



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

September 15, 2020, 3:00 p.m.
Cranbrook Board Office

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

I want to acknowledge that we have gathered here in the Homelands 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 September 15, 2020 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 June 9, 2020 be approved as [circulated/amended].

1.4 Receipt of Records of Closed Meetings

11

M/S to accept the closed records of the in-camera meeting of the Board of Education of June 9th, 17th, 23rd and July 21, 2020.

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

2. TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

No meeting in August.

2.2 Policy Committee

No meeting in August.

2.3 Student Services Committee

No meeting in August.

2.4 Finance/Operations/Personnel Committee

No meeting in August.

2.5 BCSTA /Provincial Council

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

2.6 Communications/Media Committee

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

2.7 Mount Baker Secondary School Replacement Committee

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

2.8 Key City Theatre

M/S to accept the report of the Key City Theatre.

2.9 Legacy of Learning

M/S to accept the Legacy of Learning report.

2.10 French Advisory Committee

2.11 Trustee Reports

3. SECRETARY TREASURER'S REPORT TO THE BOARD

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

3.1 Stage 2 Restart Protocol Update - Secretary Treasurer

3.2 June 30, 2020 Financial Statement Audit

3.3 Finance Report

12

4. SUPERINTENDENT'S REPORT TO THE BOARD

4.1 Stage 2 Restart Protocol Update - Superintendent

4.2 Pro-D Day (Sept 18)

Director Tichauer

5. CHAIRPERSON'S REPORT

5.1 2020-21 Meeting Locations of the Board Schedule Revised 13

5.2 Committee Meeting Agenda Formats - Revised

6. NEW BUSINESS

6.1 Business Arising from Delegations

6.2 Draft Annual School Calendars 2021/2022 and 2022/2023 14

M/S that the 2021/2022 and 2022/2023 draft calendars be distributed to stakeholders for the required 30-day public consultation process.

7. TRUSTEE BOUQUETS

8. ITEMS FOR INFORMATION/CORRESPONDENCE

9. QUESTION PERIOD

10. LATE ITEMS

11. ADJOURNMENT

M/S that the September 15, 2020 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

**June 9, 2020, 2:15 p.m.
Meeting via Zoom**

Present: Vice Chair Kitt
Trustee Ayling
Trustee Bellina
Trustee Johns
Trustee McPhee
Trustee Turner
Trustee Whalen

Regrets: Chairperson Lento
Trustee Damstrom

Staff Present Superintendent, S. Yardley
Secretary Treasurer, A. Rice
Director of Instruction/Human Resources, B. Reimer
Director of Student Learning/Aboriginal Education, J. Tichauer
Director of Instruction/Student Learning and Innovation, D. Casault
District Principal/Student Services, D. Verbeurgt
District Principal/Transformative Learning, J. Roberts
Executive Assistant, (recorder) Sandy Gronlund

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Vice Chair Kitt called the June 9, 2020 regular public meeting of the Board of Education to order at 2:34 p.m. and acknowledged that we have gathered here in the Homelands of the Ktunaxa people.

1.2 Consideration and Approval of Agenda

MOTION R-20-80

M/S that the agenda for the regular public meeting of the Board of Education of June 9, 2020 be approved as circulated.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of May 12, 2020.

MOTION R-20-81

M/S that the minutes of the regular public meeting of the Board of Education of May 12, 2020 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION R-20-82

M/S to accept the closed records of the in-camera meeting of the Board of Education of May 12, 2020.

CARRIED

1.5 Business Arising from Previous Minutes

Nil.

1.6 Receiving of Delegations/Presentations

1.6.1 Annual School Fees - Director Tichauer

Director Tichauer shared a working document with the Board of what the schools plans were with school fees. With the loss of ¼ of the instruction year due to the COVID-19 pandemic these plans may have changed.

The report shared with the Board shows an all encompassing report of what fees are received by each of the schools.

- a locker fee is always charged and allows for the right to search lockers if required
- there are set fees for some individual courses
- charging a rental fee for musical instruments are allowed
- missing on this report are some of the college program fees as the school did not add this as a school fee charged
- due to the pandemic, school fees were not honoured

Post pandemic, Director Tichauer will get more precise numbers and share with the Board at the end of the school year.

Trustee McPhee asked what the recourse is if a child does not pay the mandatory fees for example the locker and student activity fee. Director Tichauer will answer this in his report.

