Board of Education

Regular Public Meeting

February 25, 2020

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

School District No. 57 (Prince George)

BOARD OF EDUCATION

CHARTER

Our mission, as a Board of Education, is to create a culture of trust and integrity by adhering to the highest standards of ethical behaviour and fiduciary responsibility.

We, the Board of Education, individually and collectively, in the conduct of our duties, will be:

- Transparent
- Open-minded
- Consultative
- Committed
- Respectful of Diversity

BOARD OF EDUCATION AND SENIOR ADMINISTRATION

GUIDING PRINCIPLES

The Board of Education and senior administration believe we are accountable to the families and communities we serve. We respect their diversity and support their involvement.

We further believe that all children can learn, achieve and succeed, and that by working together with our employees, students, parents, and our communities, we will enable our students to reach their greatest academic potential.

We believe our students have the right:

- To a safe and respectful learning environment.
- To be valued.
- To have the opportunity to explore and develop their potential.
- To have their intellectual, emotional, physical and social needs met

We also believe that with these rights come responsibilities with respect to their school, classroom and work habits.

We believe our employees have the following rights and responsibilities:

- To be treated fairly and work in a safe environment.
- To be respected, trusted, included and valued.
- To explore, collaborate and develop to their potential.
- To treat others fairly, work cooperatively, and create a safe working and learning environment.

Together, we affirm that these guiding principles provide the foundation for the decisions we make in School District No. 57.

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

REGULAR PUBLIC MEETING

6:00 p.m., Tuesday, February 25, 2020

Boardroom – 2100 Ferry Avenue

A G E N D A

---

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **PUBLIC INPUT**

   Thirty minutes maximum; limit of five minutes per speaker

4. **SCHOOL DISTRICT NEWS**

5. **MINUTES OF PREVIOUS MEETINGS**

   5.1 Regular Public Meeting of January 28, 2020 — Page 1

   5.2 Record of Minutes of Regular In Camera Meeting of January 28, 2020 and Special In Camera Meetings of January 31 and February 11, 2020 — Page 7

6. **BUSINESS ARISING FROM THE MINUTES**

   6.1 Proposed Name Change – Aboriginal Education to Indigenous Education (T. Derrick) — Page 9

---

7. **MANAGEMENT AND FINANCE COMMITTEE**

7.1	Committee Report (S. Warrington)	Page 10
7.2	2019-2020 Amended Annual Budget	Page 12
7.3	2020/21 Budget Assumptions	Page 29
7.4	Trustee Remuneration and Expenses	Page 31

8. **EDUCATION PROGRAMS AND PLANNING COMMITTEE**

8.1	Committee Report (T. Derrick)	Page 36

9. **EDUCATION SERVICES COMMITTEE**

9.1	Committee Report (R. Polillo)	Page 38

10. **OLD BUSINESS**

10.1	Board Policy Manual (T. Bennett)	Page 39
10.2	Administrative Procedures Manual (T. Bennett)	Page 133 and Attached
10.3	September 2020 Enrolment Restrictions (R. Polillo)	
10.4	Catchment, Capacity and Programs – September 2020-2021 and Subsequent Years (R. Polillo)	

11. **NEW BUSINESS**

11.1	Draft 2020/21 School District Calendar (C. Heitman)	Page 135
11.2	Standing Committee Chair Appointments (T. Bennett)	
11.3	Kelly Road Secondary School (T. Derrick)	

12. **DISTRICT ADMINISTRATION REPORTS**

12.1	Superintendent of Schools	

13. **TRUSTEE REPORTS**

14. **CORRESPONDENCE**

15. **ADJOURNMENT**

UPCOMING MEETINGS: TBA

DRAFT Minutes Regular Public Meeting	Board of Education School District No. 57 (Prince George) 2100 Ferry Avenue, Prince George, B.C.	2020.01.28 6:00 p.m.

Present:

Tim Bennett, Chair
Trent Derrick, Vice-Chair
Betty Bekkering, Trustee
Ron Polillo, Trustee
Bob Thompson, Trustee
Shuirose Valimohamed, Trustee
Sharel Warrington, Trustee (telephone)

Anita Richardson, Superintendent of Schools
Darleen Patterson, Secretary Treasurer
Cindy Heitman, Deputy Superintendent of Schools
Lee Karpenko, Assistant Superintendent
Kap Manhas, Assistant Superintendent
Diane Nygaard, Executive Assistant (Recorder)

1. **CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

2. **APPROVAL OF AGENDA**

The agenda was approved as published.

3. **PUBLIC INPUT**

Daryl Beauregard representing the Prince George District Teachers' Association commented on the urgency of the provincial shortage of teachers and the need to provide better salaries to attract out of province teachers. Mr. Beauregard requested that Trustees remind government educators and pressure provincial colleagues regarding these issues.

Owen MacDonald and Mattias Cheung provided an overview of the recent activities undertaken by the District Student Advisory Council. Activities included presentations to elementary school students regarding the dangers of vaping.

4. **SCHOOL DISTRICT NEWS**

The Board Chair commented on the online Kindergarten registration for September 2020 that began today at 9 a.m.

The Board Chair and Trustee Polillo congratulated the Duchess Park Senior Boys Basketball and DP Todd Senior Boys Basketball teams on each of their perspective provincial rankings.

5. **MINUTES OF PREVIOUS MEETINGS**

5.1 Regular Public Meeting of December 3, 2019

The minutes of the regular public meeting of December 3, 2019 were adopted as published.

5.2 Record of In Camera Meeting Minutes

The report on the items discussed and decisions made at the regular in camera meeting of December 3, 2019 and the special in camera meetings of November 27, January 7 and 21, 2020 were approved.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Catchment, Capacity and Programs – September 2019-2020 and Subsequent Years – Grandfathering of Siblings

6.1.1 Spruceland Elementary School

Trustee Warrington reviewed the recommendation and rationale that was included in the agenda package. Ms. Warrington stated that the amendment to the December 3, 2019 motion provides a clear statement regarding time frame for the motion and recommends the time frame be limited to the 2020/21 school year.

The Superintendent and Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

That the motion, "*That the transition process, beginning September 2020 for grade 7 students currently attending Spruceland Traditional Elementary School, entitles students, who at the time of transition have siblings enrolled in grades 8 – 12 in the regular program at Duchess Park Secondary School, to transition to the regular program offered at Duchess Park Secondary School*", adopted at the December 3, 2019 meeting to be amended to replace "beginning" with "for" and replace "currently" with "who at January 28, 2020 are" and to add "for the 2020/21 school year" after Duchess Park Secondary School.

CARRIED

6.1.2 Edgewood Elementary School

Trustee Warrington reviewed the recommendation and rationale that was included in the agenda package. Ms. Warrington stated that the amendment to the December 3, 2019 motion provides a clear statement regarding time frame for the motion and recommends the time frame be limited to the 2020/21 school year.

The Superintendent and Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED
That the motion, "*That the transition process, beginning September 2020 for grade 7 students currently attending Edgewood Elementary School, entitles students, who at the time of transition have siblings enrolled in grades 8 – 12 in the regular program at Duchess Park Secondary School, to transition to the regular program offered at Duchess Park Secondary School*", adopted at the December 3, 2019 meeting to be amended to replace "beginning" with "for" and replace "currently" with "who at January 28, 2020 are" and to add "for the 2020/21 school year" after Duchess Park Secondary School.
CARRIED

7. MANAGEMENT AND FINANCE COMMITTEE

7.1 Committee Report

Trustee Warrington reviewed the January 2020 Management and Finance Committee report that was included in the agenda package.

MOVED and SECONDED
That the report of the Management and Finance Committee meeting held on January 20, 2020 be received.
CARRIED

8. EDUCATION PROGRAMS AND PLANNING COMMITTEE

8.1 Committee Report

Trustee Derrick reviewed the January 2020 Education Programs and Planning Committee Report that was included in the agenda package.

MOVED and SECONDED

That the report of the Education Program and Planning Committee meeting held on January 21, 2020 be received.

CARRIED

8.2 Board Authorized Courses

8.2.1 Fly Fishing 12

Trustee Derrick reviewed the recommendation, rationale and course framework that was included in the agenda package.

MOVED and SECONDED

That Fly Fishing 12 be approved as a Board authorized course.

CARRIED

8.2.2 H.O.P.E for Boys Leadership 11

Trustee Derrick reviewed the recommendation, rationale and course framework that was included in the agenda package.

MOVED and SECONDED

That H.O.P.E. for Boys Leadership 11 be approved as a Board authorized course.

CARRIED

8.2.3 Cultural Connections 12

Trustee Derrick reviewed the recommendation, rationale and course framework that was included in the agenda package.

MOVED and SECONDED

That Cultural Connections 12 be approved as a Board authorized course.

CARRIED

9. **DISTRICT ADMINISTRATION REPORTS**

9.1 Superintendent of Schools

The Superintendent commented on the success of the Aboriginal Day of Learning held in the school district on January 27, 2020. Ms. Richardson also commented on the First day of Kindergarten registration for the 2020/21 school year.

The Superintendent and Deputy Superintendent responded to questions from the Trustees.

10. TRUSTEE REPORTS

10.1 Aboriginal Education Committee

Trustee Derrick provided an overview of the Aboriginal Education Committee meeting held on January 13, 2020 and provided comment on the January 25th performance of the Snotty Nose Rez Kids.

10.2 BC School Trustees' Association

Trustee Polillo drew attention to the report included in the agenda package.

Mr. Polillo provided an overview of the BCSTA Northern Interior Branch Annual General meeting held in Prince George on January 24 and 25, 2020.

10.3 District Parent Advisory Council

Trustee Bennett provided a verbal report on the District Parent Advisory Council meeting held on January 6, 2020. Mr. Bennett advised the discussion included questions regarding the Ministry of Education's funding model review. He noted that school district staff will provide information regarding funding for designated students at the February District Parent Advisory Council meeting.

10.4 District Student Advisory Council

Trustee Polillo reviewed the District Student Advisory Council report that was included in the agenda package.

10.5 Liaison Updates

10.5.1 Trustee Bekkering

Trustee Bekkering drew attention to the Trustee Liaison update that was included in the agenda package and noted a correction that the reference to Mr. Goodson to read Mr. Goodwin.

10.5.2 Trustee Bennett

Trustee Bennett drew attention to the Trustee Liaison update that was included in the agenda package.

10.5.3 Trustee Polillo

Trustee Polillo drew attention the Trustee Liaison update that was included in the agenda package.

10.5.4 Trustee Warrington

Trustee Warrington drew attention to the Trustee Liaison update that was included in the agenda package.

11. **NEW BUSINESS**

11.1 Signing Authority - Banking

The Secretary Treasurer noted that Marie St. Laurent, Director of Human Resources will be no longer employed by the school district effective February 7th and suggested a revision to the published recommendation.

The Board Chair reviewed the revised recommendation as follows:

MOVED and SECONDED

That effective January 28, 2020, the signing authority for cheques be any two of the following:

Anita Richardson, Superintendent of Schools
Darleen Patterson, Secretary Treasurer
Cindy Heitman, Deputy Superintendent of Schools
Hannah Brown, Director of Finance
Diane Nygaard, Executive Assistant

CARRIED

11.2 Notice of Motion

Trustee Derrick provided notice of motion for the February 25, 2020 regular public meeting regarding a proposed change for references to Aboriginal Education in the school district to Indigenous Education.

12. **ADJOURNMENT**

The meeting adjourned at 7:20 p.m.

Chairperson

Secretary Treasurer

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

MATTERS DISCUSSED AND DECISIONS REACHED AT THE SPECIAL AND REGULAR IN CAMERA MEETINGS HELD SINCE THE LAST SUCH REPORT

January 28, 2020 Regular In Camera Meeting

1. Receipt of the Employee and Family Assistance Program Annual Report.
2. Adoption of the minutes of the special in camera meeting of November 27, 2019.
3. Adoption of the minutes of the regular in camera meeting of December 3, 2019.
4. Adoption of the minutes of the special in camera meeting of January 7, 2020.
5. Adoption of the minutes of the special in camera meeting of January 21, 2020.
6. Receipt of a personnel update.
7. Receipt of a British Columbia Public School Employers Association update.
8. Receipt of an update regarding property matters.
9. Receipt of an update regarding a legal matter.

The meeting was called to order at 4:00 p.m. and adjourned at 5:24 p.m.

January 31, 2020 Special In Camera Meeting

1. Motion to waive written notice.
2. Discussion and decisions regarding personnel matters.

The meeting was called to order at 1:03 p.m. and adjourned at 1:14 p.m.

February 11, 2020 Special In Camera Meeting

1. Receipt of an update regarding personnel matters.
2. Receipt of an update regarding the British Columbia Public Schools Employers' Association Annual General Meeting.
3. Receipt of an update regarding the Ministry of Education Funding Model Review.

4. Discussion and decision regarding a proposed British Columbia Trustees' Association motion and approval to move the motion out of in camera:

   Draft minutes pending Board approval:

   Trustee Valimohamed reviewed the recommendation and rationale that was included in the agenda package.

   The Secretary Treasurer responded to questions from the Trustees.

   MOVED and SECONDED
   That the following motion be submitted at the British Columbia School Trustees' Association Annual General Meeting:

   > *That BCSTA write a letter to the Minister of Education and the Minister of Finance to request that capital funding for new schools be provided on the basis of a five (5) year projection for enrolment rather than on the current enrolment.*

   CARRIED

   MOVED and SECONDED
   That the above approved motion be moved out of In Camera.
   CARRIED

5. Receipt of an update regarding legal matters.

6. Receipt of an update regarding property matters.

7. Review and discussion regarding governance.

The meeting was called to order at 4:05 p.m. and adjourned at 6:05 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

January 28, 2020

Memorandum

TO: Board of Education

FROM: Trustee Derrick

SUBJECT: **PROPOSED NAME CHANGE – ABORIGINAL EDUCATION TO INDIGENOUS EDUCATION**

RECOMMENDATION

That, in the spirit of Truth and Reconciliation, the Board of Education replace the word Aboriginal with Indigenous in all Board policies. This includes the renaming of the Aboriginal Education Advisory Committee to the Indigenous Education Advisory Committee.

* * * * * * * *

RATIONALE:

1. The Elders Advisory Council brought forward the request to use their preferred word Indigenous.

2. The suggestion was referred to the Aboriginal Advisory Committee at its December meeting. The representatives from Lheidli T'enneh First Nations and McLeod Lake Indian Band consulted with their communities, and Chief and Council to receive feedback on the word change from Aboriginal to Indigenous.

3. At the February Aboriginal Advisory Committee meeting, support from both the Lheidli T'enneh First Nations and McLeod Lake Indian Band was affirmed.

CE/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 10, 2020

MEMORANDUM

TO: Board of Education

FROM: Sharel Warrington, Trustee, and Chair
Management and Finance Committee

SUBJECT: **COMMITTEE REPORT – FEBRUARY 2020**

RECOMMENDATION

That the report of the Management and Finance Committee Meeting held on February 10, 2020 be received.

* * * * * * *

REPORT:

1) The Management and Finance Committee met on February 10, 2020.

2) The Management and Finance Committee meeting's agenda items were:

   a) **Minutes of the Previous Meeting** – The minutes of the previous meeting were approved as presented.

   b) **Staffing Update** – A year to date update was provided by the Director of Human Resources.

   c) **2019 – 2020 Amended Annual Budget -** The Committee received a presentation on the 2019 – 2020 Amended Annual Budget. First, Second and Third readings of the 2019 – 2020 Amended Annual Budget are being brought forward for consideration by the Board this evening.

   d) **2020 – 2021 Budget Assumptions** – This item appears on this evening's agenda for consideration of the Board's approval

   e) **Trustee Remuneration and Expenses –** Policy 8230 Trustee Remuneration and Expenses, Regulation No. 2 states that the annual remuneration for trustees will be reviewed by the Management and Finance Committee on an annual basis prior to March 31. The Secretary Treasurer reviewed and discussed the annual remuneration for trustees and the committee. This item appears on this evening's agenda for consideration of the Board's approval

   f) **Financial Update to January 31, 2020** – The Committee received a financial update for the first seven months of the school and fiscal year to January 31, 2020. The update indicates that most schools and departments are currently operating within their approved budget. The Committee will receive an update at each meeting through to June 2020 and it will continue to monitor the results of operations for the year.

g) **Analysis of Trustee Travel Expenses -** A report was presented to the Committee on expenditures and/or reimbursements to date.

3) The next Management and Finance Committee meeting will be held on March 9, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

Memorandum

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: **AMENDED ANNUAL BUDGET BYLAW 2019-2020**

RECOMMENDATION

1. That, in accordance with Section 68 (4) of the *School Act*, all three readings of the Amended Annual Budget Bylaw 2019-2020 be given at this meeting.

2. That Amended Annual Budget Bylaw 2019-2020 be given first reading.

3. That Amended Annual Budget Bylaw 2019-2020 be given second reading.

4. That Amended Annual Budget Bylaw 2019-2020 be given third and final reading.

****

RATIONALE:

1. In accordance with Section 113 (2) of the *School Act*, the Minister of Education is requiring that an amended annual budget for 2019-2020 be prepared.

2. The amendments to the annual budget passed by the Board on May 28, 2019 reflect an updated estimate of operations based on actual student enrolment at September 30, 2019.

3. Section 68 (1) of the *School Act* requires a bylaw to be given three distinct readings; Section 68 (4) allows a board to give all three readings at one meeting if the members of the board who are present at the meeting agree unanimously to do so.

/dln

Amended Annual Budget

School District No. 57 (Prince George)

June 30, 2020

School District No. 57 (Prince George)

June 30, 2020

Table of Contents

*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2019/2020 pursuant to section 113 of the *School Act* , R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act* ").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District No. 57 (Prince George) Amended Annual Budget Bylaw for fiscal year 2019/2020.

3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of $178,298,288 for the 2019/2020 fiscal year was prepared in accordance with the *Act* .

4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 25th DAY OF FEBRUARY, 2020;

READ A SECOND TIME THE 25th DAY OF FEBRUARY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE ______ DAY OF ___________________, 2020;

____
Chairperson of the Board

(Corporate Seal)

____
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 57 (Prince George) Amended Annual Budget Bylaw 2019/2020, adopted by the Board the ______ DAY OF ___________________, 2020.

____
Secretary Treasurer

School District No. 57 (Prince George)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	**13,148.000**	13,249.000
Adult	**104.625**	106.750
Other	**16.750**	17.500
Total Ministry Operating Grant Funded FTE's	**13,269.375**	13,373.250
Revenues	**$**	$
Provincial Grants		
Ministry of Education	**157,374,613**	156,109,802
Tuition	**69,000**	
Other Revenue	**4,994,143**	4,122,797
Rentals and Leases	**750,000**	750,000
Investment Income	**607,000**	542,000
Amortization of Deferred Capital Revenue	**3,480,687**	3,506,524
Total Revenue	**167,275,443**	165,031,123
Expenses		
Instruction	**134,166,088**	129,497,186
District Administration	**7,286,652**	7,194,068
Operations and Maintenance	**28,401,746**	27,590,776
Transportation and Housing	**4,374,204**	4,503,013
Total Expense	**174,228,690**	168,785,043
Net Revenue (Expense)	**(6,953,247)**	(3,753,920)
Budgeted Allocation (Retirement) of Surplus (Deficit)	**9,125,846**	5,926,193
Budgeted Surplus (Deficit), for the year	**2,172,599**	2,172,273
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	**2,172,599**	2,172,273
Budgeted Surplus (Deficit), for the year	**2,172,599**	2,172,273

Statement 2

School District No. 57 (Prince George)

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	**148,721,146**	144,392,871
Operating - Tangible Capital Assets Purchased	**2,518,791**	3,529,122
Special Purpose Funds - Total Expense	**17,507,282**	16,516,223
Capital Fund - Total Expense	**8,000,262**	7,875,949
Capital Fund - Tangible Capital Assets Purchased from Local Capital	**1,550,807**	400,000
Total Budget Bylaw Amount	**178,298,288**	172,714,165

Approved by the Board

Signature of the Chairperson of the Board of Education — Date Signed

Signature of the Superintendent — Date Signed

Signature of the Secretary Treasurer — Date Signed

School District No. 57 (Prince George)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	$	$
Surplus (Deficit) for the year	**(6,953,247)**	(3,753,920)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	**(2,518,791)**	(3,529,122)
From Local Capital	**(1,550,807)**	(400,000)
Total Acquisition of Tangible Capital Assets	**(4,069,598)**	(3,929,122)
Amortization of Tangible Capital Assets	**5,387,686**	5,263,373
Total Effect of change in Tangible Capital Assets	**1,318,088**	1,334,251
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	**(5,635,159)**	(2,419,669)

Schedule 1

School District No. 57 (Prince George)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Amended Annual Budget
	$	$	$	$
Accumulated Surplus (Deficit), beginning of year	12,065,725	-	32,725,935	**44,791,660**
Changes for the year				
Net Revenue (Expense) for the year	(5,056,248)		(1,896,999)	**(6,953,247)**
Interfund Transfers				
Tangible Capital Assets Purchased	(2,518,791)		2,518,791	-
Local Capital	(1,550,807)		1,550,807	-
Net Changes for the year	(9,125,846)	-	2,172,599	**(6,953,247)**
Budgeted Accumulated Surplus (Deficit), end of year	**2,939,879**	**-**	**34,898,534**	**37,838,413**

