



**School District 19**  
(Revelstoke)

**The Board of Education of  
School District No. 19 (Revelstoke)  
Regular Board Meeting  
Wednesday, November 19<sup>th</sup>, 2014  
5:00 p.m.**

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**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 29<sup>th</sup>, 2014

**5 DELEGATIONS:**

**6 SPECIAL REPORTS:**

**7 BUSINESS ARISING:**

**8 NEW BUSINESS**

**8.1 ADMINISTRATION REPORTS:**

**8.1.1 SUPERINTENDENT HOOKER**

- A) Superintendent's Administration Report
- B) Policy 3.7 Human Rights and Discrimination and Policy 7.1  
School/Student Behaviour Expectations
- C) 2014/2015 Report on the Organization of Classes
- D) Disposition of Surplus Schools Update

### **8.1.2 SECRETARY TREASURER TISDALE**

A)

### **8.2 OTHER**

A)

### **8.3 COMMITTEE REPORTS**

- A) Policy Review Committee Minutes of October 27<sup>th</sup>, 2014
- B) Revelstoke Performing Arts Centre Advisory Committee Minutes of October 30<sup>th</sup>, 2014
- C) District Parent Advisory Council Minutes of November 5<sup>th</sup>, 2014

### **8.4 TRUSTEE REPORTS**

- A) Revelstoke Literacy Action Committee Minutes of October 16<sup>th</sup>, 2014
- B) Early Childhood Development Committee Minutes of October 20<sup>th</sup>, 2014

### **8.5 CORRESPONDENCE**

## **9 FUTURE AGENDA ITEMS**

## **10 PUBLIC QUESTION PERIOD**

## **11 RECESS**

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



School District 19  
(Revelstoke)

## Revelstoke Board of Education

### Regular Board Meeting October 29<sup>th</sup>, 2014 Minutes

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#### CALL TO ORDER

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

#### ATTENDANCE

Trustees: Chell, Nicholson, Morrone, Rorstad, and Dubasov  
Senior Administration: Superintendent Hooker and Secretary Treasurer Tisdale  
and: Confidential Secretary Magarian  
Guests: Jennifer Wolney, RTA President, 1 RTA Member, and 1 member of the media

#### APPROVAL OF AGENDA

14: R-77 Dubasov/Nicholson

"THAT the agenda be approved with the addition of Item 8.4 (E) Australian Visitor."

CARRIED

#### APPROVAL OF MINUTES

14: R-78 Dubasov/Rorstad

"THAT the minutes of the Regular Board meeting of "October 8<sup>th</sup>, 2014", be approved as presented."

CARRIED

#### DELEGATIONS

#### SPECIAL REPORTS

#### NEW BUSINESS

#### ADMINISTRATION REPORTS

#### SUPERINTENDENT HOOKER

Administration Report: Superintendent Hooker

Received as information.

Superintendent Hooker provided his administration report highlighting the information sessions that Michael Haworth, District Vice-Principal Technology has been presenting to staff with respect to instructional technology. He also noted the work that has been done with Jennifer

Wolney, RTA President and Clara Maltby, CUPE President with respect to finalizing the spending plans for the Learning Improvement Fund and Education Fund. He added that the Teacher Mentoring Program will be getting under way in November and that Alison Davies, the BCTF Mentoring Coordinator, will be coming to Revelstoke the first week of November. Superintendent Hooker brought trustees attention to the hiring of Nadia McLaren as Aboriginal Student Assistant adding that Nadia produced a well-known documentary titled "Muffins for Granny" as a tribute to her grandmother and Elders who reflected on their time in a residential school. He concluded his report with a few pictures from the "*Heart-Mind Summit*", an event that took place in Vancouver featuring the Dalia Lama. Superintendent Hooker noted that MacKenzie Mallett, a Grade 11 student at Revelstoke Secondary School, was one of 8 BC high school students who met with the Dalia Lama and that MacKenzie was selected by the student group to be a co-MC. He added that the event was live-streamed to our district's four schools (and 100 other schools in the province) and that MacKenzie did an outstanding job as MC.

14: R-79      Morrone/Nicholson

"THAT the Revelstoke Board of Education send a letter of congratulations to MacKenzie Mallett on his participation in the *Heart-Mind Summit*."

CARRIED

#### 2014 Trustee Election Results

Trustee Chell reviewed the election results noting that all five trustees, himself, Jeff Nicholson, Elmer Rorstad, Bill MacFarlane and Leslie Savage were elected by acclamation. He added that he has spoken to the two new trustees, Leslie Savage and Bill MacFarlane and both are excited to be joining the school board.

#### Policy 2.2 Revelstoke Board of Education – Composition, Roles and Conduct

Superintendent Hooker advised trustees that the only change to the policy was to change the term of office for trustees from three years to four years.

14: R-80      Nicholson/Dubasov

"THAT the Revelstoke Board of Education approve Policy 2.2 Revelstoke Board of Education – Composition, Roles and Conduct."

CARRIED

#### Learning Improvement Fund

Superintendent Hooker led trustees through the report noting that the district's allocation amount changed from previous years due to the addition of the education fund as set out in the recently negotiated Collective Agreement with teachers and that the spending plan is a collaborative process between the district, CUPE, and the Revelstoke Teachers' Association.

14: R-81      Morrone/Rorstad

"THAT the Revelstoke Board of Education approve the 2014/2015 Learning Improvement Fund allocations in the amount of \$195,591."

CARRIED

## Disposition of Surplus Schools Update

Superintendent Hooker reviewed the Disposition of Surplus Schools Update noting that the playground is only temporarily closed and will reopen again in mid-December. He added that the mural has been taken down and will be stored in the 1914 heritage building until another location is found.

## SECRETARY TREASURER TISDALE

### OTHER

### COMMITTEE REPORTS

#### District Parent Advisory Council Minutes of October 8<sup>th</sup>, 2014

Trustee Dubasov reviewed the minutes noting the upcoming Vanessa Lapointe workshops being held November 6<sup>th</sup> – 8<sup>th</sup>, 2014.

14: R-82      Dubasov/Nicholson

“THAT the minutes of the District Parent Advisory Council meeting of October 8<sup>th</sup>, 2014 be received as presented.”

