

Board of Education

Regular Public Meeting

April 7, 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, April 7, 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

An opportunity to address the Board in five (5) minute time slots during the thirty (30) minute time typically set aside for public input will still be available. Given a review of our current system configuration, the opportunity to contribute will be through an email submission to the Board.

Due to time constraints only input relevant to the items included on the agenda will be considered for inclusion in the public meeting. A dedicated email address publicinput@sd57.bc.ca has been established for submissions. The email submissions will be read aloud by the Superintendent during this portion of the public meeting. Email submissions must be received prior to 5:00 p.m. on the Monday, April 6th prior to the meeting and must contain full name (first and last) and a number for contact purposes should clarification be required.

4. SCHOOL DISTRICT NEWS

5. MINUTES OF PREVIOUS MEETINGS

5.1 Regular Public Meeting of February 25, 2020 Page 1

5.2 Record of Minutes of Regular In Camera Meeting of
February 25, 2020 and Special In Camera Meetings of
February 27, March 3, 9, 19 and 27, 2020 Page 11

6. BUSINESS ARISING FROM THE MINUTES

- 6.1 Draft Board Policy Manual (T. Bennett) Page 14

7. MANAGEMENT AND FINANCE COMMITTEE

- 7.1 Committee Report (S. Warrington) Page 106

- 7.2 Capital Bylaw No. 2020/21-CP-SD57-01 Page 107

8. EDUCATION SERVICES COMMITTEE

- 8.1 Committee Report (R. Polillo) Page 110

- 8.2 Annual Facility Grant – 5 Year Plan Page 112

9. NEW BUSINESS

- 9.1 April 28, 2020 Regular Public Meeting (T. Bennett) Page 114

10. DISTRICT ADMINISTRATION REPORTS

- ## 10.1 Superintendent of Schools

11. TRUSTEE REPORTS

- 11.1 Indigenous Education Committee (T. Derrick) Page 115

- 11.2 BC Public School Employers Association (B. Bekkering) Page 116

- ### 11.3 BC School Trustees' Association (R. Polillo)

- 11.4 District Parent Advisory Council (T. Derrick) Page 117

- ### 11.5 District Student Advisory Council (R. Polillo)

- ## 11.6 Liaison Updates (Various Trustees)

- 11.6.1 Trustee Bekkering
- Page 118

- 11.6.2 Trustee Warrington
- Page 119

12. ADJOURNMENT

UPCOMING MEETINGS:

Education Services Committee – April 14, 2020
Management and Finance Committee – April 20, 2020
Education Programs and Planning Committee – April 21, 2020
Regular Public Meeting – April 28, 2020

DRAFT
Minutes
Regular Public
Meeting

Board of Education
School District No. 57 (Prince George)
2100 Ferry Avenue, Prince George, B.C.

2020.02.25
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

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 following items were removed from the agenda:

10. Old Business

10.1 Board Policy Manual

10.2 Administrative Procedures Manual

11. New Business

11.2 Standing Committee Chair Appointments

The agenda was approved as amended.

3. **PUBLIC INPUT**

Lheidli T'enneh Chief Pountney stated that at the May 28, 2019 regular public Board meeting he requested that the Board of Education support their efforts to have one of the seven Trustee positions filled by a Lheidli T'enneh member to ensure that all Indigenous students are supported properly. Chief Pountney noted that a response from the Board has not yet been received.

Lheidli T'enneh Chief Pountney and Elders Kenora Stewart and Clayton Quaw provided an overview of the history of the area now known as the Hart Highway and shared a story with the Board of Education about the grizzly trail which in Dakelh is Shas Ti. The Elders encouraged the gradual incorporation of Shas Ti into the new school.

Joanne Hapke representing the Prince George District Teachers' Association provided feedback on the draft Board policy manual that was included in the agenda package. Ms. Hapke commented on the value of public input at regular public Board meetings.

Karen Wong representing CUPE 3742 provided feedback regarding the draft Board policy manual that was included in the agenda package. Ms. Wong also commented on the value of public input at regular public Board meetings.

Andrea Beckett representing the District Parents' Advisory Council provided feedback regarding the draft Board policy manual that was included in the agenda package. Ms. Beckett also commented on the value of public input at regular public Board meetings.

4. **SCHOOL DISTRICT NEWS**

The Board Chair and Trustee Polillo congratulated both the Senior Boys and Senior Girls Duchess Park Basketball Teams on their win at the City Championships.

5. **MINUTES OF PREVIOUS MEETINGS**

5.1 Regular Public Meeting of January 28, 2020

The minutes of the regular public meeting of January 28, 2020 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 January 28, 2020 and the special in camera meetings of January 31 and February 11, 2020 were approved.

6. **BUSINESS ARISING FROM THE MINUTES**

6.1 Proposed Name Change – Aboriginal Education to Indigenous Education

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

MOVED and SECONDED

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

CARRIED

7. MANAGEMENT AND FINANCE COMMITTEE

7.1 Committee Report

Trustee Warrington reviewed the February 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 February 10, 2020 be received.

CARRIED

7.2 2019-2020 Amended Annual Budget

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

MOVED and SECONDED

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

CARRIED

MOVED and SECONDED

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

CARRIED

MOVED and SECONDED

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

CARRIED

The Secretary Treasurer reviewed the budget document and the related PowerPoint presentation. A copy of the PowerPoint presentation was provided to the gallery. Ms. Patterson responded to questions from the Trustees.

MOVED and SECONDED

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

CARRIED

7.3 2020/21 Budget Assumptions

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

Ms. Warrington noted a housekeeping item in the published rationale to correct the reference to the draft Administrative Procedure 400 to read 500.

