



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

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

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

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

1.2 Consideration and Approval of Agenda

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

1.3 Approval of the Minutes

4

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

1.4 Receipt of Records of Closed Meetings

9

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

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

1.6.1 Framework for Enhancing Student Learning

Jason Tichauer

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

10

Recommendation A

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

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

2.2 Policy Committee 14

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

2.3 Student Service Committee 16

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

2.4 Finance/Operations/Personnel Committee 20

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

2.5 BCSTA /Provincial Council

M/S to accept the BCSTA/Provincial Council report.

2.6 Communications/Media Committee

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

2.7 Mt. Baker / Key City Theatre Replacement Committee

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

2.8 Legacy of Learning

M/S to accept the Legacy of Learning report.

2.9 Trustee Reports

3. SECRETARY TREASURER'S REPORT TO THE BOARD 23

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

M/S that the Board approve an increase of \$100,000 to the MasterCard for Staff Purchasing limit, up from \$400,000 to \$500,000.

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

4. SUPERINTENDENT'S REPORT TO THE BOARD 27

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

5. CHAIRPERSON'S REPORT

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

6. NEW BUSINESS

6.1 Business Arising from Delegations

7. TRUSTEE BOUQUETS

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Select Standing Committee

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

38

8.3 Eric Termuende Presentation

November 26, 2018 - Fernie Secondary School at 9:50 a.m.

November 26, 2018 - Key City Theatre at 12:45 p.m.

November 26, 2018 - Trustee Session at Cranbrook Board Office in B1 at 3:30 p.m.

November 27, 2018 - Principal/Vice Principal Session at Cranbrook Board Office at 9:00 a.m.

9. QUESTION PERIOD

10. LATE ITEMS

11. ADJOURNMENT

M/S that the October 9, 2018 regular public meeting of the Board of Education adjourn at [time].



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

**September 11, 2018, 3:00 p.m.
Board Office**

Present: Chairperson Lento
Trustee Ayling
Trustee Bellina - by phone
Trustee Blumhagen
Trustee Johns
Trustee McPhee
Trustee Whalen

Regrets: Trustee Brown
Trustee Helgesen

Staff Present Secretary Treasurer, R. Norum
Director of Instruction/Human Resources, B. Reimer
Director of Instruction/Student Learning, D. Casault
District Principal/Transformative Learning and Technology, J. Roberts
Recorder, Sandy Gronlund

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento acknowledged that we are on the traditional lands of the Ktunaxa people and called the September 11, 2018 regular public meeting of the Board of Education to order at 3:10 p.m.

1.2 Consideration and Approval of Agenda

MOTION-R-18-120

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

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of June 12, 2018.

MOTION-R-18-121

M/S that the minutes of the regular public meeting of the Board of Education of June 12, 2018 be approved as amended.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION-R-18-122

M/S to accept the closed records of the in-camera meeting of the Board of Education of June 12, 2018.

CARRIED

1.5 Business Arising from Previous Minutes

The Premier Awards of Excellence in Education nominations were due by June 30, 2018. Trustee Johns reported there were no recipients from School District No. 5. A bring forward will be set up each year as a reminder of the due date for nominations.

1.6 Receiving of Delegations/Presentations

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

No meeting in June.

2.2 Policy Committee

No meeting in June.

2.3 Student Service Committee

No meeting in June.

2.4 Finance/Operations/Personnel Committee

No meeting in June.

2.5 BCSTA /Provincial Council

Trustee Bellina has nothing new to report.

MOTION-R-18-123

M/S to accept the report of the Provincial Council.

CARRIED

2.6 Communications/Media Committee

Trustee Ayling – no report

MOTION-R-18-123

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

CARRIED

2.7 Mt. Baker / Key City Theatre Replacement Committee

Trustee Johns will speak on the need to replace the Mount Baker Secondary School at the budget input session to the Select Standing Committee on September 25th, 2018 at the Prestige Inn Cranbrook at 9:05 a.m.

Mount Baker Secondary School PAC meeting is Tuesday, October 2nd, 2018.

MOTION-R-18-123

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

CARRIED

2.8 Legacy of Learning

Trustee Johns reported:

- The photo screen in the front office of the Board Office is running. Each month has a different theme. Looking into screens at the schools in the future.
- Fifteen more yearbooks have been scanned from 1929 – 1989 and available for public viewing with another ten by May 2019. We are in need of Sparwood and Fernie yearbooks, 1950s, 1960s, 1970s, and 1980s.
- We would like to bring school districts in the Basin into the “Legacy of Learning” project. We would start by scanning their yearbooks and class photos.

MOTION-R-18-123

M/S to accept the Legacy of Learning report.

CARRIED

2.9 Trustee Reports

Trustees reported on their activities for the month.

Trustee Bellina received a tour of the new portable at Frank J. Mitchell. The portable is really spacious and bright and the students are happy to be in there.

Trustee Blumhagen attended the first day assembly at Jaffray School. She was impressed with the anti-bullying presentation.

3. SECRETARY TREASURER'S REPORT TO THE BOARD

Mr. Norum gave a brief update on the following Capital Projects. For more detail, please see the attachments on the Board Meeting Agenda at www.sd5.bc.ca.

Rocky Mountain Elementary School Boiler

- Should be complete by September 12, 2018.

Elkford Secondary School Dust Collection

- Work is under way.

Amy Woodland Elementary School Roof

- The work is 75% complete.

Key City Theatre Repairs

- New Dawn Development has been busy on the truss repairs since beginning of August.
- They are now on stage 2 of the project.

Kootenay Learning Campus (KLC)

- Renovation is underway for the KLC.
- Mr. Norum would like to work on a project management basis as opposed to having a General contractor. This would speed up the construction process

and save the district money. There will be tenders for Mechanical and Electrical work.

New Portables:

- Three portables were installed at Frank J. Mitchell Elementary School to accommodate increased enrolment and class configuration changes.
- One portable has been ordered to replace the portable that sustained water damage at Rocky Mountain Elementary School.
- One portable was installed at Isabella Dicken Elementary School and another on order that will be used as a music room for now.

MOTION-R-18-123

M/S that the Board authorize the district to proceed with the renovation work at the Kootenay Learning Campus on a project management basis with Chernoff Architect Inc. **CARRIED**

MOTION-R-18-123

M/S to accept the report of the Secretary Treasurer. **CARRIED**

4. SUPERINTENDENT'S REPORT TO THE BOARD

District Management team gave verbal updates for their departments. The "Superintendents Report" can be viewed at www.sd5.bc.ca.

