



## REGULAR MEETING OF THE BOARD OF SCHOOL DISTRICT 10 (Arrow Lakes)

---

### MINUTES

School Board Office

Tuesday, March 8, 2016

7:00 pm

#### PRESENT

**TRUSTEES:** L. Brekke, J. Struck, Q. De Courcy, M. Teindl, R. Farrell

**STAFF:** T. Taylor, M. Grenier

**OTHERS:** Lucerne

---

#### 1. CALL TO ORDER:

Chair L. Brekke called the meeting to order at 7:00pm

#### 2. ADOPTION OF AGENDA:

Moved by Q. De Courcy, seconded by J. Struck that the agenda be adopted as amended.

**CARRIED**

#### 3. ADOPTION OF MINUTES:

Moved by M. Teindl seconded by J. Struck, that the minutes of the Regular Meeting of February 23, 2016 be adopted as presented.

**CARRIED**

Moved by R. Farrell, seconded by M. Teindl that the minutes of the Special Regular Meeting of March 1, 2016 be adopted as presented.

**CARRIED**

#### 4. PRESENTATIONS

a) LESS Student Presentation

Students from LESS missed the Education Partnership Committee and presented at the Regular Meeting.

i. Grades 11 and 12 Work Experience took place in February



- ii. Robo Games in Nelson was a success and SD10's teams did well
- iii. Trip planned to Seattle and Silverwood for Physics Day – Grades 11 and 12
- iv. Had a successful dodgeball tournament fundraiser for the Seattle Trip

## **5. FINANCIAL UPDATE:**

Nil

## **6. QUESTIONS REGARDING FINANCIAL**

Nil

## **7. REPORTS**

- a) Chairperson (L. Brekke):  
Report attached
- b) Education Partnership Committee:
- c) Parent Advisory Council / Trustee Liaison Reports:
  - i) Southern Zone (Q. De Courcy)  
No Report
  - ii) Nakusp Elementary School (J. Struck)  
No Report
  - iii) Lucerne Elementary-Secondary School (R. Farrell)  
Report attached
  - iv) Nakusp Secondary School (M. Teindl)  
No report
  - v) District Parent Advisory Council (L. Brekke)  
Report attached
  - vi) CUPE/Board Liaison Meeting (L. Brekke)  
No report
  - vii) ALTA/Board Liaison Meeting (J. Struck)  
No report
  - viii) Occupational Health and Safety Committee (Q. De Courcy)

No report

- ix) Chamber of Commerce
  - Nakusp: Report attached
  - New Denver/Silverton: No report

- x) Strong Start Centres  
No report

- xi) Arrow Lakes Aboriginal Educational Advisory Council  
No report

- d) Branch / BCSTA / BCPSEA

- i) Branch: No report
- ii) BCSTA: No report
- iii) BCPSEA: No report

- e) Superintendent/Secretary-Treasurer:

The Superintendent's report was presented at the Education Partnership Committee Meeting. A copy of the report is attached.

## 8. OLD BUSINESS:

- a) Finalize Committee Structure

A copy of the updated Committee Structure is attached. This document is available on the SD10 website under the Board of Education: <http://sd10.bc.ca/board-of-education/school-trustees/>

- b) Policy Committee Updates and Recommendations:

Moved by R. Farrell, seconded by J. Struck, that the Board of Education approve revisions to Policy 4100 Recruitment and Selection of Exempt Staff as recommended by the Policy Committee and as presented. (Policy 4100 attached).

**CARRIED**

- c) Wireless protocol

The Board discussed feedback that was received regarding the wireless protocol.

The following change was discussed and direction was provided to revise the protocol as follows:



Change to **Wireless Access, Item 1**: Wireless signals will be off in the following periods of time: before school, after school, and at lunch and recess breaks... *unless in a room where supervision is provided.*

The Board agrees that the Protocol for Wireless at Lucerne Elementary Secondary School will be put in place and will be monitored for the remainder of the School Year by the Superintendent.

A copy of the updated protocol is attached.