MOVED and SECONDED

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 2016-2021 Strategic 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.

CARRIED

7.4 Trustee Remuneration and Expenses

Trustee Warrington reviewed the recommendation and rationale included in the agenda package.

MOVED and SECONDED

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

CARRIED

A recess was called at 7:42 p.m. and the meeting reconvened at 7:51 p.m.

8. **EDUCATION PROGRAMS AND PLANNING COMMITTEE**

8.1 Committee Report

Trustee Derrick reviewed the February 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 February 18, 2020 be received.

CARRIED

9. **EDUCATION SERVICES COMMITTEE**

9.1 Committee Report

Trustee Polillo reviewed the February 2020 Education Services Committee Report that was included in the agenda package.

MOVED and SECONDED

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

CARRIED

10. **OLD BUSINESS**

10.1 Board Policy Manual

This item was removed from this evening's agenda.

10.2 Administrative Procedures Manual

This item was removed from this evening's agenda.

10.3 September 2020 Enrolment Restrictions

Trustee Polillo reviewed the recommendation and rationale that was provided as a handout.

MOVED and SECONDED

1. That, effective for the 2020-2021 school year and subsequent years, enrolment at the following schools be restricted to catchment area students only:

- a) College Heights Secondary
- b) Duchess Park Secondary, Regular Program only
- c) Edgewood Elementary
- d) Glenview Elementary
- e) Hart Highlands Elementary
- f) Harwin Elementary
- g) Heritage Elementary
- h) Ron Brent Elementary
- i) Southridge Elementary
- j) Springwood Elementary

2. That, effective for the 2020-2021 school year and subsequent years, Kindergarten enrolment at the following schools be restricted:
 - a) College Heights Elementary – French Immersion program, no more than 40 students
 - b) Spruceland Traditional Elementary, no more than 40 students
 - c) Polaris Montessori Elementary – no more than 40 students
 - d) Ecole Lac des Bois – no more than 60 students
- CARRIED

10.4 Catchment, Capacity and Programs – September 2020 – 2021 and Subsequent Year

Trustee Polillo reviewed the recommendation and rationale that was provided as a handout.

MOVED and SECONDED

That the Committee begin work in September to review the catchment boundaries and concerns for the district as a whole, paying particular attention to the following areas:

1. College Heights Family of Schools – That while there may be potential to explore the addition of another section to College Heights Secondary School in the future, the Committee recommends that given the current pressures that the catchment area for all schools in the College Heights Family of Schools be reviewed for the 2021/22 school year.
2. DP Todd Secondary School - That in order to accommodate the recent motion made by the Board of Education to change the secondary catchments for the Edgewood Elementary and Spruceland Traditional Elementary from Duchess Park Secondary to DP Todd Secondary that three (3) additional modular units be purchased and situated at DP Todd Secondary for use on a short-term basis.
3. DP Todd Secondary School –That the Committee urge the Board of Education to strongly advocate to the Ministry for the DP Todd Secondary expansion and renovation project include on the five year capital plan.
4. Heritage Elementary School - That the three (3) modular units at Heritage Elementary are scheduled to be replaced in the coming years as a result of a Board motion to replace the aging existing modular stock in the District.

-
5. DP Todd Family of Schools - That there continues to be underutilized capacity projected at Quinson Elementary and oversubscription to space at Heritage Elementary. The Committee recommends review of the catchment boundaries for the area for the 2021/22 school year.
 6. Kelly Road Family of Schools - That there continues to be underutilized space at Nukko Lake Elementary and oversubscription to space at Springwood Elementary and Hart Highlands Elementary. The Committee recommends review of the catchment boundaries for the area for the 2021/22 school year.
 7. PGSS Family of Schools - That continued consideration could be given with regard to the amalgamation of Blackburn Elementary, Buckhorn Elementary and Pineview Elementary Schools in a new school.
 8. PGSS Family of Schools - That enrolment at Peden Hill Elementary continue to be monitored and that a review of the catchment areas for Peden Hill Elementary, Westwood Elementary, and Pinewood Elementary schools be considered to manage enrolment in this area of Prince George.

CARRIED

11. NEW BUSINESS

11.1 Draft 2020/21 School District Calendar

The Deputy Superintendent reviewed the recommendation and rationale included in the agenda package. Ms. Heitman responded to questions from the Trustees.

MOVED and SECONDED

That the proposed local school calendars for the 2020-2021 be approved as presented.

CARRIED

11.2 Standing Committee Chair Appointments

This item was removed from this evening's agenda.

11.3 Kelly Road Secondary School

Trustee Derrick provided a verbal recommendation and rationale for a proposed name change for Kelly Road Secondary School.

MOVED and SECONDED

That the Board of Education engage in the process to rename the newly constructed Kelly Road Secondary School to Shas Ti.

CARRIED

12. DISTRICT ADMINISTRATION REPORTS**12.1 Superintendent of Schools**

The Superintendent spoke in support of the motion passed earlier this evening to increase Trustee remuneration.

Ms. Richardson commented on the success of the British Columbia School Trustees Association Strategic “Planning for Student Success” Leadership Series held in Prince George

The Superintendent also commented on the collaborative work in the school district with Principals and Vice Principals regarding equity and transformation.

13. TRUSTEE REPORTS**13.1 Aboriginal Education Committee**

Trustee Derrick reviewed the report included in the agenda package.

13.2 BC School Public School Employers Association

Trustee Bekkering drew attention to the publication included in the agenda package. Ms. Bekkering advised that an additional communication has been received stating that bargaining with the British Columbia Teachers' Association will resume on February 27 and 28, 2020.

