



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

December 13, 2016, 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 13, 2016 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 8, 2016 be approved as [circulated/amended].

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 8, 2016.

1.6 Business Arising from Previous Minutes

1.7 Receiving of Delegations/Presentations

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee 11

Recommendation A

M/S that the Board approve Doug McPhee as the City of Cranbrook Wellness and Heritage representative.

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

2.2 Policy Committee 14

Recommendation A

M/S that Policy 3.9 Alcohol or Drugs - Possession, Trafficking or Non-Medical Use be sent to the Board of Education for deletion.

Recommendation B

M/S that Policy 3.11 Drug Free Zone be sent to the Board of Education for deletion.

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

2.3 Finance/Operations/Personnel Committee 18

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

2.4 BCSTA /Provincial Council

BCPSEA - January 17, 2017

BCSTA - April 20-23, 2017

2.5	Communications/Media Committee	
	M/S to accept the report of the Communications/Media Committee.	
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.	
2.8	Trustee Reports	21
3.	SUPERINTENDENT'S REPORT TO THE BOARD	25
	M/S that the December 2016 Superintendent's Report to the Board of Education be accepted as presented.	
4.	CHAIRPERSON'S REPORT	
5.	NEW BUSINESS	
5.1	Business Arising from Delegations	
5.2	Notice of Budget Bylaw	
5.3	SD5 Communicating Student Learning Committee	30
5.4	Kootenay Athletic Academy	
5.5	MBSS London/Harrogate, U.K. Trip April 12-20, 2017	32
	Tentative Board Approval	
5.6	Jaffray School Cambodia, Vietman, Thailand Trip April 8-17, 2017	38
	Tentative Board Approval	
5.7	Appointment - Key City Theatre Board	
5.8	2017 Standing Committee Representatives	
	Advocacy/Education Committee	
	Policy Committee	
	Finance/Operations/Personnel Committee	

5.9 Christmas Donations - Salvation Army

M/S that the Board donate to the Salvation Army's Christmas Hamper program in the amount of \$1000 in Cranbrook and \$700 in Fernie. This represents a donation of \$100 on behalf of each of the SD5 Schools in lieu of a gift to the staff of each school.

6. TRUSTEE BOUQUETS

7. ITEMS FOR INFORMATION/CORRESPONDENCE

7.1 BCSTA Financial Disclosure

42

Trustees need to complete forms between Jan 1 - 15, 2017

8. QUESTION PERIOD

9. ADJOURNMENT

M/S that the December 13, 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**

**November 8, 2016, 3:00 p.m.
Board Office**

Present: Chairperson Lento
Trustee Ayling
Trustee Bellina
Trustee Blumhagen
Trustee Brown
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
District Principal/Student Learning, D. Verbeurgt
Recorder, Sandy Gronlund

Regrets: Trustee Helgesen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento called the November 8, 2016 regular public meeting of the Board of Education to order at 3:15 p.m.

Chairperson Lento opened the meeting with acknowledging that we are on the traditional lands of the Ktunaxa people.

1.2 Consideration and Approval of Agenda

MOTION-R-16-151

M/S that the agenda for the regular public meeting of the Board of Education of November 8, 2016 be approved as circulated.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of October 11, 2016

MOTION-R-16-152

M/S that the minutes of the regular public meeting of the Board of Education of October 11, 2016 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION-R-16-153

M/S to accept the closed records of the in-camera meeting of the Board of Education of October 11, 2016

CARRIED

1.5 Business Arising from Previous Minutes

Nil

1.6 Receiving of Delegations/Presentations

1.6.1 Career Education Association (CEA) Award Debbie McPhee and Sharon Trefry

Mr. Tichauer introduced Debbie McPhee and Sharon Trefry who were instrumental in winning 2nd prize for the Canadian Innovators in Education Award. School District 5 received a cheque for \$10,000 from Reader's Digest Foundation of Canada. This money will be used to support the existing Mount Baker Elder in Residence program.

Joan O'Neil, one of the Elders at MBSS, expressed her gratitude for the program. She has been with MBSS for the past 7 years and thanked the Board for allowing the Elders to be there.

Mr. Tichauer welcomed Lisa Luscombe who is joining MBSS as an Education Support Worker and congratulated **Joe Pierre** Junior, **Nasukin**, ʔaq'am First Nation.

Sharon distributed a copy of Readers Digest to the trustees and thanked the Board for all of their support over the years.

Debbie presented Chairperson Lento with a plaque and a copy of the letter from Readers Digest and thanked everyone for their contribution to receiving this award.

Chairperson Lento expressed his appreciation to the Elders for their work at MBSS.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

Co-chair Trustee Whalen reviewed the minutes of the October 24, 2016 meeting of the Advocacy/Education Committee.

The Trustees to invite Teresa Rezansoff to come to Cranbrook for a meeting.

MOTION-R-16-154

M/S that the letter to the government and the media release regarding the firing of the Vancouver School Board be approved by the Board for distribution

CARRIED

MOTION-R-16-155

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

CARRIED

2.2 Policy Committee

Co-chair Trustee Whalen reviewed the minutes of the October 24, 2016 meeting of the Policy Committee.

MOTION-R-16-156

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

CARRIED

2.3 Finance/Operations/Personnel Committee

Co-chair Trustee Helgesen reviewed the minutes of the October 24, 2016 meeting of the Finance/Operations/Personnel Committee.

MOTION-R-16-157

M/S that the Board approve the amendment to the Annual Programs Funding Agreement for the SEP Capital Project for Jaffray Elementary Junior School

CARRIED

MOTION-R-16-158

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

CARRIED

2.4 BCSTA /Provincial Council

Trustee Bellina shared her verbal report from the Provincial Council meeting held October 28-29, 2016 in Vancouver.

2.5 Communications/Media Committee

Trustee Ayling shared her communications/media report which is attached to the agenda.

MOTION-R-16-159

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

CARRIED

2.6 Mt. Baker / Key City Theatre Replacement Committee

Trustee Johns reported that the Replacement Committee is giving a presentation November 10th at the R.D.E.K. Board meeting regarding a cost sharing proposal of \$40,000 between the School District, City of Cranbrook, and the Regional District for a study on the Key City Theatre and MBSS.

Thank you to Mr. Norum and Mr. Tank for facilitating the direction we are taking.

MOTION-R-16-160

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

CARRIED

2.7 Legacy of Learning

Trustee Johns shared an email regarding The Legacy of Learning Summary. The Institute is focusing on having yearbooks available on line for viewing.

2.8 Trustee Reports

Trustees reported on their activities for the month.

3. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report of November 2016 included updates from the following: (the report is attached to the agenda for information)

Highlights include:

- Superintendent's Activities
 - Parent information evenings on Renewed BC Curriculum and Competencies
 - Ministry of Education-BCSTA 2nd Annual Partner Liaison Meeting on October 26th
- Update from Finance/Operations
 - Capital Upgrade to be tendered for Jaffray School
 - Focusing on budget changes
- Update from Director of Instruction/Student Learning
- Update from Director of Instruction/Safety/Aboriginal Education
 - ERASE VTRA Level I and II
 - Mr. Tichauer and Chief Joe Pierre Jr have been visiting schools to discuss with students the Aboriginal Education programs available to them
- Update from District Principal/Student Services
 - Heath Promoting School Coordinator's Education Session in Kelowna
 - Student Services Teachers began a 4 session winter workshop on data collection, IEP goal and objective writing and measurement of student progress
- Update from Director of Instruction/Human Resources
 - To date 155 teaching positions and 115 CUPE positions filled
 - The District Health and Safety team will meet quarterly
 - Teacher Mentorship program met for a successful day on October 21st

Information shared:

The \$5000 skills training grant which was successful last year was not for this year. We were successful in a \$17,500 grant for this year.

MOTION-R-16-161

M/S that the November 2016 Superintendent's Report to the Board of Education be accepted as presented.

CARRIED

4. CHAIRPERSON'S REPORT

Chairperson Lento shared events from his day at the Ministry of Education 2nd Annual Partner Liaison Meeting in Vancouver.

A meeting to be arranged with Bill Bennett regarding the crossing at Highway 3 and 13 Street in Fernie.

5. NEW BUSINESS

5.1 Business Arising from Delegations

Nil

6. TRUSTEE BOUQUETS

Trustee Brown - thanked everyone for attending all of the meetings and also for their participation in the work on suicide protocol.

Trustee McPhee - thanked TM Roberts School staff for the great tour of their school.

Trustee Bellina - congratulated Trustee Blumhagen on her new baby girl.

Trustee Blumhagen - thanked everyone for their well wishes and TM Roberts School for the tour.

Trustee Ayling - thanked the media for attending the Board meeting and Shelley Balfour (BCTF) and Debbie Therrien (DPAC) for always attending the Board meetings.

Chairperson Lento - the Board shares the grief of the Abbotsford school tragedy.

7. ITEMS FOR INFORMATION/CORRESPONDENCE

7.1 Trustee Pro-D

7.2 Financial Report

8. QUESTION PERIOD

Shelley Balfour – attended a meeting the Ministry of Education gave on Assessment and Reporting.

