



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

January 16, 2024, 3:00 p.m.
Cranbrook Board Office

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

1.2 Greeting

Acknowledgement that we are gathered on the Homelands of the Ktunaxa People.

1.3 Chairperson's Opening Remarks and Recognitions

1.4 Opening Round

Members of the Board, District Management, District Staff and local Union Presidents share a reflection of gratitude.

1.5 Consideration and Approval of Agenda

1.6 Approval of the Minutes

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Approval of the minutes from December 12, 2023

1.7 Receipt of Records of Closed Meetings

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1.8 Business Arising from Previous Minutes

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

No meeting in December

3.2 Policy Committee

No meeting in December

3.3 Student Services Committee

No meeting in December

3.4 Finance Operations Personnel Committee

No meeting in December

3.5 BCSTA /Provincial Council

3.6 Communications Media Committee

3.7 Mount Baker Secondary School Replacement Committee

3.8 Key City Theatre

3.9 Legacy of Learning

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3.10 French Immersion Update

3.11 Traffic Safety Committee

3.12 Trustee Reports/Bouquets

4. SECRETARY TREASURER'S REPORT TO THE BOARD

Reporting on (finances/budget, capital projects, facilities, operations/maintenance/transportation)

4.1 Updates

4.1.1 Cranbrook School Boundaries and Catchment Areas

The boundaries and catchment areas of Steeples, Amy Woodland, Parkland Middle, and Laurie Middle will be discussed at the public consultation meeting at the Cranbrook Board Office on January 16, 2024, at 7:00 p.m. (A virtual option is also available).

4.1.2 Feeding Futures Advisory Group

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Minutes of November 20 meeting attached. The next meeting is February 15, 2024, at 10:00 a.m. at the Cranbrook Board Office. There will also be a virtual option.

4.1.3 Budget Timelines

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Budget 2024/2025 Timelines

4.2 Recommendations

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9.	QUESTION PERIOD	
10.	CLOSING ROUND	
11.	ADJOURNMENT	

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?



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

December 12, 2023, 3:00 p.m.

Cranbrook Board Office

Present: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina
Trustee Irene Bischler
Trustee Alysha Clarke
Trustee Nicole Heckendorf
Trustee Chris Johns
Trustee Sarah Madsen
Trustee Wendy Turner

Staff Present: Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer
Director of Student Learning and Indigenous Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault
Operations Manager Joe Tank
District Principal Student Services Darcy Verbeurgt
District Principal Early Learning and Child Care Laura-Lee Phillips
District Vice Principal Human Resources and Health & Safety Jaslene Atwal
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson McPhee called the December 12, 2023, regular public meeting of the Board of Education to order at 3:05 p.m.

1.2 Greeting

Chairperson McPhee acknowledged that we have gathered here on the Homelands of the Ktunaxa people.

1.3 Chairperson's Opening Remarks and Recognitions

Chairperson McPhee acknowledged the District Maintenance and Operations Department and Operations Manager Tank for the recent work during the emergency closure of Elkford Secondary School. The school was back in session on Monday, December 11.

Chairperson McPhee acknowledged the District employees who are on medical leaves of absence.

Chairperson McPhee acknowledged the celebrations of the holiday season. He also thanked the Cranbrook elementary music teachers for reintroducing the Cranbrook Elementary Children's Christmas Choir.

1.4 Opening Round

Members of the Board, District Management, District Staff and local Union Presidents shared a reflection of gratitude.

1.5 Consideration and Approval of Agenda

Additions:

3.9.1 Presentation to Legacy of Learning

5.1.3 Framework for Enhancing Student Learning

7.2 Official Community Plan (OCP) Hearing in Sparwood

MOTION R-23-201

Moved/Seconded by Johns/Turner:

THAT the agenda for the regular public meeting of the Board of Education of December 12, 2023, be approved as amended.

CARRIED UNANIMOUSLY

1.6 Election of Chairperson and Representatives

1.6.1 Election of Chairperson

As per Policy 7 – Board Operations (*Section 2 – Inaugural Meetings and Subsequent Annual Meetings*).

Secretary Treasurer Taylor made the call for nominations for the position of Board Chairperson:

Trustee McPhee accepted the nomination as designated by Trustee Turner.

Secretary Treasurer Taylor made a second and final call for nominations then declared that the nominations cease.

By acclamation, Trustee McPhee will serve as Chairperson of the Board of Education for 2024.

Chairperson McPhee assumed the chair of the meeting.

There was no election of Vice Chairperson. The Trustees will act as Vice Chairperson on a rotational basis with the scheduled attached to the in-camera meeting agenda of December 12, 2023.

1.6.2 Election of BCPSEA Representative & Alternate

Chairperson McPhee made the first call for nominations for a Board representative for the BC Public School Employers' Association (BCPSEA).

Trustee Ayling accepted a nomination as designated by Trustee Turner.

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

Chairperson McPhee declared Trustee Ayling as the BCPSEA Representative.

