



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

October 11, 2016, 3:00 p.m.
Sparwood Secondary School

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

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

1.2 Consideration and Approval of Agenda

M/S that the agenda for the regular public meeting of the Board of Education of October 11, 2016 be approved as [circulated / amended].

1.3 Approval of the Minutes

4

M/S that the minutes of the regular public meeting of the Board of Education of September 13, 2016 be approved as [circulated/amended].

1.4 Receipt of Records of Closed Meetings

12

M/S to accept the closed records of the in-camera meeting of the Board of Education of September 13, 2016.

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

1.6.1 ITA Program Updates - J. Tichauer

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

13

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

2.2 Policy Committee 17

Recommendation A

M/S that the revised Policy 2.1 Tobacco Free District be sent to the Board of Education for approval.

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

2.3 Finance/Operations/Personnel Committee 22

Recommendation A

M/S that the Secretary Treasurer contact the Ministry of Education regarding Seismic risk assessment funding for the East Kootenay area and bring forward to the October 11, 2016 Regular Board Meeting.

Recommendation B

M/S that the Board approve, in principle, the Transportation Investment Fund initiatives be forwarded to the Ministry of Education.

Recommendation C

M/S that the Board approve the Secretary Treasurer to research consultants and costs to update our Long Range Facility plan.

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

2.4 BCSTA /Provincial Council

2.4.1 BCSTA Provincial Council Meetings Oct 28/29, 2016

2.5 Communications/Media Committee

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

2.5.1 Select Standing Committee

25

2.6 Mt. Baker / Key City Theatre Replacement Committee

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

2.7 Legacy of Learning

M/S to accept the Legacy of Learning report.

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	M/S that the October 2016 Superintendent's Report to the Board of Education be accepted as presented.	
4.	CHAIRPERSON'S REPORT	
5.	NEW BUSINESS	
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7.1	Remembrance Day Wreaths	58
8.	QUESTION PERIOD	
9.	ADJOURNMENT	
	M/S that the October 11, 2016 regular public meeting of the Board of Education adjourn at [time].	
10.	LATE ITEMS	



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

**September 13, 2016, 3:00 p.m.
Board Office**

Present:

- Chairperson Lento
- Trustee Ayling
- Trustee Bellina
- Trustee Blumhagen
- Trustee Brown
- Trustee Helgesen
- Trustee Johns
- Trustee McPhee
- Trustee Whalen
- Superintendent of Schools, L. Hauptman
- Secretary Treasurer, R. Norum
- Director of Instruction/Human Resources, B. Reimer
- Director of Student Learning/Aboriginal Education, J. Tichauer
- Director of Instruction/Student Learning, D. Casault
- District Principal/Student Services, D. Verbeurgt
- District Principal/Transformative Learning and Technology, J. Roberts
- Recorder, Sandy Gronlund

Guest: David Opinko from Media Summit 107. A thank you to Summit 107 for a donation of \$2000 toward musical instruments in the District for the next seven years.

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento called the September 13, 2016 regular public meeting of the Board of Education to order at 3:05 p.m.

1.2 Consideration and Approval of Agenda

MOTION-R-16-112

M/S that the agenda for the regular public meeting of the Board of Education of September 13, 2016 be approved as circulated.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of June 14, 2016.

MOTION-R-16-113

M/S that the minutes of the regular public meeting of the Board of Education of June 14, 2016 be approved as amended.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION-R-16-114

M/S to accept the closed records of the in-camera meeting of the Board of Education of June 14, 2016.

CARRIED

1.5 Business Arising from Previous Minutes

- Water Quality Update: Continue with the 10 second flush rule
- Elders Grant Update: Successful in obtaining a grant for the Elders in Residence Program at Mount Baker School.
- Bus Camera Update: Currently two buses have cameras installed. No incidents on those two buses as yet. Any incidents will be handled by following the recommendations of the Freedom of Information.

1.6 Receiving of Delegations/Presentations

1.6.1 Sharing our Learning Research Projects (Carol Johns)

Superintendent Hauptman introduced Carol Johns.

Mrs. Johns presented the Board with information regarding:

“Changing Results for all Readers”

- Thanked the School District for supporting the program
- Shared teacher findings and successes with the program
- Focus on one child – has a positive ripple effect on all the student in the class.

“Program for Quality Teaching”

- Parents have been very supportive of the student led conferencing and reporting

Trustee Alying thanked Mrs. Johns for her continued enthusiasm in teaching after 46 years.

Superintendent Hauptman is very supportive of the flexibility in the new way of reporting student success under the Ministry’s new interim student reporting policy.

Chairperson Lento presented Mrs. Johns with a bouquet of pink carnations for her passion and sacrifice she has given to our students over the past 46 years.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

No Meeting in June 2016

2.2 Policy Committee

No Meeting in June 2016

2.3 Finance/Operations/Personnel Committee

No Meeting in June 2016

2.4 BCSTA /Provincial Council

2.4.1 Provincial Council Motions

Trustee Bellina presented an oral report.

- BCSTA's October Provincial Council meeting is October 28-29, 2016

2.4.2 KBB AGM September 16&17, 2016 at the St. Eugene

MOTION-R-16-115

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

CARRIED

2.5 Communications/Media Committee

Trustee Ayling reported on her submissions to the Media regarding the Principal/Vice Principal positions.

MOTION-R-16-116

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

CARRIED

2.6 Mt. Baker / Key City Theatre Replacement Committee

Trustee Johns has asked for a detailed structural analysis to determine the lifespan of the Key City Theatre.

A report done in 2013 was on replacement of a stand-alone facility which came in at approximately 20 million dollars. Refurbishing may be the more economical choice.

MOTION-R-16-117

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

CARRIED

2.7 Legacy of Learning

Trustee Johns reported:

- Technology through the years may be the next display in the Board rooms
- Update to the entrance display at the Board office is being considered

MOTION-R-16-118

M/S to accept the Legacy of Learning report.

CARRIED

2.8 Trustee Reports

Trustees reported on their activities for the month.

- **Trustee Bellina** presented a poster on "Safer Highways Promise" and distributed
- Minutes for the June 23, 2016 Elkvalley/Crowsness Pass Communities of Interest Advisory Initiative.

- Early childhood meetings are held once a month at the Sparwood Library. Trustee Bellina has agreed to be Vice-Chair of the Board.
- **Trustee Mcphee** announced the Idlewild Park Improvement plan is being presented at the Trades Centre on September 20, 2016 from 4:00 pm – 8:00 pm.
- He congratulated everyone involved in making the Mount Baker School Graduation a great success.

3. **SUPERINTENDENT'S REPORT TO THE BOARD**

Superintendent Hauptman reported:

- A smooth startup at the schools.
- Principal and Vice Principal meetings were held August 24-25, 2016 with the District Management team.
- New Teacher and Teachers Teaching on Call (TTOC) Orientation day was completed.
- District Professional Development Day is September 23, 2016
- Terry Fox Foundation sent a letter to thank the District for the continued support through the years. A summary report was included showing last year our schools donated \$13,106.22 and a total fundraising to date of \$228,180.47. This is the 36th Anniversary of the Terry Fox Run.

Trustees are invited to the District Curriculum day September 23rd at Fernie Secondary School gym in the morning and/or Key City Theatre in the afternoon to enjoy Dr. Leyton Schnellert engaging all learners with the new curriculum.

Finance/Operations Updates:

- Mr. Norum thanked his accounting staff for attending to the questions and requests of the auditors over the summer
- Continues to work on the 5 year capital plan
- Planning and discussions are happening regarding Work Safe BC asbestos training, transportation routes, and transportation funding

Director of Instruction/Human Resources Updates:

- Mr. Reimer reported there has been 132 postings in total. It is now slowing down and all should be filled in the next couple of weeks. A couple of positions are more difficult to fill
- District staff met to reassess the student needs of each school
- Education Assistants are now able to move jobs in the month of September
- Education Fund requests are due by the Principals September 22, 2016
- New teacher mentorship program continuing along with Safety Advisory group
- Fifteen veteran teachers willing to support new teacher hires

Director of Instruction/Aboriginal Education Updates:

- Mr. Tichauer was happy to announce the Mount Baker Secondary School Elders Grant was approved
- The process of the latest development of the Enhancement Agreement will be completed in the next month or two and is looking forward to a signing ceremony sometime in the Fall

- The Accelerated Credit Enrollment (ACE-It) Results are in with a 100% graduation and with 23 of the 24 students meeting the requirement of 70% to continue in the red seal programs
- The first District Student Advisory Council (DSAC) meeting is September 27, 2016

District Principal/Student Services Updates:

- Mr. Verbeurgt will be assisting with the needs of the hearing impaired until the posting is filled
- Welcome to Julie Russchen as the new Student Services Coordinator for the Cranbrook area

Director of Instruction/Student Learning Updates:

- Ms. Casault shared the Ready, Set, Learn funding information and events that took place
- Ministry is committed to Early Learning Teams
- Canadian Parents for French (CPF) French Immersion enrollment up in the Southeast Kootenay

District Principal of Transformative Learning and Technology Updates:

- Ms. Roberts announced that Ryan McKenzie has joined the team as a helping teacher
- There is a posting for a .5 fte helping teacher for the Elk Valley
- “Destiny” is the new library management system being implemented in the District
- “Train the Trainer” for Coding funding from the Ministry - may hear by the end of September
- Clerical staff are being trained on the changes to MyEDBC
- Youth Care workers and Aboriginal workers will receive MyEDBC training in September

MOTION-R-16-119

M/S that the Board send a letter of congratulations from the Board Chair and the Superintendent to the Ace-It students and staff, for their graduation achievements.

CARRIED

Important Dates for Trustees:

- KBB AGM Sept 16-17, 2016
- Learning Forward Dec 2-7, 2016

Enrolment Report

MOTION-R-16-120

M/S that the September Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

3.1 AFG Overview (Joe Tank)

A list of summer work completed was reported

- Suggestion to add the Key City Theatre truss repair to the list

4. CHAIRPERSON'S REPORT

Chairperson Lento explained the “100 days” challenge – list 10 things you need to achieve for our district and review the steps.

5. NEW BUSINESS

5.1 Business Arising from Delegations

Nil

5.2 Financial Statements - Due September 30, 2016

BDO Auditors gave a presentation to the Board of the findings of the Audit.

MOTION-R-16-121

M/S That the Board submit the SD5 Financial Statements to government

CARRIED

MOTION-R-16-122

M/S that the Board send a letter of appreciation to Rob Norum, Secretary-Treasurer, and the accounting staff for all of the work they did over the summer completing the auditing of financial statements.

CARRIED

5.3 Capital Plan 2017-18 - Due September 30, 2016

Mr. Norum is currently working the Capital Plan. Replacement requests for: Mount Baker School (MBSS), Isabella Dickens School (IDES), Frank J. Mitchell School (FJMES), Amy Woodland School (AWES), and may add Jaffray School (JESS), Buses, Roofing, HVAC, lighting, and electrical plans

The plan will be brought forth formally at the October Regular Board Meeting.

