

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

**TUESDAY, OCTOBER 10, 2023**

**5:00 PM – 7:00 PM**

In person: **Conference Room at Service BC, 1404 Canyon Street Creston**

Via video conference: [Zoom](#) - Webinar 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 October 10, 2023 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. 5)** App. 7

**8. Adoption of Minutes (p. 16)** App. 8

**Proposed Resolution:**

**THAT** the minutes from the September 12, 2023 Meeting of the Board held in public **BE ADOPTED**, as circulated.

**9. Future and Action Item Tracking (p. 21)** App. 9

**10. Education – Reports from the Superintendent**

A. Literacy Continuous Learning Report (p. 23) App. 10A

B. Remembrance Day Schedule Memo (p. 24) App. 10B

C. Inclusive Education Supports (p. 25) App. 10C



## 11. Operations and Finance – Reports from the Secretary-Treasurer

- |   |          |
|---|----------|
| A. <u>Final Enrolment and Budget Update</u> (p. 29) | App. 11A |
| B. <u>2023/24 Capital Plan</u> (p. 34)              | App. 11B |

### **Proposed Resolution:**

**THAT** the Board of Education proceed to conclude three readings at this meeting for approval of:

- An additional 2023/24 request of \$195,000 for accessible playground equipment;
- An additional 2023/24 funding request of \$60,000 for bus purchases;
- An additional 2023/24 funding request of \$33,900 for Food Infrastructure Program (FIP);
- An additional 2023/24 funding request of \$322,900 for Minor Capital (SEP); and
- The District's Capital Plan Bylaw No 2023/24-CPSD8-02.

### **Proposed Resolution:**

**THAT** the additional 2023/24 funding request of \$195,000 for accessible playground equipment be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

### **Proposed Resolution:**

**THAT** the additional 2023/24 funding request of \$60,000 for bus purchases be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

### **Proposed Resolution:**

**THAT** the additional 2023/24 funding request of \$33,900 for the Food Infrastructure Program be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

### **Proposed Resolution:**

**THAT** the additional 2023/24 funding request of \$322,900 for the Minor Capital (SEP) be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.



**Proposed Resolution:**

**WHEREAS** in accordance with section 142 of the School Act, the Board of Education of School District No. 08 (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 2023/24 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 September 15, 2023, is hereby adopted.
2. This Capital Bylaw may be cited as School District 08 (Kootenay Lake) Capital Plan Bylaw No. 2023/24-CPSD8-02.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

- C. 2024/25 Capital Plan Submissions (p. 42)

App. 11C

**Proposed Resolution:**

**THAT** the Board of Education conclude three readings at this meeting for the approval of the submission of the Minor 2024/25 (BUS, CNCP, SEP) Capital Plan and the Minor 2024/25 (FIP) Capital Plan Submission Summaries.

**Proposed Resolution:**

**THAT** the Minor 2024/25 (BUS, CNCP, SEP) Capital Plan Submission Summary totalling \$3,145,386 be approved for submission to the Minister of Education and Child Care.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.



**Proposed Resolution:**

**THAT** the Minor 2024/25 (FIP) Capital Plan Submission Summary totalling \$137,900 be approved for submission to the Minister of Education and Child Care.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

**12. Governance and Policy**

- A. Approve Policy 113: Board Evaluation and Monitoring (p. 47)

App. 12A

**Proposed Resolution:**

**THAT** Policy 113 **BE APPROVED**.

- B. Rescind policies 320, 340, 412, 440, and 451 (p. 49)

App. 12B

- Policy 320: Student Attendance
- Policy 340: Communication
- Policy 412: Independent Homeschooler
- Policy 440: Extra-Curricular and Co-Curricular Activities
- Policy 451: Physical Restraint and Seclusion in School Settings

**Proposed Resolution:**

**THAT** Policies 320, 340, 412, 440, and 451 **BE RESCINDED**.

**13. Human Resources – Nil**

**14. Other Items – Nil**

**15. Trustee Reports**

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

**16. 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.*

**17. Meeting Schedule and Reminders**

- A. Board Meetings

The next Meeting of the Board held in the public is scheduled for November 14, 2023.

**18. Adjournment of Meeting**



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**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**  
**CONSENT PACKAGE – PUBLIC MEETING**  
**OCTOBER 10, 2023**

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**ITEM**

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

- |   |       |
|---|-------|
| 1. Board Correspondence Package                                       | p. 6  |
| 2. <a href="#">Superintendent's Report October 2023</a>               |       |
| 3. Monthly Financial Report – for period ended August 31, 2023        | p. 9  |
| 4. Transactions over 50k – for period ended August 31, 2023           | p. 13 |
| 5. List of Trustee Recusals   | p. 15 |
| 6. List of Approved Administrative Procedures                         |       |
| • <a href="#">AP 3112 Nominal Roll and Students Living on Reserve</a> |       |

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**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)****BOARD CORRESPONDENCE PACKAGE****OCTOBER 10, 2023**

ITEM		DATE
1.	Trustee Blackmore email to Board of Education regarding resign as Education PAC chair	Sep 14, 2023
2.	Response letter Vice Chair Lang to Trustee Blackmore regarding acceptance of resignation	Sep 15, 2023



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**From:** Mary Jayne Blackmore  
**Sent:** Thursday, September 14, 2023 7:47 AM  
**To:** SD8 - Trustees  
**Subject:** Letter of Resignation from Education PAC Chair

September 14, 2023

Dear Board of Education,

Please accept this letter of resignation from Chair of the Education Partner Advisory committee.

Sincerely,

Trustee Mary Jayne Blackmore

[Redacted Signature]

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School District 8  
Kootenay Lake

September 15, 2023

Trustee Mary Jayne Blackmore  
Via email

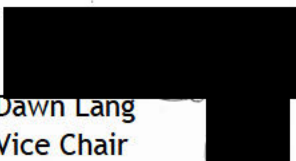
**Re: Acceptance of Resignation**

Dear Trustee Blackmore,

This letter is confirmation that your letter of resignation has been received and accepted for your role as chair of the Education Partner Advisory Committee.

On behalf of the Board of Education of School District No. 8 (Kootenay Lake), I want to thank you for supporting the work of the Education Partner Advisory committee.

Sincerely,



Dawn Lang  
Vice Chair  
Board of Education of  
School District No. 8 (Kootenay Lake)



## Monthly Financial Report

For the period ended August 31, 2023



## COMMENTS

### Operating Expenditure Report

- The budget information is based on the 2023-2024 Annual Budget approved by the Board on May 9, 2023.
- The last column shows whether the salaries expense is incurred based on the School calendar (10 months), or for the whole year (12 months), or a combination of both.
- The Operating Expenditure Report reflects two months of actual District operations and no months of School operations.
- Approximately 5% of the 2023-2024 Annual Budget has been spent by August 31, 2023.

### Special Purpose Expenditure Report

- The budget information is based on the 2023-2024 Annual Budget approved by the Board on May 9, 2023.
- The Special Purpose Expenditure Report reflects two months of actual District operations and no months of School operations.
- The Annual Facilities Grant spending for the first two months was \$290,744 and exceeded budget. At the conclusion of the projects, some amounts will be capitalized to Tangible Capital Assets and transferred to the Capital Fund, reducing the expenditure reported in the Special Purpose Fund.
- Expenditures for the Student & Family Affordability Fund will be funded from 2022-2023 unspent amounts authorized for carryforward by the Ministry of Education and Child Care.



# **OPERATING EXPENDITURE REPORT**

	July and August 2023 Actuals	2022-2023 Annual Budget	\$ Available Budget	% Available Budget	Applicable Months
<b>Salaries</b>					
Principal & Vice-Principal Salaries	763,339	4,356,162	3,592,823	82%	12
Teacher Salaries	55,991	23,869,156	23,813,165	100%	10/12
Educational Assistants	52,543	3,271,177	3,218,634	98%	10/12
Support Staff	705,745	7,417,949	6,712,204	90%	12
Other Professional Salaries	445,673	2,584,129	2,138,456	83%	12
TOCs/Relief Salaries	25,123	3,347,730	3,322,607	99%	10
<b>Total Salaries</b>	<b>2,048,414</b>	<b>44,846,303</b>	<b>42,797,889</b>	<b>95%</b>	
<b>Employee Benefits</b>	<b>390,130</b>	<b>11,135,793</b>	<b>10,745,663</b>	<b>96%</b>	
<b>Total Salaries and Benefits</b>	<b>2,438,544</b>	<b>55,982,096</b>	<b>53,543,552</b>	<b>96%</b>	
<b>Services &amp; Supplies</b>					
Services	354,791	2,184,518	1,829,727	84%	
Student Transportation	-	340,309	340,309	100%	
Professional Development & Travel	23,562	717,176	693,614	97%	
Rentals and Leases	6,104	34,441	28,337	82%	
Dues and Fees	38,373	89,682	51,309	57%	
Insurance	656	177,539	176,883	100%	
Supplies	176,518	3,403,049	3,226,531	95%	
Utilities	94,968	1,871,625	1,776,657	95%	
<b>Total Services &amp; Supplies</b>	<b>694,972</b>	<b>8,818,339</b>	<b>8,123,367</b>	<b>92%</b>	
<b>Total Operating Expense</b>	<b>3,133,516</b>	<b>64,800,435</b>	<b>61,666,919</b>	<b>95%</b>	



