



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

POST-MEETING AGENDA - REGULAR PUBLIC MEETING

October 8, 2013, 5:00 p.m.
Sparwood Secondary School

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| 1. COMMENCEMENT OF MEETING | |
| 1.1 Call to Order | |
| 1.2 Consideration and Approval of Agenda | |
| M/S that the agenda for the regular public meeting of the Board of Education of October 8, 2013 be approved as amended. | |
| 1.3 Approval of the Minutes | 5 |
| Meeting of September 10, 2013 | |
| M/S that the minutes of the regular public meeting of the Board of Education of September 10, 2013 be approved as circulated. | |
| 1.4 Receipt of Records of Closed Meetings | 11 |
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| 1.6.1 Cookie the Service Dog | |
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2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

12

M/S that the Board approve the Student Online Registration Form.

M/S that the Board establish enrolment deadline dates for student enrolment in Board Policy 3.1.

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

2.2 Policy Committee

18

M/S that the revised Policy 2.13 Alcohol - Buildings, Grounds, Functions be approved by the Board of Education.

M/S that the revised Policy 1.4 Terms of Reference - Policy Committee, with the noted amendment, be approved by the Board of Education.

M/S that the revised Policy 1.6 Terms of Reference - Advocacy/Education Committee be approved by the Board of Education.

M/S that the revised Draft Policy Terms of Reference - Special Education/Student Services Committee, with the noted amendments, be approved by the Board of Education.

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

2.3 Finance/Operations/Personnel Committee

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

2.4 Special Education Student Services Committee

29

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

2.5 Communications/Media Committee

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

2.6 Mt. Baker Secondary School Building Replacement Committee

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

2.7 Legacy of Learning

M/S to accept the Legacy of Learning report.

2.8 Trustee Reports

33

3. SUPERINTENDENT'S REPORT TO THE BOARD

34

M/S that the October 8, 2013 Superintendent's Report to the Board of Education be accepted as presented.

4. NEW BUSINESS

4.1 Business Arising from Delegations

4.2 Kootenay Boundary Branch Executive Representative

M/S to appoint Trustee Bev Bellina to represent School District No. 5 on the Kootenay Boundary Branch Executive.

4.3 Application for Joint Sponsorship of a Sports Team

43

M/S that the Board approve the submission of the application for joint sponsorship of a volleyball team by Laurie Middle School and Parkland Middle School for a one year trial basis.

Discussion included:

- Community sports teams
- Development opportunities
- Student numbers
- Coaches - availability, qualifications, quality
- Elite athletes
- Loss of program once teams amalgamate
- Club sports v. school teams
- One year trial basis

M/S that the Board direct Superintendent Hauptman to investigate the situation around lack of enrolment/coaches with regard to school sports and provide a report to the Board.

4.4 Mt. Baker Secondary School Field Trip to Vienna

M/S that the Board of Education approve the Mt. Baker Secondary School field trip to Vienna and Prague.

Discussion included:

- Lack of school follow-up / confirmation process for schools
- Safety/worse case scenario
- Process to approve travel requests
- Representative to be present in future to provide additional information

5. TRUSTEE BOUQUETS

6. ITEMS FOR INFORMATION/CORRESPONDENCE

6.1 Remembrance Day Services

6.2 *Workplace Bullying and Harassment*

6.3 *Burn Fund Calendars*

7. QUESTION PERIOD

8. ADJOURNMENT

M/S that the October 8, 2013 regular public meeting of the Board of Education adjourn at 7:10 p.m.

9. LATE ITEMS

9.1 *Re Item 3 - Superintendent's Report - Enrolment Data* 45

9.2 *Re Item 4.3 Application for Joint Sponsorship of a Sports Team - Parkland* 47

9.3 *Re Item 4.4 Field Trip Application - MBSS - Vienna, Prague* 49

9.4 *Re Item 6.2 Workplace Bullying and Harassment* 65



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - REGULAR PUBLIC MEETING
September 10, 2013, 5:00 p.m.
Board Office**

Present: Chairperson Lento
Trustee Ayling
Trustee Bellina
Trustee Besanger
Trustee Brown
Trustee Helgesen
Trustee Johns
Trustee Whalen
L. Hauptman, Superintendent of Schools
R. Norum, Secretary Treasurer
B. Reimer, Director of Instruction/Human Resources
D. Casault, Director of Instruction/Student Learning
D. McPhee, Director of Instruction/Aboriginal Education/Safety Officer
J. Skerik, Executive Assistant (Recorder)

Regrets: Trustee Damström

1. COMMENCEMENT OF MEETING

1.1 Call to Order

(a) *Public Meeting of September 10, 2013*

Chairperson Lento called the September 10, 2013 public meeting of the Board of Education to order at 5:00 p.m.

Chairperson Lento welcomed CFTA Co-chair Shelley Balfour and DPAC President Debbie Therrien and requested that all in attendance take time to reflect on ways to show kindness to anyone experiencing difficult times, including Trustee Damstrom.

Chairperson Lento welcomed Superintendent Hauptman and noted that school start-up had been very positive.

1.2 Consideration and Approval of Agenda

(a) *Acceptance of Agenda*

Additions:

Item 4.7 - New Business - Technology Plan

MOTION R - 13 - 108

M/S that the agenda for the Public Meeting of the Board of Education of September 10, 2013 be approved as amended.

CARRIED

1.3 Approval of Minutes

(a) *Public Meeting of June 11, 2013*

Errors/Omissions: Nil

Mr. Verbeurgt noted that the letter referenced in Motion R-13-92 would be sent soon.

MOTION R - 13 - 109

M/S that the minutes of the regular public meeting of the Board of Education of June 11, 2013 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

(a) *In-camera Meeting of June 11, 2013*

MOTION R - 13 - 110

M/S to accept the closed records of the in-camera meeting of the Board of Education of June 11, 2013

CARRIED

1.5 Business Arising from Previous Minutes

(a) *Needs Budget*

Trustee Johns requested that copies of the letter to Minister Fassbender be sent to CFTA, CUPE and exempt staff and that Minister Fassbender be invited to tour SD5 in the near future.

(b) *AFG Projects Update*

Discussion included re-setting the HVAC system at Sparwood Secondary and inclusion of Mr. McPhee's report on parking for consideration when determining AFG projects for next year.

1.6 Receiving of Delegations/Presentations

(a) *Annette Rogers - Sound Connections*

Chairperson Lento welcomed Speech Pathologist Annette Rogers.

Ms. Rogers shared information regarding her Sound Connections program and provided data on Kindergarten phonological awareness, a predictor of literacy success. She acknowledged her team that includes Speech Language Pathologists, Student Services Teachers, classroom Teachers, Education Assistants, Speech Language Assistants and parents and thanked the Board for the amount of speech language services intervention. Ms. Rogers shared writing samples and videos of a child taken prior to entering school and after a year of intensive support in Kindergarten.

Trustees thanked Annette for sharing her astounding results.

2. COMMITTEE REPORTS / TRUSTEE REPRESENTATIVE REPORTS

2.1. Communications/Media Committee

Trustee Ayling distributed and reviewed her Trustee Report.

The media release scheduled for distribution will be re-worked following the trustee session on September 18th.

MOTION R – 13 - 111

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

CARRIED

2.2. Trustee Reports

Trustee Helgesen - the first PAC meeting at Rocky Mountain Elementary School had a great turnout.

Trustee Ayling – Trustee report was included with her Communications Committee Report.

Trustee Johns - Legacy of Learning update - can now be accessed on Facebook, have completed materials from TM Roberts Elementary, received boxes from Highlands Elementary, lack of materials from Parkland, sustainable funding. Mt. Baker Secondary - PIR report completed for Key City Theatre. Highlands Elementary school fundraiser for wheelchair friendly playground equipment.

Trustee Whalen - World Suicide Prevention Day, discussion about suicide prevention and postvention at Safe Communities Cranbrook meeting

3. SUPERINTENDENT'S REPORT TO THE BOARD

3.1. Superintendent's Report

Superintendent Hauptman's report of September 10, 2013 included:

- Superintendent's Activities
- Space Camp Attendee
- Opportunity for Columbia Basin Trust's "Know Your Watershed" Presentation
- Finance/Operations Updates
- Update from the Director of Instruction/Student Learning
- Update from Director of Instruction/Safety
 - Aboriginal Education
 - Technology
- Update from Director of Instruction/Human Resources
- Important Dates for Trustees

Superintendent Hauptman thanked everyone for making her feel so welcome and reviewed portions of her written report. She noted that she is happy to attend community partners' functions. Ms. Hauptman noted that Cookie, the service dog at FJ Mitchell Elementary School, has been very well received.

MOTION R – 13 - 112

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

CARRIED

4. **NEW BUSINESS**

4.1. *Business Arising from Delegations*
Nil

4.2. *Five Year Capital Plan Bylaw*

MOTION R – 13 - 113

M/S that the Board of Education of School District No. 5 approve the Five Year Capital Plan and submit it to the Minister of Education.

CARRIED

4.3. *Amended Capital Project Bylaw No. 126614 - AFG*

MOTION R – 13 – 114 Capital Project Bylaw No. 126614 - AFG

M/S to allow three readings of the amended Capital Project Bylaw No. 126614 - AFG.

CARRIED UNANIMOUSLY

MOTION R – 13 – 115 Capital Project Bylaw No. 126614 - AFG

M/S Read a first time September 10, 2013.

CARRIED

MOTION R – 13 – 116 Capital Project Bylaw No. 126614 - AFG

M/S Read a second time September 10, 2013.

CARRIED

MOTION R – 13 – 117 Capital Project Bylaw No. 126614 - AFG

M/S Read a third time, finally passed and adopted September 10, 2013.

CARRIED

4.4. *BCSTA / BCPSEA Issues*

Trustee Bellina provided a verbal report - the Board of Directors of BCPSEA was eliminated on July 31 and BCSTA is working on a new provincial bargaining structure. Feedback will be collected from Kootenay Boundary Branch school districts at their annual general meeting and the SD5 Board will meet September 18th to discuss the proposed changes.

4.5. *Capital Project Bylaw - Project No. 126556 - Carbon Neutral Capital Program*

Mr. Norum noted that SD5 did not have any projects approved this year. Chairperson Lento noted that Joe Tank, Manager of Operations, has been asked to seek input regarding projects for this seed money.

MOTION R – 13 – 118 Capital Project Bylaw - Project No. 126556 - Carbon Neutral Capital Program

M/S to allow three readings of Capital Project Bylaw - Project No. 126556 - Carbon Neutral Capital Program.

CARRIED UNANIMOUSLY

MOTION R – 13 – 119 Capital Project Bylaw - Project No. 126556 - Carbon Neutral Capital Program

M/S Read a first time September 10, 2013.

CARRIED

MOTION R – 13 – 120 Capital Project Bylaw - Project No. 126556 - Carbon Neutral Capital Program

M/S Read a second time September 10, 2013.

CARRIED

MOTION R – 13 – 121 Capital Project Bylaw - Project No. 126556 - Carbon Neutral Capital Program

M/S Read a third time, finally passed and adopted September 10, 2013.

CARRIED

4.6. *2013/2014 Student Achievement Contract*

Superintendent Hauptman noted that school districts must submit a Student Achievement Contract annually. Diane Casault, Director of Instruction/Student Learning reviewed the goals of the 2013-2014 contract, the strategies that will be used to achieve the goals, and some of the professional development opportunities for staff in the 2013-2014 school year.

Discussion included:

- Sound Connections program
- Transitions
- Support for professional learning communities
- Juno training
- Educational partnership agreement with SD6, SD8 and the College of the Rockies, transitions coordinator
- EARS (Educational Analytic Reporting System)
- Trustee involvement in structures and strategies
- Review of alternate programs

MOTION R – 13 – 122

M/S that the Board of Education approve the 2013/2014 Student Achievement Contract.

CARRIED

4.7. *Technology Plan*

MOTION R – 13 - 123

M/S that the District Technology Plan be posted on the main page of the District website.

CARRIED

5. TRUSTEE BOUQUETS

Trustee Bellina - to bargaining team Keith Regular, Jason Tichauer, Diane Casault, Rob Norum, Brent Reimer and Bendina Miller; to the BCTF bargaining team, especially Shelley Balfour and Kate Noakes; to Diane Casault for Roots of Empathy information; to Executive Assistants for travel arrangements; to Lynn Hauptman for attending the school meetings with the Lieutenant-Governor; welcome back to all staff; to Women of Steel Local 9346 for donating backpacks filled with school supplies; to Colleen Holland for sending newspaper clippings; to trustees for supporting her re-election as president of the KBB; to Trustee Whalen for her September report

Trustee Johns - to Highlands PAC for organizing a gala fundraising event

6. ITEMS FOR INFORMATION/CORRESPONDENCE

Trustee Whalen shared information regarding a session on school anxiety. Trustee Brown noted that the Child Development Centre has a room available to connect with doctors at the Alberta and BC Children's Hospitals

7. QUESTION PERIOD

Nil

8. ADJOURNMENT

MOTION R – 13 - 124

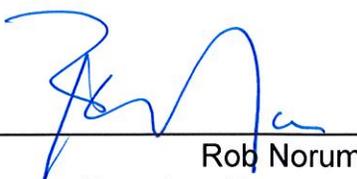
M/S that the September 10, 2013 public meeting of the Board of Education adjourn at 6:50 p.m.



