

Board of Education

Regular Public Meeting

December 13, 2022



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
4:00 p.m., Tuesday, December 13, 2022
Boardroom – 2100 Ferry Avenue

A G E N D A

1. **CALL TO ORDER**
 2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
 3. **APPROVAL OF AGENDA**
 4. **SCHOOL DISTRICT NEWS**
 5. **PRESENTATIONS (C. HEITMAN)**
 - 5.1 Shannon Schinkel, Teacher
Prime Minister's Teaching Excellence Award
 - 5.2 District Student Advisory Council – Update
Dylan Clifford, Teacher
 6. **MINUTES OF PREVIOUS MEETINGS**
 - 6.1 Regular Public Meeting of October 25, 2022 Page 1
 - 6.2 Inaugural Meeting of November 7, 2022 Page 7
 - 6.3 Record of Minutes of Special In Camera Meeting of
November 28, 2022 and Regular In Camera Meeting of
November 28, 2022 Page 11
 7. **BUSINESS ARISING FROM THE MINUTES**
-

8. OLD BUSINESS**8.1 Choice Management Committee – Spruceland School
(C. Heitman)***Shannon Daines, Principal Spruceland***8.2 Policies (C. Heitman/D. Patterson)****8.2.1 Final Approval for Policies** Page 12

- Policy 1 - Foundational Statements Page 16
- Policy 2 – Role of the Board Page 18
- Policy 3 – Role of the Trustee Page 28
- Policy 4 – Trustee Code of Conduct Page 32
- Policy 5 – Role of the Board Chair Page 40
- Policy 6 – Role of the Vice Chair Page 43
- Policy 7 – Board Operations Page 44
- Policy 8 – Board Committees Page 60
- Policy 9 – Board Representation Page 71
- Policy 12 – Role of the Superintendent Page 77

8.2.2 Final Approval for Policy 17 Page 81

- Policy 17 – School District Transportation Services Page 84

8.2.3 Final Approval for Policies 23 & 24 Page 85

- Policy 23 Anti-Racism, Anti-Discrimination and Cultural Safety Page 88
- Policy 24 Indigenous Racial Reconciliation Page 91

8.2.4 Final Approval for Policy 25 Page 97

- Policy 25 Provision of Child Care Page 100

8.2.5 Final Approval for Bylaw 2 Page 101

- Bylaw 2 - Indemnification Page 104

9. BUSINESS COMMITTEE**9.1 Committee Report (C. Brennan)** Page 106**9.2 2022-2023 Budget & Multi Year Financial Consultation
Committee** Page 108

- 10. **EDUCATION COMMITTEE**
 - 10.1 Committee Report (B. Bekkering) Page 113

 - 11. **ADVISORY COMMITTEE**
 - 11.1 Committee Report (G. Burnett) Page 114

 - 12. **NEW BUSINESS**
 - 12.1 Committee and Liaison Appointments (R. Weber) Page 115

 - 13. **DISTRICT ADMINISTRATION REPORTS**
 - 13.1 Superintendent of Schools

 - 14. **TRUSTEE REPORTS**
 - 14.1 BC School Trustees' Association (E. McLean)
 - 14.2 BC Public School Employers' Association
 (B. Bekkering)
 - 14.3 District Parent Advisory Council
 (C. Antrim)
 - 14.4 District Student Advisory Council
 (B. Bekkering / E. McLean)
 - 14.5 Indigenous Education Leadership Table (R. Weber)
 - 14.6 Trustee Activity Reports
 - 14.6.1 Trustee Bekkering Page 118
 - 14.6.2 Other Trustees

 - 15. **CORRESPONDENCE**
 - 15.1 Letter of Support for Northern BC Crime Stoppers dated
 October 25, 2022 re Spruce Credit Union Legacy Fund
 Grant Application Page 120
-

- 15.2 Letter of Response dated November 3, 2022 from
Minister Whiteside regarding the district's request for
additional funding

Page 121

16. **ADJOURNMENT**

UPCOMING MEETINGS:

Board Education Committee – January 10, 2023
Business Committee – January 17, 2023
Advisory Committee – January 24, 2023
Regular Public Board – January 31, 2023

PUBLIC REMARKS:

In accordance with Policy 7 Board Operations:

- *There shall be a public remarks period of up to 30 minutes following the adjournment of every regularly scheduled public Board meeting, to provide an opportunity for members of the public to make comments to the Board. Public remarks shall be relevant to items on the evening's approved regular public agenda. The Board will listen respectfully to comments, however may not respond to questions during this time.*
- *Members of the public may submit written comments relevant to items on the evening's approved regular public agenda to the Board Chair by email at publicinput@sd57.bc.ca for consideration by the Board. Written submissions must be received by 5 p.m. on the Monday prior to the regular public meeting.*
- *Individuals or groups wishing to make public remarks must identify themselves and the issue(s) to be presented on a speakers' list which will be available following the adjournment of the regular public meeting.*
- *Each speaker from the public will be allowed five minutes to make comments. At the discretion of the Chairperson, additional time may be allotted.*

DRAFT
Minutes
Regular Public
Meeting

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

2022.10.25
4:00 p.m.

Present:

Sharel Warrington, Chair
Ron Polillo, Vice Chair
Betty Bekkering, Trustee
Tim Bennett, Trustee
Milton Mahoney, Trustee
Bob Thompson, Trustee
Rachael Weber, Trustee

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

In Attendance:

Lee Karpenko, Assistant Superintendent
Pam Spooner, Indigenous Assistant Superintendent

1. **CALL TO ORDER**

The meeting was called to order at 4:02 p.m.

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

3. **APPROVAL OF AGENDA**

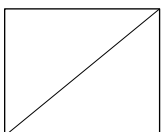
MOVED and SECONDED

That the agenda be revised to include the consideration of a Letter of Support for the Northern BC Crime Stoppers for approval by the Board as item 12.2.

CARRIED

4. **SCHOOL DISTRICT NEWS**

The Trustees provided positive comments related to recent school events within the district.



5. PRESENTATION

Trustee Polillo acknowledged the following Trustees in recognition of their service to public education on behalf of the British Columbia Trustees Association:

- Betty Bekkering – Two Terms
- Tim Bennett - Three Terms
- Sharel Warrington – Five Terms

6. MINUTES OF THE PREVIOUS MEETINGS**6.1 Regular Public Meeting of September 27 , 2022**

MOVED and SECONDED

That the minutes of the regular public meeting of September 27, 2022 be approved as presented.

CARRIED

6.2 Record of Minutes of Regular and Special In Camera Meetings

MOVED and SECONDED

That the record of the in camera meetings be approved as presented:

- September 26, 2022 Regular In Camera
- September 26, 2022 Special In Camera at 4:00 p.m.
- September 26, 2022 Special In Camera at 4:10 p.m.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

None.

8. OLD BUSINESS

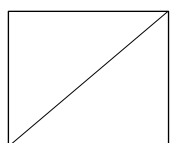
None.

9. BUSINESS COMMITTEE**9.1 Committee Report**

MOVED and SECONDED

That the report of the Business Committee meeting held on October 11, 2022 be received.

CARRIED



10. BOARD EDUCATION COMMITTEE**10.1 Committee Report**

MOVED and SECONDED

That the report of the Board Education Committee meeting held on October 4, 2022 be received.

CARRIED

11. ADVISORY COMMITTEE**11.1 Committee Report**

Trustee Polillo assumed the Chair for the following recommendations presented by Trustee Warrington.

MOVED and SECONDED

That the report of the Advisory Committee meeting held on October 18, 2022 be received.

CARRIED

11.2 Advisory Committee Feedback Process

MOVED and SECONDED

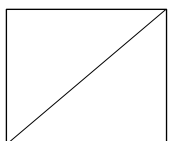
That Superintendent Heitman work with the Chair of the Board and the Chair of the Advisory Committee to develop a method for receiving feedback on the Advisory Committee's processes,

And

That this recommendation be included as part of the feedback received during the 60-day consultation period for Policy 8 Board Committees approved in principle by the Board at its regular public meeting on June 22, 2022.