Chairperson McPhee made the first call for nominations for the alternate Board representative for BCPSEA.

Trustee Bischler accepted a nomination as designated by Trustee Ayling.

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

Chairperson McPhee declared Trustee Bischler as the alternate BCPSEA Representative.

1.6.3 Election of BCSTA Representative & Alternate

Chairperson McPhee made the first call for nominations for a Board representative for the BC School Trustees Association (BCSTA) Provincial Council.

Trustee Bellina accepted a nomination as designated by Trustee Ayling.

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

Chairperson McPhee declared Trustee Bellina as the BCSTA Provincial Councillor.

Chairperson McPhee made the first call for nominations for an alternate Board representative for the (BCSTA) Provincial Council.

Trustee Clarke accepted a nomination as designated by Trustee Bellina.

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

Chairperson McPhee declared Trustee Clarke as the alternate BCSTA Provincial Councillor.

1.6.4 Election of Bargaining Representative - BCTF

Chairperson McPhee made the first call for nominations for the British Columbia Teachers' Federation (BCTF) Bargaining Representative.

Trustee Bischler accepted a nomination as designated by Trustee Turner.

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

Chairperson McPhee declared Trustee Bischler as the BCTF Bargaining Representative.

1.6.5 Election of Bargaining Representative – CUPE

Chairperson McPhee made the first call for nominations for the Canadian Union of Public Employees (CUPE) Bargaining Representative.

Trustee Heckendorf accepted a nomination as designated by Trustee Madsen.

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

Chairperson McPhee declared Trustee Heckendorf as the CUPE Bargaining Representative.

1.7 Approval of the Minutes

MOTION R-23-202

Moved/Seconded by Heckendorf/Bischler:

THAT the minutes of the regular public meeting of the Board of Education of November 14, 2023, be approved as circulated.

CARRIED UNANIMOUSLY

1.8 Receipt of Records of Closed Meetings

MOTION R-23-203

Moved/Seconded by Johns/Turner:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of November 14 and November 27, 2023.

CARRIED UNANIMOUSLY

1.9 Business Arising from Previous Minutes

1.9.1 Kootenay Boundary Branch (KBB) Motion Building Session

All proposed motions have been submitted to the Kootenay Boundary Branch (KBB) by Trustee Ayling. The motion building session will be held on January 20, 2024.

Trustee Ayling was recognized for her ongoing work on preparing the motions for KBB.

1.9.2 Underfunding of Special Education

MOTION R-23-204

Moved/Seconded by Johns/Turner:

THAT agenda item 1.9.2 Underfunding of Special Education be referred back to the Student Services Committee meeting of January 22, 2024.

CARRIED UNANIMOUSLY

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

Nil

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

Co-chair Trustee Clarke reviewed the minutes of the November 27, 2023, meeting of the Advocacy/Education Committee.

MOTION R-23-205

Moved/Seconded by Clarke/Heckendorf:

THAT the report of the Advocacy/Education Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.2 Policy Committee

Co-chair Trustee Bellina reviewed the minutes of the November 27, 2023, meeting of the Policy Committee.

MOTION R-23-206

Moved/Seconded by Bellina/Heckendorf:

THAT Appendix D be removed from Policy 12 and Policy 13. A link to the organizational chart will be provided as Appendix D in lieu of the actual chart.

CARRIED UNANIMOUSLY

MOTION R-23-207

Moved/Seconded by Bellina/Ayling:

THAT the report of the Policy Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.3 Student Services Committee

Co-chair Trustee Ayling reviewed the minutes of the November 27, 2023 meeting of the Student Services Committee.

MOTION R-23-208

Moved/Seconded by Ayling/Bischler

THAT the report of the Student Services Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.4 Finance Operations Personnel Committee

Co-chair Trustee Johns reviewed the minutes of the November 27, 2023, meeting of the Finance Operations Personnel Committee.

MOTION R-23-209

Moved/Seconded by Johns/Bischler:

THAT the report of the Finance Operations Personnel Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.5 BCSTA Provincial Council

MOTION R-23-210

Moved/Seconded by Bellina/Clarke:

THAT the report of the BCSTA Provincial Council be accepted as presented.

CARRIED UNANIMOUSLY

3.6 Communications Media Committee

Trustee Ayling

MOTION R-23-211

Moved/Seconded by Ayling/Johns:

THAT the report of the Communications Media Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.7 Mount Baker Secondary School Replacement Committee

The District Parent Advisory Council (DPAC) is writing a letter of support advocating for the replacement of Mount Baker Secondary School.

MOTION R-23-212

Moved/Seconded by Johns/Heckendorf:

THAT the report of the Mount Baker Secondary School Replacement Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.8 Key City Theatre

MOTION R-23-213

Moved/Seconded by Ayling/Madsen:

THAT the report of the Key City Theatre be accepted as presented.

CARRIED UNANIMOUSLY

3.9 Legacy of Learning

Trustee Johns provided the report attached to the agenda package.

