



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

December 12, 2017, 3:00 p.m.

Board Office

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 December 12, 2017 be approved as [circulated / amended].

1.3 Election of Chairperson and Representatives

Procedural Bylaw Policy

2.3 The Secretary-Treasurer shall call for nominations for Board Chairperson (seconding is not necessary) and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority (five or more votes) further ballots shall be taken until the same is achieved or, if, after a second ballot, a tie shall occur, the election shall be decided by drawing of lots. A vote by ballot will not be required if only one candidate is nominated for the position of Board Chairperson.

2.4 The Chairperson so elected shall assume the chair for the remainder of the meeting.

1.3.1 Election of Chairperson

1.3.2 Election of BCPSEA Representative

1.3.3 Election of BCPSEA Alternate Representative

1.3.4 Election of BCSTA Representative

1.3.5 Election of BCSTA Alternate Representative

1.4	Approval of the Minutes	5
	M/S that the minutes of the regular public meeting of the Board of Education of November 14, 2017 be approved as amended/circulated.	
1.5	Receipt of Records of Closed Meetings	10
	M/S to accept the closed records of the in-camera meeting of the Board of Education of November 14, 2017.	
1.6	Business Arising from Previous Minutes	
2.	COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS	
2.1	Advocacy/Education Committee	11
	M/S that the Board accept the report of the Advocacy/Education Committee.	
2.2	Policy Committee	15
	M/S that the Board accept the report of the Policy Committee.	
2.3	Student Service Committee	17
	<i>Recommendation A</i>	
	M/S that the Board of Education approve District Management to prepare a written response to the email from CFTA regarding reinstatement of the Reference & Regulate program.	
	M/S that the Board accept the report of the Student Service Committee.	
2.4	Finance/Operations/Personnel Committee	21
	<i>Recommendation A</i>	
	<i>M/S that the Board approve the painting of a Rainbow crosswalk at the Board Office as soon as weather permits in support of LGBTQ.</i>	
	M/S that the Board accept the report of the Finance/Operations/Personnel Committee.	
2.5	BCSTA /Provincial Council	
	BCSTA Provincial Council Meeting February 16-17, 2017	
2.6	Communications/Media Committee	
	M/S to accept the report of the Communications/Media Committee.	

2.7 Mt. Baker / Key City Theatre Replacement Committee

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

2.8 Legacy of Learning

M/S to accept the report of Legacy of Learning.

2.9 Trustee Reports

24

3. SUPERINTENDENT'S REPORT TO THE BOARD

25

M/S that the December 2017 Superintendent's Report to the Board of Education be accepted as presented.

4. CHAIRPERSON'S REPORT

5. NEW BUSINESS

5.1 Notice of 2017-18 Amended Annual Budget Bylaw and First Reading

5.2 Appointment - Key City Theatre Board

5.3 2017 Standing Committee Representatives

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Advocacy/Education Committee

Policy Committee

Student Services Committee

Finance/Operations/Personnel Committee

5.4 Other Trustee Representations

6. TRUSTEE BOUQUETS

7. ITEMS FOR INFORMATION/CORRESPONDENCE

BCPSEA AGM January 25-26, 2018

BCSTA Provincial Council Meeting February 16-17, 2017

7.1 BCSTA Financial Disclosure

39

Each Trustee to complete this form between January 1st and 15th, 2018 and return to the Secretary Treasurer by January 15, 2018.

8. QUESTION PERIOD

9. **LATE ITEMS**

10. **ADJOURNMENT**

M/S that the December 12, 2017 regular public meeting of the Board of Education adjourn at [time].



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

**November 14, 2017, 3:00 p.m.
Board Office**

Present: Chairperson Lento
Trustee Bellina – by phone
Trustee Blumhagen
Trustee Johns
Trustee McPhee
Trustee Whalen

Staff Present: Superintendent of Schools, L. Hauptman
Secretary Treasurer, R. Norum
Director of Instruction/Student Learning, D. Casault
Director of Instruction/Human Resources, B. Reimer
District Principal/Transformative Learning and Technology, J. Roberts
Director of Student Learning/Aboriginal Education, J. Tichauer
District Principal/Student Services, D. Verbeurgt – Left meeting at 2:30 p.m.
Recorder, Sandy Gronlund

Regrets: Trustee Ayling
Trustee Brown
Trustee Helgesen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento acknowledged that we are on the traditional lands of the Ktunaxa people and called the November 14, 2017 regular public meeting of the Board of Education to order early at 2:07 p.m.
Chairperson Lento attended the MBSS Metis flag raising today.

1.2 Consideration and Approval of Agenda

MOTION-R-17-141

M/S that the agenda for the regular public meeting of the Board of Education of November 14, 2017 be approved as circulated.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of October 10, 2017.

MOTION-R-17-142

M/S that the minutes of the regular public meeting of the Board of Education of October 10, 2017 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION-R-17-143

M/S to accept the closed records of the in-camera meeting of the Board of Education of October 10, 2017.

CARRIED

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

Co-chair Trustee Blumhagen reviewed the minutes of the October 30, 2017 meeting of the Advocacy/Education Committee.

MOTION-R-17-144

M/S that the 2018/2019 and 2019/2020 calendars be distributed to stakeholders for the required 30-day public consultation process.

CARRIED

The 2018 Senior Games in September be using only the three high schools and one elementary so the September yellow day was moved to January 18th.

MOTION-R-17-145

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

CARRIED

2.2 Policy Committee

Co-chair Trustee McPhee reviewed the minutes of the October 30, 2017 meeting of the Policy Committee.

MOTION-R-17-146

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

CARRIED

2.3 Student Service Committee

Co-chair Trustee McPhee reviewed the minutes of the October 30, 2017 meeting of the Student Services Committee.

MOTION-R-17-147

M/S that the Board accept the report of the Student Services Committee.

CARRIED

2.4 Finance/Operations/Personnel Committee

Co-chair Trustee Johns reviewed the minutes of the October 30, 2017 meeting of the Finance/Operations/Personnel Committee.

MOTION-R-17-148

M/S that the Board approve the cameras to be purchased and installed in two of the Cranbrook busses.

CARRIED

MOTION-R-17-149

M/S that the Board approve the School District Statement of Financial Information (SOFI) report, June 30, 2017 as amended and to submit the report to the Minister of Education and to make the report available to the public.

CARRIED

MOTION-R-17-150

M/S that the Board approve the Trustee Compensation Remuneration increase as per the stakeholder recommendation.

CARRIED

MOTION-R-17-151

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

CARRIED

2.5 BCSTA /Provincial Council

Trustee Bellina attended the Provincial Council Meeting October 27th and 28th in Vancouver and forwarded her report to the Board. There were no questions or concerns on the report.

MOTION-R-17-152

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

CARRIED

2.6 Communications/Media Committee

The following two letters were sent to Hon. Rob Fleming on November 3rd, 2017 and are posted on our School District Website under Advocacy.

- Foundation Skills Assessment
- Invitation to Visit and Tour School District 5 (Southeast Kootenay)

MOTION-R-17-153

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

CARRIED

2.7 Mt. Baker / Key City Theatre Replacement Committee

Trustee Johns distributed an article from the Kootenay Biz "Milestone 25 years at Key City Theatre".