9. ADJOURNMENT

MOTION-R-16-162

M/S that the November 8, 2016 regular public meeting of the Board of Education adjourn at 4:22 p.m.

CARRIED

10. LATE ITEMS

Frank Lento, Chairperson

Rob Norum, Secretary Treasurer



1.4. RECEIPT OF RECORDS OF CLOSED MEETINGS

In-camera Meeting November 8, 2016

- Finance/Operations/Personnel Committee report
 - Exempt Compensation
- BCPSEA Representative Report
 - BC Council Meeting was October 28th in Vancouver.
- Superintendent's Report
 - TTOC costs

A handwritten signature in black ink, appearing to read "R. Norum".

Robert G. Norum
Secretary Treasurer



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

November 28, 2016 9:00 a.m.

Board Office

Committee Members
In Attendance:

Trustee Bellina (on the phone)
Trustee Ayling

Regrets:

Trustee Blumhagen
Trustee Whalen

Board/District Staff in
Attendance:

Trustee McPhee
Trustee Brown
Trustee Helgesen
Trustee Lento (Chairperson)
Lynn Hauptman, Superintendent
Jason Tichauer, Director, Student Learning
Rob Norum, Secretary-Treasurer
Diane Casault, Director, Student Learning
Brent Reimer, Director of Instruction
Darcy Verbeurgt, District Principal
Gail Rousseau, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Advocacy/Education Committee meeting of November 28, 2016 was called to order at 9:03 a.m. by Trustee Bellina. This meeting is being held on the lands of the Ktunaxa People.

1.2 Approval of Agenda

Deletion: Item 2.2 - Presentation on Environmental Education will be postponed to the Board meeting.

ADV-16-13

The Agenda of the Advocacy/Education Committee meeting of November 28, 2016 is approved as amended.

1.3 Approval of Minutes

ADV-16-14

The Minutes of the Advocacy/Education Committee meeting of October 24, 2016 are approved as circulated.

2. PRESENTATIONS

2.1 Sports Academy – Russ Sheppard, Pete Stefano and Corey Spring

A presentation, was given on a potential “Kootenay Athletic Academy” for grades 7-12, by Russ Sheppard, Pete Stefano and Corey Spring. The Academy would be a non-profit organization that, in partnership with SD5, will provide sport specifics and active living programs to enhance the school experience, allowing students to explore new passions or further develop existing passions.

Please see the attached presentation.

Discussion ensued; highlights included:

- Have obtained support from minor lacrosse as well as have held discussions with Chris New at the City of Cranbrook; waiting on support from SD5 to hold further discussion with other businesses
- Principals will initially invest with helping to set up a schedule that works with the teachers; no financial or Human Resources investment; relationships need to be built between with SD5 in order to promote and get students into the schools
- program being available to the whole district is a long-term goal; starting with Cranbrook first
- approach will be on a per student basis to see how it can be adapted to meet all students' needs

Further discussion will ensue at the next Board Meeting.

3. ITEMS FORWARDED FROM PREVIOUS MEETING

3.1 ThoughtExchange Update

Share and Star have now been completed on this process. We are waiting to plan the Discover process. There has been lots of participation thus far.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report – no activity since the last report other than the students taking part in the ThoughtExchange process.

4.2 DPAC Report

Trustee Ayling reported:

- BCCPAC Summit was held November 18 & 19
- Pre-discussion about R&R Program
- DPAC will draft letters in support of the Board's letter re: Budget Needs and for

the \$1 Million SES SPED funding letter and the VSB firing

4.3 Student Services

4.3.1 Update R&R Program

Darcy Verbeurgt updated the Committee on the Reference and Regulate Program for students with autism. Please see the attached report. Any new additions to the program are now on hold in the district and the reasons why were communicated to the Committee and to the parents in attendance. Additional strategies and training are being provided/implemented as the current R & R program is not flexible enough to meet the needs for all 117 students to be successful. Every student is looked at on an individual basis and the appropriate supports are then put in place. As the district moves forward there will be regular updates to this Committee. Experts will be consulted to make sure the best possible supports are implemented.

4.4 Strategic Planning - nil

4.5 Community Representation on City of Cranbrook Wellness and Heritage Committee

Recommendation A – that the Board approve Doug McPhee as the City of Cranbrook Wellness and Heritage representative.

5. BCSTA Letters

5.1 SD 27

Receive and file.

SD 67

Receive and file.

SD 42

Receive and file.

SD 19

Receive and file.

SD 43

Move to January 30 meeting.

6. ADJOURNMENT

The Advocacy/Education Committee meeting of November 28, 2016 was adjourned at 10:55 a.m.



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

**November 28, 2016, 10:30 a.m.
Board Office**

Committee Members **Co-Chair Trustee Brown (Chair)**
Co-Chair Trustee Ayling

In Attendance: **Trustee McPhee**
Trustee Helgesen

Regrets:

Board/District Staff in Attendance: **Trustee Bellina (by phone)**
Chairperson Lento
Lynn Hauptman, Superintendent
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Educ.
Darcy Verbeurgt, District Principal of Student Services
Janice Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of November 28, 2016 was called to order at 11:02 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2016-13

M/S that the agenda for the Policy Committee meeting of November 28, 2016 be approved as circulated.

1.3. Approval of the Minutes

POL-2016-14

M/S that the minutes of the Policy Committee meeting of October 24, 2016 be approved as circulated.

2. POLICIES PASSED BY THE BOARD SINCE LAST MEETING

Nil

3. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Policy 3.9 Alcohol or Drugs – Possession, Trafficking or Non-Medical Use

Discussion included:

- the reworking of Policy 3.7 Code of Conduct – language speaks more to consequences – may/may not be an indefinite suspension and/or combination of both consequences/suspension
- Is there a desire to combine several of these policies?
- felt that 3.9 and 3.11 are redundant now that we have the Code of Conduct policy.

Recommendation A

“M/S that Policy 3.9 Alcohol or Drugs – Possession, Trafficking or Non-Medical Use be sent to the Board of Education for deletion.”

4.2 Policy 3.11 Drug Free Zone

Discussion included in above item.

Recommendation B

“M/S that Policy 3.11 Drug Free Zone be sent to the Board of Education for deletion.”

4.3 Policy 3.35 Sexual Orientation/Gender Identity

- new/updated information is coming out from the Ministry quite often
- our current policy matches the Ministry’s guidelines/requirements, however we do need to create regulations
- please go to sogieducation.org for more information
- schools have all received this information and there will be work to do in schools to ensure students are educated in this area.

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 11:14 a.m.

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

POLICY

**ALCOHOL OR DRUGS - POSSESSION,
TRAFFICKING OR NON-MEDICAL USE**

SECTION 3.9

The Board recognizes that the non-medical use of alcohol or drugs has a harmful effect on the user and that it may adversely affect the character and environment of others with whom the user associates. The Board believes that schools must be drug and alcohol free.

The Board prohibits the use and/or possession and/or being under the influence of alcohol or drugs by students while on school property or at school-sponsored events.

If the Principal or Vice-Principal believes that as a result of an investigation there are reasonable grounds that the student is in possession of and/or under the influence of alcohol or drugs the Principal or Vice-Principal **will proceed to indefinitely suspend the student**. Reasonable grounds in this context include information received from one student considered to be credible; information received from more than one student; a teacher's or principal's own observations; or any combination of these pieces of information, which the relevant authority considers to be credible.

In the case of suspicion of trafficking, the Principal/Vice-Principal in addition to the above will inform the R.C.M.P.

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

POLICY SECTION 3.11

DRUG FREE ZONE

The Board of School Trustees for School District No. 5 (Southeast Kootenay) supports **DRUG FREE ZONES** within its School District. A **DRUG FREE ZONE** is defined as a designated area that is intended to be void of illegal drug use and/or drug sales.



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

**November 28, 2016, 11:30 a.m.
Board Office**

Committee Members in Attendance: Co-chair Trustee Helgesen
Trustee Bellina – by phone

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 and Aboriginal Education, J. Tichauer
Director of Instruction/Student Learning, D. Casault
Recorder, Sandy Gronlund

Regrets: Trustee Blumhagen
Trustee Johns
Trustee Whalen

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of November 28, 2016 was called to order at 11:22 a.m. by Co-chair Trustee Helgesen.

1.2 Approval of the Agenda

The agenda of the public Finance/Operations/Personnel Committee meeting of November 28, 2016 approved as circulated.

1.3 Approval of the Minutes

The minutes of the public Finance/Operations/Personnel Committee meeting of October 24, 2016 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Update on Hwy 3 & 13 St Crossing in Fernie

Chairperson Lento and Rob Norum met with our MLA, Bill Bennett, on Friday, November 25th regarding the safety concern with the Hwy 3 crossing at 13th St in Fernie. MLA Bennett said this has been an ongoing safety issue since 2012 and he will pursue this concern.

