



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

September 12, 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

5

Approval of the minutes from June 12, 2023

1.7 Receipt of Records of Closed Meetings

16

1.8 Business Arising from Previous Minutes

1.8.1 Trades Funding Letter

This item was **tabled** from the June 12, 2023 public meeting of the Board of Education.

THAT the Board of Education develop a draft response to the letters received regarding Trades Funding. This draft letter will be presented at the June 12, 2023, Board of Education public meeting for review and discussion.

1.8.2 Select Standing Committee Presentation

1.8.3 Elementary Band and Music Program

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee 17

Co-chair Trustee Turner

Recommendation A

THAT Trustee Ayling write a letter in response to the Minister of Education and Child Care's letter of August 4, 2023, regarding educational resources for gender-based violence.

Recommendation B

THAT Trustee Ayling write a letter in response to the Minister of Education and Child Care's letter of July 24, 2023, regarding neurodiversity training for educators, early childhood educators and educational assistants.

3.2 Policy Committee 22

Co-chair Trustee Bellina

RECOMMENDATION A

THAT the proposed changes with minor amendments to Policy 21, Public Interest Disclosures, be accepted and approved by the Board of Education.

3.3 Student Services Committee 39

Co-chair Trustee Clarke

3.4 Finance/Operations/Personnel Committee 41

Co-chair Trustee Johns

3.5 BCSTA /Provincial Council

3.6 Communications/Media Committee 45

3.7 Mount Baker Secondary School Replacement Committee

3.8 Key City Theatre

3.9 Legacy of Learning

3.10 French Immersion Update

3.11 Traffic Safety Committee

3.12 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 Isabella Dicken Elementary School Expansion Completion

4.1.2 Fernie Middle School Update

4.1.3 Foods Funding and Programs

4.2 Recommendations

4.2.1 June 30, 2023 Audited Financial Statements

THAT the Board accept and approve the Audited Financial Statements for the period ended June 30, 2023

5. SUPERINTENDENT'S REPORT TO THE BOARD

5.1 Updates

5.2 Recommendations

5.2.1 Framework for Enhancing Student Learning (FESL)

THAT a special meeting be held on September 21, 2023, to approve and adopt the 2023/2024 Framework for Enhancing Student Learning document and to authorize the Superintendent to submit the Framework for Enhancing Student Learning to the Ministry of Education and Child Care.

6. CHAIRPERSON'S REPORT

6.1 Updates

6.2 Recommendations

7. NEW BUSINESS

7.1 Business Arising from Delegations

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1	City of Cranbrook Notice of Public Hearing	46
8.2	Response to Funding Resources Letter of March 29, 2023	48
8.3	Response to Speech Language Pathologists letter of March 29, 2023	49
8.4	Letter of Support - City of Cranbrook	52
8.5	Letter from City of Cranbrook	53
	Letter in support of Mount Baker Secondary School replacement	
8.6	Response to Neurodiversity Training Letter of May 31, 2023	54
8.7	Response to Gender Based Violence Education Letter of March 29, 2023	56
8.8	September 21 - Superintendent Evaluation	
8.9	September 21 - Welcome Back BBQ Cranbrook Board Office	
8.10	September 22-23 Kootenay Boundary Branch AGM	
	Grand Forks	
8.11	September 25 - Committee Meetings	

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**

**June 12, 2023, 3:00 p.m.
Cranbrook Board Office**

Present: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina (remotely)
Trustee Irene Bischler
Trustee Alysha Clarke
Trustee Nicole Heckendorf
Trustee Chris Johns
Trustee Sarah Madsen (remotely)
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
District Principal Student Services Darcy Verbeurgt
District Principal of Transformative Learning Jennifer Roberts
District Vice Principal of Human Resources and Health & Safety Jaslene Atwal
Executive Assistant to Secretary Treasurer (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chair McPhee called the June 12, 2023, regular public meeting of the Board of Education to order at 3:02 p.m.

1.2 Greeting

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

1.2.1 Recognition of National Indigenous Peoples Day

Chairperson McPhee acknowledged National Indigenous Peoples Day.

1.3 Chairperson's Opening Remarks and Recognitions

Chairperson McPhee extended condolences to the families of the following employees including: Ken Stadel, David Bunn, Larry Dolfo, Greg Sakowicz and Eleanor Skailles.

He also recognized the six School District No. 5 (Southeast Kootenay) school administrators who have applied to participate in a pilot cohort of a new provincial leadership training program for school leaders: Jennifer Attorp, Gizelle Gaudon, Erin Hay, Mike Kelly, Laura-Lee Phillips and Judi Poole.

Chairperson McPhee also congratulated Jane Nixon for recently obtaining the Certified Administrative Professional designation.

1.4 Opening Round

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

1.5 Consideration and Approval of Agenda

Additions:

1.8.1 Columbia Basin Environmental Education Network (CBEEN)/Wildsight

1.8.2 Invitation to BCSTA President and Minister of Education to visit Mount Baker Secondary School

7.5 Band Music Program at Steeples Elementary

MOTION R-23-097

Moved/Seconded by Clarke/Heckendorf:

THAT the agenda for the regular public meeting of the Board of Education of June 12, 2023, be approved as amended.

1.6 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of May 9, 2023.

MOTION R-23-098

Moved/Seconded by Madsen/Ayling:

THAT the minutes of the regular public meeting of the Board of Education of May 9, 2023, be approved as circulated.

1.7 Receipt of Records of Closed Meetings

MOTION R-23-099

Moved/Seconded by Johns/Bellina:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of May 12, 2023 and May 29, 2023.

1.8 Business Arising from Previous Minutes

1.8.1 Columbia Basin Environmental Education Network (CBEEN)/Wildsight.

MOTION R-23-100

Moved/Seconded by Johns/Ayling:

THAT the letter sent to Columbia Basin Trust regarding Columbia Basin Environmental Education Network and Wildsight funding be posted on the School District No. 5 (Southeast Kootenay) website and sent to the media for distribution.

1.8.2 Invitation to BCSTA President and Minister of Education to visit Mount Baker Secondary School

MOTION R-23-101

Moved/Seconded by Johns/Ayling:

THAT the Board of Education invite the President of the BCSTA and the Minister of Education to visit Mount Baker Secondary School.

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

Co-chair Trustee Clarke reviewed the minutes of the May 29, 2023, meeting of the Advocacy/Education Committee.

MOTION R-23-102

Moved/Seconded by Clarke/Turner:

THAT the Board of Education accepts the report of the Advocacy/Education Committee.

CARRIED UNANIMOUSLY

3.2 Policy Committee

Co-chair Trustee Bellina reviewed the minutes of the May 29, 2023, meeting of the Policy Committee.

MOTION R-23-103

Moved/Seconded by Bellina/Clarke:

THAT the Board of Education accepts the report of the Policy Committee.

CARRIED UNANIMOUSLY

3.3 Student Services Committee

Co-chair Trustee Clarke reviewed the minutes of the May 29, 2023, meeting of the Student Services Committee.

MOTION R-23-104

Moved/Seconded by Clarke/Johns:

THAT the Board of Education recommends School District Management develops replacement options for Mandt training that will provide teachers, staff and administration with knowledge and skills to create safe and supportive environments for all students with behavioural challenges.

CARRIED UNANIMOUSLY

MOTION R-23-105

Moved/Seconded by Clarke/Johns:

THAT the Board of Education accepts the report of the Student Services Committee.

CARRIED UNANIMOUSLY

3.4 Finance/Operations/Personnel Committee

Co-chair Trustee Johns reviewed the minutes of the May 29, 2023, meeting of the Finance/Operations/Personnel Committee.

