

Board of Education

Regular Public Meeting

May 25, 2021



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, May 25, 2021
Boardroom – 2100 Ferry Avenue

A G E N D A

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Trustee Thompson

3. APPROVAL OF AGENDA

4. PUBLIC INPUT

Thirty minutes maximum; limit of five minutes per speaker

5. SCHOOL DISTRICT NEWS

6. MINUTES OF PREVIOUS MEETINGS

6.1 Regular Public Meeting of April 27, 2021

Page 1

6.2 Record of Minutes of Regular In Camera Meeting of
April 26, 2021, Special In Camera meetings of April 26,
May 5, 11 and 19, 2021

Page 7

7. BUSINESS ARISING FROM THE MINUTES

8. **PRESENTATIONS**

8.1 Debbie Kaban, Teacher Educator of the Year Award

*Dr. Shannon Wagner,
UNBC Dean Faculty of Human and Health Sciences*

8.2 Inclusive Education – Mental Health Support

Lisa Horswell, Director of Instruction, Inclusive Education

9. **EDUCATION PROGRAMS AND PLANNING COMMITTEE**

9.1 Committee Report (R. Polillo) Page 9

9.2 2021-2022 Schedule of Fees and Deposits Page 11

10. **EDUCATION SERVICES COMMITTEE**

10.1 Committee Report (B. Thompson) Page 18

11. **MANAGEMENT AND FINANCE COMMITTEE**

11.1 Committee Report (T. Bennett) Page 23

12. **POLICY AND GOVERNANCE COMMITTEE**

12.1 Committee Report (B. Bekkering) Page 25

13. **NEW BUSINESS**

14. **DISTRICT ADMINISTRATION REPORTS**

14.1 Acting Superintendent of Schools

15. TRUSTEE REPORTS

- | | | |
|------|--|---------|
| 15.1 | 2022 BC Summer Games Nomination Select Committee
(R. Polillo) | Page 27 |
| 15.2 | BC School Trustees' Association (R. Polillo) | Page 29 |
| 15.3 | BC Public School Employers' Association
(S. Warrington) | |
| 15.4 | District Parent Advisory Council (S. Valimohamed) | Page 30 |
| 15.5 | District Student Advisory Council (S. Valimohamed) | Page 31 |
| 15.6 | Indigenous Education Advisory Committee
(S. Valimohamed) | Page 32 |
| 15.7 | Various Trustee Reports | |
| | 15.7.1 Trustee Bekkering | Page 33 |
| | 15.7.2 Trustee Polillo | Page 34 |
| | 15.7.3 Trustee Warrington | Page 35 |
| | 15.7.4 Other Trustees | |

16. CORRESPONDENCE

- | | | |
|------|--|---------|
| 16.1 | Letter of Support dated May 11, 2021 regarding the
David Douglas Botanical Garden Society's Garden
Project | Page 36 |
|------|--|---------|

17. ADJOURNMENT**UPCOMING MEETINGS:**

Education Services Committee – June 7, 2021
Management and Finance Committee – June 14, 2021
Policy and Governance Committee – June 15, 2021
Public Board Meeting – June 22, 2021

DRAFT
Minutes
Regular Public
Meeting

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

2021.04.27
6:00 p.m.

Present via Zoom On-Line System:

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

Cindy Heitman, Acting Superintendent of Schools
Darleen Patterson, Secretary Treasurer
Diane Nygaard, Executive Assistant (Recorder)

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m.

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Trustee Warrington provide a formal acknowledgement of the unceded ancestral lands, culture and people of the Lheidli T'enneh Nation, McLeod Lake Indian Band and Simpcw First Nation.

3. **APPROVAL OF AGENDA**

The following addition was made to the agenda under Trustee Reports:

13.5 British Columbia School Employers Association

The agenda was approved as amended.

4. **PUBLIC INPUT**

Joanne Hapke representing the Prince George District Teachers' Association provided an overview of the British Columbia Teachers Association's Annual General meeting that was held virtually on March 20th to 23rd. Ms. Hapke congratulated Prince George Teacher Mariah Franzmann on being elected Member at Large.

Ms. Hapke reported that she will be returning as PGDTA President for the 2021-22 school year with Daryl Beauregard as First Vice President and Katherine Trepanier as Second Vice President. She commented on Teacher wellness and non-enrolling Teachers and encouraged Trustees reach out to Teachers to find out what is happening in schools and to consider support for mental health in our

schools and specialized services for students when considering the 2021-22 annual budget.

Andrea Beckett representing the District Parent Advisory Council provided an overview of the following upcoming events:

- Virtual PAC Café
- City of Prince George and Council – Virtual Town Hall Meeting regarding Traffic and Student Safety
- DPAC Annual General Meeting and Elections
- BCCPAC Annual General Meeting and Conference
- BCCPAC - Parent Education Conference: Empowerment through Knowledge and Sharing
- Fall Virtual Parent Education Seminar with Keynote Speaker Ivan Coyote

Ms. Beckett reported that the District Parent Advisory Council has provided a written submission to the Expanded Committee of the Whole for the 2021/22 Budget Consultation for consideration in the development of the annual budget.

Chris Zimmerman representing the District Student Advisory Council, with Vice Principal Katie Marren in attendance presented a four-minute preview of the group's anti-racism video.

5. **SCHOOL DISTRICT NEWS**

Trustee Polillo saluted College Heights Secondary School grade 10 students who partnered with the Yellowhead Rotary to volunteer at St. Vincent and Salvation Army.