## SPECIAL PURPOSE FUND EXPENDITURE REPORT

	July and August 2023 Actuals	2022-2023 Annual Budget	\$ Available Budget	% Available Budget
<b>Ministry of Education and Child Care Funds</b>				
Annual Facilities Grant	290,744	279,640	(11,104)	-4%
Classroom Enhancement Fund Overhead	-	226,647	226,647	100%
Classroom Enhancement Fund Staffing	-	8,597,418	8,597,418	100%
Community Link	(165)	723,464	723,629	100%
ECE Dual Credit program	-	140,340	140,340	100%
Feeding Futures	-	644,263	644,263	100%
First Nation Transportation	-	21,566	21,566	100%
Learning Improvement Fund	-	233,351	233,351	100%
Mental Health in Schools	-	55,000	55,000	100%
OLEP	28	82,879	82,851	100%
Ready Set Learn	585	39,200	38,615	99%
Seamless Day Kindergarten	958	55,400	54,442	98%
StrongStart	(1,600)	160,000	161,600	101%
Student & Family Affordability Fund	1,227	-	(1,227)	0%
<b>Total MOECC Funds</b>	<b>291,777</b>	<b>11,259,168</b>	<b>10,967,391</b>	<b>97%</b>
<b>Other Provincial Special Purpose Funds</b>				
ASSAI	-	62,500	62,500	100%
Health Promoting Schools	-	27,000	27,000	0%
<b>Total MOECC Funds</b>	<b>-</b>	<b>89,500</b>	<b>89,500</b>	<b>100%</b>
<b>Other Special Purpose Funds</b>				
School Scholarships and Bursaries	-	38,000	38,000	100%
School Generated Funds	43,263	1,250,000	1,206,737	97%
Donations	4,568	25,000	20,432	0%
<b>Total MOECC Funds</b>	<b>47,831</b>	<b>1,313,000</b>	<b>1,265,169</b>	<b>96%</b>
<b>All Special Purpose Funds</b>	<b>339,608</b>	<b>12,661,668</b>	<b>12,322,060</b>	<b>97%</b>





## Monthly Transactions over 50K

For the period ended August 31, 2023

<b>PAYMENTS OVER \$50K (CHEQUES AND EFT)</b>
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<b>Date</b>	<b>Vendor Name</b>	<b>Amount</b>
30-Aug-23	Trainor Mechanical Contractors Ltd	\$440,297.05
23-Aug-23	Twin Rivers Controls Ltd.	\$55,524.00
23-Aug-23	Receiver General RP0002	\$54,404.37
16-Aug-23	Kays Road Contracting Ltd	\$55,340.25
9-Aug-23	Pacific Blue Cross	\$134,685.75
9-Aug-23	Receiver General RP0002	\$55,921.37
9-Aug-23	Receiver General RP0001	\$152,652.21
9-Aug-23	Teachers' Pension Fund	\$103,207.25



**LIST OF TRUSTEE RECUSALS**  
**2023-2024**

**Date of Meetings held in the  
absence of the public with one or  
more declared Conflicts of Interest**

**September 12, 2023**

**MEETING OF THE BOARD HELD IN PUBLIC  
MINUTES  
TUESDAY, SEPTEMBER 12, 2023**

**Board:**

L. Trenaman, Chair (via video conference)  
D. Lang, Vice-Chair  
K. Etheridge (via video conference)  
A. Gribbin  
M. J. Blackmore  
J. Bremner  
S. Chew  
S. Nazaroff  
M. Shunter

**District Staff:**

T. Smillie, Superintendent  
C. MacArthur, Interim Secretary-Treasurer  
B. Eaton, District Director of Instruction – Innovative Learning  
D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity  
C. Kerr, Director of Operations  
C. Singh, Director of Human Resources  
S. Bruskowski, Executive Assistant

**Student Trustees**

R. Fisher, LVR  
A. Thomson, LVR

**Guests:**

Kayla Northcote, BDO

**Regrets:**

Nil

**1. Call to Order**

Vice Chair Lang took on the role of Acting Chair for this meeting.

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

**2. Acknowledgement of Aboriginal Territory**

**3. Changes to the Proposed Agenda**

Item 12B: Review Letter from Ministry of Education and Child Care provided in Consent Package was added to the agenda.

BDO guest for agenda item 11A was updated to Kayla Northcote.

**4. Adoption of Agenda**

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

23/24-001

**THAT** the Agenda for this September 12, 2023, Special Closed Meeting, **BE ADOPTED** as amended.

The motion carried unanimously.

**5. Receiving Presentations – Nil**





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

**7. Consent Package**

**8. Adoption of Minutes**

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

23/24-002

**THAT** the minutes from the June 13, 2023 Meeting of the Board held in public **BE ADOPTED**, as circulated.

The motion carried unanimously.

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

**10. Education**

**A. School Food Programs Memo**

Superintendent Smillie announced that the district will receive additional targeted funding through the Feeding Futures program and welcomed Director Holitzki to present information on the new program. Feeding Futures funding is available to purchase food for vulnerable students and hire staff to purchase and coordinate food distribution to students. The goal is to support academic success as well as social development of vulnerable students. As it targets vulnerable students, the program does not provide free or subsidized meals to all students in the district. It is the largest investment in school food programs in provincial history.

A next step could be a universal food program across BC or Canada which would require further advocacy.

**B. Student Trustee Program Memo**

The Acting Chair welcomed LVR Student Trustees Fisher and Thomson. An introduction of all Student Trustees will take place at the next Meeting of the Board held in Public.

Director Eaton provided an update on the Student Trustee Program. Usually, Student Trustees are in their role for a two-year term. For this year, there will be two returning and eight new Student Trustees. They all attended an onboarding session on September 11.

**C. Superintendent Succession Designate Memo**

Superintendent Smillie designated Director Holitzki and Director Eaton to take on her responsibilities in case of her absence as outlined in the memo.

**11. Operations and Finance**

**A. Audited Financial Statements**



Interim Secretary-Treasurer MacArthur welcomed auditor Kayla Northcote from BDO to the meeting. Kayla presented the audit final report. The auditors did not find any indication of fraud. The audit is substantially completed.

No issues were noted in the audit findings. No internal control deficiencies were flagged and there were no unadjusted errors.

Kayla highlighted changes in reporting requirements that incorporate a new accounting standard related to Asset Retirement Obligations. A clean auditor's opinion was provided to School District No. 8 (Kootenay Lake).

Interim Secretary-Treasurer MacArthur thanked Kayla Northcote and her team for their work.

Interim Secretary-Treasurer MacArthur presented the 2022-2023 Audited Financial Statements. She presented the financial results by fund as well as a comparison to budget and differences to the prior year and provided background information. With an annual surplus of \$ 3.2 million in the operating fund, the district is in a strong financial situation.

As per Board Policy 621, the district aims for a 3-5% targeted surplus level for achieving educational goals and addressing financial health, stability and risk. Restricting accumulated surpluses as outlined in ministry policy ensures consistency, transparency, and accountability across school districts. With accumulated surplus at targeted levels, the district will be able to do long-term planning for projects and replace ageing equipment, vehicles and classroom equipment and furniture.

The Superintendent thanked Interim Secretary-Treasurer MacArthur on the exceptional work on the audited financial statements.

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-003

**THAT** the appropriation of the accumulated surplus for the Operating Fund and Capital Fund as stated in note 20 of the audited financial statements of the year ended June 30, 2023, **BE APPROVED.**

The motion carried unanimously.

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-004

**THAT** the Audited Financial Statements and Financial Discussion & Analysis for the year ended June 30, 2023, **BE APPROVED.**

The motion carried unanimously.

B. Statement of Financial Information (SOFI) Report



Interim Secretary-Treasurer MacArthur outlined the requirement of the SOFI report. It will be posted on the district website.

C. Quarterly Capital Update

Director of Operations, Kerr, provided a presentation on the Quarterly Capital Update. He highlighted work that had been completed across the district on various facilities.

## 12. Governance and Policy

A. Dates for Board Learning with Dr. Christopher Horsethief

Superintendent Smillie reported that Dr. Christopher Horsethief is available for work with the Board on Oct. 23 (1-4pm) and Nov 27 (1-4pm). Invites to the in-person meetings will go out, once the dates are confirmed.

B. Review Letter from Ministry of Education and Child Care provided in Consent Package

BCSTA reviewed the Code of Professional and Ethical Conduct at School District No. 8 (Kootenay Lake). Some suggestions were made and the policy will be reviewed at the next Policy Review Committee and brought to the Board.

## 13. Human Resources – Nil

## 14. Other Items

A. Proposed Motion for the BCSTA Kootenay Boundary Branch Meeting

Superintendent Smillie refreshed everyone's memories on the presentation held at the June 13, 2023 Meeting of the Board Held in Public provided by Samantha Gambling, BC Chapter Coordinator – The Coalition of Healthy School Food BC. The Board was asked to consider that this is the time to advocate for a universal food program.

Discussions took place whether the Board should advocate for a universal food program and the benefits of a universal versus an equitable school food program were highlighted.

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-005

**THAT** the Board of Education of School District No. 8 (Kootenay Lake) expresses support for a universal food program; and

**THAT** this proposal be brought forward to the BCSTA Kootenay Boundary Branch meeting for consideration for a motion to be brought forward to the BCSTA.

The motion carried with 3 opposed.

## 15. Trustee Reports

A. Trustees – Nil

B. Chair

Chair Trenaman thanked Vice Chair Lang for chairing all the meetings that were held today.



The chair reported from the BCSTA bylaw review meeting, the Pride Parade in Nelson, the BCSTA meeting with the Ministry of Education and Child Care. She reminded everyone of the BCSTA survey on their current mission, vision, and values which can be filled out either by individual Trustees or the Board as a collective.