13.3 BC School Trustees' Association

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

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

13.4 District Parent Advisory Council

Trustee Warrington reviewed the District Parent Advisory Council report that was included in the agenda package.

13.5 District Student Advisory Council

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

13.6 Liaison Updates

13.6.1 Trustee Bekkering

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

13.6.2 Trustee Polillo

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

13.6.3 Trustee Warrington

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

14. **CORRESPONDENCE**

Trustee Bennett drew the Board's attention to the following letter that was included in the agenda package:

- Letter of Support dated February 19, 2020 to the City of Prince George regarding a grant application

15. **ADJOURNMENT**

The meeting adjourned at 8:52 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

February 25, 2020 Regular In Camera Meeting

1. Adoption of the minutes of the regular in camera meeting of January 28, 2020.
2. Adoption of the minutes of the special in camera meeting of January 31, 2020.
3. Adoption of the minutes of the special in camera meeting of February 11, 2020.
4. Review of draft correspondence to the Minister of Finance and Minister of Education regarding Bill 41.
5. Review of draft correspondence to the Minister of Education and Minister of Finance in support of Shoulder Tappers Program/Northern Opportunities.
6. Receipt of an update regarding property matters.
7. Discussion regarding a personnel matter.

The meeting was called to order at 4:01 p.m., a recess was called at 4:17 p.m., reconvened at 5:03 p.m. and adjourned at 5:24 p.m.

February 27, 2020 Special In Camera Meeting

1. Motion to waive written notice.
2. Discussion and decision regarding a property matter.

The meeting was called to order at 6:04 p.m. and adjourned at 7:11 p.m.

March 3, 2020 Special In Camera Meeting

1. Motion to waive written notice.

2. Receipt of a Notice of Motion and a decision to move the notice out of in camera.

From the Draft minutes pending Board approval:

MOVED and SECONDED

That the notice of motion for the April 7, 2020 regular public meeting regarding the draft Board Policy Manual be moved out of in camera and shared with partner groups.

CARRIED

Notice of Motion for the April 7, 2020 regular public meeting presented by Tim Bennett, Board Chair:

That the proposed new Draft Board Policy Manual be approved for distribution to reference groups for input for 60 days.

3. Discussions regarding a property matter.
4. Receipt of a Trustee Liaison update.

The meeting was called to order at 5:38 p.m., a recess was called at 6:05 p.m., reconvened at 6:18 p.m. and adjourned at 7:15 p.m.

March 9, 2020 Special In Camera Meeting

1. Receipt of an update regarding a property matter.
2. Discussion and decision regarding student matters.

The meeting was called to order at 5:01 p.m. and adjourned at 6:32 p.m.

March 19, 2020 Special In Camera Meeting

1. Motion to waive written notice.
2. Receipt of an update regarding COVID 19.
3. Receipt of updates regarding property matters.

The meeting was called to order at 4:03 p.m. and adjourned at 5:39 p.m.

March 27, 2020 Special In Camera Meeting

1. Motion to waive written notice.
2. Receipt of a British Columbia Public School Employers Association update.
3. Receipt of an update regarding COVID 19.
4. Receipt of updates regarding a property matter.
5. Discussion and decision regarding a governance matter.

The meeting was called to order at 4:10 p.m. and adjourned at 5:18 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

April 7, 2020

MEMORANDUM

TO: Board of Education
FROM: Tim Bennett, Board Chair
SUBJECT: **DRAFT BOARD POLICY MANUAL**

RECOMMENDATION

That the proposed new Draft Board Policy Manual be approved for distribution to reference groups for input for 60 days.

* * * * *

BACKGROUND

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, 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 in 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.

10. Policy 8310 Policy and Policy Development states that the draft Policies be distributed to reference groups for input, for a period of 60 days.
11. The Draft Board Policy Manual will be brought back to the June 16, 2020 regular public meeting.
12. The draft Administrative Procedures Manual will be uploaded to the school district website for reference.

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 of Education (the “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

Policy 1

Strategic Plan Priorities and Related Goals

Learning

An inclusive learning environment that provides high quality instruction and learning experiences.

Engagement

A community of parents, families, community organizations and community leaders who are broadly and meaningfully engaged in students' learning.

Opportunity

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

Sustainability

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 Names

School District No. 57

SD 57

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

Approved: June 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 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 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 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.
- 5.4 Make the final decision as to the approval of all policy statements.

Policy 2

- 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 the 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.

Policy 2

- 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 as outlined in 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 the 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 included in Appendix B including the schedule of meetings.
3. Approve Board Authority Authorized Courses.
4. Approve the naming and renaming 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 approve continuing with British Columbia School Trustees' Association membership.
11. Approve catchment areas and changes thereto.

Policy 2 Appendix A

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 Appendix](#) and entitled, *Superintendent Evaluation Guiding Principles*. 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.XX.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 Board Annual 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 or Annual 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
- Approve Budget assumptions for the upcoming years budget
- Annually review the school district's Organization Chart
- Review policy positions for submission to BCSTA Annual General Meeting
- Approve Board Authority Authorized Courses
- 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 (when available)
- Attend school functions (as invited)
- Review the School District Strategic Plan
- Hear appeals (as required)
- Ratify memoranda of agreement with bargaining units
- Declare facilities surpluses to general school district needs
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings (as scheduled)
- Advance Board positions through BCPSEA
- Represent Board at BCSTA Northern Interior Branch Meeting
- Meet with elected officials (as scheduled)
- 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.XX.XX

Policy 3

ROLE OF THE TRUSTEE

The role of the Trustee is to contribute to the Board as it carries out its legislated mandate. The oath of office taken by each Trustee when they 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.

