

**MEETING OF THE BOARD HELD IN PUBLIC  
AGENDA**

**TUESDAY, APRIL 26, 2022**

**5:00 PM – 7:00 PM**

In person: School Board Office – 811 Stanley Street, Nelson, BC

Via video conference: [Zoom](#) - Meeting ID: 657 3277 9733 – Password: 495118

**1. Call to Order**

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Changes to the Proposed Agenda**

**4. Adoption of Agenda**

**Proposed Resolution:**

**THAT** the Agenda for this April 26, 2022 meeting **BE ADOPTED**, as circulated.

**5. Receiving Presentations – Nil**

**6. Comments or Questions from the Public regarding items on this Agenda**

*The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.*

**7. Consent Package (p. 4)** App. 7

**8. Adoption of Minutes (p. 39)** App. 8

**Proposed Resolution:**

**THAT** the minutes from the March 8, 2022 Meeting of the Board held in public and the March 28, 2022 Special Meeting of the Board held in public **BE ADOPTED**.

**9. Future and Action Item Tracking (p. 47)** App. 9

**10. Education – Reports from Superintendent**

A. COVID-19 Update (p. 50) App. 10A

B. Provincial Online Learning Update (p. 52) App. 10B

C. Alternate Schools (p. 53) App. 10C

**11. Operations and Finance – Reports from Secretary-Treasurer**

A. Information Technology Annual Report (p. 56) App. 11A

B. Appointment of Chief Elections Officer (p. 63) App. 11B

**Proposed Resolution:**

**THAT** the Board of Education of School District No. 8 (Kootenay Lake) appoint Johan Glaudemans as Chief Election Officer for the School Trustee Election on October 15, 2022, and that Johan

Glaudemans be granted authority to appoint poll clerks and/or a Deputy Chief Election Officer, should the need arise.

- |   |          |
|---|----------|
| C. <u>National Day of Mourning</u> (p. 64)                      | App. 11C |
| D. <u>Trustee Stipends</u> (p. 65)                              | App. 11D |
| E. <u>2022-2023 Draft Preliminary Budget</u> (p. 67)            | App. 11E |
| F. <u>2022-2023 Annual Five-Year Capital Plan Bylaw</u> (p. 69) | App. 11F |

**Proposed Resolution:**

**THAT** the Board of Education unanimously agrees to give the Capital Project Bylaw No. 2022/23-CPSD8-01 all three readings at this meeting of April 26, 2022.

**WHEREAS** in accordance with section 142 of the School Act, the Board of Education of School District No. 8 (Kootenay Lake) (hereinafter called the “Board”) has submitted a capital plan to the Minister of Education (hereinafter called the “Minister”) and the Minister has approved the capital plan or has approved a capital plan with modifications,

**NOW THEREFORE** in accordance with section 143 of the School Act, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital projects (s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the project(s) and proceed diligently and use its best efforts to complete each project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

**NOW THEREFORE** the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2022/23 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 15, 2022, is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2022/23- CPSP8-01.”



**READ A FIRST TIME** the 26th day of April 2022;

**READ A SECOND TIME** the 26th day of April 2022;

**READ A THIRD TIME, PASSED** the 26th day of April 2022.

- G. Geothermal Project Proposal – Kootenay River Secondary School (p. 71)

App. 11G

**12. Governance and Policy:** Nil

**13. Human Resources:**

- A. Human Resources Operational Report (p. 72)

App. 13

**14. Trustee Reports**

- A. Trustees
- B. Chair
- C. BCSTA
- D. BCPSEA
- E. RDCK
- F. Other Committees
- G. Student Trustees

**15. Comments or Questions from the Public**

*The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.*

**16. Meeting Schedule and Reminders** (p. 82)

App. 16

- A. Board Meetings

The next Meeting of the Board held in the public is scheduled for May 17, 2022.

**17. Adjournment of Meeting**



## SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

## CONSENT PACKAGE – REGULAR OPEN

APRIL 26, 2022

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**ITEM**

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*The following Consent items are routine items received for information.*

- |  |         |
|--|---------|
| 1. Board Correspondence Package  | p. 5    |
| 2. <a href="#">Superintendent's Report March</a>                                 |         |
| 3. Monthly Financial Report – for period ended March 31, 2022                    | Handout |
| 4. Transactions over 10k   | p. 10   |
| 5. <a href="#">French Advisory Committee Meeting Minutes – December 14, 2021</a> |         |
| 6. Aboriginal Committee of Education (ACE) Minutes – November 3, 2021            | p. 16   |
| 7. Joint Safety Advisory Council (JSAC) Minutes – February 17, 2022              | p. 21   |

**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**  
**BOARD CORRESPONDENCE PACKAGE**  
**APRIL 26, 2022**

ITEM		DATE
1.	C. Elston to Board of Education relative to Concerns regarding gender ideology in schools	March 2, 2022
2.	RDCK to Board of Education relative to Post-Wildfire Natural Hazards Risk Analysis Trozzo Fire	March 8, 2022

**From:** [Trustee Forwards](#)  
**To:** [SD8 - Trustees](#)  
**Subject:** FW: Concerns regarding gender ideology in schools  
**Date:** Sunday, February 27, 2022 8:26:53 PM

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**From:** Chris Elston <[REDACTED]>  
**Sent:** Sunday, February 27, 2022 8:25:54 PM (UTC-08:00) Pacific Time (US & Canada)  
**To:** Board of Education <[board.education@sd8.bc.ca](mailto:board.education@sd8.bc.ca)>  
**Subject:** Concerns regarding gender ideology in schools

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## BC Trustees | general email

To all educators across Canada,

This is the first in a series of emails I am sending to every school trustee across Canada.

As I'm sure you know, there is much controversy surrounding gender identity teachings in schools. Concerned parents and teachers get dismissed as bigots, transphobes, or members of the far-right, yet people from all across the political spectrum are sounding the alarm. Critics include members of the gay and lesbian community, many transgender adults, and a growing number of professionals in the field of mental health. These doctors have seen an explosion in the number of adolescents identifying as transgender in the last decade, and schools are a primary factor in contributing to this change. Given that many teens seek irreversible medical procedures in the name of gender identity, it is vitally important that schools teach this subject in a balanced and evidence-based way.

There is much to cover on this topic, and it can't all be covered effectively in one email, so to start things off I have a few simple questions for you to ponder: What is gender identity? What does it mean to be trans? What does it mean for a girl to be a boy? As you contemplate these, you'll find it all revolves around sexist, regressive stereotypes. If a girl wants to have short hair, or play football, or be an engineer when she grows up, does this mean she is trans?

The most popular school resource used all around the world is [the Genderbread Person](#). Take a moment to look at how it defines gender identity. It says your gender identity is based on personality traits, jobs, hobbies, likes, dislikes, roles, and expectations.

Do jobs determine what gender you are? Are we back in 1950?

What happened to telling our girls they could be whatever they want to be when they grow up? Why aren't we teaching children to reject stereotypes? There is no right way to be a boy or a girl. Gender ideology is teaching our boys and girls — and it is primarily girls who now identify as trans — that stereotypes literally define what sex they are. Our masculine girls are being taught that they might have a boy brain, or they could have been born in the wrong body. This is harmful pseudoscience. There is no such thing as a boy brain or a girl brain.



Do roles determine our gender? If I want to do the cooking in the house, does this make me a female?

Are tomboys actual boys? Of course not, but this IS what gender ideology teaches, and it is confusing thousands upon thousands of our children.

I travel North America having conversations about this subject, literally hanging out on busy street corners, going to large events, recording podcasts with people around the globe, and sometimes doing public speaking. I wear signs that say 'Gender Ideology Does Not Belong in Schools' or most frequently my principal message is 'Children Cannot Consent to Puberty Blockers.' Ultimately, I am spreading awareness about the harmful, experimental medical treatment that children are receiving when they identify as transgender.

I have met with senior officials in my children's school district of Surrey, BC. I have spoken, uninvited, with members of my provincial NDP party who said I was "making them feel unsafe," merely for calmly bringing up child safeguarding. I have been to Ottawa on 7 different occasions and spoken briefly with a few politicians on the street, but none will take up this issue. I have been assaulted nearly 20 times, had my arm broken, been mobbed by 200 university students led on by Ottawa city councillors, and I have even protested near schools in Ontario, leading to huge media coverage which ultimately reached millions.

Suffice it to say, I have experience discussing this subject thousands of times with people from all walks of life. Yet nobody with any authority anywhere in government or in the school system will sit down and have a civil conversation about what is going on. I get it. To speak out at all on this matter brings a wave of hate and criticism and false allegations. However, when matters involve our children, we should be able to have a discussion. More than any issue in the world today, people are afraid to talk about this subject. That should tell you that something very strange is going on.

I will discuss the medical matters in greater detail in future emails. No doubt some of you are wondering why I am emailing you when the primary focus of my work revolves around the experimental medical treatment that children are receiving, namely, puberty blockers, cross-sex hormones, and surgeries. Yes, surgeries are even being done on minors. Girls are getting their breasts cut off. Not one or two girls here and there, but thousands. To give you an idea of how widespread this has become, there are more than 40,000 girls and young women raising money on GoFundMe for double mastectomies, or 'top surgery,' which is the euphemism used in gender circles. Furthermore, many young women who started on testosterone as a child are getting hysterectomies because of the damage that testosterone causes.

Why is this happening? Well, there is a social contagion. Social contagions are nothing new, especially when it comes to teenaged girls. I will discuss this more next time, but it is primarily social media influence and **false school teachings** which are indoctrinating our children. Political activism has no place in schools, and as Trustees it is your responsibility to have fair and open conversations about this. Our children are too important for such a vital topic to be ignored.

The subject of gender identity teachings in schools and the controversy surrounding it is only going to continue to grow. I know for a fact that well north of 90% of people, when they



have a basic understanding of what is going on, support my cause and are very much against their children being taught this pseudoscience. A wave of concerned parents is coming, and this issue will never go away. It is high time you address it and have a detailed inquiry into what our children are learning.

Sincerely,

Chris Elston

[REDACTED]







File No. 14-7625-01

March 8, 2022

Dear Property Owner:

**RE: Post-Wildfire Natural Hazards Risk Analysis Trozzo Fire (N51705)**

Please be advised the Province of British Columbia's Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) has released its post-wildfire natural hazards risk analysis for the Trozzo wildfire (N51705).

As per the recommendation listed in the report, the Regional District of Central Kootenay (RDCK) is providing an electronic copy to residents living near Winlaw Creek, Trozzo Creek, and Lemon Creek. To access the report, please visit the RDCK Emergency Management website: [www.rdck.ca/HazardReports](http://www.rdck.ca/HazardReports). The RDCK will mail printed copies of this document upon request. To request a copy, please contact our offices at 250.352.7701.

The report assesses potential hazards and risks following the Trozzo wildfire that started on July 9<sup>th</sup> 2021 and burned areas within Lemon Creek, Trozzo Creek, Winlaw Creek and Grohman Creek. The report evaluates downslope and downstream risks to life, property and infrastructure.

Sincerely,

A black rectangular box redacting the signature of Chris Johnson.

Chris Johnson  
Manager of Community Sustainability

CJ/SC

CC: Stuart Horn, RDCK Chief Administrative Officer  
Sangita Sudan, RDCK General Manager Development and Community Sustainability



School Dist 8 - Kootenay Lake  
PAYMENT AUTHORIZATION LISTING AT MARCH 02, 2022

PAGE 1

CHEQUE PROCESS NUMBER: 33441

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
199289	CH		Kootenay Lake Teachers Federat	21,596.86
199292	CH		Municipal Pension Fund	21,685.34
199293	CH		Municipal Pension Fund	80,518.10
199298	CH		Receiver General RP0002	112,813.74
199299	CH		Receiver General RP0001	751,849.11
199300	CH		Receiver General RP0003	12,167.46
199304	CH		Teachers' Pension Fund	683,078.31
49256	EP		BC Teachers Federation	45,193.83
49257	EP		British Columbia Teacher Federatio	53,366.36
49273	EP		Canadian Union Of Public Employees	17,038.45
49276	EP		FortisBC Inc.	16,642.13
49306	EP		Pacific Blue Cross	119,802.08
49307	EP		Pebt In Trust c/o Morneau Shepell	99,292.06
49315	EP		Rocky Mountain Energy	11,497.23
49326	EP		Superior Propane Inc	13,378.03
49329	EP		The Manufacturers Life Ins Co	12,426.47
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				2,072,345.56



CHEQUE PROCESS NUMBER: 33457

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
199323	CH	( ) -1025	Receiver General RP0003	53,468.03
49385	EP	(250) 428-5357	FortisBC-Natural Gas	77,398.62
49439	EP	(250) 352-7588	Trainor Mechanical Contractors Ltd	110,882.04
				-----
				241,748.69



CHEQUE PROCESS NUMBER: 33479

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
199346	CH	( ) 999-1002	Municipal Pension Fund	82,543.02
199349	CH	( ) -1023	Receiver General RP0002	123,702.60
199350	CH	( ) -1024	Receiver General RP0001	215,000.00
49547	EP	(250) 352-0861	DHC Communications Inc	52,850.06
49574	EP	( ) 99-9432	Province of British Columbia	277,834.88
				-----
				751,930.56



CHEQUE PROCESS NUMBER: 33507

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
199385	CH	( ) 999-1002	Municipal Pension Fund	81,882.28
199387	CH	( ) -1023	Receiver General RP0002	114,420.59
49753	EP	(604) 913-7782	Peht In Trust c/o Morneau Shepell	95,087.05
49775	EP	(250) 352-7588	Trainor Mechanical Contractors Ltd	103,016.76
				-----
				394,406.68



CHEQUE PROCESS NUMBER: 33527

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
199408	CH	( ) -1024	Receiver General RP0001	761,218.73
199418	CH	( ) 387-1002	Teachers' Pension Fund	685,665.11
49797	EP	(800) 663-9163	British Columbia Teacher Federation	53,538.24
49814	EP	(250) 428-5357	FortisBC-Natural Gas	81,226.99
				-----
				1,581,649.07



CHEQUE PROCESS NUMBER: 33557

CHQ/ePAYMT	TY	VENDOR	NAME	AMOUNT
199440	CH	( ) 999-1002	Municipal Pension Fund	114,732.30
199446	CH	( ) -1023	Receiver General RP0002	163,059.69
199447	CH	( ) -1024	Receiver General RP0001	215,000.00
199453	CH	( ) 273-7711	worksafe BC	211,746.35
				-----
				704,538.34



**Aboriginal Committee of Education (ACE) Minutes**  
**SD8 Aboriginal Education**  
**Board Office - 811 Stanley St., Nelson, BC**  
**Wednesday, November 3, 2021, 9:00-3:00PM**

**Present:** Gail Higginbottom (District Principal ABED), Danica Weager (District Indigenization Coordinator) Jesse Halton (KLTF), Kierra Taileur (LVR Student), Ki Louie (KLTF), Michelle Bennett (CUPE), Trustee Sheri Walsh, Christopher Yates (Metis Director for Nelson and Area Metis), Don Courson (Metis Elder), Debbie Bird (community Elder), Trustee Becky Coons (zoom)

**Guests:** Superintendent Trish Smillie, Board Chair Lenora Trenaman, Trustee Allan Gribbin (zoom), Lesley Garlow (Nelson Museum, zoom)

**Regrets:** Shelly Boyd,

**Invited:** Jennifer Lewis (ONA), Darrell Jones (Secwepemc), Heather Suttie (LKB)

**1      CALL TO ORDER**

- . District Principal Higginbottom called the meeting to order at 9:04.

**ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.*

*Fire drill (meeting resumed at 9:29)*

**2.      OPENING CIRCLE**

**3.      ADOPTION OF AGENDA**

The agenda of the November 3, 2021 ACE Meeting was adopted with no additions.

**4.      REVIEW AND ADOPTION OF THE MINUTES**

The minutes of the May 4, 2021 Nation Partner meetings were adopted without changes.

**5.      OVERVIEW OF ACE MEETINGS FOR 2021-2022**

Dates for next meetings:

February 25, 2022, 11:30-3:00PM PST and April 1, 2022, 11:30-3:00PM PST  
In person (unless we have to move to zoom)

**6.      REVIEW OF GUIDING PRINCIPLES AND PROTOCOLS**

Question from D. Courson: Does each Nation have their own meeting?  
G. Higginbottom: All Nations will continue to be invited to the ACE



meetings according to the Terms of Reference -it is up to Nations if they would like to participate or not.

C. Yates: In SD51 we had every Nation Partner at the table and it helped with being able to brainstorm and problem solve together. It takes a village to raise a child. We hope to see all the Nations come to the table.

L. Garlow: Acknowledgement of holding that space - gratitude

“Draft” watermark to be removed with minor changes to reflect ACE language.

### **BREAK (15 minutes)**

## **7. PRESENTATION (CONSULTATION OPPORTUNITY LED BY NATION PARTNERS) 45 MINUTES EACH**

- Okanagan Nation Alliance - Not present
- West Kootenay Metis (C. Yates)
  - Identity theft - (ie. Dr. Bourassa) - importance of “vetting” people who are sharing Metis teachings - nothing about us without us
  - We want all of our children to feel included in the school system through their Indigenous identity
  - We want our students to have teachings and role models from their own Nations so they feel welcome and at home
  - We need to see more language in schools - when we speak the words of our ancestors, our ancestors hear us
  - Visible art and culture in schools and Ab Ed spaces
  - Want all Indigenous children to feel free to speak their languages
  - Would like to request the numbers of self-identified Indigenous youth in our area as well as the number/percentage of Metis students in our district - we were able to get this information from SD51
    - This information is important so that WK Metis can help their children - ie with food supports, needs, etc.
    - G. Higginbottom - following up with the Ministry to see about how we can share out this information re: privacy concerns
  - On the land teachings - the importance of being out on the land - by filming the video out on the land it reminded Yates of the importance of learning on the land with students
- West Kootenay Metis (D. Courson)
  - Struggle with how to get parent engagement
  - Would like to get the numbers of Metis students as well to help out with parent engagement
  - Have about 40 children 0-8 years old - in the Metis early years program - provided with books to help them with their cultural identity



- Developing lessons and would like to see more collaboration and sharing of knowledge
- Shared the new resources from MNBC “Kaa-wiichitoyaahk: We Take Care of Each Other” - A cultural wellness guide (purchased for every school in the District)
- Praise and acknowledgement for Metis Awareness Month
- G. Higginbottom gifted tobacco pouches to Yates and Courson
- D. Courson gifted a sash bookmark for all Metis students so that families can connect with the WK Metis - D. Courson welcomes the invitation for families to connect with him
- Louis Riel Day - November 16 at 11am - presently working with the City of Nelson to do a flag raising - working with flag policy - speech and event happening at City Hall - gather in a respectful way - and carrying a Metis flag at the Legion on November 11
- D. Weager shared out all of the Metis Awareness month offerings
- D. Bird, C. Yates, and D. Courson expressed concerns re: City of Nelson and lack of support for TRC based initiatives and events

## 8. KLTF UPDATE

- K. Louie Presentation (CVSS Name Change, Naming of Library, Canoe Counselling)
  - Lots of support from Mayor in Creston
  - Walk for reconciliation from CVSS to LKB
  - CVTA/CVSS/LKB partnerships
  - $\phi$ inaxa#a (ts-in-ahatha)-(All right, let's go!) - Mental wellness program
    - Canoe counselling - all staff trained
    - Students book 60 minute sessions with a counsellor and an adult that they connect with
    - Goal to learn traditional stories of the Kootenay River and build relationships with LKB
    - Benefits of being outdoors - finally catching up with Traditional Knowledge
    - Holistic approach - good for all students
    - Community partners interested in using the canoes (Creston Valley Community Services) as well as grade 6-7 students
    - “The river is waiting” teaching
    - Installing a bench shaped like a sturgeon nosed canoe
    - Startup in the spring - waiting for canoes and sheds - National Indigenous Peoples day opening ceremony
  - yaqsu?mi# - Canoe - sturgeon nose canoe
    - New name for the library learning commons
    - Canoe traditional played the role of the library now - holding knowledge, traditions
  - CVSS Name change - after the discovery of the 215 - act of reconciliation was to change the name of the school - approved by Board



- Going to be reimagining the hallways of CVSS to include the Indigenous stories alongside the story that is there
- Yawu?nik - we all come from the same being - mutually moving forward

### **LUNCH (30 minutes)**

#### **9. ABED 2021 REPORT FROM DISTRICT PRINCIPAL HIGGINBOTTOM**

- 2020-21 Budget spent in full
- BCTEA transportation grant
- Overview of 2021-22 Budget
- Ab Ed Team and meetings
- Ab Ed Goals
- FINS
- Blog posts
- Resource library
- TRC Day and Orange Shirt Day
- Pow wow
- Grad Honouring Ceremony
- Reconciliation run
- Metis Awareness Month
- School submitted highlights

C. Yates - Is there some sort of funding similar to the BCTEA funding for Indigenous students living off-reserve?

G. Higginbottom confirmed that all students in the district are supported to attend school with safe transportation

K. Taileur - Shared stories about TRC and knowledge of residential schools in her class as a grade 12 student - her teacher shared a really powerful video and her wish was that all students had the opportunity to watch that video and learn about residential schools

D. Courson - really value the youth feedback

#### **10. FEEDBACK FROM THE NATIONS**

- Budget
  - D. Courson - good to see the funds are being spent and that grants are being applied for
    - Perhaps a field trip for high school students - over the Ktunaxa territory or Penticton for a cultural immersion field trip
    - Could always go back to students and ask them for feedback about what they would need “to make their year complete” (craft, road trip, cultural teachings)



- C. Yates - would love to see a line item to say “on the land teaching” so there is a budgetary line item that speaks to their ability to get out on the land
- K. Tailleir - reading a lot of poems and short stories in English - ways to bring in Indigenous history - more of that content in English class would be a benefit to students - more Indigenous content in mainstream classes
- District event participation
  - C. Yates - put name forward to help for pro-d days or online teachings
    - Metis specific instructors - C. Yates to send contacts over: medicines, drum making, rattle making, harvesting (Jean Lloyd)
  - K. Tailleir - bringing in more Indigenous resources and how to talk about residential schools
  - D. Courson - maybe a TRC 101, residential school 101, 60’s scoop 101
  - Perhaps a “how to talk” about difficult topics
  - J. Halton - still a fear from teachers about “going there” - teach about how to create culturally safe spaces, SOGI teachings and 2S teachings
  - K. Louie - CVTA - staff needs time to do the pro-d - “gift of time” - time to sit with an Aboriginal education worker and work with the information in a good way - time and mentorship with someone to help them (J. Halton agreed about the importance of that collaboration time)
  - C. Yates - Ab Ed steering committee - a committee for staff to be part of and get the pulse of the needs of staff

#### **11. ENHANCEMENT AGREEMENT CONSULTATION**

- All attendees engaged in consultation for the new EA on the questions of: **In terms of classroom learning K-12, what do you hope schools feel like for learning?, What does success look like for learners?, What do schools need to do to improve?, What is important to you for all students to know and learn as part of their K-12 experience?, and What are your dreams and wishes for Indigenous youth today?**

#### **12. NEXT MEETING DATES AND ADJOURNMENT**

February 25, 2022, 11:30-3:00PM PST and April 1, 2022, 11:30-3:00PM PST



## Joint Safety Advisory Council

**Minutes – Meeting #78**

**Date: February 17, 2022**

**Location: Zoom**

**Time: 10:00am (PST)**

<b>Representative</b>	<b>In Attendance</b>	<b>Regrets</b>	<b>Reason</b>
Chris Kerr, Director of Operations (MGMT Rep)		x	
Russell Warwick, Health, Wellness and Safety Officer, (MGMT Rep)	x		
Ken Kusnir, CUPE Worker Rep.	x		
Rena Bens, CUPE Worker Rep.	x		
Ailis Lawrence, KLTF Rep.	x		
Jessica King, KLTF Rep.	x		
Cody Beebe, Trustee		x	
Lenora Trenaman, Trustee	x		
Darryl Adams, Principal Rep.	x		
Vacant , Principal Rep.			
Becky Coons, Trustee Alternate			
Bill Maslechko, Trustee Alternate			
Sheri Walsh, Trustee Alternate			
<b>Standing Guest:</b>			
Scott Rothermel			
<b>Guests:</b>			

**Call to order: 10:06**

**Late agenda items – additions to Agenda**

1.

**Acceptance of previous of meeting minutes:**

**Chair: Jessica King**

**Secretary: Russell Warwick**

Item	Description	Discussion	Next Action
20-4.	First aid attendants	<p><b><u>Feb. 18, 2021</u></b></p> <p>RW – has looked to other districts to see how it is handled.          -item will be addressed at the next Directors meeting          -First Aid training is challenging at this time, must be booked months in advance, still looking for solutions</p> <p><b>On-going</b></p> <p><b><u>May 20, 2021</u></b></p> <p>RW – HR has taken this to BCPSEA          -renumeration so that attendants get something for their efforts          -challenging to get people trained          -looking at arranging with Selkirk or College of the Rockies to have a first aid course          -potential Pro D day</p> <p>MS- our district one of 4 that does not offer renumeration.</p> <p>RW- would rather both CUPE and BCTF, not one and not the other</p> <p><b><u>October 21 2021</u></b></p> <p>RW – Working on determining who is the first aid attendant on site so I can bring that information back to JSAC. Looking to conduct a full training day rather than sending to trainers.</p> <p>DA – Nov 21<sup>st</sup> training being provided by the Creston Valley Gymnastics. Will provide this information to RW.</p> <p><b><u>November 18, 2021</u></b></p> <p>RW – Request names of current or potential first aid attendants from the PVP. Looking at scheduling a single day. Selkirk provide training just to SD8 rather than enrolling in current program. Plan around draws for TTOCs.</p> <p>RB – Question about item in agenda about paying stipends.</p> <p>RW – question currently around first aid attendant renumeration. Currently have a question</p>	



		<p>with BCPSEA on if a policy can be written to provide or if it is a bargaining issue.</p> <p><b><u>February 17, 2022</u></b></p> <p>RW – I will be putting together a draft policy on first aid remuneration.</p> <p>LT – I would recommend putting in a pro-forma</p> <p>RW – I will put in a pro-forma to the board.</p> <p>JK – is there a date for this to be done by?</p> <p>RW – I should be able to get this done by the next board meeting.</p> <p><b><u>On-going</u></b></p>	
20-5.	<b>JOHS Committee Training</b>	<p><b><u>Feb. 18, 2021</u></b></p> <p>RW – emailed trainer for cost and availability, looking for virtual training.</p> <ul style="list-style-type: none"> <li>-Anita gave Russell ideas of what kinds of training we could do</li> <li>-no online mental health yet</li> <li>-17 in Nelson and 8 in Creston for violence training</li> <li>-discussing online or in person training with facilitator</li> </ul> <p>MS – administrator numbers increasing.</p> <p>RW- Pro D training</p> <p><b><u>On-going</u></b></p> <p><b><u>May 20, 2021</u></b></p> <p>RW- will not be able to do this year</p> <ul style="list-style-type: none"> <li>-found a good provider</li> <li>-targeting October</li> <li>-Mental Health is better in person, virtual option is available now</li> </ul> <p>MS- not in compliance for this year, would like to have something in place</p> <p>RW – Selkirk has offering</p>	



		<p>-committee training happened in January</p> <p>MS- BCTF has many offerings</p> <p><b><u>October 21 2021</u></b> RW – Put together a proposal for funding to district and get dates set.</p> <p><b><u>November 18, 2021</u></b> RW – Still put together a proposal. Likely targeting spring. Still trying to do mental health first aid. Still employers to organize.</p> <p><b><u>February 17, 2022</u></b> RW – Still targeting spring. Hoping to be able to bring people together in person.</p> <p>JK – Would you still do one in Creston and one in Nelson?</p> <p>RW – I may do them online for the JHSC committee orientations. Trying to do in person but have found that for orientation its valuable as it provides people alternative days rather than regional targeting (ie regardless of region an employee can attend either day).</p> <p>JK – Still Mental Health?</p> <p>RW – I think so, I am still seeing a lot of challenges. I have taken this training and found it valuable in supporting individuals at this time.</p> <p><b><u>On-going</u></b></p>	
20-8.	JSAC Meeting dates	<p><b><u>Feb. 18, 2021</u></b></p> <p>RW – 2021-22 dates:</p> <ul style="list-style-type: none"> <li>• Sept. 23, 2021</li> <li>• Nov. 18, 2021</li> <li>• Feb. 17, 2022</li> <li>• May 19, 2022</li> </ul> <p>Dates to be emailed out, let Russell know about schedule conflicts</p> <ul style="list-style-type: none"> <li>- Locations TBD</li> </ul> <p><b><u>May 20, 2021</u></b></p>	