Trustee Johns is looking forward for a response from the Minister of Education, Rob Fleming, accepting our invitation to visit our District and tour Mount Baker Secondary School.

Trustee Johns is expecting a report from Stantec soon.

MOTION-R-17-154

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

CARRIED

2.8 Legacy of Learning

Trustee Johns - Nothing new to report.

Chairperson Lento thanked the Legacy Committee for their work to make the walls in the Board Office so welcoming.

MOTION-R-17-155

M/S to accept the Legacy of Learning report.

CARRIED

2.9 Trustee Reports

Trustees reported on their activities for the month.

Trustee McPhee - was very impressed by the Remembrance Day Ceremony at the cenotaph in Cranbrook.

Chairperson Lento - attended the Ceremony in Fernie.

Trustee Bellina - was able to attend the Ceremonies at the Schools and was very impressed with how respectful the students were during the Ceremony. She also attended the District of Sparwood Ceremony.

3. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report of November 2017 can be found on the School District 5 Website. District Management each gave an update on their department.

Superintendent Hauptman attended the Remembrance Day Ceremony put on by Mount Baker Secondary School at the Key City Theatre. She was also able to attend the Laurie Middle School Ceremony. She noted how moving the Ceremonies were and how quiet and respectful the students were.

MOTION-R-17-156

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

CARRIED

4. CHAIRPERSON'S REPORT

5. NEW BUSINESS

5.1 Christmas Hampers - Salvation Army

MOTION-R-17-157

M/S that the Board make a donation to the Salvation Army's Christmas Hamper program in the amount of \$1500 in Cranbrook and \$1050 in Fernie. This represents a donation of \$150 on behalf of each of the School District No. 5 (Southeast Kootenay) schools in lieu of a gift to the staff of each school.

CARRIED

6. TRUSTEE BOUQUETS

Trustee Blumhagen - thanked the Veterans, Constable Katie and everyone that comes out to add to the celebration of Remembrance Day.

Trustee Bellina – thank you to Mr. Tichauer for attending the DPAC session, and attending the Metis Flag Raising at Mount Baker Secondary.
Trustee McPhee – thanked Mr. Bueckert and the MBSS Band for playing at the Remembrance Day Ceremony in Cranbrook.
Trustee Whalen – Thanked Trustee Johns for presenting at the Select Standing Committee Budget Consultation session October 12, 2017.

7. ITEMS FOR INFORMATION/CORRESPONDENCE

Early years conference coming up January 2018.
Music Counts Grant money for music instruments. Deadline is November 20, 2017.
Website is www.musiccounts.ca.

8. QUESTION PERIOD

9. LATE ITEMS

10. ADJOURNMENT

MOTION-R-17-145

M/S that the November 14, 2017 regular public meeting of the Board of Education adjourn at 3:00 p.m.

CARRIED

Frank Lento, Chairperson

Rob Norum, Secretary Treasurer



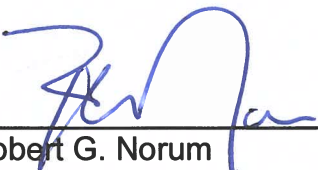
1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting November 14, 2017

- Finance/Operations/Personnel Committee report
 - Exempt Compensation
 - Enrollment Audit
 - Executive Assistants
 - Fernie Board Office Renovations
 - Stantec Report

- BCPSEA Representative Report

- Superintendent's Report
 - LOU 17 – review remedies for class size and composition
 - Work Life Balance



Robert G. Norum
Secretary Treasurer



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

November 27, 2017 9:30 a.m.

Board Office

Committee Members
In Attendance:

Trustee Ayling (Chair)
Trustee Bellina

Regrets:

Trustee Whalen
Trustee Blumhagen

Board/District Staff in
Attendance:

Trustee McPhee
Trustee Johns
Trustee Brown
Lynn Hauptman, Superintendent
Jason Tichauer, Director, Student Learning
Diane Casault, Director, Student Learning
Darcy Verbeurgt, District Principal (late)
Jennifer Roberts, District Principal
Gail Rousseau, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Advocacy/Education Committee meeting of November 27, 2017 was called to order by Trustee Ayling at 9:33 a.m. This meeting is being held on the lands of the Ktunaxa People.

1.2 Approval of Agenda

Addition: 4.4 Sansei the Storyteller

ADV-17-05

The Agenda of the Advocacy/Education Committee meeting of November 27, 2017 is approved as amended.

1.3 Approval of Minutes

ADV-17-06

The Minutes of the Advocacy/Education Committee meeting of October 30, 2017 are approved as circulated.

2. PRESENTATIONS

2.1 Technology Implementation

Jennifer Roberts gave the Committee an update on technology implementation in SD5. Highlights included:

- Board/District commitment – 5-year commitment for technology purchases and initiatives to ensure a solid infrastructure
- Formation of a district technology committee to assist with computational thinking and learning plan implementation
- The Hiring of two helping Teachers of Transformative Learning and Technology (TTLT) – they are extremely busy and it is going very well
- Outlined list of what/who the TTLTs support i.e., PLCs, RSA Day Professional Development, teachers in classrooms, attend staff meetings etc.; lots of success stories
- 60K was received from government for implementation of coding, computational thinking, resources, training and support; this helped to send TTLTs to Train the Trainer conferences
- Many resources on portal – teachers are using the repository
- TTLTs will help with Office 365 implementation this year across the district

Questions/Comments:

- Nice to see teachers working with the students on projects
- How much time do TTLTs support teachers in MyED BC? They help with MyED training, report cards and the portal
- How are teachers are being directed to community based resources? Through place-based learning, CBEEN, emails sent by Jennifer, inviting professionals and community partners to professional development days, through C to C (Classrooms to Communities), our local RSA group brings in community partners, community groups being invited to environmental meetings, Principals/Vice-Principals get word out to their staff
- Are students being encouraged to engage in online challenges and competitions? The Board is willing to support these students by recognizing them. Yes, we send opportunities to schools to share as they see fit; opportunities are placed in our portal as well
- Website development for kids – privacy and security is at the forefront
- Social media policies are in place and we are implementing Office 365 for all sites

3. ITEMS FORWARDED FROM PREVIOUS MEETING - nil

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report

Jason Tichauer gave a brief summary of the Face-to-Face meeting held November 2:

- Student feedback was received on the Board's Strategic Plan and what this looks like in their world
- WE will be developing the Framework for Enhancing Student Learning for our District in

- the next few weeks where you will see student opinions
- DSAC students are made up of students in grades 9 -12 to allow for a more fulsome academic conversation about district issues
- Students were involved in a scavenger hunt and leadership activities
- discussion arose about incorporating a student trustee at Board meetings

4.2 DPAC Report

Highlights:

- Métis flag raising ceremony
- Calendars out for public consultation
- cameras on Cranbrook buses
- SOFI report on website
- Approved trustee compensation
- Kootenay business Magazine showcase of the Key City Theatre's Platinum Award
- Hampers for salvation army in lieu of gifts to staff
- Discussion took place on future of DPAC and how to get information to parents and if it was possible to get school's email addresses
- Suggestion for Trustees to communicate any new PAC chairs to DPAC
- Gail will ask Principals/Vice-Principals for names of PAC Chairs and send to DPAC
- Jennifer Roberts will check Office 365 and the requirements for mass emails
- Maggie Strosher, Interior Health Tobacco Coordinator will be informing and updating parents on the new Legislation regarding e-cigarettes as well as the health implications of vapor product use; suggestion to invite her to an future Advocacy/Education Committee meeting

4.3 Information – Aboriginal Education Logo

A Call for Interest was put out to the community for a new Aboriginal Education Department Logo and three local artists have expressed an interest. The Enhancement Agreement Committee will be involved in the process and will be working with the artist in developing the logo. We expect we will be able to move forward in January.