Mr. Polillo also commented on the success of the recent Northern BC Crime Stoppers "Shred it" event.

Trustee Bennett extended gratitude to everyone involved in the organization of the incredible day of learning provided to Teachers at the recent Spring Fling Event.

6. **MINUTES OF PREVIOUS MEETINGS**

6.1 Regular Public Meeting of March 16, 2021

The minutes of the regular public meeting of March 16, 2021 were adopted as published.

6.2 Record of In Camera Meeting Minutes

The report on the items discussed and decisions made at the regular in camera meeting of March 15, 2021 and special in camera meetings of March 15th at 4 p.m. and 6 p.m., and April 12, 2021 were approved.

7. BUSINESS ARISING FROM THE MINUTES

None.

8. EDUCATION PROGRAMS AND PLANNING COMMITTEE**8.1 Committee Report**

Trustee Polillo reviewed the report of the April 2021 Education Programs and Planning Committee report that was included in the agenda package.

MOVED and SECONDED

That the report of the Education Programs and Planning Committee meeting held on April 20, 2021 be received.

CARRIED

Trustee Polillo and the Acting Superintendent responded to questions from the Committee.

The Trustees requested that presentations regarding the District Mental Health Supports and Indigenous Education be presented at an upcoming regular public meeting.

8.2 Board Authorized Courses

Trustee Polillo drew attention to the recommendation, rationale and the Board Authorized Course Framework for each of the proposed authorized courses that was included in the agenda package.

Monica Berra, Principal, Curriculum and Innovation introduced Erik Vliegenthart, District Meals Program Chef and Cafeteria Teacher at Prince George Secondary School who has developed the three proposed Board Authorized Courses.

8.2.1 Cafeteria – Prep Cook, Grades 11 and 12

Mr. Vliegenthart provided a PowerPoint presentation on the proposed course, the intended learning outcomes, and the rationale for developing the course.

8.2.2 Cafeteria – Line Cook, Grades 11 and 12

Mr. Vliegenthart provided a PowerPoint presentation on the proposed course, the intended learning outcomes, and the rationale for developing the course.

8.2.3 Cafeteria – Food Services, Grades 11 and 12

Mr. Vliegenthart provided a PowerPoint presentation on the proposed course, the intended learning outcomes, and the rationale for developing the course.

Mr. Vliegenthart responded to questions from the Trustees.

MOVED and SECONDED

That Cafeteria – Prep Cook 11 and 12, Cafeteria – Line Cook 11 and 12 and Cafeteria – Food Services 11 and 12 be approved as Board authorized courses.

CARRIED

9. **MANAGEMENT AND FINANCE COMMITTEE**

9.1 Committee Report

Trustee Bennett reviewed the April 2021 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 April 19, 2021 be received.

CARRIED

10. **POLICY AND GOVERNANCE COMMITTEE**

10.1 Committee Report

Trustee Bekkering drew attention to the April 2021 Policy and Governance Committee report that was included in the agenda package.

Trustee Bekkering and the Acting Superintendent responded to questions from the Trustees.

MOVED and SECONDED

That the report of the Policy and Governance Committee meeting held on April 13, 2021 be received.

CARRIED

11. **NEW BUSINESS**

None.

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

The Acting Superintendent reported on the development of the school district's revised Strategic Plan and the next steps. Ms. Heitman advised that the draft Strategic Plan will be available for public engagement on May 10th.

Ms. Heitman provided an overview of the recent Spring Fling event and complimented Glen Thielmann and the PGDTA for organizing the outstanding professional development day of learning.

13. TRUSTEE REPORTS**13.1 British Columbia School Trustees' Association**

Trustee Polillo reviewed the report that was included in the agenda package.

13.2 District Parent Advisory Council

Trustee Thompson provided an overview of the April 12th District Parent Advisory Council meeting. Mr. Thompson advised that the Acting Superintendent provided an update regarding the development of the revised Strategic Plan and the 2021-22 budget consultation process.

13.3 District Student Advisory Council

Trustee Thompson provided an overview of the May 13th meeting which included an update on the group's progress to date and next steps related to the development of the students' anti-racism project.

13.4 Indigenous Education Advisory Committee

Trustee Valimohamed reviewed the report that was included in the agenda package.

13.5 British Columbia Public School Employers' Association

Trustee Warrington reported that Bruce Anderson has been appointed Chief Executive Officer of the British Columbia Public School Employers' Association effective May 10, 2021. Ms. Warrington reviewed the highlights of the recent *NewsLinkexpress* and encouraged Trustees to read the publication.

13.6 Liaison Updates

13.6.1 Trustee Bekkering

Trustee Bekkering reviewed the report that was included in the agenda package.

13.6.2 Trustee Polillo

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

13.6.3 Other Trustees

None.

14. **CORRESPONDENCE**

Trustee Derrick drew the Board's attention to the following letters that were included in the agenda package:

- Letter dated March 16, 2021 to the Minister of Health and Minister of Education regarding Support for Vaccinations for School Based Staff
- Letter of Congratulations dated April 12, 2021 to Dayi Dolleen Logan, Lheidli T'enneh Nation
- Letter of Appreciation dated April 12, 2021 to Clayton Pountney

15. **ADJOURNMENT**

The meeting adjourned at 7:31 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

April 26, 2021 Special In Camera Meeting at 4 p.m.