3.9.1 Presentation to Legacy of Learning

Trustee Bellina presented a print of the Michel School to the Board of Education. The Board of Education will donate this picture to the Legacy of Learning.

MOTION R-23-214

Moved/Seconded by Johns/Turner:

THAT the Legacy of Learning report be accepted as presented.

CARRIED UNANIMOUSLY

3.10 French Immersion Update

Trustee Heckendorf

MOTION R-23-215

Moved/Seconded by Heckendorf/Bischler:

THAT the French Immersion update be accepted as presented.

CARRIED UNANIMOUSLY

3.11 Traffic Safety Committee

Trustee Johns discussed the parameters of the Vision Zero grant. The grant will cover flashing speed control lights at two schools in 2024 (Pinewood Elementary, Kootenay Orchards Elementary) and two schools in 2025 (Highlands Elementary and TM Roberts Elementary).

Trustee Johns acknowledged the work of Elizabeth Chaney Wright in applying for the Vision Zero grant.

MOTION R-23-216

Moved/Seconded by Johns/Madsen:

THAT an application for a Vision Zero grant be approved by the Board of Education.

CARRIED UNANIMOUSLY

MOTION R-23-217

Moved/Seconded by Johns/Heckendorf:

THAT the report of the Traffic Safety Committee be accepted as presented.

CARRIED UNANIMOUSLY

3.12 Trustee Reports/Bouquets

Trustees reported on their activities for the month.

- Trustee Bellina extended bouquets to trustees for attending the Trustee Academy. She also acknowledged Trustee Madsen's organization of the Christmas activity for trustees.
- Trustee Johns acknowledged the production at the Key City Theatre (The Odd Couple). He also acknowledged the Indigenous Fair and the Christmas concert at Highlands Elementary.

4. SECRETARY TREASURER'S REPORT TO THE BOARD

4.1 Updates

4.1.1 Cranbrook School Boundaries and Catchment Areas

Secretary Treasurer Taylor provided an update on the Cranbrook boundaries and catchment area proposals. The boundaries and catchment areas of Steeples, Amy Woodland, Parkland Middle, and Laurie Middle will be discussed on January 16 at 7:00 p.m. This meeting will be held at the Board Office with a virtual option through Teams.

4.1.2 Feeding Futures Funding Advisory Group

Secretary Treasurer Taylor continues to assess the needs of schools in the District.

Third party catering is being reviewed for Cranbrook and Sparwood.

More information will be provided at the Finance Operations Personnel Committee meeting on January 22, 2024.

4.2 Recommendations

MOTION R-23-218

Moved/Seconded by Bischler/Ayling:

THAT the Secretary Treasurer's report be accepted as presented.

CARRIED UNANIMOUSLY

5. SUPERINTENDENT'S REPORT TO THE BOARD

The Framework for Enhancing Student Learning report can be found on the School District's website at www.sd5.bc.ca.

5.1 Updates

5.1.1 Strategic Planning Update

The Strategic Planning process is still in progress. Superintendent Johnson is taking into consideration the discussions from student input sessions.

The work on the strategic plan for the District will continue in the new year; however, the current mission, vision and values statements of the District still appear truly relevant at this time.

5.1.2 Accessibility Committee Update

District Principal Verbeurgt provided an update from the Accessibility Committee. The terms of reference for the Committee have been developed and there will be an upcoming survey regarding barriers to accessibility in schools.

5.1.3 Framework for Enhancing Student Learning (FESL)

Superintendent Johnson will meet with the provincial Framework for Enhancing Student Learning Committee on December 13. The purpose of this meeting is to review the Ministry feedback on this year's District FESL submission.

Superintendent Johnson will share the feedback at the Finance Operations Personnel in-camera meeting on January 22, 2023.

5.2 Recommendations

MOTION R-23-219

Moved/Seconded by Johns/Heckendorf:

THAT the Superintendent's Report be presented as presented.

CARRIED UNANIMOUSLY

6. CHAIRPERSON'S REPORT

6.1 Updates

6.1.1 Chairperson's Trustee Update for November

The Chairperson's Trustee update will continue to be provided to all trustees.

Chairperson McPhee shared information from a Poverty Reduction workshop he attended during the first week of December.

Chairperson McPhee reminded the public that the date of the next meeting of the Board of Education has been changed from January 9, 2024, to January 16, 2024.

6.2 Recommendations

MOTION R-23-220

Moved/Seconded by McPhee/Heckendorf:

THAT the Chairperson's Report be presented as presented.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Business Arising from Delegations

Nil

7.2 Official Community Plan (OCP) Hearing in Sparwood

Trustee Bellina attended the OCP meeting on December 5, 2023.

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 City of Fernie Notice of Zoning Bylaw Amendment Bylaw

8.2 Board Office Holiday Pot Luck - December 15

8.3 Board Office Gift Exchange - December 15

8.4 Winter Break - December 23 to January 5

8.5 First Day Back to School - January 8

9. QUESTION PERIOD

- CDTA representative, Shelley Balfour discussed accessibility issues in the boardroom of the Cranbrook Board Office.