2. TRUSTEE REPRESENTATIVE REPORTS

2.1 BCSTA /Provincial Council

Trustee Bellina nothing to report.

MOTION R-20-83

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

CARRIED

2.2 Communications/Media Committee

Trustee Ayling reported that the graduation letter was sent to Media. The retirement letter has been sent to the SD5 Human Resources department.

MOTION R-20-84

M/S that the Board write a letter of thanks to the SD5 staff and the school community for managing so well under the new Covid conditions and restrictions.

CARRIED

MOTION R-20-85

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

CARRIED

2.3 Mount Baker Secondary School Replacement Committee

Trustee Johns met virtually with Secretary Treasurer Rice and Operations Manager, Joe Tank to discuss the MBSS Assessment report supplied by Stantec. The cost to replace MBSS would be substantial and unlikely to be approved by the Ministry of Education in the near future and would also be replaced by a smaller school. The consensus is that renovation to the existing school would be more doable with sections of the school worked on over the next number of years.

We will continue to indicate in our funding options with the Annual Facility Grants and the Major Capital Funding Grants that MBSS is a priority for us with the repairs to the drama and music room a necessary first step.

MOTION R-20-86

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

CARRIED

2.4 Key City Theatre

Trustee McPhee shared that there is frustration with the booking of events with COVID-19 pandemic. Financially the theatre is okay. There was planning taking place by committees before the COVID-19 hit. The push is to get these committees active again. On Wednesday night there is a fundraising meeting planned. The Trustees were reminded to purchase their yearly memberships. The next general meeting is scheduled for June 25th.

Trustee Ayling shared that there are many performances to be found online. You can find a listing on the Key City Theatre website showing the rescheduling of shows that had to be cancelled.

MOTION R-20-87

M/S to accept the report of the Key City Theatre.

CARRIED

2.5 Legacy of Learning

Trustee Johns reviewed the exciting news he reported at the last Board meeting regarding Keith Powell's proposal to produce a magazine on the history of the Columbia Basin.

MOTION R-20-88

M/S to accept the Legacy of Learning report.

CARRIED

2.6 Trustee Reports

Trustees reported on their activities for the month.

- Trustee Turner commented that the TM Roberts Elementary School PAC will donate \$3000 to the school to help parents with the purchase of school supplies for their child/children.
- Trustee McPhee was approached by the Superstore to run the school supplies fundraiser called "Cram the Bus" again this year. He responded that with the COVID-19 pandemic, we will need to pass this year but would like to look at doing it next year.

3. SECRETARY TREASURER'S REPORT TO THE BOARD

3.1 Ministry Guiding Principle No. 1

(Ensure a healthy and safe environment for all students, families and employees)

Secretary Treasurer Rice reported working on the move to stage 3 and having some students back into the schools. A large amount of the work was done back in May and he thanked everyone who helped with this.

He reported that they now have a solid plan in place. The plan will need to be updated as required. District Principal Verbeurgt and Operations Manager, Joe Tank have been visiting the schools to be sure the protocols are being adhered to. Thank you to the Principals and Vice Principals for their work and following up with their Joint Operational Health and Safety committees (JOHSC).

Because of the different layout of each school, the JOHSC have a plan for each school and will bring their plans to the District Occupational Health and Safety Advisory Committee (DOHSAC) for review.

The play structures are now open at the schools. Guidelines from the MoE is that they are safe to use with the handwashing procedures used. Signs will be posted at each site.

Trustee Johns would like to see a temperature check instruments at each of the schools. He felt it would be one more step to a safe environment. Trustee Johns agreed that Secretary Treasurer Rice bring this back to the Health and Safety committee for discussion.

There have been no external rentals in our schools since the middle of March. We are considering summer rentals of school fields if the sport has been approved by viaSport BC.

3.2 Budget Update

Secretary Treasurer Rice reported having had a few working sessions with the Board of Education and another one planned for this week. We are hoping to have the Board approval of the 20/21 budget mid June and will then send the Board approved budget to the MoE by the June 30, 2020 deadline.

3.3 Finance Report

Secretary Treasurer Rice reviewed the attached financial report with the Board.

MOTION R-20-89

M/S that the June 9, 2020 Secretary Treasurer's Report to the Board of Education be accepted as presented.

