



**BOARD OF EDUCATION
PUBLIC MEETING
AGENDA**

Wednesday, May 27, 2020, 6:00 pm

Via Zoom

Public Link - <https://sd23.zoom.us/j/96531174998>

Due to this meeting occurring via Zoom, please email your questions/comments to Ryan.Stierman@sd23.bc.ca and include your first and last name.

The Central Okanagan Board of Education acknowledges that this meeting is being held on the unceded, Traditional Territory of the Okanagan People.

Public Board Meeting agendas can be accessed through the following electronic Board Meeting site:

<https://pub-sd23.escribemeetings.com/>

Alternatively, copies are available on request at the District Administration Office.

Pages

1. CALL TO ORDER

2. AGENDA

Additions/Amendments/Deletions

THAT: The Agenda for the Public Board Meeting of May 27, 2020 be adopted (as amended, if appropriate).

3. MINUTES

3.1 Public Board Meeting - May 13, 2020

8

(Attachment)

THAT: The Minutes of the Public Board Meeting of May 13, 2020 be adopted as presented.

4. CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"

4.1 Messages from the Heart

5. DECLARATION

5.1 Access Awareness Day - Saturday, June 6, 2020

The Central Okanagan Board of Education declares June 6, 2020 as 'Access Awareness Day' in Central Okanagan Public Schools.

6. PUBLIC QUESTION/COMMENT PERIOD

The purpose of this public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda. The total time for this period shall normally be 15 minutes. A person wishing to speak is requested by the Chairperson of the Board to state their name and provide, if possible, a written copy of the comments.

Due to this meeting occurring via Zoom, please email your questions/comments to Ryan.Stierman@sd23.bc.ca and include your first and last name.

7. TRUSTEES QUERIES/COMMENTS

8. ACTION ITEMS

8.1 Amendments to Policy 135 - School Board Operation

15

Recommendation from the Policy Committee - May 6, 2020
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the amendments to Policy 135 - School Board Operation, as attached to the Agenda and as presented at the May 27, 2020 Public Board Meeting.

8.2 Amendments to Policy 190 - Trustee Expenses

22

Recommendation from the Policy Committee - May 6, 2020
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the amendments to Policy 190 - Trustee Expenses Board Operation, as attached to the Agenda and as presented at the May 27, 2020 Public Board Meeting.

- 8.3 Rewrites to Policy 436 - Managing Students with Medical Alert/Anaphylaxis Conditions and Regulations 436R - Managing Students with Medical Alert/Anaphylaxis Conditions (Regulations) 27

Recommendation from the Policy Committee - May 6, 2020
(Attachment)

RECOMMENDATION:

THAT: The Board of Education approve the amendments to Policy 436 - Managing Students with Medical Alert/Anaphylaxis Conditions and Regulations 436R - Managing Students with Medical Alert/Anaphylaxis Conditions (*Regulations*), as attached to the Agenda and as presented at the May 27, 2020 Public Board Meeting.

- 8.4 Annual Capital Plan Submission - Capital Plan Bylaw No. 2020/21 - CPSD23-01 52

Recommendation from the Planning and Facilities Committee - May 6, 2020
(Attachment)

RECOMMENDATIONS:

THAT: The Board of Education give first, second and third readings to Capital Plan Bylaw No. 2020/21 – CPSD23-01.

THAT: Capital Plan Bylaw No. 2020/21 – CPSD23-01 be read a first, second and third time, passed and adopted.

- 8.5 Enhancement Agreement - Constable Neil Bruce Middle School Climbing Structure 60

Recommendation from the Planning and Facilities Committee - May 6, 2020
(Attachment)

RECOMMENDATIONS:

THAT: The Board of Education enter into an Enhancement Agreement with the Constable Neil Bruce Middle School PAC for the purchase and installation of a new climbing structure, as attached to the Agenda, and as presented at the May 27, 2020 Public Board Meeting.

THAT: The Board of Education approve a \$57,734.45 loan be provided to the Constable Neil Bruce School PAC to assist with the purchase and installation of a new climbing structure, as attached to the Agenda, and as presented at the May 27, 2020 Public Board Meeting.

8.6 Enhancement Agreement - Helen Gorman Elementary School Outdoor Classroom

79

Recommendation from the Planning and Facilities Committee - May 6, 2020
(Attachment)

RECOMMENDATION:

THAT: The Board of Education enter into an Enhancement Agreement with Helen Gorman Elementary School for the Outdoor Classroom, outlined in Appendix B, as attached to the Agenda and presented at the May 27, 2020 Public Board Meeting.

8.7 Cancellation of Regular Transportation Services - 2019-20 School Year

100

(Attachment)

STAFF RECOMMENDATION:

THAT: The Board of Education cancels regular Transportation Services for the remainder of the 2019-20 school year;

AND THAT: The Board of Education reduces the Transportation Fee for the 2019-20 school year by 30% and refunds parents.

8.8 Fee Refunds

104

(Attachment)

STAFF RECOMMENDATION:

THAT: The Board of Education directs staff to process refunds per the proposed framework.

9. **PUBLIC QUESTION/COMMENT PERIOD**

This public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.

Due to this meeting occurring via Zoom, please email your questions/comments to Ryan.Stierman@sd23.bc.ca and include your first and last name.

10. **INFORMATION ITEMS**

10.1 Superintendent's Emergent Issues

10.2 'Stage 3' Pandemic Response Plan

(Material to be provided)

10.3	<u>Level 4 and 5 Field Study Summary – 2019/2020</u>	106
	<i>(Attachment)</i>	
10.4	<u>General Statement – April 30, 2020</u>	124
	<i>(Attachment)</i>	
10.5	<u>General Statement – May 4, 2020</u>	125
	<i>(Attachment)</i>	
10.6	<u>General Statement – May 5, 2020</u>	126
	<i>(Attachment)</i>	
10.7	<u>General Statement – May 7, 2020</u>	127
	<i>(Attachment)</i>	
10.8	<u>General Statement – May 12, 2020</u>	128
	<i>(Attachment)</i>	
10.9	<u>General Statement – May 13, 2020</u>	129
	<i>(Attachment)</i>	
10.10	<u>General Statement – May 14, 2020</u>	130
	<i>(Attachment)</i>	

11. BOARD/DISTRICT COMMITTEE QUERIES/COMMENTS AND REPORTS

12. BOARD CORRESPONDENCE

Sent:

Chignecto-Central Regional Centre for Education, May 1, 2020, Condolences Re Victims of Mass Shooting

Board Message - Partial Return to Class for K-12 Students, May 11, 2020

A. Smith, May 12, 2020, Response Re Board Message - Partial Return to Class for K-12 Students

L. Mamchur, May 12, 2020, Response Re Board Message - Partial Return to Class for K-12 Students

Received:

A. Smith, May 12, 2020, Re Board Message - Partial Return to Class for K-12 Students

A. Wyllie, May 12, 2020, Re Graduation and Prom Events

L. Mamchur, May 12, 2020, Re Board Message - Partial Return to Class for K-12 Students

P. Mondor, May 12, 2020, Re Board Message - Partial Return to Class for K-12 Students

RECOMMENDATION:

THAT: At the May 27, 2020 Public Board Meeting, the Board receive the correspondence listed above.

13. ITEMS REQUIRING SPECIAL MENTION

14. BC SCHOOL TRUSTEES ASSOCIATION

14.1 BCSTA 2020-2021 Board Election Results

131

(Attachment)

15. FUTURE MEETINGS

15.1 Regularly Scheduled Board Meetings

Regular Public Board Meeting

Wednesday, June 10, 2020 at 6:00 pm, Via Zoom

Regular Public Board Meeting

Wednesday, June 24, 2020 at 6:00 pm, Via Zoom

15.2 Board Standing Committee Meetings

General Affairs Committee Meeting

Wednesday, June 3, 2020 at 4:00 pm, Via Zoom

Planning and Facilities Committee Meeting

Wednesday, June 3, 2020 at 6:00 pm, Via Zoom

16. NOTICES OF MOTION

17. ITEMS FOR A FUTURE AGENDA

18. MEDIA QUESTIONS

Due to this meeting occurring via Zoom, please email your media questions to Ryan.Stierman@sd23.bc.ca and include your first and last name as well as the media outlet your represent.

19. ADJOURNMENT



**BOARD OF EDUCATION
PUBLIC MEETING
MINUTES**

**Wednesday, May 13, 2020, 6:00 pm
Via Zoom**

Board of Education: Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee A. Geistlinger
Trustee L. Tiede

Staff: Kevin Kaardal, Superintendent of Schools/CEO
Ryan Stierman, Secretary-Treasurer/CFO
Terry Beaudry, Deputy Superintendent of Schools
Michelle DesRochers, Executive Assistant (recorder)

Partner Groups: Susan Bauhart, COTA President
Dave Tether, CUPE President
Tamalee Middleton, COPVPA Secretary
Cherylee Morrison, COPAC Co-President
McKinley Kemp, DSC Co-President - Grade 12 at MBSS

**The Central Okanagan Board of Education acknowledged that this meeting was being held
on the unceded, Traditional Territory of the Okanagan People.**

CALL TO ORDER

The meeting was called to order at 6:02 pm.

AGENDA

Main 20P-073

MOVED by Trustee Fraser

SECONDED by Trustee Geistlinger

THAT: The Agenda for the Public Board Meeting of May 13, 2020 be adopted.

CARRIED

MINUTES

Public Board Meeting - April 22, 2020

Main 20P-074

MOVED by Trustee Geistlinger

SECONDED by Trustee Fraser

THAT: The Minutes of the Public Board Meeting of April 22, 2020 be adopted as presented.

CARRIED

ABSTAINED: Trustee Tiede

CENTRAL OKANAGAN PUBLIC SCHOOLS – "INSIDE 23"

Messages from the Heart

A video presentation was shared which was prepared by the staff of Oyama Traditional School with the intent to express to their students how much they were being missed during the COVID-19 pandemic. The Superintendent of Schools/CEO shared that this video represents one of the many videos, co-produced by Principals/Vice-Principals, teaching and support staff, sending messages of hope and kindness to students and families. The Board Chairperson said that families really appreciate the efforts of staff to send these heartwarming messages to their school communities.

RECOGNITION

Continuity of Educational Opportunities Team

In attendance:

Jordan Kleckner, District Principal of Learning Technology

Jamie Robinson, District Principal of Leadership in Learning & Innovation

The Board of Education congratulated the Continuity of Educational Opportunities Team, comprised of members of our District's various consultant departments and members of the senior education team, who recently received Provincial recognition from the Ministry of Education for the Together We Learn Continuity of Educational Opportunities website and the Together We Learn Newsletter. These District resources and newsletters provide educators with opportunities to network with each other as well as create and share learning resources.

The Superintendent of Schools/CEO shared that these collaborative efforts have enabled other Districts (provincially and nationally) to access high quality, on-line learning resources.

DECLARATION

Brain Bright Day - May 14, 2020

The Central Okanagan Board of Education declared May 14, 2020 as Brain Bright Day in Central Okanagan Public Schools.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions/comments.

TRUSTEES QUERIES/COMMENTS

Trustee Fraser queried why the secondary school survey regarding the partial return to in-class instruction indicates only one day a week for in-class instruction.

The Superintendent stated that currently, Stage 3 of the BC Education K-12 Restart Plan indicates that twenty percent of instruction needs to be in-class for both middle and secondary students (one day a week). The Provincial Announcement later this week will clarify this point.

ACTION ITEMS

Indigenous Education Program Preliminary Budget (2020-2021 Fiscal Year)

The Deputy Superintendent stated that the Indigenous Education Program Preliminary Budget for the 2020-2021 fiscal year was vetted through the Indigenous Education Council and the Finance and Audit Committee prior to coming forward to the Board. The slight increase to the Indigenous targeted funding received by the Ministry of Education has enabled the District to hire additional supports.

Main 20P-075

MOVED by Trustee Cacchioni

SECONDED by Trustee Fraser

THAT: The Board of Education approve the proposed 2020/2021 Indigenous Education Program Preliminary Budget, as attached to the Agenda, and as presented at the May 13, 2020 Public Board Meeting.

CARRIED

PUBLIC QUESTION/COMMENT PERIOD

Carla Parker: Ms. Parker queried how the Board will address future communication to employees to ensure staffs' voices are heard.

The Board Chairperson stated that the Board tries their best to send communications sent to parents to staff as well. The recent communication sent on Monday, May 11, 2020 inadvertently didn't go out to staff until Tuesday, May 12, 2020. The Board will ensure that doesn't occur going forward and sends their apologies to staff.

INFORMATION ITEMS

Superintendent's Emergent Issues

The Superintendent stated that he had no emergent issues to report.

Superintendent's Pandemic Update

The Superintendent of Schools/CEO provided an update on government's five-stage phased-in approach to returning to on-site instruction. Last week, the Ministry of Education announced a date of June 1, 2020 for Districts to move to Stage 3, which includes in-class learning for students in elementary schools on a part-time basis and one day a week of on-site instruction for middle/secondary students. Senior staff and school teams are engaged in beginning the planning for a gradual return to on-site learning and some form of continued remote learning. Safety remains the District's number one priority. The District is reviewing and revising safety plans with WorkSafe BC to accommodate this transition to on-site learning.

A survey has been sent to families/caregivers to determine how many students will be returning to their schools. It is recognized that some parents/caregivers will choose to keep their students at home for the remainder of the school year. As such, some form of remote learning will continue.

More information will be forth coming from the Ministry of Education by Friday, May 15, 2020. Parents/caregivers can expect further communications from the District to clarify the Stage 3 Plan.

Level 4 and 5 Field Study Summary – 2019/2020

The Board reviewed the information.

Financial Update - March 31, 2020

The Board reviewed the information.

The COTA President commended the District for their International Education Program measured approach. Some school districts in the province are having to deal with potential cuts due to their heavy reliance of revenue streams from International students.

The Board Chairperson stated that the District's focus on a 'boutique' International Education Program has resulted in a low reliance of the revenue for District programming.

The Superintendent of Schools/CEO thanked the COTA President for her comments and commended Dr. Rick Oliver, Assistant Superintendent, for leading the International Education Program.

General Statement – April 16, 2020

The Board reviewed the information.

General Statement – April 22, 2020

The Board reviewed the information. Trustee Desrosiers stated that the April 22, 2020 General Statement needs to be amended to reflect that Trustee Geistlinger was in attendance. This amendment will be made for the corporate file.

BOARD CORRESPONDENCE

Sent:

Message to Families, April 17, 2020

A. Milnes, April 18, 2020, Response Re Proposed Increase in Compensation for School Board Members

T. Lister, April 26, 2020, Response Re School Reopening

RMS PAC President, April 29, 2020, Response to RMS PAC Letter to Provincial Government Re PAC COVID-19 Concerns

R. Nagy, May 1, 2020, Response to Question Regarding 2020 Graduation

J. King, May 7, 2020, Response to Grad 2020

Received:

A. Milnes, April 17, 2020, Re Proposed Increase in Compensation for School Board Members

RMS PAC President, April 21, 2020, Copy of Letter Sent to Provincial Government Re PAC COVID-19 Concerns

T. Lister, April 26, 2020, Re School Reopening

Copy of Premier's Response to RMS PAC President, April 28, 2020, Re PAC COVID-19 Concerns

RMS PAC President, April 29, 2020, Board's Response to RMS PAC Letter to Provincial Government Re PAC COVID-19 Concerns

R. Nagy, April 30, 2020, Question Regarding 2020 Graduation

M. Howell, May 4, 2020, Re Planning and Facilities Committee Meeting May 6, 2020 - RMS Project

R. Volk, May 5, 2020, Re Replacement of RMS

J. King, May, May 6, 2020, Grad 2020

M. Howell, May 6, 2020, Re Planning and Facilities Committee Meeting May 6, 2020 - RMS Project

BCSTA President, May 7, 2020, Thank-You to Trustee Baxter Re Work on Ad Hoc Committee - BCSTA Directors Terms of Office

COPVPA, May 7, 2020, Letter of Appreciation

J. July, May 7, 2020, ESchool Due to Virus Outbreak

Main 20P-076

MOVED by Trustee Fraser

SECONDED by Trustee Tiede

THAT: At the May 13, 2020 Public Board Meeting, the Board receive the correspondence listed above.

CARRIED

ITEMS REQUIRING SPECIAL MENTION

Board of Education Trustees and the District Student Council Representative reported the following:

1. The Board of Education Chairperson recognized the hard work and cooperation of staff, students, and parents in navigating through this difficult time. Board of Education Trustees also shared that it is wonderful to see everyone coming together to support students and families in a variety of ways.
2. Parents, around the province, hope to organize a province wide "Shout-Out" for 2020 graduates on June 20, 2020. The plan for a "Shout-Out" at 8:20 p.m. includes Grade 12 students throwing their caps in the air while others around the province cheer them on with horns, signs, and noisemakers.
3. The District Student Council Student Representative recognized the efforts of the Board of Education and staff to support graduates during this pandemic.

BC SCHOOL TRUSTEES ASSOCIATION

BCSTA Provincial Council Meeting Synopsis - April 2020

The information was reviewed.

FUTURE MEETINGS

Regularly Scheduled Board Meetings

Regular Public Board Meeting

Wednesday, May 27, at 6:00 pm, Via Zoom

Regular Public Board Meeting

Wednesday, June 10, at 6:00 pm, Via Zoom

Board Standing Committee Meetings

Finance and Audit Committee

Wednesday, May 20, 2020, at 4:00 pm, Via Zoom

Education and Student Services Committee

Wednesday, May 20, 2020, at 6:00 pm, Via Zoom

ITEMS FOR A FUTURE AGENDA

- BCSTA 2020-2021 Board of Directors

MEDIA QUESTIONS

There were no questions from the media.

ADJOURNMENT

The Chairperson adjourned the meeting at 6:59 pm.

Chairperson

Secretary-Treasurer/CFO

DRAFT



Section One: Board of Education

135 – SCHOOL BOARD OPERATION

Introduction

The purpose of this policy is to explain how the Board of Education operates, including the role of the trustees, the management of meetings and public participation.

Policy

1. **The Board of Education**, School District No. 23 (Central Okanagan), is comprised of seven trustees from the following electoral areas:

- City of Kelowna 4 Trustees
- Zone 1
 - District of Lake Country and
Regional District of Central Okanagan East Electoral Area 1 Trustee
- District of West Kelowna 1 Trustee
- Zone II
 - District of Peachland and
Regional District of Central Okanagan West Electoral Area
(including Westbank First Nation Reserves #9 and #10) 1 Trustee

2. **Role of the Trustee**

- 2.1 To faithfully perform the duties of their office, abide by the School Act and not allow any private interest to influence their conduct in school matters.
- 2.2 To attend all meetings of the Board and any Board committees (on which the trustee sits).
- 2.3 To inform the Secretary-Treasurer if unable to attend a Board or committee meeting.
- 2.4 When possible, to attend workshops, conferences, conventions, and Branch meetings within and out-of-district.
- 2.5 Having made arrangements with the principal, to visit any school in order to:
 - become knowledgeable with respect to its location, size, facilities, programs and services;
 - represent the Board at school functions;
 - attend productions and special events.

Each school shall be assigned two liaison trustees, including one designated as the “prime contact”.



Section One: Board of Education

“Together We Learn”

3. Officers

3.1 *Chairperson*

The role of the Chairperson is to:

- 3.1.1 preside at all meetings in accordance with Board policy and, in the absence of policy, with *Robert’s Rules of Order*;
- 3.1.2 be an ex-officio member of all standing and ad hoc committees;
- 3.1.3 provide, on behalf of the Board, appropriate public comment on Board actions when requested to do so (or when, in the chairperson's judgment, comment will improve public understanding of Board action);
- 3.1.4 provide an annual report at the Board’s annual meeting, except in an election year when the report shall be provided at the Board meeting prior to the inaugural meeting.

3.2 *Vice-Chairperson*

The Vice-Chairperson shall carry out the functions of the chairperson in their absence, or when asked to do so by the chairperson.

3.3 *Acting Chairperson*

If both the chairperson and vice-chairperson are absent from a meeting, the trustees present shall elect an acting chairperson for the meeting, with all of the powers of the chairperson for that meeting.

4. Meetings

4.1 Definitions - for purposes of this policy, meetings shall be defined as follows:

Regular meetings

Public or incamera meetings of the Board, or a standing committee, scheduled to occur on specific dates and times during the current school year as determined by Board resolution at the inaugural or annual meeting.

Incamera meetings

Meetings of the Board, or a standing committee, which are closed to the public in accordance with the criteria in 5.2.

Special meetings

Meetings of the Board, or a standing committee, either public or incamera, which are called in addition to the *regular meetings* to deal with emergency issues or items requiring considerable time for debate.



