

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

TUESDAY, JANUARY 09, 2024

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 January 09, 2024 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. 14) App. 8

Proposed Resolution:

THAT the minutes from the December 12, 2023 Meeting of the Board held in public

BE ADOPTED, as circulated.

9. Future and Action Item Tracking (p. 18) App. 9

10. Education – Reports from the Superintendent

A. Online Learning Continuous Learning Report (p. 20) App. 10A

B. Kindergarten Registration (p. 21) App. 10B



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

- A. 2024-2025 Budget Schedule (p. 23) App. 11A
- B. Approval for Amendment to 2023-2024 Capital Plan (p. 24) App. 11B

Proposed Resolution:

THAT the Board of Education proceed to conclude three readings in one evening for the District's Capital Plan Bylaw No. 2023/24-CPSD8-03.

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 December 21, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 08 (Kootenay Lake) Capital Plan Bylaw No. 2023/24-CPSD8-03.

READ A FIRST TIME THE 9th DAY OF January 2024;

READ A SECOND TIME THE 9th DAY OF January 2024;

READ A THIRD TIME, PASSED THE 9th DAY OF January 2024.



C. Appointment of Auditor (p. 31) App. 11C

Proposed Resolution:

THAT the Board approve appointment of KPMG (Kelowna Office) as the auditor for SD8 for the three fiscal years beginning with 2023-2024.

12. Governance and Policy

A. Policy Approval

- Policy 110: Vision and Mission Statement (p. 33) App. 12A.1
- Policy 124: Minute Taking Standards for Board and Committee Minutes (p. 34) App. 12A.2

Proposed Resolution:

THAT policies 110 and 124 **BE APPROVED**.

B. Policy Approval for Field Testing

- Policy 621: Accumulated Operating Surplus (p. 37) App. 12B

Proposed Resolution:

THAT policy 621 **BE APPROVED** for field testing.

C. Rescind Policies

- [Policy 230: Child Abuse and Neglect](#)
Rationale: operational, current AP 3304: Child Abuse & Neglect
- [Policy 240: Anaphylaxis](#)
Rationale: operational, current AP 3205: Anaphylaxis, AP Appendices 3205A/B
- [Policy 311: Illegal Use of Drugs and Alcohol](#)
Rationale: operational, current AP 3310: Illegal Use of Drugs and Alcohol
- [Policy 810: Use of Information and Communications Technology](#)
Rationale: operational, current AP 1204: Cell Phones & Personal Electronic Devices
- [Policy 820: Freedom of Information and Protection of Privacy](#)
Rationale: operational, current APs 1300: Freedom of Information and Protection of Privacy, AP Appendices 1300 A/B, AP 1301: Freedom of Information and Protection of Privacy Act Designation of Head, AP 1304: Employee Records, AP 1202 Critical Incident and Privacy Breach, AP 1307: Personal Information Management Program, AP 1308: Privacy Impact Assessments, AP 1206: Student and Employee Personal Privacy on the Internet, AP 3300: Student Records



- [Policy 830: Wireless Technology in Schools](#)

Rationale: operational, not current

- [Policy 831: Cell Phones and Personal Electronic Devices](#)

Rationale: operational, current AP 1204: Cell Phones & Personal Electronic Devices

- [Policy 850: Cyber-misconduct](#)

Rationale: operational, current APs 4000: Employee Code of Conduct, AP 4001: Respectful Workplace Program, AP 1311: Social Media for Learning

- [Policy 860: Social Networking-Media](#)

Rationale: operational, current AP 1311: Social Media for Learning

Proposed Resolution:

THAT policies 230, 240, 311, 810, 820, 830, 831, 850, and 860 **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 February 13, 2024.

18. Adjournment of Meeting



SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
CONSENT PACKAGE – PUBLIC MEETING
JANUARY 9, 2024

ITEM

The following Consent items are routine items received for information.

- | | |
|--|-------|
| 1. Board Correspondence Package | p. 6 |
| 2. Superintendent's Report January 2024 | |
| 3. Monthly Financial Report – for period ended November 30, 2023 | p. 7 |
| 4. Transactions over 50k – for period ended November 30, 2023 | p. 11 |
| 5. List of Trustee Recusals | p. 13 |
| 6. List of approved Administrative Procedures - Nil | |