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting September 10, 2013

- Pacific Carbon Trust
- Transportation issues
- Auditors' Report
- BCPSEA Representative Report
- Superintendent's Report – personnel issues
- Bargaining Update



Rob Norum
Secretary Treasurer



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES – Advocacy/Education Committee Meeting**

**September 23, 2013, 9:00 a.m.
Board Office**

Committee
Members in
Attendance: Co-Chair Trustee Bellina
 Co-Chair Trustee Whalen
 Trustee Brown
 Trustee Johns

Board/District Staff
in Attendance: Trustee Ayling
 Trustee Lento
 Trustee Besanger
 Lynn Hauptman, Superintendent
 Doug McPhee, Director of Instruction
 Gail Rousseau, Executive Assistant (Recorder)
 D. Casault, Director of Instruction/Student Learning

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Advocacy/Education Committee Meeting of September 23, 2013 was called to order at 9:05 a.m. by Co-Chair Bellina.

1.2. Approval of Agenda

Addition – Item 4.6 - Update from UBCM

ADV-2013-011

M/S that the agenda of the Advocacy/Education Committee meeting of September 23, 2013 be approved as amended.

1.3. Approval of Minutes

ADV-2013-12

M/S that the minutes of the Advocacy/Education Committee meeting of May 27, 2013 be approved as circulated.

2. PRESENTATIONS

2.1. Ron Popoff - Coaching, Recruitment and Training for School Teams

Ron Popoff, volunteer volleyball coach, brought his concerns regarding coaching, recruitment and training for school sports teams to the Committee's attention. Highlights were:

- not fair to the players and parents to have non-vetted volunteers in the role as a school team coach
- felt like more of a duty; was not positive or rewarding
- left a negative message amongst students that this sport was not important to the school as volunteers were coaches with no support from faculty
- during practices, held twice a week, there were no school personnel present to see how he was interacting with the students
- travelling for tournaments he was also the chaperone and sole person responsible for all students; bus driver would also supervise which is not his role
- to provide a criminal record check was the only thing that was asked of him to become a volunteer coach
- occasionally had help from a COTR student for grade 9 volleyball
- huge disservice to players
- all these programs including sport, band, drama etc. provides a positive school reputation and builds sense of team, creates positive self-esteem, promotes being team players, gives players a sense of school and team pride, positive sense of social belonging in community

Recommendations were provided (See attached handout).

A discussion took place:

- concerns being shared with administration of schools
- suggestion to hold coaching clinic prior to school start-up

This item is referred to District Management for a report at the October Advocacy/Education Committee Meeting.

3. ITEMS FORWARDED FROM PREVIOUS MEETING

3.1. Kindergarten Online Registration - Update

An update on the online registration form/process was given by Doug McPhee. Discussion included:

- length of form
- link to pdf map to show boundaries in Cranbrook
- training for secretaries/administration
- cost and amount of time expended so far
- necessity for parents to physically register at schools

Recommendation A – that the Board approve the Student Online Registration Form.

3.2. Education Hours by Province - Update

A brief updated was given. Information was pulled together by Mr. McPhee and was made available to Trustees. This item was received and filed.

3.3. Letter from SD43

A discussion was held in reference to all letters received from the BCSTA on behalf of school districts. All BCSTA letters will be referred to Trustee Lento for further action.

In future meetings, all letters will be grouped together as a block to be dealt with in a more efficient manner.

3.4. Letter from SD8 - Support of Wage Increases

Received and filed.

3.5. Letter from SD20 - Childcare in Schools

This item will be referred to the October Advocacy/Education Committee agenda.

Gail forwarded Letter 165825 from Minister McRae dated February 22, 2013 to Trustees.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1. DSAC Report

The DSAC students held a teleconference on September 17th regarding the upcoming Blue Lake trip. The Superintendent attended Blue Lake for one day and reported that the students were an incredible bunch of young people doing amazing things and that the district was in good hands for student leaders for the future. Thanks to David Martin, Mike Kelly, Gail Rousseau, the counselors and Principals who worked with students to prepare them for the conference. Also thanks to the facilitators who provided a jam-packed agenda and provided the students with the tools to develop their community plans.

4.2. DPAC Report

Trustee Johns attended the DPAC meeting and provided a summary from the Board meeting the night before. He also discussed, briefly, the Legacies of Learning Project.

4.3. SD5 Apprenticeships

A discussion took place on how we can offer apprenticeships to SD5 students. Discussion included:

- there is a model that exists in our region (Invermere)
- when students graduate from the ACE-It program they have completed their Level 1 apprenticeship
- need to respect unionized structure
- need to look at offering electrical apprenticeships in SD5

This item was referred to District Management to provide a report for the October Advocacy/Education Committee meeting.

4.4. Student Use of Personal Electronic Devices

An email was sent to Trustees from a parent which questioned the effects of non-ionizing electromagnetic radiation which is the potentially harmful radiation emitted by cellphones. A discussion took place:

- how much testing is being done in SD5?
- SD5 is operating at a SC6 level of standard which is considered safe by the Canada Safety Council
- suggestion to educate students at the beginning of the school year regarding use of personal devices; educational piece should include making students aware that it is not healthy to be on personal devices 24/7
- our teachers do a good job talking about balance to students

4.5. Policy 3.1 - Student Registration, Enrolment and Placement

Diane Casault, Director of Student Learning, brought forward Policy 3.1 to ask the committee to consider either setting or changing the enrolment application date wording in the Policy. The Policy, as it reads now, says "Prior to February 1st of each school year the Board will establish enrolment deadline dates for student enrolment". This could also be tied into a bigger conversation when a discussion occurs with regard to school boundaries, catchment areas, placement, etc.

Recommendation B- that the Board establish enrolment deadline dates for student enrolment in Board Policy 3.1.

This item is referred to the October Policy Committee meeting to have further discussion on catchment areas, school boundaries, enrolment etc.

There was a suggestion that schools organize registration requests in number priorities. This will be discussed at the next Policy Committee meeting.

4.6. UBCM Update

The Superintendent gave an update from the UBCM Conference. There was a discussion on trades/skills opportunities in the province and a push for the Mt. Baker School replacement.

5. BCSTA LETTERS

5.1. – 5.11 All BCSTA letters were referred to Trustee Lento for further action.

6. ADJOURNMENT

The Advocacy/Education Committee meeting was adjourned at 10:28 a.m.

7. LATE ITEMS

Recommendations from Ron Popoff on coaching school teams



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

**September 23, 2013, 10:00 a.m.
Board Office**

Committee Co-Chair Trustee Brown
Members in Trustee Besanger
Attendance:

Regrets: Trustee Damstrom
Trustee Ayling

Board/District Trustee Bellina
Staff in Trustee Johns
Attendance: Chairperson Lento
Trustee Whalen
L. Hauptman, Superintendent of Schools
R. Norum, Secretary Treasurer
B. Reimer, Director of Instruction/Human Resources
D. Casault, Director of Instruction/Student Learning
D. McPhee, Director of Instruction/Aboriginal
Education/Safety Officer
D. Verbeurgt, District Principal/Student Services
J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of September 23, 2013 was called to order at 10:34 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2013-009

“M/S that the agenda for the Policy Committee meeting of September 23, 2013 be approved as circulated.”

CARRIED

1.3. Approval of the Minutes

POL-2013-010

“M/S that the minutes of the Policy Committee meeting of May 27, 2013 were approved as circulated.”

CARRIED

2. POLICIES PASSED BY THE BOARD SINCE LAST MEETING

Nil

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1. Revised Policy 2.13 Alcohol - Buildings, Grounds, Functions

Discussion included:

- a history of the policy and previous drafts
- legal aspects of the policy
- the District receives funding from a variety of sources (i.e. gaming, Liquor Store sales for dry grad)
- DPAC/PAC is a separate entity and has their own constitution. District policies come in to effect whenever they use District facilities.
- The Board has the right to set policy on what activities are acceptable. The Board can also have policy which addresses what types of funding they will accept (i.e. not accepting money from a tobacco company).

RECOMMENDATION A

“M/S that the revised Policy 2.13 Alcohol - Buildings, Grounds, Functions be sent the Board of Education for approval.”

3.2. Policy 1.4 Terms of Reference - Policy Committee (TS Feedback)

Feedback from partner groups was reviewed.

Add wording to indicate the Committee will hold meetings on an as required basis.

RECOMMENDATION B

“M/S that the revised Policy 1.4 Terms of Reference - Policy Committee, with the noted amendment, be sent to the Board of Education for approval.”

CARRIED

3.3. Policy 1.6 Terms of Reference - Advocacy/Education Committee (TS Feedback)

Feedback from partner groups was reviewed.

RECOMMENDATION C

“M/S that the revised Policy 1.6 Terms of Reference - Advocacy/Education Committee be sent to the Board of Education for approval.”

CARRIED

3.4. Draft Policy Terms of Reference - SPED/Student Services Committee (TS Feedback)

Feedback from partner groups was reviewed.

Discussion included:

- inviting a Principal/Vice Principal and/or other staff to the meetings
- take out ‘Special Education’ from the title (moving away from that term provincially)
- change inclusion to inclusion/accessibility
- add wording to indicate the Committee will meet on an as required basis

RECOMMENDATION D

“M/S that the revised Draft Policy Terms of Reference - Special Education/Student Services Committee, with the noted amendments, be sent to the Board of Education for approval.”

CARRIED

3.5. Revised Policy 1.2 Procedural By-law / Draft Policy School Board Operations

This item has been deferred to the October meeting.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1. Policy 1.12 School Board Policy Development

Discussion included:

- revisions reflect the change from Education/Policy Committee to Policy Committee
- requests made for policy development should be directed to the Chairperson of the Board
- change wording, 'The draft is then circulated to *the Chair(s)* of all partner groups'

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

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 11:32 a.m.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

POLICY

**ALCOHOL – BUILDINGS, GROUNDS
AND FUNCTIONS**

SECTION 2.13

The Board supports the philosophy that schools are primarily for the use of children and that this use is incompatible with the consumption of alcohol on school district property. Therefore, there will be no consumption of alcoholic beverages upon properties owned or operated by the Board.

Board leased/rented properties are exempt from this policy except when hosting educational activities.

DRAFT

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

POLICY

**TERMS OF REFERENCE
POLICY COMMITTEE**

SECTION 1.4

The Committee shall consist of four (4) Trustees, who will be appointed by the Chairperson of the Board.

In addition, the Committee shall include the following non-voting advisory members:

- Superintendent of Schools
- District staff as assigned by the Superintendent of Schools

The Committee meetings will be open to the public and will be held on an 'as required' basis.

The Committee shall report to the Board at its public meetings.

1. The Committee's mandate concerning policy is to obtain advice on revision of current policy and the generation of new policy and then make recommendations to the Board.
2. Policy preparation, presentation and implementation will be as per the Board's Policy Development policy.
3. The Committee, at the request of the Board, will fulfill a liaison function with community groups.
4. The Committee will perform other related functions as per the direction of the Board.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

POLICY

TERMS OF REFERENCE ADVOCACY/EDUCATION COMMITTEE

SECTION 1.6

The Committee shall consist of four (4) Trustees, who will be appointed by the Chairperson of the Board.

In addition, the Committee shall include the following non-voting advisory members:

- Superintendent of Schools
- District staff as assigned by the Superintendent of Schools

The Committee meetings will be open to the public and will be held on an 'as required' basis.

The Committee shall report to the Board at its public meetings.

Advocacy

1. The Committee's mandate is to advocate on behalf of District student needs and achievement and for the requisite funding requirements.

Education

1. The Committee shall be a vehicle for discussion of educational matters and shall make recommendations to the Board on such educational matters referred to them.
2. The Committee shall be responsible for educational topics to be presented at the monthly public meeting of the Board.
3. Educational matters shall be those related to:
 - Curriculum
 - Program and student assessment and evaluation
 - School programs and services
 - Non Instructional days
 - Post-Secondary Institutes
 - Any other items as are deemed educational by the Committee.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

POLICY

TERMS OF REFERENCE STUDENT SERVICES COMMITTEE

SECTION 1.161

The Committee shall consist of four (4) Trustees, who will be appointed by the Chairperson of the Board.

In addition, the Committee shall include the following non-voting advisory members:

- The Superintendent of Schools and/or designate
- District staff as assigned by the Superintendent of Schools

The Committee meetings will be open to the public and will be held on an ‘as required’ basis.

The Committee shall be a vehicle for discussion of Student Services and shall report to the Board at its public meetings.

Student Services matters shall be those relating to:

1. Inclusion/accessibility
2. Early intervention
3. Service without designation
4. Assessment and identification of students
5. Student Services funding
6. Service delivery models:
 - a. Blended special education and learning assistance
 - b. Alternate programs
 - c. School Based Team
 - d. Caseload and workload of staff
7. Itinerant services
8. Support staff development
9. Transitioning planning – into and between schools, and out to community
10. Cross agency cooperation
11. Any other such items as are deemed Student Services by the Committee or the Board.



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)
September 23, 2013, 1:00 p.m.
Board Office**

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

Regrets: Trustee Helgesen

Board/District Staff in Attendance: Trustee Besanger
Trustee Brown
Trustee Lento
R. Norum, Secretary Treasurer
L. Hauptman, Superintendent of Schools
B. Reimer, Director of Instruction/Human Resources
D. Casault, Director of Instruction/Student Learning
D. McPhee, Director of Instruction/Aboriginal Education/Safety Officer
D. Verbeurgt, District Principal/Student Services
J. Tank, Manager of Operations
J. Skerik, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The public Finance/Operations/Personnel Committee meeting of September 23, 2013 was called to order at 1:04 p.m. by Co-chair Trustee Johns.

1.2. Approval of the Agenda

MOTION FOP-P 2013-11

M/S that the agenda of the public Finance/Operations/Personnel Committee meeting of September 23, 2013 be approved as circulated.

