



The Board of Education of
School District No.5 (Southeast Kootenay)
AGENDA - REGULAR PUBLIC MEETING

February 10, 2015, 3:30 p.m.
Board Office

	Pages
1. COMMENCEMENT OF MEETING	
1.1 Call to Order	
1.2 Consideration and Approval of Agenda	
M/S that the agenda for the regular public meeting of the Board of Education of [date] be approved as [circulated / amended].	
1.3 Approval of the Minutes	4
M/S that the minutes of the regular public meeting of the Board of Education of [date] be approved as [circulated/amended].	
1.4 Receipt of Records of Closed Meetings	12
M/S to accept the closed records of the in-camera meeting of the Board of Education of [date].	
1.5 Business Arising from Previous Minutes	
1.6 Receiving of Delegations/Presentations	
1.6.1 MBSS Leadership Students	

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

13

Recommendation A:

M/S that the 5 Recommendations from the "White Paper on Athletics" Report go to Board for approval.

Recommendation B:

M/S that the Board approve the Enhancement Agreement Annual Report.

Recommendation C:

M/S that the Board write a letter to BCSTA that highlights our same concerns as SD 46 regarding the unexpected termination of BCPSEA Board of Directors.

Recommendation D:

M/S that the Board write a letter to the Select Standing Committee, Minister of Education, Finance Minister, with copies to MLA Bill Bennett, BCSTA, DPAC, etc. asking them to support both the 2014 and 2015 Recommendations on the Report on the Budget 2015 Consultations.

Recommendation E:

M/S that the Board write a letter to BCSTA reminding them that letters to the Minister also go to the opposition parties as members of government.

M/S that the Board accept the report of the Advocacy/Education Committee.

2.2 Policy Committee

19

Recommendation A:

M/S that the amended Draft Policy Legacy of Learning be sent to the Board of Education for approval.

M/S that the Board accept the report of the Policy Committee.

2.3 Finance/Operations/Personnel Committee

23

Recommendation A:

M/S that the Board write a letter to the Ministry to encourage Capital funding be put aside for the replacement of schools.

M/S that the Board accept the report of the Finance/Operations/Personnel Committee.

2.4	Student Services Committee	26
	M/S that the Board accept the report of the Student Services Committee.	
2.5	Communications/Media Committee	29
	M/S to accept the report of the Communications/Media Committee.	
2.6	Mt. Baker Secondary School Building Replacement Committee	
	M/S to accept the report of the Mt. Baker Secondary School Building Replacement Committee.	
2.7	Legacy of Learning	
	M/S to accept the Legacy of Learning report.	
2.8	Trustee Reports	30
3.	SUPERINTENDENT'S REPORT TO THE BOARD	37
	M/S that the [date] Superintendent's Report to the Board of Education be accepted as presented.	
4.	CHAIRPERSON'S REPORT	
5.	NEW BUSINESS	
	5.1 Business Arising from Delegations	
	5.2 2014/15 Amended Annual Budget Bylaw	43
6.	TRUSTEE BOUQUETS	
7.	ITEMS FOR INFORMATION/CORRESPONDENCE	59
8.	QUESTION PERIOD	
9.	ADJOURNMENT	
	M/S that the [date] regular public meeting of the Board of Education adjourn at [time].	
10.	LATE ITEMS	



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

**January 13, 2015, 5:00 p.m.
Jaffray Elem. Jr. Secondary School**

Present:

- Chairperson Lento
- Trustee Ayling
- Trustee Bellina
- Trustee Blumhagen
- Trustee Brown
- Trustee Helgesen
- Trustee Johns
- Trustee McPhee
- Trustee Whalen
- Superintendent of Schools, L. Hauptman
- Secretary Treasurer, R. Norum
- Director of Instruction/Human Resources, B. Reimer
- Director of Instruction/Student Learning, D. Casault
- Director of Student Learning and Aboriginal Education, J. Tichauer
- District Principal/Student Services, D. Verbeurgt
- Recorder, Corinne Burns

1. COMMENCEMENT OF MEETING

1.1. Call to Order

Chairperson Lento called the January 13, 2015 meeting of the Board of Education to order at 5:00 p.m.

1.2. Consideration and Approval of Agenda

Additions: 5.8 International Student Fee
7.3 College of the Rockies

MOTION R- 15 - 1

M/S that the agenda for the regular public meeting of the Board of Education of January 13, 2015 be approved as amended.

CARRIED

1.3. Approval of the Minutes

Minutes of the Public meeting of the Board of Education of November 12, 2014.
Minutes of the Public Inaugural meeting of the Board of Education of December 9, 2014

Error: It is noted that Trustee Helgesen was not in attendance at the Public Inaugural meeting of the Board of Education of December 9, 2014.

MOTION R- 15-2

M/S that the minutes of the regular public meeting of the Board of Education of November 12, 2014 be approved as circulated.

CARRIED

MOTION R- 15 - 3

M/S that the minutes from the Inaugural meeting of the Board December 9, 2014 be approved as amended.

CARRIED

1.4. Receipt of Records of Closed Meetings

MOTION R- 15 - 4

M/S to accept the closed records of the in-camera meeting of the Board of Education of November 12, 2014.

CARRIED

1.5. Business Arising from Previous Minutes

Nil

1.6. Receiving of Delegations/Presentations

"Beyond the Hurt" program was presented at the In-camera meeting by Jaffray Student's due to transportation difficulties for students.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1. Advocacy/Education Committee

Co-chair Trustee Whalen reviewed the minutes of the November 24, 2014 meeting of the Advocacy/Education Committee.

Discussion included:

- There was a lack of advertising done for Trustee elections.
- Would like the opportunity to sit down with the City and RDEK to discuss for future elections.

MOTION R- 15 - 5

M/S that the Board amend the letter to Prime Minister Harper to include additional ccs, add a cover letter explaining our concerns and ask them to send to their stakeholders.

CARRIED

MOTION R- 15 - 6

M/S that the Board write a letter to the City of Cranbrook and the RDEK to request they undertake a review of the procedures related to all advertising with respect to the election of SD5 Trustees for the City of Cranbrook and Area C.

CARRIED

MOTION R- 15 - 7

M/S that the Board accept the report of the Advocacy/Education Committee.

CARRIED

2.2. Policy Committee

There was no Policy Committee meeting in November.

2.3. Finance/Operations/Personnel Committee

Co-chair Trustee Helgesen reviewed the minutes of the November 24, 2014 meeting of the Finance/Operations/Personnel Committee.

MOTION R- 15 - 8

M/S that the Board write a letter to the City of Cranbrook requesting a flashing pedestrian light similar to the one at Victoria Ave and 4th Ave be installed at the crosswalk from Mount Baker Secondary School to the Safeway parking lot.

CARRIED

MOTION R- 15 - 9

M/S that the Board accept the report of the Finance/Operations/Personnel Committee.

CARRIED

2.4. Student Services Committee

Co-chair Trustee Johns reviewed the minutes of the November 24, 2015 meeting of the Student Services Committee.

MOTION R- 15 - 10

M/S that the Board accept the report of the Student Services Committee.

CARRIED

2.5. Communications/Media Committee

Trustee Ayling reported that in addition to the attached report she has sent a letter to MLA Bill Bennett clarifying the content in a recent letter that was sent to MLA Bill Bennett regarding concern over Community LINK funding.

MOTION R- 15 - 11

M/S to accept the report of the Communications/Media Committee.

CARRIED

2.6. Mt. Baker Secondary School Building Replacement Committee

Trustee Johns reported there is nothing to update at this time

MOTION R- 15 - 12

M/S to accept the report of the Mt. Baker Secondary School Building Replacement Committee.

CARRIED

2.7. Legacy of Learning

Trustee Johns reported that the photos in the reception area of the Board office have been changed. They continue to look at another panel of photos for Board room 2.

MOTION R- 15 - 13

M/S to accept the Legacy of Learning report.

CARRIED

2.8. Trustee Reports

Trustees reported on their activities for the month.

3. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report of January 13, 2015 included:
Superintendent's Activities

- Christmas Concerts
- RMES School Official Grand Opening
- Student Achievement 2014/15

Superintendent Hauptman reported that she appreciates the tremendous amount of hard work and dedication that goes into each and every Christmas concert. Although she was not able to attend them all she knows the concerts were a huge success.

Superintendent Hauptman reported that District staff has been working on the 2015/16 school calendar however there seems to be a conflict with the end of the year and provincial exams. This concern has been submitted to the Ministry.

Finance/Operations Updates

Mr. Norum reported that he has received the Funding Announcement and is currently working on Budget Preparation for 2015/16. He is also working on:

- Budget Sessions
- Purchase Cards
- Enrollment Projection

Update from Director of Instruction/Student Learning

Ms. Casault reported that My Education is moving forward and teaching staff will soon receive training and access. Mount Baker Tech rollover has been delayed until February due to server delays. She is also working on the following:

- Science Fair
- CR4YR
- Counsellors'-working group

Update from Director of Instruction/Safety/Aboriginal Education

Mr. Tichauer reported that Project Heavy Duty will be in Sparwood this year. School District No. 5 has also signed up for level 3 Erase Training.