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

BOARD CORRESPONDENCE PACKAGE

JANUARY 9, 2024

ITEM	DATE
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1. Nil

Monthly Financial Report

For the period ended November 30, 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 five months of actual District operations and three months 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 five months of actual District operations and three months of School operations.
- Additional funding of \$175,000 above the original budget has been confirmed for the Early Care and Learning Fund for Schools
- 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 November 2023 Actuals	2023 - 2024 Annual Budget	\$ Available Budget	% Available Budget	Applicable Months
Salaries					
Principal & Vice-Principal Salaries	1,849,432	4,356,162	2,506,730	58%	12
Teacher Salaries	7,095,761	23,869,156	16,773,395	70%	10/12
Educational Assistants	1,005,245	3,271,177	2,265,932	69%	10/12
Support Staff	2,670,602	7,417,949	4,747,347	64%	12
Other Professional Salaries	1,162,969	2,584,129	1,421,160	55%	12
TOCs/Relief Salaries	1,013,416	3,347,730	2,334,314	70%	10
Total Salaries	14,797,426	44,846,303	30,048,877	67%	
Employee Benefits	3,432,509	11,135,793	7,703,284	69%	
Total Salaries and Benefits	18,229,935	55,982,096	37,752,161	67%	
Services & Supplies					
Services	938,721	2,184,518	1,245,797	57%	
Student Transportation	88,283	340,309	252,026	74%	
Professional Development & Travel	260,377	717,176	456,799	64%	
Rentals and Leases	16,220	34,441	18,221	53%	
Dues and Fees	46,900	89,682	42,782	48%	
Insurance	151,725	177,539	25,814	15%	
Supplies	1,300,000	3,403,049	2,103,049	62%	
Utilities	407,770	1,871,625	1,463,855	78%	
Total Services & Supplies	3,209,996	8,818,339	5,608,343	64%	
Total Operating Expense	21,439,931	64,800,435	43,360,504	67%	



SPECIAL PURPOSE FUND EXPENDITURE REPORT

	July to November 2023 Actuals	2023 - 2024 Annual Budget	\$ Available Budget	% Available Budget
Ministry of Education and Child Care Funds				
Annual Facilities Grant	279,640	279,640	-	0%
Classroom Enhancement Fund Overhead	67,994	226,647	158,653	70%
Classroom Enhancement Fund Staffing	2,579,225	8,597,418	6,018,193	70%
Classroom Enhancement Remedies	7,928	8,597,418	8,589,490	100%
Community Link	172,782	723,464	550,682	76%
Early Care and Learning Fund to Schools	72,917	175,000	102,083	58%
ECE Dual Credit program	21,875	140,340	118,465	84%
Feeding Futures	125,009	644,263	519,254	81%
First Nation Transportation	612	21,566	20,954	97%
Learning Improvement Fund	75,758	233,351	157,593	68%
Mental Health in Schools	19,760	55,000	35,240	64%
OLEP	17,554	82,879	65,325	79%
Ready Set Learn	6,021	39,200	33,179	85%
Seamless Day Kindergarten	14,992	55,400	40,408	73%
StrongStart	10,916	160,000	149,084	93%
Student & Family Affordability Fund	20,827	-	(20,827)	0%
Total MOECC Funds	3,493,810	20,031,586	16,537,776	83%
Other Provincial Special Purpose Funds				
ASSAI	-	62,500	62,500	100%
Health Promoting Schools	8,559	27,000	18,441	0%
Total MOECC Funds	8,559	89,500	80,941	90%
Other Special Purpose Funds				
School Scholarships and Bursaries	-	38,000	38,000	100%
School Generated Funds	474,923	1,250,000	775,077	62%
Donations	-	25,000	25,000	0%
Total MOECC Funds	474,923	1,313,000	838,077	64%
All Special Purpose Funds	3,977,292	21,434,086	17,456,794	81%



Monthly Transactions over 50K

For the period ended November 30, 2023

PAYMENTS OVER \$50K (CHEQUES AND EFT)
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Date	Vendor Name	Amount
8-Nov	Green Roots Play Equipment Inc.	\$149,339.40
1-Nov	Pacific Blue Cross	\$138,489.25
9-Nov	Peht In Trust c/o Morneau Shepell	\$107,170.03
1-Nov	British Columbia Teacher Federation	\$65,892.49
1-Nov	BC Teachers Federation	\$52,585.81
1-Nov	Kootenay Lake Teachers Federation	\$89,903.48
1-Nov	BMO Mastercard	\$115,464.31



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
October 10, 2023

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

Board:

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

District Staff:

T. Smillie, Superintendent
C. MacArthur, Secretary-Treasurer
B. Eaton, Director of Instruction – Innovative Learning
D. Holitzki, Director of Instruction – Diversity, Equity & Inclusion
C. Kerr, Director of Operations
F. Maika, Manager of Public Engagement (*via video conference*)
C. Makeiv, District Literacy Teacher Coordinator
S. Bruskowski, Executive Assistant

Student Trustees:

Riordan Fisher, L.V. Rogers
Daisy Lamoureux, J.V. Humphries
Micah Luchetta, J. V. Humphries
Angelia Thomson, L.V. Rogers

Guests:

Nil

Regrets:

C. Singh, Director of Human Resources

1. Call to Order

The meeting was called to order at 5:00 PM.

2. Acknowledgement of Aboriginal Territory

3. Changes to the Proposed Agenda

4. Adoption of Agenda

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

23/24-022

THAT the Agenda for this December 11, 2023 meeting **BE ADOPTED**, as circulated.

The motion carried unanimously.