MOTION-R-18-124

M/S to accept the report of the Superintendent. **CARRIED**

5. CHAIRPERSON'S REPORT

Trustee Blumhagen will represent the Board as a VIP member at the 55+ Senior Games opening ceremony September 12, 2018 at Western Financial Place.

Chairperson Lento shared a letter from the Social Planning Society asking why there are no seatbelts on school buses.

The Secretary Treasurer will research the why there are no seatbelts and report back to the Board.

MOTION-R-18-124

M/S that the Board send Superintendent Hauptman a gift basket. **CARRIED**

6. NEW BUSINESS

Nil

7. TRUSTEE BOUQUETS

Trustee McPhee thanked everyone involved in the "Cram the Bus".
Trustee Whalen attended the Labour day picnic and thanked everyone involved.
Trustee Blumhagen attended the year end at Jaffray School and the Mount Baker Secondary School Grad. Both events were great.

Trustee Johns thanked all of the people involved with the “Cram the Bus” Was happy to see the new rainbow crosswalk at Laurie Middle School. The 14th Avenue crossing will be next hopefully! A big thank you to Darcy Verbeurgt for his support at the meeting on Sunday at the Board Office.

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Senior Games at a Glance

Schedule is attached to the Agenda for information.

8.2 Select Standing Committee

September 25, 2018 at the Prestige Cranbrook in the Fernie Salon at 9:05 a.m.
The presentation is 5 minutes and 5 minutes for questions.

MOTION-R-18-124

M/S that Trustee Johns will make a presentation on behalf of the Board on September 25, 2018 to the Select Standing Committee.

CARRIED

9. QUESTION PERIOD

Shelley Balfour is impressed with the location of the Rainbow Crosswalk at Laurie Middle School and would like to see more schools follow suit.

10. LATE ITEMS

11. ADJOURNMENT

MOTION-R-18-125

M/S that the September 11, 2018 regular public meeting of the Board of Education adjourn at 4:45 p.m.

CARRIED

Frank Lento, Chairperson

Rob Norum, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting September 11, 2018

- Finance/Operations/Personnel Committee report
 - Exempt Compensation
 - 2017/18 Audit Presentation
 - Budget Update
 - School Audits

- BCPSEA Representative Report

- Superintendent's Report
 - Staffing Update



Robert G. Norum
Secretary Treasurer



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

September 24, 2018 9:30 a.m.

Board Office

Committee Members
In Attendance:

Trustee Whalen (chair)
Trustee Bellina (on webex)
Trustee Ayling

Regrets:

Trustee Blumhagen

Board/District Staff in
Attendance:

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

1. COMMENCEMENT OF MEETING

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

1.1 Call to Order

The Advocacy/Education Committee Meeting of September 24, 2018 was called to order at 9:34 a.m. by Co-Chair Whalen.

1.2 Approval of Agenda

Additions: 3.3 Results of Committee Day Survey
 4.3 Newspaper article on Gay Rights and the Global Culture
 4.4 Calendar

M/S that the agenda of the Advocacy/Education Committee meeting of September 24, 2018 is approved as amended.

1.3 Approval of Minutes

The minutes will be approved at the next meeting as they were inadvertently not uploaded to the agenda.

2. PRESENTATIONS

2.1 Student Reporting Policy Pilot – Diane Casault

Highlights include:

- One of 14 districts selected to pilot new Reporting Order
- Informing change of policy and ministerial orders
- Pilot participants will recommend changes to current legislation and policy
- Pilot will run one year sept 2018 to June 2019 (at minimum)
- Frequent communication with parents has a positive impact on student learning engagement, motivation and effort
- Self and peer assessments improves student performance
- Encouraging dialogue from home to school to students
- Desire for greater provincial consistency
- More timely and flexible
- Will be aligned with post-secondary
- Points of progress provided at least four times during the school year
- Pilot proficiency scale (Emerging, Developing, Proficient, Extending)
- Summary of progress will be kept in MYED and anyone with access can see
- Still uniqueness to this; still discussing what this looks like; elective rotation wheels also tricky and will require schools to communicate with parents
- Meeting October 4 with Communicating Student Learning Group
- Research questions based on themes; Diane will send out questions to Trustees
- Information will be posted to the website and feedback collected from stakeholders

2.2 Framework for Enhancing Student Learning

This item will be referred to the next Board meeting.

3. ITEMS FORWARDED FROM PREVIOUS MEETING

3.1 Columbia Institute Conference

An update will be sent to Trustees by Trustee Ayling.

3.2 Update on Eric Termeunde presentations

Eric Termeunde will be presenting to all secondary schools in the Elk Valley at Fernie Secondary School in the morning and at Mt. Baker Secondary School in the afternoon on Nov. 26. He will also present to Trustees at 3:30 on November 26 and then to Principals/Vice-Principals at their meeting on November 27. Trustees will be invited to listen to his very current messaging.

3.3 Results of Committee Day Survey

Recommendation A – that the Board approve that all future Committee Meetings to commence at 9 a.m. instead of the current start time of 9:30 a.m.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report

The next meeting will be Oct. 18, 2018 at the Board Office. A report will be made at the October Advocacy/Education Committee Meeting. Additional meetings are scheduled for February 20, 2019 at Elkford Secondary School and May 8, 2019 at Fernie Secondary School. Seven students per school in Grades 9-12 will represent DSAC. David Doll will be joining group as one of heads along with Kate Russell, Jason Tichauer and Gail Rousseau.

4.2 DPAC Report

Trustee Ayling reported:

- Discussion took place regarding a camera for the boardroom; Jennifer Roberts reported that the Technology Department is also looking to purchase a compatible camera
- DPAC inquiring about the cost of USB sticks to give to PACs at the start of every year with relevant PAC duties, responsibilities etc.
- Taking nominees for BCCPAC Student Education Awards – due Feb. 28.19
- Will be inviting Debbie Therrien to go to October DPAC AGM and meeting

4.3 Newspaper article on Gay Rights and the Global Culture

Trustee Johns handed out a newspaper article which deals with issues around Gay Rights and the Global Culture. He also mentioned that Mt. Baker Secondary School is still pursuing a rainbow crosswalk and pursuing another crosswalk at City Hall. He will be meeting with Secretary-Treasurer, Rob Norum on how to support schools through this process.