5.4 School Enhancement Program - \$20 Million - Due September 15, 2016

Mr. Norum reviewed the School Enhancement projects and is proposing Mechanical Upgrades on these three schools be submitted:

- Jaffray Elementary Secondary School \$556,000
- Fernie Secondary School \$555,000
- Parkland Middle School \$431,000

We should have an answer by September 30th, 2016 as work must be completed by March 31, 2017.

MOTION-R-16-123

M/S that the Board submit the SD5 School Enhancement Program proposal to government.

CARRIED

5.5 Executive Disclosure Statement - Due October 21, 2016

MOTION-R-16-124

M/S that the Board approve the Executive Disclosure Statement and forward to BC Public Sector Employers' Council (BCPSEC).

CARRIED

5.6 Transportation Grant \$15 Million - Due September 30, 2016

School District No. 5's portion of the grant is \$363,000

In the process of gathering ideas from the Transportation Department and was discussed at the Principal/Vice Principal meeting.

Some ideas shared include:

- Funding for Elementary curricular trips
- Extra -Curricular – looking at revising the existing formula
- Transportation assistance
- Kindergarten Orientation and Safety Program (bus shop)
- Compressor for each shop
- Party Program bussing
- Looking at the possibility of a new route in Sparwood and Jaffray

5.7 Select Standing Committee

Trustee Johns presented a newspaper advertisement for the Budget 2017 Consultations September 6, 2016.

Disappointed that the BCSTA did not have this on their website and no one was notified of this committee.

Trustee Johns volunteered to make a presentation at the Select Standing Committee on September 20th, 2016 at the Prestige Inn at 10:50 am.

MOTION-R-16-125

M/S that the Board authorize the presentation of Trustees Johns and Ayling to the Select Standing Committee on September 20th, 2016.

MOTION-R-16-126

M/S that the Board write a letter to the Ministry of Education re: the lack of adequate time given to Boards of Education to do their due diligence prior to the unreasonably tight deadlines given for submission by government for the newly introduced Capital Plan, School Enhancement Program and Transportation Grant

CARRIED

6. TRUSTEE BOUQUETS

Trustee Bellina – Thanked Chairperson Lento, Staff, and Trustees for their great work
Trustee Whalen – Thanked Superintendent Hauptman and the administration, welcomed Mr. Verbeurgt back and Chairperson Lento for his hard work

Trustee Mcphee – Thanked administration and unions for their hard work in getting the schools ready.

Trustee Brown – Thanks to Summit 107 for their donation and everyone who contributed to organizing the Kootenay Boundary Branch AGM

Trustee Ayling – Thanks to Summit 107 for attending our Board Meeting

7. ITEMS FOR INFORMATION/CORRESPONDENCE

7.1 Learning Forward Conference Vancouver (Dec 3-7, 2016)

7.2 BCSTA AGM April 20-23, 2017

8. **QUESTION PERIOD**

Shelley Balfour – “Project of Heart” books came in today

Shelley also thanked the District for having the yellow on the outside of Laurie Middle School painted a different color.

9. **ADJOURNMENT**

MOTION-R-16-127

M/S that the September 13, 2016 regular public meeting of the Board of Education adjourn at 5:00 pm.

CARRIED

10. **LATE ITEMS**

Nil

Frank Lento, Chairperson


Rob Norum, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting October 11, 2016

- Finance/Operations/Personnel Committee report
 - Exempt Compensation
 - Auditors
- BCPSEA Representative Report
- Superintendent's Report
 - Staffing
 - School Startup



Robert G. Norum
Secretary Treasurer



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

September 26, 2016 9:00 a.m.

Board Office

Committee Members
In Attendance:

Co-Chair Whalen
Trustee Bellina (phone)
Trustee Blumhagen
Trustee Ayling

Regrets:

Board/District Staff in
Attendance:

Trustee McPhee
Trustee Johns
Trustee Brown
Chairperson Lento (late)
Lynn Hauptman, Superintendent
Jason Tichauer, Director, Student Learning
Diane Casault, Director, Student Learning
Gail Rousseau, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Advocacy/Education Committee meeting of September 26, 2016 was called to order at 9:09 a.m. by Co-Chair Whalen. This meeting is being held on the traditional lands of the Ktunaxa People.

1.2 Approval of Agenda

ADV-16-09

The Agenda of the Advocacy/Education Committee meeting of September 26, 2016 is approved as circulated.

1.3 Approval of Minutes

ADV-16-10

The Minutes of the Advocacy/Education Committee meeting of May 30, 2016 are approved as circulated.

2. PRESENTATIONS

2.1 Mount Baker Secondary School's Wellness Clinic

Highlights:

- This Clinic has been 17 years in the making
- Students can access a health nurse or other trained professionals three times a week at lunch time
- teen pregnancy concerns prompted this committee to pull together to form a clinic with a holistic approach
- support for students around sexual health, addictions and other wellness related questions
- modelled after the wellness clinic in Revelstoke
- clinic is a work in progress and will grow with needs expressed by students
- Committee felt a need in the school right now
- looking to add proper signage

3. ITEMS FORWARDED FROM PREVIOUS MEETING

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report

Trustee Bellina reported that there will be a face-to-face meeting for all DSAC students on Tuesday, September 27, 2016 in Cranbrook. A report will follow.

4.2 DPAC Report

Trustee Ayling reported:

- Renewed curriculum nights for parents - Oct. 12, 7-8 pm follows the DPAC AGM at the Cranbrook Board Office and in Fernie Secondary School at 6:30 p.m. on Oct. 19
- HSBC closing its local branch January 1 which may affect more than one PAC; Debbie Therrien will attend the upcoming information night and then send out the information to PACs

4.3 Student Services

Overview of our District's Student Services staffing

- Student Services Teacher = 25.2 (up from 23.9)
- Education Assistants = 75 elementary (down two); 43 secondary (down 3)
- Additional 1 million in EdFund and Support LIF funding

and funding

- Generated funding = \$7.67 million
- Additional district funding from the basic allocation = \$1.73 million
- 10 students who are physical dependent (up one)
- 101 students who have moderate to profound intellectual disabilities, chronic health or physical disabilities, visual or hearing impairments (down ten)

- 113 students on the autism spectrum (up seven)
- 156 students who require intensive supports for mental illness or externalized behavior (down 13)

There are additional funds that support counsellors, Aboriginal Education Support Workers and Youth Care Workers. We are currently filling a Speech-Language Pathologist position and a Hearing Resource Teacher position. A retired hearing resource teacher is interested in helping us out in the interim until the position is filled. A discussion was held on anxiety in students and what category they fit into. Darcy explained there are many supports in place including the Friends program, Mind-Up Program, counsellors, youth care workers, aboriginal education support workers, positive mental wellness plans, meetings with parents, school community and outside agencies for kids needing more intensive supports.

4.4 Strategic Planning
N/A

4.5 Gathering Information for Framework of Student Achievement

This year we will be gathering information from all stakeholders about our district goals using Thoughtexchange. Information gathering will take place in a variety of ways i.e., videos, comments, interviews, etc., including a survey. We will then pull a small group together to work on finding common themes. We have come up with 4 questions but Thoughtexchange may tweek the questions slightly. We hope to have the survey out by end of October so we can pull group together no later than January. This will also help with strategic planning for the Board.

Comments:

- student responses need to be easily identified
- Aboriginal Education Support workers have already been asked for their input and the District Student Advisory Council will be asked tomorrow
- Suggestion that questions 1 and 2 be separated into two separate questions each; two different answers to ensure rich data
- ask parents not to use children’s names this time around

4.6 Foundation Skills Assessment

Our district, in consultation with the Union, will wait for the new assessment which will be adopted next year. The new assessment was written by teachers and has some very interesting elements to it. We have just heard about it and have not seen it yet. This will be the last year of the old version of the FSA.

5. BCSTA LETTERS

5.1 Budget Pressures/Needs – 2016/2017 Funding

5.1.1 SD28

Receive and file.

5.1.2 SD8

Receive and file.

5.1.3 SD61

Receive and file.

5.1.4 SD48

Receive and file.

5.2 Minister's Visit

5.2.1 SD8

Receive and file.

5.3 Administrative Savings

5.3.1 SD46

Receive and file.

6. ADJOURNMENT

The Advocacy/Education Committee meeting of September 26, 2016 was adjourned at 10:00 a.m.



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

**September 26, 2016, 10:30 a.m.
Board Office**

Committee Members	Co-Chair Trustee Ayling (Chair) Co-Chair Trustee Brown
In Attendance:	Trustee McPhee
Regrets:	Trustee Helgesen
Board/District Staff in Attendance:	Trustee Bellina (by phone) Trustee Blumhagen Trustee Johns Chairperson Lento Trustee Whalen Lynn Hauptman, Superintendent Diane Casault, Director of Student Learning/Innovation Jason Tichauer, Director of Student Learning/Aboriginal Educ. Janice Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of September 26, 2016 was called to order at 10:12 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2016-09

M/S that the agenda for the Policy Committee meeting of September 26, 2016 be approved as circulated.

1.3. Approval of the Minutes

POL-2016-10

M/S that the minutes of the Policy Committee meeting of May 30, 2016 be approved as circulated.

2. POLICIES PASSED BY THE BOARD SINCE LAST MEETING

4.2 Travel Allowance Per Diem

4.13 Use of School Board Property by Licensed Child Care Providers

7.4 Software Licensing

7.5 Web Page Publishing

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 Draft Policy - Seclusion

Discussion included:

- Mr. Verbeurgt outlined the draft policy and regulations
- all recommendations and guidelines received from the Ministry are included in the documents
- several amendments have been noted
- Regulations #6 and #7 regarding training – are there plans to train not only those directly in contact with students, but also NHS, bus drivers, etc.? There is some project money available for training. We focus on de-escalation prior to restraint. Custodians are not normally involved in any hands on, direct involvement with students.
- reporting form will provide feedback as incidents come in and modifications will be made as is deemed necessary
- There has been NCI training in the past. Not sure exactly what the training will look like in the future. We want ‘in district’ trainers so situations can be dealt with in a timely manner.
- There is overall training and then there is training for the team dealing with a specific student in a school.
- Bus drivers are trained to handle behaviour issues and when needed, how to deal with specific issues i.e. autistic.

The policy will be brought back to the October meeting with noted amendments.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Revised Policy 3.7 Code of Conduct

- It was decided that further changes are necessary in order to reflect all of the recent changes to legislation. As well, in keeping with the model of a separate policy and regulations, this allows for easier updating as changes seem to come so quickly these days.
- Discussion included:
 - brief outline of proposed changes
 - some language is mandated by provincial standards, etc.
 - there are more instances where students are reporting information regarding other students being ‘at risk’
 - research is strongly showing that the culture of the school will determine if students will come forward with pertinent information in this regard
 - need the ability/flexibility to look at each situation individually and ask how do we best help that student in that specific situation
 - Sexual Orientation and Gender Identity policy will also have a minor tweak
 - SOGE (Sexual Orientation and Gender Equity)

- VTRA – we work much more cohesively with partners/agencies in the community now
- contact with parents remains a prominent step for all incidents
- Appeal Procedure 1.3 has not changed
- Definitions – it is important to keep this easily understood by all (i.e. parents)
- How do we get the new information in to student handbooks so it goes home for all students/parents to see? Unfortunately, many changes seem to come in August/September and student handbooks for the next school year are already printed by that time.

