



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

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

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

4

Approval of the minutes from December 13, 2022

1.7 Receipt of Records of Closed Meetings

13

1.8 Business Arising from Previous Minutes

1.8.1 Mount Baker Secondary School Replacement

1.8.2 Trades Funding

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

No meeting in December

3.2 Policy Committee

No meeting in December

3.3 Student Services Committee

No meeting in December

3.4 Finance/Operations/Personnel Committee

No meeting in December

3.5 BCSTA /Provincial Council

3.6 Communications/Media Committee

3.7 Mount Baker Secondary School Replacement Committee

3.8 Key City Theatre

3.9 Legacy of Learning

14

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 Jaffray Speed Reduction

4.1.2 Student and Family Affordability Fund

4.2 Recommendations

5. SUPERINTENDENT'S REPORT TO THE BOARD

5.1 Updates

5.1.1 School Staffing Update

5.2 Recommendations

6. CHAIRPERSON'S REPORT

6.1 Updates

6.2 Recommendations

7. NEW BUSINESS

7.1 School District No. 5 Draft Calendar 2023-2024

15

Review draft calendar for 2023-2024 academic year. Recommend that the calendar be sent out to stakeholders for feedback prior to receiving Board of Education approval.

8. ITEMS FOR INFORMATION/CORRESPONDENCE

8.1 Statements of Disclosure for Trustees Due January 15, 2023

17

Reminder that Trustee Disclosure statements are due to the office by January 15, 2023.

8.2 Ktunaxa Language Course for Educators

Mondays (January 23-April 24) from 7:00-8:30 p.m. MST

<https://cbeen.ca/workshops/>

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

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

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**

**December 13, 2022, 3:00 p.m.
Cranbrook Board Office**

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

Regrets: Trustee Nicole Heckendorf
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
District Principal Student Services Darcy Verbeurgt
District Principal of Transformative Learning Jennifer Roberts (remotely)
Executive Assistant (recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson McPhee called the December 13, 2022 regular public meeting of the Board of Education to order at 3:06 p.m.

1.2 Greeting

Chairperson 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 schools and staff for staying positive and working throughout the stress of the ongoing influenza season.

1.4 Opening Round

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

1.5 Consideration and Approval of Agenda

Additions:

1.8.4 Area Standards Letter

MOTION R-22-161

Moved/Seconded by Bellina/Johns:

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

CARRIED UNANIMOUSLY

1.6 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of October 11, 2022

Minutes of the Inaugural meeting of the Board of Education of November 8, 2022

MOTION R-22-162

Moved/Seconded by Ayling/Johns:

THAT the minutes of the regular public meeting of the Board of Education of October 11, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

MOTION R-22-163

Moved/Seconded by Ayling/Bischler:

THAT the minutes of the regular public meeting of the Board of Education of November 8, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

1.7 Receipt of Records of Closed Meetings

MOTION R-22-164

Moved/Seconded by Bellina/Ayling:

THAT the Board accept the closed records of the in-camera meeting of the Board of Education of October 11, 20 and 24, 2022.

CARRIED UNANIMOUSLY

1.8 Business Arising from Previous Minutes

1.8.1 2022/2023 Annual School Calendar (Revised)

Stakeholder feedback was reviewed by Superintendent Johnson on the revision to the 2022-2023 Approved Calendar.

MOTION R-22-165

Moved/Seconded by Madsen/Johns:

THAT the Board accept the 2022-2023 calendar with revisions.

1.8.2 Mount Baker Secondary School Replacement

No update.

1.8.3 Trades Funding

Secretary Treasurer Taylor reported that no response has been received as of the meeting date.

1.8.4 Area Standards Letter

The Area Standards/Indigenous Spaces letter was drafted by Trustee Ayling on November 2, 2022 (Motion R-22-154). The motion was passed by the previous Board of Education; however the letter was not sent prior to the inaugural meeting. Due to the change in board configuration and provincial cabinet, it was decided that the previous letter be amended prior to sending.

MOTION R-22-166

Moved/Seconded by Johns/Bischler:

THAT the Board of Education send the amended Area Standards/Indigenous Spaces letter to the new Minister of Education and Child Care, Honourable David Eby, which reflects the new Board configuration.

2. RECEIVING OF DELEGATIONS/PRESENTATIONS

Nil

3. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

3.1 Advocacy/Education Committee

Co-chair Trustee Bellina reviewed the minutes of the October 24, 2022 meeting of the Advocacy/Education Committee.

MOTION R-22-167

Moved/Seconded by Bellina/Clarke:

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

CARRIED UNANIMOUSLY

3.2 Policy Committee

Co-chair Trustee Ayling reviewed the minutes of the October 24, 2022 meeting of the Policy Committee.

MOTION R-22-168

Moved/Seconded by Ayling/Bellina:

THAT the Board accept the report of the Policy Committee.

