School District 8
Kootenay Lake

MEETING OF THE BOARD HELD IN PUBLIC AND INAUGURAL MEETING
AGENDA
TUESDAY, NOVEMBER 10, 2026
5:00 PM – 7:00 PM
In person: School Board Office, 811 Stanley Street, Nelson BC
Via video conference: Zoom - Webinar ID: 657 3277 9733 – Password: 495118

We kindly ask anyone attending to provide their full name and affiliation.
Panelists, please log on 10 minutes prior to the meeting for a sound check.

1. **Call to Order**

> *Note: The Secretary-Treasurer shall preside at this meeting until the Board Chair is elected during the meeting. Please refer to Section 1 of Policy 120 for process.*

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. **Oath of Office**

Welcome to the Honourable Judge Sicotte and Chief Fisher of the Nelson Police Department

4. **Trustee Positions & Appointments**

> *For the election of the Chair, Vice-Chair and Provincial Representatives, the process will be:*
> - *Call for Nominations 1st, 2nd, 3rd time;*
> - *Confirmation of each Nominee that they accept their nomination;*
> - *Nominees invited to provide brief statement;*
> - *Vote by secret ballot (if there is more than one nominee); and*
> - *Determine by draw (if there is a tie vote).*

A. Election of Board Chair (12-month term)

Recess - 20 minutes

B. Election of Board Vice-Chair (12-month term)

C. Election of Provincial Representative and Alternates (12-month term)

i. BCSTA Provincial Councilor

ii. BCPSEA Representative

iii. BCSTA Provincial Councilor Alternate

iv. BCPSEA Representative Alternate

D. Election of Committee Chairs (24-month term)

i. Education Partner Advisory Committee (EdPAC)

ii. Policy, Operations, and Finance Partner Advisory Committee (POFPAC)

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

Proposed Resolution:

THAT the ballots for the selection of School District No. 8 (Kootenay Lake) 2026-2027 Board Chair, Vice-Chair and other Representatives **BE DESTROYED.**

F. Notice for Expression of Interest for Representing the Interests of the Board of Education in Roles at Other Committees (12-month term)

i. Kootenay Boundary Branch of the BCSTA

ii. Accessibility Committee

iii. wuqanqankimik Education Council (wEC)

iv. Joint Safety Advisory Committee (JSAC)

v. Policy Review Committee (PRC)

5. Changes to the Proposed Agenda

6. Consent Package Questions (p. 4) App. 6

7. Adoption of Agenda

Proposed Resolution:

THAT the Agenda for this November 10, 2026 meeting **BE ADOPTED**, as circulated.

8. Receiving Public Presentations – Nil

9. 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.

10. Adoption of Minutes (p. 13) App. 10

Proposed Resolution:

THAT the minutes from the October 13, 2026 Meeting of the Board Held in Public **BE ADOPTED**, as circulated.

11. Future and Action Item Tracking (p. 19) App. 11

12. Education

A. Numeracy Continuous Learning Report 2026-2027 (p. 20) App. 12A

B. Student Winter Fine Arts Performance and Winter Concert Schedule (p. 21) App. 12B

13. Operations and Finance – Nil

14. Governance and Policy

A. Trustee Vacancy (p. 22) App. 14A

15. Human Resources

A. SD8 Recruitment and Retention Framework (p. 27) App. 15A

16. Trustee Verbal Reports

A. Student Trustees
B. Trustees
C. Chair
D. British Columbia School Trustee Association (BCSTA)
E. British Columbia Public School Employers' Association (BCPSEA)
F. District Parent Advisory Committee (DPAC)
G. Other

17. 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.

18. Meeting Schedule and Reminders

A. Board Meetings

The next Meeting of the Board held in Public is scheduled for December 9, 2025.

19. Adjournment

School District 8
Kootenay Lake

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

CONSENT PACKAGE – PUBLIC MEETING

NOVEMBER 10, 2026

ITEM

The following Consent items are routine items received for information.

1. Board Correspondence Package p. 5
2. Superintendent's Report November 2026
3. Monthly Financial Report – for period ended September 30, 2026 p. 6
4. Transactions over 50k – for period ended September 30, 2026 p. 10
5. List of Trustee Recusals - Nil p. 12
6. wuqanqankimik Education Council (wEC) Meeting Minutes
7. New or significantly revised Administrative Procedures – Nil

School District 8
Kootenay Lake

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

BOARD CORRESPONDENCE PACKAGE

NOVEMBER 11, 2026

ITEM	DATE

School District 8
Kootenay Lake

Monthly Financial Report

For the period ended September 30, 2026



COMMENTS

Operating Expenditure Report

- The budget information is based on the 2026-2027 Budget approved by the Board on May 12, 2026.
- 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 three months of actual District operations and one month of School operations.
- The salaries and benefits are trending as expected based on the budgeted amounts, the time of the school year, and applicable months for employee groups.

