



**COAST MOUNTAINS BOARD OF EDUCATION  
SCHOOL DISTRICT 82**

**BOARD OF EDUCATION  
REGULAR MEETING**

**HYBRID MEETING  
(IN PERSON AT BOARD OF EDUCATION OFFICE  
OR VIRTUAL VIA ZOOM)**

**TUESDAY, NOVEMBER 21, 2023  
5:00 P.M.**

*Learning Together, Realizing Success for All - Engage, Ignite, Empower*



**COAST MOUNTAINS BOARD OF EDUCATION SCHOOL DISTRICT 82**

**REGULAR MEETING OF THE BOARD OF EDUCATION**

**TUESDAY, NOVEMBER 21, 2023 – 5:00 P.M. – HYBRID MEETING  
(IN PERSON AT BOARD OF EDUCATION OFFICE OR VIRTUAL VIA ZOOM)**

**AGENDA**

<b><u>Video Presentation:</u></b>			
- <b><i>Teach in French in BC: Make a Future Video to Promote French Education</i></b>			
<b>1. ACKNOWLEDGEMENT OF THE TERRITORY &amp; CALL TO ORDER</b>			
<b>2. DECLARATION OF QUORUM</b>			
<b>3. APPROVAL OF AGENDA</b>	Motion		
<b>4. APPROVAL OF MINUTES OF PRIOR MEETING</b>			
4.1 Regular Meeting of the Board, October 25, 2023	Motion	Attachment	Pages 3-10
4.2 Special Meeting of the Board, October 31, 2023	Motion	Attachment	Pages 11-15
<b>5. RECEIPT OF RECORDS OF IN CAMERA MEETING</b>			
5.1 Summary of In Camera Meeting, October 25, 2023	Motion	Attachment	Pages 16-17
5.2 Summary of Special In Camera Meeting, October 31, 2023	Motion	Attachment	Pages 18-19
<b>6. BUSINESS ARISING FROM THE MINUTES</b>			
- There is no business arising from the minutes to report.			
<b>7. CORRESPONDENCE</b>			
7.1 District of Kitimat Council Liaison Appointment to CMSD82	Motion	Attachment	Pages 20-21
<b>8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – NOVEMBER 2023</b>	Motion	Attachment	Pages 22-26
<b>9. INDIGENOUS EDUCATION REPORT – NOVEMBER 2023</b>	Motion	Attachment	Pages 27-39
<b>10. STANDING COMMITTEE REPORTS</b>			
10.1 <u>Business Committee Report</u> (Trustee Ed Harrison)			
10.1.1 Business Committee Meeting Minutes, November 8, 2023	Motion	Attachment	Pages 40-42
10.1.2 Quarterly Financial Statements, September 30, 2023	Motion	Attachment	Pages 43-47
10.2 <u>Education Committee Report</u> (Trustee Karen Jonkman)			
10.2.1 Education Committee Meeting Minutes, November 8, 2023	Motion	Attachment	Pages 48-56
10.2.2 Board Approval in Principle - Level Five Field Trip: Bear Valley School Out-of-Province Field Trip to Toronto/Niagara Falls, May 21-26, 2024	Motion	Attachment	Pages 57-59
10.2.3 Board Approval Level 5 Field Trip Application – Hazelton Secondary School Out-of-Country Field Trip to Greece, Hazelton Secondary School, May 17-26, 2024	Motion	Attachment	Pages 60-66
<b>11. NEW BUSINESS</b>			
11.1 School Trustee Censured for Misconduct	Information	Attachment	Page 67
11.2 Proposed Catchment Review: Suwilaawks Community School & Cassie Hall Elementary School	Motion	Attachment	Page 68

**Agenda continued ← Page 2**



**COAST MOUNTAINS BOARD OF EDUCATION SCHOOL DISTRICT 82**

**REGULAR MEETING OF THE BOARD OF EDUCATION**

**TUESDAY, NOVEMBER 21, 2023 – 5:00 P.M. – HYBRID MEETING  
(IN PERSON AT BOARD OF EDUCATION OFFICE OR VIRTUAL VIA ZOOM)**

**AGENDA (continued)**

<p><b>12. TRUSTEE REPORTS</b>          12.1 Board Chair Report – November 2023          12.2 BCPSEA Delegate Report          12.3 Trustee Reports</p>	<p>Motion Motion Information</p>	<p>Attachment Attachment Verbal</p>	<p>Pages 69-71 Pages 72-74</p>
<p><b>13. QUESTION PERIOD</b></p>			
<p><b>14. BOARD ELECTIONS:</b>          14.1 Board Elections Introduction/Instructions <i>(Chaired by Secretary Treasurer Fuller)</i>          14.1.1 Appointment of Scrutineer(s)          14.1.2 Nomination and Elections              14.1.2.1 Chair              14.1.2.2 Vice Chair              14.1.2.3 BCPSEA Delegate              14.1.2.4 BCPSEA Alternate              14.1.2.5 BCSTA Provincial Councillor              14.2.2.6 BCSTA Alternate              14.2.2.7 Motion to Destroy Ballots</p>	<p>Motion</p>	<p>Verbal</p>	
<p><b>15. ADJOURNMENT</b></p>			

**Next Regular Meeting of the Board of Education, Coast Mountains School District 82:**

**Wednesday, December 13, 2023, 5:00 p.m.**

**Board of Education Office – Hybrid Meeting**

***Learning Together, Realizing Success for All - Engage, Ignite, Empower***



**MEETING AGENDA ITEM #4.1**

Action: X

Information:

Meeting: Regular

Meeting Date: November 21, 2023

Topic: **Minutes of the Regular Meeting of the Board, October 25, 2023**

**Background/Discussion:**

Minutes as attached.

**Recommended Action:**

**THAT** the minutes of the Regular Meeting of the Board held on October 25, 2023 be approved.

Presented by: Secretary Treasurer

**REGULAR MEETING OF THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT 82 (COAST MOUNTAINS)**

**WEDNESDAY, OCTOBER 25, 2023 – 5:00 P.M.**

**BOARD OF EDUCATION OFFICE – HYBRID MEETING (IN PERSON OR VIRTUAL)**

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**PRESENT WERE:**

Chairperson - M. Warcup  
(virtual) - S. Duncan-Green  
(virtual) - E. Harrison  
- W. Jones

Vice Chairperson - K. Jonkman  
(virtual) - M. Maxim  
(virtual) - J. Sundell

Superintendent of Schools  
Secretary Treasurer  
Recording Secretary

- A. Callaghan  
- G. Fuller  
- C. Gagnon

**DISTRICT STAFF PRESENT:**

Director of Human Resources  
Director of Instruction, Indigenous Education  
Director of Instruction, Graduation & Innovation  
Director of Instruction, Learner Support  
Director of Facility Services

- K. Bath  
- R. Clifton  
- G. Lawlor  
- J. Nieckarz  
(virtual) - R. Schibli

Board Chairperson Warcup **acknowledged with respect** the school district's business being conducted on the **unceded traditional territories** of the Gitksan, Haisla, Nisga'a, Ts'msyen and Lheidli T'enneh Peoples. We are **honoured to work** with their children and **privileged to live** on these lands. Board Chairperson Warcup **shared that** Trustees Duncan-Green, Harrison, Maxim and Sundell were attending the meeting **virtually from Kitimat, Terrace and Prince George respectively.**

Board Chairperson Warcup **welcomed** guests who joined the meeting both in person and virtually. The meeting was also **livestreamed** via CMSD82's YouTube Channel. Introductions followed by Trustees and District staff in **attendance** at the meeting.

Board Chairperson Warcup noted as part of the World Teachers' Day celebration held on October 5, 2023 spanning the globe, touching over 100 countries on its course, Coast Mountains School District recognized the important impact teachers have on our society. The Board of Education and School District 82 are proud partners of our dedicated teachers, and we support their outstanding efforts.

Teachers are on the front lines of building a better tomorrow, imparting the values, education and understanding needed to allow our young people to reach their dreams and goals.

Teachers carry an important responsibility that extends past academia. Fostering a positive, enriching environment for their students goes hand-in-hand with instilling knowledge. The support, guidance and example teachers provide for our young people is far-reaching and exceptionally vital as our youth develop into future leaders in our communities. The influence this profession has on the future solidifies its importance to all, and Coast Mountains School District recognizes the contributions all teachers make towards the overall well-being of our students, families and communities.

A video presentation was shared that speaks to the history and celebration of World Teachers Day established in 1994 by UNESCO a global event to be recognized and celebrated annually on October 5.

**1. CALL TO ORDER**

Board Chairperson Warcup called the meeting to order at 5:13 p.m.

**2. DECLARATION OF QUORUM**

A quorum was declared.

**3. APPROVAL OF AGENDA**

Motion #8515

**THAT** the agenda be adopted as circulated.

Carried  
All in Favour

**4. APPROVAL OF MINUTES OF PRIOR MEETING**

**4.1 Regular Meeting, September 27, 2023**

Motion #8516

**THAT** the minutes of the Regular Meeting of the Board held on September 27, 2023 be approved.

Carried  
All in Favour

**5. RECEIPT OF RECORDS OF IN CAMERA MEETING**

**5.1 Summary of In Camera Meeting, September 27, 2023**

Motion #8517

**THAT** the Summary of the In Camera Meeting of the Board held September 27, 2023 be approved.

Carried  
All in Favour

**6. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes to report.

**7. CORRESPONDENCE**

There was no correspondence received.

**8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – OCTOBER 2023**

Motion #8518

**THAT** the Superintendent of School's Monthly Report to the Regular Board Meeting of October 25, 2023 be received as presented.

Carried  
All in Favour

**9. INDIGENOUS EDUCATION REPORT – OCTOBER 2023**

Motion #8519

**THAT** the Board receive for information the Indigenous Education Report for October 2023.

Carried  
All in Favour

**10. STANDING COMMITTEE REPORTS**

**10.1 Business Committee Report** (Trustee Ed Harrison)

**10.1.1 Business Committee Meeting Minutes, October 11, 2023**

Motion #8520

**THAT** the minutes of the Business Committee Meeting held on October 11, 2023 be received for information.

Carried  
All in Favour

**10.1.2 Ministry of Education Data Management 1701 Preliminary Report**

Motion #8521

**THAT** the Board receive for information the Ministry of Education and Child Care Data Management 1701 Preliminary Report reflecting students eligible for funding as at September 29, 2023.

Carried  
All in Favour

**10.2 Education Committee Report** (Trustee Karen Jonkman)

**10.2.1 Education Committee Meeting Minutes, October 11, 2023**

Motion #8522

**THAT** the minutes of the Education Committee Meeting held on October 11, 2023 be received for information.

Carried  
All in Favour



**10.2.2 Board Approval in Principle – Level Five Field Trips:**

- **Out-of-Province Field Trip, Caledonia Music Group, April 2024**
- **Out-of-Country Field Trip, Caledonia Travel Club, Spring Break 2025**

Motion #8523

**THAT** the Board approve in principle the Caledonia Secondary School Music Group's Out-of-Province Field Trip to the Cantando Festival, Edmonton, Alberta, April 12 to 17, 2024

Carried  
All in Favour

Motion #8524

**THAT** the Board approve in principle the Caledonia Secondary School Travel Club's Out-of-Country Field Trip to Italy, Spring Break 2025.

Carried  
All in Favour

**10.2.3 2023-2024 Draft School Improvement Plans**

Motion #8525

**THAT** the Board approve the 2023-2024 School Improvement Plans.

All in Favour  
Carried

**11. NEW BUSINESS**

**11.1 Letter of Support – UNBC Northern Cohort Bachelor of Education Degree Program**

Motion #8526

**THAT** the Board receive their letter of support for the University of Northern British Columbia's (UNBC's) proposed Northern Cohort Bachelor of Education Degree program.

All in Favour  
Carried

## 12. TRUSTEE REPORTS

### 12.1 Board Chairperson Report – October 2023

Motion #8527

**THAT** the Board receive for information the Board Chairperson Report for October 2023.

Carried  
All in Favour

### 12.2 BCSTA Provincial Council Report

Motion #8528

**THAT** the Board receive for information the BCSTA Provincial Council Report as presented at the October 25, 2023 Regular **Board Meeting**.

Carried  
All in Favour

### 12.3 Trustee Reports

Trustee Maxim shared he participated in the BCSTA Virtual Orientation Session entitled, Values Based, Evidence-Informed Decision Making held on October 3.

Trustee Harrison noted the Caledonia Secondary School Band is hosting a concert tonight – if you are out and about it would be worth attending.

Trustee Jonkman had the pleasure to visit Kitimat schools last week with Trustee Duncan-Green and Superintendent Callaghan. It was great to see the kids who were happy, friendly and chatty. During our Kitimat school visit, we participated in a music class and made cottonwood balm at Kitimat City High School and received a sample too. Very enjoyable school visits.

Trustee Warcup shared she visited Cassie Hall Elementary School and Caledonia Secondary School with Superintendent Callaghan and met amazing students and saw the many unique things happening in classrooms.

**13. QUESTION PERIOD**

A brief question period was held. Troy Peters, District Parent Advisory Council (DPAC) representative for Terrace shared a statement noting he hadn't contacted all DPAC representatives, however, he wanted to reaffirm that the bussing issue is front and centre with the school PACs. He noted the best way to educate students is to get them to schools.

**14. ADJOURNMENT**

The next hybrid Regular Board of Education Meeting will be held on Tuesday, November 21, 2023 in Terrace.

The meeting was adjourned at 5:52 p.m.

