



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

**BOARD OF EDUCATION
REGULAR MEETING**

VIRTUAL MEETING

**WEDNESDAY, MAY 24, 2023
5:00 P.M.**

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



TRUSTEE CODE OF ETHICS

As an elected Trustee on the Board of Education representing all of the citizens of Coast Mountains School District,

1. I will regard the well-being of every student as my primary obligation.
 2. I will work to bring about positive change for all students and for the education system.
 3. I will work with fellow trustees in a spirit of harmony and cooperation, regardless of differences of perspective and opinion.
 4. I will base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, not swayed by partisan bias of any kind, thereafter to abide by and uphold the final majority decision of the Board.
 5. I will undertake my duties and responsibilities diligently and with integrity.
 6. I will maintain the integrity of the Board and the position of trustee when communicating and interacting with outside individuals and agencies. I will respect the rights of fellow trustees, employees, students, and parents and the interests of the wider community.
 7. I will endeavour to be competent and efficient in the performance of my office.
 8. I will deal with sensitive issues appropriately, respect the confidentiality of discussions that take place during in-camera sessions, and maintain confidentiality of privileged information.
 9. I will maintain the highest standards of civility and respect expected of any member of public office.
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COAST MOUNTAINS BOARD OF EDUCATION SCHOOL DISTRICT 82
REGULAR MEETING OF THE BOARD OF EDUCATION
WEDNESDAY, MAY 24, 2023 – 5:00 P.M. – BOARD OF EDUCATION
VIRTUAL MEETING VIA ZOOM

A G E N D A

<u>Presentation: Adventures in Healthcare, May 14-16, 2023</u>			
1. ACKNOWLEDGEMENT OF THE TERRITORIES & CALL TO ORDER			
2. DECLARATION OF QUORUM			
3. APPROVAL OF AGENDA	Motion		
4. APPROVAL OF MINUTES OF PRIOR MEETING 4.1 Regular Meeting, April 25, 2023	Motion	Attachment	Pages 2-10
5. RECEIPT OF RECORDS OF IN CAMERA MEETING 5.1 Summary of In Camera Meeting, April 25, 2023	Motion	Attachment	Pages 11-12
6. BUSINESS ARISING FROM THE MINUTES - There is no business arising from the minutes to report.			
7. CORRESPONDENCE RECEIVED - There was no correspondence received.			
8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – MAY 2023	Motion	Attachment	Pages 13-16
9. INDIGENOUS EDUCATION REPORT – MAY 2023	Motion	Attachment	Pages 17-19
10. STANDING COMMITTEE REPORTS			
10.1 <u>Business Committee Report (Trustee Ed Harrison)</u>			
10.1.1 Business Committee Meeting Minutes, May 10, 2023	Motion	Attachment	Pages 20-22
10.1.2 Quarterly Financial Statements, March 31, 2023	Motion	Attachment	Pages 23-27
10.1.3 Ministry Adjusted Funding Allocations, February 2023	Motion	Attachment	Pages 28-29
10.1.4 Ministry Approval - 2021-2022 Indigenous Education Fund Carry Forward	Motion	Attachment	Pages 30-34
10.2 <u>Education Committee Report (Trustee Karen Jonkman)</u>			
10.2.1 Education Committee Meeting Minutes, May 10, 2023	Motion	Mtg. Handout	
10.2.2 Field Trip Board Approval in Principle (2 requests):	Motions	Attachment	Pages 35-37
• Hazelton Secondary School Out-of-Country Field Trip to Greece, May 17-25, 2024			
• Mount Elizabeth Middle/Secondary School Out-of-Country Field Trip to Rome and Greece, Spring Break 2025			
10.2.3 Board/Authority Authorized (BAA) Courses (2 requests):	Motions	Attachment	Pages 38-56
• Caledonia Secondary School BAA Leadership Course Grade 11/12			
• Mount Elizabeth Middle/Secondary School BAA Forensic Science Grade 11 Course			
11. NEW BUSINESS			
11.1 2023-2024 Annual Facilities Grant (AFG) Expenditure Plan	Motion	Attachment	Pages 57-60
12. TRUSTEE REPORTS			
12.1 Board Chair Report – May 2023	Motion	Attachment	Pages 61-62
12.3 Trustee Reports			
13. QUESTION PERIOD			1
14. ADJOURNMENT			

**REGULAR MEETING OF THE BOARD OF EDUCATION
OF SCHOOL DISTRICT 82 (COAST MOUNTAINS)
TUESDAY, APRIL 25, 2023 – 5:00 P.M.
HYBRID MEETING: IN-PERSON OR VIA ZOOM**

PRESENT WERE:

	Chair	- M. Warcup
		- S. Duncan-Green
		- W. Jones
		- E. Harrison
	Vice Chair	- K. Jonkman
	(virtual)	- M. Maxim
		- J. Sundell
Superintendent of Schools		- A. Callaghan
Secretary Treasurer		- G. Fuller
Recording Secretary		- C. Gagnon

DISTRICT STAFF PRESENT:

Director of Human Resources		- K. Bath
Director of Instruction, Graduation & Innovation	(virtual)	- G. Lawlor
Director of Instruction, Learner Support		- J. Nieckarz
Director of Facility Services		- R. Schibli

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, Musqueam, Squamish and Tsleil-Waututh Peoples. Board Chair Warcup shared that Trustee Maxim was attending the meeting virtually from Vancouver. We are honoured to work with their children and privileged to live on these lands.

Board Chair Warcup extended a warm welcome to staff, partner groups and guests joining the meeting this evening. The meeting was also livestreamed through CMSD82's YouTube Channel.

Today's Regular Board Meeting was originally scheduled on April 26, however, to accommodate the participation of our Trustees, Superintendent and Secretary Treasurer at the Annual General Meeting of the British Columbia School Trustees Association to be held in Vancouver on April 27 to 30, the meeting was rescheduled to today, April 25.

Board Chair Warcup reported on the following items:

- Friday, April 21 was a non-instructional day for students in Coast Mountains School District 82. School staff participated in various professional development workshops on April 21.

- April 22 was a celebration of Earth Day. An opportunity and a reminder to take action for the environment. There are many simple daily actions that you can take to do so to help our planet as simple as picking up one piece of trash everyday. Let's all continue to contribute to protecting our planet and creating a sustainable future.
- On the National Day of Mourning, April 28, Canadians will pay tribute to workers who have died, were injured, or made ill from their work. It is also a day on which to collectively renew our commitment to improve health and safety in the workplace and prevent further injuries, illnesses and deaths. To mark our school district's commitment in observance of the National Day of Mourning on April 28, the Canadian flags in Coast Mountains School District will be lowered to half-mast early morning April 28 and raised early morning, May 1 (following the weekend).
- April 24-28 has been proclaimed 'Education Week' in British Columbia - an opportunity for the education community to acknowledge the efforts of all those stakeholders who are so invested in the success of our learners and families – teachers, support staff, school administration, trustees, district staff, parents and many other community partners. Board Chair Warcup shared it gave her great pleasure to recognize Education Week in Coast Mountains School District and extended her thanks to all those committed to educational excellence and student success in our local northwest communities.

Board Chair Warcup welcomed District Principal, Phillip Barron who shared a presentation on "Honouring Student Voice in CMSD82". District Principal Barron joined the meeting virtually from Stewart having spent the day working with teachers and staff at Bear Valley School.

1. CALL TO ORDER

Board Chair Warcup called the meeting to order at 5:25 p.m.

2. DECLARATION OF QUORUM

A quorum was declared.

3. APPROVAL OF AGENDA

Motion #8428

THAT the agenda be adopted as circulated.

Carried
All in Favour

4. APPROVAL OF MINUTES OF PRIOR MEETING

4.1 Regular Meeting, February 22, 2023

Motion #8429

THAT the minutes of the Regular Meeting of the Board held on February 22, 2023 be approved.

Carried
All in Favour

5. RECEIPT OF RECORDS OF IN CAMERA MEETING

5.1 Summary of In Camera Meeting, February 22, 2023

Motion #8430

THAT the Summary of the In Camera Meeting of the Board held February 22, 2023 be approved.

Carried
All in Favour

6. BUSINESS ARISING FROM THE MINUTES

6.1 Trustee School Liaison Rationale, Purpose, Parameters & Assignments

Motion #8431

THAT the Board adopt and implement the Trustee School Liaison – Rationale, Purpose, Parameters agreement.

Carried
In Favour: 6 / Opposed: 1

7. CORRESPONDENCE

There was no correspondence received.

8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – APRIL 2023

Motion #8432

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

Carried
All in Favour

9. INDIGENOUS EDUCATION REPORT – APRIL 2023

Motion #8433

THAT the Board receive for information the Indigenous Education Report for April 2023.

Carried
All in Favour

10. STANDING COMMITTEE REPORTS

10.1 Business Committee Report (Trustee Ed Harrison)

10.1.1 Business Committee Meeting Minutes, April 12, 2023

Motion #8434

THAT the minutes of the Business Committee Meeting held on April 12, 2023 be received for information.

Carried
All in Favour

10.1.2 Ministry Data Collection Projected Enrolments for 2023/24, 2024/25 & 2025/26 School Years

Motion #8435

THAT the Board receive for information the Ministry Data Collection Projected Enrolments for the 2023/24, 2024/25 and 2025/26 school years.

Carried
All in Favour

10.1.3 Ministry Estimated Operating Grants 2023/24 Announcement

Motion #8436

THAT the Board receive the Ministry of Education's Estimated Operating Grants 2023/24 announcement as presented for information.

Carried
All in Favour

10.1.4 Ministry Response to Annual Five-Year Capital Plan Submission 2023-2024 & Capital Bylaw No. 2023/24-CPSD82-01

CAPITAL BYLAW NO. 2023/24-CPSD82-01 - CAPITAL PLAN 2023-2024

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 82 (Coast Mountains) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

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

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2023-2024 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 9, 2023, is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 82 (Coast Mountains) Capital Bylaw No. 2023/24-CPSD82-01.

Motion #8437

THAT the Capital Bylaw No. 2023/24-CP-SD82-01 (Capital Plan 2023-2024) be read a first time the 25th day of April, 2023.

Carried
All in Favour

Motion #8438

THAT the Capital Bylaw No. 2023/24-CP-SD82-01 (Capital Plan 2023-2024) be read a second time the 25th day of April, 2023.

Carried
All in Favour

Unanimous consent was received and confirmed by Board Chair Warcup prior to proceeding to third reading of the Capital Bylaw No. 2023/24-CPSD82-01 - Capital Plan 2023-2024.

Motion #8439

THAT the Capital Bylaw No. 2023/24-CP-SD82-01 (Capital Plan 2023-2024) be read a third time, passed and adopted the 25th day of April, 2023.

Carried
All in Favour

10.2 Education Committee Report (Trustee Karen Jonkman)

10.2.1 Education Committee Meeting Minutes, April 12, 2023

Motion #8440

THAT the minutes of the Education Committee Meeting held on April 12, 2023 be received for information.

Carried
All in Favour

11. NEW BUSINESS

11.1 Special Program Status – Indigenous Employment Equity

Motion #8441

THAT the Board support the renewal application to the B.C. Office of the Human Rights Commissioner for a continuation of the Special Program status in support of Indigenous employment equity.

