



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

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

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

1.2 Consideration and Approval of Agenda

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

1.3 Approval of the Minutes

4

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

1.4 Receipt of Records of Closed Meetings

16

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

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

17

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

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

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

2.2	Policy Committee	
	M/S that the Board accept the report of the Policy Committee.	
2.3	Finance/Operations/Personnel Committee	22
	<i>Recommendation - that the Board write a letter to the City of Cranbrook requesting a flashing pedestrian light similar to the one at Victoria Ave and 4th Ave be installed at the crosswalk from Mount Baker Secondary School to the Safeway parking lot.</i>	
	M/S that the Board accept the report of the Finance/Operations/Personnel Committee.	
2.4	Student Services Committee	25
	M/S that the Board accept the report of the Student Services Committee.	
2.5	Communications/Media Committee	
	M/S to accept the report of the Communications/Media Committee.	
2.6	Mt. Baker Secondary School Building Replacement Committee	
	M/S to accept the report of the Mt. Baker Secondary School Building Replacement Committee.	
2.7	Legacy of Learning	
	M/S to accept the Legacy of Learning report.	
2.8	Trustee Reports	27
3.	SUPERINTENDENT'S REPORT TO THE BOARD	33
	M/S that the [date] Superintendent's Report to the Board of Education be accepted as presented.	
4.	CHAIRPERSON'S REPORT	
4.1	Trustee Committees	39
4.2	Proposed Trustee Team Plan	43
5.	NEW BUSINESS	
5.1	Business Arising from Delegations	
5.2	Superintendent's Report on Student Achievement 2014/2015	45

5.3	2014/15 Amended Annual Budget Bylaw	55
5.4	BMO Resolution Borrowing	56
5.5	City of Cranbrook Committee Selection	57
5.6	Financial Disclosure	69
5.7	Trustee Orientation	
6.	TRUSTEE BOUQUETS	
7.	ITEMS FOR INFORMATION/CORRESPONDENCE	
7.1	Salvation Army	75
7.2	Used Vehicle Tender Summary	76
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**

**November 12, 2014, 5:00 p.m.
Board Office**

- Present: Chairperson Lento
Trustee Ayling
Trustee Bellina
Trustee Brown
Trustee Damstrom
Trustee Helgesen
Trustee Johns
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
District Principal/Student Services, D. Verbeurgt
Recorder, Corinne Burns
- Regrets: Trustee Besanger
Director of Student Learning and Aboriginal Education, J. Tichauer

1. COMMENCEMENT OF MEETING

1.1. Call to Order

Chairperson Lento called the November 12, 2014 regular public meeting of the Board of Education to order at 5:03 p.m.

1.2. Consideration and Approval of Agenda

Additions: 5.3 Trustee Election & Area C
1.6.2 Alternate Education Review

MOTION R- 14 - 152

M/S that the agenda for the regular public meeting of the Board of Education of November 12, 2014 be approved as amended.

CARRIED

1.3. Approval of the Minutes

Minutes of the Public meeting of the Board of Education of October 14, 2014.

MOTION R- 14 - 153

M/S that the minutes of the regular public meeting of the Board of Education of October 14, 2014 be approved as circulated.

CARRIED

1.4. Receipt of Records of Closed Meetings

MOTION R- 14 - 154

M/S to accept the closed records of the in-camera meeting of the Board of Education of October 14, 2014.

CARRIED

1.5. Business Arising from Previous Minutes

Nil

1.6. Receiving of Delegations/Presentations

1.6.1. Prime Ministers Award for Teaching Excellence

Superintendent Hauptman introduced Mr. Paul Knipe and Mr. Grant Duchscherer. Mr. Knipe is the recipient of the Prime Minister's Award for Teaching Excellence. Congratulations!

Mr. Duchscherer and Mr. Taylor (not present) nominated Mr. Knipe for this prestigious award. Mr. Duchscherer explained that it took two years to gather all their information. He explained that Mr. Knipe was a perfect candidate for this award. Mr. Knipe has spent many years going above and beyond for the education of our students. He is a very humble, kind and passionate teacher at Mount Baker.

Superintendent Hauptman reported that Mr. Knipe is the 3rd teacher at Mount Baker Secondary to receive this award.

The Board thanked Mr. Knipe for his dedication and commitment to our students.

1.6.2 Alternate Education Review

Mr. Verbeurgt introduced the Alternate Education Review Team. The team presented a slide show which included:

Why Alternate Education is important:

- Engages students into school.
- Provides a safe place for learning.

Review process:

- Includes committees, schools and parents

Key Findings:

- Diverse range of programs.
- Students have a key number of inhibitors to their success.
- Peer connectedness

- Staff fit and schedule flexibility

The team spoke of the success of the program including an increase in students graduating.

Discussion included:

- The most difficult area to access is Mental Health, however there has been progress in this area.
- Building trust and relationships has been very important in the success of the program.
- At the younger ages there is opportunity for students to share and communicate with one another.

Superintendent Hauptman thanked the Team for all their hard work and dedication to our students.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1. Advocacy/Education Committee

Co-chair Trustee Bellina reviewed the minutes of the October 27, 2014 meeting of the Advocacy/Education Committee.

MOTION R- 14 - 155

M/S that the Board write a letter to the BC School Trustees' Association (BCSTA) with a copy to our stakeholder groups expressing concern over Community LINK funding and the inclusion of census data in the Vulnerable Student Supplement (VSS) formula factors, given the concerns Statistics Canada has with the National Household Survey (NHS) and longitudinal analysis data, and that we urge the BCSTA to consider requesting that a) the provincial government update the VSS formula to include more current, accurate data and b) that the federal government return to the more reliable, mandatory, long-form census.

CARRIED

MOTION R- 14 - 156

M/S that the Board write a letter to the Provincial Government with a copy to our stakeholder groups expressing concern over Community LINK funding and the inclusion of census data in the Vulnerable Student Supplement (VSS) formula factors given the concerns Stats Canada has with the National Household Survey and longitudinal analysis data, and that we urge the provincial government to consider a) updating the VSS formula to include more current, accurate data and b) making a request to the federal government return to the more reliable, mandatory, long-form census.

CARRIED

MOTION R- 14 - 157

M/S that the Board write a joint letter with stakeholders to Prime Minister Harper urging his government to reconsider the changes of the National Household Survey from voluntary back to mandatory and that this letter be copied to Head of Statistics Canada, opposition party leaders, our local MP, the Premier and education ministers of BC and their opposition, our local MLA, presidents of the Canadian School Boards' Association (CSBA), the BC School Trustees' Association (BCSTA), Canadian School Boards' Association (CFF), BC Teachers' Federation (BCTF), National and BC Canadian Union of Public

Employees (CUPE), BC Confederation of Parent Advisory Councils (BCCPAC)(for distribution to their members), local association chairs/presidents and to media

CARRIED

MOTION R- 14 - 158

M/S that the Board tentatively approve the field trip to Costa Rica for the grade 10 class at JEJSS in April, 2015.

CARRIED

MOTION R- 14 - 159

M/S that the Board write a thank you letter to the BCSTA negotiators for all their hard work in bargaining the collective agreement with the BCTF.

CARRIED

MOTION R- 14 - 160

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

CARRIED

2.2. Policy Committee

Co-chair Trustee Damstrom reviewed the minutes of the October 27, 2014 meeting of the Policy Committee.

MOTION R- 14 - 161

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

CARRIED

2.3. Finance/Operations/Personnel Committee

Co-chair Trustee Helgesen reviewed the minutes of the October 27, 2014 meeting of the Finance/Operations/Personnel Committee.

MOTION R- 14 - 162

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

CARRIED

2.4. Student Services Committee

Co-chair Trustee Johns reviewed the minutes of the October 27, 2014 meeting of the Student Services Committee.

MOTION R- 14 - 163

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

CARRIED

2.5. Communications/Media Committee

Trustee Ayling reported the following has been sent to the media:

- Letter thanking the District of Elkford for their assistance during the rebuilding of RMES.
- Letter to the Select Standing Committee on Finance and Government Services

- Letter each to Federal Government, Provincial Government and BCSTA re: V-NHS in relation to Community LINK funding.
- Letter each to Silas White and Alan Chell thanking them for their work with the BCPSEA re: bargaining.

Trustee Ayling reported that she had received an email from MLA Bill Bennett's office stating that the letter sent from the Board regarding a request for a progress update on recommendations 24 - 40 from the Report on the Budget 2014 Consultation from the Select Standing Committee on Finance and Government Services was submitted beyond the deadline. This was not the intention of the letter.

MOTION R- 14 - 164

M/S that the Board send a letter to MLA Bill Bennett in response to his office's email response to our request for 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, in order to clarify that we are seeking information and not, as the email suggests, attempting to make a late submission to the 2015 Select Standing Committee on Finance and Government Services.

CARRIED

MOTION R- 14- 165

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

CARRIED

2.6. Mt. Baker Secondary School Building Replacement Committee

Trustee Johns reported that prior to communication with the Board an article was placed in the paper reporting that a committee at the RDEK had been put together to replace the Key City Theatre.

MOTION R- 14 - 166

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

CARRIED

2.7. Legacy of Learning

Trustee Johns reported there is nothing to report at this time.

MOTION R- 14 - 167

M/S to accept the Legacy of Learning report.

CARRIED

2.8. Trustee Reports

Trustees reported on their activities for the month which included attendance at Remembrance Day Ceremonies. It was reported that parent participation with School PACs has increased in some schools.

3. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report of November 12, 2014 included:
Superintendent's Activities

Superintendent Hauptman reported that the Class Size Organization has been sent to the Ministry, however it has not been finalized by the Ministry. Once it has been finalized it will be published by the Ministry. Her report included the following:

- Ktunaxa Flag Raising
- Remembrance Day Assemblies
- Kootenay Boundary BCSSA Branch Meeting
- BCPSEA Symposium
- Thought Exchange

Finance/Operations Updates

Mr. Norum reported that he is not expecting the Ministry to make its funding announcement until the new year. He reported that he has meeting with the District of Sparwood and Tech Coal regarding the MVES lease. He is also working on the following:

- Purchase Cards
- Budget Reconciliation
- Exempt Contract Implementation

Update from Director of Instruction/Student Learning

Ms. Casault reported that Rob Nash will be doing a presentation at all middle and high schools. She encourages Trustees to attend. It is a very powerful presentation covering addictions, bullying, suicide and substance abuse. She is also working on:

- My Education, report cards
- Technology

Update from Director of Instruction/Safety/Aboriginal Education

Superintendent Hauptman reported that Mr. Tichauer is away at a BCSSA session. He is working on:

- Erase Training, Level I and II
- LEA Meetings between St. Mary's Band and SD5

Update from Director of Instruction/Human Resources

Mr. Reimer reported the following:

- 190 Teacher postings filled.
- New teacher orientation was a success. Some changes will be made for next year.

Update from District Principal/Student Services

- Data Submission
- New Student Services Coordinator for the Elk Valley and Jaffray has been hired.

Important Dates for Trustees

Enrolment Report

Discussion included:

- PDF Report Card template has been produced.
- Reporting for elementary must be done 3 time a year.

