



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

February 13, 2018, 3:00 p.m.

Board Office

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

I would like to acknowledge that we are on the traditional lands of the Ktunaxa people.

1.2 Consideration and Approval of Agenda

M/S that the agenda for the regular public meeting of the Board of Education of February 13, 2018 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 January 16, 2018 be approved as [circulated/amended].

1.4 Receipt of Records of Closed Meetings

8

M/S to accept the closed records of the in-camera meeting of the Board of Education of January 16, 2018

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

1.6.1 Galen Olstad - Key City Theatre

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

9

*Recommendation A*

*M/S that the Board approve the field trip for JEJSS to China in April 2018. A presentation to be given at a future Advocacy/Education Committee Meeting.*

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

<b>2.2</b>	<b>Policy Committee</b>	20
	<i>M/S that the Board accept the report of the Policy Committee.</i>	
<b>2.3</b>	<b>Student Service Committee</b>	23
	<i>M/S that the Board accept the report of the Student Service Committee.</i>	
<b>2.4</b>	<b>Finance/Operations/Personnel Committee</b>	28
	<b>Recommendation A:</b>	
	<i>M/S that the Board research those responsible for the upkeep and ownership of the 4 km Dawson's Path along the Jaffray-Baynes Lake Road.</i>	
	<b>Recommendation B:</b>	
	<i>M/S that the Board approve the District submitting an application to the City of Cranbrook for approval to install crosswalk flashing lights at Steeples Elementary School.</i>	
	<b>Recommendation C:</b>	
	<i>M/S that the Board write a letter to the Ministry of Transportation and Highways and the Regional District requesting a crosswalk on Hwy 3 by Tie Lake Road. Also, three sets of flashing lights; two coming off Hwy 3, on Jaffray Baynes-Lake Road and the Jaffray Village Loop Road, and the third either side of the railway track to bring awareness to drivers of the Jaffray School.</i>	
	<i>M/S that the Board accept the report of the Finance/Operations/Personnel Committee.</i>	
<b>2.5</b>	<b>BCSTA /Provincial Council</b>	
	<i>BCSTA Provincial Council - Feb 16-17, 2018 in Vancouver</i>	
<b>2.6</b>	<b>Communications/Media Committee</b>	
	<i>M/S to accept the report of the Communications/Media Committee.</i>	
<b>2.7</b>	<b>Mt. Baker / Key City Theatre Replacement Committee</b>	
	<i>M/S to accept the report of the Mt. Baker / Key City Theatre Replacement Committee.</i>	
<b>2.8</b>	<b>Legacy of Learning</b>	
	<i>M/S to accept the Legacy of Learning report.</i>	
<b>2.9</b>	<b>Trustee Reports</b>	32

<b>3.</b>	<b>SUPERINTENDENT'S REPORT TO THE BOARD</b>	<b>34</b>
	M/S that the February 2018 Superintendent's Report to the Board of Education be accepted as presented.	
<b>4.</b>	<b>CHAIRPERSON'S REPORT</b>	
<b>5.</b>	<b>NEW BUSINESS</b>	
<b>5.1</b>	<b>2017-18 Amended Annual Budget Final Reading</b>	<b>43</b>
	M/S read a third and final time the 2017/18 Amended Annual Budget on the 16 <sup>th</sup> of January, 2018 in the amount of \$71,891,932.	
<b>5.2</b>	<b>Amendment to 2018-19 School Calendar</b>	<b>59</b>
<b>5.3</b>	<b>Tire Stewardship Grant Application - Playground Re Surfacing</b>	<b>63</b>
<b>6.</b>	<b>TRUSTEE BOUQUETS</b>	
<b>7.</b>	<b>ITEMS FOR INFORMATION/CORRESPONDENCE</b>	
<b>7.1</b>	<b>BCSTA AGM April 26-29, 2018 - Deadline for Submitting Motions</b>	<b>82</b>
<b>7.2</b>	<b>Response Letter from Hon. Fleming re: IDES</b>	<b>84</b>
<b>7.3</b>	<b>February 13, 2018 MOE Conference Call re: Funding</b>	
<b>8.</b>	<b>QUESTION PERIOD</b>	
<b>9.</b>	<b>LATE ITEMS</b>	
<b>10.</b>	<b>ADJOURNMENT</b>	
	M/S that the February 13, 2018 regular public meeting of the Board of Education adjourn at [time].	



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

**January 16, 2018, 2:00 p.m.  
Jaffray Elem. Jr. Secondary School**

Present: Chairperson Lento  
Trustee Ayling  
Trustee Bellina – on phone  
Trustee Blumhagen  
Trustee Brown  
Trustee Helgesen  
Trustee Johns  
Trustee McPhee  
Trustee Whalen

Staff Present Superintendent of Schools, L. Hauptman  
Secretary Treasurer, R. Norum  
Director of Instruction/Student Learning, D. Casault  
Director of Instruction/Human Resources, B. Reimer  
District Principal/Transformative Learning and Technology, J. Roberts  
Director of Student Learning/Aboriginal Education, J. Tichauer  
District Principal/Student Services, D. Verbeurgt  
Recorder, Sandy Gronlund

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Chairperson Lento called the January 16, 2018 regular public meeting of the Board of Education to order at 2:30 p.m.

**1.2 Consideration and Approval of Agenda**

**MOTION-R-18-1**

M/S that the agenda for the regular public meeting of the Board of Education of January 16, 2018 be approved as circulated.

**CARRIED**

**1.3 Approval of the Minutes**

Minutes of the Public meeting of the Board of Education of December 12, 2017.

**MOTION-R-18-2**

M/S that the minutes of the regular public meeting of the Board of Education of December 12, 2017 be approved as circulated.

**CARRIED**

**1.4 Receipt of Records of Closed Meetings**

**MOTION-R-18-3**

M/S to accept the closed records of the in-camera meeting of the Board of Education of December 12, 2017.

**CARRIED**

**1.5 Business Arising from Previous Minutes**

**1.5.1 Committee Representatives**

**MOTION-R-18-4**

M/S that the Board approve the Committee Representatives for 2018.

**CARRIED**

**2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS**

**2.1 Advocacy/Education Committee**

No Meeting in December.

**2.2 Policy Committee**

No Meeting in December.

**2.3 Student Service Committee**

No Meeting in December.

**2.4 Finance/Operations/Personnel Committee**

No Meeting in December.

**2.5 BCSTA /Provincial Council**

Trustee Bellina will be attending the meeting in Vancouver February 16 & 17, 2018 and will report back to the Board.

**MOTION-R-18-5**

M/S to accept the BCSTA/Provincial Council report.

**CARRIED**

**2.6 Communications/Media Committee**

Trustee Ayling reported that no correspondence has been sent out.

Chairperson Lento received a response to FSA Letter. Trustee Ayling will distribute and the information will be posted to the SD5 Website.

**MOTION-R-18-6**

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

**CARRIED**

**2.7 Mt. Baker / Key City Theatre Replacement Committee**

Trustee Johns distributed notes in regards to a with the Key City Theatre on funding for repairs. Grant money is being requested from Columbia Basin Trust and funds from the City of Cranbrook and Regional District of East Kootenay.

The hope is that the Minister of Education will visit our district very soon.

**MOTION-R-18-7**

M/S to accept the report of the Mt. Baker / Key City Theatre Replacement Committee.

**CARRIED**

**2.8 Legacy of Learning**

Nothing new to report as this time.

**MOTION-R-18-8**

M/S to accept the Legacy of Learning report.

**CARRIED**

**2.9 Trustee Reports**

Chairperson Lento thanked Jaffray School for the lovely lunch provided by the students.

**3. SUPERINTENDENT'S REPORT TO THE BOARD**

The District Management team gave verbal updates for their departments which can be found on the Superintendents report on the SD5 Website.

Trustee Johns asked Mr. Verbeurgt for a preliminary report on the simplified IEP data input process for the Committee Meeting at the end of the month.

**MOTION-R-18-9**

M/S that the January 2018 Superintendent's Report to the Board of Education be accepted as presented.

**CARRIED**

**4. CHAIRPERSON'S REPORT**

Chairperson Lento distributed an article in the "Free Press" titled "Ministry statistics show gap in SD5 Teachers' wages". Mr. Norum responded in the article that the salary grid is the same for everyone and not gender specific.

**5. NEW BUSINESS**

**5.1 2018/19 and 2019/20 School Calendars**

**MOTION-R-18-10**

M/S that the Board approve the 2018/19 and 2019/20 School Calendars.

**CARRIED**

Discussion included:

- Superintendent Hauptman spoke to the suggestions from our partners on the draft calendars.
- The school winter breaks in our calendar were different than School District 6 but the next two years the breaks are the same.

**5.2 2017-18 Amended Annual Budget Bylaw**

Enrollment is increasing so we are on a good path in growth.

Secretary Treasurer, Mr. Norum, asked for two readings of the 2017/18 Amended Annual Budget.

**MOTION-R-18-11**

M/S read a first time the 2017/18 Amended Annual Budget on the 16<sup>th</sup> of January, 2018 in the amount of \$71,891,932.

**CARRIED**

**MOTION-R-18-12**

M/S read a second time the 2017/18 Amended Annual Budget on the 16<sup>th</sup> of January, 2018 in the amount of \$71,891,932.

**CARRIED**

**6. TRUSTEE BOUQUETS**

Trustee Blumhagen thanked the students for the photography presentation and lunch. Students collected money for SPCA and Food Bank. Thanks to the involvement of the community for continued contribution.

Trustee McPhee – thanked everyone involved with the district calendar and Mr. Norum for the amended Budget.

Trustee Johns – would like to have information on school fundraisers in order to provide support.

Trustee Bellina – appreciated the set up for the conference call.

**7. ITEMS FOR INFORMATION/CORRESPONDENCE**

**8. QUESTION PERIOD**

**9. LATE ITEMS**

**10. ADJOURNMENT**

**MOTION-R-18-13**

M/S that the January 16, 2018 regular public meeting of the Board of Education adjourn at 3:21 p.m.

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Frank Lento, Chairperson

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Rob Norum, Secretary Treasurer



#### **1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS**

##### **In-camera Meeting January 16, 2018**

- Finance/Operations/Personnel Committee report
  - Exempt Compensation
  - Newgate Property
  - Portables
  - MBSS Audit
  - Personnel
  
- BCPSEA Representative Report
  
- Superintendent's Report

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Robert G. Norum  
Secretary Treasurer



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - ADVOCACY/EDUCATION  
COMMITTEE MEETING**

**January 29, 2018 9:30 a.m.**

**Board Office**

Committee Members  
In Attendance:

Trustee Blumhagen (chair)  
Trustee Ayling  
Trustee Bellina (by phone)  
Trustee Whalen

Regrets:

Board/District Staff in  
Attendance:

Trustee McPhee  
Trustee Johns  
Trustee Brown)  
Trustee Helgesen (late)  
Lynn Hauptman, Superintendent  
Jason Tichauer, Director, Student Learning  
Diane Casault, Director, Student Learning  
Darcy Verbeurgt, District Principal  
Jennifer Roberts, District Principal  
Brent Reimer, Director of Human Resources  
Gail Rousseau, Executive Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

The Advocacy/Education Committee meeting of January 29, 2018 was called to order by Trustee Blumhagen at 9:33 a.m. This meeting is being held on the lands of the Ktunaxa People.

**1.2 Approval of Agenda**

**ADV-17-07**

The Agenda of the Advocacy/Education Committee meeting of January 29, 2018 was approved as circulated.

**1.3 Approval of Minutes**

**ADV-17-08**

The Minutes of the Advocacy/Education Committee meeting of November 27, 2017 were approved as circulated.

## 2. PRESENTATIONS

### 2.1 2017 Adolescent Drug Survey

Dean Nicholson, Executive Director, EKASS, presented the 2017 Adolescent Drug Survey results. The survey was designed to give current and relevant information on substance use patterns, attitudes and behaviours amongst Grade 7-12 students in the East Kootenay (including SD6, Creston and the private schools (Region)). The results also help shape current counselling, education and prevention programs. A complete report can be found on their website at [www.ekass.com](http://www.ekass.com).

Highlights include:

- 2679 surveys were distributed; 1918 surveys representing 72% of SD5 students were used in the final analysis
- Alcohol, tobacco and marijuana use rates in SD5 in 2017 are slightly lower than Regional rates
- lifetime rates for these 3 substances have decreased since 2005
- Younger kids are using e-cigarettes or vaping rather than tobacco; still figuring out impact on health
- all other substances are decreasing in use i.e., hallucinogens, downers, cocaine etc.;

Questions/Comments:

- Not enough data to figure out connection between pain killers and steroid use
- discussion around marijuana legalization July 1<sup>st</sup> and if there may be an increase in stats for using marijuana - there may be a bit of a blip because of novelty factor but marijuana will eventually be in same category as alcohol
- more advertising about the risk of marijuana use while driving will be a priority; information needs to get out there and be readily available
- discussion about different effects for different users due to frequency of use and difference strains of marijuana
- drinking and driving reports have dropped significantly over the last 10 years
- the 2019 Adolescent Drug survey will include the questions regarding driving and using marijuana

### 2.2 EDI Results

Diane Casault gave a brief presentation on the CHEQ (Childhood Experience Questionnaire). Highlights included:

- CHEQ Team gave us an overview of the questionnaire last November
- Results link directly to EDI
- EDI Questionnaire process begins in February by our Kindergarten teachers
- 1 out of 3 students are vulnerable in one or more of the domain areas; physical, social, emotional; language, communication
- language results are always the lowest in terms of vulnerability
- CHEQ questionnaire is from the parent's perspective; quite challenging and complex; done in September
- thinking of getting questionnaire out earlier so parents are more prepared to answer
- rely on our early years partners; still lots of work to do
- takes anywhere from 20-45 minutes to complete survey

- Diane will send Trustees the CHEQ report and link
- Questionnaire will be done again in 2019
- Will be bringing this forward in budget meetings for discussion of future funding
- What is the validity of the information and what do we use it for? How do we tie it in to programming?
- Is there a link between EKASS and CHEQ information?
- Caution about another measurement that might compromise schools

### 3. ITEMS FORWARDED FROM PREVIOUS MEETING - nil

### 4. CORRESPONDENCE AND/OR NEW ITEMS

**4.1 DSAC Report** – the next meeting is February 20, 2018. Trustee Bellina would like to pursue incorporating a student trustee at Board meetings. Recommend that it be added to the February 20 agenda to see if students would like to move forward with it. A report will be at next committee meeting.