**9. NEW BUSINESS:**

- a) Distribution of Board Agendas and Minutes

PAC Chairs will be added to the distribution group for the Education Partnership Committee Meeting and Regular Board Meeting agendas.

**10. NEXT MEETING DATES:**

- a) Education Partnership Committee Meeting – 7:00PM – April 12, 2016
- b) Regular Board Meeting – 7:00PM – April 26, 2016

**11. QUESTIONS FROM PUBLIC:**

Nil

**12. ADJOURNMENT:**

M. Teindl adjourned the meeting at 8:29pm.

---

L. Brekke  
Chairperson

---

T. Taylor  
Superintendent/Secretary-Treasurer

## Board Chair

### Reports for March 8, 2016, Regular Meeting

#### **Chair Report:**

New Eastern Zone Trustee Rhonda Farrell took her Oath of Office on Tuesday, March 1

-moving into Budget planning and continuing Policy Revisions

#### **Correspondence:**

-Letters from 3 parents regarding the revisions to Policy 4100

-BCSTA on budget planning

-BCSTA regarding the Provincial Budget

-survey from Auditor General office re the Standards of Conduct

-letter from BCSTA regarding the survey on the Memorandum of Understanding agreement survey

-letters from SD52(Prince Rupert) re: the restrictions in FOIPPA and on the Implementation of the New Curriculum

-letter from SD38 (Richmond) on the funding for refugee students

#### **DPAC:**

-met on March 3

-revisions to Policy 4100 discussed at length

--received 3 applications for DPAC Gaming Grant

-LESS requested \$1000 to assist with School Meals Program

-NES requested funds for their annual Pancake Breakfast -\$1200

-NSS requested \$450.00 to assist with travel cost for Student Council to travel to Enderby

-\$LESS to receive \$1000., NES to receive \$1050. And NSS to receive \$450.

-also discussed using the District Grant to host a district track and field and to invite known athletes to attend. Pat Dion will discuss with Ryan Willman

-no participation by Edgewood PAC as of yet

-next meeting Monday, May 2

#### **BCPSEA:**

-regional meetings – Kootenay Boundary on May 18 in Cranbrook

LESS PAC Meeting March 1, 2016 – Report to SD10 School Board

Robogames - There was participation from some the of the high school 7/8/9 class at the RoboGames in Nelson on February 20 at Selkirk College. One of the teams from Lucerne tied for first in the robot battle.

Policy 4100 - There was a lot of discussion around Policy 4100. The parents that were in attendance didn't feel there was enough time to comment after being presented the draft revision prior to the PAC meeting just that night by the PAC chair. They also felt that the new language gives too much power to the Superintendent and are concerned that they are going to be left out of the process. They feel that communication is not properly circulated in a timely fashion and not just on Policy 4100. There was some follow up to this discussion on Friday (March 4) and an offer was made for a meeting to further review the proposed revisions to Policy 4100 with the LESS PAC and board representatives including the Superintendent, to happen prior to the Board meeting of March 8, 2016, but it was not pursued by the LESS PAC.

Respectfully submitted,

Rhonda Farrell

**Trustee Teindl's Report:****NSS PAC –**

Nothing to report, next meeting April 4th

**Chambers of Commerce – Nakusp AGM March 2, 2016**

Very quick meeting which included successes of 2015 and plans for 2016. New signage at entrances to our community, debit card/card machine, new position (event coordinator) and initiative with Kaslo and Slocan to attract people to the Kootenays...start by advertising in our kootenay regions this year, move to Okanagan next year and so forth. Presentation from community futures. Imaginkootenay.com, a great new website that features: imagine working, imagine investing, imagine living.