4.4 Calendar

Trustee Johns brought in a calendar for sale featuring a full year Kootenay Ice Schedule as well as School District 5 and Key City Theatre events.

5. BCSTA LETTERS

5.1 Funding Model Review

5.1.1 Receive and file. Funding of rural/remote districts - what is the status of the draft Rural Education Report? Trustees would like a copy.

5.1.2 Receive and file.

5.1.3 Receive and file.

5.1.4 Receive and file.

5.1.5 Receive and file.

5.1.6 Receive and file.

5.1.7 Receive and file.

5.1.8 Receive and file.

5.2 Advanced Education Training Seats

5.2.1 Receive and file.

5.3 Classroom Enhancement Funds

5.3.1 Receive and file.

6. ADJOURNMENT

The Advocacy/Education Committee meeting was adjourned at 10:40 a.m.



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

**September 24, 2018, 11:30 a.m.
Board Office**

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

Regrets:

**Board/District Staff in
Attendance:** **Trustee Bellina (by phone)**
 Trustee Johns
 Chairperson Lento
 Trustee Blumhagen
 Brent Reimer, Director of Instruction/Human Resources
 Rob Norum, Secretary Treasurer
 Diane Casault, Director of Student Learning/Innovation
 Jason Tichauer, Director of Student Learning/Aboriginal Education
 Jennifer Roberts, District Principal/Tech. and Transformative Learn.
 Darcy Verbeurgt, District Principal/Student Services
 Jane Nixon, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of September 24, 2018 was called to order at 11:57 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2018-09

M/S that the agenda for the Policy Committee meeting of September 24, 2018 be approved.

1.3. Approval of the Minutes

POL-2018-10

M/S that the minutes of the Policy Committee meeting of May 28, 2018 be approved as circulated.

2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

4.26 Accumulated Operating Surplus – Passed and Posted

3. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Revised Policy 3.40 Learning Resources

Discussion included:

- Mrs. Casault discussed the wide range of learning resources currently available through the ERAC Resource Consortium
- it is important that the revised policy cover all accessible resources including Ministry of Education resources, digital resources and school district resources such as the School District 5 portal
- it also must consider resources from FNEESC and local community experts such as Wildsight and CBEEN
- Trustee McPhee suggested that individuals also need to be considered
- Trustee Brown suggested that Scholastic needs to be considered a learning resource
- Trustee Johns cautioned of anti-SOGI groups protesting inclusive resources
- the goal is to create a comprehensive list of rich learning resources that are available and accessible to all learners
- this list will be drafted for the October 29th committee meeting.

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 12:16 p.m.



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

**September 24, 2018, 10:30 a.m.
Board Office**

**Committee
Members In
Attendance:**

**Co-Chair Trustee McPhee (Chair)
Co-Chair Trustee Johns
Trustee Bellina (by phone)
Trustee Ayling (out at 11:25)**

Regrets:

**Board/District
Staff in
Attendance:**

**Chairperson Lento
Trustee Brown
Trustee Whalen
Trustee Helgesen
Trustee Blumhagen (in at 10:50)
Lynn Hauptman, Superintendent**

**Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Education
Brent Reimer, Director of Instruction – Human Resources
Darcy Verbeurgt, District Principal of Student Services
Jennifer Roberts, District Principal of Transformative Learning
Jane Nixon, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Special Education Student Services meeting of September 24, 2018 was called to order at 10:45 am by Co-Chair Trustee McPhee.

1.2 Approval of the Agenda

M/S that the agenda for the Special Education Student Services Meeting of September 24, 2018 be amended to include 2.4 Compliance Audits.

1.3 Approval of the Minutes

M/S that the minutes of the Special Education Student Services meeting of May 28, 2018 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Update on Supports

Update on the support for students on the Autism Spectrum. Discussion included:

Diane Casault gave an update on the specialty posting (0.6) to provide service across the District. This was posted several times with no success.

Mrs. Casault also reviewed the decision to amalgamate two positions to create a 1.0 Continuing SLP position to follow through with the ASD support but also provide service in the Elk Valley. _Currently reviewing applicants for this position. In the meantime, Autism Spectrum students are also working with Behaviour Interventionist, Megan Stasiuk

Will update the Committee at the next meeting with supports and services in place.

Darcy Verbeurgt will also supply information at the next meeting on the supports available to children on the Autism Spectrum within the district.

2.2 Recommendation A

Presentation of the District Management Review of the SD5 IEP Planning Cycle.

Discussion included:

Darcy Verbeurgt reviewed the practices in place for the development and renewal of the Individual Education Plans. This cycle was shown in a graphic flow chart and with an overlay of the three school seasons demonstrating the time of year the plans are adjusted and monitored.

There has been one working session (September 12) with Student Services Teachers and District Itinerants

Continuously reviewing Educational Assistants' support schedules to meet the needs of the students and classroom teachers

IEP writing is October. Student Services Teacher, Classroom Teacher, Educational Assistant and Principal discuss the plan. The IEP is reviewed in the Spring. The IEP at the end of school year in June continues to be used as a bridging document from previous school/teacher to the new school or classroom teacher. Adjustments are made to the Plan as needed.

Trustee McPhee queried the informed practice of the IEP process in particular where we are engaging parents and students in the process. Is the new Simplified IEP process achieving what it needs to?

Trustee McPhee further questioned the visual process of the “Year at a Glance” – as provided by Mr. Verbeurgt.

Mr. Verbeurgt explained that parents are invited to be a part of the planning process and student voice is always encouraged as soon as a child is able to articulate. Questions such as “What do I want my teacher to know?”, “What motivates me?”, “What are my strengths?” “What are my stretches?” are all important parts of having student voice in the IEP Writing process, as the child needs to buy into the plan.

Trustee Johns suggested that we not lose sight of Student Services Teacher workload as retention of Student Services Teachers appears to be difficult in the District. Mr. Verbeurgt replied that there was \$45,000 extra in IEP Consultation funding for the upcoming school year as requested by the School Board of Trustees.

Superintendent Hauptman responded that we are providing services to the utmost of our ability while continuing to expand services. Superintendent Hauptman also explained the open dialogue required with parents to weigh what the education system is able to do. There is also a great need to expand and continue to source community services.