#### 4.2 DPAC Report

The DPAC meeting is scheduled for Wednesday, January 31, 2018. A full report will be given at the next Advocacy/Education Committee meeting.

#### 4.3 Field Trip to China – Jaffray Elementary Junior Secondary School

***Recommendation A – that the Board approve the field trip for JEJSS to China in April 2018. A presentation to be given at a future Advocacy/Education Committee Meeting.***

Discussion:

- Like the idea that the school has a contingency plan for students who cannot afford to go
- Jaffray Grade 9 students choose their trip and fundraise a year in advance
- great opportunity for students
- Dates are inconsistent on the form – Gail Rousseau checked with Jaffray School and found out that the initial dates from Explorica are only an estimate. Once the trip is booked then the final dates are determined, which are April 12-21<sup>st</sup>.

### 5. BCSTA Letters

#### 5.1 Funding/Budgets

##### 5.1.1 SD19

Receive and file.

##### 5.1.2 BCSTA

Receive and file.

##### 5.1.3 SD67

Receive and file.

## **5.2 Miscellaneous BCSTA Letters**

### **5.2.1 Ltr to Public Sectors Employers' Council**

Receive and file.

### **5.2.2 Ltr to Municipal Affairs and Housing**

Cognizant of spending \$1200 of personal money for upcoming election. Keep an eye on this to see if it increases to \$2400

Receive and file.

### **5.2.3 Ltr to Minister re trustee inclusion on FMR panel**

Receive and file.

### **5.2.4 Ltr to Minister re Draft Inclusive Education Plan**

Receive and file.

## **6. ADJOURNMENT**

The Advocacy/Education Committee meeting of January 29, 2018 was adjourned at 10:40 a.m.



# Field Trip Application Checklist

Required for school trips *beyond the geographic boundaries of Canada or the Mainland of the United States*

**BOARD APPROVAL** (must be presented to the Education/Policy Committee, prior to parent/student contact, for Board approval at least 3 months in advance of trip) Please complete and email to [gail.rousseau@sd5.bc.ca](mailto:gail.rousseau@sd5.bc.ca).

Date: JANUARY 12, 2018

School(s): JESS

Grade(s): 11

Sponsor Teacher(s): Dani Thielen

Educational Objectives and Rational:  
(attach separate sheet)

Departure Date: April 12, 2018

Return Date: April 21, 2018

Destination: China

Method of Transportation: Plane / BUS

Cost Per Student: \$3151.00

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

**BOARD APPROVAL:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Trip Details:** Please attach supporting documents at least 30 days prior to departure for the following:

	For School Use Only: (check when completed)	For District Use Only: (check when completed)
Names of Students, Grade, Emergency Contact Numbers:	✓	✓
Transportation & Accommodation Details: (include name of travel company)	✓	✓ private vehicles to calgary.
List of Chaperones: (minimum ratio 15:1) (attach Criminal Record Checks)		✓
# of Staff: <u>2</u>		
# of Non-Staff: <u>6</u>		
Schedule/Itinerary:	✓	✓
Insurance: (Health & Liability):		✓
Safety/Worst Case Scenario Plan: (see example attached)	✓	✓

Teacher(s) Signature: [Signature]

Date: Jan 16/18

Principal's Approval: [Signature]

Date: Jan 16/18

Board (Chairperson) Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Move into ancient China in the Forbidden City, the formidable 9,000-room palace complex -- protected by a 170ft.-wide moat -- that housed China's emperors from 1421 until 1923. Think that's grand? The 700 acres of the Summer Palace, a seasonal retreat for the emperors, include a half-mile hallway painted with scenes from China's history, the most beautiful gardens in the country, and a 118ft. carved marble boat decked out with stained-glass windows so that the empress could enjoy her palace lakes in private.

airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

#### **Day 4 Great Wall**

Chinese doctor visit  
Travel to Great Wall of China  
Ming Tombs visit  
Peking duck dinner

##### *Details: Travel to Great Wall of China*

Stretching from Korea to the Gobi Desert, the Great Wall of China reaches 1,500 miles along old imperial borders. The wall was built mainly by millions of slaves, repairing and lengthening existing defensive walls throughout the centuries (the oldest dating back to the 5th century BC), until the massive structure was complete. Sentries posted at the stone watchtowers along its length could use smoke to signal an imminent attack.

##### *Details: Ming Tombs visit*

An emperor with a home as elaborate as the Imperial Palace needs an equally elaborate final resting place, and the Ming Tombs fit the bill quite nicely. Overseen by the same emperor, Yongle, who constructed the Forbidden City, the Ming Tombs are an enormous complex of pavilions, gardens, hallways, and tombs designed to provide everything an emperor, empress, or favored concubine would need in the afterlife. Check out the Avenue of Stone Animals, where a dozen pairs of carved animals, some dating back to the 1400s, and half a dozen pairs of carved officials and soldiers wait to escort their leaders to heaven.

##### *Details: Peking duck dinner*

A favorite dish of the emperors during the Ming Dynasty, Peking duck became available to the masses when a later dynasty collapsed and court chefs took their recipes to the streets. Indulge in spiced, crispy duck carved into strips and eaten on thin pancakes with cucumber, shallot, and plum sauce.

#### **Day 5 Beijing--Xi'an**

Temple of Heaven visit  
Beijing Zoo pandas visit  
Hutong tour  
Overnight train to Xi'an

#### **Day 6 Xi'an landmarks**

Xi'an guided sightseeing tour

Shanghai combines European elegance with Asian flair, transforming its colonial history with a unique modern outlook. See the highlights with a local licensed guide. Surrounded by a busy bazaar, the Yu Yuan Garden offers an amazingly peaceful escape into a sixteenth-century garden with fountains, bridges, and tile dragons undulating along the walls. More peace reigns at the temple of the Jade Buddha, where two exquisitely carved Buddha statues, each carved from a single piece of jade, keep watch over a community of monks.

*Details: Shanghai city walk*

Stroll the most impressive street in Shanghai. The Bund, the center of colonial Shanghai, now offers an array of elegant embassies, banks, tea houses, and five-star hotels. Even more impressive is the mansion housing the Children's Palace. Once a private residence, the marbled and chandeliered building now offers after-school education for gifted children. Find your own gifts on Nanjing Road, the city's premiere shopping street.

*Details: Acrobatic show*

Forget Cirque de Soleil -- Shanghai's Acrobatic Troupe has been performing for more than 50 years, and their combination of superb acrobatics, juggling, magic, and more has made them the world's best acrobatic ensemble.

**Day 9 End tour**

**Worst-Case Scenarios: JESS CHINA**  
**April 12<sup>th</sup> - 21<sup>st</sup>**

**A. Major Accident: (seriously injured or dead students)**

Immediately, we:

1. Secure whoever isn't hurt; get them to a safe place, waiting for instructions
2. Protect/signal the scene, so no further harm comes to people who are hurt
3. Call police/hospital with: precise location of accident, number of injured or dead, whatever information we can give about the injuries
4. Only move injured people if we fear fire/explosion/further harm
5. Attend to injured people, perform CPR on those who might need it, talk to them, reassure them

Once help has arrived, we:

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

As soon as possible, we:

1. Inform Karyl Gibson (Karyl will be supplied with a phoning tree by JESS CHINA trip team before leaving)
2. Have Karyl contact families with appropriate counseling support
3. Contact Canadian Embassy in Beijing, arrange for the safe return of unhurt students to Canada
4. Decide who stays behind with injured people

**B. Minor Accident. (Light Injuries)**

Immediately, we:

1. Secure everyone, get them to a safe place, waiting for instructions
2. Make sure hurt people are safe, help them relax while they wait for assistance
3. Call doctor/hospital with: precise location of accident, number of injured, whatever information we can give about the injuries
4. Talk to injured people, comforting them as best we can

Once help has arrived, we:

1. Leave a chaperone with people who need treatment at the doctor/hospital
2. Decide what to do with the group: probable change of immediate plans

As soon as possible, we:

1. Inform Karyl Gibson (Karyl will be supplied with a phoning tree by JESS CHINA trip team before leaving)
2. Have Karyl contact families

3. Have Karyl contact families
4. Leave chaperone at the local hotel as long as deemed necessary

**F. Incident: Discipline Issue**

Immediately, we:

1. Discuss matter with involved student(s); try to settle amicably
2. Agree on appropriate sanction (from free time with chaperone to return home at parents' expense)

If necessary, we:

1. Inform Karyl Gibson (Karyl will be supplied with a phoning tree by JESS CHINA trip team before leaving)
2. Have them contact families

**G. Custom/Airport Issue (students held back by officials, whatever the reason)**

1. Chaperone stays with the involved student(s) as long as it takes, even if the rest of the group needs to move on. Chaperones need to modify plans, depending on the delay

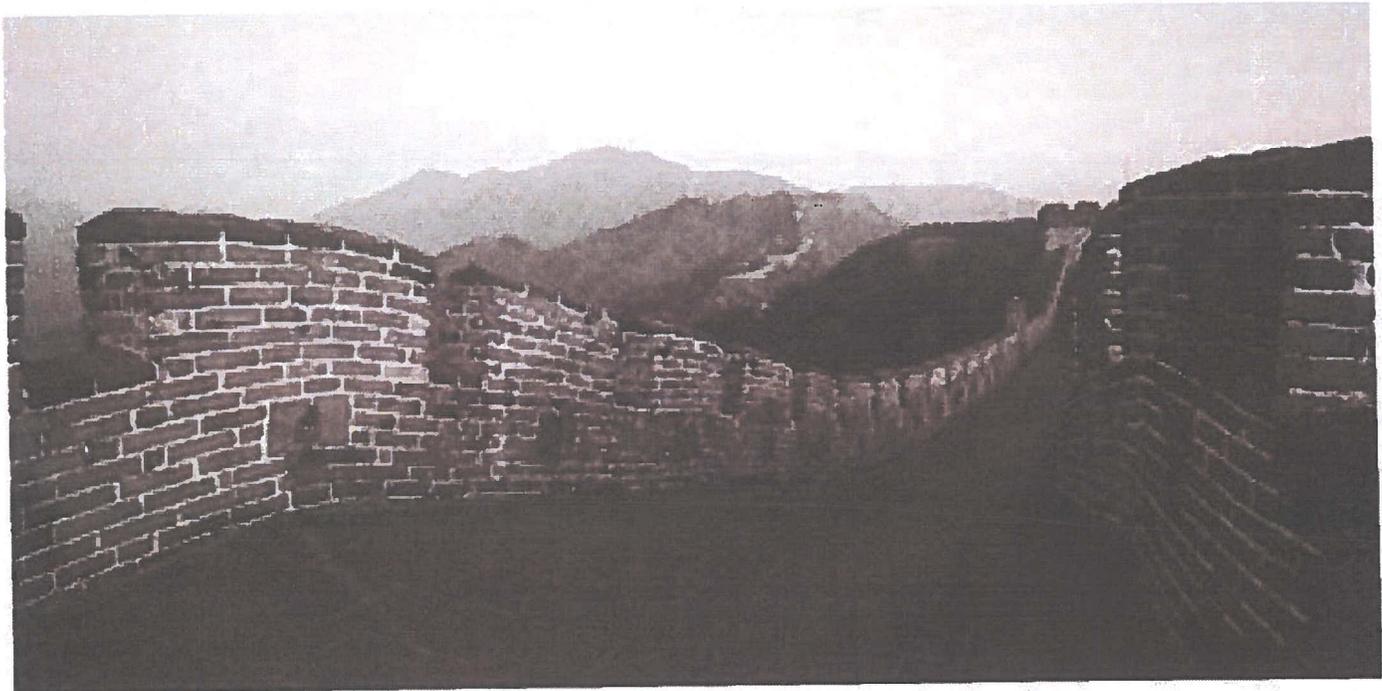
Call Us! (tel:18883788845)

(/)

Log Out > (/my-account.aspx?logout=true&redirect=true)

# Beijing, Xi'an & Shanghai

85 Days til Departure | Departing From: Calgary  
April 12, 2018 - April 21, 2018  
TourCenter ID: Thielen-1889



## RESERVATIONS

### Flight Information

Your flight information is not yet available. Please check back later.

### Accommodations Information

Apr 13 - Apr 16

Holiday Inn Beijing Chang An West  
No. 66, Yongding Road  
Haidian District, 100039  
China  
Phone Number: +86 10 68132299  
[show more](#)

Apr 17 - Apr 18

WYNDHAM HOTEL XIAN  
No.189 Jinhua North Road, ,  
New Town, Xi'an,, 710032, China  
China  
Phone Number: x x x  
[show more](#)

Apr 18 - Apr 21

Ambassador Hotel  
818 Wanhangu Road  
Jingan Qu, 200042  
China  
Phone Number: +86 21 62267777  
[show more](#)

 Call Us! (tel:18883788845)

(1)

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## Tour Options

Manage your tour options such as travel protection plan, and optional excursions here.

### TRAVEL PROTECTION PLAN PREFERENCES

**Travel Protection Plan Plus (\$200.00)**

Along with providing you the same benefits as our standard Travel Protection Plan (see below), the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With your Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

1. Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
2. You cancel your trip thirty (30) days or more before your scheduled trip departure date

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

**Travel Protection Plan (\$150.00)**

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury, or death
- Trip cancellation or trip interruption due to terrorist acts

*included  
in fee*

**None (I waive all travel protection plan coverage)**

### OPTIONAL EXCURSIONS

**Because this tour is too close to departure, you may no longer sign up for optionals. You may be able to do so on tour.**

**Tang Dynasty singing and dancing show: \$75.00**

Elaborate costumes, haunting rhythms, spectacular dexterity. The Tang Dynasty had a wide reputation for its dance performances, used by the Emperor Taizong not only for entertainment but also to educate citizens about civic duty and military readiness. At the art form's peak popularity, there were thousands of trained dancers kept in the emperor's court.