Section One: Board of Education

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- 4.2 The Board and its standing committees shall hold regular, special and incamera meetings as often as is necessary to transact the business of the Board.
- 4.3 The business of the Board and its standing committees is considered public, unless specifically declared confidential.
- 4.4 All Board and standard committee meetings shall be governed by Board policy and, in the absence of policy by *Robert’s Rules of Order*.
- 4.5 Trustees shall be notified in writing of all meetings, except in emergencies when time does not permit. In an emergency, when written notification of the meeting is not possible, staff shall make every effort to notify each trustee by telephone and/or by ~~email~~ electronic communication.
- 4.6 If trustees are unable to attend a meeting, the Board, or standing committee may permit attendance through teleconferencing or videoconferencing, providing that all trustees in attendance are able to communicate with one another.
- 4.7 A standing invitation is extended to all official partner groups to attend regular and special Board meetings, Board standing committee meetings, and other public meetings, and to be heard during debate on any matter affecting their respective associations.

5. Incamera meetings

- 5.1 Unless declared otherwise by the chairperson, all incamera meetings shall be closed to the public.
- 5.2 Items to be dealt with at incamera meetings include:
 - 5.2.1 legal matters;
 - 5.2.2 Freedom of Information and Protection of Privacy Act items deemed private;
 - 5.2.3 Board matters relating to safety, security and protection;
 - 5.2.4 personnel matters relating to safety, security and protection;
 - 5.2.5 specific student matters relating to medical, conduct, discipline, suspension, expulsion, safety, security and protection;
 - 5.2.6 personal contracts and collective bargaining matters;
 - 5.2.7 pre-tender discussions;
 - 5.2.8 acquisition and disposition of real property prior to finalization of the transaction;
 - 5.2.9 matters of a housekeeping, e.g. scheduling of internal function dates, invitations and assignment of trustee duties;
 - 5.2.10 other matters where the Board deems that the public interest is better served.



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Notwithstanding any rule limiting reconsideration of the agenda, a trustee may make a motion to move an item from the agenda of an incamera meeting to the agenda of a public meeting or the reverse.

5.3 Except for 5.5 below, the proceedings of an incamera meeting from which the public has been excluded, shall not be disclosed (unless a resolution is passed to allow disclosure).

5.4 No trustee shall be allowed to ~~tape~~ record any portion of an incamera meeting.

5.5 In compliance with the School Act, a general statement of the matters discussed and decisions reached at each meeting from which the public has been excluded shall be provided to the public at no charge. Such general statements shall:

5.5.1 include the name(s) of trustees who are absent from the meeting and whether such absence is for Board-related business; and be attached, for information, to the agenda of a regular Board meeting following the incamera meeting.

6. Agenda

6.1 The agenda for Board meetings shall be prepared by the Coordinating Committee.

6.2 An item placed on the agenda of an incamera Board meeting by the Coordinating Committee may be referred to the agenda of the next regular Board meeting by a two-thirds majority vote of those trustees in attendance at the incamera Board meeting, or may be referred to the Coordinating Committee for scheduling at a future public Board or standing committee meeting.

6.3 A schedule of all action items which are known to be coming forward on the next regular meeting agenda shall be included with every agenda. This will serve as notice to the community that these items will be discussed at the next meeting.

6.4 If an action item scheduled for consideration at any meeting is tabled or referred to a later meeting before all presenters have been heard, the Board shall make every reasonable effort to hear the remaining presenters at the subsequent meeting.

6.5 Whenever possible, trustees wishing to have an action item or a resolution placed on a Board meeting agenda shall submit their request to the Coordinating Committee.

6.6 In the event that a trustee believes an item requires immediate attention, the chairperson of the Board shall allow the item to be added to the agenda, provided that no objection is raised by any trustee in attendance. If an objection be raised, the item



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shall be added if its addition is supported by a two-thirds majority vote of those trustees in attendance.

- 6.7 In an emergency, the Coordinating Committee may consent, by telephone, to refer an issue requiring action to a committee.
- 6.8 All public Board and standing committee meeting agendas shall be posted on the district website. A copy of the regular and special public meeting agendas and attachments shall be forwarded to members of the public upon request only.

7. **Public Presentations**

- 7.1 If community groups or individuals wish to address the Board on issues appropriate to the functioning of the Board, they should apply two weeks in advance of the meeting to enable the Coordinating Committee to include this on the agenda of a regular or incamera meeting.
- 7.2 To assist in agenda planning and to enable trustees to study the issues, a brief written submission must be provided to the Secretary-Treasurer for distribution one week before the meeting. Trustees, by a majority vote, may place on the agenda any presentation dealing with an urgent issue. Copies of written submissions may not be distributed to the general public on school district property. Authors of written submissions shall assume personal responsibility for all statements in the submission to the Board. Written or electronic materials will not be presented on screen at the meeting.
- 7.3 Each presenter or delegation will usually be limited to ten minutes, followed by questions and comments from trustees.

8. **Public Question Period and/or Comments**

- 8.1 Two periods (fifteen minutes each) shall be set aside at each regular meeting for the Board to receive comments and to respond to questions from the public. The Board may, at the request of the chairperson or any trustee, vote to extend the time allotted to the question/comment period at any meeting.
 - 8.1.1 The first period shall be scheduled near the beginning of the meeting to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda.
 - 8.1.2 The second period shall be scheduled near the end of the meeting to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.



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- 8.1.3 One fifteen minute period shall be set aside at each public standing committee meeting for the Board to receive comments and to respond to questions from the public on any item of the agenda.
- 8.2 At the beginning of each question/comment period, the chairperson shall determine how many people wish to present a question(s)/comment(s). If the number is high, one question/comment shall be taken from each person, after which each person may present subsequent questions/comments in turn, until the allotted time is used.
- 8.3 All questions shall be directed to the chairperson, who may refer the question to the appropriate committee chairperson, Superintendent of Schools or Secretary-Treasurer.
- 8.4 The response to a question will be made immediately, when possible, or deferred until a later date when information becomes available. If a trustee wishes further debate on an issue, an appropriate opportunity may be scheduled by the Coordinating Committee.
- 8.5 Although the Board welcomes questions of a general nature during this part of the meeting, this forum is for questions regarding policies or operations.
- 8.6 Questions regarding personnel or specific students must be raised with the Superintendent privately.
- 8.7 Individuals addressing the Board shall assume personal responsibility for all statements made to the Board.
- 8.8 The chairperson may use discretion to terminate any speaker's privilege or exclude a speaker from the meeting if, after due warning, the speaker persists with conduct or remarks which damage the character or reputation of any employee or member of the public.
- 8.9 Comments that are critical of either the Board or a trustee's Board-related action shall be accepted within reasonable limits. The chairperson shall use judgment to stop such comments when they are considered to be extreme or would be better discussed in a different forum
- 8.10 If the chairperson accepts, during a public presentation, comments which are accusatory or highly critical of an individual trustee's action, that trustee can choose to respond at the same meeting or at a future meeting.



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“Together We Learn”

9. Minutes

- 9.1 The names of trustees voting against resolutions, or abstaining from voting, shall be recorded in the minutes.
- 9.2 If a trustee is absent from a Board or committee meeting due to Board-related business, the reason for absence shall be recorded in the minutes of the meeting.
- 9.3 Until the Board approves the minutes of a meeting, the minutes shall be marked ‘draft’.
- 9.4 A copy of the draft minutes of regular and special public meetings shall be sent to:
 - district supervisory staff;
 - school-based administrators;
 - official partner groups;
 - school parent advisory council presidents.
- 9.5 A copy of the draft minutes of incamera meetings shall be sent to:
 - all officers present;
 - other district staff members (at the discretion of the Superintendent).
- 9.6 Approved public meeting minutes will be placed on the district website.

Date Agreed: April 23, 1980;

Date Amended: September 15, 1980; October 12, 1983; January 11, 1989; June 29, 1989; November 22, 1989; April 10, 1991; September 11, 1991; January 11, 1995; January 24, 1996; May 9, 1998;

Date Reviewed/Amended: November 13, 2002

Date Amended: February 11, 2004; April 13, 2005; March 29, 2006;

November 26, 2008; May 25, 2011; February 12, 2014

Related Document: School Act Parts 4-6, Policies 110, 115, 140



Section One: Board of Education

190 – TRUSTEE EXPENSES

Introduction

Trustees will be reimbursed, as outlined in this policy, for costs incurred in performing their duties.

In order to enable trustees to gain greater knowledge and experience relative to their responsibilities, the Board of Education supports their attendance at appropriate conventions, seminars and courses within the budget limitations established by the Board.

Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.

1. Board Business

a) In-District Expenses

Each year a budget shall be set to cover in-district expenses.

Actual reasonable costs for travel for in-district Board business may be claimed at the current BC School Trustees Association's rate but shall not exceed the acceptable reimbursement rate established by the Canada Revenue Agency.

Trustees may request reimbursement for Board business telephone calls and meals for other people, when on official Board business. Receipts are to be provided.

The School District will only provide school district office supplies to assist trustees directly in their duties.

Trustees will be responsible for:

1. additional vehicle insurance;
2. annual credit card fees and credit card interest;
3. expenses related to the creation of a 'home office' (e.g. printers, printing supplies, utilities, maintenance, internet connection);
4. monthly fees relating to any mobile or wireless device.



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Once a term, if requested, a trustee will be provided with a mobile or wireless device. Any provided device must be returned to the School District when the trustee's term ends or ~~he/she~~ they discontinues using the device for School District business.

The Board Chair will be supplied a basic cell phone to conduct board business.

b) Conferences, Seminars, and Workshops

Each year, a budget shall be set for the costs of trustees attending the BC School Trustees Association (BCSTA) Annual General Meeting, the BC Public School Employers' Association (BCPSEA) Annual General Meeting, the BCSTA Trustee Academies and BCSTA Branch meetings. Trustees who are claiming expenses directly from the organization will not claim expenses under this section.

c) Other Expenses

Authorized miscellaneous expenses must be claimed using a Trustee Expense Claim Requisition Form, with appropriate receipts attached.

2. Trustee Personal Travel/Seminar Budget

- 2.1 A separate budget shall be set annually and each trustee shall be allocated 1/7 of this budget.
- 2.2 Within this budget allocation, trustees may each choose to attend the conferences, annual general meetings or seminars which they deem to be beneficial to their duties.
- 2.3 In the year of trustee elections, trustees will receive a maximum of 1/3rd of their annual personal travel budget to October 31st. The remaining 2/3rd shall be retained for the new Board.
- 2.4 Trustees may carry forward, from year to year, a surplus in their travel budget, to a maximum of four year's annual allocation, to enable them to attend distant conferences.



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- 2.5 A trustee may carry forward, from year to year, a deficit in ~~his/her~~ their travel budget, provided this is eliminated by the trustee on the completion of ~~his/her~~ their term.
- 2.6 After attending conferences, seminars or workshops at Board expense, trustees shall submit a report to the Board, if requested.
- 2.7 Trustee personal travel/seminar expenses paid directly by the District on behalf of Trustees shall be allocated against the personal travel/seminar budget of the Trustee.

3. Travel Outside of the Central Okanagan (whether on Board business or using personal budget)

- 3.1 The per kilometre reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable reimbursement rate established by the Canada Revenue Agency.
- 3.2 All out-of-valley travel to destinations other than the Fraser Valley, Vancouver Island and Lower Mainland will be reimbursed at the lower of the per kilometer rate or the lowest airfare rate available at the time of travel when air transportation is available and practical.
- 3.3 The amount to be reimbursed for automobile travel to the Fraser Valley, Vancouver Island, Vancouver and the Lower Mainland shall be reimbursed at the rate established by the Board of Education.
- 3.4 For purposes of this policy, the ‘Fraser Valley’ is defined as being within the boundaries of the following school districts:
School District No. 33 (Chilliwack), School District No. 34 (Abbotsford), School District No. 75 (Mission) and School District No. 78 (Fraser-Cascade).
- 3.5 For purposes of this policy the ‘Lower Mainland’ is defined as being within the boundaries of the following school districts:
School District No. 35 (Langley), School District No. 36 (Surrey), School District No. 37 (Delta), School District No. 38 (Richmond), School District No. 40 (New Westminster), School District No. 41 (Burnaby), School District No. 42 (Maple Ridge-Pitt Meadows), School District No. 43 (Coquitlam), School District No. 44 (North Vancouver), and School District No. 45 (West Vancouver).



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- 3.6 Automobile travel to Vancouver Island will be reimbursed at the rate established by the Board of Education (including ferry costs).
- 3.7 Trustees may claim for taxis, parking fees, local mileage and airport improvement fees. Receipts are to be provided (except for local mileage).

Lodging

- 3.8 Accommodation may be claimed based on the ‘single’ rate of the convention hotel or on the standard government approved rate. Hotel charges such as valet service, personal telephone calls and in-room movies are the responsibility of the trustee.
- 3.9 If staying with a friend or relative, \$30.00 per night may be claimed without a receipt.
- 3.10 The cost of extra nights is the responsibility of the trustee.

Meals

- 3.11 For meals not covered by the convention fees, trustees may claim the per diem rate established by the Board of Education.

4. Payment of Expenses

- 4.1 Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered. Expense claims that are submitted three months after the occurrence of the event or expense will not be paid unless approved by the Board.
- 4.2 Trustees may request an advance for out-of-town business engagements of two or more days.
- 4.3 The Superintendent, or designate, shall scrutinize each trustee expense claim. The Board shall resolve any discrepancy in interpreting and applying this policy.

5. Expenses Paid by Outside Organizations

- 5.1 Trustees who are elected or appointed by the Board to officially represent the Board of Education at provincial meetings of the BCSTA Provincial Council or the BC Public Schools Employers’ Association Representative Council or serving on BCSTA, BCPSEA, or Ministry of Education committees, will be compensated by those organizations in accordance with



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their expense policies. Trustees are responsible for claiming expenses directly from those organizations and will not be reimbursed by the Board.

6. Review of Trustee Expenses

Bi-annually, a sub-committee comprising of the Board Chair, Vice-Chair, Finance and Audit Committee Chair and Assistant Secretary-Treasurer, or designate, shall review all trustee expenses for the previous 6 months. The sub-committee shall make recommendations to the Board regarding changes to Policy or practice.

Dated Agreed: April 23, 1980

Date Amended: December 10, 1980; November 26, 1986; January 10, 1990;
May 27, 1992; June 8, 1994; June 26, 1996; May 23, 2001

Date Reviewed/Amended: November 13, 2002

Date Amended: September 22, 2004; April 27, 2005; February 8, 2006;
March 11, 2009; September 10, 2014; November 26, 2014; June 8, 2016
November 2, 2016; March 13, 2019;

Related Documents:



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436 – MANAGING STUDENTS WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS

Introduction

The Board of Education is committed to the well being of students who may require emergency medical care while at school or during school-sanctioned events. Students who have been physician-diagnosed with serious medical condition(s) that are potentially life threatening require planned care and support as outlined in the BC Ministry of Education in accordance with the Anaphylactic Protection Order (2009) and the BC Anaphylactic and Child Safety Framework (2007, Revised 2013). Reported medical conditions may include:

- Epilepsy and/or Seizure Disorders
- Anaphylactic and/or history of severe allergic response
- Severe Asthma - immediate medical treatment required
- Blood clotting disorders such as haemophilia that require immediate medical care in the event of injury
- Serious heart conditions
- Other conditions, which may require emergency care as determined in consultation with parents/guardians/ student/family physician, school, and Medical Health Officer or designate

Policy

To support the safety, health and well being of students diagnosed with serious medical condition(s) that are potentially life threatening, the Board believes that the care of students is a joint responsibility of parents/guardians, school personnel, students, and Public Health Nurses.

The following are mandatory to ensure that the care of students diagnosed with serious medical condition(s) that are potentially life threatening is managed in a safe manner:

1. All students diagnosed with serious medical condition(s) that are potentially life threatening must have medical information provided on the School District No. 23 Registration Form, the *mandatory* School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Medication Administration at School Form (if applicable).



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2. School personnel who are supervising students with serious medical condition(s) that are potentially life threatening must be aware of information provided on the School District No. 23 Registration Form, the *mandatory* School District No. 23 Medical Alert Planning Form, or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Medication Administration at School Form (if applicable) as well as participate in annual mandatory training.

The following outlines the specific responsibilities of parents/guardians/Principals/Vice-Principals, school personnel, students, and Public Health Nurses:

1. The parents/guardians have primary responsibility for:
 - communicating information about their child's serious medical condition(s) to school personnel and the Public Health Nurse (if applicable);
 - completing the *mandatory* School District No. 23 Medical Alert Planning Form, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable), and the Request for Medication Administration at School Form (if applicable);
 - informing school personnel immediately in the event of any medical concerns.
2. The Principal/Vice-Principal and/or the designated/supervising school personnel are responsible for:
 - ensuring the safety and well-being of students during school hours and during after hours school related activities;
 - collecting information from parents/guardians related to students diagnosed with serious health conditions;
 - providing a supportive environment for students diagnosed with serious health condition(s);
 - collaborating with the Public Health Nurse in the role of supporting the health of students diagnosed with serious medical conditions.
3. Students have responsibility for:
 - following all health and school guidelines for their serious medical condition(s);
 - keeping their parents/guardians and personal health professionals informed of any concerns related to their serious medical condition;
 - informing school personnel immediately in the event of any serious medical event.



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4. The Public Health Nurse has responsibility for:

- supporting the health of those students who may be medically at risk so they can participate in school activities successfully;
- reviewing the completed School District No. 23 Medical Alert Planning Form, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Administration of Medication at School Form (if applicable);
- clarifying the needs of these students through communication with parents/guardians;
- preparing information required by the School Administrator and school personnel to support these students;
- co-ordinating training to school personnel involved with these students.

The specific guidelines for the management and overseeing of this process are detailed in Regulations 436R - Managing Students with Medical Alert/Anaphylactic Conditions (Regulations). Students diagnosed with serious medical condition(s) that are potentially life threatening will be accommodated in accordance with this Policy and Regulations 436R - Managing Students with Medical Alert/Anaphylactic Conditions (Regulations), and with Policy 435 - Medical Treatment of Students and Regulations 435R - Medical Treatment of Students (Regulations).



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**436R – MANAGING STUDENTS
WITH MEDICAL ALERT/ANAPHYLAXIS CONDITIONS
(REGULATIONS)**

The Parents/Guardians, Principals/Vice-Principals, designated/supervising school personnel, Manager of Transportation, and Public Health Nurse all have specific roles and responsibilities to support students diagnosed with serious medical condition(s) that are potentially life threatening.

The Parents/Guardians will:

- a) Complete and provide the school annually, in cases of students diagnosed with an anaphylactic allergy, the *mandatory* School District No. 23 Medical Alert Planning Form, or the Anaphylactic Student Emergency Procedure Plan, and the Request for Administration of Medication at School Form, this includes at the time of registration, at the beginning of each school year, and at any time there is a significant change in the student’s medical condition or care.
- b) Complete and provide the school annually, in cases of students diagnosed with a Seizure Disorder/Epilepsy, the *mandatory* BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable) and return on the first day of school in September.
- c) Ensure the Request for Administration of Medication at School Form is completed by the student’s physician, for students requiring medication(s) at school. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician. Return the completed form to the school on the first day of school. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician’s signature if medication is required.
- d) Collaborate with the Public Health Nurse to train designated/supervising school personnel when deemed necessary.
- e) Note on the School District No. 23 Medical Alert Planning Form or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form if the student is a registered bus rider.
- f) Ensure medication(s) is available at the school in the original labelled container with appropriate measuring device (if applicable) and is replaced when expired.



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- g) Provide the necessary medical equipment and/or supplies to the school as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylaxis in Schools and Other Settings" (Copyright 2005-2016).

- Asthma - Inhaler
- Anaphylactic – Epinephrine auto-injector (Epi Pen)

NOTE: Parents are also to provide a second auto-injector to be stored in a central, safe, *unlocked* location.

- h) Remove medication(s) at the end of each school year.
- i) Obtain the following for students diagnosed with an anaphylactic allergy at the end of each school year: a *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, and the Request for Administration of Medication at School Form. All completed forms must be delivered on the first day of school. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician's signature if medication is required.
- j) Obtain the following for students diagnosed with a Seizure Disorder/Epilepsy at the end of each school year: a BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable). All completed forms must be delivered to the school on the first day of school in September. If there are no changes, provide written notification or a duplicate pharmacy label in place of physician's signature if medication is required.
- k) Ensure their child is wearing medical identification.
- l) Encourage their child to inform close friends of their serious medical condition as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylaxis in Schools and Other Settings" (Copyright 2005-2016).
- m) Be available (or arrange a delegate) to respond either by phone or in person at all times.

NOTE:

- ❑ In the case of **Senior Secondary students**, the student may assume some of the parent's/guardian's role.



