



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

November 13, 2018, 3:00 p.m.
Cranbrook Board Office

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

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

1.2 Consideration and Approval of Agenda

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

1.3 Approval of the Minutes

4

M/S that the minutes of the regular public meeting of the Board of Education of October 9, 2018 be approved as [circulated/amended].

1.4 Receipt of Records of Closed Meetings

10

M/S to accept the closed records of the in-camera meeting of the Board of Education of October 9, 2018.

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

11

Recommendation A

M/S that the Board tentatively approve the MBSS field trip to Japan.

Recommendation B

M/S that the Board write a thank you letter to BCCPAC for their letter of September 12, 2018.

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

2.2 Policy Committee 45

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

2.3 Student Service Committee 48

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

2.4 Finance/Operations/Personnel Committee 51

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

2.5 BCSTA /Provincial Council

2.6 Communications/Media Committee

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

2.7 Mt. Baker / Key City Theatre Replacement Committee

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

2.8 Legacy of Learning

M/S to accept the Legacy of Learning report.

2.9 Trustee Reports 53

3. SECRETARY TREASURER'S REPORT TO THE BOARD 54

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

M/S that the Secretary Treasurer's Report to the Board of Education be accepted as presented.

4. SUPERINTENDENT'S REPORT TO THE BOARD 55

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

5. CHAIRPERSON'S REPORT

6. NEW BUSINESS

6.1 Christmas Hampers - Salvation Army

M/S that the Board Donate to the Salvation Army's Christmas Hamper program in the amount of \$1000 in Cranbrook and \$700 in Fernie. This represents a donation of \$100 on behalf of each of the School District No. 5 (Southeast Kootenay) schools in lieu of a gift to the staff of each school.

7. TRUSTEE BOUQUETS

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Remembrance Day - Laying the Wreath at Cenotaph:

Cranbrook - Trustee McPhee

Fernie - Chairperson Lento

Sparwood - Trustee Bellina

Elkford - Kate Russell (VP)

8.2 Dates to Remember

BCSTA Trustee Academy - Nov 29 - Dec 1, 2018

BCPSEA AGM - January 23 - 24, 2019

9. QUESTION PERIOD

10. LATE ITEMS

11. ADJOURNMENT

M/S that the November 13, 2018 regular public meeting of the Board of Education adjourn at [time].



**The Board of Education of
School District No.5 (Southeast Kootenay)**

MINUTES - REGULAR PUBLIC MEETING

**October 9, 2018 3:00 p.m.
Sparwood Secondary School**

Present: Chairperson Lento
Trustee Ayling
Trustee Bellina
Trustee Blumhagen
Trustee Brown
Trustee Helgesen – Left at 4:00 p.m.
Trustee Johns
Trustee Whalen

Staff Present 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/Aboriginal Education, J. Tichauer
Recorder, Sandy Gronlund

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento called the October 9, 2018 regular public meeting of the Board of Education to order at 3:07 p.m.

1.2 Consideration and Approval of Agenda

MOTION-R-18-126

M/S that the agenda for the regular public meeting of the Board of Education of October 9, 2018 be approved as circulated.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of September 11, 2018

MOTION-R-18-127

M/S that the minutes of the regular public meeting of the Board of Education of September 11, 2018 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION-R-18-128

M/S to accept the closed records of the in-camera meeting of the Board of Education of September 11, 2018.

CARRIED

1.5 Business Arising from Previous Minutes

Nil

1.6 Receiving of Delegations/Presentations

1.6.1 Framework for Enhancing Student Learning

Jason Tichauer shared a presentation on the draft framework for enhancing student learning with the Board. A committee was formed to build this framework. The committee incorporated the Boards' strategic plan and the Provincial plan in this framework with two goals and initiatives to carry out these goals.

The focus of this Framework is to tell our story as a district.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

Co-chair Trustee Whalen reviewed the minutes of the September 24, 2018 meeting of the Advocacy/Education Committee.

MOTION-R-18-129

M/S that the Board approve that all future Committee Meetings to commence at 9:00 a.m. instead of the current start time of 9:30 a.m.

DEFEATED

MOTION-R-18-130

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

CARRIED

2.2 Policy Committee

Co-chair Trustee Brown reviewed the minutes of the September 24, 2018 meeting of the Policy Committee.

MOTION-R-18-131

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

CARRIED

2.3 Student Services Committee

Co-chair Trustee McPhee reviewed the minutes of the September 24, 2018 meeting of the Student Services Committee.

MOTION-R-18-132

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

CARRIED

- 2.4 Finance/Operations/Personnel Committee**
Co-chair Trustee Helgesen reviewed the minutes of the September 24, 2018 meeting of the Finance/Operations/Personnel Committee.
- MOTION-R-18-133**
M/S that the Board accept the report of the Finance/Operations/Personnel Committee.
- CARRIED**
- 2.5 BCSTA /Provincial Council**
BCSTA KBB Report
Trustee Bellina shared her report with the Board.
Trustee Bellina was elected as President of the Kootenay Boundary Branch (KBB). Lynn Hauptman was appointed Superintendent for the KBB and Mr. Norum will take on the role of Secretary Treasurer.
- MOTION-R-18-134**
M/S to accept the BCSTA/Provincial Council report.
- CARRIED**
- 2.6 Communications/Media Committee**
Trustee Ayling sent out the following Media Release:
“School District 5 Highlights Need For School Replacements in Fernie and Cranbrook” (re: SSCGFS submission)
- MOTION-R-18-134**
M/S to accept the report of the Communications/Media Committee.
- CARRIED**
- 2.7 Mt. Baker / Key City Theatre Replacement Committee**
Trustee Johns reported that he will continue lobbying for the replacement of Isabella Dicken Elementary School and Mount Baker Secondary School.
- Key City Theatre – Phase 2 and 3 Electrical and Mechanical. On October 4th Trustee Johns did a presentation at the Regional District of East Kootenay for funding for those two phases.
- The Key City Theatre will be open and ready for the October 12th concert.
- MOTION-R-18-135**
M/S to accept the report of the Mt. Baker / Key City Theatre Replacement Committee.
- CARRIED**
- 2.8 Legacy of Learning**
The Legacy of Learning committee is looking for some help in locating yearbooks from Sparwood Secondary and Fernie Secondary for 1950, 1960, 1970, and early 1980.

Gordon Terrace School has all of their class and staff photos from 1973 and 1993 activated and available to the public.

The Institute will be doing a special piece on the first graduating class at Mount Baker Secondary School in 1951.

The Institute is beginning to research the history of Corbin, BC. The BC Royal Museum has some interesting pieces on the Corbin school.

MOTION-R-18-136

M/S to accept the Legacy of Learning report.

CARRIED

2.9 Trustee Reports

Trustee Bellina asked if there was a policy regarding pets being brought into the schools. Superintendent Hauptman reported that there is no policy and that the schools have their own rules around pets in the schools.

3. SECRETARY TREASURER'S REPORT TO THE BOARD

Mr. Norum reviewed the enrolment report attached to the agenda. The enrolment count is looking good overall. We are waiting for the final numbers with the Echo check coming in the next week or so.

An accurate count in District Learning is difficult to get until the end of the year.

Mr. Norum reviewed the \$20,485,763 Accumulated Surplus with the Board explaining that \$16,031,631 of that amount is actually tied into Capital Reserve Dollars and \$3,930,125 restricted appropriations as shown in the Summary attached to the agenda, leaving \$524,132 as unrestricted as of June 30, 2018.

MOTION-R-18-136

M/S that the Board send out a media release clarifying the actual "surplus" for the District once all committed budget monies are accounted for.

CARRIED

MOTION-R-18-137

M/S that the October 9, 2018 Secretary Treasurer's Report to the Board of Education be accepted as presented.

4. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report of October can be found on the School District's website at sd5@bc.ca.

The District Manager's reported on their departments.

MOTION-R-18-138

M/S that the October 9, 2018 Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

5. CHAIRPERSON'S REPORT

Chairperson Lento reported that the swearing in Ceremony for School Trustees will take place at the Cranbrook Board office on November 8, 2018 at 12:00 p.m.

Chairperson Lento asked Mr. Norum to gather a list of school districts who are receiving funding from their municipality for capital projects.

MOTION-R-18-139

M/S that the October 9, 2018 Chairperson's Report to the Board of Education be accepted as presented.

CARRIED

6. NEW BUSINESS

6.1 Business Arising from Delegations

FSA Testing.

MOTION-R-18-140

M/S that the Board write a letter articulating our continued opposition to the FSA on a province-wide basis for all students in Grade 4 and Grade 7.

CARRIED

7. TRUSTEE BOUQUETS

Trustee Brown - thanked Trustee Johns for his presentation at the Select Standing Committee Budget Input Session on September 25, 2018.

Trustee Blumhagen - appreciated her chance to attend the Opening of the Senior Summer Games. This Thursday, October 11, is the election forum in the Jaffray Gym.

Thank you to Sparwood for hosting our meetings today and thank you for the lunch.

Trustee Ayling - attended the Key City Theatre Society working session with Bill Usher.

Trustee Bellina –thanked the teachers for World Teacher’s day. Welcome back to Lynn Hauptman.

Trustee Brown – thanked the Board for the great years she had as member of the Board.

Trustee Johns – thanked Superintendent Hauptman for the meaningful written letter she wrote to the Teachers for World Teacher’s day.

Trustee Whalen – thanked her fellow trustees, who will not be returning, for their time and commitment over the years.

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Select Standing Committee

Trustee Johns received a letter from Gordon Swan. There will be a more in depth report released by November 15, 2018.

8.2 BCSTA Education Services (Support for Trustees and School Boards 2018/19)

8.3 Eric Termuende Presentation

Eric is a past student of Mount Baker Secondary School. His mission is to change the way we think about work.

9. QUESTION PERIOD

Nil

10. LATE ITEMS

Trustee Brown shared the news of “Support for youth around the Columbia Basin will continue as Columbia Basin Trust renews the Basin Youth Network for three years with a budget of nearly \$5 million”. She would like PACs, Teachers and Principals and Vice Principals to encourage leadership students to look into this opportunity.

For more information go to this link <https://ourtrust.org/youth-to-benefit-from-continued-support>

11. ADJOURNMENT

MOTION-R-18-141

M/S that the October 9, 2018 regular public meeting of the Board of Education adjourn at 5:00 p.m.

Frank Lento, Chairperson

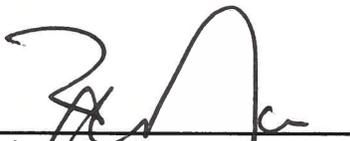
Rob Norum, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting October 9, 2018

- Finance/Operations/Personnel Committee report
 - Exempt Compensation
 - Bargaining
 - Budget Update
- BCPSEA Representative Report
- Superintendent's Report
 - Staffing Update



Robert G. Norum
Secretary Treasurer



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

October 29, 2018 9:30 a.m.

Board Office

Committee Members
In Attendance:

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

Regrets:

Board/District Staff in
Attendance:

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

1. COMMENCEMENT OF MEETING

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

1.1 Call to Order

The Advocacy/Education Committee Meeting of October 29, 2018 was called to order at 9:34 a.m. by Co-Chair Bellina.

1.2 Approval of Agenda

Additions: nil

M/S that the agenda of the Advocacy/Education Committee meeting of October 29, 2018 is approved as circulated.

1.3 Approval of Minutes

M/S that the minutes of the Advocacy/Education Committee meeting of May 28, 2018 and September 24, 2018 be approved as circulated.

