

Board of Education

Regular Public Meeting

December 14, 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, December 14, 2021
Boardroom – 2100 Ferry Avenue
Zoom On-Line System

A G E N D A

WELCOME AND OPENING

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. PUBLIC INPUT

Thirty minutes maximum; limit of five minutes per speaker

4. PRESENTATION

Teacher Recognition:
Joseph Jeffery – District Learning Commons Teacher

5. SCHOOL DISTRICT NEWS

6. MINUTES OF PREVIOUS MEETINGS

6.1 Regular Public Meeting of October 26, 2021 Page 1

6.2 Record of Minutes of Regular In Camera Meeting of
October 25, 2021 and Special In Camera Meetings of
October 25 and 26, November 2, 5, 9, 12, 17, 22, and
December 3, 2021 Page 9

7. BUSINESS ARISING FROM THE MINUTES**8. MANAGEMENT AND FINANCE COMMITTEE**

- | | | |
|-------|---|---------|
| 8.1 | Committee Report (T. Bennett) | Page 12 |
| 8.2 | Draft Policy 3170 Financial Plan Development,
Monitoring and Reporting | Page 13 |
| 8.3 | Draft Policy 3433.2 Accumulated Operating Surplus | Page 22 |
| 8.4 | 2022-2023 Budget Consultation | Page 29 |
| 8.4.1 | Terms of Reference | Page 30 |
| 8.4.2 | Suggested Agenda and Meeting Dates | Page 32 |

9. EDUCATION PROGRAMS AND PLANNING COMMITTEE

- | | | |
|-----|-------------------------------|---------|
| 9.1 | Committee Report (R. Polillo) | Page 33 |
|-----|-------------------------------|---------|

10. EDUCATION SERVICES COMMITTEE

- | | | |
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| 10.1 | Committee Report (B. Thompson) | Page 34 |
|------|--------------------------------|---------|

11. POLICY AND GOVERNANCE COMMITTEE

- | | | |
|------|---------------------------------|---------|
| 11.1 | Committee Report (B. Bekkering) | Page 45 |
|------|---------------------------------|---------|

12. OLD BUSINESS

- | | | |
|------|--|---------|
| 12.1 | Choice Management Committee (K. Manhas) | |
| 12.2 | Public Access to Education Programs and Planning
Committee and Education Services Committee
(C. Heitman) | |
| 12.3 | Bylaw No. 4 Working Group – Draft Terms of Reference
(C. Heitman) | Page 47 |

13. NEW BUSINESS

- 13.1 Invitation to Minister Whiteside (T. Bennett)

14. DISTRICT ADMINISTRATION REPORTS

- 14.1 Acting Superintendent of Schools

15. TRUSTEE REPORTS

- 15.1 BC School Trustees' Association (R. Polillo) Page 49

- 15.2 BC Public School Employers' Association
(S. Warrington)

- 15.3 District Parent Advisory Council (S. Warrington)

- 15.4 District Student Advisory Council (R. Polillo) Page 50

- 15.5 Indigenous Education Advisory Committee
(S. Warrington)

- 15.6 Various Trustee Reports

- 15.6.1 Trustee Bekkering Page 51

- 15.6.2 Trustee Polillo Page 52

- 15.6.3 Other Trustees

16. CORRESPONDENCE

- 16.1 Letter dated October 26, 2021 from the McLeod Lake
Indian Band and Lheidli T'enneh First Nation regarding
the Board's Preliminary Implementation Plan Page 53

- 16.1.1 Letter of Response dated November 19, 2021 to
the McLeod Lake Indian Band and Lheidli
T'enneh First Nation regarding the Board's
Preliminary Implementation Plan Page 55

- | | | |
|--------|---|---------|
| 16.2 | Letter dated November 19, 2021 to the Honourable Jennifer Whiteside regarding the recommendations included in the Special Advisors Report dated June 24, 2021 | Page 56 |
| 16.3 | Letter dated November 17, 2021 from the McLeod Lake Indian Band and Lheidli T'enneh First Nation regarding the Trustee By-Election | Page 58 |
| 16.3.1 | Letter of Response dated November 25, 2021 to the McLeod Lake Indian Band and Lheidli T'enneh First Nation regarding the Trustee By-Election | Page 59 |
| 16.4 | Letter dated November 17, 2021 from the McLeod Lake Indian Band and Lheidli T'enneh First Nation regarding Local Curriculum Review | Page 60 |
| 16.4.1 | Letter of Response dated November 25, 2021 to the McLeod Lake Indian Band and Lheidli T'enneh First Nation regarding Local Curriculum Review | Page 61 |
| 16.5 | Letter dated November 25, 2021 to the McLeod Lake Indian Band and Lheidli T'enneh First Nation regarding the Board of Education's Preliminary Implementation Plan | Page 62 |
17. **ADJOURNMENT**

UPCOMING MEETINGS:

Education Services Committee – January 10, 2022
Policy and Governance Committee – January 11, 2022
Management and Finance Committee – January 17, 2022
Education Programs and Planning Committee – January 18, 2022
Public Board Meeting – January 25, 2022

DRAFT
Minutes
Regular Public
Meeting

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

2021.10.26
6:00 p.m.

Present:

Sharel Warrington, Chair
Ron Polillo, Vice Chair
Betty Bekkering, Trustee
Tim Bennett, Trustee
Bob Thompson, Trustee

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

1. **CALL TO ORDER**

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

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

The Vice Chair provided 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.

The Board Chair provided an opportunity for the Trustees and staff to participate in a wellness check in.

3. **APPROVAL OF AGENDA**

The agenda was approved as published.

4. **PUBLIC INPUT**

Joanne Hapke representing the Prince George District Teachers' Association spoke regarding the effects of COVID-19 in schools and the ongoing shortage of teachers and teachers teaching on call. Ms. Hapke suggested that the Board advocate to the provincial government to provide additional funding for additional supports related to the COVID-19 pandemic. Ms. Hapke drew attention to the letters to the Lheidli T'enneh First Nation and McLeod Lake Indian Band that were included in the agenda package regarding an opportunity to meet to collaborate on the Special Advisors Report and its recommendations. She stated that she is hopeful that the Board will provide the same opportunity to the PGDTA.

Andrea Beckett representing the District Parent Advisory Council provided an overview of their work over the last month. Ms. Beckett stated that DPAC looks forward to engaging with the Board to determine the next steps from the Traffic Town Hall held last June. She expressed appreciation for the meeting with the Board including Senior Administration to discuss a concrete plan for re-working Bylaw 4 and developing a meaningful bylaw to support advocacy in all its forms in our district.

Harsh Dhaliwal representing the District Student Advisory Council, with Vice Principal Katie Marren in attendance provided an update on the recent work of the group. Harsh Dhaliwal advised that the group had an opportunity to meet with the Special Advisors to review the Special Advisors' Report dated June 24, 2021 and to discuss how the report relates to what the students see in schools.

The Board Chair stated that several written submission have been received through the dedicated email for public input related to the Board's potential to consider the implementation of a vaccine mandate for its employees. Trustee Warrington advised that all Trustees have received the communications in their entirety.

The Secretary Treasurer read the written submission from Julia Anderson expressing concern over the potential vaccine mandates for the staff in SD57.

5. **SCHOOL DISTRICT NEWS**

Trustee Polillo provided a good news story related to the near completion of Shas Ti Kelly Road Secondary School. Mr. Polillo congratulated Tim Bennett on behalf of the Board on being named a Business Excellence Award finalist.

Trustee Thompson commented on the excitement of the students related to the new playground equipment installed at Valemount Elementary and McBride Centennial Elementary Schools.

Trustee Bennett commented positively on the unveiling of the new mural at Ecole College Heights Elementary School. Mr. Bennett also thanked staff for their work in the classroom and the coaches and athletic directors for providing extra-curricular opportunities.

6. **MINUTES OF THE PREVIOUS MEETINGS**

6.1 Regular Public Meeting of September 28, 2021

The minutes of the special public meeting of September 28, 2021 were adopted as published.

6.2 Record of the Minutes of the Regular In Camera Meeting of September 28, 2021, Special In Camera Meetings of September 28 and 30, October 2, 5, 12 and 18, 2021

The report on the items discussed and decisions made at the regular in camera meeting of September 28, 2021 and special in camera meetings of September 28 and 30, October 2, 5, 12 and 18, 2021 were approved.

7. **BUSINESS ARISING FROM THE MINUTES**

None.

8. **EDUCATION PROGRAMS AND PLANNING COMMITTEE**

8.1 Committee Report

Trustee Polillo reviewed the October 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 October 19, 2021 be received.

CARRIED

8.2 Public Access to Education Programs and Planning Committee and Education Services Committee

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

The Acting Superintendent responded to questions from the Trustees.

MOVED and SECONDED

That the Board of Education direct the Acting Superintendent to explore the possibility of making the Education Programs and Planning Committee and the Education Services Committee meeting's presentations available to the public.

CARRIED

9. **EDUCATION SERVICES COMMITTEE**

9.1 Committee Report

Trustee Thompson reviewed the October 2021 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 October 4, 2021 be received.

CARRIED

10. **POLICY AND GOVERNANCE COMMITTEE**

10.1 Committee Report

Trustee Bekkering reviewed the October 2021 Policy and Governance Committee report that was included in the agenda package.

MOVED and SECONDED

That the report of the Policy and Governance Committee meeting held on October 5, 2021 be received.

CARRIED

11. **NEW BUSINESS**

11.1 Recommendations of Special Advisors' Report dated June 24, 2021

Trustee Bennett reviewed the recommendation and drew attention to the rationale that was included in the agenda package.

