

May 3, 2010

Mr. Winston Blackmore  
Mormon Hills School Society  
876 Lyons RD  
Creston BC V0B 1G2

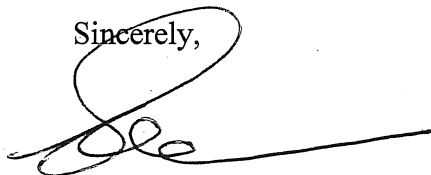
Dear Mr. Blackmore:

Thank you for your letter regarding the certification of principal Alaire Oler, which we received on April 30, 2010.

As noted in your letter, Alaire Oler has a School and Subject restricted certificate valid until December 31, 2013.

Under the *Independent School Act* she is a certified teacher and therefore can be designated by the authority to be the principal of an independent school.

Sincerely,



Ed Vanderboom  
Executive Director of International Programs  
Inspector of Independent Schools

File

Eden, Gayle EDUC:EX

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**From:** Vandeweg, Theo EDUC:EX  
**Sent:** Thursday, September 9, 2010 10:36 AM  
**To:** Eden, Gayle EDUC:EX; Popel, Beth EDUC:EX  
**Cc:** Vanderboom, Ed EDUC:EX  
**Subject:** FW: Conversation regarding Grades 11 and 12 reclassification to Group 1

FILE COPY

Gayle, formal notification that Mormon Hills is ready for a PE of 11-12.

**Theo M. VandeWeg**

Assistant Deputy Inspector of Independent Schools  
Office of the Inspector of Independent Schools  
Ministry of Education  
PO Box 9153 STN PROV GOVT  
Victoria, BC  
V8W 9H1 Phone: 356-8061 Fax: 953-4908

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**From:** Richard Blackmore [mailto:mormonhillsschool@yahoo.ca]  
**Sent:** Thursday, September 9, 2010 10:34 AM  
**To:** Vandeweg, Theo EDUC:EX  
**Subject:** Conversation regarding Grades 11 and 12 reclassification to Group 1

Good Morning Theo,

We are in full swing in our school. Further to our discussion regarding a re-classification of Grades 11 and 12, we would like to have you take a look at our program to include these two grades in our Group 1. We have received notice of a monitoring inspection slated for this fall and for that notice I thank you.

Mary Roundy is in charge of our Grade 11 and 12 program and will be available for whatever time is necessary.

Thank you,

Winston Blackmore

<b>SCHOOL NAME</b> MORMON HILLS SCHOOL		<b>GROUP</b> 1	<b>SCHOOL NUMBER</b> 896726
<b>CITY</b> LISTER, BC		<b>PRINCIPAL</b> ALAIRE OLER	
<b>SCHOOL AUTHORITY</b> MORMON HILLS SCHOOL SOCIETY			
<b>DATE OF PROGRAM EVALUATION</b> OCTOBER 12, 2010			
<b>MINISTRY REPRESENTATIVE</b> RAYMOND SUTTON			

REPRESENTATIVES PRESENT FOR THE AUTHORITY	
1. Alaire Oler (Principal) & Mary Roundy (Graduation Program Coordinator)	2. Winston Blackmore

**1. ADDING WHICH GRADES:/NUMBER OF CHILDREN**

K	1	2	3	4	5	6	7	8	9	10	11	12
											7	6

**2. TEACHER CERTIFICATION (For Added Grades)**

- a) Teacher(s) hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comments: Four teachers are responsible for delivery of the Graduation Program. One holds current BCCT certification; one is on a LOP and the other two teachers, who teach electives, have SSR Independent School Certificates. Teaching assignments are appropriate for the teachers on restricted certificates.

