



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

February 12, 2019, 3:00 p.m.
Cranbrook Board Office

Pages

1. COMMENCEMENT OF MEETING

1.1 Call to Order

I want to acknowledge that we have gathered here in the Homelands 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 February 12, 2019 be approved as [circulated / amended].

1.3 Approval of the Minutes

5

M/S that the minutes of the regular public meeting of the Board of Education of January 15, 2019 be approved as [circulated/amended].

1.4 Receipt of Records of Closed Meetings

M/S to accept the closed records of the in-camera meeting of the Board of Education of January 15, 2019.

1.5 Business Arising from Previous Minutes

1.6 Receiving of Delegations/Presentations

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

11

Recommendation A

M/S that the Board send a letter to the City of Cranbrook or the Cranbrook in Motion Committee to start the process to advocate for flashing lights on 11th Avenue by Amy Woodland Elementary School.

Recommendation B

M/S that the Board tentatively approve the Jaffray Elementary Jr. Secondary School Field Trip to Ecuador in April, 2020.

Recommendation C

M/S that the Board write a letter to both the Minister of Education and the Premier of BC in support of the BCTF's letter on the BC Graduation Program. Copies will be provided to all partner groups who were part of the Advisory Groups on Provincial Assessment (AGPA) as well as all Boards of Education in the Province.

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

2.2 Policy Committee

15

Recommendation A

M/S that the Board of Education approve Revised Policy 3.40 Learning Resources.

Recommendation B

M/S that the Board of Education approve Draft Policy 3.44 Challenge of a Learning Resource.

Recommendation C

M/S that the Board of Education approve Revised Policy 3.32 Allergies and Life Threatening Allergies in Schools.

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

2.3 Student Services Committee

36

Recommendation A:

M/S that the Board of Education approve, in principle, the support of a Social Emotional Learning Centre for grades one to three in the 2019/2020 budget.

Recommendation B:

M/S that the Board of Education investigate the proposed reinstatement of the Alternate Program at Laurie Middle School.

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

2.4 Finance/Operations/Personnel Committee

39

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

2.5 BCSTA /Provincial Council

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

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 Legacy of Learning report.

2.9 Trustee Reports

3. SECRETARY TREASURER'S REPORT TO THE BOARD

Reporting on (finances/budget, capital projects, facilities, operations/maintenance/transportation)

M/S that the Secretary Treasurer's report be accepted as presented.

3.1 Amended Annual Budget

M/S read a third and final time the 2018/19 Amended Annual Budget on the 12th of February, 2019 in the amount of \$74,856,095.

4. SUPERINTENDENT'S REPORT TO THE BOARD

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

5. CHAIRPERSON'S REPORT

M/S to accept the report of the Chairperson's Report.

6. NEW BUSINESS**6.1 Business Arising from Delegations****7. TRUSTEE BOUQUETS****8. ITEMS FOR INFORMATION/CORRESPONDENCE**

February 21, 2019 Ministry of Education Chair Meeting

February 22, 2019 Ministry of Education Liaison Meeting

April 15, 2019 BCSTA Leadership Series - Cranbrook

9. QUESTION PERIOD**10. LATE ITEMS****11. ADJOURNMENT**

"What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?"

M/S that the February 12, 2019 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

**January 15, 2019, 3:00 p.m.
Cranbrook Board Office**

Present: Chairperson Lento
Trustee Bellina – by zoom
Trustee Damstrom
Trustee Kitt
Trustee McPhee
Trustee Turner
Trustee Whalen

Regrets: Trustee Ayling
Trustee Johns

Staff Present: Superintendent, L. Hauptman
Secretary Treasurer, R. Norum
Director of Instruction/Human Resources, B. Reimer
District Principal/Student Services, D. Verbeurgt
District Principal/Transformative Learning and Technology, J. Roberts
Recorder, Sandy Gronlund

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Chairperson Lento acknowledged that we have gathered here in the Homelands of the Ktunaxa people and called the January 15, 2019 regular public meeting of the Board of Education to order at 3:04 p.m.

Chairperson Lento gave his and the Boards condolences on the passing of Ian Carley, who was a teacher at Mount Baker Secondary School for over 30 years back in the 1950's. He also sent his condolences to Ian's daughter Jill Carley, Vice Principal at Amy Woodland Elementary School.

1.2 Consideration and Approval of Agenda

Additions: 6.2 Letter of Support to the Frank J. Mitchell School PAC

MOTION-R-19-01

M/S that the agenda for the regular public meeting of the Board of Education of January 15, 2019 be approved as amended.

CARRIED

1.3 Approval of the Minutes

Minutes of the Public meeting of the Board of Education of the December 11, 2018.

MOTION-R-19-02

M/S that the minutes of the regular public meeting of the Board of Education of December 11, 2018 be approved as circulated.

CARRIED

1.4 Receipt of Records of Closed Meetings

MOTION-R-19-03

M/S to accept the closed records of the in-camera meeting of the Board of Education of December 11, 2018.

CARRIED

1.5 Business Arising from Previous Minutes

Nil.

1.6 Receiving of Delegations/Presentations

1.6.1 Jaffray School Track - Erin Boehm

Superintendent Hauptman introduced Erin Boehm, Principal at Jaffray School.

Erin began by saying how great the Jaffray School Parent Advisory Council (PAC) is and listed the improvements they have helped to incorporate for the school. She also spoke of the Community support the school is offered.

The Jaffray School is the heart of the Community. Many of the people in Jaffray use the School facility along with Sand Creek Recreation Program.

The next item on the PACs agenda for improvement is to have the Jaffray School track resurfaced with asphalt. They would like to asphalt the entire 400 meter track.

Funding for the track:

- The PAC has \$16,000
- Applying for a grant from Columbia Basin Trust
- Sand Creek Recreations

Paving quote was approximately \$100,000 a couple of years ago.

Mr. Norum reported that price of \$100,000 did not include any base work. We will be meeting with WSP Engineering tomorrow and will have a better idea on an accurate cost.

2. COMMITTEE REPORTS/TRUSTEE REPRESENTATIVE REPORTS

2.1 Advocacy/Education Committee

No meeting in December.

2.2 Policy Committee

No meeting in December.

2.3 Student Services Committee

No meeting in December.

2.4 Finance/Operations/Personnel Committee

No meeting in December.

2.5 BCSTA /Provincial Council

Trustee Bellina sent a report to the Board. She encourages any questions from the Board.

MOTION-R-19-04

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

CARRIED

2.6 Communications/Media Committee

Nothing to report.

2.7 Mt. Baker / Key City Theatre Replacement Committee

Trustee McPhee spoke of how busy the Theatre is with productions. Now playing is "Chicago". Trustee Johns and Trustee Ayling continue their work with the Key City Theatre.

MOTION-R-19-05

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

CARRIED

2.8 Legacy of Learning

Trustee Whalen reported for Chris John in his absence. She distributed the Basin Record Newsletter to the Board and reported the following:

- The TV Screen at the Board Office has been loaded with January to June Images.
- Work is being done on new exhibits for the hallway at the Board office and we hope to have some displays at schools.
- The institute will be adding 3 new yearbooks to the collection. They are in need of Sparwood and Fernie year books in the 1950's, 60's,70's and early 80's.

MOTION-R-19-06

M/S to accept the Legacy of Learning report.

CARRIED

2.9 Trustee Reports

Trustee McPhee and Deb McPhee gave three different sessions on restorative justice to students' day at Mount Baker Secondary School before Christmas break. It went very well.

Trustees reported on their activities for the month and is attached to the agenda.

3. SECRETARY TREASURER'S REPORT TO THE BOARD

3.1 2018-19 Annual Amended Budget

Mr. Norum reported that February is the month for the Annual Amended Budget. The student count was up from September, which meant more funding and staffing.

The 2019-20 enrollment forecast and staffing forecast is currently taking place and Mr. Norum will meet with each of the School Principals and Vice Principals at the end of February to discuss needs of each school.

Mr. Norum asked for three readings of the 2018-19 Annual Amended Budget from the Board.

MOTION-R-19-07

M/S read a first time the 2018/19 Amended Annual Budget on the 15th of January, 2019 in the amount of \$74,856,095.