CARRIED

1.3. Approval of the Minutes

MOTION FOP-P 2013-12

M/S that the minutes of the May 27, 2013 public meeting of the Finance/Operations/Personnel Committee be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1. Reduction of Carbon Footprint / Carbon Neutral Capital Program - Rob Norum, Joe Tank

Mr. Tank reviewed his Energy Plan of September 20, 2013. Discussion included:

- Estimated savings
- Partnerships
- Ground temperatures in the Elk Valley/thermal heating and cooling

2.2. WiFi Report - Doug McPhee

Mr. McPhee advised trustees that part of his report had been shared in Advocacy Committee meeting.

He noted that in tests run in a classroom determined exposure did not exceed the standards identified in Health Canada's Safety Code 6 "Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz".

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

4.1. Technology Update - Doug McPhee

Mr. McPhee reviewed his report regarding Technology: SIS Update - Student Information System.

4.2. Technology Update - Doug McPhee

Mr. McPhee reviewed his report regarding Laurie Middle School Inventory. Discussion included:

- Focus on concept school, Laurie Middle School
- Implementation schedule for all schools, delays
- Ratio of students to computers/student access to computers
- Reallocation of existing usable computers
- Consistent operating system with consistent software support – Microsoft Office 365 for students, cloud storage, collaboration tools
- Susceptibility to viruses, use of anti-viral software
- Efficiencies created by a portal system
- District Steering Committee
- BYOD
- Replacement cycle v. leasing
- Technology Plan on website

4.3. Courtesy Rider Update - Rob Norum

Mr. Norum provided a verbal update - family in South Country has been invoiced, one rider from St. Mary's band, one part time rider from Wycliffe area.

5. ITEMS FOR INFORMATION

5.1. Safety Report - Doug McPhee

Mr. McPhee provided a verbal report including:

- September Safety Committee meetings – one WCB claim during the summer, submission of school inspection reports, traffic safety; next meetings October 22 and 23
- Hazardous waste removal in June
- Completion of crisis response manual and emergency procedures manual
- ERASE training at end of October
- Restorative justice training this week
- Evacuation plans for schools, particularly in the event of a rail accident (Pinewood)
- Presentation on threat assessment
- Traffic concerns / speeding in school zones / involvement of PAC groups and Cranbrook in Motion Committee
- Shared training with ambulance, fire, police, community, MCFD, partners that work with students, parents
- Development of District of Sparwood community plan, inclusion of SD5 in discussions

5.2. Grounds Management Update - Joe Tank

Mr. Tank reviewed his report of September 18, 2013.

Mr. Tank and the Grounds Crew will be thanked for their work this summer.

6. QUESTION PERIOD

- Speed zone signs on Cobham Avenue near Pinewood

7. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting adjourned at 2:30 p.m.



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

**September 23, 2013, 11:00 a.m.
Board Office**

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

Regrets: Trustee Ayling

Board/District Staff Trustee Bellina
in Attendance: Trustee Brown
Chairperson Lento
L. Hauptman, Superintendent of Schools
D. Verbeurgt, District Principal/Student Services
J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Special Education Student Services meeting of September 23, 2013 was called to order at 11:34 a.m. by Co-Chair Johns.

1.2. Approval of the Agenda

SPED-2013-004

M/S that the agenda for the Special Education Student Services Meeting of September 23, 2013 be approved as circulated.

CARRIED

1.3. Approval of the Minutes

SPED-2013-005

M/S that the minutes of the Special Education Student Services meeting of September 23, 2013 be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1. Letters Regarding Collaborative Services Planning - Update

Discussion included:

MCFD

- Mr. Verbeurgt continues to build relations with MCFD through contacts, emails and planning groups
- Currently working on a Mental Health Forum (invitation only) on November 25th & 26th. He is working with the group to create a new network which will follow through on the promotion and prevention of mental health. There are a wide range of contributors from cross-sector agencies.
- Protocols still need to be ironed out. More cooperation is being demanded from all agencies.
- Phone discussions continue with MCFD and CYMH about services.
- Child Protection work continues.
- A new network is being formed around services to adults with disabilities (STADD) – October 1st workshop.
- Childhood Development Centre - Trustee Brown advised that there are still several positions open (striving to create a complete team of childhood specialists at the Centre).
- Mr. Verbeurgt will still send a letter to MCFD requesting collaboration.
- It would be helpful for the Childhood Development Centre to send the district a letter identifying what their needs are. Trustee Whalen will follow-up on this.

Early Childhood

- Mr. Verbeurgt has asked to be invited to their meetings.
- Met in June regarding students with ASD (Autism Spectrum Disorder)

- Met with Elk Valley Early Childhood services (OT, PT, SLP, Childcare). Good conversation - asked by OT to another meeting in October.
- Met with IHA regarding therapy providers. Trying to rewrite the contract with OT/PT (SD6 also involved). Concerns about where school-age children and pre-school children are being serviced (no data recorded or provided at this time).
- Formal / informal transition meetings - met with daycares, childcares to determine what services kids receive in preschool and then try to match those in school.
- Need for on-going conversation on transitions (children in transitions with ASD). Needs to be a role for parents in those discussions.
- EKCH Coalition meeting in November (Mr. Verbeurgt will attend).

2.2. SPED/Student Services Committee Terms of Reference

This item was dealt with in the Policy Committee meeting.

2.3. Policy 3.10 Student Services Programs - Statement of Philosophy

Discussion included:

- Policy was written in 2001. Does this reflect our current values and beliefs about Student Services?
- Some programs are not mixing well due to different philosophies. Some parental concern over different opinions about what services/programs work together and what don't.
- Parents have the right to choose programs outside of school.
- It's the ability of what the school can provide. We can't give choices in everything. Funding dictates how much we can do.
- Mr. Verbeurgt recommends moving to learner support service (belief that children have a right to a full education).
- Language in policy is very dated. Our philosophy statements should come from our beliefs.
- Mr. Verbeurgt will redraft the policy and bring back to the October meeting.

3. CORRESPONDENCE AND/OR NEW ITEMS

3.1. BC-CASE Summer Meeting - Update

Mr. Verbeurgt provided a summary from the BC CASE meeting in August. Discussion included:

- K-9 reveal for curriculum review - still in process. Large amount of teachers involved with curriculum specialists. Should be an update out sometime in the fall.
- Request to management to include full terms for acronyms in future meetings.
- DPAC commented that Early Learning seems to be the dominate focus in the news and media. Are things being done for our older students?
- Research clearly shows early intervention optimizes learning and is most effect in the early years.
- Still a need to rebuild around Gr.8 and those important transition times through the high school years.
- UBC now has a MDI (Middle Development Index) in addition to the EDI (Early Development Index).
- Need to let others know that our resources are not just at the K-3 level.
- Mr. Verbeurgt will create a one page document for the new website that lists resources currently being utilized in the later grades.

5. ADJOURNMENT

The Special Education Student Services meeting was adjourned at 12:35 p.m.



**Board of Education
School District No. 5 (Southeast Kootenay)
Trustee Reports – October 2013**

Trustee Bellina

September 10th Board Meeting CBO
September 11th FJM Assembly
September 12th BCPSEA Bargaining call - went on with Vancouver.
September 16th 6:00 - FJM PAC meeting
7:00 -SSS PAC Meeting
September 17th 12:00 DSAC Conference call
September 18th Board Meeting
September 19th 10:00 - ECD Meeting
12:00 - Final offer CUPE - conference call
September 20-22nd - KBB AGM
September 23rd Committee Meetings

Trustee Brown

September 3 Safe Communities Cranbrook meeting
September 10 School Board Meeting, Cranbrook
September 11 Pinewood School PAC meeting
September 12 TM Roberts School PAC meeting
September 16 School Board Committees Meetings
September 18 Board planning meeting
September 18 French Committee meeting
September 19-22 - BCSTA Zone meetings, Radium
September 23 School Board Committee Meetings
September 24 TM Roberts School Open House

In September, I attended 43 hours of meeting time and another 15 hours of reading and preparation time for School District#5 committee and board work.



School District No. 5
From the Office of the Superintendent

To: Trustees
From: Lynn Hauptman
Date: October 8, 2013
Re: Monthly Report to the Board

Purpose of this Report:

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

Enrolment report – see attached

Superintendent's Activities

September is always a busy, exciting month and this certainly holds true for 2013. I continue to be so inspired by the commitment of our educational staff to ensure that we are providing the best possible educational environment for our students. The leadership of our administrators during this busy month was especially evident. I have appreciated the time that principals have given me as I continue to visit all of the schools. Their pride in the work that is happening in their schools is highly visible.

Data Collection is also a daunting task every September and our Administrators, Student Support Teachers, Secretaries and District Management team work very hard to ensure that this process is done accurately. Later on in this report you will see the latest figures on our enrolment based on the September 30th snapshot.

During this month I have also had the opportunity to attend a number of different meetings including:

Principals and Vice Principals: met with district administrators on Friday, September 27th at Fernie Secondary School and I also had the opportunity earlier in the month to meet with the new PVPA President Scott Holt and Chapter Rep Dan Noble.

French Language Committee with attendees from Fernie and Cranbrook.

CFTA: Brent and I have met a number of times with the Co-Chairs Kate Noakes and Shelley Balfour as we continue to work together for the teachers of our district.

Mount Baker Replacement Committee: was updated with progress to date and future plans were set.

Kootenay Boundary Branch Meeting: I accompanied Trustees Bellina, Brown and Whalen to Radium Hot Springs for the KBB Conference where I had the opportunity to attend a number of very informative mini-sessions.

DSAC Leadership Retreat: The highlight for me was attending this retreat with an amazing group of 39 students from Elkford, Sparwood, Fernie and Cranbrook at Blue Lake along with Gail Rousseau, Mike Kelly and David Martin and the counselors from Stillwater Consulting. A few of these students will be sharing with you some of the work that they accomplished that will benefit the students of our district. We really have amazing student leadership!

Kootenay Boundary Branch BCSSA Fall Chapter Meeting: Next week Diane Casault, Brent Reimer, Doug McPhee and Darcy Verbeurgt and I will be attending this meeting in Rossland along with other school districts' senior staff and ministry representatives. Part of the focus of the meetings will be on Grad/Assessment/Curriculum, Regional Directions and Collaboration on Mental Health Education and Learning Analytics.

Telus Backpacks

Once again, the Telus Community Ambassadors (workers and retirees) packed and delivered 210 backpacks over the summer so some of our students would have school supplies when they started school on September 3. The backpacks were distributed to K-12 students across the District and were filled with paper, pencil, exercise books, geometry sets and numerous other supplies. Thank you so much to the Telus Community Ambassadors for their time and dedication to this very worthwhile project!

Teck Good News Story

Four Teck employees, Courtenay Robinson, Lucy Hollis, Jay Fletcher and Dennis Schmidt came to visit Principal Dawn Voysey at Isabella Dicken Elementary School last month. They are working on a community focused training project, and their goal was to "do the most good, for the most amounts of people over the most amount of time". They wanted to focus on an elementary school student reading goal. They said they would like to help support IDES's reading programs and that they would soon return! Forty-five minutes later they were back at IDES! They brought three bags filled with gently used books that they had purchased from the Salvation Army (thereby supporting even more members of the community) and four Fernie 3300 Club Duck Race tickets giving IDES an opportunity to win and put even more resources back into the reading program. The 3300 Club gives all of its fund raising revenue back to children's activities in Fernie - so their purchase of tickets reached out into the community even further! Thank you Teck!!

SD5 Top Student Award

Four, \$1000 scholarship awards were given to the four Top Students in the District, one from every high school. Those students were: Elkford Secondary (Shelby Wurmlinger), Sparwood Secondary (Ty Hanlon), Fernie Secondary (Ben Voysey) and Mt. Baker Secondary (Paniz Khosroshahy). The awards were given based on the following criteria:

- Best Final Mark (Provincial and School mark combined) in English 12
- In-school Extra-Curricular activities
- Outside Extra-Curricular activities
- Special Leadership Qualities

Congratulations to the Top SD5 Students for the 2012/2013 school year!

Rotary Club Dictionaries

The Cranbrook Rotary Club graciously offered to support an on-going program whereby Canadian dictionaries will be gifted to every grade 3 student in our Cranbrook schools. These will become the personal property of the students so that their home has a dictionary. This is the Rotary Club's contribution to helping "literacy" in the community.

Finance/Operations Updates:

- Work on SD5 CUPE savings plan
- Setting up financial reports
- CUPE bargaining prep and meeting dates
- Application for purchasing card BMO
- Telus Mobility contract conversion
- Learning Improvement Fund costing and staffing
- Carbon Offset payment review
- Bus issues at Mt Baker
- Legal issues at Mt Baker

Update from the Director of Instruction/Student Learning

The September 20th Pro-d Day was a school based collaboratively planned day. It included the following learning opportunities: 21st Century Assessment Practices, Social Responsibility, Student Engagement and School Culture, Technology in the classroom, Kinesthetic Connections, School-wide reading focus, Self-Regulation, Cross Curricular Collaborative Teaching, Kurzweil and Dragon Speak Training. It should also be noted that the February 28th pro-d day will be the District Collaboratively planned day with a focus on skills, trades and apprenticeships.

Early Development Instrument Wave 5 (EDI)

"SD 5 has participated in all 5 waves of EDI data collection"

Our overall vulnerability rate is 24% compared to the provincial rate of 32.5%. As a district, our highest area of vulnerability is in the Social Competence and Emotional Maturity scales (12%) while our lowest area of vulnerability is in the Language & Cognitive Development scale (7%).

