



School District 19  
(Revelstoke)

The Board of Education of  
School District No. 19 (Revelstoke)  
Regular Board Meeting  
Wednesday, November 2<sup>nd</sup>, 2011  
5:00 p.m.

**A G E N D A**

1      **CALL TO ORDER**

\_\_\_\_\_

2      **ATTENDANCE**

Trustees: \_\_\_\_\_

Sr. Admin.: \_\_\_\_\_

Principals/Vice Principals: \_\_\_\_\_

**REGRETS:**

\_\_\_\_\_

3      **APPROVAL OF AGENDA:**

\_\_\_\_\_

4      **APPROVAL OF MINUTES:**

Regular Meeting of October 5<sup>th</sup>, 2011

5      **DELEGATIONS:**

\_\_\_\_\_

\_\_\_\_\_

6      **SPECIAL REPORTS:**

\_\_\_\_\_

\_\_\_\_\_

7      **BUSINESS ARISING:**

8      **NEW BUSINESS**

8.1    **ADMINISTRATION REPORTS:**

8.1.1    **SUPERINTENDENT COOPER**

- A) Superintendent's Activities
- B) Revelstoke Secondary School Open House

**8.1.2 SECRETARY-TREASURER ROSS**

A)

**8.1.3 DISTRICT PRINCIPAL, OPERATIONS & TECHNOLOGY WOODHURST**

A)

**8.2 OTHER**

A)

**8.3 COMMITTEE REPORTS**

- A) Aboriginal Education Advisory Committee Minutes of October 4<sup>th</sup>, 2011
- B) Finance and Facilities Committee Minutes of October 19<sup>th</sup>, 2011

**8.4 TRUSTEE REPORTS**

- A) Provincial Council Meeting October 21<sup>st</sup> and 22<sup>nd</sup>, 2011
- B) Early Childhood Development Committee Minutes of October 24<sup>th</sup>, 2011

**8.5 CORRESPONDENCE**

- A) Letter dated October 18<sup>th</sup>, 2011 from James Gorman, Deputy Minister of Education regarding report card responsibilities
- B) Letter dated October 28<sup>th</sup>, 2011 from James Gorman, Deputy Minister of Education regarding the launch of BC Education Plan

**9 FUTURE AGENDA ITEMS**

**10 RECESS**

\_\_\_\_\_ TIME: \_\_\_\_\_



School District 19  
(Revelstoke)

# Revelstoke Board of Education

Regular Board Meeting  
Wednesday, October 5<sup>th</sup>, 2011  
Minutes

## CALL TO ORDER

Trustee Chell called the meeting to order at 5:00 p.m.

## ATTENDANCE

Trustees:	Chell, Wilson, Nicholson, Hamilton
Senior Administration:	Superintendent Cooper, Secretary-Treasurer Ross
Principals:	District Principal, Support Services Smillie
and:	Confidential Secretary Magarian
Guests:	Jennifer Wolney Acting RTA President; Tracy Spannier, Literacy Outreach Coordinator, one parent, and two members of the media
Regrets:	Trustee Morrone and District Principal, Operations & Technology Woodhurst

## APPROVAL OF AGENDA

11: R-77 Wilson/Nicholson

"THAT the agenda be approved with the addition of Item 8.4 B) British Columbia School Trustees Association – Thompson Okanagan Branch Meeting September 29<sup>th</sup> – 30<sup>th</sup>, 2011"

CARRIED

## APPROVAL OF MINUTES

11: R-78 Nicholson/Hamilton

"THAT the minutes of the Regular Board meeting of September 14<sup>th</sup>, 2011, be approved as presented."

CARRIED

## SPECIAL REPORTS

### World Teacher's Day

Trustee Chell on behalf of the Board acknowledged the role our teachers play in our district. He thanked Acting RTA President Jennifer Wolney for the reception held for World Teacher's Day.