Update from District Principal/Student Services

Mr. Verbeugt reported after winter break there are always new families to the area. He is working on projections for the 2015/16 school year.

Update from Director of Instruction/Human Resources

Mr. Reimer reported they are continuing to interview for TTOC's for the Elk Valley and Education Assistants for the entire District. It has also been 1 year since we began working with SRB. He continues to monitor feedback and he and Mr. Norum are working together with staff to review the process of how the Accounting Department and Human Resources can continue to improve efficiencies.

Important Dates for Trustees: BCSTA AGM

Enrolment Report

Discussion included:

- Is there a timeline for My Education that can be shared with teachers?
- It was noted that the attached report states that the Student Funded FTE should read October 17, 2014 not September 30, 2013. Superintendent Hauptman explained that although the Ministry required this information later this year due to the job action they still consider September the deadline and that is the date they continue to use as will we.

MOTION R- 15 - 14

M/S that the January 13, 2015 Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

4. CHAIRPERSON'S REPORT

Chairperson Lento reported there has been an interest to change the times of the Board meetings. The recommendation is:

- In-camera 1:00pm
- Public 3:30 p.m.

This may help with District staff and student presentations. CFTA and DPAC are in agreement.

MOTION R- 15 - 15

M/S that the Board of Education change their monthly Board meeting times on a trial basis to be reviewed at the end of June. The new meeting times will be as follows:

- In-camera 1:00 pm
- Public 3:00 pm

CARRIED

4.1. Trustee Committees

Chairperson Lento distributed the new Committee Schedule.

Discussion included:

- Trustee Ayling should also be listed as a Key City Representative.
- Trustee Ayling has a conflict with her schools PAC meeting, she is looking to change with someone.

4.2. Proposed Trustee Team Plan

Chairperson Lento spoke to the attached Proposed Trustee Plan. He would like to see Trustees track their goals over the next few years. He asked Trustees to submit their thoughts to him.

Discussion included:

- The Strategic Plan will be placed back on the Advocacy Agenda as a regular item.

5. NEW BUSINESS

5.1. Business Arising from Delegations

Nil

5.2. Superintendent's Report on Student Achievement 2014/2015

Superintendent Hauptman reported on the attached Superintendent's Report on Student Achievement 2014/2015. This report is a requirement every year. We are halfway through the 2014/15 school year and this is a good way to look at how we are doing. Some key points are:

- Grade 12 Graduation rates have improved.
- Highest rate for Graduation for Aboriginal students in the past 5 years.
- Improvements in all Math 10 courses.
- Early Learning - CR4YR, Sound Connections
- Children in Care

Discussion included:

- MDI - Middle Years Development Instrument could be included next year.

MOTION R- 15 - 16

M/S that the Board approve the Superintendent's Report on Student Achievement 2014/2015

CARRIED

5.3. 2014/15 Amended Annual Budget Bylaw

Mr. Norum reported that this is the final budget for the 2014/2015 fiscal year.

MOTION R- 15 - 17

M/S read a first time the 13th day of January 2015.

CARRIED

5.4. BMO Resolution Borrowing

Mr. Norum reported that he is currently in the process of changing the District's purchasing policies. Staff will use purchase cards vs. MasterCard and charging. With this change BMO requires School District No.5 to apply for an increase in their line of credit.

Discussion included:

- Will start with Board office and maintenance before going into schools.
- Businesses are paid automatically with the use of purchase cards, therefore requiring a larger line of credit.
- Purchase cards are easier to monitor.
- Insurance/Fraud risk will be looked at.
- Has not been decided how the cards will be attached to the school/person.

MOTION R- 15 - 18

M/S that the Board approve the Secretary Treasurer to enter into an agreement with the Bank to establish credit which will enable School District No. 5 to issue purchase cards to employees.

Trustee Blumhagen Opposed

Trustees Ayling, Bellina, Brown, Helgesen, Johns, McPhee and Whalen in Favour

CARRIED

5.5. City of Cranbrook Committee Selection

Superintendent Hauptman reported that the City of Cranbrook is looking for Trustees to sit on committees. The following names were put forward:

- Cranbrook in Motion - Trustee Whalen, alternate Trustee McPhee
- Family and Community Services Committee - Trustee Ayling
- Wellness and Heritage Committee - Trustee McPhee

MOTION R- 15 - 19

M/S that the Board submit to the City the names of Trustees willing to sit on the City Committees, Cranbrook in Motion, Cranbrook Family and Community Services and Cranbrook Wellness and Heritage.

CARRIED

5.6. Financial Disclosure

Mr. Norum advised Trustees the attached Financial Disclosure must be completed by all Trustees no later than January 15, 2015.

5.7. Trustee Orientation

Superintendent Hauptman will send out an email with dates for a Trustee Orientation.

5.8. International Fees

MOTION R- 15 - 20

That the Board approve an increase in International Student Fees to \$21,850 for the school year 2016/17.

CARRIED

6. TRUSTEE BOUQUETS

Trustees thanked Jaffray for hosting the meeting and the PAC for a fantastic dinner. Thank you to Mr. Tichauer and MBSS for their work with the incident at Mount Baker. Trustees thanked schools for all their hard work and dedication to the Christmas Concerts.

Trustee Helgesen thanked staff for all their hard work in the replacement of RMES.

7. ITEMS FOR INFORMATION/CORRESPONDENCE

7.1. Salvation Army

7.2. Used Vehicle Tender Summary

8. QUESTION PERIOD

- Once the Calendar is at the draft stage, there is a process for public input.

9. ADJOURNMENT

MOTION R- 15-21

M/S that the January 13, 2015 regular public meeting of the Board of Education adjourn at 7:09 p.m.

CARRIED

Frank Lento, Chairperson

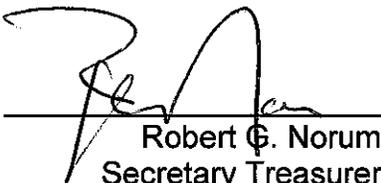
Rob Norum, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting January 13, 2015

- Finance/Operations/Personnel Committee report
 - Green Clinic
- BCPSEA Representative Report
 - No Report
- Superintendent's Report
 - MBSS
 - Staffing Report


Robert G. Norum
Secretary Treasurer



**The Board of Education of
School District No.5 (Southeast Kootenay)
Minutes - Advocacy/Education Committee**

**January 26, 2015, 9:00 a.m.
Board Office**

Committee Members
in Attendance: Co-Chair Trustee Whalen
Co-Chair Blumhagen
Trustee Bellina
Trustee Ayling

Board/District Staff in
Attendance: Trustee Johns
Trustee Helgesen
Trustee Lento
Trustee Brown
Trustee McPhee
Lynn Hauptman, Superintendent
Jason Tichauer, Director of Student Learning
Gail Rousseau, Executive Assistant (Recorder)
Diane Casault, Director of Student Learning
Darcy Verbeurgt, District Principal

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Advocacy/Education Committee Meeting of January 26, 2015 was called to order at 9:08 by Co-Chair Whalen.

**1.2. Approval of Agenda
ADV-2015-01**

M/S that the agenda of the Advocacy/Education Committee meeting of January 26, 2015 is approved as circulated.

**1.3. Approval of Minutes
ADV-2015-02**

M/S that the minutes of the Advocacy/Education Committee meeting of January 26, 2015 be approved as circulated.