CARRIED

Trustee Warrington re-assumed the Chair.



12. **NEW BUSINESS**

12.1 November 8, 2022 Board Education Committee and November 29, 2022 Public Board Meeting

MOVED and SECONDED

That the Board Education Committee meeting scheduled for November 8, 2022 be re-scheduled to December 6, 2022

And

That the Public Board Meeting scheduled for November 29, 2022 be cancelled to allow new Trustees the opportunity to attend and participate in School District orientation and the British Columbia School Trustees Association New Trustee Orientation & Academy before holding a Public Board Meeting.

CARRIED

12.2 Letter of Support – Northern BC Crime Stoppers

MOVED and SECONDED

That the Board of Education approves the draft letter to the Prince George Community Foundation and Interior Saving Credit Union in support of the Northern BC Crime Stoppers' application for the Spruce Credit Union Legacy Fund Grant as presented.

CARRIED

Trustee Polillo abstained from the vote due to a non-pecuniary conflict of interest.

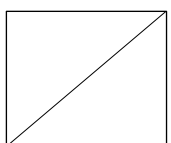
13. **DISTRICT ADMINISTRATION REPORTS**

13.1 Superintendent of Schools

The Superintendent advised that the district has posted a questionnaire on its website and through social media requesting feedback on how the district is doing regarding its Strategic Plan direction and goals.

The Superintendent provided a PowerPoint presentation on the report that was prepared for the Minister of Education and Child Care providing an update on how the district is doing related to the Special Advisors' recommendations.

Ms. Heitman responded to questions from the Trustees.



14. TRUSTEE REPORTS**14.1 BC School Trustees' Association**

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

14.2 BC Public School Employers' Association

None.

14.3 District Parent Advisory Council

The Superintendent provided an overview of the District Parent Advisory Council meeting held on October 3, 2022.

14.4 District Student Advisory Council

Trustee Polillo provided an overview of the District Student Advisory Council meeting held on October 11, 2022.

14.5 Indigenous Education Leadership Table

The Board Chair reviewed the report that was included in the agenda package.

14.6 Trustee Activity Reports**14.6.1 Trustee Polillo**

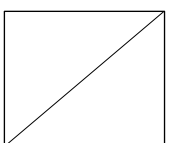
Trustee Polillo drew attention to the report included in the agenda package.

14.6.2 Trustee Warrington

Trustee Warrington reviewed the report that was provided as a handout.

14.6.3 Other Trustees

Trustees spoke positively regarding their time served on the Board of Education as their current term concludes on November 7, 2022.



15. **CORRESPONDENCE**

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

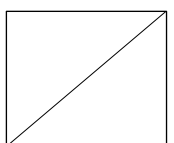
- o Letter dated September 27, 2022 to the Ministry of Education and Child Care regarding the 2021/2022 Under-Expenditure of the Indigenous Education Targeted Grant

16. **ADJOURNMENT**

The meeting adjourned at 6:00 p.m.

Chairperson

Secretary Treasurer



DRAFT
Minutes
Inaugural
Meeting

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

2022.11.07
4:00 p.m.

Present:

Cory Antrim, Trustee
Betty Bekkering, Trustee
Craig Brennan, Trustee
Gillian Burnett, Trustee
Erica McLean, Trustee
Bob Thompson, Trustee
Rachael Weber, Trustee (by Zoom)

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

In attendance:

Darlene McIntosh, Elder, Lheidli T'enneh First Nation
Doris Leclair, Elder, McLeod Lake Indian Band

1. **CALL TO ORDER**

Superintendent Cindy Heitman called the meeting to order at 4:00 p.m.

2. **GREETINGS AND WELCOME**

Darlene McIntosh, Elder, Lheidli T'enneh First Nation and Doris Leclair, Elder, McLeod Lake Indian Band provided an opening prayer and welcome to the traditional territory.

3. **CONFIRMATION OF OFFICIAL ELECTION RESULTS**

The Superintendent drew attention to the declarations of official election results for Prince George Trustee Electoral Area 1 that were included in the agenda package.