1. Adoption of the minutes of the special in camera meeting of March 15, 2021 at 6 p.m.
2. Adoption of the minutes of the special in camera meeting of March 15, 2021 at 4 p.m.
3. Adoption of the minutes of the special in camera meeting of April 12, 2021.
4. Receipt of an update regarding personnel matters.

The meeting was called to order at 4:01 p.m. and adjourned at 4:23 p.m.

April 26, 2021 Regular In Camera Meeting

1. Adoption of the minutes of the regular in camera meeting of March 15, 2021.
2. Receipt of an update related to a governance matter.
3. Discussion and decision regarding governance matters.
4. Receipt of an update regarding a legal matter.
5. Receipt of an update regarding property matters.

The meeting was called to order at 4:25 p.m. and adjourned at 5:00 p.m.

May 5, 2021 Special In Camera Meeting

1. Discussion regarding a personnel matter.
2. Discussion and decision regarding a personnel matter.
3. Receipt of an update regarding a governance matter.

The meeting was called to order at 5:02 p.m. and adjourned at 5:47 p.m.

May 11, 2021 Special In Camera Meeting

4. Receipt of an update regarding personnel matters.
5. Discussion regarding a governance matter.
6. Approval of a Letter of Support for the David Douglas Botanical Garden Society.
7. Discussion and decision regarding a personnel related matter.

The meeting was called to order at 4:01 p.m. and adjourned at 4:54 p.m.

May 19, 2021 Special In Camera Meeting

1. Receipt of an updated related to the 2021-2022 Budget.
2. Receipt of an update related to a property matter.
3. Follow-up discussion regarding a governance matter.
4. Discussion regarding a governance matter.

The meeting was called to order at 4:01 p.m. and adjourned at 4:23 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

May 18, 2021

MEMORANDUM

TO: Board of Education

FROM: Ron Polillo, Chair
Education Programs and Planning Committee

SUBJECT: **COMMITTEE REPORT – MAY 2021**

RECOMMENDATION

That the report of the Education Programs and Planning Committee meeting held on May 18, 2021 be received.

* * * * *

REPORT:

1. The Education Program and Planning Committee met on May 18, 2021.
2. The meeting's agenda items were:
 - a. **Minutes of the Previous Meeting** - The minutes of the previous meeting were approved as presented.
 - b. **Diversity Audit of District Learning Resources:** The district Teacher Librarian reported the District Learning Commons is working with schools to review the diverse learning resources available within the district. Mr. Jeffrey responded to questions from the committee.
 - c. **Building Stronger Schools:** The Principal of Building Stronger Schools delivered a PowerPoint presentation on year two of the three-year program providing an overview of the Strengthening Compassionate Systems.
 - d. **Research to Support Learning:** The Vice Principal of Curriculum and Innovation delivered a PowerPoint presentation on the summary of current research projects in the school district. Ms. Madill advised that research is an integral part of the education system. It provides direction for policy makers, for school-based initiatives, and for classroom instruction. The broad purpose of educational research is to provide information for decision-making at all levels.

- e. **District Awards Program:** The Director of Instruction, Curriculum and Innovation delivered a PowerPoint presentation providing an overview of the District Awards Program. The overview included the value of the awards, the number of students who received the awards and the information on how students apply for district awards.
- f. **Schedule of Fees and Deposits** – This item appears on this evening's agenda for consideration of the Board's approval.
- g. **Yearly Plan** – The yearly plan was reviewed and Trustee Polillo noted that the items in the year plan for the 2020-2021 have been completed. The next committee meeting will be held in September 2021.

/jc

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

May 18, 2021

MEMORANDUM

TO: Board of Education
FROM: Education Programs and Planning Committee
SUBJECT: **SCHEDULE OF FEES AND DEPOSITS**

Recommendation

That, in accordance with section 82(6) of the *School Act* and Ministerial Order 236/07, the Schedule of Fees and Deposits for the 2021 - 2022 school year be approved and published.

RATIONALE:

1. Section 82(6) of the School Act requires a Board to publish a schedule of fees to be charged and deposits required and make it available to students and parents before the beginning of the school year.
2. Ministerial Order 236/07 specifies the fees that may be charged by school boards.

LK/jc

FEES AND DEPOSITS 2021 - 2022

Policy 5101 – Financial Hardship

Policy 5101 is to be referenced in conjunction with this schedule to ensure that no student is denied an opportunity to participate in a course, class or program because of financial hardship. A copy of the policy is attached.

Course Fees

There are no fees for elementary, secondary courses or courses for non-graduated adults offered in School District No. 57 schools. Secondary students who choose a project beyond the learning outcomes of a course may supply their own materials or they may be charged for materials used to complete that project (e.g. type of wood chosen for a woodworking project). Students must be able to complete all of the required learning outcomes of all courses without being required to pay any fees or other charges.

Deposits

Deposits are required and are refundable upon return:

- Center for Learning Alternatives, District Learner Support textbook deposit \$50.00
- Pre-Calculus 11 and 12 graphing calculator \$145.00

External Credit Exam Fee

- Advanced Placement \$30.00 first exam
\$20.00 second exam

Optional Charges and Costs

Specialty Academies

A Specialty Academy is an educational program that emphasizes a particular sport, activity or subject area and meets the prescribed criteria set out in the Ministry of Education regulations. A Specialty Academy may charge a fee for its program. The schedule of fees for the academy must be communicated yearly to the Parent Advisory Council connected to the academy for approval. (Section 82.1 School Act). The Specialty Academies are then approved by the Board of Education.

