



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

February 14, 2023, 3:00 p.m.
Kootenay Learning Campus - Fernie

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

1.2 Greeting

Acknowledgement that we are gathered on the Homelands of the Ktunaxa people.

1.3 Chairperson's Opening Remarks and Recognitions

1.4 Opening Round

Members of the Board, District Management, District Staff and local Union Presidents share a reflection of gratitude.

1.5 Consideration and Approval of Agenda

1.6 Approval of the Minutes

6

Approval of the minutes from January 10, 2023

1.7 Receipt of Records of Closed Meetings

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1.8 Business Arising from Previous Minutes

1.8.1 Budget Development Timelines

15

THAT the Board approve the Budget Development Timelines

1.8.2 Trades Funding

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1	Advocacy/Education Committee	16
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RECOMMENDATION A:

THAT Trustee Ayling write a letter expressing concern for the suggestion of allocating funds from the Annual Facilities Grant to upgrade current facilities with gender-neutral washrooms, in the Ministry of Education and Child Care's letter to the BCSTA, of November 3, 2022.

RECOMMENDATION B:

THAT Trustee Ayling write a letter to the Ministry of Education and Child Care in response to their letter of November 3, 2022, to the BCSTA, to inquire at what stage of the process the Ministry is at, addressing the Universal Food Program.

3.2	Policy Committee	22
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Co-chair Trustee Bellina

RECOMMENDATION A:

THAT the Board approve the addition of Item 19 under Policy 2 (Role of the Board) *Additional Responsibilities*.

Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities and land. When naming new school facilities, the Board will only consider place-based names.

3.3	Student Services Committee	30
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Co-chair Trustee Madsen

3.4	Finance/Operations/Personnel Committee	32
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Co-chair Trustee Johns

3.5	BCSTA /Provincial Council	35
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3.6	Communications/Media Committee	
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3.7	Mount Baker Secondary School Replacement Committee	
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3.8	Key City Theatre	
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3.9	Legacy of Learning	
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3.10 French Immersion Update

3.11 Trustee Reports/Bouquets

4. SECRETARY TREASURER'S REPORT TO THE BOARD

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

4.1 Updates

4.1.1 Transportation Accountability Report - Final

37

The approved Transportation Accountability Report has been posted to the website with an updated chart of budget expenditures as requested.

4.1.2 Student and Family Affordability Fund

Preliminary financial reporting submitted January 2023.

4.1.3 Cranbrook Ad Hoc Traffic Safety Committee

Update

4.1.4 Requests for Proposals Update

Employee Family Assistance Program (EFAP) - closed February 13, 2023

Banking Services - closes March 14, 2023

4.1.5 Board Annual Work Plan Item

Ensure all deficiencies identified in the management letter and audit report have been remediated to the satisfaction of the auditor.

- No items noted that required remediation

4.2 Recommendations

4.2.1 BDO Canada LLP

THAT the Board accept the Audit Tender from BDO Canada LLP for a 3 year period beginning June 2023.

5. SUPERINTENDENT'S REPORT TO THE BOARD

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5.1 Updates

5.2 Recommendations

6. CHAIRPERSON'S REPORT

6.1 Updates

6.1.1 Mount Baker Secondary Replacement

52

Review timeline from 2009 to present

6.2 Board Annual Work Plan

53

Information on the Board Annual Work Plan

6.3 Recommendations

7. NEW BUSINESS

7.1 Business Arising from Delegations

7.2 2022-2023 Amended Annual Budget

The 2022-2023 Amended Annual Budget

7.2.1 Annual Budget Bylaw

THAT the Board adopt the amended budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, RSBC, 1996, c.412 as amended from time to time (called the "Act").

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 February 20 - Family Day Statutory Holiday

8.2 Committee Meetings - February 27, 2023 (KLC)

Tour of Isabella Dicken Elementary School Expansion prior to meetings

8.3 February 1701 Data Collection

Files due to the Ministry on February 17

8.4 February 16 - Board Budget Working Session

Cranbrook (9:00-4:00)

9. QUESTION PERIOD

10. CLOSING ROUND

11. ADJOURNMENT

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?



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

**January 10, 2023, 3:00 p.m.
Cranbrook Board Office**

Present: Trustee Doug McPhee
Trustee Trina Ayling (remotely)
Trustee Bev Bellina (remotely)
Trustee Irene Bischler
Trustee Alysha Clarke
Trustee Nicole Heckendorf
Trustee Chris Johns
Trustee Sarah Madsen

Regrets: Trustee Wendy Turner

Staff Present: Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer
Director of Student Learning and Aboriginal Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault
Operations Manager Joe Tank
Executive Assistant (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chair McPhee called the January 10, 2023 regular public meeting of the Board of Education to order at 3:06 p.m.

1.2 Greeting

Chair McPhee acknowledged that we have gathered here in the Homelands of the Ktunaxa people.

1.3 Chairperson's Opening Remarks and Recognitions

Chairperson McPhee acknowledged the passing of Sylvia Zwick. He also acknowledged Sandy Zeznik as Cranbrook's Citizen of the Year.

1.4 Opening Round

Members of the Board, District Management, District Staff and local Union Presidents shared a reflection of gratitude.

1.5 Consideration and Approval of Agenda

Additions:

4.1.3 Traffic Safety Committee Report

MOTION R-23-001

Moved/Seconded by Heckendorf/Johns:

THAT the agenda for the regular public meeting of the Board of Education of January 10, 2023 be approved as amended.

CARRIED UNANIMOUSLY

1.6 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of December 13, 2022

MOTION R-23-002

Moved/Seconded by Johns/Clarke:

THAT the minutes of the regular public meeting of the Board of Education of December 13, 2022 be approved as amended.

CARRIED UNANIMOUSLY

1.7 Receipt of Records of Closed Meetings

MOTION R-23-003

Moved/Seconded by Bischler/Bellina:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of December 13, 2022.

CARRIED UNANIMOUSLY

1.8 Business Arising from Previous Minutes

1.8.1 Mount Baker Secondary School Replacement

No update at this time

1.8.2 Trades Funding

No update at this time

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

Nil

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

Nil

3.2 Policy Committee

Nil

3.3 Student Services Committee

Nil

3.4 Finance/Operations/Personnel Committee

Nil

3.5 BCSTA Provincial Council

Trustee Bellina provided a verbal report.

MOTION R-23-004

Moved/Seconded by Bellina/Johns:

THAT the Board accept the report of the BCSTA/Provincial Council.

CARRIED UNANIMOUSLY

3.6 Communications/Media Committee

Trustee Ayling reported that the amended Area Standards letter was sent to all addressees. The Board Motions from the public December 13, 2022 Board Meeting were sent to the media.

MOTION R-23-005

Moved/Seconded by Ayling/Madsen:

THAT the Board accept the report of the Communications/Media Committee.

CARRIED UNANIMOUSLY

3.7 Mount Baker Secondary School Replacement Committee

Trustee Johns provided a verbal report on possible funding sources for new schools in the province.

MOTION R-23-006

Moved/Seconded by Johns/Heckendorf:

THAT the Board accept the report of the Mount Baker Secondary School Replacement Committee.

CARRIED UNANIMOUSLY

3.8 Key City Theatre

Trustee Ayling provided a verbal report.

MOTION R-23-007

Moved/Seconded by Ayling/Bischler:

THAT the Board accept the report of the Key City Theatre.

CARRIED UNANIMOUSLY

3.9 Legacy of Learning

Trustee Johns reviewed the written submission.

MOTION R-23-008

Moved/Seconded by Johns/Madsen:

THAT the Board accept the Legacy of Learning report.

CARRIED UNANIMOUSLY

3.10 French Immersion Update

Trustee Heckendorf provided a verbal update from the January meeting.

MOTION R-23-009

Moved/Seconded by Heckendorf/Bischler:

THAT the Board accept the French Immersion update.

CARRIED UNANIMOUSLY

3.11 Trustee Reports/Bouquets

Trustees reported on their activities for the month

- Trustee Madsen expressed appreciation to Superintendent Johnson
- Trustee Bellina extended a thank you to Amanda Skene
- Trustee Bischler extended praise to music teachers in the District for the Christmas concerts
- Trustee Johns appreciated the lunch served prior to the meeting

4. SECRETARY TREASURER'S REPORT TO THE BOARD

4.1 Updates

4.1.1 Jaffray Speed Reduction

Secretary Treasurer Taylor updated that the sign posts have been installed and speed limit signs will be posted in the near future.

4.1.2 Student and Family Affordability Fund

Secretary Treasurer Taylor provided an update on the Student and Family Affordability Fund. Preliminary financial reporting on the Student and Family Affordability Fund is due in January 2023.

4.1.3 Traffic Safety Committee - Cranbrook

Trustee Johns and Manager of Operations Tank toured several schools on January 10, 2023 and will continue to tour schools in Cranbrook on Friday, January 13. Concerns to be addressed by the Committee include parking for staff and parents and speeding in school zones.

Secretary Treasurer Taylor shared Vision Zero Project grant information. Trustees were emailed the grant information and will share with Parent Advisory Councils.