The Board 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.

Policy 3

9. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best opportunities 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;
 - 1.8. Trustee remuneration and expenses; and
 - 1.9. Review established process and opportunities for community engagement.

Policy 3

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: *School Act* Sections 49, 50, 52, 65, 85

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: 2020.XX.XX

Policy 4

TRUSTEE CODE OF CONDUCT

Trustees as members of the corporate 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 the sanctions as specified in [Policy 4 Appendix – Trustee Code of Conduct Sanctions](#).

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

Approved: 2020.XX.XX

Policy 4 Appendix

TRUSTEE CODE OF CONDUCT SANCTIONS

Trustees shall conduct themselves in an ethical and prudent manner in compliance with the [Policy 4 Trustee Code of Conduct](#). 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.

Policy 4 Appendix

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

Approved: 2020.XX.XX

Policy 5

ROLE OF THE BOARD CHAIR

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 Board 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. 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. 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 Chairs
 - 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 Appendix Trustee Code of 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: *School Act* Sections 65, 67, 69, 70, 85

Approved: 2020.XX.XX

Policy 6

ROLE OF THE VICE CHAIR

The 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 Chair](#).

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

Approved: 20XX.XX.XX

Policy 7

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organizational 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 and a number of committee 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, workshops, meetings 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.

Policy 7

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.

Policy 7

2.2. Annual Meeting

- 2.2.1. Each year thereafter during the term of office the Board 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, 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. Unless a decision must be made urgently, a Trustee shall provide a recommendation and rationale, in the form of a proper written motion to be included in the agenda package for the next regular business meeting of the Board.
- 3.4. A Trustee who states an intention to propose a motion at the next meeting, shall submit a recommendation and rationale, in the form of a proper written motion prior to the regular Board meeting it is to be debated at in order that it may be included in the agenda package for the meeting.
- 3.5. The Chairperson may enter into debate and vote as any other Trustee.
- 3.6. 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, or that the matter be referred to the Advisory Committee.
- 3.7. Forty-eight hours' notice in writing shall be given of each special meeting of the Board, such 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.
- 3.8. 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.

Policy 7

- 3.9. 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.
- 3.10. All matters coming before the Board shall be considered in public sessions except the following:
 - 3.10.1. Personnel matters
 - 3.10.1.1. Salary claims and negotiations
 - 3.10.1.2. Efficiency, discipline or retirement of employees
 - 3.10.1.3. Employee promotion or termination
 - 3.10.2. Legal matters
 - 3.10.2.1. Accident claims
 - 3.10.2.2. Legal actions brought by or against the Board
 - 3.10.2.3. Legal opinions respecting any matters which are to be considered in private session
 - 3.10.3. Student matters
 - 3.10.3.1. Indigent students
 - 3.10.3.2. Student discipline
 - 3.10.4. Property matters
 - 3.10.4.1. Negotiations regarding purchase, lease or sale of property
 - 3.10.4.2. Future site planning and designation
 - 3.10.5. Investigations regarding possible school closures
 - 3.10.6. Auditors' management letter
 - 3.10.7. Medical matters respecting individual students or employees
 - 3.10.8. Other matters that the Chairperson considers appropriate for initial discussion in camera
 - 3.10.9. Such other matters as the Board may determine
- 3.11. 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.
- 3.12. 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.
- 3.13. 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

3.14. 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.

Policy 7

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 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.

Policy 7

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.

Policy 7

- 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.
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 12.2 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 12.2.2 and 12.2.3 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: *School Act* 50, 56, 57, 58, 59, 66-71, 71(1), 72
Financial Disclosure Act
Income Tax Act

Approved: 2020.XX.XX

Policy 7 Appendix A

OATH OF OFFICE FOR SCHOOL TRUSTEES

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__.

Policy 7 Appendix B

CODE OF ETHICS

As an elected trustee on the Board,

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 __, ____

Policy 7 Appendix C

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](#).

Policy 7 Appendix D

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) [Administration Procedure 140 Digital Citizenship](#) 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 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 of Education (the “Board”) business of governance will be conducted by the full Board. The Board may establish committees of the Board when necessary to assist 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 written 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.

Policy 8

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.

Policy 8

- 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.

Policy 8

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

Policy 8

- 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:

Audit Committee Responsibilities

- 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 for approval.
- Review the District's annual audited financial statements before such statements are submitted to the Board 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.

Risk Management Oversight

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 policies 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.

Policy 8

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 District's 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.

Policy 8

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:
 - o The external auditor's engagement letter and independence letter.
 - o 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 representing the interests of all stakeholders.
- Maintain an effective communications policy, including disclosure of the Audit Committee's Terms of Reference.

Policy 8

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 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.

Policy 8

- 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: 2020.XX.XX

Policy 8 Appendix

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

TRUSTEE COMMITTEE APPOINTMENTS

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

Policy 9

BOARD REPRESENTATIVES

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 Role of the Board](#).

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 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 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.

Policy 9

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

Approved: 2020.XX.XX

Policy 9 Appendix

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. 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 all 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.

Policy 10

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, the matter will be forwarded to the Advisory Committee for comments and suggestions on the policy draft.
7. Once considerations and are satisfied, 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: *School Act* Section 65, 74 and 85

Approved: 2020.XX.XX

Policy 11

BOARD DELEGATION OF AUTHORITY

The [School Act](#) allows for 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: *School Act Sections* 22, 65(2)c, 74, and 85

Approved: 2020.XX.XX

Policy 12

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: *School Act* Sections 22 and 85

Approved: 2020.XX.XX

Policy 12 – Appendix

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: *School Act* Section 22 and 85

Approved: 2020.XX.XX

Policy 13

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 as outlined in Policy 13 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.

