



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

February 9, 2016, 3:30 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 [date] be approved as [circulated / amended].

1.3 Approval of the Minutes

4

M/S that the minutes of the regular public meeting of the Board of Education of [date] be approved as [circulated/amended].

1.4 Receipt of Records of Closed Meetings

10

M/S to accept the closed records of the in-camera meeting of the Board of Education of [date].

1.5 Business Arising from Previous Minutes

1.5.1 2015/16 Amended Annual Budget Bylaw

1.5.2 3 Year Calendar

1.6 Receiving of Delegations/Presentations

1.6.1 Growth Plan - Gordon Terrace, Michelle Sartorel

1.6.2 Growth Plan - Kootenay Orchards, Greg Aston

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

11

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

2.2	Policy Committee	15
	<u>Recommendation A</u>	
	<i>That Policy 6.2 School Planning Councils be sent to the Board of Education for deletion.</i>	
	M/S that the Board accept the report of the Policy Committee.	
2.3	Finance/Operations/Personnel Committee	20
	M/S that the Board accept the report of the Finance/Operations/Personnel Committee.	
2.4	BCSTA / Provincial Council Report	
2.5	Communications/Media Committee	22
	M/S to accept the report of the Communications/Media Committee.	
2.6	Mt. Baker / Key City Theatre Replacement Committee	
	M/S to accept the report of the Mt. Baker / Key City Theatre Replacement Committee.	
2.7	Legacy of Learning	
	M/S to accept the Legacy of Learning report.	
2.8	Trustee Reports	23
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	M/S that the [date] Superintendent's Report to the Board of Education be accepted as presented.	
4.	CHAIRPERSON'S REPORT	
5.	NEW BUSINESS	
	5.1 Business Arising from Delegations	
6.	TRUSTEE BOUQUETS	
7.	ITEMS FOR INFORMATION/CORRESPONDENCE	
	7.1 Executive Assistants' Conference	31
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8.	QUESTION PERIOD	

9. ADJOURNMENT

M/S that the [date] regular public meeting of the Board of Education adjourn at [time].

10. LATE ITEMS



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

**January 12, 2016, 3:30 p.m.
Jaffray Elem. Jr. Secondary School**

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

Regrets Trustee Bellina
Trustee Helgesen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento called the January 12, 2016 regular public meeting of the Board of Education to order at 3:37 p.m.
Chairperson Lento commented that he would like to acknowledge that we are on the traditional lands of the Ktunaxa people.

1.2 Consideration and Approval of Agenda

Additions: 5.6 Select Standing Committee

MOTION R-16-1

M/S that the agenda for the regular public meeting of the Board of Education of January 12, 2016 be approved as amended.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of December 8, 2015.

MOTION R-16-2

M/S that the minutes of the regular public meeting of the Board of Education of December 8, 2015 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION R-16-3

M/S to accept the closed records of the in-camera meeting of the Board of Education of December 8, 2016.

CARRIED

1.5 Business Arising from Previous Minutes

1.5.1 Committee Representatives

Chairperson Lento reported the Trustees met earlier today to decide committee appointments which will be made public in the upcoming days.

1.6 Receiving of Delegations/Presentations

1.6.1 Jaffray School Growth Plan

Superintendent Hauptman introduced Principal Erin Boehm and Vice Principal Laura-Lee Philips from JEJSS. They shared a video made by the school PAC asking students "What do you Love about your Teacher". Ms. Boehm and Ms. Philips talked about the School Growth Plan which includes 2 Goals:

1. Will involving students in more leadership opportunities keep students more connected to the school and instill a sense of belonging?
2. How can we enable our students to meet or exceed with our students in literacy and numeracy across grade levels?

Key points were:

- Student Council
- Adopt a class
- Outdoor leadership
- Literacy support
- Focus on Inquiry
- Science Club

Discussion included:

Students do participate in science fairs and JEJSS sends students to the Regional Science Fair.

Chairperson Lento thanked them for their dedicated work and presentation.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

No Committee Report

2.2 Policy Committee

No Committee Report

2.3 Finance/Operations/Personnel Committee

No Committee Report

2.4 BCSTA / Provincial Council Report

2.4.1 Provincial Council Issues Forum - Resource Information

No report

2.4.2 Kootenay Boundary Branch AGM

No Report

2.5 Communications/Media Committee

No Report

2.6 Mt. Baker / Key City Theatre Replacement Committee

Trustee Johns reported he has not received the report referenced to in the minutes. The next step is a meeting with stakeholders/partners and the City of Cranbrook.

MOTION R-16-4

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

CARRIED

2.7 Legacy of Learning

Trustee Johns reported a new display has been put up in the reception area of the board office. Work continues on a display for board room 2. He and Mr. Tichauer have met to discuss how the information that has been collected by Legacy of Learning can be introduced and support the new curriculum. At this time he has not received any correspondence from the City regarding the installation of a sign remembering Muriel Baxter which will be erected at the Off Leash Dog Area.

MOTION R-16-5

M/S to accept the Legacy of Learning report.

CARRIED

2.8 Trustee Reports

Trustees reported on their activities for the month.

3. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report of January 12, 2013 included:

- Curriculum report
- International Education

Superintendent Hauptman reported it was wonderful to see our schools focus on giving back to the community over the holiday season.