4.4 Sansei the Storyteller

Trustee Johns brought forward an excellent opportunity for students which is being held at the Key City Theatre this Thursday, November 30 at 7:30 p.m. **The Storyteller** uses dance, theatre, and humour to tell the story of one of Canada's darkest decisions and how the rampant racism of past generations affected the Japanese community today. Mark Ikeda has put together curriculum map and he is asking Trustees to promote this within the schools they represent. Principals/Vice-Principals have received this information.

5. BCSTA Letters

5.1 Congratulations to Minister of Education

5.1.1 SD20 – congrats and invitation

Receive and file.

5.1.2 SD20 – congrats and support

Receive and file.

5.2 FSA

5.2.1. SD85

Receive and file.

5.2.2 SD67

Receive and file.

5.3 *Letter from BCSTA to MOE and MOF re funding*

A discussion took place. Receive and file.

A discussion took place regarding our district SOGI contact, policy and process.

6. ADJOURNMENT

The Advocacy/Education Committee meeting of November 27, 2017 was adjourned at 10:43 a.m.



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

**November 27, 2017, 11:30 a.m.
Board Office**

Committee Members In Attendance:	Co-Chair Trustee Brown (Chair) Co-Chair Trustee Ayling Trustee McPhee
Regrets:	Trustee Helgesen
Board/District Staff in Attendance:	Trustee Bellina Trustee Johns Chairperson Lento Lynn Hauptman, Superintendent Rob Norum, Secretary Treasurer Diane Casault, Director of Student Learning and Innovation Jason Tichauer, Director of Student Learning/Aboriginal Educ. Brent Reimer, Director of Instruction - Human Resources Darcy Verbeurgt, District Principal - Student Services Jennifer Roberts, District Principal of Transformative Learning Janice Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of November 27, 2017 was called to order at 11:55 p.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2017-13

M/S that the agenda for the Policy Committee meeting of November 27, 2017 be approved.

1.3. Approval of the Minutes

POL-2017-14

M/S that the minutes of the Policy Committee meeting of October 30, 2017 be approved as circulated.

2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

Nil

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 Revised Policy 5.4 Student Eligibility for Bus Service

Mr. Norum reviewed the additional changes.

Discussion included:

- there are many challenges as there are so many variables that can come in to play
- the Special Needs bus is not addressed in this policy
- Suggestions:
 - d) just have one example
 - d) The Supervisor will determine the need to address these needs. (without going in to detail)
 - c) like 'determined to be unreasonable' – would like to see it included in a) and b)
- distances are probably unreasonable in today's time, but we have been reluctant to change anything until we assess what the impact would be on the district (i.e. number of busses needed, extra operating costs)
- currently a request from Elkford for another bus as they are having to do multiple runs in both the morning and afternoon
- is it 'unreasonable' to request the district to cover extra costs?

Final amendments include the changes to d) only (see above).

The revised policy will be sent to partner groups for feedback and brought back to the February meeting.

4. CORRESPONDENCE AND/OR NEW ITEMS

Nil

5. INFORMATION ITEMS

Currently reviewing:

Policy 6.1 Parent Advisory Council

Policy 3.40 Instructional Resources (new Ministerial Order just came out)

6. ADJOURNMENT

The meeting adjourned at 12:17 p.m.



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

**November 27, 2017, 10:30 a.m.
Board Office**

**Committee Members
In Attendance:**

**Co-Chair Trustee McPhee (Chair)
Co-Chair Trustee Johns
Trustee Ayling
Trustee Bellina**

Regrets:

**Board/District Staff in
Attendance:**

**Chairperson Lento
Trustee Brown
Lynn Hauptman, Superintendent
Rob Norum, Secretary Treasurer
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Educ.
Brent Reimer, Director of Instruction – Human Resources
Darcy Verbeurgt, District Principal of Student Services
Jennifer Roberts, District Principal of Transformative Learning
Janice Paetz, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Student Services Committee meeting of November 27, 2017 was called to order at 10:52 a.m. by Co-Chair Trustee McPhee.

1.2. Approval of the Agenda

SS-2017-12

M/S that the agenda for the Student Services Committee meeting of November 27, 2017 be approved as amended.

Addition: 3.2 BCCPAC Survey

1.3. Approval of the Minutes

SS-2017-13

M/S that the minutes of the Student Services Committee meeting of October 30, 2017 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 One Page Review of Funding of Student Services

Mr. Norum provided a one-page summary of the Student Services funding.

Discussion included:

- students generate about 6.3 million which is fully allocated to top portion on chart, which is schools' allocations (this is funding from the Ministry of Education)
- there have been changes in funding over the years from formulas to a 'per student' supplemental allocation
- the District has continued to fund areas that were rolled into the 'per student' basic allocation
- the District provides approximately 3.6 million out of the general operating budget (basic allocation) to hire district itinerant staff and to provide funding for supports at schools.
- provincial government does not annually increase funding to what our needs are
- last year we supplemented student services through the Learning Improvement Fund.
- Trustee Johns is giving a presentation later today on these areas identified by the Select Standing Committee as being underfunded
- Discussion about OT/PT services and how it is funded. TREKK provides out OT/PT services
- nine YCW's are hired out of the Community LINK budget and there are two that are funded out of two schools' spec. ed. allocations
- there has been a small increase in LINKS but never to what we feel we need
- it was asked and identified that more funding from Community LINK would provide more adults in buildings to model healthy habits, helpful to use more recent data to provide accurate funding, look at EDI information, child poverty in BC to identify trouble areas.

2.2 Supporting Student Services Teachers with Paperwork (IEP Writing)

- Report on \$40,000 that was set aside to be utilized as Release Time to support Student Services Teachers
 - this will provide about 100 release days
 - currently working on a draft – senior managements needs to review, meet with CFTA on Wed. for their feedback
 - the distribution of days is about building capacity and is based on needs, not necessarily equal school to school
 - Is this funding that we can visit every year? The \$20,000 from Priority Measures will be gone – no additional funding coming. Mr. Reimer's funding comes from recruitment/retention program – not sure if this will be available going forward. Maybe the Board would be interested in looking at this at the spring budget mtgs.

- Feedback from the Student Services meeting on November 23rd:

We asked the question, “What is it that you need to do your job and keep you in Student Services?”