Revisions will come back to the October meeting.

4.2 Revised Policy 2.1 Tobacco Free District

- Recent changes to tobacco legislation require an amendment to this policy.
- *No student, staff or school visitor is permitted to use any tobacco product at any time including non-school hours – on any public property neighbouring the school, which is ~~three (3)~~ six (6) meters of doorways, open windows, and/or air intakes to the school.*

Partner groups will be notified of the change.

Recommendation A

“M/S that the revised Policy 2.1 Tobacco Free District be sent to the Board of Education for approval.”

4.3 Revised 3.1R – Family Request for Student Placement Form

- A new line was added regarding whether a student was receiving support services and/or has a designation, which is important to know prior to approving a transfer, etc.
- Discussion included:
 - Change ‘designation’ to ‘an IEP’
 - Perception of bias - can we let parents know there is no bias in the decision making because their student receives services and/or has an IEP?
 - take new line out
 - add district logo to top of form
 - move ‘circumstances/reason for request’ under personal information
 - no action required as the form has not been changed.

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 11:16 a.m.

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 5 (SOUTHEAST KOOTENAY)

POLICY

TOBACCO FREE DISTRICT

SECTION 2.1

RATIONALE

The Board recognizes that the use of tobacco products is a health and safety hazard for students, employees, visitors and school facilities.

The Board believes that the use of tobacco products on school grounds, in school buildings and facilities on school property or at school related or school sponsored events is detrimental to the health and safety of students, staff and visitors.

The Board acknowledges that adult employees and visitors serve as role models for students.

The Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use by students, employees and visitors on school property.

Finally, the Board recognizes that it has legal obligations pursuant to federal and provincial legislation.

It is unlawful, and subject to fines for contraventions under the Tobacco Control Act to:

- use tobacco on school property; Section 2.2 (2)
- permit tobacco use on school property; Section 2.2 (4)
- sell tobacco to a person under 19 years of age; Section 2 (2)
- fail to display prohibition order sign; Section 10.1 (a)
- permit tobacco use in workplace. Section 2.3 (4)

TOBACCO USE PROHIBITED

1. No student, staff or school visitor is permitted to use any tobacco product at any time including non-school hours:
 - In any building, facility or vehicle owned, leased, rented or chartered by the School District.
 - On any school grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by the School District.
 - At any school sponsored or school related event, on or off school property.
 - On any public property neighbouring the school which is within six (6) meters of doorways, open windows and/or air intakes to the school.

2. In addition, School District employees, school volunteers, contractors or other persons performing services on behalf of the School District are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds.
3. Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the staff member overseeing the instruction or research and the activity does not include smoking, chewing or otherwise ingestion of tobacco product or directly exposing either student or staff to the health hazards of tobacco.

DEFINITION OF TOBACCO PRODUCTS AND TOBACCO USE

For the purpose of this policy:

- “Tobacco Product” is defined to include cigarettes, e-cigarettes or electronic nicotine delivery systems (ENDS), cigars, bidis, pipes, little cigars, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- “Tobacco use” includes smoking, chewing, dipping or any other use of tobacco.

SIGNAGE

Signs will be posted in a manner and location that adequately notifies students, staff and visitors about the 100 percent Tobacco-Free school policy.

ENFORCEMENT FOR STUDENTS

1. Consequences for students engaging in the prohibited behaviour will be provided in accordance with the school’s code of conduct. In addition, students, employees or visitors to the school site may face fines under the Tobacco Control Act/Regulation.
2. School Districts will implement on campus prevention and cessation programs. These programs will assist schools in providing students with up to date information on the many consequences of tobacco use (e.g. BC Tobacco Facts Curricular), offer techniques that students can use to stop their tobacco use including cessation programs (e.g. Kick the Nic, QuitNow).
3. Parents/guardians will be notified of all violations and actions taken by the school. It is recommended that suspension be used only as a last resort.

Related Bylaws, Policies, Contracts and Regulations:
Tobacco and Vapour Products Control Act/Regulations



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

**MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)
September 26, 2016, 11:30 a.m.
Board Office**

Committee Members in Attendance: Co-Chair Johns
Trustee Bellina – by phone
Trustee Whalen

Board/District Staff in Attendance: Trustee Ayling
Trustee Blumhagen
Trustee Brown
Chairperson Lento
Trustee McPhee
Superintendent of Schools, L. Hauptman,
Director of Instruction/Human Resources, B. Reimer
Director of Instruction/Student Learning, D. Casault
Recorder, Sandy Gronlund

Regrets: Trustee Helgesen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of September 26, 2016 was called to order at 11:30 am by Co-chair Trustee Johns.

1.2 Approval of the Agenda

MOTION FOP-P-2016-9

M/S that the agenda of the public Finance/Operations/Personnel Committee meeting of September 26, 2016 be approved as circulated.

CARRIED

1.3 Approval of the Minutes

MOTION FOP-P-2016-10

M/S that the minutes of the public Finance/Operations/Personnel Committee meeting of May 30, 2016 be approved as circulated.

CARRIED

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

4.1 Capital Plan

Mr. Norum distributed and reviewed an Overview of the 17/18 Capital Plan

The projects fall under seven categories:

1. Seismic Mitigation
2. Expansions
3. School Replacement
4. Building Envelope
5. School enhancement
6. Carbon neutral
7. Bus Replacement

The cost is approximately 11.3 million in year one.

Recommendation A

M/S that the Secretary Treasurer contact the Ministry of Education regarding Seismic risk assessment funding for the East Kootenay area and bring forward to the October 11, 2016 Regular Board Meeting.

4.2 Transportation Grant

Mr. Norum distributed a list of proposed initiatives the Transportation Investment Fund will be spent on. The items on this list came from the input of District Management and Principals.

Some of the items included:

- bus cameras for motor vehicle infractions
- bus student supervision at schools
- Jaffray, Elkford, and Sparwood – bus route improvements
- curricular and extra-curricular travel

Recommendation B:

M/S that the Board approve, in principle, the Transportation Investment Fund initiatives be forwarded to the Ministry of Education.

4.3 Long Range Facility Plan

Our enrollment is increasing each year. With the increased enrollment we are starting to feel the impact on the schools. It is time to review our Long Range Facility plan and consider updating it. We are in a better position now in knowing where the needs will be in the future.

Recommendation C:

M/S that the Board approve the Secretary Treasurer to research consultants and costs to update our Long Range Facility plan.

4.4 Select Standing Committee

Trustee Johns reviewed the presentation he gave at the Select Standing Committee Meeting on Finance and Government Services September 20, 2016.

5. ITEMS FOR INFORMATION

5.1 Safety Report

5.2 Bus Cameras Update

Cameras are installed on two buses in Sparwood and are working well. No vehicle violations have occurred around the buses with the cameras.

5.3 Water Consumption Stickers

Mr. Norum distributed stickers that have been installed by the drinking fountains in our facilities. They read "Run the Water 10 Seconds Before Using the Water for Human Consumption".

6. QUESTION PERIOD

Debbie Therrien, DPAC President, asked "What is looked at in Long Range Facility Planning"?

7. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of September 26, 2016 adjourned at 12:17 pm.

8. LATE ITEMS

Nil



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

September 28th, 2016

SD5 Makes Presentation to the Select Standing Committee on Finances and Government Services

On September 20th, 2016, School District 5 (SD5) Southeast Kootenay presented a Brief to the BC Legislative Assembly's Select Standing Committee on Finances and Government Services* (SSCFGS).

The all-party Committee, who visited Cranbrook during their annual, province-wide public consultations, is tasked with compiling a report each year on public feedback with regard to the next provincial budget and is empowered to make budget recommendations in accordance with the *Budget Transparency and Accountability Act*.

Previous SSCFGS reports have recommended government provide the K – 12 public education sector with stable, predictable and adequate funding –including capital funding.

Trustee Chris Johns gave the presentation on behalf of SD5, with Trustees Trina Ayling, Gail Brown and Patricia Whalen, Superintendent Lynn Hauptman, Secretary-Treasurer Rob Norum and District Parent Advisory Council (DPAC) chair, Debbie Therrien also in attendance.

Johns' presentation included a review of SD5's 2015 submission to the SSCFGS and various related correspondence of the past year and he indicated the Board was in unanimous agreement with all 25 recommendations made by the SSCFGS regarding K -12 education, as outlined in the Committee's 2014, 2015 & 2016 reports.

“Our Board feels the Select Standing Committee does valuable work and that their previous reports have accurately reflected the needs of K - 12 public education and its level of public priority. This is why, despite the lack of meaningful government action on these recommendations, our Board continues to provide feedback to this Committee.”

According to Johns, this year's SD5 recommendations continue to focus on the need for capital funding and the ongoing need –and persistent efforts of the District— to replace Mount Baker Secondary School (MBSS) in Cranbrook as a Neighbourhood Learning Centre (NLC). Other funding issues addressed were the continued downloading of inflationary and mandated costs to districts by government and the need to address how special education needs are identified, and funded in the province.

During his presentation Johns also expressed his Board's frustration at not receiving responses by government to SD5 inquiries with regard to what actions government has taken to address SSCFGS K – 12 recommendations from previous reports.

According to Johns, four letters have been sent to Minister of Education, Mike Bernier since October 2014 requesting this information. The most recent letters were also addressed to Premier Christy Clark and Minister of Finance, Michael De Jong.

“When I told the committee our Board has yet to receive even a cursory response to our inquiries –from any of the letter recipients— Select Standing Committee Chair, Wm. Scott Hamilton, said he would contact Victoria regarding this issue that same day; and he did, immediately following our presentation.”

To view the Board's presentation to the SSCFGS, any of the correspondence related to the SSCFGS or replacement efforts for MBSS as an NLC, visit <http://www.sd5.bc.ca/Board/advocacy/>. For information on the SSCFGS, visit <https://www.leg.bc.ca/parliamentary-business/committees/>.

