter Benchmark: February 5, 2027 | Spring Benchmark: June 10, 2027

BOOKS & BITES

A *Powerful Read Alouds* Book Party



Join us for an evening of appetizers, books and conversation as we celebrate the release of Adrienne Gear's new book, *Powerful Read Alouds!*

Adrienne will share ideas and insights from her new book, followed by an opportunity to connect with colleagues, enjoy appetizers and have your book signed.

Friday, November 20th
4:00 – 6:00 PM

Prestige Rocky Mountain Resort
209 Van Horne Street
Cranbrook, BC

Appetizers & Conversation
Cash bar available

Practical ideas. Powerful impact.

Designed with primary teachers in mind — everyone is welcome!

Student Voice on SD5's Draft AI Procedure

Summary of student feedback for Management and the Board of Education

OVERALL STUDENT MESSAGE

Students are not asking SD5 to ban AI. They are asking the district to teach them how to use it well and to create expectations that are clear, fair, transparent, and consistent for both students and adults.

Across the student feedback, students generally supported the intent of the draft procedure. They recognized both the opportunities and the risks of generative AI and emphasized that AI should support learning rather than replace student thinking, creativity, or skill development.

What We Heard From Students

1. AI should support learning - not replace it

Students consistently supported using AI as a tool for learning while protecting the thinking and skill development students need to do themselves.

- AI can help explain difficult concepts and provide feedback.
- AI can support editing, translation, and access to information.
- Students were concerned about AI simply doing the work for them.

> **Consideration for SD5:** Maintain the draft emphasis that AI may support learning but should not replace student thinking, creativity, or skill development.

2. Classroom expectations need to be much clearer

Students repeatedly asked for concrete guidance about what appropriate AI use looks like in a specific class, task, or assessment.

- When is AI allowed, limited, or prohibited?
- Can it be used to brainstorm, edit, receive feedback, or generate part of a response?
- How should AI use be acknowledged?
- Will permitted AI use affect assessment or grading?

> **Consideration for SD5:** Consider common district language such as “AI permitted,” “AI permitted with conditions,” and “AI not permitted,” with expectations attached directly to assignments or rubrics.

3. Students want fairness and transparency from adults too

Students raised questions about teachers using AI to create assignments, presentations, worksheets, or assessment materials while student use may be restricted. Their concern was less about identical rules and more about reciprocal expectations.

- Students want adults to model responsible and transparent AI use.
- Several groups asked for consistency in how expectations are applied across classrooms.
- Students questioned whether teachers should disclose when AI has been used to create learning or assessment materials.

> **Consideration for SD5:** Frame expectations around reciprocal responsibility: if students are expected to be transparent and responsible, adults should model those same principles.

4. Students accept transparency - but want a simple way to show their AI use

Students were generally comfortable with acknowledging AI assistance. Their question was how to do this in a way that is meaningful and manageable.

- Identify the AI tool used.
- Explain what it was used for.
- Show how it influenced or supported the student's thinking.
- Where appropriate, show work before and after AI assistance.

> **Consideration for SD5:** Develop a short, age-appropriate AI acknowledgement statement: What tool did you use? What did you use it for? How did it help your thinking or learning?

5. Students are concerned about being wrongly accused of using AI

Students asked what happens when a teacher believes work was created by AI but a student says it was not. They also worried that formal or polished writing could be mistaken for AI-generated work.

> **Consideration for SD5:** Provide guidance for educators on professional judgement, conversation, evidence, and due process when AI misuse is suspected rather than relying solely on the characteristics of a finished product.

6. Assessment practices need to distinguish assistance from substitution

Students want clarity about how appropriate AI use will affect grading and whether students will be penalized for acknowledging permitted use.

- Clarify the difference between AI-assisted work and AI-substituted work.
- Make expectations visible before students begin an assignment.
- Clarify how AI use, when permitted, connects to assessment criteria.

> **Consideration for SD5:** Ensure assessment guidance focuses on the evidence of student learning, not simply whether an AI tool was used.

7. Students want AI literacy and education

Students did not simply ask for rules. They asked to be taught how to use AI responsibly and critically.

- Ethical and responsible AI use.
- Checking accuracy and recognizing that AI can be wrong.
- Bias, privacy, benefits, and limitations.
- Appropriate acknowledgement or attribution.

> **Consideration for SD5:** Position AI literacy as part of the district response, not only compliance or restriction.

8. Students support consequences for misuse - after expectations are clear

Students recognized that there need to be boundaries and consequences for inappropriate AI use. Their broader feedback suggests that accountability should follow clear teaching and clearly communicated expectations.

> **Consideration for SD5:** Teach students what appropriate use looks like, make expectations explicit, and then apply consequences consistently when those expectations are not met.

9. Students identified additional issues worth strengthening

Several comments pointed to areas that may need more explicit treatment in the procedure.

- Privacy and consent, including using another person's image or information in generative AI tools.
- Environmental impacts of AI.
- Accessibility and equity, including translation and support for students whose first language is not English.

> **Consideration for SD5:** Review whether the procedure should more explicitly address privacy/consent, accessibility, and the broader impacts of AI use.

Five Key Messages for Management and the Board

1	**Teach AI, not simply restrict it.** Students recognize that AI is part of their present and future and want to learn to use it responsibly.
2	**Protect student thinking and creativity.** AI should support learning, not replace the thinking, creativity, and skill development students need to do themselves.
3	**Make expectations much clearer.** Students want to know when AI is allowed, what kind of assistance is appropriate, how to acknowledge it, and how it will affect assessment.
4	**Ensure fairness and transparency.** Students want consistent expectations, fair processes when misuse is suspected, and adults to model the same responsible and transparent practices expected of students.
5	**Acknowledge both opportunity and risk.** Students see significant benefits in AI but also recognize concerns related to accuracy, privacy, misuse, over-reliance, and learning.

Student Voice to Close With

> ***"AI will be used in schools no matter what. It is best if we have a clear and concise policy for AI use."***

This captures the overall tone of the student feedback: students were neither anti-AI nor uncritical of it. They were asking adults to create thoughtful, understandable boundaries around a technology they recognize is already part of their world.

"What I heard from students was not a request to ban AI. They understand that AI is already part of their world. What they are asking us for is clarity: teach us how to use it, tell us when it is appropriate, be fair and transparent about the expectations, and make sure it supports rather than replaces our learning."

About the Feedback

This summary reflects qualitative student voice gathered through individual/group feedback forms and table consensus. It should be presented as recurring themes and student perspectives rather than as statistically representative survey findings.

Source materials: “Table final AI thoughts.pdf” and “Fianl Student Voice for AI.pdf.”

SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Updated Draft Working Copy
(with Tracked Changes Accepted)
Policy 2

ROLE OF THE BOARD

The School Act requires that a Board must appoint a Superintendent of Schools and a Secretary Treasurer. The Act further provides that the Board may delegate specific and general administrative roles and management duties to one or more of its employees. The Board has adopted a dual authority model meaning the Superintendent of Schools and the Secretary Treasurer report directly to the Board.

The Board of Education of School District No. 5 (Southeast Kootenay) is the corporate entity established by provincial legislation and is given authority by the School Act and attendant Regulations to provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to enrolled students of the District to enable their success, in keeping with the requirements of government legislation.

The Board is charged with the responsibility for providing an education system that is organized and operated in the best interests of the students it serves. The BC School Act provides that the Board is responsible for the improvement of student achievement in the District.

Specific Responsibilities

1. Accountability to the Provincial Government

   The Board shall:

   1.1 Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies

   1.2 Perform Board functions required by governing legislation and existing Board policy

2. Developing and maintaining a Culture of Student Learning

   The Board shall:

   2.1 Ensure Board agendas reflect the Board's commitment to improving student success

   2.2 Ensure the District's strategic plan identifies student learning key results

   2.3 Ensure the Framework for Enhancing Student Learning is reviewed at least annually including identification of trends and issues, including supporting data where required

   2.4 Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget

   2.5 Annually approve and submit to the Ministry a report regarding the Enhancement of Student Learning

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3. Employee Relations

   The Board shall:

   3.1 Establish processes and provide opportunities for ongoing dialogue with employee groups

4. Accountability to and Engagement of Community

   The Board shall:

   4.1 Make decisions that address needs for all district students

   4.2 Establish processes and provide opportunities for community engagement

   4.3 Establish processes and provide opportunities for Indigenous Education Council engagement

   4.4 Report District student learning outcomes annually to the communities of the District

   4.5 Develop procedures for and hear appeals as required by statute and/or Board policy

   4.6 Seek to meet regularly with municipal, Regional District of East Kootenay, First Nation Bands and provincial government representatives and as required with other entities to achieve desired educational outcomes

   4.7 Model a culture of respect and integrity

5. Strategic Planning

   The Board shall:

   5.1 Provide overall direction for the District by establishing foundational statements

   5.2 Annually review District priorities and key results as indicated in the District's Strategic Plan

   5.3 Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results

   5.4 Approve the District strategic plan and any adjustments thereto

6. Policy

   The Board shall:

   6.1 Identify how the Board is to function

   6.2 Delegate authority to the Superintendent and Secretary Treasurer and define commensurate accountabilities

   6.3 Identify the purpose to be achieved and the criteria for any new policies

   6.4 Make the final decision as to the approval of all policy statements

   6.5 Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation

   6.6 By motion, waive policy in exceptional circumstances when it is viewed to be in the best interest of the District to do so

   6.7 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements

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7. Board/Superintendent Relations

The Board shall:

7.1 Select and hire the Superintendent

7.2 In accordance with the District's dual authority model, provide the Superintendent with clear Board direction within areas of assigned responsibility:

7.2.1 general supervision and direction of educational staff of the District as per Board approved organizational chart;

7.2.2 the improvement of student achievement;

7.2.3 the general organization, administration, supervision, and evaluation of all educational programs provided by the Board; and

7.2.4 the duties articulated in legislation and in Board policy as amended from time to time.

7.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations

7.4 Evaluate the Superintendent every second year in accordance with a pre-established performance appraisal mechanism. The Board may, by resolution, defer an evaluation for a period of one year (maximum)Annually review Superintendent compensation

7.5 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position

7.6 Ensure all Board members interact with the Superintendent in a respectful professional manner

8. Board/Secretary Treasurer Relations

The Board shall:

8.1 Select and hire the Secretary Treasurer

8.2 In accordance with the District's dual authority model, provide the Secretary Treasurer with clear Board direction within areas of assigned responsibility:

8.2.1 general supervision and direction of business-related staff of the District as per Board approved organizational chart;

8.2.2 fiscal management including but not restricted to operating and capital budget preparation, implementation and reporting;

8.2.3 facilities/maintenance;

8.2.4 transportation;

8.2.5 grounds;

8.2.6 custodial;

8.2.7 the general organization, administration, supervision, and evaluation of all business-related programs provided by the Board; and

8.2.8 the duties articulated in legislation and in Board policy as amended from time to time.

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8.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations

8.4 Evaluate the Secretary Treasurer every second year in accordance with a pre-established performance appraisal mechanism. The Board may, by resolution, defer an evaluation for a period of one year (maximum)

8.5 Annually review Secretary Treasurer compensation

8.6 Respect the authority of the Secretary Treasurer to carry out executive action and support the Secretary Treasurer's actions which are exercised within the delegated discretionary powers of the position

8.7 Ensure all Board members interact with the Secretary Treasurer in a respectful professional manner

9. Political Advocacy/Influence

The Board shall:

9.1 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public School Employers' Association (BCPSEA) issues

9.2 Advance District positions and priorities, including through BCSTA as applicable

9.3 Support the District's Strategic Plan

9.4 Promote timely and constructive communication with locally elected officials

9.5 Work collaboratively with elected provincial/federal government officials, Indigenous Education Council, and First Nations Bands to identify supports for the District's priorities and directions

10. Board Development

The Board shall:

10.1 Annually review Board development activities aligned with District priorities, Strategic Plan, and Board evaluation outcomes

10.2 Annually evaluate the Board's effectiveness

11. Fiscal Accountability

The Board shall:

11.1 Annually approve a budget process and timelines

11.2 In collaboration with the Secretary Treasurer and Superintendent, identify budget assumptions and priorities to be used in the creation of the annual operating budget

11.3 Approve the annual budget and allocation of resources to achieve desired results, including strategic priorities

11.4 Annually approve the District's Five-Year Capital Plan

11.5 Appoint the auditor and approve the terms of engagement

11.6 Select the firm to provide banking services

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11.7 Review annually the audit report and management letter and approve those recommendations to be implemented

11.8 Recommend the acquisition and disposition of District land and buildings in collaboration with the Ministry

11.9 Approve the spending plan for the Annual Facilities Grant

11.10 Approve the amended annual budget

11.11 Annually approve exempt staff compensation

11.12 Monitor the fiscal management of the District through receipt of at least quarterly fiscal accountability reports

11.13 Recommend borrowing for capital expenditures within provincial restrictions in collaboration with the Ministry

11.14 Approve any purchase over $100,000 that has not been included in the approved operating or capital budget

Additional Responsibilities

The Board Shall:

1. Approve the Indigenous Enhancement Agreement and the Local Education Agreements
2. Approve the District calendar in accordance with legislation and collective agreements
3. Approve Board Authority / Authorized courses
4. Recognize students, staff, previous employees, and community members
5. Approve contracts and agreements as required by legislation
6. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent or Secretary Treasurer
7. Approve the initiation and cessation of programs of choice
8. Approve parameters for negotiations and ratify Memoranda of Agreement with bargaining units
9. Review and approve District expense rates annually
10. Review Board compensation following receipt of stakeholder representative recommendations at the end of each term
11. Approve changes to catchment areas for schools and District programs
12. Approve changes in grade configurations
13. Approve the reopening of a closed school
14. Approve Locally Approved Titles of learning resources
15. Approve partnership agreement with external organizations or entities in excess of one year
16. Approve field trips outside Canada and the continental USA
17. Approve exempt staff leaves to attend professional development outside of Canada
18. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming off district facilities and land. When naming new district facilities, the Board will only consider place-based names.

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Legal Reference: Sections 22, 23, 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77. 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

Revised: November 15, 2023, XXXX XX, 2026

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BOARD ANNUAL WORK PLAN

RECURRING AND ONGOING ITEMS

- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)
- Review District Inclusive Education Calendar for events
- •Committee Meetings (Regular and In-Camera): August, September, October, November, January, February, April and May
- Regular and In-Camera Board Meetings (September–June)
- Review FESL initiatives
- BCSTA Board Chair meeting (monthly)
- Recognize achievements, goals, conferences and related items
- Advocate for public education and the District's role in the community
- Acknowledge the contributions of students, employees and community on a monthly basis
- Advocate for PAC/DPAC/DSAC
- Attend school PAC meetings as assigned
- Attend special meetings of the Board
- Attend community consultation meetings
- Review health and safety governance
- Attend Trustee development/orientation sessions
- Attend school functions (as invited)
- Hear appeals as needed
- Approve contributions to the local capital reserve fund and accumulated operating surplus
- Approve purchase and disposition of real property (lands and buildings) in collaboration with the Ministry
- Advance Board positions through BCPSEA
- Purposefully meet with government MLA's and Ministers, Regional District of East Kootenay, Indigenous Education Council, First Nation Bands, and municipal councillors

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- Attend external meetings such as Cranbrook Chamber of Commerce and other organization meetings
- Respond to community groups, as required
- Acknowledge Indigenous Truth and Reconciliation
- Approve and authorize field trips outside of Canada/continental USA and include trips within Canada that have inherent risks (i.e., white water rafting)

August

Regular Board Meeting Agenda Items – Committee Meeting only

- Review roles, responsibilities, and appointments of Trustees
- Review list of calendar dates for deadlines, meetings, and required reporting for upcoming school year

Events

- In election years, a Trustee Information session offered for new and returning trustees

September

Regular Board Meeting Agenda Items

- Indigenous Welcome
- Approve the audited financial statements, financial statement discussion and analysis, multi-year financial plan, and public sector executive compensation disclosure report
- Review the audit report and management letter and approve the recommendations of the auditor to be implemented
- Approve minor capital submission
- Approve the FESL
- Review Secretary Treasurer's Report to the Board

Events

- Attend BCSTA Kootenay Boundary Branch (KBB) meeting (this date may be changed to May)
- Review Board Annual Work Plan
- Recognize Truth and Reconciliation Day

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October

Regular Board Meeting Agenda Items

- Recognize World Teachers' Day
- Review enrollment report and staffing report

Events

- Attend and participate in BCSTA Provincial Council Meeting (BCSTA Representative and alternate)
- Attend and participate in BCPSEA Symposium (BCPSEA Representative and alternate)
- Attend Ministry partner meetings/Board Chair's meeting

November

Regular Board Meeting Agenda Items

- Inaugural Board meeting
- Elect Chair/Vice Chair (Vice Chair rotation)
- Assign trustee representatives to schools
- Approve committee/representative appointments
- Approve Committee Chair rotation

Events

- Attend BCSTA Trustee Academy
- AGM motion timelines and deadlines (KBB)
- Attend Remembrance Day Ceremonies

December

Regular Board Meeting Agenda Items

- BCPSEA Provincial Rep and BCSTA Provincial Councillor
- Approve Statement of Financial Information (SOFI) report

Events

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January

Regular Board Meeting Agenda Items

- Approve budget development process and timelines for next year's annual budget
- Approve Transportation Accountability Report
- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters

Events

- Attend BCSTA Provincial Council (BCSTA Representative or alternate)
- Attend BCPSEA Annual General Meeting (BCPSEA Representative or alternate)
- Submit Trustee financial disclosures to the Office of the Secretary Treasurer
- KBB motion building session (Secretary Treasurer, Trustees and Chair)

February

Regular Board Meeting Agenda Items

- Approve Amended Annual Budget for Current Fiscal Year
- Review policy positions for submission to BCSTA Annual General Meeting
- Review Students Learning Surveys

Events

- Stakeholder budget presentations
- Attend and participate in BCSTA Provincial Council Meeting (BCSTA Representative or alternate)
- Submit extraordinary motions (completed by Trustee assigned to this task)
- Draft changes to AGM motions (completed by Trustee assigned to this task)

March

Regular Board Meeting Agenda Items

- Review budget assumptions, and Board priorities for the annual budget for the coming year, with consideration given to stakeholder input received
- Approval of District calendar for the next school year
- Approve proposed Trustee calendar for Board meetings and related functions for the coming

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Events

- BCSTA Branch Meeting (BCSTA Representative or alternate)

April

Regular Board Meeting Agenda Items

- Continue review of annual budget
- Approve first reading of the annual budget bylaw for next fiscal year

Events

- Attend BCSTA Annual General Meeting (Chair and Trustees)
- Attend KBB Branch Meeting (Chair and Trustees)

May

Regular Board Meeting Agenda Items

- Approve the second reading of the annual budget bylaw
- Approve 5-year capital plan, major capital submission, and Annual Facilities Grant plan (AFG)
- Approve the Select Standing Committee presentation

Events

- Participate in school graduation ceremonies and awards nights
- Participate in district scholarship selection (Chair and Trustees)
- Community engagement nights (Chair and Trustees)
- KBB Annual General Meeting (to be determined)

June

Regular Board Meeting Agenda Items

- Approve the final reading of the annual budget bylaw
- Recognize National Indigenous Day

Events

- Host Retirement Recognition Awards Ceremony
- Participate in school graduation ceremonies
- Select Standing Committee presentation

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July

No duties assigned

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act.

Revised: September 23, 2021
Revised: February 14, 2023
Revised: November 15, 2023
Revised: XXXXX, 2026

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FACILITATED BOARD SELF-EVALUATION PROCESS
SOUTHEAST KOOTENAY SCHOOL DISTRICT NO.5

Purpose

The purpose of the facilitated Board self-evaluation is to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board during the evaluation period?
2. How do we perceive our interpersonal working relationships?
3. How well do we receive input and how well do we communicate with those we represent?
4. How would we rate our Board-Superintendent and Board Secretary Treasurer relations?
5. How well have we adhered to our governance policies?
6. What have we accomplished this past year to improve student learning? How do we know? What else have we accomplished this past year?
7. What actions shall the Board take during the next year to become more effective?

The answers to these questions provide the data for the development of a Positive Path Forward (PPF).

Evaluation principles

The following principles form the basis for the Board self-evaluation process:

1. A learning organization is focused on the improvement of student learning.
2. A commitment to continuous improvement is a sign of organizational health.
3. An effective evaluation process provides for growth and accountability.

The annual Board evaluation process shall model the Board's commitment to principles 1-3.

A pre-determined process for evaluation strengthens the governance function, builds credibility for the Board, and fosters an excellent Board/Superintendent and Board/Secretary Treasurer relationship. An evidence-based approach provides objectivity to supplement the subjectivity involved in evaluation processes.

Context

The Board has chosen to retain the ten areas of responsibility articulated in Policy 2 in order to carry out the Board's governance role. These include: Accountability to the Provincial Government, Development and Maintaining a Culture of Student Learning, Accountability to and Engagement of Community, Strategic Planning, Policy, Board/Superintendent Relations, Board/Secretary Treasurer Relations, Political Advocacy/Influence, Board Development, Fiscal Accountability. The annual facilitated Board self-evaluation process is focused on Board performance in relation to these nine areas.

Facilitated Self-Evaluation of Performance

Part 1: The Act provides the Board with significant authority including the authority to delegate. The Board must decide the authority it wishes to delegate and the authority to be retained. The Board is the only body in the District which can hold the Board accountable for performing its legally defined role.

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With reference to Policy 2 Role of the Board, Policy 2 Appendix A Annual Board Work Plan, and the minutes from Regular, In-camera, and Special meetings held during the evaluation period, Trustees will assess the corporate Board's effectiveness relative to each role area. The objective is to identify areas of strength on which to build and specific changes the corporate Board is committed to make during the next evaluation period. The Board self-evaluation should be completed annually before the end of June.

Evaluation Tool: Collect, collate, and analyze responses to a Role of the Board questionnaire completed by all Trustees.

Part 2: The Board functions as a corporate entity. Individual Trustees have only the authority granted them by the corporate Board. Therefore, the interpersonal working relationships between and among Trustees is vital to the effective functioning of the Board.

Evaluation Tool: Collect, collate, and analyze responses to a Board Interpersonal Working Relationships questionnaire completed by all Trustees.

Part 3: The Board is elected for a four-year term. One key role is to represent the electorate within the boundaries of the District and effectively communicate to the electorate between elections in a manner which creates accountability and builds confidence in the work of the Board.

Evaluation Tool: Collect, collate, and analyze responses to a Communications/Representation questionnaire completed by all Trustees.

Part 4: With reference to the functioning of the Board, Superintendent, and Secretary Treasurer during the evaluation period, Trustees will assess Board/Superintendent and Board/Secretary Treasurer relationships.

Evaluation Tool: Collect, collate, and analyze responses to a Board/Superintendent and Board/Secretary Treasurer questionnaire completed by all Trustees.

Part 5: The Board's Policy role is critical to provide direction for the district, to delegate to and hold staff accountable through the offices of the Superintendent and Secretary Treasurer, and to promote and protect public education. Regular review of Board Policies is required to ensure the currency and effectiveness of such policies.

Evaluation Tool: Review the schedule of policy review to ensure the entire Handbook is subjected to review and revision once per term of office, identify any lack of alignment of practice with policy (e.g. from review of minutes) and make revisions as required in policy or practice as deemed appropriate.

Part 6: Reviewing Board actions at least annually to determine perceived corporate Strengths, Weaknesses, Opportunities and Threats (SWOT) can assist in defining a positive path forward and avoid repetition of less effective functioning.

Evaluation Tool: Conduct a Strengths, Weaknesses, Opportunities and Threats analysis in light of Board minutes and direct Board observations.

Part 7: Board approves of the directions to be taken during the next evaluation period to strengthen Board functioning.

Part 8: Board assesses success or lack thereof addressing the Positive Path Forward approved as a result of the last evaluation and includes any required actions in the current Positive Path Forward.

Part 9: Board reviews the process tools and process structure and identifies any changes desired for the next evaluation period.

Part 10: Board approves the Positive Path Forward by formal motion.

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Note in the second and subsequent years the evaluation process will commence with an accountability review of the previous year's Positive Path Forward to ensure actions were taken as required and desired results achieved.

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Proposed Changes
(with Tracked Changes Showing)
Policy 2

ROLE OF THE BOARD

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   2.2 Ensure the District's strategic plan identifies student learning key results

   2.3 Ensure the Framework for Enhancing Student Learning is reviewed at least annually including identification of trends and issues, including supporting data where required

   2.4 Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget

   ~~2.5 Ensure the effectiveness of the Superintendent's leadership in improving student outcomes is assessed annually as per Policy 12 Appendixes A and B~~

   ~~2.6~~2.5 Annually approve and submit to the Ministry a report regarding the Enhancement of Student Learning

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3. Employee Relations

The Board shall:

3.1 Establish processes and provide opportunities for ongoing dialogue with employee groups

4. Accountability to and Engagement of Community

The Board shall:

4.1 Make decisions that address needs for all district students

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~~4.2~~4.3 Establish processes and provide opportunities for Indigenous Education Council engagement

~~4.3~~4.4 Report District student learning outcomes ~~at least once~~ annually to the communit~~y~~ies of the District

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6.5 Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation

6.6 By motion, waive policy in exceptional circumstances when it is viewed to be in the best interest of the District to do so

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7.2.2 the improvement of student achievement;

7.2.3 the general organization, administration, supervision and evaluation of all educational programs provided by the Board; and

~~7.2~~7.2.4 ~~and~~ the duties articulated in legislation and in Board policy as amended from time to time.

7.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations

7.4 Bi-~~A~~annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism. ~~The Board may, by resolution, defer an evaluation for a period of one year (maximum)~~

7.5 Annually review Superintendent compensation

7.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position

7.7 Ensure all Board members interact with the Superintendent in a respectful professional manner

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8.2.3 facilities/maintenance;

8.2.4 transportation;

8.2.5 grounds;

8.2.6 ~~and~~ custodial;

8.2.7 the general organization, administration, supervision and evaluation of all business related programs provided by the Board; and

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8.2.8 the duties articulated in legislation and in Board policy as amended from time to time.

~~8.2~~

8.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations

8.4 Bi-a~~A~~nnually evaluate the Secretary Treasurer in accordance with a pre-established performance appraisal mechanism. The Board may, by resolution, defer an evaluation for a period of one year (maximum)

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8.6 Respect the authority of the Secretary Treasurer to carry out executive action and support the Secretary Treasurer's actions which are exercised within the delegated discretionary powers of the position

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The Board shall:

9.1 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public School Employers' Association (BCPSEA) issues

9.2 Advance District positions and priorities, including through BCSTA as applicable

9.3 ~~Annually develop an Advocacy Plan to s~~Support the District's Strategic Plan~~. Such an advocacy initiative shall identify the Board's preferred future relative to a specific matter, who needs to act in order to bring this about, and what actions the Board will take to increase the likelihood of achieving the desired result~~

9.4 Promote timely~~, frank~~ and constructive communication with locally elected officials

9.5 Work collaboratively with elected provincial/federal government officials, Indigenous Education Council, and First Nations Bands to ~~communicate and~~ identify supports for the District's priorities and directions

10. Board Development

The Board shall:

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11. Fiscal Accountability

The Board shall:

11.1 Annually ~~A~~approve a budget process and timelines ~~annually~~

11.2 In collaboration with the Secretary Treasurer and Superintendent, identify budget assumptions and ~~draft~~ priorities to be used in the creation of the ~~draft~~ annual operating budget

11.3 Approve the annual budget and allocation of resources to achieve desired results, including strategic priorities

11.4 Annually approve the District's ~~updated~~ Five-Year Capital Plan

11.5 Appoint the auditor and approve the terms of engagement

11.6 Select the firm to provide banking services

11.7 Review annually the audit report and management letter and approve those recommendations to be implemented

11.8 ~~Approve~~ Recommend the acquisition and disposition of District land and buildings in collaboration with the Ministry

11.9 Approve the spending plan for the ~~annual~~ Annual ~~f~~Facilities ~~g~~Grant

11.10 Approve the amended annual budget

11.11 ~~Approve salary grids for excluded staff~~Annually approve exempt staff compensation

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11.12 Monitor the fiscal management of the District through receipt of at least quarterly fiscal accountability reports

11.13 ~~Approve~~ Recommend borrowing for capital expenditures within provincial restrictions in collaboration with the Ministry

11.14 Approve any purchase over $100,000 that has not been included in the approved operating or capital budget

Additional Responsibilities

The Board Shall:

1. Approve the ~~Aboriginal~~ Indigenous Enhancement Agreement and the Local Education Agreements
2. Approve the District calendar in accordance with legislation and collective agreements
3. Approve Board Authority / Authorized ~~Courses~~courses
4. Recognize students, staff, previous employees and community members
5. Approve contracts and agreements as required by legislation
6. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent or Secretary Treasurer
7. Approve the initiation and cessation of programs of choice
8. Approve parameters for negotiations and ratify Memoranda of Agreement with bargaining units
9. Review and approve District expense rates annually
10. Review Board compensation following receipt of stakeholder representative recommendations at the end of each term
11. Approve changes to catchment areas for schools and District programs
12. Approve changes in grade configurations
13. Approve the reopening of a closed school
14. Approve Locally Approved Titles of learning resources
15. Approve partnership agreement with external organizations or entities in excess of one year
16. Approve field trips outside Canada and the continental USA
17. Approve exempt staff leaves to attend professional development outside of Canada
18. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of district facilities and land. When naming new district facilities, the Board will only consider place-based names.

Legal Reference: Sections 22, 23, 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77. 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

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BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items – Committee Meeting only ~~(August)~~

- ~~Review and assess the audit report and management letter and Financial Statement Discussion and Analysis to ensure fiscal accountability quality indicators are met and assess that the following quality indicators are met;~~
  - ~~Quality Indicators relative to Fiscal Responsibility~~
  - ~~Ensures accepted (PSAB) accounting principles are being followed~~
  - ~~Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor~~
  - ~~Ensures adequate internal financial controls exist and are being followed~~
  - ~~Ensures all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made~~
  - ~~Ensures an internal audit process is developed and implemented regarding school based funds and an annual report provided to the Board~~
  - ~~Acknowledge the contributions of students, employees and community on a monthly basis~~

- ~~Review fiscal accountability report. (Committee Meeting)~~
- ~~Conduct Superintendent evaluation and compensation review~~
- ~~Conduct Secretary Treasurer evaluation and compensation review~~
- ~~Complete facilitated Board self-evaluation~~
- ~~Review the Public Interest Disclosure Act (PIDA) accountability report (month to be confirmed)~~
- ~~Review all achievements of Framework for Enhancing Student Learning (FESL)~~
- ~~Review return to school operations (pandemic protocols)~~
- Review roles, responsibilities, and appointments of Trustees
- Approve Committee meeting Chair and Co-Chair appointments
- Review list of calendar dates for deadlines, meetings, and required reporting for upcoming school year
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board

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Events – None noted

- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/ Communications~~
- ~~Review list of calendar dates for deadlines, meetings and required reporting for upcoming school year~~

September

Regular Board Meeting Agenda Items

- Indigenous Welcome
- Approve the audited financial statements, financial statement discussion and analysis, multi-year financial plan, and public sector executive compensation disclosure report
- ~~Appoint an auditor and review the terms of engagement (3-year term)~~
- ~~Review and update any revisions to Annual Board Work Plan (including schedule of meeting dates)~~
- Review the audit report and management letter and approve ~~for implementation~~ the recommendations of the auditor to be implemented
- Approve minor capital submission
- ~~Review Superintendent Report on school start up~~
- ~~Review fiscal accountability report. (Committee Meeting)~~
- Approve the ~~Framework for Enhancing Student Learning~~FESL ~~for submission to the Ministry~~
- ~~Review or update major and minor capital timelines~~Review Secretary Treasurer's Report to the Board
-
- Review Superintendent's Report to the Board ~~(including FESL update)~~
- Review fiscal accountability report (Committee Meeting)

Events

- Attend Committee Meetings: ~~Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~In-Camera and Public
- Attend BCSTA Kootenay Boundary Branch (KBB) meeting (this date may be changed to May)
- Review Board Annual Work Plan
- Recognize Truth and Reconciliation Day
- Review FESL initiatives ~~at Advocacy/Education meeting~~

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October

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report (Committee Meeting)~~
- Recognize World Teachers' Day
- ~~Recognize Indigenous week~~
- Review enrollment report and staffing report
- ~~Review International student program report~~Review Secretary Treasurer's Report to the Board
- ~~Review~~
- ~~Review Student Transportation accountability report (This should be under January?)~~
- Superintendent's Report to the Board ~~(including FESL update)~~
- Review fiscal accountability report (Committee Meeting)
-

Events

- Attend Committee Meetings: In-Camera and Public
- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~
- Attend and participate in BCSTA Provincial Council Meeting
- Attend and participate in BCPSEA Symposium
- Attend Ministry partner meetings/Board Chair's meeting
- BCSTA Board Chair meeting (monthly)
- Review FESL initiatives ~~at Advocacy/Education meeting~~

November

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report (Committee Meeting)~~Review Secretary Treasurer's Report to the Board
- ~~Review~~
- ~~Recognize World School Support Staff day~~
- ~~Recognize non-teaching staff~~
- Superintendent's Report to the Board ~~(including FESL update)~~
- Review fiscal accountability report (Committee Meeting)
-

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Events

- Attend Committee Meetings: In-Camera and Public
- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~
- Attend ~~and participate in~~ BCSTA Academy
- Attend Remembrance Day Celebrations
- Review FESL initiatives ~~at Advocacy/Education meeting~~

December

Regular Board Meeting Agenda Items

- Inaugural Board meeting (
- Elect Chair/Vice Chair (Vice Chair rotation)
- ~~Review fiscal accountability report (Committee Meeting)~~
- Approve committee/representative appointments ~~after chair's recommendation in an election year~~
- Approve Committee Chair rotation
- ~~Elect Chair/Vice Chair~~
- ~~Inaugural Board meeting~~
- BCPSEA Provincial Rep and BCSTA Provincial Councillor
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)
- Approve Statement of Financial Information (SOFI) report
- ~~Superintendent's Report to the Board (including FESL update)~~

Events

- ~~Acknowledge the contributions of students, employees and community on a monthly basis~~
- ~~Review and approve SOFI report~~
- ~~Deadline for submission of financial disclosure (SOFI)~~
- ~~Deadline for submission of financial statements with auditors report for public~~
- Review FESL initiatives ~~at Advocacy/Education meeting~~

January

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report (Committee Meeting)~~

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- Approve ~~Budget~~ budget development process and timelines for next year's annual ~~Budget~~budget
- ~~Review facilities report~~
- ~~Review~~Approve Transportation Accountability Report
- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)
- ~~Superintendent's Report to the Board (including FESL update)~~

Events

- Attend Committee Meetings: In-Camera and Public
- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~
- Attend ~~and participate in~~ BCSTA Provincial Council
- Attend ~~and participate in~~ BCPSEA Annual General Meeting
- ~~Submit~~ Review Amended Annual Budget (including enrolment changes
- ~~Submit~~ Trustee financial disclosures ~~received by~~to the Office of the Secretary Treasurer
- KBB motion building session
- Review FESL initiatives ~~at Advocacy/Education meeting~~
- ~~Kootenay Boundary Branch motion building session~~

February

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report (Committee Meeting)~~
- Approve Amended Annual Budget for Current Fiscal Year ~~and make any required adjustments~~
- Review policy positions for submission to BCSTA Annual General Meeting
- ~~Approve Board Authority Authorized Courses~~
- ~~Ensure all deficiencies identified in the management letter and audit report have been remediated to the satisfaction of the auditor~~
- Review ~~and assess~~ Students Learning Surveys
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)

~~Superintendent's Report to the Board (including FESL update)~~

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Events

- Attend Committee Meetings: In-Camera and Public
- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~
- Stakeholder budget presentations
- Attend and participate in BCSTA Provincial Council Meeting
- Submit extraordinary motions
- Review FESL initiatives ~~at Advocacy/Education meeting~~

March

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report (Committee Meeting)~~
- ~~Review and assess stakeholders input for forth coming budget~~
- ~~Approve~~Review budget assumptions, and Board priorities for the annual budget for the coming year, with consideration given to stakeholder input received
- ~~Superintendent's Report to the Board (including FESL update)~~
- Approval of District calendar for the next school year
- Approve proposed Trustee calendar for Board meetings and related functions for the coming year
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- ~~—~~

Events

- BCSTA Branch Meeting
- ~~Review school projections for upcoming year~~

April

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report. (Committee Meeting)~~
- ~~Review~~Continue review of ~~draft~~ annual budget ~~for the upcoming year and provide any required direction regarding adjustments or further consultation prior to approval~~

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- Approve first reading of the annual budget bylaw for next fiscal year
- ~~Approval of District calendar for the next school year~~
- ~~Approve school-based fees~~
- ~~Review and assess Personnel Management Accountability report~~
- ~~Review and approve Value for Money Accountability report~~
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)
- ~~Superintendent's Report to the Board (including FESL update)~~

Events

- Attend Committee Meetings: In-Camera and Public
- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~
- Attend ~~and participate in~~ BCSTA Annual General Meeting
- ~~BCSTA Leadership workshop~~
- Review FESL initiatives ~~at Advocacy/Education meeting~~

May

Regular Board Meeting Agenda Items

- ~~Review fiscal accountability report (Committee Meeting)~~
- ~~Review annual staffing accountability report and assess Personnel Quality Indicators (re: Policy 12 and Policy 13)~~
- Approve the ~~final~~ second reading of the annual budget bylaw
- Approve 5-year capital plan, major capital submission, and Annual Facilities Grant plan (AFG)
- Approve the Select Standing Committee presentation
-
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)
- ~~Superintendent's Report to the Board (including FESL update)~~

Events

- Attend Committee Meetings: In-Camera and Public

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- ~~Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications~~
- Participate in school graduation ceremonies and awards nights
- Participate in district scholarship selection
- Community engagement nights
- Review FESL initiatives ~~at Advocacy/Education meeting~~
- KBB Annual General Meeting (to be determined)

June

Regular Board Meeting Agenda Items

- Approve the final reading of the annual budget bylaw
- ~~Review fiscal accountability report (Committee Meeting)~~
- ~~Review internal audit accountability report~~
- ~~Approve proposed Trustee calendar for Board meetings and related functions for the coming year~~
- ~~Approve 5-year capital plan and annual facilities grant plan (AFG)~~
- ~~Approve needs budget for submission to Ministry of Education~~
- ~~Approve the Select Standing Committee presentation~~
- Recognize National ~~Aboriginal~~ Indigenous~~-~~ Day
- Review Secretary Treasurer's Report to the Board
- Review Superintendent's Report to the Board
- Review fiscal accountability report (Committee Meeting)
- ~~Superintendent's Report to the Board (including FESL update)~~

Events

- Host Retirement Recognition Awards Ceremony
- Participate in school graduation ceremonies
- Select Standing Committee presentation
- Review FESL initiatives ~~at Advocacy/Education meeting~~

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July

ON-GOING

- Advocate for public education and the ~~School~~ District's role in the community
- Acknowledge the contributions of students, employees and community on a monthly basis
-
- Advocate for PAC/DPAC/DSAC
- Attend school PAC meetings as assigned
- Attend special meetings of the Board
- Attend community consultation meetings
- Review ~~H~~health and safety governance
- Attend Trustee development/orientation sessions
- Attend school functions (as invited)
- Hear appeals as needed
- Approve ~~disbursements from and~~ contributions to the ~~L~~local ~~C~~capital ~~R~~reserve ~~F~~fund and ~~Surplus operation fund~~accumulated operating surplus
- Approve purchase and disposition of real property (lands and buildings) in collaboration with the Ministry
- Advance Board positions through BCPSEA
- ~~Initiate meetings with other elected officials~~
- Purposefully meet with government MLA's and Ministers, Regional District of East Kootenay, Indigenous Education Council, First Nation Bands, and municipal councillors
- ~~Receive for information purposes Principal and Vice Principal transfer report~~
- In an election year in the first week of September host an information meeting for those who express interest in running for the position of ~~School~~ Board Trustee
- Attend Cranbrook Chamber of Commerce and other organization meetings ~~as approved~~
- Respond to community groups, as required ~~as approved~~
- Indigenous Truth ~~Work as a pathway to~~and Reconciliation

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act.