2. PRESENTATIONS

2.1 EECOM National Conference Award – Jennifer Roberts

Highlights of conference include:

- Chief Joe Pierre and Sophie Pierre opened the conference
- conference celebrated and honored the voices and presence of indigenous people; opened peoples' hearts and minds
- shared how KBEEN does things
- over 100 sessions modelling outdoor education
- Minister of Education was also in attendance
- 13 field studies in and around the area took place; SD5 provided busses
- Cheryl Lenardon and Jennifer Roberts presented on place-based learning
- Mardelle Sauerborn won an award for Environmental Excellence
- KBEE (SD's 5,6,8,10,20 and 51) won an award for Outstanding K-12 School District
- Duncan Whittick won EECOM Award for Outstanding Individual in an Organization
- Highlighted Take Me Outside Day and incentives for teachers to sign up before October 31 to win 2 nights at Blue Lake

Discussion included:

- teachers across Canada are invested in outdoor education but most don't have same district initiative about doing it daily
- the indigenous part is nationwide; how they are making those connections is interesting too; learned a lot about how different Nations do different things
- lots of educators from across BC and Canada were in attendance as well as several superintendents and assistant superintendents, district management teams
- when KBEE gets together they talk about education; it does not happen that way in other districts
- really good discussions at the various field studies on how to protect the environment for the future

3. ITEMS FORWARDED FROM PREVIOUS MEETING – nil

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report

Highlights of the DSAC Meeting on October 18:

- Joe Pierre and Faye O'Neil facilitated the day
- theme of the day had an indigenous focus

- students were very engaged and connected with each other more and more as the day went on
- Kate Russell and David Doll facilitated a session on DSAC Terms of Reference
- a values and ethical decision making session was led by Joe Pierre; students were asked to draw something they valued; students' values (drawings) will be kept and given back to the group on the last DSAC day this school year
- Ktunaxa Stick Game was played with all students emphasizing student leadership skills

4.2 DPAC Report

Trustee Ayling reported:

- thank you to Rob Norum for the excellent presentation at DPAC explaining the surplus
- District and DPAC still looking at cameras for meeting room
- DPAC Chair attending BCCPAC Leadership Summit at the beginning of November in Vancouver
- Tara McKee from T.M. Roberts is DPAC chair
- Still looking for a Treasurer and a Vice-Chair
- Next DPAC meeting is Nov. 14

4.3 MBSS Field Trip to Japan

Mark Paron, teacher at MBSS, is taking 11 students to Japan; still hoping to have other students sign up. A discussion about fundraising took place.

Recommendation A – M/S that the Board tentatively approve the MBSS field trip to Japan.

5. BCSTA LETTERS

5.1 Funding Model Review

5.1.1 Receive and file. Do we know status of the report? It was mentioned at the Deputy Minister's meeting last week but will be several months before the report is released.

5.1.2 Receive and file.

5.2 Opioid Crisis

5.2.1 Receive and file. Trustee Ayling will bring more information regarding this topic to the next Advocacy/Education Committee meeting. Jason Tichauer will also talk to Katie Forgeron, RCMP for more information and bring back to the next meeting.

5.3 Teacher Training in Rural Areas

5.3.1 Receive and file.

5.4 Commencing Negotiations with BCTF

5.4.1 Receive and file.

5.5 Teacher Led Mentorship Initiatives

5.5.1 Receive and file.

5.6 BCCPAC Resolutions

5.6.1 Receive and File.

Recommendation B – M/S that the Board write thank you letter to BCCPAC for their letter of September 12, 2018.

This item will be brought back to the next Advocacy/Education Committee meeting.

6. ADJOURNMENT

The Advocacy/Education Committee meeting was adjourned at 10:32 a.m.



Field Trip Application Checklist

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

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

Date: OCT 15 2018

School(s): MBSS

Grade(s): 10-12

Sponsor Teacher(s): MARK PARON

Educational Objectives and Rational:
(attach separate sheet)

Departure Date: MARCH 16 2019

Return Date: MARCH 23 2019

Destination: JAPAN

Method of Transportation: PLANE / BUS

Cost Per Student: ≈ \$ 4000

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

Tentative
BOARD APPROVAL: _____

Date: _____

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

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

Teacher(s) Signature: [Signature]

Date: OCT 15 2018

Principal's Approval: [Signature]

Date: OCT 15 2018

Final
Board (Chairperson)

Approval: _____

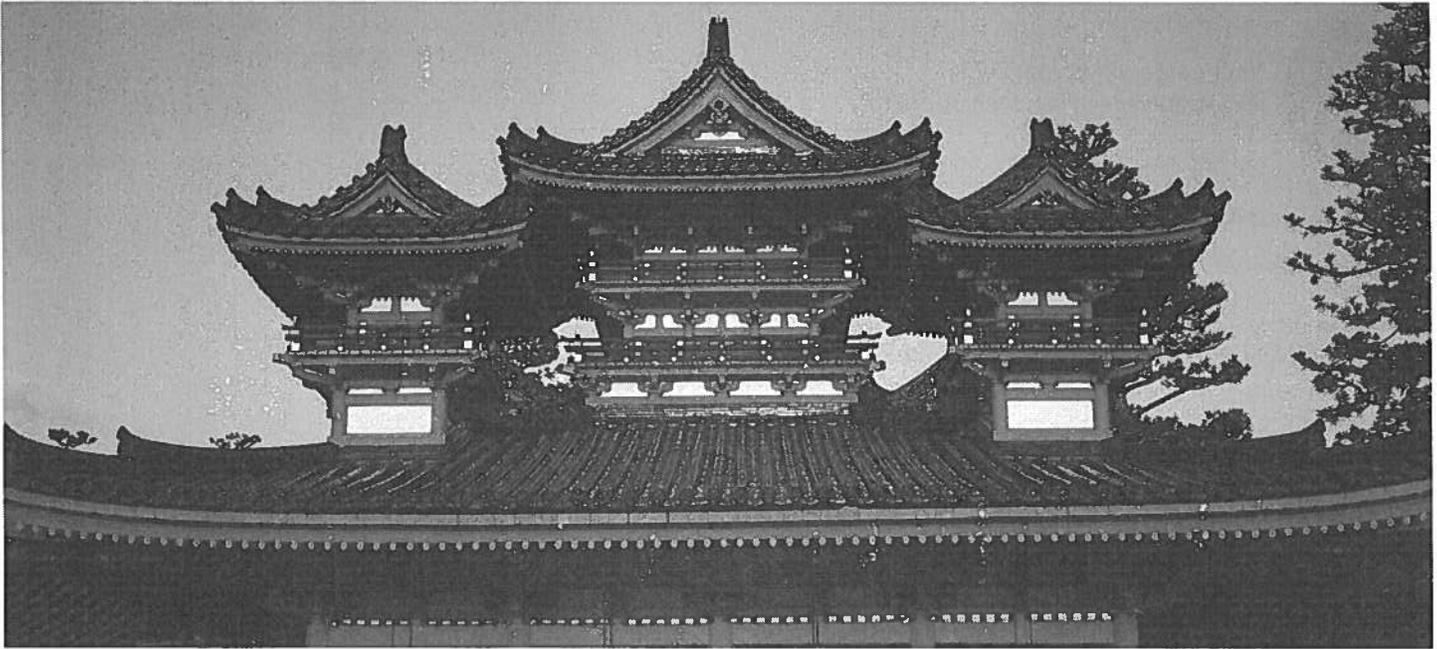
Date: _____

05-23-11

11

05-23

05-23-11



Japan Highlights

explorica.ca/Paron-1173

March 16 - March 23, 2019

Day 1 Start tour

Day 2 Konnichiwa Tokyo

Meet your tour director and check into hotel

Day 3 Tokyo landmarks

Tokyo guided sightseeing tour: Senso-ji temple visit, Imperial Palace East Garden, Meiji Shrine , Harajuku District visit
Shibuya Crossing
Tempura dinner

Day 4 Tokyo—Hakone

Travel to Hakone by bus
Hakone excursion: Lake Ashi cruise, Mount Komagatake
Overnight in a Ryokan

Day 5 Hakone—Takayama

Travel to Matsumoto by bus
Matsumoto Castle visit

Day 6 Takayama—Kyoto

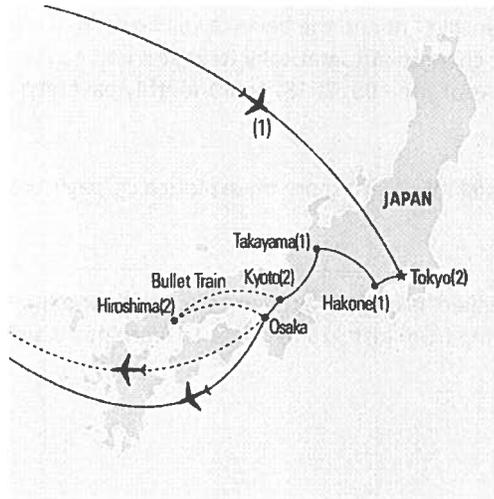
Takayama guided sightseeing tour: Morning Market visit, Old City visit
Shirakawa Village visit
Travel to Kyoto by bus

Day 7 Kyoto

Nara excursion : Nara Park , Todai-ji temple, Kasuga Grand Shrine
Kyoto guided sightseeing tour: Kinkaku-ji temple (Golden Pavilion) visit, Fushimi Inari Taisha visit

Day 8 End tour

Travel by bus to Osaka



Reserve your Spot!



Tour Center ID: Paron-1173
Registration deadline: June 30, 2018

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travellers under the age of 23): \$4,033
Adults (age 23 and over): \$4,398

Price reflects savings of \$200 travel grant. Sign up by 6/30/2018 and enter code Cranbrook2019 in order to take advantage of this limited-time offer!

Automatic monthly payment plan

Pay just \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your credit card or chequing account. As of June 08, 2018, your monthly payment would be just \$569.00.

Manual plan also available; learn more on explorica.ca/paymentplans.

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by phone, or by mail



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a paper application on
explorica.ca/resources



3080 Yonge Street
Suite 5052, Box 77
Toronto, ON M4N 3N1

Field Trip Application Spring Break 2019

Mark Paron,
Teacher at MBSS
250-426-5241 (ext: 745)

This year Mount Baker Travel is considering travel to **Japan** for Spring Break 2019. We are seeking Board approval for the trip based on the following criteria.

Educational Objectives and Rational

Traveling abroad has several educational benefits for students:

1. The opportunity to experience the art, architecture and history of these ancient and culturally diverse countries.
2. To explore and experience another culture and language.
3. To become more experienced and confident travelers.
4. To gain a greater perspective of the world by seeing it first hand.
5. To gain insight into the lives of people in other countries.
6. To gain an appreciation for our own country and culture.
7. Students will have the opportunity to be ambassadors for Cranbrook and Canada.
8. To become more independent young adults.

Fundraising Activities

In order to facilitate travel for all students, various fundraising options are available to travelers, this includes but is not limited to:

1. Selling Grocery Gift Cards from Safeway and Save on Foods
2. Selling Purdy's Chocolate gift orders
3. Selling Panago Pizza Coupons
4. Conducting Bottle Drives
5. Selling coffee and cookie dough
6. Hosting a travelogue evening

Safety and Insurance

Explorica Tours is a well established international organization with more than enough resources to provide safe travel. As well, a worst case scenario response plan is included in this proposal.

Explorica Tours includes insurance as part of the cost of travel. Students can opt to have other insurance if they choose. Medical information will be collected at the beginning of the school year and will be kept on file. Parents / guardians are expected to update the information as changes occur.

Thank you for your consideration, if you have any questions regarding either of these trips please feel free to contact me at 250 – 426 – 5241 (Ext 745)

Mark Paron

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educational travel.