Canadian Sport School - Northern BC – \$180.00 monthly

Includes:

- *Transportation to Northern Sports Centre (Mon – Thurs, yearlong from home school)*
- *Portion of Northern Sport Centre Strength and Conditioning coach staff fees*
- *Access to UNBC Sports Centre*

Shas Ti Kelly Road Secondary Hockey Academy fee - \$100.00

Includes:

- *Ice Rental Fee*

Fees and Deposits - Optional Charges and Costs - Continued:**Student Planners**

Schools may require students to have planners. Planners are supplied by schools on a cost recovery basis. These planners include, in addition to the daily calendar, school rules, expectations, important dates and events, staff names, services available in the school for students and parents, study hints and other information specific to the school.

Student Services

A \$10.00 charge for student services is used by secondary schools for activities and assistance for all students. Examples include:

- Student Council activities, such as dances
- School wide events such as school spirit weeks
- Positive behaviour incentive programs that recognize student achievements
- Financial assistance to individual students to attend events outside the district eg: UBC connect
- Assistance to school groups such as clubs, teams, individual classes to travel and represent the school
- Motivational speakers on topics such as:
 - accepting diversity and accepting physical disabilities
 - leadership
 - avoiding drinking and driving

These opportunities are only made possible through the student services account.

Cultural Activities

Elementary schools in particular, and secondary schools occasionally, may offer cultural activity opportunities to students at an annual cost of up to \$10.00 per student.

Postage

Parents may choose to have school newsletters mailed to their homes to ensure that communication between the home and school remains timely. Where a family has more than one child in the same school, there is only one mailing charge. Costs vary from school to school depending upon the number of mailings scheduled for the school year

Locks

Schools may charge a cost recovery for locks at \$6.00 each.

Yearbook

Students may choose to purchase school yearbooks, if available. The cost of yearbooks varies from school to school based upon the decision of the student yearbook committee regarding the size, content and number of colour pages to be included. The yearbook is a student-produced annual record of people and events in and around the school.

Field Trips

Schools may, from time to time, offer learning opportunities for students through field trips. Field trips are optional. Students choosing to participate may be expected to reimburse the school for costs associated with field trips. Students who choose not to participate will be assigned a project or activity that will ensure that the prescribed learning outcomes are met.

Valedictory Ceremonies

Most schools with grade 12 students offer a valedictory ceremony near year's end. The participation in such ceremonies is optional. Students who wish to participate will be expected to pay the shared cost of such a ceremony.



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

POLICY 5101

FINANCIAL HARDSHIP

APPROVED: 2009.06.23

POLICY

The Board of Education of School District No. 57 (Prince George) is committed to ensuring that no student is denied an opportunity to participate in a course, class or program because of financial hardship.

DEFINITIONS:

“Curricular” means of or pertaining to courses or activities directly relating to prescribed learning outcomes outlined by the Ministry of Education

“Co-curricular” means of or pertaining to activities that, while not required, are intended to enhance the prescribed learning outcomes outlined by the Ministry of Education (e.g. field trips, band concerts, debating clubs, etc.)

“Extra-curricular” means of or pertaining to activities that do not have as their primary focus the prescribed learning outcomes outlined by the Ministry of Education (e.g. international trips at spring break, athletic teams, school dances, etc.)

Responsibility Centre: Assistant Superintendents
References: *School Act*, Section 82



FINANCIAL HARDSHIP

PREAMBLE

Section 82 (3) of the *School Act* authorizes a board of education to levy fees for goods and services provided by the board. This authorization is subject to Section 82 (4) of the Act, which requires a board to have “established policies and procedures to facilitate participation by students of school age ordinarily resident in British Columbia who would otherwise be excluded from the course, class or program because of financial hardship.”

Approved: 2009.06.23



FINANCIAL HARDSHIP**REGULATIONS:**

1. There will be no course fees for any ministry, board-authorized, distributed learning, summer school or course challenge curriculum.
2. No fees may be charged for goods and services which a student needs in order to meet the required prescribed learning outcomes of an educational program, with the following exceptions:
 - 2.1. A school may charge fees for the purchase or rental of a musical instrument for a student's personal use.
 - 2.2. A school may charge a student enrolled in a specialty academy fees relating to the direct cost incurred by the school in providing the specialty academy that are in addition to the costs of providing a standard educational program.
 - 2.3. A school may charge fees for the purchase or rental of tools, equipment and materials necessary for a student's participation in a trades program.
3. Access to the goods and services outlined in Regulations 2.1, 2.2 and 2.3, as well as to co-curricular programs and opportunities is available to all students. No student is to be denied that access because of financial hardship.
4. Schools will have in place procedures for ensuring reasonable access for all students wishing to participate in curricular and co-curricular activities.
5. Schools are not obligated to provide access to programs and activities which are extra-curricular in nature. In such cases, application of this policy and procedures would not be relevant.
 - 5.1. While it is not obligatory for schools to waive fees or costs associated with extra-curricular activities, schools are encouraged to facilitate the access of those experiencing financial hardship to participate in such extra-curricular activities.