Revised: September 23, 2021
Revised: February 14, 2023
Revised: November 15, 2023
Revised: XXXXX, 2026

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FACILITATED BOARD SELF-EVALUATION PROCESS
SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

~~**Process**~~

~~The annual externally facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation and the Secretary Treasurer evaluation processes.~~

Purpose

The purpose of the facilitated Board self-evaluation is to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board during the evaluation period?
2. How do we perceive our interpersonal working relationships?
3. How well do we receive input and how well do we communicate with those we represent?
4. How would we rate our Board-Superintendent and Board Secretary Treasurer relations?
5. How well have we adhered to our governance policies?
6. What have we accomplished this past year to improve student learning? How do we know? What else have we accomplished this past year?
7. What actions shall the Board take during the next year to become more effective?

The answers to these questions provide the data for the development of a Pp~~p~~ositive ~~p~~Path ~~f~~Forward (PPF).

Evaluation principles

The following principles form the basis for the Board self-evaluation process:

1. A learning organization is focused on the improvement of student learning.
2. A commitment to continuous improvement is a sign of organizational health.
3. An effective evaluation process provides for growth and accountability.

The annual Board evaluation process shall model the Board's commitment to principles 1-3.

A pre-determined process for evaluation strengthens the governance function, builds credibility for the Board and fosters an excellent Board/Superintendent and Board/Secretary Treasurer relationship. An evidence-based approach provides objectivity to supplement the subjectivity involved in evaluation processes.

Context

The Board has chosen to retain the ten areas of responsibility articulated in Policy 2 in order to carry out the Board's governance role. These include: Accountability to the Provincial Government, Development and Maintaining a Culture of Student Learning, Accountability to and Engagement of Community, Strategic Planning, Policy, Board/Superintendent Relations, Board/~~-~~Secretary ~~/~~Treasurer

Relations, Political Advocacy/Influence, Board Development, Fiscal Accountability. The annual facilitated Board self-evaluation process is focused on Board performance in relation to these nine areas.

Facilitated Self-Evaluation of Performance

Part 1: The Act provides the Board with significant authority including the authority to delegate. The Board must decide the authority it wishes to delegate and the authority to be retained. The Board is the only body in the District which can hold the Board accountable for performing its legally defined role.

With reference to Policy 2 Role of the Board, Policy 2 Appendix A Annual Board Work Plan, and the minutes from Regular, In-camera, and Special meetings held during the evaluation period, Trustees will assess the corporate Board's effectiveness relative to each role area. The objective is to identify areas of strength on which to build and specific changes the corporate Board is committed to make during the next evaluation period.

Evaluation Tool: Collect, collate and analyze responses to a Role of the Board questionnaire completed by all Trustees.

Part 2: The Board functions as a corporate entity. Individual Trustees have only the authority granted them by the corporate Board. Therefore, the interpersonal working relationships between and among Trustees is vital to the effective functioning of the Board.

Evaluation Tool: Collect, collate and analyze responses to a Board Interpersonal Working Relationships questionnaire completed by all Trustees.

Part 3: The Board is elected for a four-year term. One key role is to represent the electorate within the boundaries of the district and effectively communicate to the electorate between elections in a manner which creates accountability and builds confidence in the work of the Board.

Evaluation Tool: Collect, collate and analyze responses to a Communications/Representation questionnaire completed by all Trustees.

Part 4: With reference to the functioning of the ~~First Team (~~Board, Superintendent, and Secretary Treasurer~~)~~ during the evaluation period, Trustees will assess Board/Superintendent and Board/Secretary Treasurer relationships. ~~In other words, is the Board effectively performing its role to make the First Team effective?~~

Evaluation Tool: Collect, collate and analyze responses to a Board/Superintendent and Board/Secretary Treasurer questionnaire completed by all Trustees.

Part 5: The Board's Policy role is critical to provide direction for the district, to delegate to and hold staff accountable through the offices of the Superintendent and Secretary Treasurer, and to promote and protect public education. Regular review of Board ~~policies~~ Policies is required to ensure the currency and effectiveness of such policies.

Evaluation Tool: Review the schedule of policy review to ensure the entire Handbook is subjected to review and revision once per term of office, identify any lack of alignment of practice with policy (e.g. from review of minutes) and make revisions as required in policy or practice as deemed appropriate.

Part 6: Reviewing Board actions at least annually to determine perceived corporate Strengths, Weaknesses, Opportunities and Threats (SWOT) can assist in defining a positive path forward and avoid repetition of less effective functioning.

Evaluation Tool: Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis in light of Board minutes and direct Board observations.

Part 7: Board approves of the directions to be taken during the next evaluation period to strengthen Board functioning.

Part 8: Board assesses success or lack thereof addressing the ~~Positive Path Forward (~~PPF~~)~~ approved as a result of the last evaluation and includes any required actions in the current PPF.

Part 9: Board reviews the process tools and process structure and identifies any changes desired for the next evaluation period.

Part 10: Board approves the ~~Positive Path Forward (~~PPF~~)~~ by formal motion.

Note in the second and subsequent years the evaluation process will commence with an accountability review of the previous year's ~~Positive Path Forward (~~PPF~~)~~ to ensure actions were taken as required and desired results achieved.

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Updated Draft Working Copy
(with Tracked Changes Accepted)
Policy 7

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Board Policy Handbook shall be decided in accordance with the most recent edition of Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC Freedom of Information and Protection of Privacy Act (FIPPA) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in in-camera sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, regular, or special meetings, or in-camera sessions.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections

   In accordance with Policy 7 Appendix Elections Bylaw.

   1.1 Nine Trustees are elected from five electoral areas as follows:

   Trustee Electoral Area 1 – The Corporation of the City of Fernie – 1 Trustee

   Trustee Electoral Area 2 – District of Sparwood – 1 Trustee

   Trustee Electoral Area 3 – District of Elkford – 1 Trustee

   Trustee Electoral Area 4 (Electoral Area B of the RDEK) – Regional District of East Kootenay (Jaffray and South Country) – 1 Trustee

   Trustee Electoral Area 5 – The Corporation of the City of Cranbrook and the Regional District of East Kootenay (Electoral Area C of the RDEK) – 5 Trustees

2. Inaugural Board Meetings and Subsequent Annual Meeting

2.1 After the general local election of Trustees, the Secretary Treasurer for the District shall convene a first meeting of the Board as soon as possible, and in any event, within 30 days from the date that the new Board begins its term of office. [SA s.67(1)] The term of office "begins on the first Monday after November 1 following the election, or when the person takes office in accordance with section 50(3), whichever is later" (s.67).

2.2 An annual meeting of the Board shall be held each year at the time and place determined by the Board.

2.3 The Secretary Treasurer of the Board shall call the Inaugural meeting to order and shall preside at such meeting until the selection of Board Chairperson is completed. The presiding official shall report the returns of the election, if any, as certified by the Chief Election Officer and shall report whether or not the Trustees-Elect, if any, have completed the declarations required by the School Act, and confirm that all Trustees have taken the oath of office as required by the School Act, [SA s.50 (1)], or shall administer, or cause to be administered, the oath of office to Trustees present who have not taken it.

2.4 The Secretary Treasurer shall call for nominations for Board Chairperson (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority (five or more votes) further ballots shall be taken until the same is achieved or, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots. A vote by ballot will not be required if only one candidate is nominated for the position of Board Chairperson.

2.5 The Chairperson so elected shall assume the chair for the remainder of the meeting.

2.6 The Board shall determine whether to elect a Board Vice Chairperson or establish a rotational chairperson arrangement. If the Board determines that a Board Vice Chairperson is required, a similar election shall be conducted by the Board Chairperson.

2.7 A similar election shall then be conducted by the presiding official for the positions of Board Representative to the British Columbia School Trustees Association Provincial Councillor and alternate, the British Columbia Public School Employers Association Representative and alternate, and Board representative to CFTA and CUPE bargaining team (may be individuals or a team of individuals). It is common practice for the Board representatives for CFTA and CUPE bargaining team be the British Columbia Public School Employers Association Representative and alternate.

2.8 For each of the above elections balloting shall continue until one Trustee receives a clear majority. At each successive ballot the name of the Trustee receiving the least votes on the previous ballot shall be dropped. If two or more candidates are tied and no candidate received a majority of the votes cast, a second ballot will be taken. If after a second ballot two or more candidates receive an equal number of votes, lots will be drawn to determine which candidate is eliminated. If after lots are drawn, two or more candidates remain, voting will proceed with further ballots until one candidate receives a majority of the votes cast. Spoiled ballots will not be considered as cast ballots.

2.9 Following the elections, the passage of banking resolutions and appointments of signing officers will be completed as necessary.

3. Regular Meetings

3.1 A regular public meeting shall be held at least once a month, September to June, on the second Tuesday of the month or upon such other day as the Chairperson may decide.

3.2 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting [SA

s.66].

3.3 At the appointed time for commencement of a meeting, the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meetings shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.

3.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if determined, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.

3.5 The agenda and notice of meetings shall be prepared by the Secretary Treasurer under the direction of the Chairperson who shall consult with the Secretary Treasurer and Superintendent. In developing the agenda primary consideration shall be given to the Board Annual Work Plan as approved by the Board. The agenda for each meeting shall specify those items of business which shall be dealt with in private session. Written notice of each meeting, together with the proposed agenda, shall be given at least forty-eight (48) hours in advance to each Trustee by delivery to the place designated by him or her. Non-receipt by a Trustee shall not void the proceedings. Whenever possible, Trustees wishing to have an agenda item or a motion placed on a Board meeting agenda shall submit their request to the Secretary Treasurer's office.

3.6 The order of business at all regular public meetings shall be:

3.6.1 Commencement of Meeting

3.6.2 Call to Order

3.6.3 Greeting – "I want to acknowledge that we have gathered here in the Homelands of the Ktunaxa people."

3.6.4 Chairperson's Opening Remarks and Recognitions

3.6.5 Opening Round

3.6.6 Consideration and Approval of Agenda

3.6.7 Approval of the Minutes

3.6.8 Receipt of Records of Closed Meetings

3.6.9 Receiving of Delegations/Presentations

3.6.10 Committee Reports/Trustee Representative Reports

3.6.11 Secretary Treasurer's Report to the Board

3.6.12 Superintendent's Report to the Board

3.6.13 Chairperson's Report

3.6.14 New Business

3.6.15 Items for Information/Correspondence

3.6.16 Question Period

3.6.17 Late Items

3.6.18 Closing Round

3.6.19 Adjournment

3.7 A change to the order of business may be proposed by any Trustee and shall require a minimum of a two-thirds majority vote.

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3.8 Minutes of the proceedings of all meetings shall be maintained in electronic format and in a minute book, certified as correct by the Secretary Treasurer or another employee designated by the Board under Section 69(4) of the School Act, and signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. [SA s.72 (1)(c)]

3.9 Except for minutes of a meeting or portion of a meeting from which persons other than Trustees or Officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts, on payment of a fee set by the Board [SA s.72(2)].

3.10 All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds majority vote to extend the hour of adjournment.

3.11 Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than Trustees be excluded. [SA s.69(2)]

3.12 The Secretary Treasurer, or another employee designated by the Board if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the Board is rendered and must record any decision. [SA s.69(3)]

3.13 The Chairperson or other members presiding at a meeting may expel from the meeting a person, other than a Trustee, that the Chairperson or other members presiding at the meeting, whose conduct is considered inappropriate. [SA s.70(1)] A majority vote of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct. [SA s.70(2)]

3.14 Question Period

3.14.1 At the beginning of each question period the Chairperson shall determine how many people wish to present a question(s). If the number is high, one question shall be taken from each person, after which each person may present subsequent questions in turn.

3.14.2 All questions shall be directed to the Chairperson, who may refer the question to the appropriate committee Chairperson, Superintendent or Secretary Treasurer.

3.14.3 The response to a question will be made immediately, when possible, or deferred until a later date when information becomes available. If a Trustee wishes further debate on an issue, an appropriate opportunity will be scheduled by the Secretary Treasurer's office.

3.14.4 Although the Board welcomes questions of a general nature during this part of the meeting, this forum is for questions regarding policies or operations.

3.14.5 Questions regarding specific personnel or students must be raised with the Superintendent or Secretary Treasurer privately.

3.14.6 Individuals addressing the Board shall assume personal responsibility for all statements made to the Board.

3.14.7 The Chairperson may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which damage the character or reputation of any employee or member of the public.

3.14.8 Comments that are critical of either the Board or a Trustee's Board-related action shall be accepted within reasonable limits. The Chairperson shall use judgment to stop such comments when they are considered to be extreme or would be better discussed in a different forum.

3.14.9 If the Chairperson accepts, during a public presentation, comments which are

accusatory or highly critical of an individual Trustee's action, the Trustee can choose to respond at the same meeting or at a future meeting.

4. Special Meetings

4.1 A Special Meeting is any meeting of the Board which was not regularly scheduled.

4.2 Special meetings of the Board, or a Standing Committee, either public or in-camera, may be called in addition to the regular meetings to deal with emergency issues or items requiring considerable time for debate.

4.3 A special meeting of the Board may be called by the Chairperson or, upon written request by a majority of the Trustees, shall be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

5. In-Camera Session and Board's Duty of Confidentiality

5.1 If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting or from part of a meeting. The Secretary Treasurer or other employee designated under Section 69(4) of the School Act must be present at the time that a decision of the Board is rendered and must record such decision. [SA s.69(2), (3) & (4)]

5.2 Regular in-camera meetings shall occur on the second Tuesday of the month prior to the regular public meeting of the Board. Additional meetings shall be held at the call of the Chairperson.

5.3 No Trustee shall disclose to the public the proceedings of an in-camera session unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the conflict-of-interest provisions of the School Act. (SA: Part 5)

5.4 The Board shall prepare a record containing a statement as to the general nature of the matters discussed at a meeting from which persons other than Trustees or Officers of the Board or both were excluded, and the record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. [SA s.72(3)]

5.5 All matters coming before the Board and its standing and ad hoc committees shall be considered public unless the public interest requires otherwise. Accordingly, the following matters shall be considered at an in-camera session unless the Board determines otherwise:

5.5.1 Personnel matters including contract and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, discipline, suspension, termination or retirement; grievances and requests of employees, Board officers or their bargaining agents or representatives; plans that relate to the management of personnel or other administration of the Board and that have not yet been implemented or made public;

5.5.2 Legal matters: accident claims and other matters where Board liability may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered at an in-camera session; information or action regarding legal actions brought by or against the Board;

5.5.3 Matters pertaining to individual students including medical matters and the conduct,

discipline, suspension or expulsion of students;

5.5.4 Acquisition and disposition of real property prior to finalization including: future site planning and designation; negotiations regarding purchase, lease, sale or exchange of real property; purchase of real property; consideration of appraisal reports and claims by owners; determination of Board offers; expropriation procedures;

5.5.5 Matters pertaining to the safety, security or protection of Board property;

5.5.6 Other matters where the Board decides that the public interest so requires.

5.6 Notwithstanding any rule limiting reconsideration of the agenda, a Trustee may make a motion to move a matter from the agenda of an in-camera meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable and requires a simple majority to pass.

5.7 Agenda for in-camera meetings: Order of business at an in-camera meeting shall generally be as follows:

5.7.1 Adoption of previous Minutes

5.7.2 Adoption of Agenda

5.7.3 Appeals

5.7.4 In Camera Reports from Committees

5.7.5 Reports from Secretary Treasurer

5.7.6 Reports from Superintendent

5.7.7 Reports from the Chairperson

5.7.8 New Business

5.7.9 Trustee Inquiries

5.7.10 Correspondence

5.7.11 Adjournment

6. Minutes for Regular, Special and In-Camera Meetings

6.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

6.1.1 The minutes shall record:

6.1.1.1 Date, time and place of meeting;

6.1.1.2 Type of meeting;

6.1.1.3 Name of presiding officer;

6.1.1.4 Names of those Trustees and senior administration in attendance and attendance of those Trustees attending via electronic means;

6.1.1.5 Names of Trustees absent or excused;

6.1.1.6 Approval of preceding minutes;

6.1.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;

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6.1.1.8 Names of persons making the motions (mover and seconder as standard);

6.1.1.9 Appointments;

6.1.1.10 Receipt of reports of Committees;

6.1.1.11 Recording of the vote on all motions;

6.1.1.12 Trustee declaration of conflict of interest pursuant to the School Act;

6.1.1.13 Departure and re-entry times of Trustees and administration; and

6.1.1.14 The time of adjournment.

6.2 The minutes shall:

6.2.1 Be prepared as directed by the Secretary Treasurer;

6.2.2 Be reviewed by the Secretary Treasurer prior to submission to the Board;

6.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and

6.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.3 The Secretary Treasurer shall ensure, upon acceptance by the Board, that appropriate signatures are affixed to the last page of the minutes.

6.4 The Secretary Treasurer will retain all Board minutes.

6.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Secretary Treasurer, in consultation with the Superintendent, to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

6.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Secretary Treasurer is responsible to distribute and post the approved minutes.

7. Motions*:*

7.1 No act or proceeding shall be valid or binding upon the Board unless such act or proceeding was adopted at a meeting called and held as herein provided.

7.2 At all meetings of the Board, all questions shall be decided by a majority of the votes of the members present and voting except as otherwise provided by bylaw, by contracts approved by the Board or by the *School Act;*

7.3 In the event of an equality of votes for and against a motion, the question is resolved in the negative.

7.4 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a positive, concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.

7.5 The Chairperson may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.

7.6 All motions shall be moved and seconded.

7.7 An amendment must be germane, meaning it must be relevant, appropriate, and closely related to the subject matter, purpose, or content of the original motion. A motion can be amended more than once; however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.

7.8 A motion to reconsider a decision can be made the day on which the original motion was voted upon, by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

7.9 Motions to rescind or to amend something previously adopted will be considered only if notice has been given at the previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member.

7.10 Motions to rescind or to amend something previously adopted for which notice has been given require a majority vote to pass. However, if the original motion required a two-thirds vote or a majority vote of the Board, the same vote is required on a motion to amend or rescind.

7.11 When the Board Chairperson, or other presiding officer, is called upon to decide a point of order or practice, the decision and the rule applicable to the case shall be given. An appeal from the ruling of the Board Chairperson shall be decided by a majority of the members of the Board present. When an appeal of a ruling of the Board Chairperson is raised, the question shall without debate be put in the following words: "Shall the ruling of the Chairperson be sustained?" and the Board Chairperson shall have the right to state reasons for the decision given.

7.12 No Trustee shall leave the Board Meeting before the close of the session without first notifying the Board Chairperson.

7.13 Any Trustee requesting extra data, reports, or services which would involve considerable work by the staff must do so by motion of the Board.

7.14 All rules and procedures not specifically covered in either the preceding or the School Act shall be determined as set out in the most recent edition of Roberts Rules of Order.

8. Bylaws

8.1 Unless expressly required by legislation to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by motion.

8.2 The following matters shall be dealt with only by bylaw:

8.2.1 adoption of the budget, [SA s.113(1)];

8.2.2 any capital bylaw, [SA s.143(1)];

8.2.3 the acquisition or disposal of property, [SA s.96(2)];

8.2.4 ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;

8.2.5 amendment to bylaws;

8.2.6 where required by the School Act.

8.3 Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw is to be proposed.

8.3.1 Every bylaw shall be dealt with in the following stages:

8.3.2 First reading: no debate or amendment;

8.3.3 Second reading: discussion of the principle of the bylaw;

8.3.4 Committee stage: if the question for second reading passes, the bylaw may be referred to the Committee of the whole for detailed consideration unless a motion is passed for referral to a Standing Committee;

8.3.5 Third reading: consideration of amendments made in Committee and final decision.

8.4 When a bylaw has been amended in Committee, it shall be reprinted as amended and shall not be further proceeded with, except by a two-thirds majority vote, until the amended version has been distributed.

8.5 Subject to 8.7, at each of the three readings of a bylaw, the bylaw must be read in full. [SA s.68(2)].

8.6 A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by (a) its title, and (b) a summary of its contents. [SA s.68(3)]

8.7 The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at the meeting. [SA s.68(4)]

8.8 The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the text of any amendment passed in Committee.

8.9 A bylaw may be withdrawn at any stage with unanimous consent of the Board.

9. Rules of Order

9.1 The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the School Act or in this bylaw. Where there is an inconsistency between the School Act and this bylaw, the School Act shall apply.

9.2 The Board may adopt a procedural rule for one or more meetings by resolution approved by a two-thirds majority of the Trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the Trustees present.

9.3 The rules contained in this policy may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.

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9.4 The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 8.1. The ruling shall be subject to an appeal to the Board if requested by a Trustee immediately after the ruling and before resumption of business.

9.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the Trustees present. A successful appeal does not necessarily set a precedent.

9.6 A copy of the Board's procedural bylaw shall be available for inspection at all reasonable times by any person. [SA s.67(5)]

9.7 Should the Board Chairperson, during any meeting of the Board, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the Trustees present, the Vice Chairperson or in the absence of the Vice Chairperson, some other member of the Board shall be asked to take the Chair. Any member occupying the Chair temporarily shall discharge all duties of and enjoy the rights of the Board Chairperson.

9.8 The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.

10. Debate

10.1 Debate shall be strictly relevant to the question before the meeting. The Chairperson shall warn speakers who violate this rule or who persist in tedious or repetitious debate.

10.2 Speakers shall be recognized by the Chairperson and shall address all remarks to the Chairperson.

10.3 Each Trustee has the right to speak twice on the same question on the same day but cannot make a second speech so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than five minutes at one time.

10.4 A matter of privilege (dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

10.5 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

11. Voting

11.1 It is expected that all Trustees present at a meeting will vote on each issue. However, a Trustee has a right not to vote on any question. If a Trustee has a conflict of interest, the Trustee must not vote and such an abstention shall be recorded. If a Trustee wishes to abstain for any other reason or to have a negative vote recorded, he or she must so request before or immediately after the vote is taken.

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11.2 Voting shall be by show of hands and only the results recorded unless a member requests recording of names before the vote is taken. Where names are recorded, both positive and negative votes shall be recorded.

11.3 All questions shall be decided by a majority of the vote of the Trustees present and voting unless otherwise provided by the School Act.

11.4 The Board Chairperson or Committee Chairperson is entitled to vote on all matters.

12. Conflict of Interest

12.1 If a Trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the Trustee:

12.1.1 shall, at the meeting, disclose their pecuniary interest and the general nature of the pecuniary interest;

12.1.2 shall not take part in the discussion of or vote on any question in respect to the matter; and

12.1.3 shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter. [SA s.58(1)(c)]

12.2 If the meeting is not open to the public, in addition to complying with these requirements, the Trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration. [SA s.58(2)]

12.3 If the pecuniary interest of a Trustee is not disclosed as required above by reasons of the Trustee's absence from the meeting, the Trustee shall disclose the pecuniary interest and otherwise comply with the requirements at the first meeting of the Board attended by the Trustee after the meeting referred to above. [SA s.58(3)]

12.4 The requirements of paragraphs 11.1-11.3 do not apply to any pecuniary interest referred to by the School Act as exempt from the disclosure requirements of the School Act. [SA s.60]

12.5 "Pecuniary interest" means, with respect to a Trustee, an interest in a matter that could monetarily affect the Trustee and includes an indirect pecuniary interest referred to in section 56 of the School Act.

12.6 The pecuniary interest of a spouse or of a parent or child of the Trustee shall, if known to the Trustee, be deemed to be also a pecuniary interest of the Trustee. [SA s.55]

12.7 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public. [SA s.72]

12.8 The Trustee is expected to be conversant with Conflict of Interest Sections 55 to 60 of the School Act.

12.9 In accordance with the Financial Disclosure Act all Trustees shall file disclosure forms by January 15 of each year.

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13. Delegations

13.1 General provisions

13.1.1 Individual or groups who wish to present to the Board must make the application through the appropriate presentation request form which addresses the following:

13.1.1.1 Preferred date of presentation (scheduled Board meeting date only)

13.1.1.2 Purpose of request to present (why is it important for you to present to the Board)

13.1.1.3 Overview of organization presenting (who do you represent)

13.1.1.4 Brief summary of content to be presented (what are the high-level themes you intend to present)

13.1.1.5 Intended outcomes from the presentation (what are you seeking from the Board)

13.1.1.6 The application shall be referred to the Secretary Treasurer for study and recommendation as to how it is to be handled but the Chairperson will retain authority to make the final decision on the application.

13.1.2 The presentation will be subject to approval of the Chairperson;

13.1.3 Authors of any written submissions shall assume personal responsibility for all statements in the submission to the Board. Each presenter or delegation will be limited to ten minutes, followed by questions and comments from Trustees.

13.1.4 Trustees who are asking questions must limit themselves to seeking clarification and must not engage in a debate on the merits of issues.

13.1.5 The Board normally will not make any decision in regard to a presentation at the same meeting where the presentation is made.

13.1.6 The request and supporting written documents must be provided to the office of the Secretary Treasurer by the end of the business day on the Wednesday preceding the Tuesday Board meeting.

13.2 Unacceptable topics

13.2.1 Topics that will not be permitted to be addressed by a delegation are bargaining, grievances, personnel matters and topics listed in the Rules of Order for discussion at in-camera Board meetings.

13.2.2 Presentations at regular meetings may include objective criticism of school operations and/or programs but may not include complaints about school personnel or other persons

14. Audio/Video Recording Devices

14.1 The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chairperson. This shall be communicated by the Board Chairperson at the beginning of the Regular or Special Meeting.

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15. Trustee Participation in Meetings through Electronic Means

A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

15.1 Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.

15.2 The Chairperson of the Board may refuse to allow a Trustee to participate in a meeting by electronic means or other communication facilities where the required electronic equipment is not available or where meetings are held in private and or for the purpose of hearing appeals or conducting hearings related to employee matters, or any Board matters which attract the principles of natural justice.

15.3 Trustees who connect to a meeting of the Board by video conference, teleconference or other means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.

16. Trustee Remuneration

16.1 In accordance with the provisions of the *School Act*, Trustees shall receive an annual stipend paid on a monthly basis, the amount of which shall be set by Board resolution. Additional amounts, also set by Board resolution, shall be paid to the Chair and Vice Chair respectively.

A committee of stakeholders (the presidents of the two unions, the District Parent Advisory Council (DPAC) president and two representatives of the Principals/Vice Principals Association will study and recommend the stipend to be paid to Trustees, the Chair and Vice Chair).

17. Trustee Development

17.1 School Trustees, subject to budget limitations, shall be allowed to attend two (2) Trustee development seminars during each year of service with the District.

17.2 Attendance at the British Columbia School Trustees Association Annual General Meeting will be considered attendance at a Trustee development seminar.

17.3 Trustees shall be entitled to attend the British Columbia School Trustees Association's "New Trustee Academy". Such attendance will not be considered attendance at a Trustee development seminar.

17.4 Attendance at the British Columbia School Trustees Association Branch meetings will not be considered attendance at a Trustee development seminar.

17.5 Additional attendance at Trustee development seminars may be approved by a two-thirds (2/3) majority vote of the Board.

17.6 Expenses related to attendance at Trustee development seminars shall be reimbursed in accordance with approved District rates.

17.7 Trustees are to provide the Board with a brief summary of the Trustee development sessions attended.

18. Trustee Expense Reimbursement

18.1 The Board shall establish all expense claim rates annually to be effective July 1. All reimbursements must be supported by a standard District Expense Claim Form.

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18.2 The District expense reimbursement rates shall be reviewed by the Secretary Treasurer annually. Rate adjustments shall be approved by the Board.

18.3 Business use of private vehicles shall be reimbursed at a rate per kilometre that is inclusive of all costs incurred by the employee. The rate per kilometre will be established on July 1st of each year based on the federal government's maximum allowable mileage rate, as defined under Regulation 7306 of the Income Tax Act.

18.4 Reimbursement of accommodation costs must be as evidenced by appropriate hotel receipts. Only standard level room costs and applicable taxes will be covered. A claim of $30.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.

18.4.1 Other expenses supported by appropriate itemized receipts e.g. tolls, parking, ferry rates, taxis, etc.

18.4.2 Registration, course, or other fees supported by appropriate itemized receipts.

18.4.3 Per diem amounts will be reduced if meals are included or paid for by another individual, group, or company.

19. Travel/Expense allowances will be reviewed by the Board during the Annual Budget Process.

20. General

20.1 Out of District travel within Canada must be approved in advance by the Board Chairperson for Trustees, Superintendent and Secretary Treasurer.

20.2 District credit cards are not to be used for personal expenses.

20.3 Business expenses for special circumstances involving visitors, guests or extraordinary meetings within or outside the District must be authorized by the Board Chairperson.

20.4 Employees and Trustees are responsible for verifying and double checking their expenses claimed and expenses paid.

20.5 All travel/expense claim reimbursement forms will be scrutinized and authorized for processing by the Secretary Treasurer and/or Board Chairperson.

20.6 Alcohol expenses will not be reimbursed.

20.7 Certified travel/expense claim forms must be submitted within 30 days of the function/event.

20.7.1 An advance may be claimed for approved travel and is subject to the allowable rates in the policy. The accounting department requires two weeks-notice for processing advance cheques.

20.8 In the event of travel/accommodation changes and/or cancellations due to emergency circumstances, all associated expenses will be reimbursed. Expenses that are claimed must include itemized receipts or invoices pertaining to the emergency circumstances.

20.9 Receipts are required for all expenses claimed except for per diem meal, incidental and kilometre allowances.

21. Transportation (Personal Vehicle)

21.1 When a person's privately owned vehicle is used for authorized School District business transportation expenses will be reimbursed at the District rate.

21.2 Whenever possible every effort should be made by Trustees going on School District business to travel together with only one person reimbursed for the transportation expense.

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21.3 In the event a Trustee chooses to travel by personal car rather than air, the District will pay the most economical travel rate.

21.4 The School District provides business use insurance coverage that will allow employees/Trustees to drive personal vehicles for business use.

21.5 The School District will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations.

22. Transportation (Vehicle Rentals)

22.1 Vehicle rentals are only acceptable in circumstances where it is the most economical option to travel to a meeting or event site.

22.2 The most economical and appropriate option available should be rented.

22.3 Receipts for the cost of the rental, the appropriate insurance and the cost of fuel must be included with the submitted expense claim.

23. Transportation (Other)

23.1 Other transportation such as ferries, bridge tolls, causeway tolls, bus transits, park fees and parking fares require receipts to be included with the submitted expense claim.

23.2 Cost of transportation to and from an airport to the meeting or event site may be claimed. It is expected that airport shuttles, airport bus or transits would be used with taxis as a last resort and preferably with other School District personnel. Consideration of employee safety is respected when choosing the transportation option. Applicable receipts must be included with the submitted expense claim.

24. Transportation (Air):

24.1 District air travel shall be in economy class at the lowest fares available.

24.2 Trustees must use the best method of travel to minimize time away and keep costs to the District at a minimum.

25. Per Diem Meals and Incidentals:

25.1 Trustees traveling out of the District on authorized District business may claim reimbursement for meals that are not otherwise provided or paid for by the program or covered by the registration fee.

25.2 Depending upon the Trustee's departure from home and arrival back home reasonable meal allowances may be claimed.

25.2.1 Breakfast will be paid when travel is required prior to 7:00 a.m.

25.2.2 Lunch will be paid when travel is required during the lunch period (11:00 a.m. to 1:00 p.m.)

25.2.3 Dinner will be paid when travel status ends after 6:00 p.m.

25.3 Trustees may claim an Incidental expense of $15.00 for each night of hotel accommodation.

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25.4 Per diem rates are set by the District. Per diem meal and incidental allowances do not require receipts. Trustees claiming a per diem meal and/or incidental allowances must submit a travel claim form for reimbursement.

26. Accommodations:

26.1 Accommodation expenses include only the hotel rate taxes and fees.

26.2 Trustees shall stay at the designated accommodation sites with the most reasonable Ministry of Education and Child Care, BCSTA or School District rate. The cost of upgrading will be the responsibility of Trustees.

26.3 Depending on event scheduling and scheduled air flights it may be required to travel the evening before and/or travel the morning after the event. These circumstances require preauthorization of the Secretary Treasurer or Board Chairperson.

26.4 The allowance for overnight accommodation at the home of family or friends is $30.00.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act

Revised: XXXXXX, 2026

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TRUSTEE ELECTION BYLAW

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other Trustee elections.

Preamble

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of Trustee elections.

In School District No. 5 (Southeast Kootenay) Trustee elections are held in the following Trustee electoral areas:

Trustee Electoral Area	# of Trustees	Trustee Electoral Area Description
Trustee Electoral Area 1	1	The Corporation of the City of Fernie
Trustee Electoral Area 2	1	District of Sparwood
Trustee Electoral Area 3	1	District of Elkford
Trustee Electoral Area 4 (Electoral Area B of the RDEK)	1	Regional District of East Kootenay
Trustee Electoral Area 5 (Corporation of the City of Cranbrook and Electoral Area C of the RDEK)	5	The Corporation of the City of Cranbrook and the Regional District of East Kootenay

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for Trustee elections.

[References: School Act, s.37, s.38(4)]

The Board of Education, in an open meeting of the Board, enacts as follows:

1. Definitions

   The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

   'Board or Board of Education' means the Board of Education of School District No. 5 (Southeast Kootenay).
   'By-election' means a Trustee election to fill a vacancy on the school board.
   'Election' means a Trustee election.
   'General Voting Day" means the date on which general voting for a Trustee election is to take place, whether part of the general school elections or a by-election.
   'Minister' means the Minister of Education.
   'Regional District' means the Regional District of East Kootenay.

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2. Application

This bylaw applies to both general elections and by-elections, except as otherwise indicated in this bylaw.

3. Order of Names on Ballot

The order of names of candidates on the ballot will be alphabetical.

[References: School Act s. 46(4), Local Government Act s. 116]

4. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Number of Nominators Required

As per Section 86(1)(a) of the *Local Government Act*, the minimum number of qualified nominators for a Trustee candidate in School District No. 5 (Southeast Kootenay) is two.

6. Trustee Elections Conducted by Local Governments

6.1 In Trustee Electoral Area 1, if the City of Fernie conducts all or a part of the Trustee election, the elections bylaws of the City of Fernie, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

6.2 In Trustee Electoral Area 2, if the District of Sparwood conducts all or a part of the Trustee election, the elections bylaws of the District of Sparwood, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

6.3 In Trustee Electoral Area 3, if the District of Elkford conducts all or a part of the Trustee election, the elections bylaws of the District of Elkford, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

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6.4 In Trustee Electoral Area 4, if the Regional District of East Kootenay conducts all or a part of the Trustee election, the elections bylaws of the Regional District of East Kootenay, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

6.5 In Trustee Electoral Area 5, if the City of Cranbrook conducts all or a part of the Trustee election, the elections bylaws of the City of Cranbrook, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

7. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

7.1. The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of Trustee candidates by internet or other electronic means until *30* days after declaration of the election results.

7.2. In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection during the regular office hours of the Board's head office, the Trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day for the election to which the Trustee's campaign financial disclosure statements and supplementary report relate either by providing

(a) access by internet, or

(b) a copy of that information for inspection

7.3. Before providing the services under section 7, the Board requires the person requesting the service to:

(a) satisfy the Board that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act [restrictions on use of personal information]*, and

(b) provide a signed statement that

(i) the individual, and

(ii) if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

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TRUSTEE ELECTION BYLAW 2026

BOARD OF EDUCATION
Of
SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.
In School District No. 5 (Southeast Kootenay) trustee elections are held in the following trustee electoral areas:

Trustee Electoral Area	# of Trustees	Trustee Electoral Area Description
Trustee Electoral Area 1	1	The Corporation of the City of Fernie
Trustee Electoral Area 2	1	District of Sparwood
Trustee Electoral Area 3	1	District of Elkford
Trustee Electoral Area 4 (Electoral Area B of the RDEK)	1	Regional District of East Kootenay
Trustee Electoral Area 5 Corporation of the City of Cranbrook and Electoral Area C of the RDEK)	5	The Corporation of the City of Cranbrook and the Regional District of East Kootenay

The Board of Education of School District No. 5 (Southeast Kootenay) wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.
[References: School Act, s.37, s.38(4)]

The Board of Education of School District No. 5 (Southeast Kootenay), in an open meeting of the Board, enacts as follows:

1. Definitions

The term used shall have the meanings assigned by the *School Act,* the *Local Government Act* and the *Local Elections Campaign Financing Act,* except as the context indicates otherwise.
'Board of Education' or "Board" means the Board of Education of School District No. 5 (Southeast Kootenay).
'by-election' means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.
'election' means a trustee election.
'General Voting Day' means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.
'Minister' means the Minister of Education and Child Care.
'Regional District' means the Regional District of East Kootenay.

2. Application

This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

3. Order of Names on Ballot

The order of names of candidates on the ballot will be alphabetical.

[References: School Act s.46 (4), Local Government Act s. 116]

4. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Number of Nominators Required

As per section 86(1)(a) of the *Local Government Act*, the minimum number of qualified nominators for a trustee candidate in School District No. 5 (Southeast Kootenay) is two.

6. Trustee Elections Conducted by Local Governments

6.1. In Trustee Electoral Area 1, if the City of Fernie conducts all or a part of the trustee election, the elections bylaws of the City of Fernie, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.2. In Trustee Electoral Area 2, if the District of Sparwood conducts all or a part of the trustee election, the elections bylaws of the District of Sparwood, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.3. In Trustee Electoral Area 3, if the District of Elkford conducts all or a part of the trustee election, the elections bylaws of the District of Elkford, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

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6.4. In Trustee Electoral Area 4, if the Regional District of East Kootenay conducts all or a part of the trustee election, the elections bylaws of the Regional District of East Kootenay, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.5. In Trustee Electoral Area 5, if the City of Cranbrook conducts all or a part of the trustee election, the elections bylaws of the City of Cranbrook, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

7. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

7.1. The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of trustee candidates by internet or other electronic means until *30* days after declaration of the election results.