MOVED and SECONDED

That the Board of Education send a letter to the Minister of Education requesting immediate action on the nine Government recommendations in the Special Advisors Report dated June 24, 2021,

And

That the letter state the shared responsibility and co-governance role between the Board and the Ministry in ensuring diversity, equity, justice and inclusion are principles which guide our work.

Trustee Bennett brought forward the following amended motion.

MOVED and SECONDED

That the Board of Education send a letter to the Minister of Education requesting immediate action on the nine Government recommendations in the Special Advisors Report dated June 24, 2021, including the application submitted by Lheidli T'enneh and McLeod Lake Indian Band under the Trustee Variance process

And

That the letter state the shared responsibility and co-governance role between the Board and the Ministry in ensuring diversity, equity, justice and inclusion are principles which guide our work.

CARRIED

11.2 Bylaw No. 4 – Working Group

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

MOVED and SECONDED

That the Board direct the Acting Superintendent in consultation with the District Parent Advisory Council to develop a Terms of Reference for a working group to review Bylaw 4,

And

That the Board direct the Acting Superintendent to develop and implement a process to resolve concerns which is accessible to parents/guardians and minimizes barriers until such time as the working group has had an opportunity to bring forward recommendations to the Board regarding Bylaw 4.

CARRIED

11.3 November 2, 2021 Inaugural/Annual Meeting

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

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED

That Section 2 of Bylaw No. 1 be waived to postpone the November 2, 2021 Inaugural/Annual meeting and the subsequent appointments to follow the 2022 Trustee By-Election.

CARRIED

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

The Acting Superintendent provided a PowerPoint presentation regarding the following:

- Who Are Our Learners
 - o Total Funded Headcount
 - o Enrolments Desegregated
 - o Inclusive Education by Category
- Strategic Plan Update
 - o Engagement
 - o What We Have Heard So Far
- Decolonizing and Indigenizing
 - o Wellness
 - o Professional Learning to Action
 - o Next Steps

The Acting Superintendent responded to questions from the Trustees.

Trustee Bennett requested an update on staff wellness including what the school district is doing to support staff during these difficulty times at the next Management and Finance Committee meeting.

13. REPORT FROM THE BOARD CHAIR

The Board Chair reported that the Board has submitted its Preliminary Implementation Plan to the Special Advisors in response to their report dated June 24, 2021. Trustee Warrington advised that the plan identifies five priorities within the following themes:

- o Governance
- o District Leadership and Culture
- o Relationships
- o Student Learning and Student Success

The Board Chair reminded the Trustees of priority 4 of the plan and encouraged that the Chair of each Board Standing Committee identify recommendations that align with committee roles and responsibilities to develop a plan and report to the Board.

Ms. Warrington acknowledged the request made during the public input portion of this meeting from the President, Prince George District Teachers' Association to have the preliminary implementation plan available to the public and provided an overview of suggested next steps.

The Board Chair stated that the Board will be issuing a media release tomorrow related to the Ministry of Health's decision to shift the responsibility regarding vaccination policies to local Boards of Education. Ms. Warrington stated that the health and safety of students and staff in School District No. 57 has been a priority throughout the pandemic.

The Board Chair reviewed key information included in K-12 Sector Guidelines for Vaccination Policies that is available on the school district's website.

14. **TRUSTEE REPORTS**

14.1 BC School Trustees' Association

Trustee Polillo reviewed the highlights of the report included in the agenda package.

14.2 BC Public School Employers' Association

Trustee Warrington provided an update on the recent work of the BC Public School Employers' Association to coordinate local bargaining and to develop additional supports related to vaccine policies.

14.3 District Parent Advisory Council

Trustee Warrington attended the October 4, 2021 District Parent Advisory Council meeting. Ms. Warrington advised that the minutes of the meeting are available on their [website](#). The theme of the meeting was SOGI / Inclusivity and Equality.

14.4 District Student Advisory Council

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

14.5 Indigenous Education Advisory Committee

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

14.6 Various Trustee Reports

14.6.1 Trustee Bekkering

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

14.6.2 Trustee Polillo

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

14.6.3 Trustee Warrington

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

14.6.4 Other Trustees

None.

15. **CORRESPONDENCE**

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

- o Letter dated September 29, 2021 to the Ministry of Education regarding the 2020-2021 Under-Expenditure of Indigenous Education Targeted Grant
- o Letter dated October 19, 2021 to Lheidli T'enneh Chief Dolleen Logan regarding an invitation to meet related to the recommendations of the Special Advisors' report
- o Letter dated October 19, 2021 to McLeod Lake Indian Band Chief Harley Chingee regarding an invitation to meet related to the recommendations of the Special Advisors' report

16. **ADJOURNMENT**

The meeting adjourned at 8:28 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

October 25, 2021 Special In Camera Meeting

1. Adoption of the minutes of the special in camera meeting of September 28, 2021.
2. Adoption of the minutes of the special in camera meeting of September 30, 2021.
3. Adoption of the minutes of the special in camera meeting of October 2, 2021.
4. Adoption of the minutes of the special in camera meeting of October 5, 2021.
5. Adoption of the minutes of the special in camera meeting of October 18, 2021.

The meeting was called to order at 4:04 p.m. and adjourned at 4:08 p.m.

October 25, 2021 Regular In Camera Meeting

1. Motion to waive written notice to amend the agenda.
2. Adoption of the minutes of the regular in camera meeting of September 28, 2021.
3. Discussion related to the K-12 Sector Guidelines for Vaccination Policies.
4. Receipt of an update regarding PGDTA bargaining.
5. Discussion and decision regarding various governance matters.
6. Receipt of an update related to the Special Advisor's Report dated June 24, 2021.

The meeting was called to order at 4:10 p.m. and adjourned at 5:49 p.m.

October 26, 2021 Special In Camera Meeting

1. Motion to waive written notice.
2. Discussions and decision regarding a personnel matter.

The meeting was called to order at 8:40 p.m. and adjourned at 9:03 p.m.

November 2, Special In Camera Meeting

1. Notice to waive written notice to amend the agenda.
2. Discussion related to the K-12 Sector Guidelines for Vaccination Policies.
3. Receipt of an update and discussion related to the Special Advisor's Report dated June 24, 2021.
4. Discussion and decision regarding various governance matters.
5. Receipt of an update related to the COVID-19 pandemic.
6. Receipt of a legal update.

The meeting was called to order at 4:03 p.m. and adjourned at 5:57 p.m.

November 5, 2021 Special In Camera Meeting

1. Notice to waive written notice of this meeting.
2. Receipt of an update, discussion and decision related to governance matters.
3. Discussion related to the Special Advisor's Report dated June 24, 2021.

The meeting was called to order at 4:19 p.m. and adjourned at 5:35 p.m.

November 9, 2021 Special In Camera Meeting

1. Motion to waive written notice of this meeting.
2. A discussion and decision related to the K-12 Sector Guidelines for Vaccination Policies.
3. Discussions related to governance matters.
4. Discussion related to the Special Advisor's Report dated June 24, 2021.

The meeting was called to order at 4:56 p.m. and adjourned at 6:40 p.m.

November 12, 2021 Special In Camera Meeting

1. Motion to waive written notice.
2. A discussion and decision related to the K-12 Sector Guidelines for Vaccination Policies.

The meeting was called to order at 3:32 p.m. and adjourned at 7:09 p.m.

November 17, 2021 Special In Camera Meeting

1. Motion to waive written notice of this meeting.
2. Receipt of an update regarding a personnel matter.

The meeting was called to order at 7:00 p.m. and adjourned at 7:10 p.m.

November 22, 2021 Special In Camera Meeting

1. Motion to waive written notice to amend the agenda.
2. A discussion and decision related to the K-12 Sector Guidelines for Vaccination Policies.
3. Discussions related to governance matters.
4. Receipt of an update related to a property matter.
5. Discussion related to the Special Advisor's Report dated June 24, 2021.

The meeting was called to order at 5:01 p.m. and adjourned at 6:09 p.m.

December 3, 2021 Special In Camera Meeting

1. Discussions related to personnel matters.
2. Discussion related to the Special Advisor's Report dated June 24, 2021.

The meeting was called to order at 3:42 p.m. and adjourned at 4:46 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 15, 2021

MEMORANDUM

TO: Board of Education

FROM: Tim Bennett, Trustee
Management and Finance Committee of the Whole

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2021**

RECOMMENDATION

That the report of the Management and Finance Committee Meeting held on November 15, 2021 be received.

* * * * *

REPORT:

- 1) The Management and Finance Committee met on November 15, 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) **Draft Policy 3170 Financial Plan Development, Monitoring and Reporting** – This item appears on this evening's agenda.
 - d) **Draft Policy 3433.2 Accumulated Operating Surplus**– This item appears on this evening's agenda.
 - e) **2021-2022 Budget Consultation – Terms of Reference and Suggested Agenda and Meeting Dates** – These items appear on this evening's agenda.
 - f) **Vanier Hall** – The Secretary Treasurer reviewed and discussed the community use of Vanier Hall with the Committee. The Committee will continue the discussion at a future meeting.
 - g) **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 will be held on January 17, 2022.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 9, 2021

Memorandum

TO: The Board of Education

FROM: Management and Finance Committee

SUBJECT: **DRAFT POLICY 3170 FINANCIAL PLAN DEVELOPMENT,
MONITORING AND REPORTING**

RECOMMENDATION

That the proposed revisions to Policy 3170 Budget Development, Monitoring and Reporting be approved in principle and distributed for 60-days consultation to Stakeholder and Rightsholder groups for input.