### Community/District Literacy Plan

Literacy Outreach Coordinator, Tracy Spannier presented the Community/District Literacy Plan and advised that the committee will continue to work on the goals set. She drew Trustees attention to Appendix IV, the Literacy Assets list, which is extensive and indicative of the support literacy programs

receives throughout the community. New this year was a brainstorming session regarding indicators of literacy, of which there are many, such as senior support (101 learners for computer tutoring), book exchange, EDI results, book distribution, Okanagan College is 300% busier, and waitlists for programs such as Mother Goose are high. Some of the indicators within the school district are, the Early Development Instrument results, Foundation Skills Assessment results, and graduation rates. Some of the challenges are the foreign workers with English as a second language and the adult literacy program, which is not yet running as the program is awaiting funding. Tracy wanted to recognize and thank the businesses in our community for their support of literacy.

Trustee Wilson commented that the plan is outstanding in depth and commended Mrs. Spannier on her leadership and the outstanding role that the Revelstoke Literacy Action Committee plays in the community. Superintendent Cooper thanked Columbia Basin Alliance for Literacy, the Ministry and the support from the community to improve the literacy of families and students. She also thanked Tracy Spannier for her work on the Plan. Trustee Chell noted that Tracy Spannier has been the Literacy Outreach Coordinator for 10 years and is considered a mentor in this area and he thanked her for her work and leadership.

## **NEW BUSINESS**

### **ADMINISTRATION REPORTS**

#### **SUPERINTENDENT COOPER**

##### Administration Report: Superintendent Cooper

Received as information.

Superintendent Cooper provided her Administration Report highlighting the work all staff has done to make our schools a welcome place and a positive learning environment for students.

##### EDI Community Summary for Revelstoke

Superintendent Cooper reviewed the Early Development Instrument (EDI) results. Revelstoke at a vulnerability rate of 10% is well below the provincial average of 31%. The goal always is to reduce the vulnerability rate. Mrs. Spannier drew trustees attention to the Table of Critical Change, which is new to the summary. She noted that a lot of work is being done through early literacy programs before children get to school, which work is reflected in the EDI results. Trustee Chell commented that Revelstoke is seeing consistent results and the results show the value of the early learning programs and are an example of a community that puts a focus and emphasis on early learning. Tracy Spannier acknowledged the high level of parent participation in the early learning programs being offered, such as Mother Goose, which currently has a wait list.

##### School Organization Report 2011/2012

Superintendent Cooper presented the School Organization Report for 2011/2012, which was prepared and submitted, to the Ministry in compliance with 76.3 of the *School Act*. Superintendent Cooper noted that our district has smaller class size averages than is required at intermediate and secondary.

11: R-79      Wilson/Nicholson

“THAT the Revelstoke Board of Education accept School District #19 (Revelstoke) School Organization Report 2011/2012 as presented.”

CARRIED

RSS Occupancy/Transition Schedule

Superintendent Cooper explained the four-½ day plan for the transition of students into the new high school in an effort to make the move as least disruptive to students as possible. Currently, the target day is October 17<sup>th</sup>. Superintendent Cooper acknowledged the work of Graham Construction in assisting with the move.

Revelstoke Secondary School Out of Town Trip

11: R-80      Nicholson/Hamilton

“THAT the Board of Education of School District No. 19 (Revelstoke) approve a group of Revelstoke Secondary School band students to participate in a school trip to Seattle, Washington, U.S.A. in April, 2012 subject to Policy 7.4 as well as subject to all participants having medical and travel insurance.

CARRIED

**SECRETARY-TREASURER ROSS**

**DISTRICT PRINCIPAL, OPERATIONS & TECHNOLOGY WOODHURST**

Capital Projects Update

Superintendent Cooper presented the Capital Projects Update on behalf of Earl Woodhurst, District Principal of Operations & Technology and highlighted the landscaping and paving that has been done at both the new Revelstoke Secondary School and the new Elementary School site. She also pointed out that all of the systems in the school will be new and the staff will receive orientation on the new systems. Superintendent Cooper also noted that as the provincial legislature has resumed, Minister of Education Abbott will not be in Revelstoke on October 25<sup>th</sup>, 2011 for an official opening, so a new date within the first two weeks of November has been tentatively set.