- high number of comments around all staff understanding the roles of Student Service teachers
- for others to respect the work that, they do and ensure that they didn’t expect more than what should be expected from Student Service teachers
- co-mentoring/support from peers
- IEP writing blocks
- staff need to stick to their designated roles
- more YCW and counselling time
- pro-d needed for new resources
- overall, ‘more time’ to work with students and to do paperwork,

These results will be emailed to Trustees.

Discussion included:

- Where are we at with the Bill Standeven report? Mr. Verbeurgt advised that its going to take some time to put together – hope to have it ready for the January meeting.
- May be timely to review some of these comments with PVP’s regarding time, expectations, etc.
- we did talk about balance of workload at the meeting – Student Service Teachers have a variety of people demanding their time and they recognize their own need to fix problems for everyone
- the Living with Balance program will be offered to Student Service Teachers in January – this is a joint effort between the District and CFTA
- Trustee Brown asked “Are there classroom intervention plans for crisis?” We are really working on what we mean by ‘regulation’ – schools are really focussed on this – helping kids know how to regulate themselves, striving for common language throughout the schools.
- What about the adults – do they have a plan? Who responds first? This is really the role of the School Based Team and usually decided on by the school.
- research shows that the relationship between the classroom teacher and the student is by far the most important link. The support staff support the teacher and the student in this work.

3. CORRESPONDENCE AND/OR NEW ITEMS

3.1 Reference & Regulate

Email to Trustees from CFTA requesting the return of the Reference & Regulate (R & R) program to all children in the district who require it.

Discussion included:

- CFTA advised they are being asked repeatedly about the program – teachers are really missing it and noticing an increase of behaviour issues in their classrooms.
- Mr. Verbeurgt has only heard from one staff member about returning the program.
- the program is not designed for whole classrooms – it is designed to work one to one with a student who is on the Autism spectrum disorder.
- R & R was never promoted to deal with behaviour issues in a classroom setting

- There have been many discussions and two full Committee meetings about the decision not to move forward with the program. There are also many reasons, some of which are: it is not evidence based, we do not have clear results, we have a variety of other programs that are meeting students needs, it does not work with students with behaviour issues, approx. 12 students across the district were served, there are more effective ways to utilize district resources.
- SLP's and Student Service Teachers are taking a variety of other courses to address our students' needs and we offer a number of different programs/resources to staff (a separate list of programs/resources will be provided to Trustees and the CFTA).
- we need to get this information out as it appears that many teachers do not realize that all of these resources/supports are in place and available (CFTA)
- there is a PVP mtg. this week – good place to start the communication about this
- we are seeing an increase over the last decade of classroom behaviour issues, not just special needs students, but by all students
- the return of old contract language has spread out students with IEP's in classes and has impacted how Education Assistants can be assigned (we can no longer group students together and assign EA's to one classroom).

Recommendation A

“That the Board of Education approve District Management to prepare a written response to the email from CFTA regarding reinstatement of the Reference & Regulate program.”

3.2 BCCPAC Survey

The survey results were sent to Trustees, Mrs. Hauptman and Mr. Verbeurgt. Trustees would like a report back with SD5 responses in the new year.

4. INFORMATION ITEMS

Nil

5. ADJOURNMENT

The meeting adjourned at 11:52 a.m.



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

**November 27, 2017, 12:30 p.m.
Board Office**

Committee Members in
Attendance:

Trustee Johns (Co-chair)
Trustee Bellina

Board/District Staff in Attendance:

Trustee Ayling
Trustee Brown
Chairperson Lento
Trustee McPhee
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 Student Learning and Innovation, D. Casault
District Principal/Student Services, D. Verbeurgt
District Principal/Technology, J. Roberts
Recorder, Sandy Gronlund

Regrets:

Trustee Blumhagen
Trustee Helgesen
Trustee Whalen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of November 27, 2017 was called to order at 12:28 p.m. by Co-Chair Trustee Johns.

1.2 Approval of the Agenda

Additions: **4.2 Select Standing Committee Report**
4.3 Rainbow Sidewalk

The agenda of the public Finance/Operations/Personnel Committee meeting of November 27, 2017 was approved as amended.

1.3 Approval of the Minutes

The minutes of the public Finance/Operations/Personnel Committee meeting of October 30, 2017 was approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Chairperson Lento asked for an update regarding signage on busses with cameras. Mr. Norum reported that we are awaiting clarification whether signage regarding the cameras is even allowed on the busses. This item will be brought forward to the January 2018 Fin/Ops meeting.

3. DELEGATIONS/PRESENTATIONS

nil

4. NEW BUSINESS

4.1 BC Education Funding Model Review

Chairperson Lento, Superintendent Hauptman, and Secretary Treasurer Norum attended the Ministry Liaison Meeting in Vancouver on October 25th, 2017.

Mr. Norum informed the Board that the Ministry funding model is under review and shared some of the changes that may take place once the review is completed. The 2019/20 year may see some of these changes take effect to the funding model.

There was a suggestion made to invite each of our sponsor groups to put in a submission by April 30, 2018 to K12fundingreview@gov.bc.ca.

The Board shared their thoughts on the review and suggested more discussion was required at the January 2018 Fin/Ops meeting.

4.2 Select Standing Committee

Co-Chair Johns distributed the K-12 section of the Select Standing Report to the Board and District Administration.

Co-Chair Johns reviewed recommendations 60 – 73 of this report commenting that he would like to see more details and substance in these recommendations.

Trustee Bellina would like the report to become a “living” document with updates throughout the year. Each trustee should be informed and be able to step in to present on behalf of School District 5 at the Select Standing Budget Consultation Public Hearings held each year.

More follow up is required to be sure these recommendations are dealt with. Chairperson Frank suggested the Board review this again at in February 2018.

4.3 Rainbow Crosswalk

Recommendation A

M/S that the Board approve the painting of a Rainbow crosswalk at the Board Office as soon as weather permits in support of LGBTQ.

CARRIED

5. ITEMS FOR INFORMATION

5.1 Finance Report
For information

5.2 District Occupational Health and Safety Minutes of October 24, 2017
For information

6. QUESTION PERIOD

Nil

7. LATE ITEMS

Superintendent Hauptman complimented the Board on the letter to Hon. Rob Fleming inviting him for a tour of SD5 and expressing the need of replacing Mount Baker Secondary School and the need of expanding Isabella Dicken Elementary.

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of November 27, 2017 adjourned at 12:55 p.m.