\_\_\_\_\_  
Board of Education Chairperson

\_\_\_\_\_  
Secretary Treasurer

DRAFT



**MEETING AGENDA ITEM #4.2**

Action: X

Information:

Meeting: Regular

Meeting Date: November 21, 2023

Topic: **Minutes of the Special Meeting of the Board, October 31, 2023**

**Background/Discussion:**

Minutes as attached.

**Recommended Action:**

**THAT** the minutes of the Special Meeting of the Board held October 31, 2023 be approved.

Presented by: Secretary Treasurer

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT 82 (COAST MOUNTAINS)  
TUESDAY, OCTOBER 31, 2023 – 4:30 P.M.  
VIRTUAL ZOOM MEETING**

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**PRESENT WERE:**

Chair - M. Warcup  
- S. Duncan-Green  
- E. Harrison  
- W. Jones  
Vice Chair - K. Jonkman  
- J. Sundell  
- M. Maxim

**ABSENT:**

Superintendent of Schools  
Secretary Treasurer  
Recording Secretary

- A. Callaghan  
- G. Fuller  
- C. Gagnon

District Staff:

Director of Instruction, Indigenous Education

- R. Clifton

**1. ACKNOWLEDGEMENT OF THE TERRITORY & CALL TO ORDER**

Board Chair Warcup acknowledged with respect the school district's business being conducted on the unceded traditional territories of the Gitksan, Haisla, Nisga'a, Ts'msyen and Lheidli T'enneh Peoples. We are honoured to work with their children and privileged to live on these lands.

Board Chair Warcup shared that Trustee Sundell was attending the meeting virtually from Prince George.

The meeting was called to order at 4:24 p.m.

**2. DECLARATION OF QUORUM**

A quorum was declared.

3. AGENDA ITEM:

3.1 Board approval to utilize Local Capital Reserve Funds in the sum of \$25,000 to support the Indigenous Education Department's learning opportunity and experience of New Zealand's Māori education, schools and systems in mid-November 2023.

Board Chair Warcup asked Superintendent Callaghan to speak to this agenda item along with Secretary Treasurer Fuller and Director Clifton for a better understanding of why this item is presented to the Board at this Special Board Meeting.

Superintendent Callaghan referenced Director Clifton's report of last week at the Regular (Public) Board Meeting held October 25, 2023 regarding long standing plans for staff to participate in a professional development opportunity in New Zealand to have first-hand discussions embedding the Māori language and culture. A similar trip already was realized around B.C. by school districts in Victoria and Prince Rupert who brought pieces of the Māori education, schools and systems, and embedded into their programs.

Director Clifton shared that three members of the Indigenous Education Department - Director Clifton, District Vice Principal Azak and District Teacher Mentor, Anna Ashley, along with Indigenous Administrators, Jackie Robinson and Louise Ormerod would participate in the trip to New Zealand in mid-November for a weeklong learning opportunity hosted by our Māori relatives. The learning experience is designed to assist us to build and activate partnerships with community to support learning and well-being, to witness effective culturally respectful and relational learning spaces and pedagogical practices that focus on learning to learn and teaching for learning, to learn how to lead for culturally responsive transformation, to be clear about our impact and the actions that will bring about the desired state for Indigenous learners where culture and language are at the centre of that experience.

Superintendent Callaghan noted funding for the trip is partly from each participant using their professional development funds to contribute to the cost of this learning journey, and the Indigenous Education Department discretionary funds which the district has full use of these funds. These discretionary funds would be the same for these people to travel to a conference in Vancouver or Toronto.

Superintendent shared a letter was received from the Inter-Tribal Education Committee representative of our local Nations which coincides with the provincial announcements for Indigenous Councils. The letter draws concern the New Zealand Trip is using Indigenous Education Department dollars and they were not in the collaboration of the use of these dollars and have concerns regarding the transparency around the funding of these dollars.

Director Clifton elaborated that the funds from on-reserve learners have more than equitably been used across the school district. The letter asks to put the trip on hold or cancelled. There are/were there multiple conversations occurring within the ITEC members – at any one time the ITEC members were going to participate in the trip, however at the end of the day there were no members attending.

It was noted although we have the funds for the trip, out of respect of the ITEC letter received, Superintendent Callaghan, Secretary Treasurer Fuller and Director Clifton asked Trustees how the district should move forward **with** the letter.

Secretary Treasurer Fuller indicated the ask for **\$25,000** from Capital Reserves would fund the balance of the trip with **\$14,000** to **\$15,000** in personal professional development funds that would allow the **trip** to go forward and **this** would not impact the Prince Rupert School District who **have** jointly booked this trip **with** Coast Mountains School District. Or cancel the trip **which** would impact Prince Rupert **personnel** travelling on the joint trip with less funding from **our** school **district** to put forward towards this trip.

Superintendent Callaghan **referenced** the **discussion** held yesterday and brought Board Chairperson Warcup into **the discussion**. This **trip** is a professional learning experience primarily for our Indigenous **learners and all learners**. The things we have read about, these are the learnings we **want to bring back** to our **school district**. The ITEC letter notes the **value** **this** trip will **bring** to **our school district**. We wanted to bring this trip to the Board **out of respect** of this **letter**, tap into the Capital Reserves, go back to our **partners and First Nations** to **speak to** the value of the trip while at the same time note the **funds** are not coming from the Indigenous Education Department.

Secretary **Treasurer** Fuller **shared from** a finance perspective the funding would have to **come from other than** 1.31 funds. We do have a budget in place that could handle that cost **whether** we **absorb** the cancellation cost of \$10,000 or go ahead at a cost of \$25,000. **The only way** to go ahead with the funding would be to use the local funds, however, that **is** completely the Board's decision to tap into the Capital Reserves which would have to **be** recorded by motion at a Regular (Public) Meeting. Secretary Treasurer **Fuller** noted **this is** how we are proceeding, as we haven't had sufficient time to research **this issue**. **She** indicated she is working on the amended budget with the possibility there could **be** funding in Core dollars, but too early to tell.

Director Clifton noted one thing not captured is the cost of the administrators' airline tickets which are non-refundable tickets with an approximate \$16,000 in cancellation costs. Do we want to speak to the contractual obligations to professional development as set forth in the contract for excluded staff – the direction of how those monies are spent are autonomous. Director Clifton welcomed input and conversations.

Director Clifton further noted he has written several grants and has been successful in the past. He is currently writing an application for dual applicant grants and he has approached one entity who is interested and also approached another with funds up to \$40,000 if successful. It is an extensive grant application that he co-partnered on previously. The Indigenous Education Department has started to review this grant application which is due November 22, 2023. Another letter written from the Metis Association of BC provides general support of \$127,00 for Metis learners and share their support of this funding in professional development and are aware of other Indigenous leaders who have taken similar trips and see the revitalization and decolonization efforts in New Zealand as valuable not just building relationships and enhancing the way we do our work in this district.

A discussion ensued relating to questions asked by Trustees regarding the use of Capital Reserve funds, the purpose of 1.31 funding, why this trip wasn't presented to the Board using the same process as student/field trip travel plans, grant applications secured prior to booking the trip, will the Metis Association of BC provide funding support, the optics of this being an exotic trip using public money, the uncertainty of the money used from the Capital Reserve would be returned, it is a big risk to the Board to have \$25,000 coming out of Capital Reserves with the perception that grants may be possible, and if we choose not to do it, we lose \$16,000.

Trustees noted they were not questioning the value of the trip, it is the use of Capital Reserves, thus postponing the trip until grant money is available must be considered. The Board has to be responsible to the people who elected them. Trustees are dealing with that perception, the optics, and the fact it is public money, there is no simple solution.

Board Chair Warcup indicated there will be no motion coming forward from the Board. This matter is referred back to Superintendent Callaghan and Director Clifton to figure how they will handle this matter.

#### 4. ADJOURNMENT

The meeting was adjourned at 5:33 p.m.

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Board of Education Chair

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Secretary Treasurer





**MEETING AGENDA ITEM #5.1**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **Summary of In Camera Meeting of the Board, October 25, 2023**

**Background/Discussion:**

Summary as attached.

**Recommended Action:**

**THAT** the Summary of the In Camera Meeting of the Board held on October 25, 2023 be approved.

Presented by: Secretary Treasurer



**SUMMARY OF PROCEEDINGS AND DECISIONS MADE AT THE  
IN CAMERA MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT 82 (COAST MOUNTAINS)  
HELD OCTOBER 25, 2023  
PURSUANT TO SECTION 72(3) OF THE SCHOOL ACT**

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The Board of Education:

1. Discussed a property issue.
2. Discussed personnel issues.
3. Discussed legal issues.



**MEETING AGENDA ITEM #5.2**

Action: X

Information:

Meeting: Regular

Meeting Date: November 21, 2023

Topic: **Summary of Special In Camera Meeting of the Board, October 31, 2023**

**Background/Discussion:**

Summary as attached.

**Recommended Action:**

**THAT** the Summary of the Special In Camera Meeting of the Board held on October 31, 2023 be approved.

Presented by: Secretary Treasurer



**SUMMARY OF PROCEEDINGS AND DECISIONS MADE AT THE  
SPECIAL IN CAMERA MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT 82 (COAST MOUNTAINS)  
HELD OCTOBER 31, 2023  
PURSUANT TO SECTION 72(3) OF THE SCHOOL ACT**

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The Board of Education:

1. Discussed personnel issue.
2. Discussed legal issue.



**MEETING AGENDA ITEM #7.1**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **District of Kitimat Council Liaison Appointment to CMSD82**

**Background/Discussion:**

Reference the attached letter received from the District of Kitimat on November 9, 2023 advising that Councillor Edwin Empinado is appointed as Council liaison to Coast Mountains School District 82 effective December 1, 2023.

Councillor Mario Feldhoff has been appointed as the alternate in the event that Councillor Empinado is not available.

**Recommended Action:**

**THAT** the Board receive for information the District of Kitimat letter detailing the Council liaison appointment to the School District effective December 1, 2023

Presented by: Board Chair Warcup

November 9, 2023

Coast Mountains School District 82 Board of Education  
via email [carole.gagnon@cmsd.bc.ca](mailto:carole.gagnon@cmsd.bc.ca)

**RE: DOK Council Appointments**

Dear Carole,

This is to advise that Edwin Empinado has been appointed as Council's representative to the Coast Mountains School District #82 Board of Education as of December 1, 2023. All correspondence can be sent to Councillor Empinado at:

49 Sparks Avenue  
Kitimat, BC V8C 2R6  
Phone: 250-639-9749  
Email: [eempinado@kitimat.ca](mailto:eempinado@kitimat.ca)

Councillor Feldhoff has been appointed as the alternate in the event that Councillor Empinado is not available. Councillor Feldhoff's contact information is as follows:

104 Wakita Street  
Kitimat, BC V8C 2S2  
Phone: 250-639-5662  
Email: [mfeldhoff@kitimat.ca](mailto:mfeldhoff@kitimat.ca)

Please note that these appointments will be for a one-year term.

Feel free to copy me on correspondence or meeting events so that I can stay up to date with the committee.

If you have any questions, you can contact me by email at [lferreira@kitimat.ca](mailto:lferreira@kitimat.ca) or by telephone at 250-632-8912.

Kindest regards,



Lori Ferreira  
Executive Assistant



**MEETING AGENDA ITEM #8.**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **Superintendent of School's Monthly Report – November 2023**

**Background/Discussion:**

Attached for reference is the Superintendent of School's Monthly Report for presentation at the November 21, 2023 Regular Board Meeting as prepared by Superintendent Callaghan.

The Superintendent of School's Monthly Report will be shared with all staff and partner groups as well as posted to the school district website following the Regular Board Meeting.

**Recommended Action:**

**THAT** the Superintendent of School's Monthly Report to the Regular Board Meeting of November 21, 2023 be received as presented.

Presented by: Superintendent of Schools

# Superintendent's Report to the Board November 2023



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



@CoastMtnSD

## A Message from the Superintendent

Ama Sah,

Over the last few weeks, school communities all around the district commemorated Remembrance Day and Indigenous Veterans Day with solemn ceremonies, many led by students and involving staff, local partners and service groups. These services provided an opportunity for all of us in attendance to reflect on the sacrifices made by so many Canadians over the years, serving in both wars and peacekeeping missions to protect our freedom and values. Hamiyaa to those at Majagaleehi Gali Aks Elementary School for allowing me to attend their ceremony on November 9<sup>th</sup>, where participants wonderfully incorporated English, French, Gitxsanimx and American Sign Language into the program.

November has been Adoption Awareness Month in British Columbia – a time to both raise awareness of adoption opportunities and celebrate adoptive families who offer care, guidance, and a sense of belonging to thousands of children throughout the province. Many such families live right here in our Northwest communities, and our schools are appreciative of all those who are providing children with permanent, secure and loving homes. For more information about adoption, including support services for families who have or are considering adoption, access The Adoptive Families Association of British Columbia at <https://www.bcadoption.com/>

Finally, with parents and caregivers receiving their first formal report cards of the year this month, I encourage them to reach out and connect with their children's teachers for authentic conversations about their progress towards course and grade level outcomes. A few great conversation starters at any grade level can include 'What skills does my child have under control?', 'What are the areas for growth in the coming few months?' and 'How can I help my child at home?'