Trustee Johns requested a simplified flow chart for parents to help explain how parents can advocate for their children.

Chairperson Lento requested a visual chart of the specific monthly cycle (what happens each month of the school year) for the IEP Process.

Trustee Ayling suggested she would write a letter to advocate for more support and explaining why the funding system for Special Education needs to be changed.

2.3 Update on GAUGE

Update on the GAUGE Program Referrals and Process

Discussion included:

Location of GAUGE program is in repurposed computer lab at Steeples Elementary. The computer lab has been replaced with a laptop cart and 13 desktop computers have been left for the GAUGE program (as reported by Jennifer Roberts).

Behaviour Interventionist, Megan Stasiuk is based out of Steeples Elementary School.

All elementary school principals and counsellors have been queried and there currently are no students meeting the criteria for GAUGE. All elementary school principals are aware that the GAUGE Program is available to students meeting the criteria.

GAUGE criteria was reviewed – Category H, Grade 4-6. Must have approval of parents and school before a child can be placed in the all day program.

There is a possibility of needing look at a different format for the GAUGE program such as a six-week intensive program or an afternoon program. Important to discuss what a pilot program would look like and if age adjustments need to be made.

Trustee Blumhagen questioned what happens after a student finishes in GAUGE. Mr. Verbeurgt explained the goal was to integrate children back into the classroom.

2.4 Compliance Audits

Ann Dumas will be meeting on September 26 with an Admin and student services teacher from each school, as well as with all counsellors to review all Category files with a focus on students with behavior and mental illness challenges.

The goal of this session is to help the District prepare for an audit and to ensure our files are complete with all the evidence needed.

A report on this session will be given at the October 29 Committee Meeting.

3. CORRESPONDENCE AND/OR NEW ITEMS

3.1 New Item

Category H Students - Request more information on Category H students to be given at the next Committee Meeting.

4. INFORMATION ITEMS

5. ADJOURNMENT

The meeting was adjourned at 11:55 am.



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**September 24, 2018, 12:30 p.m.
Board Office**

Committee Members in Attendance: Trustee Helgesen (Co-chair)
Trustee Johns (Co-chair)
Trustee Bellina - webex

Regrets: Trustee Whalen

Board/District Staff in Attendance: Trustee Ayling
Trustee Blumhagen
Trustee Brown
Chairperson Lento
Trustee McPhee
Superintendent, L. Hauptman
Secretary Treasurer, R. Norum
Director of Instruction/Human Resources, B. Reimer
Director of Student Learning and Innovation, D. Casault
District Principal/Student Services, D. Verbeurgt
District Principal/Technology, J. Roberts
Sandy Gronlund, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-chair Trustee Helgesen called the public Finance/Operations/Personnel Committee meeting of September 24, 2018 to order at 12:25 p.m.

1.2 Approval of the Agenda

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

1.3 Approval of the Minutes

The minutes of the public Finance/Operations/Personnel Committee meeting of May 28, 2018 was approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.

3. DELEGATIONS/PRESENTATIONS

Nil.

4. NEW BUSINESS

4.1 Budget Update

The 2018/19 Budget was passed in June. We have been with busy keeping track of construction work over the summer.

- Enrollment in the district seems to be up so far from projections. There will still be some new registrations and withdrawals of students.
- Elementary schools in Cranbrook are up a total of 25 students. Amy Woodland Elementary required a new classroom as their enrollment went up.
- Fernie Secondary School and Isabella Dicken Elementary are up in enrollment.
- A new portable has been ordered for Isabella Dicken Elementary, currently there are 7 portables at the school.
- Frank J. Mitchell Elementary and Mount Baker Secondary has not met their projections yet.
- Budget is looking good.
- Some schools are able to look at some clerical hour increases with the increased enrollment.

The next budget is due in February.

4.2 Trustee Election Update

Mr. Norum will send information to the Board on when the new Board will be sworn in and the appointment of new committee representatives.

Trustee Johns had questions on his position on the Key City Theatre Board.

The October Committee meetings will be business as usual. Superintendent Hauptman suggested inviting the newly appointed trustees to join the October Committee meeting as observers.

4.3 Select Standing Committee

Trustee Johns will be delivering a 5 minute presentation to the Select Standing Committee on the replacement of Isabella Dicken Elementary School, Mount Baker Secondary School Music and Drama room repairs and the replacement of Mount Baker Secondary School.

This will take place at 9:05 a.m. on Tuesday, September 25th at the Prestige Inn in the Fernie Salon room.

5. ITEMS FOR INFORMATION

5.1 Finance Report

For information.

5.2 Signed Financial Statement

Mr. Norum distributed a copy of the signed Financial Statements for June 30, 2018 to the Board.

6. QUESTION PERIOD

Nil.

7. LATE ITEMS

Trustee Johns presented Trustee Brown with a gift.

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of September 24, 2018 adjourned at 12:50 p.m.

DRAFT

SECRETARY TREASURER'S REPORT TO THE BOARD

Public Meeting

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

OCTOBER 9, 2018 BOARD MEETING

BUDGET

ENROLLMENT

Our 1701 enrolment count was completed on September 28, 2018. The results of this first count is attached.

The final number will be available after all checks and balances are complete; including duplicate enrolments, special education classifications and other items. These will be complete by mid October.

APPROPRIATIONS - SURPLUS

School District 5 had a surplus of \$20,485,763 at June 2018. While at first glance this may seem like a lot for the district, over \$16 million (\$16,031,631 of that surplus is tied into Capital Reserve Dollars, meaning the Board of Education cannot touch it. Also, there are other limitations on the remaining \$4.4 million operations surplus that we call appropriations. This is money that is ear marked for school departments and renovation projects. This amount is just over \$3.9 million leaving \$524,007 as an unrestricted operating surplus or .917% of our budget.

See attached Appropriations Summary.

CAPITAL PROJECTS

KEY CITY THEATRE TRUSS REPAIRS

New Dawn reported on October 2, 2018 on the The Key City Theatre project. It is coming together very well. Lay truss should have been tensioned today and final brackets installing tomorrow.

Scaffold is half down in the seating area and should be removing the stage area Tuesday and ready for the concert next Friday. Then all the work will move to the side roofs.

A senior engineer from WSP Engineering in Victoria is making a site visit to the Key City Theatre on Wednesday, October 3, 2018.