CARRIED UNANIMOUSLY

MOTION R-23-106

Moved/Seconded by Johns/Heckendorf:

THAT the Board of Education approves the 2023-2024 Revised Annual School Calendar.

CARRIED UNANIMOUSLY

MOTION R-23-107

Moved/Seconded by Johns/Ayling:

THAT the Board of Education develops a draft response to the letters received regarding Trades Funding. This draft letter will be presented at the June 12, 2023, Board of Education public meeting for review and discussion.

TABLED

MOTION R-23-108

Moved/Seconded by Johns/Madsen:

THAT the Board of Education accepts the 2023-2024 Regular Public, Regular In-Camera and Standing Committees schedule for 2023-2024.

CARRIED UNANIMOUSLY

MOTION R-23-109

Moved/Seconded by Johns/Turner:

THAT the Board accepts the report of the Finance/Operations/Personnel Committee.

CARRIED UNANIMOUSLY

3.5 BCSTA /Provincial Council

MOTION R-23-110

Moved/Seconded by Bellina/Turner:

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

CARRIED UNANIMOUSLY

3.6 Communications/Media Committee

Trustee Ayling provided a written report included with the agenda package. She also provided an update on the meeting with the City of Cranbrook held on June 12, 2023, prior to the Board of Education meetings.

MOTION R-23-111

Moved/Seconded by Ayling/Johns:

THAT the Board of Education writes a letter to the City of Cranbrook requesting support of Columbia Basin Environmental Education Network/Wildsight's

endeavours to restore and enhance the Columbia Basin Trust funding for environmental education for 2024 to 2034.

MOTION R-23-112

Moved/Seconded by Ayling/Bischler:

THAT the Board of Education writes a letter (includes supporting documentation) to the City of Cranbrook requesting support for replacement of Mount Baker Secondary School.

MOTION R-23-113

Moved/Seconded by Ayling/Heckendorf:

THAT the Board of Education writes a letter to the pending owner of the Knights Hall property requesting that hedges around the area be trimmed for safety and aesthetic purposes prior to the final sale of the building.

MOTION R-23-114

Moved/Seconded by Ayling/Johns:

THAT the Board of Education accepts the report of the Communications/Media Committee.

CARRIED UNANIMOUSLY

3.7 Mount Baker Secondary School Replacement Committee

Trustee Johns provided an update on the Mount Baker Secondary School Replacement Committee and discussed his presentation to the Select Standing Committee on Finance and Government Services Budget 2024 Consultation.

MOTION R-23-115

Moved/Seconded by Johns/Bischler:

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

CARRIED UNANIMOUSLY

3.8 Key City Theatre

Trustee Ayling provided a written report included with the agenda package.

MOTION R-23-116

Moved/Seconded by Ayling/Turner:

THAT the Board of Education accepts the report of the Key City Theatre.

CARRIED UNANIMOUSLY

3.9 Legacy of Learning

Trustee Johns reviewed the written report from the Legacy of Learning included with the agenda package. He also acknowledged the assistance of Operations Manager Tank and the Operations Department in returning legacy items to Elkford Secondary School.

He also discussed:

- School plaques
- Hockey trophies (Wilson Cup and Green Cup) from the 1940's to 1960's
- Cranbrook Bugle Band

MOTION R-23-117

Moved/Seconded by Johns/Ayling:

THAT the Board of Education accepts the Legacy of Learning report.

CARRIED UNANIMOUSLY

3.10 French Immersion Update

Director Casault gave a brief verbal update on French Immersion funding.

MOTION R-23-118

Moved/Seconded by Heckendorf/Turner:

THAT the Board of Education accepts the French Immersion report.

CARRIED UNANIMOUSLY

3.11 Traffic Safety Committee

Trustee Johns provided an update of the Traffic Safety Committee. The minutes of the Committee were provided with the agenda package.

MOTION R-23-119

Moved/Seconded by Johns/Bischler:

THAT the Board of Education accepts the Traffic Safety Committee report.

CARRIED UNANIMOUSLY

3.12 Trustee Reports/Bouquets

- Trustee Bellina recognized Director Casault for her diligent work with Early Years and Child Care.
- Trustee Heckendorf recognized Fernie Secondary's Drama Club for the production of the "Addam's Family."
- Trustee Turner recognized all staff in the District classrooms for helping children through the remainder of the year.
- Trustee Ayling acknowledged the new trustees on the Board of Education.
- Trustee Johns acknowledged the Highlands Elementary year-end concert.
- Trustee Madsen extended bouquets to bus drivers in Elkford.
- Chairperson McPhee recognized the workload that is put on all staff throughout the month of June.

4. SECRETARY TREASURER'S REPORT TO THE BOARD

4.1 Updates

Nil

4.2 Recommendations

MOTION R-23-120

Moved/Seconded by Johns/Clarke:

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

Superintendent Johnson acknowledged the work of Director Tichauer as he supported individuals in the District through the difficult time for families and staff during recent tragic events.

5.1.1 Child Care

Superintendent Johnson gave brief update on the funding for Child Care for the School District. She also reported on the Early Childhood Educators' (ECE) community engagement night held at the Cranbrook Board Office at the end of May.

5.1.2 Community Engagement Nights

Superintendent Johnson summarized the community engagement nights held in each community discussing the District and Community School's Framework for Enhancing Student Learning.

5.2 Recommendations

MOTION R-23-121

Moved/Seconded by Ayling/Clarke:

THAT the Superintendent's Report be accepted as presented.

CARRIED UNANIMOUSLY

6. CHAIRPERSON'S REPORT

6.1 Updates

Nil

6.2 Recommendations

Nil

7. NEW BUSINESS

7.1 Business Arising from Delegations

Nil

7.2 Annual Budget Bylaw (Second and Third Readings)

MOTION R-23-122

Moved/Seconded by Johns/Turner:

THAT the Board of Education reads for a second time, the 2023/2024 Annual Budget on June 12, 2023.

CARRIED UNANIMOUSLY

MOTION R-23-123

Moved/Seconded by Bischler/Clarke:

THAT the Board of Education reads for a third time, passes and adopts the 2023/2024 Annual Budget of \$88,744,310 on June 12, 2023.

CARRIED UNANIMOUSLY

7.3 Amended Capital Bylaw

Secretary Treasurer Taylor reviewed the Amended Capital Plan included with the agenda package.

MOTION R-23-124

Moved/Seconded by Turner/Johns:

THAT the Board of Education consents to three readings of the Amended Capital Bylaw of the Board of Education of School District No. 05 (Southeast Kootenay) to adopt the Amended Capital Bylaw for the 2023//2024 Capital Plan as approved by the Minister.

CARRIED UNANIMOUSLY

MOTION R-23-125

Moved/Seconded by Turner/Johns:

The Amended Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital projects specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *June 5, 2023*, is hereby adopted and read for a first time on June 12, 2023.

CARRIED UNANIMOUSLY

MOTION R-23-126

Moved/Seconded by Bischler/Heckendorf:

The Amended Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *June 5, 2023*, is hereby adopted and read for a second time on June 12, 2023

CARRIED UNANIMOUSLY

MOTION R-23-127

Moved/Seconded by Bischler/Bellina:

The Amended Capital Bylaw of the Board for the 2023/2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated *June 5, 2023*, is hereby adopted and read for a third time on June 12, 2023.

CARRIED UNANIMOUSLY

7.4 Report on Select Standing Committee Presentation

Trustee Johns reviewed the report on the Select Standing Committee on Finance and Government Services Budget 2024 Consultation attached to the agenda package.

Trustee Johns expressed gratitude to Secretary Treasurer Taylor and Executive Assistant Nixon for their assistance in preparing the presentation. He also mentioned that the City of Cranbrook supported the presentation and suggested he also reach out to the Regional District of East Kootenay (RDEK).