School District No. 57 (Prince George)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education	**140,424,750**	140,101,003
Tuition	**69,000**	
Other Revenue	**1,846,148**	1,019,797
Rentals and Leases	**750,000**	750,000
Investment Income	**575,000**	525,000
Total Revenue	**143,664,898**	142,395,800
Expenses		
Instruction	**117,433,023**	113,755,180
District Administration	**7,179,652**	7,087,068
Operations and Maintenance	**19,734,267**	19,047,610
Transportation and Housing	**4,374,204**	4,503,013
Total Expense	**148,721,146**	144,392,871
Net Revenue (Expense)	**(5,056,248)**	(1,997,071)
Budgeted Prior Year Surplus Appropriation	**9,125,846**	5,926,193
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(2,518,791)**	(3,529,122)
Local Capital	**(1,550,807)**	(400,000)
Total Net Transfers	**(4,069,598)**	(3,929,122)
Budgeted Surplus (Deficit), for the year	-	-

Schedule 2A

School District No. 57 (Prince George)

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	$	$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	**135,824,077**	136,259,222
ISC/LEA Recovery	**(329,375)**	(352,797)
Other Ministry of Education Grants		
Pay Equity	**2,271,692**	2,271,692
Funding for Graduated Adults	**687,663**	687,663
Carbon Tax Grant	**135,000**	135,000
Employer Health Tax Grant	**1,100,223**	1,100,223
Support Staff Benefits Grant	**103,983**	-
Support Staff Labour Settlement Funding	**586,472**	-
Mental Health	**26,500**	-
Inclusive Education	**2,822**	-
FSA	**15,693**	-
Total Provincial Grants - Ministry of Education	**140,424,750**	140,101,003
Tuition		
International and Out of Province Students	**69,000**	-
Total Tuition	**69,000**	-
Other Revenues		
Other School District/Education Authorities	**320,000**	320,000
Funding from First Nations	**329,375**	352,797
Miscellaneous		
Administrative Fees	**107,000**	107,000
After School Sports Initiative	**188,000**	-
Cafeteria Recoveries	**90,000**	90,000
Industry Training Authority	**258,000**	-
Miscellaneous	**433,773**	30,000
Municipal purchasing program group Mastercard rebate	**20,000**	20,000
Northern Development Initiative Trust - Trades Training	**100,000**	100,000
Total Other Revenue	**1,846,148**	1,019,797
Rentals and Leases	**750,000**	750,000
Investment Income	**575,000**	525,000
Total Operating Revenue	**143,664,898**	142,395,800

School District No. 57 (Prince George)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	$	$
Salaries		
Teachers	**56,237,775**	54,760,536
Principals and Vice Principals	**9,242,558**	9,182,003
Educational Assistants	**15,579,908**	13,426,363
Support Staff	**11,931,732**	11,390,831
Other Professionals	**7,052,869**	6,653,787
Substitutes	**4,139,109**	4,381,060
Total Salaries	**104,183,951**	99,794,580
Employee Benefits	**23,629,030**	22,538,376
Total Salaries and Benefits	**127,812,981**	122,332,956
Services and Supplies		
Services	**4,833,354**	5,608,386
Student Transportation	**4,290,790**	4,474,751
Professional Development and Travel	**1,572,626**	1,359,597
Rentals and Leases	**479,221**	515,621
Dues and Fees	**77,403**	77,403
Insurance	**315,972**	326,650
Supplies	**6,318,638**	6,533,650
Utilities	**3,020,161**	3,163,857
Total Services and Supplies	**20,908,165**	22,059,915
Total Operating Expense	**148,721,146**	144,392,871

School District No. 57 (Prince George)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	44,933,427	365,791	156,884	62,592	-	3,205,970	**48,724,664**
1.03 Career Programs	809,360	78,836	37,416	42,027	-	2,500	**970,139**
1.07 Library Services	1,016,169	120,891		460,284	-	-	**1,597,344**
1.08 Counselling	1,762,397	32,795		-	-	-	**1,795,192**
1.10 Special Education	5,165,442	150,233	12,803,790	126,657	1,792,583	77,244	**20,115,949**
1.30 English Language Learning	1,396,441	-	-	-	-	-	**1,396,441**
1.31 Indigenous Education	257,532	151,857	2,557,850	39,087	873,855	7,488	**3,887,669**
1.41 School Administration	-	7,757,103	-	2,830,005	374,777	430,163	**11,392,048**
1.60 Summer School	44,048	-	-	-	-	-	**44,048**
1.64 Other	124,796	-	23,968	78,522	20,574	-	**247,860**
Total Function 1	**55,509,612**	**8,657,506**	**15,579,908**	**3,639,174**	**3,061,789**	**3,723,365**	**90,171,354**
4 District Administration							
4.11 Educational Administration	728,163	406,536	-	207,655	1,180,932	180,814	**2,704,100**
4.40 School District Governance	-	-	-	-	134,497	-	**134,497**
4.41 Business Administration	-	133,259	-	760,296	1,133,187	9,431	**2,036,173**
Total Function 4	**728,163**	**539,795**	**-**	**967,951**	**2,448,616**	**190,245**	**4,874,770**
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	92,474	712,200	-	**804,674**
5.50 Maintenance Operations	-	-	-	6,480,709	821,890	145,614	**7,448,213**
5.52 Maintenance of Grounds	-	-	-	643,837	-	79,885	**723,722**
5.56 Utilities	-	-	-	-	-	-	**-**
Total Function 5	**-**	**-**	**-**	**7,217,020**	**1,534,090**	**225,499**	**8,976,609**
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	45,257	-	92,301	8,374	-	**145,932**
7.70 Student Transportation	-	-	-	15,286	-	-	**15,286**
7.73 Housing	-	-	-	-	-	-	**-**
Total Function 7	**-**	**45,257**	**-**	**107,587**	**8,374**	**-**	**161,218**
9 Debt Services							
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**56,237,775**	**9,242,558**	**15,579,908**	**11,931,732**	**7,052,869**	**4,139,109**	**104,183,951**

DRAFT - **Not Finalized**
February 21, 2020 12:18

School District No. 57 (Prince George)

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Amended Annual Budget	2020 Annual Budget
	$	$	$	$	$	$
1 Instruction						
1.02 Regular Instruction	**48,724,664**	11,000,316	**59,724,980**	3,909,796	**63,634,776**	65,336,475
1.03 Career Programs	**970,139**	219,490	**1,189,629**	279,490	**1,469,119**	1,142,381
1.07 Library Services	**1,597,344**	363,474	**1,960,818**	248,520	**2,209,338**	2,160,253
1.08 Counselling	**1,795,192**	404,099	**2,199,291**	4,100	**2,203,391**	1,851,446
1.10 Special Education	**20,115,949**	4,622,047	**24,737,996**	608,541	**25,346,537**	22,198,122
1.30 English Language Learning	**1,396,441**	314,199	**1,710,640**	14,760	**1,725,400**	1,529,220
1.31 Indigenous Education	**3,887,669**	890,879	**4,778,548**	639,452	**5,418,000**	5,395,722
1.41 School Administration	**11,392,048**	2,619,021	**14,011,069**	413,329	**14,424,398**	13,818,044
1.60 Summer School	**44,048**	9,911	**53,959**	-	**53,959**	53,959
1.64 Other	**247,860**	56,202	**304,062**	644,043	**948,105**	269,558
Total Function 1	**90,171,354**	**20,499,638**	**110,670,992**	**6,762,031**	**117,433,023**	113,755,180
4 District Administration						
4.11 Educational Administration	**2,704,100**	593,590	**3,297,690**	715,887	**4,013,577**	3,865,414
4.40 School District Governance	**134,497**	3,309	**137,806**	152,000	**289,806**	287,145
4.41 Business Administration	**2,036,173**	446,607	**2,482,780**	393,489	**2,876,269**	2,934,509
Total Function 4	**4,874,770**	**1,043,506**	**5,918,276**	**1,261,376**	**7,179,652**	7,087,068
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	**804,674**	170,483	**975,157**	418,622	**1,393,779**	1,252,264
5.50 Maintenance Operations	**7,448,213**	1,710,024	**9,158,237**	3,901,675	**13,059,912**	12,347,408
5.52 Maintenance of Grounds	**723,722**	168,193	**891,915**	859,500	**1,751,415**	1,774,081
5.56 Utilities	**-**	-	**-**	3,529,161	**3,529,161**	3,673,857
Total Function 5	**8,976,609**	**2,048,700**	**11,025,309**	**8,708,958**	**19,734,267**	19,047,610
7 Transportation and Housing						
7.41 Transportation and Housing Administration	**145,932**	33,634	**179,566**	5,300	**184,866**	165,481
7.70 Student Transportation	**15,286**	3,552	**18,838**	4,168,500	**4,187,338**	4,335,532
7.73 Housing	**-**	-	**-**	2,000	**2,000**	2,000
Total Function 7	**161,218**	**37,186**	**198,404**	**4,175,800**	**4,374,204**	4,503,013
9 Debt Services						
Total Function 9	**-**	**-**	**-**	**-**	**-**	-
Total Functions 1 - 9	**104,183,951**	**23,629,030**	**127,812,981**	**20,908,165**	**148,721,146**	144,392,871

DRAFT - **Not Finalized**

February 21, 2020 12:18

School District No. 57 (Prince George)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget	2020 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education	**14,337,287**	13,396,223
Other Revenue	**3,147,995**	3,103,000
Investment Income	**22,000**	17,000
Total Revenue	**17,507,282**	16,516,223
Expenses		
Instruction	**16,733,065**	15,742,006
District Administration	**107,000**	107,000
Operations and Maintenance	**667,217**	667,217
Total Expense	**17,507,282**	16,516,223
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 57 (Prince George)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	$	$	$	$	$		$	$	$
Deferred Revenue, beginning of year	-	105,292	804,661	1,368,635		11,788	33,023	10,109	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	667,217	511,318			320,000	78,400	163,625	2,107,315	443,572
Other			100,000	2,998,000		12,022			
Investment Income			20,000	2,000					
	667,217	511,318	120,000	3,000,000	320,000	90,422	163,625	2,107,315	443,572
Less: Allocated to Revenue	667,217	616,610	120,000	3,000,000	320,000	90,422	196,648	2,117,424	443,572
Deferred Revenue, end of year	-	-	**804,661**	**1,368,635**	-	**11,788**	-	-	-
Revenues									
Provincial Grants - Ministry of Education	667,217	616,610			320,000	78,400	196,648	2,117,424	443,572
Other Revenue			100,000	2,998,000		12,022			
Investment Income			20,000	2,000					
	667,217	616,610	120,000	3,000,000	320,000	90,422	196,648	2,117,424	443,572
Expenses									
Salaries									
Teachers							36,105	205,955	
Educational Assistants		500,332			202,911	12,682		291,667	
Support Staff								148,213	102,678
Other Professionals					31,283	20,856		605,637	64,053
Substitutes									
	-	500,332	-	-	234,194	33,538	36,105	1,251,472	166,731
Employee Benefits		116,278			51,467	6,996	8,304	274,148	74,557
Services and Supplies	667,217		120,000	3,000,000	34,339	49,888	152,239	591,804	202,284
	667,217	616,610	120,000	3,000,000	320,000	90,422	196,648	2,117,424	443,572
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 57 (Prince George)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2020

	Classroom Enhancement Fund - Staffing	PRP Regional Hospital	PRP Two Wolves Centre	PRP FASD Outreach	PRP Camp Trapping	FASD Other	Community LINK Other	TOTAL
	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year	162,175	15,084	14,946	34,478	6,861	2,973		**2,570,025**
Add: Restricted Grants								
Provincial Grants - Ministry of Education	8,309,595	335,313	287,186	589,402	142,376			**13,955,319**
Other							35,000	**3,145,022**
Investment Income								**22,000**
	8,309,595	335,313	287,186	589,402	142,376	-	35,000	**17,122,341**
Less: Allocated to Revenue	8,471,770	350,397	302,132	623,880	149,237	2,973	35,000	**17,507,282**
Deferred Revenue, end of year	-	-	-	-	-	-	-	**2,185,084**
Revenues								
Provincial Grants - Ministry of Education	8,471,770	350,397	302,132	623,880	149,237			**14,337,287**
Other Revenue						2,973	35,000	**3,147,995**
Investment Income								**22,000**
	8,471,770	350,397	302,132	623,880	149,237	2,973	35,000	**17,507,282**
Expenses								
Salaries								
Teachers	6,915,719	201,054	188,771	270,781	87,468			**7,905,853**
Educational Assistants		27,600						**1,035,192**
Support Staff			8,294	18,130	9,220			**286,535**
Other Professionals				61,519				**783,348**
Substitutes		6,260	6,948		2,607			**15,815**
	6,915,719	234,914	204,013	350,430	99,295	-	-	**10,026,743**
Employee Benefits	1,556,051	52,840	45,771	77,658	22,320			**2,286,390**
Services and Supplies		62,643	52,348	195,792	27,622	2,973	35,000	**5,194,149**
	8,471,770	350,397	302,132	623,880	149,237	2,973	35,000	**17,507,282**
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 57 (Prince George)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2020

	2020 Amended Annual Budget			
	Invested in Tangible Capital Assets	**Local Capital**	**Fund Balance**	2020 Annual Budget
	$	**$**	**$**	$
Revenues				
Provincial Grants				
Ministry of Education	2,612,576		**2,612,576**	2,612,576
Investment Income		10,000	**10,000**	-
Amortization of Deferred Capital Revenue	3,480,687		**3,480,687**	3,506,524
Total Revenue	**6,093,263**	**10,000**	**6,103,263**	6,119,100
Expenses				
Operations and Maintenance	2,612,576		**2,612,576**	2,612,576
Amortization of Tangible Capital Assets				
Operations and Maintenance	5,387,686		**5,387,686**	5,263,373
Total Expense	**8,000,262**	**-**	**8,000,262**	7,875,949
Net Revenue (Expense)	**(1,906,999)**	**10,000**	**(1,896,999)**	(1,756,849)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,518,791		**2,518,791**	3,529,122
Tangible Capital Assets - Work in Progress			**-**	-
Local Capital		1,550,807	**1,550,807**	400,000
Total Net Transfers	**2,518,791**	**1,550,807**	**4,069,598**	3,929,122
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,550,807	(1,550,807)	-	
Total Other Adjustments to Fund Balances	**1,550,807**	**(1,550,807)**	**-**	
Budgeted Surplus (Deficit), for the year	**2,162,599**	**10,000**	**2,172,599**	2,172,273

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

MEMORANDUM

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: **2020-2021 BUDGET ASSUMPTIONS**

RECOMMENDATION

That in accordance with Policy 1160, Role of the Board, Regulation 8.2 the following assumptions be approved to guide the development of the 2020-2021 Annual Budget:

1. A balanced annual budget will be presented for approval by the Board of Education.
2. Schools will be allocated funding, and be expected to develop their 2020-2021 organization on the same basis as the prior year based on enrolment assumptions.
3. Departments will be expected to develop their 2020-2021 budgets on the same basis as the prior year.
4. Cost pressures, primarily from inflation and statutory requirements will be addressed for employee benefits, student transportation and utilities.
5. Salaries and wages will be budgeted based on known general wage increases and expected school district average salaries and wages.
6. In accordance with the scope outlined in the Terms of Reference for the Expanded Committee of the Whole, that Committee will consider:
   - The 2016-2021Strategic Plan goals of Learning, Engagement, Opportunity and Sustainability based on initiatives prioritized by the Board of Education.
   - In the event that operating revenues exceed operating expenditures after compilation of a draft annual operating budget, the committee will provide input to the Board of Education as to options to be considered for additional expenditures in support of student learning.
   - In the event that operating expenditures exceed operating revenues after the compilation of a draft annual operating budget, the committee will provide input to the Board of Education as to options to be considered for additional revenue or reduced/decreased expenditures.

7. Salary, employee benefits, and defined overhead expenses incurred related to the actual cost of the language restored to the Collective Agreement with the Prince George District Teachers' Association will be fully funded by the Ministry of Education through the Classroom Enhancement Fund.
8. Consideration of the implications of potential changes to the funding model as a result of the recommendations from the Funding Model Review Panel introducing risk into our budget.

* * * * * * * * *

RATIONALE

1. Policy 1160, Regulation 8, Fiscal Accountability in Regulation 8.1 indicates that the Board shall approve budget process and timelines at the outset of the budget process. The Board did so in approving the Expanded Committee of the Whole, Budget Consultation draft agenda and meeting schedule at the Board of Education meeting held on December 3, 2019.

2. Regulation 8.2 indicates that the Board shall, in collaboration with the Superintendent, identify budget assumptions and draft Board priorities to be used in the creation of the annual operating budget.

3. Draft Administrative Procedure 400 Annual Operating Budget, Procedure 2.3 indicates that the annual budget assumptions approved by the Board shall form part of the basis for the annual budget.

4. The Superintendent and Secretary Treasurer reviewed the 2020-2021 budget assumptions with the Management and Finance Committee on February 10, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

MEMORANDUM

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: **POLICY 8230 TRUSTEE REMUNERATION AND EXPENSES**

RECOMMENDATION

THAT Policy 8230 Trustee Remuneration and Expenses, Regulation 1, be revised, effective July 1, 2020, to reflect the annual remuneration for trustees as follows:

1.1 Chairperson - $22,002
1.2 Vice- Chairperson - $20,502
1.3 Trustees $19,002

* * * * * * * *

BACKGROUND

1. Policy 8230 Trustee Remuneration and Expenses, Regulation 2 states that the annual remuneration for trustees will be reviewed by the Management and Finance Committee on an annual basis prior to March 31st.
2. At the February 10, 2020 Management and Finance Committee of the Whole meeting, the Secretary Treasurer reviewed and discussed the annual remuneration for Trustees with the committee.
3. Policy 8310, Policy and Policy Development defines a "minor update" as a factual change, including district information and titles of individuals, organizations or legislation that do not change the intent of the policy.
4. Policy 8310, Regulation 12 indicates that minor updates to policies may be presented directly to the Board for immediate approval.
5. Draft Policy 7 Board Operations, Article 10.2 outlines the process for annual Trustee remuneration review.

DP/dln

BOARD OF EDUCATION
School District No. 57
2100 Ferry Avenue
Prince George, B.C. V2L 4R5
(250) 561-6800

POLICY
8230

TRUSTEE REMUNERATION AND EXPENSES

APPROVED: 1975.02.18

REVISED: 1999.01.26
2004.10.26
2006.10.10
2008.09.23
2013.10.29
2015.06.23
2018.02.27
2018.04.10
2019.04.30
2019.06.18

POLICY

Appropriate financial recognition shall be provided to trustees as remuneration for their services. This remuneration shall be reviewed by the Management and Finance Committee on an annual basis. Trustees shall also be reimbursed for expenses necessarily incurred in the discharge of their duties.

Responsibility Centre: Secretary-Treasurer
References: *School Act*, Sections 71 and 85
Income Tax Act, Section 81(3)

TRUSTEE REMUNERATION AND EXPENSES

PREAMBLE

Section 71 of the *School Act* provides for an annual remuneration to be paid to trustees.

Approved: 1999.01.26
Revised: 2004.10.26

TRUSTEE REMUNERATION AND EXPENSES

REGULATIONS:

1. The annual remuneration for trustees, as of July 1, 2019, shall be as follows:

    1.1 Chairperson $21,571

    1.2 Vice-Chairperson $20,071

    1.3 Trustees $18,571

2. The annual remuneration for trustees will be reviewed by the Management and Finance Committee on an annual basis prior to March 31, commencing in 2019, within the following guidelines:

    2.1 Remuneration for the Chairperson will be increased by based on the same increment as the grid lift directed by the British Columbia School Employers' Association (BCPSEA) for exempt staff.

    2.2 Remuneration for the Vice-Chairperson will be $1,500 less than that of the Chairperson.

    2.3 Remuneration for trustees will be $3,000 less than that of the Chairperson.

3. Trustees will be reimbursed for in-district travel, in accordance with district policy, for attendance at meetings.

    3.1 Mileage may be claimed for attendance at regular and special board meetings.

    3.2 Mileage may be claimed for attendance at committee meetings, liaison meetings or other school district functions at which trustee representation is required or requested.

    3.3 Optional trustee travel, including school visits, parent advisory council meetings and meetings of committees of which the trustee is not an appointed member will not be eligible for reimbursement.

4. Trustees will be reimbursed for out-of-district travel in accordance with Policy 4133.1 (Reimbursement of Travel and Meeting Expenses).

TRUSTEE REMUNERATION AND EXPENSES

5. An annual budget will be established for trustee professional development.

   5.1 Each trustee will be entitled to $3,500 for his or her own professional development. Trustees will be encouraged to attend:

   - The B.C. School Trustees Association's annual general meeting
   - The B.C. School Trustees Association's trustee academies
   - The BC. School Trustees Association's Northern Interior Branch meetings
   - Off-site working sessions as organized by the school district

   5.2 An additional $3,500 will also be used for trustee professional development at the discretion of, and as directed by, the Board of Education

6. Trustees will be reimbursed for the following expenses:

   6.1 Printer paper, to be obtained upon request from the reception desk.

   6.2 Consumable printer supplies to be reimbursed upon presentation of a receipt.

7. Trustees will be provided with district owned communication devices for school district business.

8.

Approved: 1975.02.18
Revised: 2004.10.26, 2006.10.10, 2008.05.27 (effective June 1, 2008), 2008.09.23, 2013.10.29, 2015.06.23, 2018.02.27, 2018.04.10, 2019.04.30, 2019.06.18

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 18, 2020

MEMORANDUM

TO: Board of Education

FROM: Trustee Derrick, Chair
Education Programs and Planning Committee

SUBJECT: **COMMITTEE REPORT – FEBRUARY 2020**

RECOMMENDATION

That the report of the Education Programs and Planning Committee meeting held on February 18, 2020 be received.

