



**The Board of Education of
School District No.5 (Southeast Kootenay)
Minutes – Student Services Committee**

**April 24, 2017, 10:00 a.m.
Board Office**

**Committee Members
In Attendance:**

**Co-Chair Trustee McPhee (Chair)
Co-Chair Trustee Johns
Trustee Ayling
Trustee Bellina**

Regrets:

**Board/District Staff in
Attendance:**

**Trustee Blumhagen
Trustee Brown
Chairperson Lento
Trustee Whalen
Lynn Hauptman, Superintendent
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Educ.
Darcy Verbeurgt, District Principal of Student Services
Janice Paetz, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Student Services Committee meeting of April 24, 2017 was called to order at 10:07 a.m. by Co-Chair McPhee. This meeting is being held on the lands of the Ktunaxa People.

1.2. Approval of the Agenda

SS-2017-04

M/S that the agenda for the Student Services Committee meeting of April 24, 2017 be approved as circulated.

1.3. Approval of the Minutes

SS-2017-05

M/S that the minutes of the Student Services Committee meeting of February 27, 2017 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Spring IEP Writing – Report on Motion R-17-48

What we currently do for IEP Review and Writing:

- A side by side comparison of Fall and Spring IEP writing was provided.

Financial Implications of Spring IEP writing:

- Mr. Verbeurgt provided a review of documents explaining costs associated with implementing motion
- writing spring IEPs would be an added cost to current work – it cannot replace Fall writings as those are required to meet MOE regulations
- Trustee request: Could we do one elementary in the district as a pilot to work out kinks, what works, what doesn't?
- Funding Allocations: Level 1 - \$37,700, Level 2 - \$18,850, Level 3 - \$9500
- IEP's are now being done in the MyEd system – all classroom teachers and school admin have access to it in MyEd (we have been supporting SST to move from paper to electronic version).
- there is movement across the province to simplify the processing for inputting an IEP into MyEd – Mrs. Casault and Mr. Verbeurgt both sit on this provincial committee
- we are currently in a catch up position to get documents on-line – next year will be better
- Is there an expectation from the MOE audit team that everything is online? Both paper and online have been done in the past.

Recommendation A

“M/S that we develop a pilot project for K-3 students, one school in the Elk Valley and one in Cranbrook, to implement the intent of Motion R-17-48.”

Recommendation A was modified and eventually deferred to the September meeting.

- Concern for staff burnout (letter from Stacey/Julie) – people in the trenches are saying that they are currently overloaded and overwhelmed. We don't want to cause an upset for these employees. Reviewing this and the increased budget costs, suggest we do a pilot project and evaluate the project – additional costs for pilot projects could be covered within existing budget or additional funding. Very much appreciate the work Darcy has done, and value the advice from our Coordinators. We could learn from pilot project before proceeding further.
- Would the Board entertain modification to Recommendation A? We can't really do K students as they aren't in the system the previous year. Could we look at a single grade and in a school where we have qualified/experiences Student Service Teachers?
- Agreed to modify the Recommendation to say one grade in the Elk Valley and one grade in Cranbrook.
- CFTA expressed concerns with picking a single school, maybe problematic – extra work compared to other schools – maybe a school could volunteer?
- School selected should include a grade that encompasses all of the categories

- as a Board we would provide additional support/resources - preference to do Gr. 1-3 but if only one grade then maybe Gr.3 as they have been in the system the longest
- concerns expressed about not having trained Student Service Teachers in our schools, which is what our students and parents deserve
- There will be a discontinuation of some services to students as time will need to be refocus on this motion. (Already tension between classroom teacher and SST – taking away more time/services would not be received well.)
- We hire teachers that have the best experience we can get. Unfortunately, there are some that don't want to continue in student services due to the large burden/workload.
- Simplified IEP – working within MyEd system, there is recognition of the complexities of providing services to kids and how time consuming the paperwork is. Also looking at a way to easily pull information out for parents. User acceptance testing is scheduled for the end of June and should be implemented by September. Another group is looking at competency based report – Mrs. Casault and Mr. Verbeurgt are trying to sit on both provincial committees to know what is happening and help guide the process.
- Wonder if we should revisit this in January/February before proceeding with this motion. Everyone is working towards a more streamlined system around the province but it isn't quite done yet. Maybe first look to see what develops there before we proceed with motion in the Fall.
- CFTA – very short notice for schools at this point. In favour of supporting these ideas but don't want to add more burden, which will discourage more people from entering the field.
- Suggestion to use kindergarten children for the pilot as they come in to the system with a lot of information – put it all in the online system to start with, including all of their early years' information. (Noted that a lot of work goes in to gathering information about kindergarten students, including many meetings with Early Year's agencies, day cares, etc.
- Defer Recommendation A to the Student Services Committee Mtg. in September, with suggested IEP reporting updates.
- Would like a presentation from the Student Services Coordinators as per their offer to come and talk to Trustees in their letter.

3. CORRESPONDENCE AND/OR NEW ITEMS

3.1 Letter to the Board re: Motion R-17-48

- Refer to request above for presentation from Student Service Coordinators.
- Express gratitude to the Coordinators for their letter/information as it helped to form opinions on how to proceed.

3.2 Access4All Project and Accessibility in SD5 Buildings

- Review of what the project entails
- Mr. Verbeurgt and Mr. Tank looked at a variety of accesses at all buildings (physical, sound and visual barriers)
- BC Building Code access was amended in 2007 – work on these items continues

- LMS had an elevator put in for 2nd floor accessibility – MBSS was the only school who didn't have reliable 2nd floor access. It is currently serviced by a Garavante stair lift.
- Total MBSS infrastructure expenses are approximately \$65,000
- Awareness Event Expenses are approximately \$4,000
- Issues with 2nd floor building as when fire alarms go, all electronic equipment is shut down. Signage will go up to designate refuge areas so staff will know where students with mobility issues will be located in the case of fire – this is a standard process across the province.
- Correct table from high *viability* to *visibility*

4. INFORMATION ITEMS

Dealing with Motions/Recommendations – would like to see motions/recommendations put up on the screen for future meetings so members can follow along with changes.

5. ADJOURNMENT

The meeting adjourned at 10:53 a.m.