Special Purpose Expenditure Report

- The budget information is based on the 2026-2027 Budget approved by the Board on May 12, 2026.
- The Special Purpose Expenditure Report reflects three months of actual District operations and one month of School operations.
- Other than the Annual Facility Grant, Early Care and Learning Fund to Schools, Feeding Futures and National School Food Program, spending for the special purpose funds generally occurs throughout the school year.

OPERATING EXPENDITURE REPORT

	September 2026 Actuals	2026- 2027 Budget	$ Available Budget	% Available Budget	Applicable Months
Salaries					
Principal & Vice-Principal Salaries	1,130,070	4,603,689	3,473,619	75%	12
Teacher Salaries	2,336,917	23,235,849	20,898,932	90%	10
Educational Assistants	209,306	4,335,061	4,125,755	95%	10
Support Staff	1,421,510	7,744,557	6,323,047	82%	10/12
Other Professional Salaries	673,022	2,609,646	1,936,624	74%	12
TOCs/Relief Salaries	248,531	3,551,516	3,302,985	93%	10/12
Total Salaries	**6,019,356**	**46,080,318**	**40,060,962**	87%	
Employee Benefits	**1,607,003**	**11,896,114**	**10,264,253**	86%	10/12
Total Salaries and Benefits	**7,626,359**	**57,976,432**	**50,325,215**	87%	
Services & Supplies					
Services	383,624	2,250,829	1,867,205	83%	
Student Transportation	-	389,621	389,621	100%	
Professional Development & Travel	141,929	706,358	564,429	80%	
Rentals and Leases	24,930	94,116	69,186	74%	
Dues and Fees	19,502	115,788	96,286	83%	
Insurance	25,277	216,800	191,523	88%	
Supplies	644,834	3,567,869	2,923,035	82%	
Utilities	212,816	1,868,447	1,655,631	89%	
Total Services & Supplies	**1,452,912**	**9,209,828**	**7,756,916**	84%	
Total Operating Expense	**9,079,271**	**67,186,260**	**58,082,131**	86%	

SPECIAL PURPOSE FUND EXPENDITURE REPORT

	September 2026 Actuals	2026 - 2027 Budget	$ Available Budget	% Available Budget
Ministry of Education and Child Care Funds				
Annual Facilities Grant	99,379	279,640	180,261	64%
Classroom Enhancement Fund	1,137,078	11,370,783	10,233,705	90%
Community Link	112,517	759,048	646,531	85%
Early Care and Learning Fund to Schools	43,750	175,000	131,250	75%
Feeding Futures	194,779	589,425	394,646	67%
First Nation Transportation	-	30,851	30,851	100%
Health Career Work Experiential Learning	-	1,300	1,300	100%
Learning Improvement Fund	21,531	215,310	193,779	90%
Mental Health in Schools	5,500	55,000	49,500	90%
OLEP	10,590	109,758	99,168	90%
National School Food Program	65,195	183,350	118,155	64%
Ready Set Learn	1,123	44,100	42,977	97%
StrongStart	453	170,000	169,547	100%
Work Experience Enhancement Initiative	-	17,288	17,288	100%
Total MOECC Funds	1,691,895	14,000,853	12,291,670	88%
Other Provincial Special Purpose Funds				
ASSAI	567	50,000	49,433	99%
Health Promoting Schools	2,700	27,000	24,300	90%
Total MOECC Funds	3,267	77,000	73,733	96%
Other Special Purpose Funds				
School Scholarships and Bursaries	28,778	30,000	1,222	4%
School Generated Funds	105,714	2,015,000	1,909,286	95%
Donations	-	25,000	25,000	100%
Total MOECC Funds	134,492	2,070,000	1,935,508	94%
All Special Purpose Funds	**1,829,654**	**16,147,853**	**14,300,911**	**89%**

School District 8
Kootenay Lake



Monthly Transactions over 50K

For the period ended September 30, 2026

PAYMENTS IN SEPTEMBER 2026 OVER $50K (CHEQUES AND EFT)

Vendor Name	Amount
Teachers' Pension Fund	112,272
Receiver General RP0001	157,904
Receiver General RP0002	59,594
BC Agriculture Classroom Foundation	150,645
Trainor Mechanical Contractors Ltd	335,312
Venture Mechanical Systems	107,206
Kootenay Lake Teachers Federation	66,656
Municipal Pension Fund	63,979
Receiver General RP0002	90,939
Pebt In Trust c/o Morneau Shepell	128,018