2. PRESENTATIONS

2.1. Book Club at Gordon Terrace Elementary

Michelle Sartorel, Principal of Gordon Terrace Elementary school, introduced Krysta Leiman a Grade 4/5 teacher along with Edyn Barber and his mom Shauna to celebrate the "Book Club" program at Gordon Terrace Elementary. Highlights included:

- program works on a rotational basis and is available to all students; Universal access; helps students see strengths in others
- audio books using i-pods which levels the playing field for all students
- goal is to foster a love of reading; gives students a chance to talk to each other and know what books they like to read
- initial setup is labour intensive
- funding support through school growth plan money, learning resources money, fundraisers, donations from families
- Edyn used to fight reading and now he loves reading in his spare time
- he listens to the audio book while travelling
- mom has seen the shift from chore and task to reading for pleasure
- Edyn said "it just wasn't fun and now it's fun; why would you shut down book club?"
- 6 rotations in a year; lots of choice, based on what students want to read
- simple to use; 5 weeks per rotation; they have daily and weekly activities they have to do while they read their books
- grades 3, 4, 5 & 6 using program right now; lowest grade to introduce program to is grade 3 (finding good literature is difficult at this level)

Questions/Discussion: Any changes in children's writing as a result of this? There are many different cross-curricular outcomes - students think about their writing and what they are reading, their grammar and make connections to their reading

- students take it home on weekends via their i-phones
- would love to see this program in other elementary and middle schools
- initial time investment crucial
- What is cost? 1st year \$1200 for books and audiobooks; then another \$1200 to create rotations with that
- I-pods have been donated and we have invested in new ones through learning resources; gradual building of resources
- supports 90 students right now
- Krysta will to help other teachers if there is an interest

3. ITEMS FORWARDED FROM PREVIOUS MEETING

3.1. Athletics Report Recommendations

A discussion was held regarding the 5 recommendations that were put forward from last meeting. Discussion included:

- funding from interest from a district endowment fund
- schools to encourage and let parents know about Kidsport and funding available in community
- average cost for field trips
- comes down to parents making choices for kids regarding extra-curricular sports
- suggestion to adopt recommendations as they are and review progress at the end of the year
- develop handbook first and then the other 4 recommendations may take care of themselves
- sport seasons overlapping was by far a larger complaint than availability of facilities
- kids are pressured to pick between school and out of school sports
- schedule of sports teams
- belonging to BC School Sports vs. not belonging

Recommendation A – M/S that the 5 Recommendations from the "White Paper on Athletics" Report go to Board for approval.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1. DSAC Report

An updated on DSAC was given via a handout which was received and filed.

4.2. DPAC Report

- BCCPAC Fall Leadership Conference - Classroom Resource Funding Framework: met with Minister Fassbender and Jim Iker, ministry staff, BCSTA, PVP Association etc., but doesn't seem to be going anywhere; this was an initiative of BCCPAC to create another funding stream
- request for a traffic safety committee by TMRES - TMRES went to the Cranbrook in Motion committee and were able to move forward last year - would like to see committee go district-wide to address all traffic concerns; sending out request for reps from PACs
- some concerns from Thoughtexchange process which were shared to Jason to pass on to the Superintendent
- DSAC sent a thank you to DPAC for their financial support

- BCCPAC Spring Conference May 1-3 - will be sending a couple of representatives

4.3. Strategic Plan

- This is now a standing item on this Committee
- initial discussion was held at Trustee Orientation last week
- Chairperson Lento highly recommends all Trustees read "Good Governance for Boards of Education" to further move our strategic plan forward (copies provided)
- might want a separate working session

4.4. Enhancement Agreement Annual Report - Jason Tichauer

Jason Tichauer gave background on the Enhancement Agreement Annual Report. Every year, as part of Enhancement Agreement process, an Annual Report is sent to the Ministry of Education. The draft has been presented to the Enhancement Agreement Committee for feedback and review and we have received positive feedback from the Ministry. Highlights included:

- A synopsis of data including grade to grade transitions, grad rates, completion rates, provincial exams etc
- very good news for aboriginal learners
- One cohort needs extra support
- no cultural programs or supports have been cut back
- welcoming spaces and cultural projects are all funded by targeted funds from the Ministry

Questions/Discussion:

- Do we have any way to look at results of aboriginal education students after graduation?
- Discussion have been held with COTR to set up a cohort including St. Mary's students and our students as they go through our system through to post-secondary
- COTR talking about guaranteed enrolment for all graduating aboriginal education students; easier to track if they stay local;
- hiring teachers with first nations ancestry - a presentation on this was made at last Enhancement Agreement Committee meeting and a follow up presentation is scheduled for next meeting
- Possibility of tracking BC students through their PEN numbers
- percentages based on small number of students - need to take this into account when comparing
- need to be sensitive to this

Recommendation B – M/S that the Board approve the Enhancement Agreement Annual Report.

4.5. Ministry of Education Aboriginal Education Department Meeting - Jason Tichauer

We are one of 4 districts to host a regional aboriginal education conference on “Aboriginal Perspectives and Worldviews in the Classroom” which will be held at St. Eugene Mission Resort on Tuesday, February 17 for all of our partner groups. Invitations will be sent out soon.

5. BCSTA LETTERS

5.1. Strike Savings

Receive and file.

5.2. Management & Excluded Staff Compensation

Receive and file.

A discussion will be held at the next Regular Board Meeting about writing a letter in support of management and excluded staff compensation.

5.3. BCSTA Co-Governance MOU

Recommendation C - M/S that the Board write a letter to BCSTA that highlights our same concerns as SD46 regarding the unexpected termination of BCPSEA Board of Directors.

5.4. K-12 Funding

A letter was sent to MLA Bill Bennett trying to clarify things and no response has been received yet.

Recommendation D - M/S that the board write a letter to the Select Standing Committee, Minister of Education, Finance Minister, with copies to MLA Bill Bennett, BCSTA, DPAC, etc. asking them to support both the 2014 and 2015 Recommendations on the Report on the Budget 2015 Consultations.

5.5. BCPSEA Governance

Recommendation E - M/S that the Board write a letter to BCSTA reminding them that letters to the Minister also go to the opposition parties as members of government.

5.6. Adult Learning Announcement

Concern over the recent surprise ministry announcement regarding funding adult upgraders. Discussion included:

- DL won't be able to claim graduated students for funding from any jurisdiction
- concern is for the vulnerable adult learners and ab ed learners
- ask for more detail on this - ask District Management to come back to next meeting with more info
- need to keep our partner groups in the loop
- it was mentioned at Aboriginal Education Summit last week at COTR; at this point it does not affect brick and mortar students

5.7. BCSTA Selection of Deputy Chairs & Readers for AGM

Receive and file

5.8. 2015 Budget

Receive and file.

5.8.1. SD52

Receive and file.

6. ADJOURNMENT

The Advocacy/Education Committee meeting was adjourned at 10:21 a.m.



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

**January 26, 2015, 10:00 a.m.
Board Office**

Committee Members
in Attendance: Co-Chair Trustee Ayling
Co-Chair Trustee Brown
Trustee Helgesen
Trustee McPhee

Board/District Staff
in Attendance: Trustee Bellina
Trustee Blumhagen
Trustee Johns
Chairperson Lento
Trustee Whalen
L. Hauptman, Superintendent of Schools
D. Casault, Director of Student Learning/Innovation
J. Tichauer, Director of Student Learning/Aboriginal Education
D. Verbeurgt, District Principal/Student Services
J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of January 26, 2015 was called to order at 10:32 a.m. by Co-Chair Ayling.

**1.2. Approval of the Agenda
POL-2015-01**

M/S that the agenda for the Policy Committee meeting of January 26, 2015 be approved as circulated.

CARRIED

**1.3. Approval of the Minutes
POL-2015-02**

M/S that the minutes of the Policy Committee meeting of October 27, 2014 be approved as circulated.

CARRIED

2. POLICIES PASSED BY THE BOARD SINCE LAST MEETING

Nil

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1. Draft Policy - Legacy of Learning

Mrs. Casault reviewed feedback from partner groups. Discussion included:

- need to also focus on saving current information as well
- need to ensure school staff have the necessary training to ensure success of the policy
- Trustee Johns will meet with Mr. White to address comments/concerns in the feedback. Once this is done, Trustee Johns and Mrs. Casault will work on the procedures.
- add a line in policy indicating that any information shared/made public should be in compliance with the Freedom of Information and Protection of Privacy Act.

Recommendation A

“That the amended Draft Policy Legacy of Learning be sent to the Board of Education for approval.”

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1. Revised Practice for Writing Policy

It has become apparent in some of the policies that have recently come forward that she needs to go beyond writing/revising the policy on her own and input from district management is required. This process should help in reducing the number of times the policy is sent back and forth between the committee and district management.

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 10:47 a.m.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

DRAFT POLICY

LEGACY OF LEARNING

SECTION

The Board of Education of School District 5 (Southeast Kootenay) supports the digital archival retention and presentation of educational artifacts and archival records that document the historical heritage of education in the area through an ongoing partnership with the Columbia Basin Institute of Regional History.

The Board will support maintaining the educational heritage of the area by providing monetary and/or in-kind services.

Educational heritage is seen to include, but not limited to:

- the building heritage
- administrative history - minutes, policies, etc.
- collective working staff history
- ongoing educational programming
- teachers and students

The Board will encourage the digital archiving of records and memorabilia related to the school district's history and heritage.

The Board believes that every school should attempt to collect the stories of each school year. School staffs are encouraged to preserve historical information about their schools and school activities. On an annual basis, material will be made available to the Columbia Basin Institute of Regional History to digitally archive.

The Board will appoint a trustee representative to liaise with the Columbia Basin Institute of Regional History as part of this ongoing partnership.