**OTHER**

**COMMITTEE REPORTS**

District Parent Advisory Council Minutes of September 27<sup>th</sup>, 2011

Received and filed.

Superintendent Cooper noted that Kathryn Tompkins stepped down as chairperson and acknowledged Kathryn Tompkins for her work on the District Parent Advisory Council.

## TRUSTEE REPORTS

### Early Childhood Development Committee Meeting of September 19<sup>th</sup>, 2011

Received and filed.

Superintendent Cooper noted that the holding of Ready, Set, Learn could be impacted by the teacher job action.

### Revelstoke Literacy Action Committee Minutes of September 26<sup>th</sup>, 2011

Trustee Wilson reviewed the Minutes, highlighting the Reach a Reader fundraiser as well as the Decoda Literacy Solutions a newly formed organization that is a merger of Literacy BC and Literacy Now (a branch of 2010 Legacies Now). Trustee Wilson noted that the delay of funding for the adult literacy program is a concern.

### British Columbia School Trustee Association Thompson Okanagan Branch Meeting September 29<sup>th</sup> – 30<sup>th</sup>, 2011

Four trustees from our district attended the meeting, which was held in Salmon Arm. Trustee Wilson noted that an informal Aboriginal Education Committee meeting was held and that the theme for the BCSTA annual general meeting in the spring will be Aboriginal Education. Our district will look at what we can share at that meeting. Trustee Nicholson discussed the tour of the new elementary school in Enderby and noted that the design incorporates heritage factors, L.E.E.D.<sup>®</sup> Gold Standard and contains a Neighbourhood Learning Centre. He also presented a report from our district to the Branch Education Committee. Trustee Hamilton noted that he provided the Aboriginal Education Committee with the Annual Report of our district's Aboriginal Education Advisory Committee. Trustee Chell advised that long serving trustees and trustees not seeking re-election were honoured at the meeting, which was a very nice gesture.

## ADJOURNMENT

The meeting adjourned at 5:50 p.m. on the motion of Trustee Wilson.

## CLOSED BOARD ITEMS

- Teacher Bargaining
- CUPE Bargaining

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

DATED: October 5<sup>th</sup>, 2011

## **Administration Report**

**Anne Cooper, Superintendent of Schools**

**Report for the period September 30<sup>th</sup> – October 26<sup>th</sup>, 2011.**

1. Participated in a conference call with Ministry of Education staff to highlight the kindergarten screening we have been undertaking for the past eight years in our school district. This is part of a province-wide review of best practices to ensure that kindergarten students who are struggling are identified early and provided the necessary support.
2. Completed a review of the local bargaining items that are to be moved to the provincial bargaining table based on Arbitrator Jackson's ruling in September.
3. Completed the submission of all of our student demographic data to secure our funding for the year.
4. Revised the exempt staff supervision schedule for Week 6 as we continue to try to rotate exempt staff so that they can address their job responsibilities.
5. Trish Smillie, District Principal, Support Services and myself completed a debriefing of key staff members involved with our recent tragedy. We will use that information to enhance any practices that we feel can benefit from our experiences.
6. Met with a early learning representative from the Golden area to discuss the implementation of our Neighbourhood Learning Centres.
7. Attended an Aboriginal Education Advisory Committee meeting. Minutes appear elsewhere in this agenda. At this meeting we honoured the long service of Brenda Percell who served on our committee for fifteen years.
8. Continued our transition meetings with Graham as we are working hard to support the smoothest possible transition for both Graham contractors and our school staff.
9. Myself and Trish Smillie, District Principal, Support Services have reviewed our new worker orientation processes as we gear up to complete our new worker orientations for our Teacher On Call staff in the district.
10. Accepted an invitation to provide an overview of our Neighbourhood Learning Centre at the regional Canadian Educational Facility Planners conference in Victoria in November.
11. Approved an out of town trip in accordance with Policy 7.4 for the Sr. Boys Volleyball Team to travel to Kelowna on October 14-15, 2011 for a tournament.
12. Approved an out of town trip in accordance with Policy 7.4 for the Jr. Boys Volleyball Team to travel to Kamloops on October 21-22, 2011 for a tournament.
13. Approved an out of town trip in accordance with Policy 7.4 for the Jr. Girls Volleyball Team to travel to Kamloops on October 21-22, 2011 for a tournament.
14. Trustees and I joined Revelstoke Teachers' Association Acting President, Jennifer Wolney for an excellent World Teachers' Day event at Minto Manor.
15. Completed the submission of all of our class size and composition data for the Ministry using their web form. This data is rolled up provincially for the review of the Minister and Ministry staff.
16. Spent some time assisting Earl Woodhurst, District Principal of Operations & Technology reviewing the Revelstoke Secondary School fire safety plan parameters.
17. Reviewed draft growth plans completed by Mike Hooker, Principal RSS.