Carried
All in Favour

11.2 Skeena Middle School Bus Purchase Proposal

Motion #8442

THAT the Board approve the purchase of a 24-passenger bus for Skeena Middle School and bridge finance using Local Capital Reserve funds with the remaining balance to be paid Skeena Middle School over a three-year period.

Carried
All in Favour

12. TRUSTEE REPORTS

12.1 Board Chair Report – April 2023

Motion #8443

THAT the Board receive for information the Board Chair Report for April 2023.

Carried
All in Favour

12.2 BCSTA Provincial Council Report

Motion #8444

THAT the Board receive the BCSTA Provincial Council Report for information at the April 25, 2023 Regular Board Meeting.

Carried
All in Favour

Board Chair Warcup handed the chair to Vice Chair Jonkman as she had to exit the meeting in order to make the evening flight to Vancouver for a BCPSEA Directors' Meeting.

12.3 Trustee Reports

Trustees reported on their activities since the last meeting.

13. QUESTION PERIOD

Coast Mountain Teachers' Federation Co-President, Kim Meyer inquired whether the next month's Board Meeting will be held virtually, which Vice Chair Jonkman confirmed it was. Ms. Meyer shared for the Board's information there is a showing currently at the Kitimat Museum by Gavin Byrne, a CMSD82 student who is non-verbal and autistic, titled Dappled Sunshine on My Soul: How I Learned to Capture my Energy in Resin. The showing is taking place from April 6 to May 6, 2023. Ms. Meyer expressed the showing is extraordinary and she strongly encouraged everyone to view this interesting and proactive display of artwork.

14. ADJOURNMENT

The next virtual Regular Board of Education Meeting will be held on Wednesday, May 24, 2023.

The meeting was adjourned at 6:13 p.m.

Board of Education Chair

Secretary Treasurer



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

The Board of Education:

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

Superintendent's Report to the Board

May 2023



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@CoastMountainsSchools



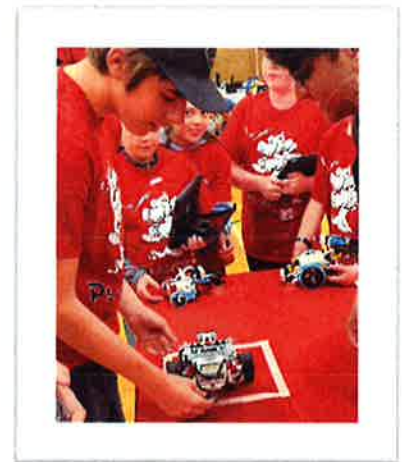
@CoastMtnSD

A Message from the Superintendent

Ama Sah / Ya'uc / Good Day,

As I prepare this month's report, the northwest is experiencing unseasonable high temperatures, and it really is beginning to feel like summer! Despite the excitement and anticipation of the upcoming vacation, learner attendance during this last month of the school year continues to be very important as teachers strive to ensure year-end outcomes are being met by all.

Recently I had the pleasure of attending the Zone01 Robotics Competition for elementary and secondary grade levels, hosted by Mount Elizabeth Middle Secondary School under the direction of teacher Kim Wilkinson. More than 100 learners from Northwest schools participated in the challenges, with the host squad qualifying for the national championships in Montreal next month. This event was a wonderful example of the impact local partnerships between schools and business/industry can have when children and community are prioritized. Thank you again to all those who organized, coached, volunteered, witnessed and financially supported this action-packed event for our learners. Your collective support is truly appreciated.



As I participate in conversations around the district, I continue to see evidence that we remain focused on the success of our learners. In this first year of implementation of the Board's Strategic Plan, a great deal of groundwork has been laid in relation to the three goal areas, including the development of a data dashboard, efforts to recruit fully qualified teachers to our wonderful communities, and the development of a draft K-3 Literacy Plan focused on teacher capacity, instructional and classroom resources, and foundational skill building for our youngest learners. And through our Budget Working Committee and public budget survey, as well as our employee engagement survey, we are now identifying priority actions for 2023-24. I am confident that as we monitor our primary indicators of progress over the next several years, our district will see the positive impacts of our intentional actions.

The work is ours collectively. T'oyaxsut 'nüüsm (thank you everyone) for your commitment to our learners and schools!

Regards,

Aaron Callaghan
Superintendent,
Coast Mountains School District



Upcoming Dates

- May 26 – Professional Development Day (No Classes)
- June 1 – Budget Working Committee
- June 7 – Business & Education Committee Meetings
- June 9 – Coast Mountains School District Website Launch
- June 14 – Board Meeting (Stewart)
- June 21 – National Indigenous Peoples Day

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

Superintendent's Report to the Board

May 2023



Budget Planning Survey & Working Committee

Thanks are extended to everyone who participated in the district's virtual Budget & Planning Survey during the month of May. Over 200 participants weighed-in on budget priorities aligning with the Strategic Plan – Engage, Ignite, Empower – for 2023-24. Targeted actions receiving the nod as priorities included:

- K-3 Literacy Strategy
- Recruitment & Retention of Qualified Teachers
- Improving Outdoor Learning Spaces and Land-Based Learning
- Student & Staff Wellness
- Enacting Reconciliation & Anti-Racism Education

The district's Budget Working Committee also met in May to collaborate on priorities. Led by Secretary Treasurer Ginger Fuller, the committee provides a forum for open communication and understanding of the budget, with a broad opportunity for input into budget decisions aligning with the district's goals.

Re-Ignition of Equity in Action

On Thursday May 4, Coast Mountains School District staff, Trustees and community partners came together to participate in a re-ignition of Equity in Action hosted by Joe Heslip of the Ministry of Education & Child Care. Equity in Action is a provincial framework that focuses on improving outcomes for learners with diverse abilities, those of Indigenous ancestry, and those children and youth in care. During the session, participants considered the four main pillars of the framework – pedagogy, learning environment, policy and learning profile - and reviewed questions developed for district reflection. Story work was intentionally weaved into the delivery of the day's workshop, and those attending left with a renewed commitment to engage in the important work of equity in the service of our district's learners and their families.



School Administrative Update

Congratulations to those who are taking on new roles in school-based administration in the fall:

- Keith Axelson – Incoming Principal at Parkside Secondary School
- Jane Arbuckle – Incoming Principal at Caledonia Secondary School
- Jan Thorburn – Incoming Vice Principal at Hazelton Secondary School
- Mark Newbery – Incoming Principal at New Hazelton Elementary
- Sandy Kenmuir – Assuming Principal role at Thornhill Primary School
- Surinder Dhaliwal – Assuming Principal role at Thornhill Elementary School
- Louise Ormerod – Interim Principal at Hazelton Secondary School
- Joe Dominguez – Assuming responsibility for the district's International Student Program
- Jaclyn Wells – Incoming Vice Principal at Caledonia Secondary School
- Spencer Edwards – Incoming Vice Principal at Mount Elizabeth Middle Secondary School

Superintendent's Report to the Board

May 2023



Accessible BC Act

The Government of British Columbia continues to work towards becoming a more inclusive province. In June 2021, the Accessible B.C. Act became law and it provides a framework to identify, remove, and prevent barriers to accessibility. Within the K-12 Education sector, school districts must meet three requirements by September 1, 2023:

1. Establish an Accessibility Committee;
2. Develop an Accessibility Plan; and
3. Establish a process for receiving public feedback.



Coast Mountains School District is working in collaboration with other northern districts to ensure these important requirements are met. Members from the disability community or those who support members of the disability community will be an important voice to advise this work. Anyone interested in learning more or possibly participating in the process, please contact Carole Gagnon (Carole.Gagnon@cmsd.bc.ca). For more information on Accessible BC please visit: <https://bit.ly/accessibleBC>

Follow Coast Mountains School District on Social Media



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



@CoastMtnSD



On May 8, Kitimat joined other cities including Montreal, Toronto and Vancouver in hosting a Zone01 Robotics Competition for elementary and secondary learners.



Several staff members from Hazelton Secondary School witnessed a totem pole raising in Sik-E-Dakh on April 21.



Indigenous Education Update

May 2023

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

Indigenous Education Department Staffing and Hiring

- We welcome three new district staff to the Indigenous Education Department (IED) family:
 - Lindsay Harder, Executive Assistant II – start date June 1, 2023
 - Beverly Azak, District Vice Principal, Indigenous Education – start date June 19, 2023
 - Tammy Bulleid, Indigenous Education Outreach Worker – start date August 1, 2023An official announcement regarding these positions was shared on May 19, 2023.
- As part of the hiring process, Director Clifton decolonized the design of the interview process so that it was reflective of Indigenous Ways of Being and Knowing. This was intentional in order to make space for honouring story. An Indigenous student participated as part of the interview panel and asked questions they had written for the candidate. 'Ap luk'wil t'oyaxsut 'nūüsm. Director Clifton thanks the entire interview panel for their participation in this process.

Hazelton Secondary School Support

- Director Clifton and Consultant Kathy Sawchuk have reported back to the District Education Team the high-level findings of the engagement with staff. Input from the Senior Management Team as to what next steps could be was discussed. Both Director Clifton and Kathy Sawchuk returned to Hazelton Secondary School (HSS) to meet with First Nations Education Coordinators to plan for a June or September community engagement session. The purpose will be to seek guidance and consultation on what needs to be actioned in transforming the narrative at HSS. This will facilitate the creation of an enhanced desired state at HSS, in which Indigenous culture, protocols and language are centred at the school.
- Kathy Sawchuk will work with Louise Ormerod, Interim HSS Principal to re-engage staff at the end of the year gathering to create purpose and intention and a plan to move forward with collective, collaborative and co-constructed actions that focus on transforming the areas that were identified by all stakeholder groups as needing improvement.

Ministry of Education and Child Care – Indigenous Education – Equity Scan Re-ignition

- Joe Heslip facilitated a one-day session in Terrace for stakeholders and rightsholders across Coast Mountains School District (CMSD) on May 4 at the Northwest Trades & Employment Centre located in Thornhill. CMSD appreciates the diverse minds, hearts, spirits and voices that came together to participate in this powerful day of learning.
- In the coming 2023-2024 school year, we will re-ignite the Equity Scan that will be a collective and collaborative decision-making process for school districts to create pathways for deep, genuine and meaningful self-assessment dialogue about the experience of education for Indigenous learners and to respond in strategic ways to create conditions for success.

BC Office Human Rights Commissioner – Special Programs Application Renewal

- We are still having discussions with stakeholders and rightsholders and will soon be proceeding with the application with the letters of support that we have received. There are Memorandums of Understanding and Letters of Agreement (MOU/LOA) that set the direction for locals supporting both the application to the BC Office Human Rights Commissioner and for the purpose of priority hiring of Indigenous candidates. If we have not received a local letter, we will include those provincial MOU/LOA letters as part of our application. We invite our partner groups to continue to work together to find ways to support this necessary step towards Truth and Reconciliation.

CMSD – Indigenous Education Department Handbook

- Director Clifton will be providing the draft of the first half of the new Indigenous Education handbook as a handout. The reason for sharing this draft version with stakeholders and rightsholders for review is to seek input and feedback. An online form will be created to capture this. Director Clifton reminds everyone that this draft version is not for public distribution at this point. District Indigenous Education leadership will work over the summer to refine and prepare the handbook for publication. The second half of the handbook will be developed during the coming school year. This additional section of the handbook defines what responsibilities each role upholds within the IED, but also shows where collective responsibility is necessary. It also defines areas of enhanced service delivery that require sustained effort and intentional focus to positively impact Indigenous learners.