Approved: 2009.06.23



FINANCIAL HARDSHIP**ADMINISTRATIVE PROCEDURES:**

1. All communication with students and/or parents regarding fees and deposits must include a statement that explains that fees will not be a barrier to student participation in school activities.
2. Schools will publish, at the beginning of each school year, a schedule of fees and deposits. This schedule shall include reference to the procedures that can be followed by students, or parents on behalf of students, who would otherwise be excluded from the course, class or activity because of financial hardship.
3. Schools will establish a hardship application process that is clear to students and parents. All staff members should be aware of this financial hardship provision and be able to advise students and parents with regard to access.
4. The procedures for addressing financial hardship must be clearly communicated to parents and students and should be conveyed in such media as the student handbook, the parent handbook, student planners, newsletters and/or the school's website.
5. The hardship application process may be formal or informal. The process must always, however, respect an individual's privacy and dignity and adhere to strict principles of confidentiality and fairness.
6. All requests for support will be considered by the school. The school should consider, but not be limited to, the following options: deferred payment, payment over time, partial waiver or full waiver.

Approved: 2009.06.23



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

May 3, 2021

MEMORANDUM

TO: Board of Education

FROM: Bob Thompson, Committee Chair
Education Services Committee

SUBJECT: **COMMITTEE REPORT – MAY 2021**

RECOMMENDATION

That the report of the Education Services Committee meeting held on May 3, 2021 be received.

* * * * *

REPORT:

1. The Education Services Committee met on May 3, 2021.
2. The meeting's agenda included the following topics:
 - a. **Minutes of Previous Meetings** – The minutes of the March 1, 2021 meeting were approved as presented.
 - b. **Shas Ti Kelly Road Secondary School Capital Project** – The General Manager Capital Projects provided a verbal update on the Shas Ti Kelly Road Secondary Replacement School Capital Project reporting demolition has begun on the old building and responded to questions from the committee.
 - c. **Energy and Sustainable Conservation Update – February to April 2021** – The Energy & Sustainable Conservation Coordinator provided a written Energy and Sustainable Conservation update report and responded to questions from the committee. A copy of his report is attached to this document.
 - d. **Transportation Update:** The Secretary Treasurer advised that the district bussing contract with Diversified Transportation expires July 31, 2021 reporting it will be extended for an additional year while the contract goes out for public tender and also noted a bussing route concern. Ms. Patterson responded to questions from the committee.
 - e. **Long Range Facilities Plan:** The Secretary Treasurer verbally reported that the district is working on the long range plan, is waiting for the completion of the district Strategic Plan to incorporate appropriate information. Ms. Patterson responded to questions from the committee.

- f. **Purchase Orders over \$25,000 to March 31, 2021** – The Secretary Treasurer reviewed and discussed the report of Purchase Orders in excess of \$25,000 for the period January to March 31, 2021. Ms. Patterson responded to questions from the committee.
3. The next Education Services Committee meeting is scheduled to be held June 7, 2021.



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, V2L 4R5

Phone (250) 561-6800 Fax (250) 561-6815

www.sd57.bc.ca

Memorandum

Date: May 3, 2021

To: Education Services Committee

From: Barry Beppe, Energy & Sustainable Conservation Coordinator

Information: Energy & Sustainable Conservation Update – Feb 2021 – April 2021

1.0 Relevant Board Motion/Direction

The Education Services committee is to be provided with regular updates concerning Energy and Sustainable Conservation progress throughout the year. This report covers the period of February 2021 to April 2021.

2.0 Background

Energy and Sustainable Conservation measures are continuously applied throughout the district and encompass all aspects of our utility expenditures. The goal is to update and inform the district of these activities to educate and promote the concept of Energy and Sustainable Conservation.

3.0 Report

- Infrastructure Projects
 - Ron Brent Elementary Lighting Upgrade
 - Tender was awarded to Equity Electric and Controls.
 - 349 classroom and hallway fixtures were replaced with LED.
 - Offices, learning commons, washrooms, custodian rooms, etc. were converted with new fixtures at the same time.
 - All classrooms received both occupancy and dimming controls to adjust lighting levels to suit the needs of technology and teaching. 2 areas of independently adjustable lighting are available in each classroom.
 - Project was started at spring break March 22 and substantially completed April 23.
 - Additional work to add occupancy sensors, dimming controls to the office and all exterior building lighting change to LED was approved. Work is to be completed in May.

- Ministry of Education approved new capital submissions from last June. Subsequently consultant was hired to prepare tenders for the following schools and then bids were received and awarded. All work to be completed for September.
 - Valemount Secondary – SEP Funding – boiler replacement – awarded to Equity Plumbing & Heating
 - Morfee Elementary – CNCP Funding- boiler replacement – awarded to All Pro Plumbing & Heating
 - McBride Centennial Elementary - SEP Funding – boiler replacement – awarded to Equity Plumbing & Heating
- Annual Facility Grant Funding – Energy projects
 - Van Bien Elementary – Boiler and Unit Ventilator replacement – consultant was hired and tenders prepared, then bids received and awarded. Successful bidder was Allrite Heating and Ventilation
 - McBride Secondary – Dust collector and shop unit make-up air replacement – consultant was hired and tenders prepared, then bids received and awarded. Successful bidder was Allrite Heating and Ventilation
- Climate Change Accountability Report – 2020
 - 2020 PSO Climate Change Accountability Report (CCAR)– formerly known as the Carbon Neutral Action Report – is due June 30, 2021.
 - Clean Government Reporting Tool Data Entry (CGRT) has been completed for the 2020 reporting year – due April 30, 2021. All facility and lease spaces are inventoried and appropriate utility data collection entered and validated.
 - CCAR Survey – submitted online Feb 25, was due May 31.
 - DRAFT CCAR report has been created and will be finalized when results for Green House Gas Emissions are available from online tool. Final report has to be submitted prior to June 30 and will be posted to our website.
 - Self-certification check-list will be submitted May 14 on behalf of the Secretary-Treasurer.
 - All offset invoice payments will be submitted to the Climate Action Secretariat for payment June 30.

