

## Rocky Mountain School District No. 6

**MINUTES** of the **REGULAR MEETING** of the Board of Education of School District No. 6 (Rocky Mountain) held at McKim Middle School, Kimberley, B.C. – **September 12, 2023**

Present:	Amber Byklum	Chairperson
	Jane Fearing	Vice-Chairperson
	Ron McRae	Vice-Chairperson
	Betty-Lou Barrett	Trustee
	Scott King*	Trustee
	Darryl Oakley	Trustee
	Rhonda Smith	Trustee
	Ryan Stimming*	Trustee
	Jane Thurgood Sagal	Trustee
	Karen Shipka	Superintendent of Schools
	Alan Rice	Secretary Treasurer
	Steve Wyer	Assistant Superintendent
	Sharon Collin	Director of Instruction, Instruction and Learning
	Trent Dolgopol	Director of Instruction, Technology and Innovative Learning
	Crystal MacLeod	Director of Instruction, Early Learning and Child Care
	Al Ure	Director of Operations
	Amanda Garand	Manager, Human Resources
	Jacinda Harding	Manager, Finance
	Stacey Ursulescu	Executive Assistant

\* via Microsoft Teams

### 1. CALL TO ORDER

Chairperson Byklum called the meeting to order at 19:02 hours.

### 2. ACKNOWLEDGEMENT OF TERRITORY

Chairperson Byklum acknowledged that School District No. 6 (Rocky Mountain) resides in the traditional unceded shared territory of the Ktunaxa and Secwépemc peoples and the chosen home of the Métis.

### 3. APPROVAL OF THE AGENDA

**M/S FEARING / SMITH**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve the agenda as circulated.

APPROVED

**4. APPROVAL OF THE MINUTES OF THE PRIOR MEETINGS**

4.1 Regular Meeting: 2023.06.13

**M/S THURGOOD SAGAL / BARRETT**

**THAT** the minutes of the regular meeting of the Board of Education of School District No. 6 (Rocky Mountain) held on June 16, 2023 be approved as presented.

APPROVED

4.2 Synopsis of in camera meeting: 2023.06.13 Alan Rice

4.2.1 C.21 Employee Presentation

4.2.2 Property matters

4.2.2.1 Columbia Valley Elementary School

4.2.3 Legal Matters: NIL

4.2.4 Personnel Matters:

4.2.4.1 The Personnel Information Report was received and filed as circulated.

4.2.4.2 The Labour Relations Information Report was received and filed as circulated.

4.2.4.3 Exempt compensation.

4.2.5 Student Matters:

4.2.5.1 BC Adolescent Health survey

4.2.6 Procedural Matters: NIL

**5. PRESENTATIONS/DELEGATIONS**

5.1 Auditor Report BDO Canada Angela Spencer  
Ms. Spencer, partner with BDO Canada, presented the Auditors' report and reviewed the draft audited financial statements of School District No. 6 (Rocky Mountain) for the year ended June 30, 2023.

**6. MATTERS ARISING FROM THE MINUTES NIL**

**7. STRATEGIC AND POLICY ISSUES**

7.1.1 Policies Under Review feedback Karen Shipka  
The Board of Education received an update on Policies Under Review webpage communication and engagement. After the June 2023 Board of Education meeting, the School District sent out an email to stakeholders indicating that four policies had

received second reading and that feedback would be open until August 25, 2023. The District received a few additional pieces of feedback prior to the August 25, 2023 deadline. The School District received 2 letters regarding policy 2900, naming and renaming schools. The letters have been circulated to Trustees. The School District received no additional feedback on policy 2950, Freedom of Information and Protection of Privacy and policy 4106, confidentiality and conflict of interest. The School District received two additional pieces of feedback on policy 8600, field trips.

7.1.2 Third Reading:

7.1.2.1 Policy 2900, Naming or renaming of schools

Ms. Shipka reported that two pieces of feedback were received on the newly proposed policy 2900, naming or renaming of schools. Amendments were made to the proposed policy and district practice and the Policy Committee recommended that the policy remain at the third reading stage to allow for more engagement on the new policy.