Board Advocacy Day is coming up October 19 with. Three focus areas will be improving student outcomes, hiring and retention, as well as capital maintenance.

- C. BCSTA – Nil
- D. BCPSEA – Nil
- E. RDCK – Nil
- F. Other Committees – Nil
- G. Student Trustees

LVR Student Trustee Fisher reported that everyone was off to great start, which went very smoothly. Students and sports teams looking forward to a great start of the year.

Trustees gave a shoutout to all kindergarten teachers and team that gets StrongStart going.

#### **16. Comments or Questions from the Public**

One member of the public suggested there should be a universal lunch program serving all students.

#### **17. Meeting Schedule and Reminders**

- A. Board Meetings

The next Meeting of the Board held in the public is scheduled for October 10, 2023 in Creston.

#### **18. Adjournment of Meeting**

The meeting was adjourned at 7.08 PM.

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Board Chair

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Secretary-Treasurer



Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
<b>Resolutions in Progress</b>						
February 26, 2019	18/19-092	Properties Sell or Defer	<p>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;</p> <p>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;</p> <p>Moved by Trustee Lang, seconded by Trustee Chew:</p> <p>NOW THEREFORE BE IT RESOLVED</p> <p>THAT in line with past Board resolutions, the following property interests be sold forthwith:</p> <ol style="list-style-type: none"> <li>1. Former Crawford Bay maintenance yard;</li> <li>2. Retallack land;</li> <li>3. Former Yahk Elementary, and;</li> <li>4. Ymir Land;</li> </ol> <p>THAT the sale of the following property interests be deferred until the Board adopts the new 2019-2029 Facilities Plan:</p> <ol style="list-style-type: none"> <li>1. Former Al Collinson Elementary;</li> <li>2. Former Gordon Sargent Elementary;</li> <li>3. Kin Park in Creston, and;</li> <li>4. Salmo tennis court &amp; pool land</li> </ol>	Secretary-Treasurer	<p>As of April 2023, the following properties have not sold:</p> <ul style="list-style-type: none"> <li>- Former Crawford Bay maintenance yard;</li> <li>- Retallack II;</li> <li>- Ymir Land</li> <li>- Salmo Tennis Court &amp; Pool Land</li> </ul>	In Progress
<b>Standing Resolutions</b>						
<b>Resolutions for Repeal or Replacement</b>						
<b>Completed Resolutions</b>						
September 12, 2023	23/24-005	Advocate for Universal Food Program	THAT the Board of Education of School District No. 8 (Kootenay Lake) expresses support for a universal food program; and THAT this proposal be brought forward to the BCSTA Kootenay Boundary Branch meeting for consideration for a motion to be brought forward to the BCSTA.			Complete
September 12, 2023	23/24-004	Approve Audited Financial Statements	THAT the Audited Financial Statements and Financial Discussion & Analysis for the year ended June 30, 2023, BE APPROVED.			Complete
September 12, 2023	23/24-003	Approve Appropriation of Accumulated Surplus	THAT the appropriation of the accumulated surplus for the Operating Fund and Capital Fund as stated in note 20 of the audited financial statements of the year ended June 30, 2023, BE APPROVED.			Complete
September 12, 2023	23/24-002	Adoption of Minutes	THAT the minutes from the June 13, 2023 Meeting of the Board held in public BE ADOPTED, as circulated.			Complete
September 12, 2023	23/24-001	Adoption of Agenda	THAT the Agenda for this September 12, 2023, Special Closed Meeting, BE ADOPTED as amended.			Complete
June 13, 2023	22/23-059	Approve Policy 771	THAT Policy 771 BE APPROVED.			Complete
June 13, 2023	22/23-058	Approve 2025-2026 School Calendar	THAT the 2025-2026 School Calendar BE APPROVED.			Complete
June 13, 2023	22/23-057	Approve Enhancing Student Learning Report	THAT the 2022-2023 Enhancing Student Learning Report and School Learning Plans BE APPROVED.			Complete
June 13, 2023	22/23-056	Adoption of Minutes	THAT the minutes from the May 09, 2023 Meeting of the Board held in public BE ADOPTED, as circulated.			Complete
June 13, 2023	22/23-055	Adoption of Agenda	THAT the Agenda for this June 13, 2023 meeting BE ADOPTED, as circulated.			Complete
May 9, 2023	22/23-054	Rescind Policies	THAT Policies 220, 250, 260, 510, 520, 521, 530, 540, 550, 560, 570, and 580 BE RESCINDED.			Complete
May 9, 2023	22/23-053	Approve Policies	THAT Policies 170, 171, and 172 BE APPROVED as amended.			Complete
May 9, 2023	22/23-052	Approve Policy for Field Testing	THAT Policy 771 BE APPROVED for field testing.			Complete



## FUTURE AND ACTION ITEMS - OPEN BOARD MEETINGS

Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
May 9, 2023	22/23-051	2025-2026 School Calendars posted on website	THAT the 2025-2026 school calendars BE APPROVED for posting on the website from May 10, 2023 - June 10, 2023.			Complete
May 9, 2023	22/23-050	2023-2024 Board Calendar	THAT the 2023-2024 Board Calendar BE APPROVED.			Complete
May 9, 2023	22/23-049	5-year Capital Plan Approval	THAT the 2023-2028 5-Year Capital Operations plan BE APPROVED.			Complete
May 9, 2023	22/23-048	2023-2024 Budget Bylaw Approval	THAT the School District No. 8 (Kootenay Lake) Annual Budget Bylaw 2023-2024 BE APPROVED as read a first time; THAT the School District No. 8 (Kootenay Lake) Annual Budget Bylaw 2023-2024 BE APPROVED as read a second time; THAT the School District No. 8 (Kootenay Lake) Annual Budget Bylaw 2023-2024 BE ADOPTED as read a third time.			Complete
May 9, 2023	22/23-047	Reading of Amended Annual Budget Bylaw	THAT the Board unanimously agrees to give the Annual Budget Bylaw 2023/2024 all three readings at this meeting of May 09, 2023.			Complete
May 9, 2023	22/23-046	Strategic Plan Approval	THAT the Strategic Plan 2024-2029 BE APPROVED for implementation in the 2023-2024 school year.			Complete
May 9, 2023	22/23-045	Adoption of Minutes	THAT the minutes from the April 11, 2023 Meeting of the Board held in public BE ADOPTED, as circulated.			Complete
May 9, 2023	22/23-044	Adoption of Agenda	THAT the Agenda for this May 9, 2023 meeting BE ADOPTED, as circulated.			Complete
April 11, 2023	22/23-043	Adoption of School Fees	THAT the 2023-2024 School Fees BE APPROVED as proposed with minor corrections .			Complete
April 11, 2023	22/23-042	Capital Plan Bylaw	THAT the Board of Education unanimously agrees to give the Capital Project Bylaw No. 2023/24- CPSD8-01 all three readings at this meeting of April 11, 2023.  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 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 2023/24 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, 2023, is hereby adopted. 2. This Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2023/24-CPSD8-01." READ A FIRST TIME the 11th day of April 2023; READ A SECOND TIME the 11th day of April 2023; READ A THIRD TIME, PASSED the 11th day of April 2023.			Complete
April 11, 2023	22/23-041	Approve Strategic Plan for Field Testing	THAT the 2024-2029 Strategic Plan BE APPROVED for field testing.			Complete
April 11, 2023	22/23-040	Adoption of Minutes	THAT the minutes from the March 14, 2023 Meeting of the Board held in public BE ADOPTED, as circulated.			Complete
April 11, 2023	22/23-039	Adoption of Agenda	THAT the Agenda for this April 11, 2023 meeting BE ADOPTED, as circulated.			Complete
March 14, 2023	22/23-038	Appraisal of policies 111, 112, 113, 114, 115, 116, and 620	THAT Policies 111, 112, 113, 114, 115, 116, and 620 BE APPROVED.			Complete



**FROM:** Trish Smillie, Superintendent  
**DATE:** October 10, 2023  
**SUBJECT:** Literacy Continuous Learning Report 2023-2024

**For Information**

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## Introduction

This memorandum provides an overview of the [Literacy Continuous Learning Report for the 2023-2024](#) school year.

## Background

The mandate of public education is to develop the educated citizen. School District No.8 (Kootenay Lake) is guided by its vision and core values. All resources and district initiatives are aligned with Ministry of Education and Child Care goals. School learning plans also support the commitment to the “Educated Citizen” mandate that focuses on the intellectual, human and social and career development of every student.

## Information

SD8 has one literacy goal for all students from kindergarten through grade 12:

*“Improve literacy proficiency for all learners”*

The [Literacy Continuous Learning Report 2023-2024](#) looks at student literacy trends in district data and provides a description of the supports, resources and goals that comprise SD8’s commitment to ensuring literacy success for all learners. Action items are prioritized to ensure continuous learning for all learners, including Indigenous learners, learners with diverse abilities, children and youth in care, and English language learners. These action items are connected to the priority areas outlined in the [2022-2023 Enhancing Student Learning Report](#).

With the implementation of a district-wide literacy coherence model, SD8 is optimistic that all students will be set up for success throughout their K-12 school experience and beyond.



**FROM:** Trish Smillie, Superintendent  
**DATE:** October 10, 2023  
**SUBJECT:** Remembrance Day Ceremonies 2023

**For Information**

## Introduction

This memorandum provides the schedule of 2023 Remembrance Day ceremonies.

