



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

**October 28, 2019, 10:30 a.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee McPhee  
Co-Chair Trustee Damstrom  
Trustee Johns  
Trustee Kitt

Board/District Staff in Attendance: Chairperson Lento  
Trustee Turner  
Trustee Whalen  
Trustee Bellina (by Zoom)  
S. Yardley, Superintendent of Schools  
A. Rice, Secretary Treasurer  
D. Casault, Director of Student Learning and Innovation  
B. Reimer, Director of Instruction, Human Resources (in at 11:30)  
D. Verbeurgt, District Principal Student Services  
J. Roberts, District Principal Transformative Learning  
J. Nixon, Executive Assistant (Recorder)

Regrets: Trustee Ayling

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

The Special Education Student Services meeting of October 28, 2019 was called to order at 10:51 a.m. by Co-Chair McPhee.

**1.2 Approval of the Agenda**

M/S that the agenda for the Special Education Student Services Meeting of October 28, 2019 be approved as amended.

Addition:

2.4 Laurie Middle School Update

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

M/S that the minutes of the Special Education Student Services meeting of September 23, 2019 be approved as circulated.

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

### **2.1 IEP Update**

Director of Student Learning and Innovation, Diane Casault, updated the Student Services Committee (“the Committee”) on the status of the Individual Education Plans (“IEP”) for the 2019/2020 academic year. Mrs. Casault reported that all IEP’s will be finalized between mid-November and the first week of December. A review of the finalized IEP’s will occur during the first week of December.

District Principal of Student Services, Darcy Verbeurgt, informed the Committee that funding for IEP Writing has been communicated to all schools. Schools are aware of timing and funding available. The 2019/2020 amount for the School Based Team, IEP and Consultation Meeting fund is \$60,425. The amount available for IEP Writing is \$58,981. Mr. Verbeurgt explained that this equates to 140.4 days of release time for the purpose of IEP writing.

Mrs. Casault also gave a brief report on the Principal/Vice Principal Meeting on Thursday, October 24 in Fernie. The focus of this meeting was on Student Services and the School Administrator’s role in supporting the essential services and supports for students.

Superintendent Silke Yardley thanked Mr. Verbeurgt and Maggie Lindsay-Tadey for the informative presentation at the Principal/Vice Principal Meeting on October 24.

Further matters regarding new students from outside of the District registering with designations and active IEP’s were discussed. In addition, the process of quickly assessing new students was briefly explained by Mr. Verbeurgt.

Chairperson Lento reiterated the importance of meeting the needs of the students in our School District as quickly as possible.

### **2.2 Placement of Educational Assistants Update**

Discussion regarding the ongoing process of hiring Education Assistants. School District 5 has increased the number of Education Assistants from 100 to 153 positions over the last several years.

Director of Instruction, Human Resources, Brent Reimer, explained that these 153 positions are all filled or in the process of being filled. This has left the pool of casual Education Assistants (qualified and unqualified) very small.

Further discussion regarding the placement of Education Assistants to be held in Finance Operations Meeting (under separate Minutes).

### **2.3 Social Emotional Learning Centre (“SELC”) Update**

Mrs. Casault distributed DRAFT pamphlets on the Social Emotional Learning Centre and gave a brief update on logistics and timeline for the SELC:

- The SELC Team met with staff at TM Roberts, Steeples and Highlands
- The SELC Team will be going into classrooms the first week of November
- The Education Assistant was hired and started on October 28
- The student referral form is being used in Working Draft
- Mr. Verbeurgt is working on a parental permission form
- Students start at the Centre on November 12
- Intense 14 week program until spring break
- The possibility of a shortened version after spring break for Grade 3 students

### **2.4 Laurie Middle School Update**

Trustee Johns discussed the newspaper article in the Cranbrook Townsman on Friday, October 25. Trustee Johns reminded the Committee that it is important to make sure to advocate for the public education system and to make sure positive information is available to the public.

Minutes from the previous meeting were reviewed and discussed. Mrs. Casault noted that the administration and staff need time to work on the new Mission and Vision Statements.

This topic will be an ongoing agenda item for the Committee.

Further discussion regarding Laurie Middle School to be held in In Camera Meeting.

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

### **3.1 School Base Funding Allocation Discussion**

Secretary-Treasurer Alan Rice briefly reviewed the Special Education funding increase due to the number of students with complex learning needs in the District. The funding has increased from \$8.7 million to \$9.6 million for the 2019/2020 Academic Year.

Trustee Johns requested details on the \$325 student allocation to meet the needs of students for reporting in an Executive Summary to the Select Standing Committee on Thursday, October 31.

School Base Funding Allocation to be further discussed in Finance Operations meeting.

**4. INFORMATION ITEMS**

CDTA President, Shelley Balfour, requested that the Board of Education consider including Student Services Teachers under Article B.27 - Positions of Special Responsibility - to honour the time and effort they put in both before and during the school year by providing them with the 5 days in lieu of their time in the summer which is equivalent to what the School Counselors receive under this Article.

**5. ADJOURNMENT**

The meeting was adjourned at 11:56 a.m.