



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

**October 30, 2017, 10:30 a.m.
Board Office**

**Committee Members
In Attendance:**

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

Regrets:

**Board/District Staff in
Attendance:**

**Trustee Blumhagen
Trustee Brown
Chairperson Lento
Lynn Hauptman, Superintendent
Rob Norum, Secretary Treasurer
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Educ.
Brent Reimer, Director of Instruction – Human Resources
Darcy Verbeurgt, District Principal of Student Services
Janice Paetz, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Student Services Committee meeting of October 30, 2017 was called to order at 10:47 a.m. by Co-Chair Trustee McPhee. This meeting is being held on the traditional lands of the Ktunaxa People.

1.2. Approval of the Agenda

SS-2017-10

M/S that the agenda for the Student Services Committee meeting of October 30, 2017 be approved as circulated.

1.3. Approval of the Minutes

SS-2017-11

M/S that the minutes of the Student Services Committee meeting of September 25, 2017 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Supporting Student Services Teachers with Paperwork (IEP Writing)

Discussion included:

- SST have direct and indirect services for students
- Time split (60/40 considering an 8-hour day; 80/20 when we consider the instruction hours in a day)
- Schools want SSTs with students 100% of the day – we need to protect them
- Mr. Verbeurgt has talked to Principals and SSTs to ensure they are not scheduled with students for the entire school day
- 80/20 split is what is needed to do their jobs effectively, however many continue to overschedule themselves by giving 100% of their time to students
- every school has IEP consultation funds to use in extremely busy times (i.e. beginning to middle of October when all the IEP mtgs. are happening)
- last year there was \$550,000 set aside from Priority Measures fund to write IEPs - all but \$20,000 was used – this has rolled over to this year's budget
- Mr. Reimer stated the job is very difficult and HR sees movement of people leaving these roles. They are working on a couple of things – there is funding left from the recruitment and retention fund and money left from the Priority Measures (approx. total of \$40,000). This funding is a 'one time only' source as it is surplus. There is concern about new people and we want to support them so they stay in these positions.
- Mr. Norum advised there is a small increase in consultation budgets this year from \$50,000 to approx. \$60,000 (from surplus funding). Hope to see an increase each year. This doesn't completely address the issue, but it will help.
- Could we support the two Coordinators with a clerical position to help with their paperwork? Clerical wouldn't be able to do much of the work as it needs to come directly from the Student Services Coordinators.
- There are no financial changes since the Bill Standeven report, however there are philosophical changes.
- Would be interested in using the district special education surplus to support time. A lot of this funding has already been allocated to other programs but can be reviewed again. \$250,000 of the surplus is supporting schools that are over their student services allocation.
- During IEP times (October, June, etc.) there is a shift in the time spent with students (usually less time, although this varies from elementary to secondary, where blocks are actually scheduled with students)
- maybe we need something internal identifying all resources that support students with special needs
- Motion R-17-48 has triggered thoughtful discussion – it would appear that part of the motion is still alive – there is a plan in its formative stage for support. Rather than rescind the motion, keep this topic on next agenda and get an update on supports, release time, etc.
- maybe there are some items in the Bill Standeven report that we could use
- amend the existing Motion R-17-48, pending a report on how the money that has been set aside is going to be utilized to support student services students and staff
- Would like feedback from Student Service Teachers on their thoughts. The Student Service Coordinators presented on behalf of all Student Service Teachers

at the last meeting. There is a Student Service meeting on Nov.2nd and Mr. Verbeurgt will bring it up then and report back any new feedback.

- the district provides extra funding every year for students who require supports beyond what their designation provides
- approx. \$1.8 funding is provided for Student Services – Mr. Norum will provide a one-page overview of the funding
- public is probably not aware of the extent to which we subsidize student services.

2.2 Progress Report on IEP Progress and Service Delivery

Mr. Verbeurgt reviewed written feedback from Student Service Teachers on what happens in schools from May until now.

Discussion included:

- How many IEPs have been completed so far this year? Probably all major IEPs have been completed – may be some that are more routine that aren't quite done – actual entry into the system will be completed by Dec.1st.
- services to students start the first day of school, there is no waiting until the IEP is reviewed
- Student Service Teachers work with principals, families, counsellors, etc. to ensure schedules are set up for students and that families are aware before school starts – schedules will be adjusted as needed through September.
- would like to receive updates like the IEP progress on an on-going basis at committee meetings
- would like to receive a heads-up on issues that may be developing in the district
- would like a report as to where we are with the items in the Bill Standeven report.

2.3 Future Directions for Support Services: Pilots and Other Projects that Flow Out of “The Plan”

This item was covered in the previous discussions.

3. CORRESPONDENCE AND/OR NEW ITEMS

Nil

4. INFORMATION ITEMS

Nil

5. ADJOURNMENT

The meeting adjourned at 11:39 a.m.