DRAFT

Trustee Brown's Report

OCTOBER 2017

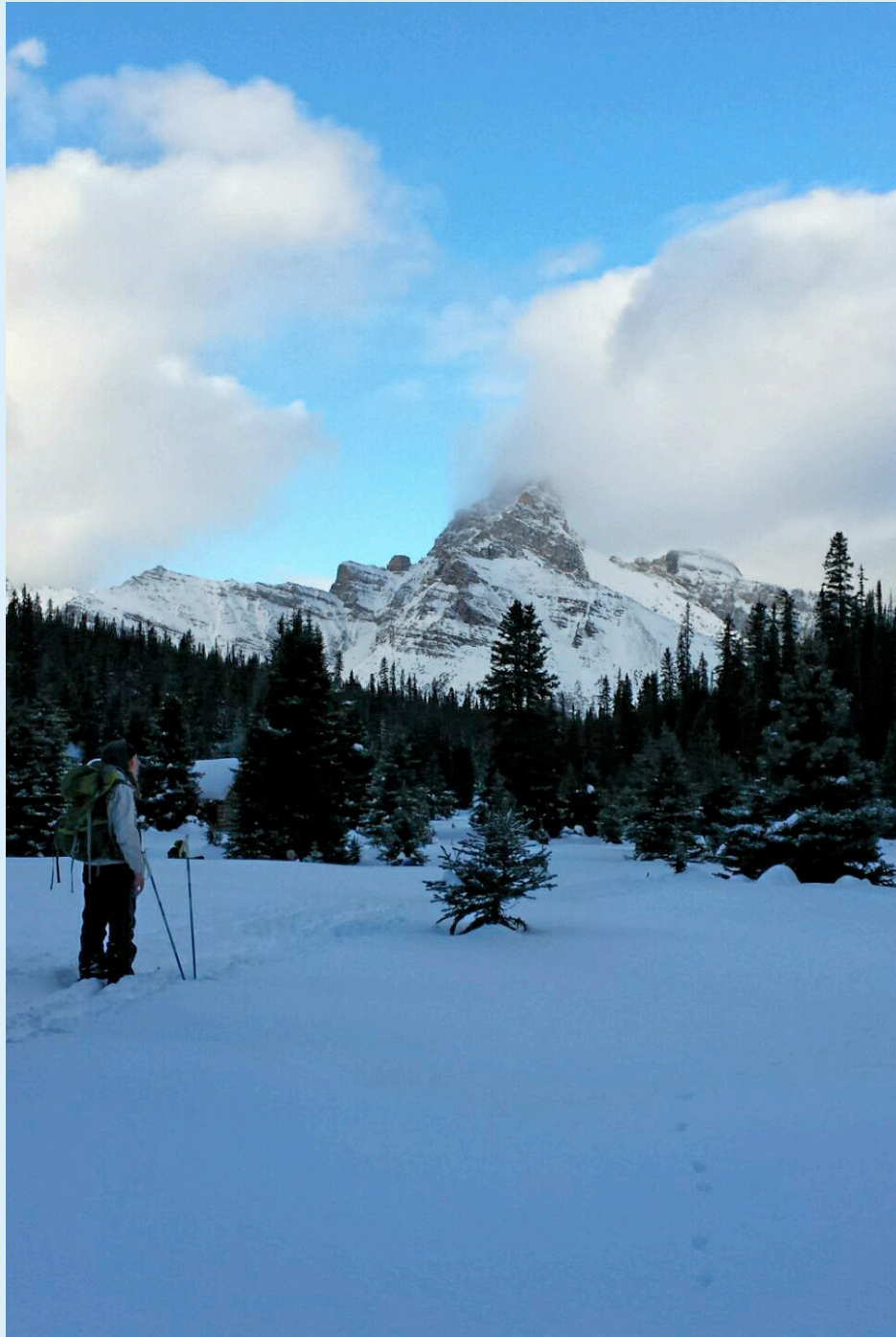
- 11 Gordon Terrace Elementary PAC meeting
- 12 Provincial Child Care Council Meetings
- 13 Provincial Child Care Council Meetings
- 20 Trustee working session
- 30 School District committee meetings

NOVEMBER 2017

- 1 TM Roberts Elementary PAC meeting
- 1 CDTA meeting
- 7 Cranbrook Early Years Committee meeting

SOUTHEAST KOOTENAY

School District 5 Superintendent's News



December, 2017



Superintendent's Activities - Lynn Hauptman

The Sights and Sounds of December...

How quickly the school year goes by – here we are already in the holiday season. During visits to schools, it is obvious that our teachers use the season as an opportunity for enhancing student learning – from the artwork, thematic studies, field studies, oral language goals and, of course, music. Yes, music abounds in our schools at this time of year as our elementary schools practice for the traditional concerts. “All I Want for Christmas is my Two Front Teeth” and “I Want a Hippopotamus for Christmas” were two of last year’s favourites from the concerts I attended. I wonder what the top two will be this year? The annual concert list has been shared with District Staff and Trustees so we will try to cover as many concerts as humanly possible!

In Cranbrook, the Annual performance of the Mass Choirs of all the elementary schools took place on Wednesday, December 6th at the Alliance Church – the only venue large enough to hold everyone! This is the 37th year the concert has taken place and it wouldn’t be possible without the amazing efforts of our elementary music/band teachers who bring approximately 400 students together to sing in perfect harmony! Thank you to Patti Radies, Larry Dureski, Nancy Dyck, Julie Ackerman, Audrey Stetski, Kim Lutz, Carla Ericksen and guest conductor Stephanie Tichauer from Parkland Middle School who pull off this amazing feat! Thank you for helping to launch the Christmas season for so many.

The Board Chair and I will shortly be sending out our annual message to all the staff of Southeast Kootenay wishing them a wonderful and joyous holiday season. We understand that people may or may not celebrate in the same manner but this break gives everyone an opportunity to connect with family and friends and have some much needed time for relaxation. So Merry Christmas, Happy Hannukah, Joyeux Noel, Feliz Navidad, Happy Holidays and Happy New Year!

Mount Baker Makes Music Again

Mount Baker Music Program is officially in the CBC Canadian Music Class Challenge. Music groups from all across the country are involved. They had to pick one of 20 amazing Canadian songs to cover and they chose to do a version of The Strumbella's "End Of An Era", featuring the Concert Choir, Vocal Jazz and Jazz Band. The audio was recorded and produced completely by the MCT students and the video was done by the DFT classes.

Please check them out at the link below and share it with all your students, friends and family. They are very excited to be involved and your support means a lot in the decision!

The video is public and can be viewed at:

https://youtu.be/_pWl7drSDj0

Shortlists in every category that will be released December 8th, 2017, and winners of each category will be announced by Tom Power on CBC Q Radio on December 15th, 2017.

In my opinion, they should be a shoe-in for shortlisting!! Go Wild!!



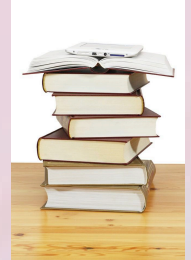
Education Update

Ministry of Education



How Do You Read?

Help spread the word to those with print disabilities! The National Network for Equitable Library Service (NNELS) is a public library resource for students with print disabilities and educators who work with them.



While 10% of Canadians have a print disability, most books are not published in formats that people with print disabilities can read. NNELS produces and collects books in accessible formats like DAISY, MP3 audio and e-text, and makes them freely available through public libraries.

Educators who are interested in learning more can check the [NNELS webpage](#), contact the NNELS team at support@nnels.ca or phone 1-888-848-9250.

Graduation 2017/18 Dogwood Planner – Now Available Online

The Ministry has released the [2017/2018 Dogwood Planner](#), an annual document published for BC secondary students that answers common questions students may have as they approach graduation. The Dogwood Planner is a companion document to the [2017/18 Grad Planner](#), which was released earlier this year.