18. Participated in a number of transition activities during the week of October 11<sup>th</sup>, 2011 at our new Secondary School. This included hosting our staff on a full tour of the school and accompanying the first group of Grade 12 students on their orientation. Suffice it to say that in the four-day period, the days were extremely packed with tasks related to being operational for October 17<sup>th</sup>, 2011 – Day 1 of the new RSS. ☺
19. Updated the Mountain View Elementary School organizational plan as a result of new enrolments at the school. This is a task that I undertake monthly so that our data is always current.
20. Convened our 4<sup>th</sup> Principals Meeting of the year where we finalized and updated the consultation form for our use during class organization consultations with teachers, reviewed our fall literacy data collection cycle in light of the teachers' strike and reviewed a Coroner's Report into the death of a young man in the Peace country that was provided to all Superintendents in the Province.
21. Hosted Acting RTA President Jennifer Wolney on a tour to provide her an update with the success of the move in the first three days after Thanksgiving.
22. Reviewed the interim Revelstoke Secondary School fire plan with Roger Echlin, Fire Inspector/Assistant Chief of the Revelstoke Fire Department. In addition to this task, coordinated the maps and signage to ensure that every classroom was appropriately signed for opening day. Part of the fire plan includes an orientation with all staff which I also completed prior to the opening.
23. Provided some opening remarks at the very last, Last Spike Junior Volleyball Tournament in the old Revelstoke Secondary School gymnasium. It was my pleasure to acknowledge the role that athletics plays in student success and school completion.
24. All of the district administrative staff worked the full day on Saturday, October 15<sup>th</sup>, 2011 in preparation for the first day of instruction in the new building. Many administrative staff also worked on the following day, Sunday, October 16<sup>th</sup>, 2011.
25. Spent the first two full days of the new school occupancy at Revelstoke Secondary School. Major tasks accomplished in this time were distribution of keys to staff; distribution of all lockers to students with a special commendation to Trish Smillie, District Principal, Support Services for doing this task almost single-handedly; addressing all high priority emergent issues surfaced by teachers in the first day of occupancy; summarizing the issues for Graham's attention throughout the first two days of operation and participating in a number of sessions with Graham staff regarding post occupancy.
26. Over the first few days of operation, I must say we were so pleased to hear all of the positive comments from staff and students. Clearly, the building is very inviting and a positive environment, both in classrooms and public spaces.
27. Participated in our normal Health and Wellness Program meeting with our consultant and Acting RTA President Wolney.
28. Attended a Finance and Facilities Committee meeting. Minutes appear elsewhere in this agenda.
29. Continued our transition meetings with Graham staff during the first week of occupancy to address facility issues.
30. Accepted a kind invitation to make some opening remarks at our first event in the new school, the Senior Last Spike Tournament.
31. Popped into the Last Spike Tournament to see our senior boys be successful in winning the very first tournament in our new gymnasium – well done boys!
32. Approved an out of town trip in accordance with Policy 7.4 for the Senior Boys Volleyball Team to travel to Kamloops on October 28-29, 2011 for a tournament.