LIST OF TRUSTEE RECUSALS

2026-2027

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

MEETING OF THE BOARD HELD IN PUBLIC
MINUTES
TUESDAY, OCTOBER 13, 2026

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

Student Trustees:
M. Andersen, LVR *(via video conference)*
L. Catherall, KRSS *(via video conference)*
L. Chevalier, MSSS *(via video conference)*
J. Lamoureux, JVH *(via video conference)*

District Staff:
T. Smillie, Superintendent
C. MacArthur, Secretary-Treasurer
L. Carriere, Director of Aboriginal Education
B. Eaton, Director of Instruction - Innovative Learning
J. Tichauer, Assistant Superintendent
H. Kerr, Executive Assistant
C. Singh, Director of Human Resources
M. Mobbs, District Teacher Coordinator – Literacy, 4-12
T. Malloff, District Principal – Innovative Learning

Regrets:
C. Kerr, Director of Operations

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**
   Addition: Item 12A - Trustee Vacancy
4. **Consent Package Questions -** Nil
5. **Adoption of Agenda**

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-011

THAT the Agenda for this October 13, 2026 meeting **BE ADOPTED**, as amended.

The motion carried unanimously.

6. **Receiving Public Presentations** – Nil
7. **Comments or Questions from the Public regarding items on this Agenda** - Nil
8. **Adoption of Minutes**

   UPON a motion duly made and seconded it was **RESOLVED:** 26/27-012

   THAT the minutes from the September 8, 2026 Meeting of the Board Held in Public **BE ADOPTED**, as circulated.

   The motion carried unanimously.
9. **Future and Action Item Tracking**
10. **Education** – Reports from the Superintendent

A. Literacy Continuous Learning Report 2026-2027

District Principal Malloff presented the Literacy Continuous Learning Report for 2026-2027, which reviewed student literacy trends and outlined the supports, resources, and goals underpinning the district's commitment to literacy success for all learners from kindergarten through grade twelve. She reported that action items were prioritized for Indigenous learners, learners with diverse abilities, children and youth in care, and English language learners, and were aligned with the priority areas in the September 2026 Enhancing Student Learning Report. Superintendent Smillie noted that the data showed areas of student growth as well as persistent differences in outcomes, particularly for Indigenous learners and students with disabilities and diverse abilities and highlighted the district's continued work to strengthen a coherent approach to literacy assessment, instruction, professional learning, and intervention.

Clarification was offered regarding how learning plans are developed for both individual needs and classroom needs, how learning strategies are chosen by classrooms and teachers, and how classroom profiles assist in creating coherent plans.

B. Remembrance Day Schedule 2026

Trustees were informed that Remembrance Day is on November 11, 2026 and school assemblies will happen on November 10, 2026. Invitations from principals will be sent to trustees.

C. Support for Inclusive Education

Assistant Superintendent Tichauer presented an overview of the process for determining Ministry category designations for students with disabilities and diverse abilities, and for allocating inclusive education supports and resources in the district. It was reported that the district follows Ministry policy to support inclusion, and that students are supported according to their needs regardless of designation or funding. The roles of classroom teachers, principals, inclusion support teachers, and education assistants were reviewed, along with the use of annually updated Individual Education Plans.

Assistant Superintendent Tichauer and Superintendent Smillie described how supports for kindergarten and new students are offered in a timely manner, what designations are determined by school psychologists, and what designations are determined by health care providers.

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

A. Final Enrolment and Budget Implications

Secretary-Treasurer MacArthur reported on final enrolment as determined through the 1701 verification process (to be finalized later in October) and the resulting budget implications. Total enrolment of 4,508.3641 student FTEs was consistent with projections but 115.1359 FTEs (2.5%) lower than in September 2025, continuing a decline since September 2023. She noted that unique student enrolment exceeded projections by 30 FTEs, with Inclusive Education and Indigenous Education above projected levels and English/French Language Learners below projected levels.

Secretary-Treasurer MacArthur explained that the operating grant was estimated at $47.7 million, compared with $47.5 million originally projected, owing largely to higher funding for unique student enrolments. As a result, the district would not receive the funding protection supplement that had originally been projected.

B. Amended Capital Budget Bylaw 2026-2027

Once a year the ministry approves the minor capital bylaw. This is a second approval. This is for the additional funds for the Salmo Elementary HVAC project.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-013

THAT the Board of Education proceed to conclude three readings in one evening for the School District No. 8 (Kootenay Lake) Capital Plan Bylaw No. 2026/27-CPSD8-02.

The motion carried unanimously.

UPON a motion duly made and seconded it was **RESOLVED:** 26/27-014

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

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

(a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;

(b) Upon ministerial approval to proceed, commence the project(s) and proceed diligently and use its best efforts to complete each project substantially as directed by the Minister;

(c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,

(d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Amended Capital Bylaw of the Board for the 2026/27 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 August 24, 2026, is hereby adopted.