MOTION R-23-010

Moved/Seconded by Johns/Bischler:

THAT the Board accept the report from the Ad Hoc Traffic Safety Committee.

CARRIED UNANIMOUSLY

4.2 Recommendations

MOTION R-23-011

Moved/Seconded by Johns/Heckendorf:

THAT the Secretary Treasurer's report be accepted as presented.

CARRIED UNANIMOUSLY

5. SUPERINTENDENT'S REPORT TO THE BOARD

The Framework for Enhancing Student Learning report can be found on the School District's website at www.sd5.bc.ca.

5.1 Updates

5.1.1 School Staffing Update and Other Information

- Semester change at the end of January
- Framework for Enhancing Student Learning update
- EDI Survey
- Student Learning Survey

5.2 Recommendations

MOTION R-23-012

Moved/Seconded by Clarke/Heckendorf:

THAT the Superintendent's Report be presented as presented.

CARRIED UNANIMOUSLY

6. CHAIRPERSON'S REPORT

6.1 Updates

Dates will be provided for Working Sessions as information is available.

6.2 Recommendations

7. NEW BUSINESS

7.1 School District No. 5 Draft Calendar 2023-2024

Nil

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Statements of Disclosure for Trustees Due January 15, 2023

8.2 Ktunaxa Language Course for Educators

8.3 Notice for Input to 2023-2024 Budget Planning Process

Week of January 9-13, 2023

8.4 Committee Meetings – January 23, 2023

8.5 Next Reading of the Amended 2022-2023 Budget

Next reading of the current budget will be February 2023.

8.6 February 1701 Data Collection

February Snapshot due on February 10 (files to Ministry on February 17)

9. QUESTION PERIOD

10. CLOSING ROUND

Trustees, District Management and local Union Presidents were offered an opportunity to share a final comment on the meeting.

11. ADJOURNMENT

MOTION R-23-013

Moved/Seconded by Johns/Clarke:

THAT the January 10, 2023 regular public meeting of the Board of Education adjourn at 4:05 p.m.

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?

Doug McPhee, Chairperson

Nick Taylor, Secretary Treasurer

DRAFT



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meetings:

January 10, 2023

- Secretary Treasurer's Report
 - Personnel
 - Land
 - Legal
 - Matters if in the opinion of the Board the public interest requires consideration in camera
- Superintendent's Report
 - Personnel
 - Legal

January 20, 2023

- Special Meeting
 - Personnel
 - Legal
 - Matters if in the opinion of the Board the public interest requires consideration in camera

January 23, 2023

- Secretary Treasurer's Report
 - Personnel
 - Land
 - Legal
 - Matters if in the opinion of the Board the public interest requires consideration in camera

A handwritten signature in black ink, appearing to be 'N Taylor', written in a cursive style.

Nick Taylor
Secretary Treasurer

2023/24 Preliminary Budget Development Timelines

Week of January 9-13, 2023	Notice for Input to Budget Planning Process
Week of February 13-17, 2023	First Team Working Sessions – Budget Deliberations
February 27, 2023	Board Committee Meeting – Preliminary Budget Input from Stakeholders
March 8-10, 2023	Meet with PVP and Senior Management on enrolment forecasting
March 14, 2023	Regular Board Meeting – Final Budget Input from Stakeholders
March/April 2023	Ministry Funding Announcement
Week of April 3-6, 2023	Second Team Working Session – Budget Input
Week of April 18-21, 2023	Third Team Working Session – Budget Review
May 9, 2023	Regular Board Meeting – First Reading of 2023/24 Budget Bylaw
Week of May 8-12, 2023	Fourth Team Working Session – Budget Review
June 13, 2023	Regular Board Meeting – Second, Final Reading and Adoption of 2023/24 Budget Bylaw

Board Working Session Dates Booked for 2023 Cranbrook Board Office

February 16 (9:00-4:00)

April 6 (9:00-4:00)

April 18 (9:00-4:00)

May 11 (9:00-4:00)



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

MINUTES - ADVOCACY/EDUCATION COMMITTEE

January 23, 2023, 9:30 a.m.

Cranbrook Board Office

Committee Members in Attendance: Co-Chair Trustee Wendy Turner (remotely)
Co-Chair Trustee Alysha Clarke
Trustee Bev Bellina (*Acting Co-Chair*)(remotely)
Trustee Sarah Madsen

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Irene Bischler
Trustee Nicole Heckendorf
Trustee Chris Johns
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
District Principal Student Services Darcy Verbeurgt
District Principal Transformative Learning Jennifer Roberts
Executive Assistant (recorder) Amanda Skene

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Acting Co-Chair Trustee Bellina called the Advocacy Education Committee meeting of January 23, 2023, to order at 9:30 a.m.

1.2 Acknowledgement of Ktunaxa Territory

Acting Co-Chair Trustee Bellina acknowledged that we have gathered on the Homelands of the Ktunaxa.

1.3 Approval of Agenda

Additions: 3.3 Before and After School Care – Julie Bond

Moved/Seconded by: Clarke/ Madsen

THAT the agenda of the Advocacy Education Committee meeting of January 23, 2023, be approved as amended.

1.4 Approval of Minutes

Moved/Seconded by: Clarke/Madsen

THAT the minutes of the Advocacy Education Committee meeting of October 24, 2022, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING - NIL

3. PRESENTATIONS

3.1 Heritage Fair

East Kootenay Heritage Fair Committee members Gail Brown and Stewart Wilson presented about the upcoming 2023 East Kootenay Heritage Fair. The committee invites teachers in Cranbrook and Jaffray to register their classes from grades 4-10 to participate. Projects are to be based on Canadian history and tie into the Ministry's curricular competencies.

3.2 CHEQ

Director Casault presented School District No. 5 (Southeast Kootenay)'s data results on the Childhood Experiences Questionnaire (CHEQ). Parents complete the questionnaire in the first weeks of kindergarten to help teachers and the district staff identify vulnerabilities and experiences that the children have had before entering school to allow for the proper support to be put in place. The District had an 84% participation rate.

The areas of focus for the CHEQ are:

- Physical health,
- Language and cognition,
- Social-emotional well-being,
- Early learning and care
- Community and context.

3.3 Before and After School Care

East Kootenay District Labour Council's Vice-President, Julie Bond, presented on behalf of union members of the BCTF, CUPE, BCGEU, and United Steelworkers, advocating for the need for before and after-school care in our schools.

Director Casault advised that the District will send out a survey for families to respond to help the District identify the need areas.

Trustee Ayling requested that Childcare be added as a standing item on the Advocacy Agenda.

4. REPORTS

4.1 DSAC Report

Superintendent Johnson reported that the DSAC students reviewed the Framework for Enhancing Student Learning and provided feedback for district management. The next DSAC meeting will be on March 1, 2023.

4.2 DPAC Report

Co-Chair Trustee Clarke reported that the PACs collaborated on what their schools have been doing.

4.3 Framework for Enhancing Student Learning (FESL)

Superintendent Johnson reported that the District is entering into a new data cycle. Data results are being reviewed to determine the next steps focusing on individual schools and their goals. The District will also focus on our marginalized families, Indigenous students and students with diverse needs.

5. NEW BUSINESS

5.1 Gender-Based Violence in Schools

Superintendent Johnson reported that the Ministry of Education and Child Care is highlighting the gap in education on gender-based violence in grades 11 and 12. District staff address the topic in several ways, although it is outside the provincial curriculum.

Moved/Seconded by: Turner/Clarke

Action:

THAT district middle and high schools be surveyed to provide insight into how they are currently addressing consent and gender-based violence with their students; a report to be provided at the February 27, 2023, Advocacy Committee meeting.

6. ACTION ITEMS FOR FUTURE MEETINGS

6.1 Gender-Based Violence in Schools School Survey Report

7. CORRESPONDENCE

7.1 Truth and Reconciliation

7.1.1 Minister Whiteside to BCSTA

7.1.2 BCSTA to Minister Singh

Receive and File

7.2 Universal Washrooms

7.2.1 Minister Whiteside to BCSTA

Moved/Seconded by: Turner/Bellina

Recommendation A:

THAT Trustee Ayling is to write a letter expressing concern with the Ministry of Education and Child Care's suggestion of allocating funds from the Annual Facilities Grant to upgrade our current facilities with gender-neutral washrooms in the letter to the BCSTA of November 3, 2022.

7.3 Ventilation Standards

7.3.1 Minister Whiteside to BCSTA

Receive and File

7.4 Universal Food Program

7.4.1 Minister Whiteside to BCSTA

Moved/Seconded: Turner/Bellina

Recommendation B:

THAT Trustee Ayling is to write a letter to the Ministry of Education and Child Care in response to their letter of November 3, 2022, to the BCSTA to inquire at what stage of the process the Ministry is at addressing the Universal Food Program.