5. Receiving Presentations – Nil

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

7. Consent Package – Nil



8. Adoption of Minutes

Item 16.B of the minutes was corrected to reflect the former chair's report from the RDCK Recreation Commission 10 (Area E East) committee meeting.

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

23/24-023

THAT the minutes from the November 14, 2023 Meeting of the Board held in public **BE ADOPTED**, as amended.

The motion carried unanimously.

9. Future and Action Item Tracking – Nil

10. Education – Reports from the Superintendent

A. Early Learners Continuous Learning Report

Director Holitzki and District Teacher Coordinator Makeiv presented the Early Learners Continuous Learning Report which is aligned to the Strategic Plan as well as federal and provincial initiatives for Early Learning. School District No. 8 (Kootenay Lake) is focusing on the areas of equity and learner achievement.

B. Child Care Provision

Director Holitzki highlighted the child care opportunities within the district that are provided by numerous child care providers. The district has an excellent relationship with these providers which offer a wide range of programs. Child care was transferred to Ministry of Education and Child Care in April 2022.

C. Graduation Ceremonies 2024

Superintendent Smillie presented the schedule for the 2024 graduation ceremonies. A typing error was corrected to Friday June 14th for Salmo Secondary School. Trustees will be assigned to schools at a later date.

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

A. Capital Operations Plan Update

Secretary-Treasurer MacArthur reported that the Operations team has been very busy over the past months. Director Kerr presented the larger projects as outlined in App. 11A of the agenda package. Operations was recently informed by Interior Health that test results at Brent Kennedy Elementary were reviewed and water levels stabilized.

12. Governance and Policy – Nil

13. Human Resources

A. Recruitment and Retention Plan

Superintendent Smillie presented the Recruitment and Retention Plan which was prepared in alignment with provincial initiatives. School District No. 8 (Kootenay Lake) is working hard to hire and retain employees. A framework was developed and is provided on website. It highlights four focus areas:



- Attract talent through desirable workplaces and rewarding careers,
- Create flexible and accessible training programs,
- Improve leaders' capabilities to retain and engage employees,
- Improve employee retention and engagement.

14. Other Items – Nil

15. Trustee Reports

A. Trustees

- Trustee Shunter reported from the BCSTA Academy in Vancouver where valuable presentations were provided. He attended a climate caucus.
- Trustee Trenaman attended the BCSTA academy and BCSTA bylaw committee as well as the Joint Safety Advisory Committee with Trustee Etheridge. She gave a shoutout to Jared Basil from Lower Kootenay Band (LKB) for the great interactions at the LKB dinner.
- Vice-Chair Bremner reported from Lower Kootenay Band's Education Council Dinner. She attended the French Advisory Committee meeting and enrolment for the French immersion program is starting soon.
- Trustee Nazaroff attended the Christmas concert at Brent Kennedy Elementary School. The work that was put into the performance of the students was inspiring. She thanked all the teachers in the district for their commitment.
- Trustee Etheridge attended the Merry Grinchmas performance at KRSS as well as the Canyon-Lister Elementary School holiday concert.
- Trustee Blackmore reported on the opening of the accessible park as well as the BCSTA Academy which provided a good learning experience.
- Trustee Chew attended the BCSTA Academy which provided a phenomenal program. She gave a shoutout to the province's commitment to education as well as to initiatives from this Board of Education that are being brought forward on a district, branch, and provincial level.

B. Chair

Chair Lang summarized her activities during the past month. She attended BCSTA Academy in Vancouver, a Branch meeting with 5 neighbouring districts and completed four webinars on inclusivity, respectful workplace, and Indigenous awareness.

C. BCSTA

Trustee Chew pointed out that the BCSTA Academy was well attended, and the program was very thoughtful. The Board is considering adding "motion building" as a standing item for meetings.



D. BCPSEA

Chair Lang reported that an initial bargaining session took place and updates will be shared as they become available.

E. RDCK – Nil

F. Other Committees

Trustee Chew attended the RDCK Recreation Committee Meeting. The number of programs keeps rising as communities come out of pandemic.

G. Student Trustees

- Student Trustee Angelia Thomson reported on a very successful fall season for LVR's sports teams. The dance academy went on a productive trip to Vancouver that included two successful auditions for the dance school in Vancouver. French immersion students are currently preparing for their dogwood exams. A variety show will be held on Friday. Everyone is looking forward to the Holiday season.
- J.V. Humphries Student Trustee Daisy Lamoureux reported on very successful fund raisers for food hampers to collect food for families in need over the holidays. Drama performances will be on Wednesday and Thursday.
- Student Trustee Micah Luchetta, also from J.V. Humphries, added a report from a grad parent meeting that was held in November. Thursday and Friday will be Christmas Spirit days.

16. Comments or Questions from the Public

Superintendent Smillie answered questions from the public:

- Union representatives can bring their questions to the labour management committee.

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

The meeting was adjourned at 6:13 PM.