CARRIED

#### Aboriginal Education Advisory Committee Minutes of October 7<sup>th</sup>, 2014

Superintendent Hooker confirmed that the Aboriginal Education Advisory Committee has begun work on our second Enhancement Agreement.

14: R-83      Dubasov/Nicholson

“THAT the minutes of the Aboriginal Education Advisory Committee meeting of October 7<sup>th</sup>, 2014 be received as presented.”

CARRIED

### TRUSTEE REPORTS

#### Okanagan College Advisory Committee Minutes of April 15<sup>th</sup>, 2014 (approved by the Committee on October 14<sup>th</sup>, 2014)

Trustee Nicholson reviewed the minutes noting the proposed adventure tourism program will not be taking place in Revelstoke due to budget restraints and staff changes at Thompson Rivers University. However, he noted that Okanagan College is the 2<sup>nd</sup> largest College in the province with respect to its programs in health, trades and technology.

14: R-84      Nicholson/Dubasov

“THAT the minutes of the Revelstoke Literacy Action Committee Meeting of April 15<sup>th</sup>, 2014 be received and filed.”

CARRIED

## Early Childhood Development Committee Meeting of September 22<sup>nd</sup>, 2014

Received as information.

Trustee Chell noted that Jill Zacharias the City of Revelstoke's Social Development Coordinator, was asked to present the Revelstoke Community Poverty Reduction Strategy at the Union of BC Municipalities annual convention held in Whistler on September 22<sup>nd</sup> – 26<sup>th</sup>, 2014. He added that approximately 100 families participated in the semi-annual Toy and Clothing Exchange held October 18<sup>th</sup>, 2014 and that Vanessa Lapointe will be presenting four workshops for parents and childhood educators November 6<sup>th</sup> – 8<sup>th</sup>, 2014.

## British Columbia School Trustee Association Provincial Council Meeting of October 23<sup>rd</sup> – 25<sup>th</sup>, 2014

Unfortunately, due to illness Trustee Nicholson was unable to attend.

## British Columbia Public School Employers' Association Fall Symposium of October 23<sup>rd</sup> – 24<sup>th</sup>, 2014

Secretary Treasurer Tisdale attended the event and advised that it was very well attended and that topics discussed included trends in hiring, investigations, and conflict resolution.

## Australian Visitor

Trustee Nicholson advised that a visitor from Australia on his way to a school design conference was in Revelstoke on September 22<sup>nd</sup>, 2014 and Trustee Nicholson arranged for him to tour the two new schools, Revelstoke Secondary School and Begbie View Elementary School and their respective Neighbourhood Learning Centres.

## **CORRESPONDENCE**

Letter from the British Columbia School Trustees' Association dated October 14<sup>th</sup>, 2014 addressed to the Honourable Peter Fassbender, Minister of Education and The Honourable Mike de Jong, Q.C., Minister of Finance

Trustee Chell clarified the situation that has arisen due to the variances in local collective agreement language resulting some teachers being paid for either 7 days or 8 days in September. The British Columbia School Trustees Association (BCSTA) has sent a letter to the Minister of Education and the Minister of Finance requesting that the government "fully and equitably fund the eight days of teacher work for all Boards of Education".

14: R-86      Morrone/Rorstad

"THAT the Revelstoke Board of Education send a letter to Minister of Education and the Minister of Finance requesting that the government fund the eight days of teacher work for all Boards of Education."

**CARRIED**

## **PUBLIC QUESTION PERIOD**

Trustee Chell invited members of the audience to ask questions related to items on the agenda.

## **ADJOURNMENT**

The meeting adjourned at 5:49 p.m. on the motion of Trustee Dubasov.

## **CLOSED BOARD ITEMS**

- Ratification of Teacher Local Matters Agreement by British Columbia Public School Employers Association
- Written Inquiry
- Contract Review

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Chair

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Secretary Treasurer

DATED: October 29<sup>th</sup>, 2014

## **Administration Report**

### **Mike Hooker, Superintendent of Schools**

#### **Report for the period October 23<sup>rd</sup> to November 10<sup>th</sup>, 2014**

1. Approved an out of town trip in accordance with Policy 7.4 for the RSS Senior Boys Volleyball Team to travel to Kelowna on October 31<sup>st</sup> – November 1<sup>st</sup>, 2014 for a tournament.
2. Approved an out of town trip in accordance with Policy 7.4 for the RSS Swim Team to travel to Richmond, BC on November 13<sup>th</sup>, - 16<sup>th</sup>, 2014 for BC High School Swimming Provincial Championships.
3. Met with Britt Hunchak and Tami Lund from the Ministry of Children and Families with respect to transitioning into the community our students with special needs.
4. Participated in "Drop Everything and Read" at Begbie View Elementary School. I had an opportunity to share a few of my favourite books with Ashley Dollar's Grade 1/2 class.
5. Convened a Policy Review Committee meeting. Work continues on a review of our policies related to students and staff safety and the development of our new policy with respect to gender identity. Minutes appear elsewhere in this agenda.
6. Participated in the technology project meeting convened by Michael Haworth, District Vice-Principal Technology, with 18 elementary teachers who are interested in the mobile lab technology project.
7. Attended the RSS Senior Last Spike Seniors Girls Volleyball Tournament. This year's Senior Last Spike Tournament featured 12 teams as the tradition of Last Spike continues under the direction of Barry Rourke with support from many staff and volunteer coaches.
8. Met with David Bafaro from Padrino's Pizza, to review plans for a hot breakfast and lunch program to be offered at Revelstoke Secondary School. Initial plans are for two days per week. Greg Kenyon, Principal of Revelstoke Secondary School is currently working with the RSS Parent Advisory Council and staff and students to promote the program.
9. Completed the Teacher Mentor Application package and distributed it to district teaching staff.
10. Participated in the Columbia Basin Trust community feedback session held at the Community Centre.
11. Convened a Revelstoke Performing Arts Centre Committee Meeting. The Committee made some minor changes to the fee structure and reviewed the outstanding complement of performances that are currently scheduled for the 2014/15 season. Meeting summary appears elsewhere in this agenda.
12. Met with Jeff Colvin, Revelstoke Secondary School Career Coordinator, in preparation for Revelstoke's submission to the request for feedback from the Industrial Trade Authority regarding potential changes to improve student engagement and opportunities in the Accelerated Credit Enrolment in Industry Training (ACE-IT) program.
13. Met with Inamarie Opperman, Ministry of Children and Families Counsellor, and Nian Zhu, District Principal, Student Support Services to review the provision of mental health services to our elementary and secondary students.
14. Completed the reporting process to the Ministry regarding our class organization.
15. Convened a meeting of intermediate (Grade 4 and Grade 7) teachers to prepare for the implementation of the Middle Years Development Instrument (MDI) and to review methods of student engagement with respect to the results of the MDI to align with our focus on overall student health and well-being.