CARRIED

MOTION-R-19-08

M/S read a second time the 2018/19 Amended Annual Budget on the 15th of January 2019 in the amount of \$74,856,095.

CARRIED

The Board gave only two readings as Trustee Ayling and Trustee Johns were unable to attend this meeting. This item will be brought forward to the February Board meeting.

MOTION-R-19-09

M/S that the Secretary Treasurer's report be accepted as presented.

CARRIED

4. SUPERINTENDENT'S REPORT TO THE BOARD

Superintendent Hauptman's report can be found on the School District's website at www.sd5.bc.ca.

The Board has given their consent for the District to begin bargaining with the CUPE Union.

Superintendent Hauptman invited the Board to attend a session on February 1, 2019 with Dr. Linda O'Neill Presentation. She will be presenting at Fernie Secondary School at 9:00 am and at Parkland Middle School at 1:00 p.m.

MOTION-R-19-10

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

CARRIED

5. CHAIRPERSON'S REPORT

MOTION-R-19-11

M/S that the Board write a letter to support, in principle, the track upgrade at Jaffray Elementary School.

CARRIED

The Jaffray School track can be used by the whole district as it is central to Cranbrook and the Elk Valley schools. Trustee Damstrom would like the Board to take that into consideration when determining funding amount.

MOTION-R-19-12

M/S that the Chairperson's report be accepted as presented.

CARRIED

6. NEW BUSINESS

6.1 Business Arising from Delegations

Nil

6.2 Letter of Support to the Frank J. Mitchell School PAC

MOTION-R-19-13

M/S that the Board write a letter of support, in principle, for the Parent Advisory Council (PAC) to pursue funding for a new playground at Frank J. Mitchell School.

CARRIED

7. TRUSTEE BOUQUETS

Trustee Bellina - thanked Jennifer Roberts for her help in setting up Zoom for the meeting today.

Trustee McPhee - was impressed by the contribution schools made to the food banks at Christmas time. He would like to see this support continue through out the year for those in need.

Trustee Turner - thanked the staff in the schools for creating the Christmas magic for the students and thanked the Board Office staff for their support to herself as a new trustee.

Trustee Damstrom - thanked the Jaffray School for the tour, a great lunch, and for hosting this meeting.

8. ITEMS FOR INFORMATION/CORRESPONDENCE

Nil.

9. QUESTION PERIOD

Nil.

10. LATE ITEMS

Nil.

11. ADJOURNMENT

MOTION-R-19-14

M/S that the January 15, 2019 regular public meeting of the Board of Education adjourn at 4:07.

Frank Lento, Chairperson

Rob Norum, Secretary Treasurer

DRAFT



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

January 28, 2019 9:30 a.m.

Board Office

Committee Members
In Attendance:

Trustee Whalen (Co-Chair)
Trustee Ayling
Trustee Bellina (by zoom)
Trustee Turner

Regrets:

Board/District Staff in
Attendance:

Trustee McPhee
Trustee Johns
Trustee Damstrom
Trustee Kitt
Lynn Hauptman, Superintendent
Brent Reimer, Director, Human Resources
Jason Tichauer, Director, Student Learning
Diane Casault, Director, Student Learning
Darcy Verbeurgt, District Principal
Gail Rousseau, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

I want to acknowledge that we have gathered here in the Homelands of the Ktunaxa people.

1.1 Call to Order

The Advocacy/Education Committee Meeting of January 28, 2019 was called to order at 9:35 a.m. by Co-Chair Whalen.

1.2 Approval of Agenda

Additions: nil

M/S that the agenda of the Advocacy/Education Committee meeting of January 28, 2019 is approved as circulated.

1.3 Approval of Minutes

M/S that the minutes of the Advocacy/Education Committee meeting of November 26, 2018 be approved as circulated.

2. PRESENTATIONS

2.1 Framework for Enhancing Student Learning

The updated version of the Framework for Enhancing Student Learning was presented to Trustees. It will be housed on the district website, shared with Principals/Vice-Principals, Staff and Parent Advisory Councils.

3. ITEMS FORWARDED FROM PREVIOUS MEETING - nil

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 DSAC Report

The next meeting is on March 7 at the Cranbrook Board Office. Mike Suto, Leadership Consultant will present 7 Habits of Highly Effective People to the students.

4.2 DPAC Report

Trustee Turner reported:

- DPAC now using zoom for meetings
- DPAC reviewing their Constitution in sections to see if modifications need to be made
- Discussions took place on creating presentations to try and get more parent participation in DPAC/PAC
- Larry Dureski mentioned at the last meeting that the BCTF has some designated parent workshop information available and will help with costs of a parent in-service
- Eric Termuende is also interested in presenting to parents

4.3 Flashing Lights on 11th Avenue (from AWES PAC)

Trustees discussed the possibility of advocating for flashing lights on 11th Avenue. The discussion included:

- Speed is definitely still an issue on 11th Avenue
- Perhaps a dialogue with the neighbors needs to happen first
- Trustee Whalen mentioned it was up to the City to have conversations with the neighbors
- Flashing lights are programmed to run during school hours 8-5

Recommendation A – M/S that the Board send a letter to the City of Cranbrook or the Cranbrook in Motion Committee to start the process to advocate for flashing lights on 11th Avenue by Amy Woodland Elementary School.

4.4 Field Trip – Ecuador – April, 2020 – JEJSS

Recommendation B – M/S that the Board tentatively approve the JEJSS Field Trip to Ecuador in April, 2020.

5. BCSTA LETTERS

5.1 Funding Formula

5.1.1 Receive and file.

5.1.2 Receive and file.

5.1.3 Receive and file.

5.1.4 Receive and file.

5.2 Grad Program

A lengthy discussion took place on the changes to the Graduation Program, specifically the provincial assessments at the secondary level. Superintendent Hauptman mentioned at the provincial Deputy Minister's Meeting with all Superintendents in October there was a big discussion amongst the Superintendents and the Ministry about the new assessment which was just announced prior to the meeting. Jason Tichauer clarified the new provincial assessments include the original Literacy and Numeracy Assessments as well as another Literacy Assessment – (now one in the spring and one in the fall). The Numeracy Assessment process changed as well enabling students to have multiple times to complete. Trustees agreed with this letter from the BCTF that the Ministry has appeared to take a step backwards in regards to the provincial assessments at the secondary level and were quite concerned. A discussion arose as to the best method to voice our Board's concerns and it was decided that the Board should write a letter to the Minister of Education and also the Premier of BC.

Recommendation C – that the Board write a letter to both the Minister of Education and the Premier of BC in support of the BCTF's letter on the BC Graduation Program. Copies will be provided to all partner groups who were part of the Advisory Groups on Provincial Assessment (AGPA) as well as all Boards of Education in the Province.

Gail Rousseau to gather all related letters for Trustee Ayling.

5.2.1 Receive and file.

5.3 Mandatory Indigenous – Themed Course

5.3.1 Receive and file

5.4 FSA

5.4.1 Receive and file.

5.5 Teacher Recruitment and Retention

5.5.1 Receive and file.

5.6 Employer Health Tax

This item will be referred to the Public Finance/Operations Committee meeting today.

5.6.1 Receive and file.

5.7 Special Needs Designations

5.7.1 Receive and file.

Note: This item could be referred to a future Special Education Committee meeting for discussion or future advocating.

6. ADJOURNMENT

The Advocacy/Education Committee meeting was adjourned at 10:40 a.m.



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

**January 28, 2019, 11:30 a.m.
Board Office**

**Committee Members
In Attendance:** **Co-Chair Trustee Turner (Chair)
Co-Chair Trustee Ayling
Trustee McPhee
Trustee Whalen**

Regrets:

**Board/District Staff in
Attendance:** **Chairperson Lento
Trustee Bellina (by Zoom)
Trustee Damstrom
Trustee Johns
Trustee Kitt
Lynn Hauptman, Superintendent
Brent Reimer, Director of Instruction/Human Resources
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Education
Darcy Verbeurgt, District Principal/Student Services
Jennifer Roberts, District Principal/Transformative Learning
Janice Paetz, Executive Assistant (Recorder)**

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of January 28, 2019 was called to order at 11:51 a.m. by Co-Chair Trustee Turner.