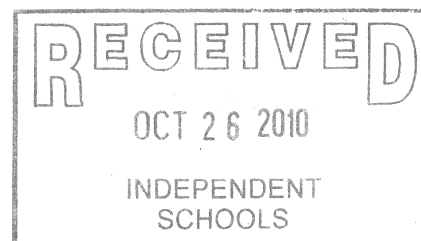
**3. CRIMINAL RECORD CHECKS HAVE BEEN COMPLETED (For Added Grades)**

Yes ☒ No ☐

Comments: All CRCs are current

**4. STUDENT RECORDS (For Added Grades)**

- a) Permanent Student Records



## Program Evaluation Checklist

- |      |                                                                                                       |                                         |                             |
|------|-------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
| i)   | Permanent Record Form 1704 (complete and up-to-date)                                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| ii)  | Birth Certificates                                                                                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| iii) | Appropriate Inclusions                                                                                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| iv)  | Proof of citizenship/residency                                                                        | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| v)   | Contact Information                                                                                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| vi)  | Medical and emergency information                                                                     | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| vi)  | Student Records are stored in a manner that ensures preservation in case of fire, theft, or disaster. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

Comment: Because all the students have been in the school for many years the records are up to date and contain all the necessary information and documentation. Records are stored in fire proof filing cabinets.

### 5. EDUCATIONAL PROGRAM (For Added Grades)

- i) Adequate Course Offering      Yes ☒      No ☐

Comment: Although MHS offers a range of subjects they do not offer courses in the Humanities and Sciences beyond the basic requirements. The school plans to accommodate the needs of academic students through DL

- ii) Meeting Time Requirements      Yes ☒      No ☐

Comment: In all courses the number of hours of instruction is in excess of the Ministry requirements.

- iii) Educational program is in compliance with the Educational Standards Order Requirements

Yes ☒      No ☐

Comment: All courses include course content, planning for assessment (teaching strategies and learning activities) and achievement indicators (assessment and evaluation methods). Long term plans, daily lesson plans and classroom observation provide evidence that the Ministry prescribed learning outcomes are being met.

- iv) Course Overviews (For Added Grades)

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3      Yes ☐      No ☐      Comment:

4-9      Yes ☐      No ☐      Comment:

Non-Core Subjects:

K-3      Yes ☐      No ☐      Comment:

4-9      Yes ☐      No ☐      Comment:

## Program Evaluation Checklist

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### Graduation Program

Required Courses                      Yes ☒                      No ☐                      Comment:

Electives                                      Yes ☒                                      No ☐

#### Comments:

- A range of electives are offered on rotational basis. The school works diligently to meet the needs of the small group of students including working with Kootenay College and the local public school district for the students who wish to transfer to a vocational program
- Mormon Hills Elementary Secondary School offers the following Grade 10 courses:
  - Math Foundations, English, Science, Social Studies, Planning, fine Arts, Physical Education and a BAA (Religious Studies).
- Grade 11 Courses offered are as follows:
  - Applications in Math, English, Earth Science, Social Studies, Fine Arts, Family Studies (course from Open School), Physical Education and a BAA (Religious Studies).
- In Grade 12 the following are offered:
  - English 12, Family Studies (course from Open School), Physical Education, Fine Arts and a BAA (Religious Studies)
- There are currently 6 students in Grade 12. In February, 2011\$223 students will enroll in the ACE-IT program offered through Prince Charles Secondary in Creston.

v) Board/Authority Authorized Courses: (For Added Grades)

have been developed according to Ministry BAA template                      Yes ☒                      No ☐

Comment: The only BAA courses that are offered are Religious Studies 11 and 12 and these meet Ministry requirements

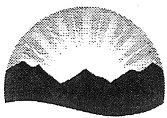
### 6) RECOMMENDATION FOR EXTENSION OF GROUP CLASSIFICATION: (For Added Grades)

Yes ☒                      No ☐                      Comment

#### OFFICE FOLLOW-UP INFORMATION

Yes ☐                      No ☐                      Due Date: \_\_\_\_\_

ITEMS: No follow up items



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The Best Place on Earth

FILE COPY

November 3, 2010

Ms Alaire Oler, Principal  
Mormon Hills Elementary Secondary School  
876 Lyons RD  
Creston BC V0B 1G2

Dear Ms Oler:

Re: Certificate No. 896726

I am pleased to inform you that Mormon Hills Elementary Secondary School, Creston, complies with the requirements of the *Independent School Act* for the following certification of group classification:

Group 1 (Kindergarten - Grade 12)

The enclosed certificate is valid from September 1, 2010 to June 30, 2013.  
Please ensure that the original certificate is clearly displayed in your school.