* * * * * *

REPORT:

1. The Education Program and Planning Committee met on February 18, 2020.

2. The meeting's agenda items were:

   a. **Minutes of the Previous Meeting** - The minutes of the previous meeting were approved as presented.

   b. **David Douglas Botanical Garden Society Planning Committee** – Representatives from the David Douglas Botanical Garden Society Planning Committee provided a PowerPoint presentation on the development of the next phases of the David Douglas Botanical Garden.

   c. **Learning Innovations – Fine Arts Update** – Julie Fisher, Fine Arts Resource Teacher provided an update on "Bridging and Rebuilding the Arts in the School District". The presentation included the connections, appreciation and resurgence of specialists, programs, instruments and professional development of Fine Arts in the school district.

   d. **Rural Education Update** –

      - **Hixon Elementary School** – Hixon Elementary School Vice Principal L'Donna Lynds, Vice Principal with Principal Brenda Anderson in attendance provided a PowerPoint presentation on rural education at Hixon and Buckhorn Elementary Schools. The committee was also viewed a video showcasing the student activities of the rural schools.

- **Giscome Elementary School** – Giscome Elementary School Vice Principal Jason Schwartz, with Principal Sarah Petrisor in attendance provided a PowerPoint presentation providing an overview of the rural school and student activities, resources and the community of Giscome Elementary School. Mr. Schwartz and Ms. Petrisor responded to questions from the Committee.

e. **Report on Research** – This item agenda item was postponed to the next Committee meeting.

f. **Yearly Plan** – The Yearly Plan was included in the agenda package for the Committee's review.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 3, 2020

MEMORANDUM

TO: Board of Education

FROM: Ron Polillo, Committee Chair
Education Services Committee

SUBJECT: **COMMITTEE REPORT – FEBRUARY 2020**

RECOMMENDATION

That the report of the Education Service Committee meeting held on February 3, 2020 be received.

* * * * * * *

REPORT:

1. The Education Services Committee met on February 3, 2020. The meeting's agenda included the following topics:

   a. **Minutes of Previous Meetings –** The minutes of the November 4, 2019 meeting were approved as presented.

   b. **Work Place Culture Working Group Update -** Assistant Superintendent Karpenko provided a verbal report of the Work Place Culture Working Groups' work on establishing a more welcoming and respectful workplace and responded to questions from the committee.

   c. **Kelly Road Secondary School Capital Project –** Nino Maletta, General Manager Capital Projects provided a verbal update on the Kelly Road Secondary Replacement School Capital Project and responded to questions from the committee.

   d. **Purchase Orders over $25,000 to December 31, 2019 -** The Committee received the report of Purchase Orders in excess of $25,000 for the period from October 1 to December 31, 2019.

2. The next Education Services Committee meeting is scheduled for March 2, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

Memorandum

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **RESCINDING OF BYLAWS, POLICIES, REGULATIONS AND ADMINISTRATIVE PROCEDURES**

RECOMMENDATION

That the Board of Education rescind Bylaws No. 1, 2, 4 and 5, and all existing Policies, Regulations and Administrative Procedures effective February 25, 2020.

* * * * * * * *

RATIONALE:

1. Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, to determine local policy for the effective and efficient operation of schools in the school district.

2. Policy 8310 Policy and Policy Development states, “The Board has the sole authority to approve new policies, to make changes to existing policies and to rescind policies".

3. On July 3, 2019 the Board of Education approved the following motion:

   MOVED and SECONDED
   That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies.
   CARRIED

4. The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.

5. The consultants drafted all core policies as directed or agreed to during the initial session.

6. The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.

7. The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held on October 19 and December 9, 2019.

8. The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.

9. In Policy 11 Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

DP/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

Memorandum

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **BOARD POLICY MANUAL**

RECOMMENDATION

That the Board of Education approves the School District No. 57 (Prince George) Board Policy Manual in principle and distributes the Board Policy Manual for a 60-day consultation period prior to final approval by the Board.

* * * * * * * *

RATIONALE:

1. Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, to determine local policy for the effective and efficient operation of schools in the school district.

2. On July 3, 2019 the Board of Education approved the following motion:

   MOVED and SECONDED
   That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies.
   CARRIED

3. The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.

4. The consultants drafted all core policies as directed or agreed to during the initial session.

5. The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.

6. The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held on October 19 and December 9, 2019.

7. The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.

8. In Policy 11 Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

9. Using the Board Policy Manual as the description of the Board's retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19 2019.

   All existing directional documents in the district (Policies, Regulations, Administrative Procedures, Bylaws) were reviewed in the development and editing of the Administrative Procedures Manual. The Administrative Procedures Manuals of other districts were also frequently examined to inform discussion and decision making.

   Follow-up assignments were accepted by participants to ensure currency, accuracy and alignment with legislation, collective agreements and current practice. In addition areas for which administrative procedures needed to be developed or reviewed were identified and assigned.

DP/dln

Policy 1

FOUNDATIONAL STATEMENTS

Foundational statements speak to who we are and what we stand for as a school district and represent the foundation that guides Board and administrative decision-making.

The Board of Education respectfully acknowledges the ancestral lands of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and the Simpcw First Nation on whose lands we live, work and play.

Our Vision

Preparing students to seize life's opportunities.

This vision becomes achievable when core academic skills are brought to life in real- world contexts and students are motivated and engage in their own learning. Parent and community involvement is high and contributes to the students' learning. Learning that happens in the community in the home and in the workplace is linked with learning in school.

Our Mission

Inspiring learning anywhere.

At the core of everything we do is learning. Learning happens both inside and outside the classroom. It happens for the benefit of students and for the benefit of society.
Learning is for students, staff, parents and the community.

Values

- Confidence
- Inclusivity
- Dynamic Approach
- Experiential Learning
- Openness
- Equitable Access

Strategic Plan Priorities and Related Goals

<u>Learning</u>
An inclusive learning environment that provides high quality instruction and learning experiences.

<u>Engagement</u>
A community of parents, families, community organizations and community leaders who are broadly and meaningfully engaged in students' learning.

<u>Opportunity</u>
A learning environment that provides our community of learners with the opportunities needed to achieve their short and long-term goals.

<u>Sustainability</u>
A sustainable school system that maintains the human, financial and physical resources necessary to achieve meeting our students' learning needs.

The Logo Design and Use

The school district logo is the property of the Board of Education of School District No. 57 (Prince George) and shall only be used by external organizations with prior approval of the Superintendent.

Legal Name

The Board of Education of School District No. 57 (Prince George)

Operational Name

SD 57

Legal Reference: *School Act* Sections 65, 75 and 85
Order in Council No. 597, November 9, 2018

Approved: February XX, 2020

Policy 2

ROLE OF THE BOARD

As per section 30 of the *School Act* each school district in British Columbia is required to have a Board of Education (the “Board”) comprised of Trustees locally elected or appointed by the Minister of Education. The number of Trustees on each board is determined by the Lieutenant Governor in Council which effectively means the provincial cabinet.

By Ministerial Order dated April 6, 2018 the School District No. 57 (Prince George) Board of Education consists of seven Trustees elected from three Trustee Electoral Areas as follows: five from the Prince George Trustee Electoral Area, one from the Mackenzie Trustee Electoral Area and one from the Robson Valley Trustee Electoral Area.

The Board of Education of School District No. 57 (Prince George) functions as a corporate body and exercises those mandatory (must) and optional (may) powers granted or implied by the *School Act* and Regulations. As a corporate entity, its rights duties and powers reside with the Board and not individual Trustees.

The Board is committed to making decisions in the best interest of the students it serves.

The *School Act* provides for the Board of Education to delegate specific and general administrative and management duties. The Board has chosen to retain in its role the following duties.

Specific Areas of Responsibility

1. Accountability to Governments

   The Board shall:

   1.1 Act in accordance with all applicable requirements of federal and provincial legislation.

   1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Developing and maintaining a Culture of Student Learning

   The Board shall:

   2.1 Ensure Board agendas reflect the Board’s commitment to improving student success.

   2.2 Ensure the district’s strategic plan identifies student learning key results.

   2.3 Ensure the planning documents, including such things as the Framework for Enhancing Student Learning, Local Education Agreements and Strategic Planning documents are reviewed at least annually, including identification of trends and issues.

Policy 2

2.4 Ensure resources for approved initiatives to improve student outcomes are aligned to the annual operating budget.

2.5 Ensure the effectiveness of the Superintendent's leadership in improving student outcomes are assessed annually.

3. Accountability to and Engagement of Community

The Board shall:

3.1 Model a culture of respect, transparency and integrity.

3.2 Within available resources make decisions that best address the needs and demands of the school district in service of students.

3.3 Establish processes and provide opportunities for community engagement.

3.4 Report school district outcomes to the community at least annually.

3.5 Develop procedures for and hear appeals as required by statute and/or Board policy.

3.6 Meet as deemed appropriate with Chief and Council of Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw First Nation.

3.7 Meet as deemed appropriate with municipal and local governments and other educational/public service or business governing authorities to achieve educational ends.

3.8 Annually conduct public engagement opportunities in each of Mackenzie, McBride, Prince George and Valemount.

4. Strategic Planning and Reporting

The Board shall:

4.1 Provide overall direction for the school district by establishing foundational statements.

4.2 Annually approve school district priorities and key results and the school district's strategic directions.

4.3 Annually evaluate the effectiveness of the school district in achieving established priorities and key results.

5. Policy

The Board shall:

5.1 Identify how the Board is to function.

5.2 Delegate authority to the Superintendent and define commensurate accountabilities.

5.3 Identify the purpose to be achieved and the criteria for any new policies.

Policy 2

5.4 Make the final decision as to the approval of all policy statements.

5.5 Develop/assess/revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.

5.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.

5.7 Review all policies at least once in a term of office, to ensure currency and relevancy.

5.8 Annually review the school district's Organization Chart, prepared by the Superintendent.

6. Board/Superintendent Relations

The Board shall:

6.1 Select the Superintendent of Schools.

6.2 Provide the Superintendent with clear corporate direction.

6.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.

6.4 Annually evaluate the Superintendent in accordance with a pre-established and mutually agreed upon performance appraisal mechanism in accordance with Policy 12 Appendix.

6.5 Annually review Superintendent's Compensation.

6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

7. Political Advocacy

The Board shall:

7.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public School Employers' Association issues.

7.2 Advance school district positions and priorities through relevant provincial organizations and associations.

7.3 Act as an advocate for public education and the school district in a non-partisan way.

7.4 Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.

7.5 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees.

7.6 Arrange meetings with elected provincial government officials to communicate and garner support for education.

8. Board Development

The Board shall:

8.1 Annually conduct an externally facilitated self-evaluation of the Board's effectiveness in keeping with the British Columbia School Trustees Association's guidelines and standard, Appendix A.

8.2 Annually develop a Board development plan aligned with school district priorities.

9. Fiscal Accountability

The Board shall:

9.1 Approve budget process and timelines at the outset of the budget process.

9.2 In collaboration with the Superintendent, identify budget assumptions and draft Board priorities to be used in the creation of the annual operating budget.

9.3 Approve the annual budget and allocation of resources to achieve desired results.

9.4 Annually approve the school district's updated Five Year Capital Plan.

9.5 Annually appoint or reappoint the auditor and approve the terms of engagement.

9.6 Review annually the audit report and management letter and specify those recommendations to be implemented by the Superintendent.

9.7 Approve the annual audited financial statements.

9.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.

9.9 Approve the acquisition and disposition of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.

9.10 Approve amended annual budget.

9.11 Monitor the fiscal management of the school district through receipt of monthly financials and quarterly accountability reports including variance analyses and year-end projections.

9.12 Approve borrowing for capital expenditures within provincial restrictions.

9.13 Approve transfer of funds to/from reserves.

9.14 Approve signing authorities for the school district.

Policy 2

Selected Responsibilities

1. Approve annual school district calendar in accordance with legislation and collective agreements.

2. Annually approve the Board's Annual Work Plan (Appendix B) including schedule of meetings.

3. Approve Board Authority Authorized Courses.

4. Approve the naming of educational facilities and land.

5. Recognize students, staff and community members.

6. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
7. Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreement with bargaining units.

8. Annually Review and approve Board compensation and expense rates.

9. Approval of and cessation of academies and programs of choice.

10. Annually approves continuing British Columbia School Trustees' Association membership.

11. Approve catchment areas and changes thereto.

FACILITATED BOARD SELF-EVALUATION PROCESS

PROCESS

The annual externally facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation process described in the appendixes to Policy 12 and entitled, *Superintendent/CEO Evaluation Process, Criteria and Timelines*. The two evaluation processes are complementary in nature.

PURPOSE

The purpose of the facilitated Board self-evaluation is to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board during the evaluation period?
2. How do we perceive our interpersonal working relationships?
3. How well do we receive input and how well do we communicate with those we represent?
4. How well do we perceive we are performing as a corporate entity in terms of fiduciary, strategic, generative and ethical governance?
5. How would we rate our Board-Superintendent relations?
6. How well have we adhered to our governance policies?
7. What have we accomplished this past year? How do we know?
8. What actions shall the Board take during the next year to become more effective?

The answers to these questions provide the data for the development of a positive path forward.

EVALUATION PRINCIPLES

The following principles form the basis for the Board self-evaluation process.

1. A learning organization is focused on the improvement of practice.
2. A commitment to continuous improvement is a sign of organizational health.
3. An effective evaluation process provides for growth and accountability.
4. The annual Board evaluation process shall model the Board's commitment to principles 1-3.
5. A pre-determined process for evaluation strengthens the governance function, builds credibility for the Board and fosters an excellent Board-Superintendent relationship.
6. An evidence-based approach provides objectivity to supplement the subjectivity involved in evaluation processes.

Policy 2 Appendix A

CONTEXT

The Board is a corporate entity created by provincial legislation and given authority by the School Act and the attendant Regulations. The Board exercises its authority through a democratic process.

The duty of the Board is to represent its electors and advocate for publicly funded education in a broader context.

The Board is charged with the responsibility of providing, for its students and their parents/guardians, an education system organized and operated in their best interests. It exercises this responsibility through setting of clear strategic direction and the wise use of resources.

Approved 2016.12.13

Revised: 2020.02.XX

Policy 2 Appendix B

BOARD ANNUAL WORK PLAN

September

- Regular Board Meeting Agenda Items
- Review the audit report and management letter and CEO's internal report to ensure fiscal accountability quality indicators are met and assess Fiscal Quality Indicators (QI) re Policy
- Approve the audited financial statements
- Approve proposed Trustee calendar for partner meetings, Board meetings and related functions

Events
- BCSTA Northern Interior Branch – Education Meeting (September or October)

October

- Regular Board Meeting Agenda Items
- Complete CEO evaluation and Board evaluation
- Approve Annual Board Work Plan (including schedule of meetings)
- Review Superintendent compensation

Events
- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day

November

- Inaugural Board Meeting Agenda Items
- Elect Chair/Vice-Chair, BCSTA Provincial councillor and alternate, BCPSEA representative and alternate
- Make Trustee appointments to committees and community liaison groups
- Approve Trustee school liaison assignments

Events
- BCSTA Trustee Academy (November or December)

December

- Regular Board Meeting Agenda Items
- Review report on school district enrollment

Events

Policy 2 Appendix B

January
- Regular Board Meeting Agenda Items
- Review progress re Strategic Planning results
- Approve Amended Annual Budget for Current Fiscal Year
- Approve draft Budget Development Process and Circulate to stakeholders
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters

Events
- Represent Board at BCPSEA AGM
- BCSTA Northern Interior Branch AGM

February
- Regular Board Meeting Agenda Items
- Review recommended school district calendar
- Approve Budget development process for upcoming year’s Budget
- Annually review the school district’s Central Administration Office Organization Chart
- Review policy positions for submission to BCSTA Annual General Meeting
- Approve Board Authority Authorized Courses
- Review administrative budget assumptions for the upcoming year’s budget
- Approve revisions to Strategic Plan including approval of priorities and key results
- Review Student Learning accountability report and assess Student Learning QI’s re Policy (Framework for Enhancing Student Learning).

Events
- BCSTA Provincial Council Meeting
- Long Service Recognition Ceremony

March
- Regular Board Meeting Agenda Items
- Approve school district calendar
- Review preliminary budget revenue information for the upcoming year’s budget including the Ministry of Education funding announcement

Events

April
- Regular Board Meeting Agenda Items
- Expanded Committee of the Whole – Budget Consultation
- Review preliminary draft budget for the upcoming year

Events
- Attend and participate in BCSTA AGM

Policy 2 Appendix B

May
- Regular Board Meeting Agenda Items
- Approve terms of engagement and appoint or reappoint auditor
- Approve budget for upcoming fiscal year
- Approve school fees
- Approve Framework for Enhancing Student Learning Annual Report
- Approve Strategic Plan – Annual Progress Report

Events

June
- Regular Board Meeting Agenda Items
- Approve 5 year Capital Plan for submission to BC Ministry of Education
- Approve Board Development Plan
- Review Fiscal accountability report

Events
- Employee Retirement Dinner and Recognition

Ongoing
- Attend Trustee development/orientation sessions
- Attend school functions (as invited)
- Review the School District Strategic Plan
- Hear appeals as needed
- Ratify memoranda of agreement with bargaining units
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings as outlined in the Board calendar
- Advance Board positions through BCPSEA
- Represent Board at BCSTA Branch Meeting
- Meetings with elected officials
- Policy Review
- Public Engagement

Legal References: *School Act* Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96,112, 112.1, 113, 145, 147, 158

Approved: 2016.12.13
Revised: 2017.10.30, 2018.04.10, 2019.04.10. 2020.02.XX

Policy 3

ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board of Education (the “Board”) as it carries out its legislated mandate. The oath of office taken by each Trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of public education. A Trustee must first and foremost be concerned with the interests of the Board of Education.

The Board of Education is a corporate body. The Trustee’s primary responsibility is to act as a member of a corporate Board. Trustees collectively and individually must carry out their responsibilities, and the work of the Board, in good faith and with reasonable diligence. A Trustee’s fiduciary duties are owed to the Board which is, in turn, accountable to the electorate.

Only a Trustee who is specifically authorized to act on behalf of the Board may act as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the District.

The Board shall indemnify a Trustee in accordance with Policy 16 Indemnification Bylaw.

Specific Responsibilities of Individual Trustees

The Trustee shall:

1. Become familiar with District policies and procedures, meeting agendas and reports in order to participate in Board business.

2. Support motions carried by the Board to advance the work of the Board and monitor progress to ensure decisions are implemented.

3. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.

4. Refer administrative matters to the Superintendent.

5. Refer requests for information or action by staff through the Board Chair to the Superintendent.

6. Upon receiving a complaint or inquiry from a parent, student, staff member, or community member, refer the inquiry back to the Teacher, Principal, or appropriate District Office personnel and will inform the Superintendent of this action.

7. Keep the Board and the Superintendent informed in a timely manner of all matters coming to their attention that might affect the District.

8. Provide the Superintendent with information, giving the benefit of the Trustee’s judgment, experience and familiarity with the community.

9. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the District.

10. Attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner.

11. When delegated responsibility, exercise such authority within the defined terms of reference in a responsible and effective way.

12. Participate in Board/Trustee orientation and development sessions so that the quality of leadership and service in the District can be enhanced.

13. Participate in British Columbia School Trustees Association events as they are able.

14. Strive to develop a positive and respectful learning and working culture both within the Board and the school district.

15. Become familiar with, and adhere to, the Trustee Code of Conduct.

Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and approved plans.

1. The District will offer an orientation program for all Trustees following an election that provides information on:

   1.1. Role of the Trustee and the Board;

   1.2. Organizational structures and procedures of the District;

   1.3. Board policy, agendas and minutes;

   1.4. Existing District initiatives, annual reports, budgets, financial statements and long-range plans;

   1.5. District programs and services;

   1.6. Board’s function as an appeal body;

   1.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and

   1.8. Trustee remuneration and expenses.

   1.9. Review established process and opportunities for community engagement.

2. The District will provide financial support for Trustees to attend British Columbia School Trustees Association sponsored orientation seminars.

3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for Trustees. The Superintendent shall ensure each Trustee has access to the Board Policy Handbook and Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.

Legal Reference: Sections 49, 50, 52, 65, 85 *School Act*
Local Government Act
A Guide for School Trustee Candidates 2018 BCSTA
[Provisions of the *School Act*, RSBC 1996, c.412, relevant to the enactment of this regulation: section 175(2)(i)]
School Trustee Oath of Office Regulation BC reg. 382/93 O.C.1548/93

Approved: 20XX.XX.XX

Policy 4

TRUSTEE CODE OF CONDUCT

Trustees as members of the corporate Board of Education (the "Board") shall act prudently, ethically and legally, in keeping with the requirements of provincial legislation. This includes proper use of authority and appropriate decorum in terms of group and individual behaviour.

Guidelines and Procedures

1. Code of Ethics

   Trustees have the responsibility to read, understand and abide by the Trustee Code of Ethics. Trustees will:

   1.1 Devote time, thought and study to the duties and responsibilities so that they may render effective and creditable service.

   1.2 Recognize that the expenditure of school funds is a public trust, and they will endeavour to see that all such funds shall be expended efficiently, economically and for the best interest of students.

   1.3 Endeavour to work with their fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate. They will observe proper decorum and behaviour, encourage full and open discussions in all matters with their fellow Trustees, treat them with respect and consideration and will not withhold or conceal from them any information or matter with which they should be concerned.

   1.4 Base their personal decisions upon all available facts in each situation, vote with honest conviction in every case, unswayed by partisan bias of any kind, and thereafter, abide by and uphold the final majority decision of the Board.

   1.5 Not use the schools or any part of the school program for their own personal advantage or for the advantage of their friends. They will do everything possible to maintain the integrity, confidence and dignity of the office of school Trustee, and they will resist every temptation and outside pressure to use their positions as Trustees to benefit either themselves or any other individual or agency.