2. This Amended Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2026/27- CPSD8-02."

READ A FIRST TIME the 13th day of October 2026;

READ A SECOND TIME the 13th day of October 2026;

READ A THIRD TIME, PASSED the 13th day of October 2026.

The motion carried unanimously.

12. Governance and Policy

A. **Trustee Vacancy**

There will be a Trustee vacancy on the Board following the election on October 17, 2026. The Ministry will appoint a person using the process outlined in the Trustee Appointment Guidelines.

The District will work closely with the Ministry to determine the required steps for the appointment.

13. Human Resources – Nil

14. Trustee Verbal Reports

A. Student Trustees

- Student Trustee Catherall (KRSS) reported that clubs and school teams were active, with increased participation following the arrival of the new grade eight students. The Student Council had begun planning events. They also highlighted expanded course

options, early university application activity for graduating students, and new environmental initiatives, including the Green Team's courtyard project and a planned charity art auction in November.

- Student Trustee Anderson (LVR) reported that the Terry Fox fundraiser run exceeded its $2,000 goal, raising $2,600. The yearbook committee had begun planning the layout, and the Anti-Racism Working Group had doubled in size following its first orientation. The rugby team had started its final season. Representatives from Alberta universities had visited, with British Columbia universities to follow. A university event for Grade 11 and 12 students was scheduled in the school gym, and the first parent graduation meeting was planned for the upcoming week.
- Student Trustee Lamoureux (JVH) highlighted the Terry Fox Run organized by the leadership class, which raised approximately $800, an Orange Shirt Day assembly, a Thanksgiving turkey trot, and a new intermediate cross-country team. Primary students participated in a salmon spawning field trip and a community garden harvest, with the potatoes donated to the food hub. High school students sold pies made from donated apples and prepared Bannock for their primary buddies. It was reported that the school's goal was to increase K-12 cross-grade activities, with the senior and junior parliaments working together to plan school-wide events.
- Student Trustee Chevalier (MSS) highlighted a Monday run club focused on personal goals rather than competition, as well as returning clubs including Drama, Chess, Green Team, Pride, and a juggling club. Graduating students were preparing post-secondary and scholarship applications as early admissions began, with the first round of applications for the Loran Scholarship due October 15th. The Careers Life Education class will travel to Kelowna and Kamloops next week to visit post-secondary institutions, returning Wednesday evening.

B. <u>Trustees</u>

- Trustee Trenaman reported attending Truth and Reconciliation Day activities at Redfish Elementary School and noted the pleasure of seeing students wearing orange shirts. She also attended the wEC gathering with the Board of Education earlier in the day and acknowledged the KRSS students who prepared lunch for the meeting. She also attended the Student Leadership Conference and acknowledged the hard work and leadership of students.
- Trustee Bremner expressed gratitude to people of Nelson, to the Board and district staff and families for their support. She stated that it is important work and believes that all involved in public education are here because they care.

- Trustee Nazaroff attended the Student Leadership conference last week and was pleased with the topic on AI and digital safety. She was also impressed with the student panel discussion.
- Trustee Lang attended the wEC gathering and the Student Leadership Conference and was so impressed by the level of work for leadership. Attended provincial level meeting between the BCPSEA and BCSTA. Has been campaigning and going to all candidate meetings and responding to DMs and emails, etc.
- Trustee Blackmore attended the Student Leadership Conference, enjoyed the lunch with the Student Trustees, attended the community corn huskers picnic at Canyon Lister Elementary School, and attended Adam Robertson Elementary School Truth and Reconciliation Ceremony with Josie Fullarton.

C. Chair

- Chair Chew attended the student leadership conference. She was interviewed by students and was impressed by the questions that were presented. She also attended the meeting with wEC earlier in the day and expressed her excitement for the work that will continue based on these discussions.

D. British Columbia School Trustee Association (BCSTA)

- Shared a piece from the BCSTA bulletin regarding another school district successfully having a new school built in their district.

E. British Columbia Public School Employers' Association (BCPSEA) - Nil

F. District Parent Advisory Committee (DPAC)

- Inaugural meeting is on October 22, 2026

G. Other

15. Comments or Questions from the Public - Nil

16. Meeting Schedule and Reminders

A. Board Meetings

The next Meeting of the Board held in Public is scheduled for November 10, 2026.