In accordance with the *Independent School Act*, Section 4 (4)(c) the Inspector may cancel, or suspend an independent school's certificate of group classification if the school fails to maintain the standards and requirements for the certificate, or breaches a condition of the certificate, or fails to comply with the *Independent School Act* and its subordinate legislation.

Please contact the Office of the Inspector of Independent Schools, at the number listed below, if

Ed Vanderboom  
Executive Director of International Education  
Inspector of Independent Schools

pc: Mormon Hills School Society



BRITISH  
COLUMBIA

The Best Place on Earth

FILE COPY

November 4, 2010

Ms. Alair Oler, Principal  
Mormon Hills Elementary Secondary School  
876 Lyons RD  
Creston, BC V0B 1G2

Dear Ms. Oler:

On Tuesday, October 12, 2010, Raymond Sutton visited your school for a program evaluation for your school's Grade 11 - 12 programs. The program evaluation recommends that Group 1 classification for Mormon Hills Elementary Secondary School include certification for Kindergarten – Grade 12.

A new certificate of group classification for Mormon Hills Elementary Secondary School will be issued.

We wish the school every success as it continues to enable students to become effective citizens in their community.

Sincerely,

Ed Vanderboom  
Executive Director of International Education  
Inspector of Independent Schools

EV:mw

pc: Mormon Hills School Society



**Ministry of Education**  
**Office of the Inspector of Independent Schools**

# **Certificate of Group Classification**

is issued to

**Mormon Hills School Society**

for

## **Mormon Hills Elementary Secondary School**

*Group 1 (Kindergarten - Grade 12)*  
issued under the authority of the *Independent School Act*

Valid to June 30, 2013

**Certificate Number:** 896726

**Effective Date:** September 1, 2010

Inspector of Independent Schools



*Certificate: Sept 1, 2010 to June 30, 2013*

*K-12*

*BL*

SCHOOL NAME Mormon Hills Elementary Secondary School		GROUP Group(s) 1		SCHOOL NUMBER 896726	
CITY Creston		PRINCIPAL Ms Aloha Oler			
SCHOOL AUTHORITY Mormon Hills School Society				SCHOOL PHONE NUMBER 250-428-4800	
GRADES <i>K-12</i>	ELEMENTARY ENROLMENT <i>137</i>	SECONDARY ENROLMENT <i>49</i>	HOME-SCHOOLED STUDENTS <i>—</i>	TOTAL STUDENTS <i>186</i>	INTERNATIONAL STUDENTS <i>—</i>
RECOMMEND CURRENT GROUP CLASSIFICATION: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment: <i>HC = 178</i>					
DATE OF VISIT <i>MAY 17, 2011</i>		MINISTRY INSPECTOR/ASSISTANT INSPECTOR <i>J. BEEKE</i>		ATTENDEES <i>ALOHA ALAIRE OLER - PRINCIPAL</i> <i>WINSTON BLACKMORE - SOCIETY CHAIR</i>	
PREVIOUS VISIT <i>NOV 2008 - EEL</i> <i>JAN 2010 - PROGRAM EVAL - KG + GR. 10</i> <i>OCT 2010 - PROGRAM EVAL - GR. 11 + 12</i>		SIGNATURE <i>J. Beeke</i>		CERTIFICATE EXPIRY DATE: <i>JUNE 30, 2013</i>	

*Other than random checks in the school files, the responses noted are those of the school principal.*