10. CLOSING ROUND

Trustees, District Management and local Union Presidents were offered an opportunity to share a final comment on the meeting.

11. ADJOURNMENT

MOTION R-23-221

Moved/Seconded by Johns/Bischler:

THAT the December 12, 2023, regular public meeting of the Board of Education adjourn at [time].

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?

Doug McPhee, Chairperson

Nick Taylor, Secretary Treasurer

DRAFT



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meetings:

December 12, 2023

- Secretary Treasurer's Report
 - Personnel
 - Land
 - Legal
 - Matters if in the opinion of the Board the public interest requires consideration in camera

A handwritten signature in black ink, appearing to be 'NT'.

Nick Taylor
Secretary Treasurer

SD #5 Report January 2024 from Legacy of Learning

- worked with contractor to greatly improve access to SD #5 Yearbooks (\$472.50) and (3 hours)
-discussed with contractor the development of a school-based approach to website content – “Building Family” (3 hours planning and development) – estimate of programming and development from contractor \$4-5,000 which will create the ability for users to create Family-Based Folders on the website (students can find their brothers/sisters; moms/dads; grandparents; aunts/uncles in the larger CBIRH collection and gather into a presentation)
- scanned Mount Baker Wild programmes 2009-10 & placed in Archives (3 hours)
- received and started to catalogue very large collection of Mount Baker drama photos, posters and programmes going back to 1964. (4 hours)
- contacted David Stock re above collection and arranged to consult in February
- contacted Frank Lento and Gordon Walmsley re Green Cup.
- scanned 1955-57 Mount Baker newspapers (2 hours) & added to Archives
- checked & shelved Laurie School loan
- went through SD #5 collections – estimated 21, 435 images excluding Yearbooks (2 hours)
- scanned Connie Carsten collection (teacher) and Mount Baker drama programmes (2 hours)
- scanned 3 old Mount Baker High School Viewpoints (2 hours)
- scanned 1966 SPARWAN Yearbook [Sparwood Secondary] (1 hour)

Totals: \$472.50 cash outlay
\$550 (22 hours staff time)

**Feeding Futures Advisory Group
Minutes**

**November 20, 2023, 9:00 a.m.
Jaffray Hall**

1. Call to Order

Michael Kelly called the meeting to order at 9:01 a.m.

2. Land Acknowledgement

Recognition that we are gathered on the Homelands of the Ktunaxa people.

3. Introductions

All attendees participated in the introductions.

4. Consideration and Approval of Agenda

The agenda was approved as circulated.

5. Approval of the Minutes

Nil

6. Business Arising from Previous Minutes

Nil

7. New Business**7.1. Meeting Norms**

Secretary Treasurer Taylor reviewed the meeting norms included in the agenda package.

7.2. Ministry of Education and Child Care Feeding Futures School Foods Programs Guidelines**7.2.1. Feeding Futures School Foods Programs Operating Funding (\$808,000)**

Secretary Treasurer Taylor reviewed the scope of the Feeding Futures School Foods Programs Operating Funding.

Discussions included:

- Building foundations for universal food programs
- Educational initiatives
- Focus on food versus hiring and salaries
- Community Links funding

- Allocated \$10 per student – will there be more funding coming?
 - Timelines for these funds
 - Food hampers may continue
 - Every school has a different culture
- Tracking of funds
- Affordability funds will not be continued
- What services are being duplicated?
- Potential of bulk purchasing
- Reach out to food banks for family supports
- PAC and DPAC representatives
- Carry forward of Affordability Funds from prior years
- Work with PVP
- Affordability funds – report can be provided

7.2.2. Foods Infrastructure Grant (\$155,000)

Capital funding grant information included in the agenda package was reviewed.

- Committing funds to Fernie Secondary
- Youth Care Worker requests were submitted and granted
- Retrofit space in schools (non-instructional space)
- Operational capacity of current facilities
- Cooking classrooms for food security
- Food production and optimization
- Centralized food production
- More infrastructure funds coming
- Legacy funding

7.3. Short-term Goals

7.3.1. District-wide

Schools to continue existing breakfast and other foods programs

- \$10 per student FTE
- More funds available as needed
- Centralized distribution
- Keep doing what we are doing
- May look different community to community

7.3.2. Elk Valley

FSS pilot to support IDES and FJMES lunches for vulnerable students

- Extra kitchen time for Fernie Secondary School kitchen
- Elementary schools in Fernie and Sparwood – approximately 15 meals per day (per school) made at the Fernie Secondary School kitchen

- Send by internal courier – from Fernie Secondary to Isabella Dicken and Frank J Mitchell
 - Back up plan for food distribution if roads are impassable
 - Stock piling of some meals

Scale to Secondary Schools

Elkford supported by ATCO (not sustainable long-term)

- \$1,000 of food per week
- What is the plan moving forward?
- Elkford will need to be included in long-term plans as there is uncertainty on ATCO's ongoing support
- What will happen to the ATCO trailer with the kitchen?
- Would funding be available?
- \$275,000 for ATCO trailer with professional kitchen