The Dogwood Planner contains information on provincial assessments/examinations, receiving and sending transcripts, applying to post-secondary institutions, and much more. French language versions of the Dogwood and Grad Planners will be posted soon to the Graduation Information for Students webpage.

The Dogwood Planner is only available online.

Schools are encouraged to share the document with students approaching graduation.



B.C. students are among the best in the world, thanks in part to strong leadership in schools throughout the province, and now government is strengthening that leadership so students continue to succeed. Read more at <https://news.gov.bc.ca/ministries/education>



NEWS FROM SCHOOLS

IDES French Immersion Corner:

Welcome to French Corner! As you know the start-up of school is such a busy time full of so many activities. The 'French Corner' in their newsletter will present a few highlights of what is happening in their French Immersion classes each month.

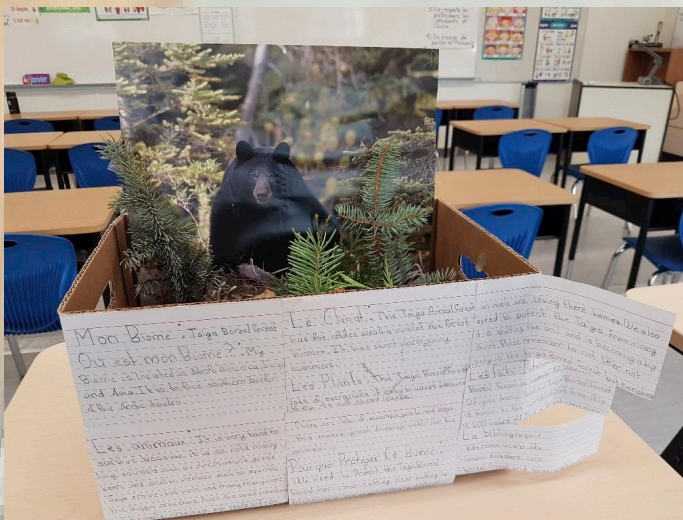
Our new French Immersion classes with Madame Jen and Madame Murray are of course learning LOTS of French – practicing numbers, weather, latitude and longitude as well as basic French reading skill in all their subjects.

Madame Jennifer and Monsieur Hanson's grade 5 class have just completed travel brochures presenting countries around the world that use French as an official language.

Madame Patrice's grade 6 class is advancing their French skills in all their subjects and, following Panther tradition, – acted out their famous Halloween song: François le Fantôme to the WHOLE school during their Halloween Assembly earlier this year.



Nepal Sale - raised over \$5000.00 for Hot Pink School in Nepal - way to go Gordon Terrace and community!



*Un exemplaire du 'Projet des Biomes' de la classe de Madame Murray
A model from Madame Murray's « Projet de Biomes »*



Talking Stick hunt at TM Roberts



Maker Day at RMES



Coding with iPads at Steeples

NEWS FROM THE SECRETARY-TREASURER, DIRECTORS, DISTRICT PRINCIPALS

Update from the Secretary-Treasurer: Rob Norum

The Budget is being finalized for 2017/18 and the necessary paperwork is being prepared for our submission and Board approval of first reading on Dec 12th, 2017. Thank you to John Paul for his work on the budget details.

Posting is out for replacement of a CUPE Payroll position vacated by Jill MacDonald.

The Fernie Office facility work is continuing along with asbestos abatement and stripping of floors and walls. Our Architect Catherine Chernoff is continuing to prepare for tender of the reconstruction work.



Update from the Director of Human Resources: Brent Reimer

Human Resources, to date, has filled 210 teaching and 109 CUPE positions for the current school year.

Second semester teaching positions have all been posted and filled for the remainder of the 2017-18 school year.

With the reinstated collective agreement language and LOU 17 Memorandum of Agreement, the district continues to monitor all classrooms for class size and composition compliance monthly. For any classes not in compliance, the remedy formula specified in the LOU is applied to those classrooms for the month.



Update from the Director of Student Learning and Aboriginal Education: Jason Tichauer

Skills Training Grant

We have been successful in our application for the \$5000 Skills Training Access Grant. These funds will help offset the cost of a few of our district programs, including Project Heavy Duty.

Provincial Ab Ed Gathering

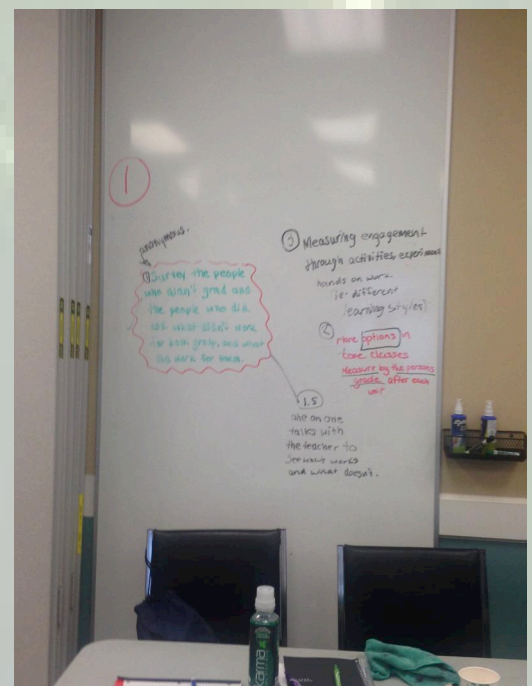
Joe Pierre and I attended the Provincial Aboriginal Education gathering in Richmond. The focus was very much on provincial level results, and the telling of individual stories to get to those results. More to come on this 'equity scan' initiative provincially!

As well, our new AIMS digital student tracking system is now fully operational. This appears to be a significant upgrade over our previous data management system.

Framework for Enhancing Student Learning


We have begun the work of developing our Framework for Enhancing Student Learning. We have had working sessions with both our Principals/Vice Principals and our District Student Advisory Council.

The emphasis has been on getting feedback on structures and strategies to support the Board's Strategic plan within this Framework. Specifically, supporting all learners and the board objectives contained within that goal.



NEWS FROM THE SECRETARY-TREASURER, DIRECTORS, DISTRICT PRINCIPALS

Update from the Director of Student Learning and Innovation: Diane Casault

 Thanks to the team from HELP UBC (Pippa, Alisa and Chelan) for hosting several sharing sessions to review our District CHEQ report as well as a review our EDI information.

What is The Childhood Experiences Questionnaire (CHEQ)?

The CHEQ is an innovative way to capture and report on children's experiences in their early environments – from birth to Kindergarten. The questionnaire focuses on experiences in specific areas of development that are strongly linked to children's health and well-being, education and social outcomes. **The information from the CHEQ helps us understand how children are doing so that teachers, school districts and communities can provide better support and services to families and their children.**



Health & Well-being

Parents respond to questions about their child's physical health and overall well-being including daily physical activities, routine health care check-ups, nutrition and sleep habits.

Language & Cognition

Parents respond to questions about a variety of experiences that influence their child's language development and cognition, including readings, storytelling, engaging in conversation and pretend play, rhyming, using pens and pencils, counting and sorting, painting and more.