- Important for teachers and parents to be involved in "what the reporting should look like".
- All report card templates must be approved by the School District and follow Ministry Guidelines.
- Working in Wave One with My Education allows SD 5 to have a voice.

MOTION R- 14 - 168

M/S that the November 12, 2014 Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

4. CHAIRPERSON'S REPORT

Chairperson Lento reported there is a great article in the Teacher Magazine on the teaching team of Jenn and Carol Johns.

5. NEW BUSINESS

5.1. Business Arising from Delegations

Nil

5.2. Bus Bylaw

Mr. Norum requested that the Board approve the purchase of a new School Bus. Funding is from the Ministry.

MOTION R- 14 - 169

M/S to allow three readings of the Capital Project Bylaw - Project No. 126803, in the amount of \$146,293.26

CARRIED UNANIMOUSLY

MOTION R- 14 - 170

M/S read a first time the 12th day of November, 2014

CARRIED

MOTION R- 14 - 171

M/S read a second time the 12th day of November, 2014

CARRIED

MOTION R- 14 - 172

M/S read a third time, passed and adopted, the 12th day of November, 2014

CARRIED

5.3. Trustee Election and Area C

Requested that this item be moved to the December 9, 2014 Public Board meeting.

MOTION R- 14 - 173

M/S that the 5.3 Trustee Election and Area C item on the Agenda be moved to the December 9, 2014 Public Board meeting Agenda.

CARRIED

6. TRUSTEE BOUQUETS

Trustee Damstrom thanked the Trustees and District Management for a great 9 years.

7. ITEMS FOR INFORMATION/CORRESPONDENCE

7.1. Rocky Mountain Elementary School Grand Opening, December 12, 2014 @ 1:00 p.m.

7.2. Rocky Mountain Elementary School News Article

8. QUESTION PERIOD

Jaffray students will be going to see the Rob Nash presentation in Fernie.

9. ADJOURNMENT

MOTION R- 14 - 174

M/S that the November 12, 2014 regular public meeting of the Board of Education adjourn at 7:00 p.m.

CARRIED

10. LATE ITEMS

10.1. Delegation 1.6.2 Alternate Education Review

Frank Lento, Chairperson

Rob Norum, Secretary Treasurer



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

**December 9, 2014, 3:15 p.m.
Board Office**

Present:

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

1. Call to Order

Secretary Treasurer Norum called the meeting to order at 3:12 p.m.

1.1. Election Results and Confirmation of Oath

Secretary Treasurer Norum confirmed the election results and trustees' affirmation of their Oath of Office.

1.2. Introduction of Board of Education

Trustees introduced themselves.

2. Agenda as per Procedural Bylaws

Secretary Treasurer Norum noted that the agenda for the Inaugural meeting is determined by Procedural Bylaw.

3. Election of Chairperson
Policy 1.2 Procedural Bylaw

Secretary Treasurer Norum made the call for nominations for the position of Board Chairperson.

Secretary Treasurer Norum made a final call for nominations.

Trustee Lento accepted a nomination as designated by Trustee Ayling.
Secretary Treasurer Norum declared Trustee Lento the Chairperson of the Board of Education.

Chairperson Lento assumed the chair of the meeting.

4. Election of Vice Chairperson
MOTION R - 14 - 175

M/S to appoint Trustees as Vice Chairperson on a rotational basis.

CARRIED

5. Election of BC School Trustees Association Provincial Councilor and Alternate (BCSTA)
(a) Election of BC School Trustee Association Provincial Councilor

Chairperson Lento made the first call for nominations for a Board representative as the BC School Trustees Association Provincial Councilor.

Trustee Bellina accepted a nomination as designated by Trustee Johns.

Chairperson Lento made a second and final call for nominations, then declared nominations cease.

Chairperson Lento declared Trustee Bellina as the BC School Trustee Association Provincial Councilor.

(b) Election of BC School Trustee Association Alternate

Chairperson Lento made the first call for nominations for the alternate Board representative to the BC School Trustee Association.

Trustee Blumhagen accepted a nomination as designated by Trustee Bellina.

Chairperson Lento made a second and final call for nominations, then declared that nominations cease.

Chairperson Lento declared Trustee Blumhagen as the BC School Trustee Association Alternate.

6. Election of BC Public School Employers' Association Representative and Alternate (BCPSEA)

(a) Election of BC Public School Employers' Association Representative and Alternate

Chairperson Lento made the first call for nominations for a Board representative to the BC Public Employers' Association.

Trustee Helgesen accepted a nomination as designated by Trustee Brown.

Trustee Bellina accepted a nomination as designated by Trustee Ayling.

Chairperson Lento made a second and final call for nominations, then declared that nominations cease.

Trustees voted by secret ballot.

Chairperson Lento declared Trustee Helgesen as the representative to the BC Public School Employers' Association.

MOTION R - 14 - 176

M/S that the ballots be destroyed.

CARRIED

(b) Election of BC Public School Employers' Association Alternate Representative

Chairperson Lento made the first call for nominations for the alternate Board representative to the BC Public School Employers' Association.

Trustee Bellina accepted a nomination as designated by Trustee Ayling.

Chairperson Lento made a second and final call for nominations, then declared that nominations cease.

Chairperson Lento declared Trustee Bellina as the alternate representative to the BC Public School Employer's Association.

7. Appointment of Time and Place for Meetings

7.1. Board Meeting Schedule

The current Board meeting schedule is attached.

8. Appointment of Signing Officers

8.1 Signing Officers for School District No. 5 (Southeast Kootenay)
December 2014 - December 2018

MOTION R - 14-177

M/S that the Chairperson of the Board, in conjunction with the Secretary Treasurer, be authorized as the signing officers for the School District, and in the event of the absence of the Chairperson, the Vice Chairperson is duly appointed as alternate signing authority, and further, that in the event of the absence of the Secretary Treasurer, the Superintendent of Schools is duly authorized as signing authority.

CARRIED

9. Trustee Standing Committees and School Assignments

9.1. Trustee Standing Committees

Chairperson Lento requested that Trustees look at all the committees that are available and submit to him which ones they would like to represent. This will be discussed at the Finance Operations Personnel meeting in January.

MOTION R - 14 - 178

M/S that the Board of Education donate \$1000 to the Cranbrook Salvation Army and \$700 to the Fernie Salvation Army in lieu of sending gifts to schools, and that this information be conveyed to schools.

CARRIED

10. Adjournment

The Inaugural public meeting of the Board of Education of December 9, 2014 adjourned at 3:33 p.m.

Frank Lento, Chairperson

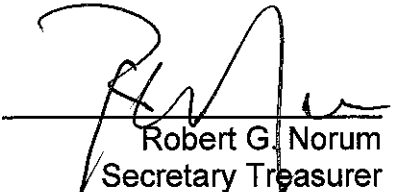
Rob Norum, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting November 12, 2014

- Finance/Operations/Personnel Committee report
 - CFTA Letter
 - CUPE Request
- BCPSEA Representative Report
 - BCPSEA Symposium
- Superintendent's Report
 - Thought Exchange
 - Staffing Report


Robert G. Norum
Secretary Treasurer



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

**November 24, 2014, 9:00 a.m.
Board Office**

Committee Members
in Attendance: Co-Chair Trustee Bellina (by phone)
Co-Chair Trustee Whalen
Trustee Brown
Trustee Johns

Board/District Staff
in Attendance: Trustee Ayling
Trustee Helgesen
Chairperson Lento
Lynn Hauptman, Superintendent
Jason Tichauer, Director of Student Learning
Gail Rousseau, Executive Assistant (Recorder)
D. Casault, Director of Student Learning

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Advocacy/Education Committee Meeting of November 24, 2014 was called to order at 9:04 a.m. by Co-Chair Whalen.

1.2. Approval of Agenda

ADV-2014-15

M/S that the agenda of the Advocacy/Education Committee meeting of November 24, 2014 is approved as circulated.

1.3. Approval of Minutes

ADV-2014-16

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

2. PRESENTATIONS

2.1. Athletics Report - Jason Tichauer

Jason Tichauer, Director of Student Learning and Aboriginal Education presented a "White Paper on Athletics" to Trustees. This White Paper is part of the Board of Education's Strategic Plan and is not a critique of individual programs but rather a report on the opportunities SD5 students currently have. Highlights included:

- interviews were held with every middle and secondary school administration, directors, coaches, staff, community members, parents and the SD5 and the transportation department
- no imbalance of opportunities for participation in athletics in SD5 based on school size or geography
- higher percentage of student participation in SSS, FSS, ESS and JEJSS than there is at MBSS, LMS and PMS
- biggest factor rather than size or geography is whether there are coaches in place to run specialized programs
- the role of club sports is seen by many people at the school level as having a negative impact on the ability of students to play school sports
- if kids have to make a choice between school or club sports it limits their opportunities
- transportation - definitely the number one issue for all our schools although reasons vary
- in the Elk Valley the availability of buses is a major concern; this is affecting number of trips people take affecting opportunities for kids
- the use of private vehicles - varied opinions at all schools; some schools are trying to limit their transportation costs by limiting the per kilometer total cost of using buses
- funding/costing - standard across district
- MBSS charges on a per trip basis; JEJSS charges no fees for bantam or junior athletics - all costs are covered through extra-curricular funding etc;. they only have basketball and volleyball
- accumulation of costs have been a barrier for participation of families; if a child really wants to play sports the school needs to find a way to help
- role of/support for coaches - the role of the coaches is the paramount factor in terms of the options and opportunities for students; some schools have limited opportunities for coaches; the continuation of athletic endeavours is significant enough to the community that the opportunities to participate are not lessened with the changing of coaches

5 Recommendations:

1. Development of SD5 athletics handbook outlining roles of schools, athletic

directors, coaches, parents and players

2. Additional operating funds should not be diverted to schools for extracurricular activities
3. Schools should not attempt to reduce transportation costs by purchasing their own vehicles unless there are major changes to the labour agreements governing these purchases
4. Schools need to develop more consistent shared transportation plans and schedule with cost/budget an equal factor to competitiveness.
5. Schools should continue to promote School Sports participation over non-school controlled participation in same sports.

Questions/Comments:

- strict rules/policy when using private vehicles as transportation
- discussion about club sports versus school sports
- Does the school system support general exposure to athletics or are we trying to create a quazi system for sports academies using club teams?
- we have purposes and philosophies that govern school sports that club sports may not necessarily have
- discussion around which schools have club teams

This item will be referred to the Advocacy/Education Agenda for January.

3. ITEMS FORWARDED FROM PREVIOUS MEETING

3.1. Letter to Prime Minister Harper - Voluntary National Household Survey - Trina Ayling

Trustee Ayling will amend this letter to include additional ccs with a cover letter asking them to send to their stakeholders; this process might have a bigger impact

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

This letter will be sent to the January Board meeting for approval.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1. DSAC Report

A Web-Ex meeting is scheduled for this Thursday, November 27, 2014.