- Incentives & Rebates
 - BC Hydro incentive grant of \$5,222 was applied for and accepted regarding the lighting upgrades at Ron Brent Elementary.
 - BC Hydro incentive of \$129,447 for the New Construction Program at Shas Ti Kelly Road Secondary has cleared all reviews. We should be receiving the monies in 5 to 10 days.
 - Fortis BC rebates for the various projects for boiler upgrades, tankless water heaters, tube heaters and insulation projects has cleared their review committee and \$76,320 in cheques should be received via courier this week sometime.
 - Tankless water heater application rebate for Nusdeh Yoh Elementary to Fortis BC has been submitted. Rebate of \$1,000 is expected.
 - Additional insulation projects have been submitted to Fortis BC for review. Further monies are expected once specific details are finalized.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

May 10, 2021

MEMORANDUM

TO: Board of Education

FROM: Tim Bennett, Trustee
Management and Finance Committee

SUBJECT: **COMMITTEE REPORT – MAY 2021**

RECOMMENDATION

That the report of the Management and Finance Committee
Meeting held on May 10, 2021 be received.

* * * * *

REPORT:

- 1) The Management and Finance Committee met on May 10, 2021.
- 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** – The Director of Human Resources provided a staffing update and responded to questions from to the Committee.
 - c) **Financial Update to April 30, 2021** – The Director of Finance provided the Committee with a financial update for the first ten months of the fiscal year to April 30, 2021. The update indicates that all schools and departments are currently operating within their approved budget. The Committee will receive an update at each meeting through to June 2021 and will continue to monitor the results of operations for the year. Ms. Brown responded to questions from the Committee.
 - d) **Communication Officer – Role Description** – The Committee reviewed and discussed the role description for the vacant position of the Communication and Community Relations Officer. The Acting Superintendent and Secretary Treasurer will review and revise the role description based on the district's needs for discussion at a future meeting.

- e) **Analysis of 2021-2022 Budget Challenge** – The Secretary Treasurer reviewed and discussed the proposed 2021-2022 budget challenge with the Committee. Ms. Patterson responded to questions from the Committee.
 - f) **Analysis of Trustee Travel** – A report was presented to the Committee on expenditures and/or reimbursements to date.
- 3) The next Management and Finance Committee meeting is scheduled to be held on June 14, 2021.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

April 13, 2021

MEMORANDUM

TO: Board of Education

FROM: Betty Bekkering, Chair
Policy and Governance Committee

SUBJECT: **COMMITTEE REPORT – MAY 2021**

RECOMMENDATION

That the report of the Policy and Governance Committee meeting held on May 4, 2021 be received.

* * * * *

REPORT:

- 1) The Policy and Governance Committee met on May 4, 2021.
- 2) The meeting's agenda items were:
 - a) Approval of the minutes of the previous meeting held.
 - b) In accordance with the motion passed at the January 26, 2021 regular public meeting the committee continued its review of the draft Administrative Procedures.

Committee members were previously invited to request that specific draft administrative procedures be reviewed by the Committee.

The Committee reviewed the following revised draft administrative procedures that were referred to the Acting Superintendent for further review and/or revisions at a previous committee meeting:

- Administrative Procedure 145 Use of Personal Communication Devices
- Administrative Procedure 156 Visit Protocol, Appendix A – Trespass on School Property and Appendix B – Maintenance of Order

The Committee requested a minor housekeeping edit to AP 156, no other concerns were expressed regarding the above reviewed draft administrative procedures.

The Acting Superintendent reviewed and discussed the following draft administrative procedures that were brought forward as requested by Committee members with the Committee.

- Administrative Procedure 181 Video Surveillance
- Administrative Procedure 185 Records Management and Appendix – Schedule of Retention Periods
- Draft Administrative Procedure 352 Access to Schools by Outside Agencies
- Draft Administrative Procedure 400 Personnel Practices, Appendix A – Criminal Records Search and Appendix B – Relocation Allowance Schedule
- Draft Administrative Procedure 110 School Parents' Advisory Councils
- Draft Administrative Procedure 330 Student Attendance, Appendix A – Elementary Safe Start, Appendix B – Behaviour Homebound Program and Appendix C – Student Withdrawal
- Draft Administrative Procedures 506 Financial Hardship

The Committee requested further review and/or minor revisions to AP 181, AP 330 Appendix A and Appendix C, the revised draft administrative procedure and appendices that will be brought back to the Committee for review at the next scheduled meeting.

- c) Trustee Bekkering invited Committee members to provide herself or the Executive Assistant with any further requests to review draft administrative procedures prior to the next scheduled meeting.

- 3) The next Policy and Governance Committee meeting will be held on June 15, 2021.

/dl

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 25, 2021

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **2022 BC SUMMER GAMES NOMINATION SELECT COMMITTEE REPORT**

I was proud to serve on the 2022 BC Summer Games Nomination Select Committee for the past 4 months and here is a summary of the report approved by Prince George City Council on Monday May 10th.

PURPOSE:

The BC Games Society recommended that up to eight persons form a Nomination Committee for the purpose of recruiting candidates for the President, Vice-President and other Board of Director positions for the Prince George 2022 BC Summer Games Society.