16. Completed a number of letters of support for our partner groups including, Okanagan College and the North Columbia Environmental Society, applying for Columbia Basin Trust grants.
17. Met with Nian Zhu, District Principal, Student Support Services and Garry Pendergast of Okanagan College, to review the progress of the current Educational Assistant practicum students.
18. Met with Jennifer Wolney, RTA President to review the applications for the Teacher Mentoring project.
19. Completed a number of staffing adjustments to RTA and CUPE staff.
20. Met with Laura Kanik and Meighan Phelps from Community Connections to bring clarity to a new after-school program being offered to Grade 5 through 7 students.
21. Met with Earl Woodhurst at the Mountain View Elementary School site the day before the "Garage Sale" to review any further items that may have been of use to the school district.
22. Completed the Ministry reporting process for submitting our Learning Improvement Fund spending plan, which was approved at the last Board Meeting on October 29<sup>th</sup>, 2014.
23. Met with Alan Chell, School Board Chairperson, to review plans for the new trustee orientation.
24. Met with Nian Zhu, District Principal, Student Support Services and Greg Kenyon, Principal RSS to review the transition plans for students.
25. Convened a telephone conference with Anne Cooper, Project Director, to prepare for our next scheduled meeting with the Graham project team on both warranty items and items still considered to be deficient in the Begbie View Elementary School and Revelstoke Secondary School sites.
26. Hosted a meeting with Alison Davies the British Columbia Teachers' Federation (BCTF) Mentoring Coordinator. Alison came to Revelstoke to meet with Jennifer Wolney, RTA President, Michael Haworth, District Vice-Principal Technology, Nian Zhu, District Principal, Student Support Services and myself in preparation for the start of our mentoring program tentatively scheduled for the 24<sup>th</sup> of November.
27. Provided a letter of congratulations to the Champions for Literacy to be shared by Tracy Spannier, Literacy Outreach Coordinator at the Champions for Literacy tea (which I was unable to attend due to the Dalai Lama event).
28. Met with Tracy Spannier, Early Childhood Development Coordinator, to review the plans for the Early Years Centre and the "branding" and signage that come with the project.
29. Approved an out of town trip in accordance with Policy 7.4 for the RSS Senior Boys Volleyball Team to travel to Kelowna on November 14<sup>th</sup> – 15<sup>th</sup>, 2014 for a tournament.
30. Approved an out of town trip in accordance with Policy 7.4 for the RSS Senior Girls Volleyball Team to travel to Kelowna on November 14<sup>th</sup> – 15<sup>th</sup>, 2014 for a tournament.
31. Convened a Principals' Meeting.
32. Convened a District Parent Advisory Council meeting. Minutes appear elsewhere in this agenda.
33. Joined Ariel McDowell, District Principal Aboriginal Education, for an Aboriginal Education Advisory Committee Meeting. Minutes will be on the next board meeting agenda.
34. Together our Grade 4 and Grade 7 teachers, spent the morning reviewing Middle Years Development Instrument (MDI) results, current research regarding student health and wellness, and made plans for student engagement during the 2014/15 school year.

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17. Met with Nian Zhu, District Principal, Student Support Services and Garry Pendergast of Okanagan College, to review the progress of the current Educational Assistant practicum students.
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34. Together our Grade 4 and Grade 7 teachers, spent the morning reviewing Middle Years Development Instrument (MDI) results, current research regarding student health and wellness, and made plans for student engagement during the 2014/15 school year.

35. Met with Nian Zhu, District Principal, Student Support Services to finalize Educational Assistant literacy support hours for our primary and intermediate reading intervention for students not yet meeting reading benchmarks at their grade level.
36. Attended an outstanding Remembrance Day ceremony at Revelstoke Secondary School. The ceremony featured a moving reading of Flanders Field performed by senior drama students, an Honour Guard of Revelstoke Cadets, and Oh Canada, God Save the Queen and Amazing Grace performed beautifully by our senior band.
37. Participated in the first of a series of sessions featuring Dr. Vanessa Lapointe. Dr. Lapointe was brought to Revelstoke by Tracy Spannier, Early Childhood Development Coordinator, and the Early Years Project team. The workshops were extremely informative, dealing with a wide variety of parenting and teaching topics on child development.
38. Responded to requests for information regarding surplus equipment in the Mountain View Elementary School gym.
39. Met with Constable Sharp regarding the School Liaison Programs and the progress of the Grade 5 Drug Abuse Resistance Education Program (D.A.R.E.).

#### Trustees' Upcoming Dates

Date(s)	Time	Event
December 4 <sup>th</sup> – 6 <sup>th</sup> , 2014		British Columbia School Trustees' Association Trustee Academy
December 10 <sup>th</sup> , 2014	5:00 pm	School Board Meeting
December 16 <sup>th</sup> , 2014	6:30 pm	Begbie View Elementary School Christmas Concert
December 17 <sup>th</sup> , 2014	6:30 pm	Columbia Park Elementary School Christmas Concert
December 18 <sup>th</sup> , 2014	6:30 pm	Arrow Heights Elementary School Christmas Concert

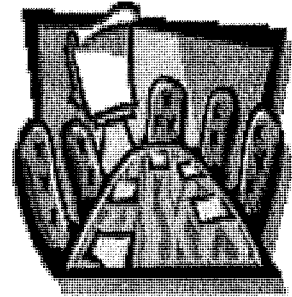
**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 19 (REVELSTOKE)**

**TO:** All Trustees

**FROM:** Mike Hooker, Superintendent of Schools

**DATE:** November 19<sup>th</sup>, 2014

**ACTION:** Policy 3.7 Human Rights and Discrimination  
and Policy 7.1 School/Student Behaviour  
Expectations



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The attached Policy 3.7 Human Rights and Discrimination and Policy 7.1 School/Student Behaviour Expectations have both been reviewed by the Policy Review Committee. The changes made to the policies serve to highlight the most important elements of the policies and reflect current practice.