17. Adjournment

This meeting adjourned at 6:58 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	WHEREAS there are nine Board owned properties under consideration for sale in the existing 2016-2026 Facilities Plan, which the Board has previously resolved to sell; WHEREAS the Board is currently in the process creating a new facilities plan (the "2019-2029 Facilities Plan"), for which it is currently consulting with stakeholders and has contracted Baragar Systems to provide long-range enrolment projections and demographic analysis; Moved by Trustee Lang , seconded by Trustee Chew: NOW THEREFORE BE IT RESOLVED THAT in line with past Board resolutions, the following property interests be sold forthwith: 1.Former Crawford Bay maintenance yard; 2.Retallack land; 3.Former Yahk Elementary, and; 4.Ymir Land; THAT the sale of the following property interests be deferred until the Board adopts the new 2019-2029 Facilities Plan: 1.Former Al Collinson Elementary; 2.Former Gordon Sargent Elementary; 3.Kin Park in Creston, and; 4.Salmo tennis court & pool land	Secretary-Treasurer	As of July 2026, the following properties have not sold: - Former Crawford Bay maintenance yard; - Ymir Land; - Salmo Tennis Court & Pool Land	In Progress
Standing Resolutions						
Completed Resolutions						
October 13, 2026	26/27-014	Approval for Amended Capital Bylaw Plan	**WHEREAS** in accordance with section 142 of the School Act, the Board of Education of School District No. 8 (Kootenay Lake) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications, **NOW THEREFORE in accordance with section 143 of the School Act, the Board has** prepared this Amended Capital Bylaw and agrees to do the following: (a)Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications; (b)Upon ministerial approval to proceed, commence the project(s) and proceed diligently and use its best efforts to complete each project substantially as directed by the Minister; (c)Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and, (d)Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister. **NOW THEREFORE** the Board enacts as follows: 1.The Amended Capital Bylaw of the Board for the 2026/27 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 August 24, 2026, is hereby adopted. 2.This Amended Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2026/27- CPSD8-02." **READ A FIRST TIME** the 13th day of October 2026; **READ A SECOND TIME** the 13th day of October 2026; **READ A THIRD TIME, PASSED** the 13th day of October 2026.			Complete
October 13, 2026	26/27-013		**THAT** the Board of Education proceed to conclude three readings in one evening for the School District No. 8 (Kootenay Lake) Capital Plan Bylaw No. 2026/27-CPSD8-02.			Complete
October 13, 2026	26/27-012	Approve Minutes	**THAT** the minutes from the September 8, 2026 Meeting of the Board Held in Public **BE ADOPTED**, as circulated.			Complete
October 13, 2026	26/27-011	Approve Agenda	**THAT** the Agenda for this October 13, 2026 meeting **BE ADOPTED**, as amended.			Complete
September 8, 2026	26/27-010	Approve 2027-2028 Minor Capital Submission (5)	**THAT** the 2027/28 funding request for 8 buses be approved. **READ A FIRST TIME** THE 8th DAY OF September 2026; **READ A SECOND TIME** THE 8th DAY OF September 2026; **READ A THIRD TIME, PASSED** THE 8th DAY OF September 2026.			Complete

School District 8
Kootenay Lake

Memorandum to the Board of Education
Public

FROM: Trish Smillie, Superintendent
DATE: November 10, 2026
SUBJECT: Numeracy Continuous Learning Report 2026-2027

For Information

Introduction

This memorandum outlines the **Numeracy Continuous Learning Report for the 2026-2027** school year.

Information

SD8 has one numeracy goal for all students from kindergarten through grade twelve:

> *"Improve numeracy proficiency for all learners"*

The Numeracy Continuous Learning Report reviews student numeracy trends in district data and provides a description of the supports, resources and goals that comprise SD8's commitment to ensuring numeracy success for all learners. Action items are prioritized to ensure continuous learning for all learners, including Indigenous learners, learners with diverse abilities, children and youth in care, and English language learners. These action items are connected to the priority areas outlined in the Enhancing Student Learning Report.

With the implementation of a district-wide numeracy coherence model, and a comprehensive process of data analysis and targeted capacity building, SD8 is optimistic that all learners, and in particular priority learners, will achieve success in numeracy throughout their K-12 school experience and beyond.

School District 8
Kootenay Lake

Memorandum to the Board of Education
Public

FROM: Trish Smillie, Superintendent
DATE: November 10, 2026
SUBJECT: Student Winter Fine Arts Performance and Winter Concert Schedule

For Information

Introduction

This memorandum outlines the events for 2026 winter celebrations at schools.

Information

Winter celebrations may be held by schools as a tradition to celebrate the end of the year. Local trustees will be invited to attend their school's celebration and will be contacted directly by school leaders once final arrangements have been confirmed.

School District 8
Kootenay Lake

Memorandum to the Board of Education
Public

FROM: Trish Smillie, Superintendent
DATE: November 10, 2026
SUBJECT: Trustee Vacancy

For Information

Introduction

This memorandum provides information to the Board of Education on the process of filling a trustee vacancy.

Information

Section 36(6) of the *School Act* provides for the Minister to appoint a person as trustee where the electors fail to elect the required number of trustees.

According to the Trustee Appointment Guidelines (page 59 of the School Trustee Election Procedures in B.C. guide – attached in Appendix One). The appointment of this trustee position is under the authority of the Minister of Education and Child Care.