1.2. Approval of the Agenda

POL-2019-01

M/S that the agenda for the Policy Committee meeting of January 28, 2019 be approved as amended.

1.3. Approval of the Minutes

POL-2019-02

M/S that the minutes of the Policy Committee meeting of November 26, 2018 be approved as circulated.

2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

2.5 Impairing Substances in the Workplace

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 Revised Policy/Regulations 3.40 Learning Resources

Mrs. Casault reviewed the feedback from partner groups.

Discussion included:

- 3.40R - change Traditional Lands to Homelands
- concerns about the downloading from the province on to districts to determine what is acceptable – what is our process to address this?
- There are a number of groups to vet resources through (i.e. Elder's Council, CBEEN, Wildsite, ERAC)
- ERAC does still approve at the provincial level and there is the option to send resources to them for review
- there is also a Ministry course on the ERAC website to vet a local resource.

Recommendation A

"M/S that the Board of Education approve Revised Policy 3.40 Learning Resources."

3.2 Draft Policy/Regulations 3.44 Challenge of a Learning Resource

Mrs. Casault reviewed the feedback from partner groups.

Discussion included:

- if a learning resource is challenged by a parent, that particular student will not participate until the review has been completed – if the learning resource is found to be unacceptable, then no one would use it going forward
- there will be a written statement explaining how the final decision was reached.

Recommendation B

"M/S that the Board of Education approve Draft Policy 3.44 Challenge of a Learning Resource."

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Policy 3.3 Medical Alert

4.2 Policy 3.4 Administration of Prescription Medication

Discussion included:

- the two policies are somewhat connected - we are going to make some minor changes so the forms are the same in both formatting and content
- the old policies will be broken out in to policy and regulations, as per our current practice
- suggestion to provide additional space for parents to provide information
- Do the policy and/or regulations contradict the contract language for teachers and/or CUPE staff? (Article D24 in teacher contract)
- student service teachers sometimes handle this – never become an issue

- usually the principal and/or secretary delivers the prescription medication
- Epi-pen training is given to all staff (part of first aid as per Good Samaritans Act)
- CUPE staff does receive annual training from Interior Health – considered a delegated service
- Mr. Reimer will review the contract language and provide clarification at the next meeting.

These policies will be brought back to the February meeting, along with noted revisions and clarifications.

4.3 Policy 3.32 Allergies and Life Threatening Allergies in Schools

Discussion included:

- questions were raised from clerical staff regarding posting of confidential information
- information does need to be posted in the medical room/medical binder
- it *may be posted* in other places (i.e. classroom) at the request of the parents (see 2.9 in the Regulations)
- the policy will be broken out in to policy and regulations as well.

Recommendation C

“M/S that the Board of Education approve Revised Policy 3.32 Allergies and Life Threatening Allergies in Schools.”

4.4 Revised Policy/Regulations 5.5 Curricular Field Studies/Extra Curricular Field Trips

Discussion included:

- we recently created a Youth Safe Outdoors (YSO) committee
- the name of the policy was changed to ‘curricular field studies’ to show that it is a trip tied to the curriculum
- the health and safety of staff and students is always a concern (provides teachers with a risk assessment tool)
- there are options for students who are unable to participate
- a new bullet (3rd) has been added under Authorization at the School Level (for higher risk trips)
- the regulations will be created at a later date
- the next YSO working session is February 13th
- we will also need to review Policy 6.3 Volunteers
- five committee members went to Salmo for a presentation (the information is forever adapting/changing)
- YSO has amazing documentation for teacher preparation for any activity (the YSO link will be sent to Trustees)
- we have purchased a district license so all teachers have access
- staff training will be rolled out in the near future
- Given our revised curriculum, place-based learning, three authorization levels – are we now putting more impediments in front of school staff for field trip authorization or is the process still the same?
- In essence, we are approaching it as a way to support teachers who may not be as comfortable/experienced. There will still be blanket field trip forms for walking trips, etc., but more checks/balances for teachers when planning higher risk activities so they know they’ve done due diligence.

- YSO does not replace our school district policies/regulations
- we need to ensure specific learning outcomes are being addressed/met
- would like to see more detailed language

The revised policy will be brought back to the February meeting, along with the original policy so Trustees can see the changes.

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 12:33 p.m.

"What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?"

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 5 SOUTHEAST KOOTENAY

POLICY

LEARNING RESOURCES

SECTION 3.40

The Board of Education is committed to providing a wide range of learning resources in support of curriculum implementation and student learning, taking into consideration the varied interests, abilities and maturity levels of students. Additionally, the Board of Education promotes the development of a resource rich learning environment in each of its schools. Teachers are encouraged to access supplementary instructional resources, which are relevant, and enhance, broaden or enrich provincially prescribed or locally approved curricula.

Related Bylaws, Policies, Contracts and Regulations:

Regulations 3.40R Learning Resources

Policy 3.44 Challenge of a Resource

Regulations 3.44R Challenge of a Resource

Regulations 3.44F Challenge of a Resource Form

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

REVISED REGULATIONS

LEARNING RESOURCES

SECTION 3.40R

Boards of Education have the responsibility for determining how learning resources are chosen for use in schools. The Ministry of Education no longer conducts evaluation processes to recommend learning resources. This responsibility now rests with Boards. Boards of Education may continue to use learning resources specified in educational program guides published before 2016, as appropriate. Any concerns or challenges to the use of a learning resource should refer to the Policy 3.44 Challenge of a Learning Resource.

The Superintendent and/or designate will ensure that Principals and District staff are aware of the relevant sections of the School Act, Regulations and Ministers' Orders, Board Policy, Procedures and Regulations. Principals shall review the learning resources Policy, Procedures and Regulations with education staff annually.

Learning resources are texts, videos, software, and other materials that teachers use to assist students to meet the expectations for learning defined by provincial or local curricula.

1.0 Approved Learning Resources

1.1 Definition

Approved learning resources are locally approved and Ministry prescribed, authorized or recommended, or "[ERAC Evaluated](#)" resources.

For the identification and selection of learning resources, educators are encouraged to refer to collections of resources, which have been evaluated and/or licensed at the District and provincial levels for use in the B.C educational setting. These may include:

- The [K-12 Resource Collection](#), which is a continuously updated collection of peer-evaluated learning resource reviews which are linked to the BC curriculum. The collection is hosted by the [Educational Resource Acquisition Consortium](#) (ERAC) and is searchable in the BC ERAC app or online.
- School District 5 (Southeast Kootenay) is located on the Homelands of the Ktunaxa people and as stated in the Moving Forward: Worldviews in the Classroom document, when referencing Aboriginal content, learners should be given the chance to work with locally developed resources (including local knowledge keepers) whenever possible. In the Southeast Kootenay, those trusted local contacts are the Elders in Residence, representatives from both the Ktunaxa Nation Council and the two local

bands, Aq?am and Tobacco Plains (Akink?um?asnuq?i?it), as well as the school district's Aboriginal Education Support Workers.

- [Authentic First Peoples Resources](#) (K-9) from [First Nations Education Steering Committee](#) (FNESC)
- District approved resources: [District Resource Centre](#), District digital licensed resources found on the portal and/or approved digital apps.

2.0 Supplementary Learning Resources

2.1 Definition

Supplementary learning resources include materials, persons and places (field trips) used to enhance, broaden or enrich provincial or local curricula.

2.2 Selection Criteria

Evaluating resources from the perspective of social considerations can be one of the most challenging aspects of the evaluation process. It must take into account many considerations within a context of community, societal values and standards, to determine the suitability of the resource for instructional use in BC schools. Factors to consider may include First Nations learning, approaches to multiculturalism, gender and gender identity, among others.