7.1.2.2 Policy 2950, Freedom of Information and Protection of Privacy

Ms. Shipka reported on the newly proposed policy 2950, Freedom of Information and Protection of Privacy policy and district practice. The draft policy sets out the Board's commitment, standards, and expectations regarding the appropriate practices for the collection, use and protection personal information. No additional feedback was received.

**M/S BARRETT / SMITH**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve third and final reading of policy 2950 presented at this meeting.

7.1.2.3 Policy 4106, Confidentiality and conflict of interest

Ms. Shipka discussed policy 4106, confidentiality and conflict of interest. It is essential that employees recognize their responsibility to ensure confidential information, received as a result of employment with the district, remains confidential.

District employees have a duty of loyalty to the District as their employer. This duty requires employees to provide services to the best of their ability regardless of their own personal opinion of Board direction or policy. Honesty and integrity of District employees is above reproach and coupled with impartiality in the conduct of their duties. The actions and conduct of employees must be such as to maintain a high public trust and confidence in the District. No feedback was received on this proposed policy.

**M/S OAKLEY / BARRETT**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve third and final reading of policy 4106 presented at this meeting.

APPROVED

7.1.2.4 Policy 8600, Field trips

Ms. Shipka reported on proposed amendments on policy 8600, field trips. Two additional pieces of feedback were received. She thanked the many people who took time to complete feedback on policy 8600, field trips.

**M/S BARRETT / OAKLEY**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve third and final reading of policy 8600 presented at this meeting.

APPROVED

7.1.3 Second Reading: NIL

7.1.4 First Reading

7.1.4.1 Policy 2350, Research in schools

Ms. Shipka reported on proposed policy 2350, research in schools. The Board of Education recognizes that the value of sound research, both specific to educational practice and having a more general impact on members of the community, is worthwhile and potentially beneficial to all involved. The Board also recognizes that the school structure and environment provides a suitable opportunity by which to conduct such research. However, the facilitation of such research studies must be in keeping with existing district standards and responsibilities, and participation shall always remain voluntary. The district practice outlines the principles and guidelines to be followed to conduct research in schools.

The Board has proposed a new policy and district practice that outlines the process for research to take place in schools.

**M/S BARRETT / THURGOOD SAGAL**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve first reading of policy 2350 presented at this meeting.

APPROVED

- 7.1.4.2 Policy 2850, Public Interest Disclosure  
Ms. Shipka reported on proposed policy 2850, public interest disclosure. The *Public Interest Disclosure Act* (PIDA) originally came into force on December 1, 2019, and establishes “whistleblower” protection for employees in the public sector. PIDA comes into effect for school districts on December 1, 2023.

**M/S BARRETT / FEARING**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) unanimously agree to proceed with all three readings of policy 2850.

APPROVED

**M/S BARRETT / FEARING**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve first reading of policy 2850 presented at this meeting.

APPROVED

**M/S BARRETT / MCRAE**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve second reading of policy 2850 presented at this meeting.

APPROVED

**M/S OAKLEY / FEARING**

**THAT** the Board of Education of School District No. 6 (Rocky Mountain) approve third and final reading of policy 2850 presented at this meeting.

APPROVED

- 7.1.4.3 Policy 3800, Expenses on Board of Education business  
Ms. Shipka reported to the Board of Education that the district practice has been amended to increase the allowable tipping limit up to 20% in alignment with current tipping standards.

**8. OPERATIONAL ISSUES**

- 8.1 Report to the members of the Finance and Audit Committee, Draft audited financial statements for the year ending June 30, 2023, Financial Statement Discussion and Analysis, Multi-Year Operating Surplus Planning and Reporting, and Multi-Year Local Capital Surplus Planning and Reporting: Alan Rice

Mr. Rice reviewed the draft audited financial statements of School District No. 6 (Rocky Mountain) for the year ended June 30, 2023. Mr. Rice also presented the financial statement discussion and analysis report. Mr. Rice responded to questions.