   1.6 Have no legal authority outside the meetings of the Board, unless the Board has so delegated. Their relationships with school staff, the local citizenry and the media will be conducted on the basis of this fact.

   1.7 Not discuss the confidential business of the Board outside of Board meetings or committee meetings thereof.

   1.8 Acknowledge that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent of Schools and staff.

   1.9 Support effective educational programs for the students.

Policy 4

2. Trustee Code of Conduct Sanctions

   The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.

Legal Reference: Sections 49, 50, 55, 56, 57, 58, 59, 62, 65, 85, 94, 95 *School Act*

TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Code of Conduct Sanctions other than a Failure of Security

1. A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

2. Conciliatory measures will normally include:

   2.1 The Trustee who believes a violation has occurred will engage in an individual private conversation with the Trustee affected.

   2.2 Failing resolution through the private conversation, the parties will engage the Board Chair or Vice-Chair to gain resolution. If the concern is with the Board Chair, the concern is to be raised with the Vice Chair.

   2.3 The Chair and at the Chair's option the Vice Chair will attempt to resolve the matter to the satisfaction of the Trustees involved.

3. A Trustee who wishes to commence an official complaint, under the Code of Conduct shall file a letter of complaint with the Board Chair copied to the Secretary Treasurer within thirty (30) days of knowledge of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee. The Trustee who is alleged to have violated the Code of Conduct and all other Trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows, by the Vice Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice Chair.

4. When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees and the Secretary Treasurer; the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.

Policy 4 Appendix

5. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other Trustee must provide to the Board Chair within three (3) days of the notice in writing of the complaint being forwarded to all Trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any Trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.

6. Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chair shall notify all other Trustees in writing that no further action of the Board shall occur.

7. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a closed (in-camera) meeting of the Board to allow the complaining Trustee to present their views of the alleged violation of the Code of Conduct.

8. At the closed (in-camera) meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted. Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

   8.1 The Code of Conduct complaint shall be heard at a Code of Conduct hearing, at a closed (in-camera) Board meeting convened for that purpose. All preliminary matters, including whether one (1) or more Trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining Trustee.

   8.2 The sequence of the Code of Conduct hearing shall be:

      8.2.1 The complaining Trustee shall provide a presentation which may be written or oral or both;

      8.2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;

      8.2.3 The complaining Trustee shall then be given an opportunity to reply to the respondent Trustee’s presentation;

      8.2.4 The respondent Trustee shall then be provided a further opportunity to respond to the complaining Trustee’s presentation and subsequent remarks;

      8.2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;

      8.2.6 The complaining Trustee shall be given the opportunity to make final comments; and

      8.2.7 The respondent Trustee shall be given the opportunity to make final comments.

Policy 4 Appendix

8.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining Trustees and Secretary Treasurer, who do not have a conflict of interest shall be required to leave the room, and the remaining Trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution(s).

8.4 If the remaining Trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.

8.5 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.

8.6 The remaining Trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the respondent Trustee.

8.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing.

8.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.

8.9 The presiding Chair shall call for a resolution(s) to be placed before the Board.

8.10 The presiding Chair shall declare the closed (in-camera) Board meeting adjourned.

9. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:

9.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the closed (in-camera) meeting of the Board;

9.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the closed (in-camera) meeting of the Board;

9.3 Having a motion to remove the offending Trustee from one (1), some or all Board committees or other appointments of the Board passed by a majority of those Trustees present and allowed to vote at the closed (in-camera) meeting of the Board.

10. The Board may, in its discretion, make public its findings where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Failure of Security

11. The Trustee Code of Conduct requires that Trustees shall respect the confidentiality appropriate to issues of a sensitive nature. Failure to comply with this requirement constitutes a failure of security. An individual Trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:

    11.1 The Board Chair shall request that the Superintendent (as head of the District under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of Trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.

    11.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Superintendent.

    11.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the Trustee in question shall have an opportunity to present any additional, relevant information.

    11.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of Trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of Trustees at a public meeting of the Board.

    11.5 For subsequent occurrences, a motion of censure against the Trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of Trustees present at such a meeting.

Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95 *School Act*

Policy 5

ROLE OF THE BOARD CHAIR

The Board of Education (the "Board") shall at its inaugural and annual meeting elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Chair has no authority to either make decisions beyond policy created by the Board or to supervise or direct staff.

Specific Responsibilities

The Board delegates and assigns to the Chair the following powers and duties:

1. Prior to each Board meeting, review the Annual Board Work Plan, meet with the Vice Chair, the Superintendent and Secretary Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.

2. To preside over all public Board meetings and ensure that such meetings are conducted in accordance with the *School Act*, the bylaws, policies and procedures as established by the Board.

3. To perform the following duties during Board meetings:

    3.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;

    3.2. To ensure that issues being presented for the Board's consideration are clearly articulated and explained.

    3.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached

    3.4. To direct the discussion by Trustees to the topic being considered by the Board.

    3.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members.

    3.6. Determine disposition of each motion by a formal show of hands or secret ballot if required.

4. To convey directly to the Superintendent any concerns or questions as are related to the Chair by Trustees, parents, students or employees which may significantly affect the administration of the District.

5. To be in regular contact with the Superintendent to maintain a working knowledge of current issues and events within the District.

Policy 5

6. To bring to the Board all matters requiring a corporate decision of the Board.

7. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).

8. To act as an ex-officio non-voting member of all committees appointed by the Board.

9. To act as a signing authority for Board minutes.

10. To act as a signing authority for the District as follows:
    - 10.1. As required by the government of B.C.
    - 10.2. As required by financial institutions.

11. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through approved motions. The Chair will bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair will share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.

12. To ensure that the Board engages in regular assessments of its effectiveness as a Board.

13. To recommend to the Board Trustee appointments to:
    - 13.1. Standing committees
    - 13.2. School liaison appointments;
    - 13.3. Representative to external organization; and
    - 13.4. Other Board committees, e.g. ad hoc committees.

14. Address inappropriate behaviour on the part of a Trustee as per policy 4 conduct sanctions.

15. Assist with the Board orientation program for new Trustees.

16. Manage the Superintendent of Schools/Chief Executive Officer contract on the Boards behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off on the Superintendent's expenses as well as vacation and sick leave, days earned, taken and accumulated.

Legal Reference: Sections 65, 67, 69, 70, 85 *School Act*

Approved: 20XX.XX.XX

Policy 6

ROLE OF THE VICE CHAIR

The Board of Education (Board) shall at its inaugural and annual meeting elect one of its members to serve as Vice Chair, to hold office at the pleasure of the Board. If the Vice Chairperson vacates the office or ceases to be a member of the Board, the Board shall elect a Vice Chairperson to serve at the pleasure of the Board.

Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence and in such an event shall have all the duties and responsibilities of the Board Chair.

2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.

3. Prior to each Board meeting, the Vice Chair shall review the Board Annual Work Plan, meet with the Chair, the Superintendent and the Secretary Treasurer and become thoroughly familiar with items included in the agenda.

4. The Vice Chair shall be an alternate signing officer of the Board Chair for the District as outlined in 9 and 10 of Policy 5 Role of the Board.

Legal Reference: Sections 65, 67, 85 *School Act*

Approved: 20XX.XX.XX

Policy 7

BOARD OPERATIONS

The Board of Education's (the "Board") ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of Trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when British Columbia Freedom of Information and Protection of Privacy Act legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "in-camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as Inaugural, regular, special, or in-camera meetings. The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

1. Board Composition and Elections
   1.1. By Ministerial Order dated April 6, 2018 School District No. 57 (Prince George) Board of Education consists of seven Trustees elected from three Trustee Electoral Areas as follows: five from the Prince George Trustee Electoral Area, one from the Mackenzie Trustee Electoral Area and one from the Robson Valley Trustee Electoral Area.

2. Inaugural and Subsequent Annual Meetings of the Board
   2.1. Inaugural Meeting
      2.1.1. After the general local election of trustees, the Secretary Treasurer for the District shall convene a first meeting of the Board as soon as possible in accordance with Sections 49 and 67 of the School Act and, in any event, within thirty (30) days from the date that the new Board begins its term of office.
      2.1.2. At the first meeting of the Board, the Superintendent shall announce the results of trustee elections and confirm that all trustees have taken the Oath of Office as required by the School Act, or cause to be administered, the Oath of Office for trustees present who have not taken it, attached hereto as Appendix A.
      2.1.3. At the first meeting of the Board, the Superintendent shall cause to be administered the Trustee Code of Ethics for all trustees present who have not taken it, attached hereto as Appendix B.
      2.1.4. At the first meeting of the Board, the Superintendent shall call for nominations for Board Chair, and, if there is more than one nominee, a vote by secret ballot will be conducted. If more than two nominations are made and if from the first ballot no nominee receives a clear majority, the nominee receiving the fewest votes shall be eliminated from the ballot. This procedure shall be continued until one candidate receives a clear majority, and that person shall preside for the ensuing year or until a new Chair is elected.
         2.1.4.1. Any other Trustee may nominate any Trustee and no seconder shall be required.
         2.1.4.2. Nominations shall be called three times.
         2.1.4.3. All voting shall be by ballots.
      2.1.5. The Chair so elected shall assume the chair for the remainder of the meeting.
      2.1.6. The Board shall proceed to elect a Vice-Chair, a British Columbia School Trustees Association Provincial Councillor, a British Columbia School Trustees Association Provincial Alternate Councillor, a representative to the B.C. Public School Employer's Association and an alternate representative to the B.C. Public School Employer's Association in the same manner as the election of the Chair.
      2.1.7. Following the elections of the Chair and Vice-Chair the order of business shall include:
         2.1.7.1. Passage of banking resolutions and appointment of signing officers;
         2.1.7.2. Setting of Regular Board Meeting dates; and,
         2.1.7.3. Preliminary discussion of appointments of trustees to committees and as representatives to outside organizations.

2.2. Annual Meeting

2.2.1. Each year thereafter during the term of office the Board of Education shall hold an annual meeting in November. The order of business shall include:

2.2.1.1. Election of Chairperson and Vice Chairperson;

2.2.1.2. Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of a British Columbia School Trustees Association Provincial Councillor, British Columbia School Trustees Association Provincial Alternate Councillor, representative to the B.C. Public School Employer's Association and an alternate representative to the B.C. Public School Employer's Association in the same manner as the election of the Chair.

3. Regular Meetings

3.1. The Board will publish a calendar of regular meeting dates at the beginning of each school year. Ten regular meetings shall be scheduled throughout the year, beginning at 5:00 p.m. and ending at 7:00 p.m., while district schools are in session. After two hours have passed, the regular meeting may be continued for up to two 30 minute periods with unanimous agreement of the trustees present.

3.2. In all meetings of the Board of Education, procedures shall be guided by Robert's Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail.

3.3. The Chairperson may enter into debate and vote as any other Trustee.

3.4. Prior to a decision being made on an issue, a Trustee may make a motion requesting that a public hearing, forum, focus group, task force, survey or poll or an ad hoc committee be formed to address the specific issue.

3.5. Forty-eight hours' notice in writing shall be given of each special meeting of the Board, which notice must be given to each Trustee by delivery of the same at the place designated by him or her for notice, or failing any such designated place, then at the Trustee's address as set out in the Trustee's nomination paper.

3.6. Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all Trustees of the meeting and that not less than the number of Trustees required to make a quorum agree to the waiving of the written notice.

3.7. A quorum shall be a majority of Trustees holding office at the time of the meeting. No decision may be made in the absence of a quorum except to adjourn or recess the meeting or to take steps to establish a quorum.

Policy 7

3.8. All matters coming before the Board shall be considered in public sessions except the following:

- 3.8.1. Personnel matters
  - 3.8.1.1. Salary claims and negotiations
  - 3.8.1.2. Efficiency, discipline or retirement of employees
  - 3.8.1.3. Employee promotion or termination
- 3.8.2. Legal matters
  - 3.8.2.1. Accident claims
  - 3.8.2.2. Legal actions brought by or against the Board
  - 3.8.2.3. Legal opinions respecting any matters which are to be considered in private session
- 3.8.3. Student matters
  - 3.8.3.1. Indigent students
  - 3.8.3.2. Student discipline
- 3.8.4. Property matters
  - 3.8.4.1. Negotiations regarding purchase, lease or sale of property
  - 3.8.4.2. Future site planning and designation
- 3.8.5. Investigations regarding possible school closures
- 3.8.6. Auditors' management letter
- 3.8.7. Medical matters respecting individual students or employees
- 3.8.8. Other matters that the Chairperson considers appropriate for initial discussion in camera
- 3.8.9. Such other matters as the Board may determine

3.9. No Trustee shall disclose to the public the proceedings of an in camera meeting unless a motion has been passed at the meeting to allow such disclosure.

3.10. A Trustee may make a motion to place an in camera item of business onto the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favour of the motion shall be sufficient cause to move the item into the public session.

3.11. Subject to appropriate sections of the School Act, its attendant regulations, and existing contracts, the Board may exclude from attendance at an in camera meeting an employee under consideration by the Board relative to the employee's salary, promotion or termination, efficiency, discipline, retirement or any other matter directly concerning the employee.

Policy 7

3.12. Development of Regular Meeting Agenda (Open)

a) Call to Order
b) Ancestral Land Acknowledgement
c) Approval of Agenda
d) School District News
e) Presentations
f) Minutes of Previous Meetings
g) Old Business
h) Business Arising from the Minutes
i) Business and Operations Committee
j) Board Education Committee
k) Advisory Committee
l) District Administration Reports
m) Trustee Reports
n) New Business
o) Correspondence
p) Adjournment
q) Public Remarks Related to the Board Meeting

4. In-Camera Board Meetings (Closed)

a) Call to Order
b) Adoption of Minutes of Previous Meetings
c) Special Meeting Topic
d) Adjournment

5. Special Meetings (Open) and Special Confidential (Closed / In-Camera) Meetings

A special meeting of the Board may be called by:

a) The Chairperson.
b) The Secretary-Treasurer, upon written request of a majority of the Trustees holding office.
c) A majority of the Board at a meeting of the Board.
d) No business other than that for which the meeting was called shall be conducted at a special meeting.

6. Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

6.1. The minutes shall record:

a) Date, time and place of meeting;

b) Type of meeting (inaugural, regular or special);

c) Name of presiding officer;

d) Names of those Trustees and administration in attendance;

e) Approval of preceding minutes;

f) Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;

g) Points of order;

h) Appointments;

i) Recommended motions proposed by Committees; and,

j) Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*.

6.2. The minutes shall:

a) Be prepared as directed by the Secretary Treasurer;

b) Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and

c) Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.3. The Secretary Treasurer shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.

6.4. The Secretary Treasurer shall establish a codification system for resolutions which will:

a) Provide for ready identification as to the meeting at which it was considered;

b) Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and

c) Establish and maintain a file of all Board minutes.

6.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Secretary Treasurer to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

Policy 7

6.6. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Secretary Treasurer is responsible to distribute and post the approved minutes.

6.7. Upon adoption by the Board, the minutes of meetings other than Closed meetings shall be open to public scrutiny.

7. Public Participation

7.1. Formal Presentations

7.1.1. Individuals or groups may make presentations to the Board or its committees

7.1.2. The Board Chairperson, in consultation with Trustees, may direct any formal presentation to one of the Board's committees.

7.1.3. The Board Chairperson, or the chairperson of a committee, in consultation with Trustees, reserves the right to decline any request to make a formal presentation.

7.1.4. Generally, the Board will defer any decision on a presentation until Trustees have had sufficient time for study and discussion. Presenters will be informed by the office of the Secretary Treasurer when the topic will be placed on a future Board meeting agenda.

7.1.5. Individuals or groups wishing to make a formal presentation to the Board of Education must contact the Secretary Treasurer's office.

7.1.6. The Secretary Treasurer's office will notify the individual or groups of their inclusion on a Board agenda.

7.1.7. Once the presentation is completed and Trustees have had an opportunity for questions, it is in order for the group to remain or leave the meeting.

7.2. Informal Presentations

7.2.1. There shall be a public remarks period of up to 30 minutes following the adjournment of every regularly scheduled public Board meeting, to provide an opportunity for members of the public to make comments to the Board. Public remarks should be relevant to items on the evening's approved regular public agenda. The Board will listen respectfully to comments, however may not respond to questions during this time. Members of the public may submit written questions to the Board Chair for response on behalf of the Board.

7.2.2. Individuals or groups wishing to make public remarks must identify themselves and the issue(s) to be presented on a speakers' list which will be available following the adjournment of the regular public meeting.

7.2.3. Each speaker from the public will be allowed five minutes to make comments. At the discretion of the Chairperson, additional time may be allotted.

8. Trustee Participation in Meetings through Electronic Means

   A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

   8.1. The Chair of the Board may refuse to allow a Trustee to participate in a meeting by electronic means or other communication facilities where the required electronic equipment is not available or where Special meetings are held in private and or for the purpose of hearing appeals or conducting hearings related to employee matters, or any Board matters which attract the principles of natural justice.

   8.2. Notwithstanding the requirements of these procedures, a Trustee cannot attend more than three (3) consecutive Regular meetings of the Board electronically without being authorized by resolution of the Board to do so.

   8.3. Trustees who connect to a meeting of the Board by video conference, teleconference or other means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.

   8.4. Trustees attending a meeting remotely have full voting privilege.

9. Trustee Remuneration

   Appropriate financial recognition shall be provided to Trustees as remuneration for their services.

   Section 71 of the *School Act* provides for an annual remuneration to be paid to Trustees.

   9.1. The annual remuneration for Trustees, as of July 1, 2019, shall be as follows:

      9.1.1. Chairperson $21,571

      9.1.2. Vice-Chairperson $20,071

      9.1.3. Trustees $18,571

   9.2. The annual remuneration for Trustees will be reviewed by the Business and Operations Committee on an annual basis prior to March 31, commencing in 2019, within the following guidelines:

      9.2.1. Remuneration for the Chairperson will be increased by based on the same increment as the grid lift directed by the British Columbia School Employers' Association (BCPSEA) for exempt staff.

      9.2.2. Remuneration for the Vice-Chairperson will be $1,500 less than that of the Chairperson.

      9.2.3. Remuneration for Trustees will be $3,000 less than that of the Chairperson.

9.3. Trustees will be reimbursed for in-district travel, in accordance with Appendix C, for attendance at meetings.

9.3.1. Mileage may be claimed for attendance at regular and special board meetings.

9.3.2. Mileage may be claimed for attendance at committee meetings, liaison meetings or other school district functions at which Trustee representation is required or requested.

9.3.3. Optional Trustee travel, including school visits, parent advisory council meetings and meetings of committees of which the Trustee is not an appointed member will not be eligible for reimbursement.

9.4. Trustees will be reimbursed for out-of-district travel in accordance with Appendix C.

9.5. While Trustee remuneration is intended to recognize the services of Trustees, from time to time Trustees may be required to attend exceptional, non-optional meetings (ie: Board Chair / Superintendent / Secretary Treasurer meetings called by the Ministry of Education). In the event the Trustee loses a day of pay or must use a vacation day, the Trustee may apply through the Secretary Treasurer to be appropriately compensated as determined by the Board.

9.6. An annual budget will be established for Trustee professional development.

9.6.1. Each Trustee will be entitled to $3,500 for his or her own professional development. Trustees will be encouraged to attend:

9.6.1.1. The B.C. School Trustees Association's annual general meeting

9.6.1.2. The B.C. School Trustees Association's Trustee Academies

9.6.1.3. The BC. School Trustees Association's Northern Interior Branch meetings

9.6.1.4. Off-site working sessions as organized by the school district

9.6.2. An additional $3,500 will also be used for Trustee professional development at the discretion of, and as directed by, the Board of Education

10. Trustee Expense Reimbursement

Trustees can recover reasonable out-of-pocket expenses when traveling on school district business in accordance with Appendix C.

11. Trustees will be provided services, materials and equipment in accordance with Appendix D.

Policy 7

12. Trustee Conflict of Interest

12.1. The Board considers conflict of interest to include:

12.1.1. Pecuniary interest – a matter that could monetarily affect a Trustee.

12.1.2. Indirect pecuniary interest – where the Trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter Indirect pecuniary interest – where the Trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter.

12.1.3. Deemed pecuniary interest – a matter in which the Trustee knows that his spouse, parent or child has a pecuniary interest.

12.2. A Trustee with a conflict of interest in a matter, who is present at a Board or committee meeting at which the matter is to be considered, must, at that meeting:

12.2.1. Disclose the general nature of the interest;

12.2.2. Refrain from any discussion or vote on the matter;

12.2.3. Not attempt in any way, before, during or after the meeting, to influence any vote relating to the matter.

12.3. If the meeting at which a Trustee discloses a conflict of interest is an in camera meeting, the Trustee, in addition to the requirements of 13.2 above must leave the meeting during the Board's consideration of the matter.

12.4. If a Trustee's conflict of interest is not disclosed at a meeting because the Trustee is not in attendance at the meeting, the Trustee shall disclose the interest at the next Board meeting and also comply with 13.2.2 and 13.2.3 above.

12.5. The duty to disclose a pecuniary, deemed pecuniary or indirect pecuniary interest does not apply where the interest is of a general, widespread or insignificant nature.

12.6. A Trustee with a direct or indirect pecuniary interest in teacher or support staff collective bargaining shall not participate or represent the Board in those activities.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 *School Act*
Financial Disclosure Act
Income Tax Act

Approved: 20XX.XX.XX

Policy 7 Appendix A

<u>OATH OF OFFICE FOR SCHOOL TRUSTEES</u>

I, «Name», do «SwearAffirm» that:

- I am qualified to hold office as a trustee in School District No. 57 (Prince George) and meet the trustee qualification requirements set out in the *School Act*;
- I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying, intimidation or other election offences in relation to my election as a trustee;
- I will abide by the *School Act* and will faithfully perform the duties of my office, and I will not allow any private interest to influence my conduct in public matters;
- I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.