Related Bylaws, Policies, Contracts and Regulations:

[Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)

Policy Section 2.3 Access to information and Protection of Privacy

DRAFT



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

**January 26, 2015, 12:30 p.m.
Board Office**

Committee Members in Attendance: Co-Chair Trustee Helgesen
Co-Chair Trustee Johns
Trustee Bellina
Trustee Whalen

Board/District Staff in Attendance: Trustee Ayling
Trustee Blumhagen
Trustee Brown
Trustee McPhee
Chairperson Lento
Superintendent of Schools, L. Hauptman
Secretary Treasurer, R. Norum
Director of Instruction/Human Resources, B. Reimer
District Principal/Student Services, D. Verbeurgt
Recorder, Corinne Burns

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The public Finance/Operations/Personnel Committee meeting of January 26, 2015 was called to order at 12:24 p.m. by Co-chair Trustee Helgesen.

1.2. Approval of the Agenda

MOTION FOP -P 2015 -1

M/S that the agenda of the public Finance/Operations/Personnel Committee meeting of January 26, 2015 be approved as circulated.

CARRIED

1.3. Approval of the Minutes

MOTION FOP -P 2015 -1

M/S that the minutes of the public Finance/Operations/Personnel Committee meeting of November 24, 2014 be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Trustees will request a meeting with the City of Cranbrook once the council has had time to settle into their new roles.

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

4.1. 2015/16 Budget

4.1.1. Enrolment Projections

Mr. Norum reported that he has been working on Enrolment Projections. These projections are used for staffing and budget allocations.

Discussion included:

- Capital Budget, is the Ministry looking to change this?
- We have four buildings that we need replaced and they are on our 5 year Capital Plan.

Recommendation A:

That the Board write a letter to the Ministry to encourage Capital funding be put aside for the replacement of schools.

4.1.2. School Budget Sessions

Mr. Norum reported that he is currently scheduling the school budget meetings for the first week in March. A tentative schedule is attached.

4.1.3. Public Budget Input

Mr. Norum reported that the Public Budget Input sessions are being advertised with Shaw and the Advertiser. We will hold Public Input sessions in Cranbrook after the Finance Committee meeting, February 23, 2015 and the Public Board meeting in Fernie, March 10, 2015. Memos have been sent to our partners explaining the dates and process. It was suggested that other advertising be considered as well.

5. ITEMS FOR INFORMATION

5.1. Safety Report

Mr. Reimer reported that this report comes from School District No. 23 as part of our shared services.

Discussion included:

- The safety committees go over these reports in their meetings.
- Mr. Remer is going to ask School District No. 23 about the reference in the report to the American Institute code.
- We will ask School District No. 23 to remove (Cranbrook) from the front of the report?

5.2. Financial Report

Mr. Norum reported that the attached report shows the aspects of the operating budget. We are at 40% completion.

6. QUESTION PERIOD

The public mentioned that it is hard to hear the Trustees. It was suggested that we should look into microphones on the tables.

7. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of January 26, 2015 adjourned at 1:48 p.m.

8. LATE ITEMS



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

**January 26, 2015, 11:00 a.m.
Board Office**

Committee Members
in Attendance: Co-Chair Trustee Johns
Trustee McPhee
Trustee Brown
Trustee Blumhagen

Board/District Staff
in Attendance: Trustee Ayling
Trustee Bellina
Trustee Helgesen
Chairperson Lento
Trustee Whalen
L. Hauptman, Superintendent of Schools
D. Casault, Director of Student Learning/Innovation
J. Tichauer, Director of Student Learning/Aboriginal Education
D. Verbeurgt, District Principal/Student Services
J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Student Services meeting of January 26, 2015 was called to order at 10:50 a.m. by Co-Chair Johns.

1.2. Approval of the Agenda

SS- 2015-01

M/S that the agenda for the Student Services meeting of January 26, 2015 be approved as amended.

CARRIED

1.3. Approval of the Minutes

SS- 2015-02

M/S that the minutes of the Student Services meeting of November 24, 2014 be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. CORRESPONDENCE AND/OR NEW ITEMS

3.1. Discussion of Purpose of Student Services Committee

An ad-hoc committee to address a number of concerns arising from the post audit report preceded this Student Services Committee. The Student Services Committee was formed to address a number of concerns that were beyond the scope of the ad-hoc committee. All of these concerns have now been addressed.

The question was asked, "Should the committee continue on in an 'as needed' basis only, or should future items be added under the umbrella of the Education/Advocacy Committee, which addresses learning for all students?" Brief discussion ensued.

Student Services will go as an item under Education/Advocacy for small items. If any larger items/concerns arise, a Student Service Committee meeting will be called.

Committee meeting times will be adjusted to allow for more items on the Education/Advocacy agenda.

3.2. Assessment Work List

Mr. Verbeurgt described the three types of assessments that are done (behaviour, cognitive, adaptive behaviour).

Discussion included:

- current work list is nine to ten months in Cranbrook and six months in the Elk Valley
- We are encouraging staff regarding the work that can be done ahead of time before an assessment and to make referrals only when they have exhausted all other supports/resources. We have the two Student Service Coordinators to help in this area, as well as the School Psychologist who also has some abilities to help working with school based teams (if all her time wasn't taken up with doing assessments).
- there can be specific timelines for each type of assessment
- some referrals are fast tracked depending on the need of the school and district
- Trustee Lento would be interested in a presentation on innovative interventions being done for students
- how funding allocations work
- StrongStart students and any integration/sharing of information between the centres and school staff
- Children in Care - Mr. Verbeurgt meets with Principals twice a year to review services being offered to these students. Ministry of Children and Families Development (MCFD) shares a list of students who are in continuing care, however they do not share information on students in temporary care.

3.3. Kids in Care

MCFD releases a list of students in continuing care every February. Mr. Verbeugt shares this information with Principals and twice a year they review students' data (report cards, attendance, physical activity, outside agencies, school supports, etc.). Only pertains to children who are on the list from MCFD (we can't add to the list on our own).

K.E.Y. (Kootenay East Youth offenders program) Kids - Mr. Verbeugt reviews these students with the Student Service Teachers at each school (most are not local students and only here for short periods of time – six to eight months).

4. INFORMATON ITEMS

Nil

5. ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

Communications Committee Report

Sent Media release(s)/Letters:

- None

Media release(s)/Letters for distribution:

- Letter to BCSTA re: MOU
- Letter to BCSTA re: Correspondence copied to Opposition Government
- Letter to Education and Finance Ministers re: Capital funding investment
- Letter to Finance Minister re: follow up on 2014 Select Standing Cmtee

Media Releases/Letters in the works:

- None

Published/Media-Related Activities:

- None

Trustee Report from Jacqueline Blumhagen

Jan. 13/2015 – Feb. 10/15

Jan. 13 Bus, In-Camera, and Board meetings in Jaffray

Jan. 22 Trustee orientation in Cranbrook

Jan. 26 Committee Meetings in Cranbrook

Jan. 29 Bus meeting in Jaffray

Feb. 3 PAC meeting in Jaffray

Feb. 10 Board meeting in Cranbrook

Trustee Ayling's Report

Board mtg –Jan 13

Humanity Network mtg –Jan 15

Aboriginal Enhancement mtg –Jan 19

Key City Theatre Board mtg –Jan 22

Committee Day –Jan 26

CDTA Exec. mtg –Feb 4

MONDAY, JANUARY 19, 2015 AT 3:14 PM

Gordon Terrace PAC Meeting

3:15 to 4:00 pm

Grade 4 students are involved in the trial training for the FSA testing

John Dunn, explorer, will be presenting his exhibition of Ellesmere Island to the school on Feb 3.

K-6 presentation on Anti-bullying in early March

Ongoing construction of the Friendship Quilt. Great project and we were provided with a sneak preview of the early work.

School is requesting access to the playground from the top field. Joe Tank has agreed to make the changes in the spring.

PLC is very active in the school

Math Marathon is ongoing and the teachers shared some of the positive comment from the students.

The gym is being shared between basketball activities in the morning and a gymnastics theme during the remainder of the day

Breakfast Program is going well and the Hot Lunch program recently fed 171 students.

Treasurer's Report indicated that the school is good standing and the PAC will be approaching Joe Tank to get some help with possible playground equipment projects.

Future Goals

Working with the City of Cranbrook to get a sidewalk crossing marked.

PAC to work with the PAC to determine if some Ski Days could be added to the Grad 5/6 program

Next Meeting Date February 16th

WEDNESDAY, JANUARY 21, 2015 AT 7:00 PM

Parkland PAC

Interesting Developments:

1. Joe Pierre has been speaking with students about the Impact of Residential Schools.
2. Grade 9 Immunizations will be held shortly on an undisclosed date and time
3. Staff will be going on a Pro-D retreat in February
4. The students and staff are working toward presenting a play in March
5. School requested that any information that the PAC would like to have displayed on the school/district web site to kindly contact the office

DPAC Projects

1. Soliciting input into the question of classroom resources
2. Some discussion about the PVP/Excluded staff wage freeze
3. There are available positions on the PAC Executive
4. Debbie presented the draft Constitution and Bylaws. I have a look at the draft and discussed one area of particular interest. The draft is very well done.