**kung fu show: \$45.00**

The Legend of Kung Fu Show is a mix of traditional martial arts and modern theatre. Presenting stunning Kung Fu skills, exquisite ballet and music, this fusion of modern dance with Chinese traditional martial arts makes this performance one of the most loved Kung Fu shows in China.

[Update >](#)

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

**January 29, 2018, 11:30 a.m.  
Board Office**

**Committee Members  
In Attendance:**            **Co-Chair Trustee Brown (Chair)  
Co-Chair Trustee Ayling  
Trustee Helgesen  
Trustee McPhee**

**Regrets:**

**Board/District Staff in  
Attendance:**            **Trustee Bellina (by phone)  
Trustee Blumhagen  
Trustee Johns  
Chairperson Lento  
Lynn Hauptman, Superintendent  
Rob Norum, Secretary Treasurer  
Diane Casault, Director of Student Learning and Innovation  
Jason Tichauer, Director of Student Learning/Aboriginal Educ.  
Brent Reimer, Director of Instruction - Human Resources  
Darcy Verbeurgt, District Principal - Student Services  
Jennifer Roberts, District Principal of Transformative Learning  
Janice Paetz, Executive Assistant (Recorder)**

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Policy Committee meeting of January 29, 2018 was called to order at 11:47 p.m. by Co-Chair Brown. This meeting is being held on the traditional lands of the Ktunaxa people.

**1.2. Approval of the Agenda**

**POL-2018-01**

M/S that the agenda for the Policy Committee meeting of January 29, 2018 be approved.

Addition: 4.1 School Sports Policies and Guidelines

### **1.3. Approval of the Minutes**

#### **POL-2018-02**

M/S that the minutes of the Policy Committee meeting of November 27, 2017 be approved as circulated.

## **2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING**

Nil

## **3. BUSINESS ARISING FROM PREVIOUS MEETING**

### **3.1 Revised Policy 4.2 Travel Allowance Per Diem**

Feedback from partner groups was reviewed.

Discussion included:

- appreciate seeing an increase in rates as a result of inflation
- may want to review the dated terminology in terms of payment
- potential to review the use of the CRA rate in determining mileage rather than having to approve slight increases as a result of fuel price increases
- concerns expressed about travel outside of Canada requiring Board approval
- concerns expressed about not allowing personal travel to be connected with business travel
- fuel is only part of the costs associated with using your personal vehicle (i.e. only forms part of the \$ .53 rate)
- How often is the mileage rate reviewed? What is reasonable?
- damage to vehicles currently set at a maximum \$50 (teachers have \$600 written in to their Collective Agreement)
- It was decided that a working group would be formed at the in-camera meeting to discuss this revised policy and the other draft travel policy currently under review.

## **4. CORRESPONDENCE AND/OR NEW ITEMS**

### **4.1 School Sports Policies and Guidelines**

Trustee Blumhagen asked what policies and guidelines are currently in place for school sports. Discussion included:

- BC School Sport does covers travelling out of BC to compete (cross border zones)
- should be fair to all students/families
- there are multiple layers of regulations/guidelines from the provincial level down to the District and school level
- Mr. Tichauer is willing to be involved in an ad-hoc committee to review
- Section 5 in the Policy Manual has our curricular and extra-curricular policies, as well as an Orientation Manual for volunteers
- student contracts are becoming more common on sports teams.

**5. INFORMATION ITEMS**

Nil

**6. ADJOURNMENT**

The meeting adjourned at 12:07 p.m.



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

**January 29, 2018, 10:30 a.m.  
Board Office**

**Committee Members In  
Attendance:**

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

**Regrets:**

**Board/District Staff in  
Attendance:**

**Chairperson Lento  
Trustee Blumhagen  
Trustee Brown  
Trustee Helgesen  
Trustee Whalen (departed at 11:30)  
Lynn Hauptman, Superintendent  
Rob Norum, Secretary Treasurer  
Diane Casault, Director of Student Learning/Innovation  
Jason Tichauer, Director of Student Learning/Aboriginal  
Education  
Brent Reimer, Director of Instruction – Human Resources  
Darcy Verbeurgt, District Principal of Student Services  
Jennifer Roberts, District Principal of Transformative  
Learning  
Janice Paetz, Executive Assistant (Recorder)  
Jane Nixon, Executive Assistant (Recorder)**

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Student Services Committee meeting of January 29, 2018, was called to order at 10:47 am by Co-Chair Trustee McPhee. This meeting is being held on the traditional lands of the Ktunaxa people.

## **1.2. Approval of the Agenda**

### **SS-2018-01**

M/S that the agenda for the Student Services Committee meeting of January 29, 2018 be approved with the following amendments:

- after some clarification, it was determined that items 3.4 and 3.5 are actually the same so item 3.5 will be deleted
- due to time constraints, only certain items will be discussed and the remaining items will be tabled until the February meeting.

## **1.3. Approval of the Minutes**

### **SS-2018-02**

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

## **2. BUSINESS ARISING FROM PREVIOUS MEETING**

### **2.1 MOTION-R-17-48**

M/S that 2017 students with existing IEP's have their IEP for the 2017/2018 term be reviewed and/or revised following the long weekend in May and completed by the end of June.

Topic carried over from the Oct.30 Student Services Committee meeting.

Consideration of the motion being rescinded, amended or direction provided.

Tabled to the February meeting.

### **2.2 Bill Standeven Report**

Where is SD5 with the Bill Standeven report? Future directions for Support Services: Pilots and other Projects that flow out of "the Plan"?

Tabled to the February meeting.

### **2.3 MOTION-R-17-151**

District Management written response to the email from CFTA regarding reinstatement of the Reference and Regulate Program.

Tabled to the February meeting.

### **2.4 BCCPAC Survey**

How do the BCCPAC survey results apply in SD5? \*attachment made available at meeting  
Fernie Free Press Article from November 23, 2017

Tabled to the February meeting.

### 3. CORRESPONDENCE AND/OR NEW ITEMS

#### 3.1 Behaviour Specialist Teacher and the GAUGE Program Update

Discussion included:

- Mr. Verbeurgt gave a brief description of the new Behavior Specialist teacher, Ms. Megan Stasiuk, and the work that she is currently doing in the district (four-week POPARD programs, developing strategies to build better capacity to deal with issues within the school, functional assessments, research, whole classroom strategies)
- The GAUGE program was moved out of AWES as the space was required as a classroom to accommodate the restored language
- the transition from the GAUGE Program to the current structure for behaviour issues
- A room remains designated at SES for intensive behaviour issues. There have been no referrals and therefore no students are currently enrolled in the program. This is due to the fact that schools are better equipped to handle issues at the school level, as a result of the support and services that Ms. Stasiuk is providing/sharing in schools and classrooms
- Ms. Stasiuk has worked primarily in Cranbrook along with the Student Services Coordinator in Cranbrook serving two thirds of the district's student population. The Student Services Coordinator in the Elk Valley has extensive training in this area and is able to deal with all of the behavior issues in those communities, comprising one third of the district's student population.
- the referral process for all behaviour issues and how access to Ms. Stasiuk is established with all referral requests coming to the District Principal
- review of the structure of school based teams
- the mental health component is a large portion of the 240 students in the moderate behavior/mental illness and intensive behaviour/serious mental illness identified students
- alternatives for students who drop out of school (Mr. Verbeurgt to email Trustee Blumhagen with more information)
- there is currently not a need for additional behaviour specialist positions in the District.

### 3.2 Clarification of Who is Providing Support for Special Education Funding Categories

Discussion included:

- Mr. Verbeurgt reviewed the different levels of support available to Special Education funded students. These supports include but are not limited to: Classroom teachers, Student Service teachers, Educational Assistants, Youth Care Workers, Aboriginal Education Support Workers, School Counsellors, and specialized teachers.
- Mandt System Training (trauma-based approach). District-wide training of Mandt began last year with schools with the greatest need being trained first. Training continues this year with multiple sessions scheduled. This will enhance the ability to deal with children with behaviour issues. Also looking at building capacity for additional trainers as we currently only have three.
- Positive school and home connection – team approach – Aboriginal Education Support Workers do this for students of Aboriginal ancestry and Youth Care Workers do this for the remaining students where this is needed.
- Trustee Johns advocated that more support and trained specialists should be available if necessary and that the Board of Trustees will continue to advocate to the Province for funding in this area
- Trustee Lento emphasized that rather than staff being trained, staff need to be right in front of kids giving support
- Anxiety support and the supports available to children in schools such as Friends, Fun Friends Programs
- Ms. Therrien discussed the need for parent inclusion with anxiety support and the importance of available resources for parents at PAC Meetings
- students who have anxiety issues to the extent that it impacts their education will have an IEP in place (which would be discussed with the parents)
- Mr. Verbeurgt will reinforce the need to share information with parents with our counsellors
- there is a new Ministry of Mental Health and we are waiting to hopefully hear of additional supports/resources
- Canadian Mental Health Association quite often offers sessions for parents (Mr. Verbeurgt to send out the link)

### 3.3 What Schools are Taking Advantage of the List of Supports for the Previous Reference and Regulate Program?

Tabled to the February meeting.

### 3.4 The Simplified IEP – has this improved workload?

Tabled to the February meeting.

### 3.5 Preliminary Report on the New Program Funding

Tabled to the February meeting.

**4. INFORMATION ITEMS**

Nil

**5. ADJOURNMENT**

The meeting adjourned at 11:41 am.



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

**January 29, 2018, 12:30 p.m.  
Board Office**

Committee Members in  
Attendance:

Trustee Helgesen (Co-chair)  
Trustee Bellina – on phone  
Trustee Johns

Board/District Staff in Attendance:

Trustee Ayling  
Trustee Blumhagen  
Trustee Brown  
Chairperson Lento  
Trustee McPhee  
Superintendent of Schools, L. Hauptman  
Secretary Treasurer, R. Norum  
Director of Instruction/Human Resources, B. Reimer  
Director of Student Learning/Aboriginal Education, J. Tichauer  
Director of Student Learning and Innovation, D. Casault  
District Principal/Student Services, D. Verbeurgt  
District Principal/Technology, J. Roberts  
Operations Manager, J. Tank  
Recorder, Sandy Gronlund

Regrets:

Trustee Whalen

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-chair Trustee Helgesen called the public Finance/Operations/Personnel Committee meeting of January 29, 2018 to order at 12:15 p.m.

**1.2 Approval of the Agenda**

Additions: **5.1.1 Student Safety on Roads**

The agenda of the public Finance/Operations/Personnel Committee meeting of January 29, 2018 was approved as amended.

**1.3 Approval of the Minutes**

The minutes of the public Finance/Operations/Personnel Committee meeting of January 29, 2018 was approved as circulated.

## 2. BUSINESS ARISING FROM PREVIOUS MINUTES

### 2.1 BC Education Funding Model Review

There will be a Regional Meeting coming up in Nelson this year much like the Rural Education Review meetings. Once the details of the meeting is confirmed, Superintendent Hauptman will notify the Board.

- a question arose whether follow up was required to be sure issues laid out at the Select Standing Committee input meeting are being addressed
- can issues be resubmitted to BCSTA
- consensus is that BCSTA is up to date on the model
- Gordon Swan has asked for a board representative to be on the panel

We will continue to monitor this Review as new information comes forward.

## 3. DELEGATIONS/PRESENTATIONS

## 4. NEW BUSINESS

## 5. OPERATIONS UPDATES

### 5.1 Road Issues - South Country

Joe Tank, Manager of Operations, was on hand to answer questions regarding his report on the South Country Roads.

- Trustee Blumhagen raised the concern of the roads in Jaffray
- Mr. Tank ensures that Mainroads has maps of the SD5 bus routes
- Mainroads informed Mr. Tank that the SD5 bus routes are their #1 priority
- All road condition concerns are sent to [Stephanie.Daniels@gov.bc.ca](mailto:Stephanie.Daniels@gov.bc.ca)  
Stephanie will then forward the concerns to Mainroads.

#### 5.1.1 Student Safety on Jaffray Roads

(Report Attached to the Agenda)

Trustee Blumhagen brought forward a concern of children walking to school along the Jaffray-Baynes Lake Road. There is a gravel path constructed along the 4 km stretch of this road named "Dawson's Path" in memory of a Jaffray boy who was killed in a tragic collision as he was walking along this stretch of road.

The hope is if this path were paved then the children would walk on the path as opposed to the road.

#### **Recommendation A:**

*M/S that the Board research those responsible for the upkeep and ownership of the 4 km Dawson's Path along the Jaffray-Baynes Lake Road.*

## **5.2 School Crosswalk Flashing Signs**

(Report Attached to the Agenda)

Mr. Tank shared an updated report with the Board regarding school crosswalks and flashing signs. Mr. Tank shared a couple different signs that may work for the schools.

### **Recommendation B:**

*M/S that the Board approve the District submitting an application to the City of Cranbrook for approval to install crosswalk flashing lights at Steeples Elementary School.*

Trustee Blumhagen raised a concern regarding vehicles coming off Hwy 3 and there not being sufficient signage to make drivers aware of Jaffray School. Another concern is students crossing Hwy 3 by Tie Lake Road with no marked crosswalk.

### **Recommendation C:**

*M/S that the Board write a letter to the Ministry of Transportation and Highways and the Regional District requesting a crosswalk on Hwy 3 by Tie Lake Road. Also, three sets of flashing lights; two coming off Hwy 3, on Jaffray Baynes-Lake Road and the Jaffray Village Loop Road, and the third either side of the railway track to bring awareness to drivers of the Jaffray School.*

## **5.3 LED Lighting Upgrades in Schools**

(Report attached to the Agenda)

Mr. Tank shared with the Board a report on LED Lighting Upgrades in Schools. The report showed estimated hydro savings by upgrading the schools to LED lights. The Ministry of Education has approved the upgrades to Elkford Secondary School, which is complete and Laurie Middle School, which is nearing completion.