Evaluation procedures for selecting learning resources should involve practicing teachers. In selecting supplementary resource materials, teachers and principals shall be subject to the following criteria:

- supports the learning standards and are the best suited for advancing curricula
- assists students in making connections between what they learn in school and real life applications
- should be appropriate in content and presentation not only to the subject area but also to the emotional development, ability level, learning style, social development and chronological age of the student
- has effective instructional and technical design
- meets the requirements set by [copyright](#) and privacy legislation
- are suitable based on social considerations
- Other factors equal, priorities should be given to learning resources developed and produced in Canada.

2.3 Procedures for Use

Where a resource is not readily classified according to the above criteria, or judged potentially controversial by the teacher, the following process must be ensured.

The Principal must:

- approve each potentially controversial resource and provide recommendations
- if necessary, including the requirement of notification to parents of the intended use of a resource, or
- forward it for a further review to ERAC, or
- reject it.

Where a Principal has not approved a resource, the decision shall be deemed final.

Related Bylaws, Policies, Contracts and Regulations:

Policy 3.40 Learning Resources

Policy 3.44 Challenge of a Learning Resource

Regulations 3.44R Challenge of a Resource

Regulations 3.44F Challenge of a Resource Form

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

POLICY

CHALLENGE OF A LEARNING RESOURCE

SECTION 3.44

The Board of Education acknowledges the right of any resident or employee of the District to formally challenge learning resources used in the District's educational program on the basis of appropriateness.

Related Bylaws, Policies, Contracts and Regulations:

Policy 3.40 Learning Resources

Regulations 3.40R Learning Resources

Regulations 3.44R Challenge of a Resource

Regulations 3.44F Challenge of a Resource Form

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

REGULATIONS

CHALLENGE OF A LEARNING RESOURCE

SECTION 3.44R

Learning Resources Challenge Procedures

- A resident or employee may challenge the use of learning resources by completing the Challenge of a Learning Resource form (Regulation 3.44F).
- The school receiving a Challenge of a Learning Resource form shall try to resolve the issue informally.
- When the issue cannot be resolved, the Principal shall provide a copy of the Challenge of a Learning Resource form to the person(s) making a formal request and assist in completing the form if necessary.
- A completed form must be returned to the Principal, who will then forward it to the Superintendent.
- Where a formal written request has been filed, the Superintendent will convene a review committee comprised of:
 - Director of Student Learning,
 - a school-based Principal chosen in consultation with the local Administrators' Association,
 - a specialist teacher chosen in consultation with the local Teachers' Association,
 - a member of the District Parent Advisory Council/or Parent Advisory Council,
 - a student (when appropriate).
- The Director of Student Learning shall Chair the committee.
- The challenger will have an opportunity to present concerns to the committee, prior to the committee starting its deliberations.
- The committee will review the resource as a whole in relation to the curriculum and educational program, and to the challenge.
- The committee will make a determination and provide its rationale for the decision to the Superintendent and/or designate within thirty days of receiving the challenge request.
- The Superintendent and/or designate will communicate the decision in writing to the individual who challenged the resource used.

- The determination of the committee shall be final except for the right to request an appeal to the Board of Education through the District’s Appeal Procedure Bylaw (Policy 1.3).
- Where a learning resource is considered appropriate by the Principal, review committee, or the Board, but the parents/guardians consider the resource inappropriate, the parents/guardians may request the student be excused for the portion of a lesson(s) during which the resource will be used. A plan must then be articulated by the parent on how the learning outcomes will be met.

Related Bylaws, Policies, Contracts and Regulations:

Policy 3.40 Learning Resources

Regulations 3.40R Learning Resources

Policy 3.44 Challenge of a Learning Resource

Regulations 3.44F Challenge of a Resource Form

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

POLICY

**ALLERGIES AND LIFE THREATENING
ALLERGIES IN SCHOOL**

SECTION 3.32

The Board is committed to the principle of providing a safe learning and teaching environment for its students. This includes a safe environment for all those who have been identified as having the potential for an anaphylaxis event. Anaphylaxis is the term used to describe an acute, severe, life-threatening allergic reaction, which requires immediate medical treatment. While it is impossible to create a risk-free environment, school staff and parent(s)/guardian(s) can take important steps to minimize potentially fatal anaphylactic reactions.

Related Bylaws, Policies, Contracts and Regulations:

Policy 3.32R Allergies and Life Threatening Allergies in Schools

Policy 3.32F Anaphylaxis Emergency Action Plan

[Canadian Society of Allergy and Clinical Immunology](#)

3.32R Allergies and Life Threatening Allergies in School

Approved October 5, 2004

Revised February 10, 2009

Revised February 11, 2014

Page 1 of 1

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

REGULATIONS

**ALLERGIES AND LIFE THREATENING
ALLERGIES IN SCHOOL**

SECTION 3.32R

Description of Anaphylaxis

Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rarer cases can develop hours later. Specific warning signs as well as the severity and intensity of symptoms can vary from person to person and sometimes from reaction to reaction in the same persons.

While the exact prevalence is unknown, it has been estimated that more than 600,000 or 1% to 2% of Canadians are at risk of anaphylaxis (from food and insect allergy), and that up to 6% of young children less than three years of age are at risk³. In the school age population, it is estimated that between 2-4% of children are at risk of anaphylactic reactions to foods.

An anaphylactic reaction can involve **any** of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:

- **Skin:** hives, swelling, itching, warmth, redness, rash
- **Respiratory (breathing):** wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal (stomach):** nausea, pain/cramps, vomiting, diarrhea
- **Cardiovascular (heart):** pale/blue color, weak pulse, passing out, dizzy/light-headed, shock
- **Other:** anxiety, feeling of “impending doom”, headache, uterine cramps in females

Because of the unpredictability of reactions, early symptoms should never be ignored⁴, especially if the person has suffered an anaphylactic reaction in the past.

It is important to note that anaphylaxis can occur without hives.

Footnote:

³ Canadian Society of Allergy and Clinical Immunology. Anaphylaxis in Schools and Other Settings, 2005.

⁴ Training strategies need to address the need for a rapid emergency response when symptoms of an anaphylactic reaction appear. Students may be in denial, or unaware, that they are experiencing an anaphylactic reaction.

If an allergic student expresses any concern that a reaction might be starting, the student should always be taken seriously. When a reaction begins, it is important to respond immediately, following instructions in the student’s *Anaphylaxis Emergency Action Plan*. The cause of the reaction can be investigated later.

The following symptoms may lead to death if untreated:

- breathing difficulties caused by swelling of the airways; and/or
 - a drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.
1. The Principal of the school is responsible for developing an individual school plan that creates and maintains as safe and healthy an environment as is reasonably possible for students who may experience anaphylaxis, a severe, life threatening allergic reaction. The parent(s)/guardian(s) of the student is/are a partner in this process and shall receive a copy of this policy and individual school plan.
 2. Procedures: To realize the Board's policy of securing for students of the District who have anaphylactic reactions a reasonable level of safety and well-being, the following procedures are to be followed:
 - 2.1 At the time of registration, parent(s)/guardian(s) will be asked to report on their child's medical conditions, including whether their child has a medical diagnosis of anaphylaxis, and will be asked to complete the "Request for Administration of Medication" form if medication is required. The information must be reviewed annually and the form updated when there are changes to medication or dosages of medication.
 - 2.2 The anaphylactic student's parent(s)/guardian(s) must meet with the Principal prior to the student's first day in a school or any time there is a change in the medical condition. A meeting with the student's teacher(s) will be arranged as soon as possible.
 - 2.3 The public health nurse will be informed of the student's condition.
 - 2.4 The parent(s) guardians of student's with anaphylactic condition will be encouraged to use the Medic-Alert identification program.
 - 2.5 Following discussion with students with anaphylaxis and his/her parent(s)/guardian(s), other students and parents in the class may be given information of the student's condition.
 - 2.6 The Principal will ensure, on an annual basis, that all staff shall receive education about anaphylaxis. Identified staff will receive training which will include instruction on the administration of the child specific medical alert plan and may include training for use of the epinephrine auto-injector.
 - 2.7 The District Health and Safety Officer, on an annual basis, will ensure that all bus drivers receive education about anaphylaxis. Identified staff will receive training which will include instruction on the administration of the child specific medical alert plan and may include training for use of the epinephrine auto-injector.