		<p>RW – will send out dates to trustees and members of this committee.</p> <p>MS- send to Admin so that there is no double bookings</p> <p><b><u>October 21 2021</u></b>  RW- My error in not sending out meeting dates. Have sent out the rest of the meetings for the year.</p> <p><b><u>November 18, 2021</u></b>  RW – Send them out for the remainder of the year. Recommend that we discuss 2022/2023 dates at February 2022 meeting.</p> <p><b><u>February 17, 2022</u></b>  JK – We have discussed having the winter meetings (November/Feb online), are we hoping for a May meeting in person or are we sticking with Online?</p> <p>RW – Would depend on COVID-19 guidelines. Online helps with travel. Lets set online for May, and look at September for in person.</p> <p>May 19, 2022  September 22, 2022  November 17, 2022  February 16, 2023  May 18, 2023</p> <p><b><u>RW – I will send these out as meeting times today.</u></b></p> <p><b><u>On-going</u></b></p>	
20-14.	<b>Review Terms of Reference for JSAC and Site Safety before fall</b>	<p>To be reviewed yearly.</p> <p><b><u>Feb. 18, 2021</u></b></p> <p>RW – can Terms of Reference be accepted? Trustees included. Still in Draft form. Does this need to go to the Board?</p> <p>LT- Formally endorse the TOR and submit to the Board, Policy 121</p> <p>RW- will send to council, ask members to respond in private, and then send to the Board</p>	



		<p><b>On-going</b></p> <p><b><u>May 20, 2021</u></b></p> <p>RW- will follow up with an email MS – send out minutes pending approval</p> <p>RW- to improve timeline sending out notes, with in the week</p> <p><b><u>November 18, 2021</u></b></p> <p>RW – Heard nothing back. Send out email to each individual person for feedback/concerns. If none is noted, will bring to the February 2022 meeting for approvals.</p> <p><b><u>February 17, 2022</u></b></p> <p>RW – I have sent out the draft TOR to everyone for comment.</p> <p>LT – is there work that this committee would do confidentially?</p> <p>RW – Yes, rarely but there is a potential that we need to have a confidential discussion. Is there a particular section that enables the board to discuss in camera?</p> <p>LT – It is a process which is identified in policy 1.20. There is a section which outlines what can be discussed in camera and details. The most important part is that if you are discussing something confidentially it needs to be understood that the discussion is confidential.</p>	<b>ACTION - RW</b>
20-16.	Violence Survey	<p><b>On-going</b></p> <p><b><u>Feb. 18, 2021</u></b></p> <p>BM- still with Superintendent, has not gone through Directors</p> <p><b>On-going</b></p> <p><b><u>May 20, 2021</u></b></p> <p>RW- mandatory WorkSafe items survey coming out from the province -group with Safety officers, BCTF, CUPE and WorkSafe -September WorkSafe officers will be out asking questions, targeting inspections on violence, enforcement drive -willing to send out a local survey if the provincial survey is inadequate</p>	<b>ACTION - CK</b>



		<p>MS- will they be in schools looking for other safety items?</p> <p>RW- more targeted to violence</p> <p><b><u>October 21 2021</u></b></p> <p>JK – Challenges with sites knowing about document?</p> <p>SR – Meant to be used to school-based teams, who know about it.</p> <p>RW – Presented on the new K-12 Working group Violence Prevention Materials. Still going to send out our own survey as it is more robust.</p> <p>SR – Moving forward I have School Safety Plans within my portfolio, including expiry and reviews etc. Aligns with the work I already do and the CPI training. Language within our safety plan already align with CPI.</p> <p><b><u>November 18, 2021</u></b></p> <p>RW – had a look at the K-12 Working group violence prevention materials survey. Feel it is good to have alignment between districts. Will go with the current K-12 working group survey.</p> <p>AL – M.17 forms.</p> <p>SR – If created, reviewed with principal. Copy sent to SR. Redacted copy goes to local JHSC, worker then has a right to go to their union rep as well. M.17 is for violence from student to staff. Not a mandatory document filled out by individual desire/feeling to fill out. Was sending them out more frequently but was indicated they would prefer in batches. Have sent September/October's reports now.</p> <p>AL – Raised a question about how much information is being redacted.</p> <p>SR – students names are redacted, staff member is redacted.</p> <p>RW – Looking at some changes to the form. Big item being a section to indicate if the individual filling out the form wants the form to be sent to the union. If checked, form wouldn't be redacted for staff name but if not checked would be redacted.</p> <p>SR – DH, SR and RW review once submitted.</p> <p>AL – Are teachers provided with information on supports for EFAP when they have</p>	
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		<p>experienced violence. Doesn't seem to be a consistency.</p> <p>DA – On the form it says have you consulted that EFAP is available. We make sure we are telling them and working with the staff member that EFAP is available. Once the report comes back from SR, we work with school based teams and the local JHSC to get perspectives.</p> <p>AL – Happening at some schools, but not others.</p> <p>SR – Part of the process has to be a review between the person putting in the form and their supervisor. If workers are reporting that this isn't happening let us know. Happy to work with individual location. None of this follow up was in place a few years ago.</p> <p>RW – EFAP check actually had the no box removed to emphasize that this isn't an option to not inform.</p> <p><b><u>February 17, 2022</u></b> RW – I have a meeting with Superintendent Smillie to discuss.</p> <p><b><u>On-going</u></b></p>	
20-31.	<b>School Based Orientations for TOC or New staff</b>	<p><b><u>Feb. 18, 2021</u></b></p> <p>RW- regular orientation coming out shortly</p> <p>JK – Administrators passing off the task to other staff</p> <p>RW – send out checklist to PVP</p> <p><b><u>On-going</u></b></p> <p><b><u>May 20, 2021</u></b></p> <p>RW- quarantine info provided, want to follow up</p> <p>MS – TOC sometimes get missed</p> <p>DA- start up in the morning is chaotic, sometimes orientation gets missed</p> <p><b><u>October 21 2021</u></b></p>	<b>ACTION - RW</b>



RW – I would ask if this has gotten better. I will remind PVP about this item

CK – I know we orient our new employees that are particular to our department and what we do. I wonder if some of our info can be shared.

KK – Speaking to the custodial part of it. New staff need custodial training. Taking time out of the senior custodians to show them how to get stuff done. Used to need to go through a course/shadow for a bit

SR – Talking to busdrivers during times I am on site (hold and secure/lockdown etc), have done this training with bus-drivers. Important for all staff to get training, even if virtual. Looking at potentially expanding

RW – Happy to discuss broader training/district level orientations but this item is about the site specific details to site. Will look at above.

DA – I have the checklist. Read the checklist for Site Based Orientation.

JK – Didn't we have where TTOCS go to each of the sites before the school year to show them. Or was that a different district.

RW – Might have been a different district. I can explore that however.

**November 18, 2021**

RW – Heard it has gotten better. Still some concerns, happy to go talk to certain sites where this isn't happening. The idea of driving TTOCs around might be a bit prohibitive due to the number of schools.

JK – if new to the site, is there something in SFE where they can come earlier and be paid before they go into the class.

RW – I will take that away to see if there is an ability to do that.

JK – I know you can adjust times in SFE but don't know on the TTOC end of it.

**RW – I will follow up with HR and bring this back. – Action Item RW**

**February 17, 2022**



		<p>RW – No automated means of accomplishing this in SFE. Could be done manually but this is likely not feasible for all callouts. I will take the question of how we can accomplish this to HR (having time to have initial site orientations).</p> <p><b>On-going</b></p>	
20-32.	Slips, Trips and Falls	<p><b><u>Nov. 26, 2020</u></b></p> <p>DA – up to site Administrator, salting sidewalks, Custodians not available in the am to clean up water in halls</p> <p>DK- masks obscuring vision</p> <p><b><u>Feb. 18, 2021</u></b></p> <p>RW – no more masks obscuring incidents</p> <ul style="list-style-type: none"> <li>- Operations site trips</li> <li>-very little ice slips</li> </ul> <p>MS- list of injuries, slips trips and falls still the biggest area</p> <p>RW – do messaging to PVP, talk about awareness of hazards</p> <p>RB – students not taking off outdoor footwear, concern for custodians</p> <p><b>On-going</b></p> <p><b><u>May 20, 2021</u></b></p> <p>RW- curb trips on District property, more salting and sanding</p> <ul style="list-style-type: none"> <li>-falling during Skiing</li> <li>-identifying and eliminating hazards</li> </ul> <p>MS- ski outings, how many are there and percentage of injuries, find better preventative measures, more signage for wet surfaces</p> <p>RW – Safety topic, what level of risk is acceptable for skiing, training for staff</p> <p>MS – Health and Safety Newsletter, list incidents to improve awareness</p>	<p><b>ACTION –</b></p> <p><b>RW</b></p>



		<p><b><u>October 21, 2021</u></b> RW – No update from me. I still need to work on this.</p> <p><b><u>November 18, 2021</u></b> RW – Getting into Winter. I will be putting out some guidance to PVP in our weekly newsletter next week. I don't know if it is feasible to do a H&amp;S newsletter.</p> <p><b><u>February 17, 2022</u></b> RW – have sent out reminders in the PVP weekly. We have been trying to monitor and address as needed. Few snow dumps this year. In regards to ice, we did run low on salt but are doing fine now, primarily in the Nelson area.</p> <p><b><u>On-going</u></b></p>	
21-12	Field Trips	<p><b><u>November 18, 2021</u></b></p> <p>RB – Are CUPE EA's no longer being included/invited?  JK – On our site, concerns around supervision time.  DA – lot of factors that come into play around EAs going on fieldtrips. Depends on what is happening in the other class, if its possible to relieve them. EAs are still going but lots of preplanning required if an EA is attending that trip.  RB – If fits the schedule, EAs would attend?  DA – just need to look at budgeting/scheduling that item as well.  RB – Still possibility that EAs attend overnight field trips.  RW – May see some more pieces on this as we move forward  RB – How are those designated students going on those trips if the EAs are not going along.</p> <p><b><u>February 17, 2022</u></b>  JK – limited availability of bussing so not many fieldtrips  RB – Suggest we can close it, until field trips do commence.  RW – Since we haven't been having field trips, not a lot of evidence that this is/isn't happening.  LT – Can I have clarification on what this item is about  RB – EA's not being invited along on fieldtrips with designated students. Potentially due to scheduling/lack of coverage but due to fieldtrips not running we haven't seen this recently.  EA's have always been invited but with full inclusion, who will be with these students who need support on fieldtrips.</p> <p><b><u>Pending Closure</u></b></p>	



21-13	Event Checklist	<p><b><u>November 18, 2021</u></b></p> <p>RW presented checklist</p> <p><b><u>February 17, 2022</u></b></p> <p>RW – I'd like to move to close</p> <p><b><u>Pending Closure</u></b></p>	
21-14	Masks in Classroom	<p><b><u>November 18, 2021</u></b></p> <p>JK – With mask exemption number exceeds 20% what is the protocol or direction that staff need to take.</p> <p><b><u>RW – I can look into this and provide some guidance.</u></b></p> <p>JK – questions around if families are being provided alternatives prior to allowing full exemption.</p> <p>DA – Is this hypothetical.</p> <p>JK – Not sure.</p> <p>RW – I will look into this and call Doug K.</p> <p>RB – One site, all but one have an exemption.</p> <p>RW – I will also look into this</p> <p>LT – curious as I have been privy to conversations at the provincial level. I have heard about mask use exemptions. Would be curious to know how prevalent that this. What is the recourse. Assume teacher would work with admin but how big of a concern is it in our district. What mechanisms are in place to address the concern.</p> <p>DA – at a school (ARES) fairly rare. Have a diverse school district and so different places have different feelings.</p> <p>LT – What are the processes that are applied if this comes up. What is the process for providing an exemption.</p> <p>DA – Have to let the school administrator know. Go through a series of questions with us. Don't ask for a medical reason but three reason for an exemption. The ask "Is there a time or place where wearing a mask is okay for them? Buses, fieldtrips, hallways etc", offer options around facemasks. After we go through the process we let school staff working with that student know about the exemption as well as the JHSC.</p> <p>LT – Is this consistent</p> <p>DA – Same process for all schools.</p> <p>CK – From operations we are having issues with mask use and non-compliance, witnessing some inconsistencies. Makes some of our trades concerned. Had a safety report made on this at operations. With inconsistency this then filters onto the bus. Concerns on the bus. Solid</p>	