Enrolment Sep 30 2018

School Name	Actual Sep 30, 18 FTE
Jaffray	220.125
Isabella Dicken	467.000
FJ Mitchell	368.000
Rocky Mountain	252.000
Mount Baker Sec	836.000
Laurie Middle	340.000
Amy Woodland	271.000
TM Roberts	366.000
Gordon Terrace	256.000
Highlands	270.000
Pinewood	118.000
Steeples	189.000
Kootenay Orchards	221.000
Parkland Middle	436.000
Elkford Secondary	207.250
Fernie Secondary	357.500
Sparwood Secondary	263.250
Standard Schools Total	5,438.125
Koot Ed Services- Alt	94.000
Kootenay Discovery- DL	35.563
Other Schools Total	129.563
All Schools Total	5,567.6875

Projected Sept 18 FTE	Change Projected
211	9.1
447	20.0
380	(12.0)
244	8.0
806	30.0
340	-
253	18.0
362	4.0
259	(3.0)
273	(3.0)
121	(3.0)
194	(5.0)
212	9.0
440	(4.0)
201	6.3
332	25.5
259	4.3
	104.1
5,334	104.1
85	9.0
28	7.6
	16.6
113	16.6
	120.7
5,447	120.7

Actual Sept 17 FTE	Change Actual
208.6	11.5
427.0	40.0
368.0	-
245.0	7.0
832.9	3.1
361.0	(21.0)
268.0	3.0
381.0	(15.0)
249.0	7.0
276.0	(6.0)
124.0	(6.0)
183.0	6.0
212.0	9.0
425.0	11.0
201.0	6.3
334.6	22.9
241.1	22.1
	100.9
5,337.3	100.9
85.1	8.9
32.3	3.3
	12.2
117.4	12.2
	113.1
5,454.6	113.1

Appropriations Summary	June 2018
Special Education	440,152
Schools	308,765
Contractual Pro-D	99,607
Aboriginal Education 131	128,835
Technology Program 701	337,807
Student Learning 702	(11,352)
Education Accounts 703	80,503
Resource Center 704	10,708
Education Plan 708	(1,473)
Capital support fund - Major Projects	500,000
Capital support fund - Kootenay Learning Campus	1,500,000
Operating Projects	160,374
Transportation Fund	376,199
Appropriations - Restricted	<u>3,930,125</u>
Appropriations - Restricted	3,930,125
Appropriations - Unrestricted	<u>524,007</u>
Accumulated Surplus/(Deficit)	<u><u>4,454,132</u></u>

School District No. 5 (Southeast Kootenay)
 Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2018

	Operating Fund	Special Purpose Fund	Capital Fund	2018 Actual	2017 Actual
	\$	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,091,602		15,809,427	19,901,029	18,512,276
Changes for the year					
Surplus (Deficit) for the year	940,030	343,391	(698,687)	584,734	1,388,753
Interfund Transfers					
Tangible Capital Assets Purchased		(343,391)	343,391	-	-
Local Capital	(577,500)		577,500		
Net Changes for the year	362,530	-	222,204	584,734	1,388,753
Accumulated Surplus (Deficit), end of year - Statement 2	4,454,132	-	16,031,631	20,485,763	19,901,029

SOUTHEAST KOOTENAY
School District 5 Superintendent's
Report to the Board



October, 2018



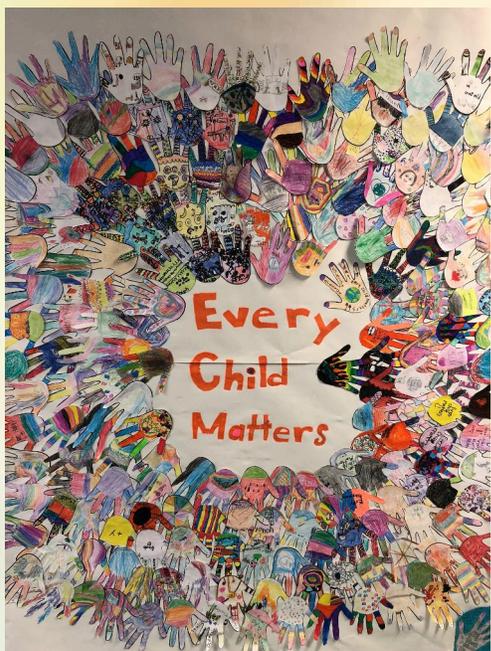
Lynn Hauptman - Superintendent

September 21, 2018

- The first professional development day of the year had a focus on the renewed curriculum in each of our schools. Some of the activities included:
- Infusing and using technology in the classroom with our Transformative Learning Helping Teachers eg. Using the new lego robot kits and exploring the new Design Lab
- Examining new reading resources and planning how to utilize them
- Reporting on Student Learning conversations and examining the reporting order and the pilot eg. Building portfolios
- Sharing of new resources from the District Resource Centre with Miriam Saville
- Staff Collaboration in Planning new units
- Social Emotional Learning and the connection to the Core Competencies
- Wild School Planning (connecting to Place-Conscious Learning) Digital Citizenship
- Guiding Question: How does the curriculum support meeting the needs for ALL learners?
- Collaborative Proactive Problem Solving Model based on Dr. Ross Green's work – focus on Personal awareness and Responsibility Competency
- Unpacking Inquiry and Project-based learning
- Class level planning and team time working on renewed curriculum
- Aboriginal Understandings and the Renewed Curriculum
- Explore fossil beds and create department appropriate lessons
- Field trip to get immersed into the Joseph Creek Project with break-out sessions linking the project to science, business, technology and history (with indigenous content).



MBSS staff - Joseph Creek Project Field Trip



Rocky Mountain Elementary - Orange Shirt Day

1701 Data Collection

Schools very busy finalizing their enrollment count, class composition information and identification of students with unique needs, aboriginal ancestry, French language, etc.

Data will be verified in echo reports and this will be the basis of our district's budget

Huge thank you to Student Services teachers, Aboriginal Education Support Workers, Principals and Vice-Principals, Rob Norum, Brent Reimer, Janice Paetz, Darcy Verbeurgt and to the data guru, Diane Casault.