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- ❑ Students may not update medical data if parents/guardians have registered conflicting information.
- ❑ It is recommended that students who demonstrate maturity regarding their serious medical condition carry emergency supplies on their person, for example a fanny pack containing:
 - Asthma - Inhaler
 - Anaphylactic – Epinephrine auto-injector (EpiPen)

The School Principal/Vice-Principal will:

- a) Ensure, at the start of each school year, that all school personnel attend the *mandatory* training for anaphylaxis, diabetes and seizures provided by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For school personnel who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know" must be completed. Further training mid-year may be provided as needed.
- b) Collaborate with the Public Health Nurse in their role of supporting the health of students with serious medical condition(s) that are potentially life threatening.

NOTE: Training may also be requested for school district employees such as custodians, noon-hour supervisors, etc. who support students diagnosed with serious medical condition(s) that are potentially life threatening.

- c) Communicate the following to the appropriate Assistant Superintendent:
 - the name of the School Administrator who will be responsible for overseeing the school's *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan (if applicable) or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form (if applicable);
 - The dates the completed form(s) are returned by parents/guardians;
 - The date the Public Health Nurse provides *mandatory* training for anaphylaxis, diabetes and seizures.
- d) Collect, at the time of registration and at the beginning of every school year, the *mandatory* School District No. 23 Medical Alert Planning Form or the Anaphylactic Student Emergency Procedure Plan (if applicable) and the Request for Administration of Medication at School Form (if applicable). Ensure that all applicable forms are reviewed by the parents/guardians in



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September of each year and accept parental/guardian written notification with date and signature to indicate no change.

- e) Collect, at the time of registration and at the beginning of every school year, the *mandatory* BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable). Ensure that all applicable forms are reviewed by the parents/guardians in September of each year and accept parental/guardian written notification with date and signature to indicate no change.
- f) Ensure the Request for Administration of Medication at School Form (if applicable) is completed by the student's physician, for students requiring medication(s) at school. A duplicate pharmacy label may be attached to the form in Section B in place of a signature from the physician. Collect the completed form on the first day of school each September. If there are no changes, accept parental/guardian written notification or provide a duplicate pharmacy label in place of physician's signature if medication is required.
- g) Provide, upon registration or the diagnosis of a serious medical condition, parents/guardians with the following links: the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) and the Canadian Society of Allergy and Clinical Immunology "Anaphylactic in Schools and Other Settings" (Copyright 2005-2016) to assist them in understanding their own and other's roles and responsibilities within the BC Ministry of Education (pages 16-18).
- h) Keep records of communication with parents regarding the School District No. 23 Medical Alert Planning Form or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form. Document each date of communication or date when communication was initiated, even if there was no answer indicating that a message was left on voice mail or e-mail.

NOTE: After three attempts to obtain the *mandatory* School District No. 23 Medical Alert Planning Form, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, from the parents/guardians (communication documented) and the School District No. 23 Medical Alert Planning Form or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form is not returned, the parents/guardians must be notified that the Standard Procedure of Care will then be in place (previous language from current Anaphylactic Policy).



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- i) Provide information to all school personnel so they are visually familiar with students diagnosed with serious medical condition(s) that are potentially life threatening. Display the student's Medical Alert Photo ID in an appropriate place, while maintaining confidentiality.
- j) Ensure school personnel are aware of the location of the student's medication(s). It is recommended that students who demonstrate maturity regarding their serious medical condition carry medication(s) on their person for immediate availability.
- k) Establish a recording system to notify parents when medication is expired and needs replacing.
- l) Provide, on an annual basis, a copy of the School District No. 23 Medical Alert Planning Form, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, for each student who is a registered rider to the Manager of Transportation. A copy of the Request for Administration of Medication at School Form should also be provided if the student carries an Epi-pen and may require a bus driver to administer medication.
- m) Provide a safe, appropriate, and unlocked storage area for medication(s) and equipment, including provisions for school authorized field studies. It is recommended that students who demonstrate maturity regarding their serious medical condition carry medication(s) and supplies on their person.

NOTE: For each student who requires assistance, an established medication administration process that includes a medication record should be followed. A record of all medication administered must be recorded by name, date, time of day, amount of medication, administered by whom, and initials of person who assisted with medication.

- n) Collaborate with the parents/guardians and any school personnel involved with the student to develop support structures to follow the *mandatory* School District No. 23 Medical Alert Planning Form, or the Anaphylactic Student Emergency Procedure Plan, or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) during the school day and during after hours school related activities.

Middle/Secondary - Ensure that a hard copy of student's names with either the *mandatory* School District No. 23 Medical Alert Planning Form, or



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Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and their Photo IDs are available for all first aid attendants and placed within the school in areas such as the school office, counselling centre, gym office, and the medical health room. Teachers of students, coaches, etc. must be informed of students diagnosed with serious medical condition(s) that are potentially life threatening.

- o) Assure that the completed *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) are appropriately stored in the student's files.
- p) Ensure the Anaphylaxis Poster is placed in visible locations in the school.
- q) Inform all parents/guardians when the environment of the school is changed by actions of school district employees, such as painting, roofing, tarring, replacing carpets, or when any substances with strong fumes are used.
- r) Collaborate with the parents/guardians of students who are diagnosed with serious medical condition(s) that are potentially life threatening and/or anaphylactic to maintain an allergy safe environment. This may include establishing restrictions in the classroom for life threatening allergies such as food products and animals.
- s) Return all remaining medication(s) to parents/guardians at the end of each school year.
- t) Provide parents/guardians, at the end of the school year, with the *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form. Also, if applicable, provide a blank copy of the Request for Administration of Medication at School Form to be completed by the student's physician. If there are no changes, accept parental/guardian written notification or accept a duplicate pharmacy label in place of physician's signature if medication is required.
- u) Inform parents/guardians that medical information from the student's elementary school may not be transferred to their middle/secondary school.



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The Classroom Teacher and any other school personnel supervising the student will:

- a) Collaborate with the Public Health Nurse to obtain medical information from parents/guardians related to students diagnosed with serious health condition(s) that are potentially life threatening under his/her supervision.
- b) Attend the annual *mandatory* anaphylaxis, diabetes, and seizure training session coordinated by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For teachers who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know " must be completed.
- c) Be familiar with the student's *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, and the Request for Administration of Medication at School Form.
- d) Be familiar with the student's *mandatory* BC Ministry of Education Seizure Action Plan & Medical Alert Information Form and the Request for Administration of Medication at School Form (if applicable).
- e) Provide medical information for any Temporary Teachers on Call (TTOC) who will be supervising student(s) diagnosed with serious medical condition(s) that are potentially life threatening.
- f) Communicate to parents/guardians any changes to the classroom environment that may create health concerns for the student diagnosed with a serious medical condition(s) that are potentially life threatening.

The Manager of Transportation will:

- a) Ensure that bus drivers will annually attend the *mandatory* anaphylaxis, diabetes, and seizure training session coordinated by the Public Health Nurse as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013). For bus drivers who are unable to attend the training provided by the Public Health Nurse, the on-line course "Anaphylaxis in Schools: What Educators Need to Know", must be completed.



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- b) Ensure, on an annual basis, that copies of the *mandatory* forms: School District No. 23 Medical Alert Planning Form, or the Anaphylactic Student Emergency Procedure Plan, or the BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) are received from schools and kept for quick reference on each school bus.
- c) Ensure that all bus drivers are familiar with the copies of the student's *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable).

The Public Health Nurse will:

- a) Meet with the Principal/Vice-Principal prior to, or at the beginning of, the school year to discuss/review the students diagnosed with serious medical condition(s) that are potentially life threatening. They will also discuss/review the Medical Alert procedures in the school, and the role of the Public Health Nurse. For example, review *mandatory* School District No. 23 Medical Alert Planning Forms, or Anaphylactic Student Emergency Procedure Plan Form, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable).
- b) Refer new students diagnosed with serious medical condition(s) that are potentially life threatening to the school before the beginning of the school year or when a student is identified with a new diagnosis.
- c) Provide annually, the *mandatory* anaphylaxis, diabetes and seizure training to school personnel as per the British Columbia Anaphylactic & Child Safety Framework (2007, Revised 2013) This training may include information provided by parents/guardians. Parents/guardians may be invited to attend training sessions.
- d) Consult with the parents/guardians and the student's physicians, as necessary, to determine the specific needs of students diagnosed with serious medical condition(s) that are potentially life threatening.
- e) Provide, upon request of school personnel, additional training regarding the student's School District No. 23 Medical Alert Planning Form, or



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Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form. This education may be done with the assistance of parents/guardians and the student.

- f) Ensure the *mandatory* School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable) is reviewed and updated annually.
- g) Consult, upon request, with the classroom teacher in establishing support structures for the student's School District No. 23 Medical Alert Planning Form, or Anaphylactic Student Emergency Procedure Plan, or BC Ministry of Education Seizure Action Plan & Medical Alert Information Form, and the Request for Administration of Medication at School Form (if applicable).

REQUEST FOR ADMINISTRATION
OF MEDICATION AT SCHOOL FORM

A. TO BE COMPLETED BY PARENT OR GUARDIAN

Name	Birthdate (Year, Month, Day)	
Parent or Guardian	Home Phone	Business Phone
Physician	Phone	

B. ATTACH A DUPLICATE PHARMACY LABEL OF PRESCRIBED MEDICATION
OR
REQUEST THAT THE PRESCRIBING PHYSICIAN COMPLETE THE FOLLOWING:

Conditions Which Make Medication Necessary

Name of Medication	Dosage	Directions for Use
1.		
2.		
3.		
4.		

Additional Comments (possible Reactions, Consequences of Missing Medication, Etc.)	
If prescribing epinephrine emergency medication, it must be a single dose, single-use auto-injector for school setting with a second injector, <u>if parents have provided a second injector</u> , which can be given <u>5-10</u> minutes if symptoms do not improve. An oral antihistamine will not be administered by school personnel.	Physician's Signature
	Date

Additional information can be provided on reverse side.

C. TO BE COMPLETED BY PARENT OR GUARDIAN

I request the school to give medication as prescribed to my child whose name is recorded below

Name of Child	Date
---------------	------

I will Notify the School Promptly of Any Changes in Medications Ordered

Signature of Parent or Guardian

Additional information can be provided on reverse side.

D. EACH SCHOOL STAFF MEMBER WHO IS RESPONSIBLE FOR THE
ADMINISTRATION OR SUPERVISION OF THE MEDICATION MUST REVIEW
THE INFORMATION ON THIS CARD THEN DATE AND SIGN BELOW

Date	Signature	Comments, If Any

The information on this form is collected under the authority of the School Act. The information will be used for educational program purposes and when required, may be provided to health services, social services or other support services as outlined in sections 88 and 91 of the School Act. The information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the principal of your school or to the Information and Privacy Coordinator, School District #23 (Central Okanagan), 1040 Hollywood Road S., Kelowna, B.C., V1X 4N2 (250) 860-8888.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

MEDICAL ALERT PLANNING FORM

PHOTO ID

School Year _____ School Attended _____

B.C. Care Card # _____

INFORMATION AND PLAN WHILE IN THE CARE OF THE SCHOOL

Student Name: _____ Birth Date: (YMD) _____

Parent or Guardian: _____ Day Phone: _____ Cell Phone: _____

Emergency Contact Name: _____ Day Phone: _____ Cell Phone: _____

Physician: _____ Phone: _____

Potential life threatening medical condition diagnosed as:

1. New Condition: ☐ Yes ☐ No Date condition identified: _____

2. Describe the potential problem: _____

PLAN WHILE IN THE CARE OF THE SCHOOL

The information for the school plan must be updated annually and when the child's condition changes. The plan is updated by the student/parent, in consultation with the family physician, and reviewed as needed with the appropriate school staff in consultation with the Public Health Nurse.

NOTE: any changes to current plan must be initiated by the parent.

♦ Symptoms to watch for are: _____

♦ Precautions in the classroom are: _____

♦ **Emergency Plan** school staff need to follow (step by step):

1. _____
2. _____
3. _____
4. _____

Medication Needed: ☐ Yes ☐ No Name of medication: _____

Where medication is located

☐ On Student ☐ Located in School: Location: _____

☐ **Please check this box if the student is a registered rider on a school bus (eligible or courtesy).** A copy of this plan will be needed by the Transportation Department after each update if the student rides a school bus.

If Yes "Request for Administration of Medication at School" (Form 436.1) Parts A, B, & C must be filled out and provided to the school. **Note:** Medical Alert training is recommended annually/biannually to school personnel.

INFORMATION REVIEW by parent/guardian (minimum annually)

Review Dates:	There has been no change to this plan:
1. _____ Date & Sign	1. _____ Date & Sign
2. _____ Date & Sign	2. _____ Date & Sign
3. _____ Date & Sign	3. _____ Date & Sign

*The information on this form is collected under the authority of the School Act. The information will be used for educational program purposes and when required, may be provided to health services, social services or other support services as outlined in sections 88 and 91 of the School Act. The information collected on this form will be protected under the Freedom of Information and Privacy Coordinator, School District #23 (Central Okanagan), **1040 Hollywood Road S.** Kelowna, B.C., V1X **4N2**, (250) 860-8888.*

Date Agreed: October 2007
Date Amended: February 10, 2016
Date Reviewed:
Related Documents:

Medical Alert

Name: _____

Grade: _____
Div./Rm # _____



Medical Alert Condition: _____

Action Required: _____

CONFIDENTIAL

Where medication is located:

☐ On student ☐ Located in school Location: _____

Note: If medication is in student's locker please see Secretary or Administrator for further info.

Medical Alert

Name: _____

Grade: _____
Div./Rm # _____



Medical Alert Condition: _____

Action Required: _____

CONFIDENTIAL

Where medication is located:

☐ On student ☐ Located in school Location: _____

Note: If medication is in student's locker please see Secretary or Administrator for further info.

Date Agreed: October 2007

Date Amended/Reviewed: March 2008

Date Reviewed/Amended: November 13, 2002

Date Amended: February 10, 2016

Date Reviewed:

Related Documents:

Form 436.3 – Managing Students With Medical Alert

Photo ID Form

Page 1 of 1

ANAPHYLACTIC STUDENT EMERGENCY PROCEDURE PLAN

Parent/Guardian please complete:

Student's Name _____ Date of Birth (Y/M/D) _____

Sex: ☐ Male ☐ Female

Parent/Guardian _____ Daytime Phone _____

Emergency Contact _____ Daytime Phone _____

Physician _____ Daytime Phone _____

Physician please complete:

Physician's Name _____

Daytime Phone _____ Fax _____

Allergen (Do not include antibiotics or other drugs. Please be as specific as possible.)

☐ Peanuts ☐ Nuts ☐ Dairy Other food _____

☐ Spiders ☐ Insects ☐ Latex Any other allergens _____

Symptoms:

- Skin – hives, swelling, itching, warmth, redness, rash
- Respiratory (breathing) – wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
- Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea
- Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock
- Other: anxiety, feeling of “impending doom”, headache, uterine cramps in females

Additional symptoms _____

Emergency Protocol

- Administer single dose auto-injector and call 911
- Notify Parent/Guardian
- Administer second auto-injector in 5 to 15 minutes after the first dose is given, if symptoms do not improve or if symptoms recur
- Have ambulance transport student to hospital

Emergency Medication

NOTE: Emergency medication must be a single-dose auto-injector for school setting. Oral antihistamines will not be administered by school personnel.

Name of emergency medication _____

Dosage _____

Physician Signature

Date (Y/M/D)

Parent/Guardian please complete

Discussed and reviewed Anaphylaxis Responsibility Checklist with principal?..... ☐ yes ☐ no

Two auto-injectors provided to school?..... ☐ yes ☐ no

Student aware of how to administer?..... ☐ yes ☐ no

Auto-injector locations_____

Your child's personal information is collected under the authority of the *School Act* and the *Freedom of Information and Protection of Privacy Act*. The Board of Education may use your child's personal information for the purposes of:

- Health, safety, treatment and protection
- Emergency care and response

If you have any questions about the collection of your child's personal information, please contact the school Principal directly. By signing this form, you give your consent to the Board of Education to disclose your child's personal information to school staff and persons reasonably expected to have supervisory responsibility of school-age students and preschool age children participating in early learning programs (as outlined in the *BC Anaphylactic and Child Safety Framework 2007*) for the above purposes. This consent is valid and in effect until it is revoked in writing by you.

Parent/Guardian Signature

Date (Y/M/D)

Date Agreed: February 10, 2016

Date Amended:

Date Reviewed:

Related Documents:

Sample Anaphylaxis Posters/Brochures

May 2020

ANAPHYLAXIS

- A sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken
- Signs and symptoms of a severe allergic reaction can occur within minutes of exposure to an offending substance. Reactions usually occur within two hours of exposure, but in rarer cases can develop hours later. Specific symptoms can vary from person to person and sometimes from attack to attack in the same person.

COMMON SYMPTOMS ...

- ◆ **Skin – hives , swelling, itching, warmth, redness, rash**
- ◆ **Respiratory (breathing) – wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing**
- ◆ **Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea**
- ◆ **Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock**
- ◆ **Other: anxiety, feeling of “impending doom”, headache, uterine cramps in females**



TREATMENT ...

GIVE AUTO-INJECTOR (single dose)

- **CALL 911 Emergency Medical Care**
- **CALL child's parent/guardian**
- **GIVE second auto-injector within 5 to 15 minutes after the first dose is given, if symptoms have not improved or recur.**
- **TRANSPORT to hospital**
- If child has had a reaction and does not have any medication, **call 911 Emergency Medical Care**



PREVENTING BEE, WASP AND INSECT STINGS

- ♦ Wear shoes when outside
- ♦ Check food and drink containers for insects
- ♦ Keep lids on sweet drinks and use a straw
- ♦ Wear a cap on warm sunny days to prevent insects from getting caught in your hair
- ♦ If a bee is buzzing around your head, hold your hands up on each side of your face, and walk calmly into a treed area. Even a few branches will disorientate the bee and it will fly off.
- ♦ **DO NOT** swat at bees, wasps, flying insects or destroy nests
- ♦ **DO NOT** drink sweet drinks outside
- ♦ **DO NOT** sit close to garbage cans
- ♦ **DO NOT** wear perfume, bright clothes or floral prints
- ♦ **DO NOT** pick flowers



Seizure Action Plan & Medical Alert Information

Instructions: This form is a communication tool for use by parents to share information with the school. Update form yearly or if any changes in condition and/or treatment.

School Year: _____ **Date of Plan:** _____

Name of Student:		Date of Birth:	Care Card Number:
School:	Grade:	Teacher/Div:	Date of Plan:

CONTACT INFORMATION

Parent/Guardian 1:	Name:			<input type="checkbox"/> Call First
	Cell Number:	Work Number:	Home Number:	Other Number:
Parent/Guardian 2:	Name:			<input type="checkbox"/> Call First
	Cell Number:	Work Number:	Home Number:	Other Number:
Other/Emergency:	Name:			Relationship:
	Able to advise on seizure care: <input type="checkbox"/> Yes <input type="checkbox"/> No		Home Number:	Work Number:
Neurologist:	Phone Number:	Family Physician:		Phone Number:

GENERAL COMMUNICATION:

What is the best way for us to communicate with you about your child's seizure(s)?

Significant medical history or condition:

SEIZURE INFORMATION:

1. When was your child diagnosed with seizures or epilepsy?

2. Seizure type(s):

3. What time of day do seizures occur?

4. How long do the seizures last?

5. How often do seizures occur?

6. Description of seizure:

Seizure Action Plan & Medical Alert Information

7. Does your child have cluster seizures?

8. Are there any warnings and/or behavior changes before the seizure occurs?

☐ YES ☐ NO If yes, please explain:

9. When was your child's last seizure?

10. How does your child react after a seizure is over?

11. How do other illnesses affect your child's seizure control?

BASIC FIRST AID: Care and comfort Measures:

12. What basic first aid procedures should be taken when your child has a seizure in school?

13. Will your child need to leave the classroom after a seizure?

☐ YES ☐ NO

14. Does your child need to lie down after a seizure?

☐ YES ☐ NO What process would you recommend for returning your child to classroom?

Basic Seizure First Aid:

- ✓ Stay calm & track time
- ✓ Keep child safe
- ✓ Do not restrain
- ✓ Do not put anything in mouth
- ✓ Stay with child until fully conscious
- ✓ Record seizure
- ✓ inform parent
- ✓ For tonic-clonic (grand mal) seizure:
- ✓ Protect head
- ✓ Keep airway open/watch breathing
- ✓ Turn child on side if ambulatory
- OR if in wheelchair/stander/walker child may remain in mobility device.

Note: They may need to be taken out of a mobility device at the end of the seizure if airway is blocked or they want to sleep.

SEIZURE EMERGENCIES

15. When does the school call 911?

16. When does the school call the parent?

17. Has your child ever been hospitalized for continuous seizures?

☐ YES ☐ NO If YES, please explain:

A Seizure is considered an Emergency.