7.2. In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day for the election to which the trustee's campaign financial disclosure statements and supplementary report relate either by providing

(c) access by internet, or

(d) a copy of that information for inspection

7.3. Before providing the services under section 7, the Board, requires the person requesting the service to:

(a) satisfy the Board that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act [restrictions on use of personal information]*, and

(b) provide a signed statement that

(iii) the individual, and

(iv) if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record

will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

This bylaw may be cited as 'School District No. 5 (Southeast Kootenay) Trustee Election Bylaw-2026.

School District No. 5 (Southeast Kootenay) Trustee Election Bylaw No 2026 is hereby repealed.

Read a first time the 12th day of May, 2026
Read a second time the 12th day of May, 2026
Read a third time, passed and adopted the 12th day of May, 2026

_____
Chairperson of the Board Corporate Seal

_____
Secretary Treasurer

I hereby certify this to be a true and original copy of School District No. 5 (Southeast Kootenay) Trustee Elections Bylaw adopted by the Board on the 12th day of May, 2026.

_____
Secretary Treasurer

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Proposed Changes
(with Tracked Changes Showing)
Policy 7

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Board Policy Handbook shall be decided in accordance with the most recent edition of Robert's Rules of Order ~~(11th Edition)~~.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when BC Freedom of Information and Protection of Privacy Act (FIPPA) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in in-camera sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, regular, or special meetings, or in-camera sessions.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections

   In accordance with Policy 7 Appendix Elections Bylaw.

   1.1 Nine Trustees are elected from five electoral areas as follows:

   Trustee Electoral Area 1 – The Corporation of the City of Fernie – 1 Trustee~~s~~

   Trustee Electoral Area 2 – District of Sparwood – 1 Trustee

   Trustee Electoral Area 3 – District of Elkford – 1 Trustee

   Trustee Electoral Area 4 (Electoral Area B of the RDEK) – Regional District of East Kootenay (Jaffray and South Country) – 1 Trustee

   Trustee Electoral Area 5 – The Corporation of the City of Cranbrook and the Regional District of East Kootenay (Electoral Area C of the RDEK) – 5 Trustees

2. Inaugural Board Meetings and Subsequent Annual Meeting

2.1 After the general local election of Trustees, the Secretary Treasurer for the ~~School~~ District shall convene a first meeting of the Board as soon as possible, and in any event, within 30 days from the date that the new Board begins its term of office. [SA s.67(1)] The term of office "begins on the first Monday after November 1 following the election, or when the person takes office in accordance with section 50(3), whichever is later" (s.67).

2.2 An annual meeting of the Board shall be held each year at the time and place determined by the Board.

2.3 The Secretary Treasurer of the Board shall call the Inaugural meeting to order and shall preside at such meeting until the selection of Board Chairperson is completed. The presiding official shall report the returns of the election, if any, as certified by the Chief Election Officer and shall report whether or not the Trustees-Elect, if any, have completed the declarations required by the School Act, and confirm that all Trustees have taken the oath of office as required by the School Act, [SA s.50 (1)], or shall administer, or cause to be administered, the oath of office to Trustees present who have not taken it.

2.4 The Secretary Treasurer shall call for nominations for Board Chairperson (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority (five or more votes) further ballots shall be taken until the same is achieved or, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots. A vote by ballot will not be required if only one candidate is nominated for the position of Board Chairperson.

2.5 The Chairperson so elected shall assume the chair for the remainder of the meeting.

~~2.5~~2.6 The Board shall determine whether to elect a Board Vice Chairperson or establish a rotational chairperson arrangement. If the Board determines that a Board Vice Chairperson is required, a similar election shall be conducted by the Board Chairperson.

~~2.6~~2.7 A similar election shall then be conducted by the presiding official for the positions of Board Representative to the British Columbia School Trustees Association Provincial Councillor and alternate, the British Columbia Public School Employers Association Representative and alternate, and Board representative to CFTA and CUPE bargaining team (may be individuals or a team of individuals). It is common practice for the Board representatives for CFTA and CUPE bargaining team be the British Columbia Public School Employers Association Representative and alternate.

~~2.7~~2.8 For each of the above elections balloting shall continue until one Trustee receives a clear majority. ~~-~~At each successive ballot the name of the Trustee receiving the least votes on the previous ballot shall be dropped. ~~-~~If two or more candidates are tied and no candidate received a majority of the votes cast, a second ballot will be taken~~.~~. ~~-~~If after a second ballot two or more candidates receive an equal number of votes, lots will be drawn to determine which candidate is eliminated. ~~-~~If after lots are drawn, two or more candidates remain, voting will proceed with further ballots until one candidate receives a majority of the votes cast. Spoiled ballots will not be considered as cast ballots.

~~2.8~~2.9 Following the elections, ~~the order of business shall include:~~ the passage of banking resolutions and appointments of signing officers will be completed as necessary.

~~2.8.1 passage of banking resolutions and appointments of signing officers;~~

~~2.8.2 appointment of time and place for meetings.~~

~~2.8.3 schedule of Regular meetings for the year including time and place~~

3. Regular Meetings

3.1 A regular public meeting shall be held at least once a month, September to June, on the second ~~(2nd)~~ Tuesday of the month or upon such other day as the Chairperson may decide.

3.2 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting [SA s.66].

3.3 At the appointed time for commencement of a meeting, the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meetings shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this bylaw.

3.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if determined, adjourn the meeting to the next regular meeting date or to another meeting called in accordance with this bylaw.

3.5 The agenda and notice of meetings shall be prepared by the Secretary Treasurer under the direction of the Chairperson who shall consult with the Secretary Treasurer and Superintendent. In developing the agenda primary consideration shall be given to the Board ~~annual~~ Annual ~~work~~ Work ~~p~~Plan as approved by the Board. The ~~Agenda~~ agenda for each meeting shall specify those items of business which shall be dealt with in private session. Written notice of each meeting, together with the proposed agenda, shall be given at least forty-eight (48) hours in advance to each Trustee by delivery to the place designated by him or her. Non-receipt by a Trustee shall not void the proceedings. Whenever possible, Trustees wishing to have an agenda item or a motion placed on a Board meeting agenda shall submit their request to the Secretary Treasurer's office.

3.6 The order of business at all regular public meetings shall be:

3.6.1 Commencement of Meeting

3.6.2 Call to Order

3.6.3 Greeting – "I want to acknowledge that we have gathered here in the Homelands of the Ktunaxa people."

3.6.4 Chairperson's Opening Remarks and Recognitions

3.6.5 Opening Round

3.6.6 Consideration and Approval of Agenda

3.6.7 Approval of the Minutes

3.6.8 Receipt of Records of Closed Meetings

3.6.9 Receiving of Delegations/Presentations

3.6.10 Committee Reports/Trustee Representative Reports

3.6.11 Secretary Treasurer's Report to the Board

3.6.12 Superintendent's Report to the Board

3.6.13 Chairperson's Report

3.6.14 New Business

~~3.6.15~~1.1.1 ~~Closing Round~~

~~3.6.16~~3.6.15 Items for Information/Correspondence

~~3.6.17~~3.6.16 Question Period

3.6.17 Late Items

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3.6.18 Closing Round

~~3.6.18~~3.6.19 Adjournment

3.7 A change to the order of business may be proposed by any Trustee and shall require a minimum of a two-thirds majority vote.

3.8 Minutes of the proceedings of all meetings shall be maintained in electronic format and in a minute book, certified as correct by the Secretary Treasurer or another employee designated by the Board under Section 69(4) of the School Act, and signed by the Chairperson or other member presiding at the meeting or at the next meeting at which the minutes are adopted. [SA s.72 (1)(~~C~~c)]

3.9 Except for minutes of a meeting or portion of a meeting from which persons other than Trustees or Officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts, on payment of a fee set by the Board [SA s.72(2)].

3.10 All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a two-thirds majority vote to extend the hour of adjournment.

3.11 Meetings of the Board shall be open to the public unless, in the opinion of the Board, the public interest requires that persons other than Trustees be excluded. [SA s.69(2)]

3.12 The Secretary Treasurer, or another employee designated by the Board if the Secretary Treasurer is unable to attend the meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, must be present at the time a decision of the Board is rendered and must record any decision. [SA s.69(3)]

3.13 The Chairperson or other members presiding at a meeting may expel from the meeting a person, other than a Trustee, that the Chairperson or other members presiding at the meeting, whose conduct is considered inappropriate. [SA s.70(1)] A majority vote of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct. [SA s.70(2)]

3.14 Question Period

3.14.1 At the beginning of each question period the Chairperson shall determine how many people wish to present a question(s). If the number is high, one question shall be taken from each person, after which each person may present subsequent questions in turn.

3.14.2 All questions shall be directed to the Chairperson, who may refer the question to the appropriate committee Chairperson, Superintendent or Secretary Treasurer.

3.14.3 The response to a question will be made immediately, when possible, or deferred until a later date when information becomes available. If a Trustee wishes further debate on an issue, an appropriate opportunity will be scheduled by the Secretary Treasurer's office.

3.14.4 Although the Board welcomes questions of a general nature during this part of the meeting, this forum is for questions regarding policies or operations.

3.14.5 Questions regarding specific personnel or students must be raised with the Superintendent or Secretary Treasurer privately.

3.14.6 Individuals addressing the Board shall assume personal responsibility for all statements made to the Board.

3.14.7 The Chairperson may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which damage the character or reputation of any employee or member of the

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public.

3.14.8 Comments that are critical of either the Board or a Trustee's Board-related action shall be accepted within reasonable limits. The Chairperson shall use judgment to stop such comments when they are considered to be extreme or would be better discussed in a different forum.

3.14.9 If the Chairperson accepts, during a public presentation, comments which are accusatory or highly critical of an individual Trustee's action, the Trustee can choose to respond at the same meeting or at a future meeting.

4. Special Meetings

4.1 A Special Meeting is any meeting of the Board which was not regularly scheduled. ~~at the inaugural meeting of the Board~~.

4.2 Special meetings of the Board, or a Standing Committee, either public or in-camera, may be called in addition to the regular meetings to deal with emergency issues or items requiring considerable time for debate.

4.3 A special meeting of the Board may be called by the Chairperson or, upon written request by a majority of the Trustees, shall be called by the Secretary Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

5. In-Camera Session and Board's Duty of Confidentiality

5.1 If, in the opinion of the Board, the public interest so requires, persons other than Trustees may be excluded from a meeting or from part of a meeting. The Secretary Treasurer or other employee designated under Section 69(4) of the School Act must be present at the time that a decision of the Board is rendered and must record such decision. [SA s.69(2), (3) & (4)]

5.2 Regular in-camera meetings shall occur on the second ~~(2nd)~~ Tuesday of the month prior to the regular public meeting of the Board. Additional meetings shall be held at the call of the Chairperson.

5.3 No Trustee shall disclose to the ~~public,~~public the proceedings of an in-camera session unless a resolution has been passed at the in-camera meeting to allow such disclosure, except such as might be necessary to enforce the ~~conflict of interest~~conflict-of-interest provisions of the School Act. (SA: Part 5)

5.4 The Board shall prepare a record containing a statement as to the general nature of the matters discussed at a meeting from which persons other than Trustees or Officers of the Board or both were excluded, and the record shall be presented at the next meeting of the Board open to the public and shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board. [SA s.72(3)]

5.5 All matters coming before the Board and its standing and ~~ad hoc~~ad hoc committees shall be considered public unless the public interest requires otherwise. Accordingly, the following matters shall be considered at an in-camera session unless the Board determines otherwise:

5.5.1 Personnel matters including contract and collective agreement negotiations; matters pertaining to individual employees including medical matters, appointment, promotion, discipline, suspension, termination or retirement; grievances and requests of employees, Board officers or their bargaining agents or representatives; plans that

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relate to the management of personnel or other administration of the Board and that have not yet been implemented or made public;

5.5.2 Legal matters: accident claims and other matters where Board liability may arise; legal opinions and advice respecting the liability or interest of the Board or respecting any matter to be considered at an in-camera session; information or action regarding legal actions brought by or against the Board;

5.5.3 Matters pertaining to individual students including medical matters and the conduct, discipline, suspension or expulsion of students;

5.5.4 Acquisition and disposition of real property prior to finalization including: future site planning and designation; negotiations regarding purchase, lease, sale or exchange of real property; purchase of real property; consideration of appraisal reports and claims by owners; determination of Board offers; expropriation procedures;

5.5.5 Matters pertaining to the safety, security or protection of Board property;

5.5.6 Other matters where the Board decides that the public interest so requires.

5.6 Notwithstanding any rule limiting reconsideration of the agenda, a Trustee may make a motion to move a matter from the agenda of an in-camera meeting or session to the agenda of the open meeting, or the reverse. The motion requires a seconder, is debatable and requires a simple majority to pass.

5.7 Agenda for in-camera meetings: Order of business at an in-camera meeting shall generally be as follows:

5.7.1 Adoption of previous Minutes

5.7.2 Adoption of Agenda

5.7.3 Appeals

5.7.4 In Camera Reports from Committees

5.7.5 Reports from Secretary Treasurer

5.7.6 Reports from Superintendent

5.7.7 Reports from the Chairperson

5.7.8 New Business

5.7.9 Trustee Inquiries

5.7.10 Correspondence

5.7.11 Adjournment

~~5.7.11~~

6. Minutes for Regular, Special and In-Camera Meetings

6.1 The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

6.1.1 The minutes shall record:

6.1.1.1 Date, time and place of meeting;

6.1.1.2 Type of meeting;

6.1.1.3 Name of presiding officer;

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6.1.1.4 Names of those Trustees and senior administration in attendance and attendance of those Trustees attending via electronic means;

6.1.1.5 Names of Trustees absent or excused;

6.1.1.6 Approval of preceding minutes;

6.1.1.7 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;

6.1.1.8 Names of persons making the motions (mover and seconder as standard);

6.1.1.9 Appointments;

6.1.1.10 Receipt of reports of Committees;

6.1.1.11 Recording of the vote on all motions;

6.1.1.12 Trustee declaration of conflict of interest pursuant to the School Act;

6.1.1.13 Departure and re-entry times of Trustees and administration; and

6.1.1.14 The time of adjournment.

6.2 The minutes shall:

6.2.1 Be prepared as directed by the Secretary Treasurer;

6.2.2 Be reviewed by the Secretary Treasurer prior to submission to the Board;

6.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and

6.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.3 The Secretary Treasurer shall ensure, upon acceptance by the Board, that appropriate ~~initials are affixed to each page of the minutes, and that appropriate~~ signatures are affixed to the last page of the minutes.

6.4 The Secretary Treasurer will ~~establish and maintain a file of~~ retain all Board minutes.

6.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Secretary Treasurer, in consultation with the Superintendent, to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

6.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Secretary Treasurer is responsible to distribute and post the approved minutes.

7. Motions:

7.1 No act or proceeding shall be valid or binding upon the Board unless such act or proceeding was adopted at a meeting called and held as herein provided.

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7.2 At all meetings of the Board, all questions shall be decided by a majority of the votes of the members present and voting except as otherwise provided by bylaw, by contracts approved by the Board or by the *School Act;*

7.3 In the event of an equality of votes for and against a motion, the question is resolved in the negative.

~~7.4 The Board Chairperson shall declare the result of all votes; the names of those who vote in the minority on a question shall be entered on the minutes and the nature of the minority vote indicated. In the event of an equality of votes, the negative votes shall be recorded.~~

~~7.5~~7.4 A motion, when introduced, brings business before the meeting for possible action. A motion should be worded in a positive, concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing.

~~7.6~~7.5 The Chairperson may divide a motion containing more than one subject and it shall be voted on in the form in which it is divided.

~~7.7~~7.6 All motions shall be moved and seconded ~~except in Committee~~.

~~7.8~~7.7 An amendment must be germane, meaning it must be relevant, appropriate, and closely related to the subject matter, purpose, or content of the original motion.~~An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, i.e. closely related to or having a bearing on the subject of the motion to be amended.~~ A motion can be amended more than once~~;~~, however, there can be only one amendment on the floor at a time and it shall be dealt with before another amendment is presented or the motion is decided. An amendment to an amendment must be germane to the first amendment and cannot be amended.

~~7.9~~7.8 A motion to reconsider a decision can be made the day on which the original motion was voted upon, by a member who voted on the prevailing side. It may be seconded by any member. It is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

~~7.10~~7.9 Motions to rescind or to amend something previously adopted will be considered only if notice has been given at the previous meeting or in the call for the present meeting and if no action has been taken which it is too late to undo. Such motions are debatable and debate can go into the merits of the original question. There is no time limit for these motions and they can be moved by any member.

~~7.11~~7.10 Motions to rescind or to amend something previously adopted for which notice has been given require a majority vote to pass. However, if the original motion required a two-thirds vote or a majority vote of the Board, the same vote is required on a motion to amend or rescind.

~~7.12~~7.11 When the Board Chairperson, or other presiding officer, is called upon to decide a point of order or practice, the decision and the rule applicable to the case shall be given. An appeal from the ruling of the Board Chairperson shall be decided by a majority of the members of the Board present. When an appeal of a ruling of the Board Chairperson is raised, the question shall without debate be put in the following words: "Shall the ruling of the Chairperson be sustained?" and the Board Chairperson shall have the right to state reasons for the decision given.

~~7.13~~7.12 No Trustee shall leave the Board Meeting before the close of the session without first notifying the Board Chairperson.

~~7.14~~7.13 Any Trustee requesting extra data, reports, or services which would involve considerable work by the staff must do so by motion of the Board.

~~7.15~~7.14 All rules and procedures not specifically covered in either the preceding or the School Act shall be determined as set out in the most recent edition of Roberts Rules of Order~~, Newly Revised, 11th Edition, 2011.~~

8. Bylaws

8.1 Unless expressly required by legislation to be exercised by bylaw, all powers of the Board may be exercised by bylaw or by motion.

8.2 The following matters shall be dealt with only by bylaw:

8.2.1 adoption of the budget, [SA s.113(1)];

8.2.2 ~~a~~ any capital bylaw, [SA s.143(1)];

8.2.3 the acquisition or disposal of property, [SA s.96(2)];

8.2.4 ordinary rules of procedure of the Board and rules relative to the organization of meetings of the Board;

8.2.5 amendment to bylaws;

8.2.6 where required by the School Act.

8.3 Written notice of intention to propose a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw is to be proposed.

8.3.1 Every bylaw shall be dealt with in the following stages:

8.3.2 First reading: no debate or amendment;

8.3.3 Second reading: discussion of the principle of the bylaw;

8.3.4 Committee stage: if the question for second reading passes, the bylaw may be referred to the Committee of the whole for detailed consideration unless a motion is passed for referral to a Standing Committee;

8.3.5 Third reading: consideration of amendments made in Committee and final decision.

8.4 When a bylaw has been amended in Committee, it shall be reprinted as amended and shall not be further proceeded with, except by a two-thirds majority vote, until the amended version has been distributed.

8.5 Subject to 8.7, at each of the three readings of a bylaw, the bylaw must be read in full. [SA s.68(2)].

8.6 A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each Trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by (a) its title, and (b) a summary of its contents. [SA s.68(3)]

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8.7 The Board shall not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at the meeting. [SA s.68(4)]

8.8 The Secretary Treasurer shall certify on a copy of each bylaw the readings and the times thereof and the text of any amendment passed in Committee.

8.9 A bylaw may be withdrawn at any stage with unanimous consent of the Board.

9. Rules of Order

9.1 The current edition of Robert's Rules of Order shall govern points of order and procedures not provided for in the School Act or in this bylaw. Where there is an inconsistency between the School Act and this bylaw, the School Act shall apply.

9.2 The Board may adopt a procedural rule for one or more meetings by resolution approved by a two-thirds majority of the Trustees present at the meeting. A rule, other than the requirement for notice of meetings, may be suspended by unanimous consent of the Trustees present.

9.3 The rules contained in this policy~~bylaw~~ may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting and in the notice of the meeting.

9.4 The presiding officer's ruling on a point of order shall be based on rules of order as stated in paragraph 8.1. The ruling shall be subject to an appeal to the Board if requested by a Trustee immediately after the ruling and before resumption of business.

9.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of the Trustees present. A successful appeal does not necessarily set a precedent.

9.6 A copy of the Board's procedural bylaw shall be available for inspection at all reasonable times by any person. [SA s.67(5)]

9.7 Should the Board Chairperson, during any meeting of the Board, desire to leave the chair for the purpose of taking part in debate or for any other reason acceptable to a majority of the Trustees present, the Vice Chairperson or in the absence of the Vice Chairperson, some other member of the Board shall be asked to take the Chair. Any member occupying the Chair temporarily shall discharge all duties of and enjoy the rights of the Board Chairperson.

9.8 The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. If the Secretary Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary Treasurer to perform the duties of the Secretary Treasurer at the meeting.

10. Debate

10.1 Debate shall be strictly relevant to the question before the meeting. The Chairperson shall warn speakers who violate this rule or who persist in tedious or repetitious debate.

10.2 Speakers shall be recognized by the Chairperson and shall address all remarks to the Chairperson.

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10.3 Each Trustee has the right to speak twice on the same question on the same day but cannot make a second speech so long as any Trustee who has not spoken on that question desires to speak. No Trustee shall speak for more than five minutes at one time.

10.4 A matter of privilege (dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.

10.5 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

11. Voting

11.1 It is expected that all Trustees present at a meeting will vote on each issue. However, a Trustee has a right not to vote on any question. If a Trustee has a conflict of interest, the Trustee must not vote and such an abstention shall be recorded. If a Trustee wishes to abstain for any other reason or to have a negative vote recorded, he or she must so request before or immediately after the vote is taken.

11.2 Voting shall be by show of hands and only the results recorded unless a member requests recording of names before the vote is taken. Where names are recorded, both positive and negative votes shall be recorded.

11.3 All questions shall be decided by a majority of the vote of the Trustees present and voting unless otherwise provided by the School Act.

11.4 The ~~presiding b~~Board ~~c~~Chairperson or ~~c~~Committee ~~c~~Chairperson~~officer~~ is entitled to vote on all matters.

12. Conflict of Interest

12.1 If a Trustee has any pecuniary interest in any matter and is present at a meeting of the Board at which the matter is considered, the Trustee:

12.1.1 shall, at the meeting, disclose their pecuniary interest and the general nature of the pecuniary interest;

12.1.2 shall not take part in the discussion of or vote on any question in respect to the matter; and

12.1.3 shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter. [SA s.58(1)(c~~C~~)]

12.2 If the meeting is not open to the public, in addition to complying with these requirements, the Trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration. [SA s.58(2)]

12.3 If the pecuniary interest of a Trustee is not disclosed as required above by reasons of the Trustee's absence from the meeting, the Trustee shall disclose the pecuniary interest and otherwise comply with the requirements at the first meeting of the Board attended by the Trustee after the meeting referred to above. [SA s.58(3)]

12.4 The requirements of paragraphs 11.1-11.3 do not apply to any pecuniary interest referred to by the School Act as exempt from the disclosure requirements of the School Act. [SA s.60]

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12.5 “Pecuniary interest” means, with respect to a Trustee, an interest in a matter that could monetarily affect the Trustee and includes an indirect pecuniary interest referred to in section 56 of the School Act.

12.6 The pecuniary interest of a spouse or of a parent or child of the Trustee shall, if known to the Trustee, be deemed to be also a pecuniary interest of the Trustee. [SA s.55]

12.7 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public. [SA s.72]

12.8 The Trustee is expected to be conversant with Conflict of Interest Sections 55 to 60 of the School Act.

12.9 In accordance with the Financial Disclosure Act all Trustees shall file disclosure forms by January 15 of each year.

13. Delegations

13.1 General provisions

13.1.1 Individual or groups who wish to present to the Board must make the application through the appropriate presentation request form which addresses the following:

13.1.1.1 Preferred date of presentation (scheduled Board meeting date only)

13.1.1.2 Purpose of request to present (why is it important for you to present to the Board)

13.1.1.3 Overview of organization presenting (who do you represent)

13.1.1.4 Brief summary of content to be presented (what are the high-level themes you intend to present)

13.1.1.5 Intended outcomes from the presentation (what are you seeking from the Board)

13.1.1.6 The application shall be referred to the Secretary Treasurer for study and recommendation as to how it is to be handled but the Chairperson will retain authority to make the final decision on the application.

13.1.2 The presentation will be subject to approval of the Chairperson;

13.1.3 Authors of any written submissions shall assume personal responsibility for all statements in the submission to the Board. Each presenter or delegation will be limited to ten minutes, followed by questions and comments from Trustees.

13.1.4 Trustees who are asking questions must limit themselves to seeking clarification and must not engage in a debate on the merits of issues.

13.1.5 The Board normally will not make any decision in regard to a presentation at the same meeting where the presentation is made.

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13.1.6 The request and supporting written documents must be provided to the office of the Secretary Treasurer by the end of the business day on the Wednesday preceding the Tuesday Board meeting.

13.2 Unacceptable topics

13.2.1 Topics that will not be permitted to be addressed by a delegation are bargaining, grievances, personnel matters and topics listed in the Rules of Order for discussion at in-camera Board meetings.

13.2.2 Presentations at regular meetings may include objective criticism of school operations and/or programs but may not include complaints about school personnel or other persons

14. Audio/Video Recording Devices

14.1 The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chairperson. This shall be communicated by the Board Chairperson at the beginning of the Regular or Special Meeting.

15. Trustee Participation in Meetings through Electronic Means

A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

15.1 Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.

15.2 The Chairperson of the Board may refuse to allow a Trustee to participate in a meeting by electronic means or other communication facilities where the required electronic equipment is not available or where meetings are held in private and or for the purpose of hearing appeals or conducting hearings related to employee matters, or any Board matters which attract the principles of natural justice.

15.3 Trustees who connect to a meeting of the Board by video conference, teleconference or other means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.

16. Trustee Remuneration

16.1 In accordance with the provisions of the *School Act*, Trustees shall receive an annual stipend paid on a monthly basis, the amount of which shall be set by Board resolution. ~~-~~Additional amounts, also set by Board resolution, shall be paid to the Chair and Vice Chair respectively.

~~16.2 During the Board term of office ending November 2018, the Board established a~~A committee of stakeholders (the presidents of the ~~three~~ two unions, the District Parent Advisory Council (DPAC) president and two representatives of the Principals/Vice Principals Association ~~to~~ will study and recommend the stipend to be paid to Trustees, the Chair and Vice Chair). ~~he annual stipends recommended and approved are as follows:~~

~~Year~~	~~Trustee~~	~~Chair~~	~~Vice Chair~~	~~Chair~~	~~Trustee~~

		~~Allowance~~	~~Allowance~~	~~(Total)~~	~~(Total)~~
~~July 2020 2021~~	~~$ 14,629.00~~	~~$ 2,925.00~~	~~$ 146.00~~	~~$ 17,554.00~~	~~$ 14,775.00~~
~~July 2021 2022~~	~~$ 14,922.00~~	~~$ 2,984.00~~	~~$ 149.00~~	~~$ 17,906.00~~	~~$ 15,071.00~~

~~16.3 Prior to the conclusion of each subsequent four-year term, the Board shall establish a similar committee with the same Terms of Reference regarding remuneration for the following term of office.~~

17. Trustee Development

17.1 School Trustees, subject to budget limitations, shall be allowed to attend two (2) Trustee development seminars during each year of service with the ~~School~~ District.

17.2 Attendance at the British Columbia School Trustees Association Annual General Meeting will be considered attendance at a Trustee development seminar.

17.3 Trustees shall be entitled to attend the British Columbia School Trustees Association's "New Trustee Academy"~~.~~. Such attendance will not be considered attendance at a Trustee development seminar.

17.4 Attendance at the British Columbia School Trustees Association Branch meetings will not be considered attendance at a Trustee development seminar.

17.5 Additional attendance at Trustee development seminars may be approved by a two-thirds (2/3) majority vote of the Board.

17.6 Expenses related to attendance at Trustee development seminars shall be reimbursed in accordance with approved District rates.

17.7 Trustees are to provide the Board with a brief summary of the Trustee development sessions attended.

18. Trustee Expense Reimbursement

18.1 The Board shall establish all expense claim rates annually to be effective July 1. All reimbursements must be supported by a standard District Expense Claim Form.

18.2 The District expense reimbursement rates shall be reviewed by the Secretary Treasurer annually~~.~~. Rate adjustments shall be approved by the Board.

18.3 Business use of private vehicles shall be reimbursed at a rate per kilometre that is inclusive of all costs incurred by the employee~~.~~. The rate per kilometre will be established on July 1st

of each year based on the federal government's maximum allowable mileage rate, as defined under Regulation 7306 of the Income Tax Act.

18.4 Reimbursement of accommodation costs must be as evidenced by appropriate hotel receipts~~.~~ . Only standard level room costs and applicable taxes will be covered~~.~~ . A claim of $~~50~~30.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.

18.4.1 Other expenses supported by appropriate itemized receipts e.g. tolls, parking, ferry rates, taxis, ~~telephone calls,~~ etc.

18.4.2 Registration, course, or other fees supported by appropriate itemized receipts.

18.4.3 Per diem amounts will be reduced if meals are included or paid for by another individual, group, or company.

19. Travel/Expense allowances will be reviewed by the Board during the Annual Budget Process.

20. General

20.1 Out of District travel within Canada must be approved in advance by the Board Chairperson for Trustees, Superintendent and Secretary Treasurer.

20.2 District credit cards are not to be used for personal expenses.

20.3 Business expenses for special circumstances involving visitors, guests or extraordinary meetings within or outside the District must be authorized by the Board Chairperson.

20.4 Employees and Trustees are responsible for verifying and double checking their expenses claimed and expenses paid.

20.5 All travel/expense claim reimbursement forms will be scrutinized and authorized for processing by the Secretary Treasurer and/or Board Chairperson.

20.6 Alcohol expenses will not be reimbursed.

20.7 Certified travel/expense claim forms must be submitted within 30 days of the function/event.

20.7.1 An advance may be claimed for approved travel and is subject to the allowable rates in the policy. The accounting department requires two weeks-notice for processing advance cheques.

20.8 In the event of travel/accommodation changes and/or cancellations due to emergency circumstances, all associated expenses will be reimbursed. Expenses that are claimed must include itemized receipts or invoices pertaining to the emergency circumstances.

20.9 Receipts are required for all expenses claimed except for per diem meal, incidental and kilometre allowances.

21. Transportation (Personal Vehicle)

21.1 When a person's privately owned vehicle is used for authorized School District business transportation expenses will be reimbursed at the ~~School~~ District rate.

21.2 Whenever possible every effort should be made by Trustees going on School District business to travel together with only one person reimbursed for the transportation expense.

21.3 In the event a Trustee chooses to travel by personal car rather than air, the District will pay the most economical travel rate.

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21.4 The School District provides ~~a~~ business use insurance coverage that will allow employees/Trustees to drive personal vehicles ~~up to 1600 km per year~~for business use.

21.5 The School District will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations.

22. Transportation (Vehicle Rentals)

22.1 Vehicle rentals are only acceptable in circumstances where it is the most economical option to travel to a meeting or event site.

22.2 The most economical and appropriate option available should be rented.

22.3 Receipts for the cost of the rental, the appropriate insurance and the cost of fuel must be included with the submitted expense claim.

23. Transportation (Other)~~:~~

23.1 Other transportation such as ferries, bridge tolls, causeway tolls, bus transits, park fees and parking fares require receipts to be included with the submitted expense claim.

23.2 Cost of transportation to and from an airport to the meeting or event site may be claimed. It is expected that airport shuttles, airport bus or transits would be used with taxis as a last resort and preferably with other School District personnel. Consideration of employee safety is respected when choosing the transportation option. Applicable receipts must be included with the submitted expense claim.

24. Transportation (Air):

24.1 ~~School~~ District air travel shall be in economy class at the lowest fares available.

24.2 Trustees must use the best method of travel to minimize time away and keep costs to the ~~School~~ District at a minimum.

25. Per Diem Meals and Incidentals:

25.1 Trustees traveling out of the District on authorized ~~School~~ District business may claim reimbursement for meals that are not otherwise provided or paid for by the program or covered by the registration fee.

25.2 Depending upon the Trustee's departure from home and arrival back home reasonable meal allowances may be claimed.

25.2.1 Breakfast will be paid ~~in cases where~~when travel is required prior to ~~7~~97:00 a.m. ~~or ends after 9:00 am.~~

25.2.2 Lunch will be paid ~~in cases where~~when travel is required ~~prior to~~after during the lunch period (11:00 a.m. to 1:00 p.m.) ~~11:00 a.m. or and ends after 1:00 p.m.~~

25.2.3 Dinner~~s~~ will be paid ~~in circumstances where~~ when travel ~~is required prior to~~after ~~5:00 p.m. or and~~ status ends after ~~7~~6:00 p.m.

25.3 ~~For each day or part day in travel status on authorized School District business,~~ Trustees may claim an Incidental expense of $15.00 for each night of hotel accommodation.

~~25.4~~ Per diem rates are ~~:~~

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~~25.4.1~~25.4 ~~Breakfast: $20.00 Lunch: $25.00 Dinner: $35.00~~Sset ~~as per~~by the District. Per diem meal and incidental allowances do not require receipts. Trustees claiming a per diem meal and/or incidental allowances must submit a travel claim form for reimbursement.
~~procedure~~

~~25.4.2 Per diem meal and Incidental allowances do not require receipts. Trustees claiming a per diem meal and/or Incidental allowances must submit a per diem form for reimbursement.~~

26. Accommodations:

26.1 Accommodation expenses include only the hotel rate taxes and fees.

26.2 Trustees shall stay at the designated accommodation sites with the most reasonable Ministry of Education and Child Care, BCSTA or School District rate. The cost of upgrading will be the responsibility of Trustees.

26.3 Depending on event scheduling and scheduled air flights it may be required to travel the evening before and/or travel the morning after the event. These circumstances require preauthorization of the Secretary Treasurer or Board Chairperson.

26.4 The allowance for overnight accommodation at the home of family or friends is $~~50~~30.00.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act

Revised: XXXXXX, 2026

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TRUSTEE ELECTION BYLAW

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other Trustee elections.

Preamble

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of Trustee elections.

In School District No. 5 (Southeast Kootenay) Trustee elections are held in the following Trustee electoral areas:

Trustee Electoral Area	# of Trustees	Trustee Electoral Area Description
Trustee Electoral Area 1	1	The Corporation of the City of Fernie
Trustee Electoral Area 2	1	District of Sparwood
Trustee Electoral Area 3	1	District of Elkford
Trustee Electoral Area 4 (Electoral Area B of the RDEK)	1	Regional District of East Kootenay
Trustee Electoral Area 5 (Corporation of the City of Cranbrook and Electoral Area C of the RDEK)	5	The Corporation of the City of Cranbrook and the Regional District of East Kootenay

The Board of Education wishes to establish various procedures and requirements under the authority of the *School Act* for Trustee elections.

[References: School Act, s.37, s.38(4)]

The Board of Education, in an open meeting of the Board, enacts as follows:

1. Definitions

   The terms used shall have the meanings assigned by the *School Act* and the *Local Government Act*, except as the context indicates otherwise.

   'Board or Board of Education' means the Board of Education of School District No. 5 (Southeast Kootenay).
   'By-election' means a Trustee election to fill a vacancy on the school board.
   'Election' means a Trustee election.
   'General Voting Day" means the date on which general voting for a Trustee election is to take place, whether part of the general school elections or a by-election.
   'Minister' means the Minister of Education and Child Care.
   'Regional District' means the Regional District of East Kootenay.

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2. Application

This bylaw applies to both general elections and by-elections, except as otherwise indicated in this bylaw.

3. Order of Names on Ballot

The order of names of candidates on the ballot will be alphabetical.

[References: School Act s. 46(4), Local Government Act s. 116]

4. Resolution of Tie Votes After Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

5. Number of Nominators Required

As per Section 86(1)(a) of the *Local Government Act*, the minimum number of qualified nominators for a Trustee candidate in School District No. 5 (Southeast Kootenay) is two.

6. Trustee Elections Conducted by Local Governments

6.1 In Trustee Electoral Area 1, if the City of Fernie conducts all or a part of the Trustee election, the elections bylaws of the City of Fernie, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

6.2 In Trustee Electoral Area 2, if the District of Sparwood conducts all or a part of the Trustee election, the elections bylaws of the District of Sparwood, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

6.3 In Trustee Electoral Area 3, if the District of Elkford conducts all or a part of the Trustee election, the elections bylaws of the District of Elkford, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

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6.4 In Trustee Electoral Area 4, if the Regional District of East Kootenay conducts all or a part of the Trustee election, the elections bylaws of the Regional District of East Kootenay, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

6.5 In Trustee Electoral Area 5, if the City of Cranbrook conducts all or a part of the Trustee election, the elections bylaws of the City of Cranbrook, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that Trustee election or part of the Trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a Trustee election.

7. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

7.1. The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of Trustee candidates by internet or other electronic means until *30* days after declaration of the election results.

7.2. In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection during the regular office hours of the Board's head office, the Trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day for the election to which the Trustee's campaign financial disclosure statements and supplementary report relate either by providing

(a) access by internet, or

(b) a copy of that information for inspection

7.3. Before providing the services under section 7, the Board~~,~~ requires the person requesting the service to:

(a) satisfy the Board that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act [restrictions on use of personal information]*, and

(b) provide a signed statement that

(i) the individual, and

(ii) if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

TRUSTEE ELECTION BYLAW 2026

BOARD OF EDUCATION
Of
SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 5 (Southeast Kootenay) trustee elections are held in the following trustee electoral areas:

Trustee Electoral Area	# of Trustees	Trustee Electoral Area Description
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Trustee Electoral Area 5 Corporation of the City of Cranbrook and Electoral Area C of the RDEK)	5	The Corporation of the City of Cranbrook and the Regional District of East Kootenay

The Board of Education of School District No. 5 (Southeast Kootenay) wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.
[References: School Act, s.37, s.38(4)]

The Board of Education of School District No. 5 (Southeast Kootenay), in an open meeting of the Board, enacts as follows:

1. Definitions

The term used shall have the meanings assigned by the *School Act,* the *Local Government Act* and the *Local Elections Campaign Financing Act,* except as the context indicates otherwise.

'Board of Education' or "Board" means the Board of Education of School District No. 5 (Southeast Kootenay).

'by-election' means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

'election' means a trustee election.

'General Voting Day' means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

'Minister' means the Minister of Education.

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'Regional District' means the Regional District of East Kootenay.

2. Application

This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

3. Order of Names on Ballot

The order of names of candidates on the ballot will be alphabetical.

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As per section 86(1)(a) of the *Local Government Act*, the minimum number of qualified nominators for a trustee candidate in School District No. 5 (Southeast Kootenay) is two.