Board Chair

Secretary-Treasurer



Board Meeting	Resolution #	Resolution Summary	Resolution	Assignment	Action Taken w/ Date	Complete
Resolutions in Progress						
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"> 1. Former Crawford Bay maintenance yard; 2. Retallack land; 3. Former Yahk Elementary, and; 4. Ymir Land; <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"> 1. Former Al Collinson Elementary; 2. Former Gordon Sargent Elementary; 3. Kin Park in Creston, and; 4. Salmo tennis court & pool land 	Secretary-Treasurer	<p>As of April 2023, the following properties have not sold:</p> <ul style="list-style-type: none"> - Former Crawford Bay maintenance yard; - Retallack II; - Ymir Land - Salmo Tennis Court & Pool Land 	In Progress
Standing Resolutions						
Resolutions for Repeal or Replacement						
Completed Resolutions						
December 12, 2023	23/24-023	Adoption of Minutes	THAT the minutes from the November 14, 2023 Meeting of the Board held in public BE ADOPTED, as amended.			Complete
December 12, 2023	23/24-022	Adoption of Agenda	THAT the Agenda for this December 11, 2023 meeting BE ADOPTED, as circulated.			Complete
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"> •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. <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: January 9, 2024
Subject: Online Continuous Learning Report

For Information

Introduction

This memo provides an overview of the [Online Continuous Learning Report](#), reflecting the strategic priorities for online learning in School District No. 8 (Kootenay Lake) (SD8) for the 2023-2024 school year.

Background

In alignment with the British Columbia mandate for public education, our district is steadfast in its commitment to enhancing online learning opportunities through our strategic plan, which supports equitable, diverse, and continuous learning experiences.

The report celebrates the successes of SD8's online programs, Elev8 DESK and Elev8 Homelinks, which have been instrumental in providing flexible learning options that cater to the varied needs of our students, including those from Indigenous backgrounds and learners with diverse abilities. It highlights our progress in expanding course offerings and promoting inclusivity within our online learning environments.

The Elev8 DESK program has experienced a significant increase in cross-enrollment figures, reflecting its growing reputation as a flexible and accommodating option for students. The Elev8 Homelinks program effectively implements blended learning instruction, emphasizing the importance of parental involvement and tailored educational pathways.

Looking ahead, the report outlines our district's future plans to adhere to the Ministry's revised guidelines and to continue prioritizing strategic initiatives that will foster an environment conducive to online learning.

As we move forward, SD8 remains dedicated to supporting the academic journey of our students by building upon their strengths, celebrating their achievements, and ensuring that every learner is equipped to become an educated and connected citizen.



FROM: Trish Smillie, Superintendent
DATE: January 9, 2024
SUBJECT: Kindergarten Registration 2024-2025

For Information

Introduction

This memorandum provides an overview of the kindergarten registration process for the 2024-2025 school year.

Background

Kindergarten registration assists with school planning and district budget planning processes. Children who turned 5 by December 31, 2023 are eligible to enrol in kindergarten for the 2024-2025 school year. Kindergarten registration for the upcoming 2024-2025 school year commenced on January 2, 2024.

Enrolment in School District No. 8 (Kootenay Lake) is described in [Administrative Procedure 3100: Eligibility for Ministry Funded Enrolment](#). Caregivers must register their child at their neighbourhood catchment school. [Administrative Procedure 3101: School Choice and Catchment](#) describes the catchment areas in School District 8. [SD8 Policy 410: School Choice and Catchment](#) outlines the process for families who would like to have their child considered to attend a school outside of their regular catchment.

Registration for kindergarten children follows the same process as for grades 1-12 learners.

Information

SD8 kindergarten registration is advertised through local media and is posted on the SD8 website and all SD8 elementary school websites. In addition, local child care programs, StrongStart programs, and the Child Care Resource and Referral (CCRR) agencies are also provided with information about kindergarten registration.

During the months of January through March, elementary schools provide their kindergarten enrolment projections to the district office to assist with SD8 budget planning and staff allocation processes.

SD8 provides opportunities for families to learn about kindergarten. During the late spring of 2024 each elementary school will host a “Transition to Kindergarten” event to welcome incoming kindergarten families. During this open house, each child who has registered for kindergarten and their caregivers have an opportunity to meet the kindergarten teacher and school principal as well as to familiarize themselves with the school.



Each child also receives an SD8 tote bag with items to support school preparedness. Included in the tote bag is an SD8 kindergarten brochure entitled “Kindergarten: Let’s Get Started”. The brochure introduces families to the exciting world of education in SD8.

In addition, each elementary school creates a short video “storywalk” about their school which is sent to incoming kindergarten learners. The video includes photos of the school such as the kindergarten classroom, library, gymnasium, school bus location and playground. The video “storywalk” can be viewed multiple times by the family and helps familiarize children and their families with their school.

Provincially, the transition to kindergarten is supported by the child-friendly [When I go to Kindergarten](#) document and the parent information page [Support the Transition to Kindergarten](#).