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.



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

Committee Members:

Trustee Ed Harrison (Chair)
 Aaron Callaghan, Superintendent of Schools
 Ginger Fuller, Secretary Treasurer
 Trustee Mike Maxim

Recording Secretary:

Blanche Olson-Wight, Executive Assistant

Guests:

Kiran Bath, Director of Human Resources
 Lynda Lang, Manager of Finance

MEETING MINUTES

Items	Action
<p>The meeting was chaired by Trustee Ed Harrison and called to order at 10:34 a.m. Trustee Harrison acknowledged with respect 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>1. Previous Meeting Minutes - April 12, 2023</p>	<p>1. The minutes of the previous Business Committee Meeting held on April 12, 2023 were accepted as presented.</p>
<p>2. Human Resources 2.1 Grievance Update – CMTF & CUPE</p>	<p>2.1 Director Bath 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 no grievances. CMTF current numbers are 13-Step 1 & Step 2 grievances, 1-Step 3 grievances. Information only; no action required.</p>
<p>3. Facilities/Transportation/OH&S 3.1 Monthly Facilities Report, May 2023</p>	<p>3.1 Secretary Treasurer Fuller spoke to the 2023-2024 Annual Facilities Grant, it has been completed and is ready for submission, significant projects were highlighted. Information only; no action required.</p>
<p>3.2 District Joint OH&S Committee Meeting Minutes - April 13, 2023</p>	<p>3.2 Secretary Treasurer Fuller presented the April 13, 2023 District Joint OH&S Committee Meeting minutes for information.. Information only; no action required.</p>
<p>4. Board Representations 4.1 BCPSEA 4.2 BCSTA</p>	<p>4.1 No Report 4.2 No Report</p>
<p>5. Outstanding Items from Previous Meeting</p>	<p>5. There were no outstanding items from the previous meeting.</p>



<p>6. Finances</p> <p>6.1 Monthly Financial Statements, March 31, 2023 & Quarterly Summary</p> <p>6.2 February 2023 Adjusted Funding Allocations</p> <p>6.3 Ministry Approved 2021-2022 Indigenous Education Fund Carry Forward</p> <p>6.4 2023-2024 Budget and Planning Survey</p>	<p>6.1 Secretary Treasurer Fuller spoke to the March 31, 2023 Monthly Financial Statements & Quarterly Summary, there were no areas of concern. Action: Forward for information the March 31, 2023 Monthly Financial Statements & Quarterly Summary at the next Regular Board Meeting on May 24, 2023.</p> <p>6.2 Secretary Treasurer Fuller shared the February 2023 Adjusted Funding Allocations, which are updated twice throughout the school year in February and May respectively. It was noted that the Action: Forward for information the February 2023 Adjusted Funding Allocations to the next Regular Board Meeting on May 24, 2023.</p> <p>6.3 Secretary Treasurer Fuller spoke to the Ministry Approved 2021-2022 Indigenous Education Fund Carry Forward referencing correspondence received April 12, 2023 from the Deputy Minister of Education and Child Care granting approval for Coast Mountains Board of Education to underspend its 2021/22 school year Indigenous Education targeted funds in an amount up to \$508,338. Information only; no action required.</p> <p>6.4 Secretary Treasurer Fuller spoke to the 2023-2024 Budget and Planning Survey, it was recently sent out for input from staff and district partners. This is a new initiative to gather more information outside of the Budget Working Committee. Information only; no action required.</p>
<p>7. Next Meeting</p>	<p>7. The next Business Committee Meeting is scheduled on Wednesday, June 7, 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:	May 24, 2023
Topic:	Quarterly Financial Statements, March 31, 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 March 31, 2023 for Coast Mountains School District 82.

The Business Committee reviewed the Quarterly Financial Statements at its meeting held on May 10, 2023 and brings forward to the Board for information.

Recommended Action:

THAT the Board receive for information the Quarterly Financial Statements as at March 31, 2023.

Presented by: Secretary Treasurer

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
REVENUE AND EXPENDITURE
YEAR ENDED June 30, 2023
as at March 31, 2023

	2022/2023 Actual Revenue and Expenses	2022/2023 Amended Annual Budget	Percent Remaining or Available
Revenue (Schedule A2)			
Provincial Grants, MOE	34,250,200	48,938,987	0.30
Other Fees And Revenue	4,336,317	5,990,800	0.28
Rentals & Leases	426,000	585,000	0.27
Investment Income	94,625	120,000	0.21
	<u>39,107,142</u>	<u>55,634,787</u>	<u>0.30</u>
Expense (Schedule A3)			
Salaries			
Teachers	14,812,833	21,359,586	0.31
Principals and Vice Principals	2,582,036	3,243,687	0.20
Educational Assistants	2,963,902	3,950,613	0.25
Support Staff	4,305,300	5,386,948	0.20
Other Professionals	1,722,103	2,304,121	0.25
Substitutes	1,345,824	1,661,947	0.19
	<u>27,731,998</u>	<u>37,906,902</u>	<u>0.27</u>
Employee Benefits	6,177,497	8,881,260	0.30
Services & Supplies	6,931,381	10,448,182	0.34
	<u>40,840,876</u>	<u>57,236,344</u>	<u>0.29</u>
Net Revenue/Expenditure	<u>(1,733,734)</u>	<u>(1,601,557)</u>	
Interfund Transfers			
Capital Asset Purchases	-	-	
Local Capital	-	-	
Prior Year Surplus Appropriation	1,215,000	1,215,000	
Balance Surplus/(Deficit)	<u>(518,734)</u>	<u>(386,557)</u>	

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
REVENUE BY SOURCE
YEAR ENDED June 30, 2023
as at March 31, 2023

	2022/2023 Actual Revenue and Expenses	2022/2023 Amended Annual Budget	Percent Remaining
Provincial Grants, Ministry of Education			
Operating Grant, MOE	31,830,421	45,456,719	0.30
Other Ministry of Education Grants			
Pay Equity	265,126	1,160,795	0.77
Carbon Tax Reimbursement			-
FSA Exam Funding	8,187	8,187	-
Graduated Adult Enrollment (EG)	660	943	0.30
Economic Stability Dividend			
Support Staff Prov. Extended Health Care Plan	58,465	57,256	(0.02)
Student Transportation	390,450	557,786	0.30
Student Learning Grant			
Early Learning Grant	596	596	-
Strategic Priorities/Mental Health Grant			
Skills Training Access Support Grant			
Employer Health Tax Support			
Next Generation Network (NGN)	12,780	12,780	-
Labour Settlement Funding Teachers & Excluded	963,715	1,331,799	0.28
Labour Settlement Funding Support Staff	380,174		
Early Career Teacher Mentorship			
Integrated Child and Youth Grant	170,845	170,845	-
Equity Grant	85,881	85,881	-
Child Care Funding			
	34,167,300	48,843,587	0.30
Provincial Grants - Other Ministries			
ITA	82,900	95,400	0.13
	34,250,200	48,938,987	0.30
Other Fees and Revenue			
Summer School Fees			
Continuing Education			-
International & Out of Province Students	19,500	19,500	-
Local Education Agreements	3,797,710	5,425,300	0.30
Miscellaneous (Specify)			
Miscellaneous	19,327	50,000	0.61
ArtStarts	14,900	15,000	0.01
City of Terrace REM Lee Theatre Grant	12,000	12,000	-
District of Kitimat Grant in Aid Theatre	75,375	60,000	(0.26)
REM Lee Theatre User Levy Fees	2,505	5,000	-
Shared Services - SD 92	45,000	54,000	0.17
Extended Health Premium Surplus Refund	350,000	350,000	-
	4,336,317	5,990,800	0.28
Rentals and Leases			
	426,000	585,000	0.27
Investment Income			
	94,625	120,000	0.21
TOTAL OPERATING REVENUE	39,107,142	55,634,787	0.30

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
EXPENDITURE BY OBJECT
YEAR ENDED June 30, 2023
as at March 31, 2023

	2022/2023 Actual Revenue and Expenses	2022/2023 Amended Annual Budget	Percent Available
Salaries			
Teachers	14,812,833	21,359,586	0.31
Principals and Vice Principals	2,582,036	3,243,687	0.20
Educational Assistants	2,963,902	3,950,613	0.25
Support Staff	4,305,300	5,386,948	0.20
Other Professionals	1,722,103	2,304,121	0.25
Substitutes	1,345,824	1,661,947	0.19
	27,731,998	37,906,902	0.27
Employee Benefits	6,177,497	8,881,260	0.30
Total Salaries & Benefits	33,909,495	46,788,162	0.28
Services and Supplies			
Services	1,445,054	1,971,367	0.27
Student Transportation	1,628,598	2,432,771	0.33
Professional Development and Travel	458,405	1,027,663	0.55
Rentals and Leases	283	2,500	0.89
Dues and Fees	69,149	91,450	0.24
Insurance	159,977	175,831	0.09
Supplies	1,209,736	2,250,152	0.46
Furniture and Equipment	435,821	500,652	0.13
Computer Equipment	326,347	395,796	0.18
Bad Debt			
	5,733,370	8,848,182	0.35
Utilities			
Electricity	370,851	500,000	0.26
Gas-Heat	434,055	550,000	0.21
Propane-Heat	260,739	350,000	0.26
Garbage/Water/Sewer	87,366	140,000	0.38
Carbon Offsets	45,000	60,000	0.25
	1,198,011	1,600,000	0.25
Total Service & Supplies	6,931,381	10,448,182	0.34
TOTAL OPERATING EXPENSE	40,840,876	57,236,344	0.29

SCHOOL DISTRICT No. 82 (Coast Mountains)
OPERATING FUND
EXPENDITURE BY OBJECT
YEAR ENDED June 30, 2023
as at March 31, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	Total Expenses	2022/2023 Amended Annual Budget	Percent Available
1 INSTRUCTION							
1.02 Regular Instruction	12,161,041	2,702,541	14,863,582	771,075	15,634,657	22,722,546	0.31
1.03 Career Programs	130,569	31,202	161,771	225,065	386,836	487,580	0.21
1.07 Library Services	777,171	183,330	960,501	32,133	992,634	1,360,187	0.27
1.08 Counseling	889,711	191,206	1,080,917	-	1,080,917	1,502,546	0.28
1.10 Special Education	4,775,179	1,063,228	5,838,407	299,684	6,138,091	8,585,686	0.29
1.31 Aboriginal Education	1,386,097	315,837	1,701,934	201,567	1,903,501	3,583,563	0.47
1.41 School Administration	3,073,009	658,525	3,731,534	80,811	3,812,345	4,777,615	0.20
Total Function 1	23,192,777	5,145,869	28,338,646	1,610,335	29,948,981	43,019,723	0.30
4 DISTRICT ADMINISTRATION							
4.11 Educational Administration	322,734	66,339	389,073	184,698	573,771	1,150,861	0.50
4.40 School District Governance	87,914	4,477	92,391	78,820	171,211	192,004	0.11
4.41 Business Administration	685,704	153,905	839,609	385,722	1,225,331	1,423,671	0.14
Total Function 4	1,096,352	224,721	1,321,073	649,240	1,970,313	2,766,536	0.29
5 OPERATIONS AND MAINTENANCE							
5.41 Operations and Maintenance Admin	421,690	83,718	505,408	218,573	723,981	834,628	0.13
5.50 Maintenance Operations	2,942,017	706,109	3,648,126	1,131,541	4,779,667	5,892,242	0.19
5.52 Maintenance of Grounds	41,223	9,700	50,923	301,229	352,152	445,951	0.21
5.56 Utilities	-	-	-	1,335,385	1,335,385	1,790,000	0.25
Total Function 5	3,404,930	799,527	4,204,457	2,986,728	7,191,185	8,962,821	0.20
7 TRANSPORTATION AND HOUSING							
7.41 Transportation and Housing Admin	18,841	4,158	22,999	-	22,999	29,097	0.21
7.70 Student Transportation	19,098	3,222	22,320	1,685,078	1,707,398	2,458,167	0.31
Total Function 7	37,939	7,380	45,319	1,685,078	1,730,397	2,487,264	0.30
TOTAL FUNCTIONS 1 - 7	\$ 27,731,998	\$ 6,177,497	\$ 33,909,495	\$ 6,931,381	\$ 40,840,876	\$ 57,236,344	0.29



MEETING AGENDA ITEM #10.1.3

Action: X

Information:

Meeting: Regular

Meeting Date: May 24, 2023

Topic: **Ministry Adjusted Funding Allocations, February 2023**

Background/Discussion:

Reference the attached Interim Operating Grants following the February 2023 Enrolment Count for the 2022-2023 school year for Coast Mountains School District 82 as received from the Ministry of Education and Child Care's Funding and Allocation Branch.