CARRIED

4. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Yardley expressed her gratitude to:

- the Board for the support they have offered with the planning to get through this Covid-19 pandemic
- the district team for their work through spring break and the continued work they are doing
- the parents for supporting their children with learning remotely with the teachers help
- the children for adapting and being so wonderful about the change
- the SD5 staff and partners for working together to make the remote learning happen
- the tech department for helping with the huge learning curve and supplying equipment to children and staff
- the CUPE staff for working so hard supporting teachers and children
- the Principal and Vice Principals for their efforts in making sure the safety protocols work in their schools

She would like to recognize the staff that came into the schools to offer care and support to the essential services children.

4.1 Ministry Guiding Principle No. 2

(Provide the services needed to support children of our essential workers)

Director Casault shared the number of essential service workers' children that attended the schools. This program has been up and running well into April. We have had up as many as 87 children.

4.2 Ministry Guiding Principle No. 3

(Support vulnerable students who may need special assistance)

We have eight schools in our district that have vulnerable students attending and ten schools that do not with a total of 30 students. One third of these students (10) are at Amy Woodland Elementary School.

There are amazing transitioning processes in place currently for students moving into middle and high schools next year.

4.3 Ministry Guiding Principle No. 4

(Provide continuity of educational opportunities for all students)

Director Tichauer discussed how report cards will look this June and express that our MyEducationBC student data base needs more clean up to make the email process go smooth.

Superintendent Yardley shared that the Ministry of Education is talking about child daycare in the schools. We are waiting to see how this evolves.

Shelley Balfour, CDTA President, asked if there is a plan to set up a committee to plan for September start up. Superintendent Yardley responded that there needs to be a break for district management in the summer and they will be back August 17, 2020. We need to know what phase we are in at that time. We will be able to flow between the two phases now and if we do move into phase 2 in September we will plan for that.

Trustee McPhee replied that we will move safely into the September phase, whatever that will be.

MOTION R-20-90

M/S that the June 9, 2020 Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

5. CHAIRPERSON'S REPORT

Acting Chair Kitt thanked the staff for all of their work with planning through this pandemic.

6. NEW BUSINESS

6.1 Business Arising from Delegations

Nil

6.2 Meeting with Community Leaders Annually - Trustee Whalen

Trustee Whalen proposed that trustees meet with our municipal leaders. She recommended that it would be beneficial for everyone if trustees, Superintendent and Secretary Treasurer met on an annual basis with city councillors and mayors of each community and the East Kootenay Regional District.

MOTION R-20-91

M/S that the Board draft a letter to send to the mayors and councillors of each municipality and the Regional District of East Kootenay indicating the Board's interest to meet annually with them.

CARRIED

Trustee Johns suggested we send an agenda for these meetings.

7. TRUSTEE BOUQUETS

- Trustee Bellina to Superintendent Yardley for the appreciation she shows to all of the staff and Board.
- Trustee McPhee for the efforts of all staff with dealing with COVID-19. A special thank you to custodians for their work at keeping the schools clean.
- Trustee Turner for all the staff and being resilient and working together. She also thanked the secondary schools for the plans they helped come up with to celebrate our graduating students.
- Trustee Johns shared that we have missed Chair Lento and Trustee Damstrom as they deal with personal issues. He appreciates the efforts of ALL employees of SD5 in the work they are doing and the parents for their support.
- Trustee Ayling will send her bouquets in writing.

8. ITEMS FOR INFORMATION/CORRESPONDENCE

Nil.

9. QUESTION PERIOD

Shelley Balfour thanked Superintendent Yardley and Secretary Treasurer Rice for their support and the Board's support throughout the year and to employees of SD5.

10. LATE ITEMS

Nil.

11. ADJOURNMENT

MOTION R-20-92

M/S that the June 9, 2020 regular public meeting of the Board of Education adjourn at 4:22 p.m.

CARRIED

Frank Lento, Chairperson

Alan Rice, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meetings for June 9th, 17th, 23rd and July 21, 2020

- Exempt Compensation
- BCPSEA Representative Report
- Personnel

- Superintendent's Report
 - Staffing Update
 - Counseling time

- 2020-21 Annual Budget – Three readings received
- 2020-21 Five-Year Capital Plan – Approved by the Board

A handwritten signature in black ink, appearing to read 'Alan Rice'. The signature is fluid and cursive, with the first name being the most prominent.