33. Attended an Early Childhood Development Committee Meeting. Minutes appear elsewhere in this agenda.
34. Provided a tour of Revelstoke Secondary School to Rob Hewitt, CUPE National Representative, Kelowna Area.
35. Addressed a personnel matter in the school district.
36. Myself and Earl Woodhurst, District Principal of Operations & Technology spent a considerable amount of time reviewing post-occupancy tasks with the four-person Graham team.
37. Hosted a short principals' meeting to discuss upcoming tasks in the school district that are affected by the Teachers' strike, namely: reports cards, the finalization of Individual Educational Plans and our approach to early identification and intervention.



**School District 19**  
(Revelstoke)

**GRAHAM**  
**DIALOG™**

## **Open House Revelstoke Secondary School**

The Revelstoke Board of Education is delighted to share highlights of the new Revelstoke Secondary School.

The Honourable George Abbott, Minister of Education will be in Revelstoke on November 9<sup>th</sup> to officially open the new school and later that day, staff, community partners, parents and the general public are invited to an Open House.

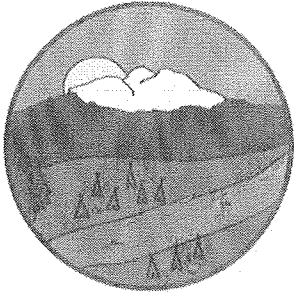
**Time and Date: November 9<sup>th</sup>, 2011 – 4:00 p.m. to 8:00 p.m.**

**Place: Revelstoke Secondary School**

Staff from the School District, Graham Design Builders, and Dialog™ Architects along with a number of contractors involved with the project will be available to detail the many elements of the new school. Highlights include:

- Secondary School Functionality
- Site Features
- Sustainable design
- Use of wood
- Involvement of local suppliers/tradespeople

For more information call 250-837-2101.



## Revelstoke Board of Education

### Aboriginal Education Advisory Committee Meeting October 4<sup>th</sup>, 2011

#### Minutes

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**We recognize and honour the special relationship that exists with the First Nations within whose territories we operate.**

Called to order at 3:30 pm.

In attendance: Margaret Verhaeghe, Doug Hamilton, Anne Cooper, Lynne Barisoff, Michelle Cole, and Trish Smillie

Regrets: Jannica Hoskins, Helen Brum, Samantha Robert and Tabatha Jones

1. Agenda Additions:
  - Correspondence from Jannica Hoskins
  - Human Early Learning Partnership (HELP) data request letter
2. A review of the June 7<sup>th</sup>, 2011, Advisory Committee Minutes:  
No errors or omissions
3. Implementation Plan Priorities for 2011/2012:
  - a. Registration Form: draft of the Aboriginal ancestry section of the registration form reviewed.
  - b. Reviewed the timeline for the Implementation Plan, setting priorities and tasks to complete before Christmas 2011.
4. Correspondence:
  - a. Letter from the Ministry of Education regarding Aboriginal Enhancement Agreement Annual Report – reviewed
  - b. HELP letter – our committee has agreed to request EDI data for Aboriginal students
  - c. Jannica's resignation letter shared
5. Adjourned:  
Meeting adjourned at 4:40 pm

Next Meeting: November 8<sup>th</sup>, 2011 at 3:30 pm



School District 19  
(Revelstoke)

# Revelstoke Board of Education

## Finance/Facilities Committee of the Whole Wednesday, October 19<sup>th</sup>, 2011 Minutes

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### Call to Order

Trustee Wilson called the meeting to order at 12:00 p.m.

### Attendance

Trustees:	Chell, Wilson, Nicholson, Morrone, and Hamilton
Senior Administration:	Superintendent Cooper and Secretary-Treasurer Ross
Regrets:	District Principal, Operations & Technology Woodhurst

### Finance

#### New Business

##### 4.1 Year to Date Program Expenses

Received as information.