The Board can submit the names of any persons that the board wishes to put forward in respect of the appointment of the respective trustee electoral area. In addition, the names of any persons that the board has received in respect of the appointment will be put forward.

The Secretary-Treasurer has received an expression of interest from two members of the public and those names will be provided to the Ministry of Education and Child Care. Their biographies are attached for the Board's review in Appendices Two and Three.

Appendix One
Page 59 of the School Trustee Election Procedures in B.C. Guide

The School Act states that the Minister of Education and Child Care may appoint persons as trustees to fill vacancies if:

- an election is not held as required by or under the School Act, or
- the electors fail to elect the number of trustees that are to be elected.

In situations where either of the above events occurs, the following procedure is provided to assist boards of education:

1. The board of education should wait until after the scheduled date of the trustee election has passed.

2. The secretary-treasurer or the board of education chairperson, within one month after the scheduled election date, should write to the Minister of Education and Child Care indicating that one of the two events indicated above has occurred and provide any necessary background information.

3. The letter to the Minister should contain:
   a. the names of each respective trustee electoral area to which an appointment (or appointments) is sought;
   b. the names of any persons that the board has received in respect of the appointment(s) to each respective trustee electoral area;
   c. the names of any persons that the board wishes to put forward in respect of the appointment(s) to each respective trustee electoral area; and,
   d. an affidavit signed by the secretary-treasurer stating that the persons referred to in 3 (c) above meet the requirements for holding office as trustee in section 32 of the School Act.

4. The Minister will consider the letter and will notify the secretary-treasurer and the chairperson of the board of education of the Minister's decision as soon as practical.

5. It should be noted that these guidelines do not preclude the Minister from seeking recommendations from sources other than the board of education.

Appendix Two
Expression of Interest and Biography of Lorri Fehr

I bring a system understanding of a school district - I started my career as a groundskeeper in the Nechako Lakes District, obtained my teacher certification, moved around a bit in the province and then invested most of my career time in SD8 as a teacher, principal and Director of Learning. During that time, I also was seconded by the Ministry of Education in Victoria.

A few years ago, I switched careers to work in senior management in private industry for a group of North American companies, my main focus being strategy, communications, and government and community (including First Nations) relations. This work has given me the desired outcome I wanted - to have a well-rounded perspective of development from both a public and private perspective. During this time, I have successfully completed the Charter Director program through McMaster University as well as the Directors Education Program offered through the Institute of Corporate Directors.

Board participation for me has focused on our region and its growth. I have been the chair of the Kootenay Association of Science and Tech for eight years as well as chairing the Columbia Valley Economic Development Association for two terms. My home is in the Nelson area, and I am well connected with the people and associations in the region.

On a personal level - Together with my husband, we have lived on the North Shore of Kootenay Lake for 30ish years, having moved there to raise our family. I spend much of my free time outdoors, either in the yard, on the water, or in our back country.

This role is a match for my skills, training and love of community. I bring a deep commitment to student learning, relationship building, system thinking and community development.

Appendix Three
Expression of Interest and Biography of George Mentz

I would like to be considered for the open SD 8 board position.

I have been a resident of South Slocan for five years, having moved from St Albert, Alberta.

My career in education spanned 39 years. A brief summary of my time with the St Albert Protestant School Board reads as follows:

1981 - 1988, elementary school teacher
1988 - 1992, junior high special education teacher
1993 - 1999, junior high assistant principal
1999 - 2005, elementary school principal
2006 - 2008, junior high school principal
2008 - 2012, high school principal
2012 - 2020, retired and returned to teaching part time at the junior high level

My professional career demanded a collaborative mind set and a determination to operate as part of a team while bringing a strong voice to the table as issues are debated.

I believe strongly in the principles of student growth, achievement and wellness and recognize the inherent importance of committed staff in promoting the best interests of students. Recognizing that public education plays a critical role in a healthy society, I would be a consistent voice as part of an active board team.

Appendix Four
Expression of Interest and Biography of Patton Gatto-Beebe

Please let this memo stand to express my interest in the vacant trustee position on the SD8 board.

At first glance I do not appear desirable as a candidate. But at a second and third glance my virtues become numerous. Though I am a mere 21, I have studied at all Manor of institutions. I met with educational experts through the Rotary Youth Leadership Award, commonly referred to as R.Y.L.A. some of the topics spoken about were proper forms and channels of communications, goal setting, responsibility, teamwork, and collaboration. R.Y.L.A. isn't just an opportunity for any kid to sign up for, I was selected for my presence in the community with the army cadets located in Creston, and my leadership I presented.

Further I sat as a student trustee during the 2022-23 school year. I was selected for the student trustee position and was commended for my Professionality in my demeanor and my poise, but also in my ability to speak comfortably in front of my peers and the public.