4.2. DPAC Report

Trustee Ayling reported:

- DPAC will be sending out their letter in support of our request for information re: the 2014 SSCGSF recommendations
- Debbie, DPAC Chair and Meaghan from IDES attended the BCCPAC conference over the weekend
- safety traffic committee recommended as a DPAC adhoc committee - PACs asked to let DPAC know of interest in proceeding with this committee at the next meeting
- DPAC is in support of signing on to the letter to Prime Minister Harper. DPAC will also send a letter to the provincial government re: changing the VSS formula to replace census data with more current and accurate date, like the EDI and will bring the letter back to the next DPAC meeting
- DPAC will support DSAC's request for \$500 to help with face to face meetings and their leadership training

4.3. Trustee Election and Area C

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

Discussion:

- there was extensive advertising initially for councillor candidates - almost non-existent for Trustees in Cranbrook and Area C
- day before election not one mention for Trustee candidates - we have to go forward and make this request and examine procedures

5. BCSTA LETTERS

5.1. Select Standing Committee on Finance and Government Services

Receive and file.

5.2. Management and Executive Staff Compensation Freeze

These letters are referred to the Finance/Operations/Personnel Committee meeting today.

5.3. Return to Work Protocol Teachers' Pay

These letters will be discussed at the Special In-Camera Board meeting today.

5.4. Letter of Thanks re Bargaining

Receive and file.

5.5. Teacher Education Fund

Receive and file.

6. ADJOURNMENT

The Advocacy/Education Committee meeting was adjourned at 10:09 a.m.



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

**November 24, 2014, 12:30 p.m.
Board Office**

Committee	Co-Chair Trustee Helgesen
Members in	Co-Chair Trustee Johns
Attendance:	Trustee Bellina (by teleconference)
	Trustee Whalen
Board/District Staff	Trustee Ayling
in Attendance:	Trustee Brown
	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
	Recorder, Corinne Burns

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The public Finance/Operations/Personnel Committee meeting of November 24, 2014 was called to order at 12:22 p.m. by Co-chair Trustee Helgesen.

1.2. Approval of the Agenda

MOTION FOP -P 2014 - 16

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

CARRIED

1.3. Approval of the Minutes

MOTION FOP -P 2014 - 17

M/S that the minutes of the public Finance/Operations/Personnel Committee meeting of October 27, 2014 be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Trustee Johns asked if there was new information regarding student decline in enrolment due to the strike. Mr. Norum advised that the numbers produced at the last Committee Meeting remain the same. We know that we lost 14 students in Fernie to the private school. Other school enrolment was looked at but nothing was out of the ordinary.

In reference to the Safety report given by Mr. Tank at the October 27, 2014 meeting it was suggested that the City of Cranbrook be approached about installing a flashing pedestrian walk light at the crosswalk leading from Mount Baker to the Safeway parking lot.

Discussion included:

- The pedestrian light request was turned down previously by the City.
- A letter would reinforce the need for the light.
- This item moved to New Business

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

This item carried forward From Business Arising From Previous Minutes. It was suggested that a letter be sent to the City of Cranbrook requesting a flashing pedestrian light be installed at the crossing from Mount Baker to the Safeway parking lot.

Discussion included:

- Should we ask for a meeting with Mayor and Council?
- Send the letter as a step in building an agenda with the City that will include numerous concerns that Trustees have. Then request a meeting with the Mayor and Council.

Recommendation

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

5. ITEMS FOR INFORMATION

5.1. Safety Report

Mr. Reimer reported that we receive the attached safety report from School District No. 23. They produce the report for us as part of the Shared Services program.

Discussion included:

Mr. Reimer will ask School District No. 23 how they evaluate what is written on the incident reports they receive?

6. QUESTION PERIOD

Mr. Reimer reported that he looks for patterns on the Safety report to implement training and awareness to decrease safety incidents.

7. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of November 24, 2014 adjourned at 12:42 p.m.

8. LATE ITEMS



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

**November 24, 2014, 10:00 a.m.
Board Office**

Committee Members
in Attendance: Co-Chair Trustee Johns
Trustee Ayling
Trustee Whalen

Regrets: Co-Chair Trustee Besanger

Board/District Staff in
Attendance: Trustee Bellina
Trustee Brown
Trustee Helgesen
L. Hauptman, Superintendent of Schools
D. Casault, Director of Student Learning and Innovation
D. Verbeurgt, District Principal/Student Services
J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Student Services meeting of November 24, 2014 was called to order at 10:18 a.m. by Co-Chair Johns.

1.2. Approval of the Agenda

SS- SS-2014-15

M/S that the agenda for the Student Services Meeting of November 24, 2014 be approved as circulated.

CARRIED

1.3. Approval of the Minutes

SS- SS-2014-16

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

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1. Response to Instruction and Intervention (RTII) Presentation

Mr. Verbeurgt gave a presentation on Multiple Tiers of Instruction and Intervention - An Education Model (handout was provided).

The model/framework is beginning conversations in schools to ensure effective classroom instruction is occurring and survey what supports are available. Where there might be holes in instruction and support, work will be done to ensure changes occur. To date all Student Services Teacher, most Principals and Vice Principals, and the MBSS staff have been given a similar presentation. A presentation about "Going Deeper with RTI" will be a central focus on our next meeting where District Leadership, Principals and Vice Principals will be getting together later this week.

A presentation to the COTR student teachers was suggested. Mr. Verbeurgt will contact the College to see if they would be interested.

Lengthy discussion ensued.

3. CORRESPONDENCE AND/OR NEW ITEMS

Nil

4. INFORMATON ITEMS

Nil

5. ADJOURNMENT

The meeting was adjourned at 11:25 a.m.

Communications Committee Report

Sent Media release(s)/Letters:

- None

Media release(s)/Letters for distribution:

- None

Media Releases/Letters in the works:

- None

Published/Media-Related Activities:

- None

Trustee Report

Board Meeting –Dec 8

Social Planning mtg –Dec 15

Key City Theatre mtg –Dec 15

CDTA Christmas Social –Dec 18

CDTA Exec. Mtg –Jan 7

AW PAC –Jan 12

KO PAC –Jan 12

Trustee Bellina's Report

November 17th - District of Sparwood Meeting re Mountain View lease - with Teck, Mayor, staff, Frank, Rob and I

November 24th - Committee Meetings

November 25th - FJMES Assembly -"Kiss a Pig" - Trustee, Principal, Vice-Principal (students exceeded goal of fund raising for Terry Fox campaign

December 2nd - PAC Meeting Sparwood Secondary

December 4 - 6th - BCSTA Trustee Academy and Kootenay Boundary Branch Meeting

December 9th - Board Meeting

December 16th - DSAC Conference Meeting

December 17th - FJMES Christmas Concert

January 12th - PAC Meeting FJMES

WEDNESDAY, NOVEMBER 19, 2014 AT 5:00 PM

Metis Kitchen Party at Parkland Middle School

One of the best attended Kitchen Parties that have been held at Parkland Middle School. The potluck meal was excellent and little was left to take home. Amy organized opportunities for the students to dance. Peter and the drumming group from Creston added to the richness of the evening.

The MNBC (Metis Nation of British Columbia) circulated a survey in support of obtaining further clarification of the issues that face Aboriginal Youth.

The Humanity Network of the East Kootenay brought their presentation materials in support of the Human Rights Day to be honoured on December 10th, 2014. The Society has arranged for Tomson Highway, Cree-Canadian playwright, author and musician, to present to MBSS students on the morning of December 9 and to the general public at the Key City Theatre in the evening of the same day.

THURSDAY, NOVEMBER 20, 2014 AT 10:00 AM

Metis Flag Raising Ceremony - City Hall, Cranbrook - 10:00 am

The City of Cranbrook has recognized the contribution of the Metis Community through a flag raising ceremony held at the City Hall. The event often falls on some of the more difficult weather of the year, but we were blessed with one of the warmer days of November.

The Metis Jiggers put on a fine exhibition of their skills and the event was further highlighted by a proclamation offered by Mayor Stetski, the elders engaged in the formal flag raising and supportive speeches from the Metis Nation of British Columbia and School District 5.

THURSDAY, NOVEMBER 20, 2014 AT 12:00 PM

Luncheon held at the Gathering Place - College of

the Rockies

I was fortunate in attending the formal opening of the Gathering Place at the College of the Rockies earlier this year. Part of the intention of developing such a facility was to provide a supportive environment for Aboriginal Students. We were fortunate in securing the use of the Gathering Place to hold a luncheon for those involved in the Flag Raising Ceremony. True to form, we arrived early and arranged tables.

The event was welcome addition to the morning's activities, the venue was excellent and all who had the opportunity to attend were thrilled by the new building.

I wish to extend our collective thanks to the College of the Rockies for their hospitality and specifically to Donna Beyer for booking the facility and all her help.

THURSDAY, DECEMBER 4, 2014 AT 12:59 AM

British Columbia School Trustee Association - Training Session in Vancouver - Dec 4 to 6

This was time well spent. For three days, we had the opportunity to review the responsibilities of a trustee and the expectations placed on those in public office. The highlight of the training was a presentation made by former Prime Minister, Joe Clark. His presentation in concert with his life's work was a refreshing reminder that making a contribution to society extends well beyond employment, regardless of weight or recognition, is worthwhile.

MONDAY, DECEMBER 8, 2014 AT 12:00 PM

Humanity Network Presentation - Laurie Middle School - Noon

What does Human Rights mean to you? The Humanity Network of the East Kootenay developed an awareness exercise for students. They were asked to explain their understanding of Human Rights and were given the opportunity for a "photo-op" with life-sized replicas of prominent Human Rights activists. The student comments and pictures will form a celebration to be posted on the Humanity Network website in 2015.

My participation in this undertaking was to encourage students to be involved and answer any questions that they might have. True to

form when working with students, I learned more than I shared.

TUESDAY, DECEMBER 9, 2014 AT 10:00 AM

Thomson Highway Presentation to Students at the Key City Theatre

Thomson Highway has had an interesting life. His presentation spoke of overcoming adversity and encouraging students to enjoy with wealth of cultures in Canada and in the world. He reflected on the respect provided to other cultures when you make a commitment to learning their language. He played on the importance of understanding culture through language and, in his experiences, through sharing music.

I attending his evening presentation to the general public and found it to be a different, but interesting message. He introduced a music selection that he had co-created with an eclectic group of musicians and with equally eclectic cultural background. His message was simple, albeit flamboyant at times, cultural diversity is a gift to be embraced.

TUESDAY, DECEMBER 9, 2014 AT 2:00 PM

Board Meeting - Cranbrook - 2:00 pm

This is the first meeting of the new board following the elections in November 2014. Following the "Swearing-In" of all trustees, the initial work of determining trustee representation on a variety of district committees was untaken. Frank Lento, the Board Chair, will work on the task of of completing the assignments over the Christmas Holidays and share the results with the Board on January 10, 2015.

FRIDAY, DECEMBER 12, 2014 AT 1:00 PM

Opening Ceremony - Rocky Mountain Elementary - Elkford

Ghost Busters! This was a ceremony to celebrate the reconstruction of the interior of Rocky Mountain Elementary School. In the spring of 2014 a difficulty with the power supply to the school resulted in damage to the heating system and need to gut the building. The

combined efforts of the Maintenance Department, the staff and students, District Management and the creativity of the community saw the reconstruction through to the opening in October.