**Recommendation:**

“THAT the Board of Education approve the changes to Policy 3.7 Human Rights and Discrimination and Policy 7.1 School/Student Behaviour Expectations.”



**School District 19**  
(Revelstoke)

# *Revelstoke Board of Education*

## **Policy Manual**

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### **3.7 Human Rights and Discrimination**

The Board believes that safe school environments are necessary for students' health and well-being and overall success. The Board is committed to creating and maintaining an environment that recognizes the rights of all individuals, and is free from all forms of discrimination.

For purposes of this policy, discrimination means the subordination of groups or individuals because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age or because a person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

Discriminatory behaviour includes harassment, negative or adverse conduct, comment, gesture or contact, and systemic barriers based on the above grounds. It includes any behaviour that is known, or reasonably should be known, to be offensive. Such conduct is harmful and can create a working or learning environment that is intimidating, humiliating, or uncomfortable.

All members of the school community (students, employees, trustees, parents, guardians, and volunteers) are expected to model respectful conduct and refuse to tolerate any form of discrimination.



# **Revelstoke Board of Education**

## **Policy Manual**

### **7.1 School/ Student Behaviour Expectations**

The Revelstoke Board of Education is committed to providing safe, caring and orderly environments for learning.

Each school is expected to have a school Code of Conduct for students that shall be developed and reviewed regularly with the involvement of students, parents and staff.

The school Code of Conduct provides a framework for the development of school wide expectations and is reflective of the beliefs and values of the school community. Student behaviour expectations will be proactively taught and reinforced throughout the school. Responses to behaviour will be restorative in nature based on sound principles and appropriate to the context.

#### Guidelines

Code of Conduct documents contain the following elements:

1. **Purpose/Content** – a description that provides a rationale for the students behaviour expectations.
2. **Conduct Expectations**
  - 2.1 Appropriate conduct – a description that conveys clearly how students are expected to conduct themselves at school, while going to and from school, and while attending any school function at any location.
  - 2.2 Inappropriate conduct – statements that convey clearly what is considered to be inappropriate conduct. These include:
    - 2.2.1 behaviours that:
      - interfere with the learning of other
      - interfere with a healthy environment
      - create unsafe conditions

2.2.2 acts of:

- bullying, harassment or intimidation
- physical violence
- retribution against a person who has reported incidents

2.2.3 illegal acts, such as:

- possession, use or distribution of illegal or restricted substances
- possession or use of weapons
- theft of or damage to property

3. **Potential Consequences** - An explanation of the levels of behaviours and consequences.
4. **Communication** - Processes for involving parent(s)/guardian(s) are described.

**THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 19 (REVELSTOKE)**

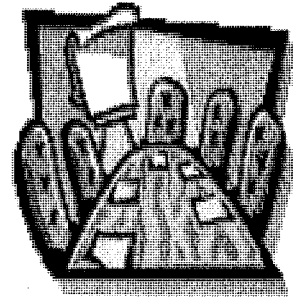
**TO:** All Trustees

**FROM:** Mike Hooker, Superintendent of Schools

**DATE:** November 19<sup>th</sup>, 2014

**INFORMATION:** 2014/2015 Report on the Organization of  
Classes

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Attached is our district report on class size and organization. The information in this report is current to our enrolment on October 31<sup>st</sup>, 2014.

I am pleased to report that our class size averages remain very stable from year to year, which certainly contributes to the positive learning conditions our students experience. Although it is becoming more challenging to sustain a full range of courses at Revelstoke Secondary School it is clear that our students at the senior levels are benefitting from the wide variety of courses in the academics, fine arts and applied skills.





**School District 19**  
(Revelstoke)

**SCHOOL DISTRICT #19 (REVELSTOKE)**  
**CLASS SIZE REPORT**  
**2014/2015**

This report is provided for the information of Trustees, parents and the community.

**Class Size Averages**

Listed below are the projected class size averages in our district.

Kindergarten	19
Grades 1 – 3	21
Grades 4 – 7	24
Grades 8 – 12	See Department averages on next page.

**Class Organizations**

These elementary organization plans are current to October 31<sup>st</sup>, 2014.

Begbie View Elementary School

Class	K	1	2	3	4	5	6	7	TOTAL
K	20								20
K	19								19
1		20							20
1/2		8	11						19
2/3			15	6					21
3				22					22
3/4				5	19				24
4/5					16	9			25
5/6						15	11		26
6/7							21	5	26
7								25	25
Total	39	28	26	33	35	24	32	30	247
Class	K	1	2	3	4	5	6	7	TOTAL

Arrow Heights Elementary School

Class	K	1	2	3	4	5	6	7	TOTAL
K	18								18
1/2		14	6						20
2/3			11	8					19
3/4				10	11				21
5/6						13	8		21
6/7							10	12	22
Total	18	14	17	18	11	13	18	12	121

Columbia Park Elementary School

Class	K	1	2	3	4	5	6	7	TOTAL
K	16								16
K/1	5	12							17
1/2		6	16						22
2/3			11	11					22
3				24					24
4					24				24
4/5					6	20			26
6							28		28
7								22	22
Total	21	18	27	35	30	20	28	22	201

Revelstoke Secondary School \*

Department	Range	Average
Languages	18 - 23	21
Applied Skills	17 - 24	20
English	19 - 26	23
Math	16 - 28	22
Fine Arts	17 - 29	24
Social Studies	13 - 25	22
Science	20 - 26	23
Physical Education	20 - 30	27

\* These are 1<sup>st</sup> semester courses only. 2<sup>nd</sup> semester enrolments will be finalized in February 2015.