7.5 Exempt Compensation Grids

7.5.1 Deputy Minister Zacharuk to BCSTA

Receive and File

7.6 Foundation Skills Assessment

7.6.1 FNLC to BCTF

7.6.2 BCTF to FNLC

Receive and File

7.7 School Liaison Officers

7.7.1 BCSTA to Human Rights Commissioner

Receive and File

7.8 Inflation and Cost Escalation

7.8.1 BCSTA to Minister Singh

7.9 Use of Operating Funds

7.9.1 Minister Whiteside to BCSTA

Moved/Seconded by: Turner/Bellina

Recommendation C:

THAT item 7.9 Use of Operating Funds is referred to Finance-Ops Committee for further discussion.

7.10 Capital Projects

7.10.1 Minister Whiteside to BCSTA

Receive and File

8. ADJOURNMENT

Moved/Seconded by Turner/Clarke:

THAT the January 23, 2023, Advocacy Education Committee meeting be adjourned at 11:04 a.m.

Have we continued to enhance high standards, noble expectations, elevated commitments and quality performances to support student achievement?

DRAFT



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

**January 23, 2023, 12:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance:	Co-Chair Trustee Bev Bellina (remotely) Co-Chair Trustee Nicole Heckendorf Trustee Trina Ayling Trustee Irene Bischler
Board/District Staff in Attendance:	Chairperson Doug McPhee Trustee Alysha Clarke Trustee Chris Johns Trustee Sarah Madsen Superintendent Viveka Johnson Secretary Treasurer Nick Taylor Director of Student Learning and Aboriginal Education Jason Tichauer Director of Student Learning and Innovation Diane Casault District Principal Student Services Darcy Verbeurgt Executive Assistant (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Bellina called the Policy Committee meeting of January 23, 2023 to order at 11:41 a.m.

1.2 Approval of the Agenda

Additions:

Moved/Seconded by Ayling/Heckendorf:

THAT the agenda of the Policy Committee meeting of January 23, 2023 be approved as circulated / amended.

1.3 Approval of the Minutes

Moved/Seconded by Ayling/McPhee:

THAT the minutes of the Policy Committee meeting of October 24, 2022 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

3. PRESENTATIONS

4. REPORTS

5. NEW BUSINESS

5.1 Policy 2 - Role of the Board

The Committee reviewed the letter written on January 13, 2023, by Superintendent Johnson and Secretary Treasurer Taylor (attached to the agenda package).

RECOMMENDATION A:

Moved/Seconded by Ayling/Bellina:

THAT the Board approve the addition of Item 19 under Policy 2 (Role of the Board) *Additional Responsibilities*.

19. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities and land. When naming new school facilities, the Board will only consider place-based names.

5.2 Administrative Procedure 520

Director Tichauer discussed District Management's proposed changes to Administrative Procedure 520.

- The Committee suggested the addition of the Secretary Treasurer and/or Superintendent for approval under Item 6.

5.3 Administrative Procedure 525

Director Tichauer reviewed District Management's proposed changes to Administrative Procedure 525. Under Item 2.4, consultation is required with Superintendent and Secretary Treasurer.

- The Committee suggested the addition of school principal under this item.

5.4 Administrative Procedure 260

District Management's proposed changes to Administrative Procedure 260 were reviewed by Director Tichauer.

Discussions included:

- private vehicles versus District (CUPE) bussing
- responsibilities of schools and coaches
- non-athletic travel
- high-risk activity consent

The Committee requested that District Management review the terminology in 6.3.1 (“inspection of the vehicle by the Principal for obvious safety concerns”).

6. ACTION ITEMS FOR FUTURE MEETINGS

6.1 Ongoing update of terminology in Board Policy Handbook and Administrative Procedures

7. CORRESPONDENCE

8. ADJOURNMENT

Moved/Seconded by Ayling/Heckendorf:

THAT the Policy Committee meeting of January 23, 2023 adjourn at 12:46 p.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?

ROLE OF THE BOARD

The School Act requires that a Board must appoint a Superintendent of Schools and a Secretary Treasurer. The Act further provides that the Board may delegate specific and general administrative roles and management duties to one or more of its employees. The Board has adopted a dual authority model meaning the Superintendent of Schools and the Secretary Treasurer report directly to the Board.

The Board of Education School District No. 5 (Southeast Kootenay) is the corporate entity established by provincial legislation and is given authority by the School Act and attendant Regulations to provide overall direction and leadership to the District. It is accountable for the provision of appropriate educational programs and services to enrolled students of the District to enable their success, in keeping with the requirements of government legislation.

The Board is charged with the responsibility for providing an education system that is organized and operated in the best interests of the students it serves. The BC School Act provides that the Board is responsible for the improvement of student achievement in the school district.

Specific Responsibilities

1. Accountability to the Provincial Government

The Board shall:

- 1.1 Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies
- 1.2 Perform Board functions required by governing legislation and existing Board policy

2. Developing and maintaining a Culture of Student Learning

The Board shall:

- 2.1 Ensure Board agendas reflect the Board's commitment to improving student success
- 2.2 Ensure the District's strategic plan identifies student learning key results
- 2.3 Ensure the Framework for Enhancing Student Learning is reviewed at least annually including identification of trends and issues, including supporting data where required
- 2.4 Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget
- 2.5 Ensure the effectiveness of the Superintendent's leadership in improving student outcomes is assessed annually as per Policy 12 Appendixes A and B
- 2.6 Annually approve and submit to the Ministry a report regarding the Enhancement of Student Learning

3. Employee Relations

The Board shall:

- 3.1 Establish processes and provide opportunities for ongoing dialogue with employee groups

4. Accountability to and Engagement of Community

The Board shall:

- 4.1 Make decisions that address needs for all district students
- 4.2 Establish processes and provide opportunities for community engagement
- 4.3 Report District student learning outcomes at least once annually to the community
- 4.4 Develop procedures for and hear appeals as required by statute and/or Board policy
- 4.5 Seek to meet regularly with municipal, Regional District of East Kootenay, First Nation Bands and provincial government representatives and as required with other entities to achieve desired educational outcomes
- 4.6 Model a culture of respect and integrity

5. Strategic Planning

The Board shall:

- 5.1 Provide overall direction for the District by establishing foundational statements
- 5.2 Annually review District priorities and key results as indicated in the District's Strategic Plan
- 5.3 Annually ensure evaluation of the effectiveness of the District in achieving established priorities and key results
- 5.4 Approve the District strategic plan and any adjustments thereto

6. Policy

The Board shall:

- 6.1 Identify how the Board is to function
- 6.2 Delegate authority to the Superintendent and Secretary Treasurer and define commensurate accountabilities
- 6.3 Identify the purpose to be achieved and the criteria for any new policies
- 6.4 Make the final decision as to the approval of all policy statements
- 6.5 Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation
- 6.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements

7. Board/Superintendent Relations

The Board shall:

- 7.1 Select and hire the Superintendent
- 7.2 In accordance with the District's dual authority model, provide the Superintendent with clear Board direction within areas of assigned responsibility: general supervision and direction of educational staff of the District as per Board approved organizational chart; the improvement of student achievement; the general organization, administration, supervision and evaluation of all educational programs provided by the Board; and the duties articulated in legislation and in Board policy as amended from time to time
- 7.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations
- 7.4 Annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism
- 7.5 Annually review Superintendent compensation
- 7.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position
- 7.7 Ensure all Board members interact with the Superintendent in a respectful professional manner

8. Board/Secretary Treasurer Relations

The Board shall:

- 8.1 Select and hire the Secretary Treasurer
- 8.2 In accordance with the District's dual authority model, provide the Secretary Treasurer with clear Board direction within areas of assigned responsibility: general supervision and direction of business related staff of the District as per Board approved organizational chart; fiscal management including but not restricted to operating and capital budget preparation, implementation and reporting; facilities/maintenance; transportation; grounds; and custodial
- 8.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations
- 8.4 Annually evaluate the Secretary Treasurer in accordance with a pre-established performance appraisal mechanism
- 8.5 Annually review Secretary Treasurer compensation
- 8.6 Respect the authority of the Secretary Treasurer to carry out executive action and support the Secretary Treasurer's actions which are exercised within the delegated discretionary powers of the position
- 8.7 Ensure all Board members interact with the Secretary Treasurer in a respectful professional manner

9. Political Advocacy/Influence

The Board shall:

- 9.1 Make decisions regarding British Columbia School Trustee Association (BCSTA) and British Columbia Public School Employers' Association (BCPSEA) issues
- 9.2 Advance District positions and priorities, including through BCSTA as applicable

- 9.3 Annually develop an Advocacy Plan to support the District's Strategic Plan. Such an advocacy initiative shall identify the Board's preferred future relative to a specific matter, who needs to act in order to bring this about, and what actions the Board will take to increase the likelihood of achieving the desired result
- 9.4 Promote timely, frank and constructive communication with locally elected officials
- 9.5 Work collaboratively with elected provincial/federal government officials and First Nations Bands to communicate and identify supports for the District's priorities and directions

10. Board Development

The Board shall:

- 10.1 Annually develop **Board** development activities aligned with District priorities and Board evaluation outcomes.
- 10.2 Annually evaluate the Board's effectiveness