Alan Rice
Secretary Treasurer

Operating Budget by Program

G.L. Period Range: 202101 End Date: JULY 31, 2020 To 202103 End Date: SEPTEMBER 30, 2020

Program	Current	Year to Date	Budget	Balance	Percent
1 Instruction					
Program 02 Regular Instruction	21,265.07	1,199,496.72	32,215,088	31,015,592	96.28
Program 03 Career Preparation	0.00	3,175.17	186,350	183,175	98.30
Program 07 Library Services	997.02	32,845.80	1,191,370	1,158,524	97.24
Program 08 Counselling	0.00	0.00	1,213,311	1,213,311	100.00
Program 10 Special Education	1,877.08	179,896.79	11,854,858	11,674,962	98.48
Program 30 English Language Learning	0.00	3,002.01	155,700	152,698	98.07
Program 31 Aboriginal Education	0.00	51,960.14	1,590,000	1,538,041	96.73
Program 41 Administration	30,779.43	99,111.77	5,109,019	5,009,907	98.06
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Total For 1 Instruction	54,918.60	1,569,488.40	53,515,696	51,946,210	97.07
4 District Administration					
Program 11 Educational Administration	28.22	89,613.61	554,028	464,415	83.83
Program 40 School District Govt	2,058.32	64,972.97	253,154	188,181	74.33
Program 41 Administration	5,778.98	243,437.67	1,417,340	1,173,903	82.82
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Total For 4 District Administration	7,865.52	398,024.25	2,224,522	1,826,499	82.11
5 Operations & Maintenance					
Program 41 Administration	50,276.61	105,201.12	355,134	249,934	70.38
Program 50 Maintenance Operations	6,975.68	940,423.99	5,155,400	4,214,977	81.76
Program 52 Maintenance Of Grounds	126.81	22,570.00	384,341	361,771	94.13
Program 56 Utilities	3,663.53	123,684.91	1,285,000	1,161,315	90.37
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Total For 5 Operations & Maintenance	61,042.63	1,191,880.02	7,179,875	5,987,997	83.40
7 Transportation & Housing					
Program 41 Administration	0.00	11,533.79	73,309	61,775	84.27
Program 70 Student Transportation	5,251.55	133,454.58	1,915,436	1,781,986	93.03
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Total For 7 Transportation & Housing	5,251.55	144,988.37	1,988,745	1,843,761	92.71
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Grand Total	129,078.30	3,304,381.04	64,908,838	61,604,467	94.91



Meetings of the Board of Education of School District 5 Southeast Kootenay

REGULAR PUBLIC, REGULAR IN-CAMERA AND STANDING COMMITTEES

2020-2021

<u>2020</u>	August 31	9:30 a.m.	Committee Meetings	KLC-Fernie
	September 15 September 28	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	Cranbrook Cranbrook
	October 13 October 26	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	KLC-Fernie KLC-Fernie
	November 10 November 23	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	Cranbrook Cranbrook
	December 8	1:00 & 3:00 p.m.	Board Meetings*	KLC-Fernie
<u>2021</u>	January 12 January 25	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	Cranbrook Cranbrook
	February 9 February 22	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	KLC-Fernie KLC-Fernie
	March 9	1:00 & 3:00 p.m.	Board Meetings*	KLC-Fernie
	April 13 April 27 (Tues)	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	Cranbrook Cranbrook
	May 11 May 31	1:00 & 3:00 p.m.	Board Meetings* Committee Meetings	KLC-Fernie Cranbrook
	June 15	1:00 & 3:00 p.m.	Board Meetings*	Cranbrook

***In-camera Board meetings will begin at 1:00 p.m.**

***Public Board meetings will begin at 3:00 p.m.**

Other special public or in-camera meetings will be at the call of the Chair as per the Procedural Bylaws. The location of each meeting is to be determined by the Chairperson.

Committee Meeting Schedule – Cranbrook School Board Office and KLC-Fernie

9:30 – 10:30 a.m.	Advocacy/Education
10:30 – 11:30 a.m.	Student Services
11:30 – 12:30 p.m.	Policy
12:30 – 1:00 p.m.	Public Finance/Operations/Personnel
1:00 – 1:30 p.m.	Lunch
1:30 – 2:30 p.m.	In-camera Finance/Operations/Personnel

2021-2022 Annual School Calendar

July 2021						
Su	M	Tu	W	Th	F	S
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November 2021						
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April 2022						
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 School Breaks

 Professional Development Days

 Stat Holidays

 Administrative Day

 Second Semester

2022-2023 Annual School Calendar

July 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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-  School Breaks
-  Professional Development Days
-  Stat Holidays
-  Administrative Day
-  Second Semester