##### 4.2 Historical Expenses Flow Report

Received as information.

##### 4.3 Report on Bills Paid for July, 2011 to September, 2011

Trustees agreed to recommend:

“THAT the Report on Bills paid for July, 2011 to September, 2011 be approved as presented at the next regular board meeting.

##### 4.4 2011/2012 Amended Annual Budget

Secretary Treasurer Ross advised Trustees on the status of the 2011/2012 Final Budget and presented a draft schedule that would see an approved Amended Annual Budget by February 28<sup>th</sup>, 2012.

##### 4.5 Columbia Institute – Carbon Offsets

Trustees reviewed correspondence from the Columbia Institute regarding its study on the impact of Carbon Neutral legislation on school district budgets and districts' efforts to reduce their carbon footprint.

#### 4.6 BCTF Brief on Finance and Government Services

Trustees reviewed correspondence from the BC Teachers' Federation regarding its brief to the Select Standing Committee on Finance and Government Services.

#### Audit

#### New Business

#### Facilities

#### New Business

##### 8.1 Minister of Education's Meeting with Board - topics

Trustees discussed the upcoming visit from the Minister of Education and reviewed a draft schedule.

##### 8.2 Revelstoke Cultural Strategies

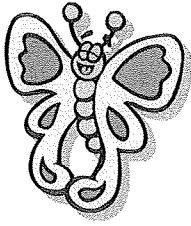
Trustee Wilson initiated discussion on the Revelstoke Cultural Strategy documents.

##### 8.3 Revelstoke Secondary School Use

Trustees discussed the current status of the use of the new Revelstoke Secondary School facility.

#### Adjournment

The meeting adjourned at 1:00 p.m.



## Revelstoke Early Childhood Development Committee

October 24, 2011, 4:00, Okanagan College, Room 102  
Minutes

### Attendance:

Linda Chell, Chairperson  
Carolyn Duncan, Vice-Chair  
Tracy Spannier, Coordinator  
Kristal Bradshaw, Secretary  
Anne Cooper  
Jill Zacharias  
Rosetta Bernava

John Yakielashek  
Lorna Phelps  
Jo-Ann Scarcella  
Alan Chell  
Tabatha Jones  
Inamarie Oppermann

### Regrets Sent:

Meghan Maclsaac  
Jenny Stokman

1. **Call to Order** 4:00 pm
2. **Introductions** none
3. **Additions to Agenda** none
4. **Adoption of the Agenda** Carolyn/Rosetta carried
5. **Adoption of the Minutes** September 19, 2011 Carolyn/Tabatha carried
6. **Correspondence** none
7. **Coordinator Report** –see attached
8. **Business Arising:**
  - a. **Review of EDI results:** Tracy provided an overview of EDI results compared to the Provincial outcomes. Committee members were provided with the EDI fact sheet and the Revelstoke EDI Community Summary. The critical difference table was introduced. Given the population in Wave 4 we can state that our low vulnerability levels have been sustained.
  - b. **Children's Charter update:** the draft charter has been finalized after reviewing feedback. The document will be released community-wide on National Child Day (Nov. 20<sup>th</sup>) and will be endorsed at a gala event held on January 12, 2012. The ideas for the event include the presentation of the Charter, endorsement, children/youth performances, the family friendly business award and a presentation highlighting Revelstoke's Early Childhood Development initiatives.
  - c. **Jane Cobb event:** The Jane Cobb event was well received. The evening workshop was well attended. The family Rhyme Time event hosted on Friday morning attracted 38 families. To the enjoyment of the entire committee, Rosetta shared "*I Saw a Snake Go By Today*" which she learned at the session and is now loved by children at Jumping Jacks.

**d.Children's Clothing and Toy Exchange:** The exchange held on October 15 was a great success. There were 60 to 70 families exchanging good quality clothing and toys. Several boxes were put into storage for the spring exchange. Parents indicated that they really enjoyed and appreciated the event.