**March 8, 2016  
Education Partnership Committee Meeting  
Superintendent/Secretary Treasurer Report**

**1. Robo Games in Nelson – February 20<sup>th</sup>**

- On February 20, members of LESS's newly formed Robotics Club took part in the RoboGames at Sekirk College in Nelson
- **RoboGames** is a collaborative initiative between the Nelson Tech Club and GLOWS, with support from the Kootenay Association for Science and Technology and Selkirk College
- Members of the LESS Robotics club competed against 25 other teams from around the Kootenays
- Using robots they made based from Arduino kits, they competed in an obstacle course, and the most exciting event, Robo Battles
- Each team made it through one round of battles, and Braydon and Aleks's robot tied for first place
- Enthusiasm for this event and robotics and coding in general, have inspired students and teachers alike
- This was so much fun, that sponsoring teachers Scott Kipkie, Signy Fredrickson, and Michael Myhal are committed to continue the learning next year

**2. Curriculum Support Planning Day – February 23<sup>rd</sup>, 2016**

- A very successful Curriculum Support Planning Day was held on February 23<sup>rd</sup>
- Many thanks to Jan Unwin and Maureen Dockendorf for their support, expertise and commitment to the redesigned curriculum and SD 10
- The agenda was co-planned by a team of teachers and school and district leaders to involve lots of choice for exploration and curriculum planning time
- Teachers overwhelmingly reported high satisfaction

**3. March 7<sup>th</sup> and 8<sup>th</sup> visit from Amelia Peterson, Harvard Ph.D student**

- Amelia Peterson, from Harvard, has been in the district on March 7 and 8 with the aim of looking at innovative practices and pedagogy in the district
- She joined the *Collaborating to Engage All Learners* team along with Dr. Leyton Schnellert at the Learning Round in the Grade 3-7 class and was very impressed with the quality of teaching and learning at EES
- On Tuesday, March 8<sup>th</sup>, she visited Lucerne, NES and NSS talking to students and teachers and principals
- Amelia also joined the District Leadership team after school on March 7<sup>th</sup> and on March 8<sup>th</sup>, worked with the district Educational Transformation Committee

**4. International Travel Grant**

- Heather Dennill, Director of Learning, and Ryoko Kobayashi, Vice Principal of International Education, were successful in receiving \$7000 towards the upcoming Japan Cultural trip over spring break
- Eight students and Ryoko are planned to journey to Japan



- Ryoko will also participate in the annual Study in Canada recruiting fair in Tokyo

## **5. Skills Training Access grant \$5000**

- We have been successful for the second year in a row in obtaining a \$5000 Skills Access Training grant <https://news.gov.bc.ca/releases/2016EDUC0028-000304>.
- Thanks to Ken Barisoff, Shop teacher at NSS, and Michael Myhal, district Hands-on Learning teacher for their support in helping develop the criteria
- Funding for student work experience transportation, robotics equipment, CNC, Maker Bot 3D printer has been approved

## **6. Skills Training Tapper grant**

- The district has just received a \$25,000 “shoulder tapper” grant
  - Connect our DL students to more work experience and skills training opportunities (currently there are 35 students in the Arrow Lakes DL School which is co-located in the Selkirk College ABE/Outreach centre in a blended learning model) – these are some of our most vulnerable learners
  - Liaise with the Selkirk College Outreach Centre in Nakusp and the Nakusp office of WorkBC Outreach to identify opportunities for partnership and skills training.
  - Pursue an ACE-IT program for 2016-17 through our ACE-IT/shop teacher champion at Nakusp Secondary, and also examine other potential ACE-IT partnerships through discussions with local and regional resources
  - Profile skills training Stories of Success on our district website, in local media, and to the Ministry – (Note, that I provided press release quotes and testimonials on the Skills Access grants to the Ministry in Feb 2016 both from an ACE-IT student and the Superintendent)
  - Produce by end of June 2016, an 8 minute film on student skills training as a result of the Solar Energy project
  - Student presentations on SD 10 Solar Energy Challenge – Grade 7- 9 students at Lucerne, and a Grade 12 student at NSS will learn to use data from the ICT interface with
  - Coordinate with KAST (Kootenay Association of Science and Technology <http://kast.com> ) and GLOWS (Growing Learning Opportunities with Science - <http://kastglows.ca> ) to increase student coding and electronics/robotics skills training
  - Partner with NACFOR – Nakusp Community Forests <http://nakuspcommunityforest.com> – and work towards student work experiences in career fields such forestry technician, professional forestry, and wildlife biology in our local community forest
  - Expand working relationships with a range of local and regional partners to increase opportunities for students in ICT, trades and technology skills
  - Use Twitter and school Facebook sites to celebrate and share stories of success
  - Present to the Arrow Lakes Aboriginal Education Council on skills training opportunities for students with indigenous ancestry