Sincerely,

Aaron Callaghan  
Superintendent  
Coast Mountains School District



*Remembrance Day Service at Caledonia Secondary School in Terrace.*



*Coast Mountains School District is in service to diverse First Nations, Métis and Inuit learners and their caregivers who live, learn, and play on the traditional lands of the Gitxsan, Haisla, Nisga'a and Ts'msyen peoples.*



# Superintendent's Report to the Board November 2023

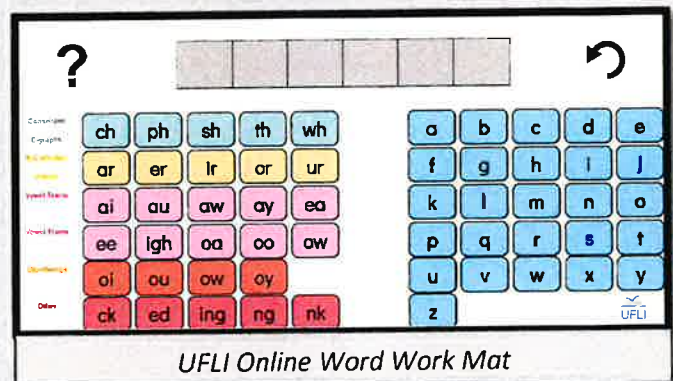


## Action Plan Update - What's Happening in K-3?

Efforts to improve academic outcomes across the district are taking root this year with a targeted investment in K-3 programming. Teachers and administrators at these lower elementary grades are participating in common professional learning focused on foundational literacy instruction and assessment.

With the support of district literacy lead Tina McDonald and Literacy Coach Laura Gray, school-based literacy leads are beginning to use Acadience Reading Diagnostic to identify students' skills across a number of key measures including phonological awareness, word reading and fluency among others, so they are better informed and able to target instruction in relation to these foundational skills.

At the same time, through professional learning opportunities, K-3 classroom teachers around the district are becoming more familiar with evidence-based tools and approaches to instruction, including the use of the University of Florida's Literacy Institute (UFLI) Foundations program. UFLI lessons are developed by teachers and combine a great mix of explicit instruction and practice for students to become proficient readers.



UFLI Online Word Work Mat

“Developing strong literacy skills in the younger years helps children unlock their full learning potential, helping them become lifelong learners” says Tina McDonald.

Much of the literacy work this year in CMSD has resulted from the targeted support of LNG Canada. Thanks to a sponsorship agreement, the district has benefitted from both teacher professional learning and classroom resources that align with structured literacy approaches and foundational skill development.

Parents, caregivers and educators can learn more about Acadience and UFLI online at <https://acadiencelarning.org/acadience-reading/diagnostic/> and <https://ufl.edu/education/ufl.edu/foundations/>.



### Upcoming Dates

- November 22 & 23 – Early Dismissal Days
- November 24 – Professional Development Day (No Classes)
- December 6 - Business & Education Committee Meetings
- December 8 – All Our Relations Working Group Launch
- December 13 – Board Meeting (Terrace / Hybrid Meeting)
- December 15 – Last Day Before Winter Break
- January 2 – Schools Re-Open



# Superintendent's Report to the Board

## November 2023



## Looking for Homestay Families

The Coast Mountains School District is actively seeking **Homestay Hosts** for international students for January 2024. Homestay families are the backbone of the International Students Program, providing a caring and friendly home environment to students coming to our Northwest communities to experience Canadian family life. Homestay host families regularly make life-long friendships and grow in their understanding of the world, while being generously compensated monthly to offset expenses. If you would like to learn more about becoming a Homestay Host, connect with Homestay Coordinator Patsy Chant ([ISPHomestay@cmsd.bc.ca](mailto:ISPHomestay@cmsd.bc.ca)) or Administrator Joe Dominguez ([Joe.Dominguez@cmsd.bc.ca](mailto:Joe.Dominguez@cmsd.bc.ca)).

## Premier's Awards for Excellence in Education

On October 26<sup>th</sup> three CMSD educators were recognized provincially for their outstanding contributions to their school communities. Local teachers Davy Dosanjh of Caledonia Secondary School, and Melanie Millar and Glenn Barr (retired) of New Hazelton Elementary School, were recognized at this year's Premier's Awards for Excellence in Education. Davy, Melanie and Glenn were among 34 of BC's finest acknowledged for their remarkable efforts in support of learners.

Davy Dosanjh, nominated by colleague Patsy Chant, was a recipient in the School Leadership category, while Melanie Millar and Glenn Barr, nominated by colleague Jan Thorburn, were recipients in the Outstanding Team Collaboration category.

Davy and Melanie were on hand at Government House in Victoria to receive their awards, presented by Premier David Eby, Lieutenant Governor Janet Austin, and Education and Child Care Minister Rachna Singh.



## Teacher Recruitment for 2024-25

Aligning with the school district's strategic direction, planning is underway for the recruitment of fully qualified teachers for the 2024-25 school year with a variety of engagements beginning in January. An online marketing strategy is being implemented with our partner Make A Future, and contact is being made with a number of post-secondary institutions to kick-start conversations about the amazing career and life opportunities here in Northwest British Columbia.

The school district's 'The Mountains Are Calling' campaign highlights the beauty of the region, friendly communities, opportunities to experience diverse cultures including that of the local First Nations, and the abundant world-class outdoor experiences around every corner. Learn more at <http://cmsd.bc.ca>.

# Superintendent's Report to the Board November 2023



## This Month On Social Media...



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



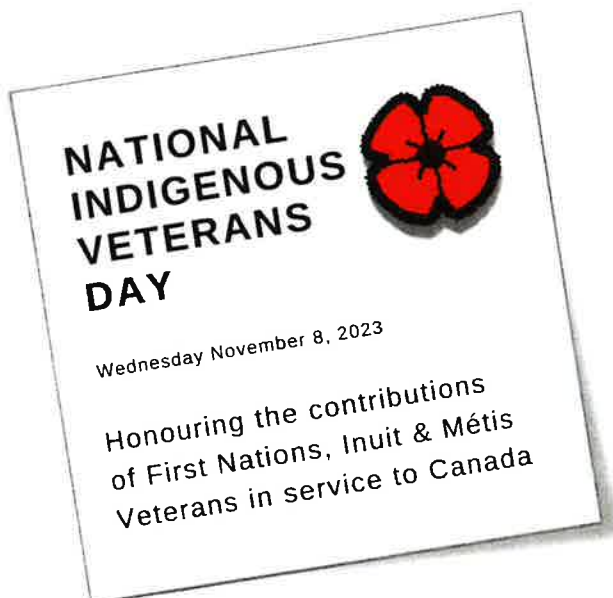
@CoastMtnSD



*Premier's Award winner Melanie Millar has a conversation with the Honourable Janet Austin – BC's Lieutenant Governor General.*



*Ts'winaa / Way to Go! award winners at Majagaleehi Gali Aks Elementary School.*



*This month all school communities recognized National Indigenous Veterans Day and Remembrance Day with solemn ceremonies. Lest we forget.*



*Learners at Suwilaawks Community School have fun on the basketball court during lunch hour.* **26**



**MEETING AGENDA ITEM #9.**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	November 21, 2023
Topic:	<b>Indigenous Education Report – November 2023</b>		

**Background/Discussion:**

Attached for reference is the Indigenous Education Report for presentation at the November 21, 2023 Regular Board Meeting as prepared by the Director of Instruction, Indigenous Education, Robert Clifton.

A monthly Indigenous Education Report will be provided for inclusion in the agenda package for Regular Board Meetings.

**Recommended Action:**

**THAT** the Board receive for information the Indigenous Education Report for November 2023.

Presented by: Superintendent of Schools



# Indigenous Education Update

## November 2023

Submitted to the Superintendent by Robert Clifton,  
Director of Instruction – Indigenous Education

### Indigenous Education Support/Youth Workers IESW/IEYW – A Focused Approach to Service Delivery

A PowerPoint with additional details is included in this month's board report. Key highlights to this enhanced approach are:

- Building capacity for Indigenous learners to set goals and achieve them by co-constructing success plans.
- Develop and deepen a team approach with teachers and school staff to support Indigenous learners and learning.
- To guide and support learner growth in relation to the core competencies with specific attention to "Positive Personal and Cultural Identity".
- Enhancing and nourishing relationships with learners, caregivers, and communities. Enhancing relationships with caregivers as partners in their child/youth's learning journey.

### Supporting Ongoing Learning for Indigenous Education Department Staff

- A twelve-session series for our IED staff in schools started this Monday, November 20. Two 45-minute sessions that will be introducing several tools and highlight a new focus each week that focuses on developing and deepening approaches to supporting their family (cohort) of learners that they support. This series will be co-facilitated by Kathy Sawchuk and Beverly Azak, with support from our Indigenous Education Outreach Workers, Tammy Bulleid and Stephanie Louie.
- Following the weekly sessions there will be follow-up with our district team, who will be visiting schools to walk alongside IESW's/IEYW's to assist and support as these approaches' rollout.

### All Our Relations Working Group – Canoe of Compassion

- Invitations to register for our first session on December 8 have gone out to staff and education partners. A link to register for our day of learning was shared in that email.

### Learning Journey – Māori Education, Schools & Systems - Update

- At this time the learning journey focused on the Māori embedded education system in New Zealand as described in last month's report has been put on hold. The Indigenous Education Department continues to look forward to the opportunity to learn from our Māori relatives in relation to the design and delivery of a culturally responsive education system focused on learners.

## Update on First Nations Resource Centres (FNRC)

- As mentioned in a communication that went out last year to the district, the FNRC's are in the process of transforming. As they were currently structured, with the purpose of providing resources to classroom teachers does not meet the policy for 1.31 funding as outlined by the Ministry of Education and Child Care.
- Resources for core courses and classrooms are not to be funded by targeted funds. "Targeted Indigenous education funding must not be used to replace other funded programs such as Special Education or English Language Learning ...[or] for the delivery of the provincial curriculum (including courses such as BC First Nations Studies and English First Peoples)." <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/public-schools/k-12-funding-indigenous-education>
- This transformation process will take patience and time. The decisions around the transformation of how these spaces are to be used and the resources within them will be decided by a re-ignited Indigenous Education Council and Terms of Reference through ministerial orders resulting from the passing from Bill 40.

Sincerely,



Robert Clifton  
Director of Instruction, Indigenous Education

*Coast Mountains School District 82 acknowledges with respect the lands on which we live, work, play and learn as the traditional and unceded territories of the Gitksan, Haisla, Nisga'a and Ts'msyen Peoples.*



# Re-Imagining & Re-Orienting Indigenous Education

A focused approach to enhanced services provided to Indigenous learners





Coast Mountains School District is in service to diverse First Nations, Métis and Inuit learners and their caregivers who live, learn and play on the traditional lands of the Gitksan, Haisla, Nisga'a and Ts'msyen peoples.

We acknowledge the strength of the ancestors, elders, knowledge holders, emerging leaders and community members; and the histories, languages, cultures, protocols that continue to guide and sustain Indigenous Peoples.

# Acknowledgement

2023

Indigenous Education Department - CMSD 82

2



# Approaches To Improving Learner Outcomes



Building capacity for Indigenous children and youth to set goals and achieve them by co-constructing success plans



Enhancing and nourishing relationships with learners, caregivers and communities



Develop and deepen a team approach with teachers and school staff to support Indigenous learners and learning

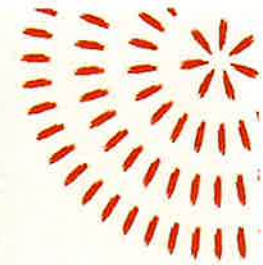


To guide and support learner growth in relation to the core competencies with specific attention to "Positive Personal and Cultural Identity"



Sustaining and supporting a culture of collective responsibility where Indigenous education is for ALL by ALL

# Why These Changes?



Past practices were not bringing about the level of improvement necessary for Indigenous learners to be successful learners



Changes are in response to a number of district data sets from both staff and students: primary literacy, student satisfaction and wellness surveys, graduation rates, FSA results, and interviews with staff and students



Changes are research-based and have produced the intended results in other districts

- Approaches that lead to Indigenous learner success include caring relationships, high expectations, culturally relevant learning experiences, connection with families, learners as partners in setting learning goals and monitoring progress
- These approaches lead to increased learner well-being, a strong sense of belonging, improved learning outcomes, increased graduation rates, improved attendance rates and learner agency

# Alignment With Targeted Funds

- Previous practices did not align with Ministry guidelines for the allocation and expenditure of targeted funding
- Targeted funds are for enhancement (this means over and above what services/programs are provided out of core funding)
- The Indigenous Education Department roles and responsibilities are distinct from other departments.