- Finance/Operations Updates
Mr. Norum reported it has been a busy month for payroll. The final funding was announced in December. He is also working on:
 - 3 year calendar
 - capital projects
 - budgets
- Update from Director of Instruction/Student Learning
Ms. Casault reported currently all classroom teachers have been trained with My Ed. Training continues with support staff. She is also working on:
 - Crisis Response
 - Changing Results for Young Readers.
- Update from Director of Instruction/Safety/Aboriginal Education
Mr. Tichauer reported the Aboriginal Education 6 year completion continues to climb with the participation in academic courses increasing. This is also the first time some Provincial exams will have flexible scheduled times.
- Update from District Principal/Student Services
No report
- Update from Director of Instruction/Human Resources
Mr. Reimer reported the Health and Safety team will meet January 27, 2016. Their main focus will be their purpose and function. Registration for new students and student transfers will begin February 1, 2016 with a slight change in the policy clarity. Second term staffing blocks have been posted.
Discussion included:
 - Project Heavy Duty will only be open to grade 11 and 12 students due to space and funding.
- Important Dates for Trustees
BCSTA AGM – April 14-17
Graduations:
 - SSS - June 4
 - ESS - June 23
 - FSS - June 24
 - MBSS - June 24

Enrolment Report

MOTION R-16-6

M/S that the January 12, 2016 Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

4. CHAIRPERSON'S REPORT

Nil

5. NEW BUSINESS

5.1 Business Arising from Delegations

Nil

5.2 **Borrowing Resolution**

Mr. Norum reported to the Board the Bank of Montreal has asked for a borrowing resolution to be passed by the Board. He explained this is put in place to cover the Board of Education when money must be moved around and creates a borrowing situation.

Discussion included:

- there is no charge.
- similar to an overdraft.

MOTION R-16-7

M/S that the Board approve the credit limit of borrowing to \$2,410,000 which pertains to the Direct Electronic Funds Transfer authorization and the Corporate Purchasing Card Limit of \$300,000 (included in total).

CARRIED

5.3 **3 Year Calendar**

Mr. Norum reported the 3 year calendar is attached to the agenda. District Management has been working closely with Unions and Ministry guidelines to ensure all requirements have been met.

Discussion included:

- there seems to be many 5 day weeks in a row.
- the 30 day consultation allows for requests to be submitted.
- calendar will be posted on website and sent home with students.

MOTION R-16-8

M/S that the Board of Education approve the draft three-year Annual School Calendar as amended and hold over for thirty days' public notice.

CARRIED

5.4 **Funding Announcement**

Mr. Norum reported he received our final funding announcement. The Ministry reported a significant increase in 6500 FTE that were not accounted for. The Ministry reported that in order to help fund this shortfall all holdback funds were allocated to funding.

5.5 **2015/16 Amended Annual Budget Bylaw**

MOTION R-16-9

M/S read a first time the Amended Annual Budget for 2015/16 on the 12th day of January 2016.

CARRIED

5.6 **Select Standing Committee**

Trustee Ayling reported the Board has never received a response from the Ministry regarding the letters that were written about the Report on the Select Standing Committee on Finance and Government Services Report on the Budget 2014, 2015 and 2016 Consultations.

MOTION R-16-10

That the Board of Education write a letter to the Premier of BC, Minister of

Finance and Minister of Education, with a copy to the usual stakeholders, requesting a progress update on Recommendations 24 – 40 from the Report on the Budget 2014 Consultations from the Select Standing Committee on Finance and Government Services (SSCFGS) and recommendations 22 – 36 from the Report on the Budget 2015 Consultations from the SSCFGS

CARRIED

MOTION R-16-11

That the Board of Education include an endorsement for recommendations 1 – 3 from the Report on the Budget 2016 Consultations from the Select Standing Committee on Finance and Government Services in the letter outlined in **Motion R-16-10** (see above)

CARRIED

6. TRUSTEE BOUQUETS

Trustees thanked JEJSS for their School Growth presentation and the PAC for a fabulous lunch.

Trustee Brown thanked Trustee Johns for presenting to the Select Standing Committee on Finance.

7. ITEMS FOR INFORMATION/CORRESPONDENCE

7.1 Wellness and Heritage Committee

7.2 Salvation Army Thank You

8. QUESTION PERIOD

9. ADJOURNMENT

MOTION R-16-12

M/S that the January 12, 2016 regular public meeting of the Board of Education adjourn at 4:45 p.m.

CARRIED

10. LATE ITEMS

Frank Lento, Chairperson

Rob Norum, Secretary Treasurer

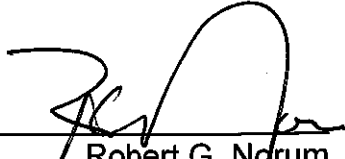


1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting January 8, 2016

- Finance/Operations/Personnel Committee report
 - Exempt Compensation
 - LMS

- BCPSEA Representative Report
- Superintendent's Report
 - Curriculum Committee
 - College of the Rockies



Robert G. Norum
Secretary Treasurer



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

January 25, 2016 9:00 a.m.

Board Office

Committee Members
In Attendance:

Trustee Whalen (Co-Chair)
Trustee Bellina (by phone)
Trustee Blumhagen
Trustee Ayling

Regrets:

nil

Board/District Staff in
Attendance:

Trustee McPhee
Trustee Johns
Chairperson Lento (late)
Lynn Hauptman, Superintendent
Diane Casault, Director of Student Learning
Darcy Verbeurgt, District Principal
Jennifer Roberts, District Principal
Gail Rousseau, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Advocacy/Education Committee meeting of January 25, 2016 was called to order at 9:08 a.m. by Co-Chair Whalen.

1.2 Approval of Agenda

ADV-15-15

Addition: 4.6 iRide program

The Agenda of the Advocacy/Education Committee meeting of January 25, 2016 is approved as amended.