Other interesting findings:

Physical Health & Well-Being and Emotional Maturity scales have decreased in vulnerability consistently over time.

Communications Skills, Social Competence and Language & Cognitive scales decreased in vulnerability in Wave 5, but have remained relatively stable over time.

EARS – Education Analytics Reporting System

The Ministry is continuing to support a tool available to all districts for the analysis of student achievement data. The Educational Analytics and Reporting System (SIS-EARS) is an interactive dashboard that districts can use to analyze achievement data extracted from BCeSIS. In addition, districts will have access to a suite of powerful business intelligence tools to develop and distribute their own reports as PDF documents, Excel spreadsheets or Powerpoint presentations. The dashboards allow users to easily manipulate and display achievement data and are designed to provide ready access to timely information for decision-making and education planning.

Teacher Training at COTR

We will be attending the COTR for a workshop Thursday October 17th to provide the students in the teacher program an idea of our roles and responsibilities in the district as well as an opportunity to answer any questions they may have. We are anticipating that many questions will be directed to HR so Brent will be available to discuss hiring, qualifications and such. He is planning on returning in April with a more complete presentation where the students will have the opportunity to receive and complete an application package. The second part of the session will be led by Darcy Verbeurgt and will focus on Student Services and the courses required obtaining such a position in SD 5.

Staff training and in-service has been on going in the various schools. Much of the information can be found in the Health and safety section of first class. In some instances, MCFD and/or Interior Health have been available to cover certain topics. (Child Protection Protocol, Non-Discrimination, Creating Safe Schools, Medical Alert, Instructional Resources, Harassment Training, Sexual Orientation, Epi-pen, Code of Conduct, Coaches' Orientation).

Update from Director of Instruction/Safety/Aboriginal Education

District Data 1701 Reporting

- The deadline for data corrections and the submission of the 1701 report to the Ministry is October 7, 2013.
- As per regulations, the data "snapshot" was taken and recorded on September 30, 2013.
- There are currently 212 errors that need to be addressed manually in the Ministry Verifier before the data can be released. This is not a reflection of the efforts of the schools as everyone has done an excellent job of making sure that students are correctly registered. With the estimated FTE at 5172, this represents an error of about 4%.
- The estimated FTE Report is attached.

Interesting:

1. The Estimate for 2013 shows an increase of 2.875 FTE from this time last year. Although there are some significant changes in enrollment for specific schools, the overall enrollment is relatively stable.
2. The Project for 2013 is 34.375 FTE below the current FTE. Not bad for an educated guess - Good work, Rob!
3. In the middle chart, highlighted in green indicates an increase in FTE over the projections.
4. In the bottom chart, highlighted in green indicates an increase in FTE over the totals from September of 2012.

The final results for FTE will be shared after all corrections have been made and the formal report returned from the ministry.

In-service Provided:

1. Restorative Justice

With the assistance and support of Corporal Jim Cooley from the RCMP, Debbie and Doug McPhee provided the RCMP Community Restorative Justice Training for 17 employees of School District 5. The three day training provided participants with practical applications of Restorative Justice for school and community forums and is adequately prepared to provide this support to schools.

The use of restorative approaches in school discipline is a requirement of the ministry and should be reflected in the school and district Codes of Conduct and in practice with students.

Good Starting Points for Information on Restorative Justice:

Restorative Justice and Recidivism

Public Safety Canada

<http://www.publicsafety.gc.ca/cnt/rsrscs/pblctns/jstc-rcdvs/index-eng.aspx>

Restoring Justice for Safer Schools

Ontario College of Teachers

http://professionallyspeaking.oct.ca/december_2007/justice.asp

YouTube:

Restorative Justice: It's Elementary

Lansing School District

<http://youtu.be/dUA1AVf1Sql>

Restorative Justice Introduction

Lansing School District

<http://youtu.be/lqaqrDnhzDw>

Congratulations to:

John Barnes

Linda Christenson

Mary Elliott

Alison Farkvam

Natasha Gamache

Dave Hill

Ronnie James

Mike Kelly

Johanna Kinsman

Dan Noble

Susie Palmer

Kerry Peters

Jennifer Pidgeon

Sheena Rivers

Betty Robb

Sharon Trefry

Colleen Trozzo

Safety:

- Traffic Safety Report has been circulated to all schools along with the ThoughtStream for last year.
- Work will be done this month to prepare CityReporter for use in schools in November. City Reporter is an online tool that will be used to support the monthly safety inspection of schools.

Student Suspensions

There were 8 suspensions to the District Suspension Committee during the month of September. Although district suspensions are usually a discussion about the conditions of re-entry, restorative principles are used during the meeting to support a successful reintegration.

Update from the District Principal/Student Services

The month of September has been very busy in Student Services. There has been a significant number of students with unique needs move to our District, identification of new students through the ICHAN assessment process, and a higher number of students with significantly elevated mental health issues. We thank the Student Services Teachers, the Student Services Coordinators, Itinerant staff, school principals and school staff in responding to the documentation for support. We are confident that we have placed sufficient support services in place and, through the Learning Improvement Fund, we have been able to improve education for many students and staff.

Maggie Lindsay-Tadey and Darcy Verbeurgt attended a startup network meeting on best practice and services to adults with developmental disabilities. There was a cross-section of educators, Ministry departments and service providers that have a minimum quarterly commitment to continuing the network on services to people with disabilities from their youth to old age. The group also committed to improving the fifteen key transition points any individual navigates in their life.

On the mental health and wellness promotion and prevention front, the District is heavily involved with the planning and implementation of a networking and planning meeting for late November. This has brought, School Districts 5, 6, and 8 (Creston area only), Ministry of Children and Family Development, Child and Youth Mental Health, Interior Health Authority, and Directorate of Agencies for School Health and Healthy Schools BC together since March 2013 for this event.

A meeting with all Student Services Teachers will be held on October 7th in Jaffray. There is a full agenda. In addition to this meeting there are 6 other onboarding sessions with new Student Services Teachers to indoctrinate them to the operations of their role in SD5 and

the province of BC. This is a very exciting process supported by Maggie Lindsay-Tadey, Nadine Steele, Trina Anderson and Darcy Verbeurgt.

Speech Language Pathologists and their assistants' time have been increased through special education and LIF funding.

Other upcoming meetings include a district wide meeting with the Youth Care Workers, looking at their caseload/workload issues, and new duties for this year.

Update from the Director of Instruction/Human Resources

Human Resources to date have posted/filled 195 teaching and 93 CUPE positions for the current school year.

There will be a new teacher orientation session on October 15th at the Board Office beginning at 1:00pm. This 120 minute information session will give valuable insights to the district's hiring practices and processes, technology and educational services and educational practices that occur in School District 5. District management, along with the CFTA, look forward to seeing the new teachers to School District 5 at this information session! A second new teacher session is scheduled to take place in Sparwood October 22nd to give the same information to teachers in the Elk Valley.

The Director of Instruction/Human Resources, Director of Student Learning, Principal of Student Services and the Superintendent of Schools will be visiting the College of the Rockies on October 17th to present to the teachers in the UVIC teacher education program. We look forward to meeting and discussing educational issues with the soon to be certified teachers that will join the teaching ranks in the next few months.

We continue to work on our conversion of SDS to SRB. Automated callout is expected to be rolled out in January. Rules and procedures regarding our new automated dispatch are being discussed with the CFTA as we work towards agreement on the callout parameters. Thank you to the Co-Chairs for our productive meetings.

Important Dates for Trustees:

Committee Meetings – October 28

DEAR – Drop Everything and Read – October 28

Lynn Hauptman
Superintendent

1701 FTE Report and Comparison with the October 2012 Enrollment and the Projections (Proj) for September 2013

FTE Report October 4 2012

| School Name | FTK | Gr.1 | Gr.2 | Gr.3 | Gr.4 | Gr.5 | Gr.6 | Gr.7 | EUG | GR 8 | Gr.9 | Gr.10 | Gr.11 | Gr.12 | SUG | GA | Total FTE |
|-------------------------------|-----|------|------|------|------|------|------|------|-----|------|------|--------|---------|---------|-----|-------|-----------|
| Jaffray Elem-Jr Secondary | 15 | 15 | 16 | 17 | 10 | 12 | 17 | 19 | 0 | 20 | 14 | 5 | 0 | 0 | 0 | 0 | 160 |
| Isabella Dickson Elementary | 51 | 43 | 48 | 52 | 33 | 33 | 44 | 44 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 326 |
| Frank J Mitchell Elementary | 51 | 58 | 43 | 42 | 34 | 58 | 42 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 328 |
| Rocky Mountain Elementary | 24 | 36 | 28 | 31 | 27 | 37 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 221 |
| Mount Baker Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 326 | 286.375 | 319.875 | 0 | 0 | 932.25 |
| Laurie Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 94 | 0 | 107 | 111 | 0 | 0 | 0 | 0 | 0 | 312 |
| Amy Woodland Elementary | 34 | 34 | 41 | 30 | 28 | 37 | 47 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 251 |
| T M Roberts Elementary | 31 | 35 | 45 | 33 | 42 | 50 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 350 |
| Gordon Terrace Elementary | 53 | 58 | 45 | 43 | 42 | 55 | 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 274 |
| Highlands Elementary | 40 | 37 | 30 | 22 | 32 | 40 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 227 |
| Pinewood Elementary | 14 | 19 | 18 | 16 | 23 | 16 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 122 |
| Steeple Elementary | 27 | 20 | 19 | 17 | 17 | 17 | 23 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 140 |
| Kootenay Orchards Elementary | 28 | 30 | 33 | 36 | 36 | 28 | 27 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 218 |
| Parkland Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 150 | 0 | 153 | 150 | 0 | 0 | 0 | 0 | 0 | 453 |
| Elkford Elementary Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27 | 0 | 19 | 36 | 21.625 | 32.5 | 20.625 | 0 | 0 | 156.75 |
| Fernie Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 45 | 0 | 49 | 42 | 59.875 | 69 | 59.125 | 0 | 0.375 | 324.375 |
| Sparwood Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 0 | 44 | 56 | 43 | 43 | 53.125 | 0 | 0 | 280.125 |
| Kootenay Educational Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 27 | 9 | 11.5 | 0 | 0 | 54.5 |
| Kootenay Discovery School | 0 | 2 | 1 | 1 | 2 | 0 | 0 | 2 | 0 | 1 | 4.25 | 6.25 | 6.625 | 12.25 | 0 | 1.125 | 39.5 |
| | | | | | | | | | | | | | | | | | 5169.5 |

FTE Report September 30 2013

| School Name | FTK | Gr.1 | Gr.2 | Gr.3 | Gr.4 | Gr.5 | Gr.6 | Gr.7 | EUG | GR 8 | Gr.9 | Gr.10 | Gr.11 | Gr.12 | SUG | GA | Total FTE | Proj | Diff. |
|-------------------------------|-----|------|------|------|------|------|------|------|-----|------|-------|---------|---------|--------|-------|-----|-----------|------|--------|
| Jaffray Elem-Jr Secondary | 15 | 18 | 16 | 16 | 19 | 11 | 14 | 13 | 0 | 17 | 16 | 13 | 0 | 0 | 0 | 0 | 168 | 173 | -5 |
| Isabella Dickson Elementary | 58 | 57 | 53 | 49 | 54 | 49 | 31 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 352 | 357 | -5 |
| Frank J Mitchell Elementary | 62 | 45 | 60 | 42 | 40 | 36 | 51 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 336 | 349 | -13 |
| Rocky Mountain Elementary | 44 | 29 | 36 | 28 | 32 | 27 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 236 | 224 | 12 |
| Mount Baker Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 273.125 | 321.125 | 309 | 0 | 0 | 903.25 | 898 | 5.25 |
| Laurie Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 88 | 0 | 101 | 113 | 0 | 0 | 0 | 0 | 0 | 302 | 289 | 13 |
| Amy Woodland Elementary | 41 | 33 | 34 | 39 | 32 | 24 | 38 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 241 | 246 | -5 |
| T M Roberts Elementary | 61 | 56 | 60 | 47 | 41 | 55 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 360 | 360 | 0 |
| Gordon Terrace Elementary | 33 | 33 | 36 | 45 | 34 | 42 | 54 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 277 | 270 | 7 |
| Highlands Elementary | 31 | 40 | 38 | 24 | 33 | 39 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 245 | 226 | 19 |
| Pinewood Elementary | 12 | 16 | 15 | 16 | 12 | 23 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 110 | 118 | -8 |
| Steeple Elementary | 22 | 19 | 25 | 17 | 19 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 141 | 141 | 0 |
| Kootenay Orchards Elementary | 34 | 32 | 30 | 34 | 35 | 38 | 28 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 231 | 224 | 7 |
| Parkland Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 168 | 0 | 145 | 154 | 0 | 0 | 0 | 0 | 0 | 467 | 471 | -4 |
| Elkford Elementary Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 0 | 24 | 21 | 34.375 | 19.625 | 23.625 | 0 | 0 | 163.625 | 175 | -11.38 |
| Fernie Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 48 | 0 | 44 | 52 | 40.25 | 59.25 | 59.875 | 0 | 0 | 303.375 | 301 | 2.375 |
| Sparwood Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38 | 0 | 43 | 43 | 51 | 45 | 33 | 0 | 0 | 253 | 226 | 27 |
| Kootenay Educational Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 27 | 15 | 3 | 0 | 0 | 52 | 50 | 2 |
| Kootenay Discovery School | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 5.375 | 5.875 | 6.25 | 9 | 0.125 | 1.5 | 31.125 | 34 | -2.875 |
| | | | | | | | | | | | | | | | | | 5172.375 | 5138 | 34.375 |