*The “Committee” refers to the Select Standing Committee on Government Finance and Services (SSCGFS)

Contact:

Frank Lento, Chairperson, SD5 Board of Education	250-430-7175
Trina Ayling, SD5 Media/Communications Committee	250-489-1006

Communications Committee Report

Sent Media release(s)/Letters:

Letter:

To MoE re: Submission Deadline

Media Release:

Submission Deadline

Media release(s)/Letters for distribution:

Media Release:

Select Standing Committee presentation

Media Releases/Letters in the works:

None

Published/Media-Related Activities:

Submission Deadline published on the following:

Daily Townsman

BC Local News (on-line)

Trustee Report

CDTA mtg –Sept 14

DPAC mtg –Sept 14

KCTS Board mtg –Sept 15

KBB Conference –Sept 16 & 17

Peter's Open House –Sept 19

SSCFGS presentation –Sept 20

Chamber Luncheon –Sept 21

Pinewood PAC –Sept 21

Board Working Session –Sept 22

Cmtee mtgs –Sept 26

AW PAC –Sept 28

New Society's Act (for KCTS) –Sept 29

KCTS strategy interview –Oct 3

CDTA mtg –Oct 5

KCTS strategy mtg –Oct 5

Needs Budget prep meeting –Oct 11

Bev Bellina – Trustee Report for September 2016

September 16 and 17 - KBB AGM St. Eugene's Mission

September 22nd - Board Working Session CBO

September 23rd - Leyton Schnellert - FSS

September 26th - Board Committee Meetings - Conference Call

September 27th - DSAC Student Voice - CBO

October 3rd - Sparwood Library Board Meeting

Trustee Report for October 11, 2016 –Jacqueline Blumhagen

- Sept. 1, 2016 – Trustee working session at the CBO.
- Sept. 13 – Board meeting at CBO
- Sept. 16-17 – KBB held at the St. Eugene Resort
- Sept. 19 – Attended the Strong Start in Jaffray
- Sept. 22 – Attended the Jaffray School meet and greet.
- Sept. 26 – Committee meetings at the CBO
- Sept. 27 – DSAC face to face at the CBO
- Oct. 4, 2016 – PAC meeting in Jaffray
- Oct. 11 – Board meeting in Sparwood

Gail Brown – Trustee Report

September:

- 1 Trustee Working Session
- 6 Safe Communities Cranbrook Meeting
- 6 Cranbrook Early Years Meeting
- 10 Suicide Awareness Day event
- 13 School Board Meeting
- 14 TM School PAC meeting
- 14 Provincial Child Care Council Teleconference
- 16-17 Kootenay-Boundary School Trustees Zone meeting
- 20 Standing Committee on Finance Presentation
- 21 Early Years Provincial Office visit to Cranbrook
- 22 Trustee Working Session
- 26 Committee Meetings, SD #5
- 27 Community Suicide Protocol

October:

- 3 Gordon Terrace PAC meeting
- 4 CDTA Meeting
- 4 Safe Communities Cranbrook Meeting

MONDAY, SEPTEMBER 19, 2016 AT 2:29 PM

Trustee Report - Doug McPhee

The promise of another successful school year always falls on the work of hidden hands. It is often difficult to consider how events come to pass. How is it that schools are clean and students and staff are distributed in a tidy and meaningful fashion? It comes as no surprise to me after spending my professional life preparing for each new school year. It also comes as no surprise watching my father dedicate part of each summer doing exactly the same.

Technology has greatly improved the ability to schedule, but it has to be available! I can remember watching my father use the most advanced scheduling technology available in the 60's, little wooden blocks. A full table of little blocks was required to make sense of the abstract school year. Each block had a slot to display a coloured card. Each teacher had several blocks, and there were several blocks allocated for each room. The brightly coloured squares of paper represented each subject to be taught. In full splendour, the table of blocks and grids and little pieces of paper would rival some of the greatest battle plans in recorded history. My father would stand in quiet reflection, moving from one side to the other, occasionally moving one piece and then the next, always with a grunt of either displeasure or approval.

I was fortunate to be computer literate - out with the blocks of wood and enter the blocky Mac Plus. The process was exactly the same with the single exception that the computer literate could generate mounds of paper. Each new possibility became another printout to be placed in the middle of a table and evaluated and with the appropriate grunt.

Consider as well all of the preparation of the staff. There are repairs to be done, cleaning, curriculum to plan for and the unique needs of each and every student to be considered. The seemingly endless summer comes to an abrupt stop and like being shot from a cannon, the staff flies head first into another year pulling everything together in a grand fashion.

What they don't write down or share openly is the excitement that each school year generates. A school is just a building without students. After all of the careful planning and preparing, life and boundless energy enters the building on that very first day and everyone welcomes the new school year.

This year will be exciting and enjoyable. Your student will be provided with a quality education from staff who take great pride in

doing so. Please take the opportunity to be involved with the school. It is a community of learners in every sense and your contribution of time and energy will increase that value for your student and all students.

Activities of the Board of Education for School District 5:

September 1: Board Working Session

September 13: Board Meeting in Cranbrook

September 14: Cranbrook Trustees meeting with the CDTA

September 15 to 16: Kootenay Boundry Branch Meeting and AGM

September 22: Board Working Session

September 26: Committee Day

Created in Day One



SD 5 Superintendent's News

Superintendent's Activities

Our first Curriculum Implementation Day was on Friday, September 23rd and the early feedback has been very positive. The day was broken into two parts: a keynote with Leyton Schnellert and time for schools to continue their own work with the implementation. As was previously reported, Leyton Schnellert has been a middle and secondary school classroom teacher and a learning resource teacher for grades K-12. Currently, Leyton is an assistant professor in the Faculty of Education at the University of British Columbia-Okanagan. His teaching and research focus on inclusive education, student diversity, professional development, literacy, self-regulated learning, and inquiry-based teaching and learning. He continues to collaboratively plan, teach, and reflect with colleagues and students through research and consulting activities; he also co-teaches in BC classrooms to diverse groups of students.

Leyton has a very engaging presentation style and throughout his two keynotes (one at Fernie Secondary School and one at Key City Theatre), he shared some great examples of inquiry projects that helped everyone to see how they could build on their current practices and engage students more deeply in their learning. In my visits to schools, I have already heard or seen how teachers have incorporated some of his suggestions into their own classrooms and planning continues to implement more in the year.

I'd like to take a moment and recognize all of the people on our Curriculum Committee who helped to shape the day. They include our Pro-D chairs from the CFTA (Janet Kujit, Patrice Oscienny, Colette Grasdal and Carol Johns), Erin Hay, Viveka Johnson, Jennifer Roberts, Jason Tichauer, and Diane Casault. We are currently gathering ideas from staff to help us plan the second day on February 24th, 2017.

Parent Information Evenings on the Curriculum and Competencies

This same Curriculum Committee has also planned two upcoming Parent Evenings sponsored by our District Parents' Advisory Committee (DPAC). The first one will be at the Cranbrook Board Office on Wednesday, October 12 from 7:00 – 8:00 pm following the DPAC AGM at 6:30 pm. The second one will be at Fernie Secondary School on Wednesday, October 19th from 6:30 – 7:30 pm. Our Committee Members will be on hand to give a short presentation and answer any questions that parents might have. The Power-Point presentation will also be shared with PACs and Principals so they, in turn, can share with the greater parent population.

SD5 Top Student Award

Three \$1000 scholarship awards were given to Top Students in the District. Those students were: Jodi Thompson, (Fernie Secondary), Elli Takenaka, (Elkford Secondary) and Nicole Byford, (Mt. Baker Secondary). The awards were given based on the following criteria:

- Best Final Mark (Provincial and School mark combined) in English 12
- In-school Extra-Curricular activities
- Outside Extra-Curricular activities
- Special Leadership Qualities

Congratulations to the Top SD5 Students for the 2015/2016 school year!

IMPORTANT DATES FOR TRUSTEES




- Oct. 24- Committee Meetings
- Oct. 26 – 2nd Annual Partner Liaison Meeting
- Oct. 28-29 – BCSTA Provincial Council Meeting
- Dec. 3-7 – Learning Forward Conference
- May 27 – SSS Grad

2017 East Kootenay Regional Science Fair

Science fair projects provide opportunity for cross-curricular project-based learning and meet all the curricular competences.

Theme – Ecology—Friday, March 10, 2017 – Competitive Fair (Grades 6 to12)

Saturday, March 10, 2017 – Non-competitive Fair (Kindergarten to Grade 5)

Enrolment is  in SD5! See the attached enrollment report as of September 30, 2016!!



Ministry of Education Announces Funding

On September 30th, we received a letter from the Ministry of Education announcing that we will have \$62,630.00 to support **curriculum implementation, including a new mandatory coding requirement.** This funding will support our implementation efforts, including staff training, train-the-trainer activities, improved rural access and student/teacher curriculum resources. The Ministry of Education has contracted Lighthouse Labs Inc., and its partner, Kids Code Jeunesse, to develop and deliver two rounds of regional train-the-trainer workshops for Gr. 6-9 teachers. Lighthouse Labs is also developing teacher support materials and a sample student module for use in Grades 6-9.

Lighthouse Labs will deliver train-the-trainer sessions in six regions around the province, and will provide participants with train-the-trainer materials and a copy of the student learning module on computational thinking and coding. The Ministry is providing funding to each district for four days of training for two lead teachers, who will be responsible for sharing their training with district colleagues. Stay tuned for further details about this plan.

LIGHTHOUSE LABS

In addition to that funding, the Ministry is again inviting applications from school districts to participate in the **Skills Training Access Grant** funding opportunity. The grants are intended as a supplement to districts' investments in supporting and facilitating student access to career-related training, specifically SSA or WEX placements, and ACE-IT or other dual credit programming. Districts are expected to use the funding for activities that directly help specific students overcome access barriers to such training opportunities. A continued focus this year is on increasing the offerings, partnerships, and student participation rates in coding and other disciplines in the Information and Communications Technologies (ICT) sector. Successful districts will receive \$5000 for the 2016/17 school year. We have been successful in receiving this grant in previous years.

For the 2016/17 school year, the Ministry is again inviting school districts to apply for a **Skills Training Support Agreement.** The agreements provide districts with supplementary funding to support their trades training and career education programming. The amount available ranges between \$13,000 and \$25,000. Through the Agreements, districts identify an individual (i.e., a 'Shoulder Tapper') to work on-the-ground with students, administrators, and local community and business partners to increase the number and diversity of districts' local and regional partnerships; improve their capacity for providing career education and trades training; expand students' awareness and interest in career education and trades training; and, increase enrolments in career programming, specifically WEX, SSA, ACE-IT, and Skills Exploration.

1701 Data Collection

Data Collection has been in full swing over the past few weeks. This data provides a count of our student population at each grade level including information on those who identify with aboriginal ancestry, those students who have been identified with unique needs, French language, etc. We have until later this month to verify our data and this, in turn, will generate our budget. Our Administrators, Student Support Teachers, Clerical Staff and District Management team work very hard to ensure that this process is done accurately. A very big thank you must be given to Director Diane Casault, Sharon Waswick, Jennifer Roberts, Darcy Verbeurgt and Janice Paetz for their countless hours loading data, troubleshooting, supporting and leading the charge to implement this new system.