6. Trustee Elections Conducted by Local Governments

6.1. In Trustee Electoral Area 1, if the City of Fernie conducts all or a part of the trustee election, the elections bylaws of the City of Fernie, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.2. In Trustee Electoral Area 2, if the District of Sparwood conducts all or a part of the trustee election, the elections bylaws of the District of Sparwood, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.3. In Trustee Electoral Area 3, if the District of Elkford conducts all or a part of the trustee election, the elections bylaws of the District of Elkford, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a

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nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.4. In Trustee Electoral Area 4, if the Regional District of East Kootenay conducts all or a part of the trustee election, the elections bylaws of the Regional District of East Kootenay, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

6.5. In Trustee Electoral Area 5, if the City of Cranbrook conducts all or a part of the trustee election, the elections bylaws of the City of Cranbrook, as they may be amended from time to time (including bylaws that address the use of voting machines), apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

7. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements

7.1. The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of trustee candidates by internet or other electronic means until *30* days after declaration of the election results.

7.2. In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports until 5 years after general voting day for the election to which the trustee's campaign financial disclosure statements and supplementary report relate either by providing

(c) access by internet, or

(d) a copy of that information for inspection

7.3. Before providing the services under section 7, the Board, requires the person requesting the service to:

(a) satisfy the Board that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act [restrictions on use of personal information]*, and

(b) provide a signed statement that

(iii) the individual, and

(iv) if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

This bylaw may be cited as 'School District No. 5 (Southeast Kootenay) Trustee Election Bylaw-2026.

School District No. 5 (Southeast Kootenay) Trustee Election Bylaw No 2026 is hereby repealed.

Read a first time the 12th day of May, 2026
Read a second time the 12th day of May, 2026
Read a third time, passed and adopted the 12th day of May, 2026

_____
Chairperson of the Board Corporate Seal

_____
Secretary Treasurer

I hereby certify this to be a true and original copy of School District No. 5 (Southeast Kootenay) Trustee Elections Bylaw adopted by the Board on the 12th day of May, 2026.

_____
Secretary Treasurer

~~Title~~

~~This bylaw may be cited as 'School District No. 5 (Southeast Kootenay) Trustee Election Bylaw 2018'.~~

~~School District No. 5 (Southeast Kootenay) Trustee Election Bylaw No 2014 is hereby repealed.~~

~~Read a first time the 10th day of April, 2018~~

~~Read a second time the 10th day of April, 2018~~

~~Read a third time, passed and adopted the 10th day of April, 2018~~

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~~Chairperson of the Board Corporate Seal~~

~~Secretary Treasurer~~

~~I hereby certify this to be a true and original copy of School District No. 5 (Southeast Kootenay) Trustee Elections Bylaw adopted by the Board on the 10th day of April, 2018.~~

~~Secretary Treasurer~~

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Updated Draft Working Copy
(with Tracked Changes Accepted)
Policy 11

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent and Secretary Treasurer to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with provincial legislation, cannot be delegated. This delegation of authority to the Superintendent and Secretary Treasurer specifically:

- Includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact administrative procedures required to carry out this authority; and
- Includes the ability to sub-delegate this authority and responsibility as required.

The Board requires that any new provincial, regional, or local initiatives must be brought forward for discussion and determination of authority.

The Board delegates to the Superintendent and Secretary Treasurer or, at their discretion, a designate, the authority to discipline, suspend, or dismiss an employee. This is subject to the limitations of legislation, collective or contractual agreements, or Board Policy.

Where a Superintendent suspends or dismisses a teacher, the Board shall be promptly advised. Where the Secretary Treasurer suspends or dismisses a non-teaching employee, the Board shall be promptly advised.

The Superintendent and Secretary Treasurer will develop administrative procedures to fulfill District obligations resulting from federal or provincial legislation.

Legal Reference: Sections 22, 65(2)c, 74, 85 School Act

Revised: XXXXXX, 2026

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Proposed Changes
(with Tracked Changes Showing)
Policy 11

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent and Secretary Treasurer to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with provincial legislation, cannot be delegated. This delegation of authority to the Superintendent and Secretary Treasurer specifically:

- Includes any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact administrative procedures required to carry out this authority; and ~~also~~
- Includes the ability to sub-delegate this authority and responsibility as required.

~~Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.~~

~~Further, t~~The Board requires that any ~~significant~~ new provincial, regional, or local initiatives must be ~~initially~~ brought ~~to the Board~~ forward for discussion and determination of ~~decision-making~~ authority.

~~Specifically~~

~~1.~~ The Board ~~expressly~~ delegates to the Superintendent and Secretary Treasurer ~~and~~or, at their discretion, a designate, the authority to discipline, suspend, or dismiss an employee~~,~~. This is subject to the limitations of legislation, collective or contractual agreements, ~~and~~ or Board ~~policy~~Policy.

~~2.~~ Where a Superintendent suspends or dismisses a teacher, the Board shall be promptly advised. Where the Secretary Treasurer suspends or dismisses a non-teaching employee, the Board shall be promptly advised.

~~3.~~ The Superintendent and Secretary Treasurer ~~are directed to~~will develop administrative procedures to fulfill ~~Board~~ District obligations ~~created by~~resulting from ~~any~~ federal or provincial legislation.

Legal Reference: Sections 22, 65(2)c, 74, 85 School Act

Revised: XXXXXX, 2026

SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Updated Draft Working Copy
(with Tracked Changes Accepted)
Policy 12

ROLE OF THE SUPERINTENDENT

In accordance with the School Act, the Superintendent, under the general direction of the Board has general supervision and direction over the educational staff of the District and is responsible to the Board for the improvement of student achievement. Further, the Superintendent is responsible for the general organization, administration, supervision, and evaluation of all educational programs provided by the Board. The Superintendent shall perform the duties articulated in legislation and in Board policy as amended from time to time.

Specific Areas of Responsibility

1. Student Learning
   - 1.1 Provides leadership in all matters relating to education in the District.
   - 1.2 Implements directions established by the Minister.
   - 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and positive citizenship.
   - 1.4 Reports annually on student results achieved.

2. Student Well-Being
   - 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.

3. Fiscal Responsibility
   - 3.1 Works in a complementary and cooperative manner with the Secretary Treasurer to ensure financial management .

4. Personnel Management
   - 4.1 Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.
   - 4.2 Utilize education staff to maximum advantage of students.

5. Policy/Administrative Procedures
   - 5.1 Provide guidance, recommendations and support to the Board in their planning, development, implementation, evaluation and revision of policies.

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6. Superintendent/Board Relations

   6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

   6.2 Provides the information and counsel which the Board requires to perform its role.

   6.3 Attends all Board meetings and makes recommendations on educational matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

7. Strategic Planning and Reporting

   7.1 Leads the development and implementation of the strategic planning process in collaboration with the Secretary Treasurer.

   7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

   7.3 Reports at least annually on results achieved.

8. Leadership Practices

   8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Legal Reference: Section 22, 85 School Act

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SUPERINTENDENT EVALUATION PROCESS CRITERIA AND TIMELINES

Evaluation Process

Provides for accountability, growth, and the strengthening of the relationship between the Board and the Superintendent. The written evaluation report shall affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the District's environment.

1. Provides a written evaluation of the Superintendent's performance every two years.

2. Recognizes that the Superintendent is held accountable for work performed primarily by other senior administrators.

3. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses. The Performance Assessment Guide identifies quality indicators (QI), which describe expectations in regard to each assigned role expectation (RE).

4. Is aligned with and based upon the Superintendent's roles and responsibilities.

5. Is aligned with the District's Strategic Plan and the key results assigned to the Superintendent and contained therein.

6. Sets out standards of performance. The quality indicators (QI) in the Performance Assessment Guide set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.

7. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Superintendent's success in addressing growth areas identified in the previous evaluation.

8. Uses multiple data sources.

9. Elicits evidence to support subjective assessments.

10. Ensures Board feedback is provided regularly. Such feedback normally will be provided annually and will focus on areas over which the Superintendent has authority.

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The Superintendent will maintain an electronic evidence binder which will be provided to the Board approximately one week prior to the evaluation workshop. The purpose of the evidence binder is to provide evidence that the quality indicators identified in Appendix B have been achieved. Therefore, evidence will be organized in regard to the quality indicators.

The Board and the Superintendent will be present during the facilitated evaluation session. The Superintendent will ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood. The Superintendent will only be absent from the room just prior to the evaluation and for the period when the Board constructs the conclusion section. The evidence examined will be in the form of internal reports or external reports. An external report is one from an external source such as the consultant who would conduct Leadership Practices interviews. An internal report is one that comes through the Superintendent. An example would be a student learning accountability report. The Board will review the indicated evidence and determine whether, or to what extent, the quality indicators have been achieved. In addition, the Board will supplement the evidence contained in the evidence portfolio with agreed-upon direct Board observations. For example, this would be most evident in the section Superintendent/Board Relations.

During the evaluation workshop, a written evaluation report will be prepared which will document:

- The evaluation process;
- Evaluation context;
- Assessments relative to the criteria (quality indicators) noted in Appendix B;
- An examination of progress made relative to any growth goals or redirections identified in the previous evaluation;
- Identification of any growth goals if deemed appropriate for the coming year; and
- A “conclusion” section, followed by appropriate signatures and dates.

The assessments contained in the evaluation report will reflect only the Board position. This report will be approved by Board motion. The actual report is a confidential document. A copy signed by the Board will be provided to the Superintendent and a second signed copy will be placed in the Superintendent’s personnel file held by the District.

Evaluation Criteria

The criteria for the first evaluation will be those set out in Appendix B: the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. For the Role Expectation “Leadership Practices”, data may be collected relative to leadership practices by interviewing all principals and all “direct reports”. “Direct reports” are defined to be those individuals who report directly to the Superintendent on the District’s organizational chart. Collection of this assessment data from staff or direct reports will be done at the discretion of the Board.

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Superintendent the performance expectations held by the Board. This guide is also intended to be used by the Board

to evaluate the performance of the Superintendent in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

Timelines for Evaluations

Evaluations will be conducted every two years.

Legal Reference: Section 22, 85 School Act

December 12, 2023

Revised: XXXX, 2026

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SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE

1. Student Learning

   Role Expectations:

   RE 1.1 Provides leadership in all matters relating to education in the District.

   RE 1.2 Implements directions established by the Minister.

   RE 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.

   RE 1.4 Reports annually on student results achieved.

   Quality Indicators relative to Student Learning:

   QI 1.1 Annually conducts an analysis of student success and ensures school principals develop action plans to address concerns.

   QI 1.2 Identifies trends and issues related to student achievement to inform the strategic planning process, including the implementation of innovative means to improve measurable student achievement.

   QI 1.3 There is measurable improved student achievement over time.

2. Student Well-Being

   Role Expectations:

   RE 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.

   RE 2.2 Ensures the safety and welfare of students while participating in school programs.

   Quality Indicators relative to Student well-being:

   QI 2.1 Develops measurements and monitors progress relative to providing a safe and caring environment.

   QI 2.2 Provides an annual student well-being accountability report.

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3. Fiscal Responsibility

   Role Expectations:

   RE 3.1 Works in a complementary and cooperative manner to facilitate the Secretary Treasurer financial management role.

   Quality Indicators relative to Fiscal Responsibility:

   QI 3.1 Provides the Secretary Treasurer with required financial information in a timely manner.

4. Personnel Management

   Role Expectations:

   RE 4.1 Provides supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.

   RE 4.2 Utilizes education staff to maximum advantage of students.

   Quality Indicators relative to Personnel Management:

   QI 4.1 Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes.

   QI 4.2 Models commitment to personal and professional growth.

   QI 4.3 Fosters high standards of instruction and professional improvement

   QI 4.4 Provides for training of administrators and the development of leadership capacity within the District (e.g. mentorship).

5. Policy/Administrative Procedures

   Role Expectations:

   RE 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.

   RE 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

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Quality Indicators relative to Policy/Administrative Procedures:

QI 5.1 Ensures system adherence to policies.

QI 5.2 Demonstrates a knowledge of and respect for the role of the Board in policy processes.

6. Superintendent/Board Relations

Role Expectations:

RE 6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

RE 6.2 Provides the information and counsel which the Board requires to perform its role.

RE 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

Quality Indicators relative to Superintendent/Board Relations

QI 6.1 Implements Board decisions with integrity in a timely fashion.

QI 6.2 Interacts with the Board in an open, honest, proactive and professional manner.

QI 6.3 Provides the Board with balanced, sufficient, concise information and clear recommendations.

QI 6.4 Collaborates with Secretary Treasurer, Board Chairperson, and/or Committee Chairperson, and Office Manager (Board Office and Executive Services) to ensure Board agendas are prepared and distributed to Trustees in sufficient time to allow for appropriate Trustee preparation for the meeting.

QI 6.5 Keeps the Board informed on sensitive issues in a timely manner.

QI 6.6 Ensures high-quality management services are provided to the Board.

7. Strategic Planning and Reporting

Role Expectations:

RE 7.1 Leads in collaboration with the Secretary Treasurer the development and implementation of the strategic planning process.

RE 7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

RE 7.3 Reports at least annually on results achieved.

Quality Indicators relative to Strategic Planningand Reporting:

QI 7.1 Ensures key results identified by the Board are achieved.

QI 7.2 Ensures the strategic planning process involves opportunity for stakeholder input.

8. Leadership Practices

Role Expectations:

RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Quality Indicators relative to Leadership Practices:

QI 8.1 Demonstrates a high commitment to meeting student needs.

QI 8.2. Provides clear direction.

QI 8.3 Provides effective educational leadership.

QI 8.4 Establishes and maintains positive, professional working relationships with staff.

QI 8.5 Unites people toward common goals

QI 8.6 I trust the Superintendent.

QI 8.7 Empowers others.

QI 8.8 Effectively solves problems.

Legal Reference: Section 22, 85 School Act

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INTERVIEW GUIDE
SUPERINTENDENT LEADERSHIP PRACTICES

Perceptions of Principals and Superintendent "Direct Reports"

Please cite evidence to support or refute each of the following:

1. The Superintendent demonstrates a high commitment to meeting student needs
2. The Superintendent provides clear direction
3. The Superintendent provides effective educational leadership
4. The Superintendent establishes and maintains positive, professional working relationships with staff
5. The Superintendent unites people toward common goals
6. I trust the Superintendent
7. The Superintendent empowers others
8. The Superintendent effectively solves problems

What does the Superintendent do if anything that helps you do your job effectively

What does the Superintendent do, if anything, that makes doing your job more difficult to do effectively

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SUPERINTENDENT ORGANIZATIONAL CHART

The Superintendent Organizational Chart may be found here.

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Proposed Changes
(with Tracked Changes Showing)
Policy 12

ROLE OF THE SUPERINTENDENT

In accordance with the School Act, the Superintendent, under the general direction of the Board has general supervision and direction over the educational staff of the District and is responsible to the Board for the improvement of student achievement. Further, the Superintendent is responsible for the general organization, administration, supervision, and evaluation of all educational programs provided by the Board. The Superintendent shall perform the duties articulated in legislation and in Board policy as amended from time to time.

Specific Areas of Responsibility

1. Student Learning
   - 1.1 Provides leadership in all matters relating to education in the District.
   - 1.2 Implements directions established by the Minister.
   - 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and positive citizenship.
   - 1.4 Reports annually on student results achieved.

2. Student Well-Being
   - 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
   - ~~2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the District.~~
   - ~~2.3 Ensures the facilities safely accommodate District students.~~

3. Fiscal Responsibility
   - ~~3.1 Ensures fiscally responsible management of budgets allocated to areas of assigned responsibility.~~
   - ~~3.2~~3.1 Works in a complementary and cooperative manner ~~to facilitate~~with the Secretary Treasurer to ensure financial management ~~role~~.

4. Personnel Management
   - 4.1 Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.

4.2 Utilize education staff to maximum advantage of students.

5. Policy/Administrative Procedures

5.1 Provide guidance, recommendations and support to the Board in their planning, development, implementation, evaluation and revision of policies.

6. Superintendent/Board Relations

6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

6.2 Provides the information and counsel which the Board requires to perform its role.

6.3 Attends all Board meetings and makes recommendations on educational matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

7. Strategic Planning and Reporting

7.1 Leads the development and implementation of the strategic planning process in collaboration with the Secretary Treasurer.

7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

7.3 Reports at least annually on results achieved.

8. Leadership Practices

8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Legal Reference: Section 22, 85 School Act

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SUPERINTENDENT EVALUATION PROCESS CRITERIA AND TIMELINES

Evaluation Process

Provides for accountability, growth, and the strengthening of the relationship between the Board and the Superintendent. The written evaluation report shall affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the District's environment.

1. Provides for a~~n annua~~l written evaluation of the Superintendent's performance every two years.

2. Recognizes that the Superintendent is held accountable for work performed primarily by other senior administrators.

3. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses. The Performance Assessment Guide identifies quality indicators (QI), which describe expectations in regard to each assigned role expectation (RE).

4. Is aligned with and based upon the Superintendent's roles and responsibilities.

5. Is aligned with the District's Strategic Plan and the key results assigned to the Superintendent and contained therein.

6. Sets out standards of performance. The quality indicators (QI) in the Performance Assessment Guide set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.

7. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Superintendent's success in addressing growth areas identified in the previous evaluation.

8. Uses multiple data sources.

9. Elicits evidence to support subjective assessments.

10. Ensures Board feedback is provided regularly. Such feedback normally will be provided annually and will focus on areas over which the Superintendent has authority.

The Superintendent will maintain an electronic evidence binder which will be provided to the Board approximately one week prior to the evaluation workshop. The purpose of the evidence binder is to provide evidence that the quality indicators identified in Appendix B have been achieved. Therefore, evidence will be organized in regard to the quality indicators.

The Board and the Superintendent will be present during the facilitated evaluation session. The Superintendent will ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood. The Superintendent will only be absent from the room just prior to the evaluation and for the period when the Board constructs the conclusion section. The evidence examined will be in the form of internal reports or external reports. An external report is one from an external source such as the consultant who would conduct Leadership Practices interviews. An internal report is one that comes through the Superintendent. An ~~prime~~ example would be a student learning accountability report. The Board will review the indicated evidence and determine whether, or to what extent, the quality indicators have been achieved. In addition, the Board will supplement the evidence contained in the evidence portfolio with agreed-upon direct Board observations. For example, this would be most evident in the section Superintendent/Board Relations.

During the evaluation workshop, a written evaluation report will be ~~facilitated by the external consultant~~prepared~~,~~ which will document:

- The evaluation process;
- Evaluation context;
- Assessments relative to the criteria (quality indicators) noted in Appendix B;
- An examination of progress made relative to any growth goals or redirections identified in the previous ~~year's~~ evaluation;
- Identification of any growth goals if deemed appropriate for the coming year; and
- A "conclusion" section, followed by appropriate signatures and dates.

The assessments contained in the evaluation report will reflect only the ~~corporate~~ Board position. This report will be approved by Board motion. The actual report is a confidential document. A copy signed by the Board will be provided to the Superintendent and a second signed copy will be placed in the Superintendent's personnel file held by the District.

Evaluation Criteria

The criteria for the first evaluation will be those set out in Appendix B: the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. For the Role Expectation "Leadership Practices", ~~an external consultant will collect~~ data may be collected relative to leadership practices by interviewing all principals and all "direct reports". "Direct reports" are defined to be those individuals who report directly to the Superintendent on the District's organizational chart. Collection of this assessment data from staff or direct reports will be done at the discretion of the Board.~~Leadership practices will normally be completed once in a Board term of office as determined by the Board.~~

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Superintendent the performance expectations held by the Board. This guide is also intended to be used by the Board to evaluate the performance of the Superintendent in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

Timelines for Evaluations

Evaluations will be conducted ~~bi-annually~~every two years~~, commencing with the 2019-2020 year.~~.

Legal Reference: Section 22, 85 School Act

December 12, 2023

Revised: XXXX, 2026

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SUPERINTENDENT PERFORMANCE ASSESSMENT GUIDE

1. Student Learning

   Role Expectations:

   RE 1.1 Provides leadership in all matters relating to education in the District.

   RE 1.2 Implements directions established by the Minister.

   RE 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship.

   RE 1.4 Reports annually on student results achieved.

   Quality Indicators relative to Student Learning:

   QI 1.1 Annually conducts an analysis of student success and ensures school principals develop action plans to address concerns.

   QI 1.2 Identifies trends and issues related to student achievement to inform the strategic planning process, including the implementation of innovative means to improve measurable student achievement.

   QI 1.3 There is measurable improved student achievement over time.

2. Student Well-Being

   Role Expectations:

   RE 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.

   RE 2.2 Ensures the safety and welfare of students while participating in school programs ~~or while being transported to or from school programs on transportation provided or approved by the District.~~

   ~~RE 2.3 Ensures the facilities safely accommodate District students.~~

   Quality Indicators relative to Student well-being:

   QI 2.1 Develops measurements and monitors progress relative to providing a safe and caring environment.

   QI 2.2 Provides an annual student well-being accountability report.

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3. Fiscal Responsibility

Role Expectations:

~~RE 3.1 Ensures fiscally responsible management of budgets allocated to areas of assigned responsibility.~~

RE 3.1 Works in a complementary and cooperative manner to facilitate the Secretary Treasurer financial management role.

Quality Indicators relative to Fiscal Responsibility:

~~QI 3.1 Ensures value for money for allotted budgetary funds within areas of assigned responsibility.~~

QI 3.~~2~~1 Provides the Secretary Treasurer with required financial information in a timely manner.

4. Personnel Management

Role Expectations:

RE 4.1 Provides supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.

RE 4.2 Utilizes education staff to maximum advantage of students.

Quality Indicators relative to Personnel Management:

QI 4.1 Develops and effectively implements quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes.

QI 4.2 Models commitment to personal and professional growth.

QI 4.3 Fosters high standards of instruction and professional improvement.

QI 4.4 Provides for training of administrators and the development of leadership capacity within the District (e.g. mentorship).

5. Policy/Administrative Procedures

Role Expectations:

RE 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.

RE 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

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Quality Indicators relative to Policy/Administrative Procedures:

QI 5.1 Ensures system adherence to policies.

QI 5.2 Demonstrates a knowledge of and respect for the role of the Board in policy processes.

6. Superintendent/Board Relations

Role Expectations:

RE 6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.

RE 6.2 Provides the information and counsel which the Board requires to perform its role.

RE 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

Quality Indicators relative to Superintendent/Board Relations

QI 6.1 Implements Board decisions with integrity in a timely fashion.

QI 6.2 Interacts with the Board in an open, honest, proactive and professional manner.

QI 6.3 Provides the Board with balanced, sufficient, concise information and clear recommendations.

QI 6.4 Collaborates with Secretary Treasurer, Board Chairperson, and/or Committee Chairperson, and Office Manager (Board Office and Executive Services) to ~~E~~ensure~~s~~ Board agendas are prepared and distributed to Trustees in sufficient time to allow for appropriate Trustee preparation for the meeting.

QI 6.5 Keeps the Board informed on sensitive issues in a timely manner.

QI 6.6 Ensures high-quality management services are provided to the Board.

7. Strategic Planning and Reporting

Role Expectations:

RE 7.1 Leads in collaboration with the Secretary Treasurer the development and implementation of the strategic planning process.

RE 7.2 Involves the Board appropriately and collaboratively in the development of the Board's Strategic Plan (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).

RE 7.3 Reports at least annually on results achieved.

Quality Indicators relative to Strategic Planning and Reporting:

QI 7.1 Ensures key results identified by the Board are achieved.

QI 7.2 Ensures the strategic planning process involves opportunity for stakeholder input.

8. Leadership Practices ~~(Every Second Year Commencing with 2020-2021)~~

Role Expectations:

RE 8.1 Practices leadership in a manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Quality Indicators relative to Leadership Practices:

QI 8.1 Demonstrates a high commitment to meeting student needs.

QI 8.2~~.~~ Provides clear direction.

QI 8.3 Provides effective educational leadership.

QI 8.4 Establishes and maintains positive, professional working relationships with staff.

QI 8.5 Unites people toward common goals.

QI 8.6 I trust the Superintendent.

QI 8.7 Empowers others.

QI 8.8 Effectively solves problems.

Legal Reference: Section 22, 85 School Act

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INTERVIEW GUIDE
SUPERINTENDENT LEADERSHIP PRACTICES

Perceptions of Principals and Superintendent "Direct Reports"

Please cite evidence to support or refute each of the following:

1. The Superintendent demonstrates a high commitment to meeting student needs
2. The Superintendent provides clear direction
3. The Superintendent provides effective educational leadership
4. The Superintendent establishes and maintains positive, professional working relationships with staff
5. The Superintendent unites people toward common goals
6. I trust the Superintendent
7. The Superintendent empowers others
8. The Superintendent effectively solves problems

What does the Superintendent do if anything that helps you do your job effectively

What does the Superintendent do, if anything, that makes doing your job more difficult to do effectively

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SUPERINTENDENT ORGANIZATIONAL CHART

The Superintendent Organizational Chart may be found ~~here~~here.

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Updated Draft Working Copy
(with Tracked Changes Accepted)
Policy 13

ROLE OF THE SECRETARY TREASURER

The Secretary Treasurer is the Chief Financial Officer and Secretary of the Board in accordance with the School Act and corresponding regulations. In accordance with the District's dual authority model, the Secretary Treasurer reports directly to the Board of Education. Areas of assigned responsibility include:

- general supervision and direction of business-related staff as per Board approved organizational chart;
- fiscal management including but not restricted to operating and capital budget preparation, implementation, and reporting;
- facilities/maintenance;
- transportation;
- grounds;
- custodial;
- the general organization, administration, supervision, and evaluation of all business-related programs provided by the Board; and
- the duties articulated in legislation and in Board policy as amended from time to time.
- overall fiscal management including but not restricted to operating and capital budget preparation, implementation and reporting. Other areas of assigned supervisory responsibility include facilities/maintenance, transportation, grounds, and Custodial.

Specific Areas of Responsibility

1. Secretary Treasurer/Board Relations

   1.1 Establish and maintain positive, professional working relationships with the Board.

   1.2 Respect and honour the roles and responsibilities of the Board and facilitate the effective implementation of those roles and responsibilities.

   1.3 Provide the information the Board requires to effectively perform its role including the provision of regular fiscal accountability reports.

   1.4 Organize, as required, Trustee elections and referenda in accordance with the School Act and the Local Government Act.

   1.5 Perform such other duties as are assigned by the Board from time to time.

2. Fiscal Accountability

2.1 Ensure the District operates in a fiscally responsible manner including adherence to recognized accounting procedures.

2.2 Ensure Board assignments, Ministry requirements and other regulatory body requirements are complied with in a timely and effective manner.

2.3 Ensure that the annual operating and capital budget processes and other financial planning activities are consistent with Board direction and comply with applicable statutes, and Ministry mandates.

2.4 Coordinate the annual District operating and capital budgeting processes including communicating the budget timetable and instructions to District staff, ensuring appropriate budget documentation from departments, analyzing departmental budget submissions, compiling the total District budget, and preparing budget summary reports for use by the District management team and the Board in its budget related decision-making.

2.5 Provide leadership and exercise overall responsibility for implementing capital projects approved by the Board.

2.6 Work effectively with the Ministry to the advantage of the District in regard to capital funding.

2.7 Develop recommended short-term and long-term capital plans to address the requirement for new facilities, renovations, and up grading of facilities.

2.8 Ensure any deficiencies identified in the audit report and management letter are remediated in a timely manner and follow up reports that document the status of deficiencies and remediation efforts are provided to the Board.

3. Human Resources/Labour Relations

3.1 Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.

3.2 Act as the lead negotiator for support staff agreements.

3.3 Act as the District Management Representative at step three of the support staff grievance process providing advice and recommendations which are in accordance with the terms and spirit of the CUPE 4165 Collective Agreement and which maintain the integrity of the District.

3.4 Provide advice to principals and managers concerning the implementation, interpretation or administration of the support staff collective agreements and related labour legislation.

3.5 Liaise with the British Columbia Public School Employers' Association (BCPSEA) regarding bargaining and collective agreement administration and ensure that collective agreements (CFTA, CUPE) personal services contracts comply with BCPSEA policies and directives.

4. Organizational Management

4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates, community partnerships, and timelines, including: ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other Board documents.

4.2 Ensure compliance with all Occupational Health and Safety requirements within areas of assigned responsibilities.

5. Leadership Practices

5.1 Practice leadership in a manner that is viewed positively and has the support of those supervised in carrying out the directives of the Board.

5.2 Work effectively with all District staff to make the Board's will a reality and to develop and maintain a positive productive work environment in the District.

5.3 Work effectively in the District's dual authority structure resulting in strong support for Board direction.

5.4 Develop positive working relationships with other members of District senior management and employee groups.

5.5 Develop effective and productive relationships with all agencies, organizations, and institutions with common interests in the District including municipal and regional officials, auditors, bankers, ministries of the provincial government and other school Districts.

6. Communications and Community Relations

6.1 Take appropriate actions to ensure positive external and internal communication are developed and maintained within areas of assigned responsibility.

7. Strategic Planning and Reporting

7.1 Ensure the budget is developed in accordance with a timeline which ensures the Board's ability to provide informed decision making to support strategic priorities.

8. Policy and Administrative Procedures

8.1 Provide guidance, recommendations and support in the planning, development, implementation, evaluation, and revision of policies and of administrative procedures within areas of assigned responsibility.

9. Transportation

9.1 Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviour while being transported to or from school programs on transportation provided by the District.

9.2 Ensure student transportation is provided with due regard for safety, efficiency, and length of ride.

9.3 Ensures the safety and welfare of students while in school or while being transported to or from school programs on transportation provided or approved by the District.

10. Facilities

10.1 Ensure facilities and grounds are provided and maintained in a timely manner with due regard for safety, accommodation of all students and program need.

10.2 Ensures the facilities safely accommodate District students.

Legal Reference: Section 22, 85 School Act

December 13, 2023
Revised: XXXX, 2026

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SECRETARY TREASURER EVALUATION PROCESS CRITERIA AND TIMELINES

Evaluation Process

Provides for accountability, growth, and the strengthening of the relationship between the Board and the Secretary Treasurer. The written evaluation report shall affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the District's environment.

1. Provides for a written evaluation of the Secretary Treasurer's performance every two years.
2. Recognizes that the Secretary Treasurer is also held accountable for work performed primarily by staff who report to the Secretary Treasurer.
3. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses. The Performance Assessment Guide identifies quality indicators (QI), which describe expectations in regard to each assigned role expectation (RE).
4. Is aligned with and based upon the Secretary Treasurer's roles and responsibilities.
5. Is aligned with the District's Strategic Plan and the key results contained therein.
6. Sets out standards of performance. The quality indicators (QI) in the Performance Assessment Guide set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.
7. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Secretary Treasurer's success in addressing growth areas identified in the previous evaluation.
8. Uses multiple data sources.
9. Elicits evidence to support subjective assessments.
10. Ensures Board feedback is provided regularly. Such feedback normally will be provided every two years and will focus on areas over which the Secretary Treasurer has authority.

The Secretary Treasurer will maintain an electronic evidence binder which will be provided to the Board approximately one week prior to the evaluation workshop. The purpose of the evidence binder is to provide evidence that the quality indicators identified in Appendix B have been achieved. Therefore, evidence will be organized in regard to these quality indicators.

The Board and the Secretary Treasurer will be present during the facilitated evaluation session. The Secretary Treasurer will ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood. The Secretary Treasurer will only be absent from the room just prior to the evaluation and for the period when the Board constructs the conclusion section. The evidence examined will be in the form of internal reports or external reports. An external report is one from an external source such as an auditor. An internal report is one that comes through the Secretary Treasurer. The Board will review the indicated evidence and determine whether, or to what extent, the quality indicators have been achieved. In addition, the Board will supplement the evidence contained in the evidence portfolio with agreed-upon direct Board observations. For example, this would be most evident in the section Secretary Treasurer/Board Relations.

During the evaluation workshop, a written evaluation report will be prepared which will document:

- The evaluation process;
- Evaluation context;
- Assessments relative to the criteria (quality indicators) noted in Appendix B;
- An examination of progress made relative to any growth goals or redirections identified in the previous evaluation;
- Identification of any growth goals if deemed appropriate for the coming years; and
- A “conclusion” section, followed by appropriate signatures and dates.

The assessments contained in the evaluation report will reflect only the Board position. This report will be approved by Board motion. The actual report is a confidential document. A copy signed by the Board will be provided to the Secretary Treasurer and a second signed copy will be placed in the Secretary Treasurer’s personnel file held by the District.

Evaluation Criteria

The criteria for the first evaluation will be those set out in Appendix B: the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. For the Role Expectation “Leadership Practices,” data may be collected relative to leadership practices by interviewing selected staff who work closely with the Secretary Treasurer, those who report directly to the Secretary Treasurer on the Board approved organizational chart. Collection of this assessment data from staff or direct reports will be done at the discretion of the Board.

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Secretary Treasurer the performance expectations held by the Board. This guide is also intended to be used by the Board to evaluate the performance of the Secretary Treasurer in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

Timelines for Evaluations

Evaluations will be conducted every two years.

Legal Reference: Section 22, 85 School Act

December 13, 2023
Revised: XXXXX, 2026

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SECRETARY TREASURER PERFORMANCE ASSESSMENT GUIDE

1. Secretary Treasurer/Board Relations

   Role Expectations:

   RE 1.1 Establish and maintain positive, professional working relationships with the Board.

   RE 1.2 Respect and honour the roles and responsibilities of the Board and facilitate the effective implementation of those roles and responsibilities.

   RE 1.3 Provide the information the Board requires to effectively perform its role including the provision of regular fiscal accountability reports.

   RE 1.4 Organize, as necessary, Trustee elections and referenda in accordance with the School Act and the Local Government Act.

   RE 1.5 Perform such other duties as are assigned by the Board from time to time.

   Quality Indicators relative to Secretary Treasurer/Board Relations:

   QI 1.1 Implements Board decisions with integrity in a timely fashion.

   QI 1.2 Interacts with the Board in an open, honest, proactive and professional manner.

   QI 1.3 In areas of assigned responsibility ensures matters are placed in agendas for Board approval in a timely manner and in such instances provides the Board with balanced, sufficient, concise information and clear recommendations.

   QI 1.4 Collaborates with the Superintendent, Board Chairperson, and/or Committee Chairperson, and Office Manager (Board Office and Executive Services) to ensure Board agendas are prepared and distributed to Trustees in sufficient time to allow for appropriate Trustee preparation for Board meetings.

   QI 1.5 Keeps the Board informed on sensitive issues within areas of assigned responsibility in a timely manner.

2. Fiscal Accountability

   Role Expectations:

   RE 2.1 Ensure the District operates in a fiscally responsible manner including adherence to recognized accounting procedures.

RE 2.2 Ensure Board assignments, Ministry requirements and other regulatory body requirements are complied with in a timely and effective manner.

RE 2.3 Ensure that the annual operating and capital budget processes and other financial planning activities are consistent with Board direction and comply with applicable statutes, and Ministry mandates.

RE 2.4 Coordinate the annual District operating and capital budgeting processes including communicating the budget timetable and instructions to District staff, ensuring appropriate budget documentation from departments, analyzing departmental budget submissions, compiling the total District budget, and preparing budget summary reports for use by the District management team and the Board in its budget related decision-making.

RE 2.5 Provide leadership and exercise overall responsibility for implementing capital projects approved by the Board.

RE 2.6 Work effectively with the Ministry to the advantage of the District in regard to capital funding.

RE 2.7 Develop recommended short- and long-term capital plans to address the requirement for new facilities, renovations, and up grading of facilities.

Quality Indicators relative to Fiscal Accountability:

QI 2.1 Ensures Public Sector Accounting Board (PSAB) accounting principles are being followed.

QI 2.2 Adequate internal financial controls exist and are being followed.

QI 2.3 All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.

QI 2.4 Internal audits of school-based funds are conducted in a timely manner.

QI 2.5 Provides the Board with quarterly fiscal accountability reports in a format acceptable to the Board including variances, projections, accumulated surpluses, and fiscal issues.

QI 2.6 Reviews expenditures to ensure continuous improvement in terms of value for money.

QI 2.7 Any deficiencies identified in the audit report and management letter are remediated in a timely manner and a follow up report that documents the status of deficiencies and remediation efforts is provided to the Board.

QI 2.8 The Board is informed immediately regarding any litigation brought by or against the District.

3. Human Resources/Labour Relations

Role Expectations:

RE 3.1 Provide supervisory oversight, coordination, and support for all staff under

the direction of the Secretary Treasurer.

RE 3.2 Act as the lead negotiator for support staff agreements.

RE 3.3 Act as the District Management Representative at step three of the support staff grievance process providing advice and recommendations which are in accordance with the terms and spirit of the CUPE 4165 Collective Agreement and maintain the integrity of the District.

RE 3.4 Provide advice to principals and managers concerning the implementation, interpretation or administration of the support staff collective agreements and related labour legislation.

RE 3.5 Liaise with the British Columbia Public School Employers' Association (BCPSEA) regarding bargaining and collective agreement administration and ensure that collective agreements and employment contracts comply with BCPSEA policies and directives.

Quality Indicators relative to Human Resources/Labour Relations:

QI 3.1 Works effectively with other District Human Resources personnel to ensure the CUPE 4165 Collective Agreement is interpreted and applied as negotiated.

QI 3.2 Collective agreements and employment contracts comply with BCPSEA policies and directives.

QI 3.3 Develops and effectively implements high quality recruitment, orientation, staff development, disciplinary, evaluation, and supervisory processes within areas of assigned responsibility.

4. Organizational Management

Role Expectations:

RE 4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines including: ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other Board documents.

RE 4.2 Ensure compliance with all Occupational Health and Safety requirements within areas of assigned responsibilities.

Quality Indicators relative to Organizational Management:

QI 4.1 The District is in compliance with Ministerial and Board mandates and timelines.

QI 4.2 The District is in compliance with Occupational Health and Safety standards.

5. Leadership Practices

Role Expectations:

RE 5.1 Practice leadership in a manner that is viewed positively and has the support of those supervised in carrying out the directives of the Board.

RE 5.2 Work effectively with all District staff to develop and maintain a positive productive work environment in the District.

RE 5.3 Work effectively in the District's dual authority structure resulting in strong support for Board direction.

RE 5.4 Develop positive working relationships with other members of District senior management and employee groups.

RE 5.5 Develop effective and productive relationships with all agencies, organizations, and institutions with common interests with the District including municipal and regional officials, auditors, bankers, ministries of the provincial government and other school districts.

Quality Indicators relative to Leadership Practices:

QI 5.1 Provides clear direction to those within areas of assigned responsibility.

QI 5.2 Provides effective leadership.

QI 5.3 Establishes and maintains positive, professional working relationships with Staff.

QI 5.4 Unites people toward achieving District/department goals.

QI 5.5 Is trusted by staff.

QI 5.6 Effectively solves problems.

6. Communications and Community Relations

Role Expectations:

RE 6.1 Take appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

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Quality Indicators relative to Communications and Community Relations:

QI 6.1 Represents the District in a positive, professional manner which maintains or enhances the public image of the District.

QI 6.2 Manages conflict effectively.

QI 6.3 Interacts with the Ministry of Education officials in a productive manner resulting in a positive professional working relationship between the District and the Ministry.

QI 6.4 Effectively acts as or designates the Freedom of Information and Protection of Privacy Act (FIPPA) Head for the District.

QI 6.5 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

7. Strategic Planning and Reporting

Role Expectations:

RE 7.1 Ensure the budget to support strategic priorities is developed in accordance with a timeline which ensures the Board's ability to provide informed decision making.