Further my age should be considered less of a barrier and more of an asset. The problem every board faces is lack of engagement from the younger generations. While it is amazing that teachers always have an interest, an educator is suited for other measures. The common misconception of the board is what they do on a daily basis. Most of what our board does is business and budgeting, with policy. While a teacher has insight in how a policy can affect their lesson plan, I have experienced the effect on our children.

Being my age means I can see the world as our students do, and as the adults do. First and foremost, our education system must be set up to support our children. An education system not set up with the students' point of view in mind is doomed to fail our students.

School District 8
Kootenay Lake

Memorandum to the Board of Education
Public

From: Trish Smillie, Superintendent
Date: November 10, 2026
Subject: SD8 Recruitment and Retention Framework

For Information

Information

School District No. 8 (Kootenay Lake) continues to advance strategies that support effective workforce planning and strengthen its ability to attract, support, and retain a high-quality workforce. These efforts are essential to fostering a positive and supportive workplace, maintaining organizational effectiveness, and ensuring the delivery of quality educational programs and services for students.

The Recruitment and Retention Framework Progress Plan is attached for the Board's information. The plan outlines progress for the School Year 2025-2026 and key actions intended to support the District's continued efforts in this important area.

School District 8
Kootenay Lake

Employee Recruitment and Retention Framework Progress Report 2026-2027

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

- Diverse and inclusive workforce, equity hiring
- Strategic and targeted recruitment
- Improved hiring of qualified employees
- Implement new recruitment platform

CREATE FLEXIBLE AND ACCESSIBLE TRAINING PROGRAMS

- Consistent delivery of robust and flexible training to employees to support growth within the district
- Expanded our network to the newcomer centers to attract internationally trained professionals
- Opportunities for new employees and second-career employees that are recent students

IMPROVE LEADERS' CAPABILITIES TO RETAIN AND ENGAGE EMPLOYEES

- Increase leaders' awareness of the importance of employee retention
- Coordinated onboarding, mentorship, and leadership development to support ongoing understanding of roles, expectations, and organizational practices
- Access to information and tools to support leaders' ability to incorporate retention practices and build flexible workplaces
- To provide dedicated opportunities for mentorship, professional and leadership development opportunities

IMPROVE EMPLOYEE RETENTION AND ENGAGEMENT

- To improve employee retention and engagement by increasing leaders' awareness of barriers to employee engagement and retention
- Conduct employee exit interviews to identify opportunities to improve employee engagement and retention
- Employee engagement initiatives to connect employees with their work, team, and district
- Enhance existing structures that leverage cross-school/department collaboration to build capacity and avoid duplication of efforts among schools and departments

School District 8
Kootenay Lake

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 leaders, exempt staff, teachers, and support staff. A shared commitment to truth and reconciliation is 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.





School District 8
Kootenay Lake

FOCUS AREA 1: ATTRACT TALENT THROUGH DESIRABLE WORKPLACES AND REWARDING CAREERS

Desired Outcome

Careers in the K-12 education system are a vital part of healthy and vibrant communities. People are drawn to this sector as a place for a fulfilling career that provides a welcoming and supportive environment with competitive compensation, benefits, and opportunities to grow.

Goals	Progress to date
• Diverse and inclusive workforce, equity hiring by removing barriers to attract and retain a diverse workforce and improve equity hiring.	The district has implemented the practices below: • Bias-free job descriptions have been implemented for CUPE staff • Diversified recruitment channels continue to be used in job postings, including Make a Future, LinkedIn, Indeed, and local agencies • Continuation of objective hiring criteria including structured interview processes and standardized reference checks
• Strategic and targeted recruitment with WKTEP, EKTEP, universities, technical colleges, employment centers, and other postgraduate institutions. Strategic use of social media, email blasts, and career fairs for recruitment.	• Annual presentations at both WKTEP and EKTEP for recruitment of potential teaching staff • Ongoing acceptance of professional and support staff practicum students and student teachers to attract and recruit qualified candidates • Continued use of targeted marketing for hard-to-fill positions • Ongoing attendance at various in-person and virtual career fairs • Ongoing partnerships with post-secondary institutes
• Improved hiring of qualified employees	• Positions for the 2026-2027 school year are appropriately staffed, ensuring staffing levels are in place to support operational and educational needs • Increased number of qualified on-call support staff and TTOCs • Continue working with WorkBC SETS Program for current employees to improve and enhance qualifications • Streamlined workflows from recruitment to onboarding
• Implement new recruitment platform	• A new provincial software program to support recruitment for all positions is being developed. Staff will be supported to interact with the new system.