1.3 Approval of Minutes

ADV-15-16

The Minutes of the Advocacy/Education Committee meeting of November 23, 2015 are approved as circulated.

2. PRESENTATIONS

2.1 School Growth Plan – Steeples Elementary School

David Martin presented Steeples Elementary School Growth Plan. Highlights included:

- Growth and improvement through experiential learning
- Hired part-time literacy specialist through LIF funds
- Breaking down grade 1, 2, 3 by ability level into guided reading groups– saw huge success last year; also incorporating first peoples’ principles into these groups
- Working on connectedness within the school
- Cross curriculum project – Circle of Life theme – will encompass a multitude of aspects of learning
- Emphasis on critical thinking, creative thinking and communication
- Lion King production end of April early May
- Buddy classes exploring science and literacy
- Garden and composting project – school based
- Planning events with community elders
- Sponsoring a child from a developing country
- Nature walks learning about environment
- Focused animal themes in primary grades
- Connection with Joseph Creek village

3. ITEMS FORWARDED FROM PREVIOUS MEETING

nil

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report

Trustee Bellina will meet with the “DSAC Committee” and bring information to a future Advocacy/Education Committee Meeting. There will be a face to face meeting for DSAC/Student Voice on Friday, March 4, 2016 at Elkford Secondary School.

4.2 DPAC Report

There was no report due to the January meeting being cancelled.

4.3 Student Services

4.3.1 Syrian Refugee Update

Darcy Verbeurgt gave an update as follows:

- Active coordination groups in Cranbrook, Fernie and Kimberley
- The Cranbrook Refugee Committee is currently involved in many fundraising events
- Lynn and Darcy met with Anne Beurskens (one of the members of the Cranbrook Refugee Committee) last Friday as Cranbrook could be receiving a family in the near future
- Information was shared regarding services, costs, schools, physical needs etc.
- Principal of school will play a significant role in welcoming students as well as district supports in place i.e., counselling, ESL services

- will not impact our system significantly; same as working with any child needing ELL
- several teleconferences with MOE team has taken place and they have shared a guide for refugees coming into schools across the province
- won't be a concern at budget time
- COTR have found interpreters willing to help

4.4 Strategic Planning Update

There will be a working session held at the end of the day today regarding the draft.

4.5 Dress Code Update

Jason Tichauer is putting guidelines together and will be sending out to partner groups. He has contacted all of the schools to let them know about these guidelines.

4.6 iRide Program

Trustee Johns introduced a new provincial cycling program. Highlights included:

- Provides a pathway from the playground to the next level of cycling and a life-long love of the sport
- Outcome based, active curriculum recognized under the Ministry of Education's Prescribed Learning Outcomes taught by certified NCCP coaches
- Available for Grades 4-10 with modifications for grades 1-3 district-wide
- Free to all schools
- Four sessions– 25-30 students
- Looking for coaches
- 2nd year in operation
- Presenter to be invited to a future meeting
- Also brought up EV – interested in getting coaches there as well
- Put on agenda for next Advocacy Committee meeting
- Website <http://cyclingbc.net/youth/iride-school-program/events/>

5. BCSTA LETTERS

5.1 SD68 MyED Implementation Software

This item will be forwarded to the Finance/Operations Committee meeting today.

Receive and file.

5.2 SD74 – Exempt Staff Compensation

Receive and file.

5.3 Report of the Select Standing Committee

Receive and file.

5.3.1 SD 69

5.3.2 SD 57

5.3.3 SD 23

5.4 SD46 – FPPA Review

Receive and file.

5.5 SD8 – New Curriculum Grant

Receive and file.

General – a discussion took place on the various advocacy letters that are written, in particular to the Select Standing Committee. These letters do not receive either acknowledgement or replies. Trustee Ayling will draft a motion for Trustee Bellina to bring forward to the BCSTA and this item will be put on the agenda for discussion when the Minister of Education visits SD5 in the near future.

6. ADJOURNMENT

The Advocacy/Education Committee meeting of January 25, 2016 was adjourned at 9:54 a.m.



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

**January 25, 2016, 10:30 a.m.
Board Office**

**Committee Members
In Attendance:**

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

Regrets:

**Trustee Brown
Trustee Helgesen**

**Board/District Staff in
Attendance:**

**Trustee Bellina (by phone)
Trustee Blumhagen
Trustee Johns
Chairperson Lento
Trustee Whalen
Lynn Hauptman, Superintendent
Diane Casault, Director of Student Learning/Innovation
Darcy Verbeurgt, District Principal/Student Services
Jennifer Roberts, District Principal of Technology
Janice Paetz, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of January 25, 2016 was called to order at 10:07 a.m. by Co-Chair Ayling.

1.2. Approval of the Agenda

POL-2016-01

M/S that the agenda for the Policy Committee meeting of January 25, 2016 be approved as circulated.

1.3. Approval of the Minutes

POL-2016-02

M/S that the minutes of the Policy Committee meeting of November 23, 2015 be approved as circulated.

2. POLICIES PASSED BY THE BOARD SINCE LAST MEETING

7.1 Acceptable Use of ICT and Technology Services

3.6 Advertising

3.8 Social Media Use

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 3.43R Legacy of Learning Regulations

Discussion included:

- change 'should' to 'shall' in Transfer of Records and Memorabilia upon Closure of a School and Historical Records of the School District paragraphs
- change 'The first time that' to 'When' in Transfer of Records and Memorabilia to Non-Profit Groups
- culling of awards when they are no longer given out (keep documentation and/or digital records of the award, and offer to give the award [plaque, trophy, etc.] to the family/person).