The ceremony hosted comments from leadership at all levels: community, provincial and federal. The highlight, however, was a video presentation from staff. It chronicled the various stages of construction, the challenges faced and the compromises made. The students, seated on the floor, identified the names of faces they recognized as each picture appeared and faded into the next. My seat was located next to the kindergarten students, always the best place to learn new things. Toward the middle of the presentation a section was linked creatively to the theme music from Ghost Busters. The floor bounced with the vibrational energy of every tot in the gym. The section closed with the janitor, Dale, donning the standard backpack vacuum, while attempting to gather the last vestiges of ectoplasm or dust from the hallway.

The school looked great and my thanks to the staff and students of Rocky Mount Elementary for the opportunity to share their ceremony.

FRIDAY, DECEMBER 19, 2014 AT 5:00 PM

Metis Christmas Party - Manual Arts Building Cranbrook

This was an opportunity to meet and celebrate Christmas with the local Metis Society. The practice among friends is to reciprocate in celebration. The Metis Society has made an ongoing contribution to the cultural experience of students and staff in School District 5. It is important as part of that continued friendship to reciprocate in celebration.

I had a great time and my thanks again for including me.

WEDNESDAY, JANUARY 7, 2015 AT 3:45 PM

CDTA Meeting

This was an opportunity to meet with the BCTF representatives from each school and discuss items of particular interest. I will share my notes with District Management on January 13, 2015.



School District No. 5
From the Office of the Superintendent

To: Trustees
From: Lynn Hauptman
Date: January 13, 2015
Re: Monthly Report to the Board

Purpose of this Report:

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

Enrolment report – see attached

Superintendent's Activities

We had 53,941 SD5 website visitors in October – Google Analytics

I love December! Every year, I have the privilege of attending a number of Christmas Concerts in our schools. While I wasn't able to get to every concert, I know that the staff at every school should be commended for the many hours of dedication to make the concert season such an overwhelming success. The pride and joy on the faces of both the children performing and the proud parents, grandparents, aunts and uncles watching in the audience, is truly a wonder to behold. The concerts I attended this year included Gordon Terrace, Isabella Dickens, and Steeples Elementary School although I also visited the practices in a number of other schools. We also were treated to the Mount Baker Choir on December 18th who came and sang for us at the Board Office. What a talented group of young people!

Another highlight in December was the luncheons with the Maintenance, Transportation, and Board Office staffs both in Cranbrook and Fernie. What a great group of people we have working to ensure our district runs smoothly.

The Superintendent's report on Student Achievement for 2014/15 will be sent to the Ministry of Education by the end of this month once the Board of Education gives final approval. Previous reports on Student Achievement, along with current and past SD5 Achievement Contracts can be found at www.bced.gov.bc.ca/schools/sdinfo/acc_contracts/welcome.htm.

Our schools collected over 25 boxes of food items and \$1355 cash for the Salvation Army, donated cash and items for Christmas Tree Angel campaigns, over 40 bags of groceries for the Food Banks throughout the district and over 30 Christmas hampers which included gift cards and presents going to needy families. Gordon Terrace School raised \$3510 for their sister school in Nepal and LMS donated all dance proceeds to the worthy cause Free the Children. Thanks to all schools in the district for making Christmas so much more meaningful for many families in SD5.

Rocky Mountain Elementary School Official Grand Opening

On December 12, 2014, the ribbon was cut at Rocky Mountain Elementary School to signify the official opening of the school after a power outage and electrical surge in June caused fires within the school's heating and cooling system that led to the necessity of a complete refit of the school. This \$4 million restoration was celebrated with a school video featuring every person in the school and speeches from a number of visiting dignitaries including both MLA Bill Bennett, MP David Wilks, Mayor McKerracher, Board Chair Lento, Trustee Helgesen, PAC Chair Jennifer Gernon, Student Josie Ellice and Teacher Lisa Durand. Of course, there was also mention of the community's work in coming together to help the school win the Indigo Adopt a School contest resulting in a \$10,000 grant for books for their library. A good time was had by all!

Find Your Fit Tour – WorkBC

Laurie Middle School has been chosen as one of the few, if not the only, stops for WorkBC and the "Find Your Fit Tour" scheduled for Friday, February 13 in the school gym. It is a highly interactive, technical display that teaches students about work place fit and expected salaries and future opportunities. They will be inviting students from LMS and other schools in the area to participate. For more information visit <https://www.findyourfittour.ca/>.

Regional Adolescent Drug Use Survey

The East Kootenay Addiction Services Society will be conducting its 7th Regional Adolescent Drug Use Survey in the spring of 2015. All students in Grades 7-12 will be targeted to gain current information on substance use behaviours, patterns and consequences. This year, there will also be questions on time spent on gaming and social media and explore its impact on student functioning and correlation with substance use. Results should be ready by mid-December.

Sound Grading Practices/Assessment Literacy Conference – Portland, U.S.A.

We were able to support teams of teachers and administrators from our middle and high schools (ESS, SSS, FSS, LMS, PMS, MBSS) to attend the Portland Conference on Sound Grading Practices/Assessment Literacy in early December. The reviews from participants were excellent and this had led to deep conversations back at the schools and there will be further sharing at the P/VP meeting next week.

Finance/Operations Updates:

- Funding Announcement
- Purchasing Card Project
- Budget Prep 15/16
- Enrolment Projections – September 2015
- Budget Sessions with Education, Administrators, Operations and Transportation

Update from the Director of Instruction/Student Learning

CR4YR (The Ministry initiative Changing Results for Young Readers) has continued this year with two parallel groups: CR4YR (facilitator Carole Johns) CR4AR (facilitator Deb Kennedy). Both facilitators as well as two teacher participants from each group will be attending the January 22/23 CR4YR Winter Provincial Network Session held in Vancouver. Sessions will revisit the intellectual underpinnings which frame CR4YR: Spiral of inquiry, Indigenous principles of learning, evidence-based practice in reading instruction, social-emotional learning, self-regulated learning, inclusion, teacher collaboration, co-teaching, and co-planning and continuously building on the strengths of all learners.

Counsellors working group continues to meet on a regular basis with several meetings scheduled throughout the year. We are happy to announce that we now have all elementary positions filled as of January 5th!!! Welcome to Andrea Gotaas (HES/KOES), Andrea Spowart (AWES) and Kylie Philpotts (RMES). Professional development around suicide prevention, anxiety, depression, crisis response debriefing, peer counseling, and Child Protection continue to be encouraged and supported. Rick Nash presentations were very well receivedthanks to all our counselors who helped coordinate the events in our middle and high schools.

Provincial Exams and Semester End

Only three weeks left of Semester One. Teachers and students are busy preparing for Provincial as well as final exams. SD5 has selected the February provincial exam option and the exam schedule can be found at: <http://www.bced.gov.bc.ca/exams/>. Schools may have altered class schedules as a result of provincial exams, classroom exams or summary assessments.

Science Fairs

The Regional Science Fair has been scheduled for Friday, April 10 - Competitive Fair (Gr 6 to Gr 12) and Saturday, April 11 - Non-competitive Fair (Kinder to Gr 5) held at the COTR gymnasium. Registration fee is \$15 per student, with a maximum of 2 students per project. 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

Technology Update

Update for Baker: Server that was originally delayed is now here and is up and running. We will be able to move it to Baker and should be able to start cloning the computers soon. Switches are in and running properly. We will still need to configure them with our VLANs when we go live. Some old switches will need to be removed once we go live. Wiring has been completed. The roll out is now on pace to have MBSS complete during spring break. As the staff is very familiar with the PC platform very little support/training will be needed but will be in place once the staff returns from March break.

Update for FSS: Switches have been replaced with new ones. The switch cabinets will need to be looked at and possibly replaced.

The plan and school schedule will be reviewed once we are confident funding is in place. This will be discussed further during the budget process.

MyEducation BC

Cohort 3 schools have now been added to the converted districts and many of the original concerns have been addressed. SD 5 is moving forward with ensuring all converted data is accurate and we are once again able to utilize the modules available to us in BCeSIS. A report card working group with 4 teacher representatives has been established and will be meeting January 14 to begin training in MyEd. Planning for the Wave 2 district will begin in late January for all remaining schools.

Update from Director of Instruction/Safety/Aboriginal Education

Skills Training

We have been meeting about a few exciting Skills Training initiatives coming up in SD5. Our successful Project Heavy Duty continues this year in the Elk Valley. The SD5 team has been working hard to line up sponsors, suppliers, equipment and students!

Other initiatives in the planning stage include 'Maker Day' at COTR to enable kids to explore potential areas of interest and 'Yes 2 It', a grade 9 skills training initiative.

Aboriginal Education

Initiatives focusing on AB Ed include sending an SD5 team to the FNEESC conference in Vancouver. In addition to staff, we were very fortunate to have two elders accompany us to this valuable learning opportunity.

I had the rewarding opportunity of spending a morning at Aqamnik school. The principal, Michael Dereck, and I had a very fruitful conversation about results, resources, meeting student needs and transitioning to the public school system. Mr. Dereck and I hope to continue to have regular dialogue to address the needs of our students.

As well, I will be attending the Ktunaxa Education Summit next week and we will be bringing together our Enhancement Agreement review committee to review our Aboriginal Learners data as well.

Safe Schools Coordinator

This month we 'signed up' for Level 111 Erase Training as a School District. This advanced level includes the formation of Safe School Teams- teams of administrators, teachers and support staff working together to ensure the safety and continued achievement of our students.

Learning Initiatives

We are very excited that Leyton Schnellert will be returning to work with teachers again in SD5. This time, Leyton will be working on new curriculum and literacy initiatives with teams of Secondary folks!

Update from the District Principal/Student Services

The winter break always brings a few new families to the community and a need for further support for some students. We have responded to this small but significant influx with a few staffing adjustments.

We have expanded our use of assistive technology with text-to-speech software called Kurzweil 3000 and Firefly to assist readers with disabilities and difficulties. We have also expanded our use of speech-to-text software called Dragon Speaking Naturally to assist writers with disabilities and difficulties. There is another group of students who have low or no verbal ability and they use communication tools in flipbooks or on iPads to facilitate communication with others.

As we past the mid-point in the year, we start to collect the information to build our understanding of what next year's student population will look like and what supports are needed in schools.

To assist with understanding our Sept 2015 group of Kindergarten students, the Student Services Coordinators are collecting transition information from supported child care settings, pre-school settings and from the speech-language pathologists, occupational therapists and physiotherapists.

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 just over 200 teacher postings and 84 CUPE postings for the 2014-2015 school year.

We continue to interview qualified candidates for the TTOC list and for casual EAs for the communities of Jaffray, Fernie, Sparwood and Elkford of School District 5. 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.