____
«Name»

«SwornAffirmed» before me in the City of Prince George, in the Province of British Columbia, this ___ day of November 20__.

CODE OF ETHICS

As an elected trustee on the Board of Education,

I will devote time, thought and study to the duties and responsibilities so that I may render effective and creditable service.

I will recognize that the expenditure of school funds is a public trust and I will endeavour to see that all such funds shall be expended efficiently, economically and for the best interest of the students.

I will endeavour to work with my fellow trustees in a spirit of harmony and cooperation in spite of difference of opinion that may arise during debate. I will observe proper decorum and behaviour, encourage full and open discussions in all matters with my fellow trustees and treat them with respect and consideration and I will not withhold or conceal from them any information or matter with which they should be concerned.

I will base my personal decision upon all available facts in each situation, vote my honest conviction in every case, unswayed by partisan bias of any kind, and thereafter abide by and uphold the final majority decision of the board.

I will not use the schools or any part of the school program for my own personal advantage or for the advantage of my friends, I will do everything possible to maintain the integrity, confidence and dignity of the office of school trustees and I will resist every temptation and outside pressure to use my position as a trustee to benefit either myself or any other individual or agency.

I will remember at all times that as an individual, I have no legal authority outside the meetings of the board, unless the board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.

I will not discuss the confidential business of the board outside of a school board meeting or a committee meeting thereof.

I will always bear in mind that the primary function of the board is to establish the policies by which the schools are to be administered, and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent of Schools and his staff.

I will attempt to understand the needs and aspirations of the entire school system and do my best to support effective educational programs for the students.

Signed November __, ____

____

REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

The Board requires an orderly procedure for ensuring that representatives of the Board and Trustees can recover reasonable out-of-pocket expenses when traveling on school district business.

Representatives of the Board and Trustees who are required to travel on school district business shall be reimbursed for appropriate expenses incurred in accordance with Administrative Procedure 513 Travel Expenses – Reimbursement.

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

1. A District owned cell phone and laptop in accordance with the following parameters:
   - The school district owns this equipment
   - The computer/peripherals will be used predominately for school district work/business.
   - All systems will be configured and maintained in accordance with the current district technology standards document.
   - The use of the computer will align with School District No. 57

     (Prince George) administrative procedures related to acceptable use of network.
   - Data contained on the computer could be subject to a Freedom of Information and *Protection of Privacy Act* request.
   - The Trustee to whom this equipment is assigned is responsible for its safekeeping off school property. Any loss or damage to the equipment may result in the Trustee being responsible for up to 50% of the replacement cost. It is therefore strongly suggested that Trustees investigate coverage of equipment through their home insurance policy. This normally requires a rider to the existing policy. The school / department funding the purchase of the equipment is not responsible for any additional insurance costs incurred.
2. District Email Account
3. Access to the Central Administration Office is provided to Trustees from all electoral areas. Additionally, access to Mackenzie and the Robson Valley Schools is provided to Trustees from those electoral areas. Access to facilities is provided in order for Trustees to discharge their duties under the role of a Trustee.
4. Supply of paper from the Central Administration Office and the ability to claim expenses for printer ink.

Approved: 20XX.XX.XX

Policy 8

BOARD COMMITTEES

As much as possible, the Board business of governance will be conducted by the full Board. The Board may establish committees of the Board when necessary to assist it with governance functions. Committees of the Board shall never interfere with delegation of authority from Board to Superintendent. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *School Act*.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations of the committee before the Board at a regular business meeting of the Board in the form of a proper motion.

Trustees not appointed to a committee may attend meetings of any committee of the Board and may be allowed to take part in any discussion or debate by permission of a majority of the committee, but may not vote. The Chair of a committee may make motions and speak to any question during committee meetings without leaving the chair. The rules applying to regular or special meetings of the Board shall be observed in ad-hoc and in standing committees so far as they are applicable and not altered by the provisions of this policy.

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees for which the Board shall prescribe the terms of reference.

2. The Board Chair shall be an ex-officio non-voting member of all Board committees to which the Board Chair has not been appointed.

3. The Board Chair shall recommend the Chair of any standing committee of Policy 8 appendix, only after trustees have an opportunity to make their preferences known.

   3.1. The recommendation of the appointments made by the Chairperson, shall be subject to the approval of the Board at the next regularly scheduled board meeting following the inaugural or annual meeting.

Standing Committees

Standing committees are established to assist the Board with work of an ongoing or recurring nature.

Standing committees are usually established or confirmed annually. The appointed member shall serve on the committee until they are unable to perform the duties assigned or until replaced by a subsequent appointment.

Standing Committees shall not constitute a decision making body of the Board, recommendations from Standing Committees will be debated at the Board table.

For all standing committees, a quorum shall consist of a majority of the trustee members of the committee.

After two hours have passed, any standing committee meeting may be continued for up to two 30 minute additional periods, with the unanimous agreement of the trustees present.

1. Advisory Committee

1.1. Purpose

To provide perspective and advice to trustees on matters referred to it by the Board, staff or by a partner group. These matters may be related to any area of the District's operation and Board Policy.

1.2. Powers and Duties

To receive the perspective and advice of the partner group representatives in attendance and to ask for clarification.

1.3. Membership

All trustees are members of the committee and the Chair of the Board shall appoint the chair of the committee.

1.4. Meetings

1.4.1. Meetings of the Advisory Committee will be open to the public as observers.

1.4.2. Advisory Committee meetings generally shall be held from 3:00 p.m. to 5:00 p.m. on the first Tuesday of each month except for July, August and September.

1.4.3. The Superintendent and Secretary Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.

1.4.4. Each of the following partner groups will be invited to send two representatives to attend the advisory committee: CUPE 3742, CUPE 4991, District Parent Advisory Council, District Student Advisory Committee, Exempt Staff, Prince George District Teachers' Association, Prince George Principals and Vice Principals Association, Elders Advisory Committee, Lheidli T'enneh First Nation, McLeod Lake Indian Band, and Simpcw Nation.

1.4.5. Partner group representatives are encouraged to provide perspective and advice from the vantage point of the group they represent.

1.4.6. Partner groups referring a matter to the committee must provide sufficient detail in advance to be included in the agenda for trustees and other partner groups to understand the scope of the matter being referred. Such items will be considered in the creation of the agenda.

1.4.7. The agendas and notice of meetings will be prepared by the Secretary Treasurer, under direction of the Chair of the Advisory Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members and partner group representatives in advance of the meeting.

1.4.8. The Secretary Treasurer will produce written minutes of the committee meeting and will present the minutes to the committee for approval.

2. Board Education Committee

2.1. Purpose

The purpose of the Board Education Committee is to provide a forum for in-depth discussion of issues referred to it by the Board, the Chair or the Superintendent and to make recommendations to the Board as the Board Education Committee deems appropriate regarding any issue relating to the development of, review of, or change to an educational program, and specifically on the following:

- Student learning initiatives
- Curriculum implementation and program requirements
- School learning resources and supplies
- Aboriginal education
- Special education
- Assessment, evaluation and reporting
- Career preparation programs
- District Resource Centre
- Career Technical Centre
- Continuing Education
- Distance Education
- Locally developed and Board authorized courses
- Other matters referred by the Board.

2.2. Powers and Duties

The Board Education Committee is also a forum to receive presentations and reports and for trustees to hear, by invitation, perspectives of senior staff, partner groups and other community representatives on matters being considered by the Board Education Committee.

2.3. Membership

All trustees are members of the committee and the Chair of the Board shall appoint the chair of the committee.

2.4. Meetings

2.4.1. Meetings of the Board Education Committee will be open to partner groups and the public as observers.

2.4.2. Board Education Committee meetings generally shall be held from 3:00 p.m.to 5:00 p.m. on the third Tuesday of each month except for July and August.

2.4.3. The Superintendent and Secretary Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.

2.4.4. The agendas and notice of meetings will be prepared by the Secretary Treasurer, under direction of the Chair of the Board Education Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members in advance of the meeting.

2.4.5. The Secretary Treasurer will produce written minutes of the committee meeting and will present the minutes to the committee for approval.

3. Business and Operations Committee

3.1. Purpose

To monitor, evaluate, advise or make recommendations on matters related to the following:

- Facilities, planning and utilization
- Capital planning
- Student Enrolment
- School boundaries
- Accommodation
- Student transportation and district administrative services
- Property maintenance services
- Technology
- Personnel and labour relations
- Legal and audit

- Corporate sponsorships, donations and partnerships
- Office of the superintendent
- Office of the secretary-treasurer
- Budget review
- Liaison with other levels of government
- Other matters as referred by the Board

3.2. Powers and Duties

3.2.1. Powers:

- To make recommendations to the Board where deemed appropriate in relation to duties as prescribed in the collective agreements relative to Human Resources matters and the grievance procedure.
- To review and recommend the terms of engagement for the external auditor and to review progress relative to the remediation of any deficiencies identified in the external audit report or management letter.

3.2.2. Primary Duties:

- The primary duties of the Business and Operations Committee include, but are not limited to the following:
- Assessing the processes related to identification of the District's risks and effectiveness of its control environment;
- Overseeing financial reporting;
- Evaluating the District's internal control systems for financial reporting;
- Evaluating the internal and external, and any special audit processes;
- Providing an avenue of communication amongst the external auditor, management, and the Board, and
- Making recommendations to the Board as to potential policy or procedural changes arising out of audit recommendations.
- The Committee has the authority to retain, at the expense of the District, outside advisors and consultants within the District's reasonable availability of financial resources.

3.2.3. Specific Duties:

<u>Audit Committee Responsibilities</u>

- Review and assess the adequacy of these terms of reference annually in May and submit any recommended changes to the terms of reference to the Board of Education for approval.
- Review the District's annual audited financial statements before such statements are submitted to the Board of Education for approval.
- Review shall include discussion with management and the external auditors of significant issues regarding accounting principles, practices and judgements. Consideration shall also be given as to whether they are complete and consistent with information known to Committee members.
- In consultation with management and the external auditors consider the integrity of the District's financial reporting processes and controls including information technology security and control.

Policy 8

- Discuss significant financial risk exposures and the steps management has taken to identify, monitor, control and report such exposures. Review significant findings prepared by the external auditors together with management responses.
- Review the financial consent and completeness of information of the District's public disclosure documents of a financial nature which require approval by the Board, before release.
- Review with management, the external auditors, and, if necessary, legal counsel any material litigation claim or other contingency that could have a material effect upon the financial situation or operation results of the District and the manner in which these will be disclosed in the financial statements.
- Monitor the appropriateness of accounting policies especially critical accounting policies and financial reporting used by the District to review any actual and perspective changes in financial reporting and accounting policies and practices to be adopted by the District and to review and assess any new or proposed developments in accounting and reporting standards that may affect or impact on the District.
- Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the school District.

<u>Risk Management Oversight</u>

Risk Management Oversight means identifying and analyzing and managing risks that may prevent the District from achieving its objectives. The Committee's oversight responsibilities for risk management is primarily concerned with financial risks that may affect financial reporting.
Assess whether management has implemented policies ensuring that the District's financial risks are identified and that controls are adequate, in place and functioning properly.

- Assess whether management has implemented polices and controls to prevent, detect, and deter fraud.
- Review all reports concerning any significant fraud or non- compliance that occurs in the District. This review shall include consideration of the internal controls that are to be strengthened to reduce the risk of a similar event in the future.
- Assess compliance with specific regulations pertaining to the District.
- After Committee assessment, appropriate recommendations will be made to the Board if required.

Legal Compliance

On at least an annual basis, review with the District's appointed legal counsel any legal matters that could have a significant impact on the District's financial statements, the Districts compliance with applicable laws and regulations, and inquiries received from the regulators or government agencies.

External Audit Responsibilities

Role of the Audit Committee with the External Auditor:

- Review the appointment of the external auditor, for recommendation to the Board for approval giving consideration to matters such as:
  - o Independence and whether to retain such auditor after consultation with appropriate management.
  - o The fees paid to the external auditor on an annual basis and any non-auditing services performed by the external auditor.
- On an annual basis, review and discuss with the external auditor all significant relationships with the District that could impair such auditor's independence.
- Review the planning and results of the external audit, including:
  - o The auditor's engagement letter.
  - o The reasonableness of the estimated audit fees.
  - o The scope of the audit,including materiality, audit reports required, areas of audit risk, deadlines and coordination with internal audit staff.
  - o The post audit management letter together with management's responses.
  - o Any other matters the external auditor brings to the attention of the Committee.
- Meet with the external auditor at least annually, or as requested by the auditor without management representatives present.
- Receive and review all follow up action or status reports relating to the recommendations of the external auditor.

Financial Reporting

- Review the Board's annual financial statements, and all other financial monitoring reports required by the Board, Ministry of Education, or other agencies.
- Recommend to the Board, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements and any other financial monitoring report.

External Audit Process

- Recommend to the Board the appointment of the external auditor for a term not exceeding four years. The selection process must also be in accordance with Board procurement procedures.
- Review the external auditor's audit plan and audit findings, including:
  - The external auditor's engagement letter and independence letter.
  - Any management representations made to the external auditor and those representations not obtained from management, if any.
- Meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes are important to be discussed.
- Review, at least once in every fiscal year, the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor, and on the fee and fee adjustment for the external auditor.
- Work to resolve any disagreements between management and the external auditor about financial reporting.
- Recommend to the Board the pre-approval of all audit and non-audit services to be performed by the external auditor.
- Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the District.

Compliance Matters

- Review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by management to address the non-compliance.
- Review any significant findings of regulatory entities, and any observations of the external auditor related to those findings.
- Obtain regular updates from management and legal counsel regarding compliance matters.
- Obtain confirmation by management that all statutory requirements have been met.

Reporting and Communication

- The Audit Committee is accountable to the Board of Education representing the interests of all stakeholders.
- Maintain an effective communications policy, including disclosure of the Audit Committee's Terms of Reference.

Other

- Periodically perform a self-assessment of committee performance.
- Review financial and accounting succession planning within the District.
- Perform any other activities consistent with these terms of reference, the District's bylaws and governing policies as committee or the Board of Education deems necessary or appropriate.
- Establish procedures for receiving, retaining and responding to complaints relating to accounting or auditing matters, on a basis that protects the confidentiality of the complainer.

3.3. Membership

All trustees are members of the committee and the Chair of the Board shall appoint the chair of the committee. (Note: resource personnel shall be assigned by the Superintendent as required and shall normally include the Secretary Treasurer and a recording secretary).

3.4. Meetings

3.4.1. Meetings of the Business and Operations Committee will be closed committee meetings and will not be open to partner group and public observers.

3.4.2. Business and Operations Committee meetings generally shall be held from 3:00 p.m.to 5:00 p.m. on the second Tuesday of each month except for July and August.

3.4.2.1. The Audit Committee, as a sub-committee of the Business and Operations Committee shall meet at least three times per year. Additional meetings may be scheduled at the call of the Chairperson if deemed necessary to carry out its responsibilities effectively and efficiently.

3.4.3. The Superintendent and Secretary Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.

3.4.4. The agendas and notice of meetings will be prepared by the Secretary Treasurer, under direction of the Chair of the Business and Operations Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members in advance of the meeting.

3.4.5. The Secretary Treasurer will produce a written summary of the minutes of the committee meeting and will present them to the committee for approval.

3.4.6. Information received from the attendance at Business and Operations Committee meeting will be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to trustees of the Board, the Superintendent, or, as determined by the Committee, or in pursuance of specified duties under the School Act, the District's Organizational Bylaw or the Freedom of Information and Protection of Privacy Act.

Ad Hoc Committees

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint the Chair and additional members of the ad hoc committee.

Resource Personnel

The Superintendent shall appoint resource personnel to work with all standing and ad hoc committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: *School Act* Sections 50, 56, 57, 58, 59, 65, 66, 67, 68, 69, 70, 71, 72, 85
Financial Disclosure Act
Income Tax Act

Approved: February XX, 2020

Policy 8 Appendix

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

TRUSTEE COMMITTEE APPOINTMENTS – DECEMBER XXXX

Advisory Committee	Chair All Trustees
Board Education Committee	Chair All Trustees
Business and Operations Committee	Chair All Trustees

BOARD REPRESENTATIVES

The Board of Education (the “Board”) will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board will determine the terms of reference for each representative. The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual Trustee or committee;
- The Board's function is governance, rather than administration;
- Responsibilities placed on Trustees are to be closely related to the Board's central role as per Policy 2.

The Superintendent may appoint staff to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following organizations/committees of Policy 9 appendix will have Board representation as identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.

External Appointments

1. British Columbia School Trustees Association (BCSTA) Provincial Council

    1.1. Purpose of the Provincial Council

    1.1.1. Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education and other sources.

    1.1.2. Discuss, and/or develop, policy issues for submission at the Annual General Meeting.

    1.1.3. Establish interim policies of the Association between general meetings.

    1.1.4. Address matters as outlined in BCSTA bylaws, including Association budget approval.

    1.1.5. Act on action requests from BCSTA Board of Directors.

Policy 9

1.2. Powers and Duties of the Board of Education BCSTA Provincial Council Representative

1.2.1. Attend Provincial Council meetings.

1.2.2. Represent the Board's positions and interests at the provincial level.

1.2.3. Communicate to the Board the work of the Provincial Council.

1.2.4. Bring recommendations to the Board as and when necessary.

1.2.5. Build positive relationships.

1.3. Membership

1.3.1. One (1) Trustee; one (1) alternate.

1.4. Meetings

1.4.1. As called by Provincial Council. (Usually 4 per year, one at the AGM)

2. British Columbia Public School Employers' Association (BCPSEA)

2.1. Purpose of the BCPSEA

2.1.1. Act as the accredited bargaining agent for the BCSTA's members.

2.1.2. Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.

2.1.3. Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.

2.2. Powers and Duties of the Board of Education BCPSEA Representative

"The liaison and communications conduit between Boards of Education and BCPSEA on human resources matters, including distribution of BCPSEA communications to Board members while ensuring their Board's voice is heard by BCPSEA."

2.2.1. Attend the BCPSEA meetings as required.

2.2.2. Represent the Board's positions and interests at BCPSEA meetings.

2.2.3. Communicate to the Board the work of BCPSEA.

2.2.4. Bring recommendations to the Board as and when necessary.

2.2.5. Build positive relationships.

2.3. Membership

2.3.1. One (1) Trustee; one (1) alternate.

2.4. Meetings

2.4.1. As called by BCPSEA.

Other Community Involvement

As active community members trustees are frequently requested to sit on various community committees or be involved in community organizations such as the local Chamber of Commerce. The trustee shall make clear that their presence is as a community member and not as a School District No. 57 (Prince George) trustee and therefore the views expressed are those of the individual and not those of the Board or School District.

From time to time the Board may wish to send a representative to other external organizations or committees established by such an external organization. Should the Board choose to do so the Board shall appoint a trustee by Board motion. Should the Board not have a relevant position the representative shall seek one from the Board and refrain from expressing a personal opinion. In addition such a representative is required to provide the Board with timely reports.

School Liaison Trustee Role

The Chair shall make School Liaison assignments.

The role of liaison trustee is to provide visible support for school activities including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows trustees to become knowledgeable of public school activities and events and understand the culture of schools in the School District. Trustee attendance at liaison schools shall be managed individually, taking into consideration the availability of the individual trustee to attend such events throughout the school year.

School liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility
- Include any decision-making authority

Policy 9

Parent Advisory Council

Parent Advisory Councils as per section 8 of the *School Act* may advise the Board and the principal and staff of a school respecting any matter relating to the school. The role of school liaison trustee does not include attendance at Parent Advisory Council meetings. If these Councils wish to advise the Board corporate, that advice is to be sent to the Board in writing.

District Parent Advisory Council

District Parent Advisory Councils as per section 76 (5.1) may advise the Board on any matter relating to education in the school district. A trustee of the school district may attend any meeting of the District Parents Advisory Council. If this Council wish to advise the Board corporate, that advice is to be sent to the Board in writing.

Legal Reference: Sections 8.4, 8.5, 22, 65, 74, 85 *School Act*
Ministry of Education website

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS – DECEMBER XXXX

Elected Positions

BCSTA Provincial Councillor	Trustee Alternate Trustee
BCPSEA Representative	Trustee Alternate Trustee

District Committee Representatives

Aboriginal Education Committee	Vice Chair Alternate Trustee

Liaison Appointments

District Student Advisory Council	Alternating Schedule

Policy 9 Appendix

School Liaisons

FAMILY OF SCHOOLS	Liaison Trustee
College Heights Secondary School	Trustee
Duchess Park Secondary School	Trustee
Kelly Road Secondary School	Trustee
Prince George Secondary School	Trustee
D. P. Todd Secondary School	Trustee
Mackenzie Secondary School	Trustee
McBride Secondary School Valemount Secondary School	Trustee
John McInnis Centre	Trustee

Policy 10

POLICY MAKING

Policy development is a key responsibility of the Board of Education (Board). Policies constitute the will of the Board in determining how the District will be operated and communicate the Board's values, beliefs and expectations. Policies provide direction and guidelines for the action of the Board, Superintendent, staff, students, electors and other agencies. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements of the *School Act* and provincial as well as federal legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to govern and the Superintendent to administer.

The Board shall adhere to the following steps in policy making:

1. Planning

   The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

   The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

3. Implementation

   The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board and Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

   The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review its policies following a schedule that results in all policies in the Board Policy Handbook being reviewed at least once in a Board's term of office.