## **5.4 Sparwood Garbage**

(Report attached to the Agenda)

Mr. Tank shared a report informing the Board that as of April 1, 2018 the District of Sparwood will only be collecting residential garbage. School District 5 will use a private disposal company. There will be a cost savings to the District.

## **5.5 Bus Cameras**

(Report attached to the Agenda)

Mr. Tank shared an updated report regarding Cameras on School Busses. Mr. Norum is currently reviewing a draft PIA (Privacy Impact Assessment) for school bus cameras and will then send to our legal to finalize the PIA.

Not all busses will have cameras installed on them. Our bus drivers report violations and near misses to the Transportation Manager. This information will determine the need of cameras.

There was a concern raised in regards to the Jaffray Bus on the Highway 3 route being a good candidate for cameras on this bus. Mr. Tank will look into this need.

The bus radios have the capability of having a GPS.

## **6. ITEMS FOR INFORMATION**

### **6.1 Finance Report**

Attached to agenda for information.

### **6.2 WorkSafeBC 2018 Rate Assessment**

Our District has received a discount of .05 cents. This shows a good trend in safety throughout the District.

### **6.3 Election 2018 Calendar**

Attached to the agenda for information.

Candidates must be a resident of Canada for 6 months in order to run.

## **7. QUESTION PERIOD**

Shelley Balfour passed out booklets to the Board “2017 BCTF Curriculum Change and Implementation Survey” that includes comments from teachers.

## **8. LATE ITEMS**

## **9. ADJOURNMENT**

The public Finance/Operations/Personnel Committee meeting of January 29, 2018 adjourned at 12:57 p.m.

## Trustee Report for Bev Bellina

### December 2017 and January 2018

December 12th - Board Meeting via conference call

December 13th - SSS PAC Meeting

January 8th - Library Board Meeting

January 15th - FJMES PAC Meeting

January 16th - Board Meeting in Jaffray - attended by conference call (took notes)

January 18th - KBB Motion-Building session

January 24-26- BCPSEA AGM

January 29th - Board Committee Meetings - attended by conference call - (took notes)

January 30th - Process procedures results evaluation - by conference call - " "

## **Trustee Report: Gail Brown**

### **January-February 2018**

#### January

- 16. Board Meeting Jaffray
- 17. PAC meeting, Gordon Terrace Elementary School
- 19. Selection Committee meeting
- 29. Committee Meetings
- 31. Board Working Session

#### February

- 6. Cranbrook Early Years Meeting
- 6. Trustee working session
- 7. Cranbrook CDC Meeting
- 13. Board meeting. Fernie

# SOUTHEAST KOOTENAY

## School District 5 Superintendent's News



***February, 2018***



# Superintendent's Activities - Lynn Hauptman

A big focus in this last month was the preparation for an Enrollment Audit from the Ministry of Education at Mount Baker Secondary School and Kootenay Educational Services. This involved 5 auditors arriving at the schools for five days to comb through files, attendance, forms, etc. to ensure schools are following ministry policies and procedures when claiming students for funding. I want to commend the staffs of both schools and the administrators (Viveka Johnson, Dave Hill and Kaley Wasylowich) and District Management staff and Executive Assistants who worked as a team to ensure all the demands were met. In any process, there are always lessons we learn on how to improve in areas but we were very happy with the auditors' comments about both our Aboriginal Education documentation, services and supports and the very well supported students at KES. Our District's Aboriginal Education model is going to be recommended to the Ministry of Education as an exemplary one that can be used by other districts. We are still awaiting the final written report from the Ministry to address some of the findings. Way to go Team!



## Graduation Years

As we enter second semester in our high school years, we thought it was a good time to review the Graduation Years Timeline. The Ministry of Education website has very thorough information on the Pathway to Graduation and can be viewed here: <https://curriculum.gov.bc.ca/graduation-info>

Information on the new assessments is also available on this same site.

## School Growth Plans Now Available



School staffs have completed the work on their Growth Plans and they are now available for viewing on the individual school's web-sites under the Tab: *About the School*. These plans are the road maps for schools to focus on student achievement. Staffs are commended for the very thorough work done to ensure our students are successful. There is a focus on such things as reading and writing improvement, numeracy, social and emotional learning, self-regulation and, of course, the renewed curriculum with a focus on embedding Aboriginal Perspectives and inquiry and project or place-conscious learning.

## February is National Inclusive Education Month

As Canadians, we value our diverse communities and the strength we draw from being an inclusive society. [Research](#) has shown us that inclusive education supports better outcomes for all students.

Children who learn together in welcoming, inclusive schools grow up to help build strong and diverse communities where we all belong.

Each February, we raise awareness of inclusive education: what it means, why it matters and how we can do better. This year we're focusing on the importance of collaborative partnerships and the many people who help to make our schools more inclusive.



## Teaching and Learning

### What Parents Should Know about E-Cigarettes

It's hard to know where to start to find out general information about youth vaping. Start here: The National Center on Addiction and Substance Use's [e-cigarettes facts page](#).



**Watch for the 2017/2018 District Scholarship Packages which will be out to Principals this month!**



# Education Update

Ministry of Education



**Career Life Education:** As of July 2018, Career Life Education (CLE) will begin implementation along with an all new grade 10 curriculum. To support flexible scheduling and delivery of this four credit course, three course codes have been included in the [course registry](#). This will enable delivery of this course as either two, two credit courses or one four credit course. Click these links for an overview of [career education](#), including the [draft CLE](#) and [draft Career Life Connections \(CLC\)](#) curriculum. Final versions of CLE curriculum will be available April 30th, 2018, and CLC by June 30th, 2018.



**Olympic Journal for Students:** Soon the PyeongChang 2018 Olympic Winter Games will be here and the Canadian Olympic Committee education team is excited to launch the My Olympic Journal to serve as a journal for your classroom to follow our Team Canada athletes during their Olympic journey in Korea. Click [here](#) for more information.

The  
Ministry of  
Education is asking  
Boards of Education to  
amend their 2018/2019  
calendar for an additional  
Non-Instructional Day!  
Stay Tuned!



## Student success continues to build in B.C.

High-school completion rates continue to improve for all B.C. students, as confirmed by the latest Ministry of Education data.

The six-year completion rates from 2016–17 throughout the province show that more students overall are completing high school, with the greatest increases for Indigenous students and students with special needs. Overall completion rates increase steadily each year; 84% this year, up from 83.6% last year. The overall completion rate has increased 5.2% over the past 10 years, from 78.8% in 2007–08.

The six-year completion rate calculates the number of students who graduated within six years from the time they enrolled in Grade 8.

Updated information on high school completion rates can be found online: <http://www.bced.gov.bc.ca/>

**Important Dates for Trustees:**  
**Provincial Council - Feb. 16 & 17**  
**Committee Mtgs. - Feb. 26**

# NEWS FROM SCHOOLS

## Passion Blocks:

Curiosity and passion are important ingredients for student success. Laurie Middle School and Gordon Terrace Elementary School are offering Passion Blocks. These blocks are designed to continue to tap into the interests and aptitudes of school district students. Passionate students are inspired by what they are learning!



Samantha Sorensen was surprised to learn that she will be representing MBSS school and School District 5 at the Brail challenge in Vancouver in February. She will be accompanied by 'Team Sorensen', EA Christine Larson and Vision Resource Teacher, Kerry Barclay.



"The Highlands Library Hub explores Aboriginal Education provocations"

Mrs. Meijer's grade 3 class made blanket forts in their classroom and had a cozy reading morning. Parents were invited to come in and read with their children.

# NEWS FROM THE SECRETARY-TREASURER, DIRECTORS, DISTRICT PRINCIPALS

## Update from the Secretary-Treasurer: Rob Norum

February is year-end and T4 season so lots of busy people in Payroll including the newest addition Heather Liptak.

Budget preparation is underway for the 2018/19 Annual Budget as we look at enrolment projections, costing changes and meeting with departments to review spending. At the same time we are finalizing the 2017/18 Amended Budget which is up for final reading and approval on Feb 13th.

The Ministry completed an enrolment audit at Mt Baker Secondary school and we are currently analyzing the impact of this audit on District finances.



## Update from the Director of Human Resources: Brent Reimer

Staffing for the current school year continues for secondary schools as second semester blocks have been posted and filled. To date, there have been 220+ teacher postings and 130+ CUPE postings for the 2017-2018 school year.

Planning for the 2018-2019 school year has begun. District staff will be meeting with school Principals/Vice-Principals in early March to discuss staffing and student projections.

Registration for the next year has officially started as of February 1, 2018. With the expectancy of new registrations, also comes the process of out of catchment transfer requests. This process of requesting a placement outside of the catchment also commences the first day of February. Requests received before Feb 28, 2018 will be reviewed according to District policy 3.1 with decisions being made on the requests by the end of May.

## Update from the Director of Student Learning and Aboriginal Education: Jason Tichauer

### Aboriginal Education

This is a busy month for our Aboriginal Education Department! There are the scheduled meetings of not only our Ab Ed Support Workers, but also the 2nd meeting of the year of our Aboriginal Education Enhancement Agreement Review Committee. As well, our survey writing subcommittee will be meeting in Jaffray this week to further develop the student exit survey, as mandated in the Enhancement Agreement.

### DSAC

Our District Student Advisory Council will be meeting this month to continue to work on feedback for the Framework for Enhancing Student Achievement, as well as other leadership development initiatives. In other DSAC news, we have recently booked Blue Lake for our DSAC students in May, as it has been a few years since we have done that leadership retreat.



### Safe School Coordinators Info

This month, members of our Crisis Response teams from all of our communities were able to take part in the Trauma Event Systems (TES) training provided by Kevin Cameron for all Kootenay area school districts. This training is a valuable companion to both our Crisis Response Plan and our VTRA protocol. This training deals with the necessary work of supporting schools and communities after critical incidents and periods.

### Math In-Service

Once again, Peter Liljedahl from Simon Fraser University came to work with middle and secondary Math teachers from all across our district. These sessions were hosted by SD6 in Kimberley, and we were able to send our whole cohort from the work that Dr. Liljedahl started with us last year. The feedback from teachers has been fantastic!



## Update from the Director of Student Learning and Innovation: Diane Casault



### CFE UBC (Community Field Experience)

The key purpose of the Community Field Experience is for teacher candidates to experience teaching and learning in a new context, that provides a more holistic view of teaching and enhances the teacher candidate's formal teaching experience.

Southeast Kootenay is excited to welcome seven teacher candidates this coming spring. Four teachers will be experiencing our area from April 23 to May 11 (secondary) while the other three elementary teachers will be here from June 11 to 29th. They will have an

opportunity to "showcase their educational knowledge and skill" while at the same time establishing connections with communities and classrooms.

### Practicum placements and COTR

As always, we are pleased to be in partnership with the COTR and the East Kootenay Teacher Education Program (EKTEP). We currently have several students completing practicums in our schools. (15 Year 4 students, 10 Year 3 students and 7 year 2 students). We also have teacher candidates from UBC, UBCO, U of L, Lethbridge College and McGill. This would not be possible without the great mentor teachers in our District. Thank you for your time and expertise!



Two teachers from Southeast Kootenay School District are invited to the American Educational Research Association conference in April to present the work they have been doing in their Master's program. Kathy Conlin and Ian Jarrell will be heading to New York in April to share their work and then will be joining our sharing fair on May 31st. All the best and looking forward to our May sharing event!

## Update from the District Principal Transformative Learning: Jennifer Roberts

### Maker Challenge Week February 5-8

#### Design-Test-Create a Rube Goldberg Machine

The next SD5 Maker Challenge is from February 5-8. The theme for this event is the **Rube Goldberg Machine Olympics**. The Rube Goldberg Machine is a contraption or invention that uses a chain reaction to accomplish a very simple task in a very complicated manner.



Rube Goldberg machines always have an end goal in mind. Rube Goldberg machines make the process deliberately complex to obtain the end goal.

The Maker Challenge is an optional activity that maybe done any time during the week of February 5-8. Many classes are gearing up to create some fantastic projects that are reinforcing the [Applied Design Skills Technologies Curriculum](#), building students [Core Competencies](#) and build school spirit. Remember that the maker culture is all about using what is at hand...classroom materials, gym equipment and reusing items brought into the class.

An Office 365 Sway presentation <https://sway.com/IDuGbOxfYpZpuHYt?ref=Link> is available for teachers to provide them with a foundation, resources and ideas in order to take part in this Maker Challenge.

#### Schools are encouraged to:

1. Take on just a few chain reactions with your class and join up with other classes to create a collaborative design.
2. Celebrate the process and not just the product. The Maker mentality is all about creativity and collaboration.



Classes are then encouraged to make short videos or take photos of their creations and add it to the Office 365 Stream channel SD5 Rube Goldberg. This is a great way to share the success stories within our district as well as continue to model and teach the Office 365 platform to SD5 staff.



The 2018 Canadian Environmental Education Conference is coming to the Columbia Basin! This will take place at St. Eugene Mission Resort near Cranbrook on October 18-21, 2018.

**A call for presentation proposals will open in February, and conference registration will open in May.**

Exciting Exemplary Videos from Kootenay Boundary Districts

<http://kbee.ca/videos/>

Check out Video #3 Stewardship and Sustainability

## Update from the District Principal Student Services: Darcy Verbeurgt

BC Blind Sports and Recreation Association came visit to schools February 5th to 7th. BC Blind Sports is dedicated to facilitate participation and encourage skill achievement in all aspects of physical activity for British Columbians who are blind, visually impaired, deaf-blind, or who are blind/visually impaired and have additional disabilities. Mike from Blind Sports and Recreation Association introduced classes at Parkland Middle to various activities and games that have been adapted specifically for the visually impaired. Thanks to Kerry Barclay, our Vision Resource Teacher for organizing this opportunity.