The Business Committee reviewed the February 2023 Adjusted Funding Allocations at its meeting held on May 10, 2023 and brings forward to the Board for information.

Recommended Action:

THAT the Board receive for information the Ministry of Education and Child Care Adjusted Funding Allocations for February 2023.

Presented by: Secretary Treasurer

Interim Operating Grant Summary Following the February 2023 Enrolment Count - 2022/23 School Year

School District 82 Coast Mountains

September 2022 Enrolment Count

	School-Age Enrolment	Funding Level	Funding	Total Supplement
Standard (Regular) Schools	3,978.0625	\$7,885	\$31,367,023	
Continuing Education	0.0000	\$7,885	\$0	
Alternate Schools	157.0000	\$7,885	\$1,237,945	
Online Learning	16.3750	\$6,360	\$104,145	
Home Schooling	30	\$250	\$7,500	
Course Challenges	0	\$246	\$0	
Total Enrolment-Based Funding (September)	4,151.4375			\$32,716,613

	Total Enrol. Change	Funding Level	Funding	Total Supplement
1% to 4% Enrolment Decline	98.3125	\$3,943	\$0	
4%+ Enrolment Decline		\$5,914	\$0	
Significant Cumulative Decline (7%+)	-87.1875	\$3,943	\$0	
Supplement for Enrolment Decline				\$0

	Enrolment	Funding Level	Funding	Total Supplement
Level 1 Special Needs	4	\$44,850	\$179,400	
Level 2 Special Needs	214	\$21,280	\$4,553,920	
Level 3 Special Needs	6	\$10,750	\$64,500	
English Language Learning	260	\$1,585	\$412,100	
Indigenous Education	1,965	\$1,565	\$3,075,225	
Adult Education	0.6250	\$5,030	\$3,144	
Equity of Opportunity Supplement			\$320,495	
Supplement for Unique Student Needs				\$8,608,784

Variance from Provincial Average	-\$842	
Estimated Number of Educators	230.670	-\$194,224

	Enrolment	Funding Level	Funding	Total Supplement
FTE Distribution	4,152.0625	\$180.33	\$748,741	
Supplement for Salary Differential				\$554,517

Supplement for Unique Geographic Factors				\$8,886,777
Funding Protection				\$0
Curriculum and Learning Support Fund				\$36,478

September 2022 Enrolment Count, Total				\$50,803,169
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*Note: Highlighted sections are estimated and will be updated following the May enrolment count

July 2022 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
Summer Learning Grade 1-7	0	\$224	\$0	
Summer Learning Grade 8-9	0	\$224	\$0	
Summer Learning Grade 10-12	0	\$448	\$0	
Supplemental Summer Learning Funding			\$0	
Cross-Enrolment, Grade 8 and 9	0	\$448	\$0	
Summer Learning, Total				\$0

February 2023 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	2.6250	\$7,885	\$20,698	
Adult FTE - Continuing Education	0.5000	\$5,030	\$2,515	
K-Grade 9 School-Age FTE - Online Learning	0.0000	\$3,180	\$0	
Grade 10-12 School-Age FTE - Online Learning	29.0000	\$6,360	\$184,440	
Adult FTE - Online Learning	1.2500	\$5,030	\$6,288	
Youth Train in Trades	31.75	\$7,885	\$250,349	
Level 1 Special Needs Enrolment Growth	0	\$22,425	\$0	
Level 2 Special Needs Enrolment Growth	12	\$10,640	\$127,680	
Level 3 Special Needs Enrolment Growth	3	\$5,375	\$16,125	
Newcomer Refugees	0.0000	\$3,943	\$0	
ELL Supplement - Newcomer Refugees	0	\$793	\$0	
February 2023 Enrolment Count, Total				\$608,095

May 2023 Enrolment Count

	Enrolment	Funding Level	Funding	Total Supplement
School-Age FTE - Continuing Education	0.0000	\$7,885	\$0	
Adult FTE - Continuing Education	0.0000	\$5,030	\$0	
K-Grade 9 School-Age FTE - Online Learning	0.0000	\$2,120	\$0	
Grade 10-12 School-Age FTE - Online Learning	0.0000	\$6,360	\$0	
Adult FTE - Online Learning	0.0000	\$5,030	\$0	
May 2023 Enrolment Count, Total*				\$0

2022/23 Full-Year Estimated Operating Grant Total				\$51,411,264
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Estimated 2022/23 Operating Grant from Indigenous Services Canada				\$5,409,989
Estimated 2022/23 Operating Grant from Ministry of Education				\$46,001,275



MEETING AGENDA ITEM #10.1.4

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 24, 2023
Topic:	Ministry Approval – 2021-2022 Indigenous Education Fund Carry Forward		

Background/Discussion:

Reference the attached correspondence received April 12, 2023 from the Deputy Minister of Education and Child Care granting approval pursuant to Section 106.4(2) of the *School Act* for Board of Education for Coast Mountains School District to underspend its 2021-2022 school year Indigenous Education targeted funds in an amount up to \$508,338.

This variation of direction was granted on the condition that these funds will be brought forward and added to the 2022-2023 school year Indigenous Education targeted amount to be expended on Indigenous Education programs as detailed in the Deputy Minister's letter.

The Board's letter to the Minister of Education dated September 28, 2022 requesting approval to underspend its targeted Indigenous Education funding for the 2021-2022 school year is attached for information.

The Business Committee reviewed the Deputy Minister's correspondence at its May 10, 2023 meeting and brings forward to the Board for information.

Recommended Action:

THAT the Board receive the Deputy Minister of Education and Child Care's correspondence granting approval pursuant to Section 106.4(2) of the *School Act* for the Board of Education for Coast Mountains School District 82 to underspend its 2021-2022 school year Indigenous Education targeted funds in an amount up to \$508,338.

Presented by: Secretary Treasurer



April 12, 2023

Ref: 284304

Margaret Warcup, Chair
Board of Education
School District No. 82 (Coast Mountains)
Email: margaret.warcup@cmsd.bc.ca

Dear Ms. Warcup:

I am responding to your letter dated September 28, 2022, requesting approval for the Coast Mountains Board of Education to underspend its targeted Indigenous Education funding amount for the 2021/22 school year. As this is targeted funding under Section 106.4 of the *School Act*, Boards of Education must request permission from the Minister of Education and Child Care to underspend their target on an annual basis. As Deputy Minister of Education and Child Care, I am pleased to respond on the Minister's behalf.

Pursuant to Section 106.4(2) of the *School Act*, approval is granted for the Board to underspend its 2021/22 school year Indigenous Education target in an amount up to \$508,338. This variation of direction is granted on the condition that these funds will be brought forward and added to the 2022/23 school year Indigenous Education targeted amount to be expended on Indigenous Education programs. I encourage you to discuss your Indigenous Education targeted funding plans with the District Indigenous Education Council or equivalent, including the Nations and Métis Chartered communities whom you serve, to ensure respectful and meaningful engagement with Indigenous Peoples on the use of these funds.

Appendix to this letter contains statistics about your school district's Indigenous student outcomes. I hope we will see you build upon these achievements and strive for strong academic results for all your students in the current and subsequent school years.

If you have any questions or require further information regarding the financial reporting of Indigenous Education expenses, please contact Ian Aaron, Director, School District Financial Reporting, Resource Management Division, by phone at (250) 415-1073 or by email at Ian.Aaron@gov.bc.ca.

If you have any questions or require further information regarding how the Ministry is supporting delivery of Indigenous Education programs, please contact Stephanie Sinitsin, A/Director, Indigenous Education, Learning Division, by phone at (250) 896-4603 or by email at Stephanie.Sinitsin@gov.bc.ca.

.../2

Again, thank you for writing.

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

pc: Aaron Callaghan, Superintendent of Schools
Ginger Fuller, Secretary-Treasurer
Robert Clifton, Director of Instruction – Indigenous Education
Stephanie Sinitsin, A/Director, Indigenous Education, Learning Division, Ministry of Education
Jonathan Foweraker, Executive Director, Resource Management Division, Ministry of Education
Ian Aaron, Director, School District Financial Reporting, Resource Management Division

Appendix – SD82 (Coast Mountains) Indigenous Student Achievements

In 2021/22 on the Grade 4 Literacy assessment, 41% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 75% of Non-Indigenous students in SD82.

In 2021/22 on the Grade 4 Numeracy assessment, 26% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 58% of Non-Indigenous students in SD82.

In 2021/22 on the Grade 7 Literacy assessment, 28% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 65% of Non-Indigenous students in SD82.

In 2021/22 on the Grade 7 Numeracy assessment, 12% of Indigenous students were “On Track” or “Extending” expectations on the revised FSA compared to 42% of Non-Indigenous students in SD82.

Six-year completion rate for Indigenous students has decreased from 64.5% in 2017/18 to 63.4% in 2021/22.

Six-year completion rate for Non-Indigenous students have increased from 88.7% in 2017/18 to 91.2% in 2021/22.

Of 116 Indigenous graduates from SD82 in 2016/17, 50 (43%) immediately transitioned to B.C. public post-secondary institutions, and 4 years after grad, 66 (57%) had transitioned into post-secondary.

Of 208 Non-Indigenous graduates from SD82 in 2016/17, 112 (54%) immediately transitioned to B.C. public post-secondary institutions, and 4 years after grad, 141 (68%) had transitioned into post-secondary.

Of 69 Indigenous non-graduates from SD82 in 2016/17, 7 (10%) immediately transitioned to B.C. public post-secondary institutions, and 4 years after grad, 15 (22%) had transitioned into post-secondary.

Of 58 Non-Indigenous non-graduates from SD82 in 2016/17, 5 (9%) immediately transitioned to B.C. public post-secondary institutions, and 4 years after grad, 7 (12%) had transitioned into post-secondary.



