

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

**TUESDAY, DECEMBER 12, 2023**

**5:00 PM – 7:00 PM PST**

**6:00 PM – 8:00 PM MST**

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

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 December 12, 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. 3)** App. 7

**8. Adoption of Minutes (p. 20)** App. 8

**Proposed Resolution:**

**THAT** the minutes from the November 14, 2023 Meeting of the Board held in public

**BE ADOPTED**, as circulated.

**9. Future and Action Item Tracking (p. 26)** App. 9

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

A. Early Learners Continuous Learning Report (p. 28) App. 10A

B. Child Care Provision (p. 29) App. 10B

C. Graduation Ceremonies 2024 (p. 31) App. 10C



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

- A. Capital Operations Projects Update Fall 2023 (p. 32) App. 11A

**12. Governance and Policy – Nil**

**13. Human Resources**

- A. Recruitment and Retention Plan (p. 34) App. 13A

**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 January 09, 2024.

**18. Adjournment of Meeting**



**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**  
**CONSENT PACKAGE – PUBLIC MEETING**  
**DECEMBER 12, 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. 4  |
| 2. <a href="#">Superintendent's Report December 2023</a>        |       |
| 3. Monthly Financial Report – for period ended October 31, 2023 | p. 5  |
| 4. Transactions over 50k – for period ended October 31, 2023    | p. 9  |
| 5. Minutes for October, 2023 ACE meeting                        | p. 11 |
| 6. Minutes for November, 2023 ACE meeting                       | p. 15 |
| 7. List of Trustee Recusals                                     | p. 19 |
| 8. List of approved Administrative Procedures                   |       |
| • <a href="#">AP 1311: Social Media for Learning</a>            |       |
| • <a href="#">AP 5001: Corporate Identity</a>                   |       |

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**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)**

**BOARD CORRESPONDENCE PACKAGE**

**DECEMBER 12, 2023**

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ITEM	DATE
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1. Nil

## Monthly Financial Report

For the period ended October 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 four months of actual District operations and two month of School operations.
- The salaries and benefits are trending as expected based on the budgeted amounts and the applicable months.
- The services and supplies are also trending as expected based on the budgeted amounts and the timing of expenditures during the fiscal year.

### 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 four months of actual District operations and two month of School operations.
- The Annual Facilities Grant spending for the first four months was \$474,624. 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 which total \$244,085.



# **OPERATING EXPENDITURE REPORT**

	July to October 2023 Actuals	2023-2024 Annual Budget	\$ Available Budget	% Available Budget	Applicable Months
<b>Salaries</b>					
Principal & Vice-Principal Salaries	1,530,252	4,356,162	2,825,910	65%	12
Teacher Salaries	4,703,130	23,869,156	19,166,026	80%	10/12
Educational Assistants	762,812	3,271,177	2,508,365	77%	10/12
Support Staff	2,079,218	7,417,949	5,338,731	72%	10/12
Other Professional Salaries	925,207	2,584,129	1,658,922	64%	12
TOCs/Relief Salaries	651,100	3,347,730	2,696,630	81%	10
<b>Total Salaries</b>	<b>10,651,719</b>	<b>44,846,303</b>	<b>34,194,584</b>	<b>76%</b>	
<b>Employee Benefits</b>	<b>2,495,536</b>	<b>11,135,793</b>	<b>8,640,257</b>	<b>78%</b>	
<b>Total Salaries and Benefits</b>	<b>13,147,255</b>	<b>55,982,096</b>	<b>42,834,841</b>	<b>77%</b>	
<b>Services &amp; Supplies</b>					
Services	799,538	2,184,518	1,384,980	63%	
Student Transportation	47,431	340,309	292,878	86%	
Professional Development & Travel	104,812	717,176	612,364	85%	
Rentals and Leases	12,281	34,441	22,160	64%	
Dues and Fees	41,590	89,682	48,092	54%	
Insurance	151,725	177,539	25,814	15%	
Supplies	887,251	3,403,049	2,515,798	74%	
Utilities	281,071	1,871,625	1,590,554	85%	
<b>Total Services &amp; Supplies</b>	<b>2,325,699</b>	<b>8,818,339</b>	<b>6,492,640</b>	<b>74%</b>	
<b>Total Operating Expense</b>	<b>15,472,954</b>	<b>64,800,435</b>	<b>49,327,481</b>	<b>76%</b>	





## SPECIAL PURPOSE FUND EXPENDITURE REPORT

	July to October 2023 Actuals	2023-2024 Annual Budget	\$ Available Budget	% Available Budget
<b>Ministry of Education and Child Care Funds</b>				
Annual Facilities Grant	474,624	279,640	(194,984)	-70%
Classroom Enhancement Fund Overhead	45,329	226,647	181,318	80%
Classroom Enhancement Fund Staffing	1,719,483	8,597,418	6,877,935	80%
Classroom Enhancement Fund Remedies	7,186	-	(7,186)	0%
Community Link	11,893	723,464	711,571	98%
ECE Dual Credit program	-	140,340	140,340	100%
Feeding Futures	92,257	644,263	552,006	86%
First Nation Transportation	-	21,566	21,566	100%
Learning Improvement Fund	53,149	233,351	180,202	77%
Mental Health in Schools	13,173	55,000	41,827	76%
OLEP	14,282	82,879	68,597	83%
Ready Set Learn	1,036	39,200	38,164	97%
Seamless Day Kindergarten	10,266	55,400	45,134	81%
StrongStart	-	160,000	160,000	100%
Student & Family Affordability Fund	14,847	-	(14,847)	0%
<b>Total MOECC Funds</b>	<b>2,457,525</b>	<b>11,259,168</b>	<b>8,801,643</b>	<b>78%</b>
<b>Other Provincial Special Purpose Funds</b>				
ASSAI	-	62,500	62,500	100%
Health Promoting Schools	5,706	27,000	21,294	0%
<b>Total MOECC Funds</b>	<b>5,706</b>	<b>89,500</b>	<b>83,794</b>	<b>94%</b>
<b>Other Special Purpose Funds</b>				
School Scholarships and Bursaries	-	38,000	38,000	100%
School Generated Funds	316,596	1,250,000	933,404	75%
Donations	-	25,000	25,000	0%
<b>Total MOECC Funds</b>	<b>316,596</b>	<b>1,313,000</b>	<b>996,404</b>	<b>76%</b>
<b>All Special Purpose Funds</b>	<b>2,779,827</b>	<b>12,661,668</b>	<b>9,881,841</b>	<b>78%</b>