# Supporting New Reporting Guidelines

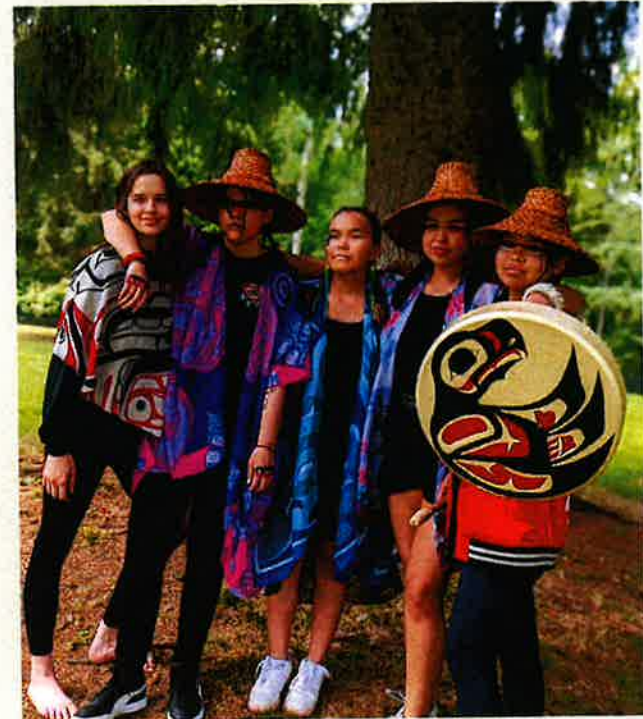


## Core Competencies

- Learner goal setting incorporates the core competencies which align with the Ministry of Education and Child Care's Student Progress Reporting Order

## Success and Goal Planning

- The learner success and goal setting process tracks progress and identifies supports each Indigenous learner requires for their learning and provides a path where the Indigenous learner can develop strategies so they can play a meaningful role in their own success





**Indigenous Education  
Support Workers**

IESW

32 Positions Across  
CMSD



**Indigenous Education  
Outreach Worker**

IEOW

Stephanie Louie



**Indigenous Education  
Outreach Worker**

IEOW

Tammy Bulleid



**Indigenous Education  
Teacher Mentor**

IETM

Anna Ashley

# IED - Three Distinct Roles & Responsibilities

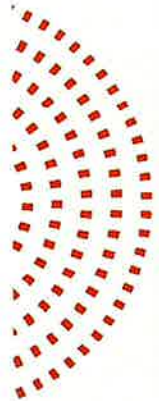


# Indigenous Education Support Workers

## IESW School-Based

This description is a snapshot and does not incorporate the complete range of responsibilities this position undertakes

- Engage with learners in a coaching and mentoring relationship to assist learners to set goals and develop success plans
- Within the goal setting framework, the Indigenous Support Worker collaborates with learners to set high expectations where learners are partners in the learning process and contribute to their own learning in meaningful and relevant ways
- Ongoing mentoring is provided to assist learners to implement, self-monitor and reflect upon their growth
- Indigenous Support Workers help learners identify barriers and develop strategies to address them
- Conduct regular check-ins and reviews at each reporting period and transitions
- Create schedules to support learners based on needs
- Connect with family members and caregivers
- Participate in School Based Team and IEP meetings
- Monitor learner performance on an ongoing basis and assist the learner to monitor and adjust their goals and action plans



# Indigenous Education Outreach Workers

## IEOW District-Based

This description is a snapshot and does not incorporate the complete range of responsibilities this position undertakes.

- Provide support to learners who are experiencing complex barriers that contribute to disengagement from school
- Provide consultative support to all members of the Indigenous Education Department
- Work in partnership with school teams
- Through a referral process, and in collaboration with Indigenous Education Support Workers, Indigenous Education Outreach Workers connect learners to services aimed at reducing high-risk behaviours, interventions that support school re-engagement, and in some instances, family outreach and support
- Develop a network where community resources are connected in ways that are responsive to the diverse needs that exist for learners and in communities
- Supporting ISW's with case management and ongoing learning to meet the standards for reporting student connections by using EdPlan Insight - Indigenous Services Module
- Providing access to culturally responsive healing practices and ceremonies
- Liaising with community agencies to support additional need for mental health & addiction services
- Assistance navigating MCFD, court/justice system, Northern Health programs, Jordan's Principle

# Indigenous Education Teacher Mentor

## IETM District-Based

This description is a snapshot and does not incorporate the complete range of responsibilities this position undertakes

- The Indigenous Education Teacher Mentor position exists to provide support to teachers as they incorporate Indigenous ways of Knowing and Being, the First Peoples Principles of Learning, and Indigenous Knowledge, language and culture into their classrooms, to best meet the unique social, emotional, mental and physical needs of each of the Indigenous learners in their care.
- This includes assistance in finding/adapting Indigenous resources for learners, working collaboratively with teachers (co-planning/co-teaching) on incorporating Indigeneity into their classrooms, and developing and encouraging professional learning around Indigenous knowledge, and educational practices, to support Indigenous learners.





Coast Mountains Board of Education School District 82

**MEETING AGENDA ITEM #10.1.1**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **Minutes of the Business Committee Meeting, November 8, 2023**

**Background/Discussion:**

Minutes as attached.

**Recommended Action:**

**THAT** the minutes of the Business Committee Meeting held on November 8, 2023 be received for information.

Presented by: Secretary Treasurer



**BUSINESS COMMITTEE MEETING**  
**Wednesday, November 8, 2023 – 10:30 a.m. to 12:00 p.m.**  
**Virtual via Zoom**

**Committee Members:**

Trustee Ed Harrison (Chair)  
 Aaron Callaghan, Superintendent of Schools  
 Trustee Sonny Duncan-Green  
 Ginger Fuller, Secretary Treasurer

**Recording Secretary:**

Blanche Olson-Wight, Executive Assistant

**Guests:**

Trustee Karen Jonkman  
 Lynda Lang, Manager of Finance  
 Cam MacKay, Acting Director of Human Resources  
 Robert Schibli, Director of Facility Services  
 Trustee Margaret Warcup

**MEETING MINUTES**

Items	Action
<p>The meeting was chaired by Trustee Ed Harrison and called to order at 10:31 a.m. Trustee Harrison acknowledged the school district's business being conducted on the traditional and unceded territories of the Gitksan, Haisla, Nisga'a, and Tsimshian, and the honour to work with their children and privilege to live on their land.</p>	
<p><b>1. Previous Meeting Minutes</b>            - October 11, 2023</p>	<p>1. The minutes of the previous Business Committee Meeting held on October 11, 2023 were accepted as presented.</p>
<p><b>2. Human Resources</b>            2.1 Grievance Update – CMTF &amp; CUPE</p>	<p>2.1 Acting Human Resources Director MacKay provided a grievance update relating to the Coast Mountain Teachers' Federation (CMTF) and the Canadian Union of Public Employees Union (CUPE), Local 2052. CUPE has two grievances. CMTF current numbers are seven-Step 1 &amp; Step 2 grievances, and six-Step 3 grievances.  <b>Information only; no action required.</b></p>
<p><b>3. Facilities/Transportation/OH&amp;S</b>            3.1 Monthly Facilities Report, November 2023</p>	<p>3.1 Director Schibli provided an update of recent work at school sites. A partial draft of Mount Elizabeth Middle/Secondary School's seismic report has been received. This report will be part of conversations with the Ministry of Education and Child Care for future planning. New boilers at Suwilaawks Community School are fully commissioned. Roof replacement projects are substantially complete. All snow removal contracts are finalized.  <b>Information only; no action required.</b></p>
<p>3.2 District Joint OH&amp;S Committee Meeting Minutes – October 19, 2023</p>	<p>3.2 Secretary Treasurer Fuller provided the District Joint OH&amp;S Committee Meeting minutes of October 19, 2023.  <b>Information only; no action required.</b></p>



<p><b>4. Board Representations</b> 4.1 BCPSEA</p> <p>4.2 BCSTA</p>	<p>4.1 Trustees Jonkman and Warcup recently attended the BC Public School Employer's Association (BCPSEA) Symposium in Vancouver on November 2 and 3, they provided a summary of discussions. <b>Action: Forward the BC Public School Employer's Association (BCPSEA) Report for information to the next Regular Board Meeting on November 21, 2023.</b></p> <p>4.2 No Report</p>
<p><b>5. Outstanding Items from Previous Meeting</b></p>	<p>5. There were no outstanding items from the previous meeting.</p>
<p><b>6. Finances</b> 6.1 Monthly Financial Statements &amp; Quarterly Summary, September 2023</p>	<p>6.1 Secretary Treasurer Fuller spoke to the September 30, 2023 Monthly Financial Statements &amp; Quarterly Summary, there were no areas of concern. <b>Action: Forward for information the September 30, 2023 Monthly Financial Statements &amp; Quarterly Summary to the next Regular Board Meeting on November 21, 2023.</b></p>
<p><b>7. Next Meeting</b></p>	<p>7. The next Business Committee Meeting is scheduled on Wednesday, December 6, 2023, from 10:30 a.m. to 12:00 p.m.</p> <p>The meeting was adjourned at 11:21 a.m.</p>



**MEETING AGENDA ITEM #10.1.2**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **Quarterly Financial Statements, September 30, 2023**

**Background/Discussion:**

In accordance to the *Budget Monitoring and Reporting Guidelines* proposed by the Financial Health Working Group for School Districts of BC, all school districts must provide the Board of Education (or committee of the Board) with, at minimum, quarterly financial reports which indicate forecasted results compared with actual budget, and offer a discussion and analysis, as necessary, to fully communicate financial performance and key risks. Quarterly results and projections to June 30 should be provided at September 30, December 31 and March 31 of each year. This will allow the Board to monitor the school district's financial position throughout the year on an ongoing basis and the expected year-end position.

Attached for the Board's consideration is the Quarterly Financial Statements as at September 30, 2023 for Coast Mountains School District 82.

The Business Committee reviewed the Quarterly Financial Statements at its meeting held on November 8, 2023 and brings forward to the Board for information.

**Recommended Action:**

**THAT** the Board receive for information the Quarterly Financial Statements as at September 30, 2023.

Presented by: Secretary Treasurer

**SCHOOL DISTRICT No. 82 (Coast Mountains)**  
**OPERATING FUND**  
**REVENUE AND EXPENDITURE**  
**YEAR ENDED June 30, 2024**  
**as at September 30, 2023**

	2023/2024 Actual Revenue and Expenses	2023/2024 Preliminary Budget	Percent Remaining or Available
<b>Revenue (Schedule A2)</b>			
Provincial Grants, MOE	6,178,762	53,429,624	0.88
Other Fees And Revenue	1,415,982	6,145,300	0.77
Rentals & Leases	195,000	570,000	0.66
Investment Income	39,569	120,000	0.67
	<u>7,829,313</u>	<u>60,264,924</u>	<u>0.87</u>
<b>Expense (Schedule A3)</b>			
<b>Salaries</b>			
Teachers	2,334,744	21,679,853	0.89
Principals and Vice Principals	880,287	3,925,931	0.78
Educational Assistants	524,211	4,475,900	0.88
Support Staff	1,399,831	6,039,932	0.77
Other Professionals	616,084	2,945,098	0.79
Substitutes	161,390	1,809,505	0.91
	<u>5,916,547</u>	<u>40,876,219</u>	<u>0.86</u>
Employee Benefits	1,460,571	9,398,415	0.84
Services & Supplies	2,109,463	10,303,052	0.80
	<u>9,486,581</u>	<u>60,577,686</u>	<u>0.84</u>
<b>Net Revenue/Expenditure</b>	<u><b>(1,657,268)</b></u>	<u><b>(312,762)</b></u>	
<b>Interfund Transfers</b>			
Capital Asset Purchases	-	(148,940)	
Local Capital	-	-	
<b>Prior Year Surplus Appropriation</b>	999,379	461,702	
<b>Balance Surplus/(Deficit)</b>	<u><u><b>(657,889)</b></u></u>	<u><u><b>-</b></u></u>	

**SCHOOL DISTRICT No. 82 (Coast Mountains)**  
**OPERATING FUND**  
**REVENUE BY SOURCE**  
**YEAR ENDED June 30, 2024**  
**as at September 30, 2023**

	2023/2024 Actual Revenue and Expenses	2023/2024 Preliminary Budget	Percent Remaining
<b>Provincial Grants, Ministry of Education</b>			
Operating Grant, MOE	5,716,502	50,172,932	0.89
Other Ministry of Education Grants			
Pay Equity	37,842	1,160,795	0.97
Carbon Tax Reimbursement			-
FSA Exam Funding		8,187	1.00
Graduated Adult Enrollment (EG)			
Economic Stability Dividend			
Support Staff Prov. Extended Health Care Plan		58,465	1.00
Student Transportation	390,450	557,786	0.30
Student Learning Grant			
Early Learning Grant		596	1.00
Strategic Priorities/Mental Health Grant			
Skills Training Access Support Grant			
Employer Health Tax Support			
Next Generation Network (NGN)	12,368	12,780	0.03
Labour Settlement Funding		928,103	1.00
Teacher Benefit Enhancement			-
Integrated Child and Youth Grant		434,580	1.00
Equity Grant			
Child Care Funding			
	<u>6,157,162</u>	<u>53,334,224</u>	<u>0.88</u>
<b>Provincial Grants - Other Ministries</b>			
ITA	21,600	95,400	0.77
	<u>6,178,762</u>	<u>53,429,624</u>	<u>0.88</u>
<b>Other Fees and Revenue</b>			
Summer School Fees			-
Continuing Education			-
International & Out of Province Students	33,102	13,000	-
Local Education Agreements	1,308,145	5,425,300	0.76
Miscellaneous (Specify)			
Miscellaneous	9,500	250,000	0.96
Early Learning - Seamless & Just B4	3,000		
ArtStarts	50	15,000	1.00
City of Terrace REM Lee Theatre Grant	12,000	12,000	-
District of Kitimat Grant in Aid Theatre	30,125	60,000	0.50
REM Lee Theatre User Levy Fees	710	5,000	-
Shared Services - SD 92	19,050	65,000	0.71
Extended Health Premium Surplus Refund	-	300,000	-
International Recruitment	300		
	<u>1,415,982</u>	<u>6,145,300</u>	<u>0.77</u>
<b>Rentals and Leases</b>	<u>195,000</u>	<u>570,000</u>	<u>0.66</u>
<b>Investment Income</b>	<u>39,569</u>	<u>120,000</u>	<u>0.67</u>
<b>TOTAL OPERATING REVENUE</b>	<u><u>7,829,313</u></u>	<u><u>60,264,924</u></u>	<u><u>0.87</u></u>