CALL 911 WHEN:

- ✓ A convulsive (tonic-clonic) seizure lasts longer than 5 minutes
 - ✓ Student has repeated seizures without regaining consciousness
 - ✓ Student has a first time seizure
 - ✓ Student is injured or diabetic
 - ✓ Student has breathing difficulties after the seizure
 - ✓ Student has a seizure under water
- Serious injury occurs

Seizure Action Plan & Medical Alert Information

SEIZURE MEDICATION AND TREATMENT INFORMATION (Physician to Complete)

18. Scheduled medication(s)

Medication	Dosage	Date Started	Frequency and time of day taken	Possible side effects

19. Emergency medications

Medication	Dosage	Administration Instructions (timing & method)	What to do after administration

Have emergency supplies been provided in the event of a natural disaster?

☐ YES ☐ NO If YES, location of supplies?

20. Does your child have a Vagus Nerve Stimulator?

☐ YES ☐ NO If YES, please describe instructions for appropriate magnet use:

Physician Signature: _____

Date: _____

SPECIAL CONSIDERATION & PRECAUTIONS

Check all that apply and describe any considerations or precautions that should be taken

- | | |
|--|---|
| <input type="checkbox"/> General health: _____ | <input type="checkbox"/> Physical education (gym)/sports: _____ |
| <input type="checkbox"/> Physical functioning: _____ | <input type="checkbox"/> Recess: _____ |
| <input type="checkbox"/> Learning: _____ | <input type="checkbox"/> Field trips: _____ |
| <input type="checkbox"/> Behavior: _____ | <input type="checkbox"/> Bus transportation: _____ |
| <input type="checkbox"/> Mood/coping: _____ | <input type="checkbox"/> Playground Equipment: _____ |
| <input type="checkbox"/> Stairs: _____ | <input type="checkbox"/> Other: _____ |

21. Can this information be shared with classroom teacher(s) and other appropriate school personnel?

☒ YES ☐ NO

Parent/Guardian Signature: _____

School Administrator _____

Signature: _____

Date: _____



Memorandum

Date: May 22, 2020
To: Board of Education
From: Planning and Facilities Committee

Action Item: Annual Capital Plan Submission - Capital Plan Bylaw No. 2020/21-
CPSD23-01

1.0 ISSUE STATEMENT

The Ministry of Education provided their written response to the 2020/21 Capital Plan submitted in June 2019. The response identifies the next steps for supported projects and bus acquisitions/replacements.

2.0 RELEVANT BOARD MOTION/DIRECTION

Main THAT: The Board of Education approve the Capital Plan Resolution for the
19P-100 2020/2021 Capital Plan as outlined on the attached summary, as attached to the Agenda, and presented at the June 12, 2019 Public Board Meeting.

3.0 BACKGROUND

The Board of Education is to adopt a single capital bylaw for its approved 2020/21 Capital Plan, in accordance with section 143 (1) of the School Act after the School District has received the Capital Plan Response Letter from the Ministry.

Individual capital bylaws for each supported capital project are no longer required, only a single capital bylaw is required that encompasses all capital projects included in the Ministry's Capital Plan Response Letter.

The Ministry of Education response letter to our 2019/20 Capital Plan submission of June 2019 is attached to this schedule and the Board is now required to pass a Bylaw to allow for the School District to access the funding outlined in the letter.

4.0 POINTS FOR CONSIDERATION

None.

5.0 OPTIONS FOR ACTION

- 5.1 Recommend that the Board of Education adopt the Capital Plan Bylaw.
- 5.2 Provide alternate direction to staff.

6.0 FOLLOW-UP/REVIEW

None.

7.0 DIRECTOR'S COMMENTS

This Bylaw is part of usual business practice as outlined in the Capital Plan Submission Guidelines and should be processed as recommended. Failure to approve the Bylaw would result in loss of funding.

8.0 RECOMMENDATIONS

THAT: The Board of Education give first, second and third readings to Capital Plan Bylaw No. 2020/21 – CPSD23-01.

THAT: Capital Plan Bylaw No. 2020/21 – CPSD23-01 be read a first, second and third time, passed and adopted.

9.0 APPENDICES

- A. Ministry of Education Capital Response Plan
- B. Capital Plan Bylaw No. 2020/21 – CPSD23-01



March 6, 2020

Ref: 218161

To: Secretary-Treasurer and Superintendent
School District No. 23 (Central Okanagan)

Capital Plan Bylaw No. 2020/21-CPSD23-01

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2020/21

This letter is in response to your School District's 2020/21 Annual Five-Year Capital Plan submission, submitted to the Ministry prior to June 30, 2019, and provides direction for advancing supported and approved capital projects.

The Ministry has reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

Below you will see the major capital projects supported to proceed with Concept Plans* as well as minor capital projects from the Ministry's 2020/21 annual capital programs that are approved for funding and are able to proceed to procurement.

*Concept Plan approval is a new step required before a Project Definition Report (PDR) will be supported. Your respective Regional Director or Planning Officer will provide you with more information if you have major capital project supported to proceed to a Concept Plan.

MAJOR CAPITAL PROJECTS (SMP, EXP)

New Projects

Project #	Project Name	Project Type	Next Steps
128115	Wilden Area Site	Site Acquisition	Provide draft business case by September 30, 2020

Note: Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, and budget details and the terms of project approval for the projects listed above including steps regarding the preparation of the business case. Also note that Capital Project Funding Agreements (CPFA) are not issued until after all other required supporting documentation is received, reviewed and approved for funding by the Ministry.

Projects in Development from Previous Years

Project #	Project Name	Project Type
127794	Westside Secondary	New School
127795	Westside Secondary Site	Site Acquisition

Note: If you do not see your major capital project(s) listed in the table(s) above the Ministry does not support the development of a concept plan or business case.

MINOR CAPITAL PROJECTS (SEP, CNCP, BEP, PEP, BUS)

New projects for SEP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Mount Boucherie Secondary	CNCP - Lighting - Electrical system upgrades	\$538,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
A.S. Matheson Elementary, South Rutland Elementary	SEP - Mechanical Upgrades - HVAC upgrades	\$1,100,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
Chief Tomat Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.

North Glenmore Elementary	PEP - New - Universally Accessible Playground Equipment	\$125,000	Proceed to design, tender and construction. Project is to be completed by March 31, 2021.
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New projects for BUS

Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
8235	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
22310	C 76 with 5 wheelchair spaces	\$156,173	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
7234A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
7235A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

7236A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
7238A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org
7239A	C 76 with 0 wheelchair spaces	\$141,483	Proceed to ordering the school bus(es) between March 4, 2020 and May 4, 2020 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbcc.org

Note: An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2020/21 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Plan Bylaw No. provided at the beginning of this document) for its approved 2020/21 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated and emailed to Ministry Planning Officer Ravnit Aujla at Ravnit.Aujla@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

With the 2020/21 Capital Plan process now complete, the Capital Plan Instructions for the upcoming 2021/22 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) will be provided within the next few weeks. These plans are to be submitted to the Ministry no later than June 30, 2020.

Please contact your respective Regional Director or Planning Officer as per the Capital Management Branch Contact List with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joel Palmer', with a large, sweeping flourish above the name.

Joel Palmer, Executive Director
Capital Management Branch

pc: Rachelle Ray, Director, Capital Projects Unit, Capital Management Branch
Michael Nyikes, Director, Capital Programs Unit, Capital Management Branch
Ravnit Aujla, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Rosa Cutler, Planning Officer, Capital Management Branch

APPENDIX B
CAPITAL BYLAW NO. 2020/21-CPSD23-01
CAPITAL PLAN 2020/21

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 23 (Central Okanagan) (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 2020/21 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 6, 2020, is hereby adopted.
2. This Capital Bylaw may be cited as Central Okanagan Capital Bylaw No.2020/21 – CPSD23-01

READ A FIRST TIME THE 27 DAY OF MAY, 2020;
READ A SECOND TIME THE 27 DAY OF MAY, 2020;
READ A THIRD TIME, PASSED AND ADOPTED THE 27 DAY OF MAY, 2020.

APPLY CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 23 (Central Okanagan) Capital Bylaw No.2020/21 – CPSD23-01 adopted by the Board the 27 day of May, 2020.

Secretary-Treasurer



Memorandum

Date: May 22, 2020
To: Board of Education
From: Planning and Facilities Committee

Action Item: **Enhancement Agreement – Constable Neil Bruce Middle School Climbing Structure**

1.0 ISSUE STATEMENT

Constable Neil Bruce Middle School received \$20,000.00 in 2017 from the Board to purchase and install one swing set and one monkey bar due to the new Grade Configuration to accommodate Grade 6 students. Constable Neil Bruce Middle School decided to install two gaga ball pits in place of one monkey bar. The amount left to spend from the \$20,000.00 budget is \$4,000.00. Constable Neil Bruce Middle School Parent Advisory Council (PAC) wishes to enter into an Enhancement Agreement with the Board of Education to purchase and install a Climbing Structure.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as a background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

Constable Neil Bruce Middle School has been working with students, staff and the PAC to raise funds for a new playground. A quote was provided from Swing Time for \$81,734.35 for the cost of the Climbing Structure and installation outlined in Appendix B. Constable Neil Bruce Middle School PAC is contributing \$20,000 towards this project. The \$4,000.00 balance of funds remaining will be applied to this cost as well. Constable Neil Bruce Middle School PAC asks the Board to lend an additional \$57,734.45 to the PAC to assist with this purchase as outlined in Appendix C. The PAC agrees to repay this loan by June 2026.

4.0 FOLLOW-UP/REVIEW

Following approval from the Board, the project will proceed.

5.0 DIRECTOR'S COMMENTS

A signed jurisdiction is included as Appendix F that relates to the preparation and finishing of the new playground from own forces work.

6.0 RECOMMENDATIONS

THAT: The Board of Education enter into an Enhancement Agreement with the Constable Neil Bruce Middle School PAC for the purchase and installation of a new climbing structure, as attached to the Agenda, and as presented at the May 27, 2020 Public Board Meeting.

THAT: The Board of Education approve a \$57,734.45 loan be provided to the Constable Neil Bruce School PAC to assist with the purchase and installation of a new climbing structure, as attached to the Agenda, and as presented at the May 27, 2020 Public Board Meeting.

7.0 APPENDICES

- A. Enhancement Agreement signed by Constable Neil Bruce Middle School PAC
- B. Swing Time Quotation dated October 28, 2019 and Own Force Estimate Sheet dated April 30, 2020
- C. Constable Neil Bruce Middle School PAC Minutes Dated January 20, 2020 and April 27, 2020 as well as PAC President Letter to the Board of Education
- D. Constable Neil Bruce Middle School Vice-Principal's Letter Dated April 24, 2020
- E. Sketch of Location of Climbing Structure
- F. Jurisdiction/Responsibility Form Dated April 30, 2020

APPENDIX A

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 23rd day of SEPTEMBER 2019.

BETWEEN:

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 23
(CENTRAL OKANAGAN)**, having an office at 1040 Hollywood Road,
Kelowna, British Columbia (hereinafter called the "School Board")

AND:

CONSTABLE NEIL BRUCE MIDDLE SCHOOL PAC
(hereinafter called the "Funding Agency")

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Constable Neil Bruce Middle School's PAC in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and/or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
authorized signatory:


Signature: Secretary Treasurer /
Assistant Superintendent

Print Name:

THE CONSTABLE NEIL BRUCE MIDDLE
SCHOOL PAC
by its authorized signatory(ies):


Signature: PAC President

MELISSA GANZENELD
Print Name:


Signature: Principal of the School

Curtis Schreiber
Print Name:

APPENDIX B



1485 Norton Court
 North Vancouver B.C. V7G 2E5
 Ph: 604 990 9187 / 1 800 816 6949
 info@swingtimedistributors.com

Quotation

Date	Estimate #
2019-10-28	7908

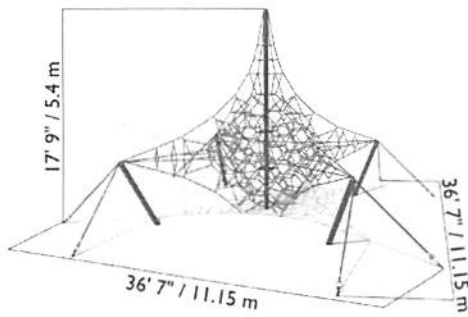
Name / Address
SD 23 (Central Okanagan) Dease Road Kelowna B.C. V1X 4A4

Ship To
SD 23 (Central Okanagan) Dease Road Kelowna B.C. V1X 4A4

Terms	FOB	Project
Net 30	Med Hat	

Qty	Item	Description	Price	Total
1	DX-104	Dynamo DX 104 Net Climber	51,000.00	51,000.00
1	Installation	Installation	13,650.00	13,650.00
1	Supply/Install	Supply and Install 68 Cubic Yards EWF	5,936.00	5,936.00
1	Supply/Install.	Supply and Install 148 Lineal Feet Double Stacked Wood Borders	3,163.00	3,163.00
1	Shipping	Shipping	650.00	650.00
		GST	5.00%	3,719.95
		PST	7.00%	3,615.50
** Own Forces Work (see Appendix "D" for own forces Quote)				
			Tax	\$7,335.45
			Total	\$81,734.45

Signature



Product Name	Galaxy Regular
Product Number	DX-104
Size -- Length	11.15 m / 36' 7"
Size -- Width	11.15 m / 36' 7"
Size -- Height	5.40 m / 17' 9"
Shipping Weight	545 kg / 1201.5 lb
Shipping Volume	2.70 m ³ / 95.3 ft ³
Foundations	13
Concrete Volume	11.06 m ³ / 390.6 ft ³

	ASTM F-1487	CSA Z614	EN 1176
Ages	5 years - 12 years	5 years - 12 years	6 years - 12 years
Capacity	58	58	58
Use Zone -- Length	14.81 m / 48' 7"	14.81 m / 48' 7"	14.82 m / 48' 7"
Use Zone -- Width	14.81 m / 48' 7"	14.81 m / 48' 7"	14.82 m / 48' 7"
Fall Height	2.00 m / 6' 7"	1.98 m / 6' 6"	2.00 m / 6' 7"

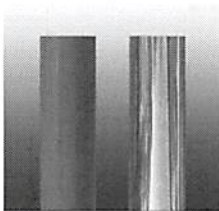
*Note: Concrete must be minimum 3500 PSI / 25MPa



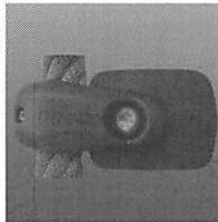
Product Features:

SUPPORT POSTS:	This will be 5 1/2" (139.8mm) OD galvanized steel tubing, finished with polyester powder coating for the main support and 4 1/2" (114.3mm) OD galvanized steel tubing, finished with polyester powder coating for the side supports. Main support posts will have a 1/4" (6mm) thick, 7 1/4" (185mm) OD steel ring welded to the bottom to enhance stability.
POST SHIELDS:	Where required, these will completely surround the post to fill in openings in the net, preventing entrapments. Shields will be made of a textile-reinforced flexible rubber material and secured with bolts.
CLIMBING NETS:	This will be 20mm diameter and 22mm diameter, polyamide (nylon) rope cable with UV protection and fire retardant solution. Each rope consists of 6 strands each containing 24 steel reinforcing strands within a polyamide sleeve, wrapped around a solid polyamide core for a total of 144 steel reinforcing strands; each end of the cable having a junction loop attached onto the cable with a finished aluminum sleeve and lined with a galvanized steel wear bar. Edge ropes will contain a solid core of wound steel cables in place of the polyamide core for a total of 168 steel reinforcing strands. Rope shall achieve a Class 7-8 Colourfastness rating.
BALL KNOTS:	This will be a one-piece compressed aluminum ball, compressed in place with 150,000 pounds force (667 kN) to prevent the connection from moving and causing premature cable wear.
BASIC FASTENERS:	All fasteners for component attachments are stainless steel.

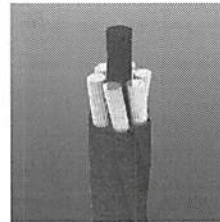
TURNBUCKLES:	These will be steel alloy that will withstand a maximum load of over 87,675 pounds force (390 kN) along the main axis.
MOUNTING PLATES:	These will be made of galvanized steel. Corner anchors will contain multiple connection points to allow for adjustability of the turnbuckles as well as connection of a safety rope. Support post anchors will consist of a slotted piece that will allow the support post to be anchored securely, while having a range of motion in one direction.
ANCHOR BOLTS:	Mounting plates will be secured to concrete blocks with 7/8" (22mm) diameter x 20" (500mm) long "L" Anchor bolts, inserted into the wet concrete when poured.
INSTALLATION:	This should be installed only by a licensed playground installer, trained and certified on the relevant playground standards in place in the region of installation, e.g., NPSI, CPSI or similar certified.
COMPLIANT WITH:	CAN/CSA-Z614-07 ASTM F-1487-11 EN-1176 CPSC Handbook for Public Playground Safety
TÜV CERTIFIED:	Certified to EN 1176:2008 TÜV Rhineland Certificate N° AK50162502
OPTIONS:	Optional Equipment: <ul style="list-style-type: none"> • Net Seat (Max. Qty: 8) #DX-NS • Poured-In-Place Enclosure (Max. Qty: 8) #DX-PIP-01 • Polished Stainless Steel Post (Max. Qty: 5) #SS-POST



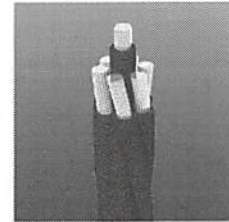
Support Posts



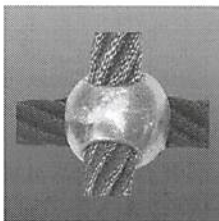
Seat & Shield Connector



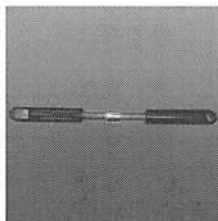
Climbing Net - 20 mm



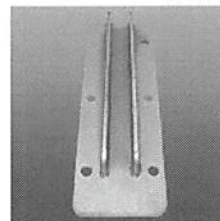
Climbing Net - 22 mm



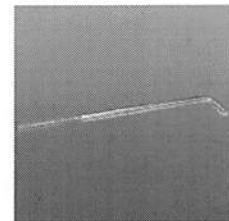
Ball Knot



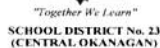
Turnbuckle



Corner Anchor Plate



Anchor Bolt



CONSULTANT	
ESTIMATOR	HAS
DATE	Apr-19

TOTAL Man Hours	Material Quantity	DESCRIPTION	Unit Cost	Labour Extension	Material Extension	TOTAL NET Material Cost
	1	Utility Locate		\$ -	\$ 94.00	94.00
16	1	Irrigation		\$ 800.00	\$ 500.00	1,300.00
32	1	Excavation work		\$ 1,600.00	\$ 240.00	1,840.00
	1	Fees			\$ 100.00	100.00
	1	Prep work for curbing		\$ 800.00	\$ 500.00	1,300.00
						0.00
24	1	Engineered wood fibre		\$ 1,200.00	\$ 880.00	2,080.00
	1	Dump truck			\$ 100.00	100.00
	1	Bobcat rental			\$ 550.00	550.00
						0.00
	70	Concrete Curbing				1,400.00
						0.00
						0.00
						0.00
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72.0	SUB-TOTAL			TOTAL		8,764.00

MEETING MINUTES

CNB PAC – January 20th, 2020

Call to order:

6.35pm

In attendance:

Deb

Wendy

Melissa

Trina

Curtis

Laurie

Christy

Chantelle

Approval of prior minutes from November 18th

1st Christy, 2nd Deb, all in favour – approved

Approval of today's agenda:

1st Wendy, 2nd Christy, all in favour – approved

Administration report:

- In November Curtis started asking the teachers within the school what their vision was and how their influence and belief could help bring the vision to life. This questions was posed to the PAC and it was asked that the PAC complete the questions and answer in the next week. Please see "*Appendix A*" for a copy of the request.
- A vaping parents information session was discussed but the PAC concluded it might be more beneficial to have a vaping session for the kids versus parents.
- An anxiety evening was proposed and will go ahead at CNB.
 - Curtis and the administration team will find the presenter, schedule the date and time and start handing out flyers
 - The PAC will attend the event, set up the PAC table and provide coffee to all the attendees while we interact with them.
 - PAC is awaiting on the administration team to provide them with the date and time of the event before making arrangements on PAC attendees and duties.
- Parent teacher conference dates are February 6th and 7th with an early dismissal on both days of 12.55pm
 - The PAC will set up the PAC table as an unmanned location on both dates (Melissa to set up)

Chair report:

Nothing to report

Treasurer report:

- The district finally returned our treasury books and found them to be in wonderful order.
 - One small change of double signatures on each expense report going forward.
 - The Store was not reviewed by the district.
 - Annual reviews in Oct should occur
- Curtis confirmed Trina's question that there was indeed 4 3D printers ordered and received.
- A cheque for \$10,000 was written to CNB as the fiscal 2020 installment and the second installment overall. CNB PAC have now provided \$20,000 towards the new school climbing net.