7.5 Steeple Elementary School Band Program

Trustee Turner discussed band programs at elementary schools. Cranbrook District Teachers Association representative, Shelley Balfour, reiterated the importance of maintaining the band and music program in elementary schools.

Discussion included:

- Band and Music programs in all schools
- Recruitment and retention of band teachers at elementary level
- Sharing of resources amongst schools
- Further discussion on this agenda item discussed at the in-camera meeting

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Engagement of BDO as Auditors for School District No. 5 (Southeast Kootenay)

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-23-128

Moved/Seconded by Johns/Turner:

THAT the June 12, 2023, regular public meeting of the Board of Education be adjourned at 4:33 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



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meetings:

June 12, 2023

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

August 28, 2023

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

August 28, 2023 (Special)

- Human Resources
 - Personnel
 - Legal

Nick Taylor
Secretary Treasurer



**The Board of Education of
School District No.5 (Southeast Kootenay)
Minutes - Advocacy/Education Committee**

**Date: August 28, 2023, 2:30 p.m.
Location: Cranbrook Board Office**

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

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Irene Bischler
Trustee Chris Johns
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Aboriginal Education Jason Tichauer
District Principal Student Services Darcy Verbeurgt
District Principal Early Learning and Child Care Laura-Lee Phillips
Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Turner called the Advocacy Education Committee meeting of August 28, 2023, to order at 2:56 p.m.

1.2 Approval of Agenda

Additions:

5.3 Private School Funding (Select Standing Committee)

7.5 Educational Resources for Gender-Based Violence (GBV) Education

7.6 Neurodiversity training for educators, early childhood educators, and educational assistants

7.7 New sequence of committee meetings

Moved/Seconded by Bellina/Clarke:

THAT the agenda of the Advocacy Education Committee meeting of August 28, 2023, be approved as amended.

1.3 Approval of Minutes

Moved/Seconded by Clarke/Bellina:

THAT the minutes of the Advocacy Education Committee meeting of May 29, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

4.1 DSAC Report

The last DSAC Meeting was held on May 17, 2023 as reported to the Committee on May 29, 2023.

4.2 DPAC Report

Co-Chair Turner attended the District Parent Advisory Committee (DPAC) meeting in June. She reported on the following items:

- Concerns over sufficient air conditioning in buildings
- Laurie Middle School trades discovery day
- Gordon Terrace Elementary School bylaw review
- Kindergarten orientation
- Miscellaneous field trips
- Elections of PAC executives (upcoming)

- Audio visual equipment at Fernie Secondary requires an upgrade
- Highlands Elementary School would like to invite Secretary Treasurer Taylor to present at PAC meeting regarding funding

4.3 Framework for Enhancing Student Learning (FESL)

Superintendent Johnson discussed the update to the current Framework for Enhancing Student Learning for 2023-2024. She is currently reviewing data from student learning survey, FSA and graduation rates.

District schools are working on their growth plans and goals.

4.4 Child Care

Director Casault gave an overview of Child Care in the District and introduced Laura-Lee Phillips as District Principal of Early Learning and Child Care.

District Principal Phillips provided an initial update for Early Learning and Child Care.

Chairperson McPhee requested District Principal Phillips provide a “next steps” document for trustees to present to school PACs.

Director Casault asked for direction on whether the District will be providing Child Care in-district or if there will be a third party partnership. Discussion included:

- ECE job descriptions
- Union or non-unionized staff for ECE
- Fernie and Sparwood by community not for profit groups applying for Child Care grants
- CUPE 4165 will complete a survey to see the number of CUPE members willing to work in after school care positions
- In-house programs at Cranbrook elementary schools similar to Just 4 Kids that currently operates in Amy Woodland Elementary School
- Third party partnerships
- Before and after school care done in-house and early childhood needs to partner with non-profits
- The consideration of public perception and funding from the government
- The consideration of meeting with the City of Cranbrook regarding child care and school boundaries
- Ongoing capital concerns

5. NEW BUSINESS

5.1 Post Secondary Education Degrees with Electives Specialization

Currently, the College of the Rockies does not offer a five-year program. This is a decision made by the University of Victoria not the College of the Rockies.

5.2 Summer Correspondence Received

Refer to the following items:

- 7.5 Educational Resources for Gender Based Violence (GBV) Education**
- 7.6 Neurodiversity Training for educators, early childhood educators and educational assistants**

5.3 Private School Funding (Select Standing Committee)

Discussion on the Select Standing Committee Report on independent and private school funding. Chairperson McPhee suggested that the Committee should exercise caution about an advocacy letter regarding private school funding. Private schools provide building and schools at a lower cost to the Ministry of Education and Child Care.

The Advocacy Committee will continue to investigate and discuss the philosophy of the Board of Education on private school funding. This item will be added to the September Committee meeting agenda.

6. ACTION ITEMS FOR FUTURE MEETINGS

7. CORRESPONDENCE

7.1 Increase Funding Request for StrongStart

7.1.1 SD70 to Minister Singh

Received and Filed

7.2 BCSTA Presentation Questions

7.2.1 BCSTA to Select Standing Committee

Received and Filed

7.3 BC Teacher Shortage

7.3.1 BCSTA to BCTF

Received and Filed

7.4 Inclusive Education Guidelines

7.4.1 BCSTA to Minister Singh

Received and Filed

7.5 Educational Resources for Gender Based Violence (GBV) Education

Trustee Ayling discussed the letter received on August 4, 2023, from Minister Rachna Singh, in response to the letter written by the Board of Education on March 29, 2023, regarding educational resources for gender-based violence.

RECOMMENDATION A

Moved/Seconded by: Bellina/Clarke:

THAT Trustee Ayling write a letter in response to the Minister of Education and Child Care's letter of August 4, 2023.

7.6 Neurodiversity Training for educators, early childhood educators and educational assistants

Trustee Ayling discussed the letter received on July 24, 2023, from Minister Rachna Singh, in response to the letter written by the Board of Education on May 31, 2023, regarding neurodiversity training for educators, early childhood educators and educational assistants.

RECOMMENDATION B

Moved/Seconded by Clarke/Madsen:

THAT Trustee Ayling write a letter in response to the Minister of Education and Child Care's letter of July 24, 2023.

7.7 New sequence of committee meetings

Members of the Advocacy Committee provided both positive and negative feedback on the new sequence of committee meetings.

8. ADJOURNMENT

Moved/Seconded by Madsen/Bellina:

THAT the Advocacy Education Committee meeting of August 28, 2023, adjourn at 3:51 p.m.

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



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

**August 28, 2023, 1:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Bev Bellina
Trustee Trina Ayling
Trustee Irene Bischler

Regrets: Co-Chair Trustee Nicole Heckendorf

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 Instruction Human Resources Brent Reimer
Director of Student Learning and Aboriginal Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault
District Principal Student Services Darcy Verbeurgt
District Principal Early Learning and Child Care
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Bellina called the Policy Committee meeting of August 28, 2023, to order at 1:24 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Ayling/Bischler:

THAT the agenda of the Policy Committee meeting of August 28, 2023, be approved as circulated.

1.3 Approval of the Minutes

Errors:

Trustee Johns shows as committee member approving adjournment of the meeting.

Moved/Seconded by Ayling/Bischler:

THAT the minutes of the Policy Committee meeting of May 29, 2023, be approved as amended.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 Policy 21 Public Interest Disclosure

RECOMMENDATION A

Moved/Seconded by Ayling/Bischler:

THAT the proposed changes with minor amendments to Policy 21, Public Interest Disclosures, be accepted and approved by the Board of Education.