Quality Indicators relative to Strategic Planning and Reporting:

QI 7.1 In areas of assigned responsibility ensure performance indicators approved by the Board are achieved.

QI 7.2 Ensure strategic priorities approved by the Board are addressed within the Board approved budget.

8. Policy and Administrative Procedures

Role Expectations:

RE 8.1 Provide guidance, recommendations and support in the planning, development, implementation, evaluation and revision of policies and administrative procedures within areas of responsibility.

Quality Indicators relative to Policy & Administrative Procedures:

QI 8.1 Appropriately involves individuals and groups in the administrative procedures and policy development and review processes.

QI 8.2 Ensures system adherence to policies and administrative procedures within areas of assigned responsibilities.

QI 8.3 Demonstrates a knowledge of and respect for the Board's responsibility and role in policy processes.

9. Transportation

Role Expectations:

RE 9.1 Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours while being transported to or from school programs on transportation provided by the District.

Quality Indicators relative to Transportation:

QI 9.1 Annually provides the Board with a transportation accountability report focused on student safety, fiscal efficiency, client satisfaction, and length of ride.

10. Facilities

Role Expectations:

RE 10.1 Ensure facilities and grounds are provided and maintained in a timely manner with due regard for safety, accommodation of all students and program needs.

Quality Indicators relative to Facilities:

QI 10.1 Facility project budgets and construction schedules are followed or timely variance reports are provided to the Board.

QI 10.2 Provides an analysis of incident reports related to student injuries and insurance claims including but not restricted to those involving facilities.

QI 10.3 Annually provides the Board with a facilities report including maintenance accountability report focused on student safety, fiscal efficiency, accommodation of students and programs.

Legal Reference: Section 22, 85 School Act

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INTERVIEW GUIDE
SECRETARY TREASURER LEADERSHIP PRACTICES

Perceptions of selected supervised staff and selected co-workers:

Please cite evidence to support or refute each of the following:

1.0 The Secretary Treasurer provides clear direction

1.1 The Secretary Treasurer provides effective leadership in areas of assigned responsibility

1.2 The Secretary Treasurer establishes and maintains positive, professional working relationships with staff

1.3 The Secretary Treasurer unites people toward achieving District /departmental goals

1.4 I trust the Secretary Treasurer

1.5 The Secretary Treasurer effectively solves problems

2. What does the Secretary Treasurer do, if anything that helps you do your job effectively?

3. What does the Secretary Treasurer do, if anything, that makes doing your job more difficult to do effectively?

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SECRETARY TREASURER ORGANIZATIONAL CHART

The Secretary Treasurer Organizational Chart may be found here.

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SCHOOL DISTRICT 5
SOUTHEAST KOOTENAY

Proposed Changes
(with Tracked Changes Showing)
Policy 13

~~SECRETARY TREASURER~~ ROLE ~~AND EVALUATION~~OF THE SECRETARY TREASURER

The Secretary Treasurer is the Chief Financial Officer and ~~Corporate~~ Secretary of the Board in accordance with the School Act and corresponding regulations. In accordance with the District's dual authority model, the Secretary Treasurer reports directly to the Board of Education. Areas of assigned responsibility include:

- general supervision and direction of business related staff as per Board approved organizational chart;
- fiscal management including but not restricted to operating and capital budget preparation, implementation, and reporting;
- facilities/maintenance;
- transportation;
- grounds;
- custodial;
- the general organization, administration, supervision, and evaluation of all business related programs provided by the Board; and
- the duties articulated in legislation and in Board policy as amended from time to time.

~~overall fiscal management including but not restricted to operating and capital budget preparation, implementation and reporting. Other areas of assigned supervisory responsibility include: facilities/maintenance, transportation, grounds, and Custodial.~~

Specific Areas of Responsibility

1. Secretary Treasurer/Board Relations

   1.1 Establish and maintain positive, professional working relationships with the Board.

   1.2 Respect and honour the roles and responsibilities of the Board and facilitate the effective implementation of those roles and responsibilities.

   1.3 Provide the information the Board requires to effectively perform its role including the provision of regular fiscal accountability reports.

   1.4 Organize, as required, Trustee elections and referenda in accordance with the School Act and the Local Government Act.

   1.5 Perform such other duties as are assigned by the Board from time to time.

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2. Fiscal Accountability

2.1 Ensure the District operates in a fiscally responsible manner including adherence to recognized accounting procedures.

2.2 Ensure Board assignments, Ministry requirements and other regulatory body requirements are complied with in a timely and effective manner.

2.3 Ensure that the annual operating and capital budget processes and other financial planning activities are consistent with Board direction and comply with applicable statutes, and Ministry mandates.

2.4 Coordinate the annual District operating and capital budgeting processes including communicating the budget timetable and instructions to District staff, ensuring appropriate budget documentation from departments, analyzing departmental budget submissions, compiling the total District budget, and preparing budget summary reports for use by the District management team and the Board in its budget related decision-making.

2.5 Provide leadership and exercise overall responsibility for implementing capital projects approved by the Board.

2.6 Work effectively with the Ministry to the advantage of the District in regard to capital funding.

2.7 Develop recommended short-term and long-term capital plans to address the requirement for new facilities, renovations and up grading of facilities.

2.8 Ensure any deficiencies identified in the audit report and management letter are remediated in a timely manner and follow up reports that document the status of deficiencies and remediation efforts are provided to the Board.

3. Human Resources/Labour Relations

3.1 Provide supervisory oversight, coordination, and support for all staff within areas of assigned responsibility.

3.2 Act as the lead negotiator for support staff agreements.

3.3 Act as the District Management Representative at step three of the support staff grievance process providing advice and recommendations which are in accordance with the terms and spirit of the CUPE 4165 Collective Agreement and which maintain the integrity of the District.

3.4 Provide advice to principals and managers concerning the implementation, interpretation or administration of the support staff collective agreements and related labour legislation.

3.5 Liaise with the British Columbia Public School Employers' Association (BCPSEA) regarding bargaining and collective agreement administration and ensure that collective agreements (CFTA, CUPE) personal services contracts comply with BCPSEA policies and directives.

4. Organizational Management

4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates, community partnerships and timelines, including: ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other ~~corporate b~~Board documents.

4.2 Ensure compliance with all Occupational Health and Safety requirements within areas of assigned responsibilities.

5. Leadership Practices

5.1 Practice leadership in a manner that is viewed positively and has the support of those supervised in carrying out the directives of the Board.

5.2 Work effectively with all District staff to make the Board's will a reality and to develop and maintain a positive productive work environment in the District.

5.3 Work effectively in the District's dual authority structure resulting in strong support for Board direction.

5.4 Develop positive working relationships with other members of District senior management and employee groups.

5.5 Develop effective and productive relationships with all agencies, organizations and institutions with common interests in the District including municipal and regional officials, auditors, bankers, ministries of the provincial government and other school Districts.

6. Communications and Community Relations

6.1 Take appropriate actions to ensure positive external and internal communication are developed and maintained within areas of assigned responsibility.

7. Strategic Planning and Reporting

7.1 Ensure the budget is developed in accordance with a timeline which ensures the Board's ability to provide informed decision making to support strategic priorities.

8. Policy and Administrative Procedures

8.1 Provide guidance, recommendations and support in the planning, development, implementation, evaluation and revision of policies and of administrative procedures within areas of assigned responsibility.

9. Transportation

9.1 Ensure that each student is provided with a safe and caring environment that

fosters and maintains respectful and responsible behaviour while being transported to or from school programs on transportation provided by the District.

9.2 Ensure student transportation is provided with due regard for safety, efficiency and length of ride.

9.3 Ensures the safety and welfare of students while in school or while being transported to or from school programs on transportation provided or approved by the District.

~~9.2~~

10. Facilities

10.1 Ensure facilities and grounds are provided and maintained in a timely manner with due regard for safety, accommodation of all students and program need.

10.2 Ensures the facilities safely accommodate District students.

~~10.1~~

Legal Reference: Section 22, 85 School Act

December 13, 2023
Revised: XXXX, 2026

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SECRETARY TREASURER EVALUATION PROCESS CRITERIA AND TIMELINES

Evaluation Process

Provides for accountability, growth, and the strengthening of the relationship between the Board and the Secretary Treasurer. The written evaluation report shall affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the District's environment.

1. Provides for ~~an annual~~ a written evaluation of the Secretary Treasurer's performance every two years.
2. Recognizes that the Secretary Treasurer is also held accountable for work performed primarily by staff who report to the Secretary Treasurer.
3. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses. The Performance Assessment Guide identifies quality indicators (QI), which describe expectations in regard to each assigned role expectation (RE).
4. Is aligned with and based upon the Secretary Treasurer's roles and responsibilities.
5. Is aligned with the District's Strategic Plan and the key results contained therein.
6. Sets out standards of performance. The quality indicators (QI) in the Performance Assessment Guide set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.
7. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Secretary Treasurer's success in addressing growth areas identified in the previous evaluation.
8. Uses multiple data sources.
9. Elicits evidence to support subjective assessments.
10. Ensures Board feedback is provided regularly. Such feedback normally will be provided ~~annually~~ every two years and will focus on areas over which the Secretary Treasurer has authority.

The Secretary Treasurer will maintain an electronic evidence binder which will be provided to the Board approximately one week prior to the evaluation workshop. The purpose of the evidence binder is to provide evidence that the quality indicators identified in Appendix B have been achieved. Therefore, evidence will be organized in regard to these quality indicators.

The Board and the Secretary Treasurer will be present during the facilitated evaluation session. The Secretary Treasurer will ensure the Board has full information and may choose to enter into discussion to ensure the evidence provided has been understood. The Secretary Treasurer will only be absent from the room just prior to the evaluation and for the period when the Board constructs the conclusion section. The evidence examined will be in the form of internal reports or external reports. An external report is one from an external source such as an auditor. An internal report is one that comes through the Secretary Treasurer. The Board will review the indicated evidence and determine whether, or to what extent, the quality indicators have been achieved. In addition, the Board will supplement the evidence contained in the evidence portfolio with agreed-upon direct Board observations. For example, this would be most evident in the section Secretary Treasurer/Board Relations.

During the evaluation workshop, a written evaluation report will be ~~facilitated~~prepared ~~by the external consultant,~~ which will document:

- The evaluation process;
- Evaluation context;
- Assessments relative to the criteria (quality indicators) noted in Appendix B;
- An examination of progress made relative to any growth goals or redirections identified in the previous ~~year's~~ evaluation;
- Identification of any growth goals if deemed appropriate for the coming years; and
- A "conclusion" section, followed by appropriate signatures and dates.

The assessments contained in the evaluation report will reflect only the ~~corporate~~ Board position. This report will be approved by Board motion. The actual report is a confidential document. A copy signed by the Board will be provided to the Secretary Treasurer and a second signed copy will be placed in the Secretary Treasurer's personnel file held by the District.

Evaluation Criteria

The criteria for the first evaluation will be those set out in Appendix B: the Performance Assessment Guide. In subsequent evaluations, the criteria will be those defined by the Performance Assessment Guide as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities. For the Role Expectation "Leadership Practices", ~~an external consultant will collect~~ data may be collected relative to leadership practices by interviewing selected staff who work closely with the Secretary Treasurer, those who report directly to the Secretary Treasurer on the Board approved organizational chart. Collection of this assessment data from staff or direct reports will be done at the discretion of the Board. ~~Leadership practices will normally be assessed once in a Board term of office as determined by the Board.~~

Appendix B is the Performance Assessment Guide, which is intended to clarify for the Secretary Treasurer the performance expectations held by the Board. This guide is also intended to be used by the Board to evaluate the performance of the Secretary Treasurer in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

Timelines for Evaluations

Evaluations will be conducted ~~bi-annually, commencing with 2019-2020.~~every two years.

Legal Reference: Section 22, 85 School Act

December 13, 2023
Revised: XXXXX, 2026

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SECRETARY TREASURER PERFORMANCE ASSESSMENT GUIDE

1. Secretary Treasurer/Board Relations

   Role Expectations:

   RE 1.1 Establish and maintain positive, professional working relationships with the Board.

   RE 1.2 Respect and honour the roles and responsibilities of the Board and facilitate the effective implementation of those roles and responsibilities.

   RE 1.3 Provide the information the Board requires to effectively perform its role including the provision of regular fiscal accountability reports.

   RE 1.4 Organize, as necessary, Trustee elections and referenda in accordance with the School Act and the Local Government Act.

   RE 1.5 Perform such other duties as are assigned by the Board from time to time.

   Quality Indicators relative to Secretary Treasurer/Board Relations:

   QI 1.1 Implements Board decisions with integrity in a timely fashion.

   QI 1.2 Interacts with the Board in an open, honest, proactive and professional manner.

   QI 1.3 In areas of assigned responsibility ensures matters are placed in agendas for Board approval in a timely manner and in such instances provides the Board with balanced, sufficient, concise information and clear recommendations.

   QI 1.4 Collaborates with the Superintendent, Board Chairperson, and/or Committee Chairperson, and Office Manager (Board Office and Executive Services) ~~E~~ to ensure~~s~~ Board agendas are prepared and distributed to Trustees in sufficient time to allow for appropriate Trustee preparation for Board meetings.

   QI 1.5 Keeps the Board informed on sensitive issues within areas of assigned responsibility in a timely manner.

2. Fiscal Accountability

   Role Expectations:

   RE 2.1 Ensure the District operates in a fiscally responsible manner including adherence to recognized accounting procedures.

RE 2.2 Ensure Board assignments, Ministry requirements and other regulatory body requirements are complied with in a timely and effective manner.

RE 2.3 Ensure that the annual operating and capital budget processes and other financial planning activities are consistent with Board direction and comply with applicable statutes, and Ministry mandates.

RE 2.4 Coordinate the annual District operating and capital budgeting processes including communicating the budget timetable and instructions to District staff, ensuring appropriate budget documentation from departments, analyzing departmental budget submissions, compiling the total District budget, and preparing budget summary reports for use by the District management team and the Board in its budget related decision-making.

RE 2.5 Provide leadership and exercise overall responsibility for implementing capital projects approved by the Board.

RE 2.6 Work effectively with the Ministry to the advantage of the District in regard to capital funding.

RE 2.7 Develop recommended short- and long-term capital plans to address the requirement for new facilities, renovations and up grading of facilities.

Quality Indicators relative to Fiscal Accountability:

QI 2.1 Ensures Public Sector Accounting Board (PSAB) accounting principles are being followed.

QI 2.2 Adequate internal financial controls exist and are being followed.

QI 2.3 All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made.

QI 2.4 Internal audits of school-based funds are conducted in a timely manner.

QI 2.5 Provides the Board with quarterly fiscal accountability reports in a format acceptable to the Board including variances, projections, accumulated surpluses, and fiscal issues.

QI 2.6 Reviews expenditures to ensure continuous improvement in terms of value for money.

QI 2.7 Any deficiencies identified in the audit report and management letter are remediated in a timely manner and a follow up report that documents the status of deficiencies and remediation efforts is provided to the Board.

QI 2.8 The Board is informed immediately regarding any litigation brought by or against the District.

3. Human Resources/Labour Relations

Role Expectations:

RE 3.1 Provide supervisory oversight, coordination, and support for all staff under

the direction of the Secretary Treasurer.

RE 3.2 Act as the lead negotiator for support staff agreements.

RE 3.3 Act as the District Management Representative at step three of the support staff grievance process providing advice and recommendations which are in accordance with the terms and spirit of the CUPE 4165 Collective Agreement and maintain the integrity of the District.

RE 3.4 Provide advice to principals and managers concerning the implementation, interpretation or administration of the support staff collective agreements and related labour legislation.

RE 3.5 Liaise with the British Columbia Public School Employers' Association (BCPSEA) regarding bargaining and collective agreement administration and ensure that collective agreements and employment contracts comply with BCPSEA policies and directives.

Quality Indicators relative to Human Resources/Labour Relations:

QI 3.1 Works effectively with other District Human Resources personnel to ensure the CUPE 4165 Collective Agreement is interpreted and applied as negotiated.

QI 3.2 Collective agreements and employment contracts comply with BCPSEA policies and directives.

QI 3.3 Develops and effectively implements high quality recruitment, orientation, staff development, disciplinary, evaluation and supervisory processes within areas of assigned responsibility.

4. Organizational Management

Role Expectations:

RE 4.1 Demonstrate effective organizational skills resulting in District compliance with all legal, Ministerial and Board mandates and timelines including: ensuring the custody of deeds, leases, agreements, contracts, insurance policies, and other Board ~~corporate~~ documents.

RE 4.2 Ensure compliance with all Occupational Health and Safety requirements within areas of assigned responsibilities.

Quality Indicators relative to Organizational Management:

QI 4.1 The District is in compliance with Ministerial and Board mandates and timelines.

QI 4.2 The District is in compliance with Occupational Health and Safety standards.

5. Leadership Practices

Role Expectations:

RE 5.1 Practice leadership in a manner that is viewed positively and has the support of those supervised in carrying out the directives of the Board.

RE 5.2 Work effectively with all District staff to develop and maintain a positive productive work environment in the District.

RE 5.3 Work effectively in the District's dual authority structure resulting in strong support for Board direction.

RE 5.4 Develop positive working relationships with other members of District senior management and employee groups.

RE 5.5 Develop effective and productive relationships with all agencies, organizations and institutions with common interests with the District including municipal and regional officials, auditors, bankers, ministries of the provincial government and other school districts.

Quality Indicators relative to Leadership Practices:

QI 5.1 Provides clear direction to those within areas of assigned responsibility.

QI 5.2 Provides effective leadership.

QI 5.3 Establishes and maintains positive, professional working relationships with Staff.

QI 5.4 Unites people toward achieving District/department goals.

QI 5.5 Is trusted by staff.

QI 5.6 Effectively solves problems.

6. Communications and Community Relations

Role Expectations:

RE 6.1 Take appropriate actions to ensure positive external and internal communications are developed and maintained within areas of assigned responsibility.

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Quality Indicators relative to Communications~~&~~ and Community Relations:

QI 6.1 Represents the District in a positive, professional manner which maintains or enhances the public image of the District.

QI 6.2 Manages conflict effectively.

QI 6.3 Interacts with the Ministry of Education officials in a productive manner resulting in a positive professional working relationship between the District and the Ministry.

QI 6.4 Effectively acts as or designates the Freedom of Information and Protection of Privacy Act (FIPPA) Head for the District.

QI 6.5 Develops and maintains positive and effective relations with provincial and regional government departments and agencies.

7. Strategic Planning and Reporting

Role Expectations:

RE 7.1 Ensure the budget to support strategic priorities is developed in accordance with a timeline which ensures the Board's ability to provide informed decision making.

Quality Indicators relative to Strategic Planning and Reporting:

QI 7.1 In areas of assigned responsibility ensure performance indicators approved by the Board are achieved.

QI 7.2 Ensure strategic priorities approved by the Board are addressed within the Board approved budget.

8. Policy and Administrative Procedures

Role Expectations:

RE 8.1 Provide guidance, recommendations and support in the planning, development, implementation, evaluation and revision of policies and administrative procedures within areas of responsibility.

Quality Indicators relative to Policy & Administrative Procedures:

QI 8.1 Appropriately involves individuals and groups in the administrative procedures and policy development and review processes.

QI 8.2 Ensures system adherence to policies and administrative procedures within areas of assigned responsibilities.

QI 8.3 Demonstrates a knowledge of and respect for the Board's responsibility and role in policy processes.

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9. Transportation

Role Expectations:

RE 9.1 Ensure that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours while being transported to or from school programs on transportation provided by the District.

Quality Indicators relative to Transportation:

QI 9.1 Annually provides the Board with a transportation accountability report focused on student safety, fiscal efficiency, client satisfaction and length of ride.

10. Facilities

Role Expectations:

RE 10.1 Ensure facilities and grounds are provided and maintained in a timely manner with due regard for safety, accommodation of all students and program needs.

Quality Indicators relative to Facilities:

QI 10.1 Facility project budgets and construction schedules are followed or timely variance reports are provided to the Board.

QI 10.2 Provides an analysis of incident reports related to student injuries and insurance claims including but not restricted to those involving facilities.

QI 10.3 Annually provides the Board with a facilities report including maintenance accountability report focused on student safety, fiscal efficiency, accommodation of students and programs.

Legal Reference: Section 22, 85 School Act

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INTERVIEW GUIDE
SECRETARY TREASURER LEADERSHIP PRACTICES

Perceptions of selected supervised staff and selected co-workers:

Please cite evidence to support or refute each of the following:

1.0 The Secretary Treasurer provides clear direction

1.1 The Secretary Treasurer provides effective leadership in areas of assigned responsibility

1.2 The Secretary Treasurer establishes and maintains positive, professional working relationships with staff

1.3 The Secretary Treasurer unites people toward achieving District /departmental goals

1.4 I trust the Secretary Treasurer

1.5 The Secretary Treasurer effectively solves problems

2. What does the Secretary Treasurer do, if anything that helps you do your job effectively?

3. What does the Secretary Treasurer do, if anything, that makes doing your job more difficult to do effectively?

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SECRETARY TREASURER ORGANIZATIONAL CHART

The Secretary Treasurer Organizational Chart may be found here.

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School District
Statement of Financial Information (SOFI)

School District No. 5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026

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3. Management Report
4. Audited Financial Statements
5. Schedule of Debt
6. Schedule of Guarantee and Indemnity Agreements
7. Schedule of Remuneration and Expenses including:
    - Statement of Severance Agreements
    - Reconciliation or explanation of differences to Audited Financial Statements
8. Schedule of Payments for the Provision of Goods and Services including:
    - Reconciliation or explanation of differences to Audited Financial Statements

BRITISH COLUMBIA | Ministry of Education

SCHOOL DISTRICT
STATEMENT OF FINANCIAL INFORMATION
(SOFI)

6049

SCHOOL DISTRICT NUMBER	NAME OF SCHOOL DISTRICT	YEAR
05	Southeast Kootenay	2026

OFFICE LOCATION(S)	TELEPHONE NUMBER
Cranbrook, BC	250-426-4201

MAILING ADDRESS: 940 Industrial Road No. 1

CITY	PROVINCE	POSTAL CODE
Cranbrook	BC	V1C 4C6

NAME OF SUPERINTENDENT	TELEPHONE NUMBER
Viveka Johnson	250-417-2079

NAME OF SECRETARY TREASURER	TELEPHONE NUMBER
Nick Taylor	250-417-2054

DECLARATION AND SIGNATURES

We, the undersigned, certify that the attached is a correct and true copy of the Statement of Financial Information for the year ended June 30,

for School District No. 05 *as required under Section 2 of the Financial Information Act.*

SIGNATURE OF CHAIRPERSON OF THE BOARD OF EDUCATION	DATE SIGNED

SIGNATURE OF SUPERINTENDENT	DATE SIGNED

SIGNATURE OF SECRETARY TREASURER	DATE SIGNED

EDUC. 6049 (REV. 2008/09)

Statement of Financial Information for Year Ended June 30,2026

Financial Information Act-Submission Checklist

			Due Date
a)	❑	A statement of assets and liabilities (audited financial statements).	*September 30*
b)	❑	An operational statement including, i) a Statement of Income and ii) a Statement of Changes in Financial Position, or, if omitted, an explanation in the Notes to Financial Statements (audited financial statements)	*September 30*
c)	❑	A schedule of debts (audited financial statements).	*September 30*
d)	❑	A schedule of guarantee and indemnity agreements including the names of the entities involved and the amount of money involved. (Note: Nil schedules can be submitted December 31).	*September 30*
e)		A schedule of remuneration and expenses, including:	*December 31*
	❑	i) an alphabetical list of employees earning over $75,000, the total amount of expenses paid to or on behalf of each employee for the year reported and a consolidated total for employees earning under $75,000. If the total wages and expenses differs from the audited financial statements, an explanation is required.	
	❑	ii) a list by name and position of Board Members with the amount of any salary and expenses paid to or on behalf of the member	
	❑	iii) the number of severance agreements started during the fiscal year and the range of months' pay covered by the agreement, in respect of excluded employees. If there are no agreements to report, an explanation is required	
f)	❑	An alphabetical list of suppliers receiving over $25,000 and a consolidated total for those suppliers receiving less than $25,000. If the total differs from the Audited Financial Statements, an explanation is required.	*December 31*
g)	❑	Approval of Statement of Financial Information.	*December 31*
h)	❑	A management report approved by the Chief Financial Officer	*December 31*

School District Number & Name _____

School District
Statement of Financial Information (SOFI)

School District No.5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian generally accepted accounting principles and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for all other schedules of financial information and for ensuring this information is consistent, where appropriate, with the information contained in the financial statements and for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Education is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and for approving the financial information included in the Statement of Financial Information.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements as required by the *School Act*. Their examination does not relate to the other schedules of financial information required by the *Financial Information Act.* Their examination includes a review and evaluation of the board's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly.

On behalf of School District

Viveka Johnson
Name, Superintendent
Date:

Nick Taylor
Name, Secretary Treasurer
Date:

Prepared as required by *Financial Information Regulation,* Schedule 1, section 9

Audited Financial Statements of

School District No. 5 (Southeast Kootenay)

And Independent Auditors' Report thereon

June 30, 2026

School District No. 5 (Southeast Kootenay)

June 30, 2026

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School District No. 5 (Southeast Kootenay)

MANAGEMENT REPORT

Version: 6831-6086-4103

Management's Responsibility for the Financial Statements.

The accompanying financial statements of School District No. 5 (Southeast Kootenay) have been prepared by management in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of British Columbia, supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and reliable financial information is produced.

The Board of Education of School District No. 5 (Southeast Kootenay) (called the "Board") is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Board. The Board reviews internal financial statements on a monthly basis and externally audited financial statements yearly.

The external auditors, BDO Canada LLP., conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of School District No. 5 (Southeast Kootenay) and meet when required. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the School District's financial statements.

On behalf of School District No. 5 (Southeast Kootenay)

Signature of the Chairperson of the Board of Education	Date Signed 2026/09/08
Signature of the Superintendent	Date Signed 2026/09/08
Signature of the Secretary Treasurer	Date Signed 2026/09/08

Tel: 250-832-7171
Fax: 250-832-2429
www.bdo.ca

BDO Canada LLP
571 6th Street NE
Suite 201
Salmon Arm, BC V1E 1R6 Canada

Independent Auditor's Report

To the Board of Trustees of School District No. 5 (Southeast Kootenay)

Opinion

We have audited the financial statements of School District No. 5 (Southeast Kootenay) (the "School District"), which comprise the statement of financial position as at June 30, 2026, and the statements of operations, changes in net debt, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements of the School District as at and for the year ended June 30, 2026 are prepared, in all material respects, in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia (the Act).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the School District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 to the financial statements which describes the basis of accounting. The financial statements are prepared in order for the School District to meet the reporting requirements of the Act referred to above. Note 2 to the Financial Statements discloses the impact of these differences between such basis of accounting and Canadian public sector accounting standards. Our opinion is not modified in respect of this matter.

Other Matters

We draw attention to the fact that the supplementary information included in Schedule 1 to 4 does not form part of the financial statements. We have not audited or reviewed this supplementary information and, accordingly, we do not express an opinion, a review conclusion or any other form of assurance on this supplementary information.

Other Information

Management is responsible for the other information. The other information, other than the financial statements and our auditor's report thereon, includes the Financial Statement Discussion and Analysis.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

Prior to the date of this auditor's report, we obtained the Financial Statement Discussion and Analysis prepared by management. If, based on the work we have performed on this information, we conclude that there is a material misstatement of this other information, we are required to report that fact in this auditor's report. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the Act, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the School District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the School District, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the School District's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances. But not for the purpose of expressing an opinion on the effectiveness of the School District's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the School District to cease to continue as a going concern.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the School District to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the School District audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants

Salmon Arm, British Columbia
September 9, 2026

School District No. 5 (Southeast Kootenay)

Statement of Financial Position
As at June 30, 2026

	2026 Actual	2025 Actual
	$	$
Financial Assets		
Cash and Cash Equivalents	**21,859,449**	21,706,648
Accounts Receivable		
Due from Province - Ministry of Education and Child Care		750,000
Due from First Nations		120,940
Other (Note 3)	**1,676,352**	1,352,681
Portfolio Investments (Note 4)	**5,017,534**	
Total Financial Assets	**28,553,335**	23,930,269
Liabilities		
Accounts Payable and Accrued Liabilities		
Other (Note 5)	**7,914,851**	8,106,114
Deferred Revenue (Note 6)	**2,589,015**	2,607,547
Deferred Capital Revenue (Note 7)	**77,945,803**	72,960,901
Employee Future Benefits (Note 8)	**1,022,509**	949,345
Asset Retirement Obligation (Note 9)	**2,344,839**	2,344,839
Capital Lease Obligations (Note 10)	**1,842,262**	899,120
Total Liabilities	**93,659,279**	87,867,866
Net Debt	**(65,105,944)**	(63,937,597)
Non-Financial Assets		
Tangible Capital Assets (Note 11)	**96,825,078**	92,850,476
Prepaid Expenses	**653,086**	695,515
Total Non-Financial Assets	**97,478,164**	93,545,991
Accumulated Surplus (Deficit)	**32,372,220**	29,608,394

Approved by the Board

Signature of the Chairperson of the Board of Education — Date Signed 2026/09/08

Signature of the Superintendent — Date Signed 2006/09/08

Signature of the Secretary Treasurer — Date Signed 2026/09/08

The accompanying notes are an integral part of these financial statements.

School District No. 5 (Southeast Kootenay)

Statement of Operations
Year Ended June 30, 2026

	2026 Budget	2026 Actual	2025 Actual
	$	$	$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	92,044,397	**96,727,973**	94,242,091
Other	68,000	**343,119**	96,900
Federal Grants	103,074		
Other Revenue	1,386,886	**4,370,624**	3,801,804
Rentals and Leases	100,000	**287,273**	235,903
Investment Income	125,000	**477,940**	479,731
Amortization of Deferred Capital Revenue	3,789,789	**3,574,073**	3,413,136
Total Revenue	97,617,146	**105,781,002**	102,269,565
Expenses (Note 15)			
Instruction	77,959,057	**84,148,716**	80,787,441
District Administration	3,177,356	**3,278,198**	3,189,047
Operations and Maintenance	13,294,942	**12,896,909**	12,837,272
Transportation and Housing	2,344,519	**2,573,748**	2,383,398
Debt Services	75,000	**119,605**	79,230
Total Expense	96,850,874	**103,017,176**	99,276,388
Surplus (Deficit) for the year	766,272	**2,763,826**	2,993,177
Accumulated Surplus (Deficit) from Operations, beginning of year		**29,608,394**	26,615,217
Accumulated Surplus (Deficit) from Operations, end of year		**32,372,220**	29,608,394

The accompanying notes are an integral part of these financial statements.

School District No. 5 (Southeast Kootenay)

Statement of Changes in Net Debt
Year Ended June 30, 2026

	2026 Budget	2026 Actual	2025 Actual
	$	$	$
Surplus (Deficit) for the year	766,272	**2,763,826**	2,993,177
Effect of change in Tangible Capital Assets			
Acquisition of Tangible Capital Assets	(24,664,335)	**(8,650,751)**	(7,904,139)
Amortization of Tangible Capital Assets	4,438,159	**4,676,149**	4,306,327
Total Effect of change in Tangible Capital Assets	(20,226,176)	**(3,974,602)**	(3,597,812)
Acquisition of Prepaid Expenses	(200,000)	**(653,086)**	(695,515)
Use of Prepaid Expenses	200,000	**695,515**	536,636
Total Effect of change in Other Non-Financial Assets	-	**42,429**	(158,879)
(Increase) Decrease in Net Debt, before Net Remeasurement Gains (Losses)	(19,459,904)	**(1,168,347)**	(763,514)
Net Remeasurement Gains (Losses)			
(Increase) Decrease in Net Debt		**(1,168,347)**	(763,514)
Net Debt, beginning of year		**(63,937,597)**	(63,174,083)
Net Debt, end of year		**(65,105,944)**	(63,937,597)

School District No. 5 (Southeast Kootenay)

Statement of Cash Flows
Year Ended June 30, 2026

	2026 Actual	2025 Actual
	$	$
Operating Transactions		
Surplus (Deficit) for the year	**2,763,826**	2,993,177
Changes in Non-Cash Working Capital		
Decrease (Increase)		
Accounts Receivable	**547,269**	(1,081,734)
Prepaid Expenses	**42,429**	(158,879)
Increase (Decrease)		
Accounts Payable and Accrued Liabilities	**(191,263)**	(316,345)
Deferred Revenue	**(18,532)**	369,835
Employee Future Benefits	**73,164**	81,617
Amortization of Tangible Capital Assets	**4,676,149**	4,306,327
Amortization of Deferred Capital Revenue	**(3,574,073)**	(3,413,136)
Total Operating Transactions	**4,318,969**	2,780,862
Capital Transactions		
Tangible Capital Assets Purchased	**(6,529,712)**	(7,233,450)
Tangible Capital Assets -WIP Purchased	**(814,850)**	-
Total Capital Transactions	**(7,344,562)**	(7,233,450)
Financing Transactions		
Capital Revenue Received	**8,558,975**	8,147,348
Decrease in Capital Lease Obligation	**(363,047)**	(200,985)
Total Financing Transactions	**8,195,928**	7,946,363
Investing Transactions		
Investments in Portfolio Investments	**(5,017,534)**	-
Total Investing Transactions	**(5,017,534)**	-
Net Increase (Decrease) in Cash and Cash Equivalents	**152,801**	3,493,775
Cash and Cash Equivalents, beginning of year	**21,706,648**	18,212,873
Cash and Cash Equivalents, end of year	**21,859,449**	21,706,648
Cash and Cash Equivalents, end of year, is made up of:		
Cash	**21,853,124**	20,687,986
Cash Equivalents	**6,325**	1,018,662
	21,859,449	21,706,648

The accompanying notes are an integral part of these financial statements.

NOTE 1 AUTHORITY AND PURPOSE

The School District operates under authority of the *School Act* of British Columbia as a corporation under the name of "The Board of Education of School District No. 5 (Southeast Kootenay)" and operates as "School District No. 5 (Southeast Kootenay)." A board of education (Board) elected for a four-year term governs the School District. The School District provides educational programs to students enrolled in schools in the district and is principally funded by the Province of British Columbia through the Ministry of Education and Child Care.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

These financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This Section requires that the financial statements be prepared in accordance with Canadian public sector accounting standards except in regard to the accounting for government transfers as set out in Notes 2(d) and 2(j).

In September 2010, the Province of British Columbia Treasury Board ("Treasury Board") provided directive through Government Organization Accounting Standards Regulation 257/2010 requiring all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sector to adopt PSA standards of the Canadian Institute of Chartered Accountants ("CICA") without not-for-profit provisions from their first fiscal year commencing after January 1, 2012. In March 2011, PSAB released a new *Section PS 3410 "Government Transfers"*. In November 2011, Treasury Board provided a directive through Restricted Contributions Regulation 198/2011 providing direction for the reporting of restricted contributions whether they are received or receivable by the School District before or after this regulation was in effect. The Treasury Board direction on the accounting treatment of restricted contributions is as described in Notes 2(d) and 2(j).

As noted in notes 2 (d) and 2 (j), Section 23.1 of the Budget Transparency and Accountability Act and its related regulations require the School District to recognize government transfers for the acquisition of capital assets into revenue on the same basis as the related amortization expense. As these transfers do not contain stipulations that create a liability, Canadian public sector accounting standards would require these grants to be fully recognized into revenue. The impact of this difference on the financial statements of the School District is as follows:

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Year-ended June 30, 2025	- overstatement of revenue and annual surplus of $3,586,099
June 30, 2025	- understatement of accumulated surplus and an overstatement of deferred capital revenue by $70,548,229
Year-ended June 30, 2026	- overstatement of revenue and annual surplus of $2,157,831
June 30, 2026	- understatement of accumulated surplus and an overstatement of deferred capital revenue by $73,520,910

b) Cash and Cash Equivalents

Cash and cash equivalents include highly liquid investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These cash equivalents generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts Receivable

Accounts receivable are measured at amortized cost and shown net of allowance for doubtful accounts.

d) Portfolio Investments

The School District has investments in GIC's, term deposits, that either have no maturity dates or have a maturity of greater than 3 months at the time of acquisition. GIC's, term deposits, bonds and other investments not quoted in an active market are reported at cost or amortized cost (Note 4).

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

e) Deferred Revenue and Deferred Capital Revenue

Deferred revenue includes contributions received with stipulations that meet the description of restricted contributions in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. When restrictions are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability as detailed in Note 2 (j).

Funding received for the acquisition of depreciable tangible capital assets is recorded as deferred capital revenue and amortized over the life of the asset acquired as revenue in the statement of operations. This accounting treatment is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that creates a liability in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2 (a) for the impact of this policy on these financial statements.

f) Employee Future Benefits

The School District provides certain post-employment benefits including vested and non-vested benefits for certain employees pursuant to certain contracts and union agreements.

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. The benefits cost is actuarially determined using the projected unit credit method pro-rated on service and using management's best estimate of expected salary escalation, termination rates, retirement rates and mortality. The discount rate used to measure obligations is based on the cost of borrowing.

The cumulative unrecognized actuarial gains and losses are amortized over the expected average remaining service lifetime (EARSL) of active employees covered under the plan.

The most recent valuation of the obligation was performed at March 31, 2025 and projected to March 31, 2025. The next valuation will be performed at March 31, 2028 for use at June 30, 2028. For the purposes of determining the financial position of the plans and the employee future benefit costs, a measurement date of March 31 was adopted for all periods subsequent to July 1, 2004.

The School District and its employees make contributions to the Teachers' Pension Plan and Municipal Pension Plan. The plans are multi-employer plans where assets and obligations are not separated. The costs are expensed as incurred.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g) Asset Retirement Obligations

A liability is recognized when, as at the financial reporting date:

(a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;

(b) the past transaction or event giving rise to the liability has occurred;

(c) it is expected that future economic benefits will be given up; and

(d) a reasonable estimate of the amount can be made.

The liability for the removal of asbestos and other hazardous material in several of the buildings owned by the School District has been initially recognized using the modified retroactive method (Note 19). The liability has been measured at current cost as the timing and amounts of future cash flows cannot be estimated. The resulting costs have been capitalized into the carrying amount of tangible capital assets and are being amortized on the same basis as the related tangible capital asset (Note 2(h)). Assumptions used in the calculations are reviewed annually.

h) Capital Leases

Leases that, from the point of view of the lessee, transfer substantially all the benefits and risks incident to ownership of the property to the School District are considered capital leases. These are accounted for as an asset and an obligation. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executory costs, e.g., insurance or maintenance costs. The discount rate used to determine the present value of the lease payments is the lower of the School District's rate for incremental borrowing or the interest rate implicit in the lease. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

i) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- Tangible capital assets are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. The write-downs are accounted for as expenses in the Statement of Operations.
- Buildings that are demolished or destroyed are written-off.
- The cost, less residual value, of tangible capital assets (excluding sites), is amortized on a straight-line basis over the estimated useful life of the asset. It is management's responsibility to determine the appropriate useful lives for tangible capital assets. These useful lives are reviewed on a regular basis or if significant events initiate the need to revise. Estimated useful life is as follows:

Buildings	40 years
Furniture & Equipment	10 years
Vehicles	10 years
Computer Hardware	5 years

j) Prepaid Expenses

Prepaid membership dues, insurance, travel expenses and software licensing fees are included as a prepaid expense and stated at acquisition cost and are charged to expense over the periods expected to benefit from it.

k) Funds and Reserves

Certain amounts, as approved by the Board are set aside in accumulated surplus for future operating and capital purposes. Transfers to and from funds and reserves are an adjustment to the respective fund within accumulated surplus when approved (see Note 16 – Internally Restricted Surplus – Operating Fund).