Lynn Hauptman - Superintendent

BCSTA Regional Meeting

- This year's regional Trustees' Association meeting was held in Trail
- Congratulations to Trustee Bev Bellina for being chosen as President of the Region

BCSSA KBB Regional Think Tank

- This was a focus on exploring and sharing diverse ways to create and share with our public, meaningful and deep School Growth Plans and District Framework Plans that Enhance Student Learning
- Involved teams of Principals and District Staff of the Region and Ministry of Education reps – Pat Duncan and Keith Godin

BCSSA KBB Regional Meeting

The Kootenay Boundary Regional Meeting (Districts 5, 6, 8, 10, 20, 51) was hosted by us at beautiful St. Eugene Resort. Highlights included:

- David Instance – co-author of *Teachers as Designers of Learning Environments: The Importance of Innovative Technologies*
- Reports from Regional Team, BCCASE, Membership, Chapter and Pro-D
- Ministry of Education report from Pat Duncan, Superintendent of Learning
- Duncan Whittick and KBEE – Environmental Education Update Leyton Schnellert from UBC and the Eleanor Rix Professor of Rural Teacher Education

The Design Labs

The Design Labs are nearly ready to go! Stay tuned for the Grand Openings. Check out the functional whiteboard flip top tables and cutting edge technology to create, test and make projects either in the physical or digital world.



Thanks so much to Komatsu Mining and their employees, for fundraising and supporting the SSS Breakfast Program.



Education Update

Ministry of Education



Free Emergency Preparedness Classroom Program:

Are your students ready if disaster strikes? With PreparedBC's free Master of Disaster program, students learn about the hazards in B.C., how they can get themselves and their families prepared and how they can help others during a disaster. This pre-packaged program includes student and family workbooks, fun swag for kids like flashlights and stickers and a teacher's guide full of classroom activity ideas. Order your free classroom kit on the [Master of Disaster web page](#).



The [2017/18 FSA results](#) are now available. This year's FSA will be administered October 1 to November 9 and districts will have the results by January 30, 2019. Students' participation is required. The FSA provides important information to teachers and parents on how well students are doing in reading, writing and numeracy. There is a strong connection with student FSA participation, results, school completion and future life success. Please read the [FSA – Student Participation Q&As document](#) for more information.

WorkBC Parents' Guide: Looking for resources to help your students with their career planning? The [2018 WorkBC Parents' Guide](#) is an invaluable resource to help you start a conversation with your students about education and training pathways. Full of practical ideas, exercises and resources, the guide will help you talk with your students so they can follow their passion and create the career of their choice. For additional ideas, exercises and resources see the [Resources for Counsellors, Teachers & Parents page](#) of the WorkBC website.

News from Schools



Students working on math in new flexible working classroom at SES!



Terry Fox Run - TM Roberts

Check out what Nicole Neufeld has been up to at Isabella Dicken Elementary School in Fernie!



Welcome Back BBQ @ LMS!

Orange Shirt Day



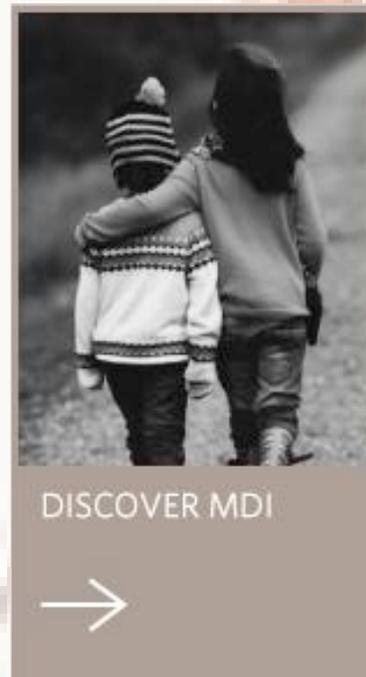
GTES



KOES

Director of Student Learning and Innovation - Diane Casault

HELP - *Our involvement with Human Early Learning Partnership (HELP) continues. This year our participation will extend beyond EDI (Early Development Instrument) and CHEQ (Childhood Experience Questionnaire) but extend to include MDI (Middle Years Development Instrument). Research done by UBC is very valuable in guiding community and school discussions in how/what needs to be done to support our kids.*



Sound Connections

Training for new Kindergarten and Gr.1 Teachers, Student Service Teachers and Education Assistants was held on October 1st (Cranbrook) and September 24 (Fernie). Schools continue to find this program very valuable. Thanks to Speech Language Pathologist Sue Robertson who has continued the work started by Annette Rogers.



Director of Student Learning and Aboriginal Education- Jason Tichauer

Mental Health Literacy

Our district was able to send a team down to a 'Train the Trainer' workshop at UBC to in-service the provincial initiative around Mental Health literacy for our staffs and our students. Sharlene Charest, Tessa Rokosh and I were trained at this 3 day workshop with the purpose of bringing this program back to our staffs, and eventually, to our classrooms.

A key component of this in-service is the use of proper terminology in Mental Health. To use proper terminology, not to assess or diagnose, but to help de-stigmatize Mental Health issues through education. The website teenmentalhealth.org is an excellent starting point for people looking for more information about this necessary initiative.



MBSS Warriors



TMRES staff

Aboriginal Education showcasing

Joe Pierre, Faye O'Neil and I were able to present our Aboriginal student data, as well as our Enhancement Agreement background and key points, to the regional 'think tank' of BCSSA members, principals and Ministry staff at St. Eugene's Mission this past week. Joe and Faye did a fantastic job showcasing the amazing work that our Aboriginal Education teams and staffs have done to support our students and to further move our classrooms to being key places in our journey to reconciliation.

District Principal Student Services - Darcy Verbeurgt

English language learners

School District 5, Southeast Kootenay welcomes 76 English Language Learners for the 2018/2019 academic year. Students are attending our schools from countries in the Middle East, the Philippines, Brazil, Peru and India, to name a few. Patricia Michael continues as our ELL Teacher for the District.



Welcome!!

Welcome to Kim McKeown, our new Student Services Coordinator for the Elk Valley.

Student Services Meeting

On September 12, School District 5 Student Services Teachers, Itinerants and District Staff met in Jaffray for the first Student Services Team Meeting of the 2018/2019 School year. Topics of discussion included student-centered learning, funding, mental health and the role of My Education BC in the IEP Planning process.

Ann Dumas Compliance Workshop

On September 26, a compliance workshop with Ann Dumas was held at the Cranbrook Board Office. Ms. Dumas, a contract auditor for the Ministry of Education, reviewed Ministry policy and demystified the audit process. The session was extremely informative and interactive for all Student Services Teachers, Counsellors, Itinerants and School Administrators.