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

4.1 Bussing in Elkford

Discussion included:

- lack of student registration on the busses creating over crowding
- students come with notes from parents to ride the bus and be dropped off at different areas
- School District 5 is looking at the routes and at the needs of students to try to improve the bussing. One more run in Elkford was added – more students are being picked up
- now monitoring the students as to whether they are or not actually using the bus
- If the School District was to follow the transportation Policy 5.4, “Student Eligibility for Bus Service”, only 8 students are eligible to ride the bus when actually 221 students are riding. Elkford area bussing needs to be looked at on an individual bases.
- would like to see the policy cover needs for areas like Elkford, especially in the winter months
- would like to see all busses full
- Interpretation of the policy is to make sure we get elementary students on the bus, which has made some secondary students having to walk. Not the best situation but we are still looking at other scenarios that could work. Many variables to try and accommodate all of the students
- Chairperson Lento shared some ideas regarding the bussing issues
- when we exceed the expectations of our policy it is difficult to go back to the policy

The Policy Committee to review Policy 5.4 “Student Eligibility for Bus Service” at their next meeting.

5. ITEMS FOR INFORMATION

5.1 District Safety Advisory Committee

5.1.1 Minutes of October 28, 2016

Attached to Agenda

5.2 Finance Report

Attached to Agenda

5.3 Decision re: BCTF Appeal

First meeting between BCPSEA and BCTF is November 29, 2016.

5.4 Shared Energy Pilot - 2016-17 School Year

Mr. Norum has put forward School District No. 5 for an opportunity to share in the energy management project. He discussed what it may look like. We are now waiting and hoping for a positive response. This Pilot will be conducted by School District No. 23.

5.5 Transportation Funding Letter

Attached to Agenda

6. QUESTION PERIOD

Nil

7. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of November 28, 2016 adjourned at 12:00 p.m.

8. LATE ITEMS

Nil

Trustee Bellina – Report November 2016

November 19th - Joint SSS and FJMES Remembrance Day Ceremony - SSS

November 11th - Remembrance Day Ceremony - laying of wreath for SD5 at Cenotaph

November 14th - BCPSEA Conference Call

- Frank J. Mitchell Pac Meeting

- Sparwood Library Board Meeting

November 16th - Sparwood Secondary School Pac Meeting

November 19th - Library Board Training Course - COTR Cranbrook - full day

November 28th - Committee Meetings - via telephone

December 4-7th - BCSTA Learning Forward Conference

Trustee Report: Gail Brown

December 2016

October

- 12 TM Roberts PAC meeting
- 25 Committee Meetings, School District #5

November

- 1 Safe Communities, Cranbrook Committee
- 2 TM Roberts PAC Meeting
- 8 School Board Meeting, Cranbrook
- 10 TM Roberts Remembrance Day event
- 14 School Board meeting - exempt staff salaries
- 28 Committee Meetings, School District #5

December

- 7 Cranbrook Mass Choir Concert
- 12 PAC meeting, Gordon Terrace Elem.
- 13 School Board Meeting, Cranbrook

Trustee Report Doug McPhee

My apologies for not attending the PAC meeting this week. I am in Kelowna obtaining additional training on victim-offender mediation. In addition to retired grandpa and trustee, I am the program coordinator of Cranbrook and District Restorative Justice. CDRJS provides restorative justice services in the communities of East Kootenay and to all schools in SD5. Cdrjsociety.ca

What has the Board of Education been up to?

1. The Ministry of Education fired the Vancouver School Board for failing to submit, as required, a balanced budget for 2016-17. The VSB developed a balanced budget, but out of protest for what they perceived as inadequate funding from the ministry, declined to submit the budget.

When there are changes in the distribution of the population within a district, some decisions have to be made about the programming that the district can afford. More than a few years ago, I was involved in a committee that engaged the public in a consultation process focussed on declining population. It was decided by each municipality to reduce the number of schools and maintain a population within the remaining schools that would support second language, band and other programs.

Vancouver School Board needs undertake the same process. As the Lower Mainland grows, young families are locating further and further from the downtown core. People tend to live where they can afford to live. In this case, the enrolment of schools within the Vancouver School District has declined to a point that they can no longer afford to operate all programs at all schools or operate all schools.

The difficult position is that of the parents and students in the catchment area. The work of reconfiguration is not a welcomed process. It is always perceived as preferable to maintain the culture of a neighbourhood school. With the school district no longer represented by trustees who were elected to represent each area, the needed changes will be placed on hold.

1. In addition to a balanced budget, School District 5 submitted a Needs Budget to the ministry. The Needs Budget identifies all those services which we consider to be essential, but cannot afford to implement with the current level of funding. It is meaningful communication to the ministry and media that funding levels are not adequate.
2. Supreme Court of Canada has ruled in favour of the BCTF with respect to the removal of class size and compensation language which was removed by our the provincial government. The next steps are important. There is now a legislated requirement to negotiate class size language back into the provincial agreement. There is also a need to fund those contract obligations fully. The most important consideration, moving forward, is that those changes occur in a respectful and collaborative manner.

SUMMARY OF BOARD MOTIONS CARRIED
November 8th, 2016, Board Meeting, Cranbrook

Motions Carried

Advocacy

That the letter to the government and the media release regarding the firing of the Vancouver School Board be approved by the Board for distribution

Contact: Chairperson Frank Lento, 250-423-7607

Finance Operations

That the Board approve the amendment to the Annual Programs Funding Agreement for the SEP Capital Project for Jaffray Elementary Junior School

Contact: Rob Norum, Secretary-Treasurer, 250-417-2054

What has McPhee been up to:

Oct 14-16: Provided Restorative Justice Training in the community

Nov 3: Extending restorative justice support to the Elk Valley

Nov 3: Meeting of the Humanity Network

Nov 8: Board Meeting and tour of TM Roberts Elementary

Nov 10: Remembrance Ceremony at Parkland Middle School

Nov 10: Hiring Committee Meeting • Highlands Elementary

Nov 11: Remembrance Ceremony at Rotary Park

Nov 14-17: Victim-Offender Mediation Training in Kelowna

Nov 20-27: Restorative Justice Week

Nov 21 Meredith Egan Presentation at the COTR (Restorative Justice)

Nov 21: Interviews • Highlands Elementary

Nov 28: Committee Day SD5

Respectfully,

Doug McPhee



SD 5 Superintendent's News

Superintendent's Activities

The Holiday Season is here!

As I visit schools in the district, it is obvious that schools are planning for special holiday celebrations. Decorations, artwork, the sounds of "Rudolph" and "Frosty" echo throughout the hallways. Yes, it is Christmas Concert season and one that I love! I would like to extend a very special thank you to our teachers, school staff, parents and district operations staff who make these events memorable.

Once again, the Mass Choir of the Cranbrook schools had their 36th Annual performance on December 7 at the Alliance Church. I never cease to be amazed at the talent and efforts of our elementary music educators who manage to bring approximately 400 children together on stage to make beautiful music together. What a wonderful way to herald in the Christmas season.

The Board Chair and I are also sending out a message to our staff, our unions and our DPAC wishing them a joyous holiday season. We understand people may or may not celebrate in the same way but typically this break gives people an opportunity to connect with family and friends. We also know that it gives all of our staff a much needed time for relaxation! Merry Christmas, Happy Holidays and a Happy New Year!



World Food Day

Approximately 4000 lbs. of food was collected for World Food Day back in October from all SD5 schools! Way to go!



IMPORTANT DATES FOR TRUSTEES



See attached Christmas concert list
No committee meetings in December
Christmas Break—Dec. 23—Jan. 9

Kindergarten/Grade 1 School Bus Safety Program

Every year for the last six years, Ray White (retired bus driver) takes approximately 400 students in Kindergarten/Grade 1 through the School Bus Safety Program in Cranbrook. Once again close to 400 students have gone through the program this year bringing over 3000 students since the program began. The students learn protocol about the safety while riding a school bus which benefits both the drivers and the students! The kids love this program particularly going up on the hoist! Thank you to Ray White, Gerry Whitlock and Bill Graham for their dedication and time for this very worthwhile Program! (Psst.....I think it is their favourite time of the year, too!)



K – 12 Renewed/Revised Curriculum

Work continues in all of our schools on the renewed curriculum and we are hearing about some tremendous inquiry learning projects or project-based learning. Ensuring that Aboriginal worldviews and perspectives and the First Peoples Principles of Learning are embedded throughout curricular areas is also ongoing. There was some news from the Ministry of Education regarding the timeline of the Graduation Years (Grades 10 – 12) recently:

Grade 10-12 curriculum implementation

Teachers, principals and trustees asked for more time to work hands-on with the redesigned draft curriculum in grades 10-12 – and we agree. The extra time means teachers can try out the draft curriculum and provide feedback before it is fully implemented in the 2018/19 school year. The new curriculum is already fully in place in the earlier grades.

The extra year makes sense because the graduation years are more complex than the K-9 years. They are tied to provincial exams. They are connected to post-secondary choices. We are making sure that we get the Grade 10-12 redesigned curriculum right for students, ensuring their future success in post-secondary and the workforce.

When it comes to provincial exams, we have mapped out which old exams and new exams will be written and when. The most important thing is that new or old, our standards remain high, testing remains rigorous, and combined with in-class exams we will be thoroughly testing student knowledge. Detailed exam information can be found at: <https://curriculum.gov.bc.ca/graduation-info>. This will give our high schools extra time to ensure they are ready for the implementation year.