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

l) Revenue Recognition

Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues. All revenues are recorded on an accrual basis, except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable.

Contributions received or where eligibility criteria have been met are recognized as revenue except where the contribution meets the criteria for deferral as described below. Eligibility criteria are the criteria that the School District has to meet in order to receive the contributions including authorization by the transferring government.

For contributions subject to a legislative or contractual stipulation or restriction as to their use, revenue is recognized as follows:

- Non-capital contributions restricted for specific purposes are recorded as deferred revenue and recognized as revenue in the year related expenses are incurred,
- Contributions restricted for site acquisitions are recorded as revenue when the sites are purchased, and
- Contributions restricted for tangible capital assets acquisitions other than sites are recorded as deferred capital revenue and amortized over the useful life of the related assets.

Donated tangible capital assets other than sites are recorded at fair market value and amortized over the useful life of the assets. Donated sites are recorded as revenue at fair market value when received or receivable.

The accounting treatment for restricted contributions is not consistent with the requirements of Canadian public sector accounting standards which require that government transfers be recognized as revenue when approved by the transferor and eligibility criteria have been met unless the transfer contains a stipulation that meets the criteria for liability recognition in which case the transfer is recognized as revenue over the period that the liability is extinguished. See Note 2 (a) for the impact of this policy on these financial statements.

Revenue related to fees or services received in advance of the fee being earned or the service is performed is deferred and recognized when the fee is earned or service performed.

Investment income is reported in the period earned. When required by the funding party or related Act, investment income earned on deferred revenue is added to the deferred revenue balance.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

m) Expenditures

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

- Operating expenses are reported by function, program, and object. Whenever possible, expenditures are determined by actual identification. Additional costs pertaining to specific instructional programs, such as special and indigenous education, are allocated to these programs. All other costs are allocated to related programs.
- Actual salaries of personnel assigned to two or more functions or programs are allocated based on the time spent in each function and program. School-based clerical salaries are allocated to school administration and partially to other programs to which they may be assigned. Principals and Vice-Principals salaries are allocated to school administration and may be partially allocated to other programs to recognize their other responsibilities.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

Categories of Salaries

- Principals, Vice-Principals, and Directors of Instruction employed under a personal services contract are categorized as Principals and Vice-Principals.
- Superintendents, Secretary-Treasurers, Exempt Staff, Trustees and other employees excluded from union contracts are categorized as Other Professionals.

n) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense.

Financial instruments have been accounted for prospectively since June 30, 2013 in accordance with public sector accounting standards as described above.

o) Measurement Uncertainty

Preparation of financial statements in accordance with the basis of accounting described in Note 2 (a) requires management to make estimates and assumptions that impact reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting periods. Significant areas requiring the use of management estimates relate to the potential impairment of assets, liabilities for contaminated sites, rates for amortization and estimated employee future benefits. Actual results could differ from those estimates.

NOTE 3 ACCOUNTS RECEIVABLE – OTHER RECEIVABLES

	June 30, 2026	June 30, 2025
Due from Federal Government	$ 222,893	$ 260,491
Employee benefit surplus	954,668	634,100
Other	498,791	458,090
	$ 1,676,352	$ 1,352,681

NOTE 4 PORTFOLIO INVESTMENTS

	June 30, 2026	June 30, 2025
Investments in the cost and amortized cost category:		
Kindred Credit Union GIC earning interest of 4.0%, maturing May 2027	$ 5,017,534	$ -

NOTE 5 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES - OTHER

	June 30, 2026	June 30, 2025
Trade payables	$ 917,382	$ 1,068,940
Salaries and benefits payable	6,997,469	7,037,174
	$ 7,914,851	$ 8,106,114

NOTE 6 DEFERRED REVENUE

Deferred revenue includes unspent grants and contributions received that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board, i.e., the stipulations associated with those grants and contributions have not yet been fulfilled.

	June 30, 2026	June 30, 2025
Ministry of Education Grants	$ 1,344,521	$ 1,260,595
School generated	310,952	435,843
Scholarships	860,024	838,591
Other	73,518	72,518
	$ 2,589,015	$ 2,607,547

	June 30, 2026	June 30, 2025
Balance, beginning of year	$ 2,607,547	$ 2,237,712
Changes for the year:		
Increase: Grants and contributions received		
Provincial	13,501,024	13,154,018
Other	2,936,511	2,746,533
Decrease: Grants and contributions recognized		
Provincial	(13,417,098)	(12,856,435)
Other	(3,038,969)	(2,674,281)
Balance, end of year	$ 2,589,015	$ 2,607,547

NOTE 7 DEFERRED CAPITAL REVENUE

Deferred capital revenue includes grants and contributions received that are restricted by the contributor for the acquisition of tangible capital assets that meet the description of a restricted contribution in the Restricted Contributions Regulation 198/2011 issued by Treasury Board. Once spent, the contributions are amortized into revenue over the life of the asset acquired.

	June 30, 2026	June 30, 2025
Balance, beginning of year	$ 72,960,901	$ 68,226,689
Increase:		
Grants and contributions received	8,558,975	8,147,348
Decrease:		
Amortization of deferred capital revenue	(3,574,073)	(3,413,136)
Balance, end of year	$ 77,945,803	$ 72,960,901

NOTE 8 EMPLOYEE FUTURE BENEFITS

Benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the School District has provided for the payment of these benefits.

	June 30, 2026	June 30, 2025
Reconciliation of Accrued Benefit Obligation		
Accrued Benefit Obligation – April 1	$ 1,132,984	$ 882,401
Service Cost	85,838	73,515
Interest Cost	46,802	39,099
Benefit Payments	(91,375)	(90,036)
Increase (decrease) in obligation due to plan amendment	-	33,485
Actuarial Gain (Loss)	(53,135)	194,520
Accrued Benefit Obligation – March 31	$ 1,121,114	$ 1,132,984
Reconciliation of Funded Status at End of Fiscal Year		
Funded Status - Deficit	$ (1,121,114)	$ (1,132,984)
Benefit Expenses After Measurement Date	(33,502)	(33,160)
Unamortized Net Actuarial Loss	132,107	216,799
Accrued Benefit Liability - June 30	$ (1,022,509)	$ (949,345)

NOTE 8 EMPLOYEE FUTURE BENEFITS (Continued)

	June 30, 2026	June 30, 2025
Accrued Benefit Liability - July 1	$ 949,345	$ 867,727
Net Expense for Fiscal Year	164,539	171,654
Employer Contributions	(91,375)	(90,036)
Accrued Benefit Liability - June 30	$ 1,022,509	$ 949,345
Components of Net Benefit Expense		
Service Cost	$ 84,778	$ 76,595
Interest Cost	48,204	41,025
Immediate Recognition of Plan Amendment	-	33,485
Amortization of Net Actuarial Loss	31,557	20,549
Net Benefit Expense	$ 164,539	$ 171,654

The significant actuarial assumptions adopted for measuring the School District's accrued benefit obligations are:

	June 30, 2026	June 30, 2025
Discount Rate – April 1	4.00%	4.25%
Discount Rate – March 31	4.50%	4.00%
Long Term Salary Growth – April 1	2.50% + seniority	2.50% + seniority
Long Term Salary Growth – March 31	2.50% + seniority	2.50% + seniority
EARSL – March 31	12.0	12.0

NOTE 9 ASSET RETIREMENT OBLIGATION

Legal liabilities exist for the removal and disposal of asbestos and other environmentally hazardous materials within some district owned buildings that will undergo major renovations or demolition in the future. A reasonable estimate of the fair value of the obligation has been recognized using the modified retroactive approach as at July 1, 2022. The obligation has been measured at current cost as the timing of future cash flows cannot be reasonably determined. These costs have been capitalized as part of the assets' carrying value and are amortized over the assets' estimated useful lives.

Asset Retirement Obligation, June 30, 2026 $2,344,839 (2025 - $2,344,839)

NOTE 10 CAPITAL LEASE OBLIGATIONS

During the year the School District signed lease agreements for computer equipment, vehicles and equipment.

Repayments are due as follows:

2026-27	$ 611,668
2027-28	548,438
2028-29	499,186
2029-30	341,687
2030-31 and later	143,268
Total minimum lease payments	$ 2,144,247
Less amounts representing interest *(ranging from 3.84% to 11.29%)*	(301,985)
Present value of net minimum capital lease payments	**$ 1,842,262**

Total interest on leases for 2026 - $119,605 (2025 - $79,230).

NOTE 11 TANGIBLE CAPITAL ASSETS

June 30, 2026

Cost:	Balance at June 30, 2025	Additions	Disposals	Balance at June 30, 2026
Sites	$ 9,437,116	$ 525	$ -	$ 9,437,641
Buildings	175,123,261	5,428,068	-	180,551,329
Furniture & Equipment	1,846,053	755,846	40,934	2,560,965
Vehicles	4,682,496	345,273	77,439	4,950,330
Computer Hardware	215,427	-	136,500	78,927
Assets Under Capital Lease	1,203,987	1,306,189	-	2,510,176
Work in Progress	-	814,850	-	814,850
Total	$192,508,340	$ 8,650,751	$ 254,873	$200,904,218

Accumulated Amortization:	Balance at June 30, 2025	Additions	Disposals	Balance at June 30, 2026
Sites	$ -	$ -	$ -	$ -
Buildings	96,691,440	3,528,757	-	100,220,197
Furniture & Equipment	605,916	220,351	40,934	785,333
Vehicles	1,857,742	481,641	77,439	2,261,944
Computer Hardware	159,109	29,435	136,500	52,044
Asset Under Capital Lease	343,657	415,965	-	759,622
Work in Progress	-	-	-	-
Total	$ 99,657,864	$ 4,676,149	$ 254,873	$104,079,140

Net Book Value	Net Book Value June 30, 2025	Net Book Value June 30, 2026
Sites	$ 9,437,116	$ 9,437,641
Buildings	78,431,821	80,331,132
Furniture & Equipment	1,240,137	1,775,632
Vehicles	2,824,754	2,688,386
Computer Hardware	56,318	26,883
Assets Under Capital Lease	860,330	1,750,554
Work in Progress	-	814,850
Total	$ 92,850,476	$ 96,825,078

NOTE 11 TANGIBLE CAPITAL ASSETS (Continued)

June 30, 2025

Cost:	Balance at June 30, 2024	Additions	Disposals	Balance at June 30, 2025
Sites	$ 9,437,116	$ -	$ -	$ 9,437,116
Buildings	169,111,485	6,011,776	-	175,123,261
Furniture & Equipment	2,285,577	467,542	907,066	1,846,053
Vehicles	4,096,963	754,132	168,599	4,682,496
Computer Hardware	258,603	-	43,176	215,427
Assets Under Capital Lease	533,298	670,689	-	1,203,987
Total	$185,723,042	$ 7,904,139	$ 1,118,841	$192,508,340

Accumulated Amortization:	Balance at June 30, 2024	Additions	Disposals	Balance at June 30, 2025
Sites	$ -	$ -	$ -	$ -
Buildings	93,282,128	3,409,312	-	96,691,440
Furniture & Equipment	1,306,400	206,582	907,066	605,916
Vehicles	1,587,368	438,973	168,599	1,857,742
Computer Hardware	154,882	47,403	43,176	159,109
Asset Under Capital Lease	139,600	204,057	-	343,657
Total	$ 96,470,378	$ 4,306,327	$ 1,118,841	$ 99,657,864

Net Book Value	Net Book Value June 30, 2024	Net Book Value June 30, 2025
Sites	$ 9,437,116	$ 9,437,116
Buildings	75,829,357	78,431,821
Furniture & Equipment	979,177	1,240,137
Vehicles	2,509,595	2,824,754
Computer Hardware	103,721	56,318
Assets Under Capital Lease	393,698	860,330
Total	$ 89,252,664	$ 92,850,476

During the year, the District exercised on option associated with its 2021acquisition of land in Fernie, British Columbia, to acquire an adjacent parcel of approximately 0.951 hectares (2.35 acres) for nominal consideration. The District recorded approximately $525 as an addition to Sites in connection with the acquisition.

On June 30, 2024, there was a fire at Amy Woodland Elementary School which caused significant damage to the building. As a result, the amount recorded in buildings above has been derecognized as at June 30, 2024. The District is actively working with the Ministry of Education on various options for the future of the school.

NOTE 12 EMPLOYEE PENSION PLANS

The school district and its employees contribute to the Teachers' Pension Plan and Municipal Pension Plan, jointly trusteed pension Plans. The board of trustees for these plans represents plan members and employers and is responsible for the management of the pension plan including investment of the assets and administration of benefits. The pension plans are multi-employer defined benefit pension plans. Basic pension benefits provided are based on a formula. As at December 31, 2024, the Teachers' Pension Plan has about 51,000 active members from school districts, and approximately 42,000 retired members from school districts. As of December 31, 2024 the Municipal Pension Plan has about 256,000 active members, of which approximately 31,000 are from school districts.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The latest actuarial valuation of the Teachers' Pension Plan as at December 31, 2023, indicated a $4,572 million surplus for basic pension benefits on a going concern basis. The next valuation will be December 31, 2026, with results available in 2027.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2024, indicated a $2,675 million funding surplus for basic pension benefits on a going concern basis. The next valuation for the Municipal Pension Plan was December 31, 2027.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for the plans in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans

School District No. 5 (Southeast Kootenay) expensed $7,015,867 (2025 - $6,772,970) for employer contributions to these plans in the year ended June 30, 2026.

NOTE 13 RELATED PARTY TRANSACTIONS

The School District is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount.

NOTE 14 CONTINGENCIES

In the ordinary course of operations, the School District has legal proceedings brought against it which remain outstanding at the year end. It is the opinion of management that final determination of these claims will not have material effect on the financial position or operations of the School District.

NOTE 15 EXPENSE BY OBJECT

	June 30, 2026	June 30, 2025
Salaries and benefits	$ 85,665,534	$ 83,025,193
Services and supplies	12,538,888	11,844,138
Scholarships	17,000	21,500
Amortization	4,676,149	4,306,327
Debt services	119,605	79,230
	$ 103,017,176	$ 99,276,388

NOTE 16 INTERNALLY RESTRICTED SURPLUS – OPERATING FUND

Appropriations Summary	June 2026	June 2025
Special Education		
- District Summary	$ 500,111	$ 665,213
- Itinerant Summary 707	505,032	494,063
	1,005,143	1,159,276
Schools		
- Operating	43,177	(60,829)
- Learning Resources	176,472	89,464
- Growth Plans	60,876	49,392
- School Based Special Ed	14,079	14,305
	294,604	92,332
Other appropriations		
Contractual Pro-D	175,429	185,732
Aboriginal Education 131	165,452	8,000
Technology Program 701	47,716	567,962
Student Learning 702	33,090	-
Education Accounts 703	41,216	37,663
Education Plan 708	174,767	181,893
Capital Support Fund – Major Projects	1,600,000	950,000
School Generated Funds	1,406,822	1,276,870
Operating Projects	879,909	639,229
Transportation Fund	881,287	751,940
5 year Technology Plan	500,000	-
Appropriations - Restricted	$ 7,205,435	$ 5,850,987
Surplus Summary June 2024		
Surplus Beginning of year	$ 9,116,562	$ 6,115,600
Surplus/Deficit for year	3,470,177	3,851,947
Transfer to Local Capital	(1,363,572)	(850,985)
Accumulated Surplus	$ 11,223,167	$ 9,116,562
Appropriations - Restricted	$ 7,205,435	$ 5,850,987
Appropriations - Unrestricted	4,017,732	3,265,575
Accumulated Surplus	$ 11,223,167	$ 9,116,562

NOTE 17 ECONOMIC DEPENDENCE

The operations of the School District are dependent on continued funding from the Ministry of Education and Child Care and various governmental agencies to carry out its programs. These financial statements have been prepared on a going concern basis.

NOTE 18 RISK MANAGEMENT

The School District has exposure to the following risks from its use of financial instruments: credit risk and liquidity risk.

The Board ensures that the School District has identified its risks and ensures that management monitors and controls them.

a) Credit risk:
Credit risk is the risk of financial loss to an institution if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held consisting of cash, amounts receivable and investments.

The School District is exposed to credit risk in the event of non-performance by a borrower. This risk is mitigated as most amounts receivable are due from the Province and are collectible.

It is management's opinion that the School District is not exposed to significant credit risk associated with its cash deposits and investments as they are placed in recognized British Columbia institutions and the School District invests solely in term deposits.

b) Liquidity risk
Liquidity risk is the risk that the School District will not be able to meet its financial obligations as they become due.

The School District manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the School District's reputation.

Risk Management and insurance services for all School Districts in British Columbia are provided by the Risk Management Branch of the Ministry of Finance.

School District No. 5 (Southeast Kootenay)

Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2026

	Operating Fund	Special Purpose Fund	Capital Fund	2026 Actual	2025 Actual
	$	$	$	$	$
Accumulated Surplus (Deficit), beginning of year	9,116,562		20,491,832	**29,608,394**	26,615,217
Changes for the year					
Surplus (Deficit) for the year	3,470,177	461,562	(1,167,913)	**2,763,826**	2,993,177
Interfund Transfers					
Tangible Capital Assets Purchased	(525)	(461,562)	462,087	-	
Local Capital	(1,000,000)		1,000,000	-	
Other	(363,047)		363,047	-	
Net Changes for the year	**2,106,605**	-	**657,221**	**2,763,826**	**2,993,177**
Accumulated Surplus (Deficit), end of year - Statement 2	**11,223,167**	-	**21,149,053**	**32,372,220**	29,608,394

School District No. 5 (Southeast Kootenay)

Schedule of Operating Operations

Year Ended June 30, 2026

	2026 Budget	2026 Actual	2025 Actual
	$	$	$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	79,654,545	**83,423,889**	81,385,656
Other	68,000	**230,105**	96,900
Federal Grants	103,074		
Other Revenue	731,886	**1,342,655**	1,143,023
Rentals and Leases	100,000	**287,273**	235,903
Investment Income	80,000	**413,172**	418,988
Total Revenue	80,737,505	**85,697,094**	83,280,470
Expenses			
Instruction	65,184,256	**68,178,641**	65,349,563
District Administration	3,174,356	**3,278,198**	3,189,047
Operations and Maintenance	8,832,353	**8,196,330**	8,506,515
Transportation and Housing	2,344,519	**2,573,748**	2,383,398
Total Expense	79,535,484	**82,226,917**	79,428,523
Operating Surplus (Deficit) for the year	1,202,021	**3,470,177**	3,851,947
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(152,021)	**(525)**	
Local Capital	(1,050,000)	**(1,000,000)**	(650,000)
Other		**(363,047)**	(200,985)
Total Net Transfers	(1,202,021)	**(1,363,572)**	(850,985)
Total Operating Surplus (Deficit), for the year	-	**2,106,605**	3,000,962
Operating Surplus (Deficit), beginning of year		**9,116,562**	6,115,600
Operating Surplus (Deficit), end of year		**11,223,167**	9,116,562
Operating Surplus (Deficit), end of year			
Internally Restricted (Note 16)		**7,205,435**	5,850,987
Unrestricted		**4,017,732**	3,265,575
Total Operating Surplus (Deficit), end of year		**11,223,167**	9,116,562

School District No. 5 (Southeast Kootenay)

Schedule 2A (Unaudited)

Schedule of Operating Revenue by Source

Year Ended June 30, 2026

	2026 Budget	2026 Actual	2025 Actual
	$	$	$
Provincial Grants - Ministry of Education and Child Care			
Operating Grant, Ministry of Education and Child Care	79,064,515	**81,405,918**	79,994,685
ISC/LEA Recovery	(340,061)	**(604,504)**	(291,446)
Other Ministry of Education and Child Care Grants			
Pay Equity	457,171	**457,171**	457,171
Funding for Graduated Adults	-	**23,022**	14,937
Student Transportation Fund	361,459	**361,459**	361,459
Support Staff Benefits Grant			106,661
Foundation Skills Assessment (FSA) Scorer Grant	8,187	**8,187**	8,187
Labour Settlement Funding	103,274	**1,692,934**	734,002
Indigenous Education Councils (IEC) Funding	-	**79,702**	-
Total Provincial Grants - Ministry of Education and Child Care	79,654,545	**83,423,889**	81,385,656
Provincial Grants - Other	68,000	**230,105**	96,900
Federal Grants	103,074	-	-
Other Revenues			
Other School District/Education Authorities	354,825	**373,749**	432,098
Funding from First Nations	340,061	**604,504**	291,446
Miscellaneous			
Miscellaneous	10,000	**316,647**	352,310
Courtsey Riders	-	**17,228**	36,160
Health Promoting Schools	27,000	**30,527**	31,009
Total Other Revenue	731,886	**1,342,655**	1,143,023
Rentals and Leases	100,000	**287,273**	235,903
Investment Income	80,000	**413,172**	418,988
Total Operating Revenue	80,737,505	**85,697,094**	83,280,470

School District No. 5 (Southeast Kootenay)

Schedule of Operating Expense by Object
Year Ended June 30, 2026

	2026 Budget	2026 Actual	2025 Actual
	$	$	$
Salaries			
Teachers	31,607,498	**32,890,366**	31,074,855
Principals and Vice Principals	5,254,720	**5,550,340**	5,533,204
Educational Assistants	7,131,913	**7,299,889**	7,024,863
Support Staff	7,041,224	**6,265,972**	6,669,155
Other Professionals	3,381,279	**3,194,650**	3,135,697
Substitutes	2,335,353	**3,920,910**	3,916,451
Total Salaries	56,751,987	**59,122,127**	57,354,225
Employee Benefits	14,220,162	**14,480,518**	13,719,367
Total Salaries and Benefits	70,972,149	**73,602,645**	71,073,592
Services and Supplies			
Services	2,323,027	**2,485,744**	2,376,378
Student Transportation	141,176	**173,212**	167,526
Professional Development and Travel	978,169	**884,813**	793,016
Rentals and Leases	122,327	**288,941**	100,643
Dues and Fees	94,300	**81,642**	82,057
Insurance	247,800	**213,846**	198,258
Supplies	3,391,536	**2,965,148**	3,034,930
Utilities	1,265,000	**1,530,926**	1,602,123
Total Services and Supplies	8,563,335	**8,624,272**	8,354,931
Total Operating Expense	79,535,484	**82,226,917**	79,428,523

School District No. 5 (Southeast Kootenay)

Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	27,599,203	1,596,467		475,926	250,268	2,825,162	**32,747,026**
1.03 Career Programs							-
1.07 Library Services	782,935			137,543		39,533	**960,011**
1.08 Counselling	970,346					27,539	**997,885**
1.10 Special Education	3,351,502	169,791	6,522,218	118	660,550	675,009	**11,379,188**
1.20 Early Learning and Child Care		20,596					**20,596**
1.30 English Language Learning	53,860						**53,860**
1.31 Indigenous Education	132,520	20,582	777,671		151,442	5,193	**1,087,408**
1.41 School Administration		3,486,562		1,141,900		118,767	**4,747,229**
Total Function 1	**32,890,366**	**5,293,998**	**7,299,889**	**1,755,487**	**1,062,260**	**3,691,203**	**51,993,203**
4 District Administration							
4.11 Educational Administration		256,342			306,300	19,299	**581,941**
4.40 School District Governance					164,600	14,983	**179,583**
4.41 Business Administration				160,543	1,217,997		**1,378,540**
Total Function 4	**-**	**256,342**	**-**	**160,543**	**1,688,897**	**34,282**	**2,140,064**
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				23,840	289,585	582	**314,007**
5.50 Maintenance Operations				3,094,403		135,234	**3,229,637**
5.52 Maintenance of Grounds				95,396			**95,396**
5.56 Utilities							-
Total Function 5	**-**	**-**	**-**	**3,213,639**	**289,585**	**135,816**	**3,639,040**
7 Transportation and Housing							
7.41 Transportation and Housing Administration					153,908		**153,908**
7.70 Student Transportation				1,136,303		59,609	**1,195,912**
Total Function 7	**-**	**-**	**-**	**1,136,303**	**153,908**	**59,609**	**1,349,820**
9 Debt Services							
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**32,890,366**	**5,550,340**	**7,299,889**	**6,265,972**	**3,194,650**	**3,920,910**	**59,122,127**

School District No. 5 (Southeast Kootenay)

Schedule 2C (Unaudited)

Operating Expense by Function, Program and Object

Year Ended June 30, 2026

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2026 Actual	2026 Budget	2025 Actual
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	**32,747,026**	7,014,779	**39,761,805**	2,550,598	**42,312,403**	39,889,690	39,861,876
1.03 Career Programs	**-**		**-**	47,617	**47,617**	101,882	50,603
1.07 Library Services	**960,011**	252,014	**1,212,025**	135,143	**1,347,168**	1,225,668	1,316,180
1.08 Counselling	**997,885**	243,161	**1,241,046**	2,999	**1,244,045**	1,223,590	1,236,913
1.10 Special Education	**11,379,188**	3,552,144	**14,931,332**	502,239	**15,433,571**	14,537,491	14,878,251
1.20 Early Learning and Child Care	**20,596**		**20,596**	5,214	**25,810**	40,413	-
1.30 English Language Learning	**53,860**	13,460	**67,320**	5,775	**73,095**	74,621	71,926
1.31 Indigenous Education	**1,087,408**	317,621	**1,405,029**	272,273	**1,677,302**	1,993,212	1,924,898
1.41 School Administration	**4,747,229**	1,165,793	**5,913,022**	104,608	**6,017,630**	6,097,689	6,008,916
Total Function 1	**51,993,203**	**12,558,972**	**64,552,175**	**3,626,466**	**68,178,641**	65,184,256	65,349,563
4 District Administration							
4.11 Educational Administration	**581,941**	130,064	**712,005**	147,189	**859,194**	638,355	743,021
4.40 School District Governance	**179,583**	7,248	**186,831**	110,943	**297,774**	275,219	259,597
4.41 Business Administration	**1,378,540**	371,225	**1,749,765**	371,465	**2,121,230**	2,260,782	2,186,429
Total Function 4	**2,140,064**	**508,537**	**2,648,601**	**629,597**	**3,278,198**	3,174,356	3,189,047
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	**314,007**	74,025	**388,032**	211,563	**599,595**	701,760	556,978
5.50 Maintenance Operations	**3,229,637**	915,263	**4,144,900**	1,564,483	**5,709,383**	6,366,401	5,869,526
5.52 Maintenance of Grounds	**95,396**	13,527	**108,923**	247,503	**356,426**	499,192	477,888
5.56 Utilities	**-**		**-**	1,530,926	**1,530,926**	1,265,000	1,602,123
Total Function 5	**3,639,040**	**1,002,815**	**4,641,855**	**3,554,475**	**8,196,330**	8,832,353	8,506,515
7 Transportation and Housing							
7.41 Transportation and Housing Administration	**153,908**	36,672	**190,580**	8,966	**199,546**	173,930	188,993
7.70 Student Transportation	**1,195,912**	373,522	**1,569,434**	804,768	**2,374,202**	2,170,589	2,194,405
Total Function 7	**1,349,820**	**410,194**	**1,760,014**	**813,734**	**2,573,748**	2,344,519	2,383,398
9 Debt Services							
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**59,122,127**	**14,480,518**	**73,602,645**	**8,624,272**	**82,226,917**	79,535,484	79,428,523

School District No. 5 (Southeast Kootenay)

Schedule of Special Purpose Operations
Year Ended June 30, 2026

	2026 Budget	2026 Actual	2025 Actual
	$	$	$
Revenues			
Provincial Grants			
Ministry of Education and Child Care	12,389,852	**13,304,084**	12,856,435
Other		**113,014**	
Other Revenue	655,000	**3,027,969**	2,658,781
Investment Income	20,000	**11,000**	15,500
Total Revenue	13,064,852	**16,456,067**	15,530,716
Expenses			
Instruction	12,774,801	**15,970,075**	15,437,878
District Administration	3,000		
Operations and Maintenance	24,430	**24,430**	24,430
Total Expense	12,802,231	**15,994,505**	15,462,308
Special Purpose Surplus (Deficit) for the year	262,621	**461,562**	68,408
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	(262,621)	**(461,562)**	(68,408)
Total Net Transfers	(262,621)	**(461,562)**	(68,408)
Total Special Purpose Surplus (Deficit) for the year	-	-	-
Special Purpose Surplus (Deficit), beginning of year			
Special Purpose Surplus (Deficit), end of year		-	-

School District No. 5 (Southeast Kootenay)

Schedule 3A (Unaudited)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2026

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year	506,668		838,591	435,843		26,789	285,466		
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	287,051	279,711			136,000	26,950	205,738	422,724	169,780
Provincial Grants - Other									
Other			16,151	2,897,078					
Investment Income			22,282						
	287,051	279,711	38,433	2,897,078	136,000	26,950	205,738	422,724	169,780
Less: Allocated to Revenue	485,992	279,711	17,000	3,021,969	136,000	27,754	205,658	422,724	169,780
Deferred Revenue, end of year	**307,727**	-	**860,024**	**310,952**	-	**25,985**	**285,546**	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	485,992	279,711			136,000	27,754	205,658	422,724	169,780
Provincial Grants - Other									
Other Revenue			6,000	3,021,969					
Investment Income			11,000						
	485,992	279,711	17,000	3,021,969	136,000	27,754	205,658	422,724	169,780
Expenses									
Salaries									
Teachers								28,697	
Principals and Vice Principals									
Educational Assistants		211,429							
Support Staff							54,304	239,042	135,368
Other Professionals									
Substitutes						5,409		1,737	
	-	211,429	-	-	-	5,409	54,304	269,476	135,368
Employee Benefits		68,282				1,352	19,454	88,649	34,093
Services and Supplies	24,430		17,000	3,021,969	136,000	20,993	131,900	64,599	319
	24,430	279,711	17,000	3,021,969	136,000	27,754	205,658	422,724	169,780
Net Revenue (Expense) before Interfund Transfers	461,562	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(461,562)								
	(461,562)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 5 (Southeast Kootenay)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2026

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children (CR4YC)	Strengthening Early Years to Kindergarten (SEY2KT)	Early Care & Learning (ECL)	Feeding Futures Fund	Professional Learning Grant
	$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year			46,110	35,038	1,991	9,496	3,428	3,086	225,839
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	10,153,310	142,796	31,602	52,000			525,000	770,348	
Provincial Grants - Other									
Other									
Investment Income									
	10,153,310	142,796	31,602	52,000	-	-	525,000	770,348	-
Less: Allocated to Revenue	10,153,310	142,796	-	45,881	-	6,561	178,428	773,434	137,325
Deferred Revenue, end of year	-	-	**77,712**	**41,157**	**1,991**	**2,935**	**350,000**	-	**88,514**
Revenues									
Provincial Grants - Ministry of Education and Child Care	10,153,310	142,796		45,881		6,561	178,428	773,434	137,325
Provincial Grants - Other									
Other Revenue									
Investment Income									
	10,153,310	142,796	-	45,881	-	6,561	178,428	773,434	137,325
Expenses									
Salaries									
Teachers	7,623,041								
Principals and Vice Principals							129,343		
Educational Assistants									
Support Staff								318,153	
Other Professionals								82,357	
Substitutes		119,697		10,931		4,576			50,555
	7,623,041	119,697	-	10,931	-	4,576	129,343	400,510	50,555
Employee Benefits	2,530,269	23,099		2,733		1,145	46,604	112,565	12,639
Services and Supplies				32,217		840	2,481	260,359	74,131
	10,153,310	142,796	-	45,881	-	6,561	178,428	773,434	137,325
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 5 (Southeast Kootenay)

Changes in Special Purpose Funds and Expense by Object

Year Ended June 30, 2026

	National School Food Program	MCF Programs	Estate of Clarence SES	Back to School Backpack	TOTAL
	$	$	$	$	$
Deferred Revenue, beginning of year	116,684		72,518		2,607,547
Add: Restricted Grants					
Provincial Grants - Ministry of Education and Child Care	185,000				13,388,010
Provincial Grants - Other		113,014			113,014
Other				1,000	2,914,229
Investment Income					22,282
	185,000	113,014	-	1,000	16,437,535
Less: Allocated to Revenue	138,730	113,014	-	-	16,456,067
Deferred Revenue, end of year	**162,954**	**-**	**72,518**	**1,000**	**2,589,015**
Revenues					
Provincial Grants - Ministry of Education and Child Care	138,730				13,304,084
Provincial Grants - Other		113,014			113,014
Other Revenue					3,027,969
Investment Income					11,000
	138,730	113,014	-	-	16,456,067
Expenses					
Salaries					
Teachers					7,651,738
Principals and Vice Principals					129,343
Educational Assistants					211,429
Support Staff					746,867
Other Professionals		81,488			163,845
Substitutes					192,905
	-	81,488	-	-	9,096,127
Employee Benefits		25,881			2,966,765
Services and Supplies	138,730	5,645			3,931,613
	138,730	113,014	-	-	15,994,505
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	461,562
Interfund Transfers					
Tangible Capital Assets Purchased					(461,562)
	-	-	-	-	(461,562)
Net Revenue (Expense)	-	-	-	-	-

School District No. 5 (Southeast Kootenay)

Schedule 4 (Unaudited)

Schedule of Capital Operations

Year Ended June 30, 2026

	2026 Budget	2026 Actual			2025 Actual
		Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	$	$	$	$	$
Revenues					
Investment Income	25,000		53,768	53,768	45,243
Amortization of Deferred Capital Revenue	3,789,789	3,574,073		3,574,073	3,413,136
Total Revenue	3,814,789	3,574,073	53,768	3,627,841	3,458,379
Expenses					
Amortization of Tangible Capital Assets					
Operations and Maintenance	4,438,159	4,676,149		4,676,149	4,306,327
Debt Services					
Capital Lease Interest	75,000		119,605	119,605	79,230
Total Expense	4,513,159	4,676,149	119,605	4,795,754	4,385,557
Capital Surplus (Deficit) for the year	(698,370)	(1,102,076)	(65,837)	(1,167,913)	(927,178)
Net Transfers (to) from other funds					
Tangible Capital Assets Purchased	414,642	462,087		462,087	68,408
Local Capital	1,050,000		1,000,000	1,000,000	650,000
Capital Lease Payment	-		363,047	363,047	200,985
Total Net Transfers	1,464,642	462,087	1,363,047	1,825,134	919,393
Other Adjustments to Fund Balances					
Tangible Capital Assets Purchased from Local Capital		335,721	(335,721)	-	
Principal Payment					
Capital Lease		363,047	(363,047)	-	
Total Other Adjustments to Fund Balances		698,768	(698,768)	-	
Total Capital Surplus (Deficit) for the year	766,272	58,779	598,442	657,221	(7,785)
Capital Surplus (Deficit), beginning of year		19,058,287	1,433,545	20,491,832	20,499,617
Capital Surplus (Deficit), end of year		19,117,066	2,031,987	21,149,053	20,491,832

School District No. 5 (Southeast Kootenay)

Tangible Capital Assets
Year Ended June 30, 2026

	Sites	Buildings	Furniture and Equipment	Vehicles	Computer Software	Computer Hardware	Total
	$	$	$	$	$	$	$
Cost, beginning of year	9,437,116	175,123,261	1,846,053	5,085,345	-	1,016,565	**192,508,340**
Changes for the Year							
Increase:							
Purchases from:							
Deferred Capital Revenue - Bylaw		2,842,682	268,549	345,273			**3,456,504**
Deferred Capital Revenue - Other		2,101,777	173,623				**2,275,400**
Operating Fund	525						**525**
Special Purpose Funds		461,562					**461,562**
Local Capital		22,047	313,674				**335,721**
Capital Under Capital Lease			276,621	296,643		732,925	**1,306,189**
	525	5,428,068	1,032,467	641,916	-	732,925	**7,835,901**
Decrease:							
Deemed Disposals			40,934	77,439		136,500	**254,873**
	-	-	40,934	77,439	-	136,500	**254,873**
Cost, end of year	9,437,641	180,551,329	2,837,586	5,649,822	-	1,612,990	**200,089,368**
Work in Progress, end of year		814,850					**814,850**
Cost and Work in Progress, end of year	9,437,641	181,366,179	2,837,586	5,649,822	-	1,612,990	**200,904,218**
Accumulated Amortization, beginning of year		96,691,440	605,916	1,922,289		438,219	**99,657,864**
Changes for the Year							
Amortization for the Year		3,528,757	234,182	591,875		321,335	**4,676,149**
		3,528,757	234,182	591,875	-	321,335	**4,676,149**
Deemed Disposals			40,934	77,439		136,500	**254,873**
Written-off During Year							-
District Entered							-
		-	40,934	77,439	-	136,500	**254,873**
Accumulated Amortization, end of year		100,220,197	799,164	2,436,725	-	623,054	**104,079,140**
Tangible Capital Assets - Net	**9,437,641**	**81,145,982**	**2,038,422**	**3,213,097**	-	**989,936**	**96,825,078**

School District No. 5 (Southeast Kootenay)

Schedule 4B (Unaudited)

Tangible Capital Assets - Work in Progress
Year Ended June 30, 2026

	Buildings	Furniture and Equipment	Computer Software	Computer Hardware	Total
	$	$	$	$	$
Work in Progress, beginning of year					-
Changes for the Year					
Increase:					
Deferred Capital Revenue - Bylaw	680,515				**680,515**
Deferred Capital Revenue - Other	134,335				**134,335**
	814,850	-	-	-	**814,850**
Net Changes for the Year	814,850	-	-	-	**814,850**
Work in Progress, end of year	**814,850**	-	-	-	**814,850**

School District No. 5 (Southeast Kootenay)

Schedule 4C (Unaudited)

Deferred Capital Revenue
Year Ended June 30, 2026

	Bylaw Capital	Other Provincial	Other Capital	Total Capital
	$	$	$	$
Deferred Capital Revenue, beginning of year	64,455,659	4,024,803	2,067,767	**70,548,229**
Changes for the Year				
Increase:				
Transferred from Deferred Revenue - Capital Additions	3,456,504	2,101,777	173,623	**5,731,904**
	3,456,504	2,101,777	173,623	**5,731,904**
Decrease:				
Amortization of Deferred Capital Revenue	3,310,947	159,573	103,553	**3,574,073**
	3,310,947	159,573	103,553	**3,574,073**
Net Changes for the Year	145,557	1,942,204	70,070	**2,157,831**
Deferred Capital Revenue, end of year	64,601,216	5,967,007	2,137,837	**72,706,060**
Work in Progress, beginning of year				-
Changes for the Year				
Increase				
Transferred from Deferred Revenue - Work in Progress	680,515	134,335		**814,850**
	680,515	134,335	-	**814,850**
Net Changes for the Year	680,515	134,335	-	**814,850**
Work in Progress, end of year	680,515	134,335	-	**814,850**
Total Deferred Capital Revenue, end of year	**65,281,731**	**6,101,342**	**2,137,837**	**73,520,910**

School District No. 5 (Southeast Kootenay)

Changes in Unspent Deferred Capital Revenue
Year Ended June 30, 2026

	Bylaw Capital	MECC Restricted Capital	Other Provincial Capital	Land Capital	Other Capital	Total
	$	$	$	$	$	$
Balance, beginning of year	203,807	4,789	2,101,776		102,300	**2,412,672**
Changes for the Year						
Increase:						
Provincial Grants - Ministry of Education and Child Care	5,297,814		3,164,000			**8,461,814**
Other					97,033	**97,033**
Investment Income		128				**128**
	5,297,814	128	3,164,000	-	97,033	**8,558,975**
Decrease:						
Transferred to DCR - Capital Additions	3,456,504		2,101,777		173,623	**5,731,904**
Transferred to DCR - Work in Progress	680,515		134,335			**814,850**
	4,137,019	-	2,236,112	-	173,623	**6,546,754**
Net Changes for the Year	1,160,795	128	927,888	-	(76,590)	**2,012,221**
Balance, end of year	**1,364,602**	**4,917**	**3,029,664**	-	**25,710**	**4,424,893**

School District
Statement of Financial Information (SOFI)

School District No. 5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026

SCHEDULE OF DEBT

Information on all long term debt is included in the School District Audited Financial Statements.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 4

School District
Statement of Financial Information (SOFI)

School District No. 5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

School District No.5 (Southeast Kootenay) has not given any guarantee or indemnity under the Guarantees and Indemnities Regulation.