11. Fiscal Accountability

The Board shall:

- 11.1 Approve a budget process and timelines annually
- 11.2 In collaboration with the Secretary Treasurer and Superintendent, identify budget assumptions and draft priorities to be used in the creation of the draft annual operating budget
- 11.3 Approve the annual budget and allocation of resources to achieve desired results, including strategic priorities
- 11.4 Annually approve the District's updated Five-Year Capital Plan
- 11.5 Appoint the auditor and approve the terms of engagement
- 11.6 Select the firm to provide banking services
- 11.7 Review annually the audit report and management letter and approve those recommendations to be implemented
- 11.8 Approve the acquisition and disposition of District land and buildings
- 11.9 Approve the spending plan for the annual facilities grant
- 11.10 Approve the amended annual budget
- 11.11 Approve salary grids for excluded staff
- 11.12 Monitor the fiscal management of the District through receipt of at least quarterly fiscal accountability reports
- 11.13 Approve borrowing for capital expenditures within provincial restrictions
- 11.14 Approve any purchase over \$100,000 that has not been included in the approved operating or capital budget

Additional Responsibilities

The Board Shall:

1. Approve the Aboriginal Enhancement Agreement and the Local Education Agreement
2. Approve the District calendar in accordance with legislation and collective agreements
3. Approve Board Authority Authorized Courses
4. Recognize students, staff and community members
5. Approve contracts and agreements as required by legislation
6. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent or Secretary Treasurer
7. Approve the initiation and cessation of programs of choice
8. Approve parameters for negotiations and ratify Memoranda of Agreement with bargaining units
9. Review and approve District expense rates annually
10. Review Board compensation following receipt of stakeholder representative recommendations at the end of each term
11. Approve changes to catchment areas for schools and District programs
12. Approve changes in grade configurations
13. Approve the reopening of a closed school
14. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of any district facility or land
15. Approve Locally Approved Titles of learning resources
16. Approve partnership agreement with external organizations or entities in excess of one year
17. Approve field trips outside Canada and the continental USA
18. Approve exempt staff leaves to attend professional development outside of Canada
19. Provide direction at the commencement of a naming or renaming process and approve the naming or renaming of educational facilities and land. When naming new school facilities, the Board will only consider place-based names.

Legal Reference: Sections 22, 23, 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77. 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act



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

MINUTES - STUDENT SERVICES MEETING

**January 23, 2023, 11:00 a.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Trina Ayling
Co-Chair Trustee Sarah Madsen
Trustee Alysha Clarke
Trustee Chris Johns

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Bev Bellina (remotely)
Trustee Irene Bischler
Trustee Nicole Heckendorf
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Indigenous Education Jason Tichauer
District Principal of Student Services Darcy Verbeurgt
District Principal of Transformative Learning Jennifer Roberts
Executive Assistant (recorder) Amanda Skene

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Ayling called the Student Services Committee meeting of January 23, 2023, to order at 11:15 a.m.

1.2 Approval of the Agenda

Addition: 5.1 Professional Development Day February 3, 2023

Moved/Seconded by Clarke/Johns:

THAT the agenda for the Student Services Committee meeting of January 23, 2023, be approved as amended.

1.3 Approval of the Minutes

Moved/Seconded by Johns/Ayling:

THAT the minutes of the Student Services Committee meeting of October 24, 2022, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES – NIL

3. PRESENTATIONS – NIL

4. REPORTS – NIL

5. NEW BUSINESS

5.1 Professional Development Day February 3, 2023

Trustee Madsen brought forward a letter from Elkford CUPE staff with concerns about travel and travel time compensation for professional development days. Secretary Treasurer Taylor confirmed that compensation is already common practice.

6. ACTION ITEMS FOR FUTURE MEETINGS

6.1 Update on the Speech Pathologist Position Reconfiguration

6.2 Increase in Violence at the Elementary Age Level

Item was referred to In-Camera for further discussion.

7. CORRESPONDENCE

8. ADJOURNMENT

Moved/Seconded by Ayling/Johns:

THAT the January 23, 2023, Student Services Committee meeting be adjourned at 11:32 a.m.

Have we effectively addressed the needs of our most vulnerable students and their families?



**The Board of Education of
School District No.5 (Southeast Kootenay)
MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)**

**January 23, 2023, 1:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Chris Johns
Co-Chair Trustee Irene Bischler
Trustee Nicole Heckendorf
Trustee Wendy Turner (remotely)

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina (remotely)
Trustee Alysha Clarke
Trustee Sarah Madsen
Secretary Treasurer Nick Taylor
Superintendent Viveka Johnson
Director of Instruction and Human Resources Brent Reimer
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Aboriginal Education Jason Tichauer
Manager of Operations Joe Tank
District Principal of Student Services Darcy Verbeurgt
Executive Assistant (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Johns called the public Finance Operations Personnel Committee meeting of January 23, 2023 to order at 1:19 p.m.

1.2 Approval of the Agenda

Additions:

Moved/Seconded by Bischler/Turner:

THAT the agenda of the public Finance Operations Personnel Committee meeting of January 23, 2023 be approved as circulated.

1.3 Approval of the Minutes

Approval of the minutes from October 24, 2022

Moved/Seconded by Johns/McPhee:

THAT the minutes of the public Finance Operations Personnel Committee meeting of October 24, 2022 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

3. PRESENTATIONS

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Health and Safety

Nil

4.2 Superintendent

Nil

5. NEW BUSINESS

6. ACTION ITEMS FOR FUTURE MEETINGS

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes – November 10, 2022

- Co-Chair Johns requested an update on the Mount Baker Secondary exhaust system in the metal shop (Meeting Minutes Item 4.c).
 - Manager of Operations Tank provided a brief update and will keep the Committee informed as quotations are received.
- Co-Chair Johns also requested more information on threat violence incidents. (Meeting Minutes Item 6.a.)
 - This discussion was moved to the in-camera meeting.

7.2 Finance Report

Secretary Treasurer provided an overview of the monthly analysis workbook distributed with the agenda.

7.3 Trustee Professional Development

7.4 Staff Travel Summary

7.5 FSEAP Quarterly Utilization Report

July 1-September 30, 2022 report was reviewed.

- Request for Proposal (RFP) process has commenced for District Employee Family Assistance Program. Proposals are due on February 13, 2023.

8. ADJOURNMENT

Moved/Seconded by Bischler/Heckendorf:

THAT the January 23, 2023 public Finance Operations Personnel Committee meeting adjourn at 1:37 p.m.

What services and resources did we provide to which students at what cost and resulting in what benefits?

DRAFT

From: [Bev Bellina](#)
To: [Jane Nixon](#)
Subject: Re: Trustee Reports
Date: Friday, February 03, 2023 06:57:49 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Hi Jane.

Here is my BCSTA/Provincial Council report:

I will be attending the BCSTA/Provincial Council on February 24-25 in Vancouver.

Trustee Bellina

From: Jane Nixon <Jane.Nixon@sd5.bc.ca>
Sent: February 1, 2023 1:46 PM
To: Trustees.Staff <Trustees.Staff@sd5.bc.ca>
Cc: Nick Taylor <Nick.Taylor@sd5.bc.ca>
Subject: Trustee Reports

Please send me your Trustee Reports for the February 14, 2023, agenda packages by Monday, February 6.

Thank you.

Reports required (if available):

- BCPSEA Representative Report
- BCSTA /Provincial Council
- Communications/Media Committee
- Mount Baker Secondary School Replacement Committee
- Key City Theatre
- Legacy of Learning
- French Immersion Update

Jane Nixon, CCAP

Executive Assistant



School District 5
(Southeast Kootenay)

☎ 250-427-8757
☎ 250-417-2055
✉ jane.nixon@sd5.bc.ca
🌐 www.sd5.bc.ca



Ki?su?k kyukyit. I am honoured to work, live and play in the homelands of the Ktunaxa people. The footprint of our School District is fully contained within the Ktunaxa Nation, including the communities of ?aq'am and Yaqit ?a·knuqfi'it.



2022-2023

Transportation Accountability Report



Report to the Board of Education



School District No. 5 (Southeast Kootenay) Transportation Accountability Report 2022-2023

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School District No. 5 (Southeast Kootenay) Transportation Accountability Report 2022-2023




District Information:

School District No. 5 (Southeast Kootenay) (the “District”) is located in the southeast corner of the province of British Columbia. With an approximate population of 36,000 most people live in the communities of Cranbrook, South Country (Baynes Lake, Grasmere, Elko, Galloway and Jaffray), Fernie, Sparwood and Elkford. The student population of the District is approximately 5,900 with almost 39 percent of the student population registered as bus students.

The Transportation Department’s priorities are student safety, fiscal responsibility, ridership, school viability and parent satisfaction.

The Transportation Department is guided by the [District's Mission Statement](#) and by the [Board Policy Handbook and Administrative Procedures](#).