	<p>50% of kids in schools have masks on but not over their face/mouth/nose.</p> <p>AL – I want to second what CK is saying, been to 12 schools since September. Tremendous amount of inconsistency. Some classrooms where every child is wearing them, some where none are wearing them. Curious how exemptions are being applied/accepted school-to-school. As itinerant staff I don't feel particularly comfortable in classrooms where no students are wearing masks.</p> <p>RW -</p> <p>CB – Hats off to those of you in the trenches so to speak. If there is an exemption, I'm sure the classroom teacher knows, but how does that relate to the other staff members. How do teachers in hallways/supervision know who has an exemption.</p> <p>RW – Inform teachers but hard to remember.</p> <p>DA – Also comes down to how many exemptions per school and how we can remember</p> <p>LT – Concern is more about non-compliance, particularly with adults. Had cases throughout the district/schools. Is there any data that can be provided that could indicate the schools that are having cases if this is related to mask use. Non-compliance is a bigger concern to me than exemptions. Any data can be gleaned.</p> <p>RW – Hard to glean much from the data we have given low number of transmissions/exposures.</p> <p>JK – Did BH say that this is until January and this will be reassessed</p> <p>LT – Likely not given transmissibility. May need better masks</p> <p><b><u>February 17, 2022</u></b></p> <p>RW – Discuss WSBC Inspections</p> <p>RB – Concerns received, one from EA at Jewett. Majority of grade 9 students are exempt but wearing masks on the bus. Curious about this. Also students who aren't exempt are not wearing masks. I know how difficult it is to distinguish and enforce it. Questions coming up.</p> <p>RW – In all exemptions we approach parents to ask if there are times they can wear them for a short period. If they can't wear them all the time can they at least wear them on the bus etc?</p> <p>RB – Can we issue reminders as some kids are not exempt but not wearing masks. In my case during a trip, students were reminded by teachers to put on a mask.</p> <p>RW – I would encourage reminders for students. If not exempt. If obstinant to wearing masks that's a disciplinary issue.</p> <p>JK – Challenging. Kids sucking on the masks but they are wearing them.</p>	
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		<p>RW – big area for reminder is after snack/eating. I can put out a reminder.</p> <p>JK – more belligerent attitude from older kids than younger kids.</p> <p>AL – I go into a lot of schools and see lots of different scenarios. What I have seen is most effective is when its emphasized as a health and safety measure to prevent the spread of viruses. Sometimes this gets lost in the compliance piece (ie “wear it because it’s the rule”). Keeping on the community/keeping each other safe message seems to be the most effective. If this can be a piece of what is being put out there as we wind down this latest wave.</p> <p>RW – I can incorporate that into my messaging.</p> <p>JK – would resources for teachers help. Can we compile these?</p> <p>AL – I think there are some short videos from health Canada etc.</p> <p>JK – Resources to remind kids this is about being healthy</p> <p><b><u>RW – I can look into that.</u></b></p>	
21-15	Not replacing clerical/secretaries	<p><b><u>November 18, 2021</u></b></p> <p>CB – Brought up by parent, called school and didn’t get an answer. Told when they went to the school that the clerical was not being replaced. Concern for JSAC is if there is no one to replace the clerical, who is doing safe arrivals, lockdown stuff in our schools. Not sure if this is an HR question for non-replacing but safety need to take on roles filled by the clerical.</p> <p>DA – our clerical is replaced when a replacement is available. If there is no one it falls onto admin. Had to call absence/unexcused on a few occasions.</p> <p><b><u>RW – Likely HR but can definitely put together a list of what safety items need to be addressed during absence.</u></b></p> <p>RB – We are receiving feedback from our clerical that they are not being replaced.</p> <p>CK – I believe this would be a question for HR and I believe this should be a conversation with them.</p>	



		<p><b><u>February 17, 2022</u></b></p> <p>RW – I have asked it to go to the senior leadership team for discussion about where these responsibilities shift to.</p> <p>KK – Maybe this played a part in the wildflower incident.</p> <p>RW – I don't think the clerical would have played into that as much. I will bring back confirmation of where responsibilities lie if clerical is not replaced.</p>	
21-16	<b>Extra COVID Cleaning</b>	<p><b><u>November 18, 2021</u></b></p> <p>CB – Janitorial staff not being replaced. Extra COVID cleaning wasn't being done. We are taking steps to make sure that people are safe and as per COVID guidelines. Might fall under HR.</p> <p>RW – Definitely are replacing as much as possible. I suspect that this particular incident was an error on our part on missing a leave.</p> <p>CK – If there was an incident where it was missed it would have been an error or we were short staffed at the time. Isolated incident.</p> <p><b><u>February 17, 2022</u></b></p> <p>RW – Have had some shortages and challenges filling custodial absences. Have managed so far with the occasional weekend work and overtime. Most absences not COVID related but actually longer-term medical absences and casual custodians having alternative work.</p>	
New Items			
22-1	<b>Confined Space Entry Training</b>	<p><b><u>February 17, 2022</u></b></p> <p>KK – Concerns raised about lack of confined space training</p> <p>RW – Explained Confined Space Entry Training</p> <p>JK – Should we have this every year?</p> <p>RW – No, typically every 3 years. Entry Training.</p>	



		<p>RB – Is it all of the operations staff or do you just train a handful</p> <p>RW – At this time no one trained. Looking to train 8 people as well as one who is getting training on Friday. <b><u>I will update everyone at the next meeting on the progress. - RW</u></b></p>	
22-2	Violence in the Workplace Letter	<p><b><u>February 17, 2022</u></b></p> <p>KK – received info from WF school in regards to an incident that occurred there.</p> <p>RW – How do we want to deal with this in this committee for now?</p> <p>KK – maybe leave it for now</p> <p>RB – some discussions for how to deal with this type of situation moving forward. Has there been any more discussion around that type of incident.</p> <p>RW – Provided a summary of the incident.</p> <p>RB – Difference between lockdown/evacuation was the concern.</p> <p>AL – In talking to staff, they felt as though they weren't encouraged to write up a M.17 and were not given information about EFAP. In the past when we were able to do MANDT training we were able to equip schools with skills to manage these types of incidents. Not sure if this training is up and running yet. Fallen a bit by the wayside because of covid but important to bring back in.</p> <p>LT – I am not familiar with lockdown vs hold and secure vs evacuation.</p> <p>JK – Lockdown, lights off and quiet until rescued by authorities, hold and secure you continue activities but don't leave the classroom.</p> <p>RB – In some situations you also clear the area of students during an escalation.</p> <p>LT – Are all staff informed of these processes as part of hiring or training.</p> <p>JK – various drills through the year, lockdown, hold and secure etc.</p> <p><b><u>RW – I can invite SR to the next meeting to speak to rollout of non-violence intervention training.</u></b></p>	



		<p>RB – Were switching from MANDT correct?</p> <p>RW – Yes.</p> <p><b><u>RW – I will also talk to PVP about EFAP information for all staff following incidents regardless of M.17 completion.</u></b></p> <p>RB – has any of the non-violent training taken place?</p> <p>RW – I am not sure, I would have to get SR to speak to it.</p>	
22-3	<b>Rapid Testing</b>	<p><b><u>February 17, 2022</u></b></p> <p>RB – Superintendent Smillie has sent out a reminder email to staff about vaccination requirement and sending in proof of vaccination. One question that is coming up, with members who are not vaccinated and will have to take the rapid testing, has it been determined how often and is there going to be an adequate supply of these tests and if not what does this look like?</p> <p>RW – I had discussion with BC PHSA that there are more than enough tests in provincial supplies. Details to be forthcoming as we have received updated guidelines from the BC PHSA/CDC</p>	

#### Monitoring List:

- Dust Collection – Trafalgar is almost online. SWP will need to be developed for dust removal.
- Incident Reports – Didn't send out excel sheet this month, Looking to do that for next meeting. Lots of slips and trips. Lots of COVID.
- Science Lab Safety – Potential for new Fume Hood in WEG.
- WSBC Orders – Inspection Reports at Blewett/Salmo Elementary, pending inspection reports for Trafalgar/Wildflower
- Injury Reports – Didn't send out excel sheet this month, Looking to do that for next meeting. Lots of slips and trips. Lots of COVID.
- COVID-19 Updates – New
  - Vaccine Requirements – Requirement now in place for March 11 2022.
  - Likely removal of BC CDC Addendum to K-12 Guidelines



- Custodial Cleaning – challenges with filling absences and training. Looking to provide a bit more training to new custodians when things settle down.
- H&S Rules Enforcement – Ongoing challenges. Will send out reminders potentially with advice to link need to wear mask to community involvement and safety.
- JHSC Survey – To go out late April to JHSC.
- Symptom Monitoring – Would like to remove, symptoms list is not likely to change. Remove for next meeting.

**Next Meeting: May 19, 2022 – Online (Teams)**

**Adjourned: 12:04 PM**



**MEETING OF THE BOARD HELD IN PUBLIC - MINUTES  
HELD ON TUESDAY, MARCH 8, 2022**

In person: School Board Office – 811 Stanley Street, Nelson, BC  
and via video conference

**Board:**

L. Trenaman, Chair  
S. Nazaroff, Vice-Chair *(via video conference)*  
D. Lang *(via video conference)*  
S. Walsh  
B. Coons *(via video conference)*  
A. Gribbin *(via video conference)*  
B. Maslechko *(via video conference)*  
C. Beebe *(via video conference)*  
S. Chew

**District Staff:**

T. Smillie, Superintendent  
J. Hanlon, Interim Secretary-Treasurer  
T. Stoneman, Interim Secretary-Treasurer *(via video conference)*  
N. Howald, Director of Information Technology  
D. Holitzki, Director of Inclusive Education  
C. Singh, Director of Human Resources  
B. Eaton, Director of Innovative Learning  
C. Kerr, Director of Operations *(via video conference)*  
G. Higginbottom, District Principal Aboriginal Education  
N. Ross, District Principal of Innovative Learning *(via video conference)*  
T. Malloff, District Principal of Innovative Learning *(via video conference)*  
F. Maika, Manager of Public Engagement  
S. Shaw, Manager of Finance  
H. Kerr, Executive Assistant  
S. Whale, Executive Assistant

**Student Trustees:**

R. Klassen, Kootenay River Secondary School *(via video conference)*  
N. Holland, Mount Sentinel Secondary School *(via video conference)*  
S. Van Donselaar, L.V. Rogers Secondary School *(via video conference)*  
S. Piller, Mount Sentinel Secondary School *(via video conference)*  
S. Kitch, L.V. Rogers Secondary School *(via video conference)*

**Partners:**

K. Walgren, KLTF *(via video conference)*  
R. Sherman, KLPVPA *(via video conference)*  
R. Bens, CUPE *(via video conference)*  
N. Nazaroff, DPAC *(via video conference)*

**Guests:**

P. Wedman *(via video conference)*  
J. McMurray *(via video conference)*  
S. L. McGregor *(via video conference)*  
C. Berger *(via video conference)*  
S. Motoki *(via video conference)*  
Shelby *(via video conference)*  
A. Nobert *(via video conference)*

**1. Call to Order**

The Meeting was called to order at 5:03 PM.

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Changes to the Proposed Agenda**

Item 12A updated resolution to send Policy 251 back to staff for review.

Item 12C updated resolution to send Policy 330 back to staff for review.

Added Item 12D: Policy 642: Procurement and Purchasing.

**4. Adoption of Agenda**

**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-029

**THAT** the Agenda for this March 8, 2022 meeting **BE ADOPTED**, as amended.

**5. Receiving Presentations – Nil**

**6. Comments or Questions from the Public regarding items on this Agenda**

*The public will post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.*

**7. Consent Package**

**8. Adoption of Minutes**

**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-030

**THAT** the minutes from the February 15, 2022 Meeting of the Board held in public  
and the February 24, 2022 Special Meeting of the Board held in public **BE ADOPTED**.

**9. Future and Action Item Tracking - Nil**

**10. Education**

A. COVID-19 Update

The Superintendent provided a summary on COVID-19 updates including:

- Proof of Vaccination Procedures implementation has been extended to April 11<sup>th</sup>
- Summary of changes to Public Health Orders

B. Numeracy Report

District Principals of Innovative Learning introduced themselves and outlined the annual Numeracy Report for the 2021-2022 school year.

The Board thanked the District Principals and their team for their efforts.





C. Trustee Inquiry: Early Learning Participation Query

District Principal of Aboriginal Education elaborated on this inquiry that came forward by a Trustee at the February Board Meeting. She noted that it was a one-time school specific initiative in 2021 and the intention would be that SD8 uses the knowledge district wide.

## 11. Operations and Finance

A. Enrolment Projections 2022-2023

The Interim Secretary-Treasurer announced that annual projections have been completed by February 15, 2022. She noted that an enrolment decline was recorded which will create a funding challenge for the District.

Points of clarification by Trustees were responded to.

B. Long-Range Facilities Plan

The Interim Secretary-Treasurer reported that the Board organised Facilities Meetings with all six families of schools. The Board received minimal feedback and interaction with the public and therefore it was suggested that the Board would include facility discussions in the preliminary annual budget discussions.

**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-031

**THAT** Resolution 16/17-036: 'The Board have an annual meeting in each family of schools to talk about the Facilities Plan.', **BE RESCINDED**.

C. 2022-2023 Budget Development & Schedule revised

The Interim Secretary-Treasurer advised that the attached Budget Development Process & Schedule has been slightly updated.

## 12. Governance and Policy:

A. Section 200 Policies

- Policy 250: Tobacco and Electronic Smoking Devices
- Policy 251: Cannabis
- Policy 260: Scent Free Environment

The Superintendent updated about the suggested changes which were reviewed at the G&P Committee Meeting earlier in the day and noted that Policy 251 would be sent back to staff for further review.

**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-032

**THAT** updated Policy 250 and 260 **BE APPROVED** for field testing.

B. Policy 530: Public Interest Disclosure

The Superintendent reported that this policy has been updated, renamed and aligned directly to the legislation.



**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-033

**THAT** the revised and renamed Policy 530: Public Interest Disclosure **BE APPROVED** for field testing.

C. Section 300 Policies

- Policy 311: Illegal Use of Drugs and/or Alcohol
- Policy 320: Student Attendance
- Policy 321: Student Withdrawal
- Policy 330: Sexual Orientation Gender Identity

**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-034

**THAT** the updated Policies 311 and 320 **BE APPROVED** for field testing;

and **THAT** Policy 321 **BE RESCINDED**;

and **THAT** the contents of Policy 321 be reviewed by staff for inclusion in the Administrative Procedures 321.1.

It was noted that Policy 330 would be sent back to Staff for further review.

D. Policy 642: Procurement and Purchasing

**UPON** a motion duly made and seconded it was **RESOLVED:** 21/22-035

**THAT** the updated Policy 642 **BE APPROVED**.

*One Trustee was opposed.*

**13. Human Resources: Nil**

**14. Trustee Reports**

A. Trustees

Trustee Lang reported that she attended CUPE Labour Management meetings, Facilities meetings, BCPSEA meetings, the Student Symposium and she worked in a recruitment committee for a senior level executive position.

Trustee Walsh shared that she attended Facilities meetings, D-PAC and PAC meetings, the Student Symposium, Framework for Enhancing Student Learning Webinars, presentations on various topics, the Aboriginal Education Committee and the Anti-Racism Advisory Council.

Trustee Coons reported that she attended the Anti-Racism Advisory Council, a D-PAC meeting, BCSTA meetings and she is taking reconciliation online course.