Prepared as required by *Financial Information Regulation*, Schedule 1, section 5

School District
Statement of Financial Information (SOFI)

School District No. 5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026
SCHEDULE OF REMUNERATION AND EXPENSES

A. LIST OF ELECTED OFFICIALS

NAME	POSITION	REMUNERATION	EXPENSES
AYLING, TRINA	TRUSTEES	$17,928.63	$4,672.84
BELLINA, BEVERLEY	TRUSTEES	$17,928.63	$1,367.67
BISCHLER, IRENE M	TRUSTEES	$17,928.63	$1,471.80
CLARKE, ALYSHA	TRUSTEES	$17,928.63	$5,949.30
HECKENDORF, NICOLE	TRUSTEES	$17,928.63	$4,522.11
JOHNS, CHRIS	TRUSTEES	$17,928.63	$5,187.69
MADSEN, SARAH L	TRUSTEES	$17,928.63	$2,595.16
MCPHEE, DOUG	TRUSTEES	$21,170.60	$9,090.40
TURNER, WENDY	TRUSTEES	$17,928.63	$25.30
TOTAL FOR ELECTED OFFICIALS		**$164,599.64**	**$34,882.27**

A. LIST OF EMPLOYEES WHOSE REMUNERATION EXCEEDS $75,000.00

NAME	POSITION	REMUNERATION	EXPENSES
ADAMS, DELEEN	TEACHERS	$105,341.18	$0.00
ADAMS, JENNIFER	ADMIN OFFICERS ELK VALLEY	$161,987.78	$4,189.24
ADAMS, MICHELLE	TEACHERS W/REMOTE ALLOWANCE	$98,003.16	$0.00
ADEBESIN, ADEBUSOLA	TEACHERS	$99,661.15	$0.00
AKKERMAN, MIRANDA	TEACHERS W/REMOTE ALLOWANCE	$78,998.40	$117.60
ALDERSON, CHELSEY	TEACHERS	$114,968.80	$0.00
AMOS, ALISSA	TEACHERS	$91,087.10	$1,662.54
ANDERSON, TRINA	TEACHERS	$117,920.64	$3,497.07
ANSELMO, JENNIFER	TEACHERS W/REMOTE ALLOWANCE	$95,709.03	$393.36
ARCHIBALD, MARCI	TEACHERS	$104,815.93	$0.00
ATTORP, JENNIFER	ADMIN OFFICERS ELK VALLEY	$156,274.78	$172.51
AUBIN, STEPHANIE	TEACHERS W/REMOTE ALLOWANCE	$109,014.86	$123.17
AVERY, ALEX KENNEDY	TEACHERS	$96,880.74	$423.10
AZZARA, DANIELLE	TEACHERS W/REMOTE ALLOWANCE	$97,017.78	$190.22
BAILEY, CHRISTOPHER SCOTT	TEACHERS W/REMOTE ALLOWANCE	$103,230.20	$600.74
BAILEY, DEIRDRE M	ADMIN OFFICERS ELK VALLEY	$142,088.86	$237.73
BAIN, LYNDSEY	TEACHERS	$95,850.37	$0.00
BANNISTER, MICHELLE	TEACHERS	$79,046.24	$0.00
BARBARO, AMY	SPEECH PATHOLOGISTS	$112,465.97	$4,703.79
BARLOW, GARETH	TEACHERS W/REMOTE ALLOWANCE	$94,061.29	$0.00

BARRAS, AMI	TEACHERS W/REMOTE ALLOWANCE	$111,189.06	$201.25
BARTRAW, DANNY W	TEACHERS	$105,341.18	$73.00
BASSETT, BARBARA	TEACHERS W/REMOTE ALLOWANCE	$109,631.10	$78.40
BATY, ERNIE	TEACHERS W/REMOTE ALLOWANCE	$108,865.14	$0.00
BEDARD, COLLEEN	TEACHERS W/REMOTE ALLOWANCE	$102,116.37	$0.00
BELISLE, BARBARA	TEACHERS	$118,815.56	$191.92
BENDKOWSKI, RICK	TEACHERS	$101,767.97	$0.00
BENETTE, LINDA JUDE	TEACHERS	$117,794.51	$0.00
BERG, HEIDI R.	TEACHERS	$85,592.37	$65.22
BERGEN, CARMEN A	TEACHERS	$114,143.66	$609.67
BERNDT, HELENA	TEACHERS W/REMOTE ALLOWANCE	$108,194.74	$125.00
BIAFORE, MICHAEL	TEACHERS W/REMOTE ALLOWANCE	$101,232.24	$0.00
BIRD, JESSICA ANNE	TEMPORARY TEACHER WITH REMOTE	$89,484.71	$291.25
BISSON, SUMMER	TEACHERS W/REMOTE ALLOWANCE	$93,760.93	$637.36
BOCK, JULIA ANNE	TEACHERS W/REMOTE ALLOWANCE	$108,940.30	$0.00
BOEHM, ERIN	ED ADMIN	$149,870.79	$17,556.73
BOEHMER, CRAIG	ADMIN OFFICERS ELK VALLEY	$148,933.96	$8,063.72
BOENDER, CAMERON M	TEACHERS	$95,877.74	$73.00
BOHAN, CARLA	TEACHERS	$105,450.82	$190.79
BORTON, BRIAN	TEACHERS W/REMOTE ALLOWANCE	$111,744.07	$0.00
BOSS, DEANNA	TEACHERS	$114,638.78	$191.92
BOTTONI, MARZIA	TEACHERS W/REMOTE ALLOWANCE	$108,769.03	$6,865.30
BOWKER, WANITA	TEACHERS W/REMOTE ALLOWANCE	$93,590.28	$3,062.54
BOYLE, KATHLEEN	TEACHERS	$94,173.16	$274.00
BRIDGEO, NICOLE CATHERINE	TEACHERS W/REMOTE ALLOWANCE	$76,403.95	$78.95
BRIEN, YVONNE	TEACHERS	$86,421.01	$31.25
BROOKS, SARAH	TEACHERS	$117,875.38	$0.00
BROWER, JACQUELINE	TEACHERS W/REMOTE ALLOWANCE	$100,838.19	$34.27
BRUCE, NICHOLAS WILLIAM	TEACHERS W/REMOTE ALLOWANCE	$88,962.33	$85.41
BUCH, ADAM	TEACHERS	$114,674.52	$0.00
BUCH, CASSANDRA	TEACHERS	$114,635.04	$294.83
BUCHAN, NANCY	TEACHERS W/REMOTE ALLOWANCE	$110,781.88	$78.95
BUCK, FRASER	TEACHERS W/REMOTE ALLOWANCE	$108,977.90	$0.00
BUECKERT, DENISE	TEACHERS	$113,553.11	$325.11
BUECKERT, EVAN	TEACHERS	$105,223.08	$0.00
BURGESS, WILLIAM	TEACHERS	$117,794.51	$0.00
BURTON, ANDREA	TEACHERS	$114,479.19	$0.00
BUTLER, PAUL	FOREMAN I TRADES	$82,754.64	$2,485.46
CAIN, RITA	TEACHERS W/REMOTE ALLOWANCE	$115,800.36	$186.96
CALDWELL, KURTIS KENNETH	TEACHERS W/REMOTE ALLOWANCE	$97,000.00	$0.00
CAMERON, DONNA LYNN	TEACHERS W/REMOTE ALLOWANCE	$121,560.79	$224.36
CARMELO, CARA	TEACHER TEMPORARY	$77,999.20	$0.00
CATHERALL, CHRIS	TEACHERS	$117,958.14	$0.00
CATHERALL, KRISTA	TEACHERS	$94,766.11	$0.00
CHARDONNENS, PAULA	TEACHERS W/REMOTE ALLOWANCE	$109,016.17	$0.00
CHAREST, SHARLENE	TEACHERS W/REMOTE ALLOWANCE	$121,727.63	$360.55
CHIASSON, CHRISTINA	TEACHERS W/REMOTE ALLOWANCE	$117,013.75	$64.24
CHOW, PAUL	TEACHERS W/REMOTE ALLOWANCE	$117,556.60	$0.00

CLAYPOOL, JESSICA	TEACHERS	$103,914.39	$0.00
CONLIN, KATHERINE	ADMIN OFFICERS ELK VALLEY	$146,281.71	$3,450.27
CONROY, MICHELE	TEACHERS	$103,708.38	$0.00
COOLBAUGH, JEFFREY	TEACHERS	$107,663.17	$0.00
CORMIER, LEIGH	TEACHERS	$100,748.42	$0.00
COULTRY, MEGHAN	TEACHERS W/REMOTE ALLOWANCE	$110,036.02	$0.00
CROOKS-EADIE, ANALESA	TEACHERS	$117,794.51	$191.92
CROSS, CAROLYN	TEACHERS	$117,915.52	$0.00
CROSS, ERICA	TEACHERS	$116,096.92	$269.17
CULLINS, KYLE	TEACHERS W/REMOTE ALLOWANCE	$95,951.03	$73.00
CULVER, HALEY	TEACHERS W/REMOTE ALLOWANCE	$105,991.17	$78.95
CUNNINGHAM, TARA	TEACHERS	$100,028.60	$0.00
DAMANT, ZOE	TEACHERS	$106,096.97	$49.27
DAVIS, HAZEL	TEACHERS W/REMOTE ALLOWANCE	$87,100.35	$71.18
DAWSON, ALISON	TEACHERS	$104,548.44	$0.00
DE BRUYCKER, KATIE	TEACHERS W/REMOTE ALLOWANCE	$104,191.59	$953.93
DE KLERK, INGRID	TEACHERS	$117,372.81	$0.00
DECOSSE, KATHLEEN	TEACHERS	$89,142.74	$0.00
DEGAGNE, DANIELLE	TEACHERS W/REMOTE ALLOWANCE	$108,951.05	$0.00
DEMERS, ADRIENNE	TEACHERS W/REMOTE ALLOWANCE	$129,699.98	$67.58
DIAMOND, BRITTANY	TEMPORARY TEACHER WITH REMOTE	$98,691.79	$78.95
DILTS, MORGAN	TEACHERS W/REMOTE ALLOWANCE	$109,419.65	$0.00
DION, TRINA	TEACHERS W/REMOTE ALLOWANCE	$118,260.60	$0.00
DOLL, DAVID	ADMIN OFFICERS CRANBROOK	$157,968.36	$474.42
DOLL, KARLEY	TEACHERS	$116,894.44	$146.00
DOVE, SHANNON	TEACHERS	$110,400.60	$0.00
DRAPER, LEAH	TEACHERS	$118,608.16	$30.00
DRYDALE, PAMELA	ADMIN OFFICERS CRANBROOK	$144,934.36	$3,895.80
DUCZEK, PAUL	TEACHERS	$105,221.21	$125.99
DUECK, SHARON	TEACHERS	$118,796.73	$193.22
DUFFY, HANNAH RAYE	TEACHERS	$91,946.66	$0.00
EADIE, MICHAEL	TEACHERS	$114,556.47	$55.19
ELLIOT, TARA	TEACHERS W/REMOTE ALLOWANCE	$123,475.18	$0.00
EMSLAND, LENORE ELISE	TEACHERS	$114,674.31	$73.25
ENGLAND, CHRISTOPHER	TEACHERS	$119,938.00	$0.00
ENNS, JUSTINE	TEACHERS	$90,137.47	$0.00
EVOY, PAULA	TEACHERS W/REMOTE ALLOWANCE	$118,580.68	$1,043.76
FIFIELD, SHANE	ADMIN OFFICERS ELK VALLEY	$123,839.62	$2,640.76
FILIPE, ASHLEY	TEACHERS	$114,675.06	$0.00
FILLIS, CATHERINE	TEACHERS	$117,875.55	$0.00
FILLIS, MORGAN	TEACHERS	$83,336.93	$0.00
FINCH, SARAH	TEACHERS W/REMOTE ALLOWANCE	$118,033.50	$0.00
FLEGEL, DAVID	TEACHERS	$114,454.82	$283.34
FLEGEL, MELISSA ANNE	TEACHERS	$114,336.63	$228.47
FLEISCHACKER, MELISSA	TEACHERS W/REMOTE ALLOWANCE	$99,428.42	$0.00
FLEMING, RYAN	TEACHERS	$94,666.77	$0.00
FOREFIELD, AMANDA	TEACHERS W/REMOTE ALLOWANCE	$106,172.74	$0.00
FORTIN, TYLER	TEACHERS W/REMOTE ALLOWANCE	$102,004.32	$351.17

FRANKLIN, LEE-ANNE	TEACHERS	$104,423.44	$0.00
FRANKLIN-COOPER, PAMELA	TEACHERS	$91,921.91	$0.00
FRASER, JANE	TEACHERS W/REMOTE ALLOWANCE	$117,290.31	$0.00
FREEMAN, COURTNEY	TEACHERS W/REMOTE ALLOWANCE	$83,855.71	$0.00
FREW, JANE E	TEMPORARY TEACHER WITH REMOTE	$87,375.07	$351.17
FRIESEN, RICHARD	TEACHERS	$105,341.18	$25.15
FROEHLER, KIM	TEACHERS W/REMOTE ALLOWANCE	$107,770.60	$3,202.53
FULTON, NICOLE	TEACHERS	$105,185.24	$4,006.20
GALBRAITH, CHELSEY L	TEMPORARY TEACHER WITH REMOTE	$82,856.03	$0.00
GARTSIDE, OREN	TEACHERS	$104,277.06	$0.00
GAUDON, GIZELLE M	ADMIN OFFICERS CRANBROOK	$137,017.34	$4,412.52
GEDDES, DANA	TEACHERS	$120,853.96	$473.60
GEMMELL, PATRICIA ANN	TEACHERS W/REMOTE ALLOWANCE	$121,560.79	$541.56
GERMAINE, KARLA M	TEACHERS W/REMOTE ALLOWANCE	$119,232.83	$28.00
GERMAN, KELLY	TEACHER TEMPORARY	$95,594.39	$0.00
GERNON, NEIL	JOURYMAN CERTIFIED TRADES	$76,856.42	$829.00
GIBSON, DANIELLE	TEACHERS W/REMOTE ALLOWANCE	$122,518.20	$128.00
GIESBRECHT, BRIANNA	TEACHERS	$84,810.43	$0.00
GILCHRIST, RUTH	TEACHERS	$79,016.87	$1,327.34
GIRIMONTE, VINCENT	BUSINESS ADMIN	$78,852.25	$3,892.77
GONSALVEZ, LOUISE	TEACHERS W/REMOTE ALLOWANCE	$93,662.30	$125.00
GOODWIN, CHRIS	TEACHERS	$117,794.51	$97.01
GORKA, EWA	TEACHERS	$107,331.53	$25.11
GRAHAM, DEANNA R	TEACHERS	$96,575.58	$0.00
GRAY, PASCAL	TEACHERS	$105,450.61	$0.00
GREEN, BREE	TEACHERS W/REMOTE ALLOWANCE	$108,317.87	$0.00
GREENLEE, VALERIE	TEACHERS	$113,566.53	$0.00
GRINTALS, ERIKA DAWN	TEACHERS W/REMOTE ALLOWANCE	$108,978.74	$1,008.40
GRUGGEN, LAUREN	ADMIN OFFICERS CRANBROOK	$141,993.69	$6,642.36
GULYAS, ANDREW	TEACHERS	$85,011.82	$0.00
GULYAS, SHAILAH	TEACHERS W/REMOTE ALLOWANCE	$77,547.97	$454.74
GUTZMAN, KIRK	TEACHERS W/REMOTE ALLOWANCE	$108,794.99	$0.00
HALL, COLIN	TEACHERS	$105,348.50	$25.15
HALL, SARAH	TEACHERS	$81,712.01	$30.25
HALLDORSON, STEPHANIE	TEACHERS	$117,875.24	$198.97
HAMILTON, DALTON	TEACHERS	$82,059.88	$0.00
HAMILTON, GARRETT MICHAEL	TEACHERS W/REMOTE ALLOWANCE	$109,633.46	$1,191.97
HAMILTON, MARY PATRICIA	TEACHERS	$81,527.66	$0.00
HAMILTON, RYAN	TEACHERS	$117,794.51	$0.00
HAMMOND, STEVEN	TEACHERS	$117,794.51	$243.01
HANSON, BROOKLYN	TEACHERS W/REMOTE ALLOWANCE	$90,966.81	$97.01
HANSON, RUSSELL	TEACHERS W/REMOTE ALLOWANCE	$108,190.33	$0.00
HART, CARISSA	ADMIN OFFICERS CRANBROOK	$157,468.36	$2,874.16
HART, JUSTIN P. T.	TEACHERS W/REMOTE ALLOWANCE	$109,014.86	$175.20
HARTY-BLANK, ALEATA	TEACHERS	$105,251.86	$0.00
HAUPRICH, TRENT	JOURYMAN CERTIFIED TRADES	$76,351.06	$432.84
HAWKE, ORRIN	TEACHERS	$117,596.46	$0.00
HAY, ERIN	ADMIN OFFICERS ELK VALLEY	$170,421.63	$5,075.44

HAYES, BONNIE	TEACHERS	$92,751.23	$405.36
HEAL, RUTH	TEACHERS	$105,184.44	$0.00
HEATH, JENNIFER	TEACHERS W/REMOTE ALLOWANCE	$115,603.34	$34.26
HENDERSON, KELLY	TEACHERS	$105,484.55	$163.25
HEYDE, CARRIE	TEACHERS	$105,283.94	$0.00
HINDLET, KATE ELIZABETH	TEACHERS W/REMOTE ALLOWANCE	$79,747.45	$0.00
HOGG, KEVIN	TEACHERS	$119,872.93	$84.00
HOLMES, KERRI	TEACHERS	$83,061.56	$220.35
HOLT, SCOTT	ADMIN OFFICERS CRANBROOK	$162,286.19	$3,379.02
HORVATH, JENNIFER	TEACHERS	$88,857.47	$796.96
HOWITT, DANIEL P	TEMPORARY TEACHER WITH REMOTE	$78,653.63	$0.00
HOYT, CHRISTIE	TEACHERS	$90,455.51	$0.00
HUTCHINSON, STACEY	TEACHERS W/REMOTE ALLOWANCE	$116,746.82	$233.84
JACKSON, GILLIAN	TEACHERS W/REMOTE ALLOWANCE	$118,149.94	$0.00
JARRELL, IAN	TEACHERS W/REMOTE ALLOWANCE	$123,475.18	$0.00
JEEVES, LONNIE L	BUSINESS ADMIN	$120,274.73	$4,500.05
JOHNS, JENNIFER	TEACHERS	$122,721.70	$67.58
JOHNSON, CHRISTIE	ADMIN OFFICERS CRANBROOK	$155,859.84	$1,369.09
JOHNSON, SHANNON	TEACHERS	$85,243.76	$582.74
JOHNSON, STACEY R	TEACHERS	$92,813.59	$0.00
JOHNSON, VIVEKA AI	ED ADMIN	$235,590.02	$21,894.18
JOHNSON, WILLIAM	ADMIN OFFICERS CRANBROOK	$166,602.98	$910.90
JONES, BREANNE N	BUSINESS ADMIN	$85,603.29	$2,030.03
JONES, ERIN	ADMIN OFFICERS ELK VALLEY	$127,455.67	$6,072.56
KANE, RHONA I	TEACHERS W/REMOTE ALLOWANCE	$96,334.46	$225.20
KAUFMANN, BARBARA	TEACHERS	$105,821.90	$219.50
KAUR, RAJWINDER	TEMPORARY TEACHER WITH REMOTE	$93,296.23	$0.00
KAUSHAL, VINTEE	BUSINESS ADMIN	$130,130.20	$8,140.21
KEAST, KATIE	TEACHERS W/REMOTE ALLOWANCE	$121,726.32	$48.67
KELLY, MICHAEL	ED ADMIN	$188,497.21	$25,022.98
KENDON, JOYCE ZI MEI	TEACHERS	$100,815.08	$211.05
KENNEDY, KATELON	TEACHERS W/REMOTE ALLOWANCE	$122,071.06	$0.00
KENNEDY, SCOTT	TEACHERS	$117,874.69	$0.00
KENT, KELLY	TEACHER TEMPORARY	$97,908.53	$0.00
KERKHOVEN, TANYA	TEACHERS W/REMOTE ALLOWANCE	$107,114.34	$0.00
KESSLER, DORINA	TEACHERS	$77,932.08	$0.00
KING, BREANNE	TEACHERS W/REMOTE ALLOWANCE	$92,652.00	$0.00
KINGWELL, JENNIFER	TEACHERS	$91,421.23	$0.00
KINSMAN, MELISSA	SPEECH PATHOLOGISTS	$105,360.79	$9,265.07
KIRKPATRICK, FRANCES	TEACHERS	$105,354.56	$0.00
KNIPE, TAYLOR	TEACHERS	$104,918.01	$0.00
KOSWAN, ANDREW CLEVE	JOURYMAN CERTIFIED TRADES	$76,429.67	$432.84
KROEKER, LAURA	TEACHERS W/REMOTE ALLOWANCE	$78,117.06	$0.00
KUNDRIK, STEPHANIE	TEACHERS W/REMOTE ALLOWANCE	$100,234.81	$28.00
LANYON, SARA C I	TEACHERS W/REMOTE ALLOWANCE	$79,729.58	$78.95
LAPALME, KATELYN W	TEACHERS W/REMOTE ALLOWANCE	$103,013.19	$346.00
LAPORTE, CATHERINE	TEACHERS	$92,751.23	$0.00
LARKIN, NICHOLAS	TEACHER TEMPORARY	$87,542.03	$0.00

LARSEN, SARAH	TEMPORARY TEACHER WITH REMOTE	$108,866.77	$0.00
LARSEN, STEPHEN	TEACHERS W/REMOTE ALLOWANCE	$122,776.39	$125.00
LARSON, KYLE C	ADMIN OFFICERS ELK VALLEY	$141,365.92	$1,238.49
LAVIOLETTE, LISA	TEACHERS W/REMOTE ALLOWANCE	$87,978.37	$0.00
LEEDEN, AMY	ADMIN OFFICERS ELK VALLEY	$141,378.76	$2,610.38
LEGGOTT, TARAH DAWN	TEMPORARY TEACHER WITH REMOTE	$98,595.19	$158.25
LEIMAN, KRYSTA	TEACHERS	$117,851.64	$7,297.47
LENNOX, CATHRYN	TEACHERS W/REMOTE ALLOWANCE	$96,051.18	$0.00
LENTZ, MEGHAN	TEACHERS	$111,651.66	$163.25
LEPINE, CLINT	FOREMAN I TRADES	$93,350.49	$2,556.63
LEWIS, KRISTEN	TEACHERS W/REMOTE ALLOWANCE	$111,966.10	$1,255.15
LINARDIC, ANGELA	TEACHERS	$118,973.85	$0.00
LOCHRIE, CARLENE	ADMIN OFFICERS ELK VALLEY	$157,968.36	$4,786.31
LODE, JODI	TEACHERS	$119,404.20	$495.92
LONDON, CARA	TEACHERS	$115,792.40	$0.00
LOWE, PENNY	TEACHERS W/REMOTE ALLOWANCE	$124,624.20	$125.00
LUKAC, DEJANA	TEACHERS W/REMOTE ALLOWANCE	$91,572.96	$125.00
LUND, JAMES	TEACHERS	$117,662.56	$305.00
LUTZ, KIM	TEACHERS	$117,192.57	$269.17
LUXTON, TERESA	TEACHERS	$119,708.93	$0.00
LYNES, LINDY	TEACHERS	$104,358.15	$30.00
MACCORMACK, RENEE	TEACHERS W/REMOTE ALLOWANCE	$120,174.71	$248.20
MACDONALD, JILL	BUSINESS ADMIN	$76,177.22	$126.52
MACKIE, JUSTYN HAILEY	TEACHERS	$86,163.48	$0.00
MACLEOD, CLARA R	TEACHERS W/REMOTE ALLOWANCE	$79,731.83	$78.95
MACLEOD, KELLY ANNE	TEACHERS	$114,562.69	$0.00
MADELL, ROBERT	TEACHERS	$105,483.32	$0.00
MALMBERG, MAXINE	TEACHERS	$101,001.64	$283.33
MARK, GRAEME	TEACHERS	$84,691.09	$0.00
MARSCHNER, JANICE DIANE	TEACHERS	$100,031.18	$430.87
MARSHALL, JARED	FOREMAN I TRADES	$88,063.13	$2,776.78
MARTEL, NANCI C	TEACHERS W/REMOTE ALLOWANCE	$81,777.30	$293.96
MARTIN, DAVID	ADMIN OFFICERS CRANBROOK	$162,286.19	$1,179.55
MATTHEWS, PAUL	TEACHERS	$118,872.71	$0.00
MCALLISTER, RYAN S	TEMPORARY TEACHER WITH REMOTE	$121,628.94	$78.95
MCCORMACK, DANIELLE	TEACHERS	$94,733.57	$0.00
MCCULLOUGH, JACQUELINE	TEACHERS W/REMOTE ALLOWANCE	$93,511.84	$0.00
MCELGUNN, NIKITA	TEACHERS	$118,615.77	$146.00
MCGOVERN, JENNIFER	TEACHERS	$117,955.99	$0.00
MCKENZIE, RYAN	TEACHERS	$117,794.51	$3,295.30
MCKEOWN, KIM	TEACHERS W/REMOTE ALLOWANCE	$123,475.18	$5,497.95
MEDCALF, JENNA	TEACHERS W/REMOTE ALLOWANCE	$110,917.79	$704.82
MEIJER, TANYA	TEACHERS	$105,449.47	$191.92
MERKEL, TERA-LEIGH	TEACHERS	$116,471.33	$30.00
METCALFE, ROBERT	TEACHER TEMPORARY	$84,660.19	$0.00
MILLER, KEN	BUSINESS ADMIN	$94,206.34	$2,530.37
MINTO, ADELE	SPEECH PATHOLOGISTS	$128,698.43	$7,166.09
MOLNAR, MARISSA	TEACHERS	$105,348.13	$0.00

MOORE, ALISON	TEACHERS W/REMOTE ALLOWANCE	$107,089.77	$0.00
MORGAN, RUSAN	TEACHERS W/REMOTE ALLOWANCE	$121,137.72	$103.27
MORRISON, RANDI	TEACHERS	$92,751.23	$90.00
MUDRY, STEFANIE	TEACHERS W/REMOTE ALLOWANCE	$98,982.58	$78.95
MURRAY, PAMELA	TEACHERS W/REMOTE ALLOWANCE	$109,015.13	$0.00
MUSIL, FARRIN	TEACHERS W/REMOTE ALLOWANCE	$104,242.48	$97.01
NASTASI, ROMINA	TEACHERS	$88,807.77	$0.00
NEUFELD, NICOLE	ADMIN OFFICERS ELK VALLEY	$162,895.45	$5,055.72
NIELSEN, KIM	TEACHERS	$114,673.66	$0.00
NIKIFORUK, STEPHEN W G	TEACHERS W/REMOTE ALLOWANCE	$91,482.38	$271.00
NIMMO, ANDREA	TEACHERS W/REMOTE ALLOWANCE	$93,234.64	$219.00
NIXON, JANE	BUSINESS ADMIN	$95,062.94	$4,104.05
NYQUIST, TIFFANY	TEACHERS	$114,454.74	$123.17
O'CONNOR, JESSICA	TEACHERS	$104,176.03	$141.00
O'GRADY, SHEILA	TEACHERS	$114,556.47	$0.00
OESTREICH, DEVLIN	TEACHERS	$117,157.35	$163.25
OLORENSHAW, VAUGHN	TEACHERS W/REMOTE ALLOWANCE	$95,399.33	$580.70
PACE, ALLISON	TEACHERS W/REMOTE ALLOWANCE	$86,378.82	$0.00
PARENT, ANNIE	SPEECH PATHOLOGISTS	$108,339.83	$3,181.79
PARK, JANELLE	TEACHERS W/REMOTE ALLOWANCE	$78,790.34	$125.00
PARKER, JAMIE	TEACHERS W/REMOTE ALLOWANCE	$121,686.39	$307.60
PARKS, ROELIEN MICHELLE	TEACHERS W/REMOTE ALLOWANCE	$86,565.71	$168.96
PARON, MARK	TEACHERS	$117,875.74	$0.00
PASIVIRTA, DAVID	TEACHERS	$117,956.11	$25.15
PATEL, HIMANI Y	TEACHERS W/REMOTE ALLOWANCE	$85,607.92	$78.95
PATERSON, FRASER	TEACHERS	$80,584.53	$70.70
PATERSON, MICHELLE	TEACHERS	$115,271.23	$359.45
PATRICK, BRENNAN	TEACHERS W/REMOTE ALLOWANCE	$97,129.70	$311.96
PETERS, AUSTIN L	TEACHER TEMPORARY	$80,021.89	$200.00
PETTIFOR, COLE	TEACHERS W/REMOTE ALLOWANCE	$122,196.64	$217.60
PETTIFOR, VANESSA	TEACHERS W/REMOTE ALLOWANCE	$108,977.44	$89.60
PHILLIPS, LAURA-LEE	ED ADMIN	$166,440.03	$17,072.24
PHILLIPS, STEFFANI	TEACHERS W/REMOTE ALLOWANCE	$99,793.45	$0.00
PIERRE, JOE	BUSINESS ADMIN	$81,797.83	$4,674.38
POCALUYKO, HALEY	TEMPORARY TEACHER WITH REMOTE	$76,551.28	$128.00
POCHA, FILOMENA	TEACHERS	$102,700.63	$436.61
POCHA, PATTI	BUSINESS ADMIN	$107,353.71	$9,495.20
PODRASKY, SHEILA	TEACHERS W/REMOTE ALLOWANCE	$107,335.46	$0.00
POPOFF, DAVID	TEACHERS	$80,502.83	$2,204.32
PORTER, KATHLEEN	ADMIN OFFICERS CRANBROOK	$140,878.77	$3,139.59
PORTER, MADELINE FAITH	TEMPORARY TEACHER WITH REMOTE	$105,578.81	$163.25
POTTER, CAROLINE	TEACHERS	$92,881.92	$198.98
POULAIN, MARCELLE	TEACHERS W/REMOTE ALLOWANCE	$84,263.41	$217.35
POULIN, ANICK	TEACHERS	$115,211.19	$0.00
POWELL, JOHN F	TEACHERS W/REMOTE ALLOWANCE	$124,000.33	$125.00
PREECE, JACQUELYN E	TEACHERS W/REMOTE ALLOWANCE	$76,143.49	$287.63
PREST, YVONNE	TEACHERS W/REMOTE ALLOWANCE	$118,945.10	$0.00
PRESTON, GRAHAM	TEACHERS W/REMOTE ALLOWANCE	$115,385.88	$0.00

PRIMEAU, DILLEN	FOREMAN I TRADES	$95,383.17	$3,314.22
PUFFER, JENNY	TEACHERS	$112,905.80	$0.00
QUAIFE, AMY	TEACHERS	$79,101.41	$65.22
QUINN, REBECCA COLLEEN	TEACHERS W/REMOTE ALLOWANCE	$104,298.84	$224.36
REID, ERIC	BUSINESS ADMIN	$106,603.29	$8,311.94
REIMER, BRENT	ED ADMIN	$202,592.27	$13,915.50
REINARZ, DANIELLE	TEACHERS	$106,157.14	$163.25
RELKOFF, KELLEY	TEACHERS	$89,250.40	$0.00
RENTZ, WAYNE	BUSINESS ADMIN	$83,059.33	$311.83
RENZIE, AMANDA	TEACHERS	$114,635.04	$0.00
RICHARDS, NICHOLAS	TEACHERS	$92,418.86	$0.00
ROBERTS, MICHAEL JOHN	JOURYMAN CERTIFIED TRADES	$76,690.30	$432.84
ROBERTS, STEPHANIE	TEACHERS	$117,915.69	$269.17
ROBERTSON, LAURIE	TEMPORARY TEACHER WITH REMOTE	$95,451.55	$200.00
ROBERTSON, ROSS	TEACHERS	$116,890.32	$0.00
ROBINSON, JAMES MARTIN	TEACHERS	$119,831.85	$55.20
ROMERO, RACHEL MAUREEN	ADMIN OFFICERS ELK VALLEY	$144,944.90	$267.67
RONDEAU-L'ECUYER, LAURENCE	TEACHERS	$115,818.59	$0.00
ROONEY, ELIZABETH A	TEACHERS W/REMOTE ALLOWANCE	$91,544.21	$0.00
ROSNAU, LUCAS	TEACHERS	$114,686.36	$0.00
ROSNER, HERMAN	JOURYMAN CERTIFIED TRADES	$82,734.16	$1,564.99
ROSZELL, SEAN	TEACHERS W/REMOTE ALLOWANCE	$91,938.22	$0.00
RUNDBERG, ALYSSA	TEACHERS	$98,290.25	$0.00
RUNIONS, DAVID A	BUILDING SERVICES FOREPERSON	$76,423.78	$2,556.62
RUOSS, KATE	TEACHERS	$93,028.57	$163.25
RUSSCHEN, JULIE	TEACHERS	$119,832.05	$4,332.91
RUSSELL, VICTORIA	TEACHERS	$107,258.59	$0.00
SALANSKI, SHELLEY	TEACHERS W/REMOTE ALLOWANCE	$108,865.14	$0.00
SANFORD, DEVAN C	TEACHERS W/REMOTE ALLOWANCE	$97,178.65	$78.95
SAVAGE, ANITA	TEACHERS	$92,850.22	$123.17
SAVAGE, JODI	TEACHERS	$90,831.46	$30.00
SAWCHUK, DON	TEACHERS W/REMOTE ALLOWANCE	$118,260.60	$401.96
SCHACKER, JENNIFER	TEACHERS W/REMOTE ALLOWANCE	$107,083.61	$163.25
SCHADELI, ANNELI	TEACHERS	$85,949.89	$0.00
SENZ, ELIZABETH A.	TEACHERS W/REMOTE ALLOWANCE	$90,171.96	$100.21
SHADE, LEANN	TEACHERS	$106,408.66	$146.00
SHIELDS, KRISTIN	TEACHERS W/REMOTE ALLOWANCE	$116,868.88	$0.00
SHULLY, LEANNA S	ADMIN OFFICERS ELK VALLEY	$137,517.34	$3,937.06
SINCLAIR, SEAN	ADMIN OFFICERS CRANBROOK	$148,794.93	$2,705.04
SKEAD, TONJA	TEACHERS W/REMOTE ALLOWANCE	$123,013.30	$0.00
SKELTON, THOMAS	ADMIN OFFICERS ELK VALLEY	$164,916.39	$2,635.07
SKENE, AMANDA LEIGH E.	BUSINESS ADMIN	$87,279.27	$9,346.55
SLATER, BRAD	TEACHERS	$94,763.19	$0.00
SMITH, SHAELYN	TEACHERS	$98,513.49	$501.20
SOKOLIC, JOANNA	TEACHERS	$91,433.92	$191.92
SOMMERFELD, CHRISTINA	TEACHERS	$114,114.55	$827.56
SOMMERFELD, JASON	ADMIN OFFICERS ELK VALLEY	$165,399.56	$3,136.23
SOPKO, COURTNAY MICHELLE	TEACHERS W/REMOTE ALLOWANCE	$92,621.97	$185.22