Trustee Johns will share this information with his community partner and bring back feedback to the February meeting.

3.2 3.6R Advertising Regulations

Provided for information only as they were not provided at the last meeting when the policy was presented/passed.

3.3 3.8R Social Media Regulations

Provided for information only as they were not provided at the last meeting when the policy was presented/passed.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Draft Policy – Seclusion

The policy and regulations require more review and consultation. It will be brought back to the February meeting.

4.2 Revised 3.1R Student Registration, Enrolment and Placement Regulations

- The changes in the regulations were reviewed.
- Discussion regarding an area in Gold Greek where parents have a choice of two schools to send their children to.
- The updated regulations have already been sent to schools (in order to meet deadlines as stated in the regulations) and will be posted on the website.

4.3 Draft Policy 7.4 Software Licensing

- Changes and updates to the policy were reviewed.
- The draft policy will now be sent to partner groups for feedback.

4.4 Policy 4.8 Playground Equipment

- Brief discussion ensued regarding deleting the policy.
- The policy will be kept and we will look at putting a link in the policy for the SD5 Playground Handbook.

4.5 Policy 6.2 School Planning Councils

School Planning Councils no longer exist in the School Act.

Recommendation A

“That Policy 6.2 School Planning Councils be sent to the Board of Education for deletion.”

Work is still needed on Policy 6.1 Parent Advisory Council.

4.6 Draft Policy – Use of School Board Property by Licensed Child Care Providers.

- Brief discussion on how the policy came about (Ministry directed).
- The draft policy reflects the School Act.
- The draft policy will now be sent to partner groups for feedback.

5. INFORMATION ITEMS

5.1 BCeSIS Standards Manual

The MyEducation Standards Manual is still under review. Once ready, it will replace the BCeSIS Standards Manual under Policy 7.8 BC Student Information System.

6. ADJOURNMENT

The meeting adjourned at 10:37 a.m.

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

POLICY

SCHOOL PLANNING COUNCILS

SECTION 6.2

The Board of School Trustees of School District No. 5 (Southeast Kootenay) supports the establishment of School Planning Councils for the purposes set out in the *School Act* and guided by the School Planning Council Handbook.

- Where a school is able to have volunteer representatives as contemplated by the *Act*, the School Board will establish a School Planning Council for that school by October 1st of the current school year. Where no teacher or parent representatives are put forward by October 30th of the current school year, the School Board shall consider whether it will make appointments to a School Planning Council for that school.
- The School Board shall consult with the School Planning Council as required by the *School Act*.
- The School Board recognizes its responsibility to ensure that School Planning Councils function effectively and in accordance with ethical standards and the *School Act* to represent the school community in the process of school planning.
- The Superintendent or designate may attend any meeting of a School Planning Council or a School Planning Council sub-committee.

Confidentiality and Conduct

- The chair and/or principal will ensure that confidential information is not discussed at the meeting. If confidential information arises, the chair will immediately divert that discussion and advise the committee of the need to maintain confidentiality.
- It is expected that all representatives will represent their organization/community of interest, not the interests of any subgroup.
- Members are expected to be collaborative and respectful in the conduct of Council business and to abide by the rulings of the chair.
- Any member of a School Planning Council may request the Superintendent or designate to assist the School Planning Council in resolving internal disputes or problem-solving or improving its processes.

- Any complaint about the functioning of the School Planning Council should be made to the Council through its chair. If the complaint is not resolved, then the complainant may address the complaint to the Superintendent or designate.
- If it appears to the School Board, following investigation, that a member of a School Planning Council has been guilty of misconduct, including but not limited to breach of confidentiality, the School Board may discharge the member and request that a new member be elected, or may appoint a new member if elections are not feasible. Before making such a decision, the School Board shall ensure that the member has had the opportunity to respond to the allegations. The School Board will not be required to provide an oral hearing, but shall take into account any written representations.

Acceptance, Rejection, Modification of School Plans

- In order for the proposed school plan to be adopted by the School Board, it must be consistent with the educational objectives, strategic directions and policies of the School Board, meet legal requirements, be supportable from available resources, and be reasonably likely to achieve its goals.
- If the School Board rejects or modifies a proposed school plan, it shall provide reasons to the School Planning Council.



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

**January 25, 2016, 11:30 a.m.
Board Office**

Committee Members in Attendance: Co-chair Trustee Bellina (by telephone)
Trustee Johns
Trustee Whalen

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

Regrets Co-Chair Trustee Helgesen
Trustee McPhee
Trustee Brown

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of January 25, 2016 was called to order at 10:50 a.m. by Trustee Johns.

1.2 Approval of the Agenda

Additions: 4.1 Board Photo
5.4 Muriel Baxter

MOTION FOP-P-2016-1

M/S that the agenda of the public Finance/Operations/Personnel Committee meeting of January 25, 2016 be approved as amended.

CARRIED

1.3 Approval of the Minutes

MOTION FOP-P-2016-2

M/S that the minutes of the public Finance/Operations/Personnel Committee meeting of November 23, 2015 be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

4.1 Board Photo

Superintended Hauptman asked the Board if they would like to have a professional photo taken to display in the board room. The Board decided to use the one that was taken during inauguration.

5. ITEMS FOR INFORMATION

5.1 Safety Report

Mr. Norum reported this will be the last time this report will be attached to the Committee Agenda. It will now be sent to the Safety Committee which will bring recommendations to the Board.

5.2 Finance Report

Mr. Norum reported this report is attached for the Trustees information.