B. Chair

Chair Trenaman reported that she attended a Joint Safety Committee meeting, BCPSEA Chair and Superintendent meetings, D-PAC and PAC Crawford Bay meetings, the Anti-Racism Advisory Council, the Student Symposium, Framework for Enhancing Student Learning Webinars and BCSTA Board Chair meetings.

C. BCSTA

Vice-Chair Nazaroff reported on the upcoming BCSTA AGM in Vancouver from April 21-23, 2022.

Trustee Coons noted that this event will be led by elders and it would be a very special event.

D. BCPSEA

E. RDCK

F. Other Committees

G. Student Trustees

Student Trustee Piller from Mount Sentinel Secondary School shared the following updates:

- Celebrating 7 years “From the Heart” with a film at the Capitol Theatre
- Raised \$180 with Pink Shirt Day which will be donated to the BC children hospital
- Student Trustee Piller and Student Trustee Holland attended the Student Symposium and were glad to be part of it

Student Trustee Klassen from Kootenay River Secondary School shared the following updates:

- Participation at Student Symposium was an enlightening educational experience and they had meaningful conversations
- Basketball season coming to close, Teams did well
- Everybody is wrapping up activities for spring break and there is lots of springtime happiness at school

S. Van Donselaar, L.V. Rogers Secondary School shared the following updates:

- Student Trustee Van Donselaar and Student Trustee Kitch attended the Student Symposium, which was very impactful for them
- Celebration of International Women’s Month and specifically today was International Women’s Day where students and staff wore purple clothes
- Fund raiser planned with a bake sale to donate for the women’s shelter
- Seminars planned around gender equality for students and staff to learn ways to support students that have experienced discrimination.

The Chair thanked Student Trustees for their attendance at the Board Meetings and she acknowledged that it was a long Board Meeting day.



## 15. Comments or Questions from the Public

Members from the public made inquiries and comments about the following topics:

- Safety regarding rapid testing
- Process of rapid testing
- Reason for redacting items in the consent package
- If there are any chances the Board may consider rescinding the vaccination policy
- What tools and support the administrators were given to understand the complexities of anti-racism for choosing the students for the Student Symposium
- What SD8 had in mind for next year's Black diaspora culture and history month in February
- Distribution of antigen tests to students and lack of communication for some parents

The Superintendent responded to all questions and received all comments for further consideration.

## 16. Meeting Schedule and Reminders

### A. Board Meetings

The next Meeting of the Board held in the public is scheduled for April 26, 2022.

## 17. Adjournment of Meeting

The meeting adjourned at 6:10 PM.

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Board Chair

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Interim Secretary-  
Treasurer



**SPECIAL MEETING OF THE BOARD HELD IN PUBLIC - MINUTES  
HELD ON MONDAY, MARCH 28, 2022**

In person: School Board Office – 811 Stanley Street, Nelson, BC  
and via video conference

**Board:**

L. Trenaman, Chair  
S. Nazaroff, Vice-Chair (*via video conference*)  
D. Lang (*via video conference*)  
S. Walsh (*via video conference*)  
B. Maslechko (*via video conference*)  
C. Beebe (*via video conference*)  
A. Gribbin (*via video conference*)  
S. Chew (*via video conference*)

**District Staff:**

T. Smillie, Superintendent  
J. Hanlon, Interim Secretary-Treasurer  
B. Eaton, Director of Innovative Learning  
C. Singh, Director of Human Resources  
D. Holitzki, Director of Inclusive Education  
C. Kerr, Director of Operations  
S. Whale, Executive Assistant

**Partners:**

N. Nazaroff, DPAC (*via video conference*)

**Guests:**

S. L. McGregor

**Regrets:**

B. Coons, Trustee  
N. Howald, Director of Information Technology

**1. Call to Order**

The Meeting was called to order at 5:03 pm.

**2. Acknowledgement of Aboriginal Territory**

*We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.*

**3. Adoption of Agenda**

**UPON** a motion duly made and seconded it was **RESOLVED:**

21/22-036

**THAT** the Agenda for this March 28, 2022 meeting **BE ADOPTED**, as circulated.

**4. 3-year School Calendar**

The Superintendent noted that the 3-year School Calendars have been posted on the website to allow the public to submit feedback, which was considered for the final recommendation.

Discussions ensued regarding the following topics:

- Whether Wildflower Pro-D days were scheduled more on Fridays
- Feedback from public regarding possibility of having set aside for summative assessments
- Difficulty to align calendars with surrounding districts that have different calendars

**UPON** a motion duly made and seconded it was **RESOLVED**:

21/22-037

**THAT** the 3-year School Calendars for the District, Distributed Learning  
and Wildflower **BE APPROVED**.

**5. Comments or Questions from the Public regarding item on this Agenda**

A partner inquired how much consideration was made to match spring break with other regions in BC and if SD8 considered to take advantage of the nicer weather towards the end of March. The Superintendent responded that considerations were made for SD8's most immediate area and that every district has a different spring break.

**6. Adjournment of Meeting**

The meeting was adjourned at 5:19 pm.

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Board Chair

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Interim Secretary-  
Treasurer



## FUTURE AND ACTION ITEMS - OPEN BOARD MEETINGS

Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
<b>Resolutions in Progress</b>						
February 24, 2022	21/22-028	3-year School Calendar posting	THAT the Board approve the 3-year School Calendar for posting publicly.	Superintendent	- Posted for 1 month on website and approved at the March 28th Special Open Board Meeting	Complete
	20/21-011	Board contributes to Salmo Project	THAT a contribution of up to \$50,000 by the Board towards the Salmo Tennis, Basketball & Skate Park Project under the Board's 5-Year Capital Operations Plan BE APPROVED.	Secretary-Treasurer	-The Village of Salmo, Columbia Basin Trust and the Recreation Commission for Salmo & RDCK Area G, and the RDCK Area G, announced they will make a contribution. -Media release announcing project and partners March 1, 2021. -Significant work was completed during summer 2021, with completion expected spring 2022. -See Memo in Agenda Package for Oct 26, 2021 Open Board Meeting.	Complete
October 26, 2021	21/22-008	Policies Section 200	THAT policies 250, 251 and 260 BE REVIEWED by staff.	Superintendent	- 250 and 260 approved / Staff review for 251 in process, scheduled for May 17 G&P Committee	In Progress
June 15, 2021	20/21-064	Resolutions rescinded, report showing school catchments	THAT resolution 12/13-061, BE RESCINDED; THAT resolution 10/11-156, BE RESCINDED; AND THAT staff prepare and submit to the Board a report showing overlaid maps of the District, school catchments, and District and RDCK electoral boundaries.	Secretary-Treasurer	- Resolutions rescinded at June 15, 2021 board meeting. -Map creation in process (Status March 31)	In Progress
February 26, 2019	18/19-092	Properties Sell or Defer	WHEREAS there are nine Board owned properties under consideration for sale in the existing 2016-2026 Facilities Plan, which the Board has previously resolved to sell; WHEREAS the Board is currently in the process creating a new facilities plan (the "2019-2029 Facilities Plan"), for which it is currently consulting with stakeholders and has contracted Baragar Systems to provide long-range enrolment projections and demographic analysis; Moved by Trustee Lang, seconded by Trustee Chew: NOW THEREFORE BE IT RESOLVED THAT in line with past Board resolutions, the following property interests be sold forthwith: 1. Former Crawford Bay maintenance yard; 2. Retallack land; 3. Former Yahk Elementary, and; 4. Ymir Land; THAT the sale of the following property interests be deferred until the Board adopts the new 2019-2029 Facilities Plan: 1. Former Al Collinson Elementary; 2. Former Gordon Sargent Elementary; 3. Kin Park in Creston, and; 4. Salmo tennis court & pool land	Secretary-Treasurer	-LRFP adopted Dec 10, 2019 -Appraisals for 8 properties received. -Quotes received from realtors. -Discussions in process with various interested buyers/lessors. -Properties to be leased (licensed) are licensed, including the former Al Collinson, former Gordon Sargent. -Properties to be sold have been put up for sale as of September 2020. - Johnstone Road property sold February 2021. - Kinsmen Park property sold February 2022. - Yahk property sold February 2022. - Retallack I property sold September, 2021.	In Progress



## FUTURE AND ACTION ITEMS - OPEN BOARD MEETINGS

Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
<b>Standing Resolutions</b>						
June 23, 2020	19/20-079	Acknowledgement of systemic racism	MOVED by Trustee Walsh, seconded by Trustee Nazaroff, and RESOLVED: THAT the Board of Education of School District No. 8 (Kootenay Lake) HEREBY ACKNOWLEDGES the existence of systemic racism, bigotry, hatred and prejudice and the harmful impact it has on our students, staff and the families in our communities, DENOUNCES all forms of racism, bigotry, hatred and prejudice, AND COMMITS to finding ways to strengthen a culture of inclusion that respects and embraces diversity and supports a hopeful future for all.	Superintendent	<ul style="list-style-type: none"> <li>- "Different Together" pledge, media release, website banners.</li> <li>- "Anti-Racism and Intercultural Day of Learning" event on October 23, 2020.</li> <li>- Anti-Racism Framework</li> <li>- Interculturalization workshop by S. Prentice</li> <li>- Anti-Racism Tool Kit "Tending the Fire" launched Jan 26, 2022, spread to all School Staff, District Staff, Trustees, Student Trustees</li> <li>- Anti-Racism Advisory Council founded to create an Anti-racism policy</li> </ul>	In Progress for 2021-2022
January 9, 2018	17/18-078	Annual Reporting on Facilities Plan implementation	Resolution 16/17-035 be amended to: The Board direct staff to annually report back to the Board on the status of the Facilities Plan implementation including enrolment projections, property disposal status, capacity utilization, facility condition index (FCI), programming and transition update, and capital planning status.	Secretary-Treasurer	<ul style="list-style-type: none"> <li>-2020-2021 Complete</li> <li>-2021-2022 Long-Range Facilities Planning process scheduled for spring 2022</li> </ul>	In Progress for 2021-2022
<b>Resolutions for Repeal or Replacement</b>						
March 8, 2022	21/22-031	Rescind Resolution 16/17-036	THAT Resolution 16/17-036: 'The Board have an annual meeting in each family of schools to talk about the Facilities Plan.', BE RESCINDED.		Spring 2023 include Facility feedback from public in Budget Survey	Complete
July 12, 2016	16/17-036	Facilities Plan Meetings - Each Year in Each Family of School	The Board have an annual meeting in each family of schools to talk about the Facilities Plan. <i>Resolution rescinded on March 8, 2022</i>	Secretary- Treasurer	<ul style="list-style-type: none"> <li>-2020-2021 Complete</li> <li>-2021-2022 Facilities Consultation Meetings schedule published here: <a href="http://www.sd8.bc.ca/facilities">www.sd8.bc.ca/facilities</a></li> </ul>	Complete
<b>Completed Resolutions</b>						
March 28, 2022	21/22-037	3-year School Calendar approval	THAT the 3-year School Calendars for the District, Distributed Learning and Wildflower BE APPROVED.			Complete
March 28, 2022	21/22-036	Adoption of Agenda	THAT the Agenda for this March 28, 2022 meeting BE ADOPTED, as circulated.			Complete
March 8, 2022	21/22-035	Policy approval	THAT the updated Policy 642 BE APPROVED.		Not required to send for field testing as changes were minor	Complete
March 8, 2022	21/22-034	Policy approval for field testing	THAT the updated Policies 311 and 320 BE APPROVED for field testing; and THAT Policy 321 BE RESCINDED; and THAT the contents of Policy 321 be reviewed by staff for inclusion in Administrative Procedures.			Complete
March 8, 2022	21/22-033	Policy approval for field testing	THAT the revised and renamed Policy 530: Public Interest Disclosure BE APPROVED for field testing.			Complete
March 8, 2022	21/22-032	Policy approval for field testing	THAT updated Policy 250 and 260 BE APPROVED for field testing.		Policy 251 sent back to staff for further review	Complete
March 8, 2022	21/22-030	Adoption of Minutes	THAT the minutes from the February 15, 2022 Meeting of the Board held in public and the February 24, 2022 Special Meeting of the Board held in public BE ADOPTED.			Complete
March 8, 2022	21/22-029	Adoption of Agenda	THAT the Agenda for this March 8, 2022 meeting BE ADOPTED, as circulated.			Complete
February 24, 2022	21/22-028	3-year School Calendar posting	THAT the Board approve the 3-year School Calendar for posting publicly.			Complete
February 24, 2022	21/22-027	Adoption of Agenda	THAT the Agenda for this February 24, 2022 special public meeting BE ADOPTED, as circulated.			Complete
February 15, 2022	21/22-026	Amended Budget Bylaw 2021/2022	THAT the 2021-2022 Amended Budget Bylaw may be read three times at this meeting; ii. THAT the 2021-2022 Amended Budget Bylaw BE APPROVED as read a first time; iii. THAT the 2021-2022 Amended Budget Bylaw BE APPROVED as read a first time; iv. THAT the 2021-2022 Amended Budget Bylaw BE ADOPTED as read a third time.			Complete





## FUTURE AND ACTION ITEMS - OPEN BOARD MEETINGS

Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
February 15, 2022	21/22-025	Adoption of Minutes	THAT the minutes from the January 18, 2022 Meeting of the Board held in public BE ADOPTED.			Complete
February 15, 2022	21/22-024	Adoption of Agenda	THAT the Agenda for this February 15, 2022 meeting BE ADOPTED, as circulated.			Complete
January 18, 2022	21/22-023	2022-2023 Budget Development Process	THAT the Board of Education adopt the 2022/2023 Budget Development Process as circulated in the January 18, 2022 agenda.			Complete
January 18, 2022	21/22-023	2022-2023 Budget Development Process	THAT the Board of Education adopt the 2022/2023 Budget Development Process as circulated in the January 18, 2022 agenda.			Complete
January 18, 2022	21/22-022	Provincial Online Learning School	THAT, if selected by the Ministry of Education to operate a Provincial Online Learning School, the signing of a Memorandum of Understanding and a three-year agreement with the Minister of Education to operate the school, BE APPROVED.			Complete
January 18, 2022	21/22-021	Adoption of Minutes	THAT the minutes from the December 7, 2021 Meeting of the Board held in public BE ADOPTED as amended.			Complete
January 18, 2022	21/22-020	Adoption of Agenda	THAT the Agenda for this January 18, 2022 meeting BE ADOPTED, as circulated			Complete

## Memorandum to the Board of Education Public

**FROM:** Trish Smillie, Superintendent  
**DATE:** April 26, 2022  
**SUBJECT:** Communicable Disease - COVID-19 Update

**For Information**

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### Introduction

This memorandum provides information on SD8's ongoing response to the communicable disease, COVID-19.