4. **CONFIRMATION OF ELECTION BY ACCLAMATION**

The Superintendent drew attention to the declaration of acclamation for Mackenzie Trustee Electoral Area 2 and Robson Valley Trustee Electoral Area 3 that were included in the agenda package.

5. **ADMINISTRATION OF OATHS OF OFFICE**

The Secretary Treasurer administered the trustees' code of ethics and oaths of office.

6. **ELECTION OF CHAIRPERSON**

The Superintendent called for nominations for chairperson.

Trustee Thompson nominated Trustee Bekkering, who accepted the nomination.

The Superintendent called for a second time for nominations for chairperson.

Trustee McLean nominated Trustee Weber, who accepted the nomination.

The Superintendent called for a third time and heard none. Ms. Patterson and Ms. Cote conducted an election by secret ballot.

Ms. Patterson declared Trustee Weber elected as chairperson.

Trustee Weber assumed the chair.

7. **ELECTION OF VICE-CHAIRPERSON**

The Board Chair called for nominations for vice-chairperson.

Trustee Antrim nominated Trustee Brennan, who accepted the nomination.

The Board Chair called for a second time for nominations for vice-chairperson.

Trustee Bekkering nominated Trustee Burnett, who accepted the nomination.

The Board Chair called for a third time and heard none. Ms. Patterson and Ms. Cote conducted an election by secret ballot.

Ms. Patterson declared Trustee Brennan elected as vice-chairperson.

8. **ELECTION OF BCSTA PROVINCIAL COUNCILLOR**

The Board Chair called for nominations for BCSTA Provincial Councillor.

Trustee Thompson nominated Trustee Bekkering, who accepted the nomination.

The Board Chair called for a second time for nominations for BCSTA Provincial Councillor.

Trustee Brennan nominated Trustee McLean, who accepted the nomination.

The Board Chair called for a third time and heard none. Ms. Patterson and Ms. Cote conducted an election by secret ballot.

Ms. Patterson declared Trustee McLean elected as BCSTA Provincial Councillor.

9. **ELECTION OF AN ALTERNATE BCSTA PROVINCIAL COUNCILLOR**

The Board Chair called for nominations for an alternate BCSTA Provincial Councillor.

Trustee Bekkering nominated Trustee Thompson, who accepted the nomination.

The Board Chair called for a second time for nominations for an alternate BCSTA Provincial Councillor.

Trustee Brennan nominated Trustee Antrim, who accepted the nomination.

The Board Chair called for a third time and heard none. Ms. Patterson and Ms. Cote conducted an election by secret ballot.

Ms. Patterson declared Trustee Antrim elected as alternate BCSTA Provincial Councillor.

10. **ELECTION OF REPRESENTATIVE TO THE B.C. PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

The Board Chair called for nominations for representative to the B.C. Public School Employers' Association.

Trustee Burnett nominated Trustee Bekkering, who accepted the nomination.

The Board Chair called twice more for nominations and, hearing none, declared Trustee Bekkering elected by acclamation.

11. **ELECTION OF AN ALTERNATE REPRESENTATIVE TO THE B.C. PUBLIC SCHOOL EMPLOYERS' ASSOCIATION**

The Board Chair called for nominations for an alternate representative for the B.C. Public School Employers' Association.

Trustee Brennan nominated Trustee Burnett, who accepted the nomination.

The Board Chair called twice more for nominations and, hearing none, declared Trustee Burnett elected by acclamation.

MOVED and SECONDED

To destroy the ballots from this meeting.

CARRIED

12. **ADJOURNMENT**

The meeting adjourned at 4:47 p.m.

Chairperson

Secretary Treasurer

DRAFT

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

November 28, 2022 Special In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Approval of the agenda.
3. Adoption of the minutes of the special in camera meetings of October 24, 2022.
4. Adoption of the minutes of the special in camera meeting of November 15, 2022.

The meeting was called to order at 4:05 p.m. and adjourned at 4:07 p.m.