Transportation Highlights:

-  The first aid requirement for our drivers is a Level One (1) certification (renewed every three years);
-  The District operates thirty-four buses (16 in the Cranbrook Area, 18 in the Elk Valley) that carry 2,286 students (2021/22 – 2,270 students) safely over 2,755 kilometers each day with an average one-way rider time of 56.5 minutes;
-  Communication regarding bus route changes, delays or cancellations is done through School Messenger. School Messenger is an effective communication tool that allows the District to send emails and SMS messages directly to parents for real-time transportation updates.

Transportation Data:

The following tables provide valuable information on the District’s overall transportation operations:



Transportation Fact Summary	Elk Valley	Cranbrook	Total
Number of students transported	1,368	918	2,286
Number of transportation routes	13	13	26
Number of buses	18	16	34
Route kilometres traveled each day	1,410	1,345	2,755
Number of field trips per year	723	971	1,694
Fuel costs per kilometre (\$/km)	0.74	0.74	0.74

Table 1-Fact Summary

Staff In Transportation Department	Elk Valley	Cranbrook	Total
Manager of Operations			1
Assistant Managers of Operations	1	1	2
CUPE Support Staff (10 hours/week)	1	1	2
CUPE Mechanics	1	2	3
Mechanics under Contract	1	-	1
CUPE Regular Bus Drivers	13	13	26
CUPE Spare Bus Drivers	4	4	8

Table 2-Staffing

The Board hired an independent consultant to complete a Student Transportation Analysis for the Elk Valley in fiscal 2020. This consultant will complete a Student Transportation Analysis for the Cranbrook area in early 2023. (The Elk Valley Report may be [viewed here](#)).

The District Transportation Department has implemented most of the recommendations from this analysis. The following outcomes are a result of the recommendations noted in the Student Transportation Analysis:

- Reduction in kilometers driven;
- Reduction in student wait times;
- Reduction in time spend on bus; and
- Reduction in before and after school supervision

Fleet Management and Operations:

The Board of Education of School District No. 5 (Southeast Kootenay) continues to apply for provincial grants for new buses each year. The current fleet is comprised of 32 diesel buses and 2 electric buses. The electric buses are being utilized on longer routes in the District to reduce fuel costs.



Fleet Maintenance:

District CUPE Mechanics perform the bus fleet maintenance. Scheduled maintenance includes lube and inspection every 1,500 kilometers and oil changes every 10,000 kilometers.

Transportation Budget:

The total Transportation Department budget is \$2,497,265.00. The breakdown of budget expenditures is shown in the chart below:

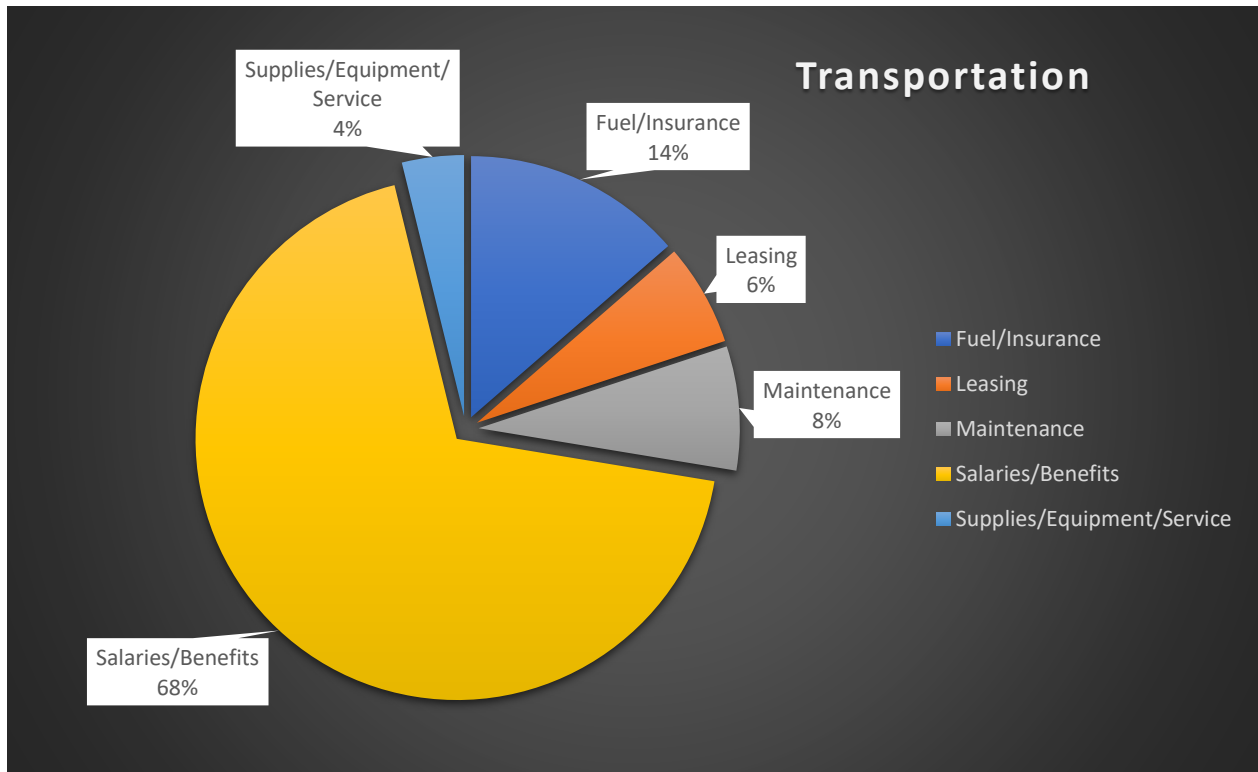


Chart 1-Transportation Budget

District Transportation Challenges:

The District continues to face recruitment and retention challenges in the Transportation Department. The Elk Valley is still trying to fill two bus driver positions. There have been ongoing postings for bus drivers in the Elk Valley since April 2022 that have remained unfilled.

As a solution to the Class 2 Bus Driver shortage, the District certified a permanent CUPE bus driver to deliver driver training within the District. The driver attended a two-week driver training program through the Association of School Transportation Services of British Columbia (ASTSBC) in August 2022.



The goal is to train and retain drivers in the District. As a result of having an in-house trainer for drivers, the District is able to recruit new and existing employees and provide them with coaching in both the practical and written portion of the Class 2 drivers certification.

Funding for additional buses for new routes is another challenge facing the District. We have started discussions with the Ministry Capital Branch to request these.

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)



JANUARY 2023

A MESSAGE FROM THE SUPERINTENDENT



With the second semester in full swing, students, parents and staff will be invited to participate in the Student Learning Survey. This Ministry of Education and Child Care survey asks developmentally appropriate questions for grades 4, 7, 10, and 12 about their educational experience. It only takes approximately 30 minutes to complete, and it will provide the District with valuable information about your education experience. The survey asks questions about social and emotional well-being, academic and extra-curricular experiences, and overall satisfaction with school. Students will complete their surveys at school, and parents can access the link on their school's website. The results are available for the public on the Ministry's website and are used to help the District and schools plan for school improvement through the Framework for Enhancing Student Learning.

During this month's Principal and Vice Principal's meeting, the group and District Management looked at the book *Spirit Work* and the *Science of Collaboration* by Michael Fullan and Mark Edwards. The book was released on the heels of Covid and addresses racial inequity, polarizing politics, mass misinformation, and a myriad of other challenges that have made the future of education seem trickier than ever. *Spirit Work* and the *Science of Collaboration* speaks directly to leaders' hearts and advocates for developing two qualities that will bring back hope for the future of education: "spirit work" and the science of collaboration. Spirit work centers on the care for students, staff, and communities as the impetus for creating a positive culture, while collaboration is the vehicle for manifesting that work.

In partnership with [Interior Health](#), the District is testing all school district buildings for radon. The project includes reviewing radon results and supplementing ongoing testing efforts. Interior Health will work with the District if levels are deemed high. Radon is a radioactive gas that has formed naturally in the ground. It is colourless and odourless but can accumulate indoors, particularly in basements and ground floors. Please feel free to contact the District if you have questions about this pilot project.

Lastly, I have enjoyed attending schools and seeing amazing projects and events and learning in action. The Career Capstone fair at Fernie Secondary showcased students' passions and was a fantastic summative project for the grade 12s. Frank J. Mitchell Elementary School has created structured play groups to promote social well-being that encourages positive peer interactions. Sparwood Secondary School hosted an inaugural Elders meeting to promote the expansion of the Elders program to schools in the Elk Valley. We are fortunate to have so many amazing programs and support in our school system.

LITERACY

SUPPORT FOR UFLI

The primary teachers at Amy Woodland Elementary have joined the likes of 3 other district elementary schools and adopted a new explicit, systematic phonics resource. They were trained in implementing the UFLI resource in November and worked with Erin Jones, District Literacy Teacher, in January, preparing to roll out their new reading program. Teachers are excited to get started and see the difference this new resource will make for their students' reading.