CARRIED UNANIMOUSLY

3.3 Student Services Committee

Co-chair Trustee McPhee reviewed the minutes of the October 24, 2022 meeting of the Student Services Committee.

MOTION R-22-169

Moved/Seconded by McPhee/Johns:

THAT the Board accept the report of the Student Services Committee.

CARRIED UNANIMOUSLY

3.4 Finance/Operations/Personnel Committee

Co-chair Trustee Johns reviewed the minutes of the October 24, 2022 meeting of the Finance/Operations/Personnel Committee.

MOTION R-22-170

Moved/Seconded by Johns/Bellina:

THAT the Board of Education approve Christmas donations to the Cranbrook and Fernie Salvation Army and the Jaffray, Sparwood and Elkford food banks, in lieu of holiday gifts for staff at the District worksites. The amounts will reflect the full-time equivalent (FTE) of district students in each community.

CARRIED UNANIMOUSLY

MOTION R-22-171

Moved/Seconded by Johns/Bischler:

THAT the Board purchase large wreaths for the Remembrance Day ceremonies in the communities of Elkford, Sparwood, Fernie and Cranbrook.

CARRIED UNANIMOUSLY

MOTION R-22-172

Moved/Seconded by Johns/Bellina:

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

CARRIED UNANIMOUSLY

3.5 BCSTA Provincial Council

Trustee Bellina reported on the BCSTA Provincial Council.

MOTION R-22-173

Moved/Seconded by Bellina/Ayling:

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

CARRIED UNANIMOUSLY

3.6 Communications/Media Committee

Trustee Ayling

MOTION R-22-174

Moved/Seconded by Ayling/Clarke:

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

CARRIED UNANIMOUSLY

3.7 Mount Baker Secondary School Replacement Committee

Trustee Johns will provide an update at the January meeting

MOTION R-22-175

Moved/Seconded by Johns/Bischler:

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

CARRIED UNANIMOUSLY

3.8 Key City Theatre

MOTION R-22-176

Moved/Seconded by Johns/Clarke:

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

CARRIED UNANIMOUSLY

3.9 Legacy of Learning

Trustee Johns provided a link to the Basin Record.

[The Basin Record – Columbia Basin Institute of Regional History](#)

He also reviewed the following report from the Legacy of Learning:

- Have assembled a new digital loop for the Fernie Learning Campus
- Have created a new digital loop for board office
- Have begun selection of large new photos to rotate the boardroom display

MOTION R-22-177

Moved/Seconded by Johns/Bischler:

THAT the Board accept the Legacy of Learning report.

CARRIED UNANIMOUSLY

3.10 French Immersion Update

Nil

3.11 Trustee Reports/Bouquets

Trustees reported on their activities for the month.

- Trustee Bellina welcomed the new trustees.
- Trustee Ayling acknowledged the TM Roberts Elementary seasonal concert.
- Trustee Johns acknowledged various concerts and assemblies at schools in the District.
- Trustee Bischler will be attending concerts at Steeples Elementary, Amy Woodland Elementary and Gordon Terrace Elementary.
- Chairperson McPhee will be attending the pancake breakfast at Steeples on December 16.

4. SECRETARY TREASURER'S REPORT TO THE BOARD

4.1 Updates

4.1.1 Jaffray Speed Zone Information

No further update at this time.

4.1.2 Student and Family Affordability Fund

Secretary Treasurer Taylor reported that the District has gathered stakeholder feedback. Funds are being distributed to families in need through different means including grocery gift cards. Concerns have been expressed on how schools will continue with providing funds to families in need on an ongoing basis.

4.2 Recommendations

4.2.1 Statement of Financial Information (SOFI)

MOTION R-22-178

Moved/Seconded by Ayling/Clarke:

THAT the Board of Education approve the School District No. 5 (Southeast Kootenay) Statement of Financial Information (SOFI) report of June 30, 2022 and submit to the Ministry of Education and Child Care.

CARRIED UNANIMOUSLY

MOTION R-22-179

Moved/Seconded by Bischler/Ayling:

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

Superintendent Johnson updated on activities in the District:

- Twenty school administrators registered for trauma informed practice training
- Ongoing MANDT training
- Street Data sessions

5.2 Recommendations

MOTION R-22-180

Moved/Seconded by Clarke/Madsen:

THAT the Superintendent's Report be presented 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

8. CLOSING ROUND

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

9. ITEMS FOR INFORMATION/CORRESPONDENCE

9.1 Estate of Clarence Vincent Betts

9.2 December 19-30 - Winter Break

9.3 Next Reading of the Current Budget

9.4 Key Dates for 2023-2024 Budget

9.5 Next 1701 Data Collection

9.6 Exempt Salary Increments

9.7 Next Meeting for Collective Bargaining

10. QUESTION PERIOD

Nil

11. ADJOURNMENT

MOTION R-22-181

Moved/Seconded by Johns/Clarke:

THAT the December 13, 2022 regular public meeting of the Board of Education adjourn at 4:03 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:

December 13, 2022

- 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

A handwritten signature in black ink, appearing to read 'Nick Taylor'.