Specifically

1. Any Trustee, employee, parent, student or other community member may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.

2. The Superintendent will inform the Board of the request for policy development/revision. The Board will determine the action if any to be taken.

3. When appropriate, the Superintendent shall seek legal advice on any policy matter.

4. Policy drafts shall be brought by the Superintendent to the Board for consideration and possible approval.

5. The Board will determine whether further information or consultation is required.

6. If further consultation is required, comments and suggestions on the policy draft will be reviewed by the Superintendent and the Board.

7. Once comments have been considered and any information needs satisfied, if so determined, the policy will be recommended to the Board for approval.

8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.

9. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the District. Such decisions carry the weight of policy until such time as specific written policy is developed.

10. If the Board adopts a motion which has continuing applicability the Board shall seek means to include the direction of such motion as part of an existing policy or to develop a free-standing policy to reflect the direction contained in the motion.

11. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will in such an instance provide the rationale for same.

12. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District.

13. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.

Policy 10

14. The Superintendent must inform the Board of any substantive changes to administrative procedures as an information item in a Board agenda.

15. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District's website, in a timely manner, for staff and public access.

16. The Board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

Legal Reference: Section 65, 74 and 85 *School Act*

Approved: February XX, 2020

Policy 11

BOARD DELEGATION OF AUTHORITY

The *School Act* allows for the Board of Education (the “Board”) to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with provincial legislation, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the *School Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact Administrative Procedures required to carry out this authority; and also
- Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any significant new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically

1. The Board expressly delegates to the Superintendent and, at their discretion, a designate, the authority to discipline or dismiss an employee, subject to the limitations of legislation, collective or contractual agreements and Board policy.

2. Where a Superintendent dismisses an employee, the Board shall be promptly advised.

3. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal or provincial legislation.

Legal Reference: Sections 22, 65(2)c, 74, and 85 *School Act*

ROLE OF THE SUPERINTENDENT

Background

The Superintendent is the Chief Executive Officer of the school district. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the school district and will be evaluated annually in accordance with Policy 12 Appendix. All Board authority delegated to the staff of the school district is delegated through the Superintendent.

Specific Areas of Responsibility

1. Student Learning
   - 1.1 Provides leadership in all matters relating to education in the school district.
   - 1.2 Implements directions established by the Minister.
   - 1.3 Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and positive citizenship.
   - 1.4 Reports annually on student results achieved.
2. Student Welfare
   - 2.1 Ensures that students are provided with a safe and caring environment that encourages respectful and responsible behaviour.
   - 2.2 Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided or approved by the school district.
   - 2.3 Ensures the facilities safely accommodate school district students.
3. Fiscal Responsibility
   - 3.1 Ensures the fiscal management of the school district is in accordance with the terms or conditions of any funding received by the Board under the *School Act* or any other *Act* or regulation.
   - 3.2 Ensures the school district operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
   - 3.3 Prepares and presents the budget which reflects Board priorities.
   - 3.4 Ensures the Board has current and relevant financial information.

Policy 12

4. Personnel Management
    4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
5. Policy/Administrative Procedures
    5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
    5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.
6. Superintendent/Board Relations
    6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
    6.2 Provides the information and counsel which the Board requires to perform its role.
    6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
7. Strategic Planning and Reporting
    7.1 Leads the development and implementation of the strategic planning process.
    7.2 Involves the Board appropriately (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
    7.3 Reports at least annually on results achieved.
8. Organizational Leadership and Management
    8.1 Demonstrates effective organizational skills
    8.2 Reports to the Minister with respect to matters identified in and required by the *School Act* and provincial legislation.
    8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
    8.4 Annually provides the school district's Organization Chart to the Board for review.
    8.5 Acts as or assigns the head of the organization for the purposes of the *Freedom of Information and Protection of Privacy (FOIPP) Act* and adopt the schedule of fees in the FOIPP Regulation as permitted under Section 75(1) of the *Act*.

Policy 12

9. Communications and Community Relations

    9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.

    9.2 Takes appropriate actions to ensure parents have a high level of satisfaction with the services provided and the responsiveness of the school district within policy and budgetary constraints

    9.3 Maintains effective relationships within the school district and the community served.

    9.4 Keeps the Board informed through the provision of appropriate accountability reports.

10. Leadership Practices

    10.1 Practices leadership in manner that is viewed positively and has the support of those with whom the Superintendent works most directly in carrying out the directives of the Board and the Minister.

Legal References: Sections 22 and 85 *School Act*

Approved: February XX, 2020

SUPERINTENDENT EVALUATION GUIDING PRINCIPLES

The Superintendent evaluation process is intended to provide for both accountability and growth, and the strengthening of the relationship between the Board and the Superintendent. The written evaluation report will affirm specific accomplishments and identify growth areas where applicable. Some growth goals may address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment.

1. Provides for an annual written evaluation of the Superintendent's performance.

2. Highlights the key role of the Superintendent as the educational leader of the district, to enhance student learning and success for all children.

3. Recognizes that the Superintendent is the Chief Executive Officer, and the Superintendent is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.

4. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses.

5. Aligns with and is based upon the Superintendent's roles and responsibilities.

6. Is linked to the District's Strategic Priorities and the key results contained therein.

7. Sets out standards of performance.

8. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Superintendent's success in addressing growth areas as indicated in the annual growth plan.

9. Uses multiple data sources. Objective data such as audit reports, accountability reports, and student achievement data are augmented with more subjective data.

10. Elicits evidence to support subjective assessments. This must be the case when the Board provides feedback regarding Board agendas, committee and Board meetings, etc.

11. Ensures that at a minimum Board feedback is provided annually. Such feedback will be timely, supported by specific examples and will focus on areas over which the Superintendent has authority. The Superintendent cannot be held accountable for areas over which the Superintendent has not been given authority.

Legal Reference: Section 22 and 85 *School Act*

APPEALS BYLAW NO. 1

"A bylaw to provide for an appeal procedure under section 11 of the school act".

A student entitled to an educational program in the school district, or the parent/guardian/advocate of such a student, may appeal a decision of an employee of the Board that significantly affects the education, health or safety of the student. The failure of an employee to make a decision that significantly affects the education, health or safety of the student shall be deemed to be a decision for the purpose of bringing an appeal. In the event that a student of school age is bringing an appeal, the Board will notify the parent.

1. The following decisions shall be deemed to affect significantly the education, health or safety of a student:

   1.1. Disciplinary suspension from school for a period in excess of five (5) consecutive days;

   1.2. Suspension from school for a health condition;

   1.3. Placement in an educational program, including class placement;

   1.4. Grade promotion and graduation;

   1.5. Refusal to offer an educational program to a student 16 years of age or older;

   1.6. Any other decision that, after receiving advice from the Superintendent, the Board believes significantly affects the education, health or safety of a student.

2. Every appeal to the Board must be commenced by a written Notice of Appeal, which shall state:

   2.1. The name and address of the student and of the parent bringing the appeal;

   2.2. The name of the person bringing the appeal;

   2.3. The current placement of the student (i.e., school, grade and homeroom teacher), the decision that is being appealed and the date the student or the parent bringing the appeal was informed of the decision;

   2.4. The name of the Board employee(s) who made the decision being appealed;

   2.5. The grounds for the appeal and the relief sought;

   2.6. The steps taken to resolve the matter.

   Anyone requiring assistance in submitting a Notice of Appeal should contact the Office of the Superintendent of Schools.

Policy 13

3. Upon receipt of a Notice of Appeal, the Board or the Superintendent may direct the student or the parent/guardian/advocate to the Guidelines for Resolving Problems or Concerns (Appendix) for further discussion of the decision under review.

4. Where discussions directed under Section 4 do not resolve the appeal, the Superintendent or designate will prepare a report for the Board, which shall include the notice of appeal, and will provide a copy of this report to the student or the parent/guardian/advocate bringing the appeal, and to all employees of the Board involved in the decision under appeal.

5. The Board will accept written and/or oral submissions from the student and/or the parent/guardian/advocate bringing the appeal and from the employee whose decision is the subject of the appeal. Upon the request of the student or the parent bringing the appeal, the Board will provide for a meeting before deciding the appeal.

6. Where the Board has granted a meeting on the issue, or where the Board considers it necessary to receive oral submissions, it shall set a time, date and place for this purpose and shall give notice to the student or the parent/guardian/advocate bringing the appeal, and to all employees of the Board involved in the decision under appeal.

7. The Board may make any interim decision it considers necessary pending the disposition of the appeal.

8. The Board shall promptly notify, in writing, the student or the parent/guardian/ advocate bringing the appeal and all employees of the Board involved in the decision under appeal.

9. The Board may refuse to hear an appeal where:

    9.1. The appeal has not been commenced within three (3) months from the date the decision significantly affecting the student's education, health or safety was made; or

    9.2. The student or the parent/guardian/advocate has refused or neglected to discuss the decision under appeal with the person(s) directed by the Board or its designate; or

    9.3. In the opinion of the Board, the decision does not significantly affect the education, health or safety of the student.

10. The Board may consider an appeal notwithstanding any defect in form or other technical irregularity.

GUIDELINES FOR RESOLVING PROBLEMS OR CONCERNS

Ordinarily, start with the person whose decision has given rise to the concern or problem.

Always give each step a chance to correct the problem before you proceed to the next step.

STEP ONE: Talk to your child's teacher

Schools are no different than our communities at large and sometimes conflicts occur between students or even between teachers and students. It is important that parents share concerns with their children's teachers and hear all sides. Sometimes issues in classrooms are more complex than they appear, while other times solutions are simpler than we might think.

STEP TWO: Talk to your school Vice-Principal or Principal

If conversation with the teacher does not bring about a resolution, then talk to your school Vice-Principal or Principal. Principals have autonomy and authority to solve many different kinds of problems. As well, Principals and Vice-Principals can provide access to resources and supports that can help resolve issues.

STEP THREE: Contact the Office of the Superintendent

If you feel you have thoroughly discussed your problem with staff at the school and you still have concerns, contact the Board of Education Office and ask to speak to one of the Assistant Superintendents or the Superintendent. You will be asked to provide information regarding the steps you have taken to date.

STEP FOUR: Appeal to the Board of Education

SD57 has a policy allowing parents to appeal directly to the Board of Education in cases that "are deemed to significantly affect the education, health or safety of a student" as long as you have followed the previous steps. Bylaw No.4 contains the full policy and sets out the process and criteria for an appeal to the Board.

STEP FIVE: Appeal to a provincial Superintendent of Appeals

You cannot make an appeal to the Superintendent of Appeals until you have completed an appeal to your Board of Education. B.C.'s School Act allows parents or students to appeal a decision of a Board of Education to a provincial Superintendent of Appeals in certain circumstances, as long as the matter falls within the scope of the Appeals Regulation and relates to:

- Expulsion from an educational program;
- Suspension from an educational program;
- Suspension from an educational program where no other educational program is made available;
- Distributed learning required as part of a disciplinary matter;
- A decision not to provide a student with an IEP;
- Consultation about placement of a student with special needs and the provision of an Individual Education Plan (IEP);
- Bullying behaviours, including intimidation, harassment or threats of violence by a student against another student; or
- Exclusion due to a medical condition that endangers others.

OTHER: BC Teacher Regulation Board

As well, B.C.'s Teacher Regulation Board accepts written complaints "from any person from the public relating to the conduct or competence of a certificate holder." Visit the TRB website for more information. www.bcteacherregulation.ca

BC Ombudsperson

BC's Ombudsperson also accepts complaints from the public regarding concerns about "unfair administrative decisions or actions, including lack of adequate reasons, unreasonable delay, unfair procedures, and arbitrary or unauthorized procedures." www.bcombudsperson.ca

Policy 14

CLOSING OF SCHOOLS

Following a public consultation process, the Board may decide to permanently close a school.

Definitions:

"Alternative community use" means a use by a community agency or organization of land or improvements owned by the Board of Education, other than for the educational purposes of the Board, (e.g. health care, therapy services, social services, etc.)

"Closure of a school" and "permanent closure of a school" in this policy mean the closing for a period exceeding 12 months of a school building used for purposes of providing an educational program to students. The closing of a school for the purposes of effecting repairs, renovations or additions to a school building shall not be deemed to be a permanent closure of the school if the board intends to reopen the building upon completion of the repairs, renovations or additions.

Specifically

The School Act and the ministerial orders place the responsibility for school closures on the Board of Education. In particular, permanent school closures, require the Board to allow for public consultation with respect to permanent school closures before a final decision is made.

1. The Board shall allow a period of not less than 60 days for public consultation to take place between the time that a potential permanent closure of a school is announced and the final decision is made.

   1.1. The Board must provide for public consultation that includes:

      1.1.1. A fair consideration of the community's input and adequate opportunity for the community to respond to the Board's proposal to close a school permanently.

      1.1.2. Consideration of future enrolment growth in the school district, of persons of school age, persons of less than school age, and adults.

      1.1.3. Consideration of possible alternative community use for all or part of the school.

2. The Board will notify the school community and the public about the school closure public consultation process through various means including school newsletters and information posted on the school district website.

3. Consultation will be meaningful, and fair consideration will be given to all public input prior to the Board making its final decision. Fair consideration includes the concept that the Board's proposal to close a school could be changed or reversed.

Policy 14

4. The closure of a school should not normally take place until the September following the final decision. This will give parents, students and school staff time to make alternative arrangements.

5. The proposal to close a school shall be raised, discussed and decided upon at a public meeting of the Board.

6. As part of the public consultation process, the Board will make available, in writing, pertinent facts and information considered by the Board with respect to school closure, including, but not limited to:

   - Reasons for the proposed school closure.
   - The specific school that is being considered for closure.
   - How the proposed closure would affect the catchment areas of affected schools.
   - The effect on enrolment in surrounding schools.
   - The number of students who would be affected, at both the closed school and surrounding schools.
   - The effect of the proposed closure on district-provided student transportation.
   - Educational program/course implications for the affected students.
   - The proposed effective date for the closure.
   - Financial considerations.
   - Impact on the Board's capital plan.
   - Enrolment projections for the school being considered for closure.

   6.1. The Board will provide an opportunity for affected persons to make written submissions to the Board regarding the proposed school closure. The Board will provide information and directions on how to submit the written responses to the Board.

7. At least one school closure public consultation forum will be held to discuss the proposed school closure and listen to community concerns and proposed options. This forum shall form part of the public consultation process. The time and location of the public forum shall be appropriately advertised to ensure adequate advance notification to affected persons or groups in the community. This will mean written notification to students and parents of students currently attending the school, a clearly visible notice in the local newspaper and electronic posting on the district's website.

   7.1. The Board should present the following at the beginning of the public forum:

   - Implications of the proposed closure.
   - Implementation plans, including the timing of the proposed closure.
   - Options that the Board considered as alternatives to the proposed closure.
   - Possible future community growth in the area of the school.
   - Contents of written submissions presented to the Board by members of the community.

Policy 14

7.2. Notes will be kept of the public forum to record concerns or options raised regarding the proposed closure.

7.3. Following the public forum, the Board will give fair consideration to all public input prior to making its final decision with respect to the school closure.

8. The final decision to permanently close a school will be done by bylaw.

9. Following a final decision to close a school, the Board will provide, without delay, written notification to the Minister of Education of the decisions and will include the following information:

    - The name of the school.
    - The facility number of the school.
    - The address of the school.
    - The date the school will permanently close.

Legal References: *School Act* Sections 73 and 168
Ministerial Order M194/08 – School Opening and Closure Order
Ministerial Order 193/08 – Disposal of Land or Improvements Order

Approved: February XX, 2020

RECRUITMENT AND SELECTION OF PERSONNEL

The Board of Education (the “Board”) believes that the effective recruitment and selection of staff is critical to the success of the school district.

The Board in the case of the Superintendent, and the Superintendent in all other instances, shall assume sole responsibility for initiating the advertising process and will make reasonable effort to ensure that all current District employees are made aware of staff vacancies.

Specifically

Superintendent of Schools

1. The Board retains the sole authority to recruit and select an individual for the position of Superintendent and anyone who is expected to act in the place of the Superintendent for a period longer than 180 calendar days duration.

2. In order to protect the Board from sudden loss of the Superintendent’s services, the Superintendent shall ensure that staff is designated to perform the services of the Superintendent in the case of a short-term or prolonged absence, and that the Chair is advised of the delegation.

3. Contractual provisions and compensation shall be determined by the Board.

Secretary Treasurer

4. The Superintendent and all Trustees shall comprise the selection panel for the position of Secretary Treasurer. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote and the Superintendent must be part of this majority.

All Other Staff

5. The Superintendent is delegated full authority to recruit, select, assign and reassign staff for all other staff positions, within the limitations of legislation, budget allocations and collective agreements.

6. Reference checks must always be done for external candidates prior to an offer of employment being made.

Policy 15

7. All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General). Successful external candidates who are not covered by the Criminal Records Review Act will be required to have a local criminal record search completed. A criminal record check is mandatory for anyone employed by the School District. All employment with the school district will be conditional upon a satisfactory Criminal Record Check.

8. The Superintendent shall establish clear selection processes to ensure that the best possible candidates are advanced to district leadership positions. The highest standards of professional leadership in instruction, administration and supervision are the desired result of this selection and the ongoing personnel practices of the district.

9. The Superintendent shall ensure all excluded positions have a current job description and the person occupying each of the positions shall have a written contract of employment as part of the recruitment and selection process.

10. Contractual provisions offered shall be in accordance with the Board approved template contract related to the position.

11. For employees who are not part of a collective agreement, compensation grid(s) or changes thereto shall be in compliance with British Columbia Public Schools Employers Association compensation guidelines and placement on the grid shall be determined by the Superintendent.

12. The Superintendent will inform the Board in a timely manner regarding appointments to administrative positions.

13. The Superintendent is delegated full authority to determine Principal, Vice Principal and exempt contract renewals.

14. The Board retains the authority to approve any changes to the organizational structure.

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 *School Act*

Approved: February XX, 2020

Policy 16

INDEMNIFICATION BYLAW NO. 2

A bylaw to provide that the Board of Education (the “Board”) shall indemnify a trustee, an officer or an employee of the Board against a claim for damages arising out of the performance of their duties; and for an inquiry or proceeding involving the administration and conduct of the business of the District; and will pay legal costs incurred in a court proceeding arising out of the claim or the legal costs arising from such inquiries or proceedings.

Bylaw:

1. The Board will indemnify a Trustee, an officer or an employee of the Board

    1.1. Against a claim for damages against the Trustee, officer or employee arising out of performance of their duties; or

    1.2. Where an inquiry under Part 2 of the Public Inquiry Act or other proceeding involves the administration and conduct of the business of the School District and, in addition, the Board may pay legal costs incurred in proceedings arising out of the claim, inquiry or other proceeding.

2. The Board may, by affirmative vote of a majority of not less than 2/3 of all its members, pay

    2.1. Any sum required to indemnify a Trustee, an officer or an employee of the Board where a prosecution arises out of the performance of their duties with the Board; and

    2.2. Costs necessarily incurred;

3. The Board shall not pay a fine imposed on a Trustee, an officer or an employee as a result of their conviction. The Board shall not seek indemnity against a Trustee, an officer or an employee of the Board in respect of any action by the Trustee, officer or employee that results in a claim for damages against the Board except

    3.1. Where the claim for damages arises out of the gross negligence of the Trustee, officer or employee; or

    3.2. Where, in relation to the action that gave rise to a claim for damages against an officer or employee, the officer or employee willfully acted contrary to:

        3.2.1. The terms of their employment, or

        3.2.2. An order of a superior.

4. The Board's obligation to indemnify a Trustee, an officer or an employee in respect of matters occurring during their term of office or employment shall continue, notwithstanding that the term of office or employment, as the case may be, has ended.

5. Where the Board decides to pay legal costs incurred in proceedings out of a claim, inquiry under Part II of the Public Inquiry Act or other proceedings, the Board has the right to conduct the defense of the matter and, in its discretion, to compromise and/or settle the claim.

6. The Board shall not indemnify a Trustee, officer or employee against:

   6.1. Liability and legal fees incurred as a result of an action or other proceeding taken by the Board against the Trustee, officer or employee, or as a result of an action or proceeding taken by the Trustee, officer or employee against the Board;

   6.2. Liability to pay a fine, penalty or order imposed as a result of the conviction for an offence.

   6.3. Legal fees incurred as a result of a prosecution where the Trustee, officer or employee is convicted of an offence or obtains a conditional discharge;

   6.4. Legal fees incurred in an appeal of any conviction, sentence, judgment or order, unless the Board, by an affirmative vote of a majority of its members, so agrees;

   6.5. Liability and legal fees incurred by a Trustee where the Court determines that the Trustee knowingly contravened the School Act;

   6.6. Liability incurred by a Trustee, officer or employee where the Court determined that the Trustee, officer or employee knowingly permitted or authorized an expenditure not authorized by an enactment;

   6.7. Liability incurred by a Trustee as a result of any restitution ordered pursuant to Section 62 of the School Act; and

   6.8. Those matters for which the Board may seek indemnity from an employee pursuant to its authority under Section 95 of the School Act.

7. The Board may enter into individual indemnity agreements with its officers and employees not inconsistent with provisions of the School Act.

Legal Reference: Section 95, *School Act*

Approved: February 3, 2020

Policy 17

SCHOOL DISTRICT TRANSPORTATION SERVICES

The Board of Education ("Board") will provide transportation for students attending a regular program within their catchment area school who reside more than 4.0 kilometres from the school or where the safety of the student is determined by the Board to represent an unacceptable risk.

Students must be registered with the Transportation Department before being transported by the School District.