5.3 BCSTA Mileage

Mr. Norum reported the attached notice from BCSTA shows the mileage rates used. They have been reduced from \$0.55 to \$0.54. Mr. Norum reported that every school district is different. Our district's rate is \$0.50.

5.4 Muriel Baxter

Trustee Johns distributed a draft for the plaque that will be installed at the Muriel Baxter School site. Mr. Norum will forward this draft to Chris New at the City of Cranbrook. Mr. Norum reported approximately 15,000 students walked the halls from 1967-2008.

6. QUESTION PERIOD

7. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of January 25, 2016 adjourned at 11:04 a.m.

8. LATE ITEMS

Communications Committee Report

Sent Media release(s)/Letters:

SD5 Continues to Press for Response from Finance Minister on Budget Recommendations

Media release(s)/Letters for distribution:

None

Media Releases/Letters in the works:

None

Published/Media-Related Activities:

Response from Finance Minister on Budget covered in the Daily Townsman, E-Know online news, BCLocalNews.com

Trustee Report Trina Ayling

February 2016

Tinker Time @ MBBS –Jan 19
Meeting w/ Board & Rob –Jan 20
Pinewood PAC –Jan 20
KCTS mtg –Jan 21
Committee Day –Jan 25
COTR 40th Open House –Feb 2
Aboriginal Enhancement mtg –Feb 3
CDTA Exec. mtg –Feb 3

January, 2016 Trustee Report –Jacqueline Blumhagen

Jan. 5—PAC Meeting

Jan. 12 ---Board Meeting in Jaffray

Jan. 20 – Trustee working session at the Cranbrook office

Jan. 25 – Committee Meetings in Cranbrook

Feb. 2 – PAC Meeting



SD 5 Superintendent's News

Newly Revised Curriculum Work Well Underway

On Monday, January 18th, our first additional Non-Instructional Day co-planned with the CFTA, happened in two sites: Sparwood Secondary School and Parkland Middle School for all teaching and school support staff members. Both sites reported a very successful day with participants eager to share the work they have already undertaken and share ideas for delving even deeper into the curriculum and competencies. Curriculum tools were shared that provide staff with the means to access the curriculum site more fully. Check out these tools at <https://curriculum.gov.bc.ca/tools>

Feedback was also provided to planners and facilitators to help develop the next Curriculum- focused Non-Instructional Day scheduled for April 29th. Our District is also fortunate to have Maureen Dockendorf and Jan Unwin from the Ministry speaking at the RSA Day for all teachers in both SD 5 and 6 on April 11th. We look forward to hearing the latest information from them in regards to both the K – 9 renewed curriculum and, in particular, the new Grad Plan.

A huge thank you to all of our facilitators from schools and our Co-Planning Committee members: Shelley Balfour, Christina Smith, Janet Kujit, Patrice Oscienny, Carol Johns, Colette Grasdal, Erin Hay, Diane Casault and Jason Tichauer.



Family Literacy Night

The Family Literacy evening sponsored by Columbia Basin Alliance for Literacy (CBAL), the Cranbrook Townsman and School District 5 at the Manual Training Centre at the Cranbrook City Library was held on January 27th. Students and their parents who had submitted their creative writing pieces through their schools were invited to the evening to celebrate the importance of family and literacy. There was an opportunity to read the various creative writing pieces and participate in a variety of literacy activities. After refreshments, draw prizes were awarded and the evening culminated with the second Community Literacy Champion award presented to Heidi Romich. A very big thank you to Katherine Hough and her team, Deanne Perreault, Kirsten Johnston and Karen Johnson for organizing another successful evening.

DID YOU KNOW??? MBSS has the most technologically advanced recording arts teaching studio in Canada for schools!!! Stay tuned for the release of their new album....



BC School Districts Executive Assistants' Conference here in SD 5

Our Executive Assistants (Gail Rousseau, Corinne Burns, Heather Hockley, Janice Paetz, and Melanie Graham) have been busy planning the 25th Provincial Conference right here in SD 5. The 25th annual conference will be out at St. Eugene on April 28th to 30th. The theme for the conference is appropriately named "Under the Big Top" as that is where they will be gathering from all parts of British Columbia. The participants will have the opportunity to hear from Maureen Dockendorf from the Ministry of Education and Early Years, local experts Trent Brereton and Bruce Kirkby and our own Joe Pierre. I am sure there will also be a great evening of entertainment with local band: The Testers featuring local Principal David Standing. Knowing these women, I know this will be a conference to remember for all!



Framework for Enhancing Student Learning

This past year, education partners worked together to improve school district and school planning and reporting requirements of boards of education for enhancing student learning in BC's public school system.

BC's draft Framework for Enhancing Student Learning reflects a public commitment by education partners to work together to continuously improve student learning for each student, and to address long-standing differences in performance amongst particular groups of students, most notably Aboriginal students, children in care, and students with special needs.

An overview of the draft Framework is being shared to inform the development of a final policy document in May 2016 and to facilitate transition to new locally-developed school district and school planning efforts for the 2016/17 school year.

- Report to and for our local community
- Increased focus on continuous improvement and system-wide capacity building
- Flexibility to refine provincial framework as needed



Syrian Refugee Preparation



District Principal Darcy Verbeurgt and I met in January with Anne Beurskens of the Cranbrook Refugee Committee to begin initial planning for potential refugee families. It is the hope of the committee to sponsor at least one family in the near future.