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

September 28, 2022

Honourable Jennifer Whiteside
Minister of Education and Child Care
PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2
[Email: ecc.minister@gov.bc.ca](mailto:ecc.minister@gov.bc.ca)

Dear Minister Whiteside:

In accordance with Section 106.4(2) of the *School Act*, Coast Mountains Board of Education School District 82 formally requests approval to underspend the school district's 2021-2022 Aboriginal Education Program Targeted Funds in the amount of \$508,338 as follows:

2021-2022 Targeted Funding	\$ 2,968,805
2021-2022 Expended	\$ <u>2,460,467</u>
2022-2023 Carry Forward Request	\$ <u>508,338</u>

During the 2021-2022 school year, the leadership role of Director of Instruction, Indigenous Education was vacated and the Board of Education was unable to fill the position prior to August 2022. With the added resource of a new Director of Instruction, Indigenous Education, it is anticipated that a majority of the surplus funds will be utilized to fund the following projects during the 2022-2023 school year:

- Provide Elder in Residence initiatives in schools through the creation of living libraries;
- Development of local cultural teachings in schools while working directly with school communities;
- Focused strategies to enhance the delivery of Indigenous language and cultural learnings including the recruitment of Language and Culture Teachers in the school district;
- The continued engagement of Indigenous students in experiential cultural learning through enhanced Return-to-the-Land program initiatives.

Your consideration of this request is greatly appreciated.

Sincerely,

Margaret Warcup
Board of Education Chair

cc: Mr. Ian Aaron, Director, School District Financial Reporting Unit
Ministry of Education and Child Care



MEETING AGENDA ITEM #10.2.2

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 24, 2023
Topic:	Board Approval in Principle (2 Submissions): <ul style="list-style-type: none"> • Hazelton Secondary School Field Trip to Greece, May 17-25, 2024 • Mount Elizabeth Middle/Secondary School Field Trip to Rome and Greece with extension to Pompeii and Delphi, Spring Break 2025 		

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 attached Board Approval in Principle submissions are presented to the Board for approval:

1. Hazelton Secondary School – Out-of-Country Field Trip to Greece, May 17-25, 2024
2. Mount Elizabeth Middle/Secondary School – Out-of-Country Field Trip to Rome and Greece with extension to Pompeii and Delphi, Spring Break 2025

The Education Committee reviewed the aforementioned Field Trip submissions for Board approval in principle at its May 10, 2023 meeting and forwards to the Board with a recommendation for approval.

Recommended Action:

THAT the Board approve in principle the Hazelton Secondary School Out-o-f-Country Field Trip to Greece, May 17-25, 2024.

THAT the Board approve in principle the Mount Elizabeth/Middle Secondary School Out-of-Country Field Trip to Rome and Greece with extension to Pompeii and Delphi, Spring Break 2025.

Presented by: Superintendent of Schools



BOARD APPROVAL IN PRINCIPLE – LEVEL FIVE FIELD TRIPS

School Name: Hazelton Secondary School

Class / Group: Foods/Film/Grade 12 Leadership Students

School Administrator: Louise Ormerod

Destination: Greece

Approx. Departure Date: May 17-25, 2024

Approx. Return Date: Trip would be 9-10 days

Lead Teacher: Barb Janze Contact Telephone Number: 250 842 8299

Number of Students & Chaperones Participating in Field Trip (provide breakdown):
15-30 students; 3-6 chaperones

Estimated Field Trip Anticipated Cost per Student:
\$4,900-\$5,200 depending on where group decides to go

Anticipated Sources of Funding: Fundraising, jobs, bands, family

Fundraising Plans: 2 big joint fundraisers and then each student/parent responsible to travel company

Plan(s) in place for students wishing to participate who have financial restrictions:
Bands; sponsor teacher advices student/parent in opportunities for fundraising and work

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

access for selection will require regular respectful & kind attitudes displayed in school/community;

regularly great attendance at school; regularly good work ethic in classes & passing all courses

Board Approval in Principle Received: _____ (Yes / No)

Board Meeting Date & Motion: _____



BOARD APPROVAL IN PRINCIPLE – LEVEL FIVE FIELD TRIPS

School Name: Mount Elizabeth Middle Secondary

Class / Group: MEMSS Travel Club

School Administrator: J. Jacobs/S. Rodrigues

Destination: Rome and Greece with extension to Pompeii & Delphi

Approx. Departure Date: Spring Break 2025 (11 days)

Approx. Return Date: Spring Break 2025

Lead Teacher: Lissa Waite Contact Telephone Number: 250-632-6174 (6119)

Number of Students & Chaperones Participating in Field Trip (provide breakdown):
Maximum of 42 students with 7chaperones (ratio of 1 adult:6 students)

Estimated Field Trip Anticipated Cost per Student:
approximately \$6500 or \$291 / 22 mos for students

Anticipated Sources of Funding: Students and Parents

Fundraising Plans: Parent Organized: bake sales, bottle drives, community support

Plan(s) in place for students wishing to participate who have financial restrictions:
Monthly paymet plan will be offered as well as EF Enrollment incentives.
Participation in fundraising will be voluntary

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

The tour dates should not involve a loss of class time. EF offers early early enrollment incentives & monthly payment plans.

Students with exceptional needs will be offered participation with parent enrolment. Once we have approval to proceed, families can take advantage of this.

Board Approval in Principle Received: _____ (Yes / No)

Board Meeting Date & Motion: _____



MEETING AGENDA ITEM #10.2.3

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 24, 2023
Topic:	Board/Authority Authorized (BAA) Courses		

Background/Discussion:

Board/Authority Authorized (BAA) courses help educators, school districts or independent schools respond to the local needs of schools and their communities, and to provide choice and flexibility for students. BAA courses provide an opportunity for educators to explore content beyond the boundaries of the Ministry curriculum. BAA courses must be authorized by Boards/Authorities according to requirements set by the Ministry of Education and Child Care.

The following two Board/Authority Authorized (BAA) courses, as attached, are submitted for the Board's approval:

- **Forensic Science Course for Grade Level 11** submitted by Mount Elizabeth Middle/Secondary School (MEMSS) for the 2023-2024 school year. Recognition is provided to Superintendent Robyn Gray of the Cowichan Valley School District 79 for providing permission to Coast Mountains School District 82 to use their Forensic Science 11 BAA Course template in the creation of the MEMSS BAA.
- **Leadership Course for Grade Level 11/12** submitted by Caledonia Secondary School for the 2024-2025 school year.

The Education Committee reviewed the BAA course applications at its May 10, 2023 meeting and forwards to the Board with a recommendation for approval.

Recommended Action:

THAT the Board approve the Forensic Science Course Grade 11 Level as a Board/Authority Authorized (BAA) Course commencing the 2023-2024 school year as submitted by Mount Elizabeth Middle/Secondary School.

THAT the Board approve the Leadership Course Grade 11/12 Level as a Board/Authority Authorized (BAA) Course commencing the 2024-2025 school year as submitted by Caledonia Secondary School.

Presented by: Superintendent of Schools



Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Coast Mountains School District	School District/Independent School Authority Number: School District 82
Developed by: John Sorenson	Date Developed: January 2023
School Name: Mount Elizabeth Secondary School	Principal's Name: Mrs. Julia Jacobs
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Forensic Science	Grade Level of Course: 11
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s):

Science 10

Chemistry 11 and Life Sciences 11 are highly recommended.

Special Training, Facilities or Equipment Required:

Student text book

student workbook

teacher's resource binder and test banks associated with the student text book

laboratory materials and equipment to operate forensic science lab activities and investigations

Course Synopsis:

Forensic Science or Crime Scene Reconstruction is the use of scientific method, physical evidence, deductive reasoning and their interrelationships to gain knowledge of the events leading to the commission of a crime. Forensic Science 11 is a course that focuses on giving students a chance to gain and apply knowledge from the areas of history, math, biology, chemistry, physics, earth science, archeology, anthropology, law, medicine, and professional/technical writing. This course will expose students to current forensic science methods as well as discussing past practices and reasons for advancements in technology. This course will include a series of inquiry labs, discussion of case studies, field trips and guest speakers, internet research and practical labs that will allow students to strengthen skills of observation, interpretation, reasoning, and formal presentation. The students in this course will be required to design and carry out scientific investigations.

Goals and Rationale:

Forensic Science 11 will allow students to fully understand what becoming a forensic scientist entails and to discover areas of interest and potential career opportunities. Forensic Science is a field of study that involves the integration of many of the courses offered at our school, including but not limited to biology, chemistry, earth science/geology, physics, and some history (law and general history of forensic science).

By affording students an opportunity to take this course, it is hoped that they will become more motivated and interested in looking into the other fields of science. Through insight into the fields associated with Forensic Science, students should be assisted in determining their potential career goals including future choices of careers in Law enforcement or post-secondary education in the sciences. Students will gain valuable and practical experience for future education, training and careers.

Indigenous Worldviews and Perspectives:

Learning involves patience and time: The structure of the course is centered on a collaborative learning environment. This will require students to make connections and organize their knowledge. Reflection on their own performance will be encouraged in order to further their own learning.

Learning requires exploration of one's identity: Through the learning process students are encouraged and asked to always return to their own unique experience. They will learn their strengths, challenges and their innate abilities and capacity to learn.

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors: This principle will be supported by providing multiple access points for students to learn. The students will also be able to represent their learning in various ways.

BIG IDEAS

<p>Forensic Science was developed in many different cultures and stretches back many centuries</p>	<p>Understanding the collection and analysis of biological evidence is a cornerstone of forensic investigation</p>	<p>Crime scene reconstruction is based on the collection and interpretation of physical evidence</p>	<p>Understanding the workings of the human mind is essential to all aspects of crime and criminality</p>
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Learning Standards

Curricular Competencies	Content
<p><i>Students are expected to be able to do the following:</i></p> <ul style="list-style-type: none"> • Understand the basic history of forensic science and the evolution of this area of study through time. • Define Forensic Science (or Crime Scene Reconstruction) as the use of scientific methods, physical evidence, deductive reasoning, and their interrelationship to gain knowledge of the sequence of events leading up to and surrounding the commission of a crime. • Identify how forensic science is used and its purpose in law enforcement. • Understand what is required of forensic scientists throughout the process of investigating a crime. • Identify the role of forensic scientists in the aftermath of a crime (including professional relationships with Law enforcement agencies). • Understand the essential elements of Canadian criminal law governing evidence found at crime scenes. • Demonstrate basic techniques used by forensic scientists to collect evidence from a crime scene and how that evidence is preserved. 	<p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • Examples in the evolution of forensic science • The scientific method and its application to solve forensic problems • Identify questions for scientific investigations • The work performed by forensic scientists and experts in a crime lab • The Locard Exchange Principle • The role of taxonomy in classifying and sorting evidence and crimes • How to compare and contrast indirect and direct evidence • How to describe and exemplify physical evidence • The difference between class and individual evidence • The criminal judicial system and the laws associated with it • Canadian criminal law <ul style="list-style-type: none"> • the levels of Police in Canada • the value of evidence in a court of-law • the limitations of eyewitness accounts • how to apply physical and chemical methods to develop latent prints

- Understand the role of biological and pathological evidence, and its collection, during a crime investigation.
- Recognize and understand use of different biological evidence and how to process that evidence (body fluids, blood stain patterns, drugs and poisons, hair, and DNA/genetics)
- Recognize and understand use of different pathological evidence and how to process that evidence (manner/time/cause of death) - includes a small section on entomology (study of insects) and the human skeleton (anthropology).
- Understand how the different types of non-biological and trace evidence found at the scene of a crime can be useful tools to forensic scientists.
- Microscopic Trace Evidence: collection of trace evidence; use of hair evidence; other forms of evidence (including fibers, glass, etc..)
- Forensic Toxicology: drug use and driving; science behind testing for drugs; poisons; breathalyzer testing and physiological effects of alcohol on the body
- Understand fingerprint analysis
- Identify and use of other impression evidence
- Identify what ballistic evidence is, why it can be very useful, and how it is produced.
- Demonstrate knowledge of the basic types of firearms.
- Understand the velocity, kinetic energy and trajectory of ballistic evidence.
- Perform ballistic fingerprinting using real ballistic evidence to distinguish features unique to each firearm.
- Understand the importance of testing for gunpowder residue on suspects and their clothing, as well as victims and what it can tell us about the position of a suspect during a shooting.
- Understand what causes combustion (three required ingredients for any fire: oxygen, fuel, and heat).
- Understand basic information about arson and explosives (and the crimes committed using either of these methods).