- Encourage and provide collaboration time for elementary student hands-on learning using hand tools and secondary school shops
- Submit to ArtStarts, a cross-district grant proposal centred around Design Thinking which incorporates over 350 students in the district working in 2-3 day to 2 week residencies with local welders, timber framers, graphic designers, website developers, sound technicians, architects, and artists
- Explore opportunities for Skype or webinar “visits” from skilled expertise outside the district. Share with our students what possibilities exist in solving authentic real world problems using the expertise of skilled workers from across BC and around the world.

## **7. Tuesday, March 29<sup>th</sup>, and Wednesday, March 30<sup>th</sup> - Social Media Safety**

- Safe Schools from the Ministry is providing social media safety sessions for intermediate and secondary students (flyer attached to the March 8<sup>th</sup> agenda package)
- Social media safety - 9 - 3 pm March 30<sup>th</sup> for students from both intermediate and secondary schools across the district
- Parents are invited to a 7 pm session on how to keep your kids safe online

## **8. Framework for Enhancing Student Learning**

- By March 31<sup>st</sup>, the district timeline for reporting will be posted on the website
- Revisions to the Ministry criteria have been updated at <http://www2.gov.bc.ca/gov/content/education-training/administration/kindergarten-to-grade-12/enhancing-student-learning>

## **9. Flies and Silverfish Begone**

- Pesticide for silverfish at NSS, flies at BAS and EES will be administered over spring break
- This will be done on a weekend by a local certified exterminator
- Safety precautions will be well communicated to all staff
- The Manager of Operations advises that after 6 hours there is no risk; nevertheless, we will exercise the utmost of caution and ensure safety

## 2015-2016 SD #10 Committees and Representatives

Standing Committees		
Committee	Description	Trustee
Board Policy Committee	All Trustees meet on an ongoing basis to review and consider policy.	All Trustees
Education Partnership Committee	All Trustees are members of EPC in addition to ALELA, Students, DPAC, ALTA and CUPE representatives. The committee of the whole meets monthly.	All Trustees
Finance Committee	All Trustees along with ALTA, CUPE, ALELA, DPAC and District staff meet during budget creation time frame.	All Trustees
Policy Working Groups	Policies are regularly reviewed and discussed. These policy working groups are struck by the Chair with a start and end date as well as purpose and terms of reference. *See attached electronic form	As Needed

Special Committees		
Committee	Description	Trustee
Arrow Lakes Aboriginal Education Advisory Council	One Trustee belongs to the district Aboriginal Council to gather and bring info from the council, back to the Board of Education.	Melissa Teindl Alternate: Lora Lee Brekke
ALTA ( <i>Arrow Lakes Teachers Association</i> /Board Liaison Committee)	Two Trustees sit on this committee along with Teacher representatives, Superintendent and HR staff.	Judy Struck Alternate: Quinn De Courcy
Shared Use Agreements Committee	One Trustee acts as a representative of the Board to sit with the Superintendent/Secretary-Treasurer or other district staff to meet as needed with group(s) we have a shared use agreement with.	Quinn De Courcy Alternate: Melissa Teindl
Calendar Committee	One Trustee acts as a representative of the Board to sit with representatives from partner groups to meet annually and plan the school district calendar on a three year plan.	Judy Struck Alternate: Lora Lee Brekke
CUPE ( <i>Canadian Union of Public Employees</i> ) /Board Liaison Committee	Two Trustees sit on this committee along with CUPE representatives, Superintendent and Human Resources staff.	Lora Lee Brekke Alternate: Judy Struck