## Monthly Transactions over 50K

For the period ended October 31, 2023

<b>PAYMENTS OVER \$50K (CHEQUES AND EFT)</b>
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<b>Date</b>	<b>Vendor Name</b>	<b>Amount</b>
2-Oct-23	BMO Mastercard	\$74,998.79
13-Oct-23	Pacific Blue Cross	\$129,873.73
13-Oct-23	Trainor Mechanical Contractors Ltd	\$118,436.33
13-Oct-23	Peht In Trust c/o Morneau Shepell	\$103,343.58
13-Oct-23	British Columbia Teacher Federation	\$62,462.72
13-Oct-23	BC Teachers Federation	\$54,322.90
13-Oct-23	Municipal Pension Fund	\$87,147.29
13-Oct-23	Receiver General RP0002	\$131,115.15
13-Oct-23	Receiver General RP0001	\$714,847.93
13-Oct-23	Receiver General RP0003	\$59,137.01
13-Oct-23	Teachers' Pension Fund	\$797,527.09
13-Oct-23	Worksafe BC	\$127,250.61



**Aboriginal Committee of Education (ACE) - SD8 Aboriginal Education**

Virtual: [Microsoft Teams](#)

**Tuesday, October 24, 2023, 1:00 - 3:00 PM PST**

Present: Gail Higginbottom, Jesse Halton, Trish Smillie, Deanna Holitzki, Sharon Nazaroff, Murray Shunter, Lenora Trenaman, Don Courson, Debbie Bird, Misty Terpstra, Jared Basil

Regrets: Jenna Hopper, Chris Yates, Kathy Centrone

Not in attendance: Darrell Jones, Jennifer Lewis

**1. CALL TO ORDER AND 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.*

Called to order at 1 pm

**2. OPENING CIRCLE**

Name, Nation, who you represent

Something in your heart you will bring to the circle today.

**3. ADOPTION OF AGENDA**

Adoption of the Agenda of the October 24<sup>th</sup>, 2023 meeting.

Adopted.

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

Adoption of the Minutes of the May 12<sup>th</sup>, 2023 meeting.

Adopted.

**5. RIGHTSHOLDERS UPDATES (LKB, Sinixt, ONA, Secwepemc, Metis)**

- What would you like SD8 to grow this year to support student learning, equity, and reconciliation - from your nation lens?
- How can we improve?
- WKMS: Don Courson shared: We provided an Indigenous Day June 21 and also a TR C Sept 30 event at Lakeside Park, well attended. Also participated in viewing of 'Bones of Crows' with MLA Brittney Anderson
- LKB: Jared Basil shares hopes from LKB.. support for students, general support, reintroduce as the LKB Education Committee, we want to move forward together in a healthy way to promote health and wellness for students.

6. **ANNUAL REVIEW: GUIDING PRINCIPLES & PROTOCOLS**

- Dr. Higginbottom read document to review. Feedback: these principles and protocols are working for the committee.

7. **DISTRICT UPDATES**

- SD8 Kootenay Lake Equity Scan Timeline
  - A review of Equity in SD8, from 2019 to today. Focus on student voice. Actions implemented throughout the District. Keeping the four pillars at the heart of Equity work: Learning Profile, Pedagogical Core, Learning Environment, Policy & Governance. Continuing the conversation of Equity for Indigenous learners in SD8. We are building and strengthening those four core values.
- Equity & year ahead
  - Don: With Metis being the largest Indigenous student population in the district, it would be nice to have a recognized Metis special guest to address the group maybe in 2024. Will work on it with you.
- Projections
  - We projected 853, actual 872.
- Budget
  - Review of budget for the current year. Staffing is biggest portion of budget. Review of budget areas.
  - Suggestions for engaging extra dollars: on the Land teachings
  - DAT suggestions: support for Pow Wow; Equity Funds; supporting pro D (Language Conference); Elders in Residence programs; tipis in schools; supplemental resource funds; attend youth conferences (GOV)
- Fall Joint Review Process for nominal role
  - 9 students this year. Opportunity to build individual supports for each student.
- Truth and Reconciliation Week and Orange Shirt Day
  - Commitment to Reconciliation Week. Second commitment to Truth & Reconciliation and Orange Shirt Day was full school assemblies in all schools. Heartbeat Parade - second year, over 1000 people in attendance, led by three Jingle Dancers. "We need the healing, so I'm going to dance." Beyond the assemblies, the many shapes and shade of Orange across the District. Huge growth for the District to what ReconciliAction looks like in schools.
- Sinixt Knowledge Keeper: Dan Nanamkin
  - Visited four schools, to share Sinixt culture, stories, songs, and language.



- Metis Awareness Month
  - Events, talks, resources, lesson plans, Metis flag raising in schools, Metis moccasin making
- Indigenous Veterans Day
  - November 8<sup>th</sup>, sharing beaded poppies with veterans.
- Rock Your Mocs
  - November 13<sup>th</sup>!
- FNEISC Indigenous Education Conference
  - Four staff to attend this year, currently waitlisted.
- 4 Seasons of Reconciliation
  - Five staff from Ab Ed, and five staff from Innovative Learning attending this year.
- Equity Circles and Feeding Futures
  - Based on feedback from May 12<sup>th</sup> meeting
  - 667000\$ for SD8
  - 55000\$ for Aboriginal Education students this year, 45000\$ for on reserve students
  - Working with Food Program Advisor, Kelly McCafferty
- Syilx Teachings in schools
  - Speaker TBD, will work with ONA
- Secwepemc Teachings in Schools
  - Possibly Kenthen Thomas or another speaker, will work with Splatsin
- 8 Week Program: Indigenous Run/Walk/Wheel
  - Starting in April 2024, Don Courson recommends connecting with the Terry Fox Foundation to this program.
- SOGI Youth Summit
  - Plan for April 2024
- Indigenous Sports in Schools
  - Facilitate traditional Indigenous games and sports in every school in SD8. Development of skills, communication, and traditional skills
- ABED annual staff honouring
  - Teaching from Maurice Trudel “We need to honour the staff who are doing this work.”
  - Staff will be honoured again this winter.
- Ktunaxa Pow Wow teachings in schools
  - Pow Wow will happen this year. Hold the date! May 17<sup>th</sup>, 2024.
- Pow Wow & Grad Honoring
  - May 17<sup>th</sup>, 2024
- ABED grad photos: Holding up and celebrating grads
  - Will continue this year.
  - Jared Basil asks about a longitudinal study, or a bit of an exit interview for grade 12 Ab Ed students (questions from Focus Areas).. barriers, successes
  - Trustee Shunter asks about including those who have



not graduated or been successful in graduation

- BCTEA updates
- Jordans Principle
  - Serve FN students across Canada, some requests from SD8 schools.
- Primary Literacy Review meetings
  - Literacy data for all students
- Academic Reviews
  - Year four of Academic Reviews, Year three of the Early Learning profiles, meeting three times yearly
  - Looking at data from K-12 to inform supports, building in gaps
  - Graduation pathways begin in grade 10, in depth look at graduation pathways, supports, plans, with a focus on graduation
- Wuqanqankimik Run/Walk/Wheel
  - This event has grown to every school in the District participating, this will take place in all schools from June 3-7 2024.