In other, related news, the Ministry posted a revised version of the Students from Refugee Backgrounds Guide for Teachers and Schools this week. Originally created in 2009, the revised guide focuses on practical ways that schools, parents and students can help make newcomers feel welcome, safe and prepared as best as possible for their new surroundings. Highlights in the guide include the differences between immigrant and refugee transition experiences and insights into the potential psychological effects for individuals who

have experienced violence and a life of instability and uncertainty. The guide also gives school communities access to a range of community, provincial and federal supports for newcomers as they settle in local communities. Additional information about Syrian refugees, the education system in Syria, the conflict they've fled from and other aspects of Syrian culture will accompany distribution of the revised guide to public and independent schools.

The revised guide that was shared with the Cranbrook Refugee Committee is available online here:

<http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/diverse-student-needs/students-from-refugee-backgrounds-guide.pdf>

Legislative Change: School Trustee Elections in 2018

On January 1, amendments to the School Act came into force that change the date of the 2018 and subsequent elections and modify the term office for school trustees and other local government officials.

General local elections will now be held on the third Saturday of October, rather than the third Saturday of November as in years past. In 2018, the election will be held on Saturday October 20. The term of office will begin on the first Monday after November 1 following the election or at the time when the trustee takes the oath of office. The term of office will end immediately before the first Monday after November 1 in the year of the next general election or when at least 3 trustees elected or appointed following that election have taken office.



Finance/Operations Updates

Budget sessions dominate the calendar of the Secretary Treasurer and staff with finalization of the 15/16 Amended Annual Budget with the Bylaw scheduled for adoption Feb 9th, 2016. Also, preparation for the 16/17 Budget is well underway and enrolment projections are due to the Ministry of Education by Feb 15, 2016. The school planning sessions are planned for Feb 29 Mar 1st, 2nd and 3rd and following that will be the School District funding announcement scheduled for March 15th.

The School Calendar, lease agreements and Exempt compensation are also in the works as time permits.



Update from the District Principal of Student Services

The winter months always bring about a number of meetings, deliberations and plans as we look forward to next year's constellation of students requiring support.

We have brought on a new Speech-Language Pathologist, Liza Frieri, to replace Amy Barbaro who is on maternity leave. There have also been some adjustments to teacher and CUPE staffing to support students in schools.

Student Services Teachers and Education Assistants have been trained in Kurzweil and Firefly in January. All Grade 7 English classes across the District were trained in December. These training sessions are a part of a three year strategy to train students and educators on this very valuable text to speech software.

Training in MyEdBC will occur for secondary and middle school Student Services Teachers this month. Elementary Student Services Teachers will receive the training in April.

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

This month is also very busy as we regional Science Fair on March 4th Science Fair Month by the BC legis- Science Fair occurs from May 15th to 20th. Four finalists from the EKRSF will represent the East Kootenays there.



prepare for the East Kootenay Re- and 5th. March has been declared as lature again this year. Canada Wide

On the Health Promoting Schools front, we continue to work with schools, principals and PAC on the appropriate sale of food and beverages in schools and events connected to schools. Most of the schools provide fresh and healthy food and beverages at the breakfast programs and lunches.

Update from the Director of Instruction/Human Resources

Staffing for the current school year continues for secondary schools as second semester blocks have been posted and are in the process of being filled. To date there have been 165 teacher postings and 167 CUPE postings for the 2015-2016 school year.

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



Planning for the 2016-2017 school year has begun. District staff will be meeting with school principals/vice principals in early March to discuss staffing and student projections.

The district is meeting on February 17th with teachers, principals, and CFTA co-chairs to discuss a new teacher mentorship program concept. We are exploring how we can best support beginning teachers within their first 5 years of practice. We look forward to a productive meeting which will lead us into the next steps in this potentially extremely powerful district wide support.

Update from the Director of Student Learning and Innovation



Early Learning

Kindergarten: Kindergarten registration begins February 1st!!

Our Kindergarten teachers are busy preparing for the input of EDI information on their current Kindergarten students. Thanks again to Carol Johns for taking the lead on this project and ensuring that all K teachers are familiar with the process as well as aware of the benefits of the data available to us as a result.

StrongStart: The Ministry has created an online training for the Reflecting on Quality tool. This training was developed as a response to school districts and StrongStart BC facilitators requesting further ongoing support for using the tool in daily practice. The tool was developed in partnership with and the guidance of a number of StrongStart BC facilitators and school district leads. A spring meeting has been scheduled to review center Successes and Challenges, share ideas, and to Review the Quality Assessment Tool. <http://mytrainingbc.ca/strongstartbc/>

Ready, Set Learn: Schools and communities are in the process of planning and setting dates for the Ready, Set, Learn activities as well as the Early Learning Fairs normally held in April. As soon as dates are available they will be shared. This year's Cranbrook fair will not be held in one of our local elementary schools as the Early Learning Community is hoping to celebrate the grand opening of the new playground.

Professional Development Opportunities:

Carole Fullerton: On February 15th and 16th Carole will be working with a cohort of Intermediate teachers/Middle teacher in two Cranbrook classrooms. Classroom demos followed by debrief and sharing will prepare teachers for similar lessons in their classrooms.

Science Fairs

The Regional Science Fair has been scheduled for Friday, March 4th - Competitive Fair (Gr 6 to Gr 12) and Saturday, March 5th - Non-competitive Fair (Kinder to Gr 5) held at the COTR gymnasium. SD5 schools/students will be well underway with their school fairs and most likely looking for judges. Judging is a fantastic way to get to experience the talents/passions our students possess. For more information or assistance, please check the main webpage <http://www.ekrsf.ca> or email info@ekrsf.ca. A huge thanks to Sandi Lavery and Darcy Verbeurgt for all the work that goes into this fantastic event.