RATIONALE:

- 1) On May 28, 2021 the Province of BC adopted the Financial Planning and Reporting Policy.
 - o The objective of the policy is to support transparency and accountability for the planning and reporting of the financial resources managed by Boards of Education
 - o The main purpose of the policy is to align Boards' multi-year financial planning and reporting processes with provincial priorities by providing direction and guidance
- 2) The suggested revisions to align Policy 3170 Budget Development, Monitoring and Reporting with the newly adopted Provincial policy on Financial Planning and Reporting.
- 3) The phased implementation timeline requires that local policies guiding operating surplus and stakeholder engagement be in place January 1, 2022.
- 4) In accordance with Policy 8310, Regulation 8. By separate motion, the Board may, if it deems necessary, approve a policy in principle, for implementation while the input process occurs. In these circumstances, the policy may be amended and must be approved by the Board following the conclusion of the consultation prior.

DP/dln



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

POLICY 3170

FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING

APPROVED: 2018.05.29
2021.XX.XX

POLICY

The Board of Education is committed to providing a transparent process for developing, monitoring, and reporting its annual budget financial plans.

Responsibility Centre: Secretary-Treasurer

References: *School Act*, Part 8, Division 2, Sections 110 to 113



FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING**PREAMBLE**

A transparent process for the development, monitoring, and reporting of its financial plans Annual Budget will support improve the financial governance and accountability of financial resources managed by the school district.

Approved: 2018.05.29, 2021.XX.XX



FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING**REGULATIONS:****STRATEGIC PLAN**

1. The Board of Education will set, create and maintain a strategic plan in alignment with the Ministry of Education policy – **Framework for Enhancing Student Learning** and to meet the responsibilities of Policy 1160 Role of the Board, Specific Area of Responsibility No. 3 by through the adoption of a multi five year Strategic Plan.
 - 1.1 The Strategic Plan will guide the process for identifying priorities and setting district directions goals to inform operational strategies and budget financial planning decisions to continuously improve the educational outcomes for all students and improve the equity for Indigenous students, children and youth in care, and students with disabilities and diverse abilities.
 - 1.2 The Superintendent will develop an Implementation Plan to guide the short term Strategic Plan priorities and district directions which outlines actionable steps toward the continuous improvement of educational outcomes for all students and improvement of equity for Indigenous students, children and youth in care, and students with disabilities and diverse abilities.
 - 1.3 The Superintendent will work with schools to develop School Plans to align all district annual operational plans with the educational objectives in the Strategic and Implementation Plans.
 - 1.4 The Superintendent will, in collaboration with all education and community Rightsholders and stakeholders, lead a continuous improvement review program. The process should assess the alignment of the Strategic and Implementation Plans with the results of educational outcomes for the school district to address student outcome deficiencies and inequities and provide recommendations related to findings.
 - 1.5 The Strategic Plan, and an update on progress on each of the goals of the plan, will be provided annually to all education and community stakeholders.
 - 1.6 The Strategic Plan, and Implementation Plans will be made available on the school district website. School Plans will be made available on each school website.
 - 1.7 The Superintendent will conduct a collaborative review of the current Strategic Plan, and lead the consideration of a new Strategic Plan, undertaking the appropriate public consultation of all education and community Rightsholders and stakeholders, at the beginning of the fifth year of the current plan.



FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING**LONG RANGE FACILITIES PLAN**

2. The Board of Education will establish a ten-year Long Range Facilities Plan in accordance with guidelines provided by the Ministry of Education to guide decisions regarding capital asset management in terms of facility operations and educational programming, and the needs of the school district.
and the needs of the school district.
- 2.1 The Long Range Facilities Plan will identify for consideration the geographic challenges, educational programs offered, current condition of school district facilities, projected student enrolment for a period of ten years, the nominal and operating capacity of the schools, the transportation of students, current and potential community use and properties surplus properties to the needs of the school district.
- 2.2 The Long Range Facilities Plan will be made available on the school district website.
- 2.3 The Superintendent will conduct a review at the end of the third and sixth years of the current Long Range Facilities Plan and undertake the appropriate public consultation with all education and community Rightsholders and Stakeholders, to inform make necessary adjustments to the plan.
- 2.4 An external consultant may be engaged at the end of the ninth year of the Long Range Facilities Plan to work with local governments and other Rightsholders and stakeholders on future developments, school enrolment, and school site requirements.

FINANCIAL PLAN

3. The Board of Education will establish a multi-year financial plan that outlines how funding and resources will be used to support the Strategic Plan and to meet operational needs in the district.
- 3.1 The Superintendent will lead the consideration of a multi-year financial plan aligned with the districts Strategic Plan in consultation with education and community Rightsholders and stakeholders.
- 3.2 Consultation with education and community Rightsholders and stakeholders will be guided by the Mission, Vision, Values and District Directions of the Strategic Plan.
- 3.3 An annual review of the Financial Plan will be conducted in conjunction with the development of the annual budget to ensure that adjustments to the plan are made when identified.
- 3.4 The Superintendent will review and report performance against the plan as part of the continuous improvement review program outlined in 1.4.



FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING**ANNUAL BUDGET**

4. ~~An Expanded Committee of the Whole~~— Budget Consultation Committee will be convened annually to facilitate development of the annual budget and to ensure alignment of the budget with the Strategic Plan of the district.
 - 4.1 The purpose of the Budget Consultation Committee is to provide an opportunity for open two-way communication to support the development of district financial plans in alignment with the educational plans of the district.
 - 4.2 The ~~Expanded Committee of the Whole~~—Budget Consultation Committee will be guided by the Mission, Vision, Values and Goals District Direction of the Strategic Plan, the multi-year financial plan and by the budget assumptions approved by the Board of Education.
 - 4.3 The Board of Education will approve the Terms of Reference of the ~~Expanded Committee of the Whole~~—Budget Consultation Committee by January 31st of each school year.
 - 4.4 The membership of ~~Expanded Committee of the Whole~~—the Budget Consultation Committee will be included in the Terms of Reference and will include representation from education and community Rightsholder and Stakeholder groups and will be reviewed annually by the Board. ~~all Trustees, two representatives of each student, parent and employee education stakeholder group, the Superintendent of Schools, the Secretary Treasurer, Assistant Superintendents, and Directors.~~
 - 4.5 The ~~Expanded Committee of the Whole~~—Budget Consultation Committee will report to the Board of Education at a regular public meeting prior to first reading of the Annual Budget Bylaw.
5. ~~Annually~~ The Board of Education will meet with Senior Administration and all Central Administration Office department managers during the budget process to discuss operational department priorities and identified budget opportunities and challenges. School budgets, as determined during the spring school organization process, will be addressed ~~represented~~ by the Assistant Superintendents at this meeting

MONITORING AND REPORTING

6. The Secretary Treasurer will prepare Annual Financial Statements for audit in accordance with Policy 3434 Audit Committee.
7. The Superintendent and Secretary Treasurer will prepare a Financial Statement Discussion and Analysis Report annually to report on the Board' progress towards meeting objectives as outlined in the multi-year financial plan.



FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING

8. The Audited Annual Financial Statements and the Financial Statement Discussion and Analysis Report will be made available on the school district website.
9. The Secretary Treasurer will ensure that there are internal processes in place to monitor and track financial progress and performance throughout the year and notify the Board in the event that adjustments to the plan are required.
 - 9.1 The Management and Finance Committee will receive Quarterly Operating Reports in October, January and April from the Secretary Treasurer which will be included with the monthly committee report published in the Regular Public Meeting agenda package.
 - 9.2 Monthly, from January to June, the Management and Finance Committee will receive a financial update on all school and department operating fund accounts from the Secretary Treasurer and the Director of Finance.

Approved: 2018.05.29, 2021.XX.XX



FINANCIAL PLAN BUDGET DEVELOPMENT, MONITORING AND REPORTING***ADMINISTRATIVE PROCEDURES:***

1. All Purchase Orders in excess of \$5,000 will be reviewed by the Finance Department staff to ensure that the Purchase Order is charged to an appropriate general ledger account, that there is sufficient budget for the purchase, and that it is approved by an authorized department manager or staff member.
2. All invoices over \$1,000 will be reviewed by the Secretary Treasurer or Director of Finance prior to processing for payment.
3. Annually, all schools and Central Administration Office departments will confirm their staff with authority to expend allocated budget to the Finance Department.

Approved: 2018.05.29



BUDGET DEVELOPMENT, MONITORING AND REPORTING**Budget and Financial Reporting Timeline**

Month	Action	Responsibility
January	Regular Board Meeting – consideration of the Amended Annual Budget Bylaw. (<i>School Act</i> Section 113 (2)).	Management and Finance Committee and Secretary Treasurer
February	Submit estimate of the number of students who may be enrolled in educational programs provided by the Board in the next school year to the Ministry of Education	Secretary Treasurer
	Identify and approve budget assumptions for the next school year with reference to the Strategic Plan	Superintendent and Secretary Treasurer
	Review annual remuneration for trustees in accordance with Policy 8230	Management and Finance Committee and Secretary Treasurer
March	Convene Expanded Committee of the Whole – Budget Consultation	Chair, Management and Finance Committee
April	School Organization Process	Assistant Superintendents
	Convene Expanded Committee of the Whole – Budget Consultation	Chair, Management and Finance Committee
	Convene Budget Consultation meeting with all department heads	Chair, Board of Education
May	Receive the Report of the Expanded Committee of the Whole – Budget Consultation	Board of Education
	Consider first, second, and third and final readings of the Annual Budget Bylaw	Chair, Board of Education
June	June 30 – Deadline for adoption and submission of Annual Operating Budget <i>School Act</i> (Section 113 (1)(a))	Secretary Treasurer
September	Approve the audited financial statements	Board of Education
October	Review Appropriated Operating Surplus balances as at June 30	Management and Finance Committee
November	Review and confirm Terms of Reference for an Expanded Committee of the Whole – Budget Consultation and set Committee meeting dates	Management and Finance Committee and Secretary Treasurer
December	Submit Statement of Financial Information to the Ministry of Education	Secretary Treasurer



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 9, 2021

Memorandum

TO: The Board of Education

FROM: Management and Finance Committee

SUBJECT: **DRAFT POLICY 3433.2 ACCUMULATED OPERATING SURPLUS**

RECOMMENDATION

That the proposed revisions to Policy 3433.2 Accumulated Operating Surplus be approved in principle and distributed for 60-days consultation to Stakeholder and Rightsholder groups for input.