February is Mandt Training month. Sessions have been planned to ensure all remaining schools in the district will have a core team of people training in the relational chapters focusing on positive relationships, positive communication and positive problem solving. Principals, Vice Principals, Student Services Teachers, Aboriginal Education Support Workers, Youth Care Workers, School Counselors, and a few Education Assistants are attending the training from Amy Woodland Elementary, Gordon Terrace Elementary, Fernie Secondary, Jaffray Elementary Jr. Secondary, Kootenay Education Services, Kootenay Orchards, Mount Baker Secondary, Parkland Middle, Pinewood Elementary, Rocky Mountain Elementary, Sparwood Secondary, Steeples Elementary, and TM Roberts Elementary.

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District Enrollment - Feb. 13.18

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School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Jaffray Elem-Jr Secondary	25	16	19	26	19	18	19	18	20	11	12	0	0	203
Isabella Dicken Elementary	72	50	68	64	57	67	59	0	0	0	0	0	0	437
Frank J Mitchell Elementary	48	64	50	44	65	48	56	0	0	0	0	0	0	375
Rocky Mountain Elementary	32	43	42	28	41	26	32	0	0	0	0	0	0	244
Mount Baker Secondary	0	0	0	0	0	0	0	0	0	0	278	271	258	807
Laurie Middle School	0	0	0	0	0	0	0	131	104	132	0	0	0	367
Amy Woodland Elementary	28	43	38	39	38	38	44	0	0	0	0	0	0	268
T M Roberts Elementary	43	53	53	53	57	58	58	0	0	0	0	0	0	375
Gordon Terrace Elementary	40	34	38	43	30	33	30	0	0	0	0	0	0	248
Highlands Elementary	29	35	43	38	39	57	35	0	0	0	0	0	0	276
Pinewood Elem - Cranbrook	14	14	25	24	15	16	21	0	0	0	0	0	0	129
Steeples Elementary	28	26	32	34	25	22	20	0	0	0	0	0	0	187
Kootenay Orchards	30	29	29	35	32	22	35	0	0	0	0	0	0	212
Parkland Middle School	0	0	0	0	0	0	0	151	137	142	0	0	0	430
Elkford Secondary	0	0	0	0	0	0	0	36	31	30	35	39	29	200
Fernie Secondary	0	0	0	0	0	0	0	59	58	55	49	66	64	351
Sparwood Secondary	0	0	0	0	0	0	0	40	42	39	43	44	32	240
Kootenay Educational	0	0	0	0	0	0	0	0	0	0	14	30	60	104
Kootenay Discovery School	0	1	1	0	0	2	0	0	5	9	2	7	110	137
Totals	389	408	438	428	418	407	409	435	397	418	433	457	553	5590



Amended Annual Budget

## **School District No. 05 (Southeast Kootenay)**

June 30, 2018

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# School District No. 05 (Southeast Kootenay)

June 30, 2018

## Table of Contents

Bylaw .....	1
Amended Annual Budget - Revenue and Expense - Statement 2 .....	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 .....	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 .....	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2 .....	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source .....	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object .....	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object .....	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 .....	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds .....	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4 .....	14

\*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 2017/2018 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 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$71,891,932 for the 2017/2018 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 2017/2018.

READ A FIRST TIME THE 16th DAY OF JANUARY, 2018;

READ A SECOND TIME THE 16th DAY OF JANUARY, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 13th DAY OF FEBRUARY, 2018;

---

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 2017/2018, adopted by the Board the 16th DAY OF JANUARY, 2018.

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Secretary Treasurer

# School District No. 05 (Southeast Kootenay)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Amended Annual Budget	2017 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	5,483.875	5,456.250
Adult	5.375	4.750
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>5,489.250</b>	<b>5,461.000</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	61,044,707	57,903,497
Other	117,985	117,427
Tuition	416,118	400,848
Other Revenue	3,281,461	2,552,404
Rentals and Leases	200,000	228,000
Investment Income	60,533	55,000
Amortization of Deferred Capital Revenue	2,830,062	2,757,837
<b>Total Revenue</b>	<b>67,950,866</b>	<b>64,015,013</b>
<b>Expenses</b>		
Instruction	56,931,223	52,105,176
District Administration	2,218,810	2,021,151
Operations and Maintenance	10,006,416	9,902,703
Transportation and Housing	1,838,820	1,917,603
Scholarships	41,500	41,250
<b>Total Expense</b>	<b>71,036,769</b>	<b>65,987,883</b>
<b>Net Revenue (Expense)</b>	<b>(3,085,903)</b>	<b>(1,972,870)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>3,636,394</b>	<b>1,959,108</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>550,491</b>	<b>(13,762)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	550,491	(13,762)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>550,491</b>	<b>(13,762)</b>

**School District No. 05 (Southeast Kootenay)**

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Amended Annual Budget	2017 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	60,805,050	58,245,451
Special Purpose Funds - Total Expense	6,687,485	4,272,377
Special Purpose Funds - Tangible Capital Assets Purchased	675,163	461,456
Capital Fund - Total Expense	3,544,234	3,470,055
Capital Fund - Tangible Capital Assets Purchased from Local Capital	180,000	237,000
<b>Total Budget Bylaw Amount</b>	<b>71,891,932</b>	<b>66,686,339</b>

Approved by the Board

Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

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**School District No. 05 (Southeast Kootenay)**

Statement 4

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

Year Ended June 30, 2018

	<b>2018 Amended Annual Budget</b>	2017 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(3,085,903)</u>	<u>(1,972,870)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(675,163)	(461,456)
From Local Capital	<u>(180,000)</u>	<u>(237,000)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(855,163)</b>	<b>(698,456)</b>
Amortization of Tangible Capital Assets	<u>3,544,234</u>	<u>3,470,055</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<b>2,689,071</b>	<b>2,771,599</b>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b><u>(396,832)</u></b>	<b><u>798,729</u></b>

# School District No. 05 (Southeast Kootenay)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund  
Year Ended June 30, 2018

	Operating Fund	Special Purpose Fund	Capital Fund	2018 Amended Annual Budget
	\$	\$	\$	\$
<b>Accumulated Surplus (Deficit), beginning of year</b>	4,091,602	-	15,809,427	19,901,029
<b>Changes for the year</b>				
Net Revenue (Expense) for the year	(3,058,894)	675,163	(702,172)	(3,085,903)
Interfund Transfers				
Tangible Capital Assets Purchased		(675,163)	675,163	-
Local Capital	(577,500)		577,500	-
<b>Net Changes for the year</b>	(3,636,394)	-	550,491	(3,085,903)
<b>Budgeted Accumulated Surplus (Deficit), end of year</b>	<b>455,208</b>	<b>-</b>	<b>16,359,918</b>	<b>16,815,126</b>

# School District No. 05 (Southeast Kootenay)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense  
Year Ended June 30, 2018

	2018 Amended Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	56,731,640	55,493,683
Tuition	416,118	400,848
Other Revenue	349,865	345,812
Rentals and Leases	200,000	228,000
Investment Income	48,533	50,000
<b>Total Revenue</b>	<u>57,746,156</u>	<u>56,518,343</u>
<b>Expenses</b>		
Instruction	50,318,570	47,874,049
District Administration	2,185,478	2,021,151
Operations and Maintenance	6,462,182	6,432,648
Transportation and Housing	1,838,820	1,917,603
<b>Total Expense</b>	<u>60,805,050</u>	<u>58,245,451</u>
<b>Net Revenue (Expense)</b>	<u>(3,058,894)</u>	<u>(1,727,108)</u>
<b>Budgeted Prior Year Surplus Appropriation</b>	<u>3,636,394</u>	<u>1,959,108</u>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(577,500)	(232,000)
<b>Total Net Transfers</b>	<u>(577,500)</u>	<u>(232,000)</u>
<b>Budgeted Surplus (Deficit), for the year</b>	<u>-</u>	<u>-</u>

# School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Schedule of Operating Revenue by Source  
 Year Ended June 30, 2018

	2018 Amended Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	55,748,848	54,409,092
INAC/LEA Recovery	(238,495)	(235,612)
Other Ministry of Education Grants		
Pay Equity	457,171	457,171
Transportation Supplement	361,459	361,459
Return of Administrative Savings	277,377	277,377
Carbon Tax Grant	80,000	85,000
May DL FTE Increase		30,150
Tapper/FSA		26,196
DL Fees		22,850
Growing Innovations		60,000
Extended Health Benefits	45,280	
<b>Total Provincial Grants - Ministry of Education</b>	<b>56,731,640</b>	<b>55,493,683</b>
<b>Tuition</b>		
International and Out of Province Students	416,118	400,848
<b>Total Tuition</b>	<b>416,118</b>	<b>400,848</b>
<b>Other Revenues</b>		
LEA/Direct Funding from First Nations	233,165	235,612
Miscellaneous		
Miscellaneous	10,500	10,000
ITA	68,000	62,000
Art Starts	11,200	11,200
Health Promoting Schools	27,000	27,000
<b>Total Other Revenue</b>	<b>349,865</b>	<b>345,812</b>
<b>Rentals and Leases</b>	<b>200,000</b>	<b>228,000</b>
<b>Investment Income</b>	<b>48,533</b>	<b>50,000</b>
<b>Total Operating Revenue</b>	<b>57,746,156</b>	<b>56,518,343</b>

**School District No. 05 (Southeast Kootenay)**

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2018

	2018 Amended Annual Budget	2017 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	24,211,218	23,373,173
Principals and Vice Principals	4,079,177	3,607,401
Educational Assistants	4,428,648	4,361,650
Support Staff	5,200,415	5,176,382
Other Professionals	1,677,482	1,645,600
Substitutes	1,950,700	2,021,757
<b>Total Salaries</b>	<b>41,547,640</b>	<b>40,185,963</b>
<b>Employee Benefits</b>	<b>10,694,610</b>	<b>10,536,970</b>
<b>Total Salaries and Benefits</b>	<b>52,242,250</b>	<b>50,722,933</b>
<b>Services and Supplies</b>		
Services	2,087,823	1,924,347
Student Transportation	112,493	95,500
Professional Development and Travel	756,865	729,941
Rentals and Leases	61,950	70,000
Dues and Fees	74,900	71,700
Insurance	152,025	137,319
Supplies	4,203,744	3,111,854
Utilities	1,113,000	1,381,857
<b>Total Services and Supplies</b>	<b>8,562,800</b>	<b>7,522,518</b>
<b>Total Operating Expense</b>	<b>60,805,050</b>	<b>58,245,451</b>

**School District No. 05 (Southeast Kootenay)**  
 Amended Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	20,081,602	1,450,372		267,614	29,782	1,193,547	23,022,917
1.03 Career Programs	78,900					3,937	82,837
1.07 Library Services	623,380			104,210		33,775	761,365
1.08 Counselling	793,181					39,629	832,810
1.10 Special Education	2,532,690	117,577	3,839,298	18,216	459,782	436,987	7,404,550
1.30 English Language Learning	78,900					3,937	82,837
1.31 Aboriginal Education	22,565	68,390	589,350		66,670	1,126	748,101
1.41 School Administration		2,326,575		890,592		113,703	3,330,870
<b>Total Function 1</b>	<b>24,211,218</b>	<b>3,962,914</b>	<b>4,428,648</b>	<b>1,280,632</b>	<b>556,234</b>	<b>1,826,641</b>	<b>36,266,287</b>
<b>4 District Administration</b>							
4.11 Educational Administration		116,263			204,318	24,000	344,581
4.40 School District Governance					130,104		130,104
4.41 Business Administration				204,555	629,258	6,556	840,369
<b>Total Function 4</b>	<b>-</b>	<b>116,263</b>	<b>-</b>	<b>204,555</b>	<b>963,680</b>	<b>30,556</b>	<b>1,315,054</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				60,677	108,270	631	169,578
5.50 Maintenance Operations				2,554,589		68,892	2,623,481
5.52 Maintenance of Grounds				130,848			130,848
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,746,114</b>	<b>108,270</b>	<b>69,523</b>	<b>2,923,907</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration					49,298		49,298
7.70 Student Transportation				969,114		23,980	993,094
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>969,114</b>	<b>49,298</b>	<b>23,980</b>	<b>1,042,392</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>24,211,218</b>	<b>4,079,177</b>	<b>4,428,648</b>	<b>5,200,415</b>	<b>1,677,482</b>	<b>1,950,700</b>	<b>41,547,640</b>

**School District No. 05 (Southeast Kootenay)**  
 Amended Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Amended Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	23,022,917	5,614,238	28,637,155	3,735,653	32,372,808	30,941,271
1.03 Career Programs	82,837	20,163	103,000	80,350	183,350	183,813
1.07 Library Services	761,365	193,785	955,150	107,016	1,062,166	945,623
1.08 Counselling	832,810	202,650	1,035,460	3,200	1,038,660	950,791
1.10 Special Education	7,404,550	2,171,585	9,576,135	440,810	10,016,945	9,754,059
1.30 English Language Learning	82,837	20,163	103,000	7,300	110,300	107,300
1.31 Aboriginal Education	748,101	223,095	971,196	352,637	1,323,833	1,212,808
1.41 School Administration	3,330,870	832,233	4,163,103	47,405	4,210,508	3,778,384
<b>Total Function 1</b>	<b>36,266,287</b>	<b>9,277,912</b>	<b>45,544,199</b>	<b>4,774,371</b>	<b>50,318,570</b>	<b>47,874,049</b>
<b>4 District Administration</b>						
4.11 Educational Administration	344,581	69,209	413,790	208,087	621,877	496,783
4.40 School District Governance	130,104	3,250	133,354	117,988	251,342	231,166
4.41 Business Administration	840,369	211,472	1,051,841	260,418	1,312,259	1,293,202
<b>Total Function 4</b>	<b>1,315,054</b>	<b>283,931</b>	<b>1,598,985</b>	<b>586,493</b>	<b>2,185,478</b>	<b>2,021,151</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	169,578	41,944	211,522	136,421	347,943	352,234
5.50 Maintenance Operations	2,623,481	716,100	3,339,581	1,091,603	4,431,184	4,369,042
5.52 Maintenance of Grounds	130,848	36,245	167,093	179,000	346,093	329,515
5.56 Utilities	-	-	-	1,336,962	1,336,962	1,381,857
<b>Total Function 5</b>	<b>2,923,907</b>	<b>794,289</b>	<b>3,718,196</b>	<b>2,743,986</b>	<b>6,462,182</b>	<b>6,432,648</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	49,298	10,945	60,243	8,000	68,243	63,440
7.70 Student Transportation	993,094	327,533	1,320,627	449,950	1,770,577	1,854,163
<b>Total Function 7</b>	<b>1,042,392</b>	<b>338,478</b>	<b>1,380,870</b>	<b>457,950</b>	<b>1,838,820</b>	<b>1,917,603</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>41,547,640</b>	<b>10,694,610</b>	<b>52,242,250</b>	<b>8,562,800</b>	<b>60,805,050</b>	<b>58,245,451</b>