5.2 Policy 4 Trustee Code of Conduct

Chairperson McPhee reviewed the Board of Education's current Policy 4, Trustee Code of Conduct, and the associated Appendix.

The Policy Committee (and any other available trustees) will meet with Director Tichauer to review the School Trustees Code of Conduct Provincial Criteria Guidelines provided by the Ministry of Education and Child Care and the BCSTA. The purpose of this meeting will be to set out best practices and to provide guidelines for district trustees. The Committee will review the existing policy and will make recommendations to the existing policy if necessary. Travel for trustees to attend Board and Committee meetings will also be reviewed under Policy 4.

5.3 Administrative Procedure 260

Director Tichauer reviewed *Section 6* of Administrative Procedure 260, Use of Private Vehicles. He explained the waiver (Form 260-5) attached to the agenda package.

Chairperson McPhee questioned the language in *Section 6.2*, "...should only be undertaken when completely necessary." The section will be re-worded to read, "this method of transportation should be undertaken with caution".

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

Nil

8. ADJOURNMENT

Moved/Seconded by Bischler/Ayling:

THAT the Policy Committee meeting of August 28, 2023, adjourn at 2:11 p.m.

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

PUBLIC INTEREST DISCLOSURES

The Board of Education is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency. The District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the Public Interest Disclosure Act (PIDA).

The purpose of this Policy and related Procedures is to establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

This Policy applies to alleged wrongdoing related to the District's operations or personnel. This Policy does not displace other mechanisms set out in District Policy and Procedures for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Definitions

Advice: means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

"Discloser" means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

"Disclosure" means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;

"Employee" refers to a past and present employee of the School District;

"FIPPA" means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

"Investigation" means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;

"Personal Information" has the same meaning set out in FIPPA, namely "recorded information about an identifiable individual", and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

"PIDA" means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“Procedure” means the School District’s Administrative Procedure associated with this Policy, as amended;

“Reprisal” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“Trustee” means a past or present member of the School District’s Board of Education; and

“Wrongdoing” refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

1. Statement of Principles

- 1.1. The District is committed to supporting ethical conduct in its operations and seeks to foster a culture in which Employees and Trustees are encouraged to disclose wrongdoing, including by receiving, investigating and responding to disclosures and by providing information and training about the PIDA, this policy and the procedures.
- 1.2. The District will investigate disclosures that it receives under this policy. Investigations under this policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- 1.3. The District will not commit or tolerate reprisals against any employee or trustee who, in good faith, makes a request for advice, makes a disclosure, participates in an investigation or makes a complaint under this policy.
- 1.4. The District is committed to protecting the privacy of disclosures, persons accused of wrongdoing and those who participate in investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

2. Privacy and Confidentiality

- 2.1. All personal Information that the District collects, uses or shares in the course of receiving or responding to a disclosure, a request for advice, a complaint of a reprisal, or conducting an

Investigation will be treated as confidential and will be used and disclosed as described in this policy, the procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

3. Reporting

- 3.1. Each year, the Superintendent, in consultation with the Secretary Treasurer, shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any disclosures received, Investigations undertaken and findings of wrongdoing. All reporting under this policy will be in compliance with the requirements of FIPPA.

4. Responsibility

- 4.1. The Superintendent is responsible for the administration of this policy and shall ensure that training and instruction is available to all employees and trustees concerning this policy, the procedures and the PIDA.
- 4.2. In the event that the Superintendent is unable or unavailable to perform their duties under this policy, the Superintendent may delegate their authority in writing to the Secretary Treasurer or other senior members of personnel.

Legal References: Section 22, 23, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Public Interest Disclosure Act

PUBLIC INTEREST DISCLOSURES BY EMPLOYEES

Background

The District is committed to the highest standard of ethical and accountable conduct and recognizes the importance of working to deter and detect wrongdoing within the operations of the District, and to promote public confidence in the administration of the District. To ensure this, the District is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without retribution, and are provided with clear guidance for how those disclosures may take place.

The District expects that all employees will notify their Supervisor or the Director of Instruction/Human Resources of any potential wrongdoing within the operation of the District and that the Supervisor or Director of Instruction/Human Resources will investigate such reports without impedance, providing a summary of their findings to the Superintendent, Board Chair or the Commissioner of Public Interest as appropriate.

Under the Public Interest Disclosure Act (PIDA), an employee of the District may make a disclosure of a wrongdoing, which the District will investigate in accordance with these procedures. Under PIDA, no person may make reprisals against an employee for making a disclosure, seeking advice about making a disclosure, or taking any other steps under PIDA, so long as the employee is acting in good faith.

The District is required to establish and maintain, in accordance with PIDA, written procedures for managing and investigating disclosures by employees of the District. Those written procedures are set out herein.

Definitions

- 1. “Designated Officer” means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section V. of this Procedure, the Secretary Treasurer, and the Chair of the Board of Education;**
- 2. “Disclosure Form” means the form attached to this Procedure as Appendix 1.**
- 3. “Ombudsperson” means the Ombudsperson of British Columbia;**
- 4. “Policy” means the School District’s Public Interest Disclosure Policy;**
- 5. “Protection Official” means:**
 - a. in respect of a health-related matter, the provincial health officer,**
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or**

- c. in any other case, a police force in British Columbia.
- 6. **“Respondent” means a person against whom allegations of Wrongdoing, or a complaint of reprisal is made;**
- 7. **“School” means**
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
 - b. the teachers and other staff members associated with the unit, and
 - c. the facilities associated with the unit,
and includes a Provincial resource program and a distributed learning school operated by a board;
- 8. **“Supervisor” includes**
 - a. an Employee’s direct management supervisor,
 - b. for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
 - c. for Trustees, the Board Chair or the Superintendent;
- 9. **“Urgent Risk” arises there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.**

Procedures

- 1. Who May Make a Disclosure
 - 1.1. Any employee may report wrongdoing under this Administrative Procedure if the alleged wrongdoing occurred while the employee was employed or engaged by the District.
 - 1.2. Any Trustee may report Wrongdoing under this Administrative Procedure if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.
 - 1.3. Reports received from members of the public or from employees who were not engaged by the District at the time that wrongdoing occurred or is alleged to have occurred are outside the scope of the Policy and this Administrative Procedure.
- 2. How to Make a Disclosure
 - 2.1. An Employee who reasonably believes that a wrongdoing has been committed or is about to be committed may make a disclosure to any of the following:
 - 2.1.1. that person’s Supervisor;
 - 2.1.2. the Superintendent;

- 2.1.3. a Designated Officer other than the Superintendent; or
 - 2.1.4. The Ombudsperson.
 - 2.2. A disclosure is to be submitted in writing using the disclosure form ([Form 403-1](#)) or in other written form, and include the following information if known:
 - 2.2.1. a description of the wrongdoing;
 - 2.2.2. the name of the person(s) alleged to be responsible for or to have participated in the wrongdoing;
 - 2.2.3. the date or expected date of the wrongdoing;
 - 2.2.4. if the wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
 - 2.2.5. whether the wrongdoing has already been reported, and if so, to whom and a description of the response received.
 - 2.3. A disclosure may be submitted to the District on an anonymous basis but must contain sufficient information to permit the District to conduct a full and fair investigation into the alleged wrongdoing. If a disclosure does not contain sufficient detail to permit investigation, the District may take no action with respect to the disclosure. Any notices required to be given to a discloser under this Administrative Procedure or the PIDA will not be provided to an anonymous discloser, except at the discretion of the Designated Officer and where the disclosure has provided contact information.
 - 2.4. A discloser who is considering making a disclosure may request advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
 - 2.5. A discloser is not to make a disclosure to a person if the allegations relate, in whole or in part, to wrongdoing by that person, and any person who receives a disclosure or referral and reasonably believes that the allegations of wrongdoing relate to their own acts or omissions must refer the allegations of wrongdoing to another person under this Administrative Procedure with responsibility for receiving a disclosure.
3. How to Make a Disclosure About Urgent Risk
- 3.1. The PIDA permits Employees to make public disclosures if the employee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
 - 3.2. Before making a public disclosure of an Urgent Risk the employee or trustee must:
 - 3.2.1. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
 - 3.2.2. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,