8. **REFLECTION CLOSING CIRCLE**

One word to close the circle in a good way.

Adjourned: 255 pm.

9.

**NEXT MEETING DATES & ADJOURNMENT**

November 21, 2023 - in person in Nelson

March 5<sup>th</sup>, 2024 - virtual

May 21, 2024 - virtual



**Aboriginal Committee of Education (ACE) - SD8 Aboriginal Education**

**School Board Office: 811 Stanley Street**

**Tuesday, November 21, 2023, 12:00 - 3:00 PM PST**

**Present: Misty Terpstra, Christopher Yates, Trish Smillie, Deanna Holitzki, Jared Basil, Kathy Centrone, Murray Shunter, Sharon Nazaroff, Jenna Hopper, Jesse Halton, Dr. Gail Higginbottom**

**Regrets: Debbie Bird**

**Not in Attendance: Jennifer Lewis, Darrell Jones, Shelly Boyd**

1. **CALL TO ORDER AND 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.*

- Meeting called to order at 12:25 pm.

2. **OPENING CIRCLE**

Name, Nation, who you represent

Something in your heart you will bring to the circle today.

3. **ADOPTION OF AGENDA**

Adoption of the Agenda of the November 21, 2023 meeting.

- The Agenda was adopted.

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

Adoption of the Minutes of the October 24<sup>th</sup>, 2023 meeting.

- The Minutes were adopted.

5. **RIGHTSHOLDERS UPDATES (LKB, Sinixt, ONA, Secwepemc, Metis)**

- **LKB:** Invitation to Education Committee dinner is shared for all at this table as an opportunity to network, to build connections and put names to faces. As we move forward, we will collectively look to build opportunity and building network to build and impact future generations. We have started preliminary discussions to build language into KRSS to build and create safe spaces for LKB students. This is something we can build on for all races, religions, and creeds. Open to questions to bring back to the committee.
- **Metis:** Here to listen and catch up on where we are and what we are doing, what the plans are for the year. We want to be here to support and see engagement with all Indigenous and Metis students.



6. MINISTRY ANNOUNCEMENT

- [October 25, news announcement](#)
- Dr. Higginbottom shared the news release from the Ministry of Education and Childcare about proposed changes.
- Information to date: A lot more information and details coming from the Ministry and how we will share this out in Districts. Delivering on BCTEA and Declaration Act Committees.
- The Why of this systemic change: provincial context of on-reserve learners: 8073 students (increase over the past five years).
- Five Year Completion Rates: analysis of rates from 2017 to 21/22 school year (provincial wide data).
- FSA Data, 2022/2023: analysis of data - On Track and Extending Expectations (provincial wide data).
- Student Absence Rates: Beginning of 20/21 school Year to end of 22/23 school year.
- BC Tripartite Education Agreement (BCTEA) signed in 2018: An agreement between the Province, Canada, and FNEESC. Commitments include: LEA's and parental choice. These are reflected in the Declaration Act Action Plan (Actions 1.6, 4.3, 4.4)
- **First Nations schools of Choice** - consideration with First Nations was not considered
- Proposed Legislation: First Nations will be able to designate a school as their school of choice for those First Nation student who live on-reserve. Parents will still have choice.
- **QUESTION:** Will the Board be responsible for transportation needs?
- **QUESTION:** Considering geographic size of SD8, what will the impact be there for students on-reserve and school of choice?
- **Local Education Agreement:** an agreement between a First Nation and a School Board: to support improved student attendance and outcomes; engagement on broader issues; support for the First Nation's students. First Nations have a choice to have an LEA or not have an LEA and a choice
- Proposed Legislation (LEA): includes the choice for the local Nation not to have an LEA, remain in existing LEA, negotiate a custom LEA, or apply a Model LEA.
- Model LEA is currently being developed by Ministry of Education and Child Care. Will include increase accountability, govern purchase of educational services, include processes for information sharing, collaboration and decision making, support improved relationships between First Nations and board of Education. Available by Spring 2023, and implemented for the 24/25 school year.
- **Indigenous Education Councils:** current - IEC currently exist



in most but not all Districts, vary in mandate, composition, and terms of reference.

- **Proposed Legislation:** mandatory for SD's to have IEC, new policy that will set provincial standards for IEC, prioritize First Nations on whose territory the school district operates and consistent with a distinctions-based approach, will be an independent body and not a committee of the board, terms of reference will be created and set minimum requirements, trustees and district staff can attend IEC meetings if invited but not as voting members. **Purpose will include:** Indigenous Worldviews and Perspectives, advising the board in relation to the distinct languages, cultures, customs, traditions and practices. Focus on Local First Nations on whose traditional territory the board of education operates, local First Nations will have weighted representation on the IEC and may include membership from multiple First Nations, FN's dealing with more than one district may be invited to multiple IEC's. **Roles and Responsibilities will include:** reviewing and approving plans and reports related to Indigenous Education Targeted Funds, and other targeted grants related to Indigenous students, will advise on providing comprehensive and equitable educational programs and services to Indigenous students, improving achievement, integrating Indigenous Worldviews and Perspectives, in particular those of the FN in whose traditional territory the board operates, and other grants provided in relation to Indigenous students. **Terms of Reference:** will give direction and guidance to board respecting such matters as the establishment and composition of IEC, voting rights and conduct of business; terms of reference will be set out in a Ministerial Order; IEC will be able to develop additional procedures based on local context on how meetings will be conducted, schedules, location, decision making processes, dispute resolution..
- **NEXT Steps and Considerations:** develop terms of reference, existing councils and terms will need to be aligned with legislation, update Indigenous Targeted funding policy to align with provincial legislation.
- **QUESTION:** Parent voice on IEC's?
- **Aboriginal Education in SD8:** Next Steps - preparing a full guidebook on Ab Ed to include structures, processes, timelines, job descriptions, budget outlines, ProD; continue to work transparently with the newly formed IEC to support all Indigenous students and rights holders of SD8 Kootenay Lake.