Update from the Director of /Student Learning and Innovation

Early Learning

Kindergarten Transition next steps

The purpose of the Regional Sessions on Early Years to Kindergarten Transitions:

- Establish a shared interest in understanding and working together to support improved Early Years to Kindergarten transitions
- Share ideas and expertise on innovative approaches to these transitions
- Share knowledge in respect to successful transitions for Aboriginal children and those children who are English Language Learners
- Ensure professional learning is drawing on the best evidence on improved transitions
- Create a provincial early learning network and support multi-sectoral community early years work.

Next Steps: Selection of the SD 5 Regional team to include a Kindergarten teacher and StrongStart facilitator from each location.

FJMES – Mardelle Sauerborn and BJ Syrja

IDES – Jane Fraser and Jodie Parker

SES – Danielle Rousseau and Lisa Lancaster

AWES – Leah Draper and Kirsten Johnson

The next Regional Early Years to Kindergarten Transitions Planning Meeting is scheduled for April 2017.



EDI and Community Connections:



A January meeting has been scheduled to connect our Early Learning team with that of our community partners (Tuesday, January 17th CBO). Gina Panattoni – Children First Coordinator, and Natalie Rudrum - Early Years Coordinator, will be in attendance to review and share information regarding EDI (Early Development Instrument) as well as the new pilot of the Toddler Development Instrument (TDI). Carol Johns and Mardelle Sauerborn will be leading our new K teachers through a training session in the collection and submission of data at the Kindergarten level. We have extended an invitation to our StrongStart coordinators and facilitators as well as a K teacher in each of these StrongStart centers in order to continue to build on these relationships. This is an exciting time and we look forward to strengthening our relationships with our early learning partners.

Finance/Operations Updates:

The Budget is being finalized for 2016/17 and the necessary paperwork is being prepared for our submission. Thank you to John Paul for his work on the budget details.

Our work continues in Elkford improving the Bus routes and ridership for students. Thanks to Joe Tank, Dawn Wyatt and driver Gena Scott for their work on this project.

Jaffray HVAC tender will be going out in December following review of specs by our maintenance staff.

Communicating Student Learning—SD 5 Interim Reporting Guidelines for Grades K – 9 (Overview)

Communication will occur a *minimum of five times during a school year.*

- *Ongoing Communications of Student Learning*
 - * Minimum of four times throughout the school year. (Formative)
 - * Can include Conferencing (parent-teacher, Student led, 3-way) Portfolios, Digital Portfolios, report card, emails/ letters or phone calls (documented and filed).
 - * All forms of communication must meet the criteria outlined and the minimum requirements for curricular areas (communication to parents will provide information about students' progress in relation to the learning standards of the curriculum)
- *One Written Summative Reports:*
 - * end of June/January if semestered or when a student leaves the school
 - * includes student self-assessment of the Core Competencies (end of year report)
 - * Board policies and procedures will determine the use of letter grades on summary reports. Boards will provide letter grades to parents upon request. (grade 4-9)

AND / OR

- Specifics to be determined by each school context in consultation with a Director of Student Learning
- * **Formative assessment** is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student achievement.
- * **Summative assessment** is meant to evaluate student learning at the end of an instructional period by comparing it against some standard or benchmark.

One-to-One Reading

A sincere thank you to Jean Samis for her many years as our One to One Reading District Coordinator. We very much appreciate all the amazing work she has done to keep this valuable program going. We now welcome Sheilah Moore as the District Coordinator. Sheilah kindly stepped up to the plate in this role when we could not find someone to replace Jean. Sheilah was instrumental in getting this program up and running years ago and it is admirable to see her passion and support continues for this amazing initiative.



Update from the Director of Instruction/HR

Human Resources, to date, has filled 169 teaching and 123 CUPE positions for the current school year.

Education Fund positions have all been posted and filled and those supports will be in place for the remainder of the 2016-17 school year.

The District Health and Safety advisory team will be hosting a 1 day workshop January 18, 2017 for all Joint Occupational Health and Safety Committees in each school. This includes sites at the Board Office and the Fernie maintenance shop. This group of roughly 75 participants will be going over various training requirements that will assist the JOHSC with their duties. The event is being conducted by Jackie Spain of the BC Fed and we thank her for making time for our district.



Update from Director of Student Learning and Aboriginal Education

Aboriginal Education

This month we were fortunate to have District representation at the provincial Aboriginal Education gathering, the provincial FNEC conference, and the regional FNEC conference.

At the provincial Ab Ed gathering, the results of the Auditor General's report on the funding of Aboriginal Education were discussed, and we can expect some focused direction coming from the Ministry shortly. At the regional FNEC meetings, we were given some excellent information on the possibilities of First Nations jurisdiction over education and the role of FNEC resources in the embedding of Aboriginal Perspectives in the classroom. At the provincial FNEC conference, a team of our AbEd Support Workers, accompanied by Joe Pierre, were inserviced on many current initiatives. Busy, but fruitful, times!

Skills Training

We are currently working on our plans to submit proposals for Industrial Training supplies from the Ministry. We are looking forward to submitting a plan to improve the infrastructure of our Industrial Education shops!

As well, the Trades Sampler course at Mount Baker is a go, and will be starting second semester. A partnership between COTR and SD5, this program will enable a group of students to access skills training courses in addition to our ACE-IT programs. This will enable even more students to discover their passions.

Safety Training

We have finally been able to start the process of training our own folks in Levels 1 and 2 of Violence/Threat Risk Assessment! This has been an exciting opportunity to train our new Principals and Vice Principals, Youth Care Workers, Aboriginal Education Support Workers, Counsellors, and community partners in this necessary work. A special thanks to Diane Casault, Dave Hill and Sharlene Charest for being part of the training team!

Update from the District Principal/Student Services

In November and December we had our visiting Hearing Resource Teacher work with students who are deaf or hard of hearing. Sharon Scott-James is a retired HRT from the Sooke School District. Her services were welcomed by all students, Student Services Teachers, Classroom Teachers and Education Assistants who work with them.

The voice of the Student Services Teachers was carried to the IBM Educational Strategic Planning Session by Darcy Verbeugt as he spoke of the needs for software and hardware to aid students access to curriculum and learning in a meaningful way. Currently, SD5 has software that allows for speech to text to aid students who have learning challenges in this area and text to speech software that aids students who have text based learning challenges. These along with other software solutions will continue to make the world of learning accessible to all.

The Student Services Coordinators have been holding a number of in-service sessions for Student Services Teachers to build capacity in behavior observations and behaviors change. Most recently they spent a day together looking at behaviors and classifying their function. Once the function is determined an appropriate intervention can be applied to reduce unwanted behaviors.

4 Functions of Behaviour		
	What it Does for Me	When Does it Happen
S Sensory	Provides preferred sensory experiences; behaviour feels good to do	Anytime, even when alone. Especially if I'm anxious
E Escape	Removes undesired activities or interactions	When task is too hard, noisy, boring, or scary
A Attention	Provides access to people or interactions	When I want social interaction
T Tangibles	Provides preferred items or activities	When I want a preferred item or activity

The voice of the Student Services Teachers was carried to the Communicating Student Learning session by Darcy Verbeugt. Questions were asked about what is it that classroom teachers need to communicate to parents in regards to learning of those students who have an Individual Education Plan. Additionally, questions were posed about when and how should specialist teachers report – English Language Learning Teachers, Vision and Hearing Resource Teachers and Speech-Language Pathologists. The questions raised more questions and answers will be sought over the next months as the District-wide team continues to work on the SD5 plan.

Update from the District Principal of Transformative Learning and Technology

Technology in the Classroom

Professional Development and In-services:

Lisa Floyd is a Computational Thinking in Math and Science Education instructor at Western University's Faculty of Education as well as a high school teacher in London, Ontario. She is also a Fair Chance Learning STEM Educator, Microsoft Innovative Educator Expert, completing her grad studies in mathematics education and is a passionate coding advocate. She will be here on December 5th to offer **Coding and Maker Space sessions** to teachers in Fernie as well as in Cranbrook. Her focus is hands-on, constructive activities that will strengthen their computational thinking skills. Teachers will explore activities to introduce foundational coding concepts while applying computational thinking skills that can impact their achievement in a variety of subject areas.



Kevin Amboe is the Professional Learning Coordinator from ERAC (out of Vancouver) and will be in Cranbrook on December 5th to offer Pro D to our teachers on the **Digital Resource Collection and Connecting to the Re-Designed Curriculum**. He will illustrate how to search for digital learning resources to support their instruction and more than 100 lesson topic examples through the new BC Digital Classroom Curriculum Connections page and the new Aboriginal Education Curriculum Connections page. Each lesson activity is focused on a Big Idea, includes a brief activity description, and highlights the relevant curriculum connections. Kevin will also provide an all day workshop on **December 6th for our Aboriginal Education Support Workers and Educators of Aboriginal Studies**. The focus would be on looking at the Digital Resources for Aboriginal Education and how they supplement the redesigned curriculum. The group will investigate materials and resources, look at the support links and offer suggestions to Kevin on potential developments, as well as topics that might not be relevant for our district. This is a fantastic opportunity to engage in deep conversations and explore the resources as a group.