### Background

The Ministry of Education provides direction to school districts on requirements in response to COVID-19 in the [Provincial COVID-19 Communicable Disease Guidelines for K-12 Settings](#). Following this, SD8 updates documents on the [COVID-19 webpage](#) to support the District's implementation of its response to communicable disease.

### Information

#### Proof of Vaccination Procedure

During the January 18, 2022 Board of Education meeting, the Board passed a resolution that directs the Superintendent to create and implement a Proof of Vaccination Procedure for all staff and independent contractors.

On January 27, 2022 the local Medical Health Officer (MHO) [issued a directive](#) following an [Order made under the Public Health Act](#) requiring the School District to collect vaccination status information for all of its employees. This means all staff are required to submit their vaccination status to the school district by March 1, 2022. The implementation of the administrative procedure was delayed by the Board on March 3, 2022 until April 11, 2022. On March 28, 2022 the Board directed the Superintendent to pause the implementation of the implementation of the administrative procedure.

#### Ministry of Education K- 12 Guidelines Update

On Thursday afternoon the Provincial Medical Health Officer Dr. Bonnie Henry made several [changes](#) to [existing public health orders](#) (PHO) that affect the [Provincial COVID-19 Communicable disease Guidelines for K-12 Settings](#). These changes come into effect the first day of spring break - March 14, 2022.

Information about response to COVID-19 can be found on our [website](#), including information about rapid tests. Further updates to meet the guidelines will be completed over spring break and posted to the website.



A summary of changes to the provincial guidelines and the guidelines are also available on our [website](#). Here are some highlights of those changes:

- Masks will no longer be mandated for use within the classroom and workplace as of March 14, 2022 - the first day of spring break.
- Schools can return to classroom and learning environment configurations and activities for optimal learning and teaching.
- Intra-school events (events with just students, staff and necessary volunteers) do not have a capacity limit.
- Initially, inter-school events or those with visitors (e.g., parent spectators) were not to exceed 50 per cent capacity, but returned to 100 per cent capacity when the PHO Gatherings & Events Order was lifted on April 8, 2022.
- Schools can return to routine sign in/sign out practices and can return to routine pick up/drop off practices.
- Schools should make every effort to avoid venue/locations that place additional requirements that could prevent a person from being able to participate

SD8 will be considering strategies to create space between people, follow public health recommendations and practices for self-testing and self-isolation periods when ill. Staff will support and respect anyone's decision to wear a mask or face covering.



## Memorandum to the Board of Education Public

**FROM:** Trish Smillie, Superintendent of Schools  
**DATE:** April 26, 2022  
**SUBJECT:** Provincial Online Learning Schools Update

**For Information**

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### Introduction

This memorandum provides an update on the Ministry of Education's timeline change for the new Provincial Online Learning School (POLS) implementation.

### Information

At the January 12, 2022 Meeting of the Board Held in Public, the Board approved the signing the Memorandum of Understanding and a three-year agreement with the Minister of Education to operate a POLS. School districts have been anticipating a response to expressions of interest submitted to Ministry of Education.

On March 15<sup>th</sup> school districts who submitted expressions of interest in becoming a POLS were informed that they would be notified at the end of this school year. The Ministry has delayed notification to school districts to continue the work of the new Online Learning Policy and the Online Learning Procedures Guide that will come into effect July 1<sup>st</sup>, 2023.



## Memorandum to the Board of Education Public

**FROM:** Trish Smillie, Superintendent of Schools  
**DATE:** April 26, 2022  
**SUBJECT:** Trustee Inquiry: Type 3 Alternate Programs

**For Information**

### Introduction

This memorandum provides an overview of the Type 3 Alternate Schools in School District No. 8 (Kootenay Lake).

### Background

Alternate education programs (also known as Type 3 Alternate Programs) are specialized programs in SD8. Alternate education programs focus on educational, social and emotional issues for students whose needs are not being met in a traditional school program. An alternate education program provides its support through differentiated instruction, specialized program delivery and enhanced counselling services based on students' needs.

These programs differ from an "alternative program" that may exist in a regular school (for example, Compass at KRSS is an alternative program). Type 3 Alternate Programs are District programs while "alternative programs" are school-based programs.

Students who attend alternate education programs are often the most vulnerable population in the school system. Alternate education programs typically have disproportionate numbers of children and youth in care, Aboriginal students, children and youth living in poverty or the street, gifted children who have difficulty in social situations, children and youth involved in drugs, alcohol and the sex trade, and youth with mental health concerns. Alternate education programs offer an opportunity for these at-risk students to address individual learning needs and experience success.

### Information

#### Alternate Education Program Funding and Requirements

Alternate education programs must satisfy certain requirements to be deemed a Type 3 facility. If the programs meet those requirements, then students qualify for 1.0 FTE (full time equivalent) funding to the school district.

Students in Type 3 Alternate Programs must be school-aged, have not graduated, and meet the criteria for K-12 general funding.

[Alternate education programs](#) must focus on the educational, social and emotional issues for students whose needs are not being met in a traditional school program. Each Alternate Program must have:

1. An intake process to facilitate district referrals or self-referral.



2. An annually reviewed learning plan for each student, either an official Individual Education Plan (IEP) or a Student Learning Plan that clearly defines the objectives for the student, additional services provided as required, progress made, and any transition plans.
3. An exit strategy to facilitate the student's transition back into regular school system, continuing education centre, graduation or to work or to post-secondary training and education.
4. Evidence of additional services as required by the student population (i.e., youth workers, drug and alcohol counsellors and/or sessions, etc.)

### **SD8 Procedures for Entry into Temporary Education Program**

SD8 has two Type 3 Alternate Schools: REACH and Sequoia. Entrance into SD8 Type 3 Alternate Programs follows [District Administrative Procedure 207 - School Based Teams](#) and managed through the [District Based Team](#).

The [Ministry of Education requirements for Type 3 Alternate Programs](#) specify that there must be an exit plan in place for all students in Type 3 Programs in order for students to transition back to their neighbourhood school, to continuing or online learning, to graduation, to work, or to post-secondary education or training.

The neighbourhood school's Principal and School Based Team may jointly recommend a student's application to a Type 3 Alternate Program. The [Application for Temporary Education Program](#) must be completed, signed by the Principal and by the student's parent/caregiver, and submitted to the District Based Team along with the required documents for review. The District Based Team reviews applications for entrance into Type 3 Alternate Programs at its monthly meetings and may determine whether to:

- a) approve the application and confirm the entry and exit date;
- b) ask the applicant /school for more information;
- c) deny the application and work further with the school to support the student at the neighbourhood school or through online learning, or
- d) recommend reapplication for admission to the Type 3 Alternate Program.

### **Provision of Services in Type 3 Alternate Programs in SD8**

The classroom teacher is the primary support for students in Type 3 Alternate Programs and is responsible for designing programs for students.

To satisfy [Ministry of Education Enrolment Audit requirements](#), Type 3 Alternate Program staff must show:

1. Evidence of the intake process for non-graduated, school-age students;
2. Current Student Learning Plan (SLP) or Individualized Education Plan (IEP) that clearly defines:
  - a. The objectives for the student;
  - b. What additional services are or will be provided;
  - c. A measurement of the student's progress;



- d. The proposed transition plan (ie - back to neighbourhood school or graduation).
3. Documentation of additional services provided in order to meet the needs of the student population;
4. Evidence of differentiated instruction based on the student's needs not being met in a traditional school program;
5. Evidence of specialized program delivery;
6. Evidence of enhanced counselling services;
7. Evidence of a planned approach to exit from the Type 3 Alternate Program.

There are many forms of classroom supports provided by the classroom teacher to students in Type 3 Alternate Programs in SD8. These are similar to classroom supports in regular schools and may include: adapted teaching strategies, environmental changes to the classroom and seating, technological resources (such as Google Read and Write), structural changes such as planned/increased break times, adaptations to classroom materials and curriculum, and so on.

Students in Type 3 Alternate Programs are also provided with specialized interventions, such as addiction programs, counselling referrals, work experience and job training, hands-on and *in situ* activities (such as hiking in the Slocan Valley, trail building or repair, etc.).

As well, through the Inclusive Education Department, Aboriginal Education Department and Innovative Learning Department, this added support for students and staff is provided through specialized strategies to support student learning, the provision of specialized interventions for students, and in the provision of professional learning, training and mentoring for staff. District staff also support schools and students by working closely with parents, outside agencies (such as [COINS](#), [FreedomQuest](#), [The Foundry](#), [Kootenai Art Therapy Institute](#), and the [Family Support Institute](#)), and other government agencies (such as [MCFD](#), [Child Youth Mental Health](#), [Healthy Schools BC](#), and [Community Living BC](#)).

#### Enrolment and Completion Rates at SD8 Type 3 Alternate Programs

	District	Reach		Sequoia	
	Grade 12 Completion Rate	Enrolment	Grade 12 Completion Rate	Enrolment	Grade 12 Completion Rate
2017-18	82%	20	0%	15	19%
2018-19	83.5%	16	0%	15	32%
2019-20	80.6%	16	53%	13	13%
2020-21	93%	13	74%	14	100%
2021-22	NA	6	NA	14	NA



## Memorandum to the Board of Education Open

**FROM:** Johan Glaudemans, Secretary-Treasurer  
**DATE:** April 26, 2022  
**SUBJECT:** Information Technology Annual Report 2021-22

**For Information**

### Introduction

This memorandum provides a review of Information Technology projects undertaken during the 2021-22 school year.

### Background

The [Information Technology Strategic Plan 2021-24](#) outlines connection to the District's Strategic plan in the area of information technology support.

### Information

The IT Department's vision is to provide proactive, superior technology support to empower users to students and staff. The SD8 IT Department provides technology to support and enhance the education of all students for the future: forging a path for tomorrow's innovative, global thinkers. Providing support and options needs to be considered in their learning plans. Access to information and tools allow for realization of personalized learning strategy.

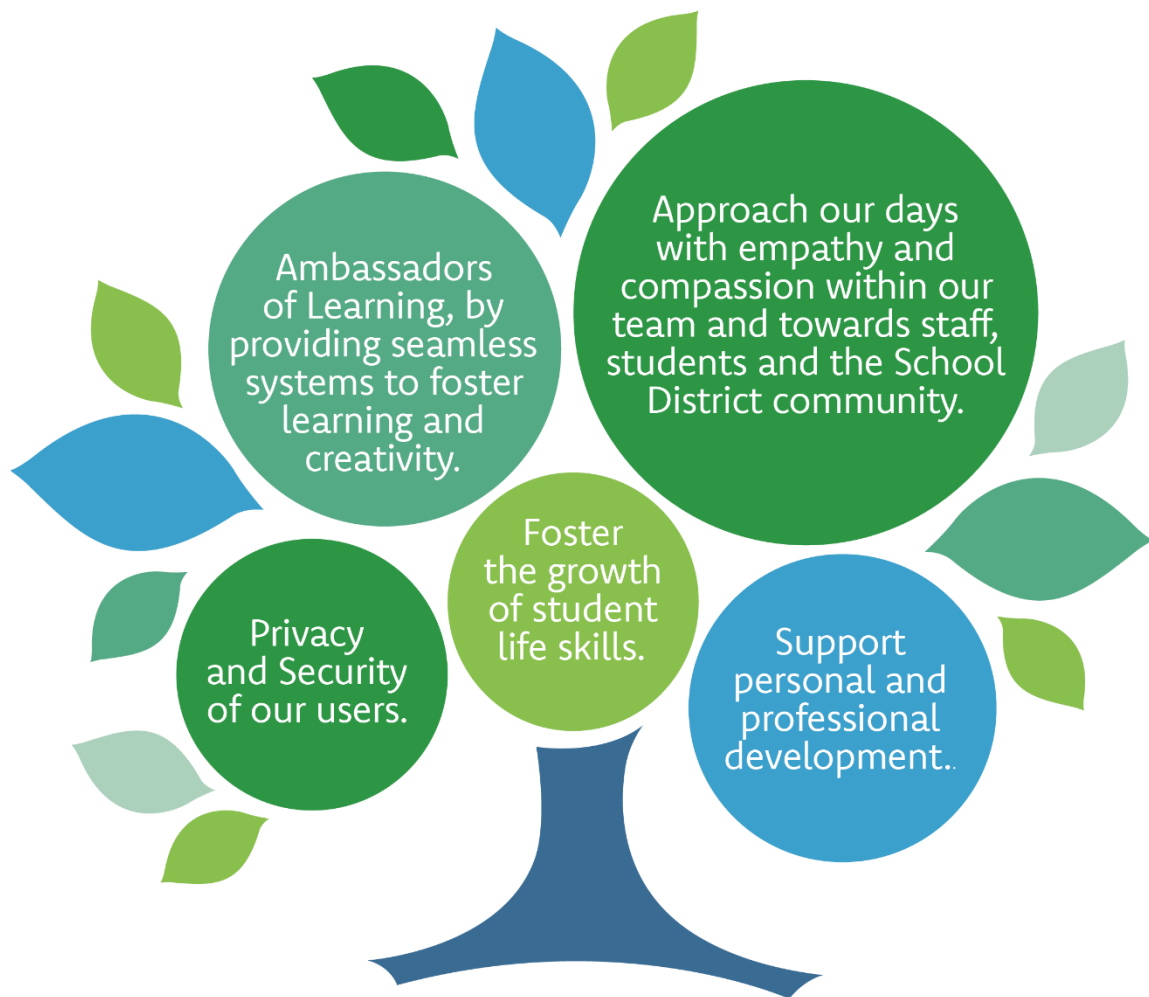
The Information Technology Annual Report is attached for the Board's review.