## Information

Remembrance Day ceremonies are held on the school day immediately preceding Remembrance Day. School staff take this time to ensure our past continues to be remembered at each stage of a student's life.

Trustees are invited to attend their local schools' ceremony. An invitation will be sent by the principal to each trustee.

The Remembrance Day ceremony schedule follows for the Board's review.

School Name	Date	Time of Ceremony (Morning)
ARES	Nov 10th	11:00
CLES	Nov 10th	10:45
EES	Nov 10th	8:45
Erickson	Nov 10th	8:45
KRSS	Nov 10th	10:30
Wildflower Creston	Nov 10th	10:30
Blewett	Nov 10th	11:00
Hume	Nov 10th	10:50
LV Rogers	Nov 10th	10:50
Redfish	Nov 10th	10:45
Rosemont	Nov 10th	10:45
SNES	Nov 10th	11:00
Trafalgar	Nov 10th	11:00
Wildflower Nelson	Nov 9th	11:00
BKES	Nov 10th	10:50
Mt Sentinel Secondary	Nov 10th	12:00
WE Graham	Nov 10th	11:00
Winlaw	Nov 10th	10:50
SES	Nov 10th	10:45
SSS	Nov 10th	11:00
CBESS	Nov 10th	11:00
Jewett	Nov 10th	11:00
JV Humphries	Nov 10th	11:00
Wildflower Nelson	Nov 9th	11:00





**FROM:** Trish Smillie, Superintendent  
**DATE:** October 10, 2023  
**SUBJECT:** Inclusive Education Supports

**For Information**

## Introduction

This memorandum provides an overview of the process for student special needs category designation with the Ministry of Education and Child Care, and the process for determining inclusive education supports in School District No. 8 (Kootenay Lake).

## Background

SD8 follows the direction of the BC Ministry of Education and Child Care with regard to determination of special needs designations for students. The Ministry's [Special Education Policy Manual](#) describes the expectations of the Ministry of Education and Child Care to fully include students with special needs and support student graduation.

The Ministry of Education and Child Care expects that districts create an inclusive education system where "students with special needs are fully participating members of a community of learners". In the inclusive system, "all students are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their educational programs".

The Ministry of Education and Child Care's direction to school districts is to "provide a student who has special needs with an educational program in a classroom where the student is integrated with other students who do not have special needs, unless the educational needs of the student with special needs or other students indicate that the educational program for the student with special needs should be provided otherwise".

Districts who have students with an approved Ministry of Education and Child Care special needs designation may receive supplemental funding from the Ministry of Education and Child Care, depending on the student's Ministry designation. This supplemental funding to districts is described by the Ministry of Education and Child Care in [K-12 Funding - Special Needs](#).

Unique student funding is determined by the number of students who meet criteria as in Categories A-H. This funding is not allocated to individual students; rather, they form a portion of the district's operating funds.

Unique funding is provided in the following categories:

- **Level 1 (Category A and B)**- Includes students with multiple needs who are Physically Dependent or Deaf Blind.
- **Level 2 (Categories C-G)** - Includes students with Moderate/Profound Intellectual Disabilities, with Physical Disabilities or Chronic Health Impairments, with Visual Impairments, with Autism Spectrum Disorder, or students who are Deaf or Hard of Hearing.
- **Level 3 (Category H)** - Includes students requiring Intensive Behaviour Interventions or students with Serious Mental Illness.



The district is not provided supplemental funding for all special education designations. Designation categories K-R are included as part of regular operational funds only; there is no supplemental special needs funding received by the district from the Ministry of Education and Child Care for students in these categories.

Regardless of district funding from the Ministry of Education and Child Care, students are supported according to their presented needs, through classroom teacher adaptations to curriculum and learning environments, assistive technology, in school staff support and/or resources, and in some cases, district staff support and/or resources.

Each student with a Ministry of Education and Child Care special needs designation has an annually updated Individual Education Plan (IEP) that provides information about the student's strengths, interests, stretches and needs, and guides school and district staff in supporting the student. As the Ministry notes, "some students require small adaptations and minimum levels of support; other students with more complex needs may require detailed planning. The IEP will reflect the complexity of the student's need".

Students with special needs are supported in classrooms in a variety of ways. In its fundamental competency-based approach, BC's curriculum has built-in supports for all students including those with special needs. All students are supported to learn about big ideas and to develop their curricular competencies and core competencies.

The IEP for students with special needs describes supplemental strategies to support this development and describes possible supports that students may access. In the classroom for example, these supports may include materials adapted by the teacher, adapted assessment strategies, learning environment changes, seating changes, augmentative technology, software and hardware in the classroom, tools that support student function, and other accommodations based on the student's learning profile.

All education staff support students with special needs. The classroom teacher is the primary support for students with special needs and is responsible for designing programs for students with special needs.

The teacher's role is described in Sections 17(1) and (2) of the School Act and the attendant School Regulation Section 4, which prescribe that "the teacher responsible for a student with special needs is responsible for designing, supervising and assessing the educational program for that student".

School principals have a significant role in supporting students with special needs, including "ensuring that a school-based team is operational in the school and facilitating the collaborative efforts of the team members in meeting the special needs of students".

Education Assistants are another support for students with special needs in classrooms. Section 18 of the School Act describes that "a board may employ persons other than teachers to assist teachers in carrying out their responsibilities and duties" and that education assistants "shall work under the direction of a teacher and the general supervision of a teacher or school principal".

Further background information describing inclusion, IEPs, student supports and roles and responsibilities of staff is included in the linked documents: [Inclusion in School District 8](#), the [School District 8 Parent/Guardian Guide to Inclusive Education](#), and the [BCTF/CUPE joint paper](#)



[on the Roles and Responsibilities of Teachers and Education Assistants, BC Ministry of Education and Child Care's Special Education Services: A Manual of Policies, Procedures and Guidelines](#) .

## Information

SD8 promotes learning and well-being for all students including those with designations and works to build staff capacity to support students with designations in schools. Classroom teachers provide the primary support to students, with schools providing caring and inclusive learning environments for all students. SD8 provides resources and supports to help the few students who require intensive interventions.

Students and school staffs are supported where required, by the District's Inclusive Education Department. This support is in a variety of areas, such as the review and approval of files toward a Ministry of Education and Child Care designation, the review and confirmation of school levels of support for students, the allocation of resources requested by schools, specialized consultation in strategies to support students, the provision of specialized resources, supports and/or interventions for students, and in the provision of professional learning, training and mentoring for staff. Inclusive Education staff also work closely with parents, outside agencies, and other government agency supports (such as [Community Living BC](#)).

For most students with designated special needs, classroom teachers design learning experiences that provide students with access to the learning environment and to the curriculum, and demonstrate learning in ways best suited to them. For students with designated special needs, Individual Education Plans (IEPs) provide the classroom teacher and school Inclusion Support Teacher with information and strategies they can use to create meaningful and effective learning opportunities tailored to students' needs. Each student in SD8 with a Ministry of Education and Child Care designation has an IEP. This document is a collaborative effort amongst classroom teachers, Inclusion Support teachers in schools, the school counsellor, the school principal, District Inclusive Education specialist staff, the involved Education Assistants, the student, and student's family. In addition to collaboration amongst the team above, some IEPs draw recommendations for accommodations from psycho-educational testing reports generated from the School Psychologist. On a yearly basis, the IEP is updated to reflect the student's growing strengths, interests, stretches, and needs and how these will be supported within the student's classroom.

There are many forms of support provided to students with special needs in SD8, including teaching strategies, environmental changes to the classroom and seating, technological resources (such as Google Read and Write), structural changes such as break times, and adaptations to classroom materials (such as one-point rubrics, different access points for curriculum, etc).

In some classrooms with students with special needs, Education Assistants have been assigned to provide universal supports (to all/groups of students) and potentially to provide more specific essential supports (for some students with specific needs). Essential supports draw information from the student's IEP and are directed by the classroom teacher and the Inclusion Support teacher.

In order to support schools with the provision of additional resources for each student with special needs through the IEP and other information, the parameters from the Ministry of Education and Child Care regarding audit criteria for each designation, the Board of Education's



budget determinations, and timelines that guide our work, the District undertakes a comprehensive process each year to provide an allocation for staffing levels that may include Education Assistants and/or Youth and Family Workers.

#### Collection and Review of Student Support Files

In preparation for the following year's compliance with the Ministry of Education and Child Care's September 1701's, Inclusive Education works with school staff starting in February each year.

According to the [Ministry of Education and Child Care Special Education Category Checklists](#), staff at schools must submit complete information to Inclusive Education for each student for whom a special needs designation is being sought. The principal at each school must verify that the information submitted is complete, accurate, and meets the Ministry category checklist. Submitted student support files are reviewed at the district office by a team of school and district staff, and files are either approved or not approved depending on whether the specific Ministry designation category checklist criteria have been met. Files not approved for Ministry designations are returned to schools to be updated, completed, and re-submitted for a further review if the school team wishes.

#### Assignment of Allocations to Schools for Support

The process to allocate supports to schools begins with determining enrolment projections in February of each year. Once enrolment projections are received by the district from each school, they form part of the yearly SD8 budget process. Each year, the Board of Education approves the budget, including the budgeted amount of resources toward teachers and education assistant (EA) staff for the following school year.