## 2015-2016 SD #10 Committees and Representatives

DPAC ( <i>District Parent Advisory Committee</i> )	One Trustee is invited to DPAC meetings to provide and update on District and report back to Board of Education at regular meetings.	Lora Lee Brekke Alternate: Judy Struck
Educational Transformation Committee	One trustee serves on this committee to help inform and plan for the new curriculum changes, along with the Superintendent and representatives from our partner groups.	Quinn De Courcy Alternate: Lora Lee Brekke
IT ( <i>Information Technology</i> ) Committee	Two Trustee serve on this district committee which helps inform policy, decisions and planning for information technology in the district.	Quinn De Courcy Alternate: Rhonda Farrell
OH&S ( <i>Occupational Health and Safety</i> )	One Trustee and District OH&S representatives meet throughout the school year.	Quinn De Courcy Alternate: Rhonda Farrell
PAC ( <i>Parent Advisory Committee</i> )	Trustees are invited guests to School PACs Each Trustee reports to their assigned PAC a summary of proceedings from the Board of Education and reports key points from PAC back to Board of Education at regular meetings of the Board. <ul style="list-style-type: none"> <li>• Edgewood Elementary</li> <li>• Lucerne Elementary-Secondary</li> <li>• Nakusp Elementary</li> <li>• Nakusp Secondary</li> </ul>	EES: Quinn De Courcy LESS: Rhonda Farrell NES: Judy Struck NSS: Melissa Teindl  ( <i>The Board Chair is alternate for all seats</i> )
Scholarship Committee	Two Trustees sit as an interview team to consider students for District/Provincial Scholarship(s) members from the public may sit on this committee as well.	Rhonda Farrell Alternate: Melissa Teindl Lora Lee Brekke

## 2015-2016 SD #10 Committees and Representatives

External Committees		
Committee	Description	Trustee
BCPSEA ( <i>British Columbia Public Schools Employers Association</i> )	One Trustee acts as a representative to BCPSEA for SD10 Arrow Lakes.	Lora Lee Brekke Alternate: Judy Struck
BCSTA ( <i>British Columbia School Trustees Association</i> ) Kootenay Boundary Branch	One Trustee either elected by the Board of Education or as an elected executive on KBB provides a brief summary of KBB/BCSTA proceedings at regular meetings.	Lora Lee Brekke Alternate: Quinn De Courcy
BCSTA Provincial Council	One Trustee to attend and report to and from PC regarding BCSTA business and advocacy.	Judy Struck Alternate: Quinn De Courcy
Chambers of Commerce	One Trustee shall serve as liaison between Chamber of Commerce and the Board.	Nakusp: Melissa Teindl Alternate: Judy Struck Slocan: Rhonda Fareell Alternate Lora Lee Brekke



**2015-2016**  
**SD #10 Committees and Representatives**

**Committee Name:** \_\_\_\_\_

**Committee Members:** \_\_\_\_\_

**(Name and Email)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee Purpose:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Committee Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

## **SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL**

### **4100 – Recruitment and Selection of Exempt Staff**

---

#### **1.0 General**

- 1.1 The Board of Education believes that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees.
- 1.2 The Board, in the case of the Superintendent, will assume sole responsibility for initiating the recruitment process. The Superintendent, in all other instances, will assume sole responsibility for initiating staffing processes. The Superintendent of Schools may delegate staffing responsibilities to other administrative staff.
- 1.3 The Board values input from staff and parents to aid in developing criteria for the selection of employees, and, where appropriate, opinions regarding candidate suitability. All committee members participating in the selection process must adhere to confidentiality and provisions of the FOIPPA.
- 1.4 The Board accepts that a periodic change of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole. The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths and a transfer of a principal/vice-principal may enable a school to benefit from these strengths.
- 1.5 Recognizing that an indicator of performance is past performance, the Board expects that references are thoroughly canvassed. It shall be the Superintendent's responsibility to ensure that candidates' credentials are verified.
- 1.6 The Superintendent of Schools will notify the Board of all appointments of teachers and support staff as soon as possible after appointments are made.