- 3.2.3. refrain from disclosing, publishing or otherwise sharing personal information except as necessary to address the Urgent Risk;
 - 3.2.4. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under the PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - 3.2.5. seek appropriate advice if the employee is uncertain about what personal Information, privileged or other information may be disclosed as part of a public disclosure.
 - 3.3. An employee or trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a disclosure in accordance with section 2 above.
 - 3.4. If the employee or trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.
4. Referral of Disclosure to Designated Officer
 - 4.1. Each Supervisor or other personnel who receives a disclosure or referral under this Policy must promptly refer the disclosure or referral, including all disclosures forms (Form 403-1) and other materials supplied, to the appropriate Designated Officer as follows:
 - 4.1.1. Unless the allegations concern alleged wrongdoing by the Superintendent, the disclosure or referral shall first be referred to the Superintendent, who may delegate their duties under this Administrative Procedure to any other Designated Officer;
 - 4.1.2. Unless allegations concern alleged wrongdoing by the Superintendent, then the disclosure or referral is to be referred to the Secretary Treasurer who shall act as the Designated Officer;
 - 4.1.3. if the allegations made in a disclosure or referral concern alleged wrongdoing by both the Superintendent and the Secretary Treasurer, then the disclosure or referral is to be referred to the Office of the Ombudsperson.
5. Responsibilities of the Designated Officer
 - 5.1. The Designated Officer is responsible to:
 - 5.1.1. Receive and respond to any disclosure or referral;
 - 5.1.2. Receive and respond to reports made by personnel about Urgent Risks;
 - 5.1.3. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;

- 5.1.4. Review allegations of wrongdoing in a disclosure or referral and determine if they fall within the scope of the PIDA or the Policy;
- 5.1.5. Refer disclosures or allegations falling outside the scope of the PIDA or the Policy to the appropriate authority or dispute resolution process, as applicable;
- 5.1.6. If a disclosure relates to wrongdoing at another government body that is subject to the PIDA, refer the disclosure to that institution;
- 5.1.7. Seek clarification of the allegations of wrongdoing from the discloser or referring institution as needed;
- 5.1.8. If appropriate, initiate an investigation into allegations of wrongdoing in accordance with section 7 below;
- 5.1.9. Assess the risk of any reprisal to the discloser, and take appropriate action, if any, to mitigate that risk;
- 5.1.10. Manage communications with the discloser and respondent;
- 5.1.11. Notify the discloser and the respondent of the outcome of the investigation in accordance with clause 7.8.; and
- 5.1.12. Ensure that, in accordance with section 8 of this Administrative Procedure, all personal information received by the District related to the disclosure, referral, request for advice or any investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and the PIDA.

6. Responsibilities of Employees and Trustees

6.1. All employees and trustees are responsible to:

- 6.1.1. make any disclosures in good faith and on the basis of a reasonable belief that wrongdoing has or is expected to occur;
- 6.1.2. refrain from engaging in reprisals and report all reprisals in accordance with this Administrative Procedure and the PIDA;
- 6.1.3. maintain the confidentiality of personal information received in connection with a disclosure, referral, request for advice or investigation in accordance with the Policy, this Administrative Procedure, and the PIDA;
- 6.1.4. provide their reasonable cooperation with investigations by the District or the Ombudsperson;
- 6.1.5. seek appropriate advice if an employee is uncertain about whether to make a disclosure or a public disclosure of an Urgent Risk; and
- 6.1.6. comply with the requirements of this Administrative Procedure and the PIDA concerning Urgent Risks.

7. Investigations

- 7.1. Every person involved in receiving, reviewing and investigating disclosures, referrals or complaints of reprisals must carry out those functions in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
- 7.2. The District shall seek to complete all investigations within 90 calendar days of receipt of a disclosure or referral or complaint of reprisals, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
- 7.3. The Designated Officer may expand the scope of any investigation beyond the allegations set out in the disclosure or referral to ensure that any potential wrongdoing discovered during an investigation is investigated.
- 7.4. All investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation though overall responsibility and accountability for the investigation remains with the Designated Officer.
- 7.5. The Designated Officer may consult with the Ombudsperson regarding a disclosure or referral or refer allegations of wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable discloser.
- 7.6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - 7.6.1. the disclosure or referral does not provide adequate particulars of the wrongdoing;
 - 7.6.2. the disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a disclosure or referral under the Policy or the PIDA, or does not deal with wrongdoing;
 - 7.6.3. the investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged wrongdoing and the date of the disclosure;
 - 7.6.4. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - 7.6.5. the disclosure relates solely to a public policy decision;
 - 7.6.6. the allegations are already being or have been appropriately investigated by the Ombudsperson, the District or other appropriate authority;
 - 7.6.7. the investigation may compromise another investigation; or
 - 7.6.8. the PIDA otherwise requires or permits the District to suspend or stop the Investigation.

7.7. Subject to the District's obligations under FIPPA and clause 2.3. above, the discloser and the respondent(s) will be provided with a summary of the District's findings, including:

7.7.1. notice of any finding of wrongdoing,

7.7.2. a summary of the reasons supporting any finding of wrongdoing;

7.7.3. any recommendations to address findings of wrongdoing.

8. Privacy and Confidentiality

8.1. All personal information that the District collects, uses or shares in connection with a disclosure, referral, or request for advice, or an investigation shall be treated as confidential and shall be used and disclosed by the District only as described in the Policy, this Administrative Procedure and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

8.2. Personal information that is collected, used or shared by the District in the course of receiving, responding to or investigating a disclosure, a request for advice, a referral, or a complaint of a reprisal shall be limited to the personal information that is reasonably required for these purposes.

8.3. Any person who, in their capacity as an employee or trustee of the District, receives information about the identity of a discloser shall maintain the identity of the discloser in confidence, and may only use or share that information for the purposes described in the Policy or the PIDA, except with the consent of the discloser or as authorized or required by the PIDA or other applicable laws.

8.4. The District shall ensure there are reasonable security measures in place to protect all personal information that the District collects or uses in the course of receiving or responding to a disclosure, a request for advice, a referral, or complaint of a reprisal or conducting an investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need-to-know basis.

9. Reprisals

9.1. The District will not tolerate reprisals against employees or trustees.

9.2. Any employee who believes that they have been the subject of a reprisal may make a complaint to:

9.2.1. the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA;

9.3. Any person who engages in any reprisals shall be subject to disciplinary action up to and including dismissal.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act

Freedom of Information and Protection of Privacy Act
Public Interest Disclosure Act

Approved: August 15, 2021
Revised: September 12, 2023

Public Interest Disclosure Form

INSTRUCTIONS

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure [Policy and Administrative Procedures](#). Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by mail or email to Office of the Superintendent (cbo.mailing@sd5.bc.ca).

PRIVACY STATEMENT

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Office of the Secretary Treasurer at cbo.mailing@sd5.bc.ca; 940 Industrial Road 1, Cranbrook, BC V1C 4C6; 250-417-2054.