- 2.8 The District will provide an annual in-service for all TOC's.
- 2.9 It is vital that students with anaphylaxis be easily identified. The child's specific medical alert information must include a description of the allergy as well as the emergency treatment plan. The emergency protocols shall include:

- administering an epinephrine auto-injector
- calling emergency medical care (911 – where available)
- calling the student's parents
- administering a second dose within 5 to 15 minutes if symptoms have not improved
- transportation to the hospital (arranging for ambulance)

This information must be in the school medical alert binder. The medical alert information (with an up-to-date photograph of the student) may be posted at various locations such as the student's classroom, medical room and any other room used on a regular basis by the student. In addition all buses will maintain an up-to-date medical alert binder.

- 2.10 The student's anaphylactic record and emergency plan will form part of the student's permanent record, as defined in the Permanent Student Record Order. The student should carry an epinephrine auto-injector with them at all times. The epinephrine auto-injector must be clearly identified with the student's name. If possible, the parent(s)/guardian(s) should provide the school with a second epinephrine auto-injector which will be stored in a safe, accessible location. This location will be made known to all staff.
- 2.11 The school Principal will develop guidelines to reflect the circumstances (i.e. peanut aware zones, storage of the injectors, etc.) of the school. The guidelines will include procedures and avoidance strategies to be followed by staff and students. (Refer to the most recent edition of *Anaphylaxis: A Handbook for School Boards*, a publication of the Canadian School Boards Association).
- 2.12 The Principal will maintain a current inventory of individual student emergency plans, including a plan to ensure that any medications are kept up to date and have not expired.
- 2.13 The Principal will submit all anaphylactic incidents to the District Health and Safety Officer as soon as possible after the occurrence. The District Health and Safety Officer will maintain a record of all incidents.
- 2.14 The Principal or designate will place the used injector back into carrying case and give to emergency personnel.
- 2.15 All overnight outdoor field trips will include an epinephrine auto-injector in their First Aid Kit.

Related Bylaws, Policies, Contracts and Regulations:

Policy 3.32 Allergies and Life Threatening Allergies in Schools

Policy 3.32F Anaphylaxis Emergency Action Plan

[Canadian Society of Allergy and Clinical Immunology](#)



School District 5 (Southeast Kootenay)
ANAPHYLAXIS EMERGENCY ACTION PLAN
Parent(s)/Guardian(s) Agreement

I/we, _____, [name of parent(s)/guardian(s)] acknowledge my/our participation in the development of an Anaphylaxis Emergency Action Plan the ("Emergency Action Plan") for _____ (name of student) ("The Child").

We agree to complete the Emergency Action Plan (on reverse); provide the school with doctor instructions and signatures, as well as:

- supply school with appropriate medications and up-to date epinephrine auto injector(s);
- identify where the medication will be housed (with the student, in the classroom, a central location);
- provide The Child with medic alert bracelet and fanny-pack for epinephrine auto injector;
- update the Child's information and ensure The Child knows his/her responsibilities for his/her own safety.

I understand that my/our failure to do so may result in an inability to implement timely emergency procedures.

I/we authorize the staff of School District 5 (Southeast Kootenay) and its agents, including volunteers, to execute the school's commitments as outlined within this plan. I/we also give consent for the identification of The Child as a person with, _____ (nature of condition/risk). I/we understand that this may include the display of pertinent information, including a picture of The Child in strategic locations within the school. It is understood that the reason for this display is to enable the staff of School District 5 (Southeast Kootenay) and its agents to be able to respond to potential emergencies in a timely fashion. It is clearly understood that student confidentiality will be maintained whenever possible.

I/we authorize the staff of School District 5 (Southeast Kootenay) and its agents to administer the designated medication and to obtain suitable medical assistance.

I/we agree to assume all costs associated with the medical treatment and absolve the staff of School District 5 (Southeast Kootenay) and the School District 5 (Southeast Kootenay) Board of Education of the responsibility for any adverse reactions resulting from the administration of the designated medication.

The agreement is valid from the date signed until revoked.

Signature of Parent(s)/Guardian(s)

Date Signed

- Copies to:
- Parent(s)/Guardian(s)
 - Student file
 - Medical Alert Binder
 - Nursing Support Care Plan (if necessary)



**School District 5 (Southeast Kootenay)
ANAPHYLAXIS EMERGENCY ACTION PLAN**

Child's Name: _____

Date of Birth: _____

Parent/Guardian: (Photo I.D.) _____

Home Phone Number: _____

Work Phone Number: _____

Emergency Contact: Home _____

Emergency Contact: Work _____

Physician & Phone #: _____

(This information is being repeated on this form because this form will be placed in the child's fanny pack.)

My child's anaphylaxis triggers are:

Foods (i.e. peanuts, nuts, milk, all dairy, eggs, shellfish, fish, food additives) (list):

Insect Stings (list): _____

Medications (list): _____

Others (list): _____

**The information collected on this form is subject to and protected by the provisions
of the Freedom of Information and Protection of Privacy Act.**

My child's anaphylaxis symptoms are usually [i.e. swelling (eyes, lips, face, tongue) vomiting, difficulty breathing or swallowing, coughing or choking, cold, clammy, sweaty skin, stomach cramps, diarrhea, flushed face or body, dizziness, confusion, fainting or loss of consciousness, change of voice, others (list):

My child's emergency treatment is: _____

Medication is kept/stored (where?): _____

Epinephrine auto injector (specify brand and dosage): _____

Expiry Date of epinephrine auto injector: _____

Standard Emergency Response:

- 1) administer single dose auto injector
- 2) call 911 and tell the dispatcher that a child is having a life-threatening anaphylactic reaction
- 3) call the parent, guardian or emergency contact person Parent/Guardian
- 4) administer a second dose in 5 to 15 minutes if symptoms have not improved
- 5) arrange for ambulance transportation to the hospital

Call 911 and tell the dispatcher that a child is having a life-threatening anaphylactic reaction.

Call the parent, guardian or emergency contact person.

Signature of Parent(s)/Guardian(s)

Date Completed

Reviewed by

Date Completed

Expiry Date of Action Plan

The information collected on this form is subject to and protected by the provisions of the Freedom of Information and Protection of Privacy Act



School District 5 (Southeast Kootenay)
CHALLENGE OF A LEARNING RESOURCE

Initiated by: _____ Date: _____

Address: _____

School Name: _____

Have your concerns been discussed with the school staff? _____

Resource Questioned

Book

Title: _____

Author: _____ Publisher: _____

Copyright Date: _____

Non-Book

Title/Name: _____

Type of Resource: _____
(magazine, film, video, disk, etc.)

Publisher/Producer: _____

Please respond to the following questions. If sufficient space is not provided, feel free to use additional sheets of paper.

1. Did you review/read the entire resource? Yes No
If not, what sections did you read/review?

2. To what do you object? Please be specific (cite pages or sections).

3. What do you believe is the main idea of this material?

4. What do you feel might be the result of a student using this material?

5. What do you think is the value of this material?

6. Are you aware of the judgement of this material by professional critics? What do you understand this to be?

7. What would you prefer the school do about this work?

8. In the place of this material, would you care to recommend other material you consider to be more appropriate?

PLEASE RETURN THE COMPLETED FORM TO YOUR SCHOOL



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

**January 28, 2019, 10:30 a.m.
Cranbrook Board Office**

**Committee
Members In
Attendance:**

Co-Chair Trustee McPhee (Chair)
Co-Chair Trustee Damstrom
Trustee Johns
Trustee Kitt

**Board/District
Staff in
Attendance:**

Chairperson Lento (in 10:58)
Trustee Turner
Trustee Whalen
Trustee Bellina (by Zoom Conference)
Trustee Ayling
Lynn Hauptman, Superintendent
Diane Casault, Director of Student Learning/Innovation
Brent Reimer, Director of Instruction – Human Resources
Jason Tichauer, Director of Student Learning and Aboriginal Education
Darcy Verbeurgt, District Principal of Student Services
Jennifer Roberts, District Principal of Transformative Learning
Jane Nixon, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Special Education Student Services meeting of January 28, 2019 was called to order at 10:47 by Co-Chair McPhee.