Important Dates for Trustees:

Committee Meetings – January 26

Lynn Hauptman
Superintendent

School District 5 Enrolment - January, 2015

School	Student Funded FTE Sept. 30.13	Student Funded FTE Jan. 1.15	Difference
Amy Woodland Elementary	241	256	15
Elkford Elem/Secondary	163.625	172.375	8.75
Fernie Secondary	303.375	282	(21)
Frank J. Mitchell Elementary	336	350	14
Gordon Terrace Elementary	277	268	(9)
Highlands Elementary	245	260	15
Isabella Dicken Elementary	352	380	28
Jaffray Elem. Junior Secondary	168	168	0
Kootenay Discovery School	31.125	6	(25)
Kootenay Educational Services	52	65.75	13.75
Kootenay Orchards Elementary	231	237	6
Laurie Middle	302	301	(1)
Mount Baker Secondary	903.25	836.5	(67)
Parkland Middle	467	448	(19)
Pinewood Elementary	110	116	6
Rocky Mountain Elementary	236	219	(17)
Sparwood Secondary	253	261.5	9
Steeple Elementary	141	147	6
T.M. Roberts Elementary	360	351	(9)
Total District	5172.38	5125	-47

SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY

2014 TRUSTEE STANDING COMMITTEES

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

The Board Chair will attend as many meetings as possible.

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

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

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

**SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY
TRUSTEES
2014/15 SCHOOL ASSIGNMENT**

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

*The Chairperson will attempt to visit all schools.

2014 VICE CHAIRPERSON

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

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

Reminders:

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



School District No. 5
From the Office of the Secretary Treasurer

Memo

To: Trustees
From: Frank Lento, Chair
Date: January 8, 2015

Re: Southeast Kootenay Trustee Team Plan 2014/2018

Now that we have been elected for a 4 year term, may I suggest that perhaps we consider charting a 4 year "Future for the District". We should always take time to review and analyze what we are doing? Where we are going? How we will get there? When will we get there? Why are we going? And who will lead the way? Our Strategic Direction, our Achievement Contract and our schools' Growth Plans would complement this exercise. As we pursue the Gold Medal for our students we need a strong game plan if our primary objective is to serve, inspire and facilitate opportunities for students.

We have a dedicated Board of Trustees and we are surrounded by talented staff and employees. I am confident that we will give it our best and given the personality of the Board, if at the end of our 4 year term we have not been successful, it will not be for a lack of effort. The Future of our District cannot be known – it can be planned.

Accordingly I would like to suggest as the initial step that each Trustee identify 4 Areas of Emphasis that are important to you. (Areas may be for your community or District). We can then take these Areas of Emphasis and find common themes, develop some goals, identify expectations/outcomes and determine responsibilities in an effort to keep score over the next 4 years.

I will share a few and indicate that I would be happy to facilitate this exercise.

- School Replacements (MBSS, IDES, FJMES, AWES)
- Catchment Areas
- Middle Schools
- Advanced Post-Secondary Opportunities in the Elk Valley
- Integration of Early Childhood Education and Child Care in schools
- Griffin Decision Preparedness

- Extra-mural Programs

Please list your Areas of Emphasis

- _____

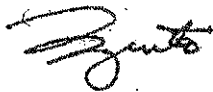
- _____

- _____

- _____

*As always this is only a suggestion and it is governance by the majority.

If you have any questions or concerns do not hesitate to contact me.



Superintendent's Report on Student Achievement 2014/2015

- ▶ Ensure transparency and accountability for each school district in terms of its responsibility for improving student achievement; and
- ▶ Provide information that will facilitate subsequent planning for continuing improvement of student achievement at the school and school district levels

Data and evidence used to report student achievement should include provincial and local (district) measures. Local data could include a number of district wide instruments commonly used, district designed measures such as school assessments and teacher classroom assessments.

Districts may report additional areas of student achievement arising from the most recent achievement contract.

The Superintendent's report is a public document, should be "reader friendly" and easily understandable.

The Superintendent's Report

- Should be brief and to the point.
- Should be focussed on results and evidence of acquired results.
- Should be a useful point of departure for future planning.
- Must be submitted by email by January 31

Please use this form to insert the required elements of the Superintendent's Report.

The completed report will be published on the Ministry website, as a PDF document.

Questions and/or concerns

Direct questions and/or concerns to the Ministry by email: EDUC.Achievement@gov.bc.ca

Submission

Submit your document, by January 31, to the Ministry by email: EDUC.Achievement@gov.bc.ca

Ministry of Education School Act

Section 22 of the School Act states the following:

"A board must appoint a superintendent of schools for a school district who, under the general direction of the board..., (b.1) must, on or before December 15 of a school year, prepare and submit to the board a report on student achievement in that district for the previous year.

Section 79.3 goes on to say:

"On receipt of a report submitted by a superintendent of schools under Section 23 (1)(b.1), the board must, on approval of the report,

- A) Immediately, and in any event no later than January 31st of the school year in which the board receives the report, submit that report to the minister, and
- B) As soon as practicable, make the report available to the public."

School District No:5

 School District Name: **Southeast Kootenay**

1. Improving Areas of Student Achievement

School District No. 5 (Southeast Kootenay) is proud to announce that it is an improving district. This is particularly apparent in the following areas:

- First Time Gr. 12 Grad Rate has improved again and it is the highest rate for Aboriginal in the past **five** years – note that parity has been reached in this statistic! (also well above provincial average)
- Overall results for Aboriginal students increasing in many areas
- A steady rise in FSA results in Writing and Numeracy for Grade 4 students and in Writing for Grade 7 students and also above provincial average for Grade 4 and 7 writing
- Improvements in all Math 10 results (All students and Aboriginal students)
- Social Studies 11 exam results particularly encouraging for Aboriginal students
- English 12 results improving with more students being increasingly successful (C+ or better)

All Students							
	2009/10 %	2010/11 %	2011/12 %	2012/13 %	2013/14 %	2013/14 #	Provincial %
First Time Gr 12 Grad Rate	83	84	86	79	85	393	80
Aboriginal Grad Rate	66	73	79	72	85	44	62
*Gr 4 FSA Writing	61	60	75	67	79	348	71
*Gr 4 FSA Numeracy	63	66	81	65	67	348	68
*Gr 7 FSA Writing (Ab)	48	56	56	56	59	75	52
*Ma 10 (F&P) (C+ or better) blend	n/a	57	55	54	57	256	66
*Math 10 F&P (Pass) Aboriginal (blend)	n/a	79	84	79	83	24	85
*Math 10 App/Work (blended)	n/a	85	93	94	95	117	89
*Math 10 App/Work (blended) Aboriginal	n/a	89	96	95	100	26	89
*Science 10 Exam (C- or better)	93	87	92	93	94	376	95
*English 10 Exam (C- or better)	90	90	93	90	92	370	90
SS11 Aboriginal (C+ or better)	43	46	44	45	56	25	51
Eng 12 (C- or better)	98	99	100	99	100	330	98
Eng 12 (C+ or better)	68	69	70	67	70	330	73
Com 12 Aboriginal (C+ or better)	35	72	43	65	71	17	54

2. Challenging Areas

What trends in student achievement are of concern to you?

- **Grade 7 Foundation Skills Assessment** – We see a significant drop in reading results this year and a slight drop in Numeracy results – is this a cohort issue? We will need to continue to monitor
- **Grade to Grade Transitions** – a slight drop each year from Grade 9 – 10 (93 to 92%); 10 – 11 (89 – 87%); 11 – 12(85 – 84%). This needs some attention
- **Eng 10 Blended** – although exam results improved, students' blended marks did not
- **Communications 12** – Our Aboriginal students show continued success at achieving higher than C+ but All Students actually decreased
- **6 Year Completion Rate** – while not significant, this rate dropped slightly. We will be examining the data more closely.

What evidence indicates this is an area of concern?

All Students							
	2009/10	2010/11	2011/12	2012/13	2013/14	2013/14	Provincial
	%	%	%	%	%	#	%
Gr 7 FSA Reading	52	58	64	69	62	403	66
Gr 7 FSA Numeracy	46	52	51	53	50	403	62
6 Year Completion Rate	81	75	77	79	78		84
Eng 10 (blended)	98	97	94	98	95	370	96
Eng 10 First Peoples	n/a	n/a	86	100	85	13	82
Sc 10 blended	93	97	94	97	95	376	95
Com 12 (C+ or better)	55	62	57	69	60	89	59

3. Programs / Performance / Results & Intervention

Comment on the effect of interventions and programs with specific reference to goals and targets set out in your last Achievement Contract.

The Achievement Contract sets out a goal of *all students graduating with purpose, options and hope by developing a sense of belonging in all students and enhancing the engagement in learning*. Graduates (or non-grads) continue to be monitored by each secondary school. This regular monitoring ensures the opportunity for early detection and early interventions for those students who are at-risk of not graduating. All monitoring reflects on the reason for not graduating, including International students, moving to Alberta, seasonal skiers/hockey players, etc. This informs our intention and focuses on the aspects of non-graduation that are within the control of the school and/or district. An added twist this year, we are also attempting to track students who may have elected schooling elsewhere as a result of job action and the later start to the school year.

All counsellors (K-12) form a working/learning group that continues to focus on graduation and the Ministry's conversation around the new grad program. Input and conversation will be an integral part of ensuring the success of SD 5 students. This working group continues to expand on the schools' ability to foster the connections necessary to keeping students engaged in school as well as promote academically, mentally and socially capable students. The release of the draft graduation document will have our

counselling group taking on a lead role in facilitating community discussions. Students' passions, talents and interests will be a key component of moving forward at the secondary level.

The District At-Risk Working Group has completed its review of Alternate schools within the district and their impact on student success. A three year action plan has been released and additional stakeholders have been invited to the table to support the recommendations. The effect these programs have on addressing the "connectedness" of a school community with all students is evident. A more formal method of data collection and analysis is underway to speak to the individual school programs and the increased opportunity to keep all students connected to and in school to complete graduation. This is already evident from our increase in the first time completion data. Our conversations have led to a need to further review our District's Alternate programs and their impact on maintaining a connection with our at-risk or vulnerable students to ensure the path to graduation remains accessible.

The District goal to *To develop literacy performance by purposefully engaging diverse learners in the process of reading to understand across all subject areas and to improve the knowledge, skills and attitudes in numeracy* continues to be supported by our commitment to the Changing Results for Young Readers Ministry of Education initiative. Five schools are now directly involved in a Primary focus while a parallel group of six schools is participating in an Adolescent focus. We continue to see a ripple effect on other schools. In an attempt to refocus some energy in the area of numeracy, we have secured several professional learning opportunities (this year and next) with Carole Fullerton. Her energy and enthusiasm in the area of primary math is having a tremendous effect in our district as ten of the eleven elementary schools have teams participating in the workshops. She will also be presenting to intermediate teachers.

Please include comments on the effect of interventions and programs. Based on acquired evidence, what efforts appear to be making a difference?

Sound Connections – This program provides a structured multi-sensory intervention with a focus on sound awareness. It builds from single sounds to consonant-consonant-vowel-consonant words using knowledge of the unit of onset-rhyme in words as a key strategy. In September 2012 Speech-Language Pathologists informally screened Kindergarten students. All schools used a play based observation screening method from Sound Connections. In order to get consistent data across all schools, they used what were common, identification of initial sound and the ability to rhyme. They found the vast majority of students were "just beginning" their phonological awareness progression. Some could rhyme and some could identify initial sound (although often inconsistently). Very few could generate a rhyme and identify beginning sound. Data from May/June clearly shows that there is a definite shift from the "just beginning" scale to the "confident" and "strong" scales. The trend appears to be a solid shift towards more children having stronger skills. The benefits of implementing the Sound Connections programs is evident and continues to provide classroom teachers with the strategies to support the language development of their students. The success of the program has schools/teachers investigating the extension of the program to include students at the grade 2 and possibly 3 level.