CONFIDENTIALITY

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

COMPLETING THE DISCLOSURE FORM

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

DISCLOSURE REPORT

1. Are you a current employee or trustee of the School District?

Yes No

2. Were you an employee or trustee of the School District when the alleged wrongdoing occurred or was discovered?

Yes No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- a serious misuse of public funds or public assets;
- gross or systemic mismanagement;
- knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or procedure of the District.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to the School District?

- Yes No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS



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

**August 28, 2023, 1:30 p.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
Trustee Irene Bischler
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Innovation Diane Casault
Director of Student Learning and Aboriginal Education Jason Tichauer
District Principal of Student Services Darcy Verbeurgt
District Principal Early Learning and Child Care Laura-Lee Phillips
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Ayling called the Student Services Committee meeting of August 28, 2023, to order at 2:12 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Johns/Clarke:

THAT the agenda for the Student Services Committee meeting of August 28, 2023, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Clarke/Johns:

THAT the minutes of the Student Services Committee meeting of May 29, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

Nil

6. ACTION ITEMS FOR FUTURE MEETINGS

- District Principal of Student Services Verbeurgt to provide preliminary 1701 numbers (designations) for September 30, 2023 at next committee meeting
- The development of an in-district response training program to replace Mandt. (This will be an ongoing agenda item under Business Arising.)
- Speech Language Pathologist update (ongoing)

7. CORRESPONDENCE

Nil

8. ADJOURNMENT

Moved/Seconded by Johns/Madsen:

THAT the August 28, 2023, Student Services Committee meeting adjourn at 2:47 p.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)**

**August 28, 2023, 12:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Chris Johns
Co-Chair Trustee Irene Bischler
Trustee Wendy Turner

Regrets: Trustee Nicole Heckendorf

Board/District Staff in Attendance: Chairperson Doug McPhee
Trustee Trina Ayling
Trustee Bev Bellina
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
District Principal of Student Services Darcy Verbeurgt
Operations Manager Joe Tank
Principal of Early Learning and Child Care Laura-Lee Phillips
Executive Assistant to Secretary Treasurer and Superintendent (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 August 28, 2023, to order at 12:25 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Bischler/Turner:

THAT the agenda of the public Finance Operations Personnel Committee meeting of August 28, 2023, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Turner/Bischler:

THAT the minutes of the public Finance Operations Personnel Committee meeting of May 29, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Select Standing Committee Presentation

K-12 Education and Child Care Report

Co-Chair Johns reviewed the School District No. 5 (Southeast Kootenay) highlights from the K-12 Education and Child Care report provided in the agenda package.

3. PRESENTATIONS

Nil

4. REPORTS

4.1 Secretary Treasurer

4.1.1 Foods Funding and Programs

Secretary Treasurer Taylor discussed funding received this year by the District. Foods funding will be allocated to Youth Care Workers salaries, food scarcity supports, and meals for students.

Secretary Treasurer Taylor has met with various community stakeholders to determine potential partnership opportunities to provide student meals and foods programming. Principal Kelly will be working with Secretary Treasurer Taylor on this initiative across the District.

It is anticipated that this provincial funding will be ongoing with the intent of developing District programs. Ideas were shared on community harvest programs and other local initiatives for securing food for families.

4.1.2 Update on Summer Projects

Operations Manager Tank provided an update on transportation, custodial, operations and maintenance programs completed during July and August. He also provided a list of school and board office projects completed during the summer months. A copy of the list of projects will be provided to trustees.

4.2 Superintendent

Superintendent Johnson provided an update on the placement of principals and vice principals within the District. She also updated the Trustees on the principals and vice principals meetings held August 22 and 23 in Fernie and Cranbrook.

Superintendent Johnson also provided an update on the Framework for Enhancing Student Learning (FESL).

Superintendent Johnson has submitted an editorial to the local newspaper (Cranbrook Townsman) on Environmental Education, Outdoor Education and Climate Change. She also advised the Committee that School District No. 6 will host a climate change summit in May 2024 for students in the District.

5. NEW BUSINESS

5.1 BCPSEA Approved Hiring Incentives

Director Reimer provided a brief summary of the BCPSEA approved hiring incentives for teaching staff.

6. ACTION ITEMS FOR FUTURE MEETINGS

Nil

7. CORRESPONDENCE

7.1 District Occupational Health and Safety Committee Minutes

Operations Manager Tank discussed the standardized Health and Safety Corners created with the support of CUPE 4165 for each school.

Co-Chair Johns requested information on the employer's obligations to Work Safe BC's Working Alone or in Isolation policy. Operations Manager Tank discussed options that are currently be assessed for the safety of employees working alone in district facilities.

7.2 Trustee Professional Development

Secretary Treasurer Taylor explained changes that will be forthcoming in the 2023-2024 trustee development report attached to the agenda packages.

7.3 Staff Travel Summary

Secretary Treasurer reviewed the year end 2022-2023 Staff Travel Summary.

8. ADJOURNMENT

Moved/Seconded by Bischler/Turner:

THAT the August 28, 2023, public Finance Operations Personnel Committee meeting adjourn at 1:09 p.m.

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

DRAFT

Communications/Media Report

The following have been sent as of June 2023:

- To the City of Cranbrook
 - CBEEN
 - King Street
 - MBSS Replacement
 - Property Owner Request (re: King Street)
- To Hon. Minister Singh & Carolyn Broady, BCSTA president re: invitation to visit our District
- The following have been received from Hon. Minister Singh since June 2023:
 - Funding Resource Response to BCSTA's letter
 - Neurodiversity training in the curriculum (also rec'd email from Hon. Premier Eby indicating he asked Hon. Minister Singh to respond)
 - Gender Based Violence
- From the Ministry of Health re: SLPs in Rural Areas (was an email)

Key City Theatre Society (KCTS) Report

- No meetings over the summer months. First meeting of new season is September 21st.

Trustee Report

June 12 –Meeting with City

June 12 –Board meeting

June 14 –CDTA retirement celebration

June 14 –TMRES PAC meeting

June 20 –FASD Workshop

June 22 –BO year-end BBQ

June 22 –Board retirement celebration

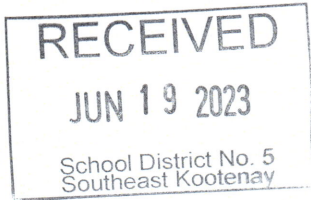
June 29 –KCTS Volunteer appreciation evening

June 29 –MBSS graduation ceremony

June 30 –Early Learning Child Care short-list meeting

July 11 –Early Learning Child Care interviews

August 28 –Committee Day meetings



NOTICE OF PUBLIC HEARING

Public Notice is hereby given that the Municipal Council of the Corporation of the City of Cranbrook is considering “**City of Cranbrook Official Community Plan Amendment Bylaw No. 4120, 2023**” and “**City of Cranbrook Zoning Bylaw Amendment Bylaw No. 4121, 2023**”.

Subject Property: 28 11th St S

Legal Description: LOT A DISTRICT LOT 30 KOOTENAY DISTRICT PLAN 4170 (PID: 011-546-727)

City of Cranbrook Official Community Plan Amendment Bylaw No. 4120, 2023 and City of Cranbrook Zoning Bylaw Amendment Bylaw No. 4121, 2023 propose to increase the minimum density for the subject property. This requires the following amendments to the respective bylaws:

- **Official Community Plan** – Change from “Low Density Residential” to “Medium Density Residential”.
- **Zoning Bylaw** – Amend the zoning designation from “RD Two Family Residential” to “R-5 Medium Density Multiple Family”.

A site map of the subject parcel is available on the reverse side of this notice.

City of Cranbrook Official Community Plan Amendment Bylaw No. 4120, 2023 and Zoning Bylaw Amendment No. 4121, 2023 may be inspected between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays, from June 13, up until June 26, as posted on the bulletin board in the foyer at City Hall. If you require more information, please contact Planning staff at (250) 489-0230.

