

**MEETING OF THE BOARD HELD IN PUBLIC  
MINUTES  
TUESDAY, APRIL 09, 2024**

**Board:**

D. Lang, Chair  
J. Bremner, Vice Chair  
M. J. Blackmore (*via video conference*)  
S. Chew (*via video conference*)  
K. Etheridge (*via video conference*)  
A. Gribbin  
S. Nazaroff, Trustee  
M. Shunter  
L. Trenaman

**Student Trustees:**

Daisy Lamoureux, J.V. Humphries Secondary  
Micah Luchetta, J.V. Humphries  
Amber Parsons, Kootenay River Secondary  
Cassidy Popoff, Mount Sentinel Secondary

**District Staff:**

T. Smillie, Superintendent  
C. MacArthur, Secretary-Treasurer  
B. Eaton, Director of Instruction - Curriculum, Instruction, and Assessment  
J. Halton, District Diversity Teacher Coordinator (*joined for Agenda Item 10A*)  
G. Higginbottom, District Principal for Aboriginal Education (*joined for Agenda Item 10A*)  
D. Holitzki, Assistant Superintendent  
C. Kerr, Director of Operations  
C. Singh, Director of Human Resources  
K. Tamblyn, District Principal – International Education (*joined for Agenda Item 10A*)  
S. Bruskowski, Executive Assistant

**Regrets:**

Nil

**1. Call to Order**

The meeting was called to order at 5:01 pm.

**2. Acknowledgement of Aboriginal Territory**

**3. Changes to the Proposed Agenda – Nil**

Item 12A: Approve Policy 130: Trustee Code of Conduct was added to the agenda.

**4. Adoption of Agenda**

UPON a motion duly made and seconded it was **RESOLVED:**

23/24-047

**THAT** the Agenda for this April 09, 2024 meeting **BE ADOPTED**, as amended.

The motion carried unanimously.

5. **Receiving Presentations** – Nil
6. **Comments or Questions from the Public regarding items on this Agenda** – Nil
7. **Consent Package** – Nil
8. **Adoption of Minutes**

“An explanation was sought for the \$145,000 payment to the Town of Creston which was provided by the Secretary Treasurer” was added to Section 11A of the minutes.

UPON a motion duly made and seconded it was **RESOLVED:** 23/24-048

**THAT** the minutes from the March 12, 2024 Meeting of the Board held in public

**BE ADOPTED**, as amended.

The motion carried unanimously.

9. **Future and Action Item Tracking** – Nil
10. **Education** – Reports from the Superintendent

A. Cultural and Identity Development Continuous Learning Report 2023-2024

District Principals Higginbottom and Tamblyn as well as District Teacher Coordinator Halton presented the Cultural and Identity Development Continuous Learning Report 2023-2024. In alignment with the B.C. Statement of Education Policy Order Mission, School District No. 8 (Kootenay Lake) is working towards students becoming “Educated Citizen” with proficiency in intellectual development – literacy and numeracy – human and social development, and career development. The action plan for Aboriginal education aligns with the Cultural and Identity Development Continuous Learning Report. Highlights from Aboriginal education as well as diversity education in the 2023-2024 school year at School District No. 8 (Kootenay Lake) were provided.

Trustees thanked District Principal Higginbottom for her work for the district and wished her all the best for her future endeavours.

B. National Day of Mourning

Superintendent Smillie provided information on the National Day of Mourning. Flags will be lowered on April 28 at schools and worksites to remember and honour those lives lost or injured due to a workplace tragedy, as well as to collectively renew our commitment to improve health and safety in the workplace.

11. **Operations and Finance** – Reports from the Secretary-Treasurer

A. Preliminary Budget Report 2024-2025

Superintendent Smillie thanked Secretary-Treasurer MacArthur for her level of skills and detail when creating a positive and balanced draft budget. She also thanked the government of BC for their commitment when providing funds for public education. School District No. 8 (Kootenay Lake) has a very low student-per-teacher ratio. The district has worked hard to become an efficient organization.

Secretary-Treasurer MacArthur presented the 2024-2025 draft budget which is aligned to the strategic plan and reflects its strategic priorities. A budget overview was provided on budget considerations and framework assumptions to ensure expenditures stay within the projected funding increases. The structure of the budget is divided into operating funds (including targeted funding), special purpose funds, and capital funds. Despite a slight decline in projected student

enrolment, the total revenue is projected to increase by 0.7%, mainly due to an increase of the basic enrolment-based funding amounts by 3.4% in 2024-2025, compared to the current school year. With the district focusing on maintaining staffing, the ratio of salaries and benefits is projected to increase to 86.3% of total operating expenses in 2024-2025 compared to 85.1% in 2023-2024. Special purpose funds are projected to decrease by \$1.4 million mainly due to changes in the Classroom Enhancement Funds (CEF).

Capital funding for 2024-2025 has been announced, totaling \$3,158,689.

**B. School Fees**

Secretary-Treasurer MacArthur presented the proposed school fees for 2024-2025 to the Board. For the coming school year, most of the school fees have remained the same across the district. Minimal increases occurred mostly due to an increase in material costs, or the addition of new materials being provided. Where possible, schools have focused on keeping fees unchanged for programs that are required for graduation.