Environmental Education

The Kootenay-Boundary Chapter of the British Columbia School Superintendents Association (KBBCSSA) is pleased to acknowledge the success of the first year of the partnership with the Columbia Basin Trust (CBT) toward the outcome of meeting key goals of the CBT Environment Strategic Plan and enhance the learning experiences of the more than 20,000 students of the school districts in the Kootenay-Boundary region.

The KBBCSSA group are proposing a second year of partnership to build on what has been accomplished in establishing a leadership team, network, district plans, shared vision, and initial regional action plan, to enact that plan and reach classroom teachers in all schools in the region so that their students all experience enhanced environmental and place-based education. Two key focus areas of the current year's work are emphasizing the environmental and place-based aspects of the curriculum and connecting our classrooms to community and in particular to community educators.

A Few Examples of Connecting Community to our Classrooms in SD5

- Students from AWES spend every Wednesday morning up at Jim Smith Lake camp ground with Mrs. Draper learning about their world and interacting with nature.
- IDES Bear Aware Program- Art Painted Dumpster Inquiry Project at the school
- Victoria Larsen's French class at PMS are working on a Badger-Knapweed Project which involves the East Kootenay Invasive Plant Council and the Rocky Mountain Trench Ecological Society Project.
- Leigh Cormier at MBSS worked together with her Planning 10 class and the Cranbrook Food Action Garden to build twenty-five, 5 gallon bucket gardens to give back to the community.

Coding- Train the Trainer

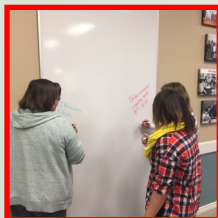
Our two helping teachers of Transformative Learning and Technology are heading to Vancouver on December 6-7 for the first round of two-day coding workshops at the *Microsoft Canada Excellence Centre*. Lighthouse Labs and Kids Code Jeunesse will be providing the workshops along with the new Teacher Training Guide and ADST Student Learning Modules for the lead teachers to share with their district colleagues.

Learning Spaces

The workshop space in Board Room #2 is currently being transformed with vertical and horizontal whiteboards collaborative spaces to model an innovative approach to teaching and learning. The intention is to showcase and display ways to foster communication, sharing and interactive learning spaces into our classrooms.

Get Up and Move Around

Let's simply get out of our seats and stand around a vertical space to collaborate. This is one way to shift the pedagogical approach to discussions, brainstorming and sharing out. Another option is to sit around a horizontal whiteboard table to work through solutions together, stimulated by the freedom of markers and a blank space. Participants are free to plan, design, graph, and collaboratively solve problems. The environment becomes one big think tank.



District Enrollment

School	School Name	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	SP	Othe	Total
501007	Jaffray Elem-Jr Secondary	0	15	17	24	18	22	19	19	16	13	12	9	0	0	0	0	184
501009	École Isabella Dicken	0	51	63	61	62	61	58	54	0	0	0	0	0	0	0	0	410
501010	Frank J Mitchell Elementary	0	60	46	42	65	46	58	39	0	0	0	0	0	0	0	0	356
501017	Rocky Mountain Elementary	0	39	41	28	40	27	29	35	0	0	0	0	0	0	0	0	239
502001	Mount Baker Secondary	0	0	0	0	0	0	0	0	0	0	0	268	278	290	0	0	836
502011	Laurie Middle School	0	0	0	0	0	0	0	0	103	137	121	0	0	0	0	0	361
502023	Amy Woodland Elementary	0	41	32	41	38	37	43	41	0	0	0	0	0	0	0	0	273
502024	T M Roberts Elementary	0	53	53	50	58	59	57	46	0	0	0	0	0	0	0	0	376
502028	Gordon Terrace Elementary	0	28	38	40	30	34	34	56	0	0	0	0	0	0	0	0	260
502029	Highlands Elementary	0	39	40	39	38	57	36	38	0	0	0	0	0	0	0	0	287
502030	Pinewood Elem - Cranbrook	0	13	22	20	13	13	20	12	0	0	0	0	0	0	0	0	113
502031	Steeple Elementary	0	24	32	33	26	24	21	30	0	0	0	0	0	0	0	0	190
502032	Kootenay Orchards	0	28	33	36	35	25	34	32	0	0	0	0	0	0	0	0	223
505018	Parkland Middle School	0	0	0	0	0	0	0	0	136	142	144	0	0	0	0	0	422
505033	Elkford Secondary	0	0	0	0	0	0	0	0	32	30	35	42	27	18	0	0	184
505034	Fernie Secondary	0	0	0	0	0	0	0	0	54	54	43	58	66	66	0	0	341
505035	Sparwood Secondary	0	0	0	0	0	0	0	0	43	35	44	42	35	48	0	0	247
525017	Amy Woodland Strong Start	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	92	93
525028	Steeple Strong Start Ctr	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	54	55
525088	Isabella Dicken StrongStart	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	231	232
525204	Frank J. Mitchell StrongStart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	67	67
599078	Kootenay Educational	0	0	0	0	0	0	0	0	0	0	1	15	27	57	0	0	100
599156	Kootenay Discovery School	0	1	0	0	0	1	0	0	2	3	1	3	8	90	0	0	109
Totals		0	395	417	414	423	406	409	402	386	414	401	437	441	569	0	444	5958



STUDENT REPORTING (GRADES K-9) 2016-17

Reporting Update

The Student Reporting Order and Policy allow for variations and flexibility in reporting practices by allowing districts to establish local policy and procedures: [BC Ministry of Education](#)

The Ministry will engage in a formal consultation with parent groups throughout the province in the 2016-17 school year. Districts and school communities will also share information with parents regarding changes to the reporting process, as well as establish a plan for an ongoing process of feedback from parents.

Parents will receive ongoing communication about their child’s progress in relation to the learning standards. This communication may be delivered in a variety of ways and different from traditional reporting.

District Supports

School District No. 5 is currently developing district policy and procedures for reporting student progress in Grades K- 9. The Communicating Student Learning Committee will formally assess and make recommendations around the draft reporting guidelines.

School District No. 5 will engage in ongoing consultation with students and parents over the course of the school year. To support additional consultation at the school level, the district will provide schools with resources (e.g., hand-outs, PowerPoint presentation, survey tools, etc.) to support school-based consultation.

SD 5 Interim Reporting Guidelines for Grades K – 9 (Overview)

Communication will occur a *minimum of five times* during a school year.

- *Ongoing Communications of Student Learning*
 - Minimum of four times throughout the school year. (Formative)
 - Can include Conferencing (parent-teacher, Student led, 3-way) Portfolios, Digital Portfolios, report card, emails/letters or phone calls (documented and filed).
 - All forms of communication must meet the criteria outlined and the minimum requirements for curricular areas (communication to parents will provide information about students’ progress in relation to the learning standards of the curriculum)
- *One Written Summative Reports:*
 - end of June/January if semestered or when a student leaves the school
 - includes student self-assessment of the Core Competencies (end of year report)
 - Board policies and procedures will determine the use of letter grades on summary reports. Boards will provide letter grades to parents upon request. (grade 4-9)

AND / OR

- Specifics to be determined by each school context in consultation with a Director of Student Learning

Options for Reporting and Communicating with Parents and Students

The district will continue to provide schools with reporting options in 2016-17 and 2017-18. For **K– 9**, these include:

- K – 9 report cards in MyEducation BC. Some customization for no letter grades
- Digital portfolios using the school district portal (and potentially MyEducation BC)
- Criteria and templates for Ongoing Communication of Student Learning in regards to Conferences (Parent-Teacher, Student led, 3-way), emails, letters, and documented phone calls. (Criteria, templates, guidelines and framework are being developed, tested and refined as our work progresses. Feedback/comments are essential in finalizing and approving these forms)

Enhanced reporting options in MyEdBC are under development and are expected to be available for the summative report at the end of June. Permanent Student Records (PSR) requirements have not changed.

In Grades 10-12, there are no significant changes to the reporting order at this time. September 2017 will be an optional implementation year and an opportunity to explore the grade 10-12 draft curriculum.

Teachers can explore different modes of communicating to parents/guardians regarding student progress. As teachers are trying varied approaches, they will in turn be assessing and providing feedback around these options. This feedback will inform practices as we move forward in developing reporting guidelines for the 2017-18 school year.

The district will provide:

- Guidelines for communicating student learning through paper/digital portfolios
- MyEdBC informational updates and resources as they become available
- Supporting documents for all aspects of the reporting guidelines

Please Note:

It is still expected that schools will include attendance information when communicating student learning. The method in which this occurs can be developed at the school level.

The Principal/Vice-principal is responsible for approval of formative communication as it relates to student progress. As we are using a variety of formative communication methods it is not reasonable to expect that all forms will include a principal/vice-principal signature but acknowledgement and approval is required.

Formative communication of student progress (four times per year) must be documented and included in the student cumulative file. Work continues to ensure that this is possible with the use electronic portfolios.

Formative assessment is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student achievement.

Summative assessment is meant evaluate student learning at the end of an instructional period by comparing it against some standard or benchmark.