Mandt Training

Mandt System Training commences in October. There will be recertification and new training sessions throughout the month. This year we will be training all School Secretaries in Mandt System on Friday, October 19.



The Mandt System

District Principal Transformative Learning - Jennifer Roberts

Take Me Outside for learning



Let's celebrate our Teachers in SD5 on World Teachers Day on October 5 as they take their classes OUTSIDE FOR LEARNING.

The new and innovative ways our educators have embraced the curriculum by taking their classes outside for learning is overwhelming and impressive! In only one month, classes have adventured near and far.

Grade 10 - 12 FSS Students conducting quick gesture sketches, in perspective of their beautiful school.



Destiny Training & Library Meeting

SD5 Teacher Librarians, Library Clerks and Casual Clericals were together on September 10 at the Cranbrook Board Office for some collaborative discussions and training. New staff and those wanting a refresher took part in Destiny training as well as an introduction to our Digital Online Resources. The rest of the group took this opportunity to share, ask questions, and discuss the topic of transforming libraries and Learning Commons.



On September 20th, grade 10 students of Mr. Gulyas' PE 10 class at Elkford Secondary picked up their equipment and volunteered at the Wapiti Ski Hill. (Wapiti is the local volunteer run ski hill). With tremendous strength and tenacity, students climbed to the top of the mountain (with smiles on their faces) and then proceeded to rip up, cut and tear out brush and trees to help clear a ski run. These students imbued the volunteer spirit of the local ski hill and helped support a fun, community run venue.

District Principal Transformative Learning - Jennifer Roberts



Amy Woodland has started up the third year of our forest Kindergarten Wilderness Wednesdays. The Kinders go every week and the rest of the school takes turns. Up to 6 classes participate between Jim Smith Provincial Park and Idlewild park each week, rain or shine, all year long.

The COMPASS class went on two hikes; one in the community forest and the other along the base of Mount Baker on the Mayook Trail. On both hikes the students were asked to view the landscape from the perspectives of scientists and storytellers. Bonnie Harvey, Ktunaxa storyteller, also joined the group on the trip to Mayook and shared the creation story of Mount Baker.



CLASSROOMS TO COMMUNITIES
#EECOM2018 CANADIAN ENVIRONMENTAL EDUCATION CONFERENCE
St. Eugene Mission Resort, Ktunaxa Nation, near Cranbrook in BC's Kootenay Rockies
7 pm Thursday, October 18 - 12 pm Sunday, October 21
over the BC Provincial Post-D Day

CLASSROOMS TO COMMUNITIES

Keynotes, storytellers & inspirations include:

- Dr. Gregory Capelle
- Suzanne Payne
- Chief Joe Henry
- Yvonne Tessier
- Dr. Richard Kroll

Early Bird Registration opens May 15
ecom.org/ecom-2018

From coast to coast to coast, over 300 educators will have the opportunity to gather to learn, share and connect at this made-in-Canada environmental education conference on October 18-21 at the St Eugene Mission.

Sandy Gronlund

From: Rob Norum
Sent: Thursday, September 20, 2018 2:36 PM
To: Sandy Gronlund
Subject: FW: BCSTA Education Services Support for Trustees and School Boards
Attachments: BCSTA Education Services 2018 update Sep.2018 .pdf

Information item for Board meeting Oct

Robert G. Norum

Secretary Treasurer
SD5 Southeast Kootenay
250 417-2054
250 489-5460

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From: Hugh Blackman [mailto:hblackman@BCSTA.ORG]
Sent: Wednesday, September 19, 2018 1:43 PM
To: Hugh Blackman
Cc: Mike Roberts
Subject: BCSTA Education Services Support for Trustees and School Boards

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

To Board Chairs, Trustees, Superintendents, Secretary Treasurers:

The **attached document** is a brief overview of Education Services offered to support trustees and school boards.

More information can be found in the Learning Guide portion of the HUB.

Areas of support:

- **Leadership Development Program (more details in November)**
- **Board Performance Review**
- **Superintendent Performance Planning and Review Resource**
- **Trustee Orientation Resources**
- **Policy Database**
- **Audit Committee Resources**
- **Strategic Planning for Boards of Education**
- **AGM, Provincial Council, Academy and Conference Materials**

Upcoming Professional Development:

TRUSTEE ACADEMY 2018

Building a New Board: *Elected, Engaged and Empowered*

November 29 - December 1, 2018, Hyatt Regency Hotel, Vancouver

BCSTA/BCPSEA ACADEMY 2019

For trustees, senior management (including Human Resources)

January 25 and Saturday, January 26, Sheraton Vancouver Airport Hotel

115TH ANNUAL GENERAL MEETING

Thursday – Sunday, April 25 - 28, 2019, Sheraton Vancouver Airport Hotel

Wishing everyone the best for the upcoming election.

Please contact BCSTA Education Services for more information on any of our professional development.

Hugh Blackman
Director, Education Services
BC School Trustees Association (BCSTA)
P (604)235-2298 | M (604)341-1641 | W bcsta.org
1580 W. Broadway, 4th floor
Vancouver, BC V6J 5K9



BCSTA Education Services Support for Trustees and School Boards

Below is a brief overview of opportunities for professional development offered by BCSTA education services. More information can be found in the Learning Guide portion of the HUB.

Leadership Development Program

BCSTA Education Services is committed to assisting all school boards with a New Leadership Development Program that focuses on **Financial Understanding, Strategic Planning for Student Success, and Governance.**

Program Overview

The intent of the program is to assist all school districts to:

- be in compliance with the new Ministry of Education financial oversight requirements,
- have in place appropriate strategic plans to address student outcomes, and
- address concerns raised by the Auditor General and special advisors in areas including strategic planning, establishing surplus policies, risk management, budget/monitoring and reporting, audit committees/internal audit, and trustee financial literacy training.

The Goals of the Leadership Development Program

- Improve the board's ability to address their duties, with a specific focus on the three most technical requirements of the Financial Health directive to boards of education: budget monitoring, surplus policy implementation, and financial risk assessment for school districts.
- Develop a clear understanding of the role of trustees and boards over the governance of financial matters.
- Improve governance by:
 - working effectively with the Superintendent and Secretary-Treasurer,
 - providing oversight of financial spending to ensure all funds are spent effectively and efficiently,
 - ensuring strategic planning is in place and tied to financial decisions, and
 - effectively using external auditors and audit committees.
- Build public confidence in the K-12 education system and its governance.