BACKGROUND:

On March 10, 2017, the BC Games Society awarded the 2022 BC Summer Games to the City of Prince George. The bi-annual Games are an important step in the development of high performance athletes, with some continuing onto national and international competition. The 4-day celebration will bring vibrancy and energy to our City with over 3,500 athletes, coaches and officials, and spectators expected to come from around the Province.

At the November 26, 2020 meeting, Council directed Administration to establish, the 2022 BC Summer Games Nomination Select Committee (the "Committee"). The Committee has been selected and has held several meetings between January 18 and April 30, 2021.

The following eight members compose the Committee:

- Walter Babicz, Acting City Manager
- Adam Davey, Director of Community Services and Public Safety
- Brad Beckett, Senior Manager of Prince George Events Group
- Dayi Clayton Pountney, Lheidli T'enneh Nation
- Veronica Haddon, Engage Sport North
- Ron Polillo, School District No. 57 (Prince George)
- Doug Bell, Tourism Prince George.

The Committee has appointed the following individuals to the 2022 BC Summer Games Board of Directors

- President - Renee McCloskey
- Vice President - Selen Alpay
- Director of Access Control - Craig Douglass
- Director of Accommodations - Kap Manhas
- Director of Administration - Les Waldie
- Director of Ceremonies and Special Events – Tammy Hoefer
- Director of Food Services - Bill Glasgow
- Director of Friends of the Games - Valerie Marsh
- Director of Logistics - Lisa Davidson
- Director of Marketing - Alyson Gourley-Cramer
- Director of Medical Services - Melissa Dymond and Mike Smith
- Director of Participant and Volunteer Services - Tracey James
- Director of Protocol - Colin Carson
- Director of Sport - Mandi Graham and Loralyn Murdoch
- Director of Technology - Lynda Pattie
- Director of Transportation - Donna Holmgren and Guillaume Fortin

SUMMARY AND CONCLUSION: The Nomination Select Committee believes these individuals will set the foundation for a comprehensive, organized, and successful Games experience

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 25, 2021

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **BRITISH COLUMBIA SCHOOL TRUSTEES' ASSOCIATION**

A few key leadership changes for the British Columbia School Trustees Association in the coming months. A brief summary is below.

Suzanne Hoffman is the new incoming Chief Executive Officer (CEO) of the BC School Trustees Association (BCSTA).

Hoffman has served as Superintendent of the Vancouver School Board (VSB) for the past three and a half years. Before joining the VSB, she served as Chief Educator and Superintendent of Learning Transformation at the Ministry of Education. She also served as Superintendent of Langley School District. Hoffman brings a wide breadth of knowledge, experience and a strong commitment to public education to BCSTA.

Hoffman will replace BCSTA CEO Mike Roberts who is retiring after from the role. Roberts joined BCSTA in 2014. Hoffman will assume her new role toward the start of the next school year through a planned transition with Roberts.

Jodi Olstead, BCSTA's Director of Finance and Human Resources, will be retiring as of July 31, 2021. Elaine Teng, currently BCSTA's assistant to finance, will be assuming the role of Director of Finance effective August 1, 2021.

Having joined BCSTA in April of 1988, Jodi has made many contributions that have strengthened the foundation and services of our association. Her contributions to the betterment of B.C.'s public education system by way of her work at BCSTA will be long lasting, and her presence will be deeply missed.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 3, 2021

TO: Board of Education

FROM: Trustee Valimohamed

SUBJECT: **DISTRICT PARENT ADVISORY COMMITTEE**

The District Parent Advisory Committee held its meeting on May 3, 2021, the topics and discussions included:

- A discussion on educational staff in schools and what and how they are coping and will be coping come Sept. DPAC is very grateful for all the staff in schools have handled the pandemic.
- Equity Scan presentation by Director Spooner
- A robust discussion on what school will look like in the Fall. Further discussion on what mental and emotional impact on students in the Fall. Common theme was, our students will have a greater level of resiliency and COVID era has given us an opportunity to make things better for staff and students.
- Acting Superintendent Heitman reported that SD 57 will be going back to the semester system in high school. Discussion on Compassionate Leaderships in schools and Collaboration Wednesday. Wholesome discussion on how clean our schools are and if that will be effected in the Fall due to lack of COVID Relief Funds from the Federal and Provincial Government.
- Elected of Executive DPAC positions:
 - Executive Chair – Andrea Beckett
 - Vice-Chair – Laura Weller
 - Treasurer – Arlene McKibbin
 - Secretary - Rickie Mitchell
 - Director – Gillian Burnett
 - Director – Christa Porter

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 17, 2021

TO: Board of Education

FROM: Trustee Valimohamed

SUBJECT: **DISTRICT STUDENT ADVISORY COMMITTEE**

The District Student Advisory Committee held its meeting on May 17, 2021 the topics and discussions included:

- Discussion on the Editor's Report on their video about Anti Racism work.
- Group discussion on what was seen in the videos.
- Discussion on themes that emerged, students shared their experiences and thoughts.
- Group discussion format of the Anti Racism video. Students indicated instead of 1 video, there will be 4 short videos. Topics as follows: 1) Experiences 2) Impact/Advice 3) Hope and Allyship 4) Related to Educators in SD 57.
- Group discussion on the experiences the students felt. Acknowledgment of White privilege and holding people accountable for actions. Embedding diversity and culture into courses.
- Watched 2 Videos
- Students commented on what they saw. Best line was "The youth are not our future leaders, they are the leaders now"

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 10, 2021

TO: Board of Education

FROM: Trustee Valimohamed

SUBJECT: **INDIGENOUS EDUCATION ADVISORY COMMITTEE**

The Indigenous Education Advisory Committee held its meeting on May 10 2021, the topics and discussions included:

- A Metis member on this committee had requested a Board response as to “why a Metis representative was not included in the Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Declaration on the Rights of Indigenous Peoples (UNDRIP). The following official response of the Board of Education was presented at the meeting.