A transportation assistance allowance will be provided for students who reside 3.2 kilometres or further from the nearest existing bus route of the student's catchment school, and where establishing or extending a regular or custom route is not reasonable.

The Board of Education will not provide transportation or a transportation assistance allowance for students attending a choice program or school.

Transportation services for students with a disability such that they are unable to ride a regular bus shall be dealt with on an individual basis.

Transportation services and allowances will not be provided to students over 19 years of age or student not enrolled in a district schools or programs.

Legal Reference: Sections 65, 83 and 85 School Act

Approved: February XX, 20202

Policy 18

ACCUMULATED OPERATING SURPLUS

The Board of Education (the "Board") is committed to providing a transparent process for the allocation of operating surplus in order to provide services to students, the transfer of operating surplus to other funds, and the accumulation of operating surplus for use in future years.

Specifically

Accumulated operating surplus provides the school district with the ability to plan and sustain services to students for a period longer than a single budget year.

1. The Board will approve the Operating Surplus, end of year, annually with the approval of the audited financial statements prepared in accordance with Section 157 of the *School Act*.

2. In the event that an Operating (Deficit), end of year occurs, the Board will seek the approval of the Minister of Education in accordance with Section 156(12) of the *School Act*.

3. Internally Restricted Surplus – Operating Fund, reported as Operating Surplus (Deficit), end of year reported on Schedule 2 of the audited financial statements, will be disclosed in a Note to the financial statements in three categories:

   3.1. Internally restricted due to the nature of constraints on the funds.

   3.2. Internally restricted due to anticipated unusual expenses.

   3.3. Internally restricted due to operations spanning the next three fiscal years.

      3.3.1. The amount of Internally Restricted Surplus – Operating Fund allocated to Future Years' Operating Budgets at the end of a fiscal year shall not exceed three percent (3%) of actual Operating Expenses for that year.

      3.3.2. The amount of Internally Restricted Surplus – Operating Fund – School Surpluses at the end of a fiscal year shall not exceed five percent (5%) of actual Operating Expenses for that year.

4. Appropriations of Internally Restricted Surplus – Operating Fund for any of the categories identified in 3 above will be reviewed and recommended by the Business and Operations Committee and approved by the Board of Education.

5. Any transfer of funds between the Operating Fund, Special Purpose Fund, and Capital Fund not included in the Annual Budget, or Amended Annual Budget will be reviewed and recommended by the Business and Operations Committee and approved by the Board of Education.

6. Annually, prior to November 30, the Business and Operations Committee will receive a report on Operating Surplus (Deficit) end of year.

   6.1. The report will be as at the end of June of the same year.

   6.2. The report will include the Unexpended Operating Budget of each elementary and secondary school.

   6.3. The report will include a ten year history of Accumulated Surplus from Operations including, at a minimum, total amounts:

      6.3.1. Appropriated for future budgets

      6.3.2. Unexpended by schools

      6.3.3. All other appropriations

Legal References: Part 8, Division 8 Accounts and Audits, Sections 156 to 166, *School Act*

Approved: May 29, 2018
Revised: 2020.02.XX

Policy 19

SOGI (SEXUAL ORIENTATION GENDER IDENTITY)

The Board of Education (the “Board”) is committed to establishing and maintaining a safe and positive environment for all students, families and employees, including those who self-identify as LGBTQ+, including, but not limited to, those who identify as lesbian, gay, bisexual, asexual, intersex, transgender, transsexual, two-spirit or queer, or who are questioning their sexual orientation or gender identity. The Board also recognizes that students and other school community members of all sexual orientations and gender identities face challenges within our schools and communities. It is with this rationale in mind and with an understanding that each member of the school and district community bears the responsibility for creating a safe, welcoming, inclusive and affirming environment for all individuals that this policy is adopted. This policy is meant to be congruent with the Canadian Human Rights Act, the British Columbia Human Rights Code, and the Canadian Charter of Rights and Freedoms. In addition, this policy is supported by the Safe, Caring and Orderly Schools mandate of the British Columbia Ministry of Education.

Definitions:

“Asexual” is a person whose interest in others does not include sexuality.

“Bisexual” is a person who is emotionally, physically, spiritually and/or sexually attracted to members of both sexes.

“Discrimination” is the act, practice, treatment or consideration of, or making a distinction in favour or against a person based on the group, class or category to which that person belongs rather than on individual merit.

“Gay” is a male who is emotionally, physically, spiritually and/or sexually attracted to other males. The term is sometimes used to refer in general to the LGBTQ+ community, but most often refers just to gay males.

“Gender” is the range of physical, mental and behavioural characteristics pertaining to, and differentiating between, males and females.

“Gender Identity” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.
“Gender Non-conforming” refers to people who do not follow other people’s ideas or stereotypes about how they should look or act based on the female or male sex they were assigned at birth.

“Homophobia” is negative attitudes, feelings and practices towards people who are, or appear to be, LGBTQ+.

“Intersex” is a person who was born with a combination of male and female sex organs, genitals and/or chromosomes.

“Lesbian” is a female who is emotionally, physically, spiritually and/or sexually attracted to other females.

Policy 19

"LGBTQ+" refers specifically to lesbian, gay, bisexual, transgender/transsexual/two-spirit, queer/questioning, but also as a general descriptor for the gay community and for issues related to gender identity and sexual orientation.

"Queer" has a history of being used as a derogatory name for members of the LGBTQ+ community and those whose sexual orientation or gender identity is perceived as such. Many people use this word in a positive way to refer to the LGBTQ+ community. They have reclaimed the term as their own. Not everyone believes this and sensitivity should be used when using or hearing it, as there are still many negative connotations with its use.

"Pronoun" a word that can function by itself as a noun phrase that refers to a person using it. Pronouns can be gender neutral (they/them, ze, zir, zeer/zeer)

"Questioning" refers to people who are in the process of exploring their sexual orientation or gender identity.

"Sex and Gender" are easy to confuse; however, they are two different concepts and terms: sex refers to the biological sex of person. Gender refers to their societal appearance, mannerisms, and roles.

"Sexual identity" is how a person perceives him- or herself. This may or may not agree with societal gender roles or biological sex.

"Sexual orientation" refers to which sex a person is emotionally, physically, spiritually and/or sexually attracted to.

"Transgender" refers to people whose sexual identity is different from their biological sex. Many transgender people feel they are neither male/boy nor female/girl specifically, and many feel as though their biological sex and their socialized gender do not match. Some transgender people choose to use medical intervention (hormone therapy and/or surgery) to have their outward appearance, more accurately reflect their gender identity. Some change their outward appearance, or gender expression, through clothing, hairstyles and mannerisms, and some do not.

"Transphobia" is negative attitudes, feelings and practices towards people who are, or appear to be, LGBTQ+.

"Transsexual" describes those individuals who use hormone therapy and/or surgery to alter their biological sex.

"Two-spirit "is an English translation of terms in various languages to describe a concept that appears in Native cultures across North America. Traditionally, the two-spirit person was one who had received a gift from the Creator, that gift being the privilege to house both male and female spirits in their bodies. Being given the gift of two spirits meant that this individual had the ability to see the world from two perspectives at the same time. This greater vision was a gift to be shared with all, and as such, two-spirit people were revered as leaders, mediators, teachers, artists, seers, and spiritual guides. They were treated with the greatest respect, and held important spiritual and ceremonial responsibilities. Nowadays, two-spirit is the term by which many First Nations LGBTQ+ people identify themselves. In a broader sense, two-spirit is the term that can encompass an integration of alternative sexuality and/or alternative gender with Native spirituality.

Specifically

The Board of Education recognizes and reaffirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights Code, the Canadian Human Rights Act and the Canadian Charter of Rights and Freedoms. It also recognizes the need to provide a safe environment, free from harassment and discrimination, while ensuring that all students, employees and families, are treated with respect and dignity while being welcomed and included in all aspects of learning and school life.

1. All students, employees, contractors, volunteers, visitors and any other persons who use district facilities are expected to conduct themselves in accordance with the district's commitment to non-discrimination, human rights and cross-cultural understanding.

   1.1. School and classroom environments, including electronic environments and whenever students are within the jurisdiction of the school district, must be free of homophobic/transphobic language and behaviour. Authority for this jurisdiction is provided by Ministerial Order 267/07 – Provincial Standards for Codes of Conduct Order.

   1.2. It is expected that staff and students, and others when on school district property, will use language and behaviour that does not degrade, label, stereotype or incite hatred, prejudice, discrimination or harassment towards others on the basis of real or perceived sexual orientation, gender identity and/or gender expression.

   1.3. All employees will be sensitive to individual discriminatory attitudes and behaviours towards individuals who are, or appear to be, LGBTQ+ to ensure that all students are treated with fairness and respect.

   1.4. Allegations of homophobic/transphobic language or behaviour or discrimination will be reported to the teacher or Principal, in the case of students, volunteers or parents, and to the immediate supervisor in the case of employees.

1.5. It is expected that complaints of discrimination or harassment based on sexual orientation, gender identity and/or gender expression are taken seriously and dealt with expeditiously and effectively through consistently applied policy and procedures.

1.6. Students have the right to confidentiality of their official and/or affirming sex, gender, pronoun and name. Staff will not expose sexual orientation, gender identity, pronoun, and/or gender expression of students without their consent.

1.7. Schools will focus on integrated and inclusive activities. Where gender segregated activities continue to exist, students will have the option to be included in the group that corresponds to their gender identity, or in the case of gender non-conforming students, the group they would like to participate in. LGBTQ+ students who play high school sports will follow the "Student Athlete Eligibility" process laid out in the BC School Sports (BCSS) handbook.

1.7.1. See section iii D7: Student Athlete Gender in the current BCSS Handbook.

1.8. The district will make available single stall all genders washrooms at all school locations and worksites.

1.9. All students who desire increased privacy will be provided with a reasonable alternative washroom and/or changing area. Any alternative arrangements will be provided in a way that protects students' confidentiality.

1.10. All students shall have access to washroom and change facilities that align with their gender identity.

2. The district encourages staff to adapt and include current learning resources and strategies to provide opportunities for all students and staff to develop positive awareness with respect to human rights, anti-discrimination and cultural diversity related to LGBTQ+ students. The district will strive to eliminate the systemic inequities and barriers for members of the school community whose real or perceived identity is LGBTQ+ and demonstrate accountability in leadership so that everyone is treated with fairness and respect.

3. The district will provide opportunities for staff to develop their knowledge, skills, awareness, and behaviours to identify and eliminate homophobic/ transphobic practices and to foster dialogue that creates understanding and respect for diversity.

4. The district will further provide school Principals and Vice-Principals, and other school district staff as required, with training and/or resources so they are informed about human rights, anti-homophobia/anti-transphobia, discrimination, cultural diversity and harassment.

Policy 19

5. The district recognizes students have the right to self-identification which includes the name they wish to be addressed and their affirming pronouns which correspond to their gender identity. Students may express their gender identity or gender expression through what they wear to school. All dress must be in accordance with the school district's administrative procedures.

Legal References: BC Human Rights Code
Ministerial Order 267/07 – Provincial Standards for Codes of Conduct Order

Approved: 2014.02.25
Revised: 2018.01.30, 2020.02.XX

Policy 20

ABORIGINAL EDUCATION

POLICY

School District No. 57 (Prince George) acknowledges that it is situated on the traditional territory of the Lheidli T'enneh people in Prince George and McBride, the McLeod Lake Indian Band in the Mackenzie region as well as the Simpcw First Nation in Valemount

School District No. 57 is fully committed to the delivery of Aboriginal Education as mandated through the British Columbia Ministry of Education and rooted within the communities it serves. School District No.57 recognizes the significance of the First People Principles of Learning and Indigenous wisdom teachings to all learners.

DEFINITIONS:

"**Aboriginal ancestry**" includes First Nations (both Status and non-Status, on-reserve and off-reserve), Inuit and Métis people. Aboriginal designation is made through self-declaration, as prescribed by the British Columbia Ministry of Education.

"**Aboriginal community**" refers to the community that is composed of the parents/guardians, siblings and other representatives of the Aboriginal children who attend school in School District No. 57.

"**Aboriginal education**" is the incorporation of Aboriginal perspectives and philosophies in all curricular areas to inform all students of the past and contemporary lifestyles, indigenous knowledge and histories of the Aboriginal peoples of Canada. Aboriginal education encompasses the rich traditions and values of the various Aboriginal people and applies those concepts to relevant issues facing Aboriginal children and youth today, throughout curriculum and cultural activities in positive, student-centered learning experiences.

Aboriginal Education Committee's role of the Aboriginal Education Committee is to support and advise the Aboriginal Education Department on Aboriginal Education Programs and Services as per the mandate from the Ministry of Education on Aboriginal Education and to involve the Aboriginal community where possible in Aboriginal Education initiatives that support Aboriginal students.

Aboriginal Education Department of School District No.57 coordinates and supports the delivery of Aboriginal Education Language, Culture and Support Programs as mandated through the British Columbia Ministry of Education.

"**Aboriginal languages**" are the ancestral languages of the Aboriginal people. The Aboriginal languages within School District No. 57 are Dakelh (Lheidli T'enneh First Nation), Ts'ekhene (McLeod Lake Indian Band) and the Secwepemctsin (Simpcw First Nation).

"**Aboriginal education support services**" are designed to assist Aboriginal students to achieve success. Services shall be provided by personnel who are culturally competent in the Aboriginal worldview and sensitive to the values, beliefs and needs of Aboriginal students.

"**Cultural competency**" is the development of the knowledge, skill and confidence to integrate Aboriginal perspectives into all aspects of educational endeavours, as well as the ability to work respectfully with Aboriginal people.

"Indigenous Elders Advisory Council "is a group of identified Aboriginal community Elders who meet monthly. Elders share wisdom, knowledge and ancestral teachings with members of School District No. 57 in order to achieve cultural equity in education for Aboriginal students, families, staff and the community.

"Informed Consent" means that information has been given (in writing or verbally) to the local aboriginal communities and they were given the opportunities to respond. Initial lack of consensus with the local Aboriginal Communities does not preclude the responsibility of the School District to deliver Aboriginal programs and services for Self-identified Aboriginal Students.

Local Education Agreement Management Team is the management team established under section (20) of the Local Education Agreement and is comprised of representatives appointed by the Board of Education, the schools and the First Nation community to develop and implement a plan for the full implementation of this agreement, and to oversee the implementation of this agreement.

"**Targeted Aboriginal education funds**" are provided by the British Columbia Ministry of Education to school districts. School districts are then required to follow the funding mandate for these targeted funds as prescribed by the British Columbia Ministry of Education.

1. Evidence that the Aboriginal Student has self-identified as being of Aboriginal Ancestry (First Nations, Status, Non-Status, Métis and Inuit). Aboriginal Ancestry is determined on a voluntary basis through self-identification.
2. Evidence that the parents or guardians of the student has been consulted.
3. Evidence that the Aboriginal Education Programs and Services have involved the Aboriginal community in planning and delivery, either through direct involvement or through a process of informed consent.
4. Evidence that the Aboriginal Education Programs and Services are in addition to any other programs and services to which the student is eligible.
5. Evidence that the Aboriginal Education Programs and Services provide a continuum of substantive learning experiences and/or support services for each self-identified claimed student throughout the school year.

"**Traditional teachings**" encompass accumulated knowledge, skills, values and principles passed down from generation to generation for the wellbeing and survival of its people for a particular Aboriginal cultural group.

"Worldviews" are perspectives that encompass the aspects of physical, emotional, intellectual, and spiritual well-being, and how these interrelationships created and affected the past, present and future.

Responsibility Centre: Superintendent of Schools
References:
Aboriginal Education Consultation Chart
http://www.sd57.bc.ca/school/abed/Lists/Publications/Aboriginal%20Education%20Consultation.pdf
Aboriginal Education Targeted Funding Policy Ministry of Education British Columbia
http://www2.gov.bc.ca/gov/content/education-training/administration/legislation-policy/public-schools/k-12-funding-aboriginal-education

PREAMBLE

The Board of Education recognizes that it serves a diverse population of learners and is committed to making education meaningful for, responsive to and inclusive of cultural diversity that characterizes our Canadian society. The Board of Education acknowledges the significant Aboriginal student population within School District No.57 and is committed to transforming educational experiences and academic achievement for all learners.

The Board of Education:

- Supports the development and delivery of Aboriginal Education programs and services that enhance and benefit both Aboriginal and non-Aboriginal students as mandated by the British Columbia Ministry of Education.

- Supports meaningful consultation with the Aboriginal community and the variety of methods used to achieve this throughout each school year.

- Acknowledges and values the role of the Aboriginal Education Committee, Elders Advisory Council, and the Local First Nations within School District No.57 boundaries in enhancing and supporting Aboriginal Education.

The Aboriginal community has made known its understanding of Aboriginal education as holistic. An Education that is inclusive of Aboriginal perspectives, including values, languages, histories and cultures.

This policy reflects the belief that education is a lifelong learning process that encompasses Aboriginal students, parent/guardian(s) and the community. The Board of Education will work with all partners in the educational process to ensure that an education of high quality is provided, leading to academic achievement, social leadership, environmental stewardship, secured career pathways and full participation as local and global citizens.

Approved: 2011.06.28
Revised: 2017.11.28

REGULATIONS:

1. Aboriginal Choice School (Nusdeh Yoh)

   1.1. Programming at Nusdeh Yoh will ensure the integration of Aboriginal values, languages, histories and cultures in all aspects of education within the school community.

2. Aboriginal Languages

   2.1. Within the requirements of the *School Act* and Board policy, School District No. 57 will work cooperatively to establish Aboriginal language programs, with priority given to Dakelh (Lheidli T'enneh First Nation), Ts'ekhene (McLeod Lake Indian Band) and the Secwepemctsin (Simpwc First Nation).

3. Early Childhood Learning Initiatives

   3.1. The Board of Education shall support Aboriginal Education early childhood learning initiatives and early developmental assessments for Aboriginal students. These initiatives will be identified and embedded within School District No.57 planning for student success.

4. Employment Equity

   4.1. The Board of Education shall maintain a Human Rights Special Program (Section 42) in order to recruit and develop a workforce that is representative of the Aboriginal communities within its jurisdiction in all job classification areas.

5. Cultural Competency

   5.1. The Board of Education supports the implementation of District Aboriginal Education goals that are designed to strengthen cultural competency for all members of school communities.

6. Curriculum

   6.1. The Board of Education supports the Aboriginal Education Department and the Learning Innovations Department with integration of Aboriginal Worldviews and Perspectives throughout all areas of the newly revised British Columbia Ministry of Education curriculum.

7. Responsibility

7.1. The Aboriginal Education Department of School District No.57 coordinates and supports the delivery of Aboriginal Education programs and services as mandated through the British Columbia Ministry of Education, in support of equity of educational opportunity and learning outcomes for all students.

8. Mandate to Consult

8.1. The Board of Education of School District No.57 has a mandate from the British Columbia Ministry of Education to consult on Aboriginal Education Programs and Services. This mandate is defined in section(s) 2 and 3 of the audit requirements of Aboriginal Education Targeted Funding from the British Columbia Ministry of Education and reads as follows:

(2).Evidence that the parents or guardians of the student have been consulted. Interpretation consultation-represents communications between the school and parent/guardian.

(3).Evidence that the Aboriginal Education Programs and Services have involved the Aboriginal communities in planning and delivery, either through direct involvement or through a process of informed consent.

8.2. School District No. 57 meets this mandate to consult as defined by the British Columbia Ministry of Education through a variety of processes; Local Education Agreements, Aboriginal Community Involvement, Indigenous Elders Advisory Council, Parental Engagement.

Approved: 2011.06.28
Revised: 2017.11.28, 2020.02.XX

Policy 21

STUDENT VOICE

PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS

The Board of Education of School District No. 57 (Prince George) is committed to providing menstrual products to students who may require them.

The Board will:

a. Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
b. Provide for barrier free, easily accessible menstrual products at no cost to students;
c. Provide menstural products in school washrooms; and,
d. Consider student feedback with respect to the provision of menstural products.

School district staff will develop procedures regarding the provision of menstrual products to students.

Legal Reference: Ministerial Order 7 a) and b)

Approved: February XX, 2020

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

Memorandum

TO: Board of Education

FROM: Superintendent of Schools

SUBJECT: **ADMINISTRATIVE PROCEDURES MANUAL**

RECOMMENDATION

That the Board of Education receives the School District No. 57 (Prince George) Administrative Procedures Manual as presented.

* * * * * * * *

RATIONALE:

1. Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, to determine local policy for the effective and efficient operation of schools in the school district.

2. On July 3, 2019 the Board of Education approved the following motion:

   MOVED and SECONDED
   That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies.
   CARRIED

3. The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.

4. The consultants drafted all core policies as directed or agreed to during the initial session.

5. The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.

6. The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held on October 19 and December 9, 2019.

7. The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.

8. In Policy 11 Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

9. Using the Board Policy Manual as the description of the Board's retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19 2019.

   All existing directional documents in the district (Policies, Regulations, Administrative Procedures, Bylaws) were reviewed in the development and editing of the Administrative Procedures Manual. The Administrative Procedures Manuals of other districts were also frequently examined to inform discussion and decision making.

   Follow-up assignments were accepted by participants to ensure currency, accuracy and alignment with legislation, collective agreements and current practice. In addition areas for which administrative procedures needed to be developed or reviewed were identified and assigned.

DP/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 25, 2020

MEMORANDUM

TO: Board of Education

FROM: Cindy Heitman
Deputy Superintendent of Schools

SUBJECT: **2020/21 DISTRICT CALENDARS**

RECOMMENDATION

That the proposed local school calendars for the 2020-2021 be approved as presented.

* * * * * * * *

BACKGROUND

1. The Ministry of Education's School Calendar Regulation specifies that "A board must make public a proposed school calendar one month before submitting it to the ministry."