Next Meeting Feb 18th

THURSDAY, JANUARY 22, 2015 AT 10:00 AM

New Board Orientation

1. The Roles and Responsibilities of the District Staff
2. Orientation to the District Staff
3. Information pertaining to budget and building capacity
4. Some discussion on the desire to bring the Student Services Committee into the Education/Advocacy discussions during Committee Day
5. Governance of the Board and the links to the Strategic Plan and the Achievement Contract
6. Some discussion on the next to review the Strategic Plan

Excellent session and the binder prepared for the meeting was very informative

FRIDAY, JANUARY 23, 2015 AT 10:45 AM

Robbie Burns Ceremony at Pinewood Elementary

Always a great opportunity to celebrate with Pinewood. On the retirement of Dennis Tank, who had the honour to explain the Highland events to the students, I was gifted with this responsibility this year. The students at Pinewood are always fun to work. The staff and students put on a great assembly recognizing the contributions and culture of Scotland.

MONDAY, JANUARY 26, 2015 AT 9:00 AM

Committee Day

Advocacy/Education

1. Excellent presentation about the Book Club at Gordon Terrace Elementary. The school has organized books on ipad/pod that provide students with opportunity to read along with the recorded version. Student interest is keen and the school is willing to work with other schools to further opportunity.
2. Summary of the recommendations from the White Paper on Sports
3. Strategic Report Some Discussion
4. Enhancement Agreement Report Draft Form presented Passed for presentation to the Ministry
5. Aboriginal Education Meeting - SD5 has been asked to host a provincial meeting

Policy

1. Talked about Draft Policy Legacy of Learning

Student Services Committee

1. Discussion about present need for a separate Student Services Committee Meeting on the committee day
2. Talked about the Assessment Wait Lists

Finance Ops

1. The Budget process requires that the Board provide opportunities for public input. Ads have been drafted to that intent and the discussion focused on the outlets to be contacted or contracted to provide that information to the public.
-

THURSDAY, JANUARY 29, 2015 AT 8:30 AM

New Trustee Orientation to the Services of the BCSTA

1. 10% of the work of the BCPSEA is involved in contract negotiation
2. Lengthy discussion about the concepts of Human Resources
3. Discussion of the levels of support and research that are provided
4. Discussion of the online Human Resources training series available on the website
5. Some discussion about the political fallout from the removal of the trustee members from the bargaining process
6. Bang-for-the-Buck. After describing the services provided, the wealth of which was compared to the district's annual investment.

Conference Presentation Materials

<http://www.bcpsea.bc.ca/BCPSEA-new-trustees-orientation.aspx> http://www.bcpsea.bc.ca/BCPSEA-new-trustees-orientation.aspx

WEDNESDAY, FEBRUARY 4, 2015 AT 3:17 PM

CDTA Meeting

Opportunity to discuss issues that are of interest or concern with local teachers' union.

Created in Day One

Trustee Report: Gail Brown January 2015

January

- 6 Safe Communities Cranbrook Committee
- 6 Cranbrook Early Years Committee
- 13 School Board Meeting, Jaffray
- 14 TM Roberts School PAC meeting
- 15 French Committee Meeting
- 26 SD #5 Committee Meetings
- 28 Safe Communities Canada Video Conference
- 31 BC School Trustees Video Conference Meeting

February

- 3 Safe Communities Cranbrook Committee
- 4 CDTA Meeting
- 4 TM Roberts PAC Meeting
- 10 School Board Meeting, Cranbrook



School District No. 5
From the Office of the Superintendent

To: Trustees
From: Lynn Hauptman
Date: February 10, 2015
Re: Monthly Report to the Board

Purpose of this Report:

As the Board's Chief Executive Officer, the Superintendent of Schools is accountable for the day-to-day operations of the school district and for ensuring that the Board is aware of how the school district is doing in all areas of its operations.

Enrolment report – see attached

Superintendent's Activities

School Improvement Plans

I am currently partway through meeting with Administrators regarding the intentional work they are doing in their schools to improve student achievement and student engagement. I continue to hear how the Professional Learning Groups are such a vital component in helping to deepen the work in the schools as a whole.

We have also had very rich conversations during our PVP meetings about how to engage our students by utilizing sound grading practices and formative assessments so that students are not just completing tasks but pursuing deeper learning. Administrators that went with school teams to either the Portland Assessment Institute last summer or the Sound Grading Practices Conference in December took turns presenting either highlights from the conferences and/or the work that they are doing in their schools with the other teachers that attended to create greater awareness and strengthen practices.

Family Literacy Night

I also had the pleasure of attending the Family Literacy evening sponsored by Columbia Basin Alliance for Literacy (CBAL), the Cranbrook Townsman and School District 5 at the Manual Training Centre at the Cranbrook City Library on January 27th. Students and their parents who had submitted their creative writing pieces through their schools were invited to the evening to celebrate the importance of family and literacy. We all had the opportunity to read the various creative writing pieces and participate in a variety of literacy activities. After refreshments, draw prizes were awarded and the evening culminated with the second Community Literacy Champion award presented to the local business person, Jason Wheeldon. All in all, it was another very successful Family

Literacy evening with 129 people stuffed into the Manual Training Centre. I think we will have to find a larger venue next year! A great problem to have.

New Board Orientation

Together with our District Management Team, the Board had an opportunity to spend a day in a new Board Orientation. All in all, very positive feedback about this day as it created an opportunity to not only share necessary information about our district and the role of the Board but to discuss future strategic plans and areas of focus. We are looking forward to continuing to work together over the next four years to continue to make School District 5 the very best district it can be.

Finance/Operations Updates:

Budget sessions dominate the calendar of the Secretary Treasurer and staff with finalization of the 14/15 Amended Annual Budget and preparation for the 15/16 Budget. Enrolment projections are due to the Ministry of Education by Feb 15, 2015 and several half day meetings are completed with senior management staff to review budgets. The school sessions are planned for Mar 2,3,4 and following that will be the School District funding announcement scheduled for March 15th.

A 3 year legal cost summary was completed for the Shared Services review team, Baragar School Locator issues were corrected to ensure parents get correct information about the shared catchment zone for Kootenay Orchards and Highlands Elementary schools. Updated the district technology plan to ensure the district meets our priorities within the funding available. Set up the half day Kootenay Boundary Branch session for January 31, 2015.

Update from the Director of Instruction/Student Learning

Early Learning

Kindergarten: Our Kindergarten teachers are busy preparing for the input of EDI information. Thanks to Carol Johns for taking the lead on this project and ensuring that all K teachers are familiar with the process as well as aware of the benefits of the data available to us as a result. They have also begun (really continued) conversations around Assessment at the Kindergarten level. A review of the Kindergarten Learning Tool is being introduced to new K teachers with the hope that strong assessment practices and reporting tools can be developed in the MyEducation Student Information System.

StrongStart: A February meeting has been scheduled to discuss: Successes and Challenges, Share ideas, Review the Quality Assessment Tool and plan for the ECEBC professional development opportunity.

Ready, Set Learn: Schools and communities are in the process of planning and setting dates for the Ready, Set, Learn activities as well as the Early Learning Fairs normally held in April. As soon as dates are available they will be shared.

Professional Development Opportunities

Carole Fullerton: On February 10th Carole will be working with the cohort of 25 Primary teachers in two AWES classrooms. Classroom demos followed by debrief and sharing will prepare teachers for similar lessons in their classrooms.

Multiplicative Reasoning in Math: Feb 10: 3:30-6:30

This session will have a focus on multiplicative reasoning - the ability to think and apply multiplicative ideas to problem solving in intermediate . . . more than just mastering the facts and multiplication of bigger numbers - thinking about multiples, factors, proportional reasoning and making connections to algebra.

Adrienne Gear:

Adrienne will be continuing her work with the writing assessment cohort. On February 26th she will be utilizing various strategies in classrooms at IDES followed by sharing and debriefing. On February 27th the morning will focus on Non-fiction Writing Power where teachers will be reviewing the basic foundation of Writing Power and outlining the six different forms of non-fiction writing. Adrienne will be modeling lessons, sharing student samples and recommending some great anchor books to support lessons. The afternoon will be focused on exploring New Books-New Lessons for Reading Power. Teachers will be introduced to new anchor books and great ideas on how to integrate them into their classroom.

Technology

Plan: Review of the current status of schools has the tech team suggesting slight adjustments to the schedule as well as school rotation. We are still ahead of the original schedule with KES now complete and MBSS scheduled for the weekend of February 5th. We are moving forward with the wiring and structural needs of the schools slated for 2015-16 roll-out.

Portal support is also being investigated. A more thorough use of the existing Share Point system will be introduced once a test team has had an opportunity to try the various components.

An ipad solution in conjunction with a process for BYOD is also being examined to ensure schools are able to take advantage of the fantastic opportunities available to them as a result of the many educational programs.