# Information Technology Department

## 2021-2022 Annual Report



## INFORMATION TECHNOLOGY DEPARTMENT VISION

**Mission:** To provide proactive, superior technological support to empower users by giving them confidence in technology to help them succeed.

## Student Laptops for Learning

The Information Technology (IT) Department has had another busy year supporting learning and growth of our students. The year started out with our efforts directed at the “Student Laptops for Learning Initiative”. Cloud Based Device Management Systems and newly developed processes ensured support and roll-out of these devices. Students in Grade 7 and 10 throughout the District were very excited to receive laptops.



Figure 1. Photo Source: Education News Canada

The District provided professional development support focused on middle school teachers to help integrate the use of laptops into their learning environments.

## Microsoft 365 Cloud

During the summer, the District e-mail service migrated to Microsoft Exchange 365 (M365). This, along with other features provided in M365, has allowed for increased user account security. Moreover, M365 provides the District with the advantage of Single Sign-On technology to log into different services using their SD8 credentials. The migration to M365 has also reduced the number of passwords staff need, allowing them to use their SD8 account to access several different platforms such as SFE, Google Workspace, Lifeworks, and the new phone systems.

With the completion of this project, SD8 now has access to multiple Microsoft Cloud tools such as Teams (video conferencing and chat) and SharePoint (data storage). This will assist in future efforts to reduce costs for onsite servers at schools. These tools have already been made accessible for school staff and were successfully used in several pilot schools for parent teacher conferences, and school document storage. Upon request, the M365 cloud tools are available to be used in classroom learning. Continuing training efforts for staff are being provided to support these tools.



## Software, Computer Labs, and Server rooms

The IT department was asked to reduce the footprint of our main server room located on the second floor of the Central school building. With the help of Operations staff, this room was rebuilt, and key District servers and infrastructure were relocated to allow for larger classroom space.



Figure 2. Photo Source: [Elev8.sd8.bc.ca](https://elev8.sd8.bc.ca)

Summer is the time to refresh the Media Arts labs. The IT team cleaned lab machines and installed new software at the request of the schools.

This year, the IT Department and J. V. Humphries Elementary-Secondary School began a pilot project that allows one of our smaller, more remote schools to have a media arts lab. This lab is entirely hosted and run from the cloud, enabling students to access high end processing power without the need to purchase an expensive, dedicated workstation.

We were also able to update the library lab at Adam Robertson Elementary School to new machines.

Along with new software for schools, the District implemented a new form builder tool called Clevr to assist with form completion. Two forms have already been digitized, with more on the way.



## Operational Updates

With the completion of the new phone system for all classrooms and offices, the IT Department returned to site to integrate it with the schools P.A. and paging systems. While accomplishing this, deficiencies in speaker placement and volume were detected and remediated.

Each summer, the IT team also ensures that bus radio and video systems function correctly. This year, new antennas installed at the Operations building and the set-up of a pilot repeater project reduced radio dead zones in our District.



*Figure 3. Photo Source: SD8.bc.ca*

After having completed public and stakeholder consultation, and in continuing effort to modernize SD8 Video Surveillance Systems, we launched a project to update the system at KRS. The new system provides increased coverage and reliability.

The IT and Operations Departments now use one work order system. This allows schools to email work orders and helpdesk tickets to one system providing easier collaboration between teams. This system increases visibility to staff on the status of their requests and tracks effort for completion of jobs.





## Helpdesk and Infrastructure

**TICKET DETAILS**

#14053 ITS - In Progress Cancel ticket

**RE: Ipad**

Created 3/30/22 8:26 AM  
 Due 3/30/22 3:26 PM  
 Client:   
 Assigned tech:   
**Details**  
 From:   
 Sent: Tuesday, March 29, 2022 1:32 PM  
 To:   
 Subject: Ipad

This year the IT department has improved several support processes. Staff can now, through several recovery options, reset their own passwords when they forget them while teachers can also reset student account passwords. This will noticeably reduce the number of helpdesk tickets and provide a better experience for everyone. User accounts for new staff have also been semi-automated. Meaning that shortly after a new staff member is hired, their account is created and assigned to the different groups they need to be part of, reducing wait times.

Figure 4. Anonymized example of Help Desk Ticket extracted from the SW System

A cornerstone of IT infrastructure is the ability to respond to disaster: The IT department has implemented new tools and procedures to ensure system backup availability and the means to quickly recover key systems.

The Helpdesk system is a key communication method for IT technicians to provide support throughout the District, while the number of tickets remains high, we improved noticeably on response times to resolution.

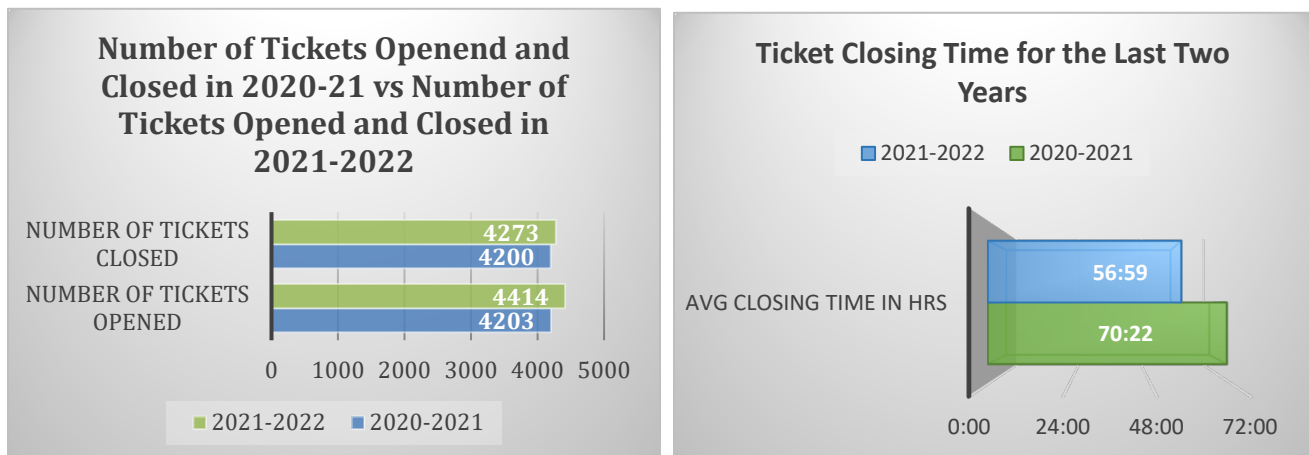


Figure 5. Data Recovered from the SW Ticketing System for the periods between July 2020 to March 2021 and July 2021 to March 2022



### Looking forward to 2022/23

As we complete the first year of the new Information Technology Plan, the IT Department carries forward its education technology alignment to the District Learning Goals. New projects are evaluated against the Technology Plan and their impact on student success.

The IT department will also continue its Cloud Migration strategy which increases the accessibility to more tools for staff and students. Changes to the BC FIPPA privacy legislation allow for easier access to these applications moving forward.

In the coming years, we will also be directing our focus on the enhancement of process and service delivery, through clear Administrative Procedures and guidelines

With all this focus provided through the [Information Technology Strategic Plan](#), the IT department is excited to continue improving services throughout the district! The IT department is excited to pursue improving services within the District, guided by the goals set out in the Information Technology Strategic Plan.



## Memorandum to the Board of Education Public

**FROM:** Johan Glaudemans, Secretary-Treasurer  
**DATE:** April 26, 2022  
**SUBJECT:** Appointment of the Chief Election Officer 2022

**For Approval**

---

### Introduction

This memorandum provides information on SD8's appointment of the Chief Elections Officer.

### Information

A local election for school trustees occurs every four years. The elections are run in conjunction with the municipal and regional districts within school district boundaries. Each jurisdiction in B.C. appoints a Local Chief Election Officer to run local elections and assent voting in that jurisdiction. Within the province, the Secretary-Treasurer's Office is responsible for running the election for the school district.

The Secretary-Treasurer works with local governments to run the elections. The [Local Government's Act](#), [School Act](#) and the [Election Campaign Financing Act](#) guide the work of the Chief Elections Officer. Costs incurred to run the election are shared between the school district and local governments. As in the past, the Board must appoint a Chief Election's Officer, who is responsible for ensuring that the election is run according to the Act's listed above.

Once appointed, the Chief Election's Officer will work with the local municipalities and review the Board's Election Bylaw to ensure that Bylaw#4 - Trustee Election is current and aligned to the legislation.

### Recommendation:

It is recommended that the Board of Education of School District No. 8 (Kootenay Lake) appoint Mr. Johan Glaudeman as Chief Election Officer for the School Trustee Election on October 15, 2022, and that Mr. Glaudeman be granted authority to appoint poll clerks and/or a Deputy Chief Election Officer, should the need arise.



## Memorandum to the Board of Education Public

**FROM:** Johan Glaudemans, Secretary-Treasurer  
**DATE:** April 26, 2022  
**SUBJECT:** National Day of Mourning, April 28, 2022

Information

### Introduction

This memorandum provides information to the Board on the National Day of Mourning.

### Information

April 28<sup>th</sup> is marked annually in Canada as the National Day of Mourning. This day is not only a day to remember and honour those lives lost or injured due to a workplace tragedy, but also a day to collectively renew our commitment to improve health and safety in the workplace and prevent further injuries, illnesses, and deaths.

Amidst COVID-19, this year's observance pays tribute to those essential and frontline workers who have sacrificed their health, as they served during the pandemic. The District would like to express its gratitude to all the frontline workers that continue to keep our communities running.

The Canadian Centre for Occupational Health and Safety (CCOHS) encourages Canadians to pause for a moment in silence April 28<sup>th</sup> at 11 a.m. for a moment of silence and reflection.

"It is the hope of CCOHS that the annual observance of this day will help strengthen the resolve to establish safe and healthy conditions in the workplace, and prevent further injuries, illnesses, and deaths. As much as this is a day to remember the dead, it is also a call to protect the living and make work a place to thrive." - CCOHS. Additional information can be found at <https://www.ccohs.ca/>.

Flags will be lowered at schools and worksites in the school district on April 28, 2022 to mark the Day of Mourning.





## Memorandum to the Board of Education Public

**FROM:** Johan Glaudemans, Secretary Treasurer  
**DATE:** April 26, 2022  
**SUBJECT:** Trustee Indemnity

**For Information**

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### Introduction:

This memorandum outlines indemnities paid to trustees that are adjusted annually.

### Background:

The Board of Education of School District No.8 (Kootenay Lake) has the authority under the School Act to remunerate the Chair, Vice-Chair and Trustees for their service.

As per [Policy 131: Trustee Indemnity](#), the indemnities paid to trustees shall be adjusted annually, effective March 1<sup>st</sup> of each year. The adjustment noted, is to set the remuneration to be equal to the average indemnities paid to trustees in BC in the prior year, as calculated using the annual BCSTA compensation survey.

### Information:

The calculation of the average indemnities paid to Trustees in BC in 2021 is below:

Chair	\$21,011 per annum
Vice-Chair	\$19,244 per annum
Trustees	\$17,924 per annum

This report is provided to the Board for information.



**CALCULATION OF THE AVERAGE INDEMNITIES PAID TO TRUSTEES IN BC IN 2021**

DISTRICT RANDOM ORDER	CHAIR	VICE CHAIR	TRUSTEE
1	26,680	24,596	23,902
2	21,240	19,719	18,491
3	13,000	11,750	10,750
4	14,585	13,370	12,155
5	33,642	32,918	31,055
6	46,586	43,548	40,510
7	21,720	19,029	17,090
8	10,000	8,600	7,550
9	17,554	15,146	14,629
10	18,750	17,750	16,750
11	17,759	13,759	14,049
12	19,552	17,949	16,701
13	18,210	14,838	13,490
14	30,487	28,986	27,590
15	14,392	13,035	11,754
16	15,290	14,101	12,911
17	19,398	17,782	16,165
18	14,689	13,373	11,990
19	22,662	21,162	19,662
20	18,360	16,830	15,300
21	18,618	17,618	16,618
22	17,015	15,458	13,612
23	13,910	12,790	11,116
24	12,307	10,567	9,987
25	30,413	28,877	28,058
26	17,318	15,744	14,170
27	11,678	11,030	10,394
28	20,525	19,025	17,525
29	28,772	27,011	25,251
30	14,900	13,700	12,500
31	21,329	19,329	19,329
32	19,426	17,611	16,392
33	27,500	26,000	24,500
34	30,703	29,696	28,689
35	15,523	13,223	12,073
36	20,585	18,967	17,659
37	26,311	24,653	23,094
38	16,078	14,288	13,079
39	17,306	16,110	14,914
40	27,366	25,866	24,366
41	13,885	13,885	11,587
42	25,238	23,178	22,148
43	11,914	10,338	10,338
44	32,914	31,201	29,804
45	18,846	15,734	14,696
46	57,795	55,168	52,541
47	18,199	17,128	16,056
48	18,034	16,232	14,490
49	17,760	15,443	13,899
50	24,551	22,967	21,687
51	24,713	22,866	21,650
52	13,549	11,616	9,677
53	23,852	18,804	16,304
54	16,033	14,641	13,665
55	30,233	29,209	28,183
56	15,381	12,819	11,535
57	15,314	13,879	12,443
58	13,100	11,600	10,600
59	16,267	14,911	13,556
60	30,950	27,240	24,760
	18,489	16,979	15,678
	21,011	19,244	17,924





# 2022-2023 Preliminary Draft Budget Overview



## 2022-2023 Annual Budget - Preliminary Draft Overview

### 2022-2023 Projected Operating Revenue

Sources of Revenue	Annual Budget 2022/23	Amended Budget 2021/22	Change
Operating Grant Revenue	\$ 55,381,880	\$ 56,264,667	\$ (882,787)
ISC/LEA Recovery	\$ (113,100)	\$ (113,100)	\$ -
Other Ministry of Education Grants	\$ 863,421	\$ 863,421	\$ -
Other Provincial Grants	\$ 403,076	\$ 437,666	\$ (34,590)
Tuition	\$ 1,770,150	\$ 1,660,250	\$ 109,900
Other Revenues	\$ 604,230	\$ 606,280	\$ (2,050)
Rental & Leases	\$ 72,000	\$ 72,000	\$ -
Investment Income	\$ 30,000	\$ 30,000	\$ -
<b>Total Operating Revenue</b>	<b>\$ 59,011,657</b>	<b>\$ 59,821,184</b>	<b>\$ (809,527)</b>