Survey Coming Soon – Your Input Would Be Greatly Appreciated

The Ministry of Education announced a new Framework for Enhancing Student Learning last year. This will replace the previous Student Achievement Contract for districts. One of the Elements of the Framework is a system-wide focus on intellectual, human, social and career development to better reflect the whole learner. School district and school plans are to be developed with careful consideration of these goals. This framework is also grounded in the belief that all education partners are responsible for student learning with each having unique responsibilities. And this is where we need your help! Later this month, we will be inviting all partners (parents, staff, students and community) to answer some key questions by email through our ThoughtExchange platform that will help us in setting direction for student learning goals. We hope you will join us in helping us further strengthen a system-wide focus on student learning – to ensure that each student in School District 5 achieves his or her full potential. For further information about the Framework please access: <http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/enhancing-student-learning>



Buddy Benches at Isabella Dicken Elementary School

Finance/Operations Updates:

Enrolment count day was September 30th. We are analyzing data from the September 30 count and making the appropriate adjustments for staffing at several schools. Budget updates and revisions are taking place including a recalculation of our funding based on an increase in enrolment over what was projected.

Our capital requests are submitted to the Ministry of Education for consideration and we are hopeful that we will be tendering a few School Enhancement Projects this fall.

Staff sickness in Payroll is creating strain on our Departments resources and we are bringing in assistance where feasible and cross training with existing employees.



Update from the Director of Instruction/Human Resources

Human resources to date has posted and filled 146 teaching and 86 CUPE positions for the current school year. In comparison, human resources, last year to this date, had filled 117 teaching and 120 CUPE positions.

Education Fund positions are now posted after the consultation process with the local teacher co-chairs.

We would like to take this opportunity to welcome Krysta Leiman to her new role as Acting Vice-Principal at Gordon Terrace Elementary School. Krysta will remain in this position until the end of June or until the return of the incumbent (Karen Giles who is currently principal at Pinewood Elementary School).

The new teacher mentorship program in School District 5 is under way. We are looking at a first official meeting on October 21, 2016 with mentees and mentors. We are very thankful to our mentors who have put their names forward to help our beginning teachers in their new or beginning career paths.

Update from the District Principal/Student Services

The last weeks of September and first two of October are always a busy time with the counting of students and their unique needs, plus staffing the human resources in schools to support many of these students. Yet, we were able to fit in a Wheelchair Movement Skills Workshops, a Student Services Meeting for all the Student Services Teachers, a principal from each school and the district itinerant staff, and MyEdBC training for new Student Services Teachers and all Aboriginal Education Support Workers and Youth Care Workers.

There are a number of observances in the same time period. Literature and information were or will be distributed to schools to draw attention to the reason for the observance. Effective and best practices documents were also shared with schools. A follow-up discussion is planned.

Observances each October – Inclusion; Autism; Learning Disabilities; Foster Families

Observances the first week of October – Healthy Schools; Mental Illness Awareness



Update from the District Principal of Transformative Learning and Technology

We have hired a 0.5 helping teacher of Transformative Learning and Technology, Kim Froehler, for the Elk Valley. Her office will be in the Fernie Learning Center and she will be supporting staff in Elk Valley schools. Her main role will be to mentor project based learning, problem based learning and inquiry while embedding technology to enhance student engagement. She will also assist with professional development, in-services, and a variety of technology platforms.

Destiny is the library management system that that has been implemented throughout the district. Training in this system has now been completed with the librarians, teacher librarians and library technicians. We are still working through data the conversion with Destiny to find the missing records that did not come through properly in the data extraction.



MYEducation BC

We have been training transportation, student services, aboriginal support workers and youth care workers My Education BC this month. We will also be training any new teachers to SD5.



Professional Development

Portal training, student portfolios and coding training has commenced at numerous schools in the district. Staff are very receptive to training and in-services that has been made available to them by our team.

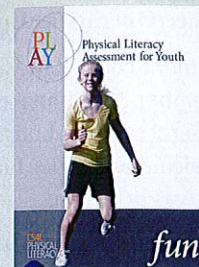
Next Steps with IBM—see the attached

Update from the Director of /Student Learning and Innovation

Physical Literacy and Health Research Center (Kinesiology Program) Fall 2016

Youth Multisport After School Pilot Project: *Exploring Alternative Sports*

The District is working in collaboration with the College of the Rockies on this very worthwhile project. The purpose of the project is to expose youth (Grades 7-9) into a variety of new FUN alternative physical activities/sports that will enhance their social skills and build confidence allowing the youth to be motivated to engage in future recreational/sport activities that are available in the region. Fundamental movement skills and sport skills will be further developed through a "Teaching Games for Understanding (TGfU)" approach. CS4L PLAYfun tools will be used at the start of the project and repeated at the end of the project to see if students have improved in the various components of Physical Literacy, especially in self-confidence, self-esteem and motivation to participate in new activities. Participants will be given a certificate and feedback on their success.



Sound Connections

Training for new Kindergarten and Gr.1 Teachers, Student Service Teachers and Education Assistants was held on September 27th (Elk Valley) and September 28th (Cranbrook). Schools continue to find this program very valuable (18 staff were trained between the 2 sessions).

Carole Fullerton

Carole is back to do another 3 part math series: Number Sense and Place Value in Primary – Seeing the Math in Action. Sessions are being held in both Cranbrook (25 participants) and Elk Valley (17 participants) schools, and are taking place in September, December and February.

Friends Training

FUN Friends (K/Gr.1) is scheduled for October 13th

Lessons include: facing fears, relaxation, kindness, problem solving, making friends, and recognizing positive thoughts.

Child/Youth (Gr.4-7) is scheduled for October 18th.

Lessons include: empathy, attention training, relaxation, goal setting, problem solving, giving back, recognizing positive thoughts, and identifying bullying behaviours. This is the first year that a combined session for the Child (Gr.4/5) and Youth (Gr.6-7) levels has been offered.



Update from Director of Student Learning and Aboriginal Education

Safe Schools Coordinators Meeting

We attended the provincial Safe Schools Coordinators meeting this month in Richmond. Topics on the agenda included current trends in Narcotic Use, searching Data 'Footprints' as part of the ERASE Bullying and Violence Threat Risk Assessment programs, Sexual Orientation and Gender Identity Inclusive Education initiatives and current Ministry directions under the umbrella of Safe Schools.

While there are always new initiatives in these dynamic areas, we feel good at where we currently are as a district in terms of implementing our necessary and needed policies and procedures.

DSAC

We had a great first DSAC meeting of the year! We spent a lot of time on initiatives that the students had asked for last year, including financial literacy, career choice discussions and setting individual school goals.

We also had the opportunity to do some technology work and outline student involvement in district survey initiatives.

Thanks to our district team for their involvement on this day! —Gail Rousseau, Lynn Hauptman, Jennifer Roberts, Ryan McKenzie, Mike Kelly and Trustee Bellina



New Trades Courses

Hot off the presses! The Industry Training Authority has recently released reworked and retitled provincial course codes and programs around Trades and Skills training in BC. While programs such as ACE-It and SSA are continuing, the titles are not.

As well, there are exciting new courses available to our students designed to expose students to many different career choices in Trades programs. Details to come at the next Board meeting!

Aboriginal Education

We met this past month with all of our Aboriginal Education Support Workers to outline plans and directions for the upcoming year. We're very fortunate to have such a dedicated group working for the district. I continue to be amazed at the variety of supports and programs in our buildings designed to raise the achievement of our students!

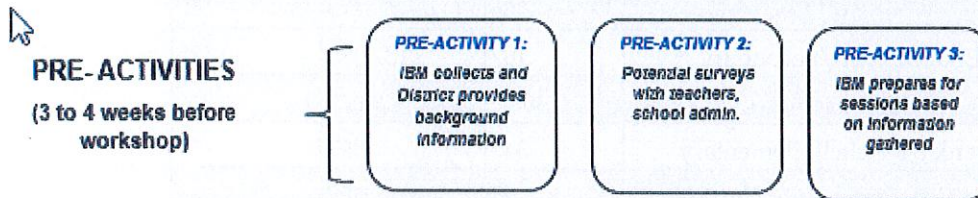


Next Steps with IBM

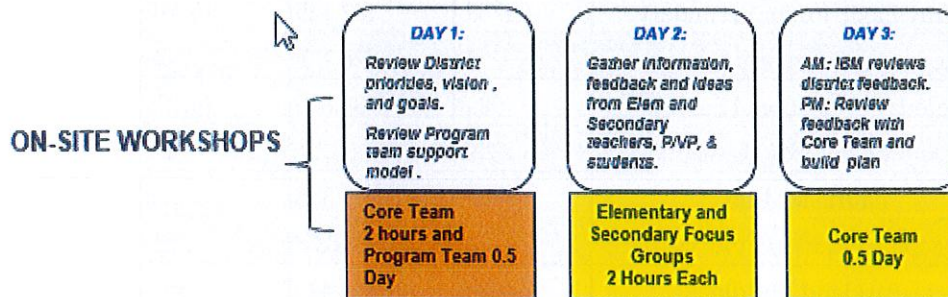
Estimated Start Date: September 26, 2016

Estimated End Date: December 16, 2016

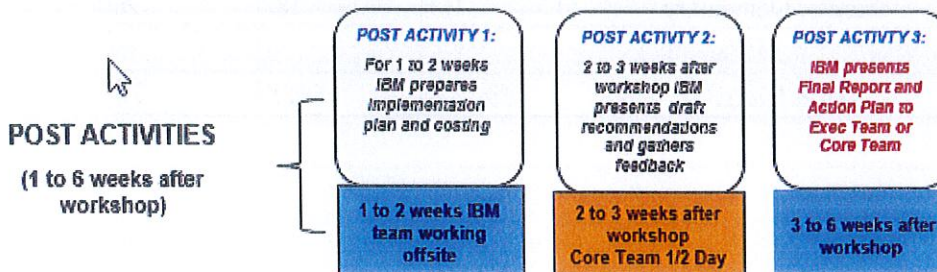
- Diane and Jennifer will firm up the staff and student surveys
- Student and Staff surveys will be completed in the beginning of October
- Results of surveys will be compiled in October
- IBM will prepare session based on results



On-site Workshops provided by IBM Week of November 7-9



IBM will prepare and implement a plan for SD5



Cost: \$65,000.00 exclusive of applicable taxes. Expenses are estimated to be \$7,000 & not to exceed \$8,000.00.