**SCHOOL DISTRICT No. 82 (Coast Mountains)**  
**OPERATING FUND**  
**EXPENDITURE BY OBJECT**  
**YEAR ENDED June 30, 2024**  
**as at September 30, 2023**

	2023/2024 Actual Revenue and Expenses	2023/2024 Preliminary Budget	Percent Available
<b>Salaries</b>			
Teachers	2,334,744	21,679,853	0.89
Principals and Vice Principals	880,287	3,925,931	0.78
Educational Assistants	524,211	4,475,900	0.88
Support Staff	1,399,831	6,039,932	0.77
Other Professionals	616,084	2,945,098	0.79
Substitutes	161,390	1,809,505	0.91
	<u>5,916,547</u>	<u>40,876,219</u>	<u>0.86</u>
<b>Employee Benefits</b>	1,460,571	9,398,415	0.84
	<u>7,377,118</u>	<u>50,274,634</u>	<u>0.85</u>
<b>Services and Supplies</b>			
Services	422,624	1,792,570	0.76
Student Transportation	242,721	2,529,784	0.90
Professional Development and Travel	163,915	1,144,281	0.86
Rentals and Leases	-	2,500	1.00
Dues and Fees	67,906	91,450	0.26
Insurance	30,813	171,831	0.82
Supplies	301,738	2,326,444	0.87
Furniture and Equipment	368,310	240,396	(0.53)
Computer Equipment	345,401	403,796	0.14
Bad Debt	-	-	-
	<u>1,943,428</u>	<u>8,703,052</u>	<u>0.78</u>
<b>Utilities</b>			
Electricity	90,481	500,000	0.82
Gas-Heat	9,774	550,000	0.98
Propane-Heat	17,338	350,000	0.95
Garbage/Water/Sewer	28,442	140,000	0.80
Carbon Offsets	20,000	60,000	0.67
	<u>166,035</u>	<u>1,600,000</u>	<u>0.90</u>
<b>Total Service &amp; Supplies</b>	<u>2,109,463</u>	<u>10,303,052</u>	<u>0.80</u>
<b>TOTAL OPERATING EXPENSE</b>	<u><u>9,486,581</u></u>	<u><u>60,577,686</u></u>	<u><u>0.84</u></u>

**SCHOOL DISTRICT No. 82 (Coast Mountains)**  
**OPERATING FUND**  
**EXPENDITURE BY OBJECT**  
**YEAR ENDED June 30, 2024**  
**as at September 30, 2023**

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	Total Expenses	2023/2024 Preliminary Budget	Percent Available
<b>1 INSTRUCTION</b>							
1.02 Regular Instruction	1,946,469	451,393	2,397,862	299,562	2,697,424	24,268,705	0.89
1.03 Career Programs	22,733	4,652	27,385	942	28,327	482,270	0.94
1.07 Library Services	123,644	39,354	162,998	728	163,726	1,481,232	0.89
1.08 Counseling	161,672	31,835	193,507		193,507	1,648,977	0.88
1.10 Special Education	834,949	255,702	1,090,651	89,113	1,179,764	8,735,991	0.86
1.31 Aboriginal Education	302,617	79,412	382,029	204,499	586,528	3,404,626	0.83
1.41 School Administration	911,230	211,457	1,122,687	17,943	1,140,630	5,201,016	0.78
<b>Total Function 1</b>	<b>4,303,314</b>	<b>1,073,805</b>	<b>5,377,119</b>	<b>612,787</b>	<b>5,989,908</b>	<b>45,222,817</b>	<b>0.87</b>
<b>4 DISTRICT ADMINISTRATION</b>							
4.11 Educational Administration	104,563	17,676	122,239	26,928	149,167	1,213,114	0.88
4.40 School District Governance	27,446	1,404	28,850	37,123	65,973	186,123	0.65
4.41 Business Administration	238,337	58,545	296,882	317,157	614,039	1,674,970	0.63
<b>Total Function 4</b>	<b>370,346</b>	<b>77,625</b>	<b>447,971</b>	<b>381,208</b>	<b>829,179</b>	<b>3,074,207</b>	<b>0.73</b>
<b>5 OPERATIONS AND MAINTENANCE</b>							
5.41 Operations and Maintenance Admin	141,486	28,047	169,533	32,718	202,251	875,135	0.77
5.50 Maintenance Operations	1,091,824	279,125	1,370,949	607,239	1,978,188	6,461,560	0.69
5.52 Maintenance of Grounds	55	-	55	46,657	46,712	494,159	0.91
5.56 Utilities		-	-	175,619	175,619	1,790,000	0.90
<b>Total Function 5</b>	<b>1,233,365</b>	<b>307,172</b>	<b>1,540,537</b>	<b>862,233</b>	<b>2,402,770</b>	<b>9,620,854</b>	<b>0.75</b>
<b>7 TRANSPORTATION AND HOUSING</b>							
7.41 Transportation and Housing Admin	6,479	1,456	7,935		7,935	31,987	0.75
7.70 Student Transportation	3,043	513	3,556	253,235	256,791	2,627,821	0.90
<b>Total Function 7</b>	<b>9,522</b>	<b>1,969</b>	<b>11,491</b>	<b>253,235</b>	<b>264,726</b>	<b>2,659,808</b>	<b>0.90</b>
<b>TOTAL FUNCTIONS 1 - 7</b>	<b>\$ 5,916,547</b>	<b>\$ 1,460,571</b>	<b>\$ 7,377,118</b>	<b>\$ 2,109,463</b>	<b>\$ 9,486,581</b>	<b>\$ 60,577,686</b>	<b>0.84</b>





# Coast Mountains Board of Education School District 82

## MEETING AGENDA ITEM #10.2.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	November 21, 2023
Topic:	<b>Minutes of the Education Committee Meeting, November 8, 2023</b>		

### **Background/Discussion:**

Minutes as attached.

### **Recommended Action:**

**THAT** the minutes of the Education Committee Meeting held on November 8, 2023 be received for information.

Presented by: Superintendent of Schools



## EDUCATION COMMITTEE MEETING

Wednesday, November 8, 2023 – 4:00 p.m. to 5:30 p.m.  
Zoom Virtual Meeting

### Committee Members:

- Trustee Karen Jonkman (Chairperson)
- Aaron Callaghan, Superintendent of Schools
- Anya Carrel, Teacher, Skeena Middle School (CMTF representative)
- Robert Clifton, Director of Instruction, Indigenous Education
- Jocelynn Drew, Principal, Bear Valley School (CMAA representative)
- Trustee Wayne Jones
- Troy Peters, District Parent Advisory Committee representative (DPAC)
- Trustee Julia Sundell
- Michelle Sutherland, Teacher, Mount Elizabeth Middle/Secondary School (CMTF representative)

### Regrets:

- Monica Brady, President, CUPE Local 2052 (CUPE representative)
- Marian Kotowich-Laval, Education Coordinator, Kitsumkalum Nation (First Nations representative)
- Geraldine Lawlor, Director of Instruction, Graduation & Innovation
- Julia Nieckarz, Director of Instruction, Learner Support
- Shannon Ridsdale, Education Coordinator, Hagwilget First Nation (First Nations representative)
- Monica Simms, Education Advisor, Gitksan Government Commission (First Nations representative)

### Guests:

- Beverly Azak, District Vice Principal, Indigenous Education
- Phillip Barron, District Principal
- Anita Bjorkland, Teacher, Bear Valley School
- Stephen Robinson, Administrative Assistant to Pansy Wright-Simms, Education Coordinator, Gitanmaax Nation (First Nations representative)

### Recording Secretary:

- Carole Gagnon, Executive Assistant

## MEETING MINUTES

Items	Action
The in-person meeting was called to order at 4:02 p.m. chaired by Trustee Karen Jonkman, Education Committee Chairperson.	
1. Acknowledgement of the Territories, Introductions & Welcome	<p>Chairperson Jonkman acknowledged with respect the school district's business being conducted on the traditional unceded territories of the Gitksan, Haisla, Nisga'a and Ts'mysen Peoples. We are honoured to work with their children and privileged to live, learn, work and play on these lands.</p> <p>A warm welcome to meeting attendees was extended by Chairperson Jonkman for the virtual Education Committee Meeting followed by round-table introductions and meeting regrets. A special welcome was extended to Anya Carrel and Michele Sutherland, two new members joining the Committee representing the Coast Mountain Teachers' Federation.</p>

<p><b>1. Acknowledgement of the Territories, Introductions &amp; Welcome (cont'd)</b></p>	<p>Chairperson Jonkman noted today, on National Indigenous Veterans Day, we honour the contributions of First Nations, Inuit &amp; Metis Veterans in service to Canada. To mark Coast Mountains School District's commitment in observance of the National Indigenous Veterans Day on November 8 and Remembrance Day on November 11, all flags within the school district will be lowered to half-mast from November 8 and raised to November 13. On this National Indigenous Veterans Day and Remembrance Day, we pay tribute to those past and present who served our country with courage and compassion. Lest we forget.</p> <p><b>Information only; no action required.</b></p>
<p><b>2. Previous Meeting Minutes, October 11, 2023</b></p>	<p>The meeting minutes of the previous Education Committee Meeting held on October 11, 2023 were received.</p> <p><b>Information only; no action required.</b></p>
<p><b>3. Board Approval: Level 5 Field Trips</b></p>	<p>Superintendent Callaghan on behalf of Director Lawlor, who was unable to be at the meeting, shared that in accordance with Policy 1080: Field Trips and Outdoor Education, "Board approval in principle" is required for all Level Five Field Trips prior to initiating, planning or fundraising and prior to promoting with students or the community.</p> <p>Level Five Field Trips encompasses all trips regardless of duration that travel outside of provincial and national jurisdiction. Final Board approval is required for all level Five Field Trips with the submission of the completed Field Trip application to the Board within the following timelines: a) within Canada – 60 days, b) International – 120 days.</p> <p>The following two submissions were presented for approval recommendation to the Board.</p> <ol style="list-style-type: none"> <li>1. Out-of-Country Field Trip to Greece, Hazelton Secondary School, May 17-26, 2024 – Final Application Approval – Board Approval in Principle received May 24, 2023</li> <li>2. Out-of-Province Field Trip to Toronto/Niagara Falls, Bear Valley School, May 21-26, 2024 – Board Approval in Principle</li> </ol> <p>Bear Valley School Teacher, Anita Bjorklund shared a summary or synopsis of the Out-of-Province Field Trip to Toronto/Niagara Falls proposed in May 2024. It was noted that Barb Janze, Hazelton Secondary School Teacher leading the Out-of-Country Field Trip to Greece in May 2024 had previously presented a summary or synopsis of the Level Five Field Trip to the Education Committee in May 2023.</p> <p><b>Action: The Education Committee reviewed the aforementioned submissions with a recommendation to forward to the Board for consideration and approval at the November 21, 2023 Regular Board Meeting.</b></p>
<p><b>4. Submitted Items</b></p>	<p>Superintendent Callaghan shared the following submitted item was received from Trustee Wayne Jones:</p> <ul style="list-style-type: none"> <li>• Foundational Skills Assessment at Grades 4 &amp; 7 – Exemptions &amp; School Level Evidence (Achievement Accountability)</li> </ul> <p>Trustee Jones shared the following questions related to his submitted item:</p> <ul style="list-style-type: none"> <li>• Are the wishes of parents and students are being honoured with respect to exemption from writing of FSAs?</li> <li>• What is the current procedure with respect to these requests and how many children have actually been exempt from writing?</li> </ul>

#### 4. Submitted Items (cont'd)

- In the case of individual school performance with very low numbers of participants at the grade levels tested, are the results accounted for with respect to the sample size and obvious statistical insignificance of the numbers?
- Do parents have the right to exempt activities of the children in school? Or do children have rights?

Superintendent Callaghan indicated that Director Lawlor's portfolio includes the provincial Foundational Skills Assessment (FSA) as part of her work and she would have spoken to this submitted item today, however, she was unable to attend the meeting.

Superintendent Callaghan shared highlights on the FSA and the available exemptions. He spoke to the following three documents presented online for Committee members' information – the documents are also attached for reference:

A letter received from the Deputy Minister of Education and Child Care on September 22, 2023 reminded Superintendents that schools across BC would be administering the annual FSA to all students in grades 4 and 7 from October 2 to November 10, 2023. An information guide for parents and caregivers on the FSA was provided with the letter which Superintendents were asked to share within their school community to help foster an increased understanding of the purpose of the FSA and to support student participation in the FSA for each school district. Superintendent Callaghan noted the letter speaks to the importance of the assessment and the accountability in regards to *School Act* and ministerial orders. The letter notes that school principals can only exempt students from writing the FSA in limited circumstances, including a family emergency, a lengthy illness, or other extenuating circumstances which would prevent a student from writing the assessment. Superintendent Callaghan noted at the school level, where schools know students of high levels of anxieties, could be considered an extenuating circumstance.

A letter to parents and caregivers from Superintendent Callaghan including the letter from the Deputy Minister was shared on September 28, 2023. The letter noted the FSA is intended to show how well learners are developing in basic reading, writing and numeracy skills over time, and it is one of the ways our school district checks in on the progress children are making in their learning. The letter also pointed parents and caregivers to the Board's Strategic Plan, a key goal focused on all students realizing their full potential, and a continued focus on improving the essential skills of literacy and numeracy is critical to this work. Quick FSA facts were provided including the importance of the annual assessment including information relating to the available accommodations with the inclusion of the parent and caregiver guide.