**District Enrolment 2014/2015**

SCHOOL	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded	TOTAL
Revelstoke Secondary									74	67	70	78	76	2	367
Arrow Heights Elementary	18	14	17	18	11	13	18	12							121
Columbia Park Elementary	21	18	27	35	30	20	28	22							201
Begbie View Elementary	39	28	26	33	35	24	32	30							247
TOTAL	78	60	70	86	76	57	78	64	74	67	70	78	76	2	936
International Students									4	3	7	4	1		

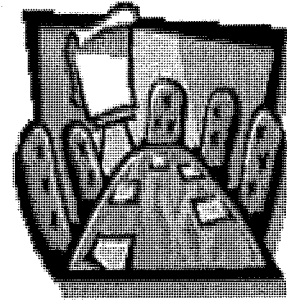
THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Mike Hooker, Superintendent of Schools

DATE: November 19<sup>th</sup>, 2014

INFORMATION: Disposition of Surplus Schools Update



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**Big Eddy Elementary School Site**

There is no change in status regarding the timelines for disposition of the Big Eddy Elementary Site. We will continue to monitor our subdivision approval over the months ahead.

**Mountain View Elementary School Site**

The demolition is proceeding in accordance with the contract established with Clearview Grinding. On Saturday, November 1<sup>st</sup>, 2014, Clearview Grinding hosted a public "garage sale" in the Mountain View Elementary (MVE) School gym so that the public would have an opportunity to purchase surplus items. The items that were left in the MVE gym for the sale were those that were surplus to any current or future needs. District staff had previously assessed and salvaged items that could be redeployed:

- Maintenance staff removed all resources, desks, shelves, bulletin boards, white boards, hardware, etc. which we assessed as being of potential use in other schools. Many of those materials were taken directly to the schools, with the remainder stored in the heritage building. This leaves us with a large inventory of student desks and chairs, miscellaneous equipment, etc. both in the heritage building and at our other sites.
- School principals visited the site on several occasions over the past two years to identify items that could be used in their schools. Those items were relocated to those other schools or put into storage elsewhere in the District pending future distribution.
- Books that were left in the gym were previously culled by our library staff from library collections throughout the District. Many books had been taken for shipment overseas however, some of the remaining boxes have been in our storage since the closure of Big Eddy Elementary.
- Over the last few years we received inquiries from organizations in the community that wanted specific items from the school. We maintained a record of those requests, and over the past two years, those items were provided to those parties prior to the garage sale. This included: Revelstoke Museum, Forestry Museum, Revelstoke Seniors Centre, Okanagan College, Canadian Red Cross, and individuals wanting items of sentimental value.

- We took the decision not to make items available to the general public piecemeal in order to avoid the perception that some were getting first access to items before the garage sale, and to prevent the necessity of allocating staff time to touring people through the school site.

By Monday, November 3<sup>rd</sup>, 2014 virtually everything that had been stored in the MVE gym had been sold or given away. The only remaining items were the old students desks that accumulated after closing Mountain View, Mount Begbie and Big Eddy Elementary Schools.

Demolition of the building should be complete by the end of November. Currently the demolition crew is working on the NE corner of the building. The procedure in all areas is as follows:

1. Remove hazardous materials as per the Peak Environmental Services pre-demolition report. Test additional materials where needed to ensure that all hazardous materials are accounted for.
2. Hazardous materials are separated and sealed in bags and taken to certified disposal site in Alberta.
3. Excavator will pull down the wooden structures and crush them in preparation for separation. A crew of 3 laborers will work manually with the excavator to separate all materials, wood, metals (aluminum, steel, copper separated), drywall, etc.
4. Once wood has been separated it will be ground up and used as a cover over garbage at the local landfill site, approved in advance by CSRD.
5. Concrete foundations will be ground up for use as construction fill elsewhere. The rebar is separated from the concrete and sent to the metal recycler.
6. All metals are sent to recyclers.
7. All electronics are sent to the local Encorp recycling depot.

As previously noted, the playground swings and other apparatus are no longer accessible to the public. A locked chain-link fence surrounds the entire area and signage has been installed to indicate the playground is closed until December 18<sup>th</sup>, 2014.

The mural which was located on the outside wall of the school has been removed and is being stored in the Heritage building until another location for it can be found.

Basic services (plumbing connections, electrical power, alarm systems, sprinkler system) have been, or are in the process of being relocated to protect the integrity of the heritage building.

The project timelines are being adhered to. The first fifteen tasks related to the project have been archived. The next phase of our work is detailed in the chart below. The blue

highlighting shows tasks that have been completed. The orange highlighting shows tasks that are underway.

Task	Explanatory Notes
16. Apply to City for heritage designation of 1914 school	Completed September 2014
17. Undertake hazmat removal throughout the structures	Completed, October 2014
18. Undertake selective demolition of building structures	November - December 2014
19. Update the redevelopment plan based on the input received from the public consultation process	Winter 2014/2015
20. Continue search for new owner of 1914 building and development lands	Late 2014
21. Prepare and submit applications to City for OCP amendment, rezoning and subdivision as necessary	Winter 2014/2015
22. New/Prospective Owner to Initiate Heritage Revitalization Agreement for 1914 building	To be determined*
23. Determine options for sub-surface conditions on the site	Winter/Spring 2015*
24. Subject to receiving approvals as requested, consolidate the parcels comprising the site as necessary and subdivide parcels in accordance with City approvals ( <i>public hearing required</i> )	Spring 2015*
25. Complete the divestiture of a portion of the site and the 1914 building	Winter/Spring 2015*
26. Proceed with disposition of remainder of the site	Spring 2015*

**\*Timing subject to other factors**

### **Mount Begbie Elementary School**

Potential uses of the Mount Begbie site will be assessed once the outcomes of Big Eddy and Mountain View dispositions are known.



School District 19  
(Revelstoke)

## Revelstoke Board of Education

### Policy Review Committee Monday, October 27<sup>th</sup>, 2014 Minutes

#### Attendance

Trustee Nicholson, Superintendent Hooker, and RTA President Wolney

Regrets: Trustee Morrone, Principal Hicks and CUPE Representative Lucius

#### 1. Status of policies undergoing review.

Policy # - Policy Name	Status	Timeline
5.4 Safe Schools and Facilities	In Progress	Fall 2014
5.8 Child Protection	In Progress	Fall 2014
6.7 Discrimination and Harassment	In Progress	Fall 2014
New Policy – Sexual Orientation and Gender Identities	In Progress	Fall 2014

#### 2. Completed the revisions to Policy 3.7 Human Rights and Discrimination.

#### 3. Completed the revisions to Policy 7.1 School/Student Behaviour Expectations

#### 4. Reviewed Policy 5.4 Safe Schools and Facilities as well as the archived copy of the policy. Revisions were made to the current policy.