For each student designated within Level 1, 2, or 3, the SD8 SISAR (School Inclusion Support Allocation) form is completed by the school Inclusion Support teacher, classroom teacher and Principal in order to determine the level of supports an individual student requires in the school environment. The classroom teacher, school Inclusion Support teacher, and school principal jointly determine the type of support needed at the school in order to support the inclusion of all students with special needs. These supports, as previously indicated, include a variety of possible supports or resources such as technology, Inclusion Support teacher time in the classroom, learning resources, teacher training, and so on.

In some cases, students designated in Level 1, 2, or 3 may also benefit from additional staff assigned to the classroom in the form of the Inclusion Support teacher and/or an education assistant to support the classroom teacher and to support the achievement of IEP goals for a student with designated special needs. The district distributes allocations to schools for specialized teacher and education assistant staffing in the spring of each year so that these supports are ideally in place by September of the upcoming school year.

SD8 provides support and resources to schools for students with designated special needs in a variety of ways. Staff throughout the district support full inclusion of students with their peers and in their classrooms in order that students may achieve their IEP goals and ultimately, graduate with dignity, purpose and options.



**FROM:** Cathy MacArthur, Secretary-Treasurer

**DATE:** October 10, 2023

**SUBJECT:** Final 2023-2024 Enrolment and Forecasted 2023-2024 Operating Grant

**For Information**

## Introduction

This memorandum provides information on the enrolment determined in the 1701 verification process and the resulting budget update.

## Background

The District is required to submit student enrolment data to the Ministry of Education and Child Care as of September 29, 2023. After the initial submission is received, there is a period of data verification by the Ministry of Education and Child Care to account for duplicate enrolments and other anomalies. Once that process is complete, the District receives an echo report around the third week of October that confirms the enrolment.

## Information

### Overall Enrolments

Total student enrolment in SD8 schools includes online learning students and adult students, as well as students who are unique learners, but does not include homeschoool students. The following table compares the actual September 29, 2023 FTEs to the projected September 29, 2023 FTEs and the actual September 30, 2022 FTEs:

Student FTEs	Actual Sept 29, 2023 (A)	Projected Sept 29, 2023 (B)	Actual Sept 30, 2022 (C)	Variance from Projected Sept 29, 2023 (A-B)	Variance from Actual Sept 30, 2022 (A-C)
Standard, continuing education and alternate schools	4,497.8125	4,496.0000	4,526.3750	1.8125	(28.5625)
Online learning	279.3125	230.0000	235.4375	49.3125	43.8750
	<b>4,777.1250</b>	<b>4,726.0000</b>	<b>4,761.8125</b>	<b>51.1250</b>	<b>15.3125</b>

Based on the September 29, 2023 1701 enrolment verification, the overall elementary and secondary enrolment is 51.125 FTEs (1.1%) above the projected enrolments and increased by 15.3125 FTEs (0.3%) compared to the prior year actual FTEs.

The enrolment for standard, continuing education and alternate schools represents 94% of the total enrolments and the enrolment for online learning (Elev8 - DESK and Elev-8 Homelinks) represents 6% of the total enrolments. Standard, continuing education and alternate schools FTEs are close to the



projected FTEs but 28.5625 below the prior year. Online learning FTEs are significantly higher than projected FTEs and higher than the prior year.

### Unique Student Enrolments

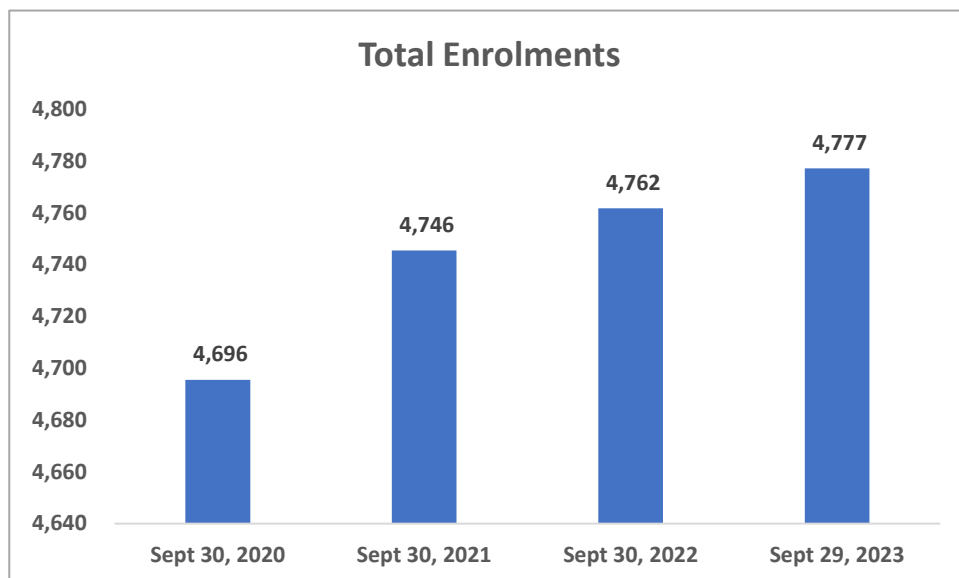
The following table compares the actual September 29, 2023 FTEs to the projected September 29, 2023 FTEs and the actual September 30, 2022 FTEs for unique students:

Student FTEs	Actual Sept 29, 2023 (A)	Projected Sept 29, 2023 (B)	Actual Sept 30, 2022 (C)	Variance from Projected Sept 29, 2023 (A-B)	Variance from Actual Sept 30, 2022 (A-C)
Special Education Level 1	4.0000	5.0000	4.0000	(1.0000)	-
Special Education Level 2	215.0000	226.0000	213.0000	(11.0000)	2.0000
Special Education Level 3	48.0000	51.0000	53.0000	(3.0000)	(5.0000)
English/French Language Learning	83.0000	72.0000	77.0000	11.0000	6.0000
Indigenous Education	868.0000	846.0000	871.0000	22.0000	(3.0000)
	<b>1,218.0000</b>	<b>1,200.0000</b>	<b>1,218.0000</b>	<b>18.0000</b>	<b>-</b>

Overall, unique student enrolments are 18 FTEs above projected FTEs and consistent with the prior year. Student FTEs with special education needs are below projected FTEs whereas English/French Language Learners and Indigenous learner FTEs are above the projected FTEs. Compared to the prior year, student FTEs with Special Education Level 2 and English/French Language Learners are higher than the prior year while student FTEs with Special Education Level 3 and Indigenous Learners are lower than the prior year.

### Historical Enrolments

The chart below shows the September enrolments over the last four years. The change in student FTEs between 2020 and 2023 is 81 FTEs (1.7%).



Appendix A provides further historical information on enrolments by school for September 29, 2023 compared to the prior three years.

#### Changes in Funding Rates per Student

The following table shows a comparison of the B.C. Ministry of Education and Child Care funding rates per student for 2023-2024 and 2022-2023:

Per Student Funding Rates (\$)	2023 - 2024	2022 - 2023	Increase (Decrease)	
			\$	%
Basic Allocation (standard, continuing education, and alternate schools)	8,625	7,885	740	9.4%
Basic Allocation (online learning)	6,960	6,360	600	9.4%
Students with Special Needs - Level 1	49,070	44,850	4,220	9.4%
Students with Special Needs - Level 2	23,280	21,280	2,000	9.4%
Students with Special Needs - Level 3	11,760	10,750	1,010	9.4%
English / French Language Learners	1,735	1,585	150	9.5%
Indigenous Education	1,710	1,565	145	9.3%
Non-graduated Adult Education	5,505	5,030	475	9.4%
Home Schooling	250	250	-	0.0%
Course Challenges	246	246	-	0.0%

The funding rates per student for the basic allocations, students with special needs and non-graduated adult education have increased by 9.4%. The funding rate per student for english /French language learners has increased 9.5% whereas the funding rate per student for indigenous education has increased by 9.3%.

#### Change in Operating Grant Funding Compared to Original 2023-2024 Budget

The following table shows the forecasted operating grant revenue based on September 29, 2023 enrolments compared to the budgeted operating grant revenue:

	Student FTEs				Actual Sept 29, 2023	Budgeted Sept 29, 2023	Variance from Budgeted	
	Actual Sept 29, 2023	Projected Sept 29, 2023	Variance from Budgeted Sept 29, 2023				Sept 29, 2023	
Basic Allocation (standard, continuing education, and alternate schools)	4,497.8125	4,496.0000	1.8125	0.0%	38,793,633	38,778,000	15,633	0.0%
Basic Allocation (online learning)	279.3125	230.0000	49.3125	21.4%	1,944,015	1,600,800	343,215	21.4%
Basic Allocations	4,777.1250	4,726.0000	51.1250	1.1%	40,737,648	40,378,800	358,848	0.9%
Students with Special Needs - Level 1	4.0000	5.0000	(1.0000)	(20.0%)	196,280	245,350	(49,070)	(20.0%)
Students with Special Needs - Level 2	215.0000	226.0000	(11.0000)	(4.9%)	5,005,200	5,261,280	(256,080)	(4.9%)
Students with Special Needs - Level 3	48.0000	51.0000	(3.0000)	(5.9%)	564,480	599,760	(35,280)	(5.9%)
English / French Language Learners	83.0000	72.0000	11.0000	15.3%	144,005	124,920	19,085	15.3%
Indigenous Education	868.0000	846.0000	22.0000	2.6%	1,484,280	1,446,660	37,620	2.6%
Non-graduated Adult Education	3.7500	2.0000	1.7500	87.5%	20,644	11,010	9,634	87.5%
Unique Student Enrolments	1,221.7500	1,202.0000	19.7500	1.6%	7,414,889	7,688,980	(274,091)	(3.6%)
Home Schooling	49.0000	64.0000	(15.0000)	(23.4%)	12,250	16,000	(3,750)	(23.4%)
Course Challenges	3.0000	3.0000	-	0.0%	810	810	-	0.0%
Other Funding	52.0000	67.0000	(15.0000)	(22.4%)	13,060	16,810	(3,750)	(22.3%)
					48,165,597	48,084,590	81,007	0.2%





Overall, the forecasted operating grant revenue is \$81,007 (0.2%) above budget. The operating grant revenue from the basic allocation is \$358,848 above budget while the operating grant revenue from unique student enrolments is \$274,091 below budget. Home Schooling and Course Challenges are \$3,750 below budget.