RATIONALE:

- 1) On May 28, 2021 the Province of BC adopted the Accumulated Operating Surplus Policy.
 - o The objective of the policy is to ensure that consistent rules and guidelines are in place to enable Boards to engage in long-term planning, mitigate financial risk and support consistent service to all students in the province.
 - o The main purpose of the policy is to provide guidelines and resources for Boards to ensure a clear, transparent understanding of the reasonable accumulation and planned use of operating surplus
- 2) The suggested revisions to align Policy 3433.2 Accumulated Operating Surplus with the newly adopted Provincial policies on Accumulated Operating Surplus.
- 3) The phased implementation timeline requires that local policies guiding operating surplus and stakeholder engagement be in place January 1, 2022.
- 4) In accordance with Policy 8310, Regulation 8. By separate motion, the Board may, if it deems necessary, approve a policy in principle, for implementation while the input process occurs. In these circumstances, the policy may be amended and must be approved by the Board following the conclusion of the consultation prior.

DP/dln



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

POLICY 3433.2

ACCUMULATED OPERATING SURPLUS

APPROVED: 2018.05.29
 2021.XX.XX

POLICY

The Board of Education is committed to providing an accountable and transparent process with respect to the accumulation, spending and reporting for the allocation of operating surpluses 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.

DEFINITIONS:

~~“Operating Expenses”~~ are the total of all expenses in the Operating Fund as disclosed on Schedule 2 of the audited financial statements.

~~“Operating Surplus (Deficit), end of year”~~ is the total of Total Operating Surplus (Deficit) for the year and Operating Surplus (Deficit), beginning of year as disclosed on Schedule 2 of the audited financial statements.

~~“Operating Revenue”~~ is the total of all revenue in the Operating Fund as disclosed on Schedule 2 of the audited financial statements

~~“Total Operating Surplus (Deficit) for the year”~~ is the Operating Revenue less Operating Expenses, after considering Net Transfers (to) from other funds as disclosed on Schedule 2 of the audited financial statements.

Responsibility Centre: Secretary-Treasurer

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

ACCUMULATED OPERATING SURPLUS

PREAMBLE

Accumulated operating surpluses enable the Board to engage in long-term planning, mitigate financial risk and support consistent provides the school district with the ability to plan and sustain services to students. for a period longer than a single budget year.

Approved: 2018.05.29



ACCUMULATED OPERATING SURPLUS**REGULATIONS:**

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.~~
1. Internally Restricted Operating 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:
 - 1.1 To support long-term financial planning the Board may restrict operating surplus for use in future years within three categories:
 - 1.1.1 Internally restricted due to the nature of constraints on the funds. The Board may have commitments to spend certain operating funds, in future years, on identified activities.
 - 1.1.2 Internally restricted due to anticipated unusual expenses. Situations may occur where management has identified one-time and intermittent projects that will not be funded by revenues in that year.
 - 1.1.3 Internally restricted due to operations spanning multiple school years the next three fiscal years. Situations may occur where funds may need to be carried over to future years such as school or department carry-overs or operating projects in progress.
 - 1.1.3.1 The amount of Internally Restricted Operating Surplus — Operating Fund — School Surpluses held in schools at the end of a fiscal year should not exceed two five percent (2 % 5%) of schools actual Operating Expenses for that year.
 - 1.1.3 The amount of Internally Restricted Surplus — Operating Fund allocated to Future Years' Operating Budgets at the end of a fiscal year should not exceed three percent (3%) of actual Operating Expenses for that year.
 - 1.2 The Board will approve the internally restricted operating surplus, annually with the approval of the audited financial statements prepared in accordance with Section 157 of the School Act. The categories of internally restricted operating surplus will be disclosed in the notes to the financial statements.



ACCUMULATED OPERATING SURPLUS

- 1.3 The Board will approve all changes to the internally restricted operating surplus appropriations.
2. ~~Appropriations of Internally Restricted Surplus—Operating Fund for any of the categories identified in Regulation 3 in excess of \$20,000 will be considered by the appropriate Standing Committee as identified in Bylaw 1 and approved by the Board of Education.~~
3. ~~The Superintendent of Schools has the authority to approve Appropriations of Internally Restricted Surplus—Operating Fund up to and including \$20,000. Any such appropriations will be reported to the Management and Finance Committee.~~
2. Unrestricted Operating Surplus (Contingency)
 - 2.1 To support effective planning, that includes risk mitigation strategies, the Board should maintain unrestricted operating surplus.
 - 2.1.1 The amount of unrestricted operating surplus at the end of a fiscal year should not exceed two percent (2%) of actual operating expenses for that year.
 - 2.1.2 All appropriations from unrestricted operating surplus will be considered by the Management and Finance Committee and approved by the Board of Education.
3. Restricted for Future Capital Cost Sharing
 - 3.1 To support major capital projects that are identified in the Board's 5 year Capital Plans, and approved by the Ministry for concept plan or business case development, the Board may restrict operating surplus to satisfy capital project cost share expectations.
4. Local Capital
 - 4.1 Local capital includes the Board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and earned interest.
 - 4.2 Transfers from operating funds may be made for specific initiatives that align with that Strategic and Financial Plans of the district, that address capital asset investment or that meet a specified need of the district.
5. Transfers of funds, including annual operating funds and accumulated operating surplus, between the Operating Fund, Special Purpose Fund and Capital Fund may be identified through the Budget processes and will be considered by the Management and Finance Committee and approved by the Board of Education.



ACCUMULATED OPERATING SURPLUS

6. Any transfers of funds including annual operating funds and accumulated operating surplus, between the Operating Fund, Special Purpose Fund and Capital Fund not included in the Annual Budget, or Amended Annual Budget will be considered by the Management and Finance Committee and approved by the Board of Education.
7. In the event that an operating deficit occurs, the Board will seek the approval of the Minister of Education in accordance with Section 156(12) of the *School Act*.
8. The Secretary Treasurer will include information in the Financial Statement Discussion and Analysis Report annually related to the use of accumulated surplus and local capital funds.

Approved: 2018.05.29, 2021.XX.XX



ACCUMULATED OPERATING SURPLUS**ADMINISTRATIVE PROCEDURES:**

1. Annually, ~~prior to November 30~~, the Management and Finance Committee will receive a report on ~~accumulated~~ operating surplus ~~(Deficit) end of year~~.
 - 1.1 The report will be ~~based on information~~ as of ~~the end of June 30~~ of the same year.
 - 1.2 The report will include the Unexpended Operating Budget of each elementary and secondary school.
 - 1.3 The report will include a ten year history of Accumulated Surplus from Operations including, at a minimum, total amounts:
 - 1.3.1 Appropriated for future budgets
 - 1.3.2 Unexpended by schools
 - 1.3.3 All other appropriations
 - 1.4 The report will provide a recommendation related to transfers to the Capital Fund for capital asset investment including technology, equipment and capital projects.

Approved: 2018.05.29. 2021.XX.XX



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 16, 2020

MEMORANDUM

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: **BUDGET CONSULTATION COMMITTEE - TERMS OF REFERENCE**

RECOMMENDATION

That the Terms of Reference of the Budget Consultation Committee, and suggested meeting timelines and proposed agendas, be confirmed for the 2022-2023 Annual Budget process.

* * * * *

BACKGROUND

1. The Terms of Reference for the Budget Consultation Expanded Committee of the Whole were amended by the Board of Education at its meeting held November 24, 2020.
2. The Management and Finance Committee reviewed and discussed the Terms of Reference at its meeting held November 15, 2021.
The purpose included in the Terms of Reference has been updated to reflect the values of the 2021-2026 Strategic Plan.
3. The Management and Finance Committee also reviewed and revised the proposed dates and agendas for Budget Consultation Committee to be held related to the 2022-2023 Annual Budget process.

CO/dln

School District No. 57

2022/2023 BUDGET CONSULTATION COMMITTEE

TERMS OF REFERENCE

Purpose

To provide input to the Board of Education on establishing its annual budget, and to provide an opportunity for open two-way communication to support understanding and development of the annual budget.

The Budget Consultation Committee will employ the values of **Transparency, Integrity, Equity, Inclusion, Respect** and **Community** contained in the 2021-2026 Strategic Plan in conjunction with the district directions of **Truth and Reconciliation, Equity of Access, Wellness** and **Learning** in its consideration and discussion of the 2022/23 Annual Budget.