KIDS DOING GREAT THINGS!!



Zoe Chore a Grade XII student at Mt Baker won her spot to represent Canada at the World Youth Olympics in Norway in Ski Cross Racing!



FSS's GOVERNOR GENERAL AWARD RECIPIENT FOR 2014/2015 MCKINLEY RICHARDS



Clare Howard, Tyler Dvorak and Kasha Bell won the contract for their Wise Waste into Sustainable Energy project for the City of Fernie.

Update from District Principal of Technology and Transformative Learning

Dell Roll Out

AWES roll out is now complete!!! **Upcoming Roll-Out Dates**—Feb 8-9 GTES; Feb 15-16 PES; Feb 22-23 SES; March 2-3 FJMES

Technology Leadership Team

We are currently forming a technology leadership team that will meet on a monthly basis via teleconference to discuss our technology plan and needs for our school district.

Environmental Education Leadership Team

The 2016 CBEEN Leadership Clinic will take place at spectacular Nipika Mountain Resort Saturday April 23 - Tuesday, April 26. Leigh Cormier, Carissa Hart, Kate Ruoss and Jennifer Roberts will be attending this clinic as the SD5 Environmental Leadership Clinic Team. Mardelle Sauerborn and Karen Deibert are the two alternates. The goal of the 2016 Environmental Education Leadership Clinic is to offer School District teams the opportunity to develop a plan to better integrate Environmental Education in their District as a tool for better learning and as a means of achieving some of the goals and big ideas highlighted in the new BC Ed Plan. It will also be an opportunity for School Districts to work together to highlight opportunities to collaborate on these plans.



We are forming a larger Environmental team to be involved in the planning and the ongoing implementation of the strategies that come out of the clinic and in further development of a SD5 Environmental Program. There are a number of people that have indicated interest to be a part of this group. The Larger Environmental Education Team will be meeting over the next few months to have initial discussions and planning that Environmental Leadership Clinic Team will then take forward to the Nipika Leadership Clinic. The larger SD5 Environmental Team will also be involved in the planning and the ongoing implementation of the strategies that come out of the clinic and in further development of a SD5 Environmental Program.

Update from Director of Student Learning/Aboriginal Education

Aboriginal Education

The Enhancement Agreement Review Committee will be meeting this month to give valuable stakeholder group input into not only the first draft of the Enhancement Agreement, but also the yearly report on Aboriginal Achievement data.

All Aboriginal Education Support Workers will be meeting this month to discuss the Achievement data, as well as a review of their yearly school plans.

Skills Training

The annual Skills Canada regional competition will take place February 19 at College of the Rockies. Many SD5 students and school teams have used this competition as a springboard to competing at the provincial level in such areas as Robotics, Welding and Construction. Results to come soon!

Provincial Scholarships

The new District Authority awards, Provincial Achievement Awards and Provincial Excellence awards are now updated and available on our website. The number and amount of these awards has never been more significant, and Secondary administrators and counsellors will be able to steer students towards extensive financial supports this semester.



Safe Schools Coordinator

We recently met with a team of SD5 counsellors to update our SD5 Crisis Response Plan. We are synching this important piece of the safety puzzle with the recently released Provincial Emergency Preparedness guide and our own Emergency Quick Reference Guide.

School District 5 Enrolment - February 9, 2016

School	Student Funded FTE Oct. 2.15	Student FTE Feb. 1.16	Difference
Amy Woodland Elementary	265	266	1
Elkford Elem/Secondary	187	178	-9
Fernie Secondary	308.3	298.375	-10
Frank J. Mitchell Elementary	342	339	-3
Gordon Terrace Elementary	264	266	2
Highlands Elementary	267	257	-10
Isabella Dicken Elementary	403	401	-2
Jaffray Elem. Junior Secondary	176.6	177.625	1
Kootenay Discovery School	24.5	17	-8
Kootenay Educational Services	98.8	110.875	12
Kootenay Orchards Elementary	232	234	2
Laurie Middle	346.5	333.125	-13
Mount Baker Secondary	845.6	822.625	-23
Parkland Middle	458.6	459.75	1
Pinewood Elementary	109	112	3
Rocky Mountain Elementary	238	239	1
Sparwood Secondary	255.6	254.875	-1
Steeple Elementary	161	167	6
T.M. Roberts Elementary	367	366	-1
Total District	5349.5	5299	-50



BC School Districts Executive Assistants' Conference 2016

Celebrating 25 Years - "Under the Big Top!"

Thursday, April 28th (Under the Big Top)

- 4:00 – 5:30 pm Registration (Drop off your gift - \$25 value)
5:30 pm Cash Bar Opens / Appies
6:00 – 6:15 pm Welcome Reception
 Lynn Hauptman, Superintendent
 Trina Ayling, Trustee
6:15 – 7:15 pm Happily Ever Laughter - PT the Clown

Friday, April 29th (Under the Big Top)

- 7:30 – 8:45 am Registration & Breakfast
8:45 – 9:00 am Monkey Business
9:00 – 10:30 am Residential School Presentation
10:30 – 10:45 am Nutrition Break
10:45 – 12:00 pm Maureen Dockendorf, Update from Ministry of Education

12:00 – 1:00 pm Lunch

1:00 – 2:15 pm Building a Sturdy Net - Trent Brereton, ND
2:15 – 2:30 pm Nutrition Break
2:30 – 4:00 pm Be the Ringmaster of Your Life! - Bruce Kirkby

4:00 – 6:00 pm Free Time

5:30 pm Cash Bar Opens
6:30 pm Dinner / Gift Exchange
8:00 pm – 12:00 am Entertainment – 'The Testers'

Saturday, April 30th (Chief David Room)

- 7:45 – 8:45 am Breakfast
8:45 – 10:30 am Business/Networking
10:30 – 11:45 am Tightrope: Keeping Your Balance - Joe Pierre
11:45 – 12:00 pm Closing





Meet the Presenters . . .