Please see attached "Appendix B" containing the full treasury report.

CoPAC report:

Nothing to report – CoPAC representative was not in attendance at the meeting but there was no CoPAC meeting in January.

Store report:

Please see "Appendix C" for the full report

Communication Secretary report:

Nothing to report

Playground Bursaries Coordinators report:

Nothing to report

Existing Business:

Approval of our 2019/2020 PAC budget

- **Motion: I motion to approve the 2019/2020 budget as presented**
 - 1st Christy, 2nd Deb, all in favour – approved
- *The budget for 2019/2020 can be found attached as Appendix D*

Review items for the upcoming CNB newsletter

- It was agreed that this month we would add in to the Newsletter –
 - PAC positions coming available and the April PAC nominations
 - A reminder about Natures Fare receipts and how well they are doing

Playground – new net climber

- \$81,734.45 has been committed by the CNB PAC to the CNB school for the purchase and installation of a new net climber. (initial motion approved in November 18th minutes)
- The CNB PAC, as of this evening, has paid \$20,000 to CNB.
- **Motion: The CNB PAC approves the Net Climber Loan in the amount of \$61,734.45 over 5 years, paying a minimum of \$10,000 annually.**
 - 1st Deb, 2nd Wendy, all in favour – approved

- The total cost will be \$81,000 for the structure and labour
- Chantelle may be able to get \$75,000 back

MOTION: To increase PAC Funding from \$75,000 to \$81,734.45 provided to CNB, PAC will pay \$10,000 annually, pending a decrease of \$6,000 on installation costs.
1st Tammy, 2nd Wendy all in favour – APPROVED

New Business:

- It was suggested to have a couple of the Executive look in to grants/bursaries etc and Janie Rae and Sandy were nominated.
MOTION: To have “Playground Bursaries Coordinators” to coordinate bursaries till we break ground.
1st Wendy, 2nd Jeff, all in Favour – APPROVED
- A new submission to the CNB’s newsletter for December
- Fundraiser Event – December Night December 17th to sell 50/50 tickets.

Next meeting date: January 20, 2019 at 6.30pm

Adjourned: 9.00pm

CNB PAC MEETING MINUTES

*Zoom virtual meeting
April 27th, 2020 – 6.30pm*

Call to order:

6.33pm

Attendance review and welcome:

Trina
Deb
Curtis
Emma
Rebeca
Kyla
Wendy
Christy
Laurie
Tammy

Approval of prior minutes from February 24th:

Minutes not available and so will be reviewed and approved at our next PAC meeting.

Approval of today's agenda:

1st Trina, 2nd Tammy, all in favour – approved

Administration report:

- We have been working hard to provide continuation of learning to our students while focusing on the 4 points provided by the ministry as we transitioned to a virtual learning format –
 1. Maintain a healthy and safe environment for all students and families and all employees.
 2. Provide services to support children of essential workers.
 3. Support vulnerable students who may need special assistance.
 4. Provide continuity of educational opportunities for all students.
- As of this week we have 5 students attending school at CNB that are a part of tier 1 clearance
 - Although tier 2 clearance has been approved we have set to see any students in this group attend
- Lunch is provided to any students that require it on a Wednesday
- Janitors are working hard to keep the school clean at all times and after everyone transitions between rooms
- There is a specific arrival protocol that everyone has to follow when entering the school
- Teachers are actively reaching out to families of those students not participating in the virtual online learning to see how they can assist and look at different formats and options available
- 200 students have requested and received laptops to use at home and there are still more available if required.
- We are in the homes of families and students in a way we have never been before and we are working hard to adopt to each families circumstances and capabilities.
- It is still the intent to provide report cards and we are working on how to accurately confirm authentic assessment.

- A group discussion occurred in regards to the band fundraiser and how the funds will be used now that there will be no trip. Curtis is going to review this and get back to the PAC.
- Admin asked the PAC that if we heard of a family needing assistance we should let the admin know so that they can provide support
- Admin has already started to meet with feeder schools and high schools to prepare for the ingoing and outgoing students so that everyone is set up for success. Classes have already started to form for the incoming grad 6's to make sure the composition increases the chances of achievement for all students.

Chair report:

Your time and dedication in attending this PAC meeting is sincerely appreciated, especially given the unprecedented and difficult times we are all facing.

Rebecca and I are here for you and please reach out if there is anything we can help with.

Please know that we are actively reaching out to the Okanagan District PAC along with the BCCPAC as questions arise so that we have the most up to date and reliable information for you.

Treasurer report:

- Please see the Treasurer report attached below as Appendix #1
- Please see the updated 2019/2020 budget attached below as Appendix #2

CoPAC report:

Nothing to report – not in attendance

Store report:

- Please see the Store report attached below as Appendix #3

Communication Secretary report:

- Nothing to report at this time
- An email will be sent to the teachers this week to touch base and see if there is anything we can help them with in a non-financial capacity.

Playground Bursaries Coordinators report:

- Nothing to report – not in attendance

Existing Business:

- New Climber update: The Net Climber is short \$8,700 -
 - Net Climber cost \$81,734
 - Funds already provided from CNB PAC \$20,000
 - Loan available from the school board \$50,000
 - New shortfall of \$8,700

As a group we discussed the positives and negatives of moving ahead with this initiative. It was decided that Melissa and Kyla will each write a letter to the school district asking if it is possible for –

1. The PAC loan to be increased over the standard \$50,000 to \$58,700
2. The amortization of the loan to be increased from 5 to 6 years to help the PAC pay back the loan in a longer time horizon

We will review what the school district says before moving forward with a decision.

Rebecca advised she could apply for a \$1,000 loan from RBC and will look in to this.

- PAC Nominations for 2020/2021 school year:
 - PAC nomination virtually is not allowed within our current bylaws and so it was agreed that the existing PAC will continue until September at which point we will hold our AGM and a new PAC will be voted in for the open roles which are –
 - President
 - Vice-President
 - Treasurer
 - Members at large
- Anxiety event:
 - Curtis to review the possibility of going ahead with this event in a zoom format using a recorded presentation but presenting it live so that parents could ask any questions they have.
- Upcoming AGMs and our attendance:
 - BCCPAC AGM meeting – May 2nd 9.30am: Deb will attend and Emma will send Deb the link
 - COPAC AGM meeting – May 4th – Emma to attend

New Business:

- Remaining school events that PAC usually support.
 - Administration Day: Trina idea on \$20 gift cards
 - Grade 8 celebration
 - Teach luncheon

These events are on hold until our next meeting at which point we will have a better indication of how the end of the school year will look.
- CNB CUB DEN Store: how might that look next year in our new COVID environment?
 - We will review this more at our next PAC meeting when we might have more information to be able to make an informed decision.
- Do we need to do additional fundraising to meet our financial obligation and how would these look with social distancing?
 - Wendy is going to look at connecting with local companies to ask for donations specifically to help pay for the Net Climber
 - Curtis will provide the PAC with rules and regulations when it comes to fundraising for CNB so that we have clear guidelines what we can and can not do.

New Business arising from today's meeting:

None

Next meeting date:

Monday May 25th at 6.30pm

Adjourned:

8.12pm


CNB PAC

Climbing Structure Loan

Application from CNB PAC

CONTACT

Board of Education
School District 23
1040 Hollywood Rd S
Kelowna, BC
V1X 4N2

 (250) 462-8603

 melissa.ganzeveld@cibc.com

Dear SD23 Board of Education,

As you are aware, CNB has transformed over the last few years to a grade 6 to 8 Middle School and we have been looking at ways to help fundraise and provide play structure equipment that is both accessible and appropriate for all students.

As a PAC we were approached by the Administration at CNB to look at funding a new net climber that would match similar ones at other Middle Schools and this is the reason we are reaching out to you today. We agreed to fund the structure by providing yearly installments over the next 5 years to a total of \$50,000. With the unprecedented times we find ourselves in due to COVID19 our fundraising has all but stalled for this calendar year and we are scrambling to catchup to this new way of living. We are respectfully asking that the loan be –

1. Increased to \$58,700
2. Amortized over 6 years

This will allow the purchase and installation of the play structure to move forward so that our children and future children who attend CNB will have a purposeful place to gather, play and exercise on together. This will also allow us to continue meeting our other financial obligations and contributions.

Please note that based on our standard financials we are more than able to fulfill our annual requirements during an average school year with grants and fundraising totaling an average of \$40,000.

We look forward to hearing from you soon and will respect your decision.

Sincerely,



Melissa Ganzeveld
CNB PAC President



CONSTABLE NEIL BRUCE MIDDLE SCHOOL

2010 Daimler Drive, West Kelowna, B.C. V1Z 3Y4 • Ph: 250-870-5177 • Fax: 250-870-5077

April 24, 2020

TO: Board of Education, School District 23

RE: Climbing Structure Loan Request Application from the CNB PAC

As you are aware, CNB transitioned from a grade 7-9 middle school to a grade 6-8 middle school two years ago. During this process we were provided with a small reconfiguration budget to support some outdoor play opportunities to support the needs of these younger and active students. With that budget we were able to purchase a set of swings, which are constantly being used, a gaga pit, which continuously has a line up, and had the option of putting in a climbing bar. When we talked with our students about this climbing bar possibility they felt they needed and/or wanted something more complex. It is here we turned to the PAC to look at the idea of funding a climbing structure similar to other structures found at middle schools. Our PAC preferred the climbing structure found at Skaha Middle School in Penticton and so the research began. We have a very large student body population and when we inquired with Skaha Middle School they shared that the climbing structure was a hit by all students and continuously has students sitting, hanging, and climbing on it. We need free time opportunities for our 900+ students. By creating a 'playground' area at the back of the building we are able to allow our students more options during unstructured time which assists in supervision and safety of all our students.

Through the generosity of our previous and current PAC, they have agreed to fund this climbing structure over the next five years, contributing yearly installments until the structure is paid in full. We understand we are asking for a little more than what typically may be approved on loan but the current pandemic has hindered the ability of the PAC to complete any further fundraising this year. Our students need a purposeful place to play and gather in the mornings, at break and during lunchtime; and our community would prefer not to delay that for another year. Operations has provided additional climbing options that would fit within the appropriate price range; however, each option seemed elementary and not appropriate for our grade level and student body age group. We are hopeful through your support to be able to provide a climbing structure that meets the needs of our students.

Thank you for considering our request,

A handwritten signature in dark ink, appearing to read 'Kyla Babcock'. The signature is fluid and cursive, with a large initial 'K'.

Kyla Babcock, Vice-Principal
Constable Neil Bruce Middle School



Constable Neil Bruce
Middle School

Swings

Climber

Clouds



"Together We Learn"

SCHOOL DISTRICT No. 23
(CENTRAL OKANAGAN)**OPERATIONS**685 Dease Road, Kelowna, BC V1X 4A4
Ph: (250) 870-5150 Fax: (250) 870-5094**JURISDICTION/RESPONSIBILITY FORM****RENOVATION****DATE:** April 30, 2020**SCHOOL:** Constable Neil Bruce Middle**PROJECT:** Playground Climber Project**JURISDICTION # :** JA 06-20

ITEMS OF WORK	JURISDICTION RESPONSIBILITY	AGREEMENT
DIV 1 – GENERAL REQUIREMENT General play equipment requirements including shipping, lifts, etc	Contractor	Without precedent or prejudice <i>[Signature]</i>
DIV 2 – SITE WORK Preparation site work requirements, irrigation removal, grass removal, top soil removal	School District Own Forces	<i>May 5/20</i>
DIV 3 – CONCRETE Supply & Install Concrete Borders	Contractor	<i>Cupe 3523</i>
DIV 5 – METALS Supply Playground Equipment, site work, etc	Contractor	<i>[Signature]</i>
Install Playground Equipment	Contractor	
Supply & Install Engineered Wood Fibre	School District Own Forces	<i>[Signature]</i>
	NA	
<i>Talked with Mitch May 5/20</i>	NA	
<i>Lee Carpenter be was on site</i>	NA	
<i>when Equipment Installed.</i>	NA	
<i>Work with Mike Daley</i>	NA	
	Contractor	



Memorandum

Date: May 22, 2020
To: Board of Education
From: Planning and Facilities Committee

Action Item: **Enhancement Agreement – Helen Gorman Elementary Outdoor Classroom**

1.0 ISSUE STATEMENT

Helen Gorman Elementary Parent Advisory Council (PAC) wishes to install an Outdoor Classroom and enter into an Enhancement Agreement with the Board of Education.

2.0 RELEVANT BOARD MOTION/DIRECTION

The Board requires that an inventory of all existing exterior enhancements in the District be provided as background for each new enhancement brought forward for Board approval.

3.0 BACKGROUND

Helen Gorman Elementary School has been working with students, staff and the PAC for enhancements over the last few years. Helen Gorman Elementary would like to install an Outdoor Classroom consisting of a mud kitchen, sandbox and pebble box, whiteboards, bridge and walking planks, stage, bench's in front of stage and round stump tables with stump seats.

4.0 POINTS FOR CONSIDERATION

1. Maintenance will be minimal.
2. School will maintain, replace, repair or remove the Outdoor Classroom.

5.0 OPTIONS FOR ACTION

1. Approve Enhancement Agreement – Helen Gorman Elementary Outdoor Classroom.
2. Do not approve Enhancement Agreement – Helen Gorman Elementary Outdoor Classroom.
3. Request additional information.

6.0 FOLLOW-UP/REVIEW

Following approval from the Board of Education and all funding secured by Helen Gorman Elementary School PAC, the project would proceed.

7.0 DIRECTOR'S COMMENTS

No jurisdiction agreement is required with CUPE Local 3523 as work will be carried out by the District's maintenance staff.

8.0 RECOMMENDATION

THAT: The Board of Education enter into an Enhancement Agreement with Helen Gorman Elementary School for the Outdoor Classroom, outlined in Appendix B, as attached to the Agenda and presented at the May 27, 2020 Public Board Meeting.

9.0 APPENDICES

- A. Project Costs – Quotes and Summary Page
- B. Enhancement Agreement
- C. PAC Meeting Minutes/Motion to Approve
- D. Sketch of garden location
- E. Project Plan and Scope of Work

Appendix A - Project Costs

Helen Gorman Outdoor Classroom - Phase 1

Updated on April 15, 2020

Project Item	Quote #	SD 23 Low Costs	SD23 High Costs	Other Costs
<u>PHASE 1</u>				
One 10 Foot Mud Kitchen with 3 sinks *	Muddy Monkey Kitchens			\$1,400
One 10 Foot Mud Kitchen with 3 sinks *	Muddy Monkey Kitchens			\$1,400
Four Cedar Play houses *	Muddy Monkey Kitchens			\$3,800
Cedar A-frame structure 6X6X8 *	Muddy Monkey Kitchens			\$1,200
Arched Bridge 8ft *	Muddy Monkey Kitchens			\$1,150
Mud Kitchen Installation (Labour Only) '- Quote does not include cost of materials.	1.1	\$470	\$670	Refer to costs above from Muddy Monkey Kitchens
Sandbox and Pebble Box (Supplied and Installed by SD23 Own Forces)	1.2	\$1,750	\$1,950	
Whiteboards (Supplied and Installed by SD23 Own Forces)	1.3	\$1,155	\$1,355	
Bridge and Walking Planks (Labour Only) '- Quote does not include cost of materials.	1.4	\$450	\$650	Refer to costs above from Muddy Monkey Kitchens
Totals		\$3,825	\$4,625	\$8,950
Grand Total (High Costs)				\$13,575

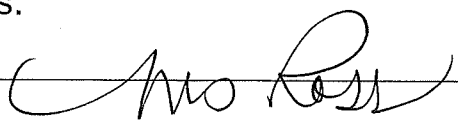
* HGES to provide diagrams or photos of all items assembled off site. SD23 Operations to review prior to construction.



CENTRAL OKANAGAN
"Together We Learn"

OPERATIONS
685 Dease Road, Kelowna, BC V1X 4A4
Ph: 250.870.5153
Fax: 250.870.5091

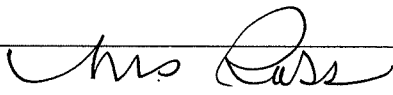
QUOTATION

Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: MUD KITCHEN – QUOTE # 1.1			
Material Costs: \$ 170.00			
Labour Costs: \$ 400.00			
NOTE: ** KITCHEN BUILT OFF SITE BY OTHERS, THIS QUOTE DOES NOT INCLUDE COST OF KITCHEN			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: operations.accounts@sd23.bc.ca			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 470.00	High \$ 670.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.0031		
	Date:	March 6, 2020	



OPERATIONS
 685 Dease Road, Kelowna, BC V1X 4A4
 Ph: 250.870.5153
 Fax: 250.870.5091

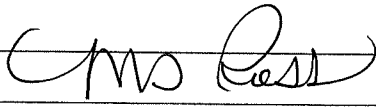
QUOTATION

Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: SANDBOX AND PEBBLE BOX – QUOTE # 1.2			
Material Costs: \$ 1150.00			
Labour Costs: \$ 700.00			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: operations.accounts@sd23.bc.ca			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 1750.00	High \$ 1950.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.0031		
	Date:	March 6, 2020	



OPERATIONS
 685 Dease Road, Kelowna, BC V1X 4A4
 Ph: 250.870.5153
 Fax: 250.870.5091

QUOTATION

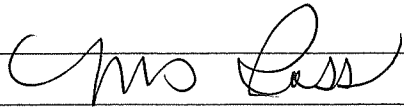
Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: WHITEBOARDS – QUOTE # 1.3 Material Costs: \$ 855.00 Labour Costs: \$ 400.00			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: operations.accounts@sd23.bc.ca			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 1155.00	High \$ 1355.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.00 ³¹		
	Date:	March 6, 2020	



CENTRAL OKANAGAN
"Together We Learn"

OPERATIONS
685 Dease Road, Kelowna, BC V1X 4A4
Ph: 250.870.5153
Fax: 250.870.5091

QUOTATION

Date:	March 3, 2020	WO#:	TBD
School:	HELEN GORMAN ELEMENTARY		
PROJECT DESCRIPTION: BRIDGE AND WALKING PLANKS – QUOTE # 1.4			
Material Costs: \$ 50.00			
Labour Costs: \$ 500.00			
**MATERIAL (BRIDGE AND PLANKS) TO BE SUPPLIED BY OTHERS, THIS QUOTE DOES NOT INCLUDE COST OF THESE ITEMS.			
Approved:	<input checked="" type="checkbox"/>		
Not Approved:	<input type="checkbox"/>		
Please check Approved or Not Approved. The School Administrator must sign this quote before sending it to Operations.			
Email: operations.accounts@sd23.bc.ca			
For our Quote / Estimate system, we give high/low range estimates, your project should fall within these numbers.			
Estimated Cost Range:	Low \$ 450.00	High \$ 650.00	
Estimators Initials:	RL/MD/KK		
All Quotes / Estimates are valid for 90 days.			
Administrative Officer Signature:			
	Account No.: 10.1.02.59595.00 <u>31</u>		
	Date:	March 6, 2020	

Appendix B

SCHOOL SITE, FACILITIES OR EQUIPMENT ENHANCEMENT PROJECT

Helen Gorman Elementary School

SCHOOL ENHANCEMENT PROJECT FUNDING AGREEMENT

THIS AGREEMENT made as of the 16 day of April, 2020.

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN), having an office at 1040 Hollywood Road S., Kelowna, British Columbia
(hereinafter called the "School Board")

AND:

THE Helen Gorman Elementary School
(hereinafter called the "Funding Agency")

WHEREAS:

- A. The Funding Agency wishes to apply its independently obtained funding to assist Helen Gorman Elementary school in achieving School Enhancement Projects described in the Schedules attached hereto (the "School Enhancement Project").
- B. The School Board agrees that each School Enhancement Project described in the Schedules is appropriate for the School and provides a significant and desirable benefit to the students of the School.
- C. The School Board has advised the Funding Agency that its budget priorities and requirements prevent the ongoing allocation by the School Board of funds for the necessary staff training, operation and / or maintenance of each School Enhancement Project during the life of the enhancement and has requested the Funding Agency to fund, on an annual basis, the training, operating costs, maintenance and repairs necessary for the use of the enhancement by the students, staff or others at the School.