Secretary-Treasurer MacArthur answered Trustees' questions.

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-049

**THAT** the 2024-2025 school fees **BE APPROVED** as proposed.

The motion carried unanimously.

**C. Capital Budget Bylaw 2024-2025**

Secretary-Treasurer MacArthur presented the proposed Capital Budget Bylaw 2024-2025. It contains minor capital projects which have been approved under the School Enhancement Program (SEP), Food Infrastructure Program (FIP), and Carbon Neutral Capital Program (CNCP). These projects are required to be completed by March 31, 2025. Director Kerr provided more detailed information on capital projects at different school sites.

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-050

**THAT** the Board of Education proceed to conclude three readings in one evening for the School District No. 8 (Kootenay Lake) Capital Plan Bylaw No. 2024/25-CPSD8-01.

The motion carried unanimously.

**UPON** a motion duly made and seconded it was **RESOLVED:** 23/24-051

**WHEREAS** in accordance with section 142 of the School Act, the Board of Education of School District No. 8 (Kootenay Lake) (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 project(s) and proceed diligently and use its best efforts to complete each project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,

(d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

**NOW THEREFORE** the Board enacts as follows:

1. The Capital Bylaw of the Board for the 2023/24 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 15, 2024, is hereby adopted.
2. This Capital Bylaw may be cited as School District No. 8 (Kootenay Lake) Capital Bylaw No. 2024/25- CPSD8-01.”

**READ A FIRST TIME** the 9th day of April 2024;

**READ A SECOND TIME** the 9th day of April 2024;

**READ A THIRD TIME, PASSED** the 9th day of April 2024.

The motion carried unanimously.

## 12. Governance and Policy – Nil

### A. Approve Policy 130: Trustee Code of Conduct

Superintendent Smillie presented the revised policy 130.

**UPON** a motion duly made and seconded it was **RESOLVED:**

23/24-052

**THAT** Policy 130 **BE APPROVED.**

The motion carried unanimously.

## 13. Human Resources – Nil

## 14. Other Items – Nil

## 15. Trustee Reports

### A. Trustees

- Trustee Trenaman attended the district PAC meeting and gave a shoutout the level of engagement she observed. She highlighted that the voice of parents is very important to the Board. Trustee Trenaman attended a BCSTA bylaw review committee meeting where bylaws and recommendations to the Board of Directors are reviewed. She also gave a shoutout to the Crawford Bay principal and staff for their amazing work.
- Trustee Bremner highlighted the professional development for parents provided through DPAC. The Sustainability Policy Development Committee met for the first time, and it is inspiring to see the level of engagement and the amount of brilliant ideas coming together.
- Trustee Nazaroff highlighted the Academy at MSSS and all the teachers who support the students with their amazing work. She gave a shoutout to Valley Voice for providing media coverage on the students' work.
- Trustee Shunter attended the first Sustainability Policy Development Committee meeting as the trustee representative. A lot of input was received through a survey which can still be completed until April 12<sup>th</sup>.

### B. Chair

Chair Lang attended the DPAC meeting as well as the Sustainability Policy Development Committee meeting. She met with external facilitators, had a regular meeting with BCPSEA and met with BCSTA in her role as Board chair and KBB President in preparation of the BCSTA Learning Series on May 25 in Nelson.



C. BCSTA – Nil

D. BCPSEA

Trustee Nazaroff reported there will be another BCPSEA AGM where a new Regional Director for the Central Okanagan will be elected.

E. RDCK – Nil

F. Other Committees – Nil

G. Student Trustees

- Mount Sentinel Secondary Student Trustee Popoff provided details on upcoming events. A school wide garbage cleanup is planned for Earth Day on April 22<sup>nd</sup>. Student Council is planning a 30-hour famine where participants donate to an organization that works towards food security. After winning first place at the Regional Skills Competition in Cranbrook, MSSS students were invited to the Provincial Skills Competition in Abbotsford.
- Kootenay River Secondary Student Trustee Parsons reported that with the arrival of spring, the girls' soccer team is now playing outside, with a tournament coming up the next weekend. Badminton and golf season has started. Student Council is organizing a school dance.
- Due to technical difficulties, J.V. Humphries Student Trustees Lamoureux and Luchetta were unable to share and, therefore, submitted their report after the meeting. The elementary school has organized mandatory swimming lessons at the Nelson Community Complex. Presenters are coming mid-April to provide information around emergency health services as well as healthcare fields. Kindergarten has a class performance this April for their families. A 'celebration of learning' day is coming up with presentations, posters, and projects made by all grades shared and showcased to everyone at the school to admire and acknowledge all the hard work that takes place at JVH.

#### 16. Comments or Questions from the Public

Secretary-Treasurer MacArthur responded to questions about relief salaries that are trending below the allocated amount in the amended budget. Several other questions were asked by members of the public. The district will follow up and provide responses to the questioners after the meeting.

#### 17. Meeting Schedule and Reminders

A. Board Meetings

The next Meeting of the Board held in the public is scheduled for May 14, 2024.

#### 18. Adjournment of Meeting

The meeting was adjourned at 6:28 PM.



Board Chair



Secretary-Treasurer