Policy 13 Appendix

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.

Policy 13 Appendix

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 Individual Education Plan (IEP);
- Consultation about placement of a student with special needs and the provision of an 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 Teacher Regulation Branch 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.

Policy 14

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.

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: 2020.XX.XX

Policy 15

RECRUITMENT AND SELECTION OF PERSONNEL

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 Superintendent will provide annually the school district's organization chart to the Board for review.

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

Approved: 2020.XX.XX

Policy 16

INDEMNIFICATION BYLAW NO. 2

A bylaw to provide that 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 office or employment, or
 - 3.2.2. An order of a superior.

Policy 16

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: *School Act* Section 95

Approved: 2020.XX.XX

Policy 17

SCHOOL DISTRICT TRANSPORTATION SERVICES

The 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 special needs shall be evaluated with on an individual basis in accordance with [Administrative Procedure 561 Accessible Transportation for Students](#).

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: *School Act* Sections 65, 83 and 85

Approved: 2020.XX.XX

Policy 18

ACCUMULATED OPERATING SURPLUS

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.

Policy 18

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

Approved: May 29, 2018

Revised: 2020.XX.XX

Policy 19

SOGI (SEXUAL ORIENTATION GENDER IDENTITY)

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.

Policy 19

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

“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.

Policy 19

“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.

Policy 19

- 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.XX.XX

Policy 20

INDIGENOUS 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 Indigenous 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:

“Indigenous ancestry” includes First Nations (both Status and non-Status, on-reserve and off-reserve), Inuit and Métis people. Indigenous designation is made through self-declaration, as prescribed by the British Columbia Ministry of Education.

“Indigenous community” refers to the community that is composed of the parents/guardians, siblings and other representatives of the Indigenous children who attend school in School District No. 57.

“Indigenous education” is the incorporation of Indigenous perspectives and philosophies in all curricular areas to inform all students of the past and contemporary lifestyles, indigenous knowledge and histories of the Indigenous peoples of Canada. Indigenous education encompasses the rich traditions and values of the various Indigenous people and applies those concepts to relevant issues facing Indigenous children and youth today, throughout curriculum and cultural activities in positive, student-centered learning experiences.

Indigenous Education Committee's role of the Indigenous Education Committee is to support and advise the Indigenous Education Department on Indigenous Education Programs and Services as per the mandate from the Ministry of Education on Indigenous Education and to involve the Indigenous community where possible in Indigenous Education initiatives that support Indigenous students.

Indigenous Education Department of School District No.57 coordinates and supports the delivery of Indigenous Education Language, Culture and Support Programs as mandated through the British Columbia Ministry of Education.

“Indigenous languages” are the ancestral languages of the Indigenous people. The Indigenous languages within School District No. 57 are Dakelh (Lheidli T'enneh First Nation), Ts'ekhehne (McLeod Lake Indian Band) and the Secwepemctsin (Simpw First Nation).

Policy 20

“Indigenous education support services” are designed to assist Indigenous students to achieve success. Services shall be provided by personnel who are culturally competent in the Indigenous worldview and sensitive to the values, beliefs and needs of Indigenous students.

“Cultural competency” is the development of the knowledge, skill and confidence to integrate Indigenous perspectives into all aspects of educational endeavours, as well as the ability to work respectfully with Indigenous people.

“Indigenous Elders Advisory Council” is a group of identified Indigenous 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 Indigenous students, families, staff and the community.

“Informed Consent” means that information has been given (in writing or verbally) to the local Indigenous communities and they were given the opportunities to respond. Initial lack of consensus with the local Indigenous Communities does not preclude the responsibility of the School District to deliver Indigenous programs and services for Self-identified Indigenous 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 Indigenous 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 Indigenous Student has self-identified as being of Indigenous Ancestry (First Nations, Status, Non-Status, Métis and Inuit). Indigenous 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 Indigenous Education Programs and Services have involved the Indigenous community in planning and delivery, either through direct involvement or through a process of informed consent.
4. Evidence that the Indigenous Education Programs and Services are in addition to any other programs and services to which the student is eligible.
5. Evidence that the Indigenous 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.

Policy 20

“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 Indigenous 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:

Indigenous 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>

Policy 20

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 Indigenous 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 Indigenous Education programs and services that enhance and benefit both Indigenous and non-Indigenous students as mandated by the British Columbia Ministry of Education.
- Supports meaningful consultation with the Indigenous community and the variety of methods used to achieve this throughout each school year.
- Acknowledges and values the role of the Indigenous Education Committee, Elders Advisory Council, and the Local First Nations within School District No.57 boundaries in enhancing and supporting Indigenous Education.

The Indigenous community has made known its understanding of Indigenous education as holistic. An Education that is inclusive of Indigenous perspectives, including values, languages, histories and cultures.

This policy reflects the belief that education is a lifelong learning process that encompasses Indigenous 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

Policy 20

REGULATIONS:

1. Indigenous Choice School (Nusdeh Yoh)
 - 1.1. Programming at Nusdeh Yoh will ensure the integration of Indigenous values, languages, histories and cultures in all aspects of education within the school community.
2. Indigenous Languages
 - 2.1. Within the requirements of the *School Act* and Board policy, School District No. 57 will work cooperatively to establish Indigenous language programs, with priority given to Dakelh (Lheidli T'enneh First Nation), Ts'ek'hene (McLeod Lake Indian Band) and the Secwepemctsin (Simpwc First Nation).
3. Early Childhood Learning Initiatives
 - 3.1. The Board of Education shall support Indigenous Education early childhood learning initiatives and early developmental assessments for Indigenous 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 Indigenous communities within its jurisdiction in all job classification areas.
5. Cultural Competency
 - 5.1. The Board of Education supports the implementation of District Indigenous 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 Indigenous Education Department and the Learning Innovations Department with integration of Indigenous Worldviews and Perspectives throughout all areas of the newly revised British Columbia Ministry of Education curriculum.