November 28, 2023 Regular In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Approval of the agenda.
3. Receipt of the July 1, 2021 to June 30, 2022 Employee and Family Assistance Program report.
5. Adoption of the minutes of the regular in camera meetings of October 24, 2022.
4. Receipt of a British Columbia Public School Employers Association update.
5. Receipt of updates regarding property matters.

The meeting was called to order at 4:11 p.m. and adjourned at 4:44 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 13, 2022

Memorandum

TO: The Board of Education

FROM: Superintendent of Schools and
Secretary Treasurer

SUBJECT: **FINAL APPROVAL FOR POLICIES**

RECOMMENDATION

That the following policies adopted in principle effective
June 22, 2022 be given final approval:

Policy 1 – Foundational Statements
Policy 2 – Role of the Board
Policy 3 – Role of the Trustee
Policy 4 Trustee Code of Conduct
Policy 5 – Role of the Board Chair
Policy 6 – Role of the Vice Chair
Policy 7 – Board Operations
Policy 8 – Board Committees
Policy 9 – Board Representation
Policy 12 Role of the Superintendent

RATIONALE:

- 1) No specific input was received on Policies 1 - Foundational Statements, 2 – Role of the Board, 3 – Role of the Trustee, 4 – Trustee Code of Conduct, 5 – Role of the Board Chair, 6 – Role of the Vice Chair, 9 – Board Representatives, or 12 – Role of the Superintendent, the policies were included on the agenda for the Advisory Committee meeting held November 22, 2022 as a final opportunity for feedback.
- 2) Input was received on Policies 7 – Board Operations and 8 – Board Committees. Input was reviewed and incorporated as appropriate into the policies at the Advisory Committee meeting held November 22, 2022. Suggested changes to the language are highlighted in the policies attached for final review and approval by the Board.
- 3) On June 22, 2022 at a public meeting of the Board of Education the Board rescinded, effective immediately, Policy – 1120 Access to the Board, Policy 8230 Trustee Remuneration and Expenses and Bylaw No. 1 – “A Bylaw to provide for the organization and operation of the Board” and adopted in principle Policy 7 – Board Operations, Policy 8 – Board Committees and Policy 9 – Board Representation and distributed them for 60 days to Stakeholders and Rightsholders for input.

- 4) On June 22, 2022 at a public meeting of the Board of Education the Board rescinded, effective immediately, Policy - 1160 Role of the Board and adopted in principle Policy 2 – Role of the Board, Policy 5 – Role of the Board Chair and Policy 6 – Role of the Vice Chair and distributed them for 60 days to Stakeholders and Rightsholders for input.
- 5) On June 22, 2022 at a public meeting of the Board of Education the Board rescinded, effective immediately, Policy - 1170 Rights and Responsibilities of Trustees and adopted in principle Policy 3 – Role of the Trustee and Policy 4 – Trustee Code of Conduct and distributed them for 60 days to Stakeholders and Rightsholders for input.
- 6) On June 22, 2022 at a public meeting of the Board of Education the Board rescinded, effective immediately, Policy - 2111 Role of the Superintendent and adopted in principle Policy 12 – Role of the Superintendent and distributed it for 60 days to Stakeholders and Rightsholders for input.
- 7) In April of 2022 Trustee Bekkering advised that at its last meeting the Indigenous Education Leadership Table provided approval for the Board to move forward with the draft Policy and Administrative Procedures Manuals.
- 8) At the June 22, 2021 regular public meeting the Board Chair reviewed the following memorandum included in the agenda package “That the work of the (Ad Hoc Committee – Truth and Reconciliation and United Nations Declaration on the Rights of Indigenous Peoples) was suspended by the Committee Chair during the 2020/21 school year pending the outcome of recommendations from the Ministry appointed Special Advisory Committee. Consideration will be given to the ongoing work of the committee in the 2021/22 school year.”
- 9) In May of 2021 Trustee Bekkering, as the Chair of the Policy and Governance Committee reported that the Committee had completed their work on the Administrative Procedures Manual and inquired as to next steps.
- 10) At the January 26, 2021 regular public meeting the Board of Education moved “That in accordance with Regulation 5, Policy 8310, Policy and Policy Development, while the Ad Hoc Committee