### Preliminary Budget estimated Operating Expenses for 2022-2023

	Annual Budget 2022/23	Amended Budget 2021/22	Change
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#### Salaries

Teachers	22,533,782	21,813,499	720,283
Principals and Vice Principals	4,319,087	4,359,166	(40,079)
Educational Assistants	2,947,259	3,532,482	(585,223)
Support Staff	7,133,049	7,041,640	91,409
Other Professionals	2,359,420	2,370,636	(11,216)
Substitutes	2,219,299	2,109,299	110,000
<b>Total Salaries</b>	<b>\$ 41,511,897</b>	<b>\$ 41,226,722</b>	<b>\$ 285,175</b>

#### Employee Benefits

<b>\$ 10,309,235</b>	<b>\$ 10,007,302</b>	<b>\$ 301,933</b>
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#### Total Salaries and Benefits

<b>\$ 51,821,131</b>	<b>\$ 51,234,024</b>	<b>\$ 587,107</b>
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#### Services and Supplies

Services	2,131,384	2,018,452	112,932
Student Transportation	240,309	240,309	0
Professional Development and Travel	853,700	834,800	18,900
Rentals and Leases	39,441	39,441	(0)
Dues and Fees	94,182	94,082	100
Insurance	177,539	177,539	-
Supplies	3,409,654	3,551,299	(141,644)
Utilities	1,664,606	1,537,739	126,867

#### Total Services and Supplies

<b>\$ 8,610,815</b>	<b>\$ 8,493,661</b>	<b>\$ 117,155</b>
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#### Total Operating Expense

<b>\$ 60,431,946</b>	<b>\$ 59,727,685</b>	<b>\$ 704,262</b>
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#### Projected Operating Shortfall

Total Revenues	\$ 59,011,657
Total Expenses	\$ 60,431,946
<b>Current Shortfall</b>	<b>\$ (1,420,290)</b>



## Memorandum to the Board of Education Public

**FROM:** Johan Glaudemans, Secretary-Treasurer  
**DATE:** April 26, 2022  
**SUBJECT:** Capital Plan Bylaw 2022-23

**For Approval**

### Background

This memorandum provides information on SD8's Five-Year Capital Plan and the proposed Capital Bylaw.

### Information

The Ministry of Education has reviewed the Annual Five-Year Capital Plan submitted last year by the Board. The following minor capital projects have been approved and will proceed to design, tender, and construction. These projects are required to be completed by March 31, 2023:

- Trafalgar Middle Schools - School Enhancement Project (SEP) - Plumbing Upgrades
- Mount Sentinel Secondary - Carbon Neutral Capital Project (CNCP) - HVAC Upgrades

In 2021-22, the district submitted a request for school bus replacements under the Bus Acquisition Program (BUS). The Ministry of Education approved for five new buses replacement for the District. The Association School Transportation Services of BC (ASTSBC) works with the vendors who manufacture school buses. The Transportation Department will work with ASTSBC to place orders for the five approved buses through ASTSBC.

### Recommendation

Attached is the Annual Capital Bylaw 2022/23-CPSD8-01 for the Board's consideration and approval.

To approve the Bylaw in one evening requires unanimous consent of the Board. The motion below and the attached Annual Capital Bylaw is presented for the Board's consideration and approval:

...THAT the Board of Education proceed to conclude three readings in one evening for the District's Capital Plan Bylaw No. 2022/23-CPSD8-01.



**CAPITAL BYLAW NO. 2022/23-CPSD8-01  
CAPITAL PLAN 2022-232**

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 8 (Kootenay Lake) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the School Act, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2022-2023 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2022, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No.8 (Kootenay Lake) Capital Bylaw No.\_ 2022/23-CPSD8-01.

READ A FIRST TIME the 26<sup>th</sup> day of April 2022;  
READ A SECOND TIME the 26<sup>th</sup> day of April 2022;  
READ A THIRD TIME, PASSED the 26<sup>th</sup> day of April 2022.

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 8 (Kootenay Lake) Capital Bylaw No. 2022/23-CPSD8-01 adopted by the Board the 26<sup>th</sup> day of April 26, 2022.

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Secretary-Treasurer



## Memorandum to the Board of Education Public

**FROM:** Johan Glaudemans, Secretary-Treasurer  
**DATE:** April 26, 2022  
**SUBJECT:** Kootenay River Secondary School Geothermal Project Proposal

**For Information**

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### Introduction

This memorandum provides an update on a geothermal project at Kootenay River Secondary School (KRSS).

### Information

A report created by Falcon Engineering on the geothermal test drilling at Kootenay River Secondary School and Hume Elementary School determined that the conditions were favorable for a geothermal project at KRSS.

The District has submitted an application to the Federal government's Low Carbon Economy Fund (LCEF) and the application was accepted. LCEF is a \$2 Billion fund to support projects that help reduce Canada's greenhouse gas emissions, generate clean growth, build resilient communities, and create good jobs for Canadians. If the accepted application is chosen under this fund as a project, the federal government will fund \$3,997,420 of the estimated \$8,158,00 project value. The District will also seek support from the Ministry of Education and other local levels of government to contribute to this groundbreaking endeavor.

The upgrade will save 154 tonnes of CO<sub>2</sub> and \$26,303 in utility costs per year. The GHG emissions reduction is equivalent to 33 passenger vehicles, or 25,412 trees planted and grown for 10 years.



## Memorandum to the Board of Education Public

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**From:** Trish Smillie, Superintendent  
**Date:** April 26, 2022  
**Subject:** Human Resources Operational Report

**For Information**

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### **Introduction:**

This memorandum introduces the Human Resources Operational Report 2021-22.

### **Information**

Human Resources supports and fosters a high performing workforce, and an inclusive and diverse work environment that attracts and inspires excellence for all employees. The HR department actions demonstrates the values of integrity, teamwork, well-being, and service excellence.

The Human Resources Operational Report is attached for the Board's review.





# 2021-2022 Human Resources Operational Report



## 2021-2022 Human Resources Operational Report

Prepared April 20, 2022

Prepared for the Board of Education Meeting on March 26, 2022.

### Contents

### Contents

HR Vision, Mission, Values and Principles.....	3
School District No. 8 (Kootenay Lake) Strategic Goals.....	4
Learning: Literacy, Numeracy, Inclusion, Indigenization .....	4
Organizational Excellence: Strategic Plan, Facilities Plan, Financial Plan, Technology Plan .....	6
Relationships: Resilience - Mental Wellness; Nurturing Students, Staff and Families to Excel.....	7
Engagement: Students First - Student, Staff, Community Participation and Leadership - local, provincial, global. ....	8



## 2021-2022 Human Resources Annual Report

School District No. 8 (Kootenay Lake) (SD8) serves 5400 students and their families in Crawford Bay, Creston, Kaslo, Meadow Creek, Nelson, Salmo, Slocan, South Slocan, Winlaw, Wynndel, Yahk and the surrounding rural areas across two time zones.

Our visionary, creative team of 882 staff focuses on providing the best opportunities we can possibly create on behalf of our school communities.

We are a major employer in our region, and the largest employer in many of our communities.

### HR Vision, Mission, Values and Principles

**Our vision:** Attract, engage and develop.

**Our mission:** Human Resources fosters a high performing, inclusive and diverse work environment that attracts and inspires excellence for all employees.

#### With the Values:

- **Integrity:** Treat each employee with dignity, respect, honesty and trust.
- **Teamwork:** Promote and celebrate effective communication, collaboration and success.
- **Well-being:** Promote employee wellbeing by offering wellness initiatives and creating an agile workforce to manage change.
- **Service Excellence:** Anticipate, understand and respond in a timely and effective manner to the needs of all our partners.

#### Guided by the Principles:

- **Provide and sustain** an environment that inspires employees to contribute their full potential.
- **Demonstrate and implement** best human resource practices to support the organizational goals.
- **Commitment** to ensuring staffing levels correspond with student needs.
- **Comply** with the collective agreement, legal and ethical requirements.



## School District No. 8 (Kootenay Lake) Strategic Goals

Human Resources supports the goals in SD8's Strategic Plan: *Learning, Organizational Excellence, Relationships and Engagement*.

### Learning: Literacy, Numeracy, Inclusion, Indigenization

Human resources strives to develop leading-edge recruitment and employee engagement practices to cultivate a supportive, diverse and inclusive workplace. SD8 promotes equity hiring and hiring of Indigenous staff.

The majority (approximately 70 per cent) of our staff are teachers, teachers teaching on call (TTOC), and support workers engaged directly in helping students learn or be ready to learn. Support workers include educational assistants, youth and family workers, Aboriginal youth and family workers and early childhood educators who work under the CUPE collective agreement.

Approximately 20 per cent of our staff are bus drivers, school clerical workers, custodians, maintenance workers and IT staff who ensure students get to school safely, are in a healthy, safe and nurturing environment and have access to the tools and technology they need to be successful.

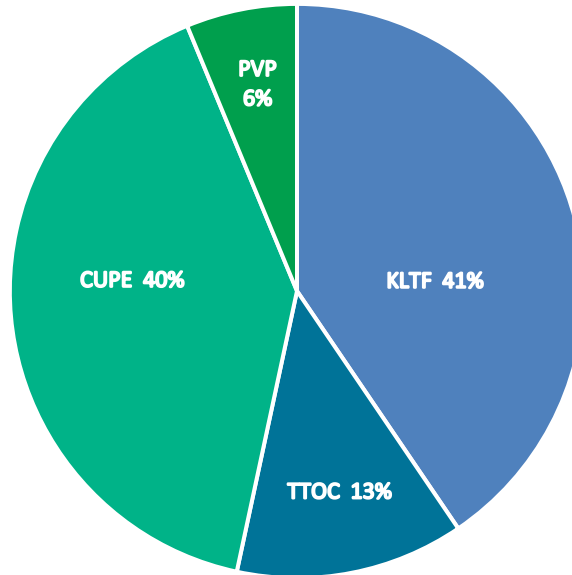
About six percent of our staff are excluded from collective agreements and work to manage and support and assist district educators, support staff and students, as well as liaise with the Board of Education.

Collectively, our 882 staff focus on excellence for all learners in a nurturing environment so every student can reach their fullest potential.





### SD8 Staff Functions



- Teachers (Kootenay Lake Teachers Federation - KLTF)
- Teachers Teaching on Call (TTOC)
- Support Staff - support workers, clerical, custodians, bus drivers, maintenance, IT (CUPE)
- Principals/Vice Principals/Excluded



## Organizational Excellence: Strategic Plan, Facilities Plan, Financial Plan, Technology Plan

Striving toward organizational excellence is how SD8 systems as a whole support student learning. Human resources continues to advance this goal:

- Work is aligned to the strategic plan.
- Built leadership and management capacity in our exempt staff.
- Instituted an employee wellness program.
- Building a performance management program where HR business requirements are in place.
- Developed leading-edge recruitment and employee engagement practices to manage our talent.
- Use of metrics such as hiring and recruitment and student transfer statistics, workforce monitoring and other employee data management to meet Ministry of education reporting and collective agreement requirements.

### HR Business Requirements



## Relationships: Resilience - Mental Wellness; Nurturing Students, Staff and Families to Excel.

To have great relationships, we know we need to inspire, model, and promote wellness, resilience, grit, confidence, and courage in our students, and in our staff. Human resources has taken these steps to achieve this by:

- Building a performance management program.
- Developing and maintaining an employee wellness program.
- Engaging in multiple Respectful Workplace training sessions and 23 on-boarding/orientation sessions for new staff.
- Engaging in constructive and positive ongoing relationships, discussions and bargaining with our union partners including the Kootenay Lake Teachers Federation and CUPE Local 748, with a combined total of about 40 meetings in the last year.
- Engaged in ongoing employee recognition. We issued service pins to 104 staff to recognize their service ranging from five years to 50 years, provided winter food gifts to all SD8 sites and 36 gift baskets to retiring employees.



## Engagement: Students First - Student, Staff, Community Participation and Leadership - local, provincial, global.

Engagement is how our system works together with community to support student learning. Relationships are most important to engagement and so our relationship and engagement goals overlap. We know we maximize student success when we maximize our relationships in a positive way.

Human Resources has taken these steps to achieve this:

- Developed leading-edge recruitment and employee engagement practices including:
  - Improved staffing process for Education Assistants and Youth and Family Workers and Teachers
  - Improved layoff and bumping process for Education Assistants and Youth and Family Workers
  - About 300 job postings per year communicated internally and externally through the *Make A Future* online recruitment site, our website, on social media and in selective print publications to attract talent to SD8.







*Mount Lavina at the north end of Kootenay Lake, looking onto Duncan Lake*



# 2021-2022 Board Calendar

DATE	TIME	LOCATION	MEETINGS	COMMENT
September 21, 2021	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	
	3:00 pm – 4:30 pm	Board Office, Nelson	Operations and Finance	Audited Financials Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Audited Financials Approval
October 19, 2021	12:30 – 4:30 pm	Board Office, Nelson	Committees of the Whole	
October 26, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
November 23, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
December 7, 2021	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Winter Break (December 19 – January 3)</i>				
January 18, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
February 15, 2022	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	3:00 – 4:30 pm	Board Office, Nelson	O&F Committee Meeting	Amended Budget Recommendation
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	Amended Budget Approval
March 8, 2022	1:00 – 2:00 pm	Board Office, Nelson	Closed Board Meeting	<i>If needed</i>
	2:00 – 4:30 pm	Board Office, Nelson	Edu. and G&P Committees	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Spring Break (March 12 – 27)</i>				
April 26, 2022	1:30 – 3:00 pm	Board Office, Nelson	Closed Board Meeting	
	3:30 – 4:30 pm	Board Office, Nelson	O&F Committee Meeting	Preliminary Draft Budget Review
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
May 17, 2022	12:30 – 5:00 pm	Board Office, Nelson	Committees of the Whole	O&F – Supt's Recommended Budget
May 24, 2022	3:30 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	2022-2023 Budget Approval
June 21, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Summer Break</i>				