Policy 20

7. Responsibility

- 7.1. The Indigenous Education Department of School District No.57 coordinates and supports the delivery of Indigenous 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 Indigenous Education Programs and Services. This mandate is defined in section(s) 2 and 3 of the audit requirements of Indigenous 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 Indigenous Education Programs and Services have involved the Indigenous 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, Indigenous Community Involvement, Indigenous Elders Advisory Council, Parental Engagement.

Approved: 2011.06.28

Revised: 2017.11.28, 2020.02.XX

Policy 21

STUDENT VOICE

Under Construction

Policy 22

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 menstrual products in school washrooms; and,
- d. Consider student feedback with respect to the provision of menstrual products.

School district staff will develop procedures regarding the provision of menstrual products to students.

Legal Reference: Ministerial Order 7 a) and b)

Approved: 2020.XX.XX

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

March 9, 2020

MEMORANDUM

TO: Board of Education

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

SUBJECT: **COMMITTEE REPORT – MARCH 2020**

RECOMMENDATION

That the report of the Management and Finance Committee
Meeting held on March 9, 2020 be received.

* * * * *

REPORT:

- 1) The Management and Finance Committee met on March 9, 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 Acting Director of Human Resources.
 - c) **Financial Update to February 29, 2020** – The Committee received a financial update for the first eight months of the school and fiscal year to February 29, 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.
 - d) **Capital Plan Bylaw No. 2020/21 – Ministry Response** – The committee reviewed the Ministry response to the school district's annual five-year capital plan submission for 2020/21. The Secretary Treasurer reviewed the draft Capital Bylaw No. 2020/21-SD57-01 that is included in this evening's agenda for first second and third reading.
 - e) **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 April 20, 2020.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

March 9, 2020

MEMORANDUM

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: **CAPITAL BYLAW NO. 2020/21-CP-SD57-01**

1. That, in accordance with Section 68 (4) of the *School Act*, all three readings of Capital Bylaw No. 2020/21-CP-SD57-01 be given at tonight's meeting.
2. That Capital Project Bylaw No. 2020/21-CP-SD57-01 be given first reading.
3. That Capital Project Bylaw No. 2020/21-CP-SD57-01 be given second reading.
4. That Capital Project Bylaw No. 2020/21-CP-SD57-01 be given third and final reading.

* * * * *

RATIONALE:

1. The Ministry of Education has announced support for projects on the Five Year Capital Plan approved by the Board of Education on June 18, 2019.
2. Support is provided from the Carbon Neutral Capital Program for boiler – HVAC upgrades at Ron Brent Elementary School - \$375,000.
3. Support is also provided from the School Enhancement Program for mechanical and boiler upgrades at the following schools:
 - a. Valemount Elementary - \$425,000
 - b. Nukko Lake Elementary - \$375,000
 - c. Hart Highlands Elementary - \$375,000
4. The school district will enter a Capital Project Funding Agreement with the Ministry of Education for these projects. All projects are estimated to be complete by March 31, 2021.

5. Section 68 (4) of the School Act allows a board to give all three readings of a bylaw at one meeting if the trustees present at the meeting agree unanimously to do so.

DP/dln

**CAPITAL BYLAW NO. 2020/21-CP-SD57-01
CAPITAL PLAN 2020/21**

A BYLAW by the Board of Education of School District No. 57 (Prince George) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) Authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March 5, 2020 from the 2020/21 Capital Plan is hereby adopted.
2. This Bylaw may be cited as School District No.57 (Prince George) Capital Bylaw No. 2020/21-CP-SD57-01.

READ A FIRST TIME THE 7th DAY OF APRIL 2020;
READ A SECOND TIME THE 7th DAY OF APRIL 2020;
READ A THIRD TIME, PASSED AND ADOPTED THE 7th DAY OF APRIL 2020.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.57 (Prince George)
Capital Bylaw No. **2020/21-CP-SD57-01** adopted by the Board the 7th day of APRIL 2020.

Secretary-Treasurer

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

April 7, 2020

MEMORANDUM

TO: Board of Education

FROM: Ron Polillo, Trustee, Chair
Education Services Committee

SUBJECT: **COMMITTEE REPORT – MARCH 2020**

RECOMMENDATION

That the report of the Education Service Committee meeting held on March 2, 2020 be received.

* * * * *

REPORT:

1. The Education Services Committee met on March 2, 2020. The meeting's agenda included the following topics:
 - a. **Minutes of Previous Meeting** – The minutes of the previous meeting were approved as presented.
 - b. **Annual Facility Grant – 5 Year Plan** – The Annual Facility Grant Five Year Plan was presented by the Secretary Treasurer and General Manager, Capital Projects. Ms. Patterson and Mr. Maletta responded to questions from Committee members. The Committee recommended that the Plan be presented to the Board of Education and is included in this evening's agenda.
 - c. **Energy and Sustainable Conservation Update – November 2019 to March 2020** - Mr. Beppe provided the Energy and Sustainable Conservation update for the period from November 1, 2019 – March 1, 2020. He reported on Infrastructure Projects at South Fort George Resource Centre, Peden Hill Elementary, and boiler upgrades to Nukko Lake Elementary, Ron Brent Elementary, Hart Highlands Elementary and Valemount Elementary. Mr. Beppe also provided an update on the new Clean Government Reporting Tool and the BPS Fleet working group on policy development in regards to purchasing electric vehicles.
 - d. **Kelly Road Secondary School Capital Project** – Nino Maletta, General Manager Capital Projects provided an update on the Kelly Road Secondary Replacement School Capital Project.