Scope

1. To discuss information related to the revenues of the school district including operating, special purpose and capital funds.
2. To discuss information related to the expenditures of the school district including operating, special purpose and capital funds.
3. To discuss information related to the accumulated restricted and unrestricted operating fund surpluses and the local capital fund balances of the school district.
4. To discuss information related to the school district's operating fund school organization and department budget processes and the related compilation of a draft annual operating budget based on information compiled during these processes.
5. To discuss operational challenges and efficiencies to be considered in the development of the annual operating budget.
6. In the event that planned operating revenues exceed planned operating expenditures after compilation of a draft annual operating budget, the committee will provide recommendations to the Board of Education regarding options to be considered for additional expenditures in support of student learning.
7. In the event that planned operating expenditures exceed planned operating revenues after the compilation of a draft annual operating budget, the committee will provide recommendations to the Board of Education regarding options to be considered for additional revenue or reduced/decreased expenditures.
8. To consider options and provide recommendations to the Board of Education on the appropriation of surplus to support student learning and increase staff capacity in the adoption of the annual operating budget bylaw by the Board of Education.

Membership

Trustees (7)
Lheidli T'enneh First Nation (2)
McLeod Lake Indian Band (2)
Simpco First Nation (2)
CUPE 3742 (2)
CUPE 4991 (2)
District Parent Advisory Council (2)
District Student Advisory Council (2)
Exempt Staff (2)
Indigenous Education Advisory Committee (2)
Prince George District Teachers' Association (2)
Prince George Principals and Vice Principals Association (2)
Senior Administration (11)

Chair

Chairperson, Management and Finance Committee

Staff Responsible

Secretary Treasurer
Director of Finance
Executive Assistant to the office of the Secretary Treasurer

Reporting

The Budget Consultation Committee will rise and report to the Board of Education at the regular public meeting following the last meeting of the committee. In addition, the disposition of matters reported on through the rise and report process will be identified during the presentation in support of the second reading of the annual operating budget bylaw.

Meetings

Two or three meetings will be held from January to June. The actual meeting dates and agenda will be determined by the committee chair within the parameters of funding announcements and internal operational deadlines.

2022/23 Budget Consultation Committee Suggested Timeline and Proposed Agendas

Wednesday, March 30, 2022, 4:00 to 6:00 p.m., Zoom

1. Review committee Terms of Reference
2. Overview of Strategic Plan directions of Truth and Reconciliation, Equity of Access, Wellness and Learning
3. Overview of Implementation plan goals and success measures.
4. Review and discussion of Budget Assumptions set in accordance with Policy 1160, Regulation 8.2
5. Review the March 15, 2022 Ministry of Education funding announcement for 2022/23
6. Review and discussion of the total expected revenues for 2022/23
7. Review accumulated operating surplus at June 30, 2021
8. Discuss recommendations for use of surplus 2022/23

Wednesday, April 20, 2022, 4:00 to 6:00 p.m., Zoom

1. Review and discuss the allocation of expected revenues and expenses made through school organization and department budget meetings
2. Review and discuss the 2022/23 Draft Annual Budget financial opportunity or challenge
3. Roundtable discussion to Identify the 2022/23 operational priorities and challenges
4. Review and discuss how the 2022/23 Annual Budget supports the 2021-2026 Strategic Plan

Wednesday, May 4, 2022, 2021, 4:00 to 6:00 p.m., Zoom

1. Review and discuss the 2022/23 Draft Annual Budget
2. Review and discussion of committee report to the Board of Education
3. Debrief and feedback on the Budget Consultation process

Tuesday, May 31, 2022 – Regular Meeting of the Board of Education

1. Board of Education to receive Report of the Budget Consultation Committee
2. Board of Education to consider first, second, third and final readings of the 2022/23 Annual Budget Bylaw

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 16, 2021

MEMORANDUM

TO: Board of Education

FROM: Trustee Polillo, Chair
Education Programs and Planning Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2021**

RECOMMENDATION

That the report of the Education Programs and Planning
Committee meeting held on November 16, 2021 be received.

* * * * *

REPORT:

1. The Education Program and Planning Committee met on November 16, 2021.
2. The meeting's agenda items were:
 - a. **Approval of the minutes of the previous meeting held.**
 - b. **Family of Schools – Rural Schools:** The Principal of Morfee Elementary delivered a PowerPoint presentation that included an overview of the school drum program that involved preparing materials, soaking hides, building drumsticks and drum assembly.
 - c. **Early Learning:** The Curriculum of Innovation and Indigenous Education Department's Early Learning Teacher's delivered a PowerPoint presentation of the various district programs to support children aged 0 to 5 years.
 - d. **Mentorship:** Teachers Katherine Trepanier and Heather Tandy delivered a PowerPoint presentation that included an overview of the mentorship program benefits, committee and collaborative sharing of expertise offered within the district.
 - e. **Yearly Plan:** Review and update of the yearly plan.
3. The next Education Programs and Planning Committee meeting will be held on January 18, 2022.

/jc

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 8, 2021

MEMORANDUM

TO: Board of Education

FROM: Bob Thompson, Trustee, Chair
Education Services Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2021**

RECOMMENDATION

That the report of the Education Service Committee meeting held on November 8, 2021 be received.

* * * * *

REPORT:

1. The Education Services Committee met on November 8, 2021. The meeting's agenda included the following topics:
 - a. **Minutes of Previous Meetings** - The minutes of the October 4, 2021 were approved as presented.
 - b. **Catchment and Capacity Review Rightsholders and Stakeholder Advisory Committee** - The Secretary Treasurer provided the following proposed meeting dates of November 24, December 8 and 15th and January 12, 2022 for the committee to meet.
 - c. **Energy and Sustainable Conservation May to July 2021** – The Energy and Sustainable Conservation Coordinator provided an update for the period May 2021 to July 2021. The report included an overview and/or update on the Climate Change Accountability Report, Construction Activities, and Incentives and rebates. Mr. Bepple advised that the school district's Climate Change Accountability Report (CCAR) is available to view on the school district's website: <https://www.sd57.bc.ca/Programs/DistrictDepts/Maintenance/Documents>
 - d. **Capital Plan** – The Director of Facility Services provided a PowerPoint Presentation of the various project requests submitted to the Ministry of Education for consideration.
 - e. **Shaḡ Ti Kelly Road Secondary School Capital Project** – The Director of Facility Services provided a PowerPoint Presentation that included pictures of the outside of the Shaḡ Ti Kelly Road Secondary building, the school field, staff parking lot and advised the outside field work will be completed in the Spring of 2022. Mr. Apolczer and Mr. Bepple responded to questions from the committee.

- f. **Transportation Contract Update** – The Secretary Treasurer advised the district is sending invitations to Transportation firms to submit a pre-qualification application for student transportation for the 2022- 2023 school year and expects Expression of Interests by the end of November 2021.
 - g. **Purchase Orders over \$25,000 July to September 2021** - The Committee received the report of Purchase orders in excess of \$25,000 for the period of July to September 2021.
2. The next Education Services Committee meeting is scheduled for January 10, 2022.

BT/jc



Shas Ti Kelly Road Secondary

November 8 – Capital Project Update

B. Apolczer – Director, Facility Services

October 20 – Building Views



South Side – Main Entrance – looking North

October 20 – Building Views



North Side – view looking South – gymnasium and shops areas

October 20 – Site Views



- Parking Lot – view looking East
- New lighting scheduled for installation
 - Views shows Tennis Courts and Student Parking Lot

October 20 – Field Views



Progress as of October 20 – North and South fields – installation of turf

November 5 – Field Views



Completed North Field – irrigation and turf grass installed

November 5 – Field Views



Excavated material from building construction is being removed.

November 5 – Field Views



South Field views – turf and irrigation systems installed



Thank
you!

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 9, 2021

MEMORANDUM

TO: Board of Education

FROM: Betty Bekkering, Chair
Policy and Governance Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2021**

RECOMMENDATION

That the report of the Policy and Governance Committee meeting held on November 9, 2021 be received.

* * * * *

REPORT:

- 1) The Policy and Governance Committee met on November 9, 2021.
- 2) The meeting's agenda items were:
 - a) Approval of the minutes of the previous meeting held.
 - b) **Draft Administrative Procedure 170 Anti-Discrimination and Human Rights – Follow-Up** - The Committee continued its review and discussion from the previous meeting. The Acting Superintendent reviewed and discussed Draft Administrative Procedure 170, Policy 4116.14 Multiculturalism and sample administrative procedures and policies from other school districts with the Committee that were included in the agenda package. Ms. Heitman will work to develop a proposed draft policy related to anti-discrimination and human rights for review by the Committee at a future meeting.
 - c) **Child Care Policy Development – Proposed Committee Update** - The Committee reviewed the requested additions to the membership of the proposed child care development group as requested at its last meeting. The development group policy will be presented to the Committee at its February 2022 meeting.
 - d) **Draft Policy 4116.3 Confidential Disclosure: Whistle-Blower Protection Update** – The Committee continued its discussion regarding draft Policy 4116.3 Confidential Disclosure: Whistle-Blower Protection from the previous meeting. The Acting Superintendent reviewed the Legislative update from the British Columbia Public School Employers' Association dated October 19, 2021 regarding the requirement for school district to implement a Public Interest Disclosure Act policy. Ms. Heitman reported that the deadline for school district to develop the policy has been extended from December 31, 2021 to December 31, 2023. This item will be brought back to a future Committee meeting.

- e) **Financial Planning and Reporting and Accumulated Operating Surplus Policies**
 - The Secretary Treasurer advised that the suggested revisions to align Policies 3170 – Budget Development, Monitoring and Reporting and 3433.2 – Accumulated Operating Surplus with the newly adopted Provincial policies on Financial Planning and Reporting and Accumulated Operating Surplus will be brought forward to the December 14th regular public meeting through the Management and Finance Committee due to the timing of scheduled committee meetings and the required implementation of January 1, 2022.
- 3) The next Policy and Governance Committee meeting will be held on January 11, 2022.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 22, 2021

MEMORANDUM

TO: Board of Education

FROM: Cindy Heitman, Acting Superintendent

SUBJECT: **BYLAW NO. 4 – WORKING GROUP TERMS OF REFERENCE**

RECOMMENDATION

That the Board of Education approves the Terms of Reference for the Bylaw No. 4 – Working Group as presented.