Additional operating grant revenue from online learners accounts for the majority of the positive variance in basic allocation revenue. Operating grant revenue from Student with Special Needs is \$340,430 below budget while operating grant revenue for English/French Language Learners, Indigenous Learners and Non-graduated Adult Learners is \$66,339 above budget.

#### Change in Operating Grant Funding Compared to September 30, 2022

The following table compares the forecasted operating grant revenue based on September 29, 2023 enrolments to the September 30, 2022 operating grant revenue:

	Student FTEs				Actual Sept 29, 2023	Actual Sept 30, 2022	Variance from Actual Sept 30, 2022	
	Actual Sept 29, 2023	Actual Sept 30, 2022	Variance from Actual Sept 30, 2022					
Basic Allocation (standard, continuing education, and alternate schools)	4,497.8125	4,526.3750	(28.5625)	(0.6%)	38,793,633	35,690,467	3,103,166	8.7%
Basic Allocation (online learning)	279.3125	235.4375	43.8750	18.6%	1,944,015	1,497,383	446,633	29.8%
	4,777.1250	4,761.8125	15.3125	0.3%	40,737,648	37,187,849	3,549,798	9.5%
Students with Special Needs - Level 1	4.0000	4.0000	-	0.0%	196,280	179,400	16,880	9.4%
Students with Special Needs - Level 2	215.0000	213.0000	2.0000	0.9%	5,005,200	4,532,640	472,560	10.4%
Students with Special Needs - Level 3	48.0000	53.0000	(5.0000)	(9.4%)	564,480	569,750	(5,270)	(0.9%)
English / French Language Learners	83.0000	77.0000	6.0000	7.8%	144,005	122,045	21,960	18.0%
Indigenous Education	868.0000	871.0000	(3.0000)	(0.3%)	1,484,280	1,363,115	121,165	8.9%
Non-graduated Adult Education	3.7500	4.5000	(0.7500)	(16.7%)	20,644	22,635	(1,991)	(8.8%)
	1,221.7500	1,222.5000	(0.7500)	(0.1%)	7,414,889	6,789,585	625,304	9.2%
Home Schooling	49.0000	64.0000	(15.0000)	(23.4%)	12,250	16,000	(3,750)	(23.4%)
Course Challenges	3.0000	30.0000	(27.0000)	(90.0%)	810	7,380	(6,570)	(89.0%)
	52.0000	94.0000	(42.0000)	(44.7%)	13,060	23,380	(10,320)	(44.1%)
					48,165,597	44,000,814	4,164,782	9.5%

Overall, the projected operating grant revenue is \$4,164,782 (9.5%) higher than the prior year with the basic allocation accounting for \$3,549,798 of the increase and unique student enrolments accounting for \$625,304 of the increase. Home Schooling and Course Challenges are \$10,320 below the prior year.





## APPENDIX

### HISTORICAL ENROLMENTS BY SCHOOL

School	Actual Enrolment - Student FTEs				% Increase (Decrease)		
	Sept 29, 2023	Sept 30, 2022	Sept 30, 2021	Sept 30, 2020	2023 vs 2022	2022 vs 2021	2021 vs 2020
Adam Robertson Elementary	308.0000	292.0000	314.0000	297.0000	5.5%	(7.0%)	5.7%
Blewett Elementary	105.0000	100.0000	125.0000	119.0000	5.0%	(20.0%)	5.0%
Brent Kennedy Elementary	203.0000	204.0000	205.0000	208.0000	(0.5%)	(0.5%)	(1.4%)
Canyon Lister Elementary	133.0000	131.0000	117.0000	127.0000	1.5%	12.0%	(7.9%)
Crawford Bay Elementary Secondary	68.3750	80.9375	65.6875	69.1250	(15.5%)	23.2%	(5.0%)
Elev8 - DESK	125.6875	75.8125	111.4375	145.9375	65.8%	(32.0%)	(23.6%)
Elev8 - Homelinks	153.6250	159.6200	197.0625	213.3125	(3.8%)	(19.0%)	(7.6%)
Erickson Elementary	184.0000	189.0000	184.0000	191.0000	(2.6%)	2.7%	(3.7%)
Hume Elementary	228.0000	221.0000	221.0000	212.0000	3.2%	0.0%	4.2%
JV Humphries Elementary Secondary	198.6250	198.3750	208.3125	190.5000	0.1%	(4.8%)	9.4%
Jewett Elementary	13.0000	10.0000	9.0000	11.0000	30.0%	11.1%	(18.2%)
Kootenay River Secondary	579.0000	545.2500	510.6875	494.1250	6.2%	6.8%	3.4%
LV Rogers Secondary	577.8750	569.7500	517.5000	684.9375	1.4%	10.1%	(24.4%)
Mount Sentinel Secondary	274.9375	281.6200	270.8125	266.1250	(2.4%)	4.0%	1.8%
REACH Alternate	7.0000	3.0000	6.0000	10.0000	133.3%	(50.0%)	(40.0%)
Redfish Elementary	98.0000	109.0000	98.0000	97.0000	(10.1%)	11.2%	1.0%
Rosemont Elementary	123.0000	122.0000	114.0000	115.0000	0.8%	7.0%	(0.9%)
Salmo Elementary	136.0000	147.0000	142.0000	131.0000	(7.5%)	3.5%	8.4%
Salmo Secondary	143.0000	144.4375	141.0000	134.0625	(1.0%)	2.4%	5.2%
Sequoia Centre	8.0000	13.0000	14.0000	12.0000	(38.5%)	(7.1%)	16.7%
South Nelson Elementary	203.0000	190.0000	212.0000	207.0000	6.8%	(10.4%)	2.4%
Trafalgar Middle	563.0000	615.0000	582.0000	405.0000	(8.5%)	5.7%	43.7%
W. E. Graham Community	74.0000	96.0000	97.0000	78.4375	(22.9%)	(1.0%)	23.7%
Wildflower	174.0000	168.0000	196.0000	190.0000	3.6%	(14.3%)	3.2%
Winlaw Elementary	96.0000	96.0000	87.0000	87.0000	0.0%	10.3%	0.0%
	<b>4,777.1250</b>	<b>4,761.8025</b>	<b>4,745.5000</b>	<b>4,695.5625</b>	<b>0.3%</b>	<b>0.3%</b>	<b>1.1%</b>



**FROM:** Cathy MacArthur, Secretary-Treasurer

**DATE:** October 10, 2023

**SUBJECT:** 2023/24 Capital Plan

**For Approval**

---

## Introduction

This memorandum provides information on changes to the 2023/24 Capital Plan 2.

## Information

### 2023/24 Capital Plan Bylaw No. 2023/24-CPSD8-01

The Ministry of Education and Child Care approved the 2023/24 Minor Capital funding on March 15, 2023 and the Board approved Capital Plan Bylaw No. 2023/24-CPSD8-01 on April 11, 2023. It included \$1,360,000 for the following minor capital projects:

- Mount Sentinel - School Enhancement Project (SEP) - HVAC Upgrades;
- Trafalgar Middle School - School Enhancement Project (SEP) - Plumbing Upgrades (New sprinkler system);
- Kootenay Rive Secondary, LV Rogers Secondary, Redfish Elementary and Salmo Secondary Schols - Carbon Neutral Capital Project (CNCP) - HVAC Upgrades, design, tender & construction

It also included \$919,920 for five (5) school bus replacements, including two (2) electric buses.

### Additional Funding for 2023/24

After April 11, 2023, the Ministry of Education and Child Care informed the district of the following additional funding for 2023/24:

- \$195,000 for accessible playground equipment at Canyon Lister Elementary School under the Playground Equipment Program (PEP);
- \$60,000 toward the electric bus purchases; and
- \$33,900 under the Food Infrastructure Program (FIP) to support the school food equity programs in B.C. schools and the Feeding Futures Program.

The FIP funding will provide kitchen equipment at JV Humphries Elementary/Secondary, South Nelson Elementary, Central Elementary, Mt Sentinel Elementary/Secondary, and Salmo Elementary Schools.

Additional funding under the School Enhancement Program (SEP) may also be available through a mid-year funding request. Additional funding of \$322,900 would advance the work on the sprinkler



system at Trafalgar Middle School. If approved by the Ministry, a new Annual Capital Bylaw will require approval by the Board at a future meeting.

### **Recommendation**

Attached is a letter from the Ministry outlining the revised approved funding for 2023/24 (Capital Plan Bylaw No. 2023/24-CPSD8-02).

To approve the requests for additional 2023/24 capital funding and the Capital Plan Bylaw No 2023/24-CPSD8-02 in one evening requires unanimous consent of the Board. The motion to conclude three readings at this meeting and approve the funding requests and revised Capital Plan Bylaw are provided below:

**THAT** the Board of Education proceed to conclude three readings at this meeting for approval of:

- An additional 2023/24 request of \$195,000 for accessible playground equipment;
- An additional 2023/24 funding request of \$60,000 for bus purchases;
- An additional 2023/24 funding request of \$33,900 for Food Infrastructure Program (FIP);
- An additional 2023/24 funding request of \$322,900 for Minor Capital (SEP); and
- The District's Capital Plan Bylaw No 2023/24-CPSD8-02.