7. SD8 ABORIGINAL EDUCATION TODAY & IN-REFLECTION

- **Timeline of Equity in SD8:** 2019 to today. What is good for Indigenous Students is good for all students.

8. CLOSING CIRCLE

One word to close the circle in a good way. Your hopes and wished for Aboriginal Education in SD8.

9. NEXT MEETING DATES & ADJOURNMENT

Future ACE meetings are now cancelled as we await the Terms of Reference for the newly formed Indigenous Education Council of SD8.

Meeting adjourned at 2 pm.



**LIST OF TRUSTEE RECUSALS**

**2023-2024**

<b>Date of Meetings held in the absence of the public with one or more declared Conflicts of Interest</b>
September 12, 2023
October 10, 2023

**MEETING OF THE BOARD HELD IN PUBLIC AND INAUGURAL MEETING  
MINUTES**

**TUESDAY, NOVEMBER 14, 2023**

**Board:**

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

**District Staff:**

T. Smillie, Superintendent  
C. MacArthur, Secretary-Treasurer  
B. Eaton, Director of Instruction – Innovative Learning  
J. Francis, School Principal  
J. Halton – District Diversity Teacher Coordinator  
D. Holitzki, Director of Instruction – Diversity, Equity & Inclusion  
G. Higginbottom, District Principal – Aboriginal Education  
M. Hurley, School Principal  
C. Kerr, Director of Operations  
F. Maika, Manager of Public Engagement  
S. Marechal, Teacher  
C. Messinger, Teacher  
S. Bruskowski, Executive Assistant

**Student Trustees:**

Daisy Lamoureux, J.V. Humphries  
Cassidy Popoff, Mount Sentinel

**Guests:**

*Nil*

**Regrets:**

*Nil*

**1. Call to Order – Secretary Treasurer MacArthur**

The meeting was called to order at 5:02 PM.

**2. Acknowledgement of Aboriginal Territory**

**3. Trustee Positions & Appointments**

**A. Election of Board Chair**

Trustee Lang was acclaimed Chair of the Board of Education.

The Secretary-Treasurer transferred the meeting Chair position to Chair Lang.

Chair Lang thanked everyone and asked for their support in working towards student success. She thanked previous Board Chair Trenaman for her work.



B. Election of Board Vice-Chair

Trustee Bremner was acclaimed Vice-Chair of the Board of Education.

C. Election of Education Partner Advisory Committee Chair

Trustees Shunter and Nazaroff accepted their nominations.

Trustee Nazaroff was elected Education Partner Advisory Committee Chair.

D. Election of Provincial Representative and Alternates

- BCSTA Provincial Councilor

Trustees Chew and Shunter accepted their nominations.

Trustee Chew was elected new BCSTA Provincial Councilor.

- BCPSEA Representative

Trustee Nazaroff was acclaimed BCPSEA Representative.

- BCSTA Provincial Councilor Alternate

Trustee Shunter was acclaimed BCSTA Provincial Councilor Alternate.

- BCPSEA Representative Alternate

Trustees Gribbin, Trenaman, and Etheridge were nominated and declined their nominations.

The role of BCPSEA Alternate remains vacant.

E. Destruction of Ballots (if there is a secret ballot vote held)

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-019

**THAT** the ballots for the selection of School District No. 8 (Kootenay Lake) 2023-2024 Board Chair, Vice-Chair and Provincial Representatives, **BE DESTROYED.**

The motion carried unanimously.

4. **Changes to the Proposed Agenda – Nil**

5. **Adoption of Agenda**

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-020

**THAT** the Agenda for this November 14, 2023 meeting **BE ADOPTED**, as circulated.

The motion carried unanimously.

6. **Receiving Presentations – Nil**

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

8. **Consent Package – Nil**

9. **Adoption of Minutes**

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-021

**THAT** the minutes from the October 10, 2023 Meeting of the Board held in public **BE ADOPTED**, as circulated.

The motion carried unanimously.



## **10. Future and Action Item Tracking – Nil**

### **11. Education – Reports from the Superintendent**

#### **A. Prime Minister’s Award Presentation to Sean Marechal**

Superintendent Smillie welcomed Prime Minister’s Award winner Sean Marechal as well as his School Principal Mike Hurley and celebrated their work. Chair Lang read out a letter from MP Richard Cannings on the behalf of the Government of Canada and handed it to Sean Marechal. Sean thanked the Board for the support for the program which allows him to educate students how to safely be active in the outdoors.

#### **B. Bravo Award – SD8 Recipient 2023**

Superintendent Smillie welcomed public engagement manager Maika who accepted the Bravo Award from the Canadian Association of Communicators in Education for the Public Engagement 2024-2029 Strategic Plan Public Engagement on behalf of School District No. 8 (Kootenay Lake). The award is a celebration of the work of the Board and recognized excellence in the School Board communications across Canada. Manager of Public Engagement Maika thanked Superintendent Smillie, the Senior Leadership Team, and Trustees for their work when attending the Strategic Engagement sessions. Superintendent Smillie thanked Frances Maia who is highly experienced and brings excellent leadership to the district with her exceptional work.

#### **C. Numeracy Continuous Learning Report**

Superintendent Smillie outlined that this report is part of the Continuous Learning report cycle. District Principal – Innovative Learning Malloff presented the 2023-2024 Numeracy Continuing Learning Report. School District No. 8 (Kootenay Lake) works towards improving numeracy proficiency for all learners as numeracy is a helpful skill for students to make informed decisions, work with and interpret numbers, or solve problems.

The district is working on systemic improvements by aligning Numeracy learning with the Strategic Plan. District Principal Malloff presented the 2022-2026 Numeracy Action Plan and its key aspects:

- Support K-12 school teams in developing strategies to support their school numeracy goal.
- Support elementary school staff.
- Continue implementation of district numeracy assessment in middle years.
- Develop both early and middle years numeracy communities of practice.
- Continue K-12 learning hub
- Facilitate bi-annual and year-end transition planning meetings to ensure successful transitions and improvement in numeracy across all grades.

School Principal John Francis as well as Teacher Charles Messinger shared a success story from Salmo Secondary School.





**D. Winter Concert Schedule Memo**

Superintendent Smillie presented the 2023-2024 winter celebrations schedule. School leaders will reach out to Trustees directly with invitations to their school's events.