NOW THEREFORE in consideration of the School Board accepting the School Enhancement Project from the Funding Agency, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Funding Agency, from its own resources, agrees to fund the capital cost of each School Enhancement Project described in the Schedules for installation at the named School.
2. The School Board agrees to assign all personnel necessary to supervise, install and maintain the School Enhancement project at the School, in compliance with its Collective Agreement(s), and at the cost of the funding agency, as detailed herein.
3. The Funding Agency further agrees to provide annually, such funds as determined by the School Board, acting reasonably, that may be required for the staff training, operation, maintenance and repair of the School Enhancement Project to ensure that it can be utilized in a safe, efficient and continuous manner by District students, staff and others, for the life of the School Enhancement Project.
4. The School Board, through its administrative personnel shall determine the standard and schedule of maintenance and repair work, and shall inspect, maintain and repair the enhancement on a regular basis in order to limit any liability to the School Board arising out of the use of the School Enhancement Project by the staff, students, or other persons at the School.
5. Upon accepting the School Enhancement Project the School Board assumes the liability associated with the project and agrees to save harmless the Funding Agency.
6. The School Board shall provide the Funding Agency with any estimated costs of operating, monitoring, maintenance and repair for the next school year annually, on or before May 1st in each year, during the life of the Project. The Funding Agency shall pay over to the School Board, the required funds by July 1st of the same calendar year.
7. In the event that the Funding Agency is unwilling or unable to provide the necessary funds for the operation, maintenance and repair of any School Enhancement project, the School Board may, at its sole option, decommission the Project, dismantle and dispose of any remaining assets, and retain any residual value from the Project as it sees fit, upon ninety (90) days written notice to the Funding Agency.

8. The School Board agrees that any breach by the Funding Agency of its obligation to fund the required costs associated with the use of a School Enhancement Project shall not be considered the personal obligation of an individual member of the Funding Agency or its executive or directors, and shall be limited to the current cash resources of the Funding Agency, notwithstanding the operation of any law to the contrary.

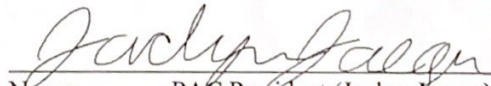
9. This Agreement shall only be binding upon the School Board upon the passage of a resolution by the School Board and upon the Funding Agency upon the approval by a resolution at a general meeting of the members of the Funding Agency, authorizing the executive of the Funding Agency to enter into the Agreement.

IN WITNESS WHEREOF the parties have hereunto executed this Agreement in the presence of their duly authorized signing officers on that behalf the day and year first above written.

**THE BOARD OF EDUCATION
OF SCHOOL DISTRICT No. 23,
(CENTRAL OKANAGAN)** by its
authorized signatory:

Secretary Treasurer/Assistant Superintendent

THE Helen Gorman Elementary School
by its authorized signatory(ies):


Name: PAC President (Jaclyn Jaeger)


Name: Principal (Rob Aviani)

Appendix C - Pac Meeting Minutes

Helen Gorman Elementary General Meeting Agenda

March 4, 2020

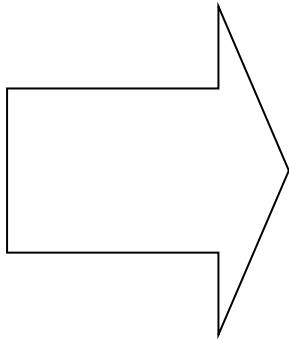
1. **Welcome and Introductions:** Jaclyn, Linda, Erin, Alicia, Diane, Sam, Carrie, Hailey, Anna, Alisha, and Shannon
2. **Approval of January 2020 minutes:** Shannon approves
3. **Treasurer's Report**
 - a. General Account: \$ 37581.73
 - b. Gaming Account: \$ 4770.19
 - c. Gymnastics is about to come out, the cheque has been written
4. **President:**
 - a. **Teacher requests:**
 - i. \$1,102.08 for replacing spot light. Light has already been ordered. Are we wanting to pay the full amount? Anna says she will first approved, Sam seconded.
 - ii. SCREAM: just for the Gr 5. A character building program that goes on for a week. Has always been very well received by everyone. \$75 a student. They will be coming in from the 9th-13th. Asking for half to be paid for by PAC: \$1462.50. Hailey approved, Erin seconded. Will pay first bit out of gaming and then the rest will come out of General.
5. **Special events:**
 - a. Movie night: Profit? It went well, minus the skipping!!! Parents gave lots of positive feedback. Not a great money maker, but that wasn't the point.
 - b. DFS Fundraiser: Not doing as well as the Christmas ones, but they aren't due until the 13th, so assuming more will come in right before the end date.
 - c. Are we still wanting to do the Spring Fair? Not many people involved makes it difficult to put on an event. Can we assign prep jobs to other parents? Should Shelley send out a special notice asking for help? May 29th. Hailey, Sam and Erin volunteered that they will be the head organizers. Alicia will help write out a list to organize what parent help/volunteers. Carrie will help as well.
 - d. Facebook auction? Are we just wanting to do this instead of the Spring Fair as well? Less work for our Special Events Coordinators. Would change the date for the end of April. It will go from April 14th-21st.
6. **Hot Lunch:**
 - a. Term 3 is ready to go. It ordering goes until March 12th. Diane is not going to be heading hot lunch next year. She will still help, but will not be the head person.
 - i. Jaclyn's idea, maybe look into having a caterer head the hot lunch. Won't be a fundraiser, probably just break even. However, hot lunch is our biggest

fundraiser, so we really want to keep it. It would be really worth it for PAC to keep the hot lunch program. We will put it out there and see if anyone would up for taking on that position.

7. Need to discuss who is staying and who is going for next year on PAC. A few people are unsure if they are going to continue on the Exec PAC.

8. Principal's Report:

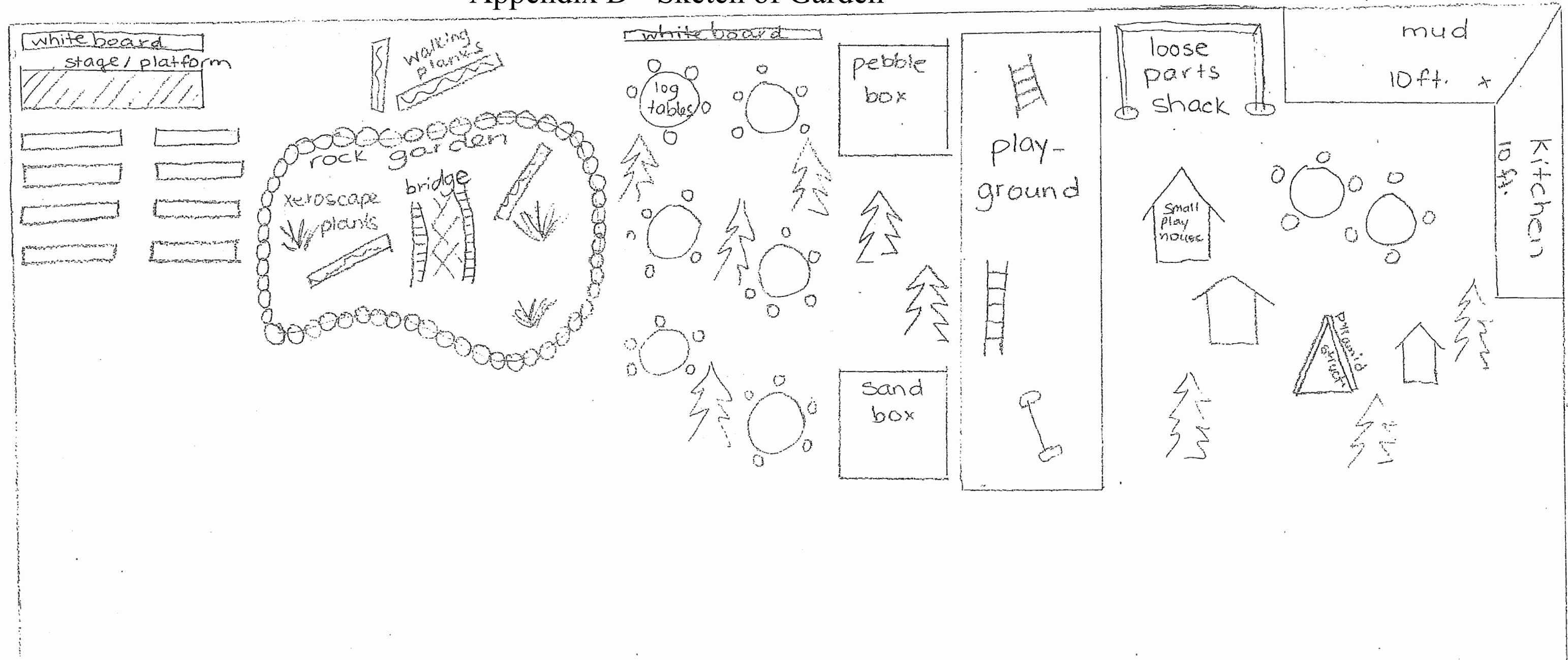
- a. Rob Aviani is the new principal that is coming in. He previously was a Vice Principal at Rutland Middle school. He is joining HE March 16, 2020
- b. Westside Forum: Tuesday Feb 18 evening from 6-7pm at Mount Boucherie Secondary School
 - i. Thanks to all the teachers and students for coming out and showing off our Outdoor Education Learning at HE
 - ii. Please check out the bulletin board by the PAC kitchen with all the outdoor pics.
- c. Outdoor Classroom: see new concept drawing and priorities
 - i. Moving forward
 - SD has been out and are in the process of putting together a quote on the items we would like from them.
 - We have a quote from Muddy Monkey Kitchens
 - HE will have to target fundraising for the completion of the Outdoor Learning Space
 - Motion for increase in fundraising for outdoor classroom was passed. Shannon motioned and Carrie seconded re: upping the outdoor classroom fund to \$30,000. We will need the additional \$16,000. PAC already gave \$10,000 plus \$2,000 from the fall fair. The school gave \$2,000, so we are up to \$14,000, leaving \$16,000 remaining to fundraise. Spring Fair and online auction money earned will go towards the outdoor classroom.
- d. Kindergarten Registration Opened on February 3
 - i. To date we have 40 registrations
- e. Upgrades in the school
 - i. The Accessible bathroom is being renovated March/April (will be enlarging it by taking some to the classroom that the Boys and Girls Club are using)
- f. H2O – Grade 3 swim lessons
 - i. Three lessons/free swim for all grade 3 students Feb 26, March 4 & 11.
- g. UBCO Nursing Students
 - i. Community/School Service working with Mrs. Pendergast, Mrs. Dawson and Mrs. Soukeroff – presenting 2 lessons in each class (March 3 & 10).
- h. Projections for 2020-2021 school year
 - i. Whole school: 228 – presently at 231. This is up from last year.
 - ii. Kindergarten: 42 – already at 40 – assuming that we will go over projection
- i. Dates to Note:
 - i. Report Cards – Term 2 – March 13



- ii. Linda's last day – March 13
 - iii. Spring Break: March 16-30th
 - iv. Early Learning for Families (ELFF) night – Thursday April 2, 2020.
 - Theme: My Emotions
 - v. School Photos: April 9, 2020
 - vi. Easter Weekend: Friday April 10 – Monday April 13, 2020
 - vii. Battle of the Books District Wide Competition: April 16, 2020 (Grades 3-5)
9. **Spring fair:** roughly \$2000 towards outdoor class. Still need to raise another \$16,000 to complete the project. Can we do a few more targeted fundraisers to complete the fundraising. Maybe use the Auction as a first big targeted fundraiser? Can we ask for donations straight for it? No, it is frowned upon and very tricky to get that done. Have to go through CUPE, etc. Linda will ask and see if it is a possibility, but it does not look very possible.
10. **Any other business:**
- a. Treat Day: Will not be continuing unless there are other parents that can step up and sell. Jaclyn can still buy and get everything setup beforehand but cannot always commit to being able to sell. Tina Gigliamino has been helping out but we should have some back-ups. This is a great fundraiser that brings in roughly \$2000 each year. Maybe look into the sign up genius, only need 20 min, set up, sell and give the money to Shelley. Carrie can maybe swap days with Tina and do opposite weeks.
 - b. Before and after school care. Is there a possibility to bring it here in the gym. It's a big question. Liability, etc. Is there a way to look into it.

Next meeting: will be Exec on April 14, General April 20th, both at 6pm.

Appendix D - Sketch of Garden



HGE Concept Drawing
February 26, 2020.

Appendix D - Sketch of Garden



Appendix E - Project Plan and Scope of Work

CENTRAL OKANAGAN PUBLIC SCHOOLS SCHOOL ENHANCEMENT AGREEMENT PROPOSAL

Outdoor Learning Centre: Phase 1

Helen Gorman Elementary School

April 9, 2020

Outdoor Learning Center Committee Members: Sarah Dawson, Alycia Soukeroff &
Kim David

Principal: Rob Aviani

PROJECT PLAN AND SCOPE OF WORK

OUTDOOR LEARNING CENTRE AT HELEN GORMAN ELEMENTARY: PHASE I

Over the past couple of years, the staff of Helen Gorman Elementary School has been engaging in professional learning regarding the benefits of outdoor learning environments. The result of our learning is a two-phase project proposal for the establishment of an outdoor learning center at our school. This School Enhancement Agreement Proposal is for Phase I. When funding is secured for Phase II, a second School Enhancement Agreement Proposal will be forthcoming from the school.

The Outdoor Learning Centre will positively impact teaching and learning at Helen Gorman Elementary School by ensuring that students have the opportunity to connect with nature through a hands-on approach. The Outdoor Learning Centre supports inquiry as well as the ability to authentically embed Indigenous perspectives in our work. We also are confident that this project will help students develop the core and curricular competencies found in BC's curriculum.

The Outdoor Learning Centre will be maintained by Helen Gorman Elementary School staff. A district work order will be placed in the event that any repairs are needed.

Helen Gorman Elementary School is proud to partner with our Parent Advisory Committee to help fund this project. Quotes for the projects in Phase I are included in this package. Here is an overview description of these projects:

1. Furniture designed by Muddy Monkey Kitchens (Peachland) and delivered onto school property
 - 2 Mud Kitchen (anchored to the fence)
 - 4 Small Playhouses
 - 1 A-Frame Structure
 - 1 Arched Bridge

2. By School District
 - Sandbox – cedar siding replaced
 - Pebble box – dug out, built with cedar siding, filled
 - White boards (standard size) mount on the fence (able to take down)
 - Possible wooden shutters, with storage inside with a key lock
 - Bridge and walking wooden planks - cedar



Muddy Monkey Kitchens
4880 Trepanier Road
Peachland, British Columbia
V0H1X2

For: Helen Gorman PAC

Invoice:

10 Foot Mud Kitchen with 3 sinks and shingled roof	\$1875.00
10 Foot Mud Kitchen with 3 sinks	\$1400.00
Cedar A-frame structure 6X6X8	\$1200.00
Arched Bridge 8ft	\$1150.00
4 x Cedar Play houses	\$3800.00

Delivery:	\$200.00
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TOTAL: \$9,625.00

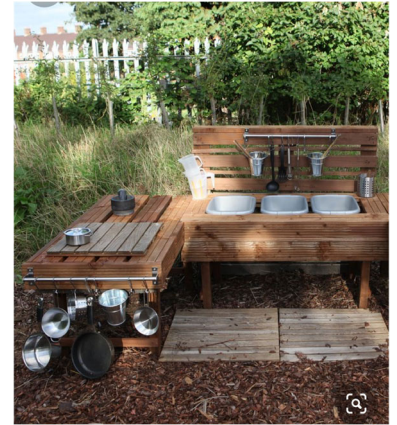
Most of the items will be premade at the business and assembled on location.

Payment Payable by cash, e-transfer or cheque to:

Jessica Powell

Jessicapowell85@hotmail.com

Delivery Date: TBD



10-foot Mud Kitchen with 3 sinks



Cedar Playhouses



**Cedar A-frame Structure
(in background)**

by [tessy](#) Posted on May 14, 2019



Cedar A-frame Structure



Memorandum

Date: May 22, 2020
To: Board of Education
From: Ryan Stierman, Secretary-Treasurer

Action Item: **Cancellation of Regular Transportation Services – 2019/20 School Year**

1.0 ISSUE STATEMENT

The Government of British Columbia has released its BC K-12 Education Restart Plan. As part of the Plan, the Province announced five potential stages that school districts can be under during the COVID-19 Pandemic:

- Stage 5 - Suspend all in-class instruction for all grades and students. Remote and online learning for all students;
- Stage 4 - Current stage - In-class learning for children of essential service workers and vulnerable students. Remote and online learning continues for most students;
- Stage 3 - In-class learning for students in kindergarten to Grade 5 on a part-time basis. Access to in-class learning as needed for grades 6 to 12 on a part-time basis. Remote and online learning continues to be available for students;
- Stage 2 - In-class learning for all students in elementary school (K to 7) on a full-time basis. In-class learning for secondary students (grades 8 to 12) on a part-time basis. Remote and online learning continues to be available for secondary students, and;
- Stage 1 - return to full in-class instruction.

The Provincial Government has set June 1, 2020 to be the date that school districts move to Stage 3, leaving sixteen days of instruction under this stage. Parents of elementary students will be provided with the option to attend class two days a week, which would equal eight days of in class instruction per student. Middle and Secondary students would be provided the opportunity to attend class one day per week, or four days of instruction.

In light of numerous operational and safety factors as well as the part-time nature of in school programming for the remainder of the school year under Stage 3, staff is recommending the cancellation of regular busing service for the remainder of the 2019-20 school year. The District would continue special needs transportation.

Staff is also recommending that the Board of Education reduce the transportation fee paid by parents for 2019/20 by 30% to reflect that transportation will only have been provided for seven out of the ten months of the school year.

2.0 POINTS FOR CONSIDERATION

Per Provincial guidelines on student transportation, *buses used for transporting students should be cleaned and disinfected according the guidance provided in the BCCDC's Cleaning and Disinfectants for Public Settings document. Additional measures should be taken, including:*

- *Encouraging private (e.g. parents or caregivers) vehicle use where possible to decrease transportation density,*
- *Consider installing a physical barrier between the driver and passengers (e.g. plexiglass),*
- *Have students sit in their own seat. - Students should be separated side-to-side and front to back. - Students from the same household can share seats if space is limited.*

The District is unable in such a short time to restructure its routes and service levels to a new schedule prior to June 1, 2020. Due to the interdependence of routes, in order to provide transportation to all students for the sixteen days, the District will be required to run all of its routes, which would remove all drivers from their current cleaning duties.

Currently, bus drivers are providing cleaning services to schools, which under Provincial guidelines require more frequent cleaning of touch points. With a heightened need for even more cleaning services at schools with additional students being present, the reduction of manpower would pose significant challenges. The District could attempt to recruit replacements for the cleaning duties that the drivers are performing from its casual CUPE workforce, but it is unlikely that it will be able to hire the level of additional staff required.

47 out of the District's 87 regular drivers are 60 years or older and thirty are between 50 and 59 years old. Many drivers who are immune-compromised are currently performing duties where they are able to isolate and reduce contacts with others and may not be available for driving duties. It is unknown if the District will have sufficient drivers to cover all routes.

Significantly reducing physical contact on the school bus pose a significant challenge for the bus driver to supervise this requirement for young students. We are currently transporting grounds summer workers on a school bus and the driver has been instructed to remain outside the bus when the summer students load or unload the bus, which is currently being done in a parking lot or in the bus lane at the school. This procedure will not work on a regular bus route as the driver is required to remain in the seat and in control of the bus, students and traffic, at all times during the loading or unloading process.

Federal D250 Regulations for school bus manufacturing in Canada and the Commercial Vehicle Regulation does not permit any modification of the school bus to allow for plexiglass shields as recommended, however, discussions are progressing at a Provincial and Federal level with a possible retro-fit of a safety shield for the driver, which is anticipated to be in place for September 2020.

Current numbers of registered riders are as follows:

	2019-20		
	Eligible	Courtesy	Total
Elementary	819	698	1,517
Middle	1,093	687	1,780
Secondary	1,643	614	2,257
Total	3,555	1,999	5,554

On a survey to elementary students, 550 students were specified as requiring transportation or 36.2% of riders. To serve these elementary students, 42 routes would be required to run. To serve all students, all 72 routes would be required to run.

School District No. 22 (Vernon) cancelled regular transportation for the same reasons being presented in this memo.

3.0 SECRETARY –TREASURER/CFO COMMENTS

The recommendation to cancel transportation services for the month of June provides the District with the additional resources required to ensure the safety of our schools. For those routes that will resume in June, the District has developed safety protocols as shown in Appendix A.

School Principals will be empowered to develop solutions to handle those situations where vulnerable students require transportation to attend school.

Should there be a decision to refund fees, the District will begin to process refunds back to families. As there will be over 5,000 refunds to process, families can expect to receive a refund by the end of June.

4.0 STAFF RECOMMENDATIONS

THAT: The Board of Education cancels regular Transportation Services for the remainder of the 2019-20 school year;

AND THAT: The Board of Education reduces the Transportation Fee for the 2019-20 school year by 30% and refunds parents.