Common Assessment – Common assessment has shifted from a district expectation to one of a school implementation practice. Our teachers lead discussions on altering our focus from Grade 3, 6 and 9 assessments to one that supports school level assessments and plans. In-service on effective assessment practices are district wide (rather than grade 3, 6 and 9 specific) and school teams are developing strategies and having conversations on how to move their students forward. Schools/teachers are collaborating and sharing student strengths and areas of concern from one grade to another and

implementing programs in order to move their school forward. Two of our elementary schools (IDES & FJMES) have the majority of teachers moving forward and implementing The Daily Five in their classroom.

Our Writing Leaders group, supported and facilitated by Adrienne Gear's work (Writing Power) has seven of our eleven elementary schools having conversations and developing school-wide writing assessments. From these common assessments, goals and plans on supporting all students at all grade levels has evolved into definitive common practice that fosters student achievement for all students.

List any other Achievement programs you may have implemented in addition to previous years goals and targets and their results.

The District continues to target \$100,000 to Achievement Contract Grants (Inquiry Based Professional Learning Rounds) to support schools with their School Growth Plans as well as with the District's Achievement Contract. Funds are allocated to schools in response to their Inquiry Based Professional Learning Round applications and focus on: *Teams of teacher-learners working together to improve practice and student achievement.*

"The work will always be the work (Hord, 2009); that is, there will always be a curriculum to cover, learning outcomes to assess, feedback to be given, and final grades to produce, but PLC's are driven by a collective passion to know more, to understand why, and to determine how."(T. Schimmer)

We currently have 43 Learning Rounds in progress. Areas of sharing/learning include:

- Differentiated Instruction as it pertains to Curricular Competencies
- Adrienne Gear focus on improved non-fiction reading comprehension with all students
- Continued exploration of the Mind Up curriculum and the effects on self-regulation
- Sound Grading Practices
- Implementation of The Daily Five and its effect on student achievement
- Use of drills, projects and games in the mastery of basic Math facts
- Learning through the Arts
- Developing Cross-curricular competencies

One of the most exciting evolutions of these Learning Rounds is the growth from within a school community to the development of inter-school learning teams and the excitement that sharing and learning together generates. The rich conversations around formative assessment and ways to implement strategies to help all students achieve as well as to better communicate this learning has led to several very exciting initiatives:

- Changing Results for Young Readers still includes both a group with a primary focus and one with an intermediate focus supported by a local facilitator and a provincial facilitator.
- A "Communicating Student Learning" focus group has been initiated to investigate the possibilities available to us as a district to more effectively communicate the achievement of our students. Five schools (seven teachers) will be involved in the development and implementation of a new form of report card. The commitment to this initiative is predicted to have a significant impact on learning and outcomes for students.

The District and schools continue to place an emphasis on transition from grade to grade, from elementary to middle schools and from middle schools to secondary schools. The Inquiry Based Professional Learning Rounds have expanded from groups of teachers collaborating within the same school to groups of teachers collaborating and learning with colleagues from other schools and varying grade levels. Tinker Time projects and elementary exposure to the trades, and the "Learning through the Arts" initiative not only supports students in finding and developing their passions but has a significant impact on their transition to

middle school. Students have become familiar with the building, schedule and staff of the school they will soon be attending thus reducing the anxiety they (and their parents) sometimes face. It is truly inspiring to consider that a 21st Century project based learning initiative is also connected with building confidence in transitions.

List any other Achievement programs you may have implemented in addition to previous years goals and targets and their results.

The district has initiated an Elementary Skills Training program through Mount Baker Secondary allowing grade 5 and 6 classes to be exposed to skills training courses at the middle and secondary level. This initiative includes staffing and resource allocation through Education Plan funding. The program allows elementary students to experience potential areas of passion in skilled trades and industry training.

Sparwood Secondary has received its second grant from the Provincial Growing Innovations Grant. This project would work towards the prescribed learning outcomes in socials 8 and socials 9, physics 12, and woodwork. Another anticipated outcome with this project is that it will help build a stronger school community through this cross-curricular/cross-grade work culminating in the final projects during Medieval May month. They also hope it will inspire other projects of a similar multi-disciplinary nature. Significantly, students across several disciplines will witness the importance of each field's contribution to a larger goal.

4. Targets (Summarize the targets set out in your Achievement Contracts)

I.) Literacy: Identify your district's target(s) for literacy.

- By June 2017, all students will be able to read by the end of Grade 3
- By June 2017, we will see a 5% increase in FSA results in reading for all students in Grades 4 and 7
- 100% of students will successfully pass English 10, English 12 or Communications 12
- 75% of students will achieve C+ or better in English 10, English 12 or Communications 12

State the specific evidence and measures of student achievement in literacy and the results that have been realized.

- Due to job action last year, we were unable to pull results from report card marks or school based assessments for reading by the end of Grade 3
- FSA results – a 1% decrease for Grade 4 students and a 7% decrease for Grade 7 students. We will have to examine these results in relation to school based assessments and letter grades in subsequent years with no job action
- We have achieved the goal in English 12; within 5% for English 10 and within 3% at Communications 12
- Upward trend in English 12 and Aboriginal Students results in Communications 12 (C+ or better) but a decrease in English 10 results

II.) Completion Rates: Identify your district's target(s) for completion rates.

As our goal states, *all students will graduate with purpose, options and hope by developing a sense of belonging in all students and enhancing the engagement in learning.*

State the specific evidence and measures of student achievement for completion rates and the results that have been realized.

- While our 6 year completion rate had a 1% dip, our First Time Grade 12 Grad Rate had a significant upswing (79 – 85%) and our Aboriginal First Time Grade 12 Grad Rate reached parity from 72% to 85%!!

III.) Aboriginal Education: Identify your district's target(s) for aboriginal student improvement. State the specific evidence and measures of student achievement for aboriginal students and the results that have been realized.

The Enhancement Agreement was reviewed in 2014-15, including an analysis of data with the Education Agreement Advisory Committee. The statement developed to describe the process of assigning and measuring targets is as follows:

“The expectation of the Enhancement Committee, School District 5 (Southeast Kootenay) and the communities represented by the agreement is that all students will be prepared to be successful, contributing members of their community and the society in which we live. The targets that we set represent the academic improvement of the group. The strategies implemented for the improvement of the group need to respect the gifts, and support the growth, of each individual.”

Objective 1: Ensure students are successful in grade-to-grade transitions leading to secondary school graduation with a Dogwood Certificate.

Grade-to-Grade Transition targets from the Enhancement Agreement:

- Maintain or improve the 95% noted at the grade 6-7 level to extend through to graduation.
- Focus on Articulation Rates from grades 6 to 12 as it gives time for the younger students to address challenges that they may have in Numeracy and Literacy.

Objective 2: To improve literacy, focusing on reading and writing at all levels.

- Use Cohort data of classroom assessment measures to determine the level of required intervention.
- Target for a 5% increase in baseline cohort performance on classroom assessment measures.
- At the earlier grades, increase the number of students who are “Meeting or Exceeding” expectations on classroom assessment measures.

To this end, the following targets were determined:

- Increase the number of students who are taking the English 10 Provincial Exam in Grade 10.
- Increase the number of students who have “C” or better in the classroom assessment of English 10.
- Increase the number of students who are taking English First Peoples 10 in Grade 10.

Objective 3: To improve Numeracy at all levels.

- Use Cohort data on classroom assessment measures to determine the level of required intervention.
- Target for a 5% increase in baseline cohort performance on classroom assessment measures.

- At the earlier grades, increase the number of students who are “Meeting or Exceeding” expectations on classroom assessment measures.

Objective 4: To encourage and support Aboriginal Learners to pursue their future aspirations.

- Increase the awareness of students to career paths that are available, which include trades, but not limited to trades.
- Increase student participation in exploratory courses.
- Encourage students, if appropriate, to stay in the regular program in reference to Communications and English.

5. Children in Care

Summarize the work and your efforts in meeting the needs of Children in Care.

Three to four times per year, each School-based Principal and the District Principal of Student Services gather academic, behavioral and social functioning information on students who are in Continuing Care. Data collected, discussed and used in planning include attendance, academic progress, work effort, referrals, social worker contact, guardian contact, and extra-curricular involvement. Information on the success and challenges with students in Continuing Care is discussed with the Senior District Management twice per year.

What categories of Children in Care have been successfully identified and are being monitored? For example: continuing custody orders, temporary custody orders, other...

SD5 continues to identify and monitor students who are in Continuing Care in the formal manner, as mentioned above. There was a decrease in students in Continuing Care for last year at 33 to this year at 10. Fifty percent of the students in Continuing Care are identified as special needs. Sixty percent of the students in Continuing Care are of aboriginal ancestry.

There is no formal process to monitor students who are brought into temporary care situations, but school principals are advised of the situations through a Notification of Change of Guardianship. In both continuing and temporary forms of care, foster parents and social workers attend school/home meetings, Individual Education Planning meetings and are involved in authorizing activities requiring informed consent.

What structures are in place to provide effective communications among MCFD offices, social workers, foster parents and schools?

The local Ministry of Children and Family Development and Ktunaxa/Kinbasket Children and Family Services (KKCFS) share updated information on the status of each student in Continuing Care with an identified school contact each September. They also share this information with the District Principal of Student Services.

Information is additionally shared when changes in living arrangement, community transition or new school registration occur. Meetings are held with both agencies at the management level and at the front line level to ensure effective communication. The information collected from the agencies, the Ministry SharePoint (Feb each year) and BCeSIS are compared to ensure congruency.

What results are being achieved by students within the identified categories?

In the 2013-14 academic year, students in Continuing Care had varied success, though there was better attendance and performance in all areas other than secondary students.

Students in Continuing Care	(n)	Better	Same	Deteriorated
All students, performance/attendance	10	50%	10%	40%
Aboriginal students, performance/attendance	6	50%	17%	33%
All Elementary students, performance/attendance	1	0%	100%	0%
All Middle level students, performance/attendance	5	80%	0%	20%
All Secondary students, performance/attendance	4	25%	25%	50%

Of the three students in Continuing Care who were eligible for graduation, one moved, one withdrew, and one received a Dogwood Diploma.

It was noted for three consecutive years that for all students in Continuing Care there was less involvement in extra-curricular activities as they progressed through the grade levels.

6. Early Learning

What strategies are in place to address the needs identified in Early Learning?

- **Changing Results for Young Readers** – The teachers involved in this ministry initiative target their interventions for a child identified as at risk in their classes and utilize those strategies with other students in the class
- **Sound Connections** – This early intervention program helps students struggling with phonemic awareness
- **Columbia Basin Alliance for Literacy and the District Literacy Team** – There continues to be tremendous involvement from these organizations for families and children that include such things as Mother Goose, Books for Babies, Family Literacy initiatives all that have a positive impact on our young children and their families
- **Speech and Language Pathologists** – They continue to use their expertise with pre-kindergarten screening
- **Reference and Regulate (R & R)** – This intensive program for students with autism continues to have positive results
- **East Kootenay Childhood Coalition** – Continues to share resources and information regarding early intervention for children at risk
- **Strong Start Centers** – Our 4 centers continue to serve the needs of many families in our communities including an outreach component to Jaffray
- **Early Childhood Development Committee (Elkford/Sparwood)** – sponsors an Early Literacy Program

7. Other Comments

We have embarked on the beginning of new goals for the next five years as of the beginning of this school year. Our new Long Term Goals are to: ***“Enable all students will graduate with purpose and options and hope by developing a strong sense of belonging in all students and enhancing the engagement of learning” and “to develop literacy performance by purposefully engaging diverse learners in the***

process of reading to understand across all subject areas and to improve the knowledge, skills and attitudes in numeracy.”