Superintendent Callaghan elaborated that First Nations leadership of BC strongly support the annual assessment. The use of the FSA gauges the results of Indigenous learners in our district. The attached letter provided an opportunity for the Gitanmaax Naton to show their support of the FSA this school year which aligned with the Deputy Minister's letter. Education Coordinator, Pansy Wright-Simms penned the letter and noted from her perspective a point she wanted to make as detailed in the second last paragraph of her letter.

**4. Submitted Items (cont'd)**

Superintendent Callaghan shared there is a decreasing number of exemptions for the annual assessment as we only have exemptions that meet the *School Act*. We have students participating while honouring exemptions for our learners. Superintendent Callaghan indicated he knows his orders from the Ministry and the accountability to ensure the results are valid. In his conversation with principals he asked they do their very best in creating friendly and comfortable environments for students in completing the annual assessment.

Superintendent Callaghan further noted that data is masked when the school is small. Jocelynn Drew noted their numbers are small being a small school, however, Bear Valley School still uses the data including the teachers to better understand the progress of their learners.

Anya Carrel noted as a Teacher for grade 7 at Skeena Middle Schools she hasn't seen the data. She is unsure whether it is shared with teachers to support their learners. She asked what is the school district's plan for teachers and students to support schools.

Superintendent Callaghan had heard the comment of data only being used around strategic planning at the district level and sometimes not in schools. He asked Director Clifton to speak to the district's plans and partnership around the Data Dashboard and the benefits of this tool for teachers and schools such as PM Benchmarks and assessments to see and understand which students who are struggling including the ability to build classroom data based on triangulating data and more.

**5. Next Meeting & Adjournment**

Chairperson Jonkman thanked everyone for participating in the meeting. The next Education Committee Meeting will be held virtually on Wednesday, December 6, 2023 from 4:00 p.m. to 5:30 p.m. via Zoom.

Troy Peters, District Parent Advisory Council representative for Terrace asked to share a statement regarding the ongoing bussing complaints. He noted the school district is actively working on these issues, but PACS want their kids to get to school and they can't get there without transportation. He referenced a free bus pass offered to students in Kitimat through BC Transit which he asked whether the Board could look into. Michele Sutherland noted that Terry Marleau, CMTF Co-President created this opportunity for Kitimat students through the District of Kitimat as he is a Councillor.

The meeting was adjourned at 5:07 p.m.



September 22, 2023

Ref: 293104

Dear Superintendent:

This letter is to remind you that schools across British Columbia will be administering the annual Foundation Skills Assessment (FSA) to all students in grades 4 and 7 from October 2 to November 10, 2023, and to share a parent/caregiver information guide on the FSA.

As a reminder, the FSA shows how students are doing in terms of developing literacy and numeracy skills over time and is the beginning of a series of assessments that continue through to graduation. FSA results serve as meaningful sources of information as they provide school and classroom level snapshots of student learning, allowing for early interventions that can enhance student success. FSA results are never intended to be used for ranking schools, teachers, or students, and the Ministry does not support the use of assessment data for these purposes.

All provincial assessments – including the FSA – are developed by educators practicing across B.C. and the Yukon who work with students from diverse backgrounds and have expertise in a broad range of learning areas, including Indigenous educators appointed by the First Nations Education Steering Committee (FNESC). FSA is built with First Peoples Principles of Learning at its core, and the First Nations Leadership Council, FNESC and the Representative for Children and Youth use results to monitor outcomes for Indigenous students and students with support needs.

FSA results help the Ministry and school districts to recognize the impacts of COVID-19 on student learning and to ensure that the necessary supports are put in place for students if any gaps are identified. FSA results also provide valuable insight to parents and caregivers into how their children are progressing in their literacy and numeracy development.

The importance of large-scale assessments as part of the overall assessment program for all students is outlined in the *School Act*, section 168 (2) (d.1) and ministerial orders. The Student Learning Assessment Order requires boards and district staff to ensure the assessments are administered and information collected according to assessment protocols.

Following this requirement, participation in the FSA is expected for all students in grades 4 and 7 across the province. Accommodations to FSA administration will be available to schools or districts impacted by recent wildfires. Assessment accommodations for students are available if needed and as documented in a student's Individual Education Plan. School principals can only exempt students from writing the FSA in limited circumstances, including a family emergency, a lengthy illness, or other extenuating circumstances which would prevent a student from writing the assessment. Guidelines on student exemptions for the FSA can be found in the [FSA Administration Manual](#).

.../2

An information guide for parents and caregivers on the FSA is provided as an attachment. Please share this information with your school community to help foster an increased understanding of the purpose of the FSA and to support student participation in the FSA for your school district.

Thank you for your support of the FSA in your school district and for the work you are doing to ensure all students develop strong foundations in literacy and numeracy. We will continue working together to ensure all students in our education system are given every chance for success.

Sincerely,

A handwritten signature in black ink that reads "C. A. Zacharuk". The signature is written in a cursive style with a large initial "C" and "A".

Christina Zacharuk  
Deputy Minister

Attachment 1) FSA Support for Parents and Caregivers



## Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • [www.cmsd.bc.ca](http://www.cmsd.bc.ca)

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September 28, 2023

Ama Sah Parents & Caregivers:

As per the British Columbia School Act, Coast Mountains School District will be administering the Foundation Skills Assessment (FSA) to all grade 4 and 7 learners between October 3<sup>rd</sup> and November 10<sup>th</sup>. The FSA is intended to show how well learners are developing in basic reading, writing and numeracy skills over time, and it's one of the ways we check-in on the progress children are making in their learning. A key goal within our Board's Strategic Plan (<https://cmsd.bc.ca/strategic-plan>) is focused on *all students realizing their full potential*, and a continued focus on improving the essential skills of literacy and numeracy is critical to this work.

### Some quick facts about the FSA include:

- The FSA is designed by BC teachers and education experts to assess your child's progress with reading, writing and numeracy.
- The FSA is written in sections that are spread over six weeks (Oct. 3<sup>rd</sup> – Nov. 10<sup>th</sup>). Most learners require between 4-5 hours over those 6 weeks to complete all the components of the FSA. Learners requiring additional time are provided with that time.
- Parents and caregivers receive a summary of their child's progress on the FSA and can discuss this with the school if they have questions. FSA scores are not included on report cards.
- The First Nations Leadership Council of BC strongly supports the FSA, identifying it as an important tool to assist learning and gauge system progress in improving outcomes for Indigenous learners.

**All grade 4 and 7 learners are expected to write this assessment.** Accommodations are available if needed and as documented in a student's Individual Education Plan (IEP). School principals are only permitted to exempt learners from writing the FSA only in case of a family emergency, a lengthy illness, or when there are other extenuating circumstances. Additional information about the Foundational Skills Assessment can be found in the attached brochure.

In my own experiences with such assessments, I have found that children regularly want to do the best that they can, especially when encouraged by the caring adults in their lives at home and at school. Thank you for your support with the FSA and in this ongoing partnership in your child's learning.

Sincerely,

Aaron Callaghan  
Superintendent of Schools





PO Box 440, Hazelton, BC V0J 1Y0  
Tel: (250) 842-5297 • Fax: (250) 842-6364

September 27, 2023

**RE: Foundation Skills Assessment Letter of Support**

Dear Parents,

We are writing to express our support for and to highlight the importance of participating in the provincial Foundation Skills Assessments (FSA). FSAs are standardized assessments in literacy and numeracy that all students are required to write in grades 4 and 7. This provincial mechanism highlights the needs of, and inequities faced by, First Nations learners.

The information collected will help us understand and address the barriers and inequities different communities face. The value of this data, particularly for small populations, is severely undermined when students do not participate. First Nations, the First Nations Leadership Council (FNLC), and the First Nations Education Steering Committee (FNESEC) specifically value the data the assessments provide. The persistent disparity in results underline and support the position of BC First Nations, FNESEC, and First Nations leadership – the public education system is failing First Nation students.

The effective administration of FSAs is integral to increasing literacy and numeracy achievement levels of First Nations students. It is imperative that the assessments continue to be administered and supported in such a way that the overwhelming majority of students are participating.

Campaigns against the FSAs are contrary to our collective goals to advance reconciliation and improve First Nations student outcomes.

The FSAs should be used to identify strengths and challenges at the district-level and across the province as a whole. In tandem with other important measures and in collaboration with local First Nations, FSA results should inform meaningful supports, interventions, and accountability measures intended to improve the outcomes of First Nations learners.

We sincerely hope your children participate in the assessments.

Sincerely,

Pansy Wright-Simms  
Education Coordinator  
Office of Gitanmaax



**MEETING AGENDA ITEM #10.2.2**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	November 21, 2023
Topic:	<b>Board Approval in Principle - Level Five Field Trip:</b> · <b>Bear Valley School Out-of-Province Field Trip to Toronto/Niagara Falls, May 21-26, 2024</b>		

**Background/Discussion:**

In accordance with Policy 1080: Field Trips and Outdoor Education, “Board approval in principle” is required for all Level Five Field Trips prior to initiating, planning or fundraising and prior to promoting with students or the community. Level Five Field Trips encompasses all trips regardless of duration that travel outside of provincial and national jurisdiction. “Final Board approval” is required for all level Five Field Trips with the submission of the completed Field Trip application to the Board within the following timelines: a) within Canada – 60 days, b) International – 120 days.

The Board Approval in Principle submission is presented to the Board for approval including a synopsis or summary of the following Level Five Field Trip:

Bear Valley School Out-of-Province Field Trip to Toronto/Niagara Falls, May 21-26, 2024

The Education Committee reviewed the Board Approval in Principle submission at its November 8, 2023 meeting and forwards to the Board with a recommendation for approval.

**Recommended Action:**

**THAT** the Board approve in principle the Bear Valley School Out-of-Province Field Trip to Toronto/Niagara Falls, May 21-26, 2024.

Presented by: Superintendent of Schools



**BOARD APPROVAL IN PRINCIPLE – LEVEL FIVE FIELD TRIPS**

School Name: Bear Valley School

Class / Group: Grade 8-12 Humanities

School Administrator: Jocelynn Drew

Destination: EF Tour Toronto/Niagara Falls

Approx. Departure Date: May 21, 2024

Approx. Return Date: May 26, 2024

} TENTATIVE DATES  
- AWAIT CONFIRMATIONS FROM  
EF TOURS.

Lead Teacher: Anita Bjorklund Contact Telephone Number: 250-636-2238

Number of Students & Chaperones Participating in Field Trip (provide breakdown):

14 students.  
2 Chaperones (Mrs. Bjorklund & Mr. Drew)

Estimated Field Trip Anticipated Cost per Student:

Student 3298  
Adult 3598

Anticipated Sources of Funding: Student/Parent, Fundraising, Sponsorship

Fundraising Plans: none for chaperones

Plan(s) in place for students wishing to participate who have financial restrictions:

Fundraising  
Sponsorship

How will all students have equal access for the selection process to participate in this Field Trip ensuring a fair/equal access?:

All students have access to attend

Board Approval in Principle Received: \_\_\_\_\_ (Yes / No)

Board Meeting Date & Motion: \_\_\_\_\_

### Bear Valley School Travel Club

Canadian Eras Tour- Toronto and Niagara Falls- May 21, 2024  
Tour Coordinator- Anita Bjorklund

1. A Departure Date of May 21, 2024, has been requested. It will be finalized once approval has been received.
  - Day One: Travel to Toronto. Visit Fort York. Stop for a Rogers Centre photo. Ascend the CN Tower.
  - Day Two: Guided Tour of Toronto(Chinatown, Queen's Park, University of Toronto, St. Lawrence Market, Queen's Quay, Harbourfront). Visit the Royal Ontario Museum. Visit the Queen's Park Legislative Building. Visit the Hockey Hall of Fame. Medieval Times Dinner.
  - Day Three: Toronto and Niagara Falls
  - Day Four: Visit Casa Loma. Participate in drama workshop. Attend a theatre performance
  - Day Five: Visit the Art Gallery of Ontario. Depart for home.
2. Our travel partner is EF (Education First) Tours. The purpose of the BVS Travel Club is to explore Canadian culture, it's people, and it's history. Students become a member of the BVS Travel Club as soon as they submit the appropriate application and register with EF.
3. Travel club meetings will begin in October (parent and student). Student meetings will be once every two weeks at lunch hour for updates and debriefing.
4. We have 15 students. The EF Tours uses an 8:1 ratio=1 free adult chaperone. We have been offered 6:1 due to our small numbers. All chaperones are Bear Valley teachers.
5. Students and parents have been advised of the travel opportunities via the BVS Social Media page, newsletters.  
Academic standing may not be considered. A suspension may have you removed from the travel club.
6. The quote from EF is approximately \$3295 per student. This includes: air fare, transportation, meals, activities, 24/7 travel director, and travel insurance. There is a cancellation policy in place. EF does have payment options in place. We will be doing several community fundraisers.

I am available if you would like more information and would be happy to speak on behalf of the BVS Travel Club. The students are in the process of preparing a video presentation.

Thank you.  
Anita Bjorklund



**MEETING AGENDA ITEM #10.2.3**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	November 21, 2023
Topic:	<b>Board Approval - Level Five Field Trip Application:</b> - <b>Hazelton Secondary School Out-of-Country Field Trip to Greece, May 17-26, 2024</b>		

**Background/Discussion:**

The attached Level Five Field Trip Application for Hazelton Secondary School's Out-of-Country Field Trip to Greece, planned on May 17-26, 2024, was presented and reviewed at the November 8, 2023 Education Committee Meeting.