Difference: Sept 30 2013 - Oct 4 2012

| School Name | FTK | Gr.1 | Gr.2 | Gr.3 | Gr.4 | Gr.5 | Gr.6 | Gr.7 | EUG | GR 8 | Gr.9 | Gr.10 | Gr.11 | Gr.12 | SUG | GA | Total FTE |
|-------------------------------|-----|------|------|------|------|------|------|------|-----|------|-------|---------|---------|---------|-------|-------|-----------|
| Jaffray Elem-Jr Secondary | 0 | 3 | 0 | -1 | 9 | -1 | -13 | -6 | 0 | -3 | 2 | 8 | 0 | 0 | 0 | 0 | 8 |
| Isabella Dickson Elementary | 3 | 6 | 10 | 1 | 2 | 16 | -13 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 26 |
| Frank J Mitchell Elementary | 11 | -13 | 17 | 0 | 6 | -22 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Rocky Mountain Elementary | 20 | -7 | 8 | -3 | 5 | -10 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 |
| Mount Baker Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -52.875 | 34.75 | -10.875 | 0 | 0 | -29 |
| Laurie Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -6 | 0 | -6 | 2 | 0 | 0 | 0 | 0 | 0 | -10 |
| Amy Woodland Elementary | 7 | -1 | -2 | 9 | 4 | -13 | -9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -10 |
| T M Roberts Elementary | 8 | -2 | 12 | 5 | -34 | 12 | -11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 10 |
| Gordon Terrace Elementary | 2 | -2 | -9 | -12 | -8 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Highlands Elementary | -9 | -3 | 10 | -16 | -8 | -7 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -18 |
| Pinewood Elementary | -2 | -3 | -3 | 0 | -11 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -12 |
| Steeple Elementary | -5 | 1 | 0 | 8 | 0 | -2 | -5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Kootenay Orchards Elementary | 6 | 2 | -3 | -2 | -1 | 10 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 |
| Parkland Middle School | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 0 | -8 | 4 | 0 | 0 | 0 | 0 | 0 | 14 |
| Elkford Elementary Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 0 | 5 | -15 | 12.75 | -12.875 | 3 | 0 | 0 | 6.875 |
| Fernie Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | -5 | 10 | -19.625 | -9.75 | 0.75 | 0 | 0 | -0.375 |
| Sparwood Secondary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -3 | 0 | -1 | -13 | 8 | 2 | -20.125 | 0 | 0 | -27.125 |
| Kootenay Educational Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 6 | -8.5 | 0 | 0 | -2.5 |
| Kootenay Discovery School | 0 | -1 | -1 | -1 | -2 | 1 | 0 | -1 | 0 | -1 | 1.125 | -0.375 | -0.375 | -3.25 | 0.125 | 0.375 | -8.375 |
| | | | | | | | | | | | | | | | | | 2.875 |



APPLICATION FOR JOINT SPONSORSHIP OF A SPORT PROGRAM

Please submit an application for each school involved to:
Andy Gilbert, Eligibility Officer: FAX: 250-542-3137

Each school involved in the co-operative agreement must complete this application form before the Compliance Officer will consider the application. A separate application must be submitted for each sport.

1. Name of applying school: Laurie Middle School
 2. Address: 1808 - 2nd St. S.
 City: Cranbrook Postal Code: V1C 1C5

2. Other school(s) involved in this application:
 a) Parkland Middle School b) _____

4. Sport covered by this application: Volleyball

5. Please describe the conditions that have prompted your request to co-sponsor this activity:
At LMS we have a couple of players & parents willing to coach (not enough for a team) and PMS has some players but no coach. Also the boys are not allowed to play VCE (community) if they aren't on a school team.

6. Please list the number of students in this school that have participated in this activity during each year indicated below. If the school did not sponsor the activity during any of the years listed, please respond "did not sponsor".

| GRADE | 12 | 11 | 10 | 9 | 8 | 7 |
|-----------------------------|----|----|----|----|----|----|
| Last School Year | | | | 23 | 22 | 19 |
| Current School Year | | | | 15 | 24 | 26 |
| Anticipated Next Year | | | | 24 | 24 | 24 |
| Anticipated Two Years Hence | | | | 24 | 24 | 24 |

7. Total school enrolment: **(MALE)**

| GRADE | 12 | 11 | 10 | 9 | 8 | 7 |
|-----------------------------|----|----|----|----|----|----|
| Last School Year | | | | 62 | 58 | 64 |
| Current School Year | | | | 64 | 60 | 50 |
| Anticipated Next Year | | | | 58 | 50 | 50 |
| Anticipated Two Years Hence | | | | 50 | 50 | 50 |

8. Total school enrolment: **(FEMALE)**

| GRADE | 12 | 11 | 10 | 9 | 8 | 7 |
|-----------------------------|----|----|----|----|----|----|
| Last School Year | | | | 48 | 53 | 39 |
| Current School Year | | | | 52 | 46 | 40 |
| Anticipated Next Year | | | | 45 | 40 | 40 |
| Anticipated Two Years Hence | | | | 43 | 40 | 40 |

9. Under co-operative sponsorship, what will be the identity of the team?

Parkland Middle School

10. Where will practices be held?

Parkland and/or Laurie

11. Where will competition for this activity be held?

Various Schools in the East Kootenays

12. Indicate the date and place where the school board meeting was held where they approved the filing of this application.

DATE: _____ PLACE: _____

13. Please include in the space provided an exact copy of the above motion as it appears or will appear in the official school board minutes:

14. Other information that may assist the Compliance Officer in reaching a decision on this application should be included with the application.

15. Official approval:

School Board Chairperson _____

School Principal _____

Superintendent _____

DATE OF APPLICATION: _____

Office Use:

This application is for the school year: 20____ to 20____

Approved: _____ ***Denied:*** _____ ***EO's Signature:*** _____

(This is based on a one year trial basis)

Draft: 1701 FTE Report and Comparison with the October 2012 Enrollment and the Projections (Proj) for September 2013

FTE Report October 4 2012

| School Name | FTK | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | EUG | GR 8 | Gr 9 | Gr 10 | Gr 11 | Gr 12 | SUG | GA | Total FTE |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|------------|------------|---------------|
| Jaffray Elem-Jr Secondary | 15.0 | 15.0 | 16.0 | 17.0 | 10.0 | 12.0 | 17.0 | 19.0 | 0.0 | 20.0 | 14.0 | 5.0 | 0.0 | 0.0 | 0.0 | 0.0 | 160.0 |
| Isabella Dicken Elementary | 55.0 | 51.0 | 43.0 | 48.0 | 52.0 | 33.0 | 44.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 326.0 |
| Frank J Mitchell Elementary | 51.0 | 58.0 | 43.0 | 42.0 | 34.0 | 58.0 | 42.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 328.0 |
| Rocky Mountain Elementary | 24.0 | 36.0 | 28.0 | 31.0 | 27.0 | 37.0 | 38.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 221.0 |
| Mount Baker Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 326.0 | 286.4 | 319.9 | 0.0 | 0.0 | 932.3 |
| Laurie Middle School | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 94.0 | 0.0 | 107.0 | 111.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 312.0 |
| Amy Woodland Elementary | 34.0 | 34.0 | 41.0 | 30.0 | 28.0 | 37.0 | 47.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 251.0 |
| T M Roberts Elementary | 53.0 | 58.0 | 48.0 | 42.0 | 55.0 | 43.0 | 51.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 350.0 |
| Gordon Terrace Elementary | 31.0 | 35.0 | 45.0 | 33.0 | 42.0 | 50.0 | 38.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 274.0 |
| Highlands Elementary | 40.0 | 37.0 | 30.0 | 22.0 | 32.0 | 40.0 | 26.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 227.0 |
| Pinewood Elementary | 14.0 | 19.0 | 18.0 | 16.0 | 23.0 | 16.0 | 16.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 122.0 |
| Steeple Elementary | 27.0 | 20.0 | 19.0 | 17.0 | 17.0 | 17.0 | 23.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 140.0 |
| Kootenay Orchards Elementary | 28.0 | 30.0 | 33.0 | 36.0 | 36.0 | 28.0 | 27.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 218.0 |
| Parkland Middle School | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 150.0 | 0.0 | 153.0 | 150.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 453.0 |
| Elkford Elementary Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 27.0 | 0.0 | 19.0 | 36.0 | 21.6 | 32.5 | 20.6 | 0.0 | 0.0 | 156.8 |
| Fernie Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 45.0 | 0.0 | 49.0 | 42.0 | 59.9 | 69.0 | 59.1 | 0.0 | 0.4 | 324.4 |
| Sparwood Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 41.0 | 0.0 | 44.0 | 56.0 | 43.0 | 43.0 | 53.1 | 0.0 | 0.0 | 280.1 |
| Kootenay Educational Services | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 7.0 | 27.0 | 9.0 | 11.5 | 0.0 | 0.0 | 54.5 |
| Kootenay Discovery School | 0.0 | 2.0 | 1.0 | 1.0 | 2.0 | 0.0 | 0.0 | 2.0 | 0.0 | 1.0 | 4.3 | 6.3 | 6.6 | 12.3 | 0.0 | 1.1 | 39.5 |
| Grade Totals | 372.0 | 395.0 | 365.0 | 335.0 | 358.0 | 371.0 | 369.0 | 378.0 | 0.0 | 393.0 | 420.3 | 488.8 | 446.5 | 476.5 | 0.0 | 1.5 | 5169.5 |

FTE Report October 7 2013

| School Name | FTK | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | EUG | GR 8 | Gr 9 | Gr 10 | Gr 11 | Gr 12 | SUG | GA | Total FTE | Proj | Diff. |
|-------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|------------|------------|---------------|---------------|-------------|
| Jaffray Elem-Jr Secondary | 15.0 | 18.0 | 16.0 | 16.0 | 19.0 | 11.0 | 14.0 | 13.0 | 0.0 | 17.0 | 15.0 | 13.0 | 0.0 | 0.0 | 0.0 | 0.0 | 167.0 | 173.0 | -6.0 |
| Isabella Dicken Elementary | 58.0 | 57.0 | 53.0 | 49.0 | 53.0 | 49.0 | 31.0 | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 351.0 | 357.0 | -6.0 |
| Frank J Mitchell Elementary | 62.0 | 45.0 | 61.0 | 42.0 | 40.0 | 36.0 | 51.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 337.0 | 349.0 | -12.0 |
| Rocky Mountain Elementary | 44.0 | 29.0 | 36.0 | 28.0 | 32.0 | 27.0 | 40.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 236.0 | 224.0 | 12.0 |
| Mount Baker Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 271.0 | 322.3 | 308.6 | 0.0 | 0.0 | 901.9 | 898.0 | 3.9 |
| Laurie Middle School | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 88.0 | 0.0 | 101.0 | 114.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 303.0 | 289.0 | 14.0 |
| Amy Woodland Elementary | 41.0 | 34.0 | 34.0 | 39.0 | 32.0 | 24.0 | 39.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 243.0 | 246.0 | -3.0 |
| T M Roberts Elementary | 61.0 | 55.0 | 60.0 | 47.0 | 41.0 | 55.0 | 40.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 359.0 | 360.0 | -1.0 |
| Gordon Terrace Elementary | 33.0 | 33.0 | 36.0 | 45.0 | 34.0 | 42.0 | 54.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 277.0 | 270.0 | 7.0 |
| Highlands Elementary | 31.0 | 40.0 | 39.0 | 38.0 | 24.0 | 33.0 | 38.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 243.0 | 226.0 | 17.0 |
| Pinewood Elementary | 12.0 | 16.0 | 15.0 | 16.0 | 12.0 | 23.0 | 16.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 110.0 | 118.0 | -8.0 |
| Steeple Elementary | 22.0 | 21.0 | 19.0 | 25.0 | 16.0 | 19.0 | 17.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 139.0 | 141.0 | -2.0 |
| Kootenay Orchards Elementary | 34.0 | 32.0 | 30.0 | 34.0 | 35.0 | 38.0 | 28.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 231.0 | 224.0 | 7.0 |
| Parkland Middle School | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 168.0 | 0.0 | 145.0 | 154.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 467.0 | 471.0 | -4.0 |
| Elkford Elementary Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 41.0 | 0.0 | 25.0 | 21.0 | 34.4 | 19.6 | 23.6 | 0.0 | 0.0 | 164.6 | 175.0 | -10.4 |
| Fernie Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 47.0 | 0.0 | 44.0 | 52.0 | 39.3 | 59.3 | 59.8 | 0.0 | 0.0 | 301.3 | 301.0 | 0.3 |
| Sparwood Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 39.0 | 0.0 | 43.0 | 43.0 | 51.0 | 44.9 | 33.0 | 0.0 | 0.0 | 253.9 | 226.0 | 27.9 |
| Kootenay Educational Services | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 7.0 | 27.0 | 15.0 | 3.0 | 0.0 | 0.0 | 52.0 | 50.0 | 2.0 |
| Kootenay Discovery School | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | 1.0 | 0.0 | 2.0 | 0.0 | 0.0 | 5.4 | 6.5 | 6.5 | 9.6 | 0.1 | 1.3 | 33.4 | 40.0 | -6.6 |
| Grade Totals | 413.0 | 381.0 | 399.0 | 379.0 | 338.0 | 358.0 | 368.0 | 398.0 | 1.0 | 375.0 | 411.4 | 442.1 | 467.5 | 437.6 | 0.1 | 1.3 | 5170.0 | 5138.0 | 32.0 |