You may provide comments in writing to City Hall, by drop off mail slot or by email to comments@cranbrook.ca, by **1:00pm on June 26, 2023**.

An **Electronic Public Hearing** for the proposed Zoning Amendment Bylaw will be held at **6:00 p.m. on June 26, 2023**, and will be available for viewing by live-stream (the link will be posted at www.cranbrook.ca on the day of the Public Hearing). You may provide your comments on the proposed Zoning Amendment Bylaw in one of the following ways:

1. **In writing:** Submit your comments in writing to City Hall - drop-off mail slot, or email to comments@cranbrook.ca by 1:00 pm on **June 26, 2023**.
2. **Speak at the Public Hearing:** If you wish to speak to the proposed bylaw amendments at the Public Hearing, the City requests that you pre-register. Please send your name, address and phone number to register@cranbrook.ca **prior to June 26, 2023**.
3. On the day of the Public Hearing:
 - Please call in by 5:50 p.m. to confirm your registration.
 - Call **1-833-311-4101, meeting number is 2773 255 9885**
 - **If asked for an attendee number, enter the “#” symbol.**
 - You will be able to hear the meeting, but you will be placed on hold and muted until it is your time to speak.

SUBMISSIONS WILL NOT BE ACCEPTED AFTER THE PUBLIC HEARING.

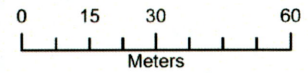
Subject Parcel
Site Location

28 11th St. S.



Scale: 1:1,500
 Display: 8.5"x11"

Projection:
 UTM ZONE 11N
 NAD 83



Inset Map



DISCLAIMER:

This map is for general purposes only. The City of Cranbrook makes no warranties regarding the accuracy of the suitability of the map for any purpose. This map is not for navigation or legal purposes. The City of Cranbrook will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed at any time.

Data Source:
 Digital Road Atlas (ILMB)
 Ortho Imagery (July 2009, 10cm accuracy)

Date: June 5, 2023

Zoning Amendment No. 4121, 2023
 "RD Two Family Residential" to
 "R-5 Medium Density Multiple Family Residential"
 &
OCP Amendment No. 4120, 2023
 "Low Density Residential" to "Medium Density Residential"



Map. 1 Site Location - 2811th St. S., Cranbrook, BC



July 4, 2023

Ref: 289228

Doug McPhee, Chair
Board of Education
School District No. 5 (Southeast Kootenay)
Email: c/o Jane.Nixon@sd5.bc.ca

Dear Doug McPhee:

Thank you for your letter of March 29, 2023, regarding the Funding Resources Response Letter to the BC School Trustees Association. I appreciate the work that boards of education do to develop their balanced budget each year.

The Ministry of Education and Child Care has recently heard from several school districts that inflation is a concern for them with the current rate of inflation having not been experienced for decades. According to school district financial statements, approximately 90 percent of operating costs are salaries and benefits. Wage increases for unionized staff has been funded by government and funding has been announced for the 2022/23 and 2023/24 school years. Funding for wage increases for excluded staff for the 2022/23 and 2023/24 school year.

The BC Government recently announced increases of approximately 9.4 percent to the per student rates for the 2023/24 school year bringing the Operating Grants to \$6.6 billion. We have also announced the Feeding Futures food programs which allocates \$71.5 million per year in ongoing funding to public schools to address food security and nutrition for those that need it most.

Again, thank you for writing.

Sincerely,

Rachna Singh
Minister

pc: Honourable Katrine Conroy, Minister of Finance

From: [Gonzales, Jackelene HLTH:EX](#) on behalf of [Cramb, Lorrie HLTH:EX](#)
To: [Jane Nixon](#)
Subject: Response from the Ministry of Health – CLIFF ID # 1256480
Date: Thursday, June 29, 2023 12:54:22 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of School District 5. Please do not share information, click links or open attachments unless you recognize the sender email address and know the content is safe.

1256480

Via email: jane.nixon@sd5.bc.ca

Doug McPhee
Board Chair
School District 5 (Southeast Kootenay)
940 Industrial Rd #1
Cranbrook BC V1C 4C6

Dear Doug McPhee:

Thank you for your letter of March 29, 2023, regarding challenges with recruitment of Speech Language Pathologists (SLPs) in rural areas. I am responding on behalf of the Honourable Adrian Dix, Minister of Health. You may also consider this a reply on behalf of the Honourable Rachna Singh, Minister of Education and Child Care and others in the Ministry to whom you addressed your letter. I apologize for the delayed response.

Ensuring that BC schools are adequately staffed with highly trained professionals is a priority that I share. [BC's Health Human Resources \(HHR\) Strategy](#) outlines plans to support and expand health human resources across the province, now and into the future. The HHR Strategy acknowledges that the health workforce is situated within a broad and growing care economy that extends beyond the health care system and includes childcare and education. In addition to the career development and mobility opportunities this offers to professionals, in the context of growing demands on the workforce, it also presents challenges for worker recruitment. The Ministry of Health (Ministry) is committed to working with partners across the care economy to support and strengthen our shared workforce.

BC's HHR Strategy further acknowledges that health workforce shortages are particularly severe in rural and remote communities, and several actions in the strategy aim to ensure that all those living in BC have access to high quality health services. This includes actions that break down barriers to targeted regional health education programs for students in rural, remote, and Indigenous communities. The Ministry works closely with the Ministry of Post-Secondary Education and Future Skills and post-secondary institutions to continue implementing health education expansions approved in Budget 2021. This work includes a one-time expansion of 2 seats for SLP students at University of British Columbia starting in September 2023 and a permanent expansion of 8 seats beginning in 2024.

In BC, the Ministry of Municipal Affairs (MUNI) administers the BC Provincial Nominee Program (BC PNP), BC's only economic immigration program that allows the Province to attract and retain workers and recent graduates with the skills, education and experience that is needed in BC. MUNI has confirmed that all occupations classified as TIER 1, 2 or 3 in the National Occupational

Classification (NOC) system, such as “NOC 31112 audiologists and speech-language pathologists,” are eligible occupations under some of BC PNP’s streams, including the Skilled Worker and International Graduate streams. In addition, MUNI implemented changes to the BC PNP in 2022 to increase support for select occupations in health care and childcare. NOC 31112 is included in these changes as a priority occupation. Furthermore, in recognition of the challenges faced in specific regions across the province to attract and retain workers, the BC PNP awards more points for job offers based outside of the Metro Vancouver Regional District.

To use the BC PNP, candidates should review program requirements and then register for the program stream that best fits their situation. The BC PNP periodically invites registrants to apply. Workers in priority occupations are invited through targeted draws to increase their access to the program. Employers supporting BC PNP applications must also meet certain requirements, which are summarized on the Employer page of their website. Full details about program requirements are listed in the [BC PNP Skills Immigration Program Guide](#). MUNI staff conducts regular outreach about their program, and regional outreach is a particular focus. They have extended an invitation for the Southeast Kootenay School District - you may wish to connect with their office directly at PNPConcierge@gov.bc.ca.

In terms of other strategic actions that the Province is taking, the Ministry of Education and Child Care (ECC) is working in close collaboration with the education sector, including the BC Public School Employers’ Association and the BC School Trustees Association, on the development of a provincial strategy for the K-12 workforce. It is anticipated that the K-12 workforce strategy will contain measures to help address some of the recruitment challenges of specialist positions, such as SLPs and other positions that support inclusive education.

Finally, it is worth noting that the Ministry is currently finalizing a Provincial Allied Health Strategic Plan that will provide a roadmap for the government and system partners to support a strong and stable allied health workforce across BC. The actions contained within it directly address a number of the training and recruitment challenges that you raised in your letter.