**THAT** the additional 2023/24 funding request of \$195,000 for accessible playground equipment be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

**THAT** the additional 2023/24 funding request of \$60,000 for bus purchases be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

**THAT** the additional 2023/24 funding request of \$33,900 for the Food Infrastructure Program be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

**THAT** the additional 2023/24 funding request of \$322,900 for the Minor Capital (SEP) be approved.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.



**CAPITAL BYLAW NO. 2023/24-CPSD8-02**  
**CAPITAL PLAN 2023/24**

WHEREAS in accordance with section 142 of the School Act, the Board of Education of School District No. 08 (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 2023/24 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 September 15, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 08 (Kootenay Lake) Capital Plan Bylaw No. 2023/24-CPSD8-02.

READ A FIRST TIME THE 10th DAY OF October 2023;  
READ A SECOND TIME THE 10th DAY OF October 2023;  
READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

APPLY CORPORATE SEAL

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Board Chair

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Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 08 (Kootenay Lake) Capital Bylaw No. 2023/24-CPSD8-02 adopted by the Board the 10th DAY OF October 2023.

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Secretary-Treasurer





September 15, 2023

Ref: 293335

To: Secretary-Treasurer and Superintendent  
School District No. 8 (Kootenay Lake)

**Capital Plan Bylaw No. 2023/24-CPSD08-02**

**Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2023/24**

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This letter is in response to your School District's 2023/24 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- **School Food Infrastructure Program (FIP)\***
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

**\*Note: The FIP is a new program commencing in fiscal year 2023/24. FIP project requests are required to be submitted as part of the capital plan submissions that are due on June 30, 2023. School districts will be advised of approved FIP projects in early fall via an amended 2023/24 Capital Plan Response letter. Further information regarding the scope of the program, program criteria, and eligible projects will be included in the 2024/25 Capital Plan Instructions.**

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

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Ministry of  
Education and Child Care

Capital Management Branch  
Resource Management Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

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### MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

#### New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Sentinel Secondary	SEP - HVAC Upgrades	\$600,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Trafalgar Middle School	SEP - Plumbing Upgrades	\$600,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Kootenay River Secondary, L V Rogers Secondary, Redfish Elementary, Salmo Secondary	CNCP - HVAC Upgrades	\$160,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Canyon/Lister Elementary	PEP - Accessible Playground Equipment	\$195,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
Mount Sentinel Secondary	SEP - HVAC Upgrades	\$600,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
J V Humphries Elem-Secondary	FIP – Kitchen Upgrade	\$5,200	Proceed to design, tender & construction. To be completed by March 31, 2024.
South Nelson Elementary	FIP – Kitchen Upgrade	\$5,200	Proceed to design, tender & construction. To be completed by March 31, 2024.
Central Elementary	FIP – Kitchen Upgrade	\$6,500	Proceed to design, tender & construction. To be completed by March 31, 2024.
Salmo Elementary School	FIP – Kitchen Upgrade	\$5,000	Proceed to design, tender & construction. To be completed by March 31, 2024.



Mount Sentinel Secondary	FIP – Kitchen Equipment	\$12,000	Proceed to design, tender & construction. To be completed by March 31, 2024.
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#### New projects for BUS

Existing Bus Fleet #	New/Replacement Bus Type	Amount Funded by Ministry	Next Steps & Timing
7080	C (70-75) with 0 wheelchair spaces	\$183,984	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
8080	C (70-75) with 0 wheelchair spaces	\$183,984	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
8082	C (70-75) with 0 wheelchair spaces	\$183,984	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
8083	C (70-75) with 0 wheelchair spaces	\$183,984	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
8084	C (70-75) with 0 wheelchair spaces	\$183,984	Proceed to ordering the school bus(es) between April 3rd and May 15th, 2023 from the list of approved vendors available through the Bus Standing Offer portal on the





			ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>
<b>ADDED</b>	Supplementary school bus funding for 2 (new) electric buses	\$60,000	Funding applicable to the electric bus(es) recently ordered through the Bus Standing Offer portal on the ASTSBC website at <a href="http://www.astsbcc.org">http://www.astsbcc.org</a>

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2023/24 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2023/24 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to Ministry Planning Officer Nathan Whipp at [Nathan.Whipp@gov.bc.ca](mailto:Nathan.Whipp@gov.bc.ca) as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2023/24 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2024/25 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1<sup>st</sup>, 2023.

NOTE: School districts' Capital Plan submission deadlines for the 2024/25 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2023** – Major Capital Programs (SMP, EXP, REP, RDP, SAP, BEP); Minor Capital Programs (FIP).
- **September 30, 2023** – Minor Capital Programs (SEP, CNCP, PEP, BUS).

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer. School districts may wish to provide Major and Minor Capital submissions by the June 30, 2023 deadline.

Additionally, the Annual Facility Grant (AFG) project requests for the 2023/24 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2023.





Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in blue ink that reads "Damien Crowell". The signature is written in a cursive, flowing style.

Damien Crowell, A/Executive Director  
Capital Management Branch

pc: Geoff Croshaw, A/Director, Major Capital Projects, Capital Management Branch  
Michael Nyikes, Director, Minor Capital Programs and Finance Unit, Capital  
Management Branch



**FROM:** Cathy MacArthur, Secretary-Treasurer

**DATE:** October 10, 2023

**SUBJECT:** 2024/25 Capital Plan Submissions

**For Approval**

## Introduction

This memorandum provides information related to the Minor 2024/25 (BUS, CNCP, SEP) Capital Plan and Minor 2024/25 (FIP) Capital Plan submissions.

## Information

### Minor 2024/25 (BUS, CNCP, SEP) Capital Plan

The Minor 2024/25 (BUS, CNCP, SEP) Capital Plan Submission Summary is in alignment with the previously approved 5 year capital plan and totals \$3,145,386. The total funding request includes the following:

1. Bus Acquisition Program (BUS) - \$1,395,386 for the replacement of eight buses
2. Carbon Neutral Capital Program (CNCP) - \$350,000 for the replacement of Direct Digital Controls (DDC) systems for HVAC at LV Rogers Secondary School
3. School Enhancement Program (SEP) - The SEP funding request of \$1,400,000 includes:
  - a) Mount Sentinel Secondary School - \$450,000 for the final phase of the HVAC upgrade
  - b) Trafalgar Middle School - \$750,000 for the continuation of the sprinkler installation
  - c) Central Elementary School - \$200,000 for exterior door and window replacements

Th SEP and CNCP projects contribute to the reduction of the districts carbon footprint as well as improve building HVAC maintenance and efficiencies, and student/staff comfort and safety.

### Minor 2024/25 (FIP) Capital Plan

The Ministry of Education and Child Care is reviewing funding requests for 2024/25 under the Food Infrastructure Program (FIP) to support the school food equity programs in B.C. schools and the Feeding Futures BC initiative. The district is requesting \$137,900 under the Minor 2024/25 (FIP) Capital Plan submission to enhance the food preparation areas and purchase equipment at Redfish Elementary, Salmo Elementary, J.V. Humphries Elementary Secondary and Kootenay River Secondary Schools.

## Recommendation

Attached are the Minor 2024/25 (BUS, CNCP, SEP) Capital Plan and the Minor 2024/25 (FIP) Capital Plan Submission Summaries for the Board's consideration and approval.

To approve the submission of the Capital Plans in one evening requires unanimous consent of the Board. The motions to conclude three readings at this meeting and to approve the Minor 2024/25



(SEP, CNCP, BUS) Capital Plan and the Minor 2024/25 (FIP) Capital Plan Submission Summaries for submission to the Ministry of Education and Child Care are provided below:

**THAT** the Board of Education conclude three readings at this meeting for the approval of the submission of the Minor 2024/25 (BUS, CNCP, SEP) Capital Plan and the Minor 2024/25 (FIP) Capital Plan Submission Summaries.

**THAT** the Minor 2024/25 (BUS, CNCP, SEP) Capital Plan Submission Summary totalling \$3,145,386 be approved for submission to the Minister of Education and Child Care.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.

**THAT** the Minor 2024/25 (FIP) Capital Plan Submission Summary totalling \$137,900 be approved for submission to the Minister of Education and Child Care.

READ A FIRST TIME THE 10th DAY OF October 2023;

READ A SECOND TIME THE 10th DAY OF October 2023;

READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.