**School District No. 05 (Southeast Kootenay)**

Amended Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2018

	<b>2018 Amended Annual Budget</b>	<b>2017 Amended Annual Budget</b>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	4,313,067	2,409,814
Other	117,985	117,427
Other Revenue	2,931,596	2,206,592
<b>Total Revenue</b>	<b>7,362,648</b>	<b>4,733,833</b>
<b>Expenses</b>		
Instruction	6,612,653	4,231,127
District Administration	33,332	
Scholarships	41,500	41,250
<b>Total Expense</b>	<b>6,687,485</b>	<b>4,272,377</b>
<b>Net Revenue (Expense)</b>	<b>675,163</b>	<b>461,456</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(675,163)	(461,456)
<b>Total Net Transfers</b>	<b>(675,163)</b>	<b>(461,456)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 05 (Southeast Kootenay)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	388,166		19,781	807,566	1,157,010		7,584		46,457
<b>Add:</b>									
Restricted Grants									
Provincial Grants - Ministry of Education	286,997	221,332				128,000	26,950	140,602	355,524
Provincial Grants - Other				6,000	3,030,500				
Other				17,999					
Investment Income				23,999	3,030,500	128,000	26,950	140,602	355,524
Less: Allocated to Revenue	675,163	221,332	19,781	41,500	2,888,096	128,000	34,534	140,602	401,981
<b>Deferred Revenue, end of year</b>	-	-	-	<b>790,065</b>	<b>1,299,414</b>	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	675,163	221,332	19,781		1,157,010	128,000	34,534	140,602	401,981
Provincial Grants - Other									
Other Revenue	675,163	221,332	19,781	41,500	2,888,096	128,000	34,534	140,602	401,981
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants		162,232							293,402
Support Staff									
Other Professionals									
Substitutes		5,689							1,575
Employee Benefits		167,921							72,937
Services and Supplies		53,411							23,222
Net Revenue (Expense) before Interfund Transfers									
Interfund Transfers									
Tangible Capital Assets Purchased	(675,163)								
Net Revenue (Expense)	(675,163)								

**School District No. 05 (Southeast Kootenay)**

Amended Annual Budget - Changes in Special Purpose Funds  
Year Ended June 30, 2018

	Coding and Curriculum Implementation	Priority Measures	Classroom Enhancement Fund - Overhead Fund	Classroom Enhancement Fund - Staffing	Clear Sky Summit	MCF Programs	Attendance Support	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	18,366	20,092	-	-	-	17,821	33,332	2,516,175
<b>Add:</b>								
Restricted Grants								
Provincial Grants - Ministry of Education			284,572	2,335,312				3,779,289
Provincial Grants - Other					2,000	100,164		100,164
Other								3,038,500
Investment Income			284,572	2,335,312	2,000	100,164		17,999
								6,935,952
<b>Less: Allocated to Revenue</b>	18,366	20,092	284,572	2,335,312	2,000	117,985	33,332	7,362,648
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	2,089,479
<b>Revenues</b>	18,366	20,092	284,572	2,335,312		117,985	33,332	4,313,067
Provincial Grants - Ministry of Education			284,572	2,335,312				117,985
Provincial Grants - Other					2,000			2,931,596
Other Revenue	18,366	20,092	284,572	2,335,312	2,000	117,985	33,332	7,362,648
<b>Expenses</b>								
Salaries								
Teachers		15,392		1,788,893				1,835,845
Principals and Vice Principals								39,802
Educational Assistants								455,634
Support Staff			67,660					67,660
Other Professionals		768		89,264		71,684		71,684
Substitutes		16,160	67,660	1,878,157		71,684		97,296
								2,567,921
Employee Benefits			16,912	457,155		20,085		658,064
Services and Supplies	18,366	3,932	200,000		2,000	26,216	33,332	3,461,500
	18,366	20,092	284,572	2,335,312	2,000	117,985	33,332	6,687,485
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	675,163
<b>Interfund Transfers</b>								
Tangible Capital Assets Purchased								(675,163)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-

# School District No. 05 (Southeast Kootenay)

Amended Annual Budget - Capital Revenue and Expense  
 Year Ended June 30, 2018

	2018 Amended Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		12,000	12,000	5,000
Amortization of Deferred Capital Revenue	2,830,062		2,830,062	2,757,837
<b>Total Revenue</b>	<b>2,830,062</b>	<b>12,000</b>	<b>2,842,062</b>	<b>2,762,837</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,544,234		3,544,234	3,470,055
<b>Total Expense</b>	<b>3,544,234</b>	<b>-</b>	<b>3,544,234</b>	<b>3,470,055</b>
<b>Net Revenue (Expense)</b>	<b>(714,172)</b>	<b>12,000</b>	<b>(702,172)</b>	<b>(707,218)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	675,163		675,163	461,456
Local Capital		577,500	577,500	232,000
<b>Total Net Transfers</b>	<b>675,163</b>	<b>577,500</b>	<b>1,252,663</b>	<b>693,456</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets WIP Purchased from Local Capital	180,000	(180,000)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>180,000</b>	<b>(180,000)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>140,991</b>	<b>409,500</b>	<b>550,491</b>	<b>(13,762)</b>



February 2, 2018

Ref: 200108

To: All Superintendents

**Re: Designation of Non-Instructional Periods and Non-Instructional Day for 2018-19**

In response to requests from our education partners and in order to continue to support curriculum implementation, the Minister has made changes to the School Calendar Regulation that will be in effect for the 2018-19 school year.

The hours of instruction for the 2016-17 and 2017-18 school years were reduced in 2016 by five hours to the following:

- 848 hours for students in kindergarten
- 873 hours for students in grades 1 to 7
- 947 hours for students in grades 8 to 12

This reduction of instructional hours is extended to the 2018-19 school year.

Boards of education will be required to schedule non-instructional periods totalling five hours for teachers to participate in discussions and activities that develop evidence-based approaches to curriculum implementation. For the greatest flexibility, the five hours may be scheduled on different days, in increments or all together.

The Minister is also designating the purpose of one existing non-instructional day in 2018-19. In addition to the five hours of non-instructional time, boards are to focus one non-instructional day on discussions and activities that, in the board's opinion, develop evidence-based approaches to one or more of the following current education priorities: curriculum implementation, Indigenous education, Sexual Orientation and Gender Identity (SOGI), and student mental health.

The School Calendar Regulation may be viewed online at the following link:

[https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/d/bcreg\\_31412.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/d/bcreg_31412.pdf)

Boards of Education that have already submitted calendars for the 2018-19 school year are asked to amend them to reflect this continued reduction in instructional time. Please make calendars publicly available and provide a copy to the Ministry within 30 days of amending the calendar.

Boards that have not yet prepared calendars are asked to take the continued reduction in instructional time into consideration as they start consultation processes with parents and the

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**Ministry of Education**  
Office of the Deputy Minister

Mailing address:  
PO Box 9179 Stn Prov Govt  
Victoria BC V8W 9H8

Telephone: (250) 387-2026  
Facsimile: (250) 356-6007

public. In accordance with the *School Act* and regulations, boards must undertake consultation on proposed calendars and must make them available to the public by February 28, 2018. All calendars must be submitted to the Ministry by **March 31, 2018**.

If the person in the school district who acts as the coordinator for the school calendar process has changed, please forward updated contact information to the following email address:  
[educ.schoolcalendars@gov.bc.ca](mailto:educ.schoolcalendars@gov.bc.ca).

If you have any further questions or concerns about curriculum implementation, please contact Pat Duncan, Superintendent of Learning, by phone at 778-789-3710, or by email at [Pat.Duncan@gov.bc.ca](mailto:Pat.Duncan@gov.bc.ca). If you have questions about the School Calendar Regulation or the preparation or amendment of school calendars, please contact Dave Duerksen by phone at 250-387-8037, or by email at [Dave.Duerksen@gov.bc.ca](mailto:Dave.Duerksen@gov.bc.ca).

Sincerely,

D. Scott MacDonald  
Deputy Minister

pc: All Board Chairs



# School District 5

## 2018-2019 Annual School Calendar

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



School Breaks



Professional Development Days



Stat Holidays



Administrative Day



Second Semester

Approved January 16, 2018  
Amended February \_\_\_\_

# Local School Calendar (School District No.5, Southeast Kootenay)

From the School Act, sections 87.01 and 87.02 and the new  
School Calendar Regulation

Days in Session	180
Days of Instruction	172
Non-Instructional Professional Development Days	7
Administrative Day	1
First Day of School	Tuesday, September 4, 2018
Thanksgiving Day	Monday, October 8, 2018
Remembrance Day	Monday, November 12, 2018
Christmas vacation period	Monday, December 24, 2018 - Friday, January 4, 2019
Schools reopen after Christmas vacation	Monday, January 7, 2019
First day of second semester	Monday, January 28, 2019
Family Day	Monday, February 11, 2019
Spring vacation period	Friday, March 15, 2019 to Friday, March 29, 2019
Schools reopen after Spring vacation	Monday, April 1, 2019
Good Friday	Friday, April 19, 2019
Easter Monday	Monday, April 22, 2019
Victoria Day	Monday, May 20, 2019
Last day of school for students	Thursday, June 27, 2019
Administrative Day	Friday, June 28, 2019
Minimum Hours of instruction (Kindergarten)	848 hrs
Minimum Hours of instruction (Elementary)	873 hrs
Minimum Hours of instruction (Secondary)	947 hrs
Minimum Hours of instruction per day (Elementary)	5 hrs 5 min
Minimum Hours of instruction per day (Secondary)	5 hrs 31 min

Professional Development Days	School Breaks	
	Semester 1	Semester 2
September 21	October 5	February 8
October 19	November 9	March 15-29
December 7	December 24-January 4	May 17, 31
February 22	January 18	
April 8		
May 3		
June 14		



**SCHOOL DISTRICT 5**  
S O U T H E A S T K O O T E N A Y

February 6, 2018

Email: kvantreight@tsbc.ca

Tire Stewardship BC  
Karen Vantreight  
PO Box 5366  
Victoria, BC V8R 6S4

**Re: Community Grant Program**

Karen,

Please accept the following grant applications on behalf of the communities of Fernie, Sparwood and Elkford.

The grant applications are for the resurfacing of the playgrounds built in 2007 in which the Tire Stewardship was a landmark and integral partner.

As the original facilitator of the playground construction in 2007 and now Board Chair, I have had discussions with the representatives of Teck and they have again expressed an interest in the maintaining of these community playgrounds.

We look forward to the extension of this landmark partnership. Thank you for your help and guidance.

Yours truly,

Frank Lento, Board Chair  
School District No. 5 (Southeast Kootenay)

Encl.

Please accept the following 3 applications  
From Fernie, Sparwood, and Elkford for your  
consideration.



**TIRE STEWARDSHIP BC**  
Community Grant Program – Application Form

Please use this application form. All fields must be completed. Please contact us if you have any questions or require clarification. Please provide any additional information that you feel would be helpful in evaluating your project as well as additional pages if extra space is needed.

APPLICANT INFORMATION	
Name of Applicant	School District No. 5 (Southeast Kootenay)
<i>TSBC reserves the right to request further information to support its evaluation of the applicant's eligibility and / or the project's eligibility</i>	
APPLICANT ADDRESS INFORMATION	
Street	940 Industrial Road #1
City / Province	Cranbrook, BC
Postal Code	V1C 4C6
Physical Address of Project (if different from above)	1: IDES 1302 2nd Ave., Fernie, BC 2: RMES 2500 B Balmer Dr., Elkford, BC 3: FJMES 101 Blue Spruce, Sparwood, BC
CONTACT INFORMATION	
Contact Name	Frank Lento
Title / Position	Board Chair
Telephone Number	250 430.7175
Fax Number	
E-mail Address	frank.lento@sd5.bc.ca
Alternate Contact Name	
Title / Position	
Telephone Number	
Fax Number	
E-mail Address	
Web Site	
How did you hear about us?	Landmark Partnership with Elkvalley Coal in 2007

Project Information	
Project Name	Rocky Mountain Elementary School (RMES)
Project Description, i.e. playground, water park etc	Playground Re surfacing
What recycled rubber products does the project use, i.e. pour in place, tiles	Poured in Place
<ul style="list-style-type: none"> <li>Total lbs of rubber (BC rubber plus other rubber)</li> </ul>	485.54 lbs
<ul style="list-style-type: none"> <li>Total lbs of BC rubber (installer must include this info on the quote)</li> </ul>	470.15 lbs
Square footage of rubber surface area	3,156 sq. ft.
Who would benefit from this project?	Rocky Mountain Students Elkford Community Pre Schoolers Community Visitors Young Families Adults using Fitness Stations
Why were these products chosen? Detail any research that went into selecting the product that was chosen including consideration regarding the environmental, health and safety.	PlayTurf Poured in Place meets or exceeds CAN/CSA-Z614-14 Children's Play Spaces and equipment test method ASTM F1292 Clause 10.2  Research included in GPI submission