1.2 Approval of the Agenda

M/S that the agenda for the Special Education Student Services Meeting of January 28, 2019 be approved as circulated.

1.3 Approval of the Minutes

M/S that the minutes of the Special Education Student Services meeting of November 26, 2018 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

2.1 Written Letter to College of the Rockies regarding Staffing Needs

Diane Casault reviewed the new Speech Language Pathologist position that was filled on January 4, 2019. Mrs. Casault also discussed the recruitment process and the 17 locations that the job postings are being sent through Make A Future. She also advised that Brent Reimer and Superintendent Hauptman will be meeting with the College of the Rockies on Friday, February 1, 2019, to discuss the letter that was sent outlining the staffing needs of School District 5 (Southeast Kootenay).

2.2 School District Website

Mrs. Casault reported that work continues on updating and revising the School District website. The work also involves making the website more consistent throughout.

2.3 Behaviour Support Position

A presentation to the Student Services Committee by Megan Stasuik, Behaviour Support Teacher. PowerPoint presentation attached to Minutes.

Ms. Stasuik reviewed the proactive solution to helping students with behaviour challenges in School District 5 (Southeast Kootenay). Discussions included:

- Rationale behind the Social Emotional Learning Centre (“SELC”)
- The students benefitting from the SELC including, but not limited to, Category H (students requiring intensive behaviour intervention or students with serious mental illness) and Category R (students requiring behaviour support or students with mental illness) in Grades One through Three.
- Trustee Kitt and Co-Chair McPhee expressed concerns on how the SELC will be implemented in the Elk Valley.

Other concerns and possible challenges discussed included:

- Bussing expenses
- The option to implement a program similar to SELC for Grades Four to Six in the future
- Parent and outside agency involvement
- Trustee Turner queried if the program will require additional staffing (Superintendent Hauptman responded that an additional position will be required).
- Trustee Johns suggested that a recommendation should be tabled at this meeting to prepare for the upcoming budget process.

Recommendation A:

“That the Board of Education approve, in principle, the support of a Social Emotional Learning Centre for Grades One to Three in the 2019/2020 Budget.”

2.4 Designation Category Summary

Mrs. Casault reviewed the School District 5 (Southeast Kootenay) Designation List and Special Education Categories for September 2018 and January 2019.

Mrs. Casault also reviewed the funding levels for all of the Categories.

Trustee Johns requested that a detailed list of Category descriptions be available to the Student Services Committee at the next meeting. Trustee Johns also requested a detailed report showing trends and tracking of Categories over the past three years be available at the next meeting.

[Province of BC - K-12-Funding of Special Needs](#)

3. CORRESPONDENCE AND/OR NEW ITEMS

3.1 Alternate Program at Laurie Middle School

Letter from the CDTA and FDTA requesting the reinstatement of the Alternate Program at Laurie Middle School.

Trustee Johns suggested that the Student Services Committee go forward with a recommendation to investigate and review the reinstatement of the Alternate Program at Laurie Middle School prior to the 2019/2020 school year budget process.

Recommendation B:

“That the Board of Education investigate the proposed reinstatement of the Alternate Program at Laurie Middle School.”

4. INFORMATION ITEMS

5. ADJOURNMENT

What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?

The meeting was adjourned at 11:48 a.m.



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

MINUTES - FINANCE/OPERATIONS/PERSONNEL COMMITTEE (PUBLIC)

**January 28, 2019, 12:30 p.m.
Cranbrook Board Office**

Committee Members in
Attendance:

Trustee Johns (Co-chair)
Trustee Kitt (Co-chair)
Trustee Bellina – by Zoom
Trustee Damstrom

Board/District Staff in
Attendance:

Trustee Ayling
Chairperson Lento
Trustee McPhee
Trustee Turner
Trustee Whalen
Superintendent, 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
Sandy Gronlund, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The public Finance/Operations/Personnel Committee meeting of January 28, 2019 was called to order at 12:42 p.m. by Co-chair Johns.

1.2 Approval of the Agenda

The agenda of the public Finance/Operations/Personnel Committee meeting of January 28, 2019 was approved as circulated.

1.3 Approval of the Minutes

The minutes of the public Finance/Operations/Personnel Committee meeting of November 26, 2018 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

3. DELEGATIONS/PRESENTATIONS

Nil

4. NEW BUSINESS

4.1 Budget Update

Mr. Norum reported that two readings were received by the Board of Education at the January 15, 2019 public meeting for the 2018-19 Amended Annual Budget. The third and final reading will be asked for at the February 12, 2019 Public meeting.

The 2019-20 Budget planning is well underway.

- Enrollment projections are the first item we look at by taking the current enrollment, move it forward and look at the Baragar projections.
- With these projections, we are up six students overall.
- School Administrators will be in the last week of February for budget meetings with Rob Norum and District Administration.
- Mr. Norum is meeting with each department at the Board Office this week to review their budget needs.

Mr. Norum distributed a memo to the Board reminding them of the 2019/2020 Budget Deliberations. Public is welcome on the following days to present or provide Input in the 2019/20 budget.

Monday, February 25, 2019 – Cranbrook Fin/Ops Committee Meeting at 12:30 p.m.

Tuesday, March 12, 2019 – Fernie Learning Centre at 3:00 p.m.

The funding announcements from the Ministry Education will be made closer to Spring Break.

5. ITEMS FOR INFORMATION

5.1 District Occupational Health and Safety Committee Minutes

The City of Cranbrook has been working with School District 5 to look at some ideas to help with the congestion on the road in front of Gordon Terrace Elementary School with parking and school crosswalks to make it safer for the students.

Mr. Norum explained how the custodial time formula works throughout the schools. He will speak with the Principal at Frank J. Mitchell and look into the concerns of custodial time at the School.

5.2 Finance Report

Mr. Norum reviewed the report with the Board.

5.3 BCEM and ERAC Merger

The BC Education Marketplace (BCEM) has been beneficial by having other school districts join together to secure a better price for items such as custodial

supplies and bulk copy paper. They have made an announcement of a merge with (ERAC) Education Resource Acquisition Consortium from whom we currently purchase learning resources from. We are looking forward to continue working with them.

5.4 Travel Summary

Mr. Norum reviewed the staff Travel Summary with the Board.

5.5 Premier's Awards for Excellence in Education

Attached to the agenda for information.

The closing date for nominations is March 31, 2019.

6. QUESTION PERIOD

Nil

7. LATE ITEMS

Nil

8. ADJOURNMENT

The public Finance/Operations/Personnel Committee meeting of January 28, 2019 adjourned at 1:18 p.m.

DRAFT

SOUTHEAST KOOTENAY

Superintendent's Report to the Board

February, 2019



Lynn Hauptman - Superintendent

The Busy Season is Upon Us!

The School Year is always busy for everyone involved but this year presents some unique needs all within a small window. Our District Staff will be very busy in the next coming months on (in no particular order):

- Building School Budgets for next year
- Staffing for Next Year
- Local Bargaining with CUPE
- Local Bargaining with CFTA
- And the other usual day to day "stuff"



School Growth Plans Now Available

School staffs have completed the work on their Growth Plans and they are now available for viewing on the individual school's web-sites under the Tab: About the School. School administration also recently shared their Growth Plans with our Board of Education. These plans are the road maps for schools to focus on student achievement. Staffs are commended for the very thorough work done to ensure our students are successful. There is a focus on such things as reading and writing improvement, numeracy, social and emotional learning, self-regulation and, of course, the renewed curriculum with a focus on embedding Aboriginal Perspectives and inquiry and project or place-conscious learning.

District Framework for Student Achievement

Check out the newly launched Framework for Student Achievement [here](#) that outlines our plan and district initiatives for continuing to improve. A huge thank you to Jason Tichauer who took the lead on this project and the Committee Members who helped to contribute to this project that include: Teachers Adrienne Demers (committee co-chair), Catherine Fillis, Sean Sinclair, Diane Wolchuk Shelley Balfour and Chris Kielpinski (CFTA Co-Chairs); Principal and Vice-Principal reps Erin Hay and Bill Johnson; District Management reps Diane Casault, Brent Reimer and Jennifer Roberts. And finally a big shout-out to Executive Assistant Gail Rousseau who pulled it all together into the final magazine format. This is best viewed in its digital format so that the links can be accessed for video links and other data sources.