Safety & Security Plan | 2018-2019

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About Explorica

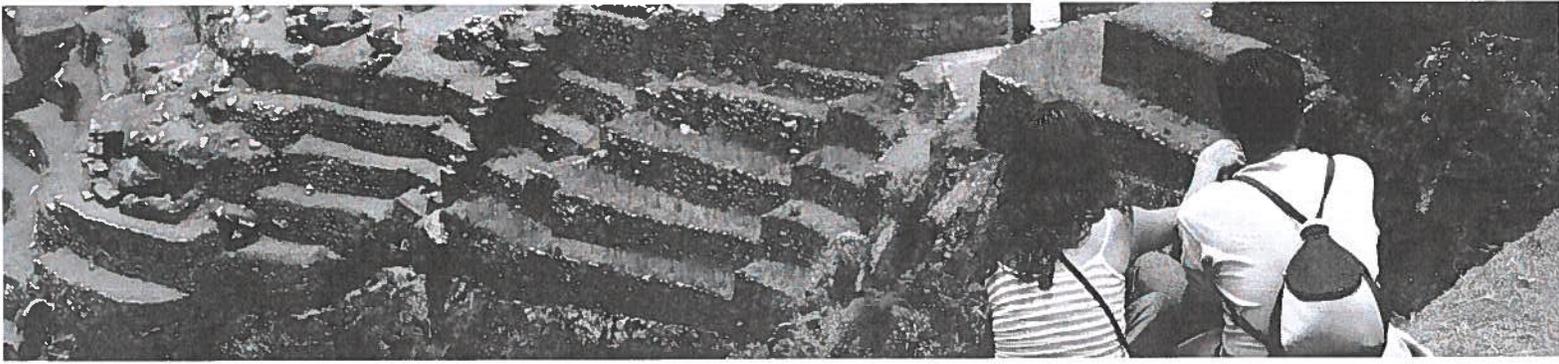
Founded in 2000, Explorica helps teachers create educational tours full of authentic, interactive learning experiences. We specialize in connecting teachers and students to new cultures, languages, and people on educational tours across the globe. Explorica's combination of exclusive online tools and personalized service enables us to create tours uniquely suited to provide both the best value and the most customization in the industry.

To provide even more best-in-class services for our travellers, we joined with WorldStrides in 2016. As a WorldStrides organization, Explorica travellers benefit from the resources of North America's largest educational travel organization, including USD \$50 million in liability coverage and an even greater network of global support.

Every Explorica tour includes flight or bus transportation, accommodations, on-tour transportation, most meals and an expert, full-time tour director dedicated to your group. And with our veteran program consultants, customer care representatives, and comprehensive, user-friendly website, we're always here to support you from the moment you contact us, to the minute you shout bon voyage!

When it comes to safety, our record is exceptional

Rest assured that when you travel with Explorica, you're in good hands. With decades of combined experience in travel, we know exactly what precautions to take to keep students safe on tour. Protecting our travellers is our first priority, and we are committed to the task of training our staff in rigorous, safety-related procedures and holding our suppliers to the highest standards of quality and integrity. To do so, Explorica recruits talented staff and partners with reputable suppliers, working out every detail meticulously to exceed the expectations of our customers. At Explorica we believe that safety is of the utmost importance for every tour that we offer across the globe.



We proudly offer you and your students the following, included on all tours:

\$50M USD liability coverage	The largest in the industry, protecting third parties such as group leaders, chaperones, schools and school boards.
24/7 emergency support	For any problems that may arise, our dedicated emergency contact line is always ready to provide assistance.
Global presence	Operating out of 45 operation centers on six continents, wherever you travel, we'll be able to support you.
Doctors on Call Program	Exclusive partnership with George Washington University Medical Center's emergency room physicians.
iJet partnership	A world-leader organization in risk management providing detailed Global risk information. In addition, will aid in evacuation services in the event of a crisis overseas.

In addition, Explorica offers students the option to include one of two trusted travel protection plans both of which will cover school board cancellations. Students can add either of the two options to any tour:

Travel Protection Plan - which now includes S.B.C.

Our standard plan covers common mishaps like misplaced tickets or passports, lost luggage, sickness or injury during the tour, and more. It also includes full coverage from school board cancellations, including labour strike, work-to-rule, or school board determination of risk of harm, up until the day before departure with a full refund minus the cost of the insurance policy.

Travel Protection Plan PLUS - Cancel For Any Reason

Our exclusive upgraded plan, the only "cancel for any reason" policy in the industry provides total peace of mind by allowing the travellers to cancel their tour and be reimbursed for 75% of the non-refundable cancellation fees for any reason up to 30 days before departure.

Please take some time to read through this plan and familiarize yourself with our company policies regarding safety and security. If you have any further questions or concerns, please call us at 1.888.378.8845.



Executive Team



Olle Olsson, *Explorica Founder, WorldStrides Senior Vice President & Senior Advisor*

Olle is the visionary behind Explorica. His extensive career in educational travel spans nearly every role in the industry, from program consultant to the president of EF Educational Tours. In 2000, Olle founded Explorica to improve student travel by applying the latest technological innovations—revolutionizing every step of the experience, from planning and booking to recruiting and travelling. He guided Explorica's growth and success for more than 15 years, introducing many industry firsts while establishing new standards for quality, service and customization. Today, Olle splits his time between his native Sweden and the U.S., continuing to provide his creative foresight and deep industry expertise as WorldStrides Senior Vice President & Senior Advisor.



Matt Wertz, *Explorica Chief Executive Officer, WorldStrides Executive Vice President*

Matt joined Explorica in its infancy and has helped define and serve our mission in several pivotal roles through the years. As lead IT architect and later Chief Technology Officer, Matt helped design and build Explorica's online booking system—the first of its kind in the industry. He guided the company's growth and success as Chief Financial Officer for seven years, and in 2012 was appointed Chief Executive Officer. Today he leads K-12 operations for all WorldStrides brands as WorldStrides Executive Vice President. A native Bostonian and die-hard Boston sports fan, Matt enjoys cheering on the home team and sharing his love of travel with his wife and two young daughters.



David Conklin, *Explorica Canada General Manager*

David joined the Explorica team in 2016, bringing extensive industry expertise from more than a decade of leadership with both EF Tours Canada and WorldStrides. He was drawn to Explorica's mission to use travel as a means of bringing experiential learning into students' overall educational experience and enjoys helping teachers create tours that build upon and enhance their curriculum. As a CPA, David is dedicated to making educational travel more affordable for students; throughout his career, he has continuously implemented process improvements to ensure quality educational components at a fair price. When he's not helping students experience the world, he enjoys travelling with his wife and daughter.



Executive Team (cont)



Dr. Neal Sikka, *WorldStrides Medical Director*

Dr. Sikka helps ensure the health and safety of Explorica travellers all over the world, advising our executive and operations teams and providing expert medical guidance for tour participants. He stays on the cutting edge of the field as an active educator and mentor for the George Washington University residency program and medical school, specializing in innovative delivery methods for medicine, including telemedicine and digital health as well as remote medical access, with a focus on concierge medicine. In addition to these achievements, Dr. Sikka is board certified in Emergency Medicine and a Fellow of the American College of Emergency Physicians.



Stephane Cosse, *Explorica Vice President of Operations*

Stephane joined Explorica shortly after its founding and applies more than two decades of travel operations experience to ensure a safe and efficient tour for every Explorica participant. Overseeing all product management, air operations and European land operations, Stephane and his team nurture close working relationships with hotels, restaurants, attractions, airlines and transportation providers across the globe. Stephane has helped make Explorica a leader in tour development and delivery, facilitating the most customizable itineraries in the industry while pioneering Explorica's exclusive Guaranteed Travel Date tours and Total Quality Management system. When he's not negotiating contracts, the Paris native enjoys playing tennis, scuba diving and reading about travel expeditions.



Associations & Partners

Associations

We're proud to be members in good standing with some of the top travel organizations in the industry.

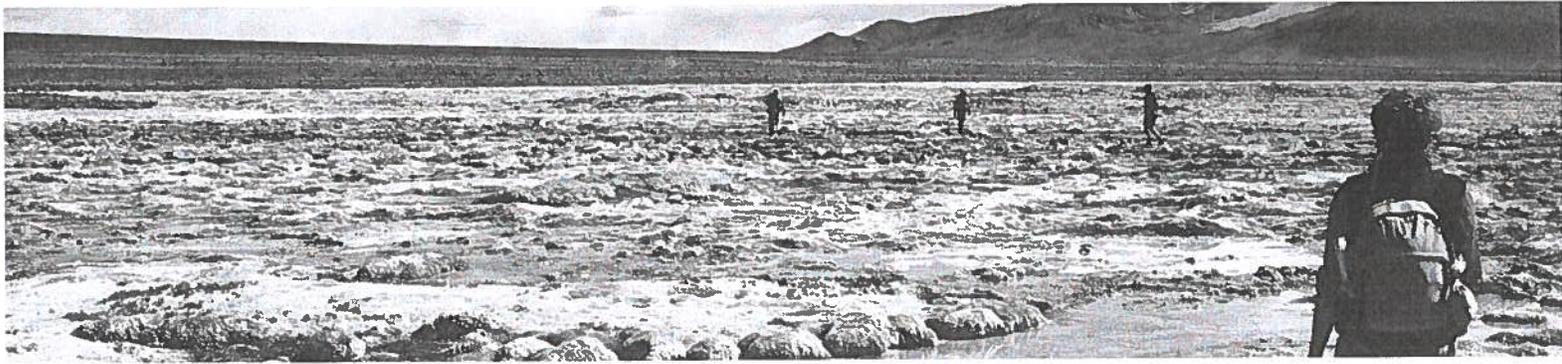
- › Ontario Motor Coach Association (OMCA)
- › Travel Industry Council of Ontario (TICO)
- › Office de la Protection du Consommateur (OPC)
- › Student Youth Travel Association (SYTA)
- › National Tour Association (NTA)
- › European Tour Operators Association (ETOA)
- › The Better Business Bureau (BBB)
- › International Air Transportation Association (IATA)
- › World Youth Student & Educational Travel Confederation (WYSETC)
- › United States Tour Operators Association (USTOA)
- › Ontario Motor Coach Association (OMCA)

Partners

We partner with **iJET**, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions. iJET International delivers intelligence-driven, integrated risk management solutions that enable multinational organizations to operate globally with confidence. iJet offers our travellers evacuation services in the event of a life threatening crisis.

Our **Doctor's on Call** Program is an exclusive partnership with George Washington University Medical Center's emergency room physicians. George Washington University doctors serve on our staff as Explorica Medical Director, overseeing medical response planning and case management for the organization. It allows Explorica to provide 24-hour on-tour medical support via phone (including translation services in over 100 languages), hotel visit, or fast tracking to the emergency room.

We work directly with the best suppliers in the business, communicating with them constantly to ensure that the accommodations, activities, transportation and meals for our student groups are second to none. We collaborate with United Airlines, Coach Canada, Marriott, Hard Rock Cafe, and more to bring you the highest quality meals, transportation, and accommodations available.



Your Explorica Tour

We work with you every step of the way to ensure that every aspect of your tour goes your way, from the preliminary planning process to your students' safe arrival home. That's why our dedicated staff works around the clock, so that you can get back to doing what you do best: changing lives one student at a time.

Tour Directors

With Explorica, you never work alone. Our professional tour directors provide 24/7 Explorica support for our travellers, accompanying them every step of the way from arrival to departure. They live and work in the cities our tours visit, are fluent in the local languages and customs, and will advise travellers on how to ensure their personal safety and the safety of their belongings. Every Explorica tour director is thoroughly trained in safety procedures and how to handle any situation that may arise. We maintain regular contact with all Explorica field staff to provide up-to-date information on local conditions.