* * * * *

RATIONALE:

1. The Board of Education met with the District Parent Advisory Council on October 18th and discussed the challenges faced by parents with the current bylaw and made recommendations for improvement.
2. By forming a working group, the board can hear from those impacted by Bylaw 4 and ensure meaningful recommendations for change can be considered.
3. At the October 26, 2021 regular public meeting the Board passed the following motion:

That the Board direct the Acting Superintendent in consultation with the District Parent Advisory Council to develop a Terms of Reference for a working group to review Bylaw 4,

and

That the Board direct the Acting Superintendent to develop and implement a process to resolve concerns which is accessible to parents/guardians and minimizes barriers until such time as the working group has had an opportunity to bring forward recommendations to the Board regarding Bylaw 4.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

AD HOC WORKING GROUP ON BYLAW 4

"A bylaw to provide for an appeal procedure under Section 11 of the School Act"

TERMS OF REFERENCE

Purpose

To provide recommendations to the Board of Education on revisions to Bylaw 4, providing a more accessible process for parents to appeal decisions made by an employee of the Board that significantly affects the education, health or safety of the student.

Scope

1. To identify challenges with current processes in Bylaw 4
2. To review other bylaws from districts across the province
3. To make recommendations to the Board of Education on changes to Bylaw 4
4. To ensure our steps to problem solving in School District 57 is made public and accessible to the community, and is equitable, transparent, inclusive, and respectful.

Membership

- Trustee (1)
- Education Representative from Lheidli T'enneh First Nation(1)
- Education Representative from McLeod Lake Indian Band (1)
- Education Representative from Simpcw First Nation (1)
- Superintendent
- Secretary Treasurer
- DPAC (4)
- Representative from Native Friendship Center(1)
- Representative from Carrier Sekani (1)
- Representative from Metis BC (1)
- CUPE 3742 (1)
- PGDTA (1)
- PGPVPA (1)

In Attendance

- Representative from BCCPAC (1)

Chair

- Superintendent

Reporting

The Ad Hoc working group through the Superintendent will report to the Board of Education with recommendations by March 1, 2022

Meetings

To be determined.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

December 14, 2021

TO: Board of Education

FROM: Trustee Polillo

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

The entire Board attended the Trustee Academy in person in Vancouver December 2nd thru December 4th. It was our first in person gathering in nearly 2 years and we enjoyed 3 inspiring days of learning and sharing! The theme of this year's conference was "Drawing Change, Reimagining Education".

We had many thought provoking and emotional presentations that included a Keynote presentation by Eddie Robinson entitled "Students Bringing Change". Other presentations included "Equity in Action" by Joe Heslip, Capacity Building by Denise Augustine and Tale of Four Chiefs by John Chenowith.

Day two featured a welcome by the Ministry of Education and five concurrent Sessions. The sessions touched on many topics including surplus and financial reporting to leadership management standards. Earlier in the day we heard a great presentation from Natalie Panek who talked about learning having no boundaries.

The last day featured branch meetings and 2 passionate and emotional presentations. The first one was delivered by the amazing Ann Makonsinski. She talked about her personal learning journey and challenging all of us to reimagine the future through Education. The last session by Dr. Jennifer Charlesworth was on creating belonging in our schools and helping children thrive in school!

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

December 14, 2021

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **DISTRICT STUDENT ADVISORY COUNCIL**

Student voice and agency is thriving in our district and this group of young leaders is making a difference in our district!

On November 26th, this group met with the Board and senior staff to unveil their new learning series on Anti-Racism and lead a discussion after the viewing of the 4 short films. It was an emotional and inspiring day and the group is planning a Media event in January to release this publicly!

The students created this project from beginning to end and features current and former students, staff and community members telling their story about this very important subject. This year long project was a labour of love and the students are eager to share this great work with the entire district and the community at large!

The December meeting featured a Mental Health Literacy presentation by Aubrey Mitchell, Vice Principal of Inclusive Education and planning for the upcoming Media Release of their Anti-Racism film series.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

December 14, 2021

TO: Board of Education

FROM: Trustee Bekkering

SUBJECT: **TRUSTEE REPORT – NOVEMBER/DECEMBER 2021**

October 27:

Attended Dr. Dustin Louie presentation series on Transformative Reconciliation. The series is designed to walk together to understand the concepts of reconciliation, decolonizing and indigenizing.

November 1:

Attended Harwin Elementary for a tulip planting event. 215 orange tulips were planted by the senior students as a tribute to the 215 unmarked graves of students who attended the residential school in Kamloops. The Harwin Elementary students are excited to see the tulips bloom in spring.

November 8:

Attended 1st bargaining meeting of the team from PGDTA and SD 57.

November 16:

Met with Special Advisors, Catherine McGregor and Rod Allen.

November 23:

Attended the 2nd Learning Series of Dr. Dustin Louie on Zoom.

November 24:

Did a "Tag Team" visit to Pineview Elementary with Trustee Warrington. The school seemed pleased to have 2 trustees visit.

November 26:

Spent an amazing afternoon with fellow trustees and senior administration which included a preview of the anti-racism videos developed by the leadership group of District Student Advisory Council. This group have developed a well thought out, hard hitting, truthful video series that they will be showing in schools in the New Year! The entire project is student driven with the leadership of Vice Principal Katie Marren and is a stellar series!!

December 2, 3 and 4:

Attended the British Columbia School Trustees Association - Trustee Academy in Vancouver at the first in-person gathering in 2 years! It was great to be with our fellow trustees from all over the province for a weekend of learning!

December:

There are events scheduled for this week and I will report on those in the January report.

Respectfully Submitted, Betty Bekkering

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

December 14, 2021

TO: Board of Education

FROM: Trustee Polillo

SUBJECT: **TRUSTEE REPORT –NOVEMBER/DECEMBER 2021**

November 1st – District Student Advisory Committee Meeting

November 2nd- Trustee/Senior Administration Meeting

November 3rd- Rural Trustees Family of Schools Meeting

November 5th – Meeting with Northern Health - Zoom

November 8th- Education Services Committee Meeting

November 9th- Policy and Governance Meeting

November 10th- Meeting with Ministry of Education Special Advisors (in person)

November 15th- Media Conference

November 15th- Management and Finance Committee Meeting

November 16th- Education Programs and Planning Committee Meeting (Chairperson)

November 20th- Duchess Park vs Vernon Football Interior Semi-Final Game in Prince George

November 26th- District Student Advisory Council Learning Series Film Release with District Staff

December 2nd-4th- British Columbia School Trustees Association- Trustee Academy in Vancouver

December 6th- District Student Advisory Committee Meeting

December 6th- Meeting with Rightsholder and Stakeholder Groups - (Zoom)

December 8th-College Heights Secondary Trustee Family of Schools Meeting

December 8th- District Catchment and Capacity Committee Meeting

December 9th- Meeting with Ministry of Education Special Advisors



October 26, 2021

Sharel Warrington, Chair
SD57 Board of Education
2100 Ferry Avenue
Prince George, BC V2L 4R5

Sent via email: swarrington@sd57.bc.ca

Dear Chair Warrington:

We are in receipt of your letters to Chief Chingee, and Chief Logan dated October 19, 2021. You should be aware that our communities have been working together on education issues in SD57 for the past few years through a Memorandum of Understanding (MOU) signed by our Chiefs. We ask that SD57 respect this MOU and our education partnership by corresponding with both our nations in one letter or in one email to both of us in future. We have been appointed by our Chiefs and Councils to be the lead Council representatives on all education matters and the first point of contact for our nations.

You indicate in your letters to our Chiefs that the Board will during its October 26th regular public meeting, discuss a motion to write to government requesting immediate action on *'the nine provincial government recommendations as soon as possible'*. You further write that our thoughts on these recommendations would be greatly valued.

Our nations have been requesting two Indigenous Trustee positions for quite some time now. Our nations would like to see SD57 urge the Ministry of Education to streamline a process to enable two Indigenous Trustees be appointed alongside the recently vacated positions.

You further state in your letter that the Board has developed a preliminary implementation plan of first priorities in response to the Special Advisors' timeline and that you would welcome an opportunity to share this plan with us. We welcome the opportunity to review this as well so please send them to both of us as soon as possible.

Moving forward, early collaboration is key, and we would like to be informed as soon as possible when we will need to meet and provide input to the school district. Normally, we meet as the MLIB/ LTFN Education Team and plan on how we will move forward. Our nations truly work together and will continue to work together just as our Nations have done for several years. LTFN and MLIB's relationship goes back generations and it will continue well into the future.

Thank you for recognizing the demands on our time. We are working with our education teams to develop a response to the recommendations put forth by the Special Advisors. There is much to be done and limited time to do the work required. We are committed to working with SD57 and the Special Advisors to address the challenges articulated in the Special Advisors Report. You can help by communicating directly via correspondence or email with both of us and sending us any information you would like us to review. Please keep in mind we need time to review any material, jointly plan as nations and schedule you into our very busy schedules and Councilors for our First Nations.