Grizzlies Stick Together

"We just want you to know that we're all with you; Grizzlies stick together," said Rocky Mountain Elementary School vice principal, Thomas Skelton, to 10-year-old Kaleb Hills-Dagenais.

In support of Kaleb, the school modified their school shirts with a message about the Elkford youth who is currently battling cancer.

On the back of the shirt it reads: 'A hero is an ordinary individual who finds the strength to persevere and endure in spite of overwhelming obstacles.'

"You are a hero to us, how positive you've stayed, climbing eight stairs to get up somewhere. We're proud of you," said Skelton.

To read the full story visit:

<https://www.thefreepress.ca/.../elkford-boy-10-brave-in-the-.../>

To support Kaleb and his family visit:

<https://www.gofundme.com/6l0sjz4>



Lynn Hauptman - Superintendent

MBSS Art Story

"Only so many words can adequately describe the pleasure that I had while attending the art exhibit that the Mount Baker art classes put together last week. With Aurora Gagnon singing, different styles of art flooding the room, and the captivating architecture of the "Studio and Stage Door" -- it all culminated to create a delightful atmosphere that kept me smiling from the moment I entered the building. Without a single note of disappointment, I can firmly say that the Mount Baker art exhibit was an absolute sensation." *written by Rhys Boekelheide , student, MBSS*



Thank you to Fort Steele Heritage Town! They are giving every student in our district a free day pass to the Fort which will be sent home in their June report card!!!!

Canadian Parents For French!
check out this link!
CPF

Cranbrook and Jaffray students in K-3 will be attending the 26 Letter Dance at the Key City Theatre on April 4 free of charge! Thanks to our great community partners!

Dr. Linda O'Neill

On February 1st, our educators had the opportunity to spend a half day with Dr. Linda O'Neill who spoke to us about building respectful, challenging and empowering learning environments for our students and, in particular, for our students who have previously experienced trauma. Dr. O'Neill graciously agreed to spend the morning at Fernie Secondary School for our educators from Sparwood, Elkford, Fernie, and Jaffray and the afternoon at Parkland Middle School with our Cranbrook educators.



Growing Innovation in Rural Sites of Learning: 2018-2019

Two projects from Sparwood Secondary, one from Elkford Secondary and a project submitted from our District Helping Teachers will be receiving a financial grant of \$1000 each from the Rural Advisory Committee!! Exciting News!

Education Update

Ministry of Education



FOR ACTION, SUPERINTENDENTS, PRINCIPALS & TEACHERS – 2019 Premier’s Awards for



Excellence in Education: The second annual [Premier’s Awards for Excellence in Education](#) is now open for nominations. See the news release below for additional details.

FOR ACTION, PRINCIPALS – DUE AUGUST 14, 2019 – BC Training & Education Savings Grant

Deadlines for Students: Eligible BC children ages six through nine qualify for a \$1,200 grant when they sign up for a [Registered Education Savings Plan \(RESP\)](#). No additional contribution is required. For children born in 2006, the deadline is August 14, 2019 and for children born in 2010, they have until the day before their 9th birthday.



FOR INFO, SUPERINTENDENTS, PRINCIPALS & COUNSELLORS – Provincial Scholarship Program:

Applications for the BC Excellence and Pathway to Teacher Education Scholarships are due February 15, 2019. Information on these and other scholarships are available on the [Provincial Scholarships Program Information for Students web page](#). Please contact scholarships@gov.bc.ca if you have any questions.

News from Schools



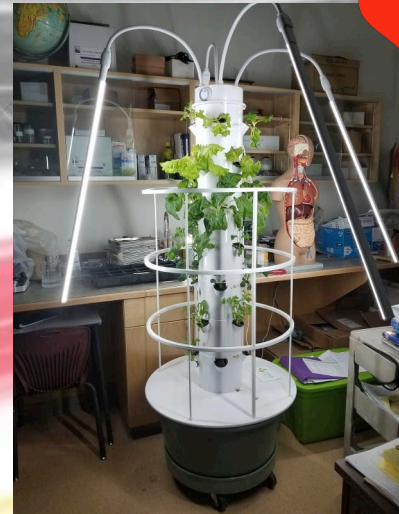
Snowshoeing at RMES



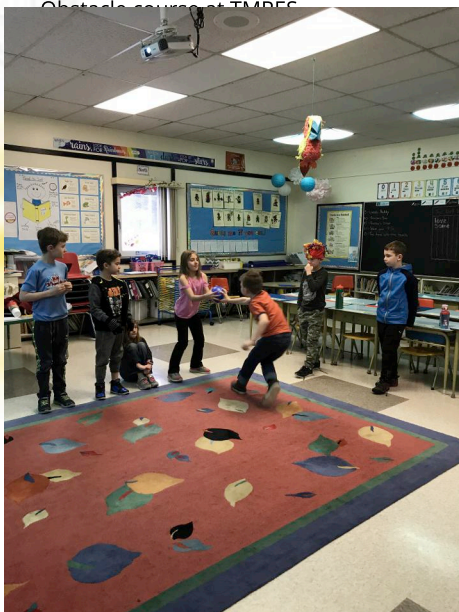
Art by Mr. Bartraw's class at HES



Obstacle course at TMPEF



Hydroponics garden in the science lab at SSS



Piccadilly Circus from the "Play is the Way Program" at FJMES



Kindergartens in their new playground at IDES

Director of Student Learning and Innovation - Diane Casault

Community Field Experience with our UBC partner (CFE)

The key purpose of the Community Field Experience is for teacher candidates to experience teaching and learning in a new context that provides a more holistic view of teaching and enhances the teacher candidate's formal teaching experience.

Southeast Kootenay is excited to welcome six teacher candidates this coming spring. Three teachers will be experiencing our area from April 23 to May 10 (secondary) while the other three elementary teachers will be here from June 10 to 28th. They will have an opportunity to “showcase their educational knowledge and skill” while at the same time establishing connections with communities and classrooms. <http://cfe.educ.ubc.ca/>



Practicum Placements and COTR

As always, we are pleased to be in partnership with the COTR and the East Kootenay Teacher Education Program (EKTEP). We currently have several students completing practicums in our schools. (7 Post Degree students, 5 Year 4 students, 7 Year 3 students and 7 year 2 students). We also have teacher candidates from U Vic, U of C, UBCO, U of L, Lethbridge College, UNBC and McGill. In addition, we are supporting 2 teacher counselling and 1 School Psychologist placements. This would not be possible without the great mentor teachers in our District. Thank you for your time and expertise!



Director of Student Learning and Aboriginal Education- Jason Tichauer

School and Community Mental Health Conference

This past week, we were able to send our district Mental Health Literacy team to the 2nd annual Ministry of Education Mental Health Conference. Thank you very much to the Ministry for providing funding for our team of local folks to attend! Our district team is Sharlene Charest, Tessa Rokosh, Jennifer Adams, Viveka Johnson, Lynn Hauptman and myself. A lot of valuable information was received on how to prioritize and implement our District Mental Health Action plan over the next few years. We have already started to train our staffs on this important initiative, based on destigmatizing Mental Health conversations and fueling these necessary conversations with proper terminology and information.

On a related note, after a few glitches at the provincial level, the ERASE report it on-line reporting tool is now live and operative!

erase not knowing | embrace open conversations

Aboriginal Education

This week sees the second meeting of the Enhancement Agreement Review Committee. We are sharing our latest graduation results with the committee and will also be reporting on the feedback received from our student surveys last spring. We are investigating small changes to make this survey even more informative and impactful to our practice.



Thinking Classrooms Initiative

This week, Dr. Judy Larsen is back for the 2nd in-service day with our new 'Thinking Classrooms' cohort in conjunction with SD6. Teachers from almost all of our middle and secondary schools will be gathering again for a very interactive and positive session to continue the work of Dr. Liljedahl and others who have dramatically changed not just pedagogical approaches to the classroom, but have made us look differently at the basic concept of 'classroom' in general.