MyEducation BC: Special thanks to the four teachers who have volunteered to participate in discussions around MyEd and the reporting system. The group has received and attempted to address the concerns associated with the last reporting period. A schedule has been developed to support 4-5 schools who have requested to move ahead and utilize the system for the next

set of report cards. A larger committee is being suggested to begin planning for the final roll out and training of folks within the district.

Update from Director of Instruction/Aboriginal Education

Aboriginal Education

We are excited to host a regional 'Aboriginal Perspectives in the Classroom' workshop facilitated by the Ministry of Education's Aboriginal Education department. We are one of four districts that have been selected, and this one day session will pull together various school district personnel, as well as participants from all of our Aboriginal stakeholder groups and partners.

The Enhancement Agreement Review Committee met this past month, and were able to give valuable insights into the Annual Report, as well as discussing positive things happening in schools.

The Annual Report itself has received preliminary approval from the Ministry of Education! We have responded to their requests for re-formatting, and it has been received well by the Aboriginal Education folks at the Ministry.

At the Principals/Vice Principals meeting, we will be presenting strategies for embedding the First People's Principles of Learning in our day to day business, as part of our ongoing training series for P/VPs.

Safe Schools Coordinator

On February 20th, I will be attending a Safe Schools Coordinator's provincial meeting. Included on the agenda are future Erase Training levels and Substance Use trends.

Skills Training

We have been able to have very successful preliminary meetings with Stan Chung, VP of College of the Rockies, around expanding our dual credit opportunities. We feel that there are some exciting options coming our way for SD 5 students!

Update from the District Principal/Student Services

The winter months bring about a number of meetings, deliberations and plans as we look forward to next year's constellation of students requiring support. A meeting of itinerant staff later this month will continue to inform the budget process as we build these supports. There has been, and will continue to be, reviews of programs and work towards efficiencies – specifically examining plans and programs for students with the need for intensive behavioral support, with mental health issues, and those with chronic health issues.

Practicums – there are two students of Social Work who are doing practicums in SD5 schools. Jane is working in Sparwood and Elkford. Natasha is working in Cranbrook. Both have made positive connections with the Youth Care Workers and the Aboriginal Education Support Workers and plan to offer programs to a number of students. In May we will have a student of Speech-Language Pathology working alongside Susy Passey. Schools are excited to have the energetic new people into the school to practice their chosen profession, bringing with them new ideas and current practice.

We have applied for a School Readiness Grant from Healthy Schools BC in conjunction with Public Health Nurses as we build opportunities to strengthen the relationship between Health and Education, and health promotion. The overarching umbrella of positive mental health will continue. Additionally, PHNs will be conducting the Got Health? Survey with school staff and students to identify areas of strength and those needing collaborative work.

Numerous information and planning meetings were attended this month: Alternate Education Program working teams, Infant Development Program, Allied Services with Interior Health Authority, Public Health Nurses, Child and Youth Mental Health and Substance Use, the Centre for Addictions Research – BC and the Addictions Research Centre BC.

Update from the Director of Instruction/Human Resources

Staffing for the current school year continues for secondary schools as second semester blocks have been posted and are in the process of being filled. To date there have been 210 teacher postings and 97 CUPE postings for the 2014-2015 school year.

Currently we are advertising for qualified TTOCs on Make a Future, in particular we are searching for teachers with Special Education, Industrial Education, Counselling and French Immersion qualifications to help meet the needs of students in our district. Interviewing for these casual positions is on-going.

Planning for the 2015-2016 school year has begun. District staff will be meeting with school principals/vice principals in early March to discuss staffing and student projections.

I recently attended the new trustee orientation session with trustee Helgesen and McPhee. This session was informative and helpful for trustees understanding the role of BCPSEA and the supports and services they provide to school districts.

Important Dates for Trustees:

Committee Meetings – February 23
BCSTA AGM - April 24-27

School District 5 Enrolment - February, 2015

School	Student Funded FTE Sept. 30.14	Student Funded FTE Feb 1.15	Difference
Amy Woodland Elementary	251	256	5
Elkford Elem/Secondary	175.625	169.875	(6)
Fernie Secondary	286	282.875	(3)
Frank J. Mitchell Elementary	347	350	3
Gordon Terrace Elementary	265	270	5
Highlands Elementary	259	258	(1)
Isabella Dicken Elementary	380	375	(5)
Jaffray Elem. Junior Secondary	167	169	2
Kootenay Discovery School	24.875	9.375	(16)
Kootenay Educational Services	69.75	61.75	(8)
Kootenay Orchards Elementary	238	234	(4)
Laurie Middle	298.5	295	(4)
Mount Baker Secondary	863.625	827.375	(36)
Parkland Middle	448	452	4
Pinewood Elementary	116	115	(1)
Rocky Mountain Elementary	217	220	3
Sparwood Secondary	267	260	(7)
Steeple Elementary	151	145	(6)
T.M. Roberts Elementary	353	351	(2)
Total District	5177.38	5101	-76.125

Amended Annual Budget

School District No. 05 (Southeast Kootenay)

June 30, 2015

School District No. 05 (Southeast Kootenay)

June 30, 2015

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 05 (SOUTHEAST KOOTENAY) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2014/2015 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 05 (Southeast Kootenay) Amended Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$61,400,614 for the 2014/2015 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE 13th DAY OF JANUARY, 2015;

READ A SECOND TIME THE 10th DAY OF FEBRUARY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE 10th DAY OF FEBRUARY, 2015;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 05 (Southeast Kootenay) Amended Annual Budget Bylaw 2014/2015, adopted by the Board the 10th DAY OF FEBRUARY, 2015.

Secretary Treasurer

School District No. 05 (Southeast Kootenay)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	5,238,875	5,236,625
Adult	4,000	1,625
Total Ministry Operating Grant Funded FTE's	5,242,875	5,238,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	52,160,275	51,899,832
Other	151,860	139,671
Federal Grants	15,000	
Tuition	1,293,690	1,276,640
Other Revenue	2,022,998	2,124,830
Rentals and Leases	105,000	101,875
Investment Income	40,000	52,000
Amortization of Deferred Capital Revenue	2,542,533	2,441,110
MBSS Repayment of Sportsbus	8,000	8,000
Total Revenue	58,339,356	58,043,958
Expenses		
Instruction	47,717,424	47,659,275
District Administration	2,157,841	1,732,574
Operations and Maintenance	9,238,661	9,063,626
Transportation and Housing	1,695,726	1,637,920
Total Expense	60,809,652	60,093,395
Net Revenue (Expense)	(2,470,296)	(2,049,437)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,341,663	2,244,213
Budgeted Surplus (Deficit), for the year	(128,633)	194,776
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(128,633)	194,776
Budgeted Surplus (Deficit), for the year	(128,633)	194,776

School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	54,120,397	53,815,183
Special Purpose Funds - Total Expense	3,516,127	3,341,631
Special Purpose Funds - Tangible Capital Assets Purchased	383,962	334,397
Capital Fund - Total Expense	3,173,128	2,936,581
Capital Fund - Tangible Capital Assets Purchased from Local Capital	207,000	412,850
Total Budget Bylaw Amount	61,400,614	60,840,642

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
DRAFT	
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

School District No. 05 (Southeast Kootenay)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,470,296)</u>	<u>(2,049,437)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(383,962)	(334,397)
From Local Capital	(207,000)	(412,850)
From Deferred Capital Revenue	(5,071,289)	(1,546,148)
Total Acquisition of Tangible Capital Assets	<u>(5,662,251)</u>	<u>(2,293,395)</u>
Amortization of Tangible Capital Assets	<u>3,173,128</u>	<u>2,936,581</u>
Total Effect of change in Tangible Capital Assets	<u>(2,489,123)</u>	<u>643,186</u>
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	<u>(4,959,419)</u>	<u>(1,406,251)</u>

School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2015

	Operating Fund \$	Special Purpose Fund \$	Capital Fund \$	2015 Amended Annual Budget \$
Accumulated Surplus (Deficit), beginning of year	2,341,663	-	16,911,631	19,253,294
Changes for the year				
Net Revenue (Expense) for the year	(2,241,663)	383,962	(612,595)	(2,470,296)
Interfund Transfers				
Tangible Capital Assets Purchased		(383,962)	383,962	-
Local Capital	(100,000)		100,000	-
Net Changes for the year	(2,341,663)	-	(128,633)	(2,470,296)
Budgeted Accumulated Surplus (Deficit), end of year	-	-	16,782,998	16,782,998