**E. Inclusion and Diversity Education**

Superintendent Smillie welcomed Director of Instruction – Diversity, Equity & Inclusion Holitzki, District Principal – Aboriginal Education Higginbottom and District Diversity Teacher Coordinator Halton. Director Holitzki reported from discussions and misinformation on Sexual Orientation and Gender Identity (SOGI) in recent months. The BC Curriculum was adopted by the Ministry of Education and Child Care and highlights valuing diversity. SOGI does not have its own curriculum, it is part of human rights and embedded throughout the curriculum in all grades.

School District No. 8 (Kootenay Lake) Policy 171: Sexual Orientation Gender Identity and the connected Administrative Procedure 1101: Sexual Orientation Gender Identity (SOGI) outline the district's commitment to providing a safe, positive, and inclusive learning and working environment for all students and employees regardless of their sexual orientation or gender identity in accordance with the Canadian Charter of Rights and Freedoms and the British Columbia Human Rights Code.

District Principal Higginbottom and District Diversity Teacher Coordinator Halton presented activities and action items within the district such as the May 2023 Student Symposium or the district's participation at the Nelson Pride Parade in September 2023.

Superintendent Smillie and Director Holitzki responded to Trustees questions:

School District No. 8 (Kootenay Lake) is inclusive for all students and their families regardless of their religious beliefs. Schools are by law secular and schools are safe spaces. Parents can find answers to their questions and information around SOGI on the [SD8 website](#). Materials used in the classroom are age-appropriate and vetted by [Focused Education](#). Parents can contact their child's classroom teacher or school principals if they have questions.

**12. Operations and Finance – Nil**

**13. Governance and Policy – Nil**

**14. Human Resources – Nil**

**15. Other Items – Nil**

**16. Trustee Reports**

**A. Trustees**

- Trustee Shunter reported from the ACE committee meeting which will be replaced by an Indigenous directed committee. May 17 was confirmed as the date for the Student Pow-Wow. The Climate Caucus has a subgroup for School Trustees.



- Trustee Gribbin gave a shoutout to KRSS teacher Loïc Fauteux-Goulet who made it to the Finals of the Great Canadian Baking Show on national television.
- Trustee Nazaroff attended the ACE committee meeting and reported from the Equity Action Plan implementation review. She attended the BCPSEA symposium with Chair Lang, as well as the Student Leadership Conference.
- Vice-Chair Bremner reported from the Student Leadership Conference where she enjoyed discussions with students and gave a shoutout to the district's Strong Start program.
- Trustee Blackmore reported from the Student Leadership Conference and gave a shoutout to the Green Team. She attended Remembrance Day events in Creston where she could feed the energy at schools.
- Trustee Chew attended the BCSTA Provincial Council. Information getting migrated from the BCSTA hub to the BCSTA portal.

B. Chair

Former Chair Trenaman reported from the Meeting of Board Chairs with MLAs in Victoria where Chairs were able to advocate for education. She attended the BCSTA bylaw review committee meeting as well as the Ministry of Education and Child Care Chair and BCSTA meeting where the new mandatory Holocaust curriculum and new legislation around DRIPPA were discussed. She also reported from the Kootenay Lake Network Society grant committee as well as the Student Leadership Conference in Salmo and the Redfish Elementary Remembrance Day Celebration.

C. BCSTA – see above

D. BCPSEA – see above

E. RDCK – see above

F. Other Committees – see above

G. Student Trustees

- J.V. Humphries Student Trustee Daisy Lamoureux reported from the Student Leadership Conference. Organizing Christmas events has begun in Kaslo, including the collection of donations to make food hampers.
- Student Trustee Cassidy Popoff attended the Student Leadership Conference for Mount Sentinel Secondary. Student council at Mount Sentinel organized the Remembrance Day events which included presentations from living witnesses as well as collections for the legion. The drama festival brought back theatre and voice performance.

## 17. Comments or Questions from the Public

Superintendent Smillie answered questions from the public:



- The district stands behind educators who implement SOGI discussions in their classrooms and who make everyone feel safe. Resources are provided on the website. The district responds to activists who try to be disruptive.
- Parents who are concerned about what is taught in the classroom are encouraged to connect with their child’s classroom teacher or school principal.

Members from the public thanked the district for uplifting trans and queer voices and for their work on SOGI. The Superintendent thanked members of the public for their comments and questions.

#### **18. Meeting Schedule and Reminders**

##### **A. Board Meetings**

The next Meeting of the Board held in the public is scheduled for December 12, 2023.

#### **19. Adjournment of Meeting**

The meeting was adjourned at 6.57pm

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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>						
November 14, 2023	23/24-021	Adoption of Minutes	THAT the minutes from the October 10, 2023 Meeting of the Board held in public BE ADOPTED, as circulated.			Complete
November 14, 2023	23/24-020	Adoption of Agenda	THAT the Agenda for this November 14, 2023 meeting BE ADOPTED, as circulated.			Complete
November 14, 2023	23/24-019	Destruction of Ballots	THAT the ballots for the selection of School District No. 8 (Kootenay Lake) 2023-2024 Board Chair, Vice-Chair and Provincial Representatives, BE DESTROYED.			Complete
October 10, 2023	23/24-018	Rescind Policies 320, 340, 412, 440, 451	THAT Policies 320, 340, 412, 440, and 451 BE RESCINDED.			Complete
October 10, 2023	23/24-017	Approve Policy 113	THAT Policy 113 BE APPROVED.			Complete
October 10, 2023	23/24-016	Submit 2024/25 Minor Capital Plan (FIP)	<p>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.</p> <p>READ A FIRST TIME THE 10th DAY OF October 2023;</p> <p>READ A SECOND TIME THE 10th DAY OF October 2023;</p> <p>READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.</p>			Complete
October 10, 2023	23/24-015	Submit 2024/25 Minor Capital Plan (BUS, CNCP, SEP)	<p>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.</p> <p>READ A FIRST TIME THE 10th DAY OF October 2023;</p> <p>READ A SECOND TIME THE 10th DAY OF October 2023;</p> <p>READ A THIRD TIME, PASSED THE 10th DAY OF October 2023.</p>			Complete
October 10, 2023	23/24-014	Reading of Minor Capital Plan Submissions	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.			Complete