Field Trip Application Checklist

Required for school trips *beyond the geographic boundaries of Canada or the Mainland of the United States*

BOARD APPROVAL (must be presented to the Education/Policy Committee, prior to parent/student contact, for Board approval at least 3 months in advance of trip) Please complete and email to gail.rousseau@sd5.bc.ca.

Date: Nov. 29 / 2016

School(s): MOUNT BAKER

Grade(s): 10 - 12

Sponsor Teacher(s): E. BUECKERT

Educational Objectives and Rational:
(attach separate sheet) see attached

Departure Date: APRIL 12 / 2017

Return Date: APRIL 20 / 17

Destination: LONDON, HARROGATE, U.K.

Method of Transportation: AIR / COACH

Cost Per Student: \$3815.00 CDN

Fundraising Opportunities for Students: (attach separate sheet)
(all students must be given an opportunity to participate) see attached

BOARD APPROVAL: _____ **Date:** _____

Trip Details: Please attach supporting documents at least 30 days prior to departure for the following:

Names of Students, Grade, Emergency Contact Numbers:	<u>To be submitted</u>	
Transportation & Accommodation Details: (include name of travel company)	<u>Affinity Group TOURS</u>	<input checked="" type="checkbox"/>
List of Chaperones: (minimum ratio 15:1) (attach Criminal Record Checks)		<input checked="" type="checkbox"/>
# of Staff: <u>5</u>		
# of Non-Staff: <u>0</u>		
Schedule/Itinerary:	<u>attached</u>	<input checked="" type="checkbox"/>
Insurance: (Health & Liability):	<u>included</u>	<input checked="" type="checkbox"/>
Safety/Worst Case Scenario Plan: (see example attached)	<u>insurance included</u>	<input checked="" type="checkbox"/>

Teacher(s) Signature: E. Bueckert Date: Nov 28 / 16

Principal's Approval: [Signature] Date: Nov 28 / 16

Board (Chairperson) Approval: _____ Date: _____



**PROPOSED
ITINERARY:
HARROGATE INTERNATIONAL YOUTH FESTIVAL
2017
MOUNT BAKER SECONDARY
SCHOOL APRIL 11-19 2017**

October 27 2016

London (3), Harrogate (3),
London airport (1)

Tuesday April 11 CRANBROOK | CALGARY | TRAVEL DAY

Afternoon Meet at the school, load and board your coaches for the transfer to the **Calgary International Airport** and check in for your evening direct flight to London with in-flight meals and services en route.

6:05 pm Air Canada Flight #850 departs Calgary for London England (direct flight).

***** Everyone is allowed one carry-on and one checked bag *****

Wednesday April 12 LONDON (D)

Afternoon 10:00 am arrive at **London's Heathrow Airport**. After customs and baggage claim, you will be met by your program manager and escorted to your coaches for your transfer to London and have a brief driving orientation tour where you will see the major monuments of London including: the **London Eye, Big Ben, Buckingham Palace, Westminster Abbey, Piccadilly Circus**, the **West End** and much more, then head to your hotel for check-in

Evening Enjoy a group dinner (included) and some free time to explore before heading back to your hotel. You will receive public transportation cards for your stay in London

3 nights at a moderate hotel in London

London, England's capital, set on the River Thames, is a 21st-century city with history stretching back to Roman times. Nowadays, it is one of the world's most visited cities, and it has something for everyone: from history to culture, art to architecture. There's so much to see and do in London, it's easy to be overwhelmed but no matter what your interests, you'll probably find something to enjoy!

Thursday April 13 LONDON (B + D)

Morning Enjoy breakfast (included) at your hotel
After breakfast, head to the **Shakespeare's Globe Theatre**, a perfect reconstruction of the 16th century theatre, on London's South Bank for a tour and a theatrical workshop (TBC)

Afternoon After lunch (own expense), you have free time to explore
Free time options include:

London icons such as: **Tower of London, Buckingham Palace, Houses of Parliament, Westminster Abbey, Tower Bridge, St. Paul's Cathedral**

Beautiful parks such as: **Regent's Park, Hyde Park & Kensington Gardens, St James's Park, Richmond Park, Victoria Park, Greenwich Park**

Amazing markets such as: **Camden Market, Borough Market, Portobello Road Market, Old Spitalfields Market, Greenwich Market, Covent Garden**

Shopping along **Oxford Street, Bond Street**, in shopping districts like **Knightsbridge** and **Notting Hill**, or department stores such as **Harrods, Westfield** and **Selfridges**

Evening Enjoy a Dinner + Play or Musical (included: show TBC) in London's famous **West End**
Board your coaches back to your hotel after the show

Friday April 14 LONDON (B + D)

Morning Enjoy breakfast (included) at your hotel
After breakfast, depart for a performance at an **East End Elementary School**.

Afternoon After lunch (own expense), head to the **National Theatre**, one of London's oldest and best-loved theatres, for a backstage tour, then you have free time to explore
Free time options include: London icons such as: **Tower of London, Buckingham Palace, Houses of Parliament, Westminster Abbey, Tower Bridge, St. Paul's Cathedral**
Beautiful parks such as: **Regent's Park, Hyde Park & Kensington Gardens, St James's Park, Richmond Park, Victoria Park, Greenwich Park.**

Amazing markets such as: Camden Market, Borough Market, Portobello Road Market, Old Spitalfields Market, Greenwich Market, Covent Garden

Shopping along Oxford Street, Bond Street, in shopping districts like Knightsbridge and Notting Hill, or department stores such as Harrods, Westfield and Selfridges

Evening Enjoy a Dinner + Play or Musical (included: show TBC)
Board your coaches back to your hotel after the show

Saturday April 15 LONDON | HARROGATE (B + D)

Morning Enjoy breakfast (included) at your hotel, check out and load your coaches for your transfer to Harrogate. You have the opportunity for a visit on route – Old Trafford Stadium, The Beatles Museum, or The Museum of Science.

This afternoon there is a rolling outdoor concert outside the Victoria Shopping centre showcasing our bands and choirs and entertaining the always enthusiastic public. • There are also rehearsal slots to give each group the opportunity the opportunity to familiarise themselves with the Royal Hall • Dinner to be served at your accommodation • Grand Opening Concert in the historic Royal Hall • Return to your accommodation for overnight

3 nights at a moderate hotel in Harrogate

Harrogate, as an exciting cultural and tourist destination, offers the perfect setting for HIYF.

The beautiful historic spa town is made up of wide, tree lined streets which surround impressive Georgian architecture
Festival participants enjoy the opportunity to join the HIYF Easter Saturday Parade through Harrogate town centre, as well as a number of performances at key locations, to include Grand Opening & Closing Concerts at the Royal Hall, a choral evening concert at Ripon Cathedral and outdoor performances at Harewood House, Newby Hall and the UNESCO World Heritage site of Fountains Abbey

Sunday April 16 HARROGATE (B + L + D)

Morning Enjoy breakfast (included) at your hotel then a full day of festival events.
Easter Sunday morning offers a variety of relaxed performance opportunities including joining the congregations of several Harrogate churches for their Easter morning service.

Afternoon Enjoy your packed lunch (included) at leisure
Community and historic venue concerts: The festival offers a variety of performance venues at historic venues which include UNESCO World Heritage site Fountain's Abbey, RHS Harlow Carr Gardens, Historic Country House and Home Newby Hall, Harewood House and Ripley Castle. During the Festival there will be an opportunity to play in one or more of these venues

Evening Enjoy a group dinner (included)
Tonight is one of the festival highlights as popular with the young and enthusiastic performers as it is by the appreciative Harrogate audience.

Monday April 17 HARROGATE (B + L + D)

Morning Enjoy breakfast (included) at your hotel then a full day of festival events
The morning will be taken up with a rehearsal and workshop for the massed band piece which brings each festival to a close. Play with your fellow musicians and enjoy the atmosphere of the massed sound

Afternoon Enjoy your packed lunch (included) at leisure
Community and historic venue concerts: The festival offers a variety of performance venues at historic venues which include UNESCO World Heritage site Fountain's Abbey, RHS Harlow Carr Gardens, Historic Country House and Home Newby Hall, Harewood House and Ripley Castle. During the Festival there will be an opportunity to play in one or more of these venues.

Evening Enjoy a group dinner (included) then a relaxed evening of fun when all the students get together for a casual open mic night where everyone can let their hair down and have a good time
Head back to your hotel to pack for your departure

Tuesday April 18 HARROGATE / LONDON HEATHROW (B + L + D)

Morning Enjoy breakfast (included) at your hotel then a full day of festival events.
Breakfast to be served at your accommodation • Today is all about rehearsals in Ripon for the Choral and Strings Concert in the magnificent cathedral which dominates the city. Showcase your performance skills in this truly impressive venue known for it's excellent acoustics. • Packed lunch.

Afternoon After rehearsals in Ripon head to the city of York for an orientation through the city centre, along the charming streets known as the shambles. • Dinner to be served at your accommodation •
Evening The concert in Ripon Cathedral is a beautiful and often moving event with the evolving skill of the young performers wonderfully presented and performed for an always appreciative audience. The concert is always attended by the Mayor of Ripon and therefore tradition is upheld by the "interruption" of the Ripon Hornblower who attends all civic events attended by the mayor to play out this age old ritual. • Load bus and drive to London Heathrow. Overnight near airport.