School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	50,157,046	50,064,781
Tuition	1,293,690	1,276,640
Other Revenue	292,998	367,674
Rentals and Leases	95,000	101,875
Investment Income	40,000	40,000
Total Revenue	<u>51,878,734</u>	<u>51,850,970</u>
Expenses		
Instruction	44,216,297	44,397,651
District Administration	2,157,841	1,719,768
Operations and Maintenance	6,050,533	6,059,844
Transportation and Housing	1,695,726	1,637,920
Total Expense	<u>54,120,397</u>	<u>53,815,183</u>
Net Revenue (Expense)	<u>(2,241,663)</u>	<u>(1,964,213)</u>
Budgeted Prior Year Surplus Appropriation	<u>2,341,663</u>	<u>2,244,213</u>
Net Transfers (to) from other funds		
Local Capital	(100,000)	(280,000)
Total Net Transfers	<u>(100,000)</u>	<u>(280,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 05 (Southeast Kootenay)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	50,370,751	49,858,504
AANDC/LEA Recovery	(261,218)	(335,894)
Strike Savings Recovery	(1,489,437)	
Other Ministry of Education Grants		
Pay Equity	457,171	457,171
Labour Settlement Funding	994,779	
Carbon Tax /Rebate	85,000	85,000
Total Provincial Grants - Ministry of Education	<u>50,157,046</u>	<u>50,064,781</u>
Tuition		
Summer School Fees	-	
Offshore Tuition Fees	1,293,690	1,276,640
Total Tuition	<u>1,293,690</u>	<u>1,276,640</u>
Other Revenues		
LEA/Direct Funding from First Nations	261,218	335,894
Miscellaneous		
Hockey School	21,780	21,780
Miscellaneous	10,000	10,000
Total Other Revenue	<u>292,998</u>	<u>367,674</u>
Rentals and Leases	<u>95,000</u>	<u>101,875</u>
Investment Income	<u>40,000</u>	<u>40,000</u>
Total Operating Revenue	<u>51,878,734</u>	<u>51,850,970</u>

School District No. 05 (Southeast Kootenay)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Salaries		
Teachers	21,023,768	21,909,347
Principals and Vice Principals	3,267,428	2,833,392
Educational Assistants	3,781,435	3,683,602
Support Staff	4,185,465	4,155,661
Other Professionals	2,622,680	2,714,703
Substitutes	1,963,514	1,968,993
Total Salaries	36,844,290	37,265,698
Employee Benefits	9,529,314	9,520,631
Total Salaries and Benefits	46,373,604	46,786,329
Services and Supplies		
Services	1,888,586	1,475,174
Student Transportation	38,000	53,400
Professional Development and Travel	677,944	647,980
Rentals and Leases	54,500	60,100
Dues and Fees	72,800	73,800
Insurance	219,100	236,300
Supplies	3,613,863	3,187,198
Utilities	1,182,000	1,294,902
Total Services and Supplies	7,746,793	7,028,854
Total Operating Expense	54,120,397	53,815,183

School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2015

	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	17,448,471	1,106,924		285,726	28,413	1,251,898	20,121,432
1.03 Career Programs	75,848					3,796	79,644
1.07 Library Services	502,907			96,439		27,679	627,025
1.08 Counselling	656,916					32,863	689,779
1.10 Special Education	2,303,725	102,392	3,265,049	19,216	361,595	330,837	6,382,814
1.30 English Language Learning	15,956					25,608	41,564
1.31 Aboriginal Education	10,840	62,509	488,505		70,916	544	633,314
1.41 School Administration		1,870,585		885,078		194,063	2,949,726
1.60 Summer School							-
1.62 Off Shore Students	9,105		27,881		198,069	1,436	236,491
Total Function 1	21,023,768	3,142,410	3,781,435	1,286,459	658,993	1,868,724	31,761,789
4 District Administration							
4.11 Educational Administration		125,018			184,815		309,833
4.40 School District Governance					121,500		121,500
4.41 Business Administration				195,302	590,742	5,462	791,506
Total Function 4	-	125,018	-	195,302	897,057	5,462	1,222,839
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				58,875	129,614		188,489
5.50 Maintenance Operations				2,516,997		67,639	2,584,636
5.52 Maintenance of Grounds				127,832		1,600	129,432
5.56 Utilities							-
Total Function 5	-	-	-	2,703,704	129,614	69,239	2,902,557
7 Transportation and Housing							
7.41 Transportation and Housing Administration					93,930		93,930
7.70 Student Transportation					843,086	20,089	863,175
Total Function 7	-	-	-	-	937,016	20,089	957,105
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	21,023,768	3,267,428	3,781,435	4,185,465	2,622,680	1,963,514	36,844,290

School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	20,121,432	5,043,305	25,164,737	3,122,794	28,287,531	28,781,410
1.03 Career Programs	79,644	20,356	100,000	78,298	178,298	203,859
1.07 Library Services	627,025	172,682	799,707	106,420	906,127	890,118
1.08 Counselling	689,779	176,221	866,000	3,801	869,801	866,201
1.10 Special Education	6,382,814	1,820,026	8,202,840	109,796	8,312,636	8,263,983
1.30 English Language Learning	41,564	8,436	50,000	2,800	52,800	51,800
1.31 Aboriginal Education	633,314	188,473	821,787	252,686	1,074,473	1,065,956
1.41 School Administration	2,949,726	690,276	3,640,002	30,100	3,670,102	3,372,797
1.60 Summer School	-	-	-	-	-	39,600
1.62 Off Shore Students	236,491	62,083	298,574	565,955	864,529	861,927
Total Function 1	31,761,789	8,181,858	39,943,647	4,272,650	44,216,297	44,397,651
4 District Administration						
4.11 Educational Administration	309,833	77,996	387,829	104,967	492,796	294,780
4.40 School District Governance	121,500	2,677	124,177	128,030	252,207	219,506
4.41 Business Administration	791,506	196,199	987,705	425,133	1,412,838	1,205,482
Total Function 4	1,222,839	276,872	1,499,711	658,130	2,157,841	1,719,768
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	188,489	44,681	233,170	120,510	353,680	444,351
5.50 Maintenance Operations	2,584,636	694,482	3,279,118	909,303	4,188,421	3,997,403
5.52 Maintenance of Grounds	129,432	41,000	170,432	156,000	326,432	323,188
5.56 Utilities	-	-	-	1,182,000	1,182,000	1,294,902
Total Function 5	2,902,557	780,163	3,682,720	2,367,813	6,050,533	6,059,844
7 Transportation and Housing						
7.41 Transportation and Housing Administration	93,930	22,970	116,900	10,800	127,700	84,184
7.70 Student Transportation	863,175	267,451	1,130,626	437,400	1,568,026	1,553,736
Total Function 7	957,105	290,421	1,247,526	448,200	1,695,726	1,637,920
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	36,844,290	9,529,314	46,373,604	7,746,793	54,120,397	53,815,183

School District No. 05 (Southeast Kootenay)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2015

	2015 Amended Annual Budget	2014 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	2,003,229	1,835,051
Other	151,860	139,671
Federal Grants	15,000	
Other Revenue	1,730,000	1,699,306
Investment Income		2,000
Total Revenue	3,900,089	3,676,028
Expenses		
Instruction	3,501,127	3,261,624
District Administration		12,806
Operations and Maintenance	15,000	67,201
Total Expense	3,516,127	3,341,631
Net Revenue (Expense)	383,962	334,397
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(383,962)	(334,397)
Total Net Transfers	(383,962)	(334,397)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 05 (Southeast Kootenay)
 Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community/LINK	MCF Programs
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	183,691		22,500	595,000	780,500		31,000	110,000		52,500
Add: Restricted Grants										
Provincial Grants - Ministry of Education	200,271	804,985	7,229			128,000	26,950	140,602	348,001	99,360
Provincial Grants - Other				36,000	1,475,000					
Other				7,000						
Investment Income										
Less: Allocated to Revenue										
Deferred Revenue, end of year	383,962	804,985	29,729	80,000	1,650,000	128,000	57,950	250,602	348,001	151,860
				558,000	605,500					
Revenues	383,962	804,985	29,729	80,000	1,650,000	128,000	57,950	250,602	348,001	151,860
Provincial Grants - Ministry of Education										
Provincial Grants - Other				80,000	1,650,000					
Federal Grants										
Other Revenue										
Expenses	383,962	804,985	29,729	80,000	1,650,000	128,000	57,950	250,602	348,001	151,860
Salaries										
Teachers		313,500						14,600		
Principals and Vice Principals		283,500								
Educational Assistants										
Other Professionals									235,991	
Substitutes		24,800						1,000		80,000
Employee Benefits		621,800						43,100		80,000
Services and Supplies		183,185	29,729	80,000	1,650,000	128,000	57,950	15,000	72,660	20,000
Net Revenue (Expense) before Interfund Transfers		804,985	29,729	80,000	1,650,000	128,000	57,950	250,602	348,001	151,860
Interfund Transfers										
Tangible Capital Assets Purchased	(383,962)									
Net Revenue (Expense)										

School District No. 05 (Southeast Kootenay)
 Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