School District 5 Enrolment - October, 2016

School	Student Funded FTE	Student FTE	Difference
	Oct. 2.15	Oct. 11.16	
Amy Woodland Elementary	265	273	8
Elkford Elem/Secondary	187	187.375	0.375
Fernie Secondary	308.3	329.625	21
Frank J. Mitchell Elementary	342	357	15
Gordon Terrace Elementary	264	258	(6)
Highlands Elementary	267	278	11
Isabella Dicken Elementary	403	408	5
Jaffray Elem. Junior Secondary	176.6	187.125	10.525
Kootenay Discovery School	24.5	26.125	2
Kootenay Educational Services	98.8	88.625	-10.175
Kootenay Orchards Elementary	232	229	(3)
Laurie Middle	346.5	355	8.5
Mount Baker Secondary	845.6	858.75	13
Parkland Middle	458.6	420	-38.6
Pinewood Elementary	109	116	7
Rocky Mountain Elementary	238	237	-1
Sparwood Secondary	255.6	253.75	(2)
Steeple Elementary	161	187	26
T.M. Roberts Elementary	367	376	9
Total District	5349.5	5425	76

THIS JOINT USE AGREEMENT dated the ____ day of _____, 2016

BETWEEN: The District of Sparwood
136 Spruce Ave
Sparwood, British Columbia
VOB 2G0

(Hereinafter, referred to as the "District")

OF THE FIRST PART

AND: The Board of Education
School District No. 5, Southeast Kootenay
940 Industrial Road #1,
Cranbrook, British Columbia
V1C 4C6

(Hereinafter, referred to as the "Board")

OF THE SECOND PART

Whereas:

- A. It is a function of the District to construct, operate and maintain parks and recreation lands and properties for parks and recreation purposes and to organize and administer public recreation programs.
- B. It is the responsibility of the Board to develop and deliver educational programs and provide the necessary properties and sites for these programs.
- C. The District and the Board support sharing of publicly funded properties to maximize benefit to students and citizens of Sparwood.
- D. The District agrees to make District properties available for school activities at times when such use does not conflict with the regular operations.
- E. The Board agrees to make school properties available for District administered recreation purposes at times when such use does not conflict with the operation of regular school activities.
- F. Section 23 (1) of the *Community Charter* and Section 98 (2) of the *School Act* {RSBC 1996}, provide that the District and the Board may enter into agreements for the purpose of constructing, maintaining, operating or using jointly, or contributing to the cost of the construction, maintenance or operation of facilities for joint board and community use.

G. For the purposes of this agreement the properties associated with the District shall include the facility and grounds known as the Henry Volkman Memorial Leisure Complex located at 367 Pine Avenue, Sparwood, BC.

H. For the purposed of this agreement the properties associated with School District No. 5 shall include the facilities and grounds known as Sparwood Secondary School located at 101 Pine Spur Drive, Sparwood, BC, and Frank J. Mitchel Elementary School located at 101 Blue Spruce Crescent, Sparwood, BC.

NOW THEREFORE, in consideration of the mutual commitment to the shared use of publicly funded properties and covenants hereinafter contained the District and the Board COVENANT AND AGREE as follows:

1. Foundations of the Agreement

1.1. District Properties:

The District grants to the Board the right to use District properties, excluding the leisure pool, without property cost, for the purpose of student/school activities. Student/school activities are generally described as recreation activities that form a component of a school's physical education program, and also include special events such as a school or class swims/skates. District properties and regulations are listed in Schedule A. If additional District personnel are required (i.e.: instructors, lifeguards, custodial, technicians, electricians), the Board will pay the District for the additional costs associated with these personnel. Use of District properties will be subject to availability of staff for the event. For booking of District property school principals will act on behalf of the Board and the Director of Community and Facility Services or Designate will act on behalf of the District.

Priorities for District properties use shall be as follows:

- District programs or bookings
- School activities

1.2. Board Properties:

The Board grants to the District the right to use the Board properties without property cost, for the purpose of offering District recreation programs for a wide diversity of age groups. Board properties and regulations are listed in Schedule B. If additional Board personnel are required (i.e.: custodial, maintenance, technician), the District will pay the Board for the additional costs associated with these personnel. Use of the Board's properties will be subject to availability of staff for the event. For booking Board property, the Secretary Treasurer or designate will act on behalf of the Board and the Director of Community and Facility Services or designate will act on behalf of the District.

Priorities for the Board property use shall be as follows:

- School and Board activities
- District recreational programs
- Community rentals

2. Principles:

- 2.1. The District and the Board shall consult in the planning where adjoining properties and proposed capital projects may affect the other's circumstances.
- 2.2. The District and the Board shall consult, where appropriate, in the planning of recreational programs.
- 2.3. The District shall be responsible for the cost of correcting any damages to the school properties or their contents owned by the board resulting from the District's use of Board properties. Normal wear and tear on properties and equipment is to be expected and is not intended to fall under misuse.
- 2.4. The Board shall be responsible for the cost of correcting any damages to the properties or their contents owned by the District resulting from Board use of District properties. Normal wear and tear on property and equipment is to be expected and is not intended to fall under misuse.
- 2.5. Community Groups shall be responsible for the cost of correcting any damages to the school properties or their contents owned by the board resulting from Community Groups use of Board Properties. Normal wear and tear on property and equipment is to be expected and is not intended to fall under misuse.
- 2.6. The District and the Board honor their respective organizational cultures, mandate, budget and administrative process.
- 2.7. The District and the Board shall make available to each other such information as is necessary to ensure the Principles and Regulations of the Agreement are being observed.
- 2.8. The District and the Board shall work together to ensure that the rights of each are respected and that the Joint Use Agreement (Schedule A and B) are followed. Types of use for both District and Board properties shall be consistent with the policies and regulations of the District and the Board. The District and the Board may establish rules of conduct for the use of their respective properties and communicate those rules of conduct to their respective user groups. Any violation of such rules of conduct shall be reported to the respective party.

2.9. Board properties shall not be booked by the District for individual or commercial gain, however the District may include a standard markup on their actual program costs, consistent with those applied to all District community recreation programs.

2.10. District properties shall not be booked by the schools for individual or commercial gain.

3. Community Groups

It is understood and agreed that this agreement facilitates the use of Board properties by District community groups. It is further understood that community groups are independent of the District and the District shall not be held responsible for the actions of any group that rents Board properties. All user groups must complete a Board rental agreement and shall abide by all the rules, regulations and policies of the Board. The Board has sole discretion to authorize or reject any one community group from using Board properties for any reason whatsoever.

4. Governance

4.1. In order to ensure that the Fundamentals of the Agreement as stated are upheld in the manner required by this Agreement, a Steering Committee will be established consisting of up to two representatives of each Party. These representatives shall have decision-making authority enabling them to adequately administer the Agreement.

- Responsibilities of the Steering Committee:
- Interpreting the Agreement
- Implementing the Agreement
- Creating awareness of the Agreement within their respective organizations
- Recommending amendments to the Agreement
- Evaluating the effectiveness of the Agreement annually

4.2. The Steering Committee shall produce and present an annual report to the Parties and ensure that timely updates of accomplishments and activities are communicated.

4.3. The Steering Committee will ensure that the Schedules are accurate and current on an annual basis.

4.4. Changes to policies or practices relating to this Agreement or affecting the use of Joint Use Properties shall be determined in consultation with the Parties.

5. Term, Notice and Termination

5.1. This Agreement shall be in force and effect as of the Effective Date and shall continue to be in effect for (5) five years or until such time as:

- One party terminates giving six (6) months' notice to the other party of its intention to terminate this agreement; and/or
- Both parties mutually agree to terminate this agreement.

6. Force Majeure

Neither party shall be liable for any actions of or by the other parties' staff, directors, employees, representatives, clients, students or individuals either indirectly or directly under one or the others influence or direction and shall not be liable for any failure of or delay in the performance of its obligations under this agreement if its failure or delay is due to the occurrence of a Force Majeure event.

7. Dispute Resolution

- 7.1. When difficulties arise between the District and the Board, both shall work together to resolve such difficulties in a respectful way and with a spirit of cooperation and collaboration. Should a dispute arise, regarding the booking of the District property it is understood and agreed that the decision of the Director of Community and Facility Services will be final and binding.
- 7.2. When difficulties arise between the Board and the District, both shall work together to resolve such difficulties in a respectful way and with a spirit of cooperation and collaboration. Should a dispute arise, regarding the booking of Board property it is understood and agreed that the decision of the Secretary Treasurer will be final and binding.

8. Modifications

This agreement may be supplemented, amended, or modified only by the mutual consent of both parties. No supplement, amendment, or modification of this agreement shall be binding unless it is in writing and signed by both parties.

9. Insurance and Indemnity

- 9.1. In addition to any other form of insurance, as the Parties may reasonably require against risks, which a prudent owner under similar circumstances and risk would insure, the Parties shall at all times carry and continue to carry comprehensive general liability insurance in the amount of not less than FIVE MILLION (\$5,000,000) DOLLARS per occurrence in respect to bodily injury personal injury or death. The comprehensive general liability insurance shall have an endorsement for occurrence property damage, contingent employer's liability and broad property damage. The insurance to be maintained by each Party herein shall list each of the other Parties as an additional insured. The amount and type of insurance to be carried by the Parties may be varied from time to time by written agreement of the Parties. The insurance

Schedule A
District of Sparwood

Henry Volkmann Memorial Leisure Complex
Sparwood Leisure Centre Grounds

Terms and Conditions

1. Application for Use

- 1.1. District properties are NOT to be used without a rental agreement, signed by the teacher/principal that is responsible and aware of all terms and conditions relating to use of District properties.
- 1.2. The rental agreement must indicate the teacher responsible for each rental.
- 1.3. Any changes to the signed agreement must be completed prior to the booking and be authorized by the Director of Community and Facility Services or designate (i.e. change of time, venue or additional use of rooms or equipment, etc.)
- 1.4. When an event necessitates overtime by a District employee, the rate charged will be in accordance with the salary schedule in effect at the time the properties are in use by the Board.
- 1.5. Requests for facility use must be made a minimum of two (2) days in advance of the requested use date.

2. Cancellation

- 2.1. The Board will notify the District a minimum of two (2) business days in advance of any cancellation. If the District incurs costs as a result of a late cancellation or no-show the Board will be charged back any costs incurred by the District.
- 2.2. The District assumes no responsibility whatsoever for cancellations caused by a District facility becoming inoperable or unsafe.
- 2.3. The District retains the right to cancel a Board booking without notice. The District will endeavour to provide 48 hours notice of any cancellation and attempt to provide alternate facilities for the booking but is under no obligation to do so.

3. Use of Equipment

Equipment is not included in the use of District facilities. All equipment must be requested on the rental agreement at the time the application for use of the facility is submitted for

approval. It is at the discretion of the Director of Community and Facility Services or designate which equipment will be available for use or rent.

4. Fixtures and Private Property

Board property, or property utilized by external sources, may not be left or stored at a District property without the permission of the Director of Community and Facility Services or designate. The District shall not be responsible for any such goods or properties.

5. Supervision and Clean-Up Charge

Appropriate adult supervision must be provided for all activities in District facilities. This supervisor will:

- Be present for the duration of the event/activity.
- Be available to assume supervision of individuals arriving in advance of indicated starting time.
- Make him/her known to the building staff on duty in the building.
- Limit activities to the area assigned to the group and restrict participants to these areas.
- Ensure that specified time is adhered to.
- Inspect the area, replace equipment taken from storage and report any damage or loss immediately to the District.
- Ensure that litter left on the grounds or within a facility by students or spectators at a Board event/activity is cleaned up.
- Enforce all facility rules and policies that are relevant to the bookings.
- Supervise entrance and adjacent areas to prevent unauthorized persons from entering the area. A District designate may secure the properties after the commencement of activities.
- The District reserves the right to determine the suitability of the supervisor and to refuse to continue to permit a group to use the property where the supervision is inadequate or unsuitable.