PT the Clown

Marilyn has been in the entertainment industry all her life. Her love for laughter has afforded her a life filled with many exciting adventures. Her belief in “Your attitude will always determine your altitude,” has soared her to great heights of laughter. Marilyn began her clowning adventure by writing and publishing two children’s books which lead her to Clown school to train with the Barnum and Bailey clowns. Today, she continues to bring the joy of laughter into the lives and hearts of many through her clowning world. Her uncanny ability to be able to infuse laughter into any situation has given her a life full of love, laughter and happiness. Living her life happily ever LAUGHTER.



Trent Brereton

Trent Brereton has been a licensed naturopathic doctor in Cranbrook since graduating from the National College of Naturopathic Medicine in Portland Oregon in 1997. In 2008 he opened the multi-disciplinary Kootenay Health Centre which is now home to a chiropractor, five registered massage therapists, two counsellors, an esthetician and an osteopath. His practice encompasses family medicine from colds to cancer and the natural treatment of pain. Outside work Trent is married to Liza and together they have five year old Ella.

Maureen Dockendorf

Maureen is the newly appointed BC Superintendent of Early Years. This is a new joint position shared between the Provincial Office for the Early Years and the Ministry of Education and will have a strong focus of working with school districts to strengthen and build upon their work in the early years.

Maureen has worked as a Teacher, SFU Faculty Associate, Principal and Assistant Superintendent. Most recently, Maureen has been the Superintendent of Literacy and Numeracy at the Ministry of Education to support the redesign of curriculum and competency development within the context of the transformational change process in BC's education system.

Maureen also works closely with ME TO WE/FREE THE CHILDREN to coordinate BC educators' volunteer experiences working with local communities to build schools in Kenya, Ecuador, and India. Maureen is frequently called upon to provide advice on policy, process and practice in the realms of professional learning, collaborative practice, educational leadership, curriculum implementation and assessment.





Bruce Kirkby

A wilderness writer and adventure photographer, Bruce Kirkby is recognized for connecting wild places with contemporary issues. With journeys spanning around the world, his accomplishments include the first modern crossing of Arabia's Empty Quarter by camel, a raft descent of Ethiopia's Blue Nile Gorge by raft, a sea-kayak traverse of Borneo's northern coast, and a coast-to-coast Icelandic trek. Encouraging audiences to get out of their comfort zones, think creatively, and take calculated risks, his belief in human potential is contagious.

A celebrated writer, Bruce is a regular columnist for The Globe and Mail, the author of two bestselling books, and a multi-National Magazine Award winner. His work has appeared in The New York Times, EnRoute, The Huffington Post, Explore and Canadian Geographic, among other esteemed publications.

As a photographer, his clients include Patagonia, Lululemon, Time, Outside, NG Adventure and Maclean's. Winner of a prestigious Western Magazine Award, his photographs were selected by National Geographic as among "the most compelling adventure images of the decade."

He is the former host of CBC's No Opportunity Wasted, and the creator, producer, and star of Travel Channel's television series, Big Crazy Family Adventure.

Joe Pierre

Joe Pierre was raised in the Community of ?aq'am formerly known as the St. Mary's Indian Reserve and is a citizen of the Ktunaxa Nation. He attended the University of Calgary in the Fine Arts. At the U of C Joe met several other First Nations people interested in Theatre and they collaborated together to form the Crazy Horse Theatre Company. The company mounted several productions in Calgary all of which were written by Aboriginal writers. Joe also worked for a season with the CBC production "North of Sixty". Joe was a storyteller at the very first Proctor Storytelling Festival and he has presented at several other festivals throughout the Kootenays.



Joe is currently employed by School District 5 Southeast Kootenay and is serving as the Vice President for the First Nations Education Steering Committee. Joe served as a Councilor for the St. Mary's Indian band for eight years and was a member of the Board of Governors for the College of the Rookies for six years. He is a husband to wife Jennifer and a father to nine-year-old Jude. Together they are known as "Triple J".

... and your entertainment!

*The Testers are Cranbrook's Classic Rock Specialists! The Kootenay's favourite party musicians are: Andrew Rutledge on drums, Mark Terai on guitar, Dave Berger on bass and David Standing on lead vocals. **We guarantee that you will love our song list and dance until your bunions ache!***



From: Mike Roberts [<mailto:MRoberts@BCSTA.ORG>]
Sent: Tuesday, January 19, 2016 9:32 PM
To: Trustees
Cc: Secretary Treasurers; Superintendents; EA - All
Subject: REMINDER - Upcoming Motion Deadlines to BCSTA's 112th Annual General Meeting
Importance: High

Dear Trustees,

A reminder of the upcoming deadlines for submitting motions to BCSTA's 112th Annual General Meeting, which will take place Thursday through Sunday, April 14-17, 2016 at the Hyatt Regency Hotel in Vancouver.

Motion Deadlines & Submission Forms

Extraordinary Motions to AGM	Thursday, February 4	Submission Form
Substantive Motions to AGM	Sunday, February 14	Submission Form

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. 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](#), a previous [BCSTA PC](#) and [AGM Resolution](#), 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.

MIKE ROBERTS

Chief Executive Officer