With UFLI being trialed in some of our elementary schools, the Speech Language Pathologists were interested in learning more about this exciting resource. Erin worked with the SLPs going over the background of the program, what makes it different and how classroom teachers are preparing to implement it with their primary students. The SLPs are eager to see the emphasis on phonemic awareness and sound-spelling correspondences. This resource takes a speech-to-print approach and is taught explicitly through engaging, multi-sensory activities which develop strong decoding skills.

LITERACY LEADERS

The Literacy Leaders working group is a group of teachers from all our elementary schools coming together to discuss the direction of Literacy in our district, focusing on reading assessment in the primary grades. These teachers engage in professional dialogue and collaborative planning about using universal screeners to support structured literacy instruction within a multi-tiered system of support in our elementary schools.



NEWS FROM THE DRC

“THE WILD ROBOT”

This year, three classes in School District No. 5 have enjoyed this novel study by New York Times Bestselling Author Peter Brown. Themes of friendship, family, nature vs. technology, bullying and helping others are some of the many topics that grab readers' attention. Explore this and many other titles on our Novel Studies Book List on the [DRC Resources Menu](#).

TORSO MODEL

The young person's torso model at the DRC is a great way to bring visual and experiential learning to your classroom. Grade 5 students at Isabella Dicken Elementary have enjoyed using our torso model to explore Science this month.



CURIO – CBC'S DIGITAL CLASSROOM

Are you looking to add current and thought-provoking clips to your Indigenous Education Secondary Classroom? Try looking at our Digital Resources, such as Curio. "The Pretendians," a 46-minute clip from "The Passionate Eye," depicts Anishinaabe author Drew Hayden Taylor investigating how and why Indigenous identity, culture and art are being appropriated by those who are not First Nations.

NUMERACY

COMMON NUMERACY ASSESSMENT

After implementing Carole Fullerton's Common Numeracy Assessment in grade 4 – 9 classrooms at Gordon Terrace Elementary, Parkland Middle, and Sparwood Secondary results indicated a need for additional teaching strategies for proportional reasoning. The Common Numeracy Assessment team worked with Carole Fullerton for a full day in January, experiencing lessons that promoted problem-solving and used manipulatives to encourage a deep understanding of fractions and ratios. The following day, 20 grade 4 - 9 teachers worked with Carole Fullerton on the same topic. Teachers left the workshops with a more profound knowledge of using set, area, and linear models with manipulatives to help students make deep connections between concepts and procedures.

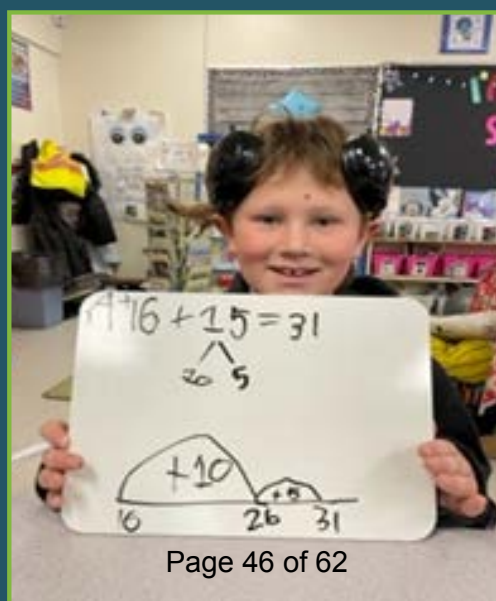


MATHEMATICAL MINDSETS BOOK CLUB

Teachers met virtually on January 5th and discussed using rich math tasks and how to continue fostering a growth mindset with students while assessing. We discussed how using tasks with multiple ways and representations to get to a solution was a more inclusive way of teaching. As a group, we challenged ourselves to try to ask the question before teaching the method more often in class. Teachers also agreed to continue implementing self/peer assessment, reflections/journals, exit tickets and diagnostic comments as feedback tools in the classroom

CLASSROOM DEMONSTRATIONS

District Numeracy Support Teacher, Kathy Conlin, worked in K – 7 classes at Fernie Secondary, Frank J Mitchell Elementary, TM Roberts Elementary, Isabella Dicken Elementary, and Gordon Terrace Elementary to support teachers with implementing tasks that promoted reasoning and problem-solving using manipulatives to facilitate connections between concepts and procedures. Most lessons centred on addition, subtraction, multiplication, and division strategies. In each class, we celebrated that mistakes are valuable! They help our brains grow. Struggling, thinking, and making mistakes is like exercise for our brains.



FRENCH IMMERSION

FRENCH IMMERSION (FI) CURRICULUM SUPPORT TEACHER, MARZIA BOTTONI

What an amazing first couple of months! I have met with all French Immersion schools and administrators to learn what curricular support is most needed. Being on-site allows for spontaneous and instant collaboration.

Resources:

Finding appropriate language-level student resources is one of our FI teachers' most time-consuming and difficult tasks. Here are some resources shared with our FI teachers in December and January. These resources and strategies were used immediately with students.

- AIM gestures approach – late FI gr. 4
- Sch 8 lesson/activities files and websites
- Le Canada, Un pays à Bâtir – Sch 10
- Speech-to-text Windows – FI students with writing output difficulties

Here are some resources currently being vetted and discussed during collaboration:

- Chapter books TPRS – late FI gr. 5
- Chapter books Scholastic – late FI gr. 5
- Math Up – French version – early & late FI
- Modulo Sciences & Sch Colombie Britannique

Collaboration:

On January 13, our late FI teachers from École Isabella Dicken and Fernie Secondary met to discuss the big picture of our late FI program in Fernie. We started with the scope and sequence of the late program. Together, we began to build and document what competencies should be taught, what resources can be used, how to assess those competencies and examples of proficiency. We are building a physical and digital resource for our late FI teachers, admin and community to help maintain the vision and scope of the program.

FRENCH NUMERACY RESOURCES AND ROUTINES

Teachers from École Isabella Dicken, TM Roberts Elementary, and Parkland Middle School met to explore and share French Immersion numeracy resources and routines based on effective math teaching practices. The district is currently trialing a digital resource called Mathup! created by Marian Small (a Canadian author, speaker and educator). We also explored numerous websites to support students' reasoning and problem-solving, including 3-Act Tasks, Sherry Parrish number talks, and number talk images. Teachers had an opportunity to design a lesson for the upcoming week based on the resources shared.

THE MAPLE MAN

Renée Turmel, The Maple Man, visited Isabella Dickens Elementary School on January 23rd and Kootenay Orchards Elementary School on January 24th. Mr. Turmel showed a short movie on the traditional way that maple syrup is made, played some traditional French fold songs on his accordion, showed the kids how to play "Les cuilleres" (wooden spoons) and shared a French-Canadian folk dance. At the end of the presentations, the students got to do some snow maple taffy tasting.



HUMAN RESOURCES

We are happy to announce that after some rather long bargaining sessions, we are in the concluding stages of the CUPE bargaining process. We hope to have a ratified bargain in the next few weeks.

Hiring continues to be ongoing as we increase our casual lists in various areas, including Education Assistants, Bus Drivers, Tradespersons and Custodians. In particular, we struggle to attract tradespersons to the Elk Valley communities.

LOOKING AHEAD TO 2023-2024 SCHOOL YEAR

We have begun to accept out-of-catchment student transfer requests for the 2023-2024 school year as of February 1 for consideration for the next school year. These applications are processed on a first-come, first-served basis. Requests will be accepted until February 28th.

Kindergarten registration has also begun. We are excited to be able to offer online registration this year. More information and the link to the online registration can be found on our [website](#). Parents are encouraged to register their children at their catchment area school early. It is important for school planning to have as many kindergarten students registered as soon as possible.

INDIGENOUS EDUCATION DEPARTMENT

ELDERS IN RESIDENCE

This past week, we hosted information lunches with prospective Elders in Residence, both in the Elk Valley and Cranbrook. These lunches allow prospective folks to meet with our existing Elders, Indigenous Education Support Workers and staff. We have now had two meetings in the Elk Valley and look forward to expanding our awesome Elders in Residence (or Knowledge Holders in Residence) into our Elk Valley communities. This was our first meeting in Cranbrook this year, and we are also looking to expand into other schools in the Cranbrook area!



DR. DUSTIN LOUIE WORKSHOPS

We are pleased and honoured that Dr. Dustin Louie is back in our district to work with another cohort of educators to further his work in Indigenizing and decolonizing our classrooms. Following up on his Professional day work and a first cohort last year, he is working with teachers and principals from across our district with a focus on those teaching the new Mandatory for Graduation Indigenous courses.



AROUND THE DISTRICT

THE TOURNAMENT OF BOTS

Students from Mrs. Roberts' Grade 5 class at Amy Woodland Elementary participated in a "bumper car battle bot" challenge. The robots were all equipped with a button that, when pressed, counted a point for their team. They all started with the same robot designs and coding but then had to modify their robot to optimize their design and stay in the arena.

Students from Parkland Middle School came to the Design Lab on Activity Day and created sumo robots intending to try to be the last robot left in the ring.

Both groups got the chance to participate in a full tournament bracket-style event.