## Submission Summary

<b>Submission Summary:</b>	Minor 2024/2025   2023-09-30
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Kootenay Lake (SD08)
<b>Open Date:</b>	2023-04-14
<b>Close Date:</b>	2023-09-30
<b>Submitted On:</b>	2023-09-28 4:16 PM
<b>Submission Status:</b>	Submitted
<b>Version:</b>	Submitted

Submission Category	Sum Total Funding Requested
BUS	\$1,395,386
CNCP	\$350,000
SEP	\$1,400,000
<b>Total</b>	<b>\$3,145,386</b>

BUS					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Funding Requested
1	163748	Transportation	Replacement	replace based on age and ongoing high maintenance costs	\$183,983
2	163777	Transportation	Replacement	replace based on age and ongoing high maintenance costs	\$183,983
3	163778	Transportation	Replacement	replace based on age and ongoing high maintenance costs , on track to reach km by next school year	\$183,983
4	163779	Transportation	Replacement	replace based on age	\$183,983
6	163781	Transportation	Replacement	replace based on age/mechanical. We have a new special needs student requiring the use of this bus, this bus if often down due issues typically related to the age of	\$145,744
7	163783	Transportation	Replacement	replace based on age	\$145,744
8	163784	Transportation	Replacement	Replace based on age and ongoing high maintenance costs. Requires an engine overhaul to keep in service. Quoted \$37,703.73	\$183,983
9	163786	Transportation	Replacement	Written off in bus accident SPP FILE#291157	\$183,983
Submission Category Total:					<b>\$1,395,386</b>
CNCP					



## Submission Summary

SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Funding Requested
1	163546	L V Rogers Secondary	HVAC (CNCP)	Replace the DDC system as it is well beyond its expected life, parts are obsolete, has become problematic, and will also reduce the carbon footprint as well as building comfort for student learning.	\$350,000
				Submission Category Total:	<b>\$350,000</b>
SEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Funding Requested
1	163623	Mount Sentinel Secondary	HVAC (SEP)	Final phase of the heating system upgrade. Phase I boiler installation complete, Phase II ordering equipment and Phase III was a reduced scope due to funding and available construction time. Phase IV is ready to proceed, this final phase includes the tie in of the new building components to the new boilers, substantial duct work making it a larger more intense scope of work.	\$450,000
2	163543	Trafalgar Middle School	Plumbing (SEP)	Phase I was Zone 1 and 4 sprinkler installation which included the new sprinkler tree, the city connection from the street to the of the new sprinkler tree. This work involved removing the old drywall ceilings including at times abatement. New ceilings are dropped ceilings allowing access for future upgrades and maintenance in the building, as well as new LED light fixtures, and Fire Alarm devices.	\$750,000
3	163547	Central Elementary	Exterior Wall Systems (SEP)	Majority of the windows and doors are due for replacement as frames and sills are rotting and leaking, as well as significant heat loss and HVAC inefficiencies. Improving the building exterior will support a future planned HVAC upgrade. Abatement may be required on some some windows.	\$200,000
				Submission Category Total:	<b>\$1,400,000</b>



## Submission Summary

<b>Submission Summary:</b>	Minor 2024/2025   2023-10-02
<b>Submission Type:</b>	Capital Plan
<b>School District:</b>	Kootenay Lake (SD08)
<b>Open Date:</b>	2023-06-13
<b>Close Date:</b>	2023-10-02
<b>Submitted On:</b>	2023-09-29 8:50 AM
<b>Submission Status:</b>	Submitted
<b>Version:</b>	Submitted

Submission Category	Sum Total Funding Requested
SEP	\$137,900
<b>Total</b>	<b>\$137,900</b>

SEP					
SD Category	Project Number	Facility/Site	Project Type	Project Description	Funding Requested
2	163494	Redfish Elementary	Food Infrastructure (SEP)	Kitchen upgrade to support the school food equity program as well as the feeding futures BC initiative. Project includes power upgrades for toasters, new fridge, and new dishwasher. Plumbing upgrades for the dishwasher and new sink. Counter upgrades to accommodate the improvements in the existing workspace.	\$15,900
3	163497	Salmo Elementary School	Food Infrastructure (SEP)	Replace High temperature Dishwasher in the food prep area as the existing unit is beyond repair. This equipment supports the support the School Food Equity Program as well as Feeding Futures BC Initiative.	\$6,100
4	163520	J V Humphries Elem-Secondary	Food Infrastructure (SEP)	Replace the 2 existing electric ranges. This equipment supports the School Food Equity Program as well as Feeding Futures BC Initiative.	\$2,600
5	163458	Kootenay River Secondary	Food Infrastructure (SEP)	Upgrading the existing food prep area which includes a small prep and serving counter. The upgrades include adequate exhaust ventilation, power for cooking equipment, commercial dishwasher, and plumbing upgrades to support the School Food Equity Program as well as Feeding Futures BC Initiative	\$113,300
				Submission Category Total:	<b>\$137,900</b>



## **POLICY 113: Board Evaluation and Monitoring**

An important role of the Board is regular monitoring of its governance requirement. The Board monitors to ensure the district operates in accordance with the Board's mission, vision, values and strategic priorities, and in compliance with applicable laws, regulations, bylaws, and Board policies. Monitoring also serves to ensure that the organization is using its resources efficiently, effectively, and responsibly. The Board is committed to ongoing self-evaluation to support Board accountability and its effective governance.

### **Board Monitoring**

1. The monitoring schedule will be included in the Board's annual work plan. A monitoring schedule will be developed annually based on the Strategic Plan and will be outlined in the Board's annual work plan.  
The Board will establish a schedule that will include, but not be limited to, monitoring of policies, annual operational plans, and financial statements.
2. Both qualitative and quantitative information may be collected and analyzed for monitoring purposes.
3. Monitoring will be related to the development and implementation of specific policies.
4. Monitoring will link policies to specific outcomes and thereby help identify and evaluate policies.

### **Board Self-Evaluation**

1. The Board of Education will annually conduct an externally facilitated Board self-evaluation.
2. The purpose of the facilitated Board self-evaluation is to answer the following questions:
  - 2.1 How well have we fulfilled each of our defined roles as a Board during the evaluation period?
  - 2.2 How do we perceive our interpersonal working relationships?
  - 2.3 How well does the Board engage in collaborative governance?
  - 2.4 How well have we adhered to our governance policies?

Related Legislation: Sections 22, 65, 74, 85 [BC School Act](#)  
Adopted: March 14, 2023



- 2.5 What have we accomplished this past year to improve Board governance to support the Strategic Plan?
  - 2.6 What actions shall the Board take during the next year to become more effective?
3. Based on the Board's Self-Evaluation, an annual Board of Education Learning Plan will be developed to outline Board learning goals for the following school year(s). The Learning Plan will be scheduled into Working Sessions in the Board's Annual Work Plan and made publicly available.





## **POLICY 320: Student Attendance**

The *School Act* of British Columbia and its accompanying Regulations are explicit about each school-age student's compulsory attendance at school, except when excused under those exemptions permitted by legislation. Under legislation, parents or guardians are responsible for ensuring that school attendance requirements are fulfilled as prescribed.

The Board of Education for School District No. 8 (Kootenay Lake) believes that students' knowledge, skills and attitudes are enhanced through regular school attendance.

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 85 \(2\)\(c\)\(iii\)\]](#)

Related Contract Article: Nil

Adopted: September 15, 2015

Amended: October 9, 2018

Amended: February 26, 2019

Amended: April 28, 2020

Amended: March 8, 2022



## **POLICY 340: Communication**

The Board of Education of School District No.8 (Kootenay Lake) believes that the cohesion of the District is enhanced by good external and internal communications. The Board endeavors to keep the public and District partners informed in a variety of means, and to address requests for information, concerns and complaints in a judicious and expeditious manner.

Related Legislation: Nil  
Related Contract Article: Nil  
Related Policy 140: Communication Protocol for Trustees  
Adopted: November 23, 1999  
Amended: January 14, 2003  
Amended: June 2, 2009  
Amended: June 12, 2018  
Amended: May 28, 2019  
Amended: April 28, 2020



## **POLICY 412: Independent Homeschooler**

The Board of Education of School District No. 8 (Kootenay Lake) will provide Independent Homeschoolers registered in the School District access to educational services in accordance with the *School Act*.

An Independent Homeschooler is defined as a student registered at a public school whose instruction is delivered at home. Parents and guardians of registered homeschooled children are responsible for the complete education of their children. Parents and guardians have the responsibility to provide and supervise the educational program.

Related Legislation: School Act [[RSBC 1996, Part 2, Division 4, Sections 12-14](#) & [Part 2, Division 1, Section 3](#)], [School Regulation Section 3](#)

Related Ministry Policy: [Homeschooling Policy](#)

Related Contract Article: Nil

Adopted: June 28, 2016

Amended: December 11, 2018 - May 28, 2019 - June 9, 2020 - May 24, 2022



## **POLICY 440: Extra-Curricular and Co-Curricular Activities**

The Board of Education of School District No. 8 (Kootenay Lake) recognizes that extra-curricular and co-curricular activities are an integral part of school programs and believes that participation in such activities benefit students.

Although participation in extra-curricular activities must be open to all students registered in School District No. 8, eligibility decisions are generally made by individual schools.

To support student travel needs, the Board shall establish an annual budget to be distributed under the direction of the Superintendent of Schools.

Related Legislation: Nil

Related Policies: Policy 310: Code of Conduct, Policy 430: Fees, Deposits and Financial Hardship

Related Contract Article: Nil

Adopted: June 9, 1999

Amended: October 7, 2008 - June 29, 2010 - December 11, 2018 - June 9, 2020 - May 24, 2022



## **POLICY 451: Physical Restraint and Seclusion in School Settings**

The Board of Education of School District No. 8 (Kootenay Lake) is committed to providing a safe, secure and respectful environment for students and staff. Positive and least restrictive approaches in the provision of student supports are considered best practice. The purpose of these provisions is to promote a response that protects both the individual and others' safety and well-being.

Related Legislation: Nil  
Related Provincial Guidelines: [Physical Restraint and Seclusion in School Settings, B.C. Ministry of Education June 3, 2015](#)  
Related Contract Article: Nil  
Adopted: October 9, 2018  
Amended: May 28, 2019 - June 9, 2020 - May 24, 2022