7.3.3. Cranbrook/Jaffray

Continuing to leverage third-party partnerships (Salvation Army lunches, Food Bank support when commercial kitchen is complete, Community Connections)

- Supports in place
- More opportunity for third party relationships
- Scale up third party relationships
- Salvation Army update (quality improvement)
 - Sandwiches upgraded
 - 150 lunches for Cranbrook daily
 - No individual bag lunches
 - Dry goods (snacks) provided monthly
 - Orange fruit cups, granola bars, Nutrigrain bars
- Are we feeding all of the vulnerable student population?
- Perception and stigma with distribution
- Life skills participation
- Gaps in supply (i.e., summer, holidays, weekends)
- Outreach
- Donate through School Cash Online

7.4. Long-term Goals

7.4.1. Pay-what-you-can universal self-sustaining breakfast and lunch program (all kids in all schools)

7.4.2. Foods/Nutrition Education Programming

7.4.3. Facilities audit to understand foods preparation capacity constraints (namely FSS)

7.4.4. Area Standards - Kitchen space in new School District facilities

7.4.5. Incorporating Indigenous Worldviews into Foods Programs

7.4.6. Holidays/summer breaks plan

7.5. Roundtable discussions & questions

7.5.1. Reflection on short-term and long-term goals

7.5.2. Discuss vision and mission for foods funding and programming

Vision = the goal we hope to achieve (“what we want”)

Example: Delicious Caterers LLC “*A world built on strong, sustainable food service practices.*”

Mission = how we achieve that goal

Example: “*Creating sustainable food service with natural, organic ingredients.*”

7.5.3. Questions for moving forward

8. Items for Information / Correspondence

8.1. [Ministry of Education and Child Care News Release – School food programs get historic investment to help feed kids](#)

8.2. [Deputy Minister’s Bulletin \(April 4, 2023\) – Feeding Futures School Food Programs Fund – Instructions to School Districts](#)

8.3. [Deputy Minister’s Bulletin \(April 4, 2023\) – Feeding Futures School Food Programs Funding – Questions and Answers](#)

8.4. Nutritious School Food – A Feeding Futures resource for school food and meal programs

8.5. [Fuel Up! School Lunch Program Overview](#)

9. Action Items for Future Meetings

9.1. Dates for future meetings (February and May 2024)

Meet quarterly (February and May)

9.2. Complete Vision/Mission statements to propose for February 2024 to larger group

Email any ideas on Vision/Mission statements to Nick and Michael

9.3. Update information on the website for public

Information will be on the website

9.4. Come to the next meeting with 2 exciting ideas that we can implement (i.e., Grant opportunities, Indigenous incorporation ideas, food education/nutrition ideas, additional partnership opportunities)

10. Question Period

- Direction for Youth Care Workers
 - Previous food budget is the same as prior years
 - Food for FJ Mitchell and Isabella Dicken Elementary pilot project

11. Adjournment

The Feeding Futures Advisory meeting was adjourned at 1:53 p.m.

2024/25 Preliminary Budget Development Timelines

Week of January 15-19, 2024	Notice for Input to Budget Planning Process
Week of February 12-16, 2024	First Team Working Sessions – Budget Deliberations
February 26, 2024	Board Committee Meeting – Preliminary Budget Input from Stakeholders
February 27, 28, 29 2024	Meet with PVP and Senior Management on enrolment forecasting
March 12, 2024	Regular Board Meeting – Final Budget Input from Stakeholders
March/April 2024	Ministry Funding Announcement
Week of April 8-12, 2024	Second Team Working Session – Budget Input
Week of April 22-26, 2024	Third Team Working Session – Budget Review
May 13, 2024	Regular Board Meeting – First Reading of 2023/24 Budget Bylaw
Week of May 6-10, 2024	Date to be determined for Fourth Team Working Session – Budget Review
June 11, 2024	Regular Board Meeting – Second, Final Reading and Adoption of 2024/25 Budget Bylaw

**Board Working Session Dates Booked for 2024
Cranbrook Board Office**

February 16 (9:00-4:00)

April 11 (9:00-4:00)

April 25 (9:00-4:00)

May 10 (9:00-4:00)

Any additional sessions will be determined on April 25

LEARNING TOGETHER

NO.3





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A picture says a thousand words...

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News from District Teachers

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Draft 2024-2025 School Calendar

LEARNING TOGETHER IN SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)



There are so many wonderful events happening across the District as we celebrate the holiday season.

From Winter Extravaganzas to school concerts, I hope that everyone has the opportunity to take in some of the festivities.



As the holiday season approaches, we recognize that this can be a stressful time for many individuals. Whether you are a valued member of our school district staff or part of our extended school family, we want you to know that support is available.

The District understands the challenges that may arise during this time of year, and we encourage you to reach out if you need assistance or support. As we all look forward to a much needed break, our commitment to the well-being of our community extends beyond the school bell.