Requirements for all Explorica tour directors:

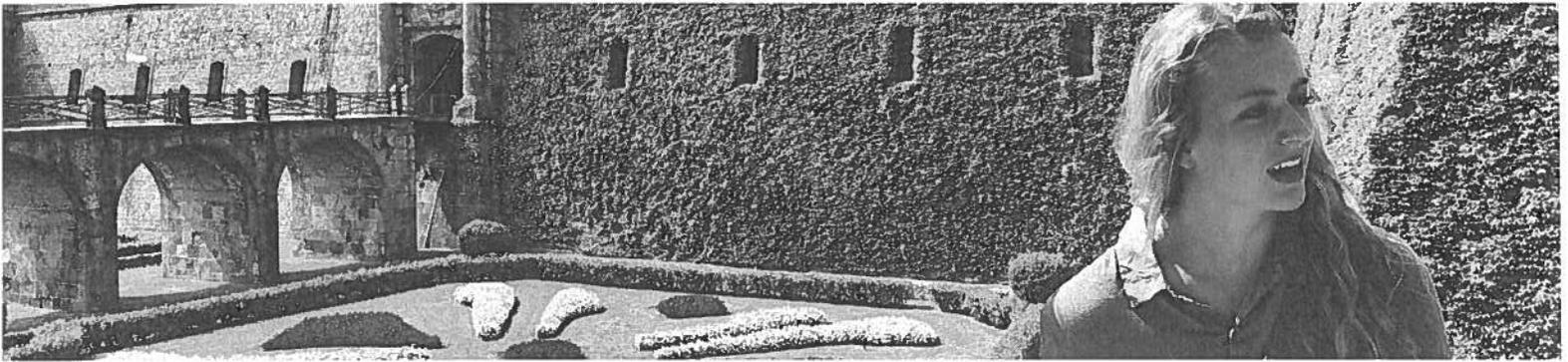
- › Regular criminal background checks
- › Valid first aid certification
- › Intensive annual trainings in safety and security
- › References before hire

Tour director responsibilities:

- › Advise students on safety practices, such as keeping hotel doors locked, securing valuables, locating emergency exits, and implementing the "buddy" system
- › Liaise effectively with Explorica's operations and emergency departments

Tour director department support from Explorica:

- › Designate a child protection officer to ensure the safety of all minors on tour
- › Organize annual tour director conferences to communicate safety and security updates
- › Organize on-tour support visits, sending senior tour directors to assist for quality control and emergency assistance purposes



Ground Transportation

Explorica's emergency and land departments are available 24/7 and routinely deal with transportation issues. Itineraries can be rescheduled accordingly to make up for any missed activities where possible.

Public transportation

When travelling via public transit, students are organized into sub-groups with chaperones. Our 6:1 student-to-chaperone ratio supports safety when travelling in this fashion. Every group travels with a tour director familiar with cities visited and corresponding public transit systems.

Rail transportation

We only work with the best trains in Europe with the highest safety ratings, including Eurostar, AVE, TGV, and a number of other international rail transit lines.

Coach safety features and equipment

- › All our motor coaches are equipped with standard safety features to protect passengers.
- › Seatbelts (when present in the coach) are present for the comfort and safety of passengers. Wearing them is compulsory in most European countries.
- › Fire extinguishers are usually located at the front of the vehicle.
- › Emergency exits include instructions for use in an emergency. Most coaches also have roof hatches that can be used as emergency exits.
- › First aid kits are often located in the overhead compartment above the first row of seats. They should be in a container clearly marked with the Red Cross symbol.
- › Strict adherence to current driving hours legislation.

Flights

Airline partners

We only work with the most reliable airlines to ensure that all of our tours arrive on time and safely in their destination. Our airline partners include most major airlines, such as Alitalia, KLM, Air France, Air Canada, British Airways, Lufthansa, Iberia, Virgin Atlantic and Delta Airlines.

Flight delays and cancellations

Explorica's emergency department is available 24/7. The Explorica Travel Protection Plan also provides generous coverage for any additional costs incurred due to delays and cancellations. Itineraries are often rescheduled accordingly to make up for any missed activities.



Activities

Water safety (swimming, kayaking, boating, canoeing, etc.)

Life jackets are provided for all water-based activities by the activity provider. Groups do not visit beaches without lifeguards.

Adventure activities

For adventure activities such as zip-lining, snorkelling, hiking, circus school or others, proper safety equipment (helmets, belays, snorkels, etc.) is required for all participants. The activity provider may require participants, or chaperones in the case of minors, to sign a waiver or release agreement. Participants are not required by Explorica to participate in this or in any activity, and may choose not to do so. Tour directors should advise their group leaders of any students who are afraid of heights or water, or are uncomfortable doing any activity, in which case non-participation may be the best option.

NOTE: If required, all selected on-tour activities must first be approved by your School Board.

Meals and Accommodations

Food safety

All restaurants are inspected by Explorica staff and must pass a safety inspection. All food allergies and requests are noted by the tour director and group leader, and all restaurants are notified of allergies in advance.

Hotel safety

All hotels are inspected by Explorica staff and must pass a safety inspection. All hotels provided have security staff, and additional security or specific floor supervision can be provided upon request. Nighttime security is included in all our North American tour packages. Teachers, chaperones, and students will be placed on the same floors to ensure additional supervision when possible.



Explorica's Code of Conduct

Educate yourself about the culture you're visiting. Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X marks the spot. Be where you need to be, when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

Pay attention to your surroundings. In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while travelling.

Listen to your group leader and tour director. Your group leader is responsible for your safety, and your Explorica tour director is an expert in every aspect of your destination. Listen to them and do what they say at all times. This means getting to places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

Organize your free time responsibly. Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so your group doesn't have to wait.

Respect the people and the culture. When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviours seem strange to you, be understanding and accepting of the culture.

Illegal activities will not be tolerated. The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

Consumption of hard alcohol will not be tolerated. We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your group leader if you are over 18 and of legal drinking age in the country you are visiting.

Offer help and support to your peers, group leader and tour director. You're all in this together! Whether a friend needs a hand lifting a suitcase, your group leader needs to get everyone quiet to call roll, or your tour director needs help learning someone's name, lend a helping hand to whoever needs it.

Damages are your own personal responsibility. If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your tour director immediately.

Experience the world and have fun! These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*



Communication on Tour

We promise to keep our student travellers as safe as possible, but we understand that most parents want to check in for themselves. To ensure that student travellers can contact their families as much as possible, we make sure that there are a number of communication options available. This way students can share their adventures with those at home, and parents can personally verify that their children are safe and secure while on tour.

Emergency Assistance

We believe it's important to be prepared for any emergencies that might arise while travelling. With Explorica's worldwide network, internationally located offices, and 24/7 emergency support, we can help you with any problem, at any time, in any country. If a problem or emergency occurs on your tour, we will respond swiftly and appropriately to minimize any disruption to your trip.

Explorica Customer Care

Our dedicated 24-hour emergency contact line is always staffed and ready to provide rapid response. If you have an emergency anywhere or at any time, please call +1.617.210.6194.

Worldwide Network

Our Vice President of Health and Safety, supported by our team of risk management professionals, continually assesses all travel destinations and situations. We also partner with iJet, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

As a WorldStrides organization, we operate out of 45 operation centres on six continents, meaning wherever you travel, we'll be able to support you. While on tour, our international network of offices enables us to react swiftly to any situation requiring immediate on-site assistance.

Tour Diaries

Our exclusive online Tour Diaries enable parents to check in on their students' daily activities while on tour, without interrupting any of their adventures. Our tour directors publish photos and journal entries at the end of each day on tour, so that families at home can keep tabs on their travellers from across the country or across the world.

Calling Home

While travellers should be careful about flaunting expensive smartphones, it can be a great safety asset to have a working phone while travelling. On international tours, consider purchasing a local SIM card or an appropriate roaming package from your Canadian cellphone provider to keep in touch with your group and your family at home.



Travel Protection

Protect yourself, your belongings and your tour investment with the best insurance in educational travel. We suggest all travellers purchase one of our two travel protection plans, so they are covered for lost bags, misplaced tickets or passports, or illness during the tour.

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travellers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

Explorica Travel Protection Plan

Our standard protection plan covers you for the following events:

- › Trip cancellation or interruption due to school board cancellation (including teacher labour strike, teacher union-directed work-to-rule job action, or school board determination of risk of harm)
- › Theft of passport or visas
- › Loss of luggage and personal effects
- › Trip cancellation or trip interruption due to covered reasons such as a covered sickness, injury or death
- › Trip cancellation or trip interruption due to terrorist acts, as defined

Explorica Travel Protection Plan PLUS

For everything else, there's our Travel Protection Plan PLUS, which includes our exclusive **"Cancel For Any Reason"** waiver benefit in addition to our standard insurance. This means that no matter what your reason, if you cancel your trip at least 30 days prior to departure, you will be reimbursed for 75% of the non-refundable cancellation fees, an option not available anywhere else.



Liability

We understand that many school officials are concerned about allowing their students to travel, but we assure you that safety is Explorica's number one priority. We have taken all precautions to protect students and other tour participants, and we have policies in place to protect the school, school board, teachers and participants involved with our tours.

Explorica has an exceptional safety record, but in the unlikely event of injuries or damages resulting from our negligence, we have a USD \$50 million liability policy with Zurich Insurance Group that protects third parties such as the school and school board. For additional information on our liability insurance, or to receive proof of coverage, please contact your Explorica program consultant or call 1.888.378.8845.



Safety Committee

We have a Global Health and Safety Department through WorldStrides. It oversees health, safety and security for all divisions. The Health and Safety committee meets biweekly to review current issues and incidents, and to prioritize initiatives for incremental improvement. The committee includes five executives with over 100 years of collective experience in educational travel.

The purpose of the Global Health and Safety Department is to look after every aspect of safety and security related to Explorica's tours. This includes, but is not limited to, the following:

- › Advising on tour itinerary development;
- › Eliminating or issuing warnings on risk related to activities;
- › Creating standards and compliance for selecting tour directors, Partners, and Suppliers;
- › Providing safety training for tour directors;
- › Visiting suppliers to review safety checklists and liability insurance;
- › Drafting and reviewing contracts;
- › Overseeing processes and policies for Customer Service and Emergency Service;
- › Reviewing and updating communication tools during an emergency;
- › Updating Explorica's safety and security manual; and
- › Ensuring training and compliance with Explorica's major and minor incidents management plan.

Our foremost priority as a company is to ensure the safety of all our travellers while on an Explorica tour. All appropriate measures are taken to maintain our current high standard of safety.



Emergency Management

Tour directors are trained on how to address emergency situations at the onset of every travel season. Explorica provides an emergency phone number to all participants, parents, chaperones, tour directors and anyone else associated with the trip. Explorica's emergency and operations staff conduct drills and trainings on an annual basis, to test all processes and procedures.

Minor incidents

Tour directors report any minor accident to our operations team at the onset of the incident. Depending on the situation, appropriate personnel are informed via an internal communication system, which alerts multiple departments of minor accidents, allowing them to work quickly and efficiently to resolve the issue. Incidents are not resolved until labelled as closed in the system.

Major incidents

Similar to a minor accident, all information regarding a major accident is reported via our internal communication system. In a major accident situation, our safety and security officer is contacted immediately to ensure the situation is communicated accordingly to all parties. Tour directors and ground representatives work with the group leader to ensure all parties are safe and taken care of for the remainder of the tour. We will contact the insurance provider when necessary.

Extreme weather or natural disasters

In the case of extreme weather or natural disasters, the tour director will report the situation via our internal communication system and notify our safety and security officer. Arrangements will be made to ensure the safety and satisfaction of the students on tour.

Allergies

Explorica advises the tour director and all relevant suppliers of any traveller allergies provided by the traveller online or by the group leader through completed allergy forms. The tour director will work with chaperones to ensure students' safety.

Prevention and action plan for missing students

Head counts are performed at each meeting point on tour, and each time the group boards a bus or other form of transportation. All students receive the hotel's name, address and phone numbers. In the event of a missing student, our emergency procedures would be activated and all parties on location would support efforts in finding the student. Teachers are also accountable for assisting in these efforts.