Respectfully,



Deputy Chief Jayde Chingee
McLeod Lake Indian Band
E: youthcouncillor@mlib.ca



Councilor Crystal Gibbs
Lheidli T'enneh First Nation
E: cgibbs@lheidli.ca



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

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

Phone: (250) 561-6800 • Fax (250) 561-6801
www.sd57.bc.ca

November 19, 2021

Deputy Chief Jayde Chingee
McLeod Lake Indian Band
Email: youthcouncillor@milib.ca

Councilor Crystal Gibbs
Lheidli T'enneh First Nation
Email: cgibbs@lheidli.ca

Dear Deputy Chief Chingee and Councilor Gibbs:

Thank you for your letter of October 26th. The Board extends our congratulations on your appointment by your Chiefs and Councils to be the lead Council representatives on all educational matters and the first point of contact for your Nations. We recognize and honor the important educational partnership and memorandum of understanding between your Nations.

At our public Board meeting on October 26th, the Board passed a motion to write to government requesting immediate action on the nine provincial government recommendations of the Special Advisors' report.

You may recall on November 19, 2020 the Board sent a letter of support to government regarding the joint request from McLeod Lake Indian Band and the Lheidli T'enneh First Nation for the addition of two Indigenous Trustees on the SD57 Board of Education. In our letter to government being sent today, we have again strongly urged the Minister to consider our support for the applications submitted by the Lheidli T'enneh and McLeod Lake Indian Band.

Thank you for welcoming the opportunity to review our preliminary implementation plan developed in response to the recommendations in the Special Advisors Report.

We agree early collaboration is key and we welcome the opportunity to meet and receive your input. Our first priority is our relationships with First Nations and Indigenous communities and we realize that we cannot move our work forward without your voices at the table.

We acknowledge that there is much work to do and in recognition of your busy schedules we will forward the board's preliminary plan so that you are able to review, jointly plan and determine availability for us at your education table.

We thank you for your feedback and look forward to working together collaboratively.

Sincerely,

Sharel Warrington, Chair
Board of Education

cc: Chief Harley Chingee, McLeod Lake Indian Band
Chief Dolleen Logan, Lheidli T'enneh First Nation



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November 19, 2021

**The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, B.C. V8W 9E2**

Dear Minister Whiteside:

The Board recognizes that the Education system in British Columbia plays a large part in providing direction to communities and that we must take a prominent role in the truth and reconciliation process. We also recognize that there is a shared responsibility and co-governance role between the Board and the Ministry of Education to ensure diversity, equity, justice and inclusion are principles which guide our work.

Toward that end, we request immediate action by the Ministry of Education on the nine Government recommendations included in the Special Advisors Report dated June 24, 2021 as follows:

- Development of a policy framework that requires all school boards to create mechanisms that give First Peoples voice and authentic engagement in decision making processes for Indigenous learners, i.e. Indigenous Trustees.
- Development of an implementation plan for enacting the principles of DRIPA in school districts, co-developed with First Peoples and other educational stakeholders.
- Authorization of an "In Plain Sight" report on education, led by an external advisor that acknowledges the nature of systemic racism and considers solutions and ways forward.
- Consideration of ways in which districts can be required to report on their progress in implementing DRIPA as a part of annual reporting.
- Consideration of convening a meeting with educational stakeholders and rightsholders focused on best practices in communication and relationship building with First Peoples.
- Creation of a senior mentor 'team' that can be mobilized across BC to assist and advise around best practices in team building, professional learning, Indigenous education, equity scanning, relationship building etc.
- Working with Boards to ensure that reporting on graduation rates more clearly identify 5 and 6 year completion rates in all categories (Dogwood, Adult Dogwood and Evergreen).
- Maximization and effective use of existing tools to ensure ongoing and regular tracking of Indigenous students throughout the year.
- Piloting the Ministry of Education new Reconciliation Training program in SD 57.

Additionally, we strongly urge the Ministry of Education to consider our support for the applications submitted by Lheidli T'enneh First Nation and McLeod Lake Indian Band under the Trustee variance process.

Sincerely,



Board of Education,
Sharel Warrington, Chair
Ron Polillo, Vice Chair
Betty Bekkering, Trustee
Tim Bennett, Trustee
Bob Thompson, Trustee

cc: Chief Dolleen Logan, Lheidli T'enneh First Nation
Chief Harley Chingee, McLeod Lake Indian Band
Crystal Gibbs, Councillor, Lheidli T'enneh First Nation
Jayde Chingee, Deputy Chief, McLeod Lake Indian Band
Shirley Bond, MLA, Prince George-Valemount
Mike Morris, MLA, Prince George-Mackenzie
BCSTA Boards of Education

/dlh



November 17, 2021

Sharel Warrington, Chair
SD57 Board of Education
2100 Ferry Avenue
Prince George, BC V2I 4R5

RE: TRUSTEE BI-ELECTION

Sent via E-mail: swarrington@sd57.bc.ca

Tansi Chair Warrington:

We request additional Polling Stations be established in our communities to allow our members to fully participate in the trustee by-election on January 15, 2022. Polling stations have never been an option for either First Nations communities. We feel this representation is vital on our path to truth and reconciliation.

The Indigenous Education Leadership Team will be encouraging members to participate in the by-election. We would like to eliminate the barriers that come along with travelling by giving our members a chance to vote in their own communities. Both communities deserve the right to vote and we want to ensure member safety while they participate. Therefore, we require Polling Stations at McLeod Lake Indian Band, Lheidli T'enneh First Nations (LTFN) Northside subdivision, and LTFN Southside subdivision.

Our Education staff will be pleased to work with SD57 staff to identify suitable locations for a Polling Station in our communities and provide any assistance and support required on January 15, 2022.

Mussi cho,

A handwritten signature in blue ink that reads "Jayde Chingee".

Deputy Chief Jayde Chingee
McLeod Lake Indian Band

A handwritten signature in blue ink that appears to read "Crystal Gibbs".

Councillor Crystal Gibbs
Lheidli T'enneh First Nation

Cc: Cindy Heitman, Acting Superintendent, SD57
Kory Wilson, Special Advisor



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November 25, 2021

Deputy Chief Jayde Chingee
McLeod Lake Indian Band
Email: youthcouncillor@milib.ca

Councilor Crystal Gibbs
Lheidli T'enneh First Nation
Email: cgibbs@lheidli.ca

Dear Deputy Chief Chingee and Councilor Gibbs:

In response to your letter dated November 17, 2021 requesting that polling stations be established in your communities to allow for member participation in the Trustee By-Election being held January 15, 2022, the Board has requested that Darleen Patterson, in her capacity as Chief Elections Officer, work with your Education staff to identify suitable locations and times for the stations to be in your communities for that purpose.

Sincerely,

Sharel Warrington, Chair
Board of Education

cc: Chief Harley Chingee, McLeod Lake Indian Band
Chief Dolleen Logan, Lheidli T'enneh First Nation
Acting Superintendent Cindy Heitman
Special Advisor Kory Wilson



November 17, 2021

Sharel Warrington, Chair
SD57 Board of Education
2100 Ferry Avenue
Prince George, BC V2L 4R5

RE: LOCAL CURRICULUM REVIEW

Sent via E-mail: swarrington@sd57.bc.ca

Tansi Chair Warrington:

As the Indigenous Education Leadership Team, we send this letter as a notification that McLeod Lake Indian Band (MLIB) and Lheidli T'enneh First Nation (LTFN) request full participation in building the local curriculum before implementation. This is critically important for several reasons.

Key priorities:

- Reviewing the local curriculum to ensure sufficient general Indigenous content is available for teachers to share with their students at all grade levels.
- We need to ensure there is sufficient curriculum content specific to Lheidli T'enneh First Nation and McLeod Lake Indian Band, its history, language, and traditional practices.

Our leaders have stated on several occasions during the past few years that students in SD57 are not provided the opportunity to learn more about the rights and title holders of the territories they live, attend school, and play in.

Students learn more about British and European history than they do MLIB and LTFN. Our participation will allow us to identify gaps in the curriculum currently presented to students in SD57.

Mussi cho,

A handwritten signature in blue ink that reads "Jayde Chingee".

Deputy Chief Jayde Chingee
McLeod Lake Indian Band

A handwritten signature in black ink that appears to read "Crystal Gibbs".

Councillor Crystal Gibbs
Lheidli T'enneh First Nation

Cc: Cindy Heitman, Acting Superintendent, SD57
Kory Wilson, Special Advisor



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November 25, 2021

Deputy Chief Jayde Chingee
McLeod Lake Indian Band
Email: youthcouncillor@mliib.ca

Councilor Crystal Gibbs
Lheidli T'enneh First Nation
Email: cgibbs@lheidli.ca

Dear Deputy Chief Chingee and Councilor Gibbs:

Thank you for your letter dated November 17th requesting full participation in the building of local curriculum before implementation. As a Board of Education and Senior Administration team we too believe this is critically important to the work we need to do.

As a first step, Acting Superintendent Cindy Heitman and Director of Instruction for Indigenous Education Pam Spooner will be reaching out to you to arrange a meeting to review the curriculum from Kindergarten to Grade 12 outlining where in the curriculum Indigenous content is required. This will provide the road map for district staff along-side the Nations to identify where more local content specific to Lheidli T'enneh First Nation and McLeod Lake Indian Band is needed to enhance the curriculum with local history, language and traditional practices.

We know and understand that the Indigenization of our curriculum must be done with the local First Nations if it is to be authentic and respectful to the history and culture of First Peoples. We look forward to working with you.