Social & Emotional Well-being

Parents are asked about different social experiences their child may have had before Kindergarten, including playing with other children, sharing and helping others. In addition, parents are asked about opportunities their child may have had to talk about their emotions and the emotional experiences of others.

Early Learning & Care

Parents are asked about their child's experiences in non-parental care arrangements and preschool, as well as challenges faced when looking for care. They are also asked about their child's experience with intervention programs and supports.

Community & Context

Parents respond to questions about their perceptions of neighbourhood safety, opportunities for children to play outside in their neighbourhood, social support networks and whether neighbours can be counted on to look after children.

Carole Fullerton – Always an inspiration!



In this full day session for teachers of Grades 3 through 5, participants engaged with tasks designed to support deep learning of number. Together they explored open-ended and directed tasks focused on representing and describing, comparing and ordering numbers to 100 000, as well as explorations of decimal numbers to thousandths. Measurement experiences (mass, area, perimeter and linear measurement) and the operations (adding and subtracting large numbers and decimals; multiplication of by 2 and 3 digits as well as 2 by 2 digit factors using the distributive property) was also addressed in this session.

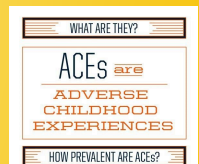


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Dr. Linda O'Neill and ACE's and Trauma Informed Practice (Adverse Childhood Experiences)

What a wonderful morning of learn with Dr. Linda O'Neill. The Cranbrook /Kimberley Child and Youth Mental Health, Substance Use Local Action Team and Southeast Kootenay School District 5 Learning Team were pleased to present a morning learning session on ACE's and Trauma Informed Practice within School Settings. Her energy and passion for supporting some of our most vulnerable students was inspiring. There is no question that Dr. O'Neill will be returning to our area to continue the work and sharing started in November.

Linda is a long-time northerner from the far northwest corner of BC who practiced in that area for many years. She holds a BA in Child and Youth Care, a MEd in Counseling Psychology, and a PhD in Educational Psychology from the University of Victoria and is a certified counselor. Linda teaches in the MEd Counseling program, both on-campus and in the regions. In teaching, Linda works to build respectful, challenging, and empowering learning environments and has been nominated twice for the Excellence in Teaching Award by students. Linda's research focuses on: counselors and other helping practitioners working in isolated settings; secondary trauma experienced by practitioners; complex trauma (Developmental Trauma Disorder); historical and intergenerational trauma; and counseling and research ethics related to northern practice. Linda is principal investigator (PI) on a three-year Northern Communities SSHRC grant, Informal and Formal Mental Health Support in the North, and co-PI with Andrew Kitchenham on a two-year Partnership Development SSHRC grant, Classroom Support for Children who have Experienced Complex Trauma and Attachment Disruption.



Update from the District Principal Student Services: Darcy Verbeurgt

Our Hearing Resource Teacher, Sarah Pasiuk, brought in a guest speaker on November 15th to facilitate a well-being workshop for students with hearing impairments, along with a workshop for parents in the evening. Tanis Hatry, who has a profound hearing loss in one ear and decreasing hearing in the other, shared her experiences of living and thriving with a hearing impairment. Students shared their experiences and ways to advocate for themselves. They also learned and shared healthy outlets for coping and thriving with their own unique hearing loss. Tanis and Sarah also ran an evening parent workshop to share their own experiences, understand different hearing losses and ways to support their young people. The well-being workshop was also run last year by our consultant Sharon Scott-James. One awareness piece that was stressed is that without full hearing, young people feel cut off and very different than their hearing peers. This can lead to loneliness and result in withdrawing. By bringing students with hearing impairment together, we can support them through building a sense of community and belonging.

Julie Russchen, Megan Stasiuk and Darcy Verbeurgt have been participating in a six-week learning session around adverse childhood experiences and how these experiences affect a student's ability to be alert, focused and ready to learn. The work that needs to be done is to not re-traumatize or further traumatize students but rather to build on the safety and stabilization of the student(s) in each classroom and to build resiliency and reconnect them to the school community. While there is a counselling part to this work, there is also approaches all educators can take when we work with students who have or may have experienced an adverse childhood.

This topic area was further addressed by Dr. Linda O'Neill who presented medical, mental health and services first to the community and then to many of our support staff in our district. Her work looks at the functioning of the brain under stress and what is needed for both educators and eventually their students in order to create safety and stabilization and build resiliency in some of our most vulnerable youth. She, and others in the field, stressed the need for staff to first regulate their emotions, relate to the situation and then be able to reason. It is through this sequence that we are able to get to our best thinking self and then be able to reason and problem solve.

Further, our Mandt System Training focuses on building healthy relationships, healthy communication and healthy conflict resolution. One of the underpinnings of the relational training is trauma informed practice or adverse childhood experience informed practice. The Mandt training team has been working with core groups of people in all schools across the district. By the end of February, we will have worked with all schools. At Frank J Mitchell and Isabella Dickens elementary schools, there were full staff training events as requested by the school and their Pro-D teams. These have been very well received.



Nov. 15 workshop for students with hearing impairments



Dr. Linda O'Neill



Mandt Training

Update from the District Principal Transformative Learning: Jennifer Roberts

Hackergal

<http://hackergal.org/>

We have over forty girls that will be participating in an 8-hour hackathon on December 13th in the district. We have 16 Students from FSS that will be working out of the Fernie Learning Center, 26 students from Laurie Middle school and 2 students from Parkland Middle School that will be working out of the Cranbrook Board Office. In preparation for this event, students will be working with our helping teachers between 4-6 hours on the introduction to codesters and to begin to learn the python coding language. A Hackathon is an event in which groups of people **come together to solve a problem**. The term is largely used in the tech industry to describe a fast-paced event in which computer programmers or “coders” work together to create a functioning product. During a Hackergal hackathon, **groups of girls work together** over a day to first **learn how to use a game development platform** and then **create a functioning game**. Exposing your students to coding and the rush of a hackathon is **sure to inspire** them from one year to the next.



Hour of Code Week

Each year, millions of students and teachers from around the world participate in this free event. This year's Hour of Code week is from December 4-10.



Professional Development Day - December 4, 2017

Kim Froehler Helping Teacher of Transformative Learning in the Valley

Technology Planning Extravaganza at FJMES. Kim did a brief overview of Office 365, and then took teachers to the Hour of Code week website. She then worked with the teachers in Primary and Intermediate groups and discussed how to plan for technology projects and how to choose the correct tool for the task (SAMR) model. She also showed them the Design Thinking model from the ADST curriculum. She gave teachers a lot of resource links, some teachers played on Scratch Jr., others explored iPad apps, looked at Green Screen in the classroom, and others tried out the Makey Makey.

Ryan McKenzie Helping Teacher of Transformation for Cranbrook

Ryan worked with a small groups of staff on websites and smartboard tools in the morning at MBSS. In the afternoon he dove into Office 365 with a group of teachers, Student Services teachers and Educational Assistants.