#### **2.0 Guidelines for Selection of Staff**

- 2.1 Selection of the Superintendent of Schools/Chief Executive Officer:
  - 2.1.1 A committee composed of all available Board members and chaired by the Board Chairperson will meet to discuss the recruitment process and develop the desired qualifications, skills and characteristics for the position.
  - 2.1.2 The Board may choose to hire a consultant to assist in the recruitment and selection process.
  - 2.1.3 The Board will seek input from DPAC, PAC, Principal, Teaching and Support staff representatives.
  - 2.1.4 The Board will assess the district succession plan, and make a determination as to its impact on the recruitment process.
  - 2.1.5 Should circumstances warrant, the position may be advertised locally, provincially, and nationally.

- 2.1.6 Subsequent to advertising, a short-list committee will examine all applications and decide on a short-list of applicants based on the criteria established and the qualifications and characteristics of the candidates. References for the short-listed candidates will be thoroughly canvassed.
  - 2.1.7 The short-listed candidates will be provided with detailed school and district information.
  - 2.1.8 The short-listed candidates will be invited into the district, at Board expense. The candidates will have the opportunity to:
    - 2.1.8.1 Tour the district and meet with staff.
    - 2.1.8.2 Meet with the out-going Superintendent, if suitable.
    - 2.1.8.3 Attend informal social events.
    - 2.1.8.4 Participate in onsite interview(s) by the Board of Education, representatives from the PAC, ALTA, CUPE and ALELA will be given the opportunity to provide input.
  - 2.1.9 The Trustees will then meet in a closed session to select the new Superintendent of Schools.
- 2.2 Selection of District and School Based Staff:
- 2.2.1 The Superintendent will establish a suitable selection process in consultation with the Board.
  - 2.2.2 The Board will assess the district succession plan, and make a determination as to its impact on the recruitment process.
  - 2.2.3 Criteria will be established for positions and where appropriate, through consultation with stakeholders, including: PAC, ALELA and ALTA and/or CUPE.
  - 2.2.4 The Superintendent will be responsible for determining suitable posting and advertising.
  - 2.2.5 In the event that a position for principal or vice-principal is posted, the Superintendent will endeavor to ensure that consultation with staff and parents takes place. These measures for input may include forms of consultation such as staff and parent input to criteria setting, participation on an interview committee, and candidates meeting with PAC and staff at the school.
  - 2.2.6 References shall be thoroughly canvassed and interviews structured to determine the most suitable candidate.

### 3.0 Transfers of Administrative Staff

- 3.1 From time to time, the Superintendent will review principal/vice principal assignments and make recommendations to the Board regarding possible transfers.
- 3.2 Where a transfer is being effected, the selection processes outlined above will not apply.





## SD #10 (Arrow Lakes) District Protocol

### Wireless Use at Lucerne Elementary Secondary School

#### **Overview:**

Given significant concerns from some parents and staff regarding the use of wireless technology at the school and some significant support for wireless technology, the Board of Education has decided to have installed a dual system. All classrooms are to be outfitted with enhanced fiber-optic cable providing wired access for all classrooms in the school. There is no wireless to be installed in elementary classrooms. Wireless technology for learning is installed in secondary classrooms only.

The following protocol guides the use of wireless technology at the school.

#### **Wireless Access**

1. Wireless signals will be off in the following periods of time: before school, after school, and at lunch and recess breaks unless in a room where supervision is provided.
2. The student lounge and school library will not have wireless routers installed.
3. The school office will have a wireless router installed.

#### **Wireless in Secondary Classrooms:**

4. Both wired and wireless technology are available for use in secondary classrooms.
5. The default for the wireless system in each classroom is that wireless is turned off.
6. Teachers may turn on wireless access when required for student learning by logging in and accessing a set of controls for their classroom to the wireless network.
7. The school Principal and IT Manager have master control over all wireless systems at the school.
8. Login information is to be kept secure.

#### **Monitoring of Wireless Signal Strength**

9. Prior to the installation of wireless routers, the District shall gather baseline data of wireless signal levels from ambient neighbourhood wifi.
10. After installation of wireless technology in the secondary classrooms, wireless signal data will be gathered with wifi turned on.
11. Regular monitoring of wireless signal strength will occur.