#### 5. Reviewed Policy 6.3 Staff Health, Safety and Accident Prevention and made revisions to the policy.

#### 6. Policy 5.8 Child Protection was reviewed in consideration of changes in the *Family Law Act*. Housekeeping changes were made to the signature page. The revised policy will be sent to the Ministry for Children and Families for their review.

#### 7. Policy 6.7 Discrimination and Harassment will be reviewed at the next meeting.

#### 8. New Policy on Sexual Orientation and Gender Identities. The Committee will review the current policies from other districts with respect to the new district policy.

Next meeting: January 26<sup>th</sup>, 2015 at 3:00 pm



**School District 19**  
(Revelstoke)

## **Revelstoke Board of Education**

### **Performing Arts Centre Advisory Committee Meeting #1 Thursday, October 30<sup>th</sup>, 2014**

#### **Meeting Summary**

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##### **Attendance**

Alan Chell (Trustee), Mike Hooker (Superintendent), Andy Pfeiffer (RSS Vice-Principal), Margaret Pacaud (Arts Council), Denny Kaulback (Revelstoke Theatre Company) and Miriam Manley (Theatre Manager)

##### **Manager's Report and Revelstoke Performing Arts Centre Events Update**

Miriam Manley, Theatre Manager, presented her report highlighting the wide variety of performances set for the 2013/14 year, noting that the total performance forecast versus actual 2013/14 was exceeded in all areas with the exception of the commercial non-artistic rentals. She noted there were a total of 47 events with 5,351 total paid visits. She further noted goals for moving forward including to continue to consolidate ongoing core funding and establish other revenue generating income streams and to continue to build Revelstoke's cultural reputation both provincially and nationally.

##### **Income Statements**

Provided for information. A number of suggestions were made with respect to reporting of revenue and expenses. The information will be passed along to Carol Palladino of the Revelstoke Arts Council who will be preparing the statements.

##### **Theatre events serving alcohol**

Miriam Manley, Theatre Manager, provided an overview with respect to the number of performances taking place during the school year where alcohol is being served in the "green room" noting that there are very limited alcohol sales.

##### **Capital Replacement Fund**

There was a discussion regarding the fee structure, which included a 10% charge of the overall gate, for a capital replacement fund. Mike Hooker and Miriam Manley will meet to review the current fee structure. The Committee recommended that the Revelstoke Arts Council continue to manage the 10% capital replacement fund but stop the practice of charging that amount to events sponsored by the Revelstoke Arts Council.

## **Host Guide**

Miriam Manley, Theatre Manager, provided an updated version of the Host Guide and noted the training session that takes place to ensure that adequate hosts are available for the wide variety of events.

## **New Business**

Denny Kaulback was welcomed by Alan Chell as the new representative for the Revelstoke Theatre Company. Denny asked for some discussion and clarification around the "Dog Sees God" play specifically, clarification regarding student involvement (as Revelstoke school district students, not as community youth). The difference between Revelstoke students and Revelstoke youth is that the school was not promoting the play to Revelstoke students, but that Revelstoke youth and their families may very well have taken advantage of the opportunity of being involved in the play.

**Next meeting:      Spring 2015**





## Revelstoke Board of Education

### District Parent Advisory Council Meeting #2 Wednesday, November 5<sup>th</sup>, 2014

**School District 19**  
(Revelstoke)

#### Minutes

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1. **Call to Order**

Call to order 1:05 pm

2. **Attendance**

Britt Hunchak (CPE), Kelli Redmond (BVE), Jeanette Starling (CPE), Karyn Molder (RSS), Cathleen Busch (RSS), Mardi Syrynk (AHE), Bryan Dubasov (School Board Trustee), and Mike Hooker (Superintendent)

Regrets: Shannon Meloro and Jim Meloro

3. **Agenda Additions**

- 10.2 Askable Parent Program
- 10.3 Speed Signs
- 10.4 ArtStarts Programs 2013/14

4. **Review of Minutes of Last Meeting – October 8<sup>th</sup>, 2014**

- Accepted as presented – no errors or omissions

5. **Elections**

Elections were held and the following positions were filled:

- Chair – Britt Hunchak (by acclamation)
- Vice-Chair – Kelli Redmond (by acclamation)
- Treasurer – Karyn Molder (by acclamation)
- Secretary – Jeanette Starling (by acclamation)

6. **Correspondence**

- "Teacher Magazine"
- Poster for Free Youth Transition Fair being held at Revelstoke Secondary School on Thursday, November 13<sup>th</sup>, 2014 from 4:00 – 6:00 pm

7. **Treasurer's Report**

- Funds in the Regular Account total \$2,148.62
- Funds in the Gaming Account total \$4,494.61

8. **Board of Trustees/District Administration News**

**Middle Years Development Instrument**

- Superintendent Hooker provided an overview of the Middle Years Development Instrument (MDI) at Grade 4 and Grade 7 and the significant amounts of information the MDI provides as we work towards our district wide goal of improving the overall health and wellness of our students. Grade 4 and Grade 7 teachers are meeting to prepare for the implementation of the 2014/15 MDI and to plan for engaging students in discussion around ways that they can positively affect their own social emotional health and well-being.

**Community/District Literacy Plan**

- Superintendent Hooker highlighted the goals in the document and recognized the significant work of Tracy Spannier, Literacy Outreach Coordinator, in bringing together the partner groups listed in Appendix I of the Community/District Literacy Plan.

9. **Old Business**

- Confirmed the Dr. Vanessa Lapointe "Happy Kids and Angry Birds" workshop for parents will be taking place in the Multipurpose Room at Begbie View Elementary School on Thursday, November 6<sup>th</sup>, 2014 from 6:30 – 8:30 pm.

10. **New Business**

**Breakfast Program for Begbie View Elementary School**

- Kelli Redmond brought the proposal from Kendra von Bremen, who is planning to start a breakfast program at Begbie View Elementary School beginning in January. Kendra is seeking a number of funding sources and has asked the DPAC to consider financial support.