Sincerely,

Sharel Warrington, Chair
Board of Education

cc: Chief Harley Chingee, McLeod Lake Indian Band
Chief Dolleen Logan, Lheidli T'enneh First Nation
Cindy Heitman, Acting Superintendent of Schools
Kory Wilson, Special Advisor



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November 25, 2021

Deputy Chief Jayde Chingee
McLeod Lake Indian Band
Email: youthcouncillor@mllib.ca

Councilor Crystal Gibbs
Lheidli T'enneh First Nation
Email: cgibbs@lheidli.ca

Dear Deputy Chief Chingee and Councilor Gibbs:

As indicated in our letter dated November 19, 2021 we thank you for welcoming the opportunity to review the Board of Education's Preliminary Implementation Plan.

Please find attached the Board's plan including our first priorities which have been shared with the Special Advisors.

We look forward to working together to serve the students of School District No.57.

Sincerely,

Sharel Warrington, Chair
Board of Education

cc: Chief Harley Chingee, McLeod Lake Indian Band
Chief Dolleen Logan, Lheidli T'enneh First Nation

Enclosure

**Board of Education SD 57 Preliminary Implementation Plan
to
Special Advisors Catherine McGregor, Kory Wilson, Rod Allen
October 12th 2021**

“Respecting the beautiful ancestral lands, culture and people of the Lheidli T’enneh Nation, McLeod Lake Indian Band and Simpcw Nation”

Background

At our first meeting with Advisor Rod Allen on Tuesday Sept 21st, the board began initial discussions on the recommendations and its findings. During this discussion, the board agreed to take steps to understand and address the ‘culture of fear’ and relationships of mistrust identified within the report.

We spent considerable time on the importance of relationship building and how to re-engage with Lheidli T’enneh Nation, McLeod Lake Indian Band and the broader indigenous community. We stressed the importance of keeping students, student learning and indigenous education at the center of our work.

The specific governance recommendations in the report were reviewed along with recommendations involving our shared responsibility with First Nations and all indigenous peoples, our responsibility to district leadership and culture, student learning, student success and the priority of indigenous education.

Each board member committed to review the 41 recommendations and 4 outstanding issues and meet to focus on those that should be first priorities for action.

Development of a Preliminary Implementation Plan and First Priorities

The board met informally on October 8th and established five first priorities.

The five priorities fall within the following themes:

- Governance
- District Leadership and Culture
- Relationships
- Student Learning and Student Success

Priority 1 - Relationships with First Nations and all members of the Indigenous community.

Priority 2 - Letter to the Minister of Education requesting immediate action on the nine Provincial Government recommendations

Priority 3 - Monitor, support and work with senior staff, partner groups, rights holders and all stakeholders on work in progress that align with the report’s recommendations and are currently being addressed through engagement, the development of strategies and policies.

Priority 4 - Board Standing Committees identify recommendations that align with committee roles and responsibilities, develop a plan and report to the board

Priority 5 - Review and make transparent policies for how administrators, directors, school principals and vice principals are assigned and transferred.

This preliminary plan has been developed as a working document. The following details include actions that will be monitored to provide progress on how we are doing.

Priority 1 Relationships with First Nations and all members of the Indigenous community.

The board's priority of addressing our relationship with First Nations and all members of the indigenous community includes priorities in; recommendations 17,18 and 19 - governance/shared relationships with first peoples, recommendations 20,21,22 and 23 - relationships with indigenous people, and recommendations 34,35 and 35 - Indigenous education as priority.

- **Action:** The board will begin this priority by focusing on recommendation 22.
"That the Board, Board staff and First Nations work together develop stronger relationships and identify opportunities to meet in person, attend events and work together on initiatives that will benefit all."
- **Action:** Follow-up on the co-planning began in August with Lheidli T'enneh on district wide involvement for June 21st 2022 National Indigenous Peoples Day
- **Action:** Follow up on the informal discussions held at McLeod Lake Band Council office on September 22nd between Lheidli T'enneh representatives, McLeod Lake Indian Band representatives, Board and District representatives and Special Advisors Catherine McGregor and Rod Allen
- **Action:** The board will reach out to Lheidli T'enneh, McLeod Lake Indian Band and the broader indigenous community to open the door for opportunities to meet and work together.

Priority 2 – Letter to the Provincial Government, Minister of Education regarding immediate action on the nine Provincial Government recommendations

- **Action:** The board will make a recommendation at the public meeting on October 26th to advocate to the government to take immediate action on the nine provincial government recommendations.

Priority 3 The board will address recommendations that are currently in progress. This priority covers board, district and administration work included in recommendations 10, 11, 25 – 33.

- **Action:** The board will monitor, support and work with senior staff, partner groups, rights holders and all stakeholders on recommendations that are currently being developed through a process of engagement and the development of strategies and policies.

Details:

- Recommendation 10 – "That the board of Education review and implement an equity lens that will be used to review all policy and procedure practices" and
- Recommendation 11 – "That the board create a series of policies that...":
- **Action:** The board will continue its work on items in recommendation 11 where the board is currently working with staff and stakeholders to address its policies and administrative procedures. This work includes:
 - a) **Mandatory participation in anti- oppression, cultural safety and indigenous competency training, -**
 - **Action:** The board's committee on Policy and Governance is currently developing a district administrative procedure AP 170 Anti-Discrimination and Human Rights with ongoing input from all members of the committee; senior staff, representatives from the first nations, Prince George Teachers Association, CUPE, Indigenous Education Advisory Committee, Principals and Vice Principal Association, Students, District Parent Advisory Council.
 - **Action:** The board recognizes this recommendation has a broader mandate needing to be addressed.

b) Revise the policy for parental appeals.

- **Action:** The board is currently working with the District Parent Advisory Council to address the board's appeal bylaw. The board and DPAC will be meeting on October 18th to address this revision.

c) Amend policy on policy development 8310 to ensure that diversity, equity, justice and inclusion are principles which guide trustee and staff roles and ensures DRIPA principles are met.

- **Action:** Begin this recommendation discussion at the Policy and Governance Committee

f) Policy requiring regular reporting on student success, including an annual report on indigenous student learning and indigenous education that will be made publicly available.

- **Action:** The board through the Policy and Governance committee will review administrative procedures and policies on Student Promotion, Student Learning and Reporting.

Along with its policy work, priority 3 also covers the following recommendations regarding student learning and student success that are currently in progress (24 to 33) which have been listed below:

- **Action:** The board will continue to actively monitor, support and work with district staff on the ongoing work regarding these recommendations.
- **Action:** That the board will explore a variety of ways to monitor this work and report on progress
- Recommendation 24 The senior leadership team review models for assessing indigenous student learning data and developing indigenous student learning plans and make recommendations for implementation at the school and district level
- Recommendation 25 any and all programming which systematically limits students from full day, regular classroom school placement be immediately identified and reviewed for systemic biases
- Recommendation 26 that the senior leadership team develop an action plan and strategy that will focus on decolonization indigenization and anti- racism among leaders, teachers and students with an annual report to the Board.
- Recommendation 27 – Leadership team and indigenous community ensure successful social emotional and academic transitioning from home communities
- Recommendation 30 – That the senior leader team consistently and regularly advance the goals of indigenous education, reconciliation and anti-racism as key personal and district learning outcomes
- Recommendation 31- That each school be required to complete an annual report on student learning with a focus on indigenous student learning. These reports will become part of the public district level report completed annually
- Recommendation 32- That each school principal be required to report on how indigenous education, reconciliation and anti-racism work is being advanced in their schools with examples of progress towards measurable outcomes
- Recommendation 33 – That senior leaders plan regular parent sessions to fully inform parents of graduation and course requirements in school, rights holder communities and at the Friendship center

The following recommendations in progress have additional action plans:

- **Recommendation 28** – “That the district build on its engagement with students and create more opportunities for student voice and participation in district and school decisions.”
 - **Action:** To create more opportunities for student voice
 - **Action:** To begin the work on developing a policy for student voice
- **Recommendation 29** – “That indigenous education and indigenous student learning be specifically indicated as strategic priorities within the district and public annual reports provided on implementation and performance.”
 - **Action:** The board continues its active involvement in the development of the ‘District Strategic Plan’, the ‘Framework for Enhanced Student Learning’ and the district’s ‘Implementation Plan Year 1 and Year 2, Goals, Strategies and Objectives.’

- **Action:** The board actively engages in the “cycle of continuous improvement” sessions that are in progress
- **Action:** The board addresses recommendations 34,35 and 36 Indigenous Education as priorities in relation to this recommendation.

Priority 4 Board Standing Committees Identify recommendations that align with committee roles and responsibilities

- **Action:** That Board Standing Committee Chairs work with their committees to identify recommendations that align with committee roles and responsibilities, develop a plan and report back to the board by a date to be decided by the board.
 - All board standing committees meet monthly.
 - Standing committee members include representatives from senior staff, representatives from the first nations, Prince George Teachers Association, CUPE, Indigenous Education Advisory Committee, Principals and Vice Principal Association, District Students Advisory Council, District Parent Advisory Council.
 - Roles and responsibilities of the board’s four standing committees are stated in Bylaw 1.
 - Current standing committee chairs are:
 - Management and Finance – Trustee Tim Bennett
 - Education and Program Committee – Trustee Ron Polillo
 - Policy and Governance Committee – Trustee Betty Bekkering
 - Education Services Committee – Trustee Bob Thompson

Priority 5 Governance Recommendation h and District Leadership and Culture Recommendation 15

- **Action:** Recommendation h - Review and make transparent policies for how school principals and vice principals are assigned and transferred.
- **Action:** Recommendation 15 – All decisions around the movement of principals, vice- principals, directors, and teachers be fully documented, transparent following a consistent, transparent and clear procedure and process
- **Action:** The board will support and work with senior staff on each of these recommendations.

On behalf of SD 57 Board of Education

Respectfully submitted by Sharel Warrington, Chair