SPAANS, RIANNE ELVIRA	TEMPORARY TEACHER WITH REMOTE	$95,142.66	$4,960.88
SPANOS, CHRISTOPHER	ADMIN OFFICERS CRANBROOK	$148,715.84	$237.73
SPARKS, KIM	TEACHERS	$115,631.16	$135.92
SPENSLEY, PATRICK D	TEACHERS	$106,722.31	$0.00
SPERGEL, LEAH	TEACHERS W/REMOTE ALLOWANCE	$119,499.63	$0.00
SPERLING, REBECCA	TEACHER TEMPORARY	$83,250.97	$0.00
STAMBULIC, CLAUDIA	TEACHERS	$114,453.26	$0.00
STANDING, DAVID	TEACHERS	$117,965.32	$0.00
STEPHENSON, SCOTT	TEACHERS	$92,366.74	$0.00
STEVENSON, BARBARA	TEACHERS	$105,211.53	$31.25
STEVENSON, ERIN M	BUSINESS ADMIN	$82,095.75	$1,748.95
STEWART, ADAM	TEACHERS	$112,930.29	$0.00
STEWART, BRIENNA	TEACHERS	$105,183.21	$28.57
STOREY, RITA K	TEACHERS W/REMOTE ALLOWANCE	$117,008.74	$163.25
SUBRA, FREDERIC	TEACHERS	$117,914.58	$0.00
SUETTA, MARISSA NICOLE	SPEECH PATHOLOGISTS	$112,130.71	$1,709.48
SUTHERLAND, NICOLLE	TEACHERS W/REMOTE ALLOWANCE	$121,144.30	$97.01
SUTTON, MELYSSA	TEACHERS	$105,341.18	$163.25
SWAIN, RUSSEL	FOREMAN I TRADES	$91,203.05	$2,071.83
TANCOWNY, JANIS	TEACHERS	$106,525.67	$0.00
TANG, DANICA GWEN	TEACHERS W/REMOTE ALLOWANCE	$91,439.42	$0.00
TANK, JOSEPH	BUSINESS ADMIN	$148,526.92	$6,071.95
TAYLOR, BRITTON ALICIA	TEACHER TEMPORARY	$84,760.76	$533.37
TAYLOR, MATTHEW	TEACHERS	$89,484.41	$1,139.50
TAYLOR, NICHOLAS	BUSINESS ADMIN	$223,742.81	$12,746.23
TEICHGRAB, BRANDON JOHN	JOURYMAN CERTIFIED TRADES	$76,653.83	$207.84
TEMRICK, TAMMY	TEACHERS W/REMOTE ALLOWANCE	$108,977.69	$0.00
THIELEN, BRETT	TEACHERS	$91,742.65	$0.00
THIELEN, DARALYN	TEACHERS W/REMOTE ALLOWANCE	$121,685.25	$0.00
THOMPSON, JAYME	TEACHERS	$118,069.03	$0.00
THOMPSON, JODI MARIE	TEACHERS W/REMOTE ALLOWANCE	$101,130.16	$125.00
THOMPSON, KRISTAN MARIE	ADMIN OFFICERS CRANBROOK	$137,364.34	$4,188.64
THOMSON, RICKI L	TEACHERS	$115,381.90	$191.92
THORN, AARON	ADMIN OFFICERS CRANBROOK	$170,569.80	$3,725.70
TICHAUER, JASON	ED ADMIN	$198,470.25	$11,810.89
TICHAUER, STEPHANIE	TEACHERS	$104,640.65	$0.00
TKACHUK, SHANNON	TEMPORARY TEACHER WITH REMOTE	$82,486.37	$128.00
TOFFOLO, ARISSA ROSE	TEACHERS	$79,704.93	$0.00
TOPPING, SARA	TEACHERS	$114,569.92	$25.15
TOVEE, COLLETTE	SPEECH PATHOLOGISTS	$129,731.37	$2,897.56
TRAUB, MELISSA	TEACHERS W/REMOTE ALLOWANCE	$81,501.65	$125.00
TRAVERSE, ADELAINE	TEACHERS W/REMOTE ALLOWANCE	$108,978.89	$0.00
TRAVERSE, LEAH-ROSE	TEACHERS W/REMOTE ALLOWANCE	$108,865.14	$0.00
TRAVIERSO, DON	TEACHERS	$105,341.18	$0.00
TSAO, GRACE	TEACHERS W/REMOTE ALLOWANCE	$104,192.15	$246.27
TUCHSCHERER, RAPHAELA	TEACHERS W/REMOTE ALLOWANCE	$108,264.74	$4,817.01
TYSON, BRENDA	ADMIN OFFICERS CRANBROOK	$166,102.98	$1,860.45
TZAKIS, KRYSTEN L	TEACHERS	$82,678.81	$2,062.24

VAN DER WALT, DANIEL	TEACHERS	$115,938.04	$388.46
VAN HESTEREN, JULIE	TEACHERS	$105,447.65	$0.00
VERMETTE, LINDSAY	TEACHERS	$87,176.67	$0.00
VICKERY, JENNIFER	BUSINESS ADMIN	$93,046.25	$1,803.73
WADE, GREGORY D	FOREMAN I TRADES	$90,813.23	$2,083.58
WAGNER, TANYA	TEACHERS W/REMOTE ALLOWANCE	$121,999.86	$354.33
WAKELING, ELIZABETH ROSE	TEMPORARY TEACHER WITH REMOTE	$82,618.04	$146.00
WALKER, KAREN	TEACHERS W/REMOTE ALLOWANCE	$89,454.25	$484.07
WALKLEY, PRISCILLA	TEACHERS	$116,056.25	$0.00
WALMSLEY, JORDANNA M	TEACHERS	$76,545.59	$0.00
WALMSLEY, WAYNE	TEACHERS	$106,304.77	$405.36
WALTERS, CHANTAL N	TEACHERS	$117,794.51	$0.00
WALTON, ADAM CHRISTIAN	TEACHERS	$107,976.12	$0.00
WARBURTON, SARAH	TEACHERS W/REMOTE ALLOWANCE	$118,770.96	$460.21
WARE, SEAN B G	TEACHERS W/REMOTE ALLOWANCE	$90,530.96	$125.00
WASYLOWICH, KALEY	ED ADMIN	$170,406.84	$12,298.75
WATSON, DORELENE MARGARET	ED ASST SPECIAL	$96,294.54	$0.00
WEBBER, ERIN	TEACHERS W/REMOTE ALLOWANCE	$107,207.23	$0.00
WENDA-SZOLTYSEK, JOLANTA	TEACHERS W/REMOTE ALLOWANCE	$121,561.42	$0.00
WHALEN, SEAN	TEACHERS	$117,878.83	$2,291.84
WHITE, CONNIE	TEACHERS	$117,875.38	$163.25
WHITLOCK, GERRY	FOREMAN I TRADES	$89,597.86	$3,165.87
WHITTALL, TAYLOR MARIE	TEACHERS	$79,999.32	$0.00
WICK, KATHLEEN	TEMPORARY TEACHER WITH REMOTE	$99,514.29	$0.00
WILKINSON, CHERYL	TEACHERS	$104,433.47	$206.01
WILLIAMS, MICHELLE L	TEACHERS	$96,241.08	$25.15
WILLICOME, KIMBERLEY	TEACHER TEMPORARY	$82,172.71	$25.15
WILLS, ADAM	TEACHERS	$114,635.04	$0.00
WILLUMEIT, AMANDA	TEACHERS	$116,953.09	$0.00
WILSON, LAUREN	TEACHERS	$108,242.52	$0.00
WILSON, WILLIAM	JOURYMAN CERTIFIED TRADES	$75,215.02	$407.33
WURMLINGER, TAYLOR	TEACHERS W/REMOTE ALLOWANCE	$103,096.99	$0.00
WYATT, DAWN	BUSINESS ADMIN	$105,822.60	$7,760.02
YOUNG, NIKKELA	TEACHERS	$103,847.05	$0.00
ZHUKROVSKY, ROSALIE	TEACHERS	$88,028.73	$163.25
TOTAL FOR EMPLOYEES WHOSE REMUNERATION EXCEEDS $75,000		**$47,455,503.02**	**$457,188.74**
B. REMUNERATION TO EMPLOYEES PAID $75,000.00 OR LESS		**$22,586,194.61**	**$113,139.58**
C. REMUNERATION TO ELECTED OFFICIALS		**$164,599.64**	**$34,882.27**
		$70,206,297.27	**$605,210.59**
D. EMPLOYER PORTION OF E.I. AND C.P.P		**$4,226,956.86**	

School District
Statement of Financial Information (SOFI)

School District No. 5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreements made between School District No.5 (Southeast Kootenay) and its non-unionized employees during fiscal year 2026.

Prepared as required by *Financial Information Regulation*, Schedule 1, subsection 6(7)

School District
Statement of Financial Information (SOFI)

School District No. 5 (Southeast Kootenay)

Fiscal Year Ended June 30, 2026

A. LIST OF SUPPLIERS WHERE PAYMENTS EXCEED $25,000.00

SUPPLIER NAME	EXPENDITURE
ACCESSSMT HOLDINGS LTD	$29,634.08
AFFORDABLE FLOORS LTD.	$94,873.20
AIRPLUS INDUSTRIAL CORP	$79,374.40
AMAZON.COM.CA ULC	$372,531.05
ARI FINANCIAL SERVICES T46163	$39,960.25
BANDITOS INCORPORATED	$27,942.69
BC HYDRO	$744,396.51
BCSTA	$45,664.22
BDI PLAY DESIGNS	$168,008.33
BDO CANADA LLP	$54,265.05
BERRY ARCHITECTURE	$649,869.51
BLUE IMP - SF SCOTT MFG CO LTD	$307,402.63
BUNZL	$82,817.98
CALIPER MACHINE & HYDRAULICS L	$32,429.31
CAMERON ENTERPRISES	$55,268.87
CANADIAN LINEN & UNIFORM SERVI	$46,262.75
CASTLE FUELS (2008) INC	$282,106.80
CATERPILLAR FINANCIAL SERVICES	$30,989.08
CCA FINANCIAL COMPANY	$370,534.73
CDTA PROFESSIONAL DEVELOPMENT	$112,500.00
CITY GLASS AND WINDSHIELD SHOP	$116,025.50
CITY OF CRANBROOK	$40,178.93
CITY OF FERNIE	$45,037.29
COLLEGE OF THE ROCKIES	$131,951.44
COLORED SHALE PRODUCTS INC	$37,677.78
COLUMBIA BASIN ALLIANCE FOR LI	$138,500.00
COMM CONNECTIONS SOCIETY	$73,928.00
CONTROLLED FIRE SERVICES	$26,236.64
CRANBROOK PEST CONTROL	$26,424.70
CRANBROOK SALVATION ARMY	$60,000.00
CRISIS PREVENTION INSTITUTE, I	$67,200.00
CROWN RESTAURANT EQUIPMENT LTD	$60,319.30
CSAP SOCIETY	$27,300.00

D3K CONSTRUCTION LTD	$45,438.75
DATA MAESTRO SOLUTIONS INC.	$69,552.00
DELL CANADA INC	$275,719.49
DISTRICT OF ELKFORD	$26,365.50
DISTRICT OF SPARWOOD	$48,559.21
DYNAMIC SPECIALTY VEHICLES LTD	$601,883.82
EB HORSMAN & SON	$90,423.50
EKBOA	$30,937.95
ELK VALLEY EXCAVATION LTD.	$173,250.00
EMPLOYER HEALTH TAX - PROV BC	$1,337,030.44
FALCON ENGINEERING LTD.	$127,444.81
FERNIE AUTO PARTS LTD	$73,678.48
FLAMEGUARD SAFETY SERVICES LIM	$45,292.23
FORTISBC	$484,166.64
GARAVENTA (CANADA) LTD.	$52,900.00
GLOVER INTERNATIONAL TRUCKS LT	$38,278.80
GRAND & TOY	$98,200.91
HABITAT SYSTEMS INCORPORATED	$112,160.79
HOME DEPOT CREDIT SERVICES	$42,106.14
HOMEWOOD HEALTH INC.	$79,948.41
IBM CANADA LTD	$181,911.69
INLAND KENWORTH PARTNERSHIP	$53,978.89
INTERIOR HEALTH	$200,000.00
JIM PATTISON LEASE	$184,778.45
JOHNSON'S HEATING (629189 B.C.	$145,734.76
KEMLEE EQUIPMENT LTD.	$79,358.48
KEY CITY THEATRE	$43,021.50
KOOTENAY CLEAN AIR INC.	$63,180.60
KOOTENAY DISASTER RESTORATION	$63,091.76
KOOTENAY LAWN DOCTOR INC	$78,502.50
LOBLAW COMPANIES LIMITED	$199,500.00
LOGICAL SOLUTIONS LTD	$89,954.58
LONG & MCQUADE	$39,293.40
LOVEDAY'S FLOORING LTD	$100,275.00
M & K PLUMBING & HEATING CO. L	$251,716.27
MARTECH ELECTRICAL SYSTEMS LTD	$383,245.31
MCWHIRTER OFFICE SOLUTIONS	$74,591.97
MINISTER OF FINANCE	$68,853.75
MINISTER OF FINANCE	$26,266.26
MOGLI'S VACUUM AND JANITORIAL	$28,649.60
MUNICIPAL PENSION PLAN CUPE	$1,192,185.44
MUNICIPAL PENSION PLAN EXCLUDE	$241,554.96
NEDERMAN CANADA LTD	$66,632.16
NICHOLSON & ASSOC	$55,364.15

NORTH MOUNTAIN CONSTRUCTION LT	$2,102,902.84
NUFLOORS	$27,625.84
PACIFIC BLUE CROSS	$2,482,581.00
PASSEY, SUSANNA	$65,813.91
PEARSON CANADA ASSESSMENT INC.	$27,042.81
PEBT IN TRUST	$1,880,962.36
POWERSCHOOL CANADA ULC	$29,340.21
PROTECK HAZARDOUS MATERIALS MA	$32,063.24
QUAD CITY BUILDING MATERIALS L	$26,354.30
RCAP LEASING INC.	$43,083.93
REAL CDN SUPERSTORE	$84,587.12
RIEMANN PAINTING (2003) INC.	$130,032.00
RONA	$33,634.31
RUBICON PUBLISHNG INC	$26,403.10
SAVE ON FOODS	$84,990.88
SHELL ENERGY NORTH AMERICA (CA	$28,275.04
SOBEYS CAPITAL INC.	$37,600.00
SOFTCHOICE LP	$159,094.68
SPARWOOD ESSO	$54,479.94
STAPLES PROFESSIONAL	$66,016.84
TEACHER PENSION PLAN	$5,541,762.19
TELUS MOBILITY	$29,690.53
THE LAWN BARBERS	$47,225.08
THE ULTIMATE SOFTWARE GROUP OF	$28,192.50
TRAILMAKER MEDIA	$29,937.60
TRUE MECHANICAL	$29,162.96
TURNER & TOWNSEND CANADA INC	$143,234.60
UNIVERUS SOFTWARE CANADA INC	$31,480.47
VENTURE MECHANICAL SYSTEMS LTD	$437,880.01
W. INGRAM BUILDING MATERIALS L	$45,600.05
WAL-MART #3183	$28,253.71
WASTE MANAGEMENT OF CANADA COR	$27,540.81
WESTERN ROOFING MASTER ROOFERS	$303,331.35
WOLSELEY MECHANICAL GROUP - AL	$119,147.96
WOOD WYANT	$190,044.41
WORKSAFE BC ONLINE	$810,278.14
WSP CANADA INC.	$70,643.99
XEROX CANADA LTD	$132,237.49
YARDSCAPES CONTRACTING	$82,099.06
YOUR INDEPENDENT GROCER	$35,482.83
TOTAL FOR SUPPLIERS WHERE PAYMENTS EXCEED $25,000.00	**$27,828,700.46**
B. SUPPLIERS PAID $25,000.00 OR LESS	**$ 3,231,857.43**
Total Payments for Goods & Services	**$31,060,557.89**

Schedule 10

Statement of Financial Information (SOFI)
School District No. 5 (Southeast Kootenay)
Fiscal Year Ended June 30, 2026

Reconciliation of Payments (SOFI) to Audited Financial Statements

The differences between the combined totals for the Schedule of Remuneration and Expenses and the Schedule of Payments made for the Provision of Goods and Services contained within the Statement of Financial Information report and the districts Audited Financial statements – specifically Statement 2 – Statement of Revenue and Expense, are as indicated below in the Explanation of Variance.

Explanation of Variance – the SOFI schedules differ from the audited financial statements for the following reasons:

- The Schedule of Remuneration and Expenses is prepared on a cash basis and salary and benefits in the Financial Statements are on an accrual basis.
- The schedule of Payments for Goods and Services is prepared on a cash basis and expenditures in the Financial Statements are on an accrual basis.
- Payments to suppliers include 68% Goods and Services Tax on expenditures recorded in the Financial Statements and the financial statement entries are net of the G.S.T. rebates.
- The Schedule of Payments of Goods and Services includes payments made on behalf of third parties such as Parent Advisory Councils (PAC's). The third party recoveries of expenses from PAC's and school fundraising activities may not all be adjusted for in the schedules.
- Payments to benefit suppliers include taxable benefit amounts shown as remuneration on the Schedule of Remuneration and Expenses. Also, travel expenditures paid directly to suppliers may be duplicated in the employee expenses category.
- Other miscellaneous cost recoveries may not have been deducted from the payment schedules.

Prepared as required by *Financial Information Act*, RSBC 1996 Chapter 140

District Occupational Health and Safety Advisory Committee – Agenda	
Date: October 15, 2026	Location: School District 5
Time: 1:00 p.m. – 3:00 p.m.	Place: B1
Co-Chair: Erin Boehm	Co-Chair: Rosalie Zhukrovsky and Janice Marscher
Mission Statement: *DOHSAC works closely with site-based JOHS committees to support a safer district. We examine information for trends across the district and our diverse workforce in an effort to identify and mitigate upcoming challenges.*	

Roll Call: Erin Boehm, Bridget Fix, Rosalie Zhukrovsky, Denise Damstrom, Haley Culver, Joe Tank, Tanya Waugh, Cassandra Buch, Janice Marschner, Kaley Wasylowich (not in attendance)

A. Unfinished Business:

Orange Emergency Procedures Handbook: Distribution to all locations is expected to be completed by the end of October. We were awaiting delivery from the printer. Kaley will either include the handbooks in the courier run or deliver them directly to each location.

Dust Collection Update – FSS: There has been a slight delay in the delivery of the permanent dust collection system. In the interim, five portable dust collection units have been purchased, installed, and are now fully operational. We are hopeful that the permanent system will arrive by December and can be installed over the winter break.

Dust Collection Update – MBSS: The project is nearing completion and is expected to be finished within the next couple of weeks. We are also assessing the feasibility of adding a few additional outlets. If costs remain within budget, this work will be completed as part of the current project.

B. New Business:

Meeting Minute Template

The new meeting minute template has been distributed to all JOHSCs (attached). Feedback indicates that meetings have become more structured and consistent with the implementation of the new template.

Drill Tracking

A spreadsheet has been developed to track the completion of required drills across all locations.

FAME System and Meeting Minutes

Discussion took place regarding the integration of meeting minutes within the FAME system. Further work is required to connect this process with JOHSC documentation and reporting.

Updated Threat/Violence Report Form

The updated Threat/Violence Report Form (attached) was reviewed. All completed forms are now submitted to Erin. An increase in submissions has been noted, which is believed to be the result of reduced barriers to reporting.

Erin provides each union with a summary of any reported concerns. When patterns are identified, Erin works with Kaley and SEL Teachers Krysta and Ryan to meet with the affected employee. The SEL team may be dispatched to observe and provide support, with the goal of identifying solutions and improving outcomes.

Committee members discussed the possibility of including CUPE and BCTF checkboxes on the form. The reporting process was also reviewed:

Tier 2 reports provide an opportunity for follow-up meetings.
Tier 3 reports require a formal meeting.
Any suggested changes to the form should be directed to Erin. It was also recommended that a revision date be added to the bottom of the form to ensure users can identify the most current version.

BCPSEA Education Assistant Learning Modules

The committee reviewed the free BCPSEA Education Assistant Learning Modules available to all school district employees. Amanda distributed information about these modules to all CUPE members. Erin reviewed the content to ensure it aligns with district expectations.
Available modules include:
Understanding Mental Health in Classrooms
Understanding Behaviour and Inclusive Education
Understanding Common Medical Conditions
Participants must achieve a minimum score of 75% to successfully complete a module. Employees can register directly through the BCPSEA website. Completion certificates submitted to Human Resources will be added to employee files.
The committee noted that previous virtual reality training options were difficult to implement due to technical requirements and that the BCPSEA modules provide more practical and accessible training opportunities.

Employee ID Badges

Staff are expected to wear their employee identification badge throughout the workday. Work is underway to fully implement this practice across all locations.
Employees have been asked to submit photos to IT for badge production. Guidelines have been provided to schools outlining photo requirements, including restrictions on AI-generated images. A district-wide staff list will be maintained to identify employees who have not submitted a photo, allowing for follow-up as required.
Badge photos will be updated every two to three years to ensure they accurately reflect current staff appearances and maintain a consistent standard across the district. Casual employees will also have the opportunity to obtain ID badges. Small clips have been ordered to assist staff with displaying their badges.
Committee discussion included:
Expectations regarding badge placement.
Procedures when badges are forgotten or lost.
Encouraging staff to leave badges at their primary worksite when possible.
Replacement badges will not be issued without cause. Employees who do not have their badge available may be required to sign in and obtain a visitor pass or request a replacement badge.
Long-term plans may include using employee badges to access photocopiers, door access systems, and district vehicles.

Electronic Access Systems

The potential use of fob access systems at PES was discussed. MBSS will serve as the initial test site for this project.
The committee also discussed visitor badges and suggested including emergency and evacuation information, potentially through a QR code linked to the Orange Emergency Procedures Handbook.

Contractors will have separate identification badges. All visitors and contractors are expected to sign in, with the possibility of future electronic tap-in capabilities being explored.

First Aid Responsibilities

The committee confirmed that First Aid Attendants are responsible for responding to staff injuries and incidents. Discussion regarding student-related incidents will continue as required.

WorkSafeBC Files

Janice will provide an update on WorkSafeBC files at the next meeting.

Staff Washrooms

Questions were raised regarding the appropriate number of staff washrooms required at each location. Due to the unique operational requirements within schools, additional review is required. Hailey will investigate and report back.

JOHSC Membership Lists

A request was made to provide current JOHSC membership lists. This will be added to our TEAMS site by Bridget

SSS Single-Use Washrooms

The installation of doors for the single-use washrooms at SSS is anticipated by December, with the project expected to be completed shortly thereafter.

A question was also raised regarding whether ESS remains on the list for similar work next year.

Building Access and Security

Discussion took place regarding limiting the number of exterior doors that remain open during the school day. While there is no district-wide requirement, locations are encouraged to maintain a primary entrance for visitors. Implementation will continue to be determined at the site level.

Fire Drill Procedures for Portables

The committee discussed ensuring that accountability boards are readily available inside schools for use during fire drills involving portable classrooms.

C. Education:

New member training will be rescheduled, as there are currently 16 new JOHSC members requiring training.

Training for all JOHSC committee members has been scheduled as follows:
November 17 – Sparwood Library, November 18 – Cranbrook Royal Alexandra
Training Agenda:
Brad Davies: Employer Incident Investigations Reports (EIIRs) and Workplace Investigations
Session facilitator and content to be confirmed. Topics under consideration include: Threat and Violence Reporting, Workers' Rights and Refusal of Unsafe Work, BCTF and/or BC Federation of Labour Support. Registration information will be distributed to individual committee members on November 2 to allow participants to register for their preferred session date and location.

D. Review of City Reporter Inspections

A review of City Reporter inspections for September and October was conducted by Joe and Erin.

With several new committee members participating in inspections, additional training has been provided on how to properly complete and submit City Reporter reports.

The review identified several recurring issues that continue to appear across locations, including: Grounds and site maintenance concerns, Window blind repairs or replacements, Painting and cosmetic maintenance requirements, Doors that are not functioning properly, Storage organization and clean-up needs, Traffic flow and student drop-off/pick-up concerns. The committee discussed potential traffic management improvements, including the possibility of additional measures to better direct vehicles to designated drop-off areas.

Efforts continue to ensure that all locations complete and submit their City Reporter inspections on a monthly basis.

Lockdown Procedures, An update was provided regarding changes to Safe Schools lockdown procedures. The primary focus during a lockdown is now ensuring that spaces remain dark and quiet, with these principles emphasized as the most critical components of the procedure.

E.

Next Meeting and Adjournment:

Next meeting: December 10, 1 pm.

2026/2027 YTD vs Budget												
Program	Oct 31, 2026 Year to Date	2026/2027 Budget (12 Months)	20262027 Amended Budget (12 Months)	Remaining Balance	Percent	P/Y Percent	Budget Year	Expected Remaining (%)	Variance	Comment Required?	Comments
1 Instruction											
Program 02 Regular Instruction	9,926,124	42,966,323		33,040,199	76.90%	78.67%	10	80%	-3.10%	Comment Required	Over budget mainly due to prepaids for software expenses were expensed in full in first quarter. PVP and TTOC salaries and benefits are overbudget as well. Also 40% of the budget for some supplies has already been used up as the schools prepared for the school year.
Program 03 Career Preparation	4,839	103,180		98,341	95.31%	90.52%	10	80%	15.31%	Comment Required	Not much has been spent by schools as yet.
Program 07 Library Services	319,379	1,303,196		983,817	75.49%	77.16%	10	80%	-4.51%	Comment Required	Prepaid costs for ERAC Membership and Software Follet costs for the year have already been expensed. Almost all of the learning resources budget has also been expensed by Oct 31.
Program 08 Counselling	250,024	1,248,723		998,699	79.98%	80.32%	10	80%	-0.02%	Below threshold	
Program 10 Special Education	3,025,127	16,792,331		13,767,204	81.99%	82.33%	10	80%	1.99%	Below threshold	
Program 20 Early Learning & Child Care	760	44,914		44,154	98.31%	96.62%	10	80%	18.31%	Comment Required	Other than travel and dues, rest of the program is being funded under ECL special purpose funds
Program 30 English Language Learning	16,971	90,937		73,966	81.34%	79.16%	10	80%	1.34%	Below threshold	
Program 31 Indigenous Education	335,094	2,155,206		1,820,112	84.45%	78.53%	10	80%	4.45%	Comment Required	Budgets for Welcoming Spaces and Cultural Project and PVP Salaries budgets hasn't been utilized yet.
Program 41 Administration	1,921,668	6,226,670		4,305,002	69.14%	58.49%	12	67%	2.47%	Comment Required	Slightly lower as budget for PVP mentoring & Pro-D Release hasn't been utilized.
	15,799,986	70,931,480	0	55,131,494	77.73%	77.88%	10	79%	-0.79%		
4 District Administration											
Program 11 Educational Administration	226,879	864,204		637,325	73.75%	81.60%	12	67%	7.08%	Comment Required	PVP Mtg Release, MyED Licence fees and other Pro-D budgets haven't been utilized yet.
Program 40 School District Govt	109,102	305,219		196,117	64.25%	58.94%	12	67%	-2.41%	Comment Required	Overbudget mainly due to higher than budget BCSTA dues & fees which are for the full year.
Program 41 Administration	646,657	2,389,784		1,743,127	72.94%	73.94%	12	67%	6.27%	Comment Required	Under budget due to reversal of support vacation accrual from prior year end. Also, most of the Pro-D budgets and travel budgets haven't been utilized yet
	982,638	3,559,207	0	2,576,569	72.39%	74.77%	12	67%	5.72%		
5 Operations & Maintenance											
Program 41 Administration	153,144	726,136		572,992	78.91%	78.41%	12	67%	12.24%	Comment Required	Under budget mainly due to no clerical wage costs in maintenance. Also, Insurance costs haven't been recorded yet.
Program 50 Maintenance Operations	1,963,341	6,378,738		4,415,397	69.22%	70.19%	12	67%	2.55%	Comment Required	Slightly underbudget mainly due to some budgets for contract services not being utilized. Also, custodial salaries are lower than budget.
Program 52 Maintenance Of Grounds	69,115	581,640		512,525	88.12%	89.64%	12	67%	21.45%	Comment Required	Snow removal budget haven't been utilized as yet.
Program 56 Utilities	326,388	1,265,000		938,612	74.20%	77.56%	12	67%	7.53%	Comment Required	Under budget mainly due to NGN Chargeback and Carbon tax offset not recorded yet. Other utility costs are actually higher than budget.
	2,511,988	8,951,514	0	6,439,526	71.94%	73.19%	12	67%	5.27%		
7 Transportation & Housing											
Program 41 Administration	65,252	178,572		113,320	63.46%	66.44%	12	67%	-3.21%	Comment Required	Overbudget mainly due to higher than budget travel costs.
Program 70 Student Transportation	560,971	2,360,848		1,799,877	76.24%	72.39%	10	80%	-3.76%	Comment Required	Staff training budget has already been utilized in full and is over budget. Also, equipment and supplies expenses, especially in Fernie are higher than budget.
	626,223	2,539,420	0	1,913,197	75.34%	71.97%	11	73%	2.01%		
	19,920,835	85,981,621	0	66,060,786	76.83%	77.11%		77%	-0.40%	Below threshold	

2026/2027 YTD vs 2025/2026 YTD						
Program	10/31/2026 YTD	10/31/2025 YTD	Variance	Percent	Comment Required?	Comments
1 Instruction						
Program 02 Regular Instruction	9,926,124	9,067,178	-858,946	-9.47%	Comment Required	Increase in salaries and benefits for teachers in c/y.
Program 03 Career Preparation	4,839	10,480	5,641	53.82%	Comment Required	More supplies expensed by KLC in prior year. Schools haven't used their budgets as of Oct 2026.
Program 07 Library Services	319,379	316,349	-3,030	-0.96%	Below threshold	
Program 08 Counselling	250,024	244,975	-5,049	-2.06%	Below threshold	
Program 10 Special Education	3,025,127	3,157,034	131,907	4.18%	Below threshold	
Program 20 Early Learning & Child Care	760	1,364	604	44.28%	Comment Required	P/Y had supplies. In c/y minimal expenses has been recorded yet.
Program 30 English Language Learning	16,971	15,550	-1,421	-9.14%	Comment Required	Increase in salaries and benefits in c/y
Program 31 Indigenous Education	335,094	412,353	77,259	18.74%	Comment Required	Prior year had Jason's salary and benefits for the first month, where as there are no salaries in c/y for PVP. Travel and other supplies budget hasn't been utilized yet.
Program 41 Administration	1,921,668	2,538,813	617,145	24.31%	Comment Required	Clerical wages and benefits costs lower than prior year.
	15,799,986	15,764,096	-35,890	-0.23%		
4 District Administration						
Program 11 Educational Administration	226,879	168,829	-58,050	-34.38%	Comment Required	Exempt mgmt. salaries & benefits are higher in c/y compared to p/y (Jason's salary was being coded to 1-31 last summer)
Program 40 School District Govt	109,102	113,007	3,905	3.46%	Below threshold	
Program 41 Administration	646,657	601,793	-44,864	-7.46%	Comment Required	C/Y is higher than p/y due to higher audit and legal fees by and grievance settlement of $26K in c/y.
	982,638	883,629	-99,009	-11.20%		
5 Operations & Maintenance						
Program 41 Administration	153,144	152,902	-242	-0.16%	Below threshold	
Program 50 Maintenance Operations	1,963,341	1,857,511	-105,830	-5.70%	Comment Required	Higher maintenance wage and benefit expense in c/y than in p/y. Cost of district backup services, other licences, fuel costs higher in c/y than in p/y
Program 52 Maintenance Of Grounds	69,115	59,404	-9,711	-16.35%	Comment Required	Salaries & benefits higher in c/y than in p/y. Grounds vehicle repairs higher than p/y as well.
Program 56 Utilities	326,388	283,824	-42,564	-15.00%	Comment Required	Increase mainly from higher electricity, garbage, and hazardous material disposal costs.
	2,511,988	2,353,641	-158,347	-6.73%		
7 Transportation & Housing						
Program 41 Administration	65,252	59,316	-5,936	-10.01%	Comment Required	Higher management salaries as budgeted and higher travel expense than p/y.
Program 70 Student Transportation	560,971	640,007	79,036	12.35%	Comment Required	Bus drivers & Mechanics salaries and benefits lower than p/y. Bus lease expense is lower than p/y by $12K. Also, insurance costs lower than p/y by approx. $4K.
	626,223	699,323	73,100	10.45%		
	19,920,835	19,700,689	-220,146	-1.12%		

2026/27 Fiscal Year
Capital Projects - Budget Tracking Sheet
As At: November 9, 2026

Project Description	COA Amount	Initial Budget	Total Spent	Forecasted Amount to be Spent	Expected Over (Under) Budget	Comments
Fernie Elementary School	20,675,498	33,517,714	2,295,777	31,221,937	-	The Fernie Elementary School project continues to move forward, with the building permit now issued and the construction contract with Chandos officially signed. Chandos is expected to mobilize to the site within the next couple of weeks, with the next steps including site preparation, coordination of utility installations, and the commencement of construction activities.
Fernie Elementary School Child care	7,910,000	7,910,000	84,119	-	-	Ministry approved $7.9 Million per the recently signed funding agreement. This is part of the Fernie Elementary School project noted above.
Board Office / Bus Shop - Electrical Upgrades	998,800	998,800	610,111	-	(388,689)	The Electrical Upgrade has been completed. Surplus funds to be used on future Gordon Terrace Elementary School Boiler upgrades.
Fernie Bus Shop Upgrade	661,500	661,500	28,480	633,020	-	The Fernie Maintenance Shop electrical upgrade continues to progress, with the new BC Hydro pole now installed. Martech has begun mobilizing crews to the site to commence the electrical installation work.
Elkford Housing Initiative - Phase 1	1,000,000	1,000,000	3,282	996,718	-	Project expected to commence in Spring 2027. Currently finalizing designs.
Roofing Upgrade - GTES	500,000	500,000	431,018	68,982	-	The Gordon Terrace Elementary School roofing project has now been completed, with all roofing work finalized. Final invoices to come.
Boiler Upgrade - GTES (Phase 1)	590,000	590,000	231,691	358,309	-	Phase One of the boiler upgrade project at Gordon Terrace Elementary School has been successfully completed, including the upgrade of the domestic hot water tank. Final invoices to come, and phase 2 to start next.
Dust Collection System Upgrade - FSS	350,000	350,000	157,596	192,404	-	The portable dust collectors have been installed at Fernie Secondary School, allowing the shop to remain operational. Installation of the new central dust collection system is anticipated to take place over the Christmas break.
TM Roberts Elementary	144,000	144,000	7,432	136,568	-	The gym has been painted, and two change rooms are being converted into office spaces. Kitchen renovations are currently being planned for the remainder of funds.
Kitchen Equipment - MBSS,LMS,PMS Kitcher	390,000	390,000	53,586	336,414	-	Tenders for the kitchen renovations at Mount Baker Secondary School (MBSS), Laurie Middle School (LMS), and Parkland Middle School (PMS) have been received, with North Mountain Construction anticipated to be the successful contractor. We will be proceeding with the procurement of new kitchen appliances to ensure they are available for installation when the contractor is ready.
	30,245,798	**43,088,014**		**31,854,957**	**(388,689)**	

SD5 Out of District Staff Travel Summary
2026-2027

Month	Dates Travel	Last Name	First Name	Position	Conference	Travel Location	Total Expense	Monthly Total	Pro-D	Pro-D Amt
Jul	7-10	Reid	Eric	Assistant Manager Operations	ASTSBC Conference	Penticton	$ 2,645.53			
Jul	8-12	Butler	Paul	Mechanic	ASTSBC Conference	Penticton	$ 2,307.65			
Jul	8-10	Whitlock	Gerry	Foreperson Trades	ASTSBC Conference	Penticton	$ 2,420.99			
Jul	8-12	Wyatt	Dawn	Assistant Manager Operations	ASTSBC Conference	Penticton	$ 2,610.45			
Jul	14-18	Lavergne	Arnaud	Mechanic	ASTSBC Conference	Penticton	$ 2,307.65			
Jul	1-5	Tank	Joe	Director	ASTSBC Conference	Penticton	$ 2,676.70			
Jul	8-12	Primeau	Dillen	Mechanic Foreperson	ASTSBC Conference	Penticton	$ 2,648.99			
Jul	1-5	Conlin	Kathy	Vice Principal	Foundations for New School Leaders	Kelowna	$ 2,885.13			
Jul	1-5	Jones	Erin	Vice Principal	Foundations for New School Leaders	Kelowna	$ 3,219.69			
								$ 23,722.78		
Aug	14-17	Waslowich	Kaley	District Principal	BCSSA Summer	Whistler	$ 3,985.73			
Aug	14-17	Reimer	Brent	Director	BCSSA Summer	Whistler	$ 3,932.76			
Aug	14-17	Johnson	Viveka	Superintendent	BCSSA Summer	Whistler	$ 4,005.36			
								$ 11,923.85		
Sep	20-22	Girimonte	Vince	Coordinator	Kitchen Tours	Delta	$ 1,297.87			
Sep	25	Kelly	Mike	Director	AI Assessment Conference	Vancouver	$ 1,745.36			
Sep	10-11	Kinsman	Melissa	Speech Language Pathologist	SpeakWell Events	Lethbridge	$ 1,000.18		Yes	$ 1,000.18
Sep										
								$ 4,043.41		$ 1,000.18
Oct	7-8	Reid	Eric	Assistant Manager Operations	EFMA Zone Meeting	Creston	$ 322.37			
Oct	21-22	Waslowich	Kaley	Director	Safe Schools Coordinator Meeting	Surrey	$ 1,624.39			
Oct	7-8	Wyatt	Dawn	Assistant Manager Operations	EFMA Zone Meeting	Creston	$ 348.37			
Oct	20-23	Wyatt	Dawn	Assistant Manager Operations	EFMA Fall Meeting	Delta	$ 2,240.12			
Oct	20-23	Tank	Joe	Director	EFMA Fall Meeting	Delta	$ 2,411.82		Yes	$ 2,411.82
Oct	20-22	Reid	Eric	Assistant Manager Operations	EFMA Fall Meeting	Delta	$ 1,842.22			
Oct	19-21	DeBruyne	Melissa	Accounting/Payroll Clerk	KEV School Activity Funds Summit	Vancouver	$ 1,491.45			
Oct	7-9	Storey	Rita	Teacher	Compassionate Systems Leadership	Nelson	$ 516.00			
Oct	7-9	Hall	Paige	Indigenous Counsellor	Compassionate Systems Leadership	Nelson	$ 516.00			
Oct	7-9	Boehm	Erin	District Principal	Compassionate Systems Leadership	Nelson	$ 516.00			
Oct	7-9	Gamache	Natasha	IESW	Compassionate Systems Leadership	Nelson	$ 1,047.44			
Oct	7-9	Locke	Sinead	Vice Principal	Compassionate Systems Leadership	Nelson	$ 708.72			
Oct	7-9	Reimer	Brent	Director	Compassionate Systems Leadership	Nelson	$ 757.28			
Oct	7-9	Cameron	Donna	Learning Services Teacher	Compassionate Systems Leadership	Nelson	$ 516.00			
Oct	7-9	Jones	Erin	Vice Principal	Compassionate Systems Leadership	Nelson	$ 764.20			
Oct	23-24	Sommerfeld	Jason	Principal	BCCASA Conference	Vancouver	$ 2,498.31			
Oct	22-25	Leeden	Amy	Vice Principal	BCPVPA Connecting Leaders	Vancouver	$ 3,033.41		Yes	$ 3,033.41
Oct	22-25	Neufeld	Nicole	Principal	BCPVPA Connecting Leaders	Vancouver	$ 2,702.93		Yes	$ 2,702.93
Oct	29-31	O'Neil	Faye	Indigenous Education Coordinator	TMO Fall	Banff	$ 1,741.37		Yes	$ 1,741.37
Oct	22-25	Adams	Michelle	FSS Foods Teacher	BCCASA Conference	Vancouver	$ 2,184.36			
Oct	29-31	Hart	Carissa	Principal	TMO Fall	Banff	$ 2,197.26		Yes	$ 2,197.26
Oct	28-29	Bishop	Warren	IT Specialist	HPE Networking Technical Bootcamp	Kelowna	$ 489.04			
								$ 30,469.06		$ 12,086.79
Nov	3-7	Johnson	Viveka	Superintendent	BCSSA Fall Conference	Vancouver	$ 2,518.33			
								$ 2,518.33		$ -

SD5 Out of District Staff Travel Summary
2026-2027

Month	Dates Travel	Last Name	First Name	Position	Conference	Travel Location	Total Expense	Monthly Total



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Grand Total Travel	$23,722.78	$11,923.85	$4,043.41	$30,469.06	$2,518.33	$-	$-	$-	$-	$-	$-	$-	$72,677.43
Total Pro-D	$-	$-	$1,000.18	$12,086.79	$-	$-				$-			$13,086.97
% Pro-D	0%	0%	25%	40%	0%	0%	0%	0%	0%	0%	0%	0%	18%

Pro-D Allocation	Other Travel
$ 13,086.97	$ 59,590.46