“With the complexity of UNDRIP and Bill 41, the Board of Education is trying to move in the right direction. We are reconciling with the governance to governance relationship with the unceded territories of the Lheidli T'enneh Nation and McLeod Lake Indian Band. The Board is continuing to learn and improve as we work to implement Bill 411 and the Calls to Action. We apologize to the Metis federation and want to build strong relationships moving forward”

- A lengthy discussion on Budget.
- Discussion on meeting format, how to focus on discussion and advising, less on reporting of committees.
- Discussion the next steps of the Strategic Plan
- All Committee reports were discussed

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 25, 2021

TO: Board of Education

FROM: Trustee Bekkering

SUBJECT: **TRUSTEE REPORT – MAY 2021**

At one of our meetings in early May we were given a list of “Upcoming Meetings”! It was a VERY intimidating list! That list proved to be true and we have met a lot, on zoom, through the month.

So much important work has been accomplished, such as, moving forward on our new Strategic Plan, establishing 2021/2022 budget considerations, meeting with PGSS Family of Schools.....so many meetings, so many decisions.

We will be moving forward with a virtual Convocation Ceremony filming and we are all preparing our speeches. Although virtual, it is a favourite ceremony for all of us.

We also look forward to celebrating a deserved retirement celebration with our long serving employees!

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 25, 2021

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **TRUSTEE REPORT – MAY 2021**

Wednesday, April 28th
Committee of the Whole Budget Meeting

Friday, April 30th
2022 BC Summer Games Nomination Select Committee meeting

Monday, May 3rd
Education Services Committee Meeting

Tuesday, May 4th
Policy and Governance Committee Meeting

Wednesday, May 5th
PGSS Trustee Family of Schools Meeting

Thursday, May 6th
Strategic Plan Workshop with Trustees

Monday May 10th
Management and Finance Committee Meeting

Tuesday May 11th
Trustee/Senior Administration Meeting

Wednesday May 12th
Committee of the Whole Budget Meeting

Tuesday May 18th
Education Programs and Planning Committee Meeting

Wednesday May 19th
Special in Camera Board Meeting

Tuesday May 25th
2021 Virtual Grad Speech recording for Shaḡ Ti Kelly Road Secondary

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

May 25, 2021

TO: Board of Education

FROM: Trustee Warrington

SUBJECT: **TRUSTEE REPORT – APRIL AND MAY 2021**

April and May have been busy months with the following meetings and activities:

2021 -22 Budget Consultation Meetings

- April 6th - Expanded Committee of the Whole
- April 28th Trustee Senior Administration Department Budget Presentations
- May 12th – Expanded Committee of the Whole

Trustee/ Senior Administration and Board Committee Meetings

- Policy and Governance – April 13th and May 4th
- Education Program and Planning – April 20th and May 18th
- Management and Finance - April 19th and May 10th
- Trustee / Senior Admin - April 26th and May 11th
- Strategic Planning Workshop – May 6th

Family of Schools Meetings

- April 14th – College Heights Secondary Family of Schools
- May 5th – Prince George Secondary Family of Schools

BCPSEA Board of Director Meetings: -

- April 8th, April 21st, May 3rd, and May 11th

BCPSEA Trustee Director Election Review Committee –

- May 14th

BCSTA AGM –

- April 15th, 16th and 17th

Learning with Syeyutsus Speaker Series -Webinar

- May 12th – “UNDRIP – It’s the Start Not the Finishing Line” with Jody Wilson- Raybould



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

2100 Ferry Avenue, Prince George, B.C. V2L 4R5

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May 11, 2021

David Douglas Botanical Garden Society
PO Box 1305
Prince George, BC
V2L 4V3

By Email: nmonroe@telus.net

Dear Mr. Monroe:

Re: Letter of Support - David Douglas Botanical Garden Society's (DDBGS) Garden Project

On behalf of School District No. 57 (Prince George), we thank you for your presentation at the February 2020 Education Policy and Planning Committee Meeting. The presentation provided an overview of the conceptual garden plan on the 23 acres that is located from the Northern Sports Centre. The plan is fully developed and has been approved by the Board of Governors for the DDBGS and the University of Northern British Columbia.

School District No. 57 (Prince George) is in support of the David Douglas Botanical Garden Society's Garden Project.

School District No. 57 (Prince George) acknowledges that it is situated on the traditional unceded territory of the Lheidli T'enneh Nation, McLeod Lake Indian Band, and Simpcw First Nation. A fully developed garden will add beauty and character to the land and provide great educational opportunities for our students. Land-based learning is a primary focus for SD57 and we believe our students and staff will benefit in helping to plant and maintain the plants and flowers in this garden.

It is our hope that we can learn of traditional Indigenous plants and flowers in the development of the garden. Along with the botanical knowledge that our students will acquire, there is also the community connection that will be of value for our schools and students. Working and supporting our community reinforces the citizenship values that we are promoting in the school district.

Sincerely,

Trent Derrick, Chair
Board of Education

/dlIn