Conclusion

SD8 staff strive to ensure children and their families enter kindergarten each September with confidence and excitement. School staff assist families with the registration process, host kindergarten transition open house gatherings and plan individual family meetings to ensure a seamless transition to kindergarten for all kindergarten learners entering SD8 in September 2024.



FROM: Cathy MacArthur, Secretary-Treasurer
DATE: January 9, 2024
SUBJECT: 2024 - 2025 Budget Schedule

For Information

Introduction

This memorandum provides an information on the 2024 - 2025 Budget Schedule.

Background

An internal and public consultation process is undertaken to identify budget priorities. The district incorporates those priorities into the preliminary operating budget as directed by the Board. By June 30th each year, the Board must adopt a budget for the upcoming school year.

Information

The public budget consultation process for the 2024- 2025 school year is scheduled to commence on March 13, 2024. The schedule is outlined in the table below.

Date	Time	Meeting	Meeting Description/Tasks	Attendees/Responsible	Location
March 13, 2024	n/a	Surveys to KLPVPA, Students & Public	Invitation to comment. Preliminary Draft Budget Posted Online.	Public, Partner Groups and Students	Online Survey & Invitation to Comment
April 9, 2024	9:00PM – 3:00PM	Board Working Session	Preliminary Draft Budget Review.	Trustees	Board Office & Zoom
April 23, 2024	11:00AM – 12:30PM	Indigenous rights holders, KLPVPA, CUPE, KLTF, DPAC	Focused Draft Budget Discussion.	Trustees, Senior Staff & Partner Groups	Board Office & Zoom
April 23, 2024	1:00PM – 2:00PM	Operations & Finance Committee Meeting	Preliminary Draft Budget Review.	Trustees, Senior Staff & Committee Members	Board Office & Zoom
April 25, 2024	6:00PM – 7:30PM	Public Webinar	Presentation of Updated Budget, Survey Results, Public Q&A.	Partner Groups & Public	Zoom Webinar
May 14, 2024	1:30PM – 2:30PM	Operations & Finance Committee Meeting	Superintendent's Recommended Budget.	Committee Members	Board Office & Zoom
May 14, 2024	5:00PM – 7:00PM	Meeting of the Board Held in Public	Superintendent's Recommended Budget. Planned Readings 1, 2 & 3 of Budget Bylaw.	Trustees	Board Office & Zoom



FROM: Cathy MacArthur, Secretary-Treasurer
DATE: January 9, 2024
SUBJECT: Approval for Amendment to 2023-2024 Capital Plan

For Approval

Introduction

This memorandum provides information related to approval of changes in the 2023-2024 Capital Plan.

Information

2023/24 Capital Plan Bylaw No. 2023/24-CPSD8-02

On October 10, 2023, the Board approved Capital Plan Bylaw No. 2023/24-CPSD8-02 and an additional funding request of \$322,900 under the Minor Capital (School Enhancement Program) to advance the work on the sprinkler system at Trafalgar Middle School.

The Ministry of Education and Child Care (“Ministry”) has approved the additional funding of \$322,900 under the 2023-2024 Capital Plan. In order for the Ministry to provide the funding, Capital Bylaw No. 2023/24-CPSD8-03 must be approved by the Board.

Recommendation

Attached is the letter from the Ministry outlining the revised approved funding for 2023/24 (Capital Plan Bylaw No. 2023/24-CPSD8-03).

To approve the Capital Plan Bylaw No 2023/24-CPSD8-03 in one evening requires unanimous consent of the Board. The motion to conclude three readings at this meeting and approve the revised Capital Plan Bylaw are provided below:

THAT the Board of Education proceed to conclude three readings in one evening for the District’s Capital Plan Bylaw No. 2023/24-CPSD8-03.



CAPITAL BYLAW NO. 2023/24-CPSD8-03
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 December 21, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District 08 (Kootenay Lake) Capital Plan Bylaw No. 2023/24-CPSD8-03.

READ A FIRST TIME THE 9th DAY OF January 2024;
READ A SECOND TIME THE 9th DAY OF January 2024;
READ A THIRD TIME, PASSED THE 9th DAY OF January 2024.

Board Chair

APPLY CORPORATE SEAL

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District 08 (Kootenay Lake) Capital Bylaw No. 2023/24-CPSD8-03 adopted by the Board the 9th DAY OF January 2024.

Secretary-Treasurer





December 21, 2023

Ref: 295246

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

Capital Plan Bylaw No. 2023/24-CPSD08-03

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

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.



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 \$922,900	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 http://www.astsbc.org
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 http://www.astsbc.org
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 http://www.astsbc.org
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 http://www.astsbc.org
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 http://www.astsbc.org
ADDED	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 http://www.astsbc.org

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 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 1st, 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:** January 9, 2024**SUBJECT:** Appointment of Auditor**For Approval**

Introduction

This memorandum provides information related to the appointment of an auditor for the school district for the three (3) years commencing 2023-2024.