**M/S MCRAE / FEARING**

**THAT** the Board accepts the auditors' report and approves the audited Financial Statements for the year ended June 30, 2023, as per the recommendation from the Finance and Audit Committee of the Board.

APPROVED

**M/S MCRAE / THURGOOD SAGAL**

**THAT** the Board approve the June 30, 2023 transfers and final balances of the Multi-Year Operating Surplus Planning and Reporting as presented, as per the recommendation from the Finance and Audit Committee of the Board.

APPROVED

**M/S BARRETT / FEARING**

**THAT** the Board approve the June 30, 2023 financial statements discussion and analysis, as per the recommendation from the Finance and Audit Committee of the Board.

APPROVED

**M/S FEARING / BARRETT**

**THAT** the Board approve the June 30, 2023 transfers and final balances of the Multi-Year Local Capital Surplus Planning and Reporting as presented, as per the recommendation from the Capital Committee of the Board.

APPROVED

8.2 Columbia Valley Elementary School

Al Rice and Al Ure

The Board of Education was provided information to determining the future for Columbia Valley Elementary School ("CVES"). The CVES, which operated in Parson, has been closed for the last 20 years.

The Board of Education made the following motions:

**M/S BARRET / MCRAE**

**THAT** the Board of Education accept the recommendation of the Capital Committee to begin the Ministry process for disposal of property of Columbia Valley Elementary School in Parson.

APPROVED

**M/S MCRAE / OAKLEY**

**THAT** the Board of Education explore options for the future of Wasa School during the 2024-25 school year.

APPROVED

- 8.3 FESL Enhancing Student Learning Report: Karen Shipka  
Ms. Shipka and Mr. Wyer presented the 2022-23 enhancing student learning report to seek Board approval prior to submission to the Ministry of Education and Child Care. The report formalizes an approach to the planning and reporting expectations for schools. It is focused on enhancing student learning success and combines accountability with evidence-informed decision-making and system-wide continuous improvement to support equity of outcomes for all students.

**M/S OAKLEY / THURGOOD SAGAL**

**THAT** the Board of Education approve the Enhancing Student Learning Report and associated documents as presented.

APPROVED

**9. REPORTS**

- 9.1 Unofficial enrollment: Trent Dolgopol  
The student enrollment count is based on the students who were registered and accounted for on September 6, 2023 (inclusive of international students). Schools have provided information about current student attendance. Based on early indicators, it appears as though total enrollment headcount is down by approximately 30 students for the 2023-2024 school year, compared to the previous year. However, a decrease in enrollment was projected and we are currently seeing enrollment greater than what was projected in the spring.

Since enrollment appears to be greater than projected in the spring, additional teachers may be hired to address the increased enrollment and, in some cases, will result in reconfiguration of classes and staffing allocations at school sites.

- 9.2 Accessibility plan report Sharon Collin  
The Board of Education received a report on the requirements of the *Accessible British Columbia Act* specific to the organization. On June 21 the Accessibility Committee, comprised of eight individuals from the organization, met to review the Accessibility framework for the district plan. Reconvening on June 27 the Committee was able to develop a draft plan for consideration. Finally, on August 30, the Committee completed an Accessibility Plan to be submitted to the Board for adoption.

The Plan includes the implementation of a feedback mechanism to inform the Committee, moving forward, on the social, physical, sensory, and other barriers that prevent people from fully participating in all aspects of school community life. [Report an Accessibility Barrier](#) will allow members of the community to comment on accessibility experiences with the district. This information will be reviewed and considered by the Accessibility Committee twice a year.

**M/S SMITH / BARRETT**

That the Board of Education of School District No. 6 (Rocky Mountain) adopt the Accessibility Plan as presented.