VR AND ART

Students from Ms. Azzara's art classes at Fernie Secondary experimented using a new medium to create art. Students used the Google Tilt Brush app on the Oculus Quest headsets to create unique and individual works of art. Some students created flowers, trees, glowing fireballs, and more!



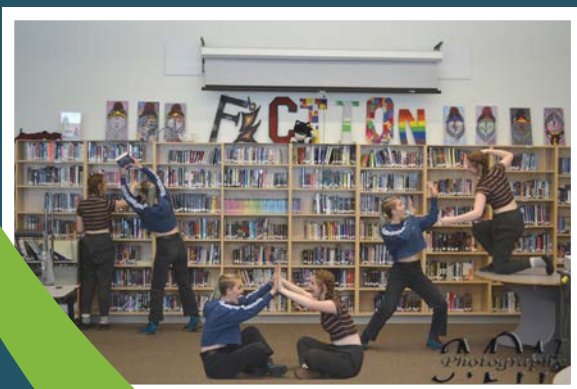
MERGING TECHNOLOGIES

Mrs. Eadie's Grade 4/5 class at TM Roberts took on the challenge of merging technologies. Their goal was simple: select up to four Lego designs they could connect through a story. They brought each design to the green screen to film a part of their story. Using the green screen technology, they could shrink themselves to fit into the Lego world.



TRICK PHOTOGRAPHY

Mr. Larsen's photography class at Sparwood Secondary were taught how to take trick shots. They produced a photo with multiple images of themselves in it.



STUDENT SERVICES

SOCIAL EMOTIONAL LEARNING (SEL) TEACHER UPDATE

Kim Richards, our District Social Emotional Learning (SEL) Teacher completed the Sunshine Circle training through Theraplay Canada in November and is in the planning stages of preparing to facilitate these attachment-based playgroups with parents and children through StrongStart at FJ Mitchell and Steeples Elementary. This will expand to parent workshops and classroom Sunshine Circles as time and scheduling permit. SEL is also supporting the implementation of interoception work (noticing body signals, connecting these signals to a meaning (emotion), and regulating with an action that promotes internal regulation, comfort and health.) with youth care workers and classrooms in SEL schools. SEL will provide an experiential trauma-informed workshop for Steeples Elementary at the February 3 PRO-D Day.

December saw three book studies with *Connections Over Compliance* wrap-up. Two virtual options were offered district-wide, and an in-person for FJ Mitchell Elementary (FJMES). In attendance were teachers, principals, vice principals, and a counselor. These allowed sharing of resources beyond the 3 Social-Emotional Learning (SEL) focus schools and great conversations about what is happening on the ground and how we can begin this paradigm shift toward supporting the bodies and brains of our students and staff. December also saw training in Pathological Demand Avoidance and support with declarative language use for these ASD students with a team from Steeples Elementary.

January began with *The Re-Set Process* book study for principals, vice-principals, and Student Services Teachers from the 3 SEL focus schools (TM Roberts, Steeples and Frank J Mitchell Elementary). The discussions focusing on the impact of trauma on behaviour have created impactful dialogues. By increasing the understanding and use of proactive strategies as a baseline, our schools can support our students in a meaningful way. TM Roberts staff have also begun an in-person *Connections Over Compliance* book study.

AMERICAN SPEECH AND HEARING ASSOCIATION CONFERENCE

In November 2022, 4 members of our SLP group (Adele Minto, Carolyn Norton, Collette Tovee, and Lesley Runzer) attended the ASHA (American Speech and Hearing Association) Conference in New Orleans. This three-day event brought together over 10,000 Speech/Language Pathologists and Audiologists from around the world. This annual conference is the most comprehensive education event in the world for speech, language, and hearing professionals. The convention allowed attendees to learn about the latest research, expand clinical skills and techniques, find new products and resources, and network with colleagues.





BACKPACK BUDDIES

In November 2022, we celebrated our first anniversary with Backpack Buddies! When the organization approached us and offered this wonderful program to our schools free of charge, we only had 59 students who required the service and were referred to us. A year later, we have 141 students supported each weekend with food through Backpack Buddies.

Each bag of food gifted to students has a value of approximately \$12. We have had times when we have assisted in our district with the Backpack Buddies food support. It's been very rewarding to be a part of this fantastic program.

The last shipment for 2022 included a chocolate treat for each student from Charlie's Chocolate Factory.



The shipment comes in two pallets bi-weekly, delivered free of charge, by Ace Courier, who donates the shipping for this program. When the pallets arrive at the Cranbrook Board Office, the delivery is repackaged for each school by board office staff. When it's all ready to go, our school district delivers it to our schools. Our bus drivers, courier and maintenance staff have all been kind enough to deliver the orders. Once they arrive at the schools, they are taken care of and distributed to students by our Youth Care Workers and our Indigenous Education Support Workers. We are so thankful for the team effort!

<https://www.backpackbuddies.ca/our-story>

Because hunger doesn't take the
weekend off

\$80.0M
(estimate) Not currently
approved by
the Ministry
Capital Branch

The following reports have been completed since 2009 related to MBSS:

1. Project identification report dated May 1, 2009
2. Project identification report: Capital Costs and Life Cycle Cost Analysis dated January 14, 2013
3. Capital Project Request Form dated July 24, 2013 with replacement plan sent to Ministry of Education (Project ID#115190)
4. Building Condition Assessment completed by Stantec dated December 16, 2019
5. Building Condition Assessment completed by Stantec dated July 7, 2020
6. PDR MQN Architected dated November 20, 2020
7. Cost Feasibility Study completed by Stantec dated November 27, 2020
8. MBSS Review completed by Berry Architecture dated December 3, 2020
9. Review of MBSS historical repair costs completed April 1, 2021
 - a. \$3,595,313 spent on MBSS from 2001 to 2020/21
 - b. \$972,505 spent in 2020/21
 - c. Estimated \$2.0M to be spent in 2023/24 depending on what requests are approved by the Ministry.
 - i. This includes \$1.8M to update the fire suppression system that was noted as a critical item by our architects. The remaining amount is for general repairs/maintenance.

Pg 6 of the 2022 Long Range Facility Plan ("LRFP") notes "A replacement/renovation to Mount Baker Secondary School is a priority for the school district. The school is challenged by the existing structural limitations and cannot be adapted for current and future learning."

MBSS has a Facility Condition Index (FCI) of 0.46. Pg 30 notes "Facility Summary: The school does not meet current requirements. Attention is required to address some significant building systems, as they may be at the end of their life cycle, and at risk of failure. There may be significant costs associated with renewing the building systems to ensure it remains a viable asset moving forward for SD5."

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- Review and assess the audit report and management letter and Financial Statement Discussion and Analysis to ensure fiscal accountability quality indicators are met and assess that the following quality indicators are met;
 - Quality Indicators relative to Fiscal Responsibility
 - Ensures accepted (PSAB) accounting principles are being followed
 - Ensures all deficiencies identified in the previous audit report and management letter have been remediated to the satisfaction of the auditor
 - Ensures adequate internal financial controls exist and are being followed
 - Ensures all collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made
 - Ensures an internal audit process is developed and implemented regarding school-based funds and an annual report provided to the Board
- Review fiscal accountability report. (Committee Meeting)
- Conduct Superintendent evaluation and compensation review
- Conduct Secretary Treasurer evaluation and compensation review
- Complete facilitated Board self-evaluation
- Review the Public Interest Disclosure Act (PIDA) accountability report (month to be confirmed)
- Review all achievements of Framework for Enhancing Student Learning (FESL)
- Review return to school operations (pandemic protocols)
- Review roles, responsibilities and appointments of Trustees

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Review list of calendar dates for deadlines, meetings and required reporting for upcoming school year

September

Regular Board Meeting Agenda Items

- Approve the audited financial statements
- Appoint an auditor and review the terms of engagement (3-year term)
- Review and update any revisions to Annual Board Work Plan (including schedule of meeting dates)
- Review the audit report and management letter and approve for implementation the recommendations of the auditor to be implemented
- Review Superintendent Report on school start up
- Review fiscal accountability report. (Committee Meeting)
- Approve the Framework for Enhancing Student Learning for submission to the Ministry
- Indigenous Welcome
- Review or update major and minor capital timelines
- Superintendent's Report to the Board (including FESL update)

Events

- Attend Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend BCSTA Kootenay Boundary Branch (KBB) meeting
- Review Board Annual Work Plan
- Recognize Truth and Reconciliation Day
- Review FESL initiatives at Advocacy/Education meeting

October

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Recognize World Teachers' Day
- Recognize Indigenous week
- Review enrollment report and staffing report
- Review International student program report
- Review Student Transportation accountability report
- Superintendent's Report to the Board (including FESL update)

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Provincial Council Meeting
- Attend and participate in BCPSEA Symposium
- Attend Ministry partner meetings/Board Chair's meeting
- Review FESL initiatives at Advocacy/Education meeting

November

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Superintendent's Report to the Board (including FESL update)

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Academy
- Attend Remembrance Day Celebrations
- Review FESL initiatives at Advocacy/Education meeting