Lost or stolen passport

In the event of a lost or stolen passport, your group's tour director and the Explorica operations team will assist you in the proper procedures for obtaining a new one. Explorica is not liable for lost or stolen passports. For coverage in such an event, please purchase one of our travel protection plans.



Emergency Response Plan

Explorica's approach to safety and security is to be prepared. We always plan not to have a crisis, but we prepare for everything just in case. Explorica has a very comprehensive internal response plan (including a major and minor incident response plan) regarding the many emergency situations that may occur while on tour. The following major and minor incidents are considered in Explorica's plan:

Major:	Minor:
› Flight, bus, train, cruise or ferry accident	› Illness/doctor visit
› Fire	› Flight delays/cancellations/rebookings
› Overnight hospitalization	› Delayed, missed, or lost train
› Natural disasters	› Lost luggage
› Injury or death of a tour participant	› Bus breakdown/no show
› Terrorism	› Tour director issues
› Criminal charges	› Pick pockets/stolen property
› Lost student or adult (over 1 hour)	› Lost student or adult (under 1 hour)
› Allegations by participants	› Entrance/activities issues
› Pandemics	› Meal issues

We conduct emergency drills with our Emergency Response Team, tour directors and select staff yearly in order to practice handling emergencies. The teacher and chaperones, along with the Explorica tour director are responsible for the safety of the students while on tour.

In the event of a crisis, our emergency plans are immediately activated. Every emergency situation is tracked in our Emergency Issue Tracker, and no issue is closed until the emergency is completely resolved. All levels of the company are involved in order to resolve any situation. This includes the direct involvement of the tour director, their communications to the tour director supervisors, the Emergency Department, the Operations Department and our Customer Care Department. There is a corresponding priority and escalation process, with senior executive involvement only a mobile phone call away, 24 hours per day.



At Explorica, we consider an emergency as follows:

- › A serious, unexpected and often dangerous situation requiring immediate action.
- › A situation that poses an immediate risk to health, life, property or environment.
- › A situation or event that has caused unexpected consequences, changes, or has affected the tour, the participants or the tour leaders and the ability of the tour to continue to run as planned. For us, these can also be quality concerns or tour flow concerns in addition to traditional “emergency” situations.

Some examples of crises we have handled where there were tour participants impacted include terrorist attacks in Madrid (2003) & London (2005); grounded flights due to Icelandic volcano eruption (2010); Arab Spring (2011); Japanese Tsunami (2011); Paris bombing (2015); Brussels and Nice bombing (2016).

Explorica partners with iJET International who is the premier integrated risk management firm focused on empowering our travellers with the best intelligence and insights should a crisis occur nationally or overseas. We would be in constant contact with iJet in the event of an evacuation situation – and would receive the very best intelligence available to ensure we get our groups to safety as quickly as possible. In the event of a terrorist attack or other life-threatening situations, iJet offers evacuation services that could be an option for our groups.

Please refer to pages 18, 19, 20 for a few examples that may trigger our emergency response plan.



Missing Participant (Example 1.)

At the start of the tour be sure to explain the importance of being on time and the consequences of being late. Tour members must understand that being late is NOT an option and can cause a great inconvenience for the tour and tour members if this happens. The consequences of tour members being late or not telling group leaders or chaperones their whereabouts must be clearly outlined. If a tour member needs to catch up with the tour due to not adhering to the schedule, the responsibility is on the individual (at his or her own expense) to "catch up" with the group.

If a tour member goes missing (tour director's action plan):

- › Speak to the rest of the group and ask when they last saw the missing tour member.
- › Institute the buddy system and have the group check likely locations (room, bathroom, meal room, lobby, bus). Ensure buddy teams contact the tour director and return to the group immediately if the participant is located.
- › Contact hotel staff if there is a possibility the missing person is in their hotel room.
- › Contact event or venue staff to arrange for the tour member to be contacted.
- › Contact the local police. Once police are involved, do not leave them without first advising them, and make sure they have an itinerary and number where they can reach you.
- › If police contact is made, contact 'Explorica Emergency' immediately. The group leader or Explorica Emergency personnel can contact the nearest relative if the missing tour member is travelling alone.
- › Explain to the group leader that the tour director responsibility is to the group and that once the student is located (eg. back at hotel) the tour should go on as scheduled for the other tour members - this could mean a missed site for the student and group leader.
- › Have the group leader assume responsibility for working with the local police and determine who will remain behind or who will come to the police station to assist them with searching for the missing person.
- › Prepare the major incident report on what has happened, outlining contacts made with hotel, event/ attraction staff, police and relatives.

Each student should be carrying the name of the hotel and the emergency number and is instructed to take a taxi back to the hotel if separated and they cannot reach their group leader, a chaperone, a friend on tour, or the tour director.



Hospitalization (Example 2.)

We have two services available to our participants:

- › **Trip Mate insurance** - an on-call service for parents to call Trip Mate and speak to a doctor to discuss options on their case and best steps to take. This is a third party travel protection plan provider which students have the option to add to their tour.
- › **Doctors on Call Program** - an exclusive partnership with the George Washington University Medical Centre—in the event of a surgery, we could arrange for a conference call with parents, teachers and the student, the student with our on-call medical doctors. This call could be arranged in as short as 30 minutes, and can involve translation services from over 100 countries. Therefore, if a local doctor in Italy was recommending a specific surgery we could clarify in English for the parents, and the George Washington University medical doctor on call could provide their feedback for the parents –ideally to provide some comfort that their son/daughter is being taken care of. After the call, we would work on transportation for a/both parent(s) if they desired. This program is included in tour costs.

If a tour member is hospitalized (tour director's action plan):

- › Contact the Explorica Emergency Office immediately. The group leader can contact the nearest relative if the passenger is travelling alone.
- › Explain to the group leader your responsibilities to the group, and that the tour must go on as scheduled (eg. while student is at hospital, tour to museum continues)
- › The group leader must assume responsibility for the care and attention appropriate for the ill passenger and determine who will remain behind with the ill passenger or who will come to join the person at the hospital.
- › Do not depart the hospital and resume the tour until all appropriate papers are signed.
- › Make sure the ill person is under proper medical care and that there is a clear understanding with the group leader as to who will be looking after the passenger.
- › Do not give out any medication.
- › If you are at a hotel, advise hotel staff of the situation immediately and ask them to call an ambulance.
- › If the passenger becomes ill whilst on the coach, depending on the degree of illness, try to reach the next designated lunch or rest stop.
- › If the illness appears serious, consider proceeding directly to the nearest hospital or medical centre immediately.
- › The passengers could be let off the coach at a nearby restaurant or shopping centre, rather than having to wait at the hospital.
- › The primary priority is the ill passenger; we make sure he or she is getting the necessary medical care. After that, the tour can be resumed as normal.
- › Make sure you fill in the 'Major Incident Form' about what transpired giving informed details of what happened, and make sure you give your home/office contact details.
- › Please inform the local Canadian Embassy when any Canadian Citizen is hospitalized.



Coach Evacuation (Example 3.)

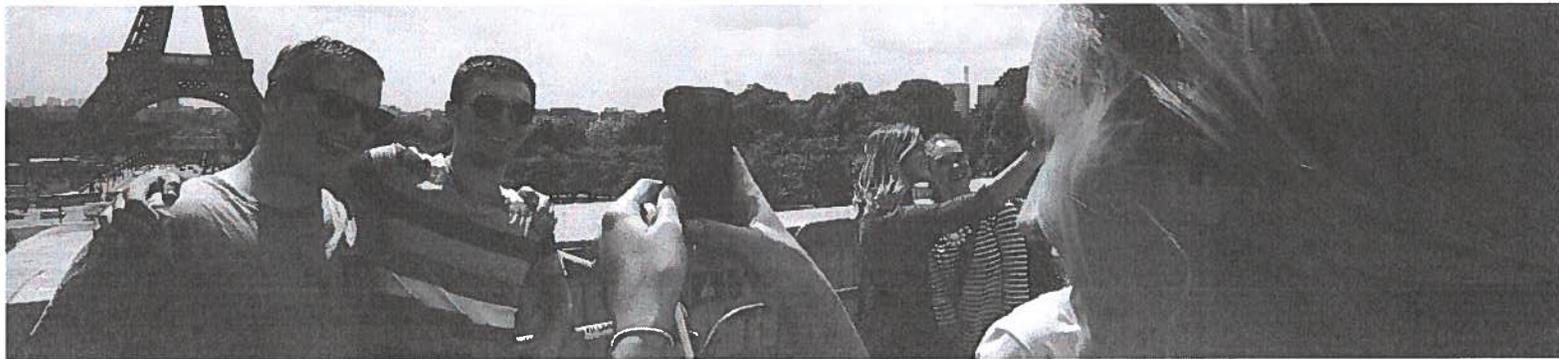
Emergency evacuation of the coach may be necessary in case of fire or if the coach breaks down in a very dangerous and vulnerable location.

If a bus breaks down on tour (tour director's action plan):

If a bus breaks down on tour the tour director will notify Explorica's 24 hour emergency line. This emergency line is connected with our domestic and international Operations teams (and on-call Operations staff). They will work behind the scenes to quickly secure a new coach or other forms of transportation. The emergency team will maintain communications regarding the situation and provide regular updates until the situation is resolved. We always attempt to reschedule any missed activities for the group if time permits and availability is not an issue. Otherwise, any student who purchased the Travel Protection Plan can place a claim under the Trip Interruption clause for loss of funds due to mechanical breakdown.

Students are not permitted to disembark the bus, unless remaining on the bus poses a danger to the students in the case of a bus breakdown. Our expectation with our coach providers is to resolve broken coaches as quickly as possible. Depending on the location of the coach, the change could occur in 60 minutes or less. For those lengthy waits, where possible we might look at alternate transportation options (subway, train) if the delay was going to be longer than expected. We'd work with the teacher to decide the best course of action and the group tour director would work with Operations to make those adjustments to the itinerary so as to not miss any elements (move a dinner, change an activity to the following day, for example). If a portion could not be moved, we would also work with the supplier to arrange a refund of the missed component.

- › Be authoritative. Make sure you maintain control.
- › Tell passengers to leave their belongings on the coach. It is an emergency.
- › Begin evacuating passengers who are seated closest to the hazard, e.g. if there is a fire at the rear of the coach, passengers seated near the rear take priority. Evacuate row by row from the safest area of the vehicle.
- › If the main door is jammed, use emergency exits as follows:
 - › Two roof hatches that open outwards.
 - › Side windows open outwards and upwards. Note that these windows are heavy and may require something to keep them open.
 - › If needed, break the front windshield to provide another exit route. Take care as the windshield is heavy. Use the axe (if the coach is so equipped) or a heavy object like the base of the fire extinguisher to break the glass.
 - › If using the extinguisher to break the glass, be sure there is no fire on board in case the extinguisher sustains damage.
- › Tell passengers to move well away from the coach to a safe area and remain in a group until everyone can be accounted for.
- › If any passengers are injured, call the local emergency number.
- › If there are passengers on the coach that appear to have serious injuries as a result of a collision, do not remove them from the coach, unless staying on the coach would put them in greater risk (e.g. fire); make them as comfortable as possible until help arrives.



Proactive Security Steps

Explorica's Safety & Security Plan is available to all group leaders before their tour, and we have emergency contingency plans in place on all travel programs. To ensure the highest level of safety for our travellers in every scenario:

- › We have a global presence with over 45 operation centres around the world to monitor situations and assist in the event that safety issues arise.
- › Our VP of Health and Safety, supported by our 24/7 team of dedicated risk management professionals, continually assesses all travel destinations and situations.
- › We partner with iJet, a leading worldwide security and risk management organization, for additional assistance in evaluating global conditions, and we actively monitor any security issues with them.
- › Our tour directors live and work in the cities our students visit and are available at all times to support their groups. We are in regular contact with all of our staff on the ground to provide up-to-date information on local conditions.