- the proper method for obtaining inked, readable fingerprints for each finger
- the basic properties for fingerprint identification
- how to recognize and classify ridge patterns (loops, whorls, and arches)
- how to use points of identification to compare fingerprints
- the difference between latent, plastic, and visible fingerprints
- the structure of a hair using a compound microscope
- how to compare and contrast human and animal hair specimens
- how to design and carry out an experiment in **thin-layer chromatography**
- the role of drug collection and analysis in a criminal investigation
- the types of illicit drugs and explain their negative effects
- the legal penalties for possession and use of controlled substances
- the technology behind testing drugs (IR, UV-VIS spectroscopy and GC-MS analysis) and explain its use in forensic science
- how reference materials (such as the Physician's Desk Reference) can be used to identify medications and their effects on the consumer
- how to correlate blood alcohol, and breath test results with relation to levels of impairment
- how a breathalyzer works
- how pieces of evidence such as trace evidence, soil, and glass contribute to interpreting the crime scene
- how to identify traces of white powder and metals
- how to classify lip prints
- how to compare paint chips from hit-and-run accidents.
- how to classify soils and glass
- how to use a **topographic map** to determine the location of a soil sample
- the role of blood and DNA analysis in a crime scene investigation
- the **agglutination process** of antibodies and antigens
- how to identify bloodstains and variables in blood spatter patterns

- Recognize the steps involved in investigating an arson crime scene.
- Identify the basic tools used in arson or explosive investigations.
- Identify and understand the purpose of polygraph testing on suspects.
- Understand what polygraph testers are looking for and how they detect these changes in human physiology.
- Analyze written documents.
- Understand what criminal profiling is and the various methods used to profile offenders.

- explain the **ABO/Rh classification system**
- how to determine the blood type of a simulated bloodstain
- what DNA is and how it uniquely identifies an individual being (such as humans, animals, plants, etc.)
- how to isolate and extract DNA from a sample
- the **process of electrophoresis**
- how the analysis of impressions, documents, and cybercrime can contribute to solving a crime
- that impressions can be used to classify tools, shoes, and tire tracks
- the use of tire marks in the reconstruction of accidents
- the correlation between shoe size to height using statistical reasoning
- how to characterize personal handwriting using 12 points of analysis
- how to detect deliberately disguised handwriting
- what a watermark is and how it is made
- how erasures on paper can be detected under UV light
- how inks can be analyzed using **paper chromatography**
- the types of criminal activity on the Internet
- Create a criminal profile using garbage (laboratory).

Big Ideas - Elaborations

Forensic Science was developed in many different cultures and stretches back many centuries

Key Questions:

- What is the history of Forensic Science and how has this area of study evolved over time?
- How is the Scientific Method used in Forensic Science?

Understanding the collection and analysis of biological evidence is a cornerstone of forensic investigation

Key Question:

- What are the basics of Forensic Biology, Pathology, Forensic Entomology, Toxicology, Serology, Forensic Anthropology and Forensic Odontology

Crime scene reconstruction is based on the collection and interpretation of physical evidence

Key Question:

- How are Impression Evidence, Trace Evidence, Ballistics, and Arson Evidence used in Crime Scene Reconstruction and Forensic Science?

Understanding the workings of the human mind is essential to all aspects of crime and criminality

Key Question:

- What is Forensic Psychology and how is it used in criminal profiling, polygraph analysis, and understanding mental deviance?

Curricular Competencies – Elaborations

Key Questions:

Students will be able to:

- Use crime case studies throughout this course to increase their understanding of the various topics covered.
- Use some of histories high profile crimes to determine what we could have done today as forensic scientists to increase law enforcements ability to find the crimes offender.
- Apply decision-making strategies, logic and professional conduct to investigate the scene of a crime so as to preserve the law and the evidence left.

Locard Exchange Principle: is the rule that the perpetrator of a crime will bring something into the crime scene and leave with something from it, and that both can be used as forensic evidence.

Latent Prints: is an impression of the friction skin of the fingers or palms of the hands that has been transferred to another surface.

Thin Layer Chromatography: is a technique used to separate non-volatile mixtures.

Topography Map: is a type of map characterized by large-scale detail and quantitative representation of relief, usually using contour lines, but historically using a variety of methods.

Agglutination Process: is the process that occurs if an antigen is mixed with its corresponding antibody called isoagglutinin.

ABO/Rh Classification System: the classification of human blood based on the inherited properties of red blood cells as determined by the presence or absence of the antigens A and B, which are carried on the surface of the red cells.

Process of Electrophoresis: is the technique commonly used in the lab to separate charged molecules, like DNA, according to size.

Paper Chromatography: is an analytical method used to separate coloured chemicals or substances.

Pre-crime scene preparations and protection of evidence, tools used to collect and record location of evidence, and documentation of evidence collection.

Types and causes of patterns; fingerprint ridge patterns; short and long-term latent fingerprints; finding and lifting latent fingerprints using lifting powders; fingerprint recognition; and enhancing fingerprints using Cryanoacrylate/Krazy Glue

Footprints analysis (especially for unique impressions); handprints or other body impressions used to identify suspects

Recommended Instructional Components:

Course time will be divided among classroom instruction, practical workshops, laboratory participation, and research/case studies. Classroom instruction will focus on best practices:

- Student centered learning

- Purposeful and relevant content and tasks
- Co-operative learning opportunities
- Upper level and critical thinking skills, which include deductive reasoning, divergent and convergent thinking, cause and effect and concept attainment.
- Practical Workshops
- Guest speakers
- Case studies
- Laboratories

Assessment: Alignment with the Principles of Quality Assessment

This course is assessed by using the Triangulation of Assessment, which allows the teacher to collect evidence of student learning; this evidence is collected from the following three sources: conversations, observations, and products.

The following **Principles of Quality Assessment** will be noted:

- Assessment is ongoing, timely, specific, and embedded in day to day instruction
- Student is involved in assessment and feedback
- Assessment focuses on all three components of the curriculum model - knowing, doing, understanding
- Assessment provides ongoing descriptive feedback to students

The students will play an active role throughout all stages of assessment to ensure that they feel ownership of their work and to hear and provide feedback about how they are doing, and where to next?

Specific to this course:

Students assessment portion will be the following:

- Self-evaluation on tasks and assignments
- Peer evaluation of group projects

- Self-reflection (learning logs of case studies)

Teacher assessment portion will be the following:

- Laboratory investigations and techniques used
- Lesson quizzes and unit tests
- Classroom and research assignments
- Presentations

Learning Resources:

May include but not limited to:

Ball, Barbara: **Forensic Science for High School Teacher Edition+ 6 Year License**, 2016

Ball, Barbara: **Forensic Science for High School Student Edition**, 2016.



Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Coast Mountain	School District/Independent School Authority Number (e.g. SD43, Authority #432): SD#82
Developed by: Emma MacDonald	Date Developed: February 2023
School Name: Caledonia Secondary School	Principal's Name: Keith Axelson
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name: Leadership	Grade Level of Course: 11/12
Number of Course Credits: 4	Number of Hours of Instruction: 120

Board/Authority Prerequisite(s): None

Student application and teacher recommendation.

Special Training, Facilities or Equipment Required:

None

Course Synopsis:

This course is designed to encourage and support students interested in leadership, communication, organization, and event coordination. Effective leadership is essential to the success of any organization, therefore, skills that will be learned and practiced throughout this course will be a great asset to student's future careers.

Goals and Rationale:

Rationale:

This course is designed to give students the opportunity to learn about a variety of leadership skills and characteristics, as well as put them into practice. Students will be required to analyze different leadership styles and determine which style(s) are most effective. Additionally, students will be required to reflect on themselves and take part of personal and social development throughout the course. This course is also designed to give students hands-on experience with collaboration and event coordination. Students enrolled in this course will be responsible for organizing and facilitating events for the student population at Caledonia Secondary School.

Goals:

- Develop short and long term goals for the course.
- Identify both positive and negative leadership qualities as demonstrated by role models in society.
- Demonstrate an understanding of what makes an effective and positive leader.
- Demonstrate an understanding of leadership styles.
- Identify their own leadership style and characteristics.
- Demonstrate an understanding of time management and organization skills.
- Demonstrate an understanding of effective planning.
- Demonstrate an understanding of effective decision making skills.
- Develop and maintain an effective method of managing tasks
- Identify various volunteering opportunities available in the school community
- Understand the value of volunteerism in their community
- Develop and demonstrate a professional attitude about their volunteer experience.
- Demonstrate an understanding of effective promotional activities.
- Demonstrate an understanding of the complexity of organizing and running an activity.
- Identify the steps required to plan an activity.
- Identify conflict resolution skills.
- Coordinate and facilitate events for the student population at the school.
- Demonstrate an understanding of the importance of communication skills for effective leadership (verbal, non-verbal, written, listening)
- Demonstrate positive collaboration with peers.

- Demonstrate how to work as an effective team member

Aboriginal Worldviews and Perspectives:

- Leadership requires generational roles
 - Learning from leaders in the community to widen perspective to increase inclusivity.
- Land acknowledgments
- Connectedness and relationships
- Emphasis on identity
- Experiential learning

BIG IDEAS

Leaders contribute to and model the values of their communities.

Leaders can influence others on a variety of levels (school, local, community, globally) to affect positive change.

Being a leader requires clear and effective communication.

Technology is a powerful tool for planning, communicating, presenting, reflecting and refining.

Leadership means working as part of a team in a variety of roles.