Wednesday April 19 LONDON | CALGARY | CRANBROOK (B)

Morning 6:00 AM Breakfast at hotel.
7:30 AM Depart for London Heathrow. Check in.
11:00 am Air Canada #851 Departs London for Calgary (direct flight).
Afternoon 1:15 pm Arrival in Calgary and board your coaches back to Cranbrook.
Evening Arrive at the School.

Welcome home & happy memories

**MOUNT BAKER SECONDARY SCHOOL HARROGATE
INTERNATIONAL YOUTH FESTIVAL 2017**

Tour Cost: \$3815.00 PER PERSON

Based on 70 students and 7 chaperoning adults
(Students in Twin/Triple occupancy; Adults in Single occupancy)

Inclusions:

Return Airfare from Calgary to London, including departure taxes
Calgary airport transfers
3 nights in London, England – students in multi bedded rooms, adults in twins.
3 nights at Harrogate Festival- school board accommodation for everyone.
1 night at London Heathrow airport- students in multi bedded rooms, adults in twins.
All transfers and coach transportation as outlined on the itinerary
Continental breakfast and dinner daily; packed lunches at the festival
Twin/Triple rooms for the students and Single/Twin rooms for the teachers
Guide service & program manager services as outlined in the itinerary
Entrances mentioned in the itinerary
Oyster passes that will cover 3-day unlimited travel in Zone 1-2 in London
Student Youth Package Insurance: Emergency Medical, Trip Cancellation, Trip Interruption, Flight & Travel Accident
& Baggage Insurance
All tips
TOC meals
Taxes and service charges
Services of Affinity Group Tours

Not Included:

Spending money

Deposit and Payment requirements:

\$500 Per Person non-refundable initial deposit required along with Booking Forms, copies of passports to due
November 1, 2016 in our office
Deposit of \$1000 due **December 16, 2016** in our office
Deposit of \$1000 due **January 18, 2017** in our office
Rooming List is required **December 16, 2016**
Final payment \$1315 (estimated) is due **February 16, 2017** in our office
All payments made are subject to cancellation penalties

**If your final numbers require additional rooms, plane tickets, entrances fees, etc,
the final cost will be adjusted accordingly**

Important:

All participants of the tour must be in possession of a valid Passport to enter the UK.
If any persons are not Canadian citizens, they may require special paperwork or a European Union Visa and it will be the individual's responsibility to ensure they have the correct documentation to enter the UK.....or to re-enter Canada following the tour

Mount Baker Music Tour to the Harrogate International Youth Festival of Music and Performing Arts, April 2017

Rationale and Objectives

Students of the Mount Baker Music program have been invited to attend the Harrogate International Youth Festival of Music and Performing Arts in Harrogate, England.

Held this coming April, the festival would allow our students the opportunity to experience a truly professional performance experience at the largest youth music festival in the United Kingdom.

The students received Gold Standard recognition last year at the Whistler Music Festival and have been personally approached by the festival organization and related tour companies with an invitation to participate in their event. The trip is open to all music students at Mount Baker Secondary involved in the Concert Choir, Vocal Jazz, Concert Band and Jazz Band programs.

Students would be adjudicated by top European specialists in instrumental and choral disciplines, and be able to perform with other students from countries all around the world. Only very established and experienced music programs are invited to audition and perform in the HIYF festival. This event would be the opportunity of a lifetime not only for Mount Baker students but for all schools invited.

Mount Baker will also be spending several days in London. The purpose of this leg of the tour is to perform for inner city public schools- some of which have no exposure to live music and some that are highly established arts schools. Mount Baker will also be able to see two West End musical theatre productions, which are regarded as the pinnacle of the art form in the world. The students will also be able to tour backstage and orchestra areas of the theatres and meet the performers.

Fundraising opportunities

Mount Baker Music is already participating in grocery card fundraising campaigns with Superstore, Save On and Safeway in an individual per student basis.

Group level fundraisers arranged by the music department include:

Proceeds from all performances this year will be put towards tour costs.

Several large scale group fundraisers are in planning stages, including:

- A department wide indoor garage sale held in the school
- Public Benefit Concerts (Locals Coffeehouse etc.)
- Dinner and Concert Gala fundraiser
- Corporate and Private Donations

Students are also encouraged to arrange their own personal fundraising campaigns that will be used to offset their personal tour costs.

*Many thanks
for your support!
Evan Buckner*



Field Trip Application Checklist

Required for school trips *beyond the geographic boundaries of Canada or the Mainland of the United States*

BOARD APPROVAL (must be presented to the Education/Policy Committee, prior to parent/student contact, for Board approval at least 3 months in advance of trip) Please complete and email to gail.rousseau@sd5.bc.ca.

Date: December 2, 2016

School(s): JESS

Grade(s): 10

Sponsor Teacher(s): Dari Thielen

Educational Objectives and Rational:
(attach separate sheet)

Departure Date: April 2017

Return Date: _____

Destination: Cambodia, Vietnam, Thailand.

Method of Transportation: Airplane / Bus

Cost Per Student: \$ 2900.00

Fundraising Opportunities for Students: (attach separate sheet)
(all students must be given an opportunity to participate)

BOARD APPROVAL: _____

Date: _____

Trip Details: Please attach supporting documents at least 30 days prior to departure for the following:

	For School Use Only: (check when completed)	For District Use Only: (check when completed)
Names of Students, Grade, Emergency Contact Numbers:	✓	
Transportation & Accommodation Details: (include name of travel company)	✓	
List of Chaperones: (minimum ratio 15:1) (attach Criminal Record Checks)		
# of Staff: <u>2</u>		
# of Non-Staff: <u>6</u>		
Schedule/Itinerary:	✓	
Insurance: (Health & Liability):		
Safety/Worst Case Scenario Plan: (see example attached)		

Teacher(s) Signature: [Signature]

Date: Dec 2/16

Principal's Approval: [Signature]

Date: December 2, 2016

Board (Chairperson) Approval: _____

Date: _____

Grade 10 Trip 2017 Cambodia, Vietnam, Thailand

- 1) Sequoia Collet (grade 10)
Mom – Krista Charlton – travelling with group
Dad – Scott Charlton
Home 250-429-4091
Cell 250-425-7507

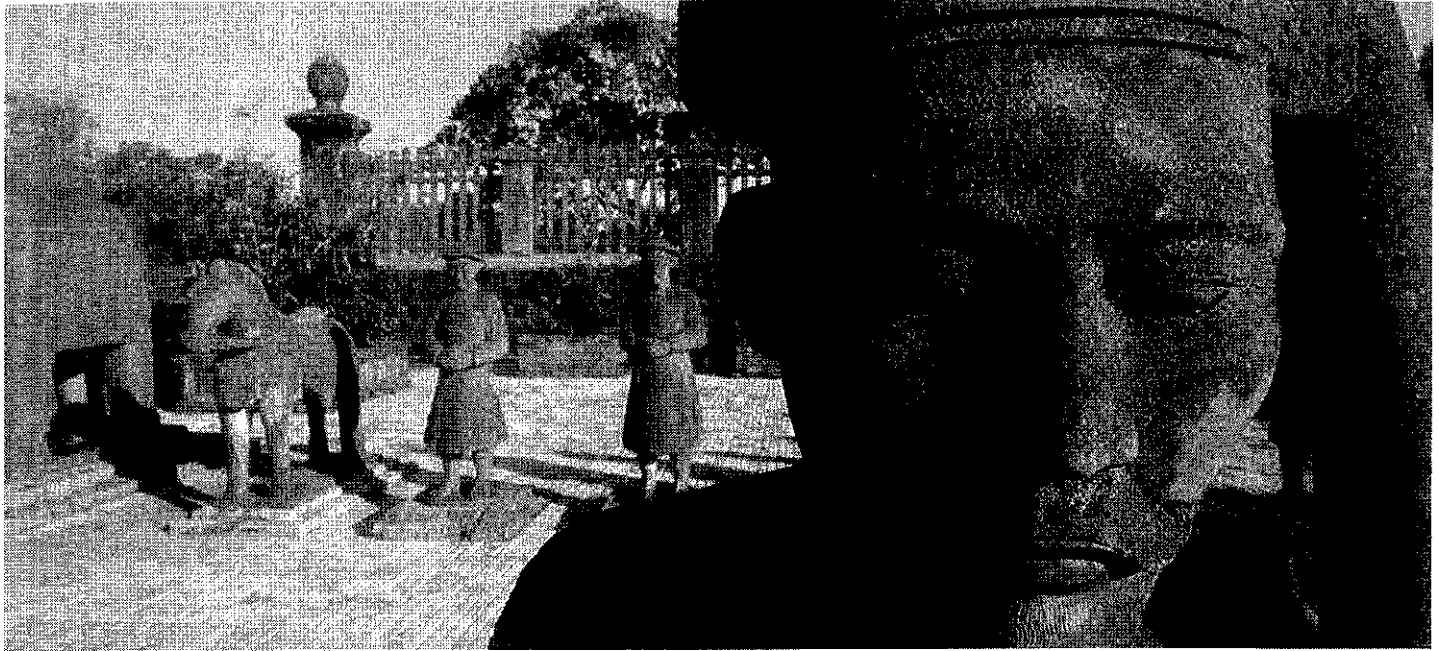
- 2) Anders Damstrom (grade 10)
Dad- Shaun Damstrom – travelling with group
Mom – Krista Damstom
Home 250-429-4048
Cell 250-426-1442