May everyone and their families have a joyful and peaceful holiday season, but please do not hesitate to connect if your require resources or assistance.

For students and families, please reach out to your school principal. For district staff, please reach out to your union representative and human resources.

You may also email me directly (viveka.johnson@sd5.bc.ca) if support is required during the break when schools and offices are closed.

**Viveka Johnson,
Superintendent**



erase stigma | embrace understanding



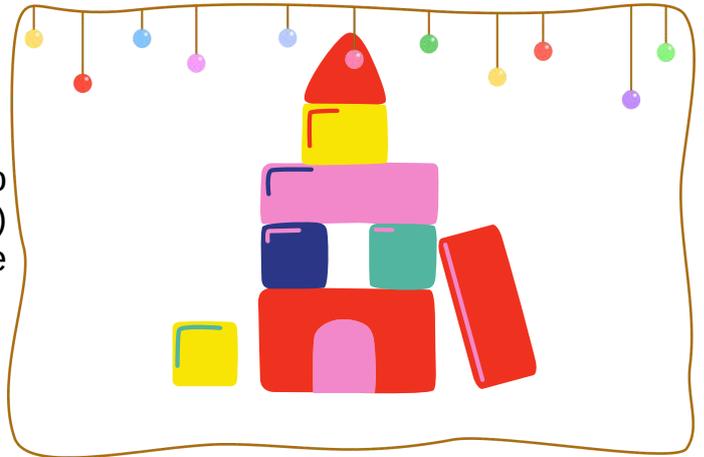
Early Learning and Child Care



Strengthening Early Years to Kindergarten Transitions (SEY2KT)

The Strengthening Early Years to Kindergarten Transitions group (SEY2KT) met their goal of spreading positive messaging about the StrongStart program.

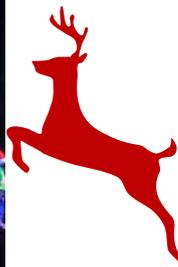
The tree-lighting in Sparwood was amazing.



TIS THE SEASON AROUND THE DISTRICT



Highlands Elementary performed "Twas One Crazy Night Before Christmas". It was a phenomenal production! Thank you to Principal Wasylowich and Vice Principal Thompson for the outstanding supporting roles!



Pinewood Elementary's Christmas Concert was based on the book "The Wishing Tree". It was a fantastic show and a shout out goes to Ms. Benson, staff, and students for a wonderful night.



Rocky Mountain Elementary held their Winter concert on December 14. Students did an amazing job under the direction of Fine Arts Teacher Mrs. Vanderschee.



TIS THE SEASON

AROUND THE DISTRICT



Isabella Dicken Elementary hosted its Annual Elf Week from December 11-15. There were many activities including designing wrapping paper in the Gift Wrapping Workshop, measuring in the Bakery Workshop, and testing in the Toy Workshop. Students created holiday cards for the seniors and practiced singing holiday songs. Friday, December 15, was the official Elf Day. Local firefighters collected all of the donated toys and students walked to Trinity Lodge where they sang holiday tunes and gave cards to the seniors. Elf Week is all about being inclusive and giving back to the community - a truly "Elf"tastic tradition!



The Outdoor Education class from Sparwood Secondary explored the Grave Lake area to learn about winter survival skills. They built shelters and fires and used snow to learn about water purification. Students also had a lesson on using avalanche transceivers.



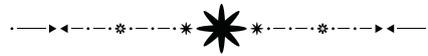
Rocky Mountain Elementary and Elkford Secondary enjoyed team building with Ms. Wurmlinger and Ms. Tsao (RMES) and Ms. Buchan and Mr. Sanford (ESS).



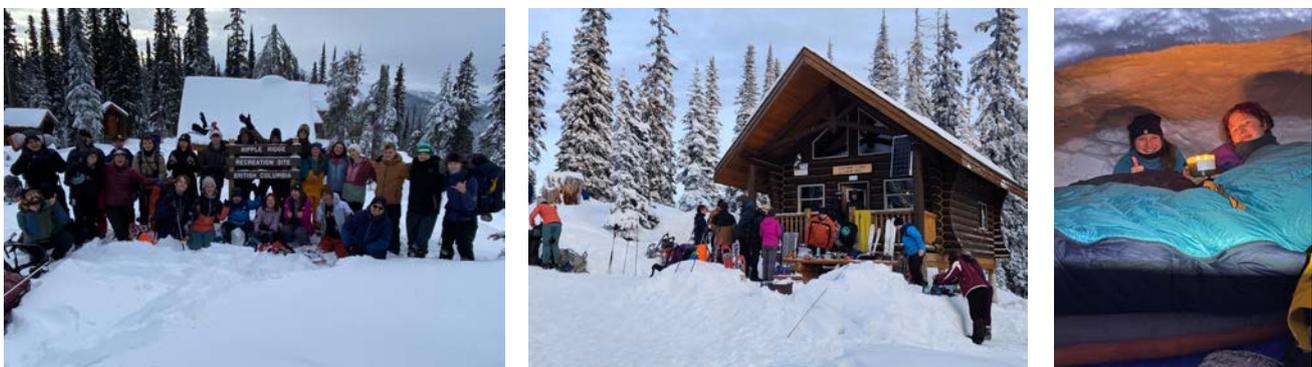
TIS THE SEASON AROUND THE DISTRICT



So much to be grateful for at Sparwood Secondary. The electives department continues to shine. Ktunaxa wildlife tapestries (left); wood work projects (middle); and skating (right).



Isabella Dicken Elementary is grateful for a school-wide pizza fundraiser in support of Jan Nabb who is running solo across Canada to raise funds for Children Fighting Cancer (left); teamwork in grade 4/5 physical education (middle); and food chain dioramas in grade 3 (right).



Mount Baker Secondary students in the Environmental Awareness Program (EAP) 11 and 12 accepted a generous donation of seven sets of avalanche gear from Cranbrook's High Country Sports. The equipment has already been put to use during the winter camp at Kootenay Pass (pictured above).



A picture says a thousand words...



DRAFT CALENDAR 2024-2025

School District No. 5 2024-2025 Annual School Calendar



July 2024							August 2024							September 2024						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 2024							November 2024							December 2024						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2025							February 2025							March 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April 2025							May 2025							June 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

- School Breaks
- Professional Development Day
- Stat Holidays
- Administrative Day
- Second semester

The **DRAFT** annual school calendar for 2024-2025 is posted to the District website.

Comments and suggestions will be accepted in writing to jane.nixon@sd5.bc.ca on or before **January 12, 2024**.

The information will be collected and taken to the Board of Education of School District No. 5 (Southeast Kootenay) for consideration.





For presentation at:

- Board Meeting
- Committee Meeting

Date: January 16, 2023
To: Board of Trustees
From: Viveka Johnson
Originator: Viveka Johnson

Reference: [AP 100 – Strategic Plan](#)
[Statement of Policy Order](#)

Issue: Planning in public education is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills and attitudes they need to be self-reliant, responsible, caring and contributing citizens. Planning ensures resources for public education are used for optimal results.

Background: The current strategic plan for School District No. 5 (Southeast Kootenay) was set in 2015. The Board of Education is responsible for re-evaluating the District’s vision and strategic plan. Through their governance, the Board of Education is responsible for providing oversight of the progress being made toward the established plan.

The School Act Statement of Education Policy Order describes that school boards have the following responsibilities:

- To ensure that schools provide students with opportunities for a quality education; and,
- To set policies that reflect the aspirations of the community, consistent with overall provincial guidelines.

Current Situation: As part of the Framework for Enhancing Student Learning, we are in the process of developing and implementing a multi-year District strategic plan that will be used to align the District’s annual operational plans. These plans include financial, human resources, information technology, engagement and communications, and long-range facilities, with the educational objectives coming from the strategic plan.

As part of the continuous improvement cycle, we are currently reviewing the alignment of the District’s strategic plan and the results of the educational outcomes for the District to address student outcome deficiencies and inequalities.

Our priority populations include Indigenous students, Children and Youth in Care and students with Diverse Abilities.

There are four stages to strategic planning: Planning, Activating, Acquiring and Applying.

Planning started back in the Spring of 2023 when the District hosted community engagement nights and sent out a survey to community and educational partners. Students have also been



For presentation at:

- Board Meeting
- Committee Meeting

actively involved with providing feedback to the Board at two planning meetings. We are currently in the in the Acquiring stage where we need to have working sessions with the Board to collectively establish our direction. The Board was given homework to look at the District's current Vision, Mission, Values, strategic priorities, goals and the supports needed to continue the work.

This will need to be discussed in more detail as we move forward. Once the Board has drafted a new plan, we will need to engage with our community and education partners.

Themes, from students, have emerged around the importance of having access to food, choice in programming options, safe spaces (to work when anxious and feeling welcome), relationships matter, being taught life-skills and having more options (whether extra-curricular or elective).

Financial Implications: Extra meetings and associated expenses.

Conclusion: The work is on-going, but we are making progress. We will need to set dates for more working sessions (Board of Education only). Once a draft is complete it will come back to the public for review.

From: [Doug McPhee](#)
To: [Jane Nixon](#); [Viveka Johnson](#); [Nick Taylor](#); [Trustees.Staff](#)
Subject: Trustee Report Update
Date: Thursday, December 14, 2023 10:25:40 AM

Trustee Report December 14, 2023

From the Province

ChildCareBC information site: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children>

Or search ChildCareBC

This site contains quick information on issues related to child care. Some of the topics you may find interesting are:

- Programs to help with child care costs
- Career Paths on becoming an Early Childcare Professional
- Early Childcare Educators' Wage Enhancement Program
- Determining the type of care which best matches your needs
- Finding a Child Care provider in the community
- How to run a child care facility of your own

From the District: Public Meeting of the Board, December 12, 2023

- Positions of responsibility and committee assignments were discussed and completed. The Board is well-positioned for 2024.
- Each of the Standing Committees and AdHoc Committees provided an update of their recent progress. Of interest was the motion to apply for a Vision Zero grant. If successful, the grant will provide additional traffic safety.
- The District Management provided updates on district and school-based initiatives.

Of note in this area:

Scheduled school catchment discussion to be held on January 16, 2024, 7:00 pm at the Cranbrook Board Office with in person and virtual options. The discussion will focus on possible boundary changes which will address equitable distribution of students in the current enrolments of Steeples, Highlands and Kootenay Orchard elementary schools

Ongoing work:

- Feeding Futures and meals programs for schools in SD5
- Strategic Planning
- Accessibility - providing access to buildings and programs

Looking Forward:

- Budget Preparation for 2024-25
- Calendar Discussions
- End of Semester 1 for Secondary Schools

Winter Break - December 23rd to January 5th
First Day Back to School - January 8, 2024

The Board wishes to thank all of the schools, district office and maintenance/transportation for their hard work and for creating an atmosphere of celebration.

We also greatly appreciate the additional support for many in the community who may not have that benefit.

With respect,

Doug McPhee

**Chairperson
Board of Education
School District 5
(Southeast Kootenay)**

[250-489-9622](tel:250-489-9622)

[250-426-5494](tel:250-426-5494)

Doug.McPhee@sd5.bc.ca

Ki?su?k kyukyit. I am honoured to work, live and play in the homelands of the Ktunaxa people. The footprint of our School District is fully contained within the Ktunaxa Nation, including the communities of ?aq'am and Yaqit ?a-knuq?i't.



The Childhood Experiences Questionnaire

SCHOOL DISTRICT REPORT
2023



HUMAN
EARLY LEARNING
PARTNERSHIP



What is CHEQ?

The Childhood Experiences Questionnaire (CHEQ) is used to collect information on children's experiences in their early environments. It is completed by parents and caregivers at the start of their child's kindergarten school year.

There are 55 questions on the CHEQ covering five domains strongly linked to children's health and well-being, learning and social outcomes:

- Physical Health & Well-being
- Language & Cognition
- Social & Emotional Experiences
- Early Learning & Care
- Community & Context

CHEQ data provides an overview of children's experiences prior to the start of school and the frequency of those experiences.

Take approximately 15 minutes to complete.



Why is data collection important for CHEQ?

Information collected using the CHEQ is both comprehensive and actionable, and can be used to ensure that children have the opportunities and experiences they need to learn and grow.

Used to help teachers, school personnel and community partners provide and improve targeted supports for children and their families.





88% of kindergarten students in our district have completed the CHEQ

Where is the survey being completed?

49% at child's school

47% at home

10% of our kindergarten students currently live in more than one home.



2023 Highlights

01

Physical Health & Well-Being

93% of our kindergarten students overall health in the last 12 months is very good – excellent.

02

40% of kindergarten students or the family used or received programs or supports.

30% of our kindergarten students experienced stressful events in the last 12 months.

03

Nutrition

86% of our kindergarten students ate breakfast every day in the last six months



2023 Highlights

04

Sleep

82% of our kindergarten students sleep 10 hours or more at night.

05

Motor Skills & Experiences

70% of kindergarten students, in the last six months, played outdoors 6 to 7 days a week.

06

Screen Time

65% of our kindergarten students used an electronic device for more than one hour per day in the last six months.



2023 Highlights

07

Early Learning & Care

63% from 3 years to kindergarten entry, the child was in a child care arrangement other than parental.

08

82% of parents answered that there have been challenges for early learning and child care arrangements.

09

COVID-19 Pandemic

80% of our kindergarten parents have medium to very high levels of stress over the last six months.

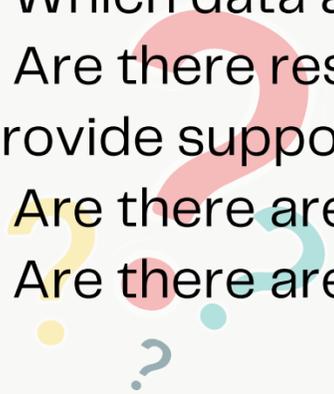


- Look through the table of contents of your online CHEQ report and choose sections that are interesting or valuable to you.
- Note any questions that stand out for you in these sections.
- Note any results that you expected or didn't expect to see.



Look to the questions that you felt were interesting and the results that you expected and didn't expect and ask yourself some key questions:

- o Which data do you have influence over?
- o What can you do about this?
- o Which data aligns with your school's priorities and goals?
- o Are there resources from the school district, school, organization, municipality, or through sources that could provide support for your ideas?
- o Are there areas where you can build on strengths in your school, organization, or community?
- o Are there areas of concern?



**For more
information and
examples of CHEQ
and other Child
Development
Monitoring System
data in action visit:**

earlylearning.ubc.ca/impact/data-in-action