Director of Instruction, Human Resources - Brent Reimer

Staffing for the current school year continues for secondary schools as second semester blocks have been posted and filled. To date there have been 179 teacher postings and 132 CUPE postings for the 2018-2019 school year.

The School Joint Occupational Health and Safety teams are receiving a day's training on February 13, 2019. The teams are receiving in-service on their roles and responsibilities to help them better serve their mandate under WSBC requirements.

Planning for the 2019-2020 school year has begun. District staff will be meeting with school principals/vice principals in late February to discuss staffing and student projections.

Registration for the next year has officially started as of February 1, 2019. With the expectancy of new registrations, also comes the process of out of catchment transfer requests. This process of requesting a placement outside of the catchment also commences the first day of February. Requests received before Feb 28, 2019 will be reviewed according to District policy 3.1 with decisions being made on the requests by the end of May.

CUPE bargaining with local 4165 will begin February 6, where protocol exchange will take place. We look forward to productive sessions in the upcoming weeks.



School Psychologist Position

We are pleased to welcome Olivia Griffioen to School District 5 (Southeast Kootenay) as our new School Psychologist in the Elk Valley (0.3 FTE).

Dakota, a therapy dog from Therapeutic Paws of Canada and Kendra his handler reading with a student at Highlands.



District Principal Student Services - Darcy Verbeurgt

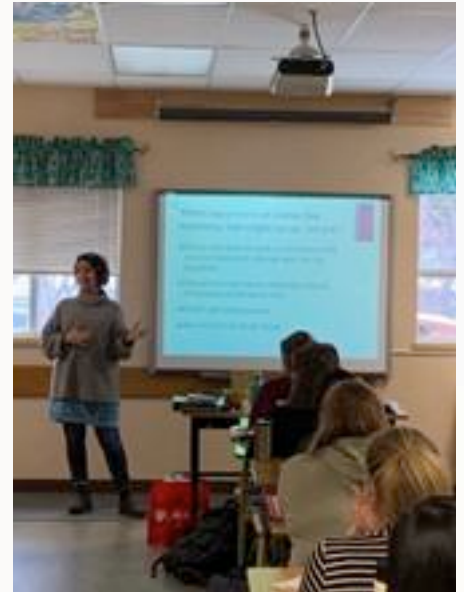
Professional Development on February 1

In addition to the keynote speaker, Dr. Linda O'Neill, Educational Assistants, Youth Care Workers and Aboriginal Education Support Workers in the Elk Valley and in Cranbrook enjoyed a fantastic choice of workshops and professional development opportunities on Friday, February 1, 2019.

Workshop choices in **Cranbrook** included:



- Positive Behaviour Management with Susy Passey
- Move Work Breathe – A Program for Sensory Regulation with Carmen Olver
- Sound Connections with Sue Robertson
- Assessment of Lagging Skills for Students with Behaviour Difficulties with Megan Stasuik
- AAC Strategies for Classroom Success with Liza Frieri



Workshop choices in the **Elk Valley** included:

- Move Work Breathe with Renee Fairchild
- Hearing Loss, Technology and Effective Learning Strategies with Sarah Paziuk
- Communication and Behaviour with Adele Minto and Lesley Runzer
- Developmental Coordination Disorder (DCD) with Helen McAllister
- What Are Good Emotions Anyway? with Kari Olson



Here is a short video of the fantastic work support services do in our district!!!



Mandt Recertifications will be throughout the month of February. Mandt Relational Skills – Chapters 1 through 3 Training was held on Friday, January 18. There were 15 participants in this workshop.



The Mandt System

District Principal Transformative Learning - Jennifer Roberts

Winter Wonder with Wildsight! Wildsight continues to awe the children and staff of School District 5 with the amazing learning opportunities OUTSIDE the classroom. Gordon Terrace (left) spent a beautiful afternoon at Elizabeth Lake learning about the environment and Kootenay Orchards (right) conducted experiments with thermal energy.



Computational Thinking, Place Based, Transformative Learning...You Name It...our Teachers of Transformative Learning have it all COVERED!

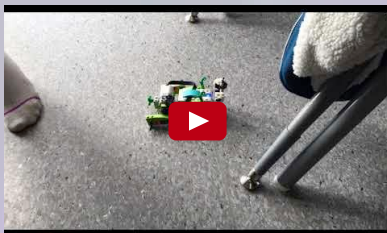
TM Roberts students in Catherine Laporte's class learned the basics of Design and Coding with different tools like the Microbits, Makey Makeys and LEGO WeDo Kits.

They were then challenged with designing and building a wearable device that solved a problem. Finally, they created a commercial to showcase their projects.

Overheating seemed to be one common problem to solve with these two groups creating devices that regulate body temperature. Check out these videos!



Check out the Racing WeDo Robots in this video!



The Sphero Tractor Pull at Isabella Dicken!



Congratulations to **Carissa Hart's Class at TM Roberts!** The class was the GRAND PRIZE winner in the **Take Me Outside for Learning School Year Challenge**. The class received 2 nights at Blue Lake Camp!



District Principal Transformative Learning - Jennifer Roberts

Creating Paper Circuits at Elkford Secondary School



Students at Elkford Secondary have been immersed in MicroBits, Paper circuits and Spheros. They created beautiful paper lanterns.



Isabella Dicken & Fernie Secondary – Design Bubble Wands

Mrs. Sutherland's Grade 1-2 class and Mrs. Lloyd's Computer 10-12 class worked together at Fernie Secondary before the winter break to draft and design bubble wands on Tinkercad, a 3D modeling program.

In January, both classes came together at the Fernie Design Lab to see their bubble wands created on the 3D printer!

The two classes also worked through some Design and Science challenges using the Lego WeDo kits. Students learned about the stages in the life cycle of a frog. They documented the changes of their frog from birth to adult.



*Design Lab 1 –
Gordon Terrace
at the Design Lab
in Cranbrook*

SD5 Scratch-A-Thon



Coming Soon!

**Stay Tuned for More
Details**

District Enrolment - Active Primary Including Fee Paying - February 2019

School Name	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Jaffray Elem-Jr Secondary	20	25	17	21	30	19	19	20	19	18	11	0	0	219
Isabella Dicken Elementary	66	73	55	75	57	62	71	0	0	0	0	0	0	459
Frank J Mitchell Elementary	56	50	62	49	52	61	43	0	0	0	0	0	0	373
Rocky Mountain Elementary	39	34	43	45	28	40	30	0	0	0	0	0	0	259
Mount Baker Secondary	0	0	0	0	0	0	0	0	0	0	270	285	255	810
Laurie Middle School	0	0	0	0	0	0	0	112	132	98	0	0	0	342
Amy Woodland Elementary	35	28	42	36	40	45	44	0	0	0	0	0	0	270
T M Roberts Elementary	49	45	50	54	54	55	61	0	0	0	0	0	0	368
Gordon Terrace Elementary	35	38	37	44	46	26	29	0	0	0	0	0	0	255
Highlands Elementary	25	31	36	41	40	39	56	0	0	0	0	0	0	268
Pinewood Elem - Cranbrook	11	16	13	27	22	16	16	0	0	0	0	0	0	121
Steeple Elementary	29	24	25	30	35	28	26	0	0	0	0	0	0	197
Kootenay Orchards	30	35	28	31	40	34	22	0	0	0	0	0	0	220
Kootenay Learning Campus	0	0	0	0	0	0	0	0	0	0	0	4	25	29
Parkland Middle School	0	0	0	0	0	0	0	154	156	132	0	0	0	442
Elkford Secondary	0	0	0	0	0	0	0	37	33	30	28	35	41	204
Fernie Secondary	0	0	0	0	0	0	0	64	57	58	69	57	59	364
Sparwood Secondary	0	0	0	0	0	0	0	59	43	42	37	44	42	267
Kootenay Educational	0	0	0	0	0	0	0	0	0	0	23	15	66	104
Kootenay Discovery School	0	0	0	1	0	1	0	2	4	9	6	5	102	130
Total	395	399	408	454	444	426	417	448	444	387	444	445	590	5701