The first goal is really to have a placeholder for the work we are doing in educational transformation. We know that our students need to have far more personalization in their learning so that we capture their passion for learning. This, of course, can only happen if our schools are safe, caring and welcoming for all students. This has been a key focus particularly over the last year.

I continue to be very proud of the work done by our district staff ensuring that there is success for all students. From the many professional and staff development opportunities both at the school and district level, to the inquiry-based learning rounds, to the partnerships within the Kootenay Boundary region and to the ministry, to the ongoing commitment to work collaboratively with community partners has all resulted in a strong and committed focus on improving achievement and life opportunities for all students.

Our Professional Learning Groups continue to expand in the district leading to more and more educators collaboratively focusing on their own practices that will lead to greater student achievement. The conversations continue to grow and deepen every year. This is perhaps the single most structure that is leading to educational transformation. We are pleased that our Board of Education continues to support this initiative through the budget process.

We are all invested in our students' learning and achievement!

8. Board approval date:

AMENDED ANNUAL BUDGET BYLAW

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

- 1. The 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. _____ (_____)
Amended Annual Budget Bylaw for fiscal year 2014/2015.
- 3. The attached "Statement 2" showing the estimated revenues and the estimated expenditures for the 2014/2015 fiscal year and the total budget bylaw amount of \$ _____ for the 2014/2015 fiscal year was prepared in accordance with the *Act*.
- 4. Statement 2, Statement 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE _____ DAY OF _____, 20____;

READ A SECOND TIME THE _____ DAY OF _____, 20____;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 20____.

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. _____ (_____)
Amended Annual Budget Bylaw 2014/2015, adopted by the Board the _____ day of _____, 20__.

Secretary Treasurer

RESOLUTION OF DIRECTORS

WHEREAS it is in the best interest of the Company to enter into an arrangement with the Bank to provide the Company with credit by way of a Corporate MasterCard account;

WHEREAS the Company has the power and authority to borrow money and otherwise obtain credit and to grant security on its assets;

BE IT RESOLVED:

1. THAT the Company is authorized to enter into an arrangement with the Bank to provide the Company with credit by way of a Corporate MasterCard account, under which arrangement employees of the Company may be issued with Corporate Cards on the MasterCard corporate account of the Company with the Bank and the Company shall be responsible for the payment of all amounts, including fees and interest, charged to such corporate account, the whole substantially on the terms and conditions set forth in the draft Corporate MasterCard Account Agreement submitted to and hereby approved by the directors;

2. THAT the ** _____

are/is hereby authorized to sign for and on behalf of the Company a Corporate MasterCard Account Agreement with the Bank substantially on the terms and conditions of the draft thereof approved by the directors, with such changes or modifications as the person(s) so signing may in their/his sole discretion deem appropriate, and to sign such other documents and do such other things they/he in their/his sole discretion deem appropriate or advisable in connection with or to give effect to such Corporate MasterCard Account Agreement and the program contemplated there under.

I, the undersigned, Secretary of _____ (the "Company") hereby certify that the foregoing is a true, correct and complete copy of a resolution of the directors of the Company passed effective the _____ day of _____ 20____, and the said resolution is in full force and effect and unamended as of the date hereof.

This _____ day of _____ 20_____.

**Where possible use titles only. Add "or any one of them, acting alone", "or any two of them, acting together" or otherwise, as required.

Name

Signature



December 12, 2014

File No: 0540.20

Ms. Lynn Hauptman
School District No. 5 (Southeast Kootenay)
940 Industrial Road #1
Cranbrook, British Columbia V1C 4C6

Dear Ms. Lynn Hauptman,

**Re: Community representation on
City of Cranbrook Cranbrook in Motion Committee**

School District No. 5 (Southeast Kootenay) appointed Patricia Whalen on the Cranbrook's Cranbrook in Motion Committee for the one-year term expiring in December 2014. Council wishes to express its appreciation for the valuable input provided to the committee throughout this term.

The City is extending an invitation to eligible organizations to nominate a member to sit on the Cranbrook in Motion Committee. It is important to note that members of the City's committees must be residents of the City. Attached are the terms of reference for this committee. Council will select and appoint members from those who have expressed an interest at its regular meeting in late January.

Your reply is appreciated, advising if you wish that Patricia Whalen be considered for a position on this committee, or if you wish to nominate another member of your organization, by January 9, 2015 to the attention of Kelly Thorsteinson, Executive Assistant, Office of the Mayor, by return mail or by e-mail at thorsteinson@cranbrook.ca.

Sincerely,

Lee Pratt
Mayor

LP/kt

Enclosed: Terms of Reference Cranbrook in Motion Committee

CRANBROOK IN MOTION

TERMS OF REFERENCE

MANDATE

The Cranbrook in Motion Committee is a select committee of Council established under section 142 of the *Community Charter*. It was formed to examine transportation planning and policy issues facing the City. There is a significant relationship between transportation, land use, social needs, traffic safety, parking and the environment. The Committee will examine these connections, in the context of both short term and long term planning, and provide recommendations to City Council for all modes of local mobility.

SCOPE OF WORK

The Cranbrook in Motion Committee shall provide advice and recommendations to Council in the following areas:

- Traffic operations;
- Traffic safety;
- Traffic calming;
- Accommodation of cyclists and pedestrians;
- Accommodation of people with disabilities and seniors;
- Transportation management within the City and City's interest in regional transportation issues;
- Long range transportation plans and major transportation projects, initiatives and programs;
- Transit operations;
- Downtown Parking, including recommendations related to disbursement of Downtown Parking Reserve Fund.

MEMBERSHIP

The Committee shall consist of eight (8) voting members as follows:

- Two members from City of Cranbrook Council
- One representative from each of the following:
 - School District No. 5;
 - Cranbrook Transit (the operator or designate);
- One representative from each of the following public agencies:
 - Ministry of Transportation;
 - RCMP;
- Two member from citizens selected "at large" to provide balance in the committee.

All voting members must be residents of the City of Cranbrook

The Committee shall have a non-voting representative from ICBC to act as a resource person to the Committee. The residency requirement does not apply to the ICBC representative.

Approved by Council resolution on February 4, 2013
Approved by Council resolution 041-09 on January 26, 2009
Amended by Council resolution on October 25, 2010

1

APPOINTMENT AND TERM

Members representing the public-at-large shall be appointed by Council for a term of up to three years and for no more than two terms. Members representing an agency or organization shall be appointed by Council for one year, renewable at Council's discretion upon written confirmation by the agency or organization of the member's status of employment with the agency/organization and the agency/organization recommendation to appoint the representative.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

CHAIR

The Chair shall be appointed by Council for 2009 and shall be elected by majority vote of Committee members thereafter at the first meeting of the calendar year.

QUORUM

Quorum of the committee is 5 voting members.

MAYOR'S ATTENDANCE

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

COUNCILLOR'S ATTENDANCE

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, any member of council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

MEETINGS

The Committee shall meet as required in order to adequately address Scope of Work in a timely manner. Meetings shall generally be held once per month.

The Committee shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

Approved by Council resolution on February 4, 2013
Approved by Council resolution 041-09 on January 26, 2009
Amended by Council resolution on October 25, 2010

RULES OF PROCEDURE

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3644, 2009.

VOTING

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee once every six months, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

AUTHORITY

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook, to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

Members (other than Council Members) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by City Council.

STAFF SUPPORT

The Committee Administration Liaison will be appointed as non-voting member by the Chief Administrative Officer.

Other City staff shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and periodic administrative support.



December 12, 2014

File No: 0540.20

Ms. Lynn Hauptman
School District No. 5 (Southeast Kootenay)
940 Industrial Road #1
Cranbrook, British Columbia V1C 4C6

Dear Ms. Lynn Hauptman,

Re: **Community representation on
City of Cranbrook Family and Community Services Committee**

The City is extending an invitation to eligible organizations to nominate a member to sit on the Family and Community Services Committee. It is important to note that members of the City's committees must be residents of the City. Attached are the terms of reference for this committee. Council will select and appoint members from those who have expressed an interest at its regular meeting in late January.

Your reply is appreciated, advising if you wish to nominate a member of your organization, by January 9, 2015 to the attention of Kelly Thorsteinson, Executive Assistant, Office of the Mayor, by return mail or by e-mail at thorsteinson@cranbrook.ca.

Sincerely,

Lee Pratt
Mayor

LP/kt

Enclosed: Terms of Reference Family and Community Services Committee

FAMILY AND COMMUNITY SERVICES COMMITTEE

TERMS OF REFERENCE

MANDATE

The Family and Community Services Committee is a select committee of Council established under section 142 of the *Community Charter*. It is formed to advise Council on issues of importance to seniors, youth, homeless people and physically challenged. The objective of the Committee is to provide information and insight on creating a liveable, diverse and inclusive community.

SCOPE OF WORK

The Family and Community Services Committee shall provide advice and recommendations to Council in the following areas:

- Reviewing proposed bylaws, policies and programs related to services for or relating to seniors, youth, homeless people, physical accessibility, and a liveable, diverse and inclusive community;
- Reviewing new development or redevelopment within the City as referred by Council, in terms of accessibility, affordability and liveable community issues and the needs of seniors, youth, and homeless people;
- To advise on social planning matters, thereby promoting community well being and raising awareness about social issues and those organizations and/or levels of government responsible for delivery of support services;
- Researching and exploring opportunities for enhancement of services for seniors, youth, and homeless people and enhancement of physical accessibility for all Cranbrook citizens;
- Any other matters referred to the Committee by Council; and
- May identify other areas for approval by Council.

The Family and Community Services Committee may hear and consider representations by any individual, organization or delegation of citizens on matters referred to it from Council.

MEMBERSHIP

The Committee shall consist of eight (8) voting members as follows:

- Two members from City of Cranbrook Council
- Two members representing the following community-wide organizations
 - School District No. 5;
 - United Way;
 - Salvation Army;
 - Cranbrook Society for Community Living;
 - Chamber of Commerce;

Approved by Council resolution 041-09 on January 26, 2009
Amended by Council resolution 080-09 on February 9, 2009
Amended by Council resolution on October 25, 2010

1

Family and Community Services Committee
Terms of Reference

- College of the Rockies;
- Columbia Basin Trust
- Two members representing the following public agencies:
 - Ministry of Children and Family Development;
 - Ministry of Employment and Income Assistance
- Interior Health
- RCMP
- Two members from citizens selected "at large" to provide balance in the committee from the following priority specific representation:
 - Youth
 - Seniors
 - Children and Family
 - People with disabilities
 - Diversity and immigration
 - Wellness and health
 - Public safety and justice

All members shall be residents of the City of Cranbrook

APPOINTMENT AND TERM

Members representing the public-at-large shall be appointed by Council for a term of up to three years and for no more than two terms. Members representing an agency or organization shall be appointed by Council for one year, renewable at Council's discretion upon written confirmation by the agency/organization of the member's status of employment with the agency/organization and the agency/organization recommendation to appoint the representative.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

CHAIR

The Chair shall be appointed by Council for 2009 and shall be elected by majority vote of Committee members thereafter at the first meeting of the calendar year.