Change: 2013 - 2012

| School Name | FTK | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | EUG | GR 8 | Gr 9 | Gr 10 | Gr 11 | Gr 12 | SUG | GA | Total FTE |
|-------------------------------|-------------|--------------|-------------|-------------|--------------|--------------|-------------|-------------|------------|--------------|-------------|--------------|-------------|--------------|------------|-------------|------------|
| Jaffray Elem-Jr Secondary | 0.0 | 3.0 | 0.0 | -1.0 | 9.0 | -1.0 | -3.0 | -6.0 | 0.0 | -3.0 | 1.0 | 8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 7.0 |
| Isabella Dicken Elementary | 3.0 | 6.0 | 10.0 | 1.0 | 1.0 | 16.0 | -13.0 | 0.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 25.0 |
| Frank J Mitchell Elementary | 11.0 | -13.0 | 18.0 | 0.0 | 6.0 | -22.0 | 9.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 |
| Rocky Mountain Elementary | 20.0 | -7.0 | 8.0 | -3.0 | 5.0 | -10.0 | 2.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 15.0 |
| Mount Baker Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -55.0 | 35.9 | -11.3 | 0.0 | 0.0 | -30.4 |
| Laurie Middle School | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -6.0 | 0.0 | -6.0 | 3.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -9.0 |
| Amy Woodland Elementary | 7.0 | 0.0 | -7.0 | 9.0 | 4.0 | -13.0 | -8.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -8.0 |
| T M Roberts Elementary | 8.0 | -3.0 | 12.0 | 5.0 | -14.0 | 12.0 | -11.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 |
| Gordon Terrace Elementary | 2.0 | -2.0 | -9.0 | 12.0 | -8.0 | -8.0 | 16.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 3.0 |
| Highlands Elementary | -9.0 | 3.0 | 9.0 | 16.0 | -8.0 | -7.0 | 12.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 16.0 |
| Pinewood Elementary | -2.0 | -3.0 | -3.0 | 0.0 | -11.0 | 7.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -12.0 |
| Steeples Elementary | -5.0 | 1.0 | 0.0 | 8.0 | -1.0 | 2.0 | -6.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -1.0 |
| Kootenay Orchards Elementary | 6.0 | 2.0 | -3.0 | -2.0 | -1.0 | 10.0 | 1.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 13.0 |
| Parkland Middle School | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 18.0 | 0.0 | -8.0 | 4.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 14.0 |
| Elkford Elementary Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 14.0 | 0.0 | 6.0 | -15.0 | 12.8 | -12.9 | 3.0 | 0.0 | 0.0 | 7.9 |
| Fernie Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | 0.0 | -5.0 | 10.0 | -20.6 | -9.8 | 0.6 | 0.0 | -0.4 | -23.1 |
| Sparwood Secondary | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | -2.0 | 0.0 | -1.0 | -13.0 | 8.0 | 1.9 | -20.1 | 0.0 | 0.0 | -26.3 |
| Kootenay Educational Services | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 6.0 | -8.5 | 0.0 | 0.0 | -2.5 |
| Kootenay Discovery School | 0.0 | -1.0 | -1.0 | -1.0 | -2.0 | 1.0 | 0.0 | 0.0 | 0.0 | -1.0 | 1.1 | 0.3 | -0.1 | -2.6 | 0.1 | 0.1 | -6.1 |
| Grade Totals - Change | 41.0 | -14.0 | 34.0 | 44.0 | -20.0 | -13.0 | -1.0 | 20.0 | 1.0 | -18.0 | -8.9 | -46.6 | 21.0 | -38.9 | 0.1 | -0.3 | 0.5 |



APPLICATION FOR JOINT SPONSORSHIP OF A SPORT PROGRAM

Please submit an application for each school involved to:
 Andy Gilbert, Eligibility Officer: FAX: 250-542-3137

Each school involved in the co-operative agreement must complete this application form before the Compliance Officer will consider the application. A separate application must be submitted for each sport.

1. Name of applying school: Parkland Middle School
2. Address: 1115 - 2nd Ave S
- City: Cranbrook, BC Postal Code: V1C 7A3

2. Other school(s) involved in this application:
 a) Laurie Middle School b) _____

4. Sport covered by this application: Volleyball

5. Please describe the conditions that have prompted your request to co-sponsor this activity:
low numbers of players at both schools make either team unrealistic. By combining players from both schools, we may able to field a team. (4/7 + 2/3)

6. Please list the number of students in this school that have participated in this activity during each year indicated below. If the school did not sponsor the activity during any of the years listed, please respond "did not sponsor".

| GRADE | 12 | 11 | 10 | 9 | 8 | 7 |
|-----------------------------|----|----|----|---------|-----------|----------|
| Last School Year | | | | 7A/10G | 7-B/12G | 10-B/27G |
| Current School Year | | | | 6-B/9-G | 12-B/12-G | 14-B/22G |
| Anticipated Next Year | | | | | | |
| Anticipated Two Years Hence | | | | | | |

7. Total school enrolment: (MALE)

| GRADE | 12 | 11 | 10 | 9 | 8 | 7 |
|-----------------------------|----|----|----|----|----|----|
| Last School Year | | | | 74 | 90 | ✓ |
| Current School Year | | | | 92 | 71 | 89 |
| Anticipated Next Year | | | | | | |
| Anticipated Two Years Hence | | | | | | |

8. Total school enrolment: (FEMALE)

| GRADE | 12 | 11 | 10 | 9 | 8 | 7 |
|-----------------------------|----|----|----|----|----|----|
| Last School Year | | | | 79 | 66 | ✓ |
| Current School Year | | | | 63 | 79 | 79 |
| Anticipated Next Year | | | | | | |
| Anticipated Two Years Hence | | | | | | |

9. Under co-operative sponsorship, what will be the identity of the team?

Parkland Raiders

10. Where will practices be held?

Parkland Middle School

11. Where will competition for this activity be held?

Within the Kootenay Region

12. Indicate the date and place where the school board meeting was held where they approved the filing of this application.

DATE: _____ PLACE: _____

13. Please include in the space provided an exact copy of the above motion as it appears or will appear in the official school board minutes:

14. Other information that may assist the Compliance Officer in reaching a decision on this application should be included with the application.

15. Official approval:

School Board Chairperson _____

School Principal [Signature]

Superintendent _____

DATE OF APPLICATION: _____

Office Use:

This application is for the school year: 20_____ to 20_____

Approved: _____ Denied: _____ EO's Signature: _____

(This is based on a one year trial basis)



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 3/13 original application sent in Jan/Feb/2013.

School(s): MBSS Grade(s): 11/12

Sponsor Teacher(s): Evan Beckert

Educational Objectives and Rational:
(attach separate sheet) see attached.

Departure Date: Nov 27, 2013 Return Date: Dec 4/13

Destination: Vienna, Austria + Prague, Czech Republic.

Method of Transportation: air

Cost Per Student: \$2800.00

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

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: <u>6+1</u> # of Non-Staff: _____ | | |
| Schedule/Itinerary: | | |
| Insurance: (Health & Liability): | | |
| Safety/Worst Case Scenario Plan: (see example attached) | | |

Teacher(s) Signature: _____ **Date:** _____

Principal's Approval: _____ **Date:** _____

Board (Chairperson) Approval: _____ **Date:** _____

**School District No.5
Field Trip Application Check List**

School:

Mount Baker Secondary

Sponsor Teacher:

Evan Bueckert

Number of Students/Grades:

70 students, grades 11/12

Student/Chaperone Ratio:

Approx. 6:1

Travel Company:

Music Contact International

Trip Details:

Departure Date: Wednesday, November 27th, 2013

Return Date: Wednesday, December 4th, 2013

Location: Vienna, Austria, and Prague, Czech Republic

Transportation Details: Private coaches, air (Lufthansa)

Sd5 Staff Chaperones: Evan Bueckert
 Georgia Bueckert
 Dave Hill
 Grant Duchscherer
 Val Duchscherer
 Constance Merz

Tour Guide: Provided by Music Contact Int.

Insurance (Health and Liability):

Liability and Medical insurance provided by Music Contact Int.

Cancellation/trip suspension insurance: RBC Student Youth Insurance Package offered as option to all students. Additional cost: \$89.00 per student.

Cost per Student: \$2800.00 CDN. See Cost inclusions on Itinerary.

Fundraising opportunities for Students:

Organized by the MBSS Parent Fundraising Committee.
Campaigns include mass sales of grocery cards, numerous individual and group fundraising drives, Mount Baker Music Gala dinner concerts and auctions, awareness and fundraising performance launches, corporate and community support initiatives.

Educational Objectives and Rationale:

Students benefit greatly from the experience of touring and performing. Previous tours undertaken by MBSS have included New Orleans, with a focus on the history of the heartland of jazz, New York City for live performance and Broadway clinic work, and a previous tour to Prague, Czech Republic, and Vienna, Austria for Advent Sing 2008. Also attended were The Whistler, B.C. International Music Festivals in 2007 and 2011, which provided the students to gauge themselves amongst other student musicians on an international stage and where the Mount Baker students were awarded Gold Medal Standard at a national level.

The proposed tour to Vienna would combine classical choral music traditions with professional adjudication and public performance in one of the most important centers of choral tradition in the world.

The elements of involved rehearsal, performance and music history are some of the mainstays of music education curriculum in the classroom. Tours can bring this pedagogy to life in a way no rehearsal or lecture ever could, while also bringing together essential life skills such as developing individual responsibility as well as the ability to work coherently as an ensemble.

This particular tour can be attributed in many ways to the recognition the students received at Advent Sing 2008 from audiences and adjudicators alike. The Mount Baker choir is the only Canadian choir invited to the festival this year and are returning to participate in Advent Sing 2013 as featured guests at the personal invitation of Dr. Michael Haupl, the Mayor of Vienna.

Itinerary: Please see attached

E. Bueckert
Teacher's Signature

Paul
Principal's Approval

original date:
December 2012
Date *Current: Oct 3/2013*

Oct 4/13
Date



THE MAYOR AND GOVERNOR
OF VIENNA

Mr. Evan Bueckert
Mount Baker Secondary School
1410 Baker St.
Cranbrook BC V1C 1B2
Kanada

January 16, 2012

Dear Mr. Bueckert,

The Cultural City of Vienna is delighted to invite you and your choir, together with selected choirs from around the world, to participate in the 2012 "International Advent Sing in Vienna". We would particularly like to address North American choirs and look forward to their presenting a harmonious and exciting musical program to the Viennese audiences. Dates for the festival weekends in 2012 are: November 22 – 26, November 29– December 3, December 6 – 10 and December 13 - 17, 2012.

As part of the International Advent Sing in Vienna, your choir has the opportunity to perform at your choice of four of the following venues: the famous Festival Hall of the Vienna City Hall where Johann Strauss once conducted; at Melk Abbey, one of Europe's most stunning baroque monasteries; during a Sunday service at one of Vienna's beautiful churches; at a local senior citizens' center as part of the center's Advent festivities; and at festive Christmas markets such as the market at Schönbrunn Palace. Youth school choirs also have the opportunity to share their music with students at local Viennese schools.

Choir Directors planning to participate in the program in Vienna with their choir during Advent, are warmly invited and encouraged to take part in an Orientation Trip next summer July 12 - 16, 2012. This trip is complimentary and includes 1 night in Salzburg, 3 nights in Vienna, and round-trip flights departing the United States or Canada on July 11, 2012. The orientation program is an excellent opportunity to visit the festival venues, meet other directors from around the world who plan to attend the festival, and to familiarize yourself with Vienna and Austria before you bring your choir during the Advent season.

To receive more information regarding details and registration for the 2012 International Advent Sing in Vienna, please contact our representative office in the USA for detailed information: Music Contact International, 119 South Winooski Avenue, Burlington, VT 05401, USA, telephone: 800-624-0166, E-mail: vienna@music-contact.com and explore the website: www.viennaadventsing.com.

We are looking forward to welcoming your choir, along with choirs from around the world, to Vienna during the 2012 Advent Season and hope that you can be a part of what will certainly be a memorable musical experience.

With Best Regards,

Dr. Michael Häupl
Mayor of Vienna

Dear Music Parents and Guardians

December 19th 2012

We are in the middle of a fantastic year of music making at Mount Baker Secondary School. The talent and enthusiasm of our students this year is phenomenal. We hope everyone has been enjoying our concerts and productions so far this year!

The Mount Baker Concert Choir and Vocal Jazz Ensembles have been invited to attend the 2013 International Advent Sing Choral Festival in Vienna, Austria. The festival features the best youth and adult choirs from all over the world gathering together to perform in a series of advent celebrations leading up to Christmas. While these are non-competitive performances, they are adjudicated and critiqued by several of the top choral professionals in the world, in front of very knowledgeable and enthusiastic audiences, in some of the most breathtaking venues imaginable. It is the very same tour that Mount Baker undertook in 2008. Thanks to the excellent presentations by our students, we have been invited back next year as special guests, and the audition process has been waived.

The festival takes place from Thursday, November 28th to Monday, December 2, 2013, and would include only the MBSS Concert Choir and Vocal Jazz ensemble. However, we would like to add an extension to the trip to include two more days performing in cathedrals and local schools in Prague, Czech Republic, which would make the return date Thursday, December 5th 2013.

The trip is being organized along with Music Contact International. Please go to www.music-contact.com and follow the links to "2013 Advent Sing Vienna" for the official brochure and more details.

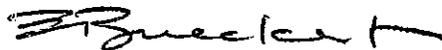
The cost of the festival and the extension to Prague would be approximately \$1500.00 CDN per student, which includes, hotel, most meals, private buses, all entry fees, tour guides, a tour manager, seven performances, and opening and closing ceremonies. (Please see the brochure for exact details). Please note that this price is approximate and does NOT yet include airfare, which is not possible for us to calculate until early January 2013.