**9. New Business:**

**a.Yoga Program Supplies:** Kristal will be ordering yoga cards for children recommended by Natasha Thorpe. Anyone interested in ordering can email Kristal so a bulk order can go in.

**b.Ready Set Learn update:** we haven't gone ahead with planning for Ready Set Learn with the current job action. We will move to Plan B which will involve participating in a combined RSL/ 3 Year Old Fair event in April.

**c.National Child Day, November 20<sup>th</sup> , [www.childday.gc.ca](http://www.childday.gc.ca)**

- Tracy has spoken to Meghan Maclsaac regarding a partnership with the City to provide a free swim.
- The Children's Charter will be launched on November 20<sup>th</sup> as part of the information campaign.
- Tracy shared the Enderby ad example.
- Idea: perhaps other businesses might be interested in celebrating the day. An example might be the Roxy hosting a matinee movie. Tracy will forward information to ensure people know about the opportunity.

**d.Success by 6/ Children First North Okanagan Region Council of Partners Meeting**

- **SB6 future funding:** Future funding is unknown at this point. The provincial office is advocating to return to past funding levels.
- **SB6 Calendars / Early & Often Posters:** SB6 calendars have been ordered Tracy will advise when they arrive. Early/Often posters were presented and ECD members were invited to take posters for their program spaces.
- **Forum on child poverty:** Lynne Reside is interested in a forum on child poverty. Tracy discussed this with the committee and will advise of any developments. This may be of particular interest in terms of the poverty reduction strategy work that is currently underway.
- **Child Healthy Environment presentations:** it may be possible to bring Sue Rossi in to provide a public awareness presentation regarding child healthy environments including household products and plants. ECDC will look at a possible spring presentation.
- **Facilitated regional strategic planning and division of funds:** Tracy outlined some of the challenges being faced by the regional council and an increased number of community tables at the same time there is less funding. There will be a facilitated meeting in February to help work through the challenges moving forward.

**e.I.C.E. Books:** Copies of the latest ICE book are being shared throughout the region. Tracy brought books to share with ECD programs and families wish acknowledgement of the Institute for Cross-Cultural exchange. There are still some left. If anyone wants copies they can contact Tracy.

**10. Strategic Planning Update**

- Committee members were asked to review just the strategies/actions and the assets document prior to the meeting for feedback.

- Tracy circulated the entire document for feedback on the layout. The changes to the layout were done with the goals of creating a simplified clear language document that aligns with the Community District Action Plan and provides some of the ECDC history.
- Committee members were asked to provide feedback on any omissions, incorrect information, continuity and level of detail.
- A review of items for inclusion in the appendices was discussed. Consensus was to link the document to websites, documents and other relevant information for the reader to go to if they want more detail. Raw data will not be an appendix but will be emailed out to the group for review.

**11. Professional Development Opportunities**

- *Spectrum Solutions: The Conference on FASD, Castlegar, October 20 & 22, 2011*
- *HELP Research Expo & Early Years Community Development Institute Dialogue, Vancouver, October 26 & 27*
- *Walking in the Spirit of Child & Family, AIDP/IDP/ASCD/SCD Provincial Fall in Service, October 24<sup>th</sup> – 27<sup>th</sup>, 2011, Cranbrook BC*
- *Planning for the Seasons - "Strategic Planning for Aboriginal ECD", November 14, Castlegar, BC*
- *FASD Workshop for Parents/Family Members/Caregivers on November 19, 2011 from 9-4:30pm at the District Education Centre in Salmon Arm*
- *Sensory Processing Disorder: Simulations and Solutions for Parents, Teachers and Therapists, DVD Presenter Jenny Clark Brack, November 22, 7:00-8:30 at Room 104, Okanagan College, Revelstoke. Register with Kristal Bradshaw.*

**12. Next Meeting Date for ECD – November 21, 2011**

**13. Adjournment: 5:10**



October 18, 2011

Ref: 149135

Dear Superintendents:

Report card dates are rapidly approaching and we recognize that school district- related planning is underway. This year's student reporting is complicated by the teachers' strike and associated Labour Relations Board essential services order which currently does not require teachers to produce report cards.