# FUTURE AND ACTION ITEMS - OPEN BOARD MEETINGS

Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
October 10, 2023	23/24-013	Approve Minor Amended Capital Bylaw	<p>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,</p> <p>NOW THEREFORE in accordance with section 143 of the School Act, the Board has prepared this Capital Bylaw and agrees to do the following:</p> <p>(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;</p> <p>(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;</p> <p>(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,</p> <p>(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.</p> <p>NOW THEREFORE the Board enacts as follows:</p> <p>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.</p> <p>2.This Capital Bylaw may be cited as School District 08 (Kootenay Lake) Capital Plan Bylaw No. 2023/24-CPSD8-02.</p> <p>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.</p>			Complete
October 10, 2023	23/24-012	Approve Minor Capital Funding Request (SEP)	<p>THAT the additional 2023/24 funding request of \$322,900 for the Minor Capital (SEP) be approved.</p> <p>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.</p>			Complete
October 10, 2023	23/24-011	Approve Minor Capital Funding Request (FIP)	<p>THAT the additional 2023/24 funding request of \$33,900 for the Food Infrastructure Program be approved.</p> <p>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.</p>			Complete
October 10, 2023	23/24-010	Approve Minor Capital Funding Request (BUS)	<p>THAT the additional 2023/24 funding request of \$60,000 for bus purchases be approved.</p> <p>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.</p>			Complete
October 10, 2023	23/24-009	Approve Minor Capital Funding Request (AP)	<p>THAT the additional 2023/24 funding request of \$195,000 for accessible playground equipment be approved.</p> <p>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.</p>			Complete
October 10, 2023	23/24-008	Reading of Funding Requests and Amended Capital Bylaw	<p>THAT the Board of Education proceed to conclude three readings at this meeting for approval of:</p> <ul style="list-style-type: none"> <li>•An additional 2023/24 request of \$195,000 for accessible playground equipment;</li> <li>•An additional 2023/24 funding request of \$60,000 for bus purchases;</li> <li>•An additional 2023/24 funding request of \$33,900 for Food Infrastructure Program (FIP);</li> <li>•An additional 2023/24 funding request of \$322,900 for Minor Capital (SEP); and</li> <li>•The District's Capital Plan Bylaw No 2023/24-CPSD8-02.</li> </ul> <p>The motion carried unanimously.</p>			Complete
October 10, 2023	23/24-007	Adoption of Minutes	<p>THAT the minutes from the September 12, 2023 Meeting of the Board held in public BE ADOPTED, as circulated.</p>			Complete
October 10, 2023	23/24-006	Adoption of Agenda	<p>THAT the Agenda for this October 10, 2023 meeting BE ADOPTED, as circulated.</p>			Complete



**FROM:** Trish Smillie, Superintendent  
**DATE:** December 12, 2023  
**SUBJECT:** Early Learners Continuous Learning Report

**For Information**

## Introduction

This memo provides an overview of the [Early Years Continuous Learning Report](#), reflecting the strategic priorities for early years (ages 0-8) learners in School District No. 8 (Kootenay Lake) (SD8) for the 2023-2024 school year.

## Background

The federal and provincial governments recognize the importance of Early Years initiatives to support children and their families in the developmentally significant years of 0-8 years old. To this end, funding has been provided from a variety of government initiatives so that children can enter kindergarten and thrive during the primary years. SD8 recognizes that equity is the foundation for improving learner achievement. Meaningful inclusion of all learners while honouring their diversity builds an equitable school system that supports each learner's potential and well-being.

The [Early Years Continuous Learning Report](#) outlines how SD8 supports early learner success while focusing on equity, inclusion, and diversity in order to develop the following for every early learner:

- Sense of belonging;
- Sense of connectedness;
- Enhanced mental health and wellness; and
- Becoming an educated citizen.

SD8 supports the early years in a variety of ways including having a school-based Seamless Day early years program, hosting StrongStart and Ready, Set, Learn in schools, participating in early learning questionnaires, hosting child care operations at several district schools, hosting training and learning opportunities for staff, parents and community members, and supporting early years initiatives in district communities.

Action items are prioritized for the 2023-2024 school year 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 SD8 [2022-2023 Enhancing Student Learning Report \(ESL\)](#).

SD8 strongly supports early learners and continues to support a variety of initiatives to build on learners' strengths and celebrate learners' success.



**FROM:** Trish Smillie, Superintendent  
**DATE:** December 12, 2023  
**SUBJECT:** Child Care Provision

For Information

## Introduction

This memorandum provides an overview of child care programs and initiatives in School District No.8 - Kootenay Lake (SD8) for the 2023-2024 school year.

## Background

Education and child care are the cornerstones of a thriving and equitable society. They develop students' and children's minds and help them to become critical thinkers. They allow learners to develop compassionate worldviews and consider important issues including diversity, equity, and inclusion, as foundational values of healthy communities. Affordable and accessible child care helps children to grow and develop while providing economic mobility to parents. Education prepares students and children for a successful future where they can apply their skills and knowledge in the world around them.

Child care was transitioned from the Ministry of Children and Family Development to the Ministry of Education and Child Care in April 2022. Child Care programs are identified in the [School Act, sections 85.1 - 85.4](#). The [Board of Education's Policy 660: Provision of Child Care](#) and [SD 8 Administrative Procedure 3406: Provision of Child Care](#) outline child care provision in SD8 facilities.

Information about the goals and objectives pertaining to child care can be found in the [Ministry of Education and Child Care's 2022/23-2024/25 Service Plan](#). Goal 3 of the Service Plan commits to "Support[ing] families and social-emotional development of children 0-12 years of age through access to inclusive and affordable child care." To this end, the Ministry of Education and Child Care has identified the objective (3.1): Continue the development and implementation of a universal, inclusive child care system. Key Ministry of Education and Child Care strategies connected to this objective include developing a comprehensive child care funding model, supporting sustainable and equitable growth of child care spaces connected to community need, developing a child care inclusion strategy, and continuing Early Childhood Educators' recruitment initiatives.

From 2018 to 2023, there has been an increase in federal and provincial funding for child care in BC of approximately \$823 million. [Additionally, many improvements have been made to child care access, affordability and inclusion in BC.](#) Some of these improvements include:

- Increased fee reductions up to \$900 a month, per child
- Expansion of the [\\$10 a Day ChildCareBC Program](#) to 13,200 spaces as of September 2023
- Continued provision of the [Affordable Child Care Benefit](#) for low and middle income families
- Extended eligibility for fee reductions to include children in licensed preschool programs and Grades 1 and older starting September 2023





- Addition of over 32,000 new licensed child care spaces funded through accelerated spaces creation programs, with 13,000 of these spaces operational
- Addition of over 1,700 federally and provincially-funded [Aboriginal Head Start Program](#) spaces, providing culturally relevant child care at no cost to Indigenous families
- Addition of over 7,700 children/month receiving support through the [Aboriginal Supported Child Development](#) and [Supported Child Development](#) programs

More information about child care initiatives through the Ministry of Education and Child Care can be found at [ChildCareBC](#).