Maker Project at TMRES

District Enrollment

Dec. 12, 2017

School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	Nov
Jaffray Elem-Jr Secondary	25	15	19	27	19	19	20	20	20	11	12	0	0	207	206
École Isabella Dicken	71	49	67	64	57	66	59	0	0	0	0	0	0	433	431
Frank J Mitchell Elementary	48	64	51	44	62	46	57	0	0	0	0	0	0	372	370
Rocky Mountain Elementary	32	43	43	28	41	27	33	0	0	0	0	0	0	247	244
Mount Baker Secondary	0	0	0	0	0	0	0	0	0	0	273	283	265	821	823
Laurie Middle School	0	0	0	0	0	0	0	131	106	131	0	0	0	368	370
Amy Woodland Elementary	27	42	38	41	39	36	43	0	0	0	0	0	0	266	266
T M Roberts Elementary	44	53	55	53	58	59	57	0	0	0	0	0	0	379	379
Gordon Terrace Elementary	40	34	38	43	29	33	30	0	0	0	0	0	0	247	247
Highlands Elementary	29	35	41	39	39	58	35	0	0	0	0	0	0	276	276
Pinewood Elem - Cranbrook	14	14	25	22	15	16	20	0	0	0	0	0	0	126	126
Steeple Elementary	27	27	32	32	23	21	22	0	0	0	0	0	0	184	184
Kootenay Orchards	31	28	29	35	32	22	35	0	0	0	0	0	0	212	210
Parkland Middle School	0	0	0	0	0	0	0	150	134	141	0	0	0	425	423
Elkford Secondary	0	0	0	0	0	0	0	36	31	32	34	39	26	198	199
Fernie Secondary	0	0	0	0	0	0	0	58	60	54	50	66	63	351	352
Sparwood Secondary	0	0	0	0	0	0	0	39	42	39	46	45	31	242	241
Kootenay Educational	0	0	0	0	0	0	0	0	0	0	11	28	59	98	93
Kootenay Discovery School	0	1	1	0	0	1	0	0	3	6	2	6	97	117	124
Totals	388	405	439	428	414	404	411	434	396	414	428	467	541	5569	5564



SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY

2017 TRUSTEE STANDING COMMITTEES

POLICY COMMITTEE	Gail Brown (Co-chair) Trina Ayling (Co-chair) Doug McPhee Curtis Helgesen	Diane Casault
FINANCE/OPERATIONS/PERSONNEL COMMITTEE	Curtis Helgesen (Co-chair) Chris Johns (Co-Chair) Patricia Whalen Bev Bellina	Rob Norum
ADVOCACY/EDUCATION COMMITTEE	Patricia Whalen (Co-chair) Jacqueline Blumhagen (Co-chair) Trina Ayling Bev Bellina	Jason Tichauer
SPECIAL EDUCATION STUDENT SERVICES COMMITTEE	Chris Johns (Co-chair) Doug McPhee (Co-chair) Trina Ayling Bev Bellina	Darcy Verbeurgt

The Board Chair will attend as many meetings as possible.

The Superintendent will be ex-officio Administrative Representative for all Committees.

The Chairperson will be ex-officio Trustee Representative for all Committees.

AD HOC	TRUSTEE REPS	ALTERNATE
Aboriginal Council on Education	Trina Ayling	Gail Brown
B.C.P.S.E.A.	Bev Bellina	Curtis Helgesen
B.C.S.T.A. Provincial Council	Bev Bellina	Gail Brown
Chamber of Commerce (Cranbrook)	Chris Johns	Cranbrook Trustees
CFTA Grievances	Frank Lento	Doug McPhee
Communications/Media Committee	Trina Ayling	Lynn/Rob
Safe Communities Cranbrook	Patricia Whalen	Gail Brown
Cranbrook Wellness & Heritage	Doug McPhee	
CUPE Bargaining Support Team	Bev Bellina	Jacqueline Blumhagen
CUPE Grievances	Chris Johns	Trina Ayling
DPAC	Trina Ayling	Chris Johns
DSAC	Bev Bellina	Jacqueline Blumhagen
Early Years Committee (Cranbrook)	Gail Brown	Patricia Whalen
Early Years Committee (Elkford)	Curtis Helgesen	
Early Years Committee (Fernie)	Frank Lento	
Early Years Committee (Sparwood)	Bev Bellina	
Humanity Network	Trina Ayling	Bev Bellina/Doug McPhee
Fernie Leisure Services	Frank Lento	
Key City Theatre	Chris Johns/Trina Ayling	
MBSS Building Replacement	Chris Johns	Cranbrook Trustees
Legacy of Learning	Chris Johns	Cranbrook Trustees
Trustee/Board Evaluation	Frank Lento/Patricia Whalen	

Reminders:

- ❖ The purpose of all meetings is to help students.
- ❖ Trustees are encouraged to keep abreast of what's happening in our schools and look for opportunities to lend a helping hand.
- ❖ Committees must not take on the role of the Board. (Just as the Board must not act like a Committee.)
- ❖ The public's perception of our actions will be just as important as the action itself.
- ❖ Trustees and Committee members should agree or disagree with motions or ideas – not with people.
- ❖ Committees recommend or advise.

2017 VICE CHAIRPERSON

**BOARD OF TRUSTEES
SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY**

January	Trustee Ayling
February	Trustee Bellina
March	Trustee Blumhagen
April	Trustee Johns
May	Trustee McPhee
June	Trustee Brown
July	Trustee Helgesen
August	Trustee Whalen
September	Trustee Ayling
October	Trustee Bellina
November	Trustee Blumhagen
December	Trustee Johns

**SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY
TRUSTEES
2016/17 SCHOOL ASSIGNMENT**

CRANBROOK	Pinewood	Trina Ayling
	Amy Woodlands	Trina Ayling
	Alternate Programs	Trina Ayling
	Gordon Terrace	Gail Brown
	Parkland	Doug McPhee
	Kootenay Orchards	Doug McPhee
	TM Roberts	Gail Brown
	Highlands	Chris Johns
	Mt. Baker	Chris Johns
	Laurie	Patricia Whalen
	Steeple	Patricia Whalen
FERNIE	Isabella Dicken	Frank Lento
	Fernie Secondary	Frank Lento
	Kootenay Discovery: DL	Frank Lento
SOUTH COUNTRY	Jaffray Elem. Jr. Secondary	Jacqueline Blumhagen
SPARWOOD	Frank J. Mitchell	Bev Bellina
	Sparwood Secondary	Bev Bellina
ELKFORD	Rocky Mountain	Curtis Helgesen
	Elkford Secondary	Curtis Helgesen

*The Chairperson will attempt to visit all schools.



Statement of Disclosure Financial Disclosure Act

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

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

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

Who has access to the information on this form?

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

What is a trustee?– s. 5 (2)

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

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

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

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

Assets – S. 3 (a)

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

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Liabilities – s. 3 (e)

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

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

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

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

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

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

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

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

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

no yes

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

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

_____ *signature of person making disclosure*

_____ *date*

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

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

School board trustees/ Francophone Education Authority directors:

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

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

Nominees for provincial office:

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

Designated Employees:

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

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

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