On May 24, 2023, the Board "approved in principle" the above-mentioned field trip. In accordance with Policy 1080: Field Trips and Outdoor Education "final Board approval" is required for this Level Five Field Trip with the submission of the completed Field Trip Application to the Board within 120 days of departure.

In order to meet the prescribed approval timeline, the completed Field Trip Application required the Education Committee's review and consideration at its November 8 meeting, then forwarded to the Regular Board Meeting for the Board's final approval on November 21, 2023.

The Education Committee recommended this Out-of-Country Field Trip Application be forwarded to the Board for approval.

**Recommended Action:**

**THAT** the Board approve the Hazelton Secondary School Out-of-Country Field Trip Application to Greece, May 17-26, 2024, at no cost to the Board and subject to ensuring the safety of students and adhering to Federal and Provincial travel advisories, regulations and protocols throughout the travel dates.

Presented by: Superintendent of Schools



**Field Trip Application Form – Level 2-5**  
**Overnight, Moderate Risk, Outdoor Adventure, Out of Province**  
 School Name: Hazelton Secondary School  
 Coast Mountains Board of Education SD 82

Destination: <u>Greece 2024</u>			
Departure Date: <u>May 17 (=/- 4 days) 10 days total</u>		Departure Time:	Return Time:
Lead Teacher: <u>Barb Janze</u>			
Phone: <u>(250) 842-8299</u>		Email: <u>barbara.janze@cmsd.bc.ca</u>	
Area of study: <u>Cross curricular</u>		Purpose of trip: <u>Travel experience, Ancient Greece, Culture, Food</u>	
Grade: <u>12</u>	# of students: <u>12-18</u>	# of Male: <u>2-5</u>	# of Female: <u>10-14</u>

Names of supervisors:	Staff (S) Volunteer (V) Other (O)	Gender: Male/Female
Lead Teacher: <u>Barb Janze</u>	S	F
Other Supervisor: <u>possibly Lee Comeau</u>	s	m
Other Supervisor: <u>Virginia Morgan (former HSS teacher)</u>	V	F
Other Supervisor: <u>Tamara Stoney</u>	S	F
Total Number of Supervisors: <u>2-5</u>		
Name of Service Provider if applicable: <u>EF Tours</u>	Contact Person: <u>Isis Valderrama &lt;isis.valderrama@ef.com&gt;</u>	Phone: <u>[REDACTED]</u>

Transportation (check all that apply)		Estimated cost of trip:
<p><b>Method</b></p> <input type="checkbox"/> walking <input type="checkbox"/> school owned bus/van <input type="checkbox"/> public transport <input checked="" type="checkbox"/> charter bus <input type="checkbox"/> 15 passenger van <input type="checkbox"/> rental van <input type="checkbox"/> by service provider <input type="checkbox"/> transport not provided; participants responsible for own <input checked="" type="checkbox"/> other (specify): <u>Air; Ferry</u>	<p><b>Driver</b></p> <input checked="" type="checkbox"/> professional driver <input type="checkbox"/> volunteer driver (staff/other supervisor) <input type="checkbox"/> volunteer driver/student <input type="checkbox"/> other (specify): <u>EF Tours arranged</u>	<p><b>Sources of funding</b> (ie. cost/student/other sources – if so accommodated <u>Student/Family</u> responsible for fundraising.)  <u>Coordinator plans 2 large fundraisers for sub costs, lunches, and contingency</u></p> <p><b>Equal access for all students:</b>  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> See attached</p> <p><b>Special Needs Addressed:</b>  <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input checked="" type="checkbox"/> N/A    <input type="checkbox"/> See attached</p> <p><b>Alternative Activity non-participants:</b> <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p><b>Contingency Plan:</b> <u>EF tours will provide an alternate place if it is not safe or feasible to travel to Greece</u></p>

**Educational Value:**

Goals and/or Student Learning Outcomes: International Travel; Ancient Greece, Culture, Art, Food

Activity that will occur (or attach Program/Activity/Trip Plan) See Attached

Student preparations (eg. knowledge, skills, attitudes, fitness) Weekly meetings for culture; language, travel tips

Follow-up activity that will occur: June final gathering sharing pictures and memories. Thanking parents/sponsors

**Safety Guidelines:** I am familiar with relevant board policies, district procedures and the *YouthSafe Outdoors: Safety*

*First! Guidelines for BC School Off-site Experiences (2005):*  Yes     No

**Safety Plan:** Briefly describe (or attach in Detailed Trip Plan) the risk assessment and safety planning process to address key risks related to the following

Environment (eg. weather, terrain/site, wildlife): Heat. Different country. EF tour guides. Sunscreen, hats.

Activity (eg. transportation, outdoor pursuits/aquatic specific): Flight. Bus. Ferry. Walking.

Group (eg. clothing, equipment, water, food, behaviour): For heat, rain. Coordinator has 1st aid kit. Extra snacks.



### Overnight, Moderate Risk, Outdoor Adventure, Out of Province

**Supervision Plan:** Briefly describe the supervision processes to be used. (Eg. large or small group setting(s), lead/sweep, head counts, buddy system, level of supervision (constant visual, on-site, in the area), other elements of supervision plan as relevant.) **We have 2 staff chaperones. We also have 1-3 other adults coming on the trip**

Groups of 5-6 w chaperone. Buddy system. Also have tour guides. Curfew/room checks@night

Daytime supervision consistent. buddy system/phone contact during free time only 1-2 hrs at a time.

**Volunteer Plan** if relevant:  Background Check  Reference Check  Criminal Record Check

Process to identify, screen if/as appropriate and brief re roles and responsibilities. (eg. briefing to be conducted when, where, how, by whom) Lee Corneau; Virginia Morgan (former HSS teach/former Greece chaperone)

Tamara Stone another possibility. Michelle Stoney (NYC chaperone) also maybe.

**Emergency Plan:** First Aid kit(s) stocked and carried/accessible  First Aid  Repair  Survival

**Emergency communications equipment carried and/or accessible:** check any/all that apply

telephone  cell phone  satellite phone  radio  none  other (specify)

Name of **Primary First Aider**, if relevant: Barb Janze Certification Held: Level 1

Name of **School Contact 24/7:** Louise Ormerod Phones: (H) \_\_\_\_\_ (W) (250) 842-5214 (C) (250) 615-7908

**Attachments checklist:** check all that apply and attach to this form:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Program/activity/trip plan                        | <input type="checkbox"/> Volunteer consent and acknowledgement of risk form              |
| <input checked="" type="checkbox"/> Itinerary card                                    | <input type="checkbox"/> Volunteer driver authorization application form                 |
| <input checked="" type="checkbox"/> Assessing Teacher/Leader Readiness Form           | <input checked="" type="checkbox"/> Service provider proposal, agreement and/or contract |
| <input checked="" type="checkbox"/> Parental consent and Acknowledgement of Risk Form | <input checked="" type="checkbox"/> Passenger list form                                  |
| <input type="checkbox"/> Other (specify): _____                                       | <input checked="" type="checkbox"/> Off-site Experience Checklist                        |

#### Evaluation:

Criteria for success of Off-Site experience: \_\_\_\_\_

Process to determine success: \_\_\_\_\_

Name of Lead teacher: (print) Barb Janze	Date: (D/M/Y) 2/11/2023	Signature: <i>Barb Janze</i>
Name of Administrator: (print) Louise Ormerod	Date: (D/M/Y) 02/11/2023	Signature: <i>Louise Ormerod</i>
Additional Approval ( if needed print name/title)	Date: (D/M/Y)	Signature:

Personal information contained on this form is collected under the authority of the School Act for the purpose of participating in school trips. If you have any questions about this form, please contact your school administrator

## Hazelton Secondary International Trip Greece 2024

November 1, 2023

### May 17<sup>th</sup> -26<sup>th</sup> 10 days Greece (+/- 4 days departure) EF Tours

Travel is one of the ultimate educators. I have been on a great number of local, domestic, and international trips with students in my 20 years as an educator, coach, and theatre club director. These trips have far exceeded any growth in student learning/maturity that I could have guided in the classroom. Students come away with more confidence in themselves to set and achieve goals, more awareness of themselves and others, and more passion in general for life. Currently we have been meeting about 3x/month discussion travel tips, researching the sites we will visit, and learning more about Greek culture and language.

There is a particular group in our school who have been committed to service. They have stepped up as leaders and helped create a positive sense of community. They are on the school Leadership Team, involved in helping at sporting events, school events, and community events. They help in the classroom. They encourage their peers to be the best versions of themselves. They are good friends and good people. These students are from a variety of villages and communities on Gitksan territory (Currently Gitsegukla, Gitanmaax, Hagwilget, Kispiox, South Hazelton, Hazelton). When in grade 8, they planned an exchange to Ontario and then Covid-19 happened. Now that the world is opening up again for travel, I would like to see these amazing students have an opportunity that will celebrate them and help them grow as the amazing leaders they are already becoming.

After much consultation, research, discussion, and consultation with parents/caregivers the students have decided to travel to Greece and to travel with EF tours. Students have decided they would like to travel in May when the weather is better. As they are very responsible students, they chose the short school week in May to travel so they do not miss too much school. They did not pick Spring Break for travel because many of them are involved in Sports at that time, the weather is not as agreeable, and it doesn't give them as much time to fundraise.

The budget has definitely increased for international travel since the last time I was involved at our school. The cost of the 10 day trip is \$5367. The travel company we are working with is EF Tours. They have over 50+ years experience in educational travel. I have traveled with EF Tours 3 times successfully (Britain, France/Italy, Italy/Greece). We chose EF tours based on the trip itinerary, cost, and the one we got the most confidence from as far as overall service and our safety. Students/Parents will be personally responsible to the company directly for payment. As the coordinator of the trip, I suggest fundraising opportunities. As a group will have 2 large fundraisers. I am very aware of the issues with last years' fundraising as well as communication issues with parents. I feel I have the prior experience, the thoroughness, and the determination to avoid those issues with the trip I am leading.

Student selection is based on contribution to school community, consistent respectful behavior and demeanor, good attendance at school, works hard with studies/passing required classes for graduation (but doesn't need to be a A or B student). Students are completing an academic eligibility form regularly much like students involved in sports, so that I can make sure they are continuing to pass courses, be respectful, and attend school regularly. All students currently going are in grade 12, but we will consider some grade 11's. The last date to register for the trip is December (The company allows up to January 28<sup>th</sup>).

Chaperone selection is based on the same concepts/criteria as I have for the students. Right now retired HSS teacher and former Greece Trip chaperone Virginia Morgan is signed up to come on the trip. Lee Corneau (HSS teacher) is also hopefully coming, although he is still making arrangements with his family. Tamara Stoney (HSS teacher) would also like to go on the trip. Michelle Stoney (Tamara's sister and artist) is also looking at coming on the trip. Michelle has lots of experience working with youth, works in the schools regularly, and was an excellent chaperone when I lead a student trip to NYC. As



the lead organizer, I am very picky about chaperones as I must personally trust them with the safety and fun factor for our students.

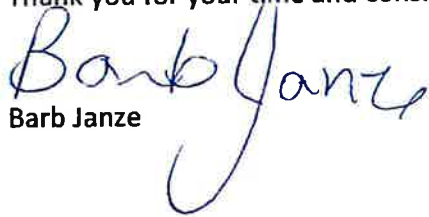
**Group size** currently is 13 including myself and Virginia. We have 10 girls and 2 boys registered. We still have a few students thinking about joining us. I won't be taking anymore than 25 people total, but I think the numbers will more likely be 14-18.

Please see the attached

1. Field Trip Moderate OvernightOutdoorOut of Province Level 2-5
2. Itinerary & Cost (Parent/Student letter)
3. Students currently registered for the Trip
4. Permission slips (my version: District form will be later once more confirmation)
5. Field Trip Experience checklist
6. Teacher Readiness Higher Care Activities
7. Safety information from EF tours & "Contract"

I hope that the Board and District Staff can support our trip with final approval. The students registered have already been working hard and they are all on track to have the trip paid for by April.

Thank you for your time and consideration.

  
Barb Janze

## **Trip to Greece 2024 with EF Tours 10 day Grecian Odyssey**

May 17-May 26<sup>th</sup> \$5367 from Terrace (consolidated tour – we will potentially be travelling with another group). Adult price is \$6017. The deadline for registering is Dec. 7<sup>th</sup> 2023.

Includes the basic insurance; gratuities; and an extra day  
Dates are approximate and may be +/- 4 days either side.

### **Itinerary**

**Day 1: Fly overnight to Greece**

**Day 2: Athens: Meet your Tour Director at your destination**

**Day 3: Athens**

Visit the Acropolis: Parthenon, Temple of Athena Nike, Take a guided tour of Athens  
With your expert local guide you will see: Olympic Stadium, Syntagma Square, Visit the Acropolis Museum, home to ancient ruins and prehistoric artefacts.

Take a walking tour of Athens With your Tour Director you will see: Plaka district, Athenian Trilogy

**Day 4: Athens Saronic Islands Cruise**

Set sail through the islands of the Saronic Gulf! Your first stop is the island of Aegina, home to the best pistachios in Greece. Then it's on to Poros, whose Historic Clock is visible from all over town. Finally, stop at Hydra, full of red-tiled houses and narrow stone-paved alleys. Your cruise includes lunch, and you may have time for swimming before returning to port mid-evening.