As this tour is a year away, we have plenty of time to begin fundraising in advance. The Mount Baker Music Department will be undertaking group fundraising efforts in the form of concert donations, CD sales, gala dinner/concert events and corporate and government sponsorship. Many additional fundraising opportunities as possible will be presented throughout the upcoming year.

I would like to invite everyone interested in the tour to attend a general information meeting on Wednesday, January 9th at 7:00 PM in the Mount Baker Music Room.

I will be happy to answer any questions concerning this proposal and I look forward to your response. Have a happy and safe holiday!

Sincerely,



Evan Bueckert

Mount Baker Music Department
evan.bueckert@sd5.bc.ca
426-5241 ext. 612

Mount Baker Secondary School

1410 Baker Street Cranbrook BC VIC 1B2
Phone: 250-426-5241 Fax: 250-426-6673 mbss.sd5.bc.ca



Attention Choir Students and Parents

January 23, 2013

Planning for the Mount Baker Music Vienna/Prague 2013 tour is now underway. However, in order for the trip to succeed, there must be a minimum of 30 students committed to the trip. The maximum number of students allowed to participate is 80.

Everyone who wishes to participate in the tour must submit a **non-refundable deposit of \$300.00 by 3:30 PM Friday, February 1st 2013**. Checks may be made out to the Mount Baker Music Department.

This deposit will be used to immediately secure current flight arrangements and is part of the total cost, and not extra. Please note that if there are not enough students signed up for the tour by the end of the month, these deposits will be refunded and the tour will be cancelled.

Please visit www.music-contact.com for further details about the tour, and call the music office if there are any questions or concerns.

Sincerely,

Evan Bueckert
Mount Baker Music

250-426-5241 ext. 612
evan.bueckert@sd5.bc.ca

Mount Baker Secondary School

1410 Baker Street Cranbrook BC VIC 1B2
Phone: 250-426-5241 Fax: 250-426-6673 mbss.sd5.bc.ca



Greetings Music Parents

February 22nd, 2013

The Mount Baker Music Department Vienna/Prague 2013 Tour is officially on! Thank you all for your dedication and support. We have a total of 70 confirmed performers on the tour. Our flights and festival membership have been secured and we have already received congratulations from our friends and supporters in Vienna.

At this stage in the tour preparations several important details need our attention.

Passports

While the flights have been reserved, airfare ticketing cannot begin until we send in a copy of each student's passport. Please have your son or daughter bring their passport to the main office for scanning as soon as possible, or you may photocopy or scan the passport and deliver us a copy.

Insurance

The tour company has offered a comprehensive group travel and medical insurance package. Based on the feedback we received at our recent meeting, we have decided to purchase the insurance for the group. The cost of the insurance package has been included in the existing cost of the tour. Please stay posted for paperwork and further details regarding the coverage package.

Fundraising

There will be a meeting for all those interested in fundraising on Thursday, February 28th at 7:00 pm in the music room. Everyone is welcome to attend, even if you did not sign up for fundraising committee at our last meeting.

Payment schedule

We are proposing a schedule of 10 monthly payments of \$300.00 per student due at the end of each month. The initial deposit of \$300 will serve as the first payment, and second one will be due at the end of February.

Payments may be cash or cheque (made out the Mount Baker Secondary School or MBSS).

Please do not hesitate to contact the school if there are any questions.
Thanks and congratulations, and we'll see you at the Key City Theatre on March 6th!

Evan Bueckert

Mount Baker Music
250-416-5241 ext. 612
evan.bueckert@sd5.bc.ca



PROCEDURE FOR REGISTRATION

1. To confirm your place in the Festival, please return the enclosed registration forms, the signed terms and conditions document, and a **\$1,500** deposit to Music Contact International as soon as possible. The deposit is **non-refundable** and shall be applied to the total balance of the tour. Space is reserved for choirs in the order in which the registration materials are received. Upon receipt of this payment, we will confirm concert venues, accommodations, transportation, and all other tour-related services.
2. Please provide the following to Music Contact International (preferably electronically). Please submit these materials as soon as possible.
 - Photograph of the choir,
 - Biography of the Choir: Please provide a brief description of the choir's repertoire, a short description of the choir's previous participation in festivals and/or competitions, and a short history of the choir.
 - Biography of the Choir Director
 - Sample repertoire
 - Performance recording
 - Any other materials that might be beneficial.
3. A flight deposit of **\$100.00** per person is required by most airlines in order to hold seats and airfare for the choir. We suggest that you begin collecting the flight deposit as soon as you have registered the choir for the festival since often this deposit is due as early as two weeks after Music Contact has made your flight reservation. Flight terms and conditions vary from airline to airline. Specific airline details will be provided on your Music Contact International Flight Contract.

SCHEDULE OF PAYMENTS

| | |
|---|------------------------------|
| \$1,500 DEPOSIT | DUE UPON REGISTRATION |
| 5% DEPOSIT 5% of the total package price is due 150 days prior to departure | JULY 1, 2013 |
| 25% DEPOSIT 25% of the total package price is due 120 days prior to departure | JULY 31, 2013 |
| 50% DEPOSIT 50% of the total package price is due 90 days prior to departure | AUGUST 30, 2013 |
| BALANCE The balance is due 60 days before the choir departs on the tour | SEPTEMBER 30, 2013 |

Following receipt of Registration Materials

You will receive confirmation from Music Contact International after your registration materials have been received.

Within the first month after your registration form and land package deposit are received, you will receive access to your customized **Traveler's Resource Website**.

- The Traveler's Resource Website is a customized website for your group, featuring a blog, photo gallery, your day-by-day itinerary, maps, helpful links, things to know before you go and more.
- The Traveler's Resource Website also serves as the online payment site for your group's travelers. Members traveling with your group can make payments, view past payments, and purchase optional add-ons in one convenient location.

Approximately two weeks before departure, your choir will receive a **handbook** for each member of the group. This customized book includes a detailed festival program itinerary with times and hotel addresses; information pages about what to bring, weather, currency, store hours, customs and much more. It also contains historical information about your destination. **Luggage tags, airline tickets, and electrical adapters** will be sent to you with the handbooks.



REGISTRATION FORM

CHOIR DETAILS:

Organization Name Mount Baker Secondary Sch Ensemble Name Mount Baker Concert Choir
Type of choir High school SATB Year founded 2003 # of performers 70
Choir Mailing Address: 1410 Baker Street
City Cranbrook State BC Zip V1C 1B2 Country Canada
Choir Phone Number 250-417-9789 Choir Website mbss.sd5.bc.ca

DIRECTOR DETAILS:

Director Name Evan Bueckert Title Director
Preferred method of contact email X phone
Director Mailing Address: same as above
Send Travel Materials Here? X yes NO (choir address please)
City State Zip Country
Primary Phone Number 250-417-9789 Type: home X cell office
Secondary Phone Number 250-426-5241 ext 612 Type: home cell X office
Fax Number 250-426-6673
Primary Email Address evan.bueckert@sd5.bc.ca Secondary Email Address

PRIMARY CONTACT DETAILS (if primary ensemble contact is not the Director):

Preferred method of contact email phone
Name Title
Mailing Address: Send Travel Materials Here? yes NO (choir address please)
Street PO Box
City State Zip Country
Primary Phone Number Type: home cell office
Secondary Phone Number Type: home cell office
Fax Number
Primary Email Address Secondary Email Address



REGISTRATION FORM

TRAVEL DETAILS:

Nearest major North American airport from which choir will depart Calgary AB # of anticipated travelers 76

Desired Dates X November 28 - December 2, 2013 December 5-9, 2013 December 12-16, 2013 December 19-23, 2013

Extended Program

X Yes, we would be interested in extending our stay by 2 days.

Cities of interest Prague CR Countries of interest

CONCERT INFORMATION:

To insure your choir's needs are accommodated, please answer the following questions. Please understand that the fulfillment of all requests will depend on the nature of the concert venue. Please see the Venue Information regarding specifications for each venue.

Please select 4 desired performance venues:

X Concert at a Christmas Market X Melk Abbey* X Vienna City Hall* Catholic / Protestant** Senior Center** X School Concert**

*A piano or keyboard is available at these venues. **A piano or keyboard may be available at these venues.

Do you wish to rent a keyboard where not available for an additional fee?

Special equipment requested (for example, number of music stands, chairs, etc.): none

Description of performance attire Formal black

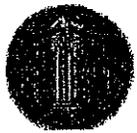
Could your choir perform an a cappella concert? X Yes No

Does your choir require rehearsal time while traveling? Yes X No

If so, how frequently and for how long?

If performing as part of a church service, what is your preferred denomination? Mostly Christian

Please include any further information about the choir and any additional special requests you may have See attached bio



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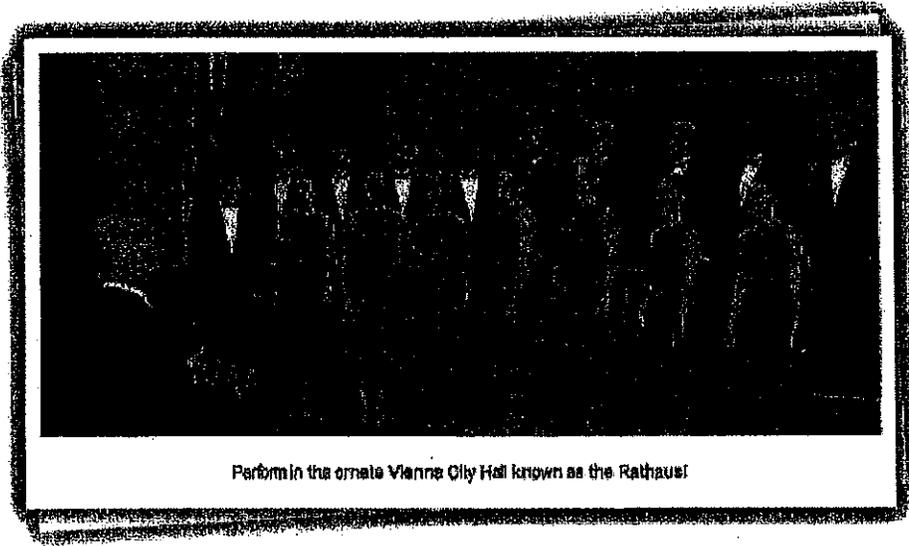
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WEDNESDAY | DEPARTURE FROM NORTH AMERICA

Depart in the afternoon or evening on your flight to Vienna, Austria. Dinner, snacks, and breakfast will be served on the flight

THURSDAY | ARRIVAL IN VIENNA AND WELCOME DINNER

Your Music Contact International Tour Manager will greet you at the airport in Vienna. Together, transfer to your hotel to check in and refresh. Later, meet your tour manager for an orientation walk to the city center. Get your first glimpse of St. Stephen's Cathedral with its "lace-in-stone" spire - the symbol of Vienna. Admire the beautiful holiday lights strung across the pedestrian roads, smell the scent of roasting chestnuts, and stroll along the popular shopping streets of Kärntner Strasse and the Graben, lined with fashionable boutiques, mouth-watering bakeries, and famous Viennese cafés. In no time at all, you will be drawn into a magical world of Vienna during Advent.

Tonight, a welcome dinner is served for your choir in the hotel restaurant.



FRIDAY | CONCERT IN SENIOR CENTER OR SCHOOL

Begin your day with a guided city tour revealing Vienna's vast history. Your expert guide will explain historic sites including the Hofburg Palace, City Hall, the Parliament building, the regal Art History Museum, and the beautiful Opera House.

This afternoon, join other choirs from across Europe and Asia participating in the Advent Sing at a delicious lunch of Austrian specialties at the Rathauskeller Restaurant in Vienna's City Hall. Later, adult choirs perform in local senior citizen centers while youth choirs perform in Viennese schools. After your performance, enjoy time to meet the audience and share season's greetings.

**SATURDAY | CONCERT IN THE FESTIVAL HALL OF THE VIENNA CITY HALL**

This morning you may tour the spectacular Schönbrunn Palace, once the summer residence of monarchy of the Habsburg dynasty. Strolling from room to room, you're transported back to the days of the eighteenth-century when Haydn, Mozart, and Beethoven called Vienna home.

Perform a concert on the outdoor stage in front of this spectacular palace and its impressive Christmas tree and Christmas Market. Before departing, take time to explore the spectacular Christmas Market in front of the palace, where local vendors offer an array of Christmas ornaments, local food and drink, and a variety of handicrafts.

Alternatively this morning, you may prefer to visit one of Vienna's outstanding museums, such as the Museum of Art History, Museum of Natural History, or the Belvedere Palace.

This afternoon your choir performs in the Festival Hall of the Vienna City Hall in the magnificent room where Strauss first presented the Waltz to the world! There is also ample time to enjoy the music of other guest choirs from different countries.

Tonight, visit the 800-year-old wine village of Gumpoldskirchen, where you will dine on a traditional Austrian "Heurigen" dinner of grilled meats, sauerkraut, and bread served family-style on long wooden tables. A local musician strolling through the restaurant inspires guests to sing along!

**SUNDAY | CONCERT AT MELK ABBEY AND CLOSING CEREMONY**

Start your day with a scenic drive to the town of Melk, located on the banks of the Danube River. Considered one of the most beautiful buildings in Austria, the stunning baroque Melk Abbey is perched on the hill above town. Upon arrival, enjoy lunch at a local restaurant and embark on a guided tour of the Abbey. The most breathtaking space in the Abbey is the magnificent Melk Abbey Church, decorated in sculptures and covered in gold leaf. The sheer beauty and outstanding acoustics of the church will leave your choir in awe. This is the venue for your choir's afternoon performance.