- e. **Transportation** – The Secretary Treasurer reported the district is in discussion with the transportation contractor related to modifications in the upcoming contract.
2. The next Education Services Committee meeting is scheduled for April 14, 2020.

2020 - 2021 Annual Facility Grant (AFG) Expenditure Plan		
Facility Name	Description of Work	Estimated Cost
Various	Capital Asset Management System (CAMS)	\$ 56,795
Various	Educational change health & safety projects	\$ 49,000
Various	Salaries	\$ 155,000
DP Todd Secondary	Handicap Modifications	\$ 16,000
Heritage Elementary	Roofing Section 3	\$ 128,548
Hixon Elementary	Roofing Section 1,2,6	\$ 43,332
Malaspina Elementary	Roofing Section 4	\$ 87,280
Mackenzie Secondary	Roofing Section 12,13	\$ 95,927
Morfee Elementary	Roofing Section 5	\$ 85,185
Nusdeh Yoh Elementary	Roofing Section 9,11	\$ 94,420
Lac des Bois	Hazardous materials removal and flooring	\$ 85,308
Lac Des Bois	Heating System Upgrade Main floor Classrooms	\$ 550,000
PGSS	High Voltage Transformer Replacement	\$ 400,000
Spruceland Elementary	Parking lot drainage, lighting and paving	\$ 1,100,000
College Heights Secondary	Gym Instructor office area renovations	\$ 20,000
College Heights Secondary	Metal Shop Ventilation Upgrade Code Compliance	\$ 312,998
Total Estimated Cost		\$ 3,279,793

2021 - 2022 Annual Facility Grant (AFG) Expenditure Plan		
Facility Name	Description of Work	Estimated Cost
Various	Capital Asset Management System (CAMS)	\$ 56,795
Various	Educational change health & safety projects	\$ 100,000
Various	Hazardous materials removal	\$ 100,000
Various	Roofing	\$ 1,242,998
Various	Salaries	\$ 155,000
McBride Secondary	Dust Collection System Upgrade	\$ 400,000
School Board Office	Dust Collection System Upgrade	\$ 325,000
Van Bien Elementary	Unit Ventilator Replacement	\$ 875,000
Van Bien Elementary	Exterior Window Replacement	\$ 25,000
Total Estimated Cost		\$ 3,279,793

2022 - 2023 Annual Facility Grant (AFG) Expenditure Plan		
Facility Name	Description of Work	Estimated Cost
Various	Capital Asset Management System (CAMS)	\$ 56,795
Various	Educational change health & safety projects	\$ 100,000
Various	Hazardous materials removal	\$ 100,000
Various	Roofing	\$ 1,073,986
Various	Salaries	\$ 155,000
College Heights Elementary	Gym Heating System Upgrade	\$ 426,014
Quinson Elementary	Facility upgrade and gym mechanical unit replacement	\$ 1,142,998
Morfee Elementary	Student Washroom Improvements	\$ 225,000
Total Estimated Cost		\$ 3,279,793

2023 - 2024 Annual Facility Grant (AFG) Expenditure Plan		
Facility Name	Description of Work	Estimated Cost
Various	Capital Asset Management System (CAMS)	\$ 56,795
Various	Educational change health & safety projects	\$ 100,000
Various	Gym Flooring	\$ 65,000
Various	Hazardous materials removal	\$ 300,000
Various	Painting	\$ 600,000
Various	Roofing	\$ 1,085,000
Various	Salaries	\$ 155,000
Beaverly Elementary	Change room modifications	\$ 167,382
Beaverly Elementary	Replace heating & ventilation ceiling mounted units	\$ 250,000
Beaverly Elementary	Replacement of gym heating and ventilation unit	\$ 143,416
Hixon Elementary	Exterior Window replacement rejuvenation of exterior	\$ 357,200
Total Estimated Cost		\$ 3,279,793

2024 - 2025 Annual Facility Grant (AFG) Expenditure Plan		
Facility Name	Description of Work	Estimated Cost
Various	Capital Asset Management System (CAMS)	\$ 56,795
Various	Educational change health & safety projects	\$ 100,000
Various	Flooring	\$ 150,000
Various	Hazardous materials removal	\$ 248,000
Various	Painting	\$ 200,000
Various	Roofing	\$ 1,542,614
Various	Salaries	\$ 155,000
Peden Hill Elementary	Exterior finishes replacement	\$ 416,984
PGSS	Science Lab renovations	\$ 410,400
Total Estimated Cost		\$ 3,279,793

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

April 7, 2020

MEMORANDUM

TO: Board of Education

FROM: Tim Bennett, Board Chair

SUBJECT: **APRIL 28, 2020 - REGULAR PUBLIC BOARD MEETING IN MACKENZIE**

RECOMMENDATION

That Board of Education waives Bylaw 1, Article 1.2 for the 2019/20 school year.