**1. CHANGES SINCE LAST EE/MONITORING INSPECTION IN:**

- Facilities (Municipal/Regional District compliance?)  
*NEW OFFICE ADDITION BUILT*
- Programs and/or grade levels (compliance with ESO?)  
*JAN 2010 - PROGRAM EVALUATION COMPLETED TO ADD KG + GR. 10*  
*OCT 2010 - PROGRAM EVALUATION COMPLETED TO ADD GR 11 + 12*
- Administration structure.  
*SAME*
- Responses to EE's Statutory Requirements/Policy Issues Report or monitoring inspection follow-up requirements:  
*EMERGENCY DRILLS, PRINCIPAL JOB DESCRIPTION, STUDENT FILES REQUIRED ITEMS, FIELD TRIP POLICY, TEACHER EVALUATION AND COURSE OVERVIEWS ARE IN PLACE*

**2. MUNICIPAL REQUIREMENTS**

- Facilities meet municipal/regional codes.  
Yes ☒ No ☐ Comment:
- Facilities receive regular inspections by local officials.  
Yes ☒ No ☐ Comment: *LOCAL FIRE INSPECTIONS AND PUBLIC HEALTH NURSE SERVICES*
- Municipal school zone signs are in good repair.  
Yes ☒ No ☐ Comment: *PERMANENT SINGLE CLASSROOMS WITH 2 DOORS MEETS LOCAL DISTRICT'S FIRE SAFETY REQUIREMENTS*

**3. STUDENT/SCHOOL SAFETY**

- School has regular safety checks of building, grounds and playground equipment.  
Yes ☒ No ☐ Comment:
- The school has policies/procedures for the supervision of students at school and on field trips?  
Yes ☒ No ☐ Comment:
- Facilities are adequately maintained and clean.  
Yes ☒ No ☐ Comment:
- School uses cloth towel dispensers.  
Yes ☐ No ☒ Comment:
- The school regularly practices safety procedures.  
Earthquake Drills: Yes ☒ No ☐ Frequency: *2/YEAR*  
Fire Drills: Yes ☒ No ☐ Frequency: *4/YEAR*  
Comment:

## 4. SCHOOL PHILOSOPHY AND ADMINISTRATION

- a) The school continues to comply with Section 1 of the
- Independent School Act*
- Schedule.

Yes ☒ No ☐ Comment:

- b) Authority has maintained 'good standing' with the Registrar of Companies.

Yes ☒ No ☐ Comment:

- c) E.S. (formerly Q.S.) procedures/documents satisfy the auditor.

Yes ☒ No ☐ Comment:

Name of Auditor: MICHAEL SON, BAMBURCK &amp; CO. - AUDIT - JUNE 30/2010

- d) Grants Received:

Operating Grant \$	779,697 -	Operating Expenses \$	836,864 -
Special Education Grant \$	—	# of students receiving Sp. Ed. Grants	—
French Grant \$	—	Expenses:	—

- e) Does the school receive any special purpose or conditional grants?

Yes ☐ No ☒ Comment:

- f) Authority complies with Section 12(3) & (4) of the
- Independent School Act*
- .

Yes ☒ No ☐ Comment:

- g) School has written policies pertaining to:

Comments:

Student Discipline	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reporting of Child Abuse	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Student Records	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Appeals (Parent and Teacher)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Supervision	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Anti-bullying	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Field Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Protection of Privacy	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Principal/Teacher Evaluation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Challenge/equivalency	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

## 5. EDUCATIONAL PROGRAM

- a) Instructional Staff

Teachers:

Assistants:

Headcount:

10

4

FTE

10

4

- i) Principal and teachers hold valid BC certification, and have proper assignments (restricted certification).

Yes ☒ No ☐

Comment: see 5 ii) below

- ii) Teacher certificate is in progress.

Yes ☒ No ☐

Comment:

BCCT:

S22

ISTC:

- iii) Criminal record checks have been completed for, or authorized by, all staff "working with children."