CSA fall height standards	If applicable, <b>attach documentation</b> to confirm the facility meets CSA fall heights standards, typically written confirmation from the supplier.
Letters of Support <input checked="" type="checkbox"/>	<p>Attach <b>at least two copies</b> of support from –</p> <ul style="list-style-type: none"> <li>• Government or land owner if not the Government</li> <li>• Community groups, schools, organizations that will directly benefit from the project</li> </ul>
<p><b>Please attach a clear site plan showing :</b></p> <p>a) Dimensions of proposed project <b>3156 Sq. Ft.</b></p> <p>b) Square footage of rubber surface area <b>3156 sq. Ft.</b></p> <p>c) Location of equipment (if applicable) <b>N/A</b> <input type="checkbox"/></p> <p>d) Location of project sign installation <b>in place N/A</b></p> <p><b>Approved applicants must install signage acknowledging the grant from TSBC in a visible location. Guidance on approved TSBC signage is available on the TSBC web site under the Community Grant Program tab. The project site and sign must be well maintained for a period of no less than 3 years.</b></p> <p><b>Project will sustain the original Poured in Place Installed 2007.</b></p>	

\*discussions with Teck Coal indicate a commitment to the project and the maintenance of the original 2007 contributions

Project Timetable	
Project start date	July, 2018
Project completion date	August 2018
Proposed opening date	September 4, 2018
Detail how you plan to promote your project and give recognition to all of the project sponsors (please reference proposed signage and location), etc. (i.e. media coverage, Social Media, etc.)	<p>Tire Stewardship and Teck Logo Designs in Rubber. PAC to coordinate Media and School, Community Celebration. Tire Stewardship at Teck also acknowledged on a Bronze Plaque.</p> <p>Partners invited to Resurfacing Logo Celebration in September 2018.</p>

Product & Installer Selection	
Quote #1 Name of Installer & Product <i>Please attach copy of quote</i>	GPI Outdoor Designs Inc (PlayTurf Poured in Place)
Quote # 2 Name of Installer & Product <i>Please attach copy of quote</i>	Sierra Stone (East Kootenay) Ltd.
Name of Installer Chosen	GPI Outdoor Designs Inc.
Explain why the company chosen to supply and / or install the product has been selected.  Note: If the selected installer changes the applicant MUST advise TSBC. Failure to do so may result in non payment of the grant.	GPI * lower bid * includes Tire Stewardship and Teck Coals Logo * installed original Pour in Place 10 years ago

Project Detailed Budget	Description and Quantity	Amount (\$) (DO NOT INCLUDE TAX)
A. Total cost of products made from BC Recycled Rubber – attach copy of quote		\$ 23,881.20
B. Freight costs for rubber portion only – attach copy of quote		\$600.00
C. Installation costs for rubber portion only – attach copy of quote & warranty <i>Note: base prep is not an eligible cost</i>		\$10,234.80
D. Total Eligible Costs (Lines A+B+C) <i>(do not include tax)</i>		\$ 34,716.00
Additional project costs – such as playground equipment, site preparation etc	Please attach itemized list <i>Partners Logos</i>	\$ 4,000.00
<b>Total cost of project</b>		<b>\$ 38,716.00</b>

Project Information	
Project Name	Isabella Dicken Elementary School
Project Description, i.e. playground, water park etc	Playground Re surfacing
What recycled rubber products does the project use, i.e. pour in place, tiles	Poured in Place
• Total lbs of rubber (BC rubber plus other rubber)	960.92 lbs
• Total lbs of BC rubber (installer must include this info on the quote)	945.54 lbs
Square footage of rubber surface area	6,246 sq. ft.
Who would benefit from this project?	Isabella Dicken Elementary School Fernie Community Community Visitors Young Families Adults on the Fitness Stations
Why were these products chosen? Detail any research that went into selecting the product that was chosen including consideration regarding the environmental, health and safety.	PlayTurf Poured in Place meets or exceeds CAN/CSA-Z614-14 Children's Play Spaces and equipment test method ASTM F1292 Clause 10.2  Research included in GPI submission

CSA fall height standards	If applicable, <b>attach documentation</b> to confirm the facility meets CSA fall heights standards, typically written confirmation from the supplier.
Letters of Support <input checked="" type="checkbox"/>	Attach <b>at least two copies</b> of support from – <ul style="list-style-type: none"> <li>• Government or land owner if not the Government</li> <li>• Community groups, schools, organizations that will directly benefit from the project</li> </ul>
<p><b>Please attach a clear site plan showing :</b></p> <p>a) Dimensions of proposed project <b>6246 sq.ft.</b></p> <p>b) Square footage of rubber surface area <b>6246 sq.ft.</b></p> <p>c) Location of equipment (if applicable) <b>N/A</b> <input type="checkbox"/></p> <p>d) Location of project sign installation <b>In place on playground.</b></p> <p>Approved applicants must install signage acknowledging the grant from TSBC in a visible location. Guidance on approved TSBC signage is available on the TSBC web site under the Community Grant Program tab. The project site and sign must be <u>well maintained</u> for a period of no less than 3 years.  <b>Project site and signs have been exceptionally well maintained for 10 years.</b></p>	

\* discussing with Teck Coal indicate a commitment to the project and the maintenance of the original 2007 project.

Project Timetable	
Project start date	July/August 2018
Project completion date	August 2018
Proposed opening date	Tuesday, September 4, 2018
Detail how you plan to promote your project and give recognition to all of the project sponsors (please reference proposed signage and location), etc. (i.e. media coverage, Social Media, etc.)	<p>Tire Stewardship and Teck Coal Logo Designs in Rubber re surfacing.</p> <p>Tire Stewardship and Teck Coal acknowledged on a Bronze Plaque on the playground.</p> <p>Partners invited to Resurfacing Logo Celebration in September 2018.</p> <p>Celebrations to be coordinated on the same day in all three communities.</p>

Product & Installer Selection	
Quote #1 Name of Installer & Product <i>Please attach copy of quote</i>	GPI Outdoor Designs Inc. (PlayTurf Poured in Place)
Quote # 2 Name of Installer & Product <i>Please attach copy of quote</i>	Sierra Stone (East Kootenay) Ltd.
Name of Installer Chosen	GPI Outdoor Designs Inc.
Explain why the company chosen to supply and / or install the product has been selected.  Note: If the selected installer changes the applicant MUST advise TSBC. Failure to do so may result in non payment of the grant.	GPI * lower bid * includes Tire Stewardship and Tecks Logo * experience, as they installed original Pour in Place 10 years ago

Project Detailed Budget	Description and Quantity	Amount (\$) (DO NOT INCLUDE TAX)
A. Total cost of products made from BC Recycled Rubber – attach copy of quote		\$ 47,464.00
B. Freight costs for rubber portion only – attach copy of quote		\$900.00
C. Installation costs for rubber portion only – attach copy of quote & warranty <i>Note: base prep is not an eligible cost</i>		\$20,341.80
D. Total Eligible Costs (Lines A+B+C) <i>(do not include tax)</i>		\$ 68,706.00
Additional project costs – such as playground equipment, site preparation etc	Please attach itemized list <i>partners logos</i>	\$ 4,000.00
<b>Total cost of project</b>		<b>\$ 72,706.00</b>

Project Information	
Project Name	Frank J. Mitchell Elementary School (FJMES)
Project Description, i.e. playground, water park etc	Playground Re surfacing
What recycled rubber products does the project use, i.e. pour in place, tiles	Poured in Place
• Total lbs of rubber (BC rubber plus other rubber)	1,012 lbs
• Total lbs of BC rubber (installer must include this info on the quote)	996.62 lbs.
Square footage of rubber surface area	6,578 sq. ft.
Who would benefit from this project?	Frank J. Mitchell Students Sparwood Community (cradle to grave) Community Visitors Young Families Adults using Fitness Stations
Why were these products chosen? Detail any research that went into selecting the product that was chosen including consideration regarding the environmental, health and safety.	PlayTurf Poured in Place meets or exceeds CAN/CSA-Z614-14 Children's Play Spaces and equipment test method ASTM F1292 Clause 10.2  Research included in GPI submission

CSA fall height standards	If applicable, <b>attach documentation</b> to confirm the facility meets CSA fall heights standards, typically written confirmation from the supplier.
Letters of Support <input checked="" type="checkbox"/>	Attach at least <b>two copies</b> of support from – <ul style="list-style-type: none"> <li>• Government or land owner if not the Government</li> <li>• Community groups, schools, organizations that will directly benefit from the project</li> </ul>
<p><b>Please attach a clear site plan showing :</b></p> <p>a) Dimensions of proposed project <b>6578 sq. ft.</b></p> <p>b) Square footage of rubber surface area <b>6578 sq. ft.</b></p> <p>c) Location of equipment (if applicable) <b>N/A</b> <input type="checkbox"/></p> <p>d) Location of project sign installation <b>in place N/A</b></p> <p><b>Approved applicants must install signage acknowledging the grant from TSBC in a visible location. Guidance on approved TSBC signage is available on the TSBC web site under the Community Grant Program tab. The project site and sign must be <u>well maintained</u> for a period of no less than 3 years.</b></p>	

\* discussions with Teck Coal indicate a commitment to the project and the maintenance of the original 2007 project and contribution.

Project Timetable	
Project start date	July/August 2018
Project completion date	August 2018
Proposed opening date	Tuesday, September 4, 2018
Detail how you plan to promote your project and give recognition to all of the project sponsors (please reference proposed signage and location), etc. (i.e. media coverage, Social Media, etc.)	Tire Stewardship and Teck Coal Logos replaced in re surfacing Tire Stewardship and Teck Coal also acknowledged on a Bronze plaque (plaque on a Rock from the Mine site at each playground) PAC (School Parent Advisory Council) will coordinate a Media, School, Community Celebration. Partners invited.

Product & Installer Selection	
Quote #1 Name of Installer & Product <i>Please attach copy of quote</i>	GPI Outdoor Designs Inc. (PlayTurf Poured in Place)
Quote # 2 Name of Installer & Product <i>Please attach copy of quote</i>	Sierra Stone (East Kootenay) Ltd.
Name of Installer Chosen	GPI Outdoor Designs Inc.
Explain why the company chosen to supply and / or install the product has been selected.  Note: If the selected installer changes the applicant MUST advise TSBC. Failure to do so may result in non payment of the grant.	* lower bid * includes the installation of Tire Stewardship and Teck Coals Logos in color * experience as they installed the original Pour in Place 10 years ago

Project Detailed Budget	Description and Quantity	Amount (\$) (DO NOT INCLUDE TAX)
A. Total cost of products made from BC Recycled Rubber – attach copy of quote		\$ 50,020.60
B. Freight costs for rubber portion only – attach copy of quote		\$900.00
C. Installation costs for rubber portion only – attach copy of quote & warranty <i>Note: base prep is not an eligible cost</i>		\$21,437.40
D. Total Eligible Costs (Lines A+B+C) <i>(do not include tax)</i>		\$72,358.00
Additional project costs – such as playground equipment, site preparation etc	Please attach itemized list <i>partner Logos</i>	\$4,000.00
<b>Total cost of project</b>		<b>\$76,358.00</b>



Bay 10, 7635 – 44<sup>th</sup> St. SE  
 Calgary, AB T2C 2K6  
 (403) 242-8740  
[support@gpioutdoordesigns.com](mailto:support@gpioutdoordesigns.com)

**QUOTE**

To: School District No. 5  
 Southeast Kootenay  
 940 Industrial Rd #1  
 Cranbrook, BC V1C 4C6

Date: March 14, 2017

**JOB: Re-Surfacing Options**

- \* Rocky Mountain Elementary
- \* Frank J Mitchell Elementary
- \* Isabella Dicken Elementary

<p><b>Rocky Mountain Elementary (3,156 sq.ft)</b>          Play Turf Wear Course (Supply &amp; Installation)          2 Logo Designs in rubber (max 100 sq.ft. in EPDM Coloured Rubber)</p> <p><u>Break Down for Rubber Grant:</u>          Freight Cost: \$600.00          Installation Cost: \$10,234.80          Recycled Rubber Product: \$ 23,881.20</p>	<p>\$34,716.00          \$4,000.00</p>
<p><b>Frank J Mitchell Elementary (6,578 sq.ft)</b>          Play Turf Wear Course (Supply &amp; Installation)          2 Logo Designs in rubber (max 100 sq.ft. in EPDM Coloured Rubber)</p> <p><u>Break Down for Rubber Grant:</u>          Freight Cost: \$900.00          Installation Cost: \$21,437.40          Recycled Rubber Product: \$50,020.60</p>	<p>\$72,358.00          \$4,000.00</p>
<p><del>Rocky Mountain Elementary (6,246 sq.ft)</del> <i>Isabella Dicken Elementary</i>          Play Turf Wear Course (Supply &amp; Installation)          2 Logo Designs in rubber (max 100 sq.ft. in EPDM Coloured Rubber)</p> <p><u>Break Down for Rubber Grant:</u>          Freight Cost: \$900.00          Installation Cost: \$20,341.80          Recycled Rubber Product: \$ 47,464.20</p>	<p>\$68,706.00          \$4,000.00</p>

**Conditions to Pricing:**

1. Prices valid until July 31, 2017.
2. GST is additional to the above pricing.
3. Based on normal frost free weather/ digging conditions.
4. Includes travel & accommodations.
5. Play Turf wear course to include: all loose crumb of existing surface and to apply 1" thick rubber pour in place course. Rubber for Main area by Tire Stewardship of BC. Coloured rubber for logo's to be 100% EPDM.
6. Site fencing to be provided by others.



Bay 10, 7635 – 44<sup>th</sup> St. SE  
Calgary, AB T2C 2K6  
(403) 242-8740  
[support@gpioutdoordesigns.com](mailto:support@gpioutdoordesigns.com)

## LETTER OF COMPLIANCE

March 14, 2017

School District No.5  
Southeast Kootenay  
940 Industrial Rd #1  
Cranbrook, BC V1C 4C6

### **RE: Rocky Mountain Elementary/Frank J Mitchell/Isabella Dicken Elementary**

This is to confirm that the PlayTurf pour in place surfacing we will be installing at the noted locations above, will meet or exceeds CAN/CSA- Z614-14 Children's Playspaces and Equipment, test method ASTM F1292, Clause 10.2.

The surfacing will be inspected and is fully functional with no defects.