Background

Appointment of auditors for the school district is governed by SD8's Policy 642: Procurement and Purchasing and subsection 158(1) of the School Act. SD8's Policy 642: Procurement and Purchasing requires the tendering of audits every three (3) years. Subsection 158(1) of the School Act requires Boards of Education to appoint the auditor of school districts.

BDO Dunwoody (Kelowna office) was the auditor for the school district for the last three years, completing the financial audits for the 2020-2021, 2021-2022, and 2022-2023 school years.

An RFP was posted on BC Bid inviting CPA firms to submit a proposal for audit services for a three (3) year period which includes the financial audits for the 2023-2024, 2024-2025, and 2025-2026 school years. Submissions were received from two audit firms, Grant Thornton (Kelowna office) and KPMG (Kelowna office).

Information

The RFP contained a detailed criteria for assessment which focused on the auditor, audit team, audit strategy, and audit fees. The following maximum scores were assigned to four components:

Component	Maximum Scoring
General Capability of Proponent and Audit Team	35%
Specific Experience of the Proponent and Audit Team	10%
Proposed Audit Strategy	30%
Fee	25%
Total Scoring	100%

KPMG achieved a higher score than Grant Thornton with KPMG scoring higher in the first three components and both proponents achieving the same score for the fee component.



Recommendation

THAT the Board approve appointment of KPMG (Kelowna Office) as the auditor for SD8 for the three fiscal years beginning with 2023-2024.



POLICY 110: Vision and Mission Statement

The Board of Education of School District No. 8 (Kootenay Lake) assumes its responsibility to provide leadership and direction to the school district. In so doing, the Board has articulated a Vision and a Mission Statement to guide the Board, its employees, educational partner groups, and local community to realize the highest standards for the delivery of education to all students.

Vision Statement

Our learners grow as global citizens in an innovative and inclusive community.
~~Focus. Learn. Excel.~~

Mission Statement

We inspire and support each learner to thrive in a caring learning environment.
~~We focus on excellence for all learners in a nurturing environment.~~

DRAFT

Policy 124: Minutes for Board and Committee Meetings

Meetings of the Board of Education of Schools District No. 8 (Kootenay Lake) (the “Board”) or its Committees, shall be recorded, in compliance with the School Act¹.

To provide a framework for consistency in minutes taken for the Board and any of its Committees, the Board shall develop and maintain a Policy 124: Minutes for Board and Committee Meetings and ~~Administrative Procedure 124.1 – Minute Taking Standards for Board and Committee Minutes~~, which shall require minutes to:

- Follow best parliamentary practices for a Corporate Board²;
- Record the procedures required of Boards in the School Act³;
- Record any procedures for conducting business per Robert’s Rules of Order⁴; and
- Follow the effective minute-taking practices table by Eli Mina, M.Sc., P.R.P.⁵.

Meetings of the Board of Education of Schools District No. 8 (Kootenay Lake) or its Committees, shall be recorded using the following procedures for minute taking:

1. **The Meeting.** The name of the Body that assembled, the type of meeting that was held (e.g. regular, closed or special, etc.), and the date of the meeting shall be listed at the top of the minutes.
2. **Attendees & Guests.** A list of attending members and guests shall be listed in the minutes. Any member who joins or departs the meeting between the time the meeting was called to order and the time it was adjourned shall be noted in the minutes.
3. **Agenda Items.** The minutes shall be drafted in the same order and using the same headings as on the agenda that was adopted at the outset of the meeting. Where an item on the agenda was not discussed, or the item was postponed to a future meeting, the minutes shall note as such.
4. **Minutes Timing.** The times at which the meeting is called to order, when a recess starts and ends, and when the meeting is adjourned, shall be noted in the minutes.

¹ [School Act - Section 72](#)

² [School Act - Section 65](#)

³ [School Act - Part 6](#)

⁴ [Robert’s Rules of Order Newly Revised \(11th Edition\)](#)

⁵ [Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P](#)

Related Legislation: [School Act of British Columbia](#)

Related Publications: [Robert’s Rules of Order Newly Revised \(11th Edition\)](#), Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P (as at May, 2020)

Related Policies & Procedures: Policy 124: Minutes for Board & Committee Meetings, AP124.1: Minute Taking Standards for Board and Committee Minutes, Policy 121: Committee Structure

Adopted: June 23, 2020

Reviewed: January 10, 2023



5. **Robert's Rules.** The minutes shall note the steps taken by the body in its deliberations and decision-making following parliamentary rules per Robert's Rules of Order⁶.

6. **Corporate Board.** Regarding references to members in the minutes:

- 6.1. Generally, the name of a member shall not be included in the minutes.
- 6.2. Members shall be referred to in the minutes as a "Member" or as a "Trustee", depending on the body that is meeting.
- 6.3. When a motion is made or seconded, the name of the member shall not be noted and, instead, the appropriate parliamentary process shall be referenced (e.g. "upon a motion duly made and seconded, it was resolved that...").
- 6.4. Exceptions to the general prohibition on naming a member in the minutes will apply for personal items (e.g. Trustee Reports), and, by specific consent of the body, a statement may be added to the minutes attributed to a member.
- 6.5. Where a member abstains from voting or objects to a motion, the number of members who objected or abstained to that motion shall be recorded in the minutes.