RATIONALE:

1. Bylaw 1, Article 1.2 states that, "One regular Board meeting per year shall be held outside the city of Prince George, within the geographic region of School District No. 57."
2. The Board of Education planned to hold its April 28, 2020 in Mackenzie, BC.
3. The Board of Education wishes to engage in meaningful engagement with the District of Mackenzie through a public engagement meeting in lieu of the regular public meeting.
4. A date for the public engagement meeting will be scheduled prior to the end of the 2019/20 school year.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

April 7, 2020

TO: Board of Education

FROM: Trustee Derrick

SUBJECT: **INDIGENOUS EDUCATION COMMITTEE**

The Indigenous Education Committee held its meeting on March 2, 2020 and the topics included:

- An update regarding the Indigenous Elders Advisory Council advising of their work on their mission statement and what is expected of the Elders.
- 1701 Process – Receipt of information regarding how to update students' information into the school district's information system to be more effective and efficient.
- An update regarding the approved Board motion of the January 28, 2020 regular public meeting to replace the word Aboriginal with Indigenous in all Board policies and practice that includes the renaming of the Aboriginal Education Advisory Committee to the Indigenous Education Advisory Committee.
- An update on the consultation process for the proposed renaming of Kelly Road Secondary School.
- Equity Scan – Dates of the Equity Scan Sharing Circle.
- A discussion regarding the path for a Strategic Plan for the long, medium and short term with a focus on budget for what we can do today to lead towards the long term goals.
- Setting Budget Priorities – Discussion regarding items to be brought forward to the Expanded Committee of the Whole – 2020/21 Budget Consultation

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Bekkering

SUBJECT: **BRITISH COLUMBIA PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

On March 26, 2020, with the assistance of mediator David Schaub, the British Columbia Public School Employers' Association (BCPSEA) and the British Columbia Teachers' Federation reached a tentative agreement for the term July 1, 2019 to June 30, 2022.

A news release was distributed and a conference call was held by BCPSEA to provide details to Boards of Education and senior district staff on March 27th.

BCPSEA will follow up to provide a further opportunity for school districts to ask questions about the tentative agreement via another conference call. Information on the provincial ratification process will also be forthcoming.

Regarding the COVID-19 Pandemic, BCPSEA staff are working in collaboration with the Ministry of Education and the Public Sector Employers' Council Secretariat to provide information and support to all school districts.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

April 7, 2020

MEMORANDUM

TO: Board of Education

FROM: Trustee Derrick

SUBJECT: **DISTRICT PARENT ADVISORY COUNCIL**

REPORT:

On March 2, 2020, I represented the Board of Education at the District Parent Advisory Council (DPAC). The discussions included the following items:

- An Update on Building Stronger Schools using the Compassionate Schools Framework
- An overview of the school district' revised Organization Chart for Educational Leadership
- An update regarding the draft Board Policy Manual and a discussion regarding the Board of Education's decision to move forward with updated policies
- An update on the consultation process for the proposed renaming of Kelly Road Secondary School.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Bekkering

SUBJECT: **TRUSTEE REPORT – MARCH 2020**

March 9th

As the Trustee Liaison for the PGSS Family of Schools, I attended the Equity Scan Sharing Circle at the Van Bien Training Centre, initiated by the Indigenous Education Department and was the first of what was to be 5 sessions, one with each of the Family of Schools. The other sessions with the Family of Schools were postponed due to COVID 19.

The Circle for PGSS Family was open to parents/guardians, students, elders, school teams including Principals, Teachers, Indigenous Education Workers, Education Assistant, Social Workers, Youth Care Workers, Counsellors, and other staff. There were approximately 40 people in attendance.

The room was divided into 4 quadrants with attendees going to one of the quadrants of either Policy and Governance, Learning Environment, Pedagogical Core, or Learning Profile.

Attendees participated in each of the quadrants to begin discussion on 32 questions to provide information back to the School District if current practices are leading to Indigenous student success.

You can imagine the noise volume with discussion in each quadrant! Every half hour, attendees would move to another quadrant. There was a designated "scribe" for each quadrant and many pages were filled with feedback.

The Indigenous Education Department plans to use the feedback to determine the School District's success and report back with "Next Steps" after all 5 family circles were complete.

I strongly felt the importance of this circle and the importance of the feedback.

I hope the work will continue. There was so much information provided by this first circle, the other Families will have equal feedback!

It was a powerful Circle and I was glad that I could participate!

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

TO: Board of Education

FROM: Trustee Warrington

SUBJECT: **TRUSTEE REPORT – MARCH 2020**

As I reflect on this past month, it is hard to truly understand how quickly life can change both as a result of one's actions and as a result of circumstances beyond our control.

I first need to acknowledge the efforts of all those who during this COVID 19 crisis have needed to put their own life at risk to ensure the well-being, and the health and safety of others. The events of this past month and the uncertain future before us have definitely brought home the critical importance of our responsibility for and appreciation of others.

On February 27th, we had the opportunity to acknowledge and pay a special tribute to all our employees who have served the district for 25 years. As I write this, I also want to recognize the challenges each of our employees will be called upon to face in the coming weeks and months. Thank you for your commitment and service.

To our teachers, administrators and students, a special thumbs up as you seek creative ways to continue the learning journey for this year. "All the best to you in that journey".

On March 4th, I had the added privilege to speak with many young scientists at Heather Park Elementary School as they displayed and spoke so confidently about their scientific experiments and discoveries. Congratulations to all.

Finally, the Expanded Committee of the Whole on the development of the 2020/21 budget began its work on March 5th. As Chair of this committee, I salute the commitment of all stakeholders to this process and the open, honest engagement that has been a yearly part of our annual budget development. I deeply value how this committee represents all that makes our district what it is, a team committed to working together to provide the highest quality of education for each and every student in our district.

Respectfully Submitted,

Trustee Sharel Warrington.