5.0 APPENDIX

A. COVID-19 Transportation Safety Procedures

COVID-19 Transportation Safety Procedures

- Employees are required to review the Central Okanagan Public Schools Staff and Student Safety Plan and follow all instructions and signage posted in District schools and buildings.
- The following information is in addition to the District's COVID Safety plan and drivers are required to practice the procedures as set out below, whenever operating a bus.
- Wash stations and restroom facilities are available at each school.

The Bus Driver:

1. Will enforce physical distancing rules.
2. Must put on face shield when passengers are loading or unloading the bus.
3. Will provide instruction to passengers as to proper loading and unloading procedures.
4. Will supervise the loading and unloading process.
5. Drivers will be assigned a bus and will not switch buses or passengers.
6. PPE – Although there is no requirement for the District to provide non-medical (cloth or home-made) masks, employees may bring their own non-medical mask to the worksite.

The Passenger:

1. Must be accompanied by a parent or caregiver to confirm that neither the child nor someone in the household currently has symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease.
2. Will use hand sanitizer upon entering the bus.
3. Will load one passenger loading at a time – once past the first seat, the next passenger can board.
4. Will sit one passenger per seat and will remain seated until instructed to unload.
5. When loading, first passenger to board the bus goes directly to the back seat and the next passenger on goes to the next available seat and so on.
6. When unloading, the last passenger to board the bus will leave the bus from the front seat first and the next passenger and so on.

The School Bus

1. Hand sanitizer available on the bus and should be used as passengers and the driver load the bus.
2. Drivers will be required to disinfect touch points and wipe windows and seats inside the bus, between each run.
3. At the end of the shift the bus shall be fueled, garbage removed and floors are swept.
4. Please remove all personal items at the end of each day.



Memorandum

Date: May 22, 2020
To: Board of Education
From: Ryan Stierman, Secretary-Treasurer/CFO

Action Item: Fee Refunds

1.0 ISSUE STATEMENT

The Government of British Columbia has released its BC K-12 Education Restart Plan. As part of the Plan, the Province announced five potential stages that school districts can be under during the COVID-19 Pandemic:

- Stage 5 - Suspend all in-class instruction for all grades and students. Remote and online learning for all students;
- Stage 4 - Current stage - In-class learning for children of essential service workers and vulnerable students. Remote and online learning continues for most students;
- Stage 3 - In-class learning for students in kindergarten to Grade 5 on a part-time basis. Access to in-class learning as needed for grades 6 to 12 on a part-time basis. Remote and online learning continues to be available for students;
- Stage 2 - In-class learning for all students in elementary school (K to 7) on a full-time basis. In-class learning for secondary students (grades 8 to 12) on a part-time basis. Remote and online learning continues to be available for secondary students, and;
- Stage 1 - return to full in-class instruction.

The Provincial Government has set June 1, 2020 as the target date to move to a Stage 3 service level.

In light of the announcement, staff now has certainty on the remainder of the school year and has developed a fair and equitable refund strategy.

2.0 RELEVANT BOARD MOTION/DIRECTION

None.

3.0 BACKGROUND

Staff are proposing the following framework to refund the various types of fees:

i. Standard Fees (Optional School Supply, Cultural, Student Activity Fees)

- a. **School Supply Fee (\$35/student)** – this fee will not be refunded as all supplies have been purchased and distributed to students.

- b. **Cultural Fee (\$10/student)** – this fee will not be refunded as most have been fully expended and any remaining funds will be held at the school level to support cultural events for students in the 2020/21 school year.
- c. **Student Activity Fee (\$30/student)** – this fee will not be refunded as most have been fully expended and any remaining funds will be held at the school level to support cultural and leadership activities, field study transportation and athletic equipment for students in the 2020/21 school year.
- ii. **Academy Fees** – parents will be refunded a portion of academy fees based on how much of the fees have been collected, less the amount that will have been expended by the academy program in the 2019/20 school year.
- iii. **Goods and Services Fees** – These fees vary by school depending upon the offerings. These include but are not limited to yearbooks, uniforms, field studies, and musical instrument rental and graduation ceremonies. Parents will be refunded a portion of these fees based on how much of the fees have been collected, less the amount of goods and services that the student will have been provided for the 2019/20 school year.
- iv. **Field Studies** – Parents will be provided refunds for any field studies that are cancelled, less the costs incurred as a result of the cancellation. District staff are working with travel and insurance providers to ensure parents receive as much funds back as possible.

4.0 OPTIONS FOR ACTION

- 1. Approve the proposed framework fee refunds as outlined above.
- 2. Request additional information.
- 3. Make changes to the proposed framework.

5.0 FOLLOW-UP

Upon Board approval, the Secretary-Treasurer/CFO will communicate to Principals/Vice-Principals to process fee refunds as outlined above.

6.0 SECRETARY–TREASURER/CFO COMMENTS

With increased certainty as to how the remainder of the school year will be proceeding, District staff are recommending this framework in order to refund parents in a fair and equitable manner. Due to the volume of the potential refunds, District staff would ask for patience while it processes the return of funds as soon as possible. Refunds will be made by cheque if fees were paid by cash or cheque and will be refunded directly to credit cards if they were paid online.

7.0 STAFF RECOMMENDATION

THAT: The Board of Education directs staff to process refunds per the proposed framework.

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
1	SMS	5	University of California, Santa Barbara, CA	USA	CADA Leadership Camp	Hockey Academy Students	9 to 12	22	6-Jul-2019	11-Jul-2019	5
2	KSS	4	Green Bay Bible Camp, West Kelowna, BC	Canada	Team Building/ Breakaway Activity	Football Team	10 to 12	45	26-Aug-2019	28-Aug-2019	2
3	OKM	4	Victoria and The Gulf Islands, BC	Canada	S.A.L.T.S. Sailing and Life Training	Quest BC Students	11	24	8-Sep-2019	14-Sep-2019	6
4	SMS	4	Kelowna Paddle Centre, Kelowna, BC	Canada	Paddleboard Training	Outdoor Education Students	7 & 8	40	9-Sep-2019	9-Sep-2019	0
5	GESS	4	Oyama Zipline Adventure Park, Oyama, BC	Canada	Grad 2020 Retreat	Grade 12 Students	12	150	13-Sep-2019	13-Sep-2019	0
6	KSS	4	Gardom Lake Camp (near Enderby, BC)	Canada	Leadership Retreat	Leadership Students	11 & 12	80	15-Sep-2019	16-Sep-2019	1
7	OKM	4	Banff, Yoho, and Kootenay National Parks, AB	Canada	Hiking and Backpacking in National Parks	Grade 12 Students	12	141	15-Sep-2019	21-Sep-2019	6
--	RSS	4	POSTPONED – DATE TBD Coquihalla Summit (Coquihalla Mountain area, BC)	Canada	Hiking and Camping Skills	Outdoor Education Students	9 to 12	24	17-Sep-2019	20-Sep-2019	3
8	DRK	4	Eagle Bay Camp, Eagle Bay, BC	Canada	Community Building	Learning Community	8	37	18-Sep-2019	20-Sep-2019	2
9	KSS	4	Twin Peaks (near Cherryville, BC)	Canada	Outdoor Education Co-Curricular Trip	Grade 12 Students	12	24	19-Sep-2019	21-Sep-2019	2

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
10	MBSS	5	Wenatchee High School, Wenatchee, WA	USA	Participating in Football Games	Varsity and Junior Varsity Football Teams	9 to 12	55	19-Sep-2019	21-Sep-2019	2
11	KSS	5	University of Calgary, Calgary, AB	Canada	Volleyball Tournament	Grade 11 & 12 Students	11 & 12	14	19-Sep-2019	22-Sep-2019	3
12	DRK	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building, Active Living & Connection to the Community	Grade 7 Learning Community	7	70 to 80	20-Sep-2019	20-Sep-2019	0
13	RSS	4	CANCELLED Glacier National Park, BC (Illecillewaet Campground)	Canada	Hiking and Camping Skills	Outdoor Education Students	9 to 12	24	24-Sep-2019	27-Sep-2019	3
14	SMS	4	Fintry Provincial Park* E.C. Manning Provincial Park, Princeton, BC (between Hope and Princeton, BC) *Location changed due to weather.	Canada	Hiking and Camping Skills	Grade 8 Students	8	40	25-Sep-2019	27-Sep-2019	2
15	OKM	4	CANCELLED Okanagan Mountain Park, Kelowna, BC	Canada	Indigenous Studies on Land and Water	Quest BC Students	11	24	25-Sep-2019	27-Sep-2019	2
16	OKM	4	CANCELLED Okanagan Mountain Park, Kelowna, BC	Canada	Hiking and Camping Skills	Quest BC Students	11	24	26-Sep-2019	27-Sep-2019	1
17	KSS	4	Finlayson Lakes above Mabel Lake (near Lumby, BC)	Canada	Outdoor Education Co-Curricular Trip	Grade 11 Students	11	48	26-Sep-2019	28-Sep-2019	2
18	MBSS	4	Kettle Valley Railway to Arlington Lakes,	Canada	Introduction to Cycle Touring, Camping	Outdoor Education Students	10 to 12	30	26-Sep-2019	28-Sep-2019	2

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
			Kettle River and Westbridge, BC								
19	CNB	4	E.C. Manning Provincial Park, BC (between Hope and Princeton, BC)	Canada	Outdoor Education, Camping, Hiking	Outdoor Education Students	8	50 to 60	30-Sep-2019	2-Oct-2019	2
20	MBSS	4	Boucherie Bluffs, West Kelowna, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	1-Oct-2019	1-Oct-2019	0
21	RSS	4	Skaha Provincial Park, Penticton, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	20	1-Oct-2019	1-Oct-2019	0
22	MBSS	4	Skaha Bluffs, Penticton, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	3-Oct-2019	3-Oct-2019	0
23	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	3-Oct-2019	3-Oct-2019	0
24	KSS	4	Beaver Lakes Chain (above Winfield, BC)	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	12	24	3-Oct-2019	4-Oct-2019	1
25	OKM	4	Ottawa, ON	Canada	Cultural and Regional Studies	Quest BC Students	11	24	3-Oct-2019	10-Oct-2019	7

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
26	MBSS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Exercise on Ropes Course, Frisbee Golf	International / Leadership Students	9 to 12	100	4-Oct-2019	4-Oct-2019	0
27	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	7-Oct-2019	7-Oct-2019	0
28	MBSS	4	Okanagan Mountain Park, Kelowna, BC	Canada	Leadership Skills, Hiking and Camping	Outdoor Education Students	9	30	7-Oct-2019	9-Oct-2019	2
--	RSS	4	CHANGED TO LONELY BOY CRAG FIELD STUDIES OCTOBER 3, 7, (Postponed to 23), 10, 17, 23 Goudie Road area, Kelowna, BC	Canada	Hiking and Camping Skills	Outdoor Education Students	9 to 12	25	7-Oct-2019	11-Oct-2019	4
29	MBSS	4	Boucherie Bluffs, West Kelowna, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	8-Oct-2019	8-Oct-2019	0
30	MBSS	4	Skaha Bluffs, Penticton, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	9-Oct-2019	9-Oct-2019	0
31	KSS	4	Kettle Valley Railway (between Penticton & Osprey Lake area, behind Summerland, BC)	Canada	Outdoor Education Co-Curricular Trip	Outdoor Education Students	11	24	9-Oct-2019	10-Oct-2019	1

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
32	MBSS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Activities, Rope Course	CLC Health and Medicine Students	11	28	10-Oct-2019	10-Oct-2019	0
33	MBSS	4	Myra Canyon Adventure Park, Kelowna, BC	Canada	Team Building Activities, Rope Course	Tourism 12 Students	12	20	10-Oct-2019	10-Oct-2019	0
34	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	10-Oct-2019	10-Oct-2019	0
35	KSS	5	New York City, NY	USA	Fine Arts/Media Cultural Tour	Fine Arts/Media Students	11 & 12	26 to 30	14-Oct-2019	18-Oct-2019	4
36	MBSS	4	CANCELLED Skaha Bluffs, Penticton, BC	Canada	Introduction to Top Rope Rock Climbing, Belaying, Rappelling	Outdoor Education Students	10 to 12	12	17-Oct-2019	17-Oct-2019	0
37	RSS	4	Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	17-Oct-2019	17-Oct-2019	0
38	KSS	4	Gulf Islands, BC	Canada	"Sailing A Tall Ship"	Outdoor Education and Rec Leadership Students	11 & 12	27	20-Oct-2019	25-Oct-2019	5
39	MBSS	5	Smith Rock, OR	USA	Rock Climbing: Top Rope, Rappel, Rope Traverse	Outdoor Education Students	10 to 12	24	20-Oct-2019	25-Oct-2019	5
40	GPE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	5	5	21-Oct-2019	23-Oct-2019	2

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
41	MBSS	4	Okanagan Mountain Park, Kelowna, BC	Canada	Leadership Skills, Hiking and Camping	Outdoor Education Students	9	30	21-Oct-2019	23-Oct-2019	2
42	SVE	5	Disneyland, Anaheim, CA	USA	"Dreams Take Flight" Program	Special Needs Students	5	5	21-Oct-2019	23-Oct-2019	2
43	RSS	4	RESCHEDULED FROM OCT. 7 Lonely Boy Crag, Chute Lake Road, Kelowna, BC	Canada	Top Rope Rock Climbing	Outdoor Education Students	9 to 12	25	23-Oct-2019	23-Oct-2019	0
--	RSS	4	POSTPONED TO NOV. 21 Goudie Road area, Kelowna, BC	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	25-Oct-2019	29-Oct-2019	4
44	RSS	4	Goudie Road area, Kelowna, BC	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	5-Nov-2019	6-Nov-2019	1
45	MBSS	4	North Okanagan Fire Training Centre, Vernon, BC	Canada	Live Fire Training	MBSS Fire Academy Students	11 & 12	17	9-Nov-2019	9-Nov-2019	0
46	GMS & CNB	5	Chubu University Haruhigaoka Junior High School, Kasugai, Aichi	Japan	Cultural Scholarship Exchange Experience at Sister School, Assisting in English Classes	Student Scholarship Winners - 4 from GMS, 4 from CNB	8	8	9-Nov-2019	17-Nov-2019	8
47	OKM	4	Tofino, BC	Canada	Exploration of Pacific Rim Park and Indigenous Studies	Quest BC Students	11	24	12-Nov-2019	15-Nov-2019	3

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
48	RSS	4	CANCELLED Goudie Road area, Kelowna, BC	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	14 Nov 2019	15 Nov 2019	1
49	RSS	4	RESCHEDULED FROM OCT. 25 Location Changed Due to Weather: McCulloch Forestry Recreation Site, Kelowna, BC Goudie Road area	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	21-Nov-2019	22-Nov-2019	1
50	OKM	5	Helsinki and Jyväskylä	Finland	Cultural Hockey School & Cultural Tour	Hockey Academy Students	9 to 12	24	22-Nov-2019	1-Dec-2019	9
51	RSS	4	CANCELLED Goudie Road area, Kelowna, BC	Canada	Overnight Camping	Outdoor Education Students	9 to 12	24	28 Nov 2019	29 Nov 2019	1
52	KSS	5	Hawaii (Big Island and Oahu)	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	1-Dec-2019	10-Dec-2019	9
53	KSS	5	Kasugai, Aichi	Japan	World Global Sustainable Development Conference	Japanese As A Second Language Students	11	2	11-Dec-2019	15-Dec-2019	4
54	KSS	5	Edmonton, AB	Canada	Basketball Tournament	4A Boys	11 & 12	15	11-Dec-2019	15-Dec-2019	4
55	KSS	5	Seattle, WA	USA	Basketball Tournament	4A Boys	11 & 12	15	26-Dec-2019	29-Dec-2019	3
56	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	7-Jan-2020	7-Jan-2020	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
57	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	9-Jan-2020	9-Jan-2020	0
58	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	14-Jan-2020	14-Jan-2020	0
59	MBSS	4	CANCELLED DUE TO EXTREME COLD WEATHER FORECAST Silver Lake Forestry Camp	Canada	Winter Camp	Outdoor Education Students	9	30	13-Jan-2020	14-Jan-2020	1
60	OKM	4	Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Quest BC Students	11	24	16-Jan-2020	16-Jan-2020	0
61	MBSS	4	CANCELLED DUE TO EXTREME COLD WEATHER FORECAST Silver Lake Forestry Camp	Canada	Winter Camp	Outdoor Education Students	9	24	17-Jan-2020	17-Jan-2020	1
62	MBSS	4	McCullough Lake, BC	Canada	Winter Camp	Outdoor Education Students	10 to 12	17	17-Jan-2020	19-Jan-2020	2
63	OKM	4	McCullough Lake, BC	Canada	Winter Camp	Quest BC Students	11	24	20-Jan-2020	22-Jan-2020	2
64	WAT	4	Gardom Lake Camp (near Enderby, BC)	Canada	Outdoor Education and Team Building	Grade 6 Students	6	89	29-Jan-2020	31-Jan-2020	2
65	GMS	5	Québec City, QC	Canada	Language and French Cultural Immersion	French 9 Students	9	10	5-Feb-2020	10-Feb-2020	5
66	KSS	5	RESCHEDULED FROM FEBRUARY 12-21, 2020	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	5-Feb-2020	13-Feb-2020	8

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
			Hawaii (Big Island and Oahu)								
67	OKM	4	Hydraulic Lake, BC	Canada	Outdoor Education	Outdoor Education Students	11 & 12	37	10-Feb-2020	11-Feb-2020	1
	KSS	5	RESCHEDULED TO FEBRUARY 5-13, 2020 Hawaii (Big Island and Oahu)	USA	Reinforce Marine Biology Course Material	Marine Biology Students	11	18	12-Feb-2020	21-Feb-2020	9
68	KSS	4	Silver Lake Forestry Camp, Peachland, BC	Canada	Outdoor Education Co-Curricular	Outdoor Education Students	11	30	13-Feb-2020	14-Feb-2020	1
69	GMS	4	Vancouver, BC	Canada	Attend Canucks Game Day Skate, Tour Arena, Science World, Canucks Game	GMS Hockey Academy Students	6 & 7	17	18-Feb-2020	20-Feb-2020	2
70	RSS	4	McCulloch Lake Area, Kelowna, BC	Canada	Snowshoeing and Overnight Snow Camping	Outdoor Education Students	10 to 12	24	18-Feb-2020	20-Feb-2020	2
71	OKM	4	Bamfield Marine Sciences Centre, Bamfield, BC	Canada	Marine Biology Exploration	Marine Biology Students	10 to 12	24	24-Feb-2020	28-Feb-2020	4
72	KSS	4	Headwaters Lake Camp (near Peachland, BC)	Canada	Outdoor Education Co-Curricular	Outdoor Education Students	12	30	27-Feb-2020	29-Feb-2020	2
73	OKM	4	Hardcore Archery, Kelowna, BC	Canada	Outdoor Education	Outdoor Education Students	11 & 12	20	28-Feb-2020	28-Feb-2020	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
	OKM	4	RESCHEDULED TO APRIL 1, 2020 Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Outdoor Education Students	11 & 12	20	2-Mar-2020	2-Mar-2020	0
74	GMS	4	Vancouver, BC	Canada	Attend Canucks Game Day Skate, Tour Arena, Science World, Canucks Game	GMS Hockey Academy Students	8 & 9	24	9-Mar-2020	11-Mar-2020	2
75	KSS, MBSS	5	Winnipeg, MB	Canada	National Human Rights Leadership Program	Genocide Studies Students	12	24	9-Mar-2020	12-Mar-2020	3
76	OKM	5	CANCELLED AT BOARD OF EDUCATION MEETING FEBRUARY 26, 2020 Rome, Assisi, Dubrovnik, Zadar, Zagreb & Vienna	Italy, Croatia, and Austria	Music Cultural Learning	Concert and Jazz Band Students	10 to 12	60 to 100	9-Mar-2020	21-Mar-2020	12
77	OKM	4	CANCELLED AT SCHOOL LEVEL Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Outdoor Education Students	11 & 12	20	11-Mar-2020	11-Mar-2020	0
78	MBSS	5	CANCELLED AT BOARD OF EDUCATION MEETING MARCH 11, 2020 Disneyland and Universal Studios, Los Angeles and Anaheim, CA	USA	Music Performances	Senior Concert Band Students	10 to 12	41	13-Mar-2020	19-Mar-2020	6
79	KSS, MBSS, OKM & RSS	5	CANCELLED AT BOARD OF EDUCATION MEETING MARCH 11, 2020 Annecy, Chambéry & Rumilly	France	4-Week Reciprocal Exchange Program	Grade 10 FIMM and Core French Students	10	15	14-Mar-2020	14-Apr-2020	31