**Askable Parent Program**

Reviewed a request from Vivian Mitchell of the Options for Sexual Health (OPT) clinic.

*Motion: Cathleen Busch/Britt Hunchak*

*That the Revelstoke District Parent Advisory Council provide \$305.00 to help support the Askable Adult speaker for April 27<sup>th</sup>, 2015 being organized by OPT Clinic.*

CARRIED

**Speed Signs**

Arrow Heights Elementary School and Begbie View Elementary School currently both have speed signs around their schools. The Revelstoke Credit Union

provided funding for the speed signs. Columbia Park Elementary School is in the process of considering where similar signs could be placed.

ArtStarts Programs 2013/14

The 2013/14 ArtStarts program brought a wide variety of outstanding performances to elementary and secondary students. The program will continue for 2014/15.

Motion: Britt Hunchak/Cathleen Busch

*That the Revelstoke District Parent Advisory Council provide \$1,750.00 towards the 2014/15 ArtStarts Program which is jointly sponsored by the school district and now the DPAC, Revelstoke Arts Council and ArtStarts.*

CARRIED

11. PAC News

AHE

- No report yet.

BVE

- Provided a written report.

CPE

- Provided a written report.

RSS

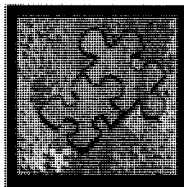
- Provided a written report

At the conclusion of the meeting, Trustee Dubasov was thanked for his time as Trustee Representative on the DPAC and wished well by the DPAC members.

12. Adjourned: 2:17 pm

**Next meeting:** Wednesday, January 7<sup>th</sup>, 2015 at 1:00 pm at the School Board Office at 501 11<sup>th</sup> Street

# Revelstoke Literacy



## Action Committee

### Revelstoke Literacy Action Committee

#### Financial Literacy Sub-Committee

October 16<sup>th</sup>, 2014 at 10:00am

Community Literacy Room, Room 121

Begbie View Elementary School, 1001 Mackenzie Ave

#### Attendance:

Karen Matthews

Jill Zacharias

Kristal Bradshaw

Todd Webber

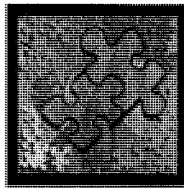
Michelle Cole

Lisa Nguyen

November is Financial Literacy Month with several activities/events planned

- Carol Pallidino will do a presentation on November 18<sup>th</sup>, 2014.
  - Will be tailored to youth ages 16-30
- Sabina Spahmann will continue to have her Women, Wealth and Wine Series
  - November presentation will focus on Christmas on a Budget
- Revelstoke Credit Union and the Toronto Dominion Bank have confirmed that they will have displays promoting the month and the workshops
  - All banks and financial institutions will be contacted to see if they would also have a display
- Winter Workshops – will be a series of 10 workshops dealing with different aspects of financial literacy
  - Each workshop will be approximately 2 hours
  - Lisa will be developing a short survey to determine which topics are of most interest in the community
    - The survey will be available in paper format in various locations in the community
    - Survey will also be on-line and open for a couple of weeks
- Living Wage Update – being done by Revelstoke Credit Union
- Idea of a calendar of budget friendly/free events – there was considerable discussion about this idea, but it was decided that this would not be a good investment of time and a duplication of services as there are currently many calendars currently available.

# **Revelstoke Literacy**



## **Action Committee**

### **Revelstoke Literacy Action Committee**

#### **Financial Literacy Sub-Committee**

**October 16<sup>th</sup>, 2014 at 10:00am**

**Community Literacy Room, Room 121**

**Begbie View Elementary School, 1001 Mackenzie Ave**

- Welcome Week – there are many low cost or free events and activities planned to take place during Welcome Week which is November 23-29
- Newspaper Article – focused on Christmas on a Budget – the article could provide strategies to remain within a budget through the preparations for the holidays
  - Strategies could be about how to save money
  - Strategies could also be about the free or low cost activities and events
  - Michelle offered to help Lisa write the newspaper article
- Poverty Intervention Tool – Jill and Lisa are working at developing a tool to assist the family doctors ask about poverty as a factor influencing the health and wellbeing of those they are seeing.
  - Jill will be presenting this tool to the doctors in early November.
- Advertising of events during Financial Literacy Month
  - Posters should be tailored to target various audiences (high school students versus the community at large)
  - Events could be promoted through Ronald's Rave Review in the newspaper, on the Stoke List, Revy Buy and Sell (Facebook) and at the Work BC Job Fair



### Attendance

Tracy Spannier  
Carolyn Duncan  
Inamarie Oppermann  
Rosetta Bernava  
Jill Zacharias  
Sheena Bell  
Nian Zhu

Linda Chell  
Kristal Bradshaw  
Lucy Perusse  
Alan Chell  
Amanda MacIntosh  
Andree Rioux  
Naoko Swift

### Regrets

Jo-Ann Scarcella  
Marly McAstocker  
Meghan MacIsaac

Mike Hooker  
Tabatha Jones  
Craig Brown

1. **Call to Order** – 4:02pm
2. **Introductions**
3. **Additions to Agenda** – none
4. **Adoption of the Agenda** Carolyn/Amanda    carried
5. **Adoption of the Minutes of Sept 22, 2014** Carolyn/Andree    carried
6. **Correspondence** – none
7. **Coordinator Report** – See attached
8. **Roundtable**
  - **Sheena** – Columbia Park PACT at the Baptist Church has started
  - **Carolyn** – will be in to Vancouver November 7<sup>th</sup> for the Early Hearing Program training (required to update training every other year)
  - **Naoko** – Strong Start has started
  - **Andree** – the afternoon/evening playgroup has started
  - **Lucy**
    - have started the Roots of Empathy and PALS programs
    - Kindergarten teachers have met to review assessment tools
  - **Tracy**
    - Family Night Out starts tonight (5:30–7:30pm) and will have a slightly different format in the hopes of improving the flow.
    - Champions for Literacy – there have been 12 nominations and the Tea will be Tuesday, Oct 21 at 7:00pm
  - **Linda**
    - There are preschool and after school spaces available
    - The Child Care Society has been nominated for the Youth Employment Award through the Chamber of Commerce



- Strong Start and Leap Land have started their Saturday openings. Strong Start will be open from 9-10:30 and Leap Land from 10:30-noon. Snack will be from 10-10:30.