Yes ☒ No ☐

Comment:

- iv) Staff turnover since last inspection/monitoring visit:

Yes ☒ No ☐

Comment: 3 NEW TEACHERS

## b) Student Records:

i) Permanent Student Records

Permanent Record Form 1704 (complete and up-to-date)

Yes ☒ No ☐

Copies of at least two of the most recent years of student progress reports

Yes ☒ No ☐

If applicable - inclusions to support medical alerts, legal alerts, support services information

Yes ☒ No ☐

IEP's/CMP's

Yes ☒ No ☐

Registered homeschooled students

Yes ☐ No ☒ NONEii) Additional Student Record Items:

Legal name (photocopy of birth certificate)

Yes ☒ No ☐

Allergies and other health concerns

Yes ☒ No ☐

Emergency contact numbers

Yes ☒ No ☐

Doctor's name and contact information

Yes ☒ No ☐

Care Card number

Yes ☒ No ☐

Official names of parents/guardians with home and work contact information

Yes ☒ No ☐

Verification that parent/guardian is legally in Canada and resident of British Columbia

Yes ☒ No ☐

## iii) Student records are stored in a manner that ensures preservation in case of fire, theft, or disaster:

Yes ☒ No ☐

## iv) Verification of International Students' legal presence in Canada

Yes ☒ No ☐

## c) i) Educational program continues to be in compliance with the Educational Standards Order Requirements:

Yes ☒ No ☐ Comment:

## ii) Course Overviews:

Include content, teaching strategies, assessment, learning outcome linkage (Ministry/Authority) for:

Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Non-Core Subjects:

K-3

Yes ☒ No ☐ Comment:

4-9

Yes ☒ No ☐ Comment:

Graduation Program

required courses

Yes ☒ No ☐ Comment:

electives

Yes ☒ No ☐ Comment:

## iii) Board/Authority Authorized Courses:

- have been registered with a 1526 form:

Yes ☐ No ☒ Comment: NEED TO REGISTER HIGH SCHOOL

- have been developed according to Ministry BAA template?

Yes ☐ No ☒ Comment: RELIGIOUS STUDIES COURSES

## d) i) Special Education programs are offered by the school:

Yes ☐ No ☒ Comment:

## ii) Has the school developed a special education policy?

Yes ☐ No ☒ Comment: NONE THIS YEAR - PLANS FOR ONE NEXT YEAR

## iii) All funded special education students have an Individual Education Plan (IEP) or Case Management Plan (CMP):

Yes ☐ No ☐ Comment: N/A

## iv) Special Needs budget:

Yes ☐ No ☐ Comment: N/A

## e) Provincial Assessment

## i) The school participated in Foundation Skills Assessment since the last inspection visit.

Yes ☒ No ☐ Comment:

Grade 4 ☒Grade 7 ☒

ii) Describe the school's use of FSA results:

TO REVIEW SCHOOL CURRICULUM + PROGRAMS

iii) Provincial examinations.

Grade 10: ☒Grade 11: ☒Grade 12: ☒

Comment on the comparisons of school/exam mark:

iv) School's evaluation program demonstrates student progress in intellectual, social and career development.

Yes ☒No ☐

Comment:

## OFFICE FOLLOW-UP INFORMATION:

Yes ☒No ☐

Due Date: \_\_\_\_\_

## EEC:

☐ Principal☐ Staff

ITEMS:

1.

S22

## Next Visit:

☒ Evaluation 2017☐ Monitoring☐ PE☐ Other

2. THREE POLICIES TO BE DEVELOPED:

a. PROTECTION OF PRIVACY

b. PRINCIP

3. REGISTER HIGH SCHOOL RELIGION COURSES  
AS BAA (1526 form + template)

**From:** Vanderboom, Ed EDUC:EX  
**Sent:** Wednesday, May 18, 2011 2:26 PM  
**To:** Eden, Gayle EDUC:EX  
**Cc:** Waldman, Miriam EDUC:EX; Vandeweg, Theo EDUC:EX  
**Subject:** Mormon Hills

For the school file:

Following a visit to MHESS on May 18, 2011 by Jim Beeke, it was reported to the OIIS that S22 is a teacher at the school but does not have a suitable certificate. It was reported by the school that application had been made for an LOP for the year 2010/11 in September 2010.