## Information

SD8 currently has one [Seamless Day After School Child Care](#) Centre at Winlaw Elementary School, managed by SD8 staff. This program is in its third year and has been very beneficial for children and families in the Slokan Valley.

In addition, there are nine child care centres managed by independent, third party contractors, located at the following schools:

- Brent Kennedy Elementary
- Gordon Sargent Building
- Hume Elementary (2)
- L.V. Rogers Secondary
- J. V Humphries School
- Rosemont Elementary
- Salmo Elementary
- South Nelson Elementary

In addition, W.E. Graham School, Crawford Bay Elementary/Secondary School, and J.V. Humphries School offer [after school sport and arts \(ASSAI\)](#) programming for children in grades kindergarten to grade 8 through funding from the Ministry of Tourism, Arts, Culture and Sport.

In July 2023, school districts throughout BC completed an “environmental scan” of existing early learning and child care on school grounds, both licensed child care programs and other Early Learning and Child Care (ELCC) programs that serve children and families through an inventory of programs, initiatives, and pilots. The ELCC Environmental Scan will assist the Ministry of Education and Child Care to understand the landscape of early learning and child care and provide baseline data to support a planned, integrated approach to strengthen capacity in schools and districts and to grow early learning and child care on school grounds.

## Conclusion

SD8 is continuing to support the Ministry of Education and Child Care’s child care plan by supporting the provision of child care in SD8 facilities, and through the Seamless Day program, providing affordable, accessible, inclusive and high-quality child care and early learning opportunities for families.



**FROM:** Trish Smillie, Superintendent  
**DATE:** December 12, 2023  
**SUBJECT:** Graduation Ceremonies 2024

**For Information**

### Introduction

This memorandum provides the schedule of 2024 Graduation Ceremonies at secondary schools.

### Information

Trustees are invited to attend graduation ceremonies. A trustee representative will speak at each graduation ceremony.

The Graduation Ceremony schedule is provided for the Board's review. Times and locations will be confirmed closer to the event.

### 2024 Graduation Ceremony Information

Name of School	Date of Ceremony
Crawford Bay Secondary	Friday, June 14
Creston Homelinks	Thursday, June 13
J.V. Humphries Secondary	Saturday, June 22
Kootenay River Secondary	Friday, June 14
L.V. Rogers Secondary	Friday, June 14
Mount Sentinel Secondary	Friday, June 21
Salmo Secondary	Saturday, June 14



**FROM:** Cathy MacArthur, Secretary-Treasurer  
**DATE:** December 13, 2022  
**SUBJECT:** Capital Operations Projects Update Fall 2023

**For Information**

## Introduction

This memorandum outlines capital projects progress under the Board's Capital Operations Plan during the first quarter.

## Information

During the summer of 2023, SD8 was able to complete three projects withing the Minor Capital Operations program, as well as various other small projects funded through the Annual Facility Grant, and new this year Food Infrastructure Program. Below are some highlights of this work.

- Brent Kennedy Elementary - Water System  
A summary report was written and submitted to Interior Health to enable the removal of the do not drink order. SD8 continues to await a response from Interior Health and continues to follow the testing protocols and service required for the system.
- Canyon Lister Elementary - Accessible Playground  
The new playground is complete with the grand opening taking place on November 16<sup>th</sup>.
- District - Fiber Network Installation  
Through a partnership grant, the district was able to have various sites connected to a fiber network. This project has improved speed and reliability for the IT systems and achieve some costs savings.
- District - Flag Poles  
Three new flag poles were installed across the district at Wildflower School Nelson, Hume Elementary, and South Nelson Elementary.
- Food Infrastructure Program (FIP) - Fire Suppression Upgrades  
The FIP program was announced late last school year. The district was able to get five submissions approved, primarily for fire suppression upgrades at various sites.
- Hume Elementary School - Main Water Line Replacement  
Due to the age and increasing repairs required for the main water line supplying the school, SD8 replace the water line. The line size was calculated to accommodate a future sprinkler system.



- L.V. Rogers Daycare - HVAC System replacement  
The original HVAC system was installed in the ceiling space of the building and was beyond repair. A new system was installed and located outside for better serviceability and efficiency.
- Mount Sentinel Secondary - HVAC Upgrade and Boiler Replacement.  
The second last phase of this project was completed. This work included the 300 block classrooms, art, and music rooms. The funding for the final phase of the project has been submitted to the Ministry of Education and Child Care.
- Operations - Shop Upgrades  
Creston - The mechanic shop which services all of the Creston and area white fleet as well as buses received a complete overhaul included lighting fresh painted floors and pits, as well as 2 pit hoists which has vastly improved the efficiency and safety in performing these critical repairs and services.

Nelson - The mill shop which services the entire Nelson area as well as support Creston on some larger projects received a complete overhaul which included new lighting, new flooring, and various pieces of equipment which again improves efficiencies and safety.

- Red Fish Elementary - DDC Upgrade  
The upgrade of the Direct Digital Controls system was completed. This has improved the efficiency of the building HVAC system and allows the district to remotely control aspects of the system and troubleshoot online which is beneficial for a rural school.
- Trafalgar Middle - New Sprinkler System  
Zones 2 and part of zone 3 are currently in progress. Some preliminary work was able to be expanded from zone 2 into zone 3. This work is being completed in coordination with the school staff to ensure that the impact to student learning is minimized during the installation.

This project has been separated into six components each consisting of a zone of the sprinkler system. Zones 1 and 4 were part of phase 1, zones 2 and part of zone 3 for phase 2. Phase 3 for 2024/25 has been submitted to complete zone 3 and begin zone 5, we also have a request submitted to the MoECC for gapping funding to complete some design and prep work over the spring break which will increase efficiency and provide a strong start for the next phases of the project.

- Trafalgar - Security Cameras  
The security camera upgrade program continued this year to include Trafalgar Middle School.
- Wildflower School Nelson - Learning Environment, HVAC upgrade, and Washroom Expansion  
This project was completed. Two rooms on the stage were converted to a new library area. Work has begun on the new water tree which has been sized to accommodate a future sprinkler system.