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No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
80	KSS, MBSS, OKM & RSS	5	CANCELLED AT BOARD OF EDUCATION MEETING MARCH 11, 2020 Annecy, Chambéry & Rumilly	France	6-Week Reciprocal Exchange Program	Grade 10 & 11 FIMM and Core French Students	11 & 12	19	14-Mar-2020	25-Apr-2020	42
81	KSS	5	CANCELLED AT BOARD OF EDUCATION MEETING MARCH 11, 2020 Battlefields of WWI and WWII	Germany, France, Belgium	Cultural and Historical Tour	Grade 11 & 12 Students	11 & 12	40	18-Mar-2020	1-Apr-2020	14
82	KSS	5	CANCELLED AT BOARD OF EDUCATION MEETING MARCH 11, 2020 Anaheim, Los Angeles, and Ontario, CA	USA	Leadership Education and Enrichment	Leadership Students	11 & 12	22	27-Mar-2020	5-Apr-2020	9
83	KLO	5	CANCELLED AT SCHOOL LEVEL Edmonton, AB	Canada	NHL Game Day Experience: NHL Game, Stadium Tour, HCSA Ice Session	KLO Hockey Academy Students	8 & 9	30	30-Mar-2020	2-Apr-2020	3
84	MBSS	4	CANCELLED AT DISTRICT LEVEL Bamfield Marine Sciences Centre, Bamfield, BC	Canada	Enhance Biology Program by Gaining Experience in a Marine Lab Environment	Biology Students	11 & 12	22	30-Mar-2020	3-Apr-2020	4
85	OKM	4	CANCELLED AT SCHOOL LEVEL RESCHEDULED FROM MARCH 2, 2020 Diving Dynamics, Kelowna, BC	Canada	Introduction to Scuba Diving	Outdoor Education Students	11 & 12	20	1-Apr-2020	1-Apr-2020	0
86	KSS	4	CANCELLED AT SCHOOL LEVEL Halfway River Hot Springs, BC	Canada	Outdoor Education Co-Curricular Field Study	Outdoor Education Students	12	24	5-Apr-2020	7-Apr-2020	2

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No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
87	RSS	5	CANCELLED <i>Festival Postponed Indefinitely</i> Edmonton, AB	Canada	Participate in a Cantando Music Festival	Concert Jazz Band Choir & Vocal Jazz Students	9 to 12	48	5-Apr-2020	8-Apr-2020	3
88	KSS	5	CANCELLED AT BOARD OF EDUCATION MEETING MARCH 11, 2020 New York City, NY	USA	Musical & Cultural Events, Activities and Experience	Music Students	10 to 12	54+	5-Apr-2020	12-Apr-2020	7
89	GMS	5	CANCELLED <i>Summit Rescheduled to April 11-13, 2021.</i> London, ON	Canada	Global Student Leadership Summit	Leadership Students	7 to 9	8	17-Apr-2020	22-Apr-2020	5
90	KLO	5	CANCELLED <i>Summit Rescheduled to April 11-13, 2021.</i> London, ON	Canada	Global Student Leadership Summit	Leadership Students	8 & 9	10	17-Apr-2020	22-Apr-2020	5
91	KSS	5	CANCELLED <i>Summit Rescheduled to April 11-13, 2021.</i> London, ON	Canada	Global Student Leadership Summit	Leadership Students	10 to 12	10	17-Apr-2020	22-Apr-2020	5
92	MBSS	5	CANCELLED <i>Summit Rescheduled to April 11-13, 2021.</i> London, ON	Canada	Global Student Leadership Summit	Leadership Students	9 to 12	12	17-Apr-2020	22-Apr-2020	5
93	OKM	5	CANCELLED <i>Summit Rescheduled to April 11-13, 2021.</i> London, ON	Canada	Global Student Leadership Summit	Leadership Students	10 to 12	10	17-Apr-2020	22-Apr-2020	5
94	KSS	4	CANCELLED AT SCHOOL LEVEL Halfway River Hot Springs, BC	Canada	Outdoor Education Co-Curricular Field Study	Outdoor Education Students	11	24	19-Apr-2020	21-Apr-2020	2

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No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
95	OKM	4	CANCELLATION IN PROGRESS S.A.L.T. Victoria and the Gulf Islands, BC	Canada	S.A.L.T. Sailing and Life Training	Quest Students	8 to 12	28	19-Apr-2020	24-Apr-2020	5
96	MBSS	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 Clayoquot Sound, BC Alternate: Gulf Islands	Canada	Introduction to Sea Kayaking & Sea Kayak Tripping	Outdoor Education Students	10 & 12	15	21-Apr-2020	26-Apr-2020	5
97	OKM	4	FESTIVAL CANCELLED Con Brio Music Festival, Whistler, BC	Canada	Con Brio Music Festival	Music Students	9	56	23-Apr-2020	26-Apr-2020	3
98	ELE	4	CANCELLED SCHOOL LEVEL Gardom Lake Camp <i>(near Enderby, BC)</i>	Canada	Year-End Outdoor Experience	Grade 5 Students	5	29	29-Apr-2020	1-May-2020	2
99	DRK	5	CANCELLED AT DISTRICT LEVEL Québec City and Charlevoix, QC	Canada	Linguistic, Cultural and Historical Exploration in a Francophone Setting	French Immersion Students	9	30	2-May-2020	8-May-2020	6
100	KSS	4	CANCELLED DISTRICT LEVEL Glen Lake (near Peachland, BC)	Canada	Outdoor Education Co-Curricular Field Study	Outdoor Education Students	11	48	7-May-2020	9-May-2020	2
101	RLE	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 Gardom Lake Camp <i>(near Enderby, BC)</i>	Canada	Year-End Outdoor Experience	Grade 5 Students	5	74	11-May-2020	12-May-2020	1

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No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
102	KLO	5	ON HOLD AS PER CANCELLED DISTRICT LEVEL <u>Royal Tyrrell Museum</u> <u>Drumheller, AB</u>	Canada	Learning about Fossils, Evolution, Changing the Earth Climate	Grade 7 & 8 Students	7 & 8	32	11-May-2020	13-May-2020	2
103	KLO	4	CANCELLED DISTRICT LEVEL <u>Rockridge Canyon,</u> <u>Princeton, BC</u>	Canada	Performance Retreat: Dragon Boating, Canoeing, Hiking, Soccer, Basketball, Volleyball	Concert Band and Choir Students	8 & 9	67	12-May-2020	15-May-2020	3
104	DWE	4	CANCELLED AT SCHOOL LEVEL <u>Gardom Lake Camp</u> <u>(near Enderby, BC)</u>	Canada	Year-End Celebration: Archery, Hiking, Canoeing, Kayaking, Climbing Wall	Grade 5 and 6 Students	5 & 6	61	13-May-2020	15-May-2020	2
105	OKM	5	CANCELLED AT DISTRICT LEVEL <u>MusicFest Canada,</u> <u>Calgary, AB</u>	Canada	MusicFest Canada	Jazz Band Students	11 & 12	8	19-May-2020	22-May-2020	3
106	MBSS	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Myra Canyon</u> <u>Adventure Park,</u> <u>Kelowna, BC</u>	Canada	Explore Healthy Lifestyle Activities	Career Life Explorations 10 Students	10	90	22-May-2020	22-May-2020	0
107	SKE	4	CANCELLED AT DISTRICT LEVEL <u>Gardom Lake Camp</u> <u>(near Enderby, BC)</u>	Canada	Year-End Alternative PE, Outdoor Education	Grade 6 Students	6	46	25-May-2020	27-May-2020	2

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No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
108	MBSS	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Juan De Fuca Marine Trail</u> Vancouver Island, BC	Canada	Introduction to Coastal Backpacking, Hiking, and Wilderness Camping	Outdoor Education Students	10 & 12	25	26-May-2020	30-May-2020	4
109	CAS	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Eagle Bay Camp</u> , Eagle Bay, BC	Canada	Leadership Development, Camping, Kayaking	Grade 6 Students	6	75	27-May-2020	29-May-2020	2
110	OTS and PGE	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Gardom Lake Camp</u> (near Enderby, BC)	Canada	Year-End Celebration - Archery, Hiking, Canoeing, Kayaking, Climbing Wall	Grade 6 Students	6	103	27-May-2020	29-May-2020	2
111	CTE	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Gardom Lake Camp</u> (near Enderby, BC)	Canada	Year-End Celebration - Archery, Hiking, Canoeing, Kayaking, Climbing Wall	Grade 5 Students	5	50	3-Jun-2020	5-Jun-2020	2
112	GPE	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Silver Lake Forestry Camp</u> , Peachland, BC	Canada	Year-End Celebration - Hiking, Canoeing, Kayaking, Paddle Boarding, Archery, Swimming	Grade 5 Students	5	64	4-Jun-2020	5-Jun-2020	1

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No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
113	KSS	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Mabel Lake</u> (near Lumby, BC)	Canada	Outdoor Education Co-Curricular Field Study	Outdoor Education Students	11	22	4-Jun-2020	6-Jun-2020	2
114	DRK	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Kelowna Paddle Centre,</u> Kelowna, BC	Canada	Learn How To Stand-Up Paddle Board and Outrigger Canoe	Fit for Life Physical Health Education Students	9	20	8-Jun-2020	8-Jun-2020	0
115	CMS	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Manning Park, BC</u>	Canada	Outdoor Education Co-Curricular Field Study	Outdoor Education Students	7	50	8-Jun-2020	10-Jun-2020	2
116	GME	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Silver Lake Forestry Camp,</u> Peachland, BC	Canada	Outdoor Camp Celebration	Grade 6 Students	6	104	10-Jun-2020	12-Jun-2020	2
117	DRK	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Kelowna Paddle Centre,</u> Kelowna, BC	Canada	Learn How To Stand-Up Paddle Board and Outrigger Canoe	Fit for Life Physical Health Education Students	9	20	12-Jun-2020	12-Jun-2020	0

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
118	KLO	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Cathedral Lakes, BC</u>	Canada	Leadership Skills, Camping, Survival Skills, Hiking	Outdoor Education Students	8 & 9	30	15-Jun-2020	17-Jun-2020	2
119	DRK	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Kelowna Paddle Centre, Kelowna, BC</u>	Canada	Learn How To Stand-Up Paddle Board and Outrigger Canoe	Fit for Life Physical Health Education Students	9	28	16-Jun-2020	16-Jun-2020	0
120	AME	4	CANCELLED AT SCHOOL LEVEL Sunnybrae Camp, Tapen BC	Canada	Year-End Camping Trip	Grade 5 Students	5	105	17-Jun-2020	18-Jun-2020	1
121	DRK	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Gardom Lake Camp (near Enderby, BC)</u>	Canada	End of Year Celebration	Grade 8 Students	8	56	17-Jun-2020	19-Jun-2020	2
122	KLO	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Cathedral Lakes, BC</u>	Canada	Leadership Skills, Camping, Survival Skills, Hiking	Outdoor Education Students	8 & 9	30	17-Jun-2020	19-Jun-2020	2
123	KLO	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Silver Lake Forestry Camp, Peachland, BC</u>	Canada	Leadership Development, Reflection and Celebration	WEB Leaders	9	60	17-Jun-2020	19-Jun-2020	2

LEVEL 4 AND 5 FIELD STUDY SUMMARY – 2019/2020

No.	SCHOOL	LEVEL	DESTINATION	COUNTRY	NATURE OF TRIP	GROUP INVOLVED	GRADE	# OF STUDENTS	LEAVE DATE	RETURN DATE	# OF DAYS
124	MJE	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Camp Owaissi, West Kelowna, BC</u>	Canada	Year-End Celebration - Hiking, Canoeing, Paddle Boarding, Swimming, Archery	Grade 5 Students	5	77	17-Jun-2020	19-Jun-2020	2
125	KLO	5	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Montréal and Quebec City, QC</u>	Canada	Cultural and Linguistical Experience in a Francophone Setting, Learning Aspects of Canadian History.	French Immersion and Core French Students	8 & 9	30	20-Jun-2020	26-Jun-2020	6
126	OKM	4	ON HOLD AS PER SUPERINTENDENT'S DISTRICT RESPONSE UPDATE MARCH 23, 2020 <u>Rockridge Canyon, Princeton, BC</u>	Canada	Year-End Team Building	Grade 9 Students	4	122	22-Jun-2020	24-Jun-2020	2



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BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Thursday, April 30, 2020
Time: 4:05 pm to 4:58 pm
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
B. McEwen, Executive Director of Human Resources
M. DesRochers, Executive Assistant (recorder)

Absent:

Trustee A. Geistlinger

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 4:05 pm.

1. The Board adopted the Agenda as presented for the Special Incamera Meeting of April 30, 2020.
2. The Board adopted the Minutes as presented for the Special Incamera Meeting of April 16, 2020.
3. There were two Human Resources Information items.
4. The Superintendent provided a pandemic update and responded to Trustees' questions.
5. There were six Trustees queries/comments.
6. There were two Future Special Incamera Board Meetings listed.

The meeting was adjourned at 4:58 pm.

Ryan Stierman, Secretary-Treasurer/CFO



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BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Monday, May 4, 2020
Time: 9:04 am to 10:53 am
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
M. DesRochers, Executive Assistant (recorder)

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 9:04 am.

1. The Board adopted the Agenda as amended for the Special Incamera Meeting of May 4, 2020.
2. There were two Human Resources Information items.
3. There were two Action/Discussion items.
4. There was one Trustee query/comment.
5. There were two Future Special Incamera Board Meetings listed.

The meeting was adjourned at 10:53 am.

Ryan Stierman, Secretary-Treasurer/CFO



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BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Tuesday, May 5, 2020
Time: 4:02 pm to 5:34 pm
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
M. DesRochers, Executive Assistant (recorder)

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 4:02 pm.

1. The Board adopted the Agenda as presented for the Special Incamera Meeting of May 5, 2020.
2. There was one Information/Discussion item.
3. The Superintendent provided a pandemic update and responded to Trustees' questions.
4. There was one Trustee query/comment.
5. There were two Future Special Incamera Board Meetings listed.

The meeting was adjourned at 5:34 pm.

Ryan Stierman, Secretary-Treasurer/CFO



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BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Thursday, May 7, 2020
Time: 4:05 pm to 5:44 pm
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
M. DesRochers, Executive Assistant (recorder)

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 4:05 pm.

1. The Board adopted the Agenda as presented for the Special Incamera Meeting of May 7, 2020.
2. There was one Human Resources Action Item.
3. There were two Trustees Queries/Comments.
4. There was one Information/Discussion item.
5. The Superintendent provided a pandemic update and responded to Trustees' questions.
6. There were two Future Special Incamera Board Meetings listed.

The meeting was adjourned at 5:44 pm.

Ryan Stierman, Secretary-Treasurer/CFO



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BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Tuesday, May 12, 2020
Time: 4:04 pm to 6:00 pm
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
M. DesRochers, Executive Assistant (recorder)

Absent:

Trustee A. Geistlinger

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 4:04 pm.

1. The Board adopted the Agenda as amended for the Special Incamera Meeting of May 12, 2020.
2. The Board adopted the Minutes as presented for the Incamera Board Meetings of April 30, 2020, May 4, 2020, May 5, 2020, and May 7, 2020.
3. There was one Superintendent Presentation.
4. There was one Information/Discussion item.
5. The Superintendent provided a pandemic update and responded to Trustees' questions.
6. There were two Future Special Incamera Board Meetings listed.

The meeting was adjourned at 6:00 pm.

Ryan Stierman, Secretary-Treasurer/CFO



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BOARD OF EDUCATION INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Wednesday, May 13, 2020
Time: 3:38 pm to 4:36 pm
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman (*arrived at 3:44 pm*)
Trustee R. Cacchioni
Trustee C. Desrosiers (*arrived at 3:44 pm*)
Trustee J. Fraser
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent
B. McEwen, Executive Director of Human Resources
K. Cormier, Director of Labour Relations
M. DesRochers, Executive Assistant (Recorder)

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

The meeting was called to order at 3:38 pm.

1. The Board adopted the Agenda as amended for the Incamera Meeting of May 13, 2020.
2. The Board adopted the Minutes as presented for the Incamera Meeting of April 22, 2020.
3. There was on Human Resources Information Item.
3:44 pm: Trustees Bowman and Desrosiers joined the meeting.
4. There were two Human Resources Action Items.
3:56 pm: The Executive Director of Human Resources and Director of Labour Relations left the meeting.
5. There were six Trustee queries/comments.
6. There were two Information/Discussion Items.
7. There were eight Board Correspondence items received.
8. There was one Item Requiring Special Mention.
9. There were seven Invitations (for Trustee Attendance) listed.

The meeting was adjourned at 4:36 pm.

Ryan Stierman, Secretary-Treasurer/CFO



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BOARD OF EDUCATION SPECIAL INCAMERA BOARD MEETING GENERAL STATEMENT

Date: Thursday, May 14, 2020
Time: 4:03 pm to 5:17 pm
Location: Via Zoom

In attendance:

Board of Education:

Trustee M. Baxter, Chairperson
Trustee N. Bowman (*left at 4:55 pm*)
Trustee R. Cacchioni
Trustee C. Desrosiers
Trustee J. Fraser (*arrived at 4:32 pm*)
Trustee A. Geistlinger
Trustee L. Tiede

In attendance:

Staff:

K. Kaardal, Superintendent of Schools/CEO
R. Stierman, Secretary-Treasurer/CFO
T. Beaudry, Deputy Superintendent (*left at 4:55 pm*)
R. Oliver, Assistant Superintendent (*left at 4:34 pm*)
M. DesRochers, Executive Assistant (recorder)

**The following general statement is prepared and issued in accordance with
Section 72 (3) of the School Act RSBC 1996**

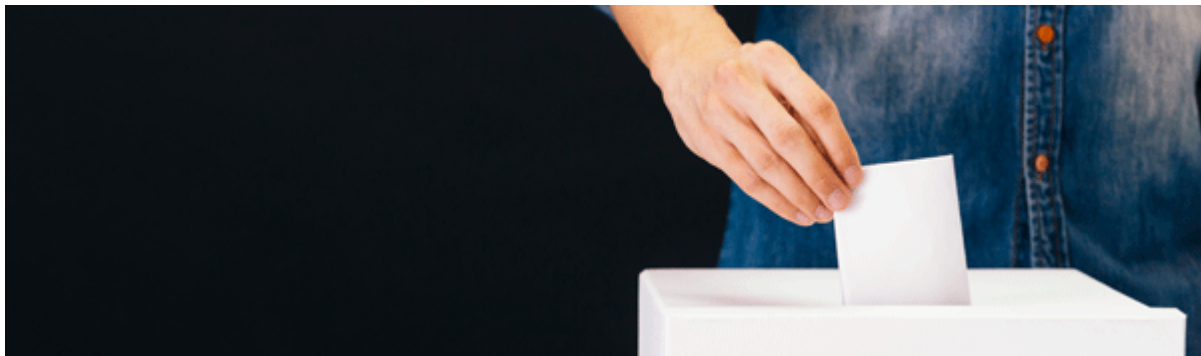
The meeting was called to order at 4:03 pm.

1. The Board adopted the Agenda as presented for the Special Incamera Meeting of May 14, 2020.
2. The Board adopted the Minutes as presented for the Incamera Board Meetings of May 12, 2020.
3. There were two Trustees Queries/Comments.
4. There was one Information/Discussion item.
4:32 pm: Trustee Fraser joined the meeting.
4:34 pm: Dr. Rick Oliver, Assistant Superintendent, left the meeting
5. The Superintendent provided a pandemic update and responded to Trustees' questions.
4:55 pm: Trustee Bowman and the Deputy Superintendent left the meeting.
6. There were two Future Special Incamera Board Meetings listed.

The meeting was adjourned at 5:17 pm.

Ryan Stierman, Secretary-Treasurer/CFO

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Your 2020/2021 BCSTA Board Election Results

On behalf of Gordon Swan, Chief Returning Officer, please see the 2020/2021 BCSTA election results below.

PRESIDENT



Stephanie Higginson

SD68 (Nanaimo-Ladysmith)

ACCLAIMED

VICE-PRESIDENT



Carolyn Broady

SD45 (West Vancouver)

ACCLAIMED

DIRECTORS



Valerie Adrian

SD74 (Gold Trail)

ELECTED



Tim Bennett

SD57 (Prince George)

ELECTED



Mike Murray

SD42 (Maple Ridge-Pitt Meadows)

ELECTED



Rick Price

SD48 (Sea to Sky)

ELECTED



Donna Sargent

SD38 (Richmond)

ELECTED

Thank you to Shelley Carter and Linda Van Alphen for putting their names forward, and to Gordon Swan for his many years of service. Your new board will be sworn in at 4 pm today and will assume their positions effective immediately. Individual candidate vote totals, as well as the total number of votes cast, will be provided in a separate update to follow no later than Monday, April 27. Thank you to everyone for participating in this year's election process.

Shelley Carter

SD75 (Mission)



Linda Van Alphen
SD67 (Okanagan Skaha)

The BCSTA UPDATE brings you breaking news and reports for B.C. school trustees.