7. **Discussions, Deliberations & Motions.** Regarding discussions, deliberations, and motions:

- 7.1. A motion alone may be recorded in the minutes for an item when there are no objections made to that motion.
- 7.2. Whenever a motion is moved, the motion shall be recorded verbatim in the minutes whether the motion is resolved upon at the meeting or not.
- 7.3. A summary of key points of discussion about an item on the agenda shall be noted in the minutes, following Eli Mina's table of effective minute taking practices⁷.

8. **Drafting and Record-Keeping.** Regarding drafting and approval of the minutes:

- 8.1. The Secretary-Treasurer and/or a designate shall take minutes at meetings.
- 8.2. Following a meeting, the Secretary-Treasurer shall compile and prepare the minutes into a draft for review by the Body at its following meeting.
- 8.3. Once a Body reviews and adopts minutes, previous versions of the minutes captured in any format shall be destroyed.
- 8.4. Adopted minutes shall be signed by the Chair of the meeting and the Secretary-Treasurer or designate.

⁶ [Robert's Rules of Order Newly Revised \(11th Edition\)](#)

⁷ [Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P](#)

Related Legislation: [School Act of British Columbia](#)

Related Publications: [Robert's Rules of Order Newly Revised \(11th Edition\)](#), Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P (as at May, 2020)

Related Policies & Procedures: Policy 124: Minutes for Board & Committee Meetings, AP124.1: Minute Taking Standards for Board and Committee Minutes, Policy 121: Committee Structure

Adopted: June 23, 2020

Reviewed: January 10, 2023



- 8.5. Minutes from a regular meeting of the Board or meetings of Standing Committees of the Board shall be made available forthwith on the Board's website following the adoption and signature of minutes.
- 8.6. A copy of adopted minutes from meetings of Ad hoc Committees of the Board shall be included with the agenda for the next regular meeting of the Board, pursuant to Board Policy 121: Committee Structure⁸.
- 8.7. For any Board meeting where matters were considered at which persons other than Trustees or officers of the Board, or both, were excluded, a record shall be kept and made available to the public containing a general statement as to the nature of the matters discussed and general nature of any decisions reached.

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⁸ [Board Policy 121: Committee Structure](#)

Related Legislation: [School Act of British Columbia](#)

Related Publications: [Robert's Rules of Order Newly Revised \(11th Edition\)](#), Effective minute-taking practices table by Eli Mina, M.Sc., P.R.P (as at May, 2020)

Related Policies & Procedures: Policy 124: Minutes for Board & Committee Meetings, AP124.1: Minute Taking Standards for Board and Committee Minutes, Policy 121: Committee Structure

Adopted: June 23, 2020

Reviewed: January 10, 2023



POLICY 621: Accumulated Operating Surplus

This policy ensures accountable and transparent financial planning and ensures compliance with the Ministry of Education and Child Care's Accumulated Operating Surplus Policy by:

- guiding the accumulation, spending, and reporting of operating surplus;
- outlining how inter-fund transfers will be managed; and
- guiding how the Board will engage with local community and education partner groups, and rights holders as defined by Declaration on the Rights of Indigenous Peoples Act (DRIPPA).

The Board of Education for School District No. 8 (Kootenay Lake) (the "Board") has the responsibility under the School Act to prepare balanced budgets. Revenues plus appropriated surpluses must fully fund the annual operating, special purpose and capital fund expenses, and tangible capital asset acquisitions.

Definitions

- A. **Accumulated Operating Surplus:** represents the extent to which operating revenue from all previous years exceeds operating expenditures from all previous years after any inter-fund transfers. The ability to approve inter-fund transfers and use previous year's operating surplus in future years enables the Board to mitigate financial risk, support consistent programs and services to all students, and engage in long-term planning.
- B. **Restricted Operating Surplus:** means a portion of an Accumulated Operating Surplus that has been set aside through a board motion for specified use in future years.
- C. **Unrestricted Operating Surplus:** means the accumulated Operating Surplus built up in the School District's Operating Fund that has not been designated for specific uses.

1. Restricted Operating Surplus

Categories of internally restricted operating surplus include:

1.1 Restricted Due to the Nature of Constraints on the Funds

- 1.1.1 The Board may receive grants or other revenue for specific or targeted purposes. The Board will maintain a surplus within a special purpose fund where it is beneficial to do so in achieving the intent of that fund and permitted by the grantor. If these grants/funds are not spent, the balance is internally restricted to be used for the specified use in future years. Examples include:

Related Legislation: [School Act \[RSBC 1996, Part 8, Division 8\]](#), [K-12 Public Education Accumulated Operating Surplus Policy](#), [K-12 Public Education Financial Planning and Reporting Policy](#), [Declaration on the Rights of Indigenous Peoples Act \(DRIPPA\)](#)

Related Contract Article: Nil

Adopted: October 9, 2018

Revised: November 10, 2020; January 10, 2022

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- 1.1.1.1 Contractual obligations (i.e. professional development);
- 1.1.1.2 Indigenous Education targeted funding; or
- 1.1.1.3 School generated funds (not externally restricted).