Learning Standards

Curricular Competencies	Content
<p><i>Students are expected to do the following:</i></p> <ul style="list-style-type: none"> •Develop self-awareness <ul style="list-style-type: none"> - Identity markers - Family origins - Cultural backgrounds •Leadership styles <ul style="list-style-type: none"> - Examine a variety of leadership styles and identify the strengths and weaknesses of them. - Apply leadership style best suited to situation and individuals involved. •Communication <ul style="list-style-type: none"> - Understand good communication stems from listen skills, both verbal and non verbal. - Communicate clearly and effectively with team members, members of the communities and adults. - Apply all components of communication effectively such as verbal, non-verbal and written. - Participate in classroom discussions - Provide short classroom presentations - Practice and acknowledgements in a classroom setting. •Plan, organize, budget and run events 	<p><i>Students are expected to know the following:</i></p> <p>A variety of leadership styles such as the following</p> <ul style="list-style-type: none"> •Autocratic •Democratic •Strategic transformational •Facilitative •Laissez-faire •Coaching •Charismatic •Visionary <p>Leadership qualities and personality types</p> <ul style="list-style-type: none"> •Thought leader •Social leader •Process leader •Data leader •Results leader •People leader <p>Types and uses of power in leadership</p> <ul style="list-style-type: none"> •Reward

- Organize and lead events for the student population throughout the duration of the school year.
- Contact and collaborate with teachers and community members.
- Emphasis on inclusive leadership.
- Develop events with inclusivity in mind
- Collaborate with one another and work as a team.
- Develop promotional materials using a variety of media
- Discover and use effective project management skills
 - Organize task lists.
 - Prioritize and delegate tasks amongst team members.
 - Acknowledge that flexibility and adaptability are essential to project management when problems occur.
 - Apply a systems based problem solving approach to complex issues and projects.
 - Communicate effectively the status of the tasks to the entire team.
- Begin providing and receiving constructive feedback
 - Create an effective way of receiving input/feedback from school community.
 - Develop a growth mindset.
- Demonstrate an understanding of personal responsibility
 - Explore various learning styles and reflect on their own.
 - Understand and demonstrate the responsibility and accountability of individual tasks.
 - Examine the impact of a digital footprint.
 - Demonstrate an understanding of the importance of a digital footprint by refining digital presence to reflect the role of a leader.
 - Demonstrate understanding of professionalism in a variety of settings.
 - Discover several strategies for conflict resolution and apply them to a variety of situations

- Coercive
- Legitimate
- Referent
- Expert

Communication Styles

- Passive
- Passive aggressive
- Aggressive
- Assertive
- Manipulative

Different methods of communication

- Verbal
- Non-verbal
- Written
- Visual
- Listening

Conflict resolution strategies

- Accommodating
- Collaborating
- Compromising
- Avoiding
- Competing

Accountability and group work (the 5 C's)

- Common purpose
- Clear expectations
- Communication and Alignment
- Coaching and collaboration
- Consequences and Results

Effective use of technology and tools

- Communication
- Project management
- Collaborating
- Creating digital promotional material
- Reflection/ Feedback

Big Ideas – Elaborations

Leadership: The skills and qualities needed for one to work and maximize the opportunities of others to achieve success.

Communication: The ability and skill set needed to exchange information, experiences and ideas to others. Communication allows one to build connections and to express their individuality. See <https://curriculum.gov.bc.ca/competencies/communication>

Technology: Understanding the benefits technology has. Technology can be used for project management (excel, google sheets, etc.), collaboration (email, zoom, social media, etc.), and creating (Canva, Adobe Illustrator, etc.).

Curricular Competencies – Elaborations

Personal Responsibility: Students will understand the importance of taking accountability for themselves and how their actions have an impact not only on themselves but on others as well.

Digital Presence: This is how one presents themselves online, primarily through the use of social media.

Professionalism: The behavior and skill set expected of an individual to do a job well.

Feedback: Information received (written or verbally) based on performance of a task. Feedback is primarily used as a form to make changes and improvements.

Growth Mindset: A mindset of an individual who is aware that their talents, abilities and intelligence can always be developed further.

Content – Elaborations

Leadership styles

- Autocratic: A leadership style in which one person is in control and makes decisions on their own with little to no collaboration with others.
- Democratic: A leadership style which heavily relies on participation of others to make decisions.

Content – Elaborations

- Strategic: As it sounds, strategic leadership style is one in which the leader envisions a strategic plan for their organization and tries to motivate their group members to see it as the same.
- Transformational: A leadership style where a leader works with individuals or teams outside of their self interest in hopes to assess where change is necessary.
- Facilitative: A leadership style that focuses on having people connect with one another to achieve a shared goal.
- Laissez- faire: A leadership style that allows individuals the freedom to make their own decisions.
- Coaching: A leadership style that reflects coaching. The leader will focus on showing each individual on the team what their role is in the overall goal.
- Charismatic: A leadership style that relies heavily on communication and influential skills.
- Visionary: A leadership style driven by a clear vision with a strategic plan.

Leadership qualities

- Thought leader: Someone with expertise and experience to help influence and inspire others.
- Social leader: Someone who focuses on empathetic connect and collaboration with others.
- Process leader: Someone who focuses on the efficiency for the maximum productivity.
- Data leader: Someone who uses data to encourage accountability.
- Results leader: Someone who is focused on meeting certain outcomes and achieving specific goals.
- People leader: Someone who encourages individuality and creativity and positive impacts the lives of the team members.

Types and uses of power in leadership

- Reward power: A power that uses incentives to motivate higher performance from others.
- Coercive power: A power that uses threats and force to motivate.
- Legitimate power: A power one gets from a formal position that grants authority.
- Referent power: A power that is built on being admired or respected.
- Expert power: A power that derives from a high level of expertise.

Communication

- Passive: A communication style where an individual does not express their feelings or needs.
- Passive aggressive: A communication style where an individual indirectly expresses their needs, usually in a negative manner.
- Aggressive: A communication style where an individual speaks in a loud and demanding voice, usually trying to control others.
- Assertive: A communication style where an individual speaks clearly, gets their point across, and remains respectful.
- Manipulative: A communication style where an individual will do whatever it takes to ensure the other person feels obligated to help them.

Methods of Communication

- Verbal: oral communication
- Non-verbal: body language, facial expressions and gestures.
- Written: written message to communicate between 2 or more people.
- Visual: Using visuals to help convey a message.

Content – Elaborations

- Listening: The ability to receive information that is presented.

Conflict Resolution

- Accommodating: Finding a middle ground that doesn't consider either person's personal interests.
- Collaborating: Requires inclusion and the focus is to find a resolution that meets the needs of all.
- Compromising: Finding a solution that slightly meets the needs of all involved.
- Avoiding: Not finding a solution, and ignoring the conflict all together.
- Competing: Finding a solution that primarily meets your own needs over others.

Recommended Instructional Components:

- Direct instruction
- Indirect instruction
- Group work
- Simulations and role playing
- Brainstorming
- Guest speakers
- Reflective writing
- Creative projects

Recommended Assessment Components: Ensure alignment with the Principles of Quality Assessment

- Journaling/blogging (formative/summative)
- Self-assessment (formative)
- Peer- assessment (formative)
- Demonstrations and presentations (summative)
- School and community feedback (formative)
- Performance assessment (summative)
- Co-constructed criteria (summative)

Learning Resources:

Below is a list of resources that may be referenced:

- TED talks: How to be a great leader playlist
- Key Leader. *learning to lead by empowering others* - [virtual-key-leader \(kiwanis.org\)](https://www.kiwanis.org/virtual-key-leader)
- Limitless by Azaj Ahmed
- Other online resources

Additional Information:



MEETING AGENDA ITEM #11.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 24, 2023
Topic:	2023-2024 Annual Facilities Grant Expenditure Plan		

Background/Discussion:

One of the core functions of the Ministry of Education and Child Care is to allocate funds for the K-12 public education system. These funds include capital funding for school construction and operating funding for ongoing renovations and upgrading required to maintain the condition of existing capital assets.

The 2023-2024 Annual Facility Grant (AFG) allocation for Coast Mountains School District 82 totals \$1,903,728 as referenced in the attached AFG Expenditure Grant Allocation issued by the Ministry of Education.

The allocation of a school district's AFG is calculated by the Ministry of Education and Child Care using a formula based on student enrolment and average age of facilities, with an adjustment made for unique geographic factors.

To comply with the Treasury Board direction, each school district must annually provide the Ministry of Education with an AFG project and spending plan prior to the allocation of AFG funding. Specifically, each school district's plan will include a list of AFG projects and expenditures expected to be undertaken during the fiscal year (April 1 to March 31).

Attached for information is the 2023-2024 AFG Expenditure Plan for Coast Mountains School District 82 as submitted to the Ministry of Education and Child Care's Capital Management Branch on May 19, 2023.

Due to a submission deadline of May 19, the 2023-2024 AFG Expenditure Plan is being forwarded directly to the Board for information.

Recommended Action:

THAT the Board receive for information the 2023-2024 Annual Facilities Grant (AFG) Expenditure Plan.

Presented by: Secretary Treasurer

2023/2024 Annual Facility Grant

School District	SD #	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts
				Gross	Withheld (CAMS)	Net	
Southeast Kootenay (SD05)	SD05	\$1,796,818	\$1,509,767	\$287,051	\$24,430	\$262,621	\$1,772,388
Rocky Mountain (SD06)	SD06	\$1,225,894	\$1,030,051	\$195,843	\$16,667	\$179,176	\$1,209,227
Kootenay Lake (SD08)	SD08	\$1,750,430	\$1,470,789	\$279,640	\$23,799	\$255,841	\$1,726,630
Arrow Lakes (SD10)	SD10	\$391,009	\$328,544	\$62,466	\$5,316	\$57,150	\$385,693
Revelstoke (SD19)	SD19	\$409,253	\$343,873	\$65,380	\$5,564	\$59,816	\$403,689
Kootenay-Columbia (SD20)	SD20	\$1,213,758	\$1,019,854	\$193,904	\$16,502	\$177,402	\$1,197,255
Vernon (SD22)	SD22	\$2,232,023	\$1,875,445	\$356,577	\$30,347	\$326,230	\$2,201,676
Central Okanagan (SD23)	SD23	\$4,916,886	\$4,131,388	\$785,498	\$66,851	\$718,648	\$4,850,035
Cariboo-Chilcotin (SD27)	SD27	\$1,951,780	\$1,639,973	\$311,807	\$26,537	\$285,270	\$1,925,243
Quesnel (SD28)	SD28	\$1,121,277	\$942,147	\$179,130	\$15,245	\$163,885	\$1,106,032
Chilliwack (SD33)	SD33	\$2,858,229	\$2,401,612	\$456,617	\$38,861	\$417,756	\$2,819,368
Abbotsford (SD34)	SD34	\$4,332,272	\$3,640,169	\$692,103	\$58,902	\$633,201	\$4,273,370
Langley (SD35)	SD35	\$4,258,425	\$3,578,119	\$680,306	\$57,898	\$622,407	\$4,200,527
Surrey (SD36)	SD36	\$14,788,074	\$12,425,601	\$2,362,474	\$201,064	\$2,161,413	\$14,587,009
Delta (SD37)	SD37	\$3,850,013	\$3,234,953	\$615,060	\$52,346	\$562,714	\$3,797,667
Richmond (SD38)	SD38	\$5,190,994	\$4,361,706	\$829,289	\$70,578	\$758,711	\$5,120,417
Vancouver (SD39)	SD39	\$14,011,456	\$11,773,052	\$2,238,404	\$190,502	\$2,047,901	\$13,820,954
New Westminster (SD40)	SD40	\$1,476,737	\$1,240,820	\$235,916	\$20,078	\$215,838	\$1,456,659
Burnaby (SD41)	SD41	\$5,828,330	\$4,897,223	\$931,106	\$79,243	\$851,863	\$5,749,087
Maple Ridge-Pitt Meadows (SD42)	SD42	\$3,239,936	\$2,722,339	\$517,597	\$44,051	\$473,546	\$3,195,885
Coquitlam (SD43)	SD43	\$7,134,895	\$5,995,058	\$1,139,837	\$97,007	\$1,042,830	\$7,037,888
North Vancouver (SD44)	SD44	\$3,920,940	\$3,294,550	\$626,391	\$53,310	\$573,081	\$3,867,631
West Vancouver (SD45)	SD45	\$1,674,017	\$1,406,584	\$267,433	\$22,760	\$244,673	\$1,651,257
Sunshine Coast (SD46)	SD46	\$1,230,789	\$1,034,164	\$196,625	\$16,734	\$179,891	\$1,214,055
Powell River (SD47)	SD47	\$769,634	\$646,681	\$122,953	\$10,464	\$112,489	\$759,170
Sea to Sky (SD48)	SD48	\$1,196,668	\$1,005,494	\$191,174	\$16,270	\$174,904	\$1,180,398
Central Coast (SD49)	SD49	\$377,472	\$317,169	\$60,303	\$5,132	\$55,171	\$372,340
Haida Gwaii (SD50)	SD50	\$691,126	\$580,715	\$110,411	\$9,397	\$101,014	\$681,730
Boundary (SD51)	SD51	\$709,653	\$596,282	\$113,371	\$9,649	\$103,722	\$700,004
Prince Rupert (SD52)	SD52	\$849,166	\$713,507	\$135,659	\$11,545	\$124,113	\$837,621
Okanagan Similkameen (SD53)	SD53	\$787,895	\$662,025	\$125,870	\$10,712	\$115,158	\$777,183
Bulkley Valley (SD54)	SD54	\$886,893	\$745,207	\$141,686	\$12,058	\$129,627	\$874,834
Prince George (SD57)	SD57	\$4,177,281	\$3,509,939	\$667,343	\$56,795	\$610,548	\$4,120,486
Nicola-Similkameen (SD58)	SD58	\$787,789	\$661,936	\$125,854	\$10,711	\$115,143	\$777,079
Peace River South (SD59)	SD59	\$1,788,916	\$1,503,128	\$285,789	\$24,322	\$261,466	\$1,764,594
Peace River North (SD60)	SD60	\$1,871,739	\$1,572,719	\$299,020	\$25,449	\$273,572	\$1,846,290