School District 8
Kootenay Lake

FOCUS AREA 2: CREATE FLEXIBLE AND ACCESSIBLE TRAINING PROGRAMS

Desired Outcome

There are multiple and clear pathways into and throughout K-12 occupations for potential and existing staff to access career opportunities that reflect their professional aspirations. Individuals have access to flexible training options that allow them to complete/upgrade academic and professional studies while meeting their personal/professional needs, and streamlined pathways are in place for those coming from out-of-province. The district is working with post-secondary institutions to ensure training programs respond to the district's needs and that graduates feel equipped for the job they have chosen.

Goals	Progress to date
• Consistent delivery of robust and flexible training to employees to support growth within the district.	Training offered to employees: • First Aid Level 1 • Asbestos Level 1-3 • Faller/Bucker training • Verbal Intervention Training • Confined Space • Nonviolent Intervention Training • School Leaders Development Program (SLDP) • Individual Training based on career pathing, such as the development of specialized skills that will be an asset to the district
• Expanded our network to the newcomer centers to attract internationally trained professionals.	• Continue to work with local employment agencies: Work BC, Skills Centre, and Kootenay Employment Services.
• Opportunities for new employees and second-career employees that are recent students.	• New employees and second-career employees that are recent students are encouraged to apply for opportunities.

School District 8
Kootenay Lake

FOCUS AREA 3: IMPROVE LEADERS' CAPABILITIES TO RETAIN AND ENGAGE

Desired Outcome

K-12 employees have a strong sense of self- and collective efficacy. They are supported in their jobs, they have opportunities to connect with peers and colleagues, and they see their contributions recognized by the educational system and community. Increased awareness, tools and information available to leaders assist them in employee engagement and retention.

Goals	Progress to Date
• Increase leaders' awareness of the importance of employee retention.	• Continue to provide monthly updates to leaders on hiring initiatives, employee retention, and process improvement through in-person meetings and regular communications • Provided training for evaluations for leaders.
• Coordinated onboarding, mentorship, and leadership development to support ongoing understanding of roles, expectations, and organizational practices.	• Continued delivery of a centralized enhanced onboarding program for all new employees, as well as annual onboarding for existing casual on call support staff and TTOCs • Continue to ensure all leaders provide annual onboarding and training to existing regular employees • Leaders attend Ktunaxa Framework Culture Competencies Training, anti-racism and anti-discrimination training
• Access to information and tools to support leaders' ability to incorporate retention practices and build flexible workplaces.	• Leaders receive regular workforce data, including staffing levels and workforce planning, to support retention and informed staffing decisions
• To provide dedicated opportunities for mentorship, professional and leadership development opportunities (e.g., mentorship program, professional learning, local/regional/provincial communities of practice, cross-school/district networks, succession planning etc.)	• The district continues to run a dedicated school leader development program that provides opportunities for future leadership development • Leaders are encouraged to be part of local, regional/provincial associations and ministry-initiated committees

School District 8
Kootenay Lake

FOCUS AREA 4: IMPROVE EMPLOYEE RETENTION AND ENGAGEMENT

Desired Outcome

The K-12 system remains agile and responsive through a culture of collaboration at all levels and with all partners and community groups. Employee retention is important for building a productive, healthy and committed workforce. Retention practices help save costs associated with recruitment and employee productivity. Employees have access to robust onboarding and mentorship programs, wellness supports, and ongoing professional learning opportunities. They understand their role, as part of the broader system, to improve student outcomes and equity of outcomes, as well as their responsibilities towards truth and reconciliation with Indigenous peoples.

Goals	Progress to Date
• To improve employee retention and engagement by increasing leaders' awareness of the barriers to employee engagement and retention.	• Continuous annual training on information about the barriers, such as FIPPA, Duty of Care, Respectful workplace, Cultural Humility, and others. • Compassionate Systems Leadership sessions • Anti-racism system working sessions • Gender neutral language and inclusive leadership training
• Conduct employee exit interviews to identify opportunities to improve employee engagement and retention.	• Continue to encourage employees who resign or retire to participate in voluntary exit interviews. Feedback gathered through this process is used to enhance employee experience
• Employee engagement initiatives to connect employees with their work, team, and district.	• Continue to organize annual retirement events in Nelson and Creston to recognize and celebrate employee contributions and years of service • Continue the District Wellness Committee in planning and promoting district-wide wellness initiatives. • Continue to recognize and celebrate employee milestones and contributions through the formal long-service recognition program established last year. Recognition includes long-service pins and employee awards.
• Enhance existing structures that leverage cross-school/department collaboration to build capacity and avoid duplication of efforts among schools and departments.	• HR continues to collaborate with other departments to improve processes, increase hiring, staffing, and onboarding efficiencies.

School District 8
Kootenay Lake

Conclusion

The Recruitment and Employee Retention Framework has been 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 underrepresented groups is critical. A collaborative approach is essential to the successful recruitment and retention of employees in SD8.