December

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Approve committee/representative appointments after chair's recommendation in an election year
- Elect Chair/Vice Chair
- Inaugural Board meeting
- BCPSEA Provincial Rep and BCSTA Provincial Councillor
- Superintendent's Report to the Board (including FESL update)

Events

- Acknowledge students, employees and community
- Review and approve SOFI report
- Deadline for submission of financial disclosure (SOFI)

- Deadline for submission of financial statements with auditors report for public
- Review FESL initiatives at Advocacy/Education meeting

January

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Approve Budget development process and timelines for next year's annual Budget
- Review facilities report
- Provide direction through Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Superintendent's Report to the Board (including FESL update)

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Provincial Council
- Attend and participate in BCPSEA Annual General Meeting
- Review Amended Annual Budget (including enrolment changes)
- Submit Trustee financial disclosures
- Review FESL initiatives at Advocacy/Education meeting

February

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Approve Amended Annual Budget for Current Fiscal Year and make any required adjustments
- Review policy positions for submission to BCSTA Annual General Meeting
- Approve Board Authority Authorized Courses
- Ensure all deficiencies identified in the management letter and audit report have been remediated to the satisfaction of the auditor
- Review and assess Students Learning Surveys
- Superintendent's Report to the Board (including FESL update)

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Provincial Council Meeting
- Submit extraordinary motions
- Review FESL initiatives at Advocacy/Education meeting

March

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Review and assess stakeholders input for forth coming budget
- Approve budget assumptions, and Board priorities for the annual budget for the coming year
- Superintendent's Report to the Board (including FESL update)

Events

- BCSTA Branch Meeting
- Review school projections for upcoming year

April

Regular Board Meeting Agenda Items

- Review fiscal accountability report. (Committee Meeting)
- Review draft budget for the upcoming year and provide any required direction regarding adjustments or further consultation prior to approval
- Approve first reading of the annual budget bylaw for next fiscal year
- Approval of District calendar for the next school year
- Approve school-based fees
- Review and assess Personnel Management Accountability report
- Review and approve Value for Money Accountability report
- Superintendent's Report to the Board (including FESL update)

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Attend and participate in BCSTA Annual General Meeting
- BCSTA Leadership workshop
- Review FESL initiatives at Advocacy/Education meeting

May

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Review annual staffing accountability report and assess Personnel Quality Indicators (re: Policy 12)
- Approve the final reading of the annual budget bylaw
- Superintendent's Report to the Board (including FESL update)

Events

- Committee Meetings: Advocacy/Education, Student Services, Policy, Public Finance/Operations/Personnel, In-camera Finance/Operations/Personnel, Media/Communications
- Participate in school graduation ceremonies
- Participate in district scholarship selection
- Review FESL initiatives at Advocacy/Education meeting

June

Regular Board Meeting Agenda Items

- Review fiscal accountability report (Committee Meeting)
- Review internal audit accountability report
- Approve proposed Trustee calendar for Board meetings and related functions for the coming year
- Approve 5-year capital plan and annual facilities grant plan (AFG)
- Approve needs budget for submission to Ministry of Education
- Approve the Select Standing Committee presentation
- Recognize National Aboriginal Day
- Superintendent's Report to the Board (including FESL update)

Events

- Host Retirement Recognition Awards Ceremony
- Participate in school graduation ceremonies
- Review FESL initiatives at Advocacy/Education meeting

ON GOING

- Advocate for public education and the School District's role in the community
- Advocate for PAC/DPAC/DSAC
- Health and safety governance
- Attend Trustee development/orientation sessions
- Attend school functions (as invited)
- Hear appeals as needed
- Approve disbursements from and contributions to the Local Capital Reserve Fund and Surplus operation fund
- Approve purchase and disposition of real property (lands and buildings)
- Advance Board positions through BCPSEA
- Initiate meetings with other elected officials
- Purposefully meet with government MLA's and Ministers, Regional District of East Kootenay, First Nation Bands and municipal councillors
- Receive for information purposes only Principal and Vice Principal transfer report
- In an election year in the first week of September host an information meeting for those who express interest in running for the position of School Board Trustee
- Attend Cranbrook Chamber of Commerce and other organization meetings as approved
- Respond to community groups as approved
- Indigenous Truth Work as a pathway to Reconciliation

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act.

Revised: September 23, 2021

FACILITATED BOARD SELF-EVALUATION PROCESS SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

Process

The annual externally facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation and the Secretary Treasurer evaluation processes.

Purpose

The purpose of the facilitated Board self-evaluation is to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board during the evaluation period?
2. How do we perceive our interpersonal working relationships?
3. How well do we receive input and how well do we communicate with those we represent?
4. How would we rate our Board-Superintendent and Board Secretary Treasurer relations?
5. How well have we adhered to our governance policies?
6. What have we accomplished this past year to improve student learning? How do we know? What else have we accomplished this past year?
7. What actions shall the Board take during the next year to become more effective?

The answers to these questions provide the data for the development of a positive path forward.

Evaluation principles

The following principles form the basis for the Board self-evaluation process:

1. A learning organization is focused on the improvement of student learning.
2. A commitment to continuous improvement is a sign of organizational health.
3. An effective evaluation process provides for growth and accountability.

The annual Board evaluation process shall model the Board's commitment to principles 1-3.

A pre-determined process for evaluation strengthens the governance function, builds credibility for the Board and fosters an excellent Board/Superintendent and Board/Secretary Treasurer relationship. An evidence-based approach provides objectivity to supplement the subjectivity involved in evaluation processes.

Context

The Board has chosen to retain the ten areas of responsibility articulated in Policy 2 in order to carry out the Board's governance role. These include: Accountability to the Provincial Government, Development and Maintaining a Culture of Student Learning, Accountability to and Engagement of Community, Strategic Planning, Policy, Board/Superintendent Relations, Board-Secretary/Treasurer Relations, Political Advocacy/Influence, Board Development, Fiscal Accountability. The annual facilitated Board self-evaluation process is focused on Board performance in relation to these nine areas.

Facilitated Self-Evaluation of Performance

Part 1: The Act provides the Board with significant authority including the authority to delegate. The Board must decide the authority it wishes to delegate and the authority to be retained. The Board is the only body in the District which can hold the Board accountable for performing its legally defined role.

With reference to Policy 2 Role of the Board, Policy 2 Appendix A Annual Board Work Plan, and the minutes from Regular, In-camera, and Special meetings held during the evaluation period, Trustees will assess the corporate Board's effectiveness relative to each role area. The objective is to identify areas of strength on which to build and specific changes the corporate Board is committed to make during the next evaluation period.

Evaluation Tool: Collect, collate and analyze responses to a Role of the Board questionnaire completed by all Trustees.

Part 2: The Board functions as a corporate entity. Individual Trustees have only the authority granted them by the corporate Board. Therefore, the interpersonal working relationships between and among Trustees is vital to the effective functioning of the Board.

Evaluation Tool: Collect, collate and analyze responses to a Board Interpersonal Working Relationships questionnaire completed by all Trustees.

Part 3: The Board is elected for a four-year term. One key role is to represent the electorate within the boundaries of the district and effectively communicate to the electorate between elections in a manner which creates accountability and builds confidence in the work of the Board.

Evaluation Tool: Collect, collate and analyze responses to a Communications/Representation questionnaire completed by all Trustees.

Part 4: With reference to the functioning of the First Team (Board, Superintendent, Secretary Treasurer) during the evaluation period Trustees will assess Board/Superintendent and Board/Secretary Treasurer relationships. In other words, is the Board effectively performing its role to make the First Team effective?

Evaluation Tool: Collect, collate and analyze responses to a Board/Superintendent and Board/Secretary Treasurer questionnaire completed by all Trustees.

Part 5: The Board's Policy role is critical to provide direction for the district, to delegate to and hold staff accountable through the offices of the Superintendent and Secretary Treasurer, and to promote and protect public education. Regular review of Board policies is required to ensure the currency and effectiveness of such policies.

Evaluation Tool: Review the schedule of policy review to ensure the entire Handbook is subjected to review and revision once per term of office, identify any lack of alignment of practice with policy (e.g. from review of minutes) and make revisions as required in policy or practice as deemed appropriate.

Part 6: Reviewing Board actions at least annually to determine perceived corporate Strengths, Weaknesses, Opportunities and Threats (SWOT) can assist in defining a positive path forward and avoid repetition of less effective functioning.

Evaluation Tool: Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis in light of Board minutes and direct Board observations.

Part 7: Board approves of the directions to be taken during the next evaluation period to strengthen Board functioning.

Part 8: Board assesses success or lack thereof addressing the Positive Path Forward (PPF) approved as a result of the last evaluation and includes any required actions in the current PPF.

Part 9: Board reviews the process tools and process structure and identifies any changes desired for the next evaluation period.

Part 10: Board approves the Positive Path Forward (PPF) by formal motion.

Note in the second and subsequent years the evaluation process will commence with an accountability review of the previous year's Positive Path Forward (PPF) to ensure actions were taken as required and desired results achieved.