The Plan *Building Effective Boards: Trustees, Superintendent, Secretary-Treasurer*

BCSTA Education Services will provide facilitators to implement workshops to support each district on the new resource materials. Districts will receive a guide and training on Financial Oversight, Strategic Planning, and Governance.

In order to implement this leadership program, the plan is to offer it regionally, allowing a number of board members to attend simultaneously. There will also be opportunities to have the facilitators work directly with your district.

- This training would be in addition to the current Learning Guide project materials and planned Trustee Academy and AGM conference learning sessions in 2018/2019.
- This BCSTA Leadership Development program is separate from the offering by consultant George Farkas.

More details about the Leadership Development program will be made available in November.

Board Performance Review

Leading practices in governance indicate that effective boards establish formal processes for assessing the performance of the board as a whole on an ongoing basis. This process is typically conducted regularly and must have the full participation of all trustees to be truly effective.

The BCSTA board performance review provides a framework designed specifically for British Columbia boards of education seeking to review and improve their governance processes and oversight practice. The framework addresses three main areas:

- A review of procedural aspects (relating mostly to the role of the board and trustees and their involvement in district policy and organizational procedures).
- A review of the way the board and senior staff work together as a team, and with members of the community.
- A review of results-based performance (the board's involvement and understanding of desired outcomes relating to student learning).

A board performance review includes: decisions about the logistics of time/space/leadership for the process, a confidential survey completed by all members of the board and senior staff, an analysis of the results of survey answers by BCSTA staff, a discussion of the results facilitated by the BCSTA, a report prepared to record the results, a commitment to act on the findings of the process, and suggested steps for follow up and communication.

Superintendent Performance Planning and Review Resource

A board's relationship with its superintendent of schools is the most important employment relationship in the district and is central and critical to effective governance. In meeting its responsibility for oversight, the board must conduct a regular performance evaluation of the superintendent. The resource document outlines a process that is supported by research, is within PSEC requirements, and is already used by many boards across the province.

The resource outlines the three steps on conducting a performance review:

Performance Planning – getting clear about and agreeing on key direction, including results to be achieved and competencies to demonstrate.

Ongoing Communication – establishing regular opportunities to discuss progress, offer support, provide positive feedback, agree to adjust direction if the situation demands that.

Review and Assessment – collecting data about goals and performance from a variety of reliable sources and formally agreeing on progress made and where the school district and superintendent need to focus next. Based on the outcomes of this phase, appropriate next steps are determined for follow up action by the board and the superintendent.

In addition, the document outlines key elements for a performance planning and review process, some practical information for conducting a review (including the Dimensions of Practice developed by the British Columbia School Superintendents Association), and a sample performance planning and review template.

The BCSTA does not conduct performance reviews of senior staff in school districts. However, advice about outside consultants is available from BCSTA's Education Services department should a board wish for that kind of support.

Trustee Orientation Resources

These materials are meant to be a starting point for the learning pathway of a trustee. Additional initial orientation and ongoing professional learning opportunities for trustees will be presented both through the administration in each school district and through the BCSTA. Trustee Academies offered by the BCSTA, including the upcoming Trustee Academy and BCSTA/BCPSEA Academy in January 2019, and sessions planned in each district for new boards of education, will provide another layer of orientation.

The Trustee Orientation guide provides a checklist of some of the most important knowledge a new trustee will need. The areas of knowledge included are:

- The board's authority, which highlights key provisions of the School Act, board powers and responsibilities, mandates for the various constituents of public education, and co-governance with the Ministry of Education.

- The board’s responsibilities, which focuses on fiduciary, strategic, financial, as employer, and leadership and engagement.
- The board’s operations, serving to draw attention toward the subjects of governance vs, operations, board meetings, policy and bylaws, conflict of interest.
- The District Context, which contains information on strategic planning, the education and instructional scene, Indigenous education, finances, facilities, human resources, communications, and general trustee conduct.

The Resource Guide that accompanies the checklist provides very brief overviews of each of the subsections included with references to the Learning Guide and other resources on the BCSTA HUB.

Policy Database

Boards provide direction through policy. This includes planning, developing, implementing and evaluating policy. The directions boards establish through policy have an impact on students, schools and all staff. Policies range from the broad (such as the district’s mission) to the specific.

To support the development of policies, BCSTA maintains an online database of all district policies in our members area. In this area of the HUB, you can find policy backgrounders, legal advice and an online searchable database of more than 5,500 policies in use in BC school districts.

Audit Committee Resources

Within the Learning Guide on the BCSTA HUB you will find BCSTA’s latest resource materials intended to support boards of education with their responsibilities for quality financial management and oversight. These materials were developed by BCSTA in response to concerns and recommendations raised by the Office of the Auditor General and the Comptroller General as well as special advisor reports on school district governance of financial operations. The materials are also intended to support and help boards meet the pending new policy requirements put forward by the Ministry of Education.

Strategic Planning for Boards of Education

Boards of education play a critical role in establishing their school district’s strategic direction through their consultative work with their community. They shape a vision for the district that is reflective of the input of parents, students and members of the community.

Strategic plans are only effective if they are embraced by the school district’s community. As such, they need to be developed through a process that involves the board of education, the

superintendent, staff, employee organizations, students, parents and members of the community.

A new resource, titled "Strategic Planning Guide for Boards of Education" is intended to serve as a capacity-building resource for boards of education and senior managers who are interested in learning about or conducting a strategic planning process. The resource provides a basic framework for developing a school district strategic plan, including the elements most commonly found in many strategic planning models in public sector organizations. Included in this resource is a collection of approaches school districts have taken across the province in their strategic planning to serve as a reference point to other districts.

AGM, Provincial Council, Academy and Conference Materials

Handbooks and reports of proceedings for the AGM and Provincial Council are available for download in the events area of the Hub. All Academy and conference information, including early agendas and speaker presentation are also housed for access by participants, or those who are unable to attend.

Upcoming Professional Development

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Please contact Hugh Blackman, BCSTA's Director of Education Services for further information on any of the supports offered.

Have a great school year and all the best for student success in your District!