If a terror event or natural disaster occurs in your city during travel (if group is together without the tour director):

- › The tour director and group leader should determine whether to shelter in place, to return to the hotel, or to move to a safer location.

If a terror event or natural disaster occurs in your city during travel (if group is together with the tour director):

- › If you are at a location/activity, determine whether it is best to shelter in place, return to the hotel, or move to a safer location.
- › If you are at a restaurant/other public location, you can consult with locals for their recommendations.
- › Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

If a terror event or natural disaster event occurs in your city during travel (if during free time):

- › During free time, it is likely your group will be fragmented and in multiple locations. Your top priority as group leader is to determine the safety of your students.
- › All group participants (students, chaperones) must understand that if there is an incident in the city at time of travel, they must either immediately return to the hotel for headcount, or contact you indicating they are safe but unable to safely return to the hotel at the time.
- › You may choose to share a secondary meeting location if your hotel is unsafe for return.
- › If participants assess that it is not safe for them to return to the hotel, they can shelter in place. They should then reach out to you via phone/text, email, or through social media posts. Students without phones may need to borrow one from local residents.
- › Contact Explorica as soon as practical (as well as your school). Use the 24/7 number listed below.

How to reach Explorica in an emergency:

- › Phone **+1.617.210.6194** (24/7 Emergency Contact Line)
- › Please program the above number and your school's number into your phone prior to travel.

Explorica disclaimer: The purpose of this document is to serve as a preparatory guide for group leaders and Explorica team in-country in the event of a terror incident/natural disaster in the city in which a group is travelling. This document is not intended for distribution to students. It is based on the best knowledge and recommendations of the Explorica Risk Management team. Note that situations on the ground may dictate a different course of action, and participants should use their judgment about the safest course of action in an emergency.



Contact Information

Emergency information

Within Canada: 1.888.378.8845 ext 194

Outside of Canada: +1.617.210.6194

General information

Toll-free within Canada: 1.888.378.8845

Outside Canada: +1.416.485.1200

Customer service, non-emergency: 1.888.378.8845, option #3 (Toll-free within Canada)

Trip Mate Insurance:

US and Canada 1.800.888.7292

Outside US and Canada +1.603.894.4710





Travelling with Explorica: Layers of assurance

When you travel with Explorica, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

Total travel protection

No one wants to think about having to cancel their trip, but sometimes life happens. Unlike other companies which only provide a credit for a future trip, Explorica gives travellers the option to protect their investment with a choice of two trusted travel protection plans, both of which provide a cash refund:

- › **Explorica Travel Protection Plan:** This standard plan covers school board cancellations, baggage loss, misplaced tickets or passports, sickness or injury during the tour and other common travel mishaps.
- › **Travel Protection Plan PLUS:** Explorica's exclusive upgraded plan includes everything in the standard plan, and adds total peace of mind by allowing the traveller to cancel their tour for any reason up to 30 days before departure and receive a cash refund—the only "cancel for any reason" policy in the industry.

Comprehensive liability coverage

Explorica's liability insurance is the largest in the industry at **\$50 million**. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while travelling with Explorica.

And, as a member of the Travel Industry Council of Ontario (TICO), a self-governed, not-for-profit corporation whose mission is to promote a fair and ethical market place where consumers can be confident about their travel purchases, tour investments with Explorica are fully protected by TICO's Compensation Fund.

With an extensive network of nationally and internationally trusted travel safety and security associations such as IJET, the International Airlines Travel Agent Network (IATAN), and the Ontario Motor Coach Association (OMCA), Explorica is the educational travel provider you can trust.

Provincial registration and legal compliance

Explorica is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. The registration number with TICO is 60019951.

Trusted experience

Explorica has been organizing safe and reliable tours across the globe since 2000. And now, as a WorldStrides organization, Explorica travellers benefit from an additional 50 years of risk management experience and a worldwide network of support:

- › **Proactive risk management:** Safety protocols are built into every aspect of Explorica's operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by veteran risk management professionals, every precaution is taken to ensure a safe and enjoyable travel experience for all participants.
- › **Global vigilance:** The Vice President of Health and Safety, supported by Explorica's team of risk management professionals, continually assesses all travel destinations. They also partner with IJET, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating local conditions.

Unparalleled on-tour support

Explorica is by your side every step of the way to provide guidance and assistance:

- › **Expert tour directors:** Explorica tour directors live and work in the cities in which tours visit, and are fluent in the local languages and customs. They advise travellers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. Explorica maintains regular contact with all field staff to provide up-to-date information on local conditions.
- › **Global presence:** As a WorldStrides organization, Explorica has a network of more than 45 offices around the world, so they are always nearby and ready to help in person if the need arises.
- › **24/7 emergency support:** Explorica operates a dedicated, 24/7 emergency contact line to assist travellers with any problem, anywhere, at any time.





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

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

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

Regrets:

**Board/District Staff in
Attendance:** **Chairperson Lento**
Trustee Bellina
Trustee Johns
Trustee Blumhagen
Trustee Whalen (by phone)
Lynn Hauptman, Superintendent
Brent Reimer, Director of Instruction/Human Resources
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Education
Janice Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of October 29, 2018 was called to order at 11:45 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2018-11

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

1.3. Approval of the Minutes

POL-2018-12

M/S that the minutes of the Policy Committee meeting of September 24, 2018 be approved as circulated.

2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

1.2 Procedural Bylaw

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 Revised Policy/Regulations 3.40 Learning Resources

Mrs. Casault reviewed changes to the Policy and Regulations.

Discussion included:

- resources include, but are not limited to: ERAC evaluated, Ministry prescribed, and/or locally developed resources
- inappropriate resources
- use of snippets of resources
- use of persons as resources
- we need a process for approving Aboriginal resources that is respectful of the area we live in (i.e. acknowledge the traditional land and refer to our local experts)
- take this to Elder's group at MBSS to ask how/what to include (What is their advisement?)
- put the onus on parents to provide an alternative learning resource if they remove their child from using the District learning resource
- What is the learning outcome of using the resource?
- incorporate a definition of a learning resource
- Trustee Johns requested that we reframe from using 'bullets' when referring to items

The policy will be sent to partner groups for feedback once the noted changes have been made.

3.2 Draft Policy/Regulations 3.44 Challenge of a Learning Resource

Mrs. Casault reviewed changes to the Policy and Regulations.

Discussion included:

- the word 'instructional' is being replaced by 'learning'
- definition of a learning resource
- we need to be mindful that there may be person(s) or groups attempting to remove SOGI resources.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Process for Policy Changes and Development

Discussion included:

- length of time for feedback
- process as it pertains to policy changes required due to legal requirements, legislation changes, etc.
- Chairperson shouldn't appointment Trustees to committees, Trustees should be able to choose which committee they are interested in
- Is it possible to do a calendar for the year of what is coming up at each meeting?
- conversation will continue with the new Board

4.2 Draft Policy/Regulations – Impairing Substances in the Workplace

The Draft Policy and Regulations were reviewed.

Discussion included:

- templates were vetted by BCPSEA and Harris & Co. already - any changes should be reviewed by legal again
- not just about cannabis – pertains to any impairing substance in the workplace
- refers to adults/staff only (not students)
- expectations are clearly defined - we already have processes in place on how to deal with people who come to work impaired - nothing new with how we deal with these issues
- How will we ensure that our Contractors have a policy in place? Once this policy is passed, it will be our responsibility going forward to ensure they have things in place (District Management will explore this further)
- there are CBD products without the high – a medicinal license will indicate the content of THC (i.e. Scale of 1-50)
- we are not planning to do any drug testing
- our primary focus is safety for students
- concerns with wording in Employees Responsibilities #4 – who determines if it's negatively impairing? (District would look for signs, possibly their doctor.)
- key statement is 'impacting your fitness for work'

The draft policy will be sent to partner groups for feedback and brought back to the November meeting.

5. INFORMATION ITEMS

5.1 Revised Policy 1.2 Procedural Bylaw

Changes were briefly discussed under Item #2.

6. ADJOURNMENT

The meeting adjourned at 12:50 p.m.



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

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

**Committee
Members In
Attendance:**

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

Regrets:

**Board/District
Staff in
Attendance:**

**Chairperson Lento
Trustee Brown
Trustee Whalen (by phone)
Trustee Helgesen
Trustee Blumhagen
Lynn Hauptman, Superintendent
Diane Casault, Director of Student Learning/Innovation
Brent Reimer, Director of Instruction – Human Resources

Jane Nixon, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Special Education Student Services meeting of October 29, 2018 was called to order at 10:43 by Doug McPhee.

1.2 Approval of the Agenda

The agenda of the Student Services Committee meeting of October 29, 2018 was approved as circulated.

1.3 Approval of the Minutes

The minutes of the Student Services Committee meeting of September 24, 2018 was approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Updates on Available Supports and Services for Autism Spectrum

Update on the support for students on the Autism Spectrum.

Speech Language Pathologist position is currently an open and ongoing posting. Preschool Speech and Rocky Mountain is still being covered by Lesley Runzer. Susan Robertson is currently covering Jaffray.

There is a significant shortage of Speech Language Pathologists in rural areas such as Fernie and Cranbrook. There are issues with housing, retention and recruitment.

Trustee McPhee suggested that the School District look into postings in private practice as well as postings in other districts so that School District 5 can offer a more competitive package. It also is important to collaborate with districts in the province to discuss how others are recruiting Speech Language Pathologists.

Trustee Bellina further suggested that housing shortages remain and that it is imperative that we look for long-term solutions for housing.

Trustee Johns also suggested writing a letter to advocate for an increase in the number of seats in universities for Speech Language Pathologists due to the current shortage.

Trustee Johns also discussed sending a letter to the Ministry of Education as well as Ministry of Municipal Affairs & Housing at both a provincial and federal levels.

2.2 Parent Advocacy

Diane Casault discussed the need for consistency in all websites across the School District. This includes where a parent will find information on available programs for Student Services, etc. The School District is aiming to have up to date information on the Portal, external School District website and on all school websites.

Trustee Blumhagen suggested that once this is ready, a slideshow (demonstration) of the websites should be given at all PAC meetings.

Trustee Ayling discussed the importance of supporting our DPAC and making them aware of all of the resources for parents. This slideshow would also be given at the DPAC meeting.

Trustee McPhee also suggested that a workshop presenting all the services available both in the School District and in our communities might be offered at a DPAC Meeting.

2.3 Advocacy for Additional Special Education Funding

This agenda item was tabled to the November 26 meeting.

2.4 GAUGE Review

The GAUGE Program was reviewed. At the recent Principals & Vice Principals meeting, it was reported that no referrals have come forward for the GAUGE program. Students continue to work with Megan Stasuik.

Further discussions included other ways of supporting children including half days at a program such as GAUGE rather than full-time attendance.

Trustee Johns requested a report at the November 26 Committee Meeting to further discuss where the School District stands with GAUGE program.

Superintendent Hauptman also reported to the Committee the importance and effectiveness of Mandt training.

2.5 Compliance Auditor

Diane Casault gave a report on the session with Ann Dumas on September 26. Ms. Dumas is part of the provincial audit team. This session was hosted by the School District for Student Services Teachers, Principals, Vice Principals, Counsellors and Aboriginal Education Support Workers.

School District 5 received accolades for its reporting and received guidance on moving children forward into funded categories.

2.6 Category H Students

School District 5 is above the provincial average for students in Category H (students requiring intensive behaviour intervention or students with serious mental illness).

A request was made to have the average provincial numbers versus School District 5 numbers available for the next meeting. Trustee Johns further requested a report be available at the next meeting on the funding implications of our Category H students.

3. CORRESPONDENCE AND/OR NEW ITEMS

4. INFORMATION ITEMS

5. ADJOURNMENT

The Student Services Committee meeting of October 29, 2018 adjourned at 11:37 a.m.