Following your concert, enjoy listening to other choirs participating in the International Advent Sing. Each year this popular concert is a highly anticipated event for the local community and visitors to the region.

This evening, all of the guest choirs meet at the Vienna City Hall for the official Closing Ceremony of the International Advent Sing. After the formalities of the ceremony, join together with all the guest choirs in singing *Ode to Joy*. Dinner may be arranged for your choir upon request.

**MONDAY | DEPARTURE**

Enjoy your final Austrian breakfast before departing by motor coach to Vienna's Schwechat Airport for the return flight.

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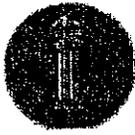
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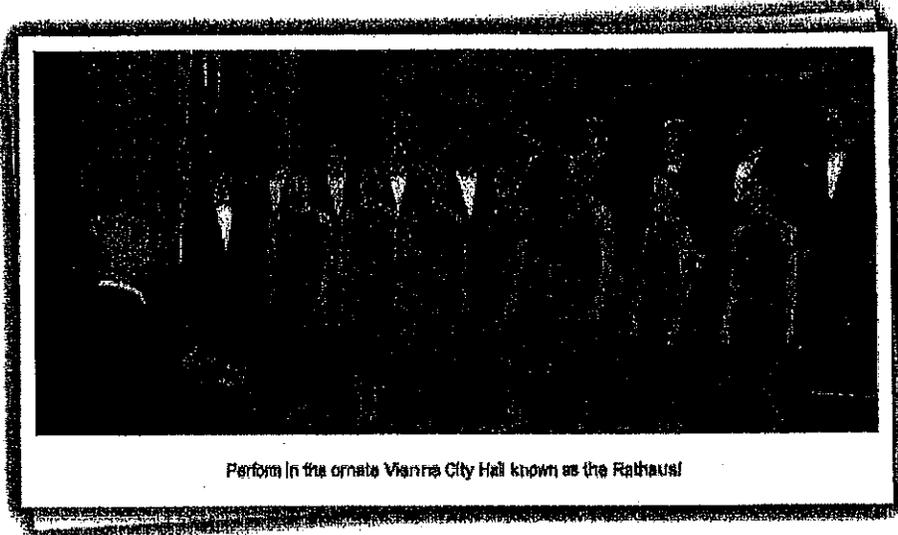
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Perform in the ornate Vienna City Hall known as the Rathaus!

ADVENT SING VIENNA

[Description](#) [Itinerary](#) [Package](#) [Venues](#) [Orientation](#) [Extensions](#)

Enhance your Vienna Advent Sing Festival experience with a two night extension to Prague!

A two-night stay in Prague, Czech Republic will add an exciting element to an already wonderful stay in Vienna. When traveling to Prague, you will not only have the opportunity to sing in esteemed venues, but also to embark on guided tours showing you the glorious landmarks of the city and share delicious meals among friends. A post-extension to Prague will surely end your tour on a festive note and leave you with memories that are sure to last a lifetime!

Prague, reminiscent of a fairy tale city, has four breathtaking districts, each with their own style: The Castle District, the Lesser Town, linking the Castle area to the Old Town, the Old Town across the Vltava River, and the New Town, aptly named as it was founded only in the 14th century!

Day One

Arrival in Prague. Enjoy a guided walking tour. Afternoon hotel check-in. Dinner in the Old Town will give you a "taste" of the culture and traditions of this intriguing city.

Day Two

After breakfast, the day is free to explore the sites of Prague. You may wish to visit Prague Castle, the Jewish Town, or the Dvorak Museum. Following lunch, return to the hotel to refresh. This afternoon a performance opportunity may be



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arranged for the group upon request (NOTE: concert arrangement and transportation fees will apply). This evening, dinner can be arranged for the choir upon request.



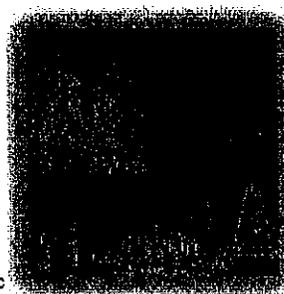
Enhance your Vienna Advent Sing Festival experience with additional nights in Vienna or a two night extension to Salzburg!

A two-night stay in Salzburg or additional nights in Vienna will add an exciting element to an already wonderful stay in Austria. Experiencing firsthand the vast musical history and culture of both Vienna and Salzburg is truly a gift. From the immense influence of Mozart in Salzburg to the genius of Beethoven, Schubert and Haydn present in Vienna, it is clear that both cities are centers of the classical music world. When traveling to Salzburg and Vienna, you will not only have the opportunity to sing in esteemed venues, but also to embark on guided tours showing you the glorious landmarks of each city and share delicious meals among friends. A pre or post extension in Austria will surely begin or end your tour on a festive note and leave you with memories that are sure to last a lifetime!



Vienna's musical history and culture is so vast and interesting, you will just whet your appetite over a long weekend. Why not spend another night or two in Vienna exploring some of the places you have seen during the festival more in depth and perhaps attend a world-class Opera in the Staatsoper?

Additionally, follow in the footsteps of Mozart and extend your festival experience in Salzburg! The baroque city center played a starring role in the movie "The Sound of Music" and is a UNESCO World Heritage Site.



Day One

Arrival in Salzburg. Enjoy a guided walking tour. Afternoon hotel check-in. A wonderful Austrian dinner welcomes you to this beautiful city.

Day Two

After breakfast in the hotel dining room, you may wish to visit one of the following attractions: Mozart's Birthplace or Salzburg Fortress. Alternatively, the Sound of Music Tour and excursions to the "Silent Night, Holy Night Church" in Oberndorf, or to the nearby Salt Mines are fun ways to see more of the countryside (additional fees apply). Following lunch, return to the hotel to refresh for your concerts at the Christmas Market and the Residenz, one of Salzburg's most famous Baroque Palaces. This evening, a Mozart Dinner Concert is a wonderful way to celebrate the city's beloved composer. Please inquire for further details.

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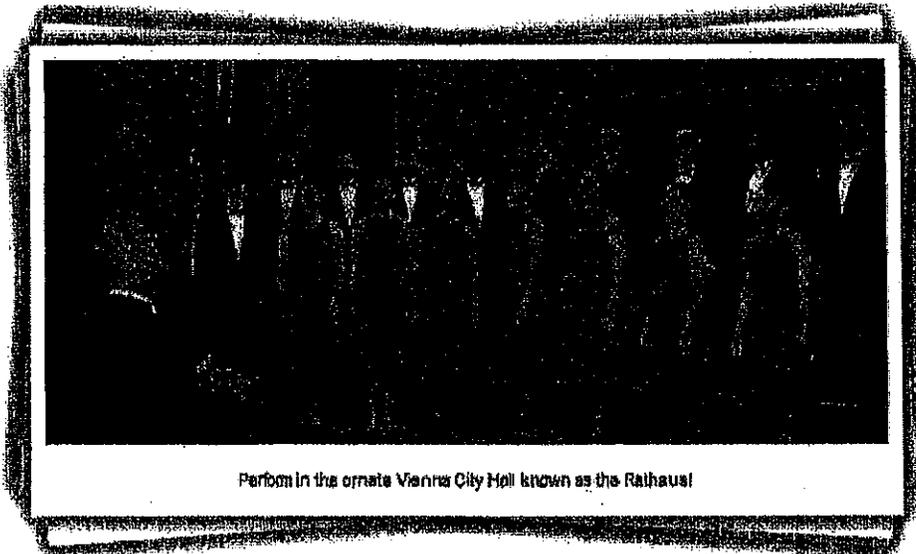
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Description Itinerary Package Venues Orientation Extensions

Accommodations

•4 nights accommodations in a 4-star hotel, double occupancy

Transportation

•A private, modern, air conditioned motor coach with a professional driver is provided for all transportation as described in the itinerary, including round-trip transfer between the airport and hotel.

Meals

- Daily breakfast buffet at the hotel
- Dinner on the evening of arrival
- Lunch at the Vienna City Hall Rathauskeller
- Lunch in Melk
- Dinner in Gumpoldskirchen, including one beverage

Tour Manager

•Full-time Music Contact International Tour Manager to accompany your group during their entire stay, from arrival to departure.

Performance Opportunities

•Performance in the Festival Hall of the Vienna City Hall

- Performance in the Melk Abbey Church
- Performance in a senior citizen's center or Viennese school (for youth choirs)
- Performance in a pedestrian area in the city center or in front of Schönbrunn Palace
- Performance during a church service

Local Guide and Special Events

- Guided sightseeing tour of Vienna with a local guide
- Participation in the Closing Ceremony

Complimentary Places

- Two complimentary land packages for every 30 paying travelers (31st & 32nd travelers are complimentary), based on double occupancy accommodations

Traveler's Resource Website

- Featuring: Itinerary, Photo Gallery, Blog, Maps, recommended books, movies, and more!

Web Payment System

- Group leaders have the option to use our Web Payment System, allowing each traveler the opportunity to make individual trip payments online with a debit or credit card via their Traveler's Resource website. Individuals receive electronic reminders, receipts and statements. Group leaders can track payments made on-line, and receive automated email reporting with balances and due dates.

Additional Materials

- Customized handbook for each person traveling with your choir, including a detailed program and travel information.
- Luggage tags and electrical adapters.

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BACKGROUND

1. Preamble

An employer has a duty to ensure the health and safety of its workers, and as a result, employers must take all reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. Workplace bullying and harassment can lead to injury, illness or death.

This Policy provides a consistent legal framework for stakeholders, WorkSafeBC Officers and decision-makers identifying what WorkSafeBC considers to be reasonable steps for an employer to prevent where possible, or otherwise minimize, workplace bullying and harassment.

WorkSafeBC Officers will review whether the elements in this Policy have been developed, implemented and periodically reviewed.

2. Explanatory Notes

Section 115(1)(a) of the *Workers Compensation Act* ("Act") requires an employer to take all reasonable steps in the circumstances to ensure the health and safety of its workers.

Section 115(2)(e) of the *Act* requires an employer to inform, instruct, train and supervise workers to ensure their safety and those of other workers.

This policy (D3-115-2), which flows from the above sections in the *Act*, discusses employer duties regarding bullying and harassment. It identifies what WorkSafeBC considers to be reasonable steps for an employer to take to address the hazards of workplace bullying and harassment.

There are two other related policies that address workplace bullying and harassment which are Policy D3-116-1, Worker duties, and Policy D3-117-2, Supervisor duties.

3. The Act

Section 115(1)(a) & Section 115(2)(e):

- (1) Every employer must
 - (a) ensure the health and safety of
 - (i) all workers working for that employer, and
 - (ii) any other workers present at a workplace at which that employer's work is being carried out
- (2) Without limiting subsection (1), an employer must
 - (e) provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work

POLICY

Definition

"bullying and harassment"

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Reasonable Steps to Address the Hazard

WorkSafeBC considers that reasonable steps by an employer to prevent where possible, or otherwise minimize, workplace bullying and harassment include the following:

- (a) developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
- (b) taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;

- (c) developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- (d) developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
 - i. how and when investigations will be conducted;
 - ii. what will be included in the investigation;
 - iii. roles and responsibilities of employers, supervisors, workers and others;
 - iv. follow-up to the investigation (description of corrective actions, timeframe, dealing with adverse symptoms, etc.); and
 - v. record keeping requirements;
- (e) informing workers of the policy statement in (a) and the steps taken in (b);
- (f) training supervisors and workers on:
 - i. recognizing the potential for bullying and harassment;
 - ii. responding to bullying and harassment; and
 - iii. procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment in (c) and (d) respectively;
- (g) annually reviewing (a), (b), (c), and (d);
- (h) not engaging in bullying and harassment of workers and supervisors; and
- (i) applying and complying with the employer's policies and procedures on bullying and harassment.

PRACTICE

The definition of bullying and harassment includes any inappropriate conduct or comment by a 'person' towards a worker that the 'person' knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

In order to determine what is reasonable in the policy, a definition below is included for a 'reasonable person'.

Black's Law Dictionary, Ninth Edition defines a reasonable person as follows:

“ a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions ”

EFFECTIVE DATE: November 1, 2013

AUTHORITY: s 115(1)(a) and s115(2)(e) of the *Workers Compensation Act*

HISTORY:

APPLICATION:

Employer checklist

OHS policy D3-115-2, Employer Duties – Workplace Bullying and Harassment, sets out the nine steps WorkSafeBC considers reasonable for employers to take so they comply with their legal obligations to prevent and address workplace bullying and harassment. A checklist of the required elements is provided below, and more information can be found on the pages indicated.

| Policy D3-115-2 item number | Further information | Completed |
|---|---------------------|--------------------------|
| (a) develop a policy statement on bullying and harassment | page 9 | <input type="checkbox"/> |
| (b) take steps to prevent or minimize bullying and harassment | page 9 | <input type="checkbox"/> |
| (c) develop and implement procedures for workers to report incidents or complaints | page 10 | <input type="checkbox"/> |
| (d) develop and implement procedures for dealing with incidents or complaints | page 11 | <input type="checkbox"/> |
| (e) inform workers of the policy statement and steps taken to prevent bullying and harassment | page 14 | <input type="checkbox"/> |
| (f) train supervisors and workers | page 14 | <input type="checkbox"/> |
| (g) annually review (a), (b), (c), and (d) | page 15 | <input type="checkbox"/> |
| (h) do not engage in bullying and harassment of other workers | – | <input type="checkbox"/> |
| (i) apply and comply with the employer's policies and procedures on bullying and harassment | – | <input type="checkbox"/> |