Parents rely on report cards as a key source of information on their child's progress. There is growing concern with respect to the issue of communications with parents - they need to know who their child's teachers are, what classes their child is enrolled in and if their child is on track to successfully complete course requirements. In some cases, we know that parents are not receiving the information they need to ensure their child is progressing satisfactorily.

The Chair of the British Columbia Public School Employers' Association (BCPSEA)—both in her comments in the media and in her recent follow-up letter to the BCPSEA Representative Assembly has publicly called on the BC Teachers' Federation to ensure that teachers provide report cards. BCPSEA is currently reviewing options with respect to this matter, which may include a return to the Labour Relations Board to request a change in the essential services order to require report cards to be issued.

While these other avenues are being explored, school districts need to be mindful of their statutory obligations with respect to the issuance of report cards. The duties of principals and superintendents remain unchanged by the teachers' strike. Section 5(9) of the School Regulation outlines the "Powers and duties of principals, vice principals or directors of instruction" as follows:

- (9) Reports under subsection (8) shall be made at least 5 times during the school year as follows:
- (a) 3 written reports, one of which shall be at the end of the school year
    - (i) on a form ordered by the minister, or
    - (ii) on a form approved by the board containing information, and when required, using reporting symbols ordered or approved by the minister, and
  - (b) at least 2 informal reports.

Section 5 (7)(e) states "The principal of a school is responsible for administering and supervising the school including...the program of student evaluation and assessment and reporting to parents."

.../2

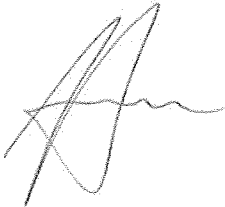
The strike may interfere with a principal's ability to discharge this responsibility fully, but insofar as possible, all efforts need to be made to maintain normal reporting.

Similarly, a superintendent's duties are unchanged by the strike action. Section 6(1) of the School Regulation states, "A superintendent of schools shall assist in making the Act and regulations effective and in carrying out a system of education in conformity with the orders of the minister".

It is the Ministry's expectation that a report card will be issued for each student this fall. If teachers refuse to produce report cards for their students the statutory obligation remains for administrators. Report cards are an important educational tool for both parents and students. A report is to be issued to every student regardless of the teachers' strike, indicating at a minimum, the student's division, teacher(s), courses, attendance and reports and or grades for any classes taught by administrators. Parents should also be provided contact information to follow up directly with the teacher(s) if they wish to do so and to the extent possible.

I appreciate your efforts in these circumstances to ensure that reports are issues as required.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'James Gorman', with a stylized flourish at the end.

James Gorman  
Deputy Minister



October 28, 2011

Ref: 149552

**To: All Superintendents**

The Ministry of Education is working closely with all its education partners to transform British Columbia's already world-class education system at all levels. We have a unique opportunity to forge a more innovative education system that meets the needs of BC families today and in the future so that our young people continue to achieve and thrive in a rapidly evolving world.

Today, government launched the BC Education Plan [www.bcedplan.ca](http://www.bcedplan.ca), which responds to the realities and demands of a world that has already changed dramatically and continues to change. Our current education system is based on a model of learning from an earlier century; therefore, we need to make a better link between what kids learn at school and what they experience and learn in their everyday lives.

The BC Education Plan was inspired by innovative change already taking place in classrooms across British Columbia and developed through many months of consultation with educators, students, parents and the public. As this education transformation is a shared responsibility, we will continue to engage the public and seek feedback as we move forward together. We need to set the stage for parents, teachers, administrators and other partners to prepare our children for success not only in today's world, but in a world that few of us can yet imagine.

Government would like to see an education system that gives all children the best opportunities to be successful in whatever career they pursue. By working together, we can take what we know is a good education system and make it great. This is what British Columbia's Education Plan is all about.

Sincerely yours,

James Gorman  
Deputy Minister