6. Conditions of Premises

All premises are used "as is". The Board is restricted to the use of the properties as stated on the approved rental agreement. There is no guarantee, expressed or implied, on the part of the District as to safety, suitability, or condition of the premises being used for any one activity. The Board acknowledges that all activities are undertaken at the Boards own risk.

7. Restricted Use

7.1. Only areas specifically mentioned in the rental agreement may be used i.e.: When using grounds, access to buildings is not included unless previous approval has been granted.

- 7.2. No structures are to be installed or erected in a District Facility without receiving permission from the Director of Community and Facility Services or designate.
- 7.3. The Board shall not have access to areas within District facilities not specifically listed within a rental agreement.
- 7.4. The Board shall vacate District properties at the specified time indicated on the rental agreement. Cost incurred by the District due to the Board failing to exit the facility on time shall be charged back to the Board.

8. Use of Facility Grounds

Board use of District properties including sports fields, track, parking lots and parks shall require a rental agreement. The District reserves the right to cancel the use of properties on short notice. Such cancellations may be due to the possibility of damage that would be caused by the use of the properties during periods of inclement weather. When such inclement weather conditions exist, it is the responsibility of the Board to check with the District on the availability of the grounds. All conditions with respect to use of buildings will apply to use of grounds and in addition the following:

- The Board may use District grounds, as specified, only on those hours noted on the approved application.
- Water saturated or frozen grounds must not be used FOR ANY PURPOSE.
- The District reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for District activities.
- The use of the grounds is subject to the user being responsible for any damage to District property during the occupation of the grounds.
- The Board must clean up litter left on the grounds at a Board event by spectators and others who may be present.

9. Bylaws, Policies and Regulations

Persons renting District properties must acquaint themselves and comply with all bylaws, policies and regulations in force with the respective property, including those of the rented area.

10. Facility Access

- 10.1. District properties will be available for booking Monday to Friday from 8:30 a.m. to 3:30 p.m. during regular school year.
- 10.2. The District arena, sports fields, track, courts and hall are considered available for booking within this Joint Use Agreement.
- 10.3. District properties excluding fields and parks will not be available for bookings on statutory holidays.

- 10.4. The Sparwood Curling Rink is operated by the Sparwood Curling Club from October through March annually and is not included in the facilities available for booking under this agreement.
- 10.5. The Board is limited to booking school related student events and activities.
- 10.6. Board bookings outside of regular school hours are deemed special events and will be considered on an individual basis. Rental and/or equipment fees may apply.
- 10.7. All participants must wear helmets and skates when utilizing the ice surfaces. No outside shoes are permitted on the ice surface.
- 10.8. The use of additional equipment is not included in the booking unless specifically approved. If any stage or production equipment is brought into District facilities, it must be delivered and removed with a minimum of interference to the regular programs. The District assumes no responsibility for the safe keeping of Board equipment while on District property. Set-up and takedown of all equipment is the Boards' responsibility.

11. Aquatic Centre Guidelines

- 11.1. The Sparwood Aquatic Centre is available for bookings on a fee for use basis and will be administered as per the Sparwood Community and Facility Services Recreation Fees and Charges Bylaw 1121.
- 11.2. Bookings will be dealt with on an individual basis.
- 11.3. A minimum of two lifeguards are required for all bookings, the requirement of additional lifeguards will be determined by the District.
- 11.4. The number of instructors required for swimming lessons will be determined by the District based on age, number of students and ability.
- 11.5. Open swims require a teacher to be on deck or in the water for the entirety of the swim.
- 11.6. Students with special needs must have a teacher or teachers aid in the water with the student unless alternate arrangements have been made with the District. Additional instructional or lifeguarding staff may be required which will be at the sole discretion of the District. Any additional staffing costs will be the responsibility of the Board.

12. Miscellaneous

- 12.1. Any additional work required by the District to repair, replace or clean an area or facility that was used by the Board will be billed to the board at cost plus staff time.
- 12.2. The District reserves the right to remove a facility from the available facilities for use at any time.
- 12.3. The Board acknowledges that paid bookings have priority over bookings made utilizing the Joint Use Agreement and may result in the cancellation of a booking at any time.

DRAFT

Schedule B
School District No.5 (Southeast Kootenay)

Frank J Mitchell Elementary School
Sparwood Secondary School

Terms & Conditions

1. Application for Use

- 1.1. School properties are **NOT** to be used without a signed agreement, which can be obtained from the School.
- 1.2. The Rental Application must be signed by the user that is responsible and aware of all terms and conditions relating to rental or school properties. User must be 19 years or older.
- 1.3. No admission will be granted to a rental group unless the group is able to produce proof of rental at door of property on the first evening.
- 1.4. The rental form must indicate the responsible adult who must attend each and every use of the rental property where children are involved. Any changes to the signed agreement must be done through the School Board office (i.e. change of evenings, additional use of rooms or equipment, etc.)

2. Continuing Rentals

Continuing rentals are for the current school year only and the District must reapply annually. The District will provide program requests with the following deadlines:

- Fall Programs– (September to December) – Requests by August 31
- Winter Programs – (January to April) – Requests by November 30
- Spring Programs – (April to June) - Requests by February 28

Requests after these dates will be dealt with on an individual basis. Approval will depend on programs already booked into the property on the requested date.

3. Payment of Rental Fees

See Schedule B- 1 for Rental Rates.

4. Cancellation

School functions have priority over Rental Agreements. In the event of extraordinary circumstances, the rental agreement may be cancelled with no notice upon written direction of the Principal of the School. In the event the District wants to cancel their use of a school, the District will notify the School a minimum of 48 hours in advance. If the School incurs

costs as a result of a late cancellation, the District will be charged back any fees incurred by the School. A “no show” in the absence of a formal cancellation will result in a review of continuing the rental for the individual or group.

The Board assumes no responsibility whatsoever, if cancellations are caused by power failure, furnace failure, Fire Marshall Regulations, or other causes beyond the control of the Board. Failure to comply with rental regulations could result in immediate cancellation of the rental. In case of labour disputes (strikes, lock-outs) resulting in the closure of schools, all rentals will be suspended. In the event of such revocation or cancellation, there can be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever.

5. Access

5.1. The District will not have access to areas within the school not requested on the Application to Rent School Properties and shall be denied admission to rented areas prior to or exceeding times indicated on the Rental Application.

5.2. Board staff will not be held responsible for the supervision of District use or their charges (e.g. will not bear the responsibility of program participants until group leaders arrive). The supervising adult must be present prior to admission of children into the school properties.

5.3. Access to school properties may not be gained before 4:00 p.m. on any regular school day unless by special arrangement with the school principal. Where school aged children are participating in a District sponsored program, booking times may be adjusted (e.g.: 3:00 p.m. – 4:00 p.m. after school soccer program).

5.4. Rented properties must be vacated by 10:00 p.m. Occupation past this time may result in charges for additional rental and custodial time.

5.5. The school gymnasium, washroom and change rooms are available for bookings. Classrooms and other areas of schools must be specifically identified and approved by the School Principal but will not be unreasonably denied.

6. Summer Use/Special Arrangements

Bookings during school vacations, professional development days and non-instructional days are by special arrangements. During the months of July and August Board maintenance and custodial crews are engaged in a concentrated maintenance program in the schools. Therefore, as a general rule, the facilities, excluding grounds, are not available for rental.

7. Use of Equipment

No equipment is included in the cost of the rental of properties. All equipment must be requested on the application form at the time the application for use of the properties is submitted for approval. It is at the discretion of the principal which equipment will be available for rental. Equipment is available for use in the school only. Access to equipment storage rooms is strictly prohibited unless by special permission of the school principal.

8. Fixtures and Private Property

Stage decorations or any other private property may not be left or stored in a school without the permission of the principal. The Board will not be responsible for any such goods on properties.

9. Supervision and Clean-Up Charge

Appropriate adult supervision must be provided for all activities. This supervisor will:

- Be present for the duration of the rental period.
- Be available to assume supervision of individuals, especially minors, arriving in advance of indicated starting time.
- Make him/herself known to the custodian-in-charge on duty in the building.
- Enforce all Board regulations.
- Supervise entrance and adjacent areas to prevent unauthorized persons from entering the building.
- Limit activities to the area assigned to the group and restrict participants to these areas only.
- Ensure that specified time is adhered to.
- Ensure activity ceases no later than 10:00 p.m.

10. The Board reserves the right to determine the suitability of the supervisor and to refuse to continue to permit a group to use the property where the supervision is inadequate or unsuitable.

11. Custodian Coverage

When an event necessitates overtime duty by a Board employee, the rate charged will be in accordance with the salary schedule in effect at the time the properties are in use by the organization. No direct payment to Board personnel is to be made by the organization.

Use of properties on weekends, statutory holidays and other times where regular custodial staff is not on duty, will be contingent on the availability of custodial staff. Schools with

weekend functions should advise the custodial department within five (5) days in order to arrange coverage.

12. Protection of Floors

Proper gym shoes must be worn in the Gymnasium. The use of footwear that would damage the floors of auditoriums, gymnasiums or other areas specified in the lease is strictly prohibited. Applications of powdered waxes or other substances to gymnasium floors are strictly prohibited. Use of any activity in the gymnasiums is at the discretion of the Board. This decision will be based on the opinion of the Board as to whether this activity will cause damage to the floors. Gymnasiums will not be rented or used for indoor practice games of lacrosse, softball, slow pitch, baseball, fast ball, grass hockey. Balls for these sports will not be allowed in gymnasiums. Indoor 'soft' soccer balls only will be allowed for soccer practice. Roller blading in the schools is strictly prohibited.

13. Condition of Premises

All premises are rented 'as is'. The District is restricted to the use of the properties as stated on the approved application form. There is no guarantee, expressed or implied, on the part of the School Board or the board as to safety, suitability, or condition of the premises rented. The renter must accept the said premises at their own risk.

14. Use of School Grounds

All users of school properties, including parking lots, will be required to submit a rental form for authorization. The school board reserves the right to cancel the use of properties on short notice. Such cancellations may be due to the possibility of damage that would be caused by the use of properties during periods of inclement weather. When such inclement weather conditions exist, it is the responsibility of the District to check with the School Board on the availability of the grounds. All conditions with respect to use of buildings will apply to use of grounds and in addition the following:

- The District may use grounds, as specified, only on those hours noted on the approved application.
- Water saturated or frozen grounds must not be used FOR ANY PURPOSE.

The Board reserves the right to require temporary changes in time, if necessary, for satisfactory upkeep of the grounds or for school activities. Unless prior arrangements are made, users of grounds are not permitted inside the school buildings for any purposes. Use of alcohol in any form while on school grounds will result in immediate cancellation of the rental agreement. Parking is permitted only in designated areas. The use of the grounds is subject to the user being responsible for any damage to school property during the occupation of the grounds. The District must clean up litter left on the grounds at a District event by spectators and others who may be present. The Board may request a deposit in

the amount of \$100 refundable on satisfactory clean-up of the grounds by the users. The District shall not erect structures on school sites without the express permission of the Board.