1.2 Restricted for Anticipated Unusual Expenses Identified by the Board

- 1.2.1 To support effective planning, there will be situations where the District has identified one-time and intermittent projects that will not be funded by revenues in that year or where, if they are funded from annual Provincial Operating grants, this may cause fluctuations or reductions in educational service levels. Examples include:

- 1.2.1.1 Self-insurance for minor equipment loss and breakage;
- 1.2.1.2 Implementation of new initiatives; or
- 1.2.1.3 Impact of emerging events (i.e. global pandemic).

1.3 Restricted for Operations Spanning Multiple School Years

- 1.3.1 To support effective operational planning, there will be situations where operating surplus funds may need to be carried over to future years, such as:

- 1.3.1.1 Future years' operations/budget;
- 1.3.1.2 Schools and department surplus/carryforwards;
- 1.3.1.3 Operating projects in progress;
- 1.3.1.4 Technology, utilities, equipment and capital projects, including amounts to be transferred to local capital;
- 1.3.1.5 Purchase order commitments; or
- 1.3.1.6 Educational programs spanning multiple years.

1.4 Restricted for Future Capital Cost Share

- 1.4.1 To support major capital projects as identified in the Board's 5-year Capital Plan and approved by the Ministry of Education and Child Care for concept plan or business case development, the Board may restrict operating surplus at the time the project is brought forward for funding approval.

2. Unrestricted Operating Surplus (Contingency Reserve)

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact operations and the education of students. To discharge this responsibility, the Board will strive to maintain a contingency reserve of at least 3% of operating expenditures and not exceeding 5% of operating expenditures. The Board may approve the use of contingency reserve under the following circumstances:

Related Legislation: [School Act \[RSBC 1996, Part 8, Division 8\]](#), [K-12 Public Education Accumulated Operating Surplus Policy](#), [K-12 Public Education Financial Planning and Reporting Policy](#), [Declaration on the Rights of Indigenous Peoples Act \(DRIPPA\)](#)

Related Contract Article: Nil

Adopted: October 9, 2018

Revised: November 10, 2020; January 10, 2022

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2.1 Emergent Operating Issues

Major non-recurring costs related to emergency events or situations which cannot be anticipated and budgeted for or when it may not be feasible to absorb the cost of such events in other budget areas. Examples include:

- 2.1.1 Extraordinary costs associated with severe inclement weather, forest fires etc.;
- 2.1.2 Coverage for disaster recovery expenditures;
- 2.1.3 Replacement of equipment essential to the continuation of safe operations of District facilities;
- 2.1.4 Coverage for unexpected additional capital project costs not funded by the Ministry of Education and Child Care; or
- 2.1.5 Extraordinary or unknown cost pressures not known at time of budget development.

2.2 Offset Unrealized Revenues

Some revenue sources are cyclical in nature and subject to downturns in the economy and other factors. The Board cannot always anticipate such fluctuations or rely on budgetary savings or other revenues to offset these shortfalls. In these cases, the Board can use contingency funds to continue to provide educational services and maintain operations without implementing one-time service cuts. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate strategies to re-establish the contingency reserve into its annual budget planning processes. Such strategies may be implemented over a period of three years.

3. Inter-Fund Transfers

Inter-Fund Transfers are funds transferred from one fund to another (e.g. between Operating Fund and Capital Fund/Local Capital). Inter-fund transfers must be made through board resolution. Approval of Inter-fund Transfers related to confidential matters or land, legal or personnel matters shall be considered in a closed board meeting.

4. Consultation and Engagement

Prior to approval of the annual budget, the Board will consult and engage with local community and education partner groups, and rights holders as defined by the Declaration on the Rights of Indigenous Peoples Act (DRIPPA) on proposed uses of the accumulated operating surplus. Consultation will include opportunities to provide input, feedback and ask questions regarding the Board's annual budget and operating surplus accumulation, reporting and planned use.

5. Reporting Requirements

Related Legislation: [School Act \[RSBC 1996, Part 8, Division 8\]](#), [K-12 Public Education Accumulated Operating Surplus Policy](#), [K-12 Public Education Financial Planning and Reporting Policy](#), [Declaration on the Rights of Indigenous Peoples Act \(DRIPPA\)](#)

Related Contract Article: Nil

Adopted: October 9, 2018

Revised: November 10, 2020; January 10, 2022

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The reporting of surpluses and Inter-fund Transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting process outlines the initial plan for surpluses and transfers. The financial statements report on actual surpluses and transfers in any given budget year.

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