	Key City Theatre	TOTAL
	\$	\$
Deferred Revenue, beginning of year	3,500	1,778,691
Add: Restricted Grants		
Provincial Grants - Ministry of Education		1,656,038
Provincial Grants - Other		99,360
Other	12,000	1,523,000
Investment Income		7,000
	12,000	3,285,398
Less: Allocated to Revenue	15,000	3,900,089
Deferred Revenue, end of year	500	1,164,000
Revenues		
Provincial Grants - Ministry of Education		2,003,229
Provincial Grants - Other		151,860
Federal Grants	15,000	15,000
Other Revenue		1,730,000
	15,000	3,900,089
Expenses		
Salaries		
Teachers		328,100
Principals and Vice Principals		283,500
Educational Assistants		263,491
Other Professionals		80,000
Substitutes		25,800
	-	980,891
Employee Benefits		290,845
Services and Supplies	15,000	2,244,391
	15,000	3,516,127
Net Revenue (Expense) before Interfund Transfers	-	363,962
Interfund Transfers		
Tangible Capital Assets Purchased		(363,962)
	-	(363,962)
Net Revenue (Expense)	-	-

School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2015

	2015 Amended Annual Budget			2014 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants			-	57,850
Other Revenue			-	10,000
Rentals and Leases		10,000	10,000	
Investment Income			-	10,000
Amortization of Deferred Capital Revenue	2,542,533		2,542,533	2,441,110
MBSS Repayment of Sports Bus		8,000	8,000	8,000
Total Revenue	2,542,533	18,000	2,560,533	2,516,960
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,173,128		3,173,128	2,936,581
Total Expense	3,173,128	-	3,173,128	2,936,581
Net Revenue (Expense)	(630,595)	18,000	(612,595)	(419,621)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	383,962		383,962	334,397
Local Capital		100,000	100,000	280,000
Total Net Transfers	383,962	100,000	483,962	614,397
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	207,000	(207,000)	-	
Total Other Adjustments to Fund Balances	207,000	(207,000)	-	
Budgeted Surplus (Deficit), for the year	(39,633)	(89,000)	(128,633)	194,776

SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY

2014 TRUSTEE STANDING COMMITTEES

POLICY COMMITTEE	Gail Brown (Co-chair) Trina Ayling (Co-chair) Doug McPhee Curtis Helgesen	Diane Casault
FINANCE/OPERATIONS/PERSONNEL COMMITTEE	Curtis Helgesen (Co-chair) Bev Bellina (Co-Chair) Patricia Whalen Chris Johns	Rob Norum
ADVOCACY/EDUCATION COMMITTEE	Patricia Whalen (Co-chair) Jacqueline Blumhagen (Co-chair) Trina Ayling Bev Bellina	Jason Tichauer
SPECIAL EDUCATION STUDENT SERVICES COMMITTEE	Chris Johns (Co-chair) Doug McPhee (Co-chair) Gail Brown Jacqueline Blumhagen	Darcy Verbeurgt

The Board Chair will attend as many meetings as possible.

The Superintendent will be ex-officio Administrative Representative for all Committees.

The Chairperson will be ex-officio Trustee Representative for all Committees.

AD HOC	TRUSTEE REPS	ALTERNATE
Aboriginal Council on Education	Trina Ayling	Gail Brown
B.C.P.S.E.A.	Curtis Helgesen	Bev Bellina
B.C.S.T.A. Provincial Council	Bev Bellina	Jacqueline Blumhagen
Chamber of Commerce (Cranbrook)	Chris Johns	
CFTA Grievances	Frank Lento	Doug McPhee
Communications/Media Committee	Trina Ayling	Lynn/Rob
Cranbrook in Motion	Patricia Whalen	Doug McPhee
Safe Communities Cranbrook	Patricia Whalen/Gail Brown	
Cranbrook Wellness & Heritage	Chris Johns	
CUPE Bargaining Support Team	Bev Bellina	
CUPE Grievances	Chris Johns	Trina Ayling
DPAC	Trina Ayling	
DSAC	Bev Bellina	Jacqueline Blumhagen
Early Years Committee (Cranbrook)	Gail Brown	
Early Years Committee (Elkford)	Curtis Helgesen	
Early Years Committee (Fernie)	Frank Lento	
Early Years Committee (Sparwood)	Bev Bellina	
Humanity Network	Trina Ayling	Bev Bellina
Fernie Leisure Services	Frank Lento	
French Language	Gail Brown	
Key City Theatre	Chris Johns	Trina Ayling
MBSS Building Replacement	Chris Johns	Cranbrook Trustees
Legacy of Learning	Chris Johns	
Technology	Doug McPhee	Patricia Whalen
Trustee Self Evaluation	Frank Lento/Patricia Whalen	
Trustee Term Plan	Frank Lento/Trustees	

Reminders:

- ❖ The purpose of all meetings is to help students.
- ❖ Trustees are encouraged to keep abreast of what's happening in our schools and look for opportunities to lend a helping hand.
- ❖ Committees must not take on the role of the Board. (Just as the Board must not act like a Committee.)
- ❖ The public's perception of our actions will be just as important as the action itself.
- ❖ Trustees and Committee members should agree or disagree with motions or ideas – not with people.
- ❖ Committees recommend or advise.

2014 VICE CHAIRPERSON

**BOARD OF TRUSTEES
SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY**

January	Trustee Ayling
February	Trustee Bellina
March	Trustee Blumhagen
April	Trustee Johns
May	Trustee McPhee
June	Trustee Brown
July	Trustee Helgesen
August	Trustee Whalen
September	Trustee Ayling
October	Trustee Bellina
November	Trustee Blumhagen
December	Trustee Johns

SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY
TRUSTEES
2014/15 SCHOOL ASSIGNMENT

CRANBROOK	Pinewood	Trina Ayling
	Amy Woodlands	Trina Ayling
	Alternate Programs	Trina Ayling
	Gordon Terrace	Doug McPhee
	Parkland	Doug McPhee
FERNIE	Kootenay Orchards	Gail Brown
	TM Roberts	Gail Brown
	Highlands	Chris Johns
	Mt. Baker	Chris Johns
	Laurie Steeples	Patricia Whalen Patricia Whalen
FERNIE	Isabella Dicken	Frank Lento
	Fernie Secondary	Frank Lento
	Kootenay Discovery: DL	Frank Lento
SOUTH COUNTRY	Jaffray Elem. Jr. Secondary	Jacqueline Blumhagen
SPARWOOD	Frank J. Mitchell	Bev Bellina
	Sparwood Secondary	Bev Bellina
ELKFORD	Rocky Mountain	Curtis Helgesen
	Elkford Secondary	Curtis Helgesen

*The Chairperson will attempt to visit all schools.



January 23, 2015

File No. 0540.20

Doug McPhee
Trustee
School District No. 5
940 Industrial Road No. 1
Cranbrook, British Columbia V1C 4C6

Dear Doug McPhee,

Re: Appointment to Wellness and Heritage Committee

I am pleased to advise you that Council, at its regular meeting of Monday, January 20, 2015, appointed you as a representative of School District No. 5 on the Wellness and Heritage Committee for a one year term expiring at the Organizational meeting of Council in December 2015. The committee liaison will contact you with further information.

On behalf of the City Council, thank you for your interest in community affairs and participation on the Wellness and Heritage Committee.

Sincerely,

Wes Graham
A/Mayor

Copy : Lynn Hauptman, SD5
Chris New, Deputy Director of Leisure Services



January 23, 2015

File No. 0540.20

Patricia Whalen
Trustee
School District No. 5
940 Industrial Road No. 1
Cranbrook, British Columbia V1C 4C6

Dear Patricia Whalen,

Re: Appointment to Cranbrook in Motion Committee

I am pleased to advise you that Council, at its regular meeting of Monday, January 20, 2015, appointed you as a representative of School District No. 5 on the Cranbrook in Motion Committee for a one year term expiring at the Organizational meeting of Council in December 2015. The committee liaison will contact you with further information.

On behalf of the City Council, thank you for your interest in community affairs and participation on the Cranbrook in Motion Committee.

Sincerely,



Wes Graham
A/Mayor

Copy : Lynn Hauptman, SD5
Marnie Dueck, A/Director of Corporate Services



January 23, 2015

File No. 0540.20

Doug McPhee
Trustee
School District No. 5
940 Industrial Road No. 1
Cranbrook, British Columbia V1C 4C6

Dear Doug McPhee,

**Re: Appointment to Cranbrook in Motion Committee
Alternate Representative of School District No. 5**

I am pleased to advise you that Council, at its regular meeting of Monday, January 20, 2015, appointed you as an alternate representative of School District No. 5 on the Cranbrook in Motion Committee for a one year term expiring at the Organizational meeting of Council in December 2015. The committee liaison will contact you with further information.

On behalf of the City Council, thank you for your interest in community affairs and participation on the Cranbrook in Motion Committee.

Sincerely,

Wes Graham
A/Mayor

Copy : Lynn Hauptman, SD5
Marnie Dueck, A/Director of Corporate Services