**FROM:** Trish Smillie, Superintendent  
**DATE:** December 12, 2023  
**SUBJECT:** Recruitment and Retention Plan

**For Information**

## Introduction

This memorandum will outline the strategic level objectives to ensure workforce stability in School District No. 8 (Kootenay Lake) (SD8).

## Background

The Ministry of Education and Child Care (MOECC) has identified that the BC schools workforce is significantly challenged in recruitment and retention. In a [report from the MOECC](#), it was outlined that the additional 3,700 public school teaching positions added to the province in 2017-2018 as a result of the class size and composition limits set out in the Memorandum of Agreement (MOA), student enrolment increases since 2017-2018, and a rise in turnover, partly due to an aging workforce, a workforce challenge for the provincial education system occurred.

The consequences of the unprecedented hiring is a central issue for the Ministry and school districts to address. Specific issues related to recruitment and retention were identified as the following:

- Difficulties filling vacancies in certain specialty teaching positions have been exacerbated;
- Smaller, and in some cases, significant reductions in the number and availability of Teachers Teaching on Call (TTOC), and an impact on non-enrolling teachers who were reassigned to fill vacancies;
- Worsening pre-existing shortages of teachers in rural and smaller districts across the province.

SD8 has mirrored the workforce challenges present within the province. As a result, a SD8 Workforce Retention and Recruitment Framework has been developed to guide the direction of operational decisions in responding to workforce shortages.

## Information

The district recognizes the importance of this framework in building an inclusive and adaptable labour market that meets the demands of the district and provides opportunities for a better quality of work for our employees.

This framework is a blueprint that will further enhance and develop the District's recruitment and retention programs and services. Both recruitment and retention are defined and discuss labour market challenges and opportunities, addressing demographic, sector and regional issues that affect recruitment and retention in SD8. While many challenges and opportunities are similar to those in other regions, some uniquely impact SD8.

In brief, the two goals for the Recruitment and Employee Retention Framework are to:





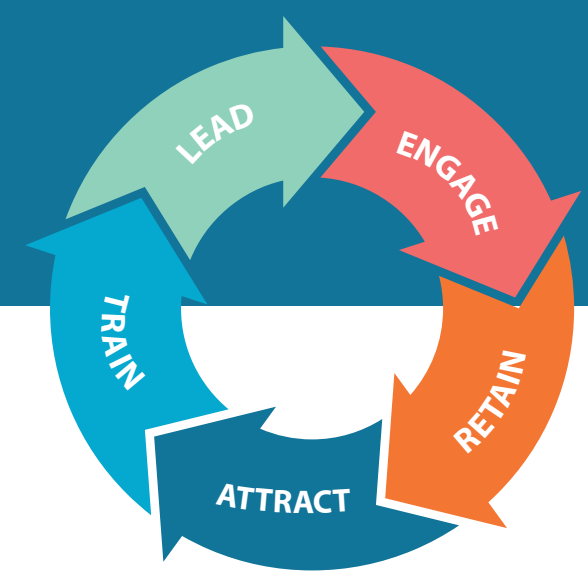
1. Facilitate School District 8 (Kootenay Lake) ability to recruit suitable employees; and
2. Enhance School District 8 (Kootenay Lake) ability to retain and engage employees.

The Recruitment and Employee Retention Framework will guide recruitment, retention, and engagement programs. The [SD8 Workforce Recruitment and Retention Framework](#) is provided for the Board's information and posted to the SD8 website.





# Employee Recruitment and Retention Framework



## Vision

Our learners grow as global citizens in an innovative and inclusive community.

## Mission

We inspire and support each learner to thrive in a caring learning environment.

## Focus Areas

### ATTRACT TALENT THROUGH DESIRABLE WORKPLACES AND REWARDING CAREERS

*Attract and hire the suitable employee for the right position*

- Increase workforce diversity
- Increase recruitment of under-represented groups
- Increase pool of casual and on-call workers
- Target marketing for open positions
- Recruit from universities and post-secondary institutions

### CREATE FLEXIBLE AND ACCESSIBLE TRAINING PROGRAMS

*Establish flexible and innovative training programs and delivery models to fit the needs of employees*

- Increase the employment rate of SD8 high school graduates
- Deliver robust, flexible training for potential leaders
- Create hiring opportunities for newcomers
- Develop custom and responsive in-house training programs for hard-to-fill positions (bus drivers, custodians, etc.)

### IMPROVE LEADERS' CAPABILITIES TO RETAIN AND ENGAGE EMPLOYEES

*Provide training to leaders to understand employee retention*

- Increase awareness of the importance of employee engagement
- Decrease barriers and unconscious biases to improve employee retention
- Improve access to information and tools to support employee retention
- Support leadership development
- Mentor others and engage in professional learning

### IMPROVE EMPLOYEE RETENTION AND ENGAGEMENT

*Build a robust employee retention and engagement strategy, and supporting action plans*

- Establish clear standards to conduct employee exit interviews
- Create an annual action plan based on exit interview results
- Streamline processes to address workloads and organization of operations
- Conduct employee engagement surveys every second year followed by a clear action plan
- Monitor, adapt to, and anticipate employee needs







## Proposed Considerations for Employee Recruitment and Retention

### Overarching Considerations

This framework is meant to reflect the vision and aspirations of School District No. 8 (Kootenay Lake) (SD8). It is developed based on the best human resources practices, including the district's current practices.

The scope of this framework is comprehensive for the district workforce: it is intended to support administrators, teachers, and support staff.

A shared commitment to truth and reconciliation will be embedded in every aspect of this work to ensure continuous and intentional efforts.

The proposed initiatives outlined below should consider the unique contexts of the district, with a specific emphasis on increasing the recruitment of under-represented groups to create workplace equity and increase workplace diversity to reflect the broader community.



## Performance Measurement

The implementation of the Recruitment and Employee Retention Framework is a complex and collaborative endeavour. In general terms, the success of the Recruitment and Employee Retention Framework is measured by achieving the overall outcomes. Achievement indicators include:

- Increases employee engagement and retention;
- Increases the number of members of under-represented groups engaged in the district's workforce;
- Increases the availability and use of the best practices in recruitment and retention; and
- Decreases in employee turnover rates.

## Conclusion

The Recruitment and Employee Retention Framework will be implemented by the district to attract, engage and retain employees that meet the demands of a competitive market. Recruitment and retention alone cannot be counted on to fill all vacancies or solve all labour market problems. Ongoing work towards gender equity and under-represented groups is critical. A collaborative approach is essential to the successful recruitment and retention of employees in SD8.