SLPs are valued members of the allied health workforce in BC. While I recognize that many of the initiatives outlined above may not reduce immediate SLP workforce pressures in rural BC, I hope that knowing more about the actions that are under way helps to reassure you that supporting the broader care economy throughout BC remains a high priority at the Ministry.

Thank you again for taking the time to write. I appreciate the opportunity to respond.

Sincerely,

Lorrie Cramb

A/Executive Director

Allied Health Policy Secretariat Branch

Health Sector Workforce and Beneficiary Services Division

PO Box 9649, STN PROV GOVT, Victoria BC V8W 9P4

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please

telephone or e-mail the sender immediately and delete the message.

pc: Honourable Rachna Singh, Minister of Education and Child Care
Carolyn Broady, British Columbia School Trustees Association



June 28, 2023

Board of Education Trustees
School District No. 5
940 Industrial Road #1
Cranbrook BC V1C 4C6

File No: 0530.04

Dear SD#5 Chair and Board of Trustees,

Re: Letter of Support

Mayor and Council of the City of Cranbrook support the Chair and Board of School District #5 in creating childcare spaces in Cranbrook.

The City of Cranbrook appreciates the BC Government's moving responsibility for developing an affordable and accessible child-care system from the Ministry of Children and Family Development to the Ministry of Education, creating the new **Ministry of Education and Child Care**.

This combined ministry moves all School Districts into the same Ministry for direct provincial support to provide Child Care. School District #5 is now well positioned, with the land available on School properties in the City and the ongoing announcements of funding to create Day Care Buildings to take advantage of this new opportunity. Parents would appreciate the ability to drop children off at a before-school care facility located on the same property as the school the child would attend during the day; the child could then also easily move over to after-school care on the same site and be collected by parents at the end of the workday. Having all in one location would save parents many trips moving children between before and after school care to the schools, disrupting their workday.

Thank you for meeting with us to discuss common issues. We appreciate the opportunity that School District #5 has to further support families in our community.

Sincerely,

Wayne Price, Mayor
City of Cranbrook

Copy: City Council



July 19, 2023

File No. 0530.04

Board of Education Trustees
School District 5
940 Industrial Road #1
Cranbrook BC V1C 4C6

Dear SD#5 Chair and Board of Trustees,

Re: Letter of Support for the Replacement of Mount Baker Secondary School

Mayor and Council of the City of Cranbrook support School District #5 in their efforts to replace Mount Baker Secondary School. City staff are prepared to work alongside School District #5 to assist with any development planning activities and considerations.

Sincerely,

Wayne Price, Mayor
City of Cranbrook

WP/kt

Copy: City Council



July 24, 2023

Ref: 290468

Doug McPhee, Chair
Board of Education
School District No. 5 (Southeast Kootenay)
Email: doug.mcphee@sd5.bc.ca

Dear Doug McPhee:

Your letter of May 31, 2023, addressed to the Honourable David Eby, Premier, regarding neurodiversity training for educators, early childhood educators, and educational assistants, has been sent to me and as Minister of Education and Child Care, I am pleased to respond.

The Ministry of Education and Child Care agrees that schools need to be inclusive environments for students and staff. British Columbia promotes an inclusive education system in which all students are fully participating members of a community of learners. British Columbia educators strive to ensure that all learners are supported to participate in school, develop their individual potential, and acquire the knowledge, skills, and attitudes they need for a successful personal future.

As you know the Ministry of Education and Child Care sets the K-12 provincial curriculum standard which outlines what students in BC are expected to be able to know, do, and understand. However, the Ministry does not set the standard for teacher education programs or for the professional learning of teachers or educational assistants. The curriculum of teacher education programs is set by the universities offering teaching certification programs. Teacher education programs do typically include coursework and training in inclusion and topics relating to neurodiversity. However, any further requests or enhancements to the neurodiversity training teachers receive would need to be addressed with each university.

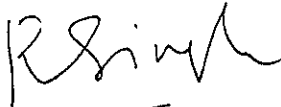
Once teachers are in the field, professional development opportunities are guided by the collective agreements established between the British Columbia Teachers' Federation (BCTF) and school districts, allowing teachers to pursue opportunities of their choosing to support the growth of their professional practice. Locally elected boards of education and districts, like the Southeast Kootenay School Board, have the authority to design and offer professional learning opportunities for all staff in the district, including neurodiversity training. Once again, any requests or enhancements to the neurodiversity training school district staff receive would need to be addressed locally by each school district.

.../2

Early Childhood Educators (ECEs) are certified through the Early Childhood Educator Registry (ECER). The ECER assesses and recommends post-secondary early childhood education programs in British Columbia. The current Standards of Practice and Occupational Competencies are being updated to support inclusion as a pillar as reflected in the ChildCareBC plan. Additionally, professional development opportunities for ECEs include learning about neurodiversity although these courses are not specifically prescribed but selected by each educator. Finally, ECEs are able to take post-basic training which includes neurodiversity education as part of the "Special Needs Educator" certificate.

Again, thank you for writing, and for your continued commitment to inclusive learning spaces in British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rachna Singh', with a horizontal line underneath the name.

Rachna Singh
Minister

pc: Honourable David Eby, Premier
Honourable Selina Robinson, Minister of Post-Secondary Education and Future Skills



August 4, 2023

Ref: 290162

Doug McPhee, Chair
Board of Education
School District No. 5 (Southeast Kootenay)
Email: [c/o Jane.Nixon@sd5.bc.ca](mailto:c/o.Jane.Nixon@sd5.bc.ca)

Dear Doug McPhee:

Thank you for your letter of March 29, 2023, regarding educational resources for gender-based violence (GBV) education in School District No. 5 (Southeast Kootenay). Please accept my sincere apologies for the delay in responding.

For the 2023/24 school year, the Ministry of Education and Child Care will be providing \$77.6 million in operating grants to School District No. 5 (Southeast Kootenay), a \$7.1 million increase compared to 2022/23. As part of the District's supplementary funding, the Curriculum and Learning Support Fund continues to be provided for the upcoming school year, which can be leveraged with other operating funding to support the development of gender-based violence educational resources.

School districts are able to use a variety of approaches to meet the needs of their students, such as bringing in outside experts or working with school staff to integrate these topics into existing Grade 11 and 12 subject areas. Strategies that are currently used to provide physical education and health content for Grade 9 and 10 PHE courses could also be expanded to include Grade 11 and Grade 12 students.

The Ministry has also worked with BC teachers to develop the Supporting Student Health guides for elementary and secondary teachers. These guides provide background information and teaching suggestions to help teachers feel more confident and comfortable addressing sensitive health topics with their students. These guides are available on the Ministry's website at:

- https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/subject/phe/Supporting_Student_Health_Elementary.pdf
- https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/subject/phe/Supporting_Student_Health_Secondary.pdf

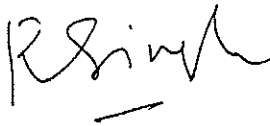
The *erase website* was also recently updated to enhance information and resources on gender-based violence, for educators, students and families.

.../2

While education is a powerful tool in generating and creating change, we recognize that gender-based violence remains prevalent in communities throughout BC, and that there is more work to do. Through the Gender Equity Office, the Province has committed to develop an action plan to prevent, address and respond to gender based violence.

Please connect with Melanie Stewart, Assistant Deputy Minister – Learning and Education Programs, by email at melanie.j.stewart@gov.bc.ca, should you wish to discuss learning supports further. Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Singh', with a horizontal line underneath the name.

Rachna Singh
Minister

pc: Melanie Stewart, Assistant Deputy Minister, Learning and Education Programs