The rubber crumb used for the resurfacing of the three playgrounds will be completed using rubber from the Tire Stewardship BC. (Proof of purchase will be provided at invoicing, if required)

For the logos, a coloured EPDM will be used, which will not be purchased through the Stewardship and will not qualify for any grant applications. (As noted on the quote)



GPI Outdoor Designs Inc.  
10, 7635 – 44<sup>th</sup> Street SE  
Calgary, AB T2C 2K6  
403-242-8740  
[www.gpioutdoordesigns.com](http://www.gpioutdoordesigns.com)

## **Warranty for Playturf Pour-in-Place Rubber Surfacing**

GPI Outdoor Design's Playturf Pour-in-Place Rubber Surfacing is a 2-tier system constructed of recycled Alberta tires, man-made pigmented particles, and a non-toxic poly-urethane binder. When blended together and hand -troweled, it creates a seamless safety surface.

Playturf offers tremendous advantages over conventional playground surfaces like pea gravel or sand. It is porous, so it will not allow water to pool. (if graded properly)  
Its shock-attenuating ability is unaffected by extreme heat or cold. No matter what the temperature, Playturf will provide a safe surface.

The BASE layer of the system consists of a recycled ¼ mesh crumb rubber, ranging from 2 – 8 inches in depth, combined with the binder to create the elasticity of the surfacing. This base layer is a recycled Alberta Rubber product, which means we are helping keep tires out of the landfills.

The WEAR layer (top layer) of the system consists of a 6/16 mesh, 1 – 3 mil rubber crumb. The thickness of this layer is set at 1 – 2 inches in depth. For the wear layer, there are two options available to use for the rubber. A recycled Alberta Rubber product, which will be 100% black, OR a product called EPDM (ethylene propylene diene monomer (M-class) which has a variety of colour options. EPDM is a man-made synthetic rubber, in which the colour for the rubber is infused into every rubber partial and not just applied overtop.

Both the BASE layer & the WEAR layer (if using the black recycled rubber) utilize recycled rubber from Alberta manufacturers. GPI Outdoor Designs Inc. is an approved processor for the Alberta Recycling Management Authority, which means that you may qualify for a grant through ARMA when utilizing Playturf. (please refer to [www.albertarecycling.ca](http://www.albertarecycling.ca) for more information)

The poly-urethane binder, is a single component binder that is 100% solvent free, meaning it is non-toxic and safe for the end user.

Playturf is 100% ADA/CSA compliant and has been fully tested under the guidelines of ASTM 1292& HIC. Every Playturf install has a TRIAX test completed by an accredited third party to ensure accuracy and accountability. For the past 20 years, all TRIAX tests conducted on Playturf surfacing have exceeded industry standards.

Playturf Pour-in-Place rubber surfacing is a superior product manufactured by GPI Outdoor Designs Inc. Our crews have been performing all aspects of sales & installation of Playturf since 1999. We offer our services to all of Alberta, the South-eastern region of B.C., and we are currently expanding into Saskatchewan.



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10, 7635 – 44<sup>th</sup> Street SE  
Calgary, AB T2C 2K6  
403-242-8740  
www.gpioutdoordesigns.com

### **7-Year Warranty for Playturf**

- 7-year warranty on Maintaining the Impact Attenuation
  - Under 1,000 HIC and 200"Gs (As per current CSA guidelines)
- 7-year warranty on wear & tear to the WEAR layer (excluding forces of nature or lack of improper maintenance)
- 7-year warranty on BASE preparation, if completed by GPI Outdoor Designs Inc. Guaranteed to maintain compaction if placed on undisturbed, non-organic subgrade.
- Meets or exceeds CAN/CSA Z614-14 Children's Play-Spaces and Equipment, Test Method ASTM F1292, Clause 10.2

### **Maintenance for Playturf**

Playturf Pour-in-Place Rubber Surfacing is a seamless protective surface that requires very little maintenance. Below are requirements to avoid premature wear that is not covered under warranty:

- Surface **MUST** be kept clean of any abrasive materials such as gravel, sand or any other hard granular. A blower pack is the preferred method of cleaning.
- Playturf is not designed for vehicle or heavy machinery weight. It is designed for human weight only.
- Snow can be removed by plastic shovel only.
- Salt or any ice melting chemicals cannot be used on Playturf.
- Playturf can be cleaned using a pressure washer with NO solvent mix. Care must be taken not to damage the surface due to the high-pressure nozzle being too close. Cleaning should be done annually or as required, and equipment must be set at the lowest pressure setting.
- Graffiti problems must be consulted with GPI.
- It is normal for EPDM coloured rubber to fade through UV exposure.



**SIERRA STONE (East Kootenay) Ltd.**

January 30, 2017

School District No. 5  
940 Industrial Road No.1  
Cranbrook, BC.  
V1C 4C6

Re: Playground re-surfacing

Attn: Joe tank, Manager of Operations

Hi Joe, thank you for the opportunity to discuss the school playground areas that require re-surfacing. The 3 surface areas in question are in a state of repair due to normal wear and tear, and the sun's UV rays which burns off the top coat that protects the rubber surface. As per our conversations in 2016, we provided numbers to clean, repair and re-coat the top surface with the liquid binding agent. The intent at that time was to bring back the integrity of the surface and protect it from further damage. That proposal still remains in place if you choose to go that route. We did repair on a smaller scale some of the damaged areas that were a safety risk in 2016.

You have requested a 1" layer of rubber to be applied over top of the old surface which we will base our proposals on, however, a normal top coat or re-surface is typically based on 5/8". You will see that we have provided the option of a 5/8" top coat for your to consideration. Also, with regards to the polyurethane binding agents used in this process, the manufacturer offers two blends of which we have used both in the past. One blend has a UV blocker ingredient and the other does not, meaning you will get a longer life out of the UV product then the other. Also, the non-UV product tends to show a yellowish / green appearance for a few months and then disappears. The rubber we would be using is from a recycled tire program based out of the province of BC. We are basing our proposals on 2016 pricing from our suppliers as at this point we have not received a price increase on material. However, if you choose to go forward with our proposals and assuming this is a summer 2017 work schedule we would need to confirm material costs at that time.

Again we thank you for the opportunity and look forward to possibly working with you on this project.

Regards,

Jayme Kegel  
Sierra Stone (East Kootenay) ltd.  
1.250.919.2956

**IDES – Fernie BC. Based on 7720 sq.ft. of surface area**

<b>Option A)</b>	<b>1" re-surfacing application</b>	
	<b>Clean and prep. Surface area prior to installation</b>	
	<b>Approx. 20,586 lbs. of rubber required</b>	
	<b>Price with the UV blocker binding agent</b>	<b>\$91,325.00</b>
	<b>Price with non-UV blocker binding agent</b>	<b>\$81,025.00</b>
<b>Option B)</b>	<b>5/8" re-surfacing application</b>	
	<b>Clean and prep. Surface area prior to installation</b>	
	<b>Approx. 12,352 lbs. of rubber required</b>	
	<b>Price with the UV blocker binding agent</b>	<b>\$69,480.00</b>
	<b>Price with non-UV blocker binding agent</b>	<b>\$63,280.00</b>

**GST is extra**

**We estimate 5-6 working days to complete the work at IDES**

**5 year warranty on the product and installation (does not include cracking due to movement underground, Physical damage or vandalism, regular re-coating requirements or discoloration)**

**Pricing subject to change after 30 days**

**Not included in this proposal is temporary safety fencing, this should be supplied and installed by the owner in attempts to protect the work and reduce the chance of vandalism during off hours.**

Frank J. Mitchell - Sparwood, BC. Based on 6670 sq.ft. of surface area

Option A)	1" re-surfacing application Clean and Prep. Surface prior to installation Approx. 17,800 lbs. of rubber required	
	Price with UV blocker binding agent	\$78,840.00
	Price with non-UV blocker binding agent	\$71,940.00
Option B)	5/8" re-surfacing application Clean and Prep. Surface prior to installation Approx. 10,680 Lbs. of rubber required	
	Price with UV blocker binding agent	\$60,030.00
	Price with non-UV blocker binding agent	\$54,630.00

GST is extra

We estimate 4-5 working days to complete the work at Frank J. Mitchell

5 year warranty on the product and installation (does not include cracking due to movement underground, Physical damage or vandalism, regular re-coating requirements or discoloration)

Pricing subject to change after 30 days

Not included in this project is temporary safety fencing, this should be supplied and installed by the owner in attempts to protect the work and vandalism during off hours.

**Rocky Mountain Elementary – Elkford, BC Based on 3300 sq.ft. of surface area**

<b>Option A)</b>	<b>1" re-surfacing application</b> Clean and Prep. Surface prior to installation Approx. 8800 lbs. of rubber required	
	Price with UV blocker binding agent	<b>\$39,010.00</b>
	Price with non-UV blocker binding agent	<b>\$34,610.00</b>
<b>Option B)</b>	<b>5/8" re-surfacing application</b> Clean and Prep. Surface prior to installation Approx. 5280 lbs. of rubber required	
	Price with UV blocker binding agent	<b>\$29,750.00</b>
	Price with non-UV blocker binding agent	<b>\$27,050.00</b>

**GST is extra**

**We estimate 3-4 working days to complete the work at Rocky Mountain Elementary**

**5 year warranty on the product and installation (does not include cracking due to movement underground, Physical damage or vandalism, regular re-coating requirements or discoloration)**

**Pricing subject to change after 30 days**

**Not included in this project is temporary safety fencing, this should be supplied and installed by the owner in attempts to protect the work and vandalism during off hours.**

## Sandy Gronlund

---

**From:** Rob Norum  
**Sent:** Monday, January 22, 2018 1:14 PM  
**To:** Sandy Gronlund  
**Subject:** FW: Important Reminder - Upcoming Motion Deadlines to BCSTA's 114th Annual General Meeting

Board information Public Meeting Feb 13

### **Robert G. Norum**

Secretary Treasurer  
SD5 Southeast Kootenay  
250 417-2054  
250 489-5460

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**From:** Zorica Jovic [mailto:ZJovic@BCSTA.ORG]  
**Sent:** Monday, January 22, 2018 12:35 PM  
**To:** Zorica Jovic  
**Cc:** BCSTA BoD; BCSTAAIStaff  
**Subject:** Important Reminder - Upcoming Motion Deadlines to BCSTA's 114th Annual General Meeting

Dear Trustees,

A reminder of the upcoming deadlines for submitting motions to BCSTA's 114<sup>th</sup> Annual General Meeting, which will take place Thursday through Sunday, April 26-29, 2018 at the [Sheraton Vancouver Airport Hotel](#) in Richmond.

### **Motion Deadlines & Submission Forms**

Extraordinary Motions to AGM	Thursday, February 15	<a href="#">Submission Form</a>
Substantive Motions to AGM	Sunday, February 25	<a href="#">Submission Form</a>

### **Extraordinary Motions**

An extraordinary motion is submitted to change or add to either [BCSTA's Bylaws](#) or the Foundational Statements within [BCSTA's Policies](#).

### **Substantive Motions**

A substantive motion can be either an action or a policy motion.

- An action motion is submitted to call on BCSTA to take some action (e.g. advocacy to be undertaken by BCSTA or member boards).

- A policy motion is submitted to define long-term objectives, positions, or belief of the Association.

Please send all motions to Mike Roberts at [mroberts@bcsta.org](mailto:mroberts@bcsta.org).

If you have any questions regarding the preparation or submission of motions, please contact Audrey Ackah or Mike Roberts. You may find it useful to reference [BCSTA's Bylaws, Policies, and Operational Guidelines](#), previous [AGM or PC motion tracking](#) documents., or [types of BCSTA resolutions](#) when developing your motion and rationale.

Motions to AGM received after the stated deadlines will be reviewed by the BCSTA Legislative Committee to determine whether they meet the criteria for late motions as defined by [BCSTA Bylaw 10\(c\)](#), which permits late motions to be considered by the general assembly “only when such a motion deals with matters arising from events occurring or legislation introduced subsequent to the stated sixty (60)-day deadline for submission of motions”.

Kind Regards,

Zorica Jovic (on behalf of Mike Roberts)

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MIKE ROBERTS

Chief Executive Officer  
BC School Trustees Association (BCSTA)  
P (604) 235-2299 | W [bcsta.org](http://bcsta.org) | T [@bc sta](https://www.instagram.com/bcsta)



January 30, 2018

Ref: 199093

Frank Lento, Chair  
Board of Education  
School District No. 5 (Southeast Kootenay)  
Email: [frank.lento@sd5.bc.ca](mailto:frank.lento@sd5.bc.ca)

Dear Mr. Lento:

I am responding to a letter dated December 21, 2017, from Rob Norum, Secretary-Treasurer, regarding Isabella Dicken Elementary School in Fernie.

As you know, on June 30, 2017, the Ministry of Education's intake for the school district's Annual Five-Year Capital Plan submissions closed. Ministry staff have reviewed the submissions from all 60 school districts, including the information you provided for your District, and weighed these priorities against the capital funding available to the Ministry in order to inform our Ministry capital plan. The Ministry's plan is developed in conjunction with government's overall fiscal cycle. The Ministry normally communicates approved capital priorities in writing to each school district in March of each year.

While I appreciate there are challenges with managing older facilities, the Ministry does have programs for capital maintenance, such as the Annual Facilities Grant and the School Enhancement Program. In communities with enrolment growth, the Ministry is committed to reducing the number of portables being used for educational purposes, but must consider the needs across the province when prioritizing projects in the capital planning process. Unfortunately, I am not able to approve your request as an emergent priority; however, I encourage you to continue to ensure your annual capital plan submissions accurately represent the needs of your school district so projects may be considered in the government capital planning cycle.

If you have any questions or require further information, please contact Joel Palmer, Executive Director, Capital Management Branch, by email at [Joel.Palmer@gov.bc.ca](mailto:Joel.Palmer@gov.bc.ca) or by phone at (250) 356-2588. Again, thank you for writing.

Sincerely,

Rob Fleming  
Minister

pc: Rob Norum, Secretary-Treasurer, School District No. 5 (Southeast Kootenay)