Nick Taylor
Secretary Treasurer

Legacy of Learning Report

- Completed a new visual display of 80 Elk Valley photos for the Kootenay Learning Campus and sent via (Jason Tichauer?). Please confirm arrival.
- Working on web presentation for 40 years of Elkford Secondary; have made requests in the community for photos of the first school; scanned graduating class photos for Elkford 2014
- Have completed a new visual display of 80 photos for Jaffray's First Perk Coffee House; in response to requests from Jaffray visitors to our Jaffray Fall Fair booth, we have included a selection of 1970s Jaffray school photos.
- Researching collections of old school staff photos for web presentation, taking time to identify past teachers
- Gathering material on the old Fernie School Board for a future article
- We are currently negotiating a contract with East Kootenay News Online Weekly to present a weekly historical photo, which will regularly feature SD#5 content.

2023-2024 Annual School Calendar

July 2023						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- School Breaks
- Professional Development Days
- Stat Holidays
- Administrative Day
- Second Semester

Local School Calendar (School District No.5, Southeast Kootenay)

From the School Act, sections 87.01 and 87.02 and the new
School Calendar Regulation

Days in Session	180
Days of Instruction	173
Non-Instructional Professional Development Days	6
Administrative Day	1
First Day of School	Tuesday, September 5, 2023
National Day for Truth and Reconciliation	Friday, September 29, 2023
Thanksgiving Day	Monday, October 9, 2023
Remembrance Day	Friday, November 10, 2023
Christmas vacation period	Friday, December 25, 2023 - Friday, January 5, 2024
Schools reopen after Christmas vacation	Tuesday, January 8, 2024
First day of second semester	Monday, January 29, 2024
Family Day	Monday, February 19, 2024
Spring vacation period	Monday, March 18, 2024 to Thursday, March 28, 2024
Good Friday	Friday, March 29, 2024
Easter Monday	Monday, April 1, 2024
Schools reopen after Spring vacation	Tuesday, April 2, 2024
Victoria Day	Monday, May 20, 2024
Last day of school for students	Thursday, June 27, 2024
Administrative Day	Friday, June 28, 2024
Minimum Hours of instruction (Kindergarten)	853 hrs
Minimum Hours of instruction (Elementary)	878 hrs
Minimum Hours of instruction (Secondary)	952 hrs
Minimum Hours of instruction per day (Elementary)	5 hrs 5 min
Minimum Hours of instruction per day (Secondary)	5 hrs 31 min

Professional Development Days	Who Attends	School Breaks	
		Semester 1	Semester 2
September 22 – District Day – Indigenous	For all contractual employees		
October 20 – Provincial Specialist Teachers’ Association	Youth Care Worker mini conference Clerical Pro-D Day	November 24	February 16
December 8 - School Based	Teacher led CUPE staff on approval of the principal	December 25- January 5	March 1
February 2 – School Based	Education Assistant mini-conference Clerical Pro-D Day	January 26	April 19
April 22 – Regional Specialist Teachers’ Association	Teacher led CUPE staff on approval of the principal		May 3, May 17
June 7 – School Based	CUPE staff on approval of the principal		June 14

Statement of Disclosure

Financial Disclosure Act

You must complete a Statement of Disclosure form if you are:

- a nominee for election to provincial or local government office*, as a school trustee or as a director of a francophone education authority
- an elected local government official
- an elected school trustee, or a director of a francophone education authority
- an employee designated by a local government, a francophone education authority or the board of a school district
- a public employee designated by the Lieutenant Governor in Council

**("local government" includes municipalities, regional districts and the Islands Trust)*

Who has access to the information on this form?

The Financial Disclosure Act requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

What is a trustee?– s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the Financial Disclosure Act a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the Income Tax Act (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input type="text" value="last name"/>	<input type="text" value="first & middle name(s)"/>
Street, rural route, post office box:	<input type="text"/>	
City:	Province:	Postal Code:
	<input type="text"/>	<input type="text"/>
Level of government that applies to you:	<input type="radio"/> provincial <input type="radio"/> local government <input type="radio"/> school board/francophone education authority	

If sections do not provide enough space, attach a separate sheet to continue.

Assets – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

<input type="text"/>

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

creditor's name(s)

creditor's address(es)

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

your capacity

name(s) of business(es)/organization(s)

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

legal description(s)

address(es)

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

_____ *signature of person making disclosure*

_____ *date*

Where to send this completed disclosure form:

Local government officials:

... to your local chief election officer

- with your nomination papers, and

to the officer responsible for corporate administration

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... to the secretary treasurer or chief executive officer of the authority

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form