APPROVED

- 9.3 Child care projects update Alan Rice  
Alan Rice, Secretary Treasurer, provided an update to the Trustees regarding the status of the current childcare new spaces projects. He also shared that the Bids and Tenders date has been extended to September 21.
- 9.4 2022-23 field trips Karen Shipka  
The 2022-2023 school year was the first year that field trips were required to be saved to the Student Data Vault to collect and analyze data systematically. There were almost 900 lower care and higher care field trips taken in the School District. This number does not include outdoor classroom activities. Of the 883 field trips taken, 125 were higher care (14%) and 758 were lower care (86%). The majority of the field trips, 74%, were co-curricular (403) and curricular (251).
- 9.5 Open Doors School renovation update Al Ure  
In 2022, the Operations Department began planning to renovate Open Doors. The majority of the work on this project is complete and students and staff began the school year in the renovated space. The School District continues to wait for the furniture to arrive. Further, the Operations Department is looking to install a new sidewalk and a small retaining wall around the front of the school and complete the project with some landscaping inclusive of a new sign, flag poles, and the installation of a Gazebo. This additional work is anticipated to be completed in the summer of 2024.
- 9.6 Highway 1 road closure update Al Ure  
The School District has been notified that Highway 1 will have a full closure in effect for 24 hours a day beginning September 18 at noon. The highway will re-open September 22 for the weekend and then close again for 24 hours a day from September 25 to October 6, 2023. Due to the traffic pressures, SD6 has arranged the following:
- A pilot car will follow the Harrogate bus for the duration of the closure (3 weeks).
  - The transfer bus will be available to and from Lady Grey and Alexander Park.
  - The fire department will be assisting students at the pedestrian crossing at 11<sup>th</sup> Street and 10<sup>th</sup> Avenue.
  - The RCMP and CVSE have both been contacted and they have agreed to have a stronger presence on highway 95 and 10<sup>th</sup> Avenue to monitor traffic travelling through Golden.

- 9.7 BC School Trustees Association: Jane Thurgood Sagal  
Trustee Thurgood Sagal reported on four items. She discussed the new learning guide available for Trustees, shared upcoming BCSTA virtual orientation sessions, and reminded that the deadline to submit motions for Provincial Council is September 20.
- 9.8 BC School Trustees Association, Kootenay Boundary Branch (KBB): Rhonda Smith  
Trustee Smith shared that the KBB AGM will be held in Grand Forks on September 22-23. She shared that there have been individuals who have put their name forward to be seated as the executive of KBB.
- 9.9 BC Public Schools Employers' Association: Scott King  
Trustee King provided an overview of correspondence received from BCPSEA since the previous Board of Education meeting. He also reported that the BCPSEA 2023 Symposium will be held in Vancouver on November 2 and 3, 2023.
- 9.10 Board Chair advocacy dialogue Amber Byklum  
Chairperson Byklum will be attending BCSTA Advocacy Day on October 19, 2023 in Victoria, B.C.

## 10 INFORMATION ITEMS

- 10.1 Correspondence  
10.1.1 Correspondence from BC Ministry of Transportation and Infrastructure regarding rail crossing in Golden
- 10.2 September and October 2023 calendars

## 11. FORTHCOMING EVENTS

- |               |  |
|---------------|--|
| 2023.09.22-23 | KBB AGM, Grand Forks   |
| 2023.09.25    | Non-instructional Day  |
| 2023.09.26    | Policy Committee, Virtual, 4:30 p.m.   |
| 2023.09.27    | Field Trip Committee, Virtual, 4:30 p.m.   |
| 2023.09.30    | National Day for Truth and Reconciliation  |
| 2023.10.02    | Observe National Day for Truth and Reconciliation, No school   |
| 2023.10.03    | Labour Relations Committee meeting, Virtual, 12:30 p.m.  |
| 2023.10.09    | Thanksgiving, No school  |
| 2023.10.10    | Board of Education Meeting, Lady Grey Elementary School  |
|               | <ul style="list-style-type: none"> <li>• In-Camera, 6:00 p.m.</li> <li>• Regular Meeting, 7:00 p.m.</li> </ul> |

**12. QUESTIONS FROM THE PUBLIC**

**13. ADJOURNMENT**

Trustees agreed to adjourn by consensus.

The meeting adjourned at 20:39 hours.

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Alan Rice, Secretary Treasurer

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Amber Byklum, Chairperson

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