A review of the files at the OIIS indicated that S22 had an LOP which expired in September 2010.

Application was received by the OIIS but was determined to be incomplete. An email was sent by the OIIS to the school on November 15, 2010 outlining the deficiencies in the application. No further information was received from the authority of the school or from the teacher.

A phone call was made to the school authority on May 18, 2011 confirming that S22 has been teaching without suitable certification. The authority was told to confirm in writing to the OIIS, that S22 would not be working in the capacity as teacher at the school for the balance of the year and until such time as suitable certification was received.

***Ed Vanderboom***

Executive Director International Programs  
Inspector of Independent Schools  
Office of the inspector of Independent Schools  
Ministry of Education  
PO Box 9153 STN PROV GOVT  
Victoria, BC, V8W 9H1  
**phone:** 250.356.2508 **fax:** 250.953.4908

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The Best Place on Earth

May 27, 2011

Ms Aloha Oler, Principal  
Mormon Hills Elementary Secondary School  
876 Lyons RD  
Creston BC V0B 1G2

Dear Ms Oler:

On Tuesday, May 17, 2011, Jim Beeke visited your school for a monitoring inspection. The meeting with you provided an opportunity to address the items of the inspection. The administration is to be commended on its preparation for the meeting. The discussion rendered a positive overview of the administrative and student safety procedures, educational program and school facilities.

As discussed during the meeting, please forward a letter to the Inspector by **June 15, 2011**, regarding the following items:

- confirmation LOP application/issuance for S22
- development of Protection of Privacy policy and principal evaluation policy; and
- registration of high school religion courses as BAA courses.

Mormon Hills Elementary Secondary School will continue to meet the *Independent School Act* requirements for a Group(s) 1 school when all outstanding items have been met and/or reported on.

We wish the school every success as it continues to enable students to become effective citizens in their community.

Sincerely,

Ed Vanderboom  
Executive Director of International Education  
Inspector of Independent Schools

pc: Mormon Hills School Society  
EV:mw

Ministry of Education

Office of the Inspector  
of Independent Schools

Mailing Address:  
PO BOX 9153 STN PROV GOVT  
VICTORIA BC V8W 9H1  
Telephone: (250) 356-2508  
Facsimile: (250) 953-4908

Location:  
620 Superior St  
Victoria BC CANADA

<http://www.bced.gov.bc.ca/independentschools>

## **Waldman, Miriam EDUC:EX**

---

**From:** Eden, Gayle EDUC:EX  
**Sent:** Thursday, June 16, 2011 2:08 PM  
**To:** Waldman, Miriam EDUC:EX  
**Subject:** FW: follow up on our conversation of yesterday

Please file in Mormon Hills file.

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**From:** Vanderboom, Ed EDUC:EX  
**Sent:** Wednesday, June 15, 2011 2:53 PM  
**To:** Eden, Gayle EDUC:EX  
**Subject:** FW: follow up on our conversation of yesterday

Please note the completion of the items identified in the most recent visit to the school.

***Ed Vanderboom***

Executive Director International Programs  
Inspector of Independent Schools  
Office of the inspector of Independent Schools  
Ministry of Education  
PO Box 9153 STN PROV GOVT  
Victoria, BC, V8W 9H1  
**phone:** 250.356.2508 **fax:** 250.953.4908

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**From:** Winston Blackmore [<mailto:jrb@kootenay.com>]  
**Sent:** Wednesday, June 15, 2011 8:02 AM  
**To:** Vanderboom, Ed EDUC:EX  
**Subject:** follow up on our conversation of yesterday

Good morning Ed,

This is to confirm that the concerns raised by Jim Beeke have been dealt with. We have on file a copy of the LOP for s22 for the 2010-2011 school year. We have on file a copy of our Privacy Policy for staff and students. We have made an arrangement for Merrill Palmer to do an evaluation of our Principal and develop an ongoing policy. We have completed the BAA verification page for our Religion program.

Thank you,

Winston Blackmore