- 3) Tucker Hozzouski (grade 10)
Dad – Jason Hozzouski – travelling with group
Mom – Cathy Hozzouski
Home 250-887-3430
Cell 250-278-3430

- 4) Chancey Olson (grade 10)
Grandma – Marianne Conroy – travelling with group
Mom – Jaclyn Olson
Home 250-429-3855
Dad – Clayton Olson
Home 250-429-3855
Cell 250-489-8874

- 5) Dillon Reay (grade 10)
Mom – Shelley Reay – travelling with group
Dad – Wade Reay
Home 250-429-3732
Cell 250-417-7726

- 6) Kate Scheller (grade 10)
Mom – Rose Scheller – travelling with group
Dad – Shane Scheller
Home 250-429-3041
Cell 250-433-7084



Vietnam, Cambodia & Thailand

explorica.ca/Thielen-1770

April 08 - April 17, 2017

Day 1 Start tour

Day 2 Chào ông Ho Chí Minh City

Arrive late on Day 2 or early on Day 3

Day 3 Ho Chi Minh City landmarks

Meet your tour director and check into hotel
Vietnam War Cu Chi Tunnels visit
Ho Chi Minh City guided sightseeing tour : War Remnants Museum visit, Reunification Palace, Saigon Notre-Dame Basilica, City Hall

Day 4 Mekong Delta

Thoi Son Island visit
Mekong River jungle cruise

Day 5 Ho Chi Minh City--Siem Reap

Fly to Siem Reap
Tonlé Sap Lake cruise
Floating villages visit
Phnom Bakheng Hill
View sunset at Angkor Wat

Day 6 Angkor Wat

Angkor Wat guided sightseeing tour
Angkor Thom visit
Ta Prohm Temple visit
Bayon Temple visit
Old Market visit

Day 7 Siem Reap--Bangkok

Travel to Bangkok via Poipet & Aranyaprathet

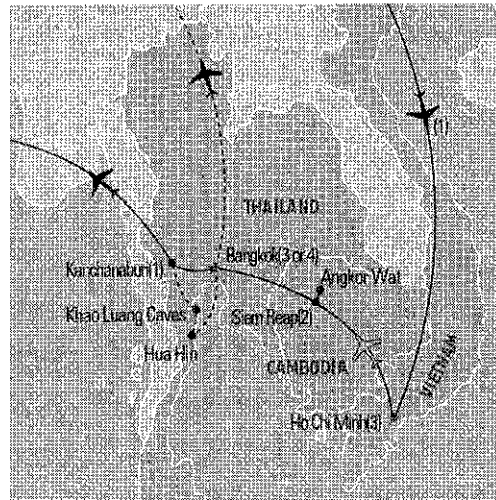
Day 8 Bangkok landmarks

Bangkok guided sightseeing tour : Grand Palace visit, Emerald Buddha visit, Temple of Dawn, Wat Pho
Chao Phraya River cruise
Traditional Thai-style buffet dinner

Day 9 Kanchanaburi

Travel to Kanchanaburi via Nakhon Pathom
Phra Pathom Chedi visit
Kanchanaburi guided sightseeing tour: War Cemetery visit, Thailand-Burma Railway Center, the River Kwai bridge

Day 10 End tour



Reserve your Spot!



Tour Center ID: Thielen-1770
Registration deadline: December 23, 2016

What's included

We provide everything you need for a remarkable trip:

- Round-trip airfare
- 8 overnight stays (10 with extension) in hotels with private bathrooms
- Breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing and city walks as per itinerary
- Visits to select attractions as per itinerary
- Tour Diary™
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Tour investment

Students (travellers under the age of 23): \$3,631
Adults (age 23 and over): \$4,041

Automatic monthly payment plan

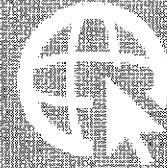
Pay just \$50 upon enrolment and the balance will be divided into equal monthly payments, charged automatically to your credit card or chequing account. As of December 02, 2016, your monthly payment would be just \$1,715.50.

Manual plan also available; learn more on explorica.ca/paymentplans.

Travel protection

Most Explorica travellers protect their investment with one of our trusted plans, starting from just \$15 per day. To learn more, visit explorica.ca/cfar.

Book online,
by phone, or by mail



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1-800-363-2222



Download and complete
a paper application on
explorica.ca/tour/1770



3080 Yonge Street
Suite 5052, Box 77
Toronto, ON M4N 3N1



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December 5, 2016

To: Secretary Treasurers
Executive Assistants
Cc: Superintendents, Board Chairs

From: Audrey Ackah, BCSTA Legal Counsel

Re: Reminder and FAQs: *Financial Disclosure Act* statements required by January 15

School trustees are required to complete *Financial Disclosure Act* (the “Act”) statements between the 1st and 15th of January of each year of office. The [Ministry of Justice’s website](#) includes the form and some information about the content to be included in the form. Below please find some FAQs regarding process.

Q: Who must complete and file a Statement of Disclosure under the *Financial Disclosure Act*?

A:

- Current trustees, whether elected or appointed.
- Former trustees (those who have left office are supposed to file by the 15th of the month following the date they cease to hold office)
- Candidates for election as a school trustee or as a director of a francophone education authority (as part of their nomination package.)
- Employees who have been designated by the board. (This is uncommon in school districts)

Q: Where can the form be obtained?

A: The form is available online [here](#).

Q: What is the filing deadline? How often must they be filed?

A: The filing deadline is January 15, 2017. The forms are completed annually between January 1 and January 15 by current trustees. They are also completed by candidates for election as part of the nomination package. They must also be completed by departing trustees by the 15th of the month following the month they leave office.

Q: Do the Statements of Disclosure need to be sworn by a notary or Commissioner for Taking Affidavits?

A: No.

Q: What is the consequence of being late? Of inaccuracies?

A: The Act makes it an offence to fail to file a report, subject to a fine of up to \$10,000. Unlike campaign financing disclosure, there is no disqualification or future ineligibility penalty for late-filing or inaccuracies.

Q: Where are the forms filed? What does the board office do with them? How long do they need to be kept?

A: The disclosure forms are required to be filed with the secretary treasurer, who is the appropriate “disclosure clerk” for forms related to board of education filers (*Financial Disclosure Act*, s.4). Disclosure forms that were collected from candidates as part of the nomination process were also supposed to be transferred to the secretary treasurer.

The secretary treasurer must retain trustee and candidate forms to make them available for public inspection during normal office hours (*Financial Disclosure Act*, s.6). Employees’ forms are not available for public inspection; they must be submitted to the board.

The Act does not specify how long the forms need to be kept. Some boards discard them as soon as a replacement one is filed; others keep them forever.

The forms are most likely to be requested in connection with a proceeding to overturn a board decision or disqualify a trustee for breach of the conflict of interest provisions. There is no time limit under *Judicial Review Procedure Act* to commence an application to review the decision of a board. Under section 64 of the *School Act*, a board may be able to invalidate a board decision on the basis that a trustee breached the *School Act* conflict of interest provisions. In these circumstances, a decision of the board is “voidable at the instance of the Board before the expiration of 2 years from the date of the passing of the resolution or bylaw” (*School Act*, section 64(1)). An elector may ask the court to determine whether a trustee is disqualified from holding office due to the trustee breaching the *School Act* conflict of interest provisions. An elector cannot bring an application to court after 4 years from the time at which the contravention of the conflict of interest rules is alleged to have occurred.

In practice, any request is likely to take place during the current term of office of the trustee or the succeeding one.

A prosecution for failure to file may be commenced within six months from the date of the offence (*Offence Act* s.3). A court action against a trustee or former trustee to recover financial gain in respect of an undisclosed interest is another possibility (*Financial Disclosure Act*, s. 11).

As a practical matter, it seems that retaining the forms for eight years will cover many reasonably foreseeable eventualities.

Q: Can the forms be filed or kept electronically?

A: Yes, if you will be able to produce them for inspection if requested and meet the other requirements of the *Electronic Transactions Act*.

The *Electronic Transactions Act* (ETA) permits the form to be provided by the trustee electronically if an “electronic signature” is used (ETA s. 7, s. 11) and it is accessible by the board “in a manner usable for subsequent reference” and “capable of being retained... in a manner usable for subsequent reference.” It must be retained by the board “in the format in which it was created, provided or received, or in a format that does not materially change the record.” Also, the date and time of receipt of the information and any distribution of the information must be also kept (ETA s. 9).

Q: Where can I find the whole *Financial Disclosure Act and Regulation*?

A: The free BC government website for statutes and regulations is located at: www.bclaws.ca.