**Day 5: Athens • Corinth • Argolida**

Take a day trip to Cape Sounion, Visit the Temple of Poseidon, Tour Cape Sounion with an expert local guide , Travel via Corinth to Argolida, See the Corinth Canal

**Day 6 Argolida • Epidaurus • Mycenae • Olympia: Travel to Olympia via Epidaurus and Mycenae**  
Tour Epidaurus and Mycenae with an expert local guide; Transfer to Mycenae; Take a guided tour of Mycenae; Participate in a pottery workshop

**Day 7 Olympia • Delphi: Visit the Archaeological Museum of Olympia ;Tour Olympia with an expert local guide; Visit the Museum of Archimedes; Travel to Delphi**

**Day 8 Delphi • Athens: Take a guided tour of Delphi; With your expert local guide you will see: Temple of Apollo; Delphi Archaeological Museum; Travel to Athens; Greek Evening Friends, feta, and fresh Mediterranean flavours—opa! Stuff yourself like an olive during a traditional Greek dinner. Then, link arms for a night of music, dancing, and smashing plates. This time-honoured tradition brings Greece's theatrical culture to life in all the best ways.**

**Day 9 Free Day in Athens with our Tour Guide**

**Day 10 Depart for home**

## Invited Potential Travel Students for Trip in 2024

Sept 8<sup>th</sup> 2023

Dear Parents/Caregivers/Students;

Thank you to everyone for the many meetings and discussion to come to the decision to travel to Greece in May 2024 on a consolidated tour.

I think travel is a wonderful opportunity for student personal growth. I also recognize that it is a huge responsibility as an organizer and chaperone of your children, as you are relying on me to keep them safe. For this reason, I am very selective as far as what students and what chaperones are invited. My criteria for students are:

1. Have great attendance at school
2. Are respectful in school, classes, community
3. Good work ethic and passing classes
4. Contribute to school community: leadership, yearbook, volunteering, etc.
5. Grade 12 in the next school year (I am contemplating including grade 11 students)
6. Ms. Janze personally has trust in them as responsible and respectful humans, including trusting that they will not be drinking, drugging, stealing, vandalising on the trip, and not be disrespectful to other participants, chaperones, tour company, or anyone we come in contact with on our travels.

There is a screening process for this trip. Once you have assessed your eligibility with your parents based on the above criteria, you will require the permission slip to be signed, and then to have a meeting with your parent/guardian and the coordinator, Barb Janze.

Thank you for your time and interest in this travel adventure. Communication is going to be so integral to smooth skies, so if you have any concerns, questions, or suggestions please email, phone, or come and talk with me personally.

Respectfully,



Barb Janze

Hazleton Secondary School teacher

[Barbara.janze@cmsd.bc.ca](mailto:Barbara.janze@cmsd.bc.ca)



**MEETING AGENDA ITEM #11.1**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **Press Release – School Trustee Censured for Misconduct**

**Background/Discussion:**

The following Coast Mountains School District news release was issued by Superintendent Aaron Callaghan on November 2, 2023 pertaining to a School Trustee censured for misconduct. The news release was posted to the district's website and shared with district staff and partner groups.

News Release

At a special meeting on October 31, the Coast Mountains School District Board of Education have voted to censure Trustee Michael Maxim for misconduct. The school trustee from Thornhill was found to have breached confidentiality stemming from in camera discussions this fall. A number of sanctions have been imposed on Maxim including public censure, exclusion from participation in committees and in camera meetings of the Board, a requirement for virtual attendance at Board meetings, and participation in provincial meetings at his own expense. All sanctions will remain in place until the end of the 2023-24 school year.

**Recommended Action:**

For information only.

Presented by: Board Chair Warcup



**MEETING AGENDA ITEM #11.2**

Action: X Information:  
Meeting: Regular Meeting Date: November 21, 2023  
Topic: **Proposed Catchment Review: Suwilaawks Community School and Cassie Hall Elementary School**

**Background/Discussion:**

In the past few years Suwilaawks Community School has seen an increase in student enrollment, the highest it has been in the past five (5) years. This is a trend that the District expects to continue into the near future. In the summers of 2022 and 2023 renovations were completed to maximize the number of classrooms within the facilities footprint. The facility will not be able to accommodate any future classroom needs within the current footprint.

Cassie Hall Elementary School had an enrollment decline in the last three (3) years and has not returned to pre-COVID capacity. There are approximately 75-100 spaces remaining within this facility.

During this review District staff would work together to review the density in the current catchment areas as well as have discussions with the City of Terrace to understand future planning for the Horseshoe and Southside.

District staff intend to seek feedback on this proposal from affected rightsholders and stakeholder groups. A final recommendation will be brought to the Board for approval.

**Recommended Action:**

**THAT** the Board approve a boundary review to the Suwilaawks Community School/Cassie Hall Elementary School catchment boundaries.

Presented by: Secretary Treasurer



**MEETING AGENDA ITEM #12.1**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	November 21, 2023
Topic:	<b>Board Chair Report – November 2023</b>		

**Background/Discussion:**

Attached for Trustees' information is the Board Chair's Report for the month of November 2023 respectfully submitted by Board Chair Margaret Warcup.

A monthly Board Chair Report will be provided for inclusion in the agenda package for future Regular Board Meetings.

**Recommended Action:**

**THAT** the Board receive for information the Board Chair Report for November 2023.

Presented by: Board Chair Warcup



## **BOARD CHAIR REPORT**

### **NOVEMBER 2023 REGULAR BOARD OF EDUCATION MEETING**

Since our last meeting the focus of my school district activities has been my role as a BCPSEA Board of Directors Northwest member. The BCPSEA annual symposium was held November 2 and 3 in Vancouver along with a Provincial meeting. Our Board's BCPSEA delegate, Trustee Karen Jonkman also attended and will be reporting out on this very informative meeting.

As I reported at our last meeting our MLAs were unable to attend the BCSTA Advocacy Day in Victoria on October 19. The planned follow-up has not yet occurred but continues to be on my work plan and the Board will be sharing with them our concerns on three focus areas. These being student outcomes, recruitment and retention, and capital and deferred maintenance.

The Board Chair calls with BCSTA and with the Ministry of Education and Child Care this past month have been to inform us of Bill 40, the *School Amendment Act, 2023*, Model Local Education Agreement Policy, First Nations School of Choice Policy (SOC) and Indigenous Education Council Policy. As these Ministry directed initiatives are put forth, the Board with leadership from our administration will review these changes and take the necessary steps required.

Trustees will be attending the Provincial BCSTA Academy on November 23-25 where there is a full agenda of learning and includes meetings scheduled for our North West Branch. This will be our opportunity to discuss how the North West Branch can work together on the identified steps needed to be taken for our needs in public education in the North that were agreed to at our Prince George meetings held October 13 and 14.

On November 16 two informative BCSTA calls were held as follows:

*The first call* included Board Chairs and BCSTA which addressed two important areas for all Trustees to know about. Onboarding of Legal Services provided with our BCSTA membership. The slides for this presentation are included in the BCSTA Update that Trustees all receive. The framework for using BCSTA's legal advice is outlined in the slides. In my notes I identified a few key points that I had learned in the past and see as important for us all to know.

To access this legal consultation it is the Superintendent, Secretary Treasurer (Board Officers) and Board Chair that are to request the legal advice. Something I learned in the past as a Trustee, not as Board Chair, when I did call for advise I was advised I need to go through the Board Chair or our Board Officers to do so. Queries are kept confidential. If it is a litigation matter referral will be given on whom to access. The support is focused on the *School Act* and Board policies and general principles of administrative law, i.e., what to do in specific circumstances regarding complying with the Act.

**BOARD CHAIR REPORT (continued)**  
**NOVEMBER 2023 REGULAR BOARD OF EDUCATION MEETING**

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Once advice is given it goes to the full Board as a collective, but the advice stays confidential and privileged. The Board can waive this, and the example given, was if the Board determines to do a press release the release can state legal advice was received.

BCSTA terms of using this service includes that the BCSTA paralegal staff and the CEO will assist in determining if there is a legal question to be addressed. There is also a limit on the amount of time legal can assist before a decision is made to continue or to advise the Board on accessing other legal assistance.

There was information given on Trustee conflict of interests and stated that this is when individual Trustees can reach out to legal services, but the inquiry will be shared with the Board Chair and Board Officers. It was also advised that collaboration with BCPSEA would occur when the questions are on conflict of interest.

Lastly, I noted BCSTA does have some policy and bylaw templates that can be asked for. There will be legislative updates and training provided closer to our upcoming election.

The second presentation was an update after the Board Chair Advocacy Day. There is now a follow-up kit that can be used. This can be accessed by Trustees on the BCSTA portal.

Our Board's respective two MLAs were not present to speak to and I am asking how the Board would like to proceed with contacting our MLAs and providing them information on the three key advocacy areas.

*The second call* was another learning session presented by BCSTA which Trustees Mike Maxim, Wayne Jones, Edward Harrison and I were able to join on the Zoom session. The session on Planning for Student Success identified for me the following:

- We have a strategic plan that was developed by our past Board and is in place until just before our term ends. It was noted in the session that this is a good practice as developing or revising the plan can be an intense workload and it does take time for Trustees to be aware of information used to develop a strategic plan that is visionary and is at a conceptual level and not an operational plan. On our Board work plan as we monitor the implementation of our plan, we need to identify how this next work might be done.
- The session included guidance on how to have meaningful engagement with partners and other stakeholders.
- Reference was given to look at what Grand Forks School District has done, look at School District 73 (Kamloops-Thompson) for how they set measurable objectives. There was also a slide used to share with us how pedagogy has and is changing in education. The importance of the Framework of Enhancing Student Learning and School Plans being linked to the strategic plan. We have recently reviewed both with our Board.
- The slides for the presentation will also be on the BCSTA portal for Trustees to access.

I welcome other Trustees who were able to attend the session to share a learning they noted.

Respectfully submitted by,



Trustee Margaret Warcup, Board Chairperson





**MEETING AGENDA ITEM #12.2**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	November 21, 2023
Topic:	<b>BCPSEA Delegate Report</b>		

**Background/Discussion:**

Reference the attached BCPSEA Delegate Report regarding the BCPSEA Symposium: Insight and Opportunities, Human Resources in Education held November 7 and 8, 2022 in Vancouver.

The report is presented by Trustee Karen Jonkman, BCPSEA Delegate elected by the Board who participated in the Symposium 2023.

**Recommended Action:**

**THAT** the Board receive the BCPSEA Delegate Report for information.

Presented by: Trustee Karen Jonkman



**BCPSEA DELEGATE REPORT**

**BCPSEA SYMPOSIUM 2023**

**INSIGHT AND OPPORTUNITIES, HUMAN RESOURCES IN EDUCATION**

**NOVEMBER 2 & 3, 2023 – VANCOUVER**

As the BCPSEA (British Columbia Public School Employers Association) delegate for Board, I recently had the pleasure to attend the 2023 BCPSEA Symposium in Vancouver held on November 2 and 3.

First was a Traditional Welcome for the attendees by Dennis, Chantelle and Oaklynn Thomas of the Tsleil-Waututh Nation.

Bruce Anderson, CEO of BCPSEA, provided welcoming remarks and an overview of the symposium. He mentioned that there were 266 attendees in total, noting it is the best attended symposium to date. Bruce reviewed the 2023 BCPSEA annual report and noted that we are less than one year commencing the next session of teacher bargaining.

Attendees viewed a prerecorded message from BC Minister of Education and Child Care, Rachna Singh. She mentioned that there were 350,000 newcomers to our province in the past year and that 215 new spaces have been created to train new teachers.

The keynote presentation was Human Rights obligations for Employers. The presenters reviewed that the BC Human Rights Tribunal is quasi constitutional, responsible for accepting, screening, mediating, and adjudicating human rights complaints. I learned that Indigenous Identity is now a protected ground in BC. We were reminded that human rights laws protect those 19 years and older. The number one human rights complaint is based on the grounds of mental and physical disability. Duty to accommodate undue hardship, duty to inquire, bona fide occupational requirement, perceived disability was all discussed during this session. Breakout sessions - performance management for excluded staff and working with people-labour relations 101 for Trustees was interesting and thought provoking.

Culture, Production and Productivity was presented by Cory Maidel. I found her presentation to be a bit hard to relate. It was all about trying to view things from different perspectives. I wasn't sure of the relevance. I found the concepts very new age and spiritual. Not sure how to apply it to our roles.

... continued

Day 2 keynote presentation was Psychological Safety at Work with Doctor Marie Helen Pelcher. The focus was self-coping skills and self-advocacy in the workplace. Connecting with coworkers through honest conversations, learning to be self-aware and open minded. Transparency is the key and wins every time was an important take-away. How to recognize burnout symptoms, such as feeling exhausted, cynical attitude and decreased performance. We all need to invest in personal resilience. A key step is to ensure 7 to 8 hours of sleep. One hour of relaxation before bed. No screens to allow your brain to slow down and relax. She suggested avoiding using your phone as an alarm clock. Leaving your phone outside of your bedroom so you are not tempted to check it if you wake up during the night is another suggestion. Excellent session.

Doctor David Warling presented Neurodiversity at work. It was an engaging session focusing on autism in students and employees in the workplace. I found it fascinating that the majority of his patients coming in for autism assessments were women in their 20s and 30s. I was surprised to hear that it is now estimated that one in 33 students are on the spectrum.

This was an excellent symposium with far more information than what I have captured in my report. There are links and slide decks from the symposium available for Trustees' review through BCPSEA. If Trustees haven't had a chance to review the BCPSEA 2023 Annual Report, I would recommend having a look.

Respectfully submitted by,



Trustee Karen Jonkman  
BCPSEA Delegate Representative