QUORUM

Quorum of the committee is 5 voting members.

MAYOR'S ATTENDANCE

Approved by Council resolution 041-09 on January 26, 2009
Amended by Council resolution 080-09 on February 9, 2009
Amended by Council resolution on October 25, 2010

Family and Community Services Committee
Terms of Reference

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

COUNCILLOR'S ATTENDANCE

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, any member of council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

MEETINGS

The Committee shall meet as required in order to adequately address Scope of Work in a timely manner. Meetings shall generally be held once per month.

The Committee Administration Liaison shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

RULES OF PROCEDURE

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3644, 2009.

VOTING

All voting members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee once every six months, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

AUTHORITY

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook, to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

Approved by Council resolution 041-09 on January 26, 2009
Amended by Council resolution 080-09 on February 9, 2009
Amended by Council resolution on October 25, 2010



December 12, 2014

File No: 0540.20

Ms. Lynn Hauptman
School District No. 5 (Southeast Kootenay)
940 Industrial Road #1
Cranbrook, British Columbia V1C 4C6

Dear Ms. Lynn Hauptman,

Re: **Community representation on
City of Cranbrook Wellness and Heritage Committee**

School District No. 5 (Southeast Kootenay) appointed Chris Johns on the Cranbrook's Wellness and Heritage Committee for a one-year term expiring in December 2014. Council wishes to express its appreciation for the valuable input provided to the committee throughout this term.

The City is extending an invitation to eligible organizations to nominate a member to sit on the Wellness and Heritage Committee. It is important to note that members of the City's committees must be residents of the City. Attached are the terms of reference for this committee. Council will select and appoint members from those who have expressed an interest at its regular meeting in late January.

Your reply is appreciated, advising if you wish that Chris Johns be considered for a position on this committee, or if you wish to nominate another member of your organization, by January 9, 2015 to the attention of Kelly Thorsteinson, Executive Assistant, Office of the Mayor, by return mail or by e-mail at thorsteinson@cranbrook.ca.

Sincerely,

A handwritten signature in cursive script that reads "Lee Pratt".

Lee Pratt
Mayor

LP/kt

Enclosed: Terms of Reference Wellness and Heritage Committee

WELLNESS AND HERITAGE COMMITTEE

TERMS OF REFERENCE

MANDATE

The Wellness and Heritage Committee is a select committee of Council established under section 142 of the *Community Charter*. It was formed to provide advice to City Council on priorities for planning and policy development with regards to sports, arts, leisure, culture, heritage, parks, and recreation facilities and activities.

SCOPE OF WORK

The Wellness and Heritage Committee shall provide advice and recommendations to Council in the following areas:

- Act as an Advisory Committee to Council with respect to overall sports, arts, leisure, culture, heritage, parks, and recreation facilities and activities;
- Recommend policies, rules and regulations concerning the long term planning, construction, maintenance, management, arbitration, control, use and operations of parks and recreation facilities and the conduct of members of the public making use of such facilities;
- Recommend policies, rules and regulations concerning the planning, organization and operations of recreation programs;
- Review and make recommendations to Council in October of the second year of the current Council's mandate on a fee schedule for all facilities, programs and operations on which municipal fees shall be levied;
- Seek public input and assistance in the development of a master plans and policies for open spaces, recreation, culture, heritage and the arts;
- Develop a multi-year Action Plan, which Plan shall be reviewed and updated annually by October of each year and provided to Council for consideration and approval.
- Review all requests for assistance from community sports, arts, leisure, cultural, heritage, parks, and recreation facility groups and organizations and recommend appropriate actions to Council;

MEMBERSHIP

The Committee shall consist of eight (8) voting members as follows:

- One member from City of Cranbrook Council
- One representative from each of the following community-wide organizations
 - School District No. 5;
 - College of the Rockies;
 - Key City Theatre;
 - Cranbrook & District Arts Council

**Wellness and Heritage Committee
Terms of Reference**

- Three members for citizens selected “at large” to provide balance in the committee from the following priority specific representation:
 - 2 members of the community on the basis of their knowledge or interest in community parks, recreation, heritage and culture;
 - 1 youth representative;

All members must be residents of the City of Cranbrook

APPOINTMENT AND TERM

Members representing the public-at-large shall be appointed by Council for a term of up to three years and for no more than two terms. Members representing an agency or organization shall be appointed by Council for one year, renewable at Council's discretion upon written confirmation by the agency or organization of the member's status of employment with the agency/organization and the agency/organization recommendation to appoint the representative.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

CHAIR

The Chair shall be appointed by Council for 2009 and shall be elected by majority vote of Committee members thereafter at the first meeting of the calendar year.

QUORUM

Quorum of the committee is 5 voting members.

MAYOR'S ATTENDANCE

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

COUNCILLOR'S ATTENDANCE

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, any member of Council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

MEETINGS

Wellness and Heritage Committee
Terms of Reference

The Committee shall meet as required in order to adequately address Scope of Work in a timely manner. Meetings shall generally be held once per month.

The Committee Administration Liaison shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

RULES OF PROCEDURE

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3644, 2009.

VOTING

All voting members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee once every six months, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

AUTHORITY

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook, to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

Members (other than Council Members) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by City Council.

STAFF SUPPORT

The Committee Administration Liaison will be appointed as non-voting member by the Chief Administrative Officer.

Other City staff shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and periodic administrative support.



School District No. 5
From the Office of the Secretary Treasurer

Memo

To: Trustees
From: Rob Norum *RN*
Date: January 7, 2015
Re: Financial Disclosure Act

Trustees are required to complete Financial Disclosure Act statements between the 1st and 15th of January of each year of office. Although candidates in the recent school trustee elections filed Financial Disclosure Act statements with their nomination papers, all trustees are required to file another Financial Disclosure Act statement between January 1 and January 15, 2015.

Please note that trustees who leave office are required to file Financial Disclosure Act statements by the 15th of the month after leaving office. Trustees who leave office in December of 2014 are required to file Financial Disclosure Act statements by January 15, 2015.

Completed Financial Disclosure Act Statement forms should be provided to Mr. R Norum, Secretary Treasurer.

A copy of the "Statement of Disclosure" is enclosed for your use. If you have any questions, please feel free to contact me at 250.417.2054.

Thank you.



Statement of Disclosure Financial Disclosure Act

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
 - an elected local government official
 - an elected school trustee, or a director of a francophone education authority
 - an employee designated by a local government, a francophone education authority or the board of a school district
 - a public employee designated by the Lieutenant Governor in Council
- *("local government" includes municipalities, regional districts and the Islands Trust)*

Who has access to the information on this form?

The Financial Disclosure Act requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee?— s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input type="text"/> <i>last name</i>	<input type="text"/> <i>first & middle name(s)</i>
Street, rural route, post office box:	<input type="text"/>	
City:	Province:	Postal Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of government that applies to you:	<input type="radio"/> provincial <input type="radio"/> local government <input type="radio"/> school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

your capacity

name(s) of business(es)/organization(s)

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

legal description(s)

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position





December 22, 2014

TO: Superintendents, Secretary Treasurers, Executive Assistants, other school district election contacts
FROM: Audrey Ackah, BCSTA Legal Counsel
RE: Trustee Elections Bulletin 6/2014

Financial Disclosure Act Statements

Trustees are required to complete *Financial Disclosure Act* statements between the 1st and 15th of January of each year of office. Although candidates in the recent school trustee elections filed *Financial Disclosure Act* statements with their nomination papers, all trustees are required to file another *Financial Disclosure Act* statement between **January 1 and January 15, 2015**.

Please note that trustees who leave office are required to file *Financial Disclosure Act* statements by the 15th of the month after leaving office. Trustees who leave office in December of 2014 are required to file *Financial Disclosure Act* statements by **January 15, 2015**.

Completed *Financial Disclosure Act* Statement forms should be provided to the secretary-treasurer.

The *Financial Disclosure Act* is available at:

http://www.bclaws.ca/Recon/document/ID/freeside/00_96139_01

The Form and Frequently Asked Questions about the Form are available at:

<http://www.ag.gov.bc.ca/financial-disclosure/mo/faq.htm>

Reminder: Campaign Financing Disclosure Statement Forms

All disclosure statement forms for local elections candidates, elector organizations, campaign organizers and third party sponsors are available on the Elections BC website.

Participants must file disclosure statements with Elections BC by **4:30 p.m. on Friday, February 13, 2015**. The forms can be filled out online using Adobe Reader and emailed to Elections BC; downloaded, printed, completed and faxed to the Elections BC office; or scanned and emailed to Elections BC. A cover page for each participant must be signed before the forms are submitted. Hard copies of forms and guides are mailed to candidates and elector organizations after Elections BC receives the relevant information from local election officials. Third party sponsors are mailed their forms and guides after registering directly with Elections BC.



British Columbia
School Trustees
Association

Election De-brief

A de-brief locally with those who shared the election experience can be very useful in improving the process next election. I invite you to share those stories through me, so that at the next election, there is a record that can be drawn on by BCSTA to help in advising boards about election matters. My e-mail address is aackah@bcsta.org

Disclaimer: *This Bulletin provides general information and should not be relied upon as legal advice.*

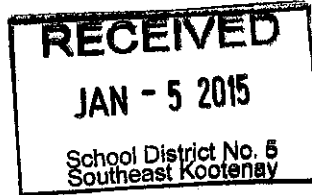
Public
mtg.

Board - Correspondence



PO Box 2259
741B - 2nd Avenue
Fernie, BC V0B 1M0

Phone: 250-423-4661
Fax: 250-423-4668
James_Hagglund@can.salvationarmy.org



School District #5 (South Kootenay)
940 Industrial Road, NO. 1
Cranbrook, BC V1C 4C5

December 24, 2014

Dear:Friends:

This comes to express our sincere appreciation for your donation of \$700.00 to The Salvation Army Fernie. The funds will be used to help the less fortunate in Fernie and the surrounding area. Your receipt is enclosed.

It is only with the help of others that we can continue to serve our Community.

God bless and thank you for caring,

Sincerely,

James & Gwen Hägglund
Majors
Corps Officers

Encl. Receipt #612525



Used Vehicle Tender Summary

Re: Sale of Buses, Trucks and a Van

Time: 1:15 p.m.

Date: December 3, 2014

Place: School Board Office

Present: Bill Graham
Corinne Burns

Bid Details:

2000 Bluebird 84 Passenger Bus

0053

Jon Knauf

\$150.00

2000 Bluebird 84 Passenger Bus

0054

Jon Knauf

\$ 50.00

Decision:

Vehicles were sold to Jon Knauf.

Robert G. Norum,
Secretary Treasurer