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

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

Committee Members in Attendance:	Trustee Helgesen (Co-chair) Trustee Johns (Co-chair) Trustee Bellina
Regrets:	Trustee Whalen
Board/District Staff in Attendance:	Trustee Ayling Trustee Blumhagen Trustee Brown Chairperson Lento Trustee McPhee Superintendent, L. Hauptman Secretary Treasurer, R. Norum Director of Instruction/Human Resources, B. Reimer Director of Student Learning and Innovation, D. Casault Sandy Gronlund, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of October 29, 2018 was called to order at 12:50 p.m. by Co-chair Trustee Helgesen.

1.2 Approval of the Agenda

The agenda for the public Finance/Operations/Personnel Committee meeting of October 29, 2018 was approved as circulated.

1.3 Approval of the Minutes

The minutes for the public Finance/Operations/Personnel Committee meeting of September 24, 2018 was approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

4. NEW BUSINESS

Nil

3. DELEGATIONS/PRESENTATIONS

Nil

5. ITEMS FOR INFORMATION

5.1 Finance Report

Attached to the Agenda for information.

5.2 Budget Update - September Enrolment

Mr. Norum reviewed the September 28, 2018 school enrolment numbers with the Board.

Thank you to the staff in the schools for their work in entering all of the data and to Diane Casault for overseeing the data collection and her work on the final numbers for enrolment with the help of Janice Paetz and Gail Rousseau.

Mr. Tichauer reported there has been no resolution for Ministry funding for the out of province Kootenay Ice Players. The Kootenay Ice have asked the District not to pursue coverage from the Ministry of Education.

5.3 Key City Theatre Repairs - Interim Financial Summary

Mr. Norum reviewed the cost summary, attached to the Agenda, for the truss repairs to the Key City Theatre. The final costs will be close to \$900,000. We knew the costs would be over and we will be talking to our partners once we know the actual final costs. The final overage will be covered from the District's Annual Facility Grants (AFG).

5.4 Key City Theatre - New Board

A list of the new Key City Theatre Board members are attached to the Agenda. Trustee Johns would like to recommend a person from our Board to represent the School District on the Key City Theatre Board.

Trustee McPhee thanked Trustee Johns for his years on the Key City Theatre Board.

6. QUESTION PERIOD

Nil

7. LATE ITEMS

Nil

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of October 29, 2018 adjourned at 1:02 p.m.

Trustee Bellina's Report for October 2018

- October 10th - Emergency meeting with PAC Executive/Principal/VP
- October 11th - All Trustee Candidates Forum in Jaffray
- October 15th - FJMES PAC Meeting
- October 18th - DSAC Student Voice Conference - District Office
- October 23rd - SSS PAC Meeting
- October 26th - Pick up SD5 Wreath from Legion
- October 29th - Board Committee Day
- November 4-6th - BCPSEA Symposium
- November 8th - Swearing in Ceremony
- November 9th - Funeral for SSS graduated student - died in Lethbridge University dormitory
- November 11th - Remembrance Day Service Laying SD5 Wreath at Sparwood Cenotaph

SECRETARY TREASURER'S REPORT TO THE BOARD

Public Meeting

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

NOVEMBER 13, 2018 BOARD MEETING

BUDGET

1701 DATA HIGHLIGHTS 2018-19

	Students
Enrolment total SD5	5,540.4375
English language learners (ELL)	75
French immersion	581
Aboriginal Ancestry	994
Special Education	704

TRUSTEE REMUNERATION REPORT – Sept 2017

Ad-hoc Trustee Compensation Remuneration Committee:

The committee of SD5 stakeholders met on Sept 27, 2017 with Secretary Treasurer, Rob Norum in attendance for a portion of it, to help answer committee questions.

After much deliberation, the committee would like to submit the following recommendations to the Board:

That the Trustee Compensation Remuneration be increased by four percent yearly, retroactive from July 2016 to July 2018 as set out in the following;

	Chair:	Trustees:
Current	15,000.00	12,625.00
July 2016-2017	15,600.00	13,130.00
July 2017-2018	16,224.00	13,655.20
July 2018-2019	16,872.96	14,201.41

Rationale: As the Board voluntarily froze their Trustee Compensation starting in 2008, and based on such a low dollar amount, the Committee feels that the four percent raise is in line with other labour groups in our District and may possibly encourage people to consider running for the position of School Trustee in future elections.

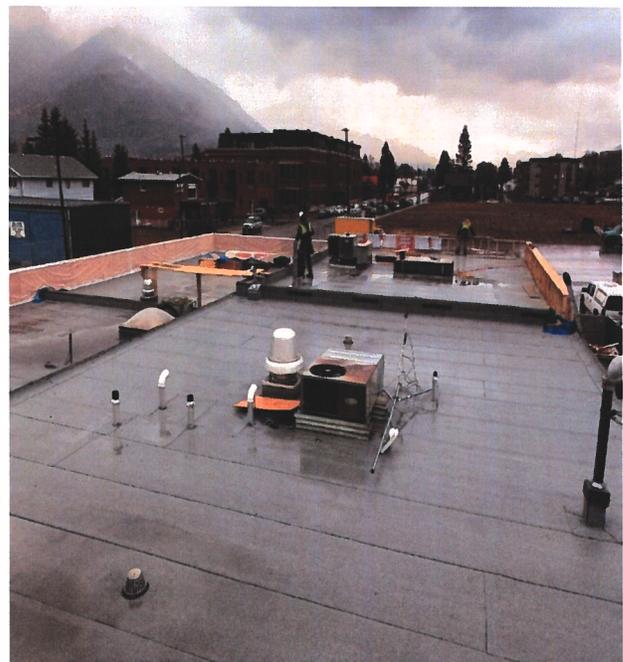
- 1) That the Trustee Compensation Remuneration continues to be increased by two percent yearly starting July 2019.

Rationale: The Committee feels that a yearly increase is needed to ensure the position of School Trustee experiences continual growth to not only maintain but further attract people who may be considering running for these valuable positions.

CAPITAL PROJECTS

KOOTENAY LEARNING CAMPUS

Work on the roof of the Kootenay Learning Campus in Fernie is underway. They are building a false wall adding height to the building to make it look more appealing to the eye on the outside.



The Mechanical tender is out and closes on November 22, 2018. The pace of work is increasing and progress is steady.

SOUTHEAST KOOTENAY

School District 5 Superintendent's Report to the Board



November, 2018



Lynn Hauptman - Superintendent

WE Day Celebrations

A number of our schools from across the district went to the WE Day at Roger's Place in Edmonton earlier this month.

Students who are part of WE Schools are stepping up and making a difference in their neighborhood and world at large.

This year's entertainment line-up included:

- o Craig Kielburger
- o Lilli Singh
- o Kenzie Ziegler
- o Johnny Orlando
- o Margaret Trudeau
- o Shawn Hook
- o Millie Davis and many, many more

Congratulations to all our students from Kootenay Orchards, Jaffray, Rocky Mountain, Elkford Secondary who earned their way through their service to this celebration.

Deputy Minister's Meeting with all Superintendents

The first of three meetings with the DM happened this month

Ministry staff led discussions on a number of topics including :

- o Government's priorities
- o Graduation Program
- o Aboriginal Tripartite Education Agreement
- o Workforce Development with ministry, PSEC and BCPSEA
- o Student Success and the Framework for Enhancing Student Learning



All GRADE 9 students at LMS painted for the No Stone Left Alone Project.

Remembrance Day Observations in our Schools

Our school's staff and students do an incredible job every year of observing Remembrance Day in their assemblies. This year was no exception. They do their utmost to help students understand the importance of this day and of the veterans who sacrificed so much on our behalf. Each school brings their own special touch with their own unique traditions and they look forward to having district staff, trustees, parents and the public attend their ceremonies. I had the privilege of attending the ceremony at Kootenay Orchards Elementary School – it was an amazing tribute to commemorate Remembrance Day – once again I was moved to tears.... Thank you.

Lynn Hauptman - Superintendent

BCPSEA Symposium

I attended the annual symposium with Trustee Bellina and Director of HR Brent Reimer with a great emphasis on the upcoming bargaining. This is always a very productive two days with much learning for all!

This very fulsome program included the following highlights:

- o Bargaining Best Practices from Anne Grant of Queen's University Industrial Relations Centre
- o Collective Bargaining – A Cross-Canada Perspective
- o Working Sessions on Local Bargaining Toolkits; Arbitration Avoidance; Duty to Accommodate and Return to Work; Bargaining, Messaging and the Media; Practice and Estoppel and the ever-popular Cannabis and the Workplace
- o Union-Employer Relationship and Implications for Bargaining
- o Keith Baldrey, Legislative Bureau Chief – The View from Victoria
- o Legal Updates

District Student Advisory Committee (DSAC)

Approximately 38 District Student Advisory Council students met in the Board Office on October 18, 2018. This session was led by Chief Joe Pierre and Faye O'Neil, Aboriginal Education Coordinator. It was a great day where students focused on aboriginal leadership, individual student values and ethical decision making processes!



Education Update

Ministry of Education



2019–2020 House of Commons **Page Program** recruitment campaign : We encourage you to share the link to our website (ourcommons.ca/page) on your institution's various social media outlets and to follow us on Facebook (facebook.com/hocpagescdc) and/or Instagram (instagram.com/hoc_pages_cdc).

This year the ministry is pleased to announce a new Adoption Campaign. For more information on this important campaign, please see the following Web link at: Adoptnow.ca.



Launch of the New *erase* Website: The Ministry is pleased to announce the [new *erase* website](#) is now live. In addition to bullying and violence prevention, the new *erase* site includes information and resources on online safety, mental well-being, substance use, and sexual orientation and gender identity. The site was created following extensive consultation with students, parents and educators. Please visit the new *erase* site and share the link broadly with staff and colleagues.

Want a chance to make a difference in ocean conservation? Youth are invited to form a national team engaged in co-creating and delivering service projects to their home communities that address ocean health and ocean literacy in Canada. The Ocean Bridge 2019 cohort will run from February 2019 to January 2020.

Please visit Ocean Bridge to learn more about how to apply:
<https://education.ocean.org/oceanbridge/assignments/folder/1221>

Cannabis Legalization: As of October 17, 2018, cannabis will be legal for purchase, possession and use by those over the age of 19 in British Columbia; it will, however, continue to be illegal for youth under 19. Learn more about [cannabis legalization and implications for the B.C. K-12 system](#).



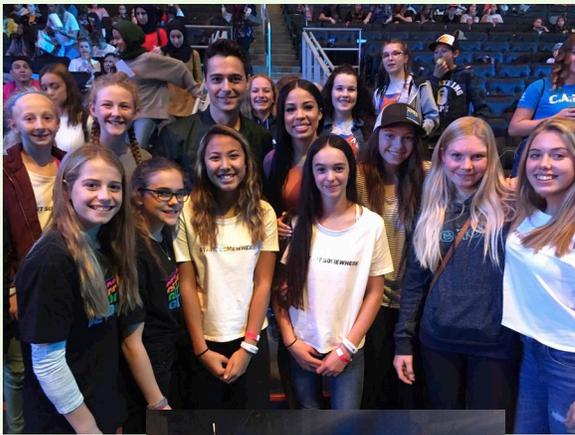
News from Schools



Chris and Dusty, SES learning to fish at Horseshoe Lake!



Kootenay Ice tickets from the Cranbrook Fire Department were given to Brody W. for showing excellent Pinewood school spirit. Brody created the "Pinewood – We Rock" wood plaque himself!



JEJSS students attend WE Day in Edmonton!

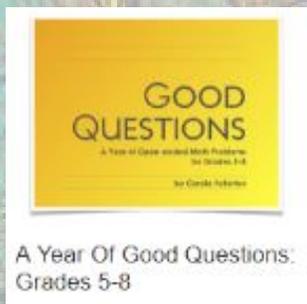


FSS grade 8 and 9's are completing the Fernie Ambassador Program this year. Picture shows the first group of ambassadors with their caps.