15. Restricted Use

Only areas specifically mentioned in the rental contract may be used i.e.: When using grounds, access to buildings is not included unless previous approval has been granted. Showers are available only if specifically approved on the rental form. Elementary school classrooms normally are not rented.

16. School Keys

School keys will not be issued.

17. Damage, Loss or Theft

Reports of damage, littering or misconduct resulting from organized use of school properties shall be reported to the principal of the School. The District shall be responsible for the cost of repairing any damage occurring during use and/or of replacing any equipment lost or stolen during District use, and shall pay any resultant costs. Failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

18. Fire Regulations

Persons renting school properties must acquaint themselves and comply with municipal fire bylaws and regulations, including capacity of rented area.

Schedule B – 1
School District No.5 (Southeast Kootenay)

Frank J Mitchell Elementary School and Sparwood Secondary School

Rental Rates

	District Of Sparwood	Community Not-For-Profit Youth	Community Not-For-Profit Adult	Educational/ Business	Political Religious Commercial
Classroom	Joint Use	No Charge	No Charge	\$15/hr.	\$20/hr
Gymnasium	Joint Use	No Charge	No Charge	\$30/hr.	\$40/hr
Aux Gymnasium	Joint Use	No Charge	No Charge	\$20/hr.	\$30/hr
Fields	Joint Use	No Charge	No Charge	\$40/day	\$100/day
Foods Room	Joint Use	No Charge	No Charge	\$50/hr.	\$60/hr
Library	Joint Use	No Charge	No Charge	\$15/hr.	\$20/hr
Tennis Courts	Joint Use	No Charge	No Charge	\$30/day	100/day

Custodian's hourly rate at the current rate schedule will be charged to all groups if a custodian must be scheduled for use outside of regular custodian hours.

Rental Equipment

Equipment may be requested for use during rental agreement. It must be requested at the time of application. It is at the discretion of the principal from each rental property whether equipment is available for rent. It will depend on the rental terms and length of the contract as to what the equipment rental charges will be.

Definitions

- a. **Community Not-For-Profit Youth** – Youth Organizations (Not for Profit) that do not pay a coach and/or employee to administer the activity. i.e. Minor Hockey, Ball, Soccer, Football, Lacrosse.
- b. **Community Not-For-Profit Adult** – Families or individuals who do not charge participants a fee/admission to attend the activity. Non-profit groups or individuals do not profit from use of school facilities.
- c. **Educational/Business** – Any group profiting for personal or business gains such as a group of people who charge admission fee, a fee or a collections taken. i.e. English as a second language, Tae Kwon Do, Karate, Fitness Classes, Dance Classes.
- d. **Political/Religious/Commercial** – Inclusive of Commercial firms, political parties, outside entertainment, religious groups, sporting events, conventions of any type.

SD5 - Capital Plan 17/18 Overview and Bylaw

September 30, 2016

Seismic Mitigation Projects

None

In 2005, the Ministry implemented the SMP and undertook risk assessments for all schools built prior to 1992 within identified high risk zones within BC (after which seismic strengthening became part of Building Code requirements).

Expansions

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Isabella Dicken Portable	Fernie	140,000	140,000	140,000		

The Ministry's priority for expanding school space is to areas experiencing consistent and rapid, high density population growth due to economic development and where space optimization has been demonstrated.

School Replacement

	Total	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Mt Baker - Cranbrook	58,703,383	5,870,338	23,481,353	29,351,692		
Isbella Dicken - Fernie	16,240,620	1,624,062	6,496,248	8,120,310		
FJ Mitchell - Sparwood	6,694,282	50,000	1,328,856	5,315,426	6,644,282	
Amy Woodland - Cranbrook	6,669,080	50,000	1,323,816	5,295,264	6,619,080	

Where schools have reached the end of their useful life and further investment is not substantiated due to major structural issues or the accumulation of maintenance needs that would exceed the cost of replacement, the Ministry will consider submission for school replacement. School replacements are eligible for cost-sharing based on the school districts' assessed ability to contribute.

REP projects will not be eligible for capital funding consideration if adequate space is available at nearby schools to accommodate its current student enrollment, as well as forecast student enrollment growth; thus eliminating the need for capital investment.

Building Envelope Projects

None

School facilities that are eligible for funding under the BEP are facilities that are built between the year of 1980 and 2000 and also have a risk assessment report that was facilitated by BC Housing.

School Enhancement Projects

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Jaffray School	HVAC	556,785				
Fernie Secondary	HVAC	523,181				
Parkland Middle	HVAC	403,172				
Mt Baker	Roof	467,060				
Jaffray Garage	Roof	48,400				
Sparwood Garage	Roof	54,450				
Other schools	Roof		172,058	154,852	169,411	508,232

SEP projects are investments that will contribute to the safety and function of the school and will extend the life of the existing asset.

Carbon neutral capital Projects

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Lighting LED upgrade	Fernie	415,502				
Lighting LED upgrade	Sparwood	358,807				
Lighting LED upgrade	Elkford	199,089				
Lighting LED upgrade	Jaffray	96,303				

The CNCP is a \$5 million/year program up to 2018/19 that is available to provide specific funding to energy-efficiency projects that lower the school districts carbon emissions.

Bus Replacement

		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
84 Passenger Buses	3 per year	447,930	447,930	447,930	447,930	447,930

Bus funding requests that will be eligible funding will consider the following;

- school bus age and/or mileage
- existing buses with safety and mechanical issues
- new school buses to support new routes due to increased district enrollments that are without current service

Royal Canadian Legion Branch 81 – Michel-Natal

Box 1296
Sparwood, BC
V0B 2G0

September 26th, 2016

Dear Sir or Madam:

RE: REMEMBRANCE DAY

During World War I, World War II and the Korean War, Canada alone lost 114,000 men and women while on military service for the freedom of our country.

As you already know, November 11th is the anniversary of the Armistice which ended the First World War, and the day that all Canadians pay a tribute to the men and women who gave their lives for their country and to the veterans who became disabled so that we could enjoy our freedom.

Since 1926 the Royal Canadian Legion has been distributing poppies all across the country in support of our veterans. In order to maintain the tradition of Remembrance, we also hold a Poppy-Remembrance Campaign, each year in the fall, in which we ask support from organizations and businesses within Sparwood. This support could consist of your generous donation to our Poppy Trust Fund for Wreaths, Crosses and Sprays that would be placed at the Cenotaph during the Remembrance Day Service.

These Wreaths, Crosses, Sprays and Poppies are made by disabled veterans. All proceeds from your donations are placed in a Trust Fund that is administered for the assistance of veterans and ex-service personnel of all ages and their dependants in time of need, which is becoming more and more evident with time.

We are hoping that this year our Poppy Campaign will be more successful than ever and you can help by placing your order for Wreaths, Crosses, etc., as early as possible to avoid last minute burdens on our campaign volunteers. Those wishing to make a donation only, are more than welcome to do so.

We extend our sincere gratitude for your past support and look forward to your continuing support in the future for this very worthy cause.

Should you have any further questions about our Poppy Campaign, please do not hesitate to call the Sparwood Legion at 250-425-0081 and leave a message.

Once again thank you for your support.

Yours truly,
Poppy Committee

Please consider this your invoice
Amount Paid \$_____

Please complete and remove the order form below. Make sure you indicate which item you want. Mail the order form with payment to the Royal Canadian Legion, Box 1296 Sparwood, BC V0B 2G0. Thank you in advance for your generous support and early response to our request. _____

X-LG. WREATH	\$75.00 (only for those that have been contacted early by phone)	
LARGE WREATH _____	\$45.00	NAME: _____
SMALL WREATH _____	\$26.00	MAILING ADDRESS: _____
POPPY CROSS _____	\$38.00	PHONE/CONTACT: _____
POPPY SPRAY _____	\$35.00	PAYMENT ENCLOSED _____
DONATION _____	\$ 5.00 +	<u>PLEASE CHECK ONE:</u>
CERTIFICATE		BUSINESS WILL LAY AT CENOTAPH: _____
		LEGION TO LAY ON YOUR BEHALF: _____

Check if you wish to have a receipt mailed back to you _____

Royal Canadian Legion Branch 81 – Michel-Natal

Box 1296
Sparwood, BC
V0B 2G0

September 26th, 2016

Dear Sir or Madam:

RE: REMEMBRANCE DAY

During World War I, World War II and the Korean War, Canada alone lost 114,000 men and women while on military service for the freedom of our country.

As you already know, November 11th is the anniversary of the Armistice which ended the First World War, and the day that all Canadians pay a tribute to the men and women who gave their lives for their country and to the veterans who became disabled so that we could enjoy our freedom.

Since 1926 the Royal Canadian Legion has been distributing poppies all across the country in support of our veterans. In order to maintain the tradition of Remembrance, we also hold a Poppy-Remembrance Campaign, each year in the fall, in which we ask support from organizations and businesses within Sparwood. This support could consist of your generous donation to our Poppy Trust Fund for Wreaths, Crosses and Sprays that would be placed at the Cenotaph during the Remembrance Day Service.

These Wreaths, Crosses, Sprays and Poppies are made by disabled veterans. All proceeds from your donations are placed in a Trust Fund that is administered for the assistance of veterans and ex-service personnel of all ages and their dependants in time of need, which is becoming more and more evident with time.

We are hoping that this year our Poppy Campaign will be more successful than ever and you can help by placing your order for Wreaths, Crosses, etc., as early as possible to avoid last minute burdens on our campaign volunteers. Those wishing to make a donation only, are more than welcome to do so.

We extend our sincere gratitude for your past support and look forward to your continuing support in the future for this very worthy cause.

Should you have any further questions about our Poppy Campaign, please do not hesitate to call the Sparwood Legion at 250-425-0081 and leave a message.

Once again thank you for your support.

Yours truly,
Poppy Committee

Please consider this your invoice
Amount Paid \$ _____

Please complete and remove the order form below. Make sure you indicate which item you want. Mail the order form with payment to the Royal Canadian Legion, Box 1296 Sparwood, BC V0B 2G0. Thank you in advance for your generous support and early response to our request. _____

X-LG. WREATH	\$75.00 (only for those that have been contacted early by phone)	
LARGE WREATH _____	\$45.00	NAME: _____
SMALL WREATH _____	\$26.00	MAILING ADDRESS: _____
POPPY CROSS _____	\$38.00	PHONE/CONTACT: _____
POPPY SPRAY _____	\$35.00	PAYMENT ENCLOSED _____
DONATION _____	\$ 5.00 +	<u>PLEASE CHECK ONE:</u>
CERTIFICATE		BUSINESS WILL LAY AT CENOTAPH: _____
		LEGION TO LAY ON YOUR BEHALF: _____

Check if you wish to have a receipt mailed back to you _____