- **Jill**

- November 13 there will be a presenter from Nelson presenting on how to create an LGBT friendly community. There will be one workshop during the day and one in the evening
- Writing a series of articles for the newspaper on Poverty Reduction.
- In partnership with the CBAL Financial Literacy Coordinator, Jill is working on developing a Poverty Intervention Tool for Medical Practitioners. This is a tool to assist medical practitioners to enquire about poverty and its impact on their patient's health.

**9. Business Arising:**

- Early Years Centre Project – report in meeting package
  - EYC Steering Committee
    - Branding – let Tracy know if you want a sandwich board for your site
      - There will be EYC signage at the Early Learning, Literacy and Health Centre
      - Every organization is welcome to participate in EYC signage to help the public understand the EYC brand
      - Also considering window clings
      - There will be a sign above the door to Tracy's office
    - Barriers to Access Project
      - The subcommittee met last week to discuss the Kids ROCK project and consider how to support families going forward.
    - Parent Survey
      - 77 surveys have come in to date; 75% of which were submitted on-line
      - Survey will close next week
      - The hope is that all service providers will support the project by encouraging parents to complete surveys and assisting anyone who may need some help. Tracy is available if needed.
  - CIC (Citizenship and Immigration Canada) project
    - A report has been submitted to the College
    - The form to request support from this project has been updated to capture the information now required by the college
    - It is anticipated that the project has two years of funding
  - ASQ Clinics – PACT, Regular, Event
    - There have been 3 clinics so far this year
    - Amanda did a clinic for the PACT group. It was very well received with 4 families taking advantage of this opportunity. Amanda is interested in doing another clinic during PACT.
    - Carolyn did the last clinic and had 2 families drop in. Carolyn was also available during the Early Years Fair that was part of the Toy and Clothing Exchange on the weekend. The event was a success. Carolyn fielded questions on what



Revelstoke Early Childhood Development Committee  
October 20<sup>th</sup>, 2014, 4:00 pm  
School District 19 Board Office

ASQ is, handed out 7 copies of the questionnaire and made connections with several new families. Overall, Carolyn connected with 10 families.

- The next ASQ Clinic is the 23<sup>rd</sup> – Amanda will be doing this clinic
- Vanessa Lapointe workshop series – posters available
  - Three workshops for parents and one for service providers
  - Child minding is available for the Family Friday workshop and the Saturday morning workshop but must register
- Ready Set Learn Planning
  - Jo-Ann will be sending a doodle to reschedule the planning meeting
- Fall Clothing and Toy Exchange + Early Years Info Fair – next one will be April 18, 2015
  - Was a very successful event and had many positive comments
  - The event is making a financial difference for many families
  - Having children present made the event feel like a family friendly event. Families “shopped” together, some parents switched off with children in StrongStart and Leap Land.
  - There are 14 bins that are being stored for the next event; 4 boxes of clothing went to Central American countries and some remaining items were donated to the Thrift Store.

#### 10. New Business:

- Directories
  - Edition 15 of the directory has been printed and is available. It is on-line and hard copies are also available. Please order your copies for your site and replace all former versions.
- Brain Builders <https://www.youtube.com/watch?v=OQTfmnYB7I0&feature=youtu.be>
  - A three minute video from the Harvard Group that discusses neurobiology and the importance of the early years
- Resource Bank
  - As part of the Early Years Centre, we will be pulling together a list of the resources available in our community. We will capture what resources each agency/organization has and which they are willing/able to lend. Please pass along any recommendations for resources that would be beneficial as a list is being created for consideration for the EYC resource budget.
- Access Sub-Committee
  - The committee met last week. Through the pilot project, we confirmed that transportation is not the only barrier. For some families, it is the parent portion of preschool and child care costs that create the barrier to children participating in the programs. There are a variety of circumstances that are impacting access to early learning programs including child care.
  - ECD Committee members discussed the need to include access to child care and preschool in the Early Years Centre access project. There is subsidy for these programs, but service providers are learning that poverty and a variety of other circumstances can impact a family. The ECD Committee consensus was to include child care and preschool parent portion fees (after subsidy is applied) to the Access support project.

#### 11. Professional Development Opportunities





Revelstoke Early Childhood Development Committee  
October 20<sup>th</sup>, 2014, 4:00 pm  
School District 19 Board Office

- **Vanessa LaPointe Series (Free):**
  - Thursday, November 6, 6:30 – DPAC topic: *Happy Kids & Angry Birds*
  - Friday, Nov 7, 9:15-11:15 – Understanding Aggressive Play
  - **Friday, Nov 7, 6:30-9:30 – EYC Team Forum: *Growing Ourselves to Grow Up Children***
  - Saturday, Nov 8, 9:30-12:00 – Parent Workshop: *Resistance and Tantrums*
- **Play = Learning Series** for Early Childhood Educators, parents and caregivers. A variety of courses offered from Sept 8 – March 9. Most courses: \$39  
[http://www.okanagan.bc.ca/Programs/Areas\\_of\\_Study/cs/continuing\\_studies\\_brochures/revit/EarlyLearningSeries.html](http://www.okanagan.bc.ca/Programs/Areas_of_Study/cs/continuing_studies_brochures/revit/EarlyLearningSeries.html)
- **Aboriginal Early Care Learning On-Line Program**, Nicola Valley Institute of Technology (NVIT) – targeting rural communities and ECE Assistants to complete their certificate. Contact: 250-378-3300. Cost unknown.
- **Images of Learning Workshop**, West Kootenay, Trail and Castlegar CCRR, November 22, 9:30-3:30, Blueberry, \$40
- **Compassion Fatigue Clinic, Revelstoke** – Okanagan College, November 21, 9:00-4:00, \$129 + tax

12. **Next Meeting Date:**

- |               |            |
|---------------|------------|
| ○ November 17 | ○ March 9  |
| ○ December 15 | ○ April 13 |
| ○ January 19  | ○ May 11   |
| ○ February 16 | ○ June 8   |

13. **Adjournment**

Alan/Rosetta carried