2. The Board must submit its approved calendar by the end of March of each year for the following school year.

3. The Draft calendar dates without the Non Instructional Days for Professional Development were posted on the school district website in September 2019.

4. The School District Calendar Committee, to which all partner groups were invited to send two representatives, convened twice this school year.

5. The committee met on January 29,2020 and reviewed the draft 2020-21 calendar.

   The committee reviewed the BC School Calendar Regulations. The Committee review the proposed placement of the Non Instructional Days as per the Calendar Regulations, specifically ensuring Regulation 8.2 Designation of purpose of non-instructional days and periods, were met.

   The partner group representatives agreed to consult with their members and solicit input regarding the draft calendars.

6. The committee met again on February 13, 2020, to review the input and feedback from partner groups.

7. The Ministry of Education's School Calendar Regulation permits school district's to change the date of non-instructional days without a formal amendment process.

RATIONALE:

1. In accordance with the School Calendar Regulation, the public has had a month to provide input prior to the Board approving the calendar. Input was solicited through the district's website and from the Board's education partner groups.

CH/dln

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2020-2021 SCHOOL CALENDAR

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 3: BC Day

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7: Labour Day
September 8: First Day school
Septemeber 21: First Full day of Kindergarten

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 12: Thanksgiving
October 23: Non Instructional Day

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 11: Remembrance Day
November 23: Non Instructional Day

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 21 - Jan.1: Winter vacation

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 4: Back to school
January 29: Non Instructional Day

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February15: Family Day

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 22 - April 1: Spring Break

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2: Good Friday
April 5: Easter Monday
April 23: Non Instructional Day

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 24: Victoria Day

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 4: Non Instructional Day
June 25: Last day of school
June 28: Administrative day

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 1: Canada Day

LEGEND:

School/Statutory Holidays

Non-Instructional Days

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Derrick

SUBJECT: **ABORIGINAL EDUCATION COMMITTEE**

The Aboriginal Education Committee held its meeting on February 3, 2020 and the topics included:

- Budget - A presentation on the Budget of the Aboriginal Education Department
- NCCIE.ca Indigenous Education Collaboration: There was a presentation regarding the importance of working together and the shared resources available
- 2020 Artic Expedition: 150 days from Toronto to Victoria covering the Great Lakes, Atlantic Ocean, Arctic Ocean to Pacific Ocean. Studying Indigenous culture from Coast to Coast to Coast.
- Discussion regarding Kelly Road Secondary School: A discussion on dual naming the school or going with a new name
- Discussion on the importance of Language. Language protection needs to be a priority.

NewsLink express

BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION

2020-01 February 7, 2020 By E-mail: Five Pages

Conference Report: Annual General Meeting

The 26th Annual General Meeting (AGM) of the BC Public School Employers' Association (BCPSEA) was held January 30-31, 2020 at the Coast Coal Harbour Hotel in Vancouver, BC.

Thursday, January 30, 2020

The AGM opened Thursday morning at 8:30 am with reports from BCPSEA Board Chair Alan Chell, BCPSEA CEO Renzo Del Negro, and greetings from BC School Trustees Association President Stephanie Higginson.

Business Session

- **Finance Matters**

The business session opened with the report of the 2018-2019 audited financial statements. Following presentation and the opportunity to ask questions, the members adopted the following motion:

> **BE IT RESOLVED** that KPMG be appointed auditors to the British Columbia Public School Employers' Association for the 2019-2022 fiscal years.
> *Carried*

In accordance with the BCPSEA bylaws, the session then moved into a Representative Council for review of the proposed 2020-2021 BCPSEA budget. Following presentation of the budget, which included an update on the current fiscal year (year ending March 31, 2020), the members adopted the following motion:

> **BE IT RESOLVED** that the membership approve the proposed BCPSEA budget for April 1, 2020 through March 31, 2021 as presented.
> *Carried*

- **Proposed Resolutions**

The assembly moved back into the AGM business session to debate resolutions proposed by the members.

- **Ordinary Resolution O-1** submitted by School District No. 59 (Peace River South)

  BE IT RESOLVED that the BCPSEA Board of Directors write a letter to the Minister of Advanced Education, the Deans of Education for BC Universities and the BC Teachers' Council to encourage development of an online teacher training program in BC.
  Carried

- **Ordinary Resolution O-2** submitted by the BCPSEA Board of Directors
  An amendment was proposed to the motion, which was carried. The following motion was then voted on and adopted by the members:

  BE IT RESOLVED that issues related to the employment relationship between principals and vice principals and their employer boards of education, including development and revision of terms and conditions of employment in alignment with the BCPSEA statutory mandate, continue to be best addressed at the local school district level in order to facilitate, enhance, and reflect each district's organizational structure and culture and that BCPSEA develop, in consultation with BCPVPA, preferred template language that districts may use at the local level.
  Carried

  BCPSEA will provide boards with further information as we proceed with the members' direction. We have connected with the BC Principals' and Vice Principals' Association informally to advise of the motion. In the meantime, school districts should continue their normal processes for discussion of terms and conditions of employment with principals and vice principals in their districts.

❖ Nominations from the Floor

The members were advised prior to AGM that they would be electing one Trustee Director from each of the following regions based on the staggered three-year election cycle as set out in Schedule 3 of the BCPSEA Bylaws:

- Northern Interior
- Metro.

Candidates MUST be a trustee from one of the boards of education in the specific region as noted above.

The candidate nominated through the pre-nomination process in the Northern Interior region was acclaimed. Two candidates for the Metro region were nominated through the pre-nomination process and there were no further candidates nominated from the floor, with elections to be held the following morning (please see page 4 of this bulletin for the full listing of the BCPSEA Board of Directors).

Presentations

❖ Support Staff Bargaining

BCPSEA Director, Labour Relations Leanne Bowes and Senior Labour Relations Advisor Ranjit Bharaj presented on the recently completed round of support staff bargaining. As previously reported to the members, as of Friday, November 29, the BCPSEA Board had ratified all 69 collective agreements arising from local school district–local support staff bargaining. Although there were some challenges along the way, for the most part support staff bargaining proceeded smoothly and all districts have agreements in place with their local support staff unions for the period July 1, 2019 – June 30, 2022.

Members were reminded to review the *Support Staff Collective Agreement Administration* bulletin distributed to districts on January 10, and also to ensure that the work to prepare the 2019-2022 collective agreement is concluded as soon as possible. Once the agreement is finalized, members were asked to send a copy to BCPSEA in Word and pdf format, and to also ensure that a pdf version of the collective agreement is sent to the Labour Relations Board at LRB.library@lrb.bc.ca. It's important to note that section 51 of the *Labour Relations Code*, which states:

> **Copies of collective agreements to be filed**
> 51 (1) Each of the parties to a collective agreement must, within 30 days after its execution, file a copy of it with the board.
>
> (2) Subsection (1) applies in relation to any renewal or revision of a collective agreement and any ancillary agreement that comes within the meaning of collective agreement.
>
> (3) If a collective agreement is not filed with the board in accordance with subsection (1), the board may decline to consider the collective agreement in any proceeding before the board.

- **Teacher Bargaining Update**

  BCPSEA CEO Renzo Del Negro and COO Janet Stewart presented on provincial collective bargaining with the BC Teachers' Federation.

- **Panel Discussion**

  After lunch, the AGM moved into a panel discussion facilitated by Janet Stewart. Renzo Del Negro, BCPSEA CEO; Michael Madill, Executive Director with the Post-Secondary Employers' Association; Gentil Mateus, CEO of the Community Social Services Employers' Association of BC; and Michael McMillan, CEO of the Health Employers Association of BC discussed Public Sector Bargaining Structures: BC Experiences.

- **How the Educational Past Shapes the Educational Present**

  The AGM program continued with an informative session presented by Jason Ellis, PhD, Associate Professor, Educational Studies, University of British Columbia. As a historian of education, Professor Ellis uses the educational past to explain, from an often unique perspective, the critical challenges that Canadian education encounters in the present. As he concluded in his presentation, "We stand where we are today because of the events of the past several decades, which sit on a foundation older than that. Unfortunately, I can't tell you where to go next, because I don't know. But now that you know where we've come from, perhaps you will be able to see more clearly the path that stretches before you." Professor Ellis responded to a number of questions from the members.

- **Understanding the Teacher Workforce**

  BCPSEA Director, Labour Relations Judy Maranda provided current context on the teacher workforce in BC, emphasizing the distinction between teacher workforce versus teacher recruitment: the total number of individuals either employed or unemployed available to recruit into positions. Issues, challenges, and strategies were identified.

- **Keynote Speaker: Vaughn Palmer on *The View from Victoria***

  We were pleased to be joined by Vaughn Palmer, columnist for the *Vancouver Sun*, who provided engaging and enlightening commentary on current events in BC, including his perspective on collective bargaining in the K-12 public education sector. AGM attendees took the opportunity to direct several questions to Mr. Palmer.

  After closing remarks from Board Chair Alan Chell, the members enjoyed a wine and cheese reception hosted by BCPSEA Benefits Buying Group administrator Morneau Shepell.

Friday, January 21, 2020

Elections

The business session opened with speeches by nominated candidates as well as the Trustee Director, Sharel Warrington, who was elected by acclamation for the Northern Interior region the previous day. An election was held for the Metro region, with voting conducted by weighted ballot in accordance with the bylaw requirements. Terry Allen of SD No. 36 (Surrey) was re-elected to the Board.

The Trustee Directors on the 2020 BCPSEA Board are:

Kootenay Boundary Region
Dawn Lang, School District No. 8 (Kootenay Lake)

Northern Interior Region
Sharel Warrington, School District No. 57 (Prince George)

Metro Region
Terry Allen, School District No. 36 (Surrey)

Fraser Valley Region
Shirley Wilson, School District No. 34 (Abbotsford)

Northwest Region
Margaret Warcup, School District No. 82 (Coast Mountains)

Thompson Okanagan Region
Alan Chell, School District No. 19 (Revelstoke)

Vancouver Island/Coastal Region
Eve Flynn, School District No. 69 (Qualicum)

The Government Representatives to the BCPSEA Board are:

- Christina Zacharuk, President and CEO, PSEC Secretariat
- Scott MacDonald, Deputy Minister, Ministry of Education
- Keith Godin, Assistant Deputy Minister, Ministry of Education
- Michael Marchbank, Board Chair, Post-Secondary Employers' Association.

Thanks were expressed to members of the BC Association of School Business Officials who acted as scrutineers for voting at the AGM.

A motion to destroy all ballots was adopted by the members.

Presentation

- **Legal Update: Arbitrations and the Coordinated Legal and Arbitration Support Services (CLASS)**

  The AGM program continued with a presentation by BCPSEA Director, Labour Relations and Legal Counsel Rosalie Cress; and Director, Labour Relations Leanne Bowes on notable cases, legislative changes, and the new CLASS program.

- **Keynote Speaker: Stacey Holloway on Building Organizational Resilience**

  In this final keynote session, Stacey Holloway of the Holloway Group shared her knowledge, experience, and insights on what constitutes resilience and specifically, the attributes of a resilient organization.

Arising from the business session and presentations at this AGM, Board Chair Alan Chell, BCPSEA CEO Renzo Del Negro, and COO Janet Stewart conducted a question and answer session on any matter of interest to AGM attendees. Members were reminded that BCPSEA is waiting to hear from mediator David Schaub with respect to potential meeting dates to engage in further provincial collective bargaining discussions with the BC Teachers' Federation.

Closing and Adjournment

Alan Chell thanked all attendees and particularly BCPSEA Trustee Representatives for their participation in the AGM events, and expressed appreciation for the members' support of the ongoing work of BCPSEA.

A motion to adjourn the AGM was carried.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **BRITISH COLUMBIA TRUSTEES ASSOCIATION**

Trustee Bennett and I represented SD 57 at BCSTA Provincial Council meetings on February 21st and February 22nd in Vancouver.

I will have a verbal update at tonight's (February 25th) regular public Board meeting.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

February 20, 2020

MEMORANDUM

TO: Board of Education

FROM: Trustee Warrington

SUBJECT: **DISTRICT PARENT ADVISORY COUNCIL**

REPORT:

On February 3, 2020, I represented the Board at the District Parent Advisory Council (DPAC). I was joined by Superintendent Anita Richardson, Deputy Superintendent Cindy Heitman, Joanne Hapke, President of Prince George District Teachers' Association and Kelly Johansen, Vice Principal Prince George Principal and Vice Principal Association (PGPVPA).

We were welcomed into the February meeting at 7:30 p.m.

During this portion of the meeting the following items were presented for discussion:

- **PAC Insurance Reimbursement –** Deputy Superintendent Heitman responded to the question and stated information on reimbursement has been confirmed.
- **Bullying on Buses –** The question of cameras on buses was raised. Deputy Superintendent Heitman responded. Further issues were raised regarding wheel chair and walker access on full size buses. Ms. Heitman indicated these issues could be part of conversations with Diversified Transportation during any new contract negotiations. It was suggested these concerns could be brought forward to the Board's Education Services Committee as well.
- **PAC Email Accounts-** The District Technology Support Coordinator is setting up accounts for all schools.
- **Remind App –** Parents raised the question as to use of this app at schools. A number of points were shared regarding the usefulness of these and other app's used for communicating to parents. During the discussion, a further point was raised regarding privacy laws that make the use of these apps challenging.
- **District Organization and Re-Organization –** Superintendent Richardson responded to questions and concerns raised regarding the current changes.
- **Recruitment and Retention** – The issue around the recruitment of French Immersion and other support teachers was discussed. Points raised regarding ways to address these issues included increasing the number of seats in teacher training programs, promoting programs offered at UNBC, and discussions between the Ministry of Education and the Ministry of Advanced Education.
- **Teachers' Teaching on Call Shortage** – During her report Joanne Hapke highlighted this issue along with the importance of mental wellness and support for teachers.
- **Building Stronger School Teams** – The purpose of this important mental health support program was discussed. It was suggested that Angela Zummack be invited to speak to DPAC on this program along with trauma informed classrooms and resources for parents on these issues.

- **Report from PGPVPA** – Kelly spoke to several items including kindergarten registration and enrolment projections for the next three years. She reminded parents that student learning surveys are done at grade 4, 7, 10 and 12 including surveys for staff and parent.
- **Trustee Liaison Report** – I reported the Board is continuing its work on the policy review. The amended annual budget will be brought forward to the February regular public Board meeting. The Board is waiting to hear more regarding any funding formula changes. I thanked the parents for the important work they do in support of their parents, schools and students and their important representation at board committee meetings.

The next meeting is scheduled for March 2, 2020

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **DISTRICT STUDENT ADVISORY COUNCIL (DSAC)**

As the Trustee Liaison to this great group of young leaders, I'm very proud of the work they have completed in 2020!

Led by Vice Chair, Owen MacDonald, a group of District Student Advisory Council students have gone to 3 elementary schools in the city to with their interactive "Vaping" presentation and they have another 7 schools on their list in the next few months!

As well, the students planned and executed many successful events at their schools for their "Kindness to Self/Mental Health day" on Wednesday February 12th. They have many events planned for "Pink Shirt" day on February 26th and Earth Day on April 22nd.

The "Student Voice" in SD 57 has never been more engaged or active in the district!

The next DSAC meeting is Monday March 2nd at SD57 Board office.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Bekkering

SUBJECT: **TRUSTEE REPORT – FEBRUARY 2020**

February 3rd
Attended Education Services Committee Meeting

February 4th
Along with fellow Trustees, Superintendent and Secretary Treasurer conducted a final review of new Policy Manual that will be presented at this evening's meeting

February 5th
Attended DP Todd Family of School meet, it is an opportunity to gain such an insight into the learning happening in the Family! Love these meetings!

February 6th
Attended the Catchment and Capacity Review Stakeholder Advisory Committee meeting

February 10th
Attended Expanded Management and Finance Committee meeting.

February 11th
Attended In -Camera and Trustee Senior Administration meeting

February 12th
Participated in the full day workshop in the BCSTA Leadership Series. There were 4 of our school district's Trustees with the Superintendent, Secretary Treasurer and representatives from four other school districts. We covered a lot on Strategic Planning and will be able to use a number of techniques and strategies as we move into developing our new plan. The facilitators were excellent.

February 14th
Attended the Valentine Pancake breakfast at Van Bien Elementary School. Chefs were from the Downtown Rotary and provided pancakes, strawberries and whipped cream to students and parents. Delicious!

February 18th
Attended Education Programs and Planning Committee meeting.

February19th
Attended a "Meet & Greet" for our new Superintendent, Anita Richardson, to introduce her to other community leaders and partners.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **TRUSTEE REPORT – FEBRUARY 2020**

On Monday February 3rd, I chaired the Education Service Committee meeting at the Board office with all the stakeholders at the table. The highlight was an update on the new Kelly Road School being built and on track to open in September of this year!

On Tuesday February 4th, along with my fellow Trustees and Senior Admiration, we did our final review of new policies which will discuss and approve at tonight's (February 25th) board meeting.

On Wednesday February 5th, I took part in the DP Todd Family of Schools meeting. The afternoon opened with a special performance by the Spruceland Elementary Drum Group and we learned about the great programs and successes in this Family of Schools!

On Thursday February 6th, I attended the catchment and capacity meeting along with my fellow Trustees. Recommendations from this committee will be brought forward and discussed at the public Board table in the next few months.

On February 10th, I was part of the Management and Finance meeting to go over the amended the budget. The amended budget will presented at tonight's (February 25th) Board meeting.

Tuesday February 11th, I enjoyed the fantastic school spirit and great basketball at the PG City Championships at UNBC! Congrats to all the teams and a special shout out to the Duchess Park Senior Boys and Senior Girls as they repeated as City champions!

On Thursday February 13th, I had a very positive school visit at College Heights Secondary School. I want to thank the hardworking, committed and passionate educators at CHSS! I saw so many examples of teacher and students engaged with innovative and fun learning! A special shout out to the Graduating class of 2020 at CHSS! I'm looking forward to their ceremony on Friday May 29th.

On Wednesday February 19th, I had the pleasure of being a part of the "Meet and Greet" evening for our new Superintendent Anita Richardson. The night was designed to introduce Anita to other community leaders and partners in our city and region.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Warrington

SUBJECT: **TRUSTEE REPORT – FEBRUARY 2020**

February has flown by.

January 28th to 31st
I attended BCPSEA (BC Public School Employer Association) meetings in Vancouver as a member of BCPSEA Board of Directors, I was joined by Trustee Bekkering, Secretary Treasurer Patterson and acting Human Resources Director Royce Norum at the BCPSEA Annual General Meeting on January 30th and 31st.

February 3rd
In the afternoon, I attended the Education Services Committee meeting and later that evening attended the District Parent Advisory Council meeting.

February 4th
The Board met with Superintendent Richardson and Secretary Treasurer Patterson to review and discuss additions to the new Board Policy Manual.

February 5th
I joined Trustees at the DP Todd Family of Schools meeting. DP Todd Family of Schools has grown with the addition of Spruceland Traditional and Edgewood. The meeting began with students representing Spruceland's Drumming Group who entertained us with traditional indigenous songs. Following this delightful beginning, we were invited to join in small group discussion and learn how the programs in each school are designed to engage and make a difference for their students. The meeting ended with an enjoyable video featuring each school and their students playing and learning together.

February 6th
I attended the Catchment and Capacity Committee meeting along with other trustees.

February 10th
I chaired the Management and Finance Committee which met as a Committee of the Whole to review the amended annual budget to be presented at the public board meeting on February 25th.

February 11th
I, along with all Trustees attended a Special In Camera and Trustee/ Senior Administration meeting.

February 12th
Along with Trustee Bekkering, Trustee Valimohamed, Trustee Derrick, Superintendent Richardson, Secretary Treasurer Patterson and I attended the BCSTA Leadership Series Workshop on “Strategic Planning for Student Success.” This full day workshop was facilitated by Pat Duncan and Anne Cooper. The workshop provided a number of opportunities to engage in small group discussion around SD57’s process in the development of our strategic plan and an opportunity to consider different approaches as we move toward the review and revision of our current strategic plan.

On February 18th
I attended the Education Program and Planning Committee by phone. I applaud the work of our Fine Arts Resource Teacher, Julie Fisher and I appreciated the rural update from L’Donna Lynds, Vice Principal, of Hixon Elementary School and Jason Schwartz, Vice Principal of Giscome Elementary and the exciting work happening at both schools.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5
Phone: (250) 561-6800 • Fax (250) 561-6801
www.sd57.bc.ca

February 19, 2020

City of Prince George
1100 Patricia Blvd.
Prince George, BC V2L 3V9

To Whom It May Concern:

Edgewood Elementary School is located in an area of our city where there is only one way in and out of the neighborhood via a high traffic road, North Nechako Road. There are numerous side streets in the neighborhood, but not one crosswalk for students to use to safely get to and from school. The lack of crosswalks has been a topic of great discussion among staff and parents within our school community over the years. It is a health and safety issue.

Many students who could walk to school do not as parents feel it is unsafe. Without sidewalks, students are unable to learn proper road safety rules. As a learning institution, we try our best to teach this, but without the infrastructure, it makes this important learning very difficult to occur.

The lack of sidewalks also limits our access to the neighborhood for walks, runs, or exploration, which also has an impact on student learning and physical health. If we had to evacuate the building, our nearest evacuation location requires walking. Taking over 200 students through the neighborhood without the use of sidewalks can be problematic.

The Board of Education is in full support of the City of Prince George's grant application to help create infrastructure by way of sidewalks, that will benefit student and community safety, but also help with the learning of our students who we want to grow up to be good road safety citizens.

Sincerely,

Tim Bennett,
Board Chair