2023/2024 Annual Facility Grant

School District	SD #	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts
				Gross	Withheld (CAMS)	Net	
Greater Victoria (SD61)	SD61	\$5,072,953	\$4,262,522	\$810,431	\$68,973	\$741,458	\$5,003,980
Sooke (SD62)	SD62	\$2,108,709	\$1,771,831	\$336,877	\$28,670	\$308,207	\$2,080,038
Saanich (SD63)	SD63	\$1,914,627	\$1,608,756	\$305,872	\$26,032	\$279,840	\$1,888,596
Gulf Islands (SD64)	SD64	\$648,797	\$545,148	\$103,649	\$8,821	\$94,828	\$639,976
Okanagan Skaha (SD67)	SD67	\$1,680,806	\$1,412,288	\$268,518	\$22,853	\$245,665	\$1,657,953
Nanaimo-Ladysmith (SD68)	SD68	\$3,478,735	\$2,922,988	\$555,746	\$47,298	\$508,449	\$3,431,437
Qualicum (SD69)	SD69	\$1,248,054	\$1,048,671	\$199,383	\$16,969	\$182,414	\$1,231,085
Pacific Rim (SD70)	SD70	\$1,325,851	\$1,114,039	\$211,812	\$18,027	\$193,785	\$1,307,824
Comox Valley (SD71)	SD71	\$2,193,942	\$1,843,448	\$350,494	\$29,829	\$320,665	\$2,164,113
Campbell River (SD72)	SD72	\$1,647,377	\$1,384,199	\$263,177	\$22,398	\$240,779	\$1,624,979
Kamloops-Thompson (SD73)	SD73	\$4,394,120	\$3,692,136	\$701,984	\$59,743	\$642,241	\$4,334,377
Gold Trail (SD74)	SD74	\$874,358	\$734,674	\$139,683	\$11,888	\$127,795	\$862,470
Mission (SD75)	SD75	\$1,562,136	\$1,312,576	\$249,559	\$21,239	\$228,320	\$1,540,897
Fraser-Cascade (SD78)	SD78	\$671,576	\$564,288	\$107,288	\$9,131	\$98,157	\$662,445
Cowichan Valley (SD79)	SD79	\$2,404,566	\$2,020,424	\$384,142	\$32,693	\$351,449	\$2,371,873
Fort Nelson (SD81)	SD81	\$404,516	\$339,893	\$64,624	\$5,500	\$59,124	\$399,016
Coast Mountains (SD82)	SD82	\$1,929,968	\$1,621,646	\$308,323	\$26,240	\$282,082	\$1,903,728
North Okanagan-Shuswap (SD83)	SD83	\$2,143,871	\$1,801,377	\$342,495	\$29,148	\$313,346	\$2,114,723
Vancouver Island Region West (SD84)	SD84	\$495,914	\$416,689	\$79,225	\$6,743	\$72,482	\$489,172
Vancouver Island Region North (SD85)	SD85	\$928,955	\$780,549	\$148,405	\$12,630	\$135,775	\$916,324
Stikine (SD87)	SD87	\$380,344	\$319,582	\$60,762	\$5,171	\$55,591	\$375,173
Nechako Lakes (SD91)	SD91	\$1,812,042	\$1,522,559	\$289,483	\$24,637	\$264,846	\$1,787,405
Nisga'a (SD92)	SD92	\$339,990	\$285,675	\$54,315	\$4,623	\$49,693	\$335,367
Conseil scolaire francophone (SD93)	SD93	\$1,739,326	\$1,461,459	\$277,866	\$23,648	\$254,218	\$1,715,678
Call for Submission Provincial Total		\$147,100,000	\$123,600,000	\$23,500,000	\$2,000,000	\$21,500,000	\$145,100,000



AFG 2023-2024 Project Summary List

INFORMATION – REGULAR BOARD OF EDUCATION MEETING - MAY 24, 2023

Subject: AFG Ministry of Education Submission 2023-2024

From: Robert Schibli, Director of Facility Services

The following list summarizes the proposed 2023-2024 Annual Facilities Grant (AFG) Expenditure Plan for Coast Mountains School District 82 as submitted to the Ministry of Education's Capital Management Branch by the May 19, 2023 deadline.

AFG				
Project Number	Existing Facility?	Facility/Site	Project Type	Project Description
160505	Yes	Caledonia Secondary	Electrical (AFG)	Transformer Replacement Design & Pre-purchase
160368	Yes	Hazelton Secondary	Interior Construction (AFG)	Flooring Replacement 5 classrooms
160502	Yes	Hazelton Secondary	Interior Construction (AFG)	Replace Gym Bleachers
160369	Yes	Kildala Elementary	Interior Construction (AFG)	Flooring Replacement Classrooms & Hallway
160373	Yes	Kildala Elementary	Accessibility Upgrades	Install Wheelchair Lift to second Floor
160389	Yes	Kitimat City High	HVAC (AFG)	Gym Air Handler Installation
160365	Yes	Kitwanga Elementary	Electrical (AFG)	Conduit and electrical installation for exterior video surveillance system installation
160385	Yes	Kitwanga Elementary	Site Upgrades	Install Staircase at School South Entrance
160372	Yes	Majagaleehi Gali Aks Elementary	Site Upgrades	Playground Enhancements
160375	Yes	Majagaleehi Gali Aks Elementary	Accessibility Upgrades	Install Accessible Access - Library Entrance
160374	Yes	Mount Elizabeth Middle/Secondary	Accessibility Upgrades	Replace Wheelchair Lift Science Wing
161465	Yes	Mount Elizabeth Middle/Secondary	Exterior Wall Systems (AFG)	Replace Exit Doors - Old Wing
160367	Yes	New Hazelton Elementary	Electrical (AFG)	Conduit and electrical installation for exterior video surveillance system installation - YH
160507	Yes	Nw Regional Trades & Training Centre	Electrical (AFG)	Transformer Replacement
160563	Yes	Skeena Middle	Interior Construction (AFG)	Kitchen Renovations
160371	Yes	Suwilaawks Community School	Site Upgrades	Asphalt Replacement - Play Area
160525	Yes	Suwilaawks Community School	Asbestos Abatement	VCT & Drywall Removal south wing for reconfiguration
160526	Yes	Suwilaawks Community School	Interior Construction (AFG)	Classroom Reconfiguration for new Divisions
160366	Yes	Thornhill Elementary	Electrical (AFG)	Conduit and electrical installation for exterior video surveillance system installation
160370	Yes	Thornhill Primary	Interior Construction (AFG)	Flooring Replacement Offices
160506	Yes	Uplands Elementary	HVAC (AFG)	Gym Air Handler Design & Pre-purchase
160501	No	Various	Electrical (AFG)	Cabling Upgrades at Suwilaawks, Caledonia and...
160527	No	Various	Interior Construction (AFG)	Consulting for Future Renovations Suwilaawks, Kildala, MEMSS, Uplands



MEETING AGENDA ITEM #12.1

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	May 24, 2023
Topic:	Board Chair Report – May 2023		

Background/Discussion:

Attached for Trustees' information is the Board Chair's Report for the month of May 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 May 2023.

Presented by: Board Chair Warcup



BOARD CHAIR REPORT

MAY 2023 REGULAR BOARD OF EDUCATION MEETING

This past month has been quieter with provincial calls for Board Chairs from both the Ministry of Education and Childcare and our provincial association of trustees - BCSTA. A BCPSEA Northwest Regional Meeting was planned for May 5 hosted by Coast Mountains School District, unfortunately, flight cancellations postponed the meeting to June 2.

Despite the cancellation of the BCPSEA Northwest Regional Meeting, Superintendent Callaghan and I met with the Nisga'a School District Board Chairperson Winnie Morven-Hansen, Trustees George Nelson and Danica Moore and Secretary Treasurer Kory Tanner on May 5. The Nisga'a Board has asked if we can share learning of our roles and responsibilities as trustees and if there are ways we can work together. They have asked to observe one of our Regular Board Meetings and they may join one of our hybrid meetings. We also discussed what learning opportunities we could share, and it was suggested we possibly do a retreat in early fall. This was not confirmed as the BCSTA North West and Northern Interior Branches are considering a joint meeting in the fall which might cover the dialogues we were identifying as wanted. Our Trustee Ed Harrison is the President for the North West Branch and the Vice President is Danica Moore from the Nisga'a Board.

Our Budget Working Committee is now meeting with the goal of presenting the 2023-2024 Operating Budget to the Board for bylaw readings at the Regular Board Meeting scheduled on June 14, 2023. In my report I would like to thank the participation in the budget process of our partner stakeholders and make special acknowledgement of three students being on the committee. I would also like to thank our administration and specifically our Secretary Treasurer for developing an on-line public consultation on our budget.

Our District is working hard around recruitment and retention and so many interviews are being done to fill positions. Thank you to Trustees who gave their time to participate in the interview panels. Recruitment and addressing community challenges such as housing continues to be a challenging area throughout our province.

Respectfully submitted by,

Trustee Margaret Warcup
Board Chairperson

STRATEGIC PLAN 2022-2027

MISSION

Supporting all learners to achieve their individual success while inspiring a passion for lifelong learning.

VALUES

Engagement, Culture, Diversity, Relationships, Equity and Well-Being.

VISION

Learning together, realizing success for all.

OUR GOALS

CREATE STUDENT SUCCESS

All students will realize their full potential.

DIVERSITY

Honour and respect culture, diversity and inclusion.

ORGANIZATIONAL WELLNESS

Facilitate well-being across CMSD82.



COAST MOUNTAINS
BOARD OF EDUCATION
SCHOOL DISTRICT 82

Engage, Ignite, Empower