Director of Student Learning and Innovation - Diane Casault

Look who came to visit:

Carol Fullerton with a three part series on Proportional Reasoning for our intermediate Math teachers. Day one involved a learning series at Laurie Middle School followed the next day by in class demos and debrief (Oct 29 & 30). Thanks to LMS for the space on Monday as well as our two teacher volunteers from KOES: (Krista Cutler Gr.4 and Lauren Logan Gr.5). The group is looking forward to their final day of learning sharing on Tuesday April 9th.



She will be returning to present at this year's RSA day in April. Topics covered: Developing Competent Mathematicians in the Primary Classroom: Open-ended Tasks to Inspire Thought-Full Numeracy Learning.



Faye Brownlie

Thanks to Gordon Terrace Elementary school who organized a two day sharing session with Faye Brownlie and so graciously opened the invitation to other elementary schools on Nov 1 and 2. Faye Brownlie is one of BC's most sought after literacy and learning experts. She works in staff development in BC, nationally and internationally. A long-time advocate of improved learning for all students in inclusive settings, she fervently believes in our collective ability to make a difference for each and every learner. Faye works with students and teachers from K-12 and especially enjoys co-planning, co-teaching, and reflecting on the lessons with teams of teachers. Together we are better!



The Revised BC Early Learning Framework

A SD 5 and representation of Early Years partners attended one of 7 regional sessions November 5th in Creston. The 7 regional sessions held throughout the Province were for the purpose of gathering feedback and perspectives about the Revised BC Early Learning Framework.

Key changes in the Framework are as follows:

- Builds on Indigenous worldviews and perspectives
- Focuses on birth to eight
- Reflects strength-based focus through inclusive practices
- Positions early learning and play as a continuum
- Integrates inquiry based practice
- Aligns with the K-12 Curriculum and Competencies

Additional Feedback Processes

In support of [Child Care BC Initiatives](#), the Ministry of Education committed to updating the [Early Learning Framework \(2008\)](#) and accompanying documents and to making them widely available to educators and parents. A draft of the revised Framework is now complete and is available for your feedback. Please read the [2018 Revised Early Learning Framework \(Draft\) attachment](#) for more information.

Director of Student Learning and Aboriginal Education- Jason Tichauer

Aboriginal Education

We had our first full meeting of the Enhancement Agreement Review Committee recently. We were able to share our data from the Student Sense of Belonging Surveys from last spring as well as information around what is happening in our schools. It was a great day!

As well, Joe Pierre, Faye O'Neil and I have been visiting schools for the past few weeks to meet with Principals and Aboriginal Education Support Workers around school and district initiatives for this year. We have had some super conversations and will be looking to finish up with the last few schools imminently.

Safe Schools Coordinator Updates

This past month saw the annual Safe Schools Coordinator meeting in Richmond. There were several important updates for district-based coordinators. Firstly, there was the announcement that the ERASE online reporting tool has been reworked and modernized. Chief priority amongst the improvements is the ability for those making reports to attach digital images. This is significant for a few reasons- not just as evidence, but also for the ability to track the image.

As well, there is now the need to redo our Fair Notice Pamphlet to students and parents to include recent updates. Mainly, we need to inform folks of the ability to do Digital Data Analyses.

Dual Credit Handbook

We have been meeting with our partners at the College of the Rockies to produce a Dual Credit Handbook. This handbook will detail all dual credit options for students and parents so that they can see different options available and so that our two systems can be united in expanding our student options and opportunities. More to come!



New Rainbow Crosswalks at LMS and MBSS!



Director of Instruction, Human Resources - Brent Reimer

Human Resources to date has filled 155 teaching and 100 CUPE positions for the current school year. The Education Fund positions are now posted and many are already filled.

With the restored language of the teacher collective agreement, we are reviewing classes monthly that require remedy. These are situations where classes exceed the stipulated class size limits or composition or both. Remedy for a class in this situation can be additional prep time, a co-teacher or another agreed upon support.

We are in the initial stages of preparing for CUPE bargaining which we expect could commence prior to the winter break.

District Management spent a morning last week speaking with the Education students at the College of the Rockies. We were able to discuss the roles and responsibilities of staff as well as the hiring practices of teachers within the district. It was a well received interactive session!

Place-conscious learning at its best!

<https://youtu.be/neSD6x0trA0>

FSS Time and Place | FINAL 1080

vimeo.com

This is "FSS Time and Place | FINAL 1080" by Dylan Siggers

ELL Teacher, Patricia Michael continues to travel across School District 5 examining and administering tests to our English Language Learners.



The Dark Halloween Art Gallery at MBSS!

District Principal Student Services - Darcy Verbeurgt

Mandt Training

Approximately 60 staff (Principals, Student Services Teachers, Counsellors, Education Assistants and Itinerants) took Mandt training in October. There were recertification and new training sessions offered in both the Elk Valley and in Cranbrook. On Friday, October 19, school clerical staff were trained in the Mandt System. Thank you to Mandt instructors – Julie Russchen & Darcy Verbeurgt for continuing to keep our staff meeting the certification requirements. This certification requires that all students of the Mandt System role model the philosophy of treating all people with dignity and respect, displaying courteous, respectful and professional interactions.



YOUTH CARE WORKERS' MEETING

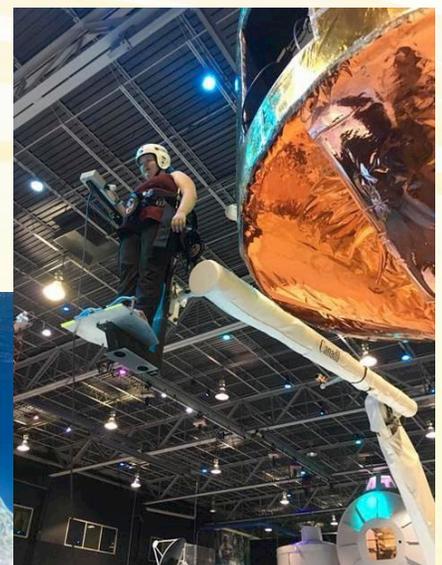
On Friday, October 26, School District 5 Youth Care Workers met in Jaffray for the first YCW Meeting of the 2018/2019 School year. This day was spent collaborating and discussing new ideas and activities as well as discussing the roles and responsibilities of our Youth Care Workers in SD5.

Shelley Moore

On Tuesday, November 6, Shelley Moore engaged Student Services Teachers and Itinerants with her inspirational look at Inclusion in Education. Shelley helped them look at inclusion as a concept of teaching to the diversity of all rather than a just a special education initiative. She reminded them that we are all diverse, we all have strengths, we all have stretches and we all need to get better at something. The difference in teaching to diversity however, is that we don't start with deficits we start with strengths and this includes everyone....students, teachers, support staff, custodians, bus drivers, parents, etc. Thank you, Shelley. We look forward to having you back to our District in January, March and June.



A student from Mount Baker Secondary attended Space Camp for Interested Visually Impaired Students (SCIVIS) in Huntsville Alabama, USA. The week-long camp was held at the US Space and Rocket Center. There were 180 students with visual impairments from 12 different countries, including India, Germany, Israel, New Zealand attend and experience what it is like to be an astronaut. Becoming an astronaut requires 20/20 vision but for this week at SCIVIS the barriers are reduced and materials are provided in braille, large print or electronic format so students with visual impairment can get a feel for what it's like to work for NASA and be in Space. The students take part in hands-on astronaut training which includes completing three space mission simulations. Students work as a team in different roles such as mission control center at NASA, the International Space Station, and the Space Shuttle to fix a satellite using the Canadarm. The students also experience training equipment such as 1/6th gravity chair, the "Moon Shot" ride to simulate shuttle lift off, and experience weightlessness in a 24-foot-deep Scuba tank. This life changing week is filled with personal growth and development, and lasting friendships.



District Principal Transformative Learning - Jennifer Roberts

Place-Based Learning - Gordon Terrace planted, nurtured, harvested and prepared a meal from their own GTES grown vegetables!



Ms. Lloyd's Grade 8 Science:
Looking at the impact of temp
on the creation of the cloud.



MyED Teacher Training

MyEducation Middle and Secondary School Teacher Training was held on October 23. Elementary teachers will be trained on November 14.



Lego Wedo Pro-D

On October 19, elementary teachers from Cranbrook were introduced to Lego Wedo. Lego Wedo is a STEM activity that involves collaborating with small groups to design and build a lego robot which can be controlled by coding. Twenty teachers from six different schools enjoyed the engaging and informative day! They are keen to share their experience with their students and colleagues!

Digital Citizenship

The second instalment of our monthly Digital Citizenship Resources is available in the portal. This month's topic is "Etiquette and Physical Usage of Technology." There are some books that are appropriate for K-6 and some articles for older grades as well as a short slide deck of some general etiquette guidelines.

District Principal Transformative Learning - Jennifer Roberts

2018 Environmental Education Awards of Excellence

From coast to coast to coast, over 300 educators gathered to learn, share and connect at the EECOM 2018 environmental education conference on October 18-21 at the St Eugene Mission.

A huge thank you to School District 5 for supplying the school busses for the field studies on Saturday, October 20. A total of nine School District bus drivers safely transported conference attendees and dignitaries to various sites in the East Kootenays. Congratulations to School District 5 teacher, Mardelle Sauerborn for receiving the CBEEN Award of Environmental Education Excellence at the conference. KBEE also won the National EECOM award for Outstanding K-12 District.



National Take Me Outside Day for Learning

National Take Me Outside Day for Learning was October 24. Thank you to our amazing teachers for taking our students in SD5 outside to learn...not just for this one day but every day!!



November 2018 Enrolment - School District 5

School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Jaffray Elem-Jr Secondary	20	24	17	21	30	19	19	21	19	18	11	0	0	219
Isabella Dicken Elementary	67	75	55	75	58	63	71	0	0	0	0	0	0	464
Frank J Mitchell Elementary	56	49	62	49	49	60	43	0	0	0	0	0	0	368
Rocky Mountain Elementary	36	33	41	45	29	41	30	0	0	0	0	0	0	255
Mount Baker Secondary	0	0	0	0	0	0	0	0	0	0	262	267	248	777
Laurie Middle School	0	0	0	0	0	0	0	114	130	97	0	0	0	341
Amy Woodland Elementary	36	28	42	36	40	45	43	0	0	0	0	0	0	270
T M Roberts Elementary	47	44	50	54	53	56	62	0	0	0	0	0	0	366
Gordon Terrace Elementary	35	37	37	42	45	26	31	0	0	0	0	0	0	253
Highlands Elementary	26	31	37	41	39	40	55	0	0	0	0	0	0	269
Pinewood Elem - Cranbrook	13	17	13	26	21	16	16	0	0	0	0	0	0	122
Steeples Elementary	29	22	24	30	34	27	24	0	0	0	0	0	0	190
Kootenay Orchards	30	35	28	31	41	34	22	0	0	0	0	0	0	221
Kootenay Learning Campus	0	0	0	0	0	0	0	0	0	0	1	2	8	11
Parkland Middle School	0	0	0	0	0	0	0	152	153	131	0	0	0	436
Elkford Secondary	0	0	0	0	0	0	0	36	35	29	29	34	41	204
Fernie Secondary	0	0	0	0	0	0	0	64	57	60	63	48	61	353
Sparwood Secondary	0	0	0	0	0	0	0	57	42	42	35	46	40	262
Kootenay Educational	0	0	0	0	0	0	0	0	0	0	14	14	63	91
Kootenay Discovery School	0	0	0	1	1	1	2	2	3	6	3	6	94	119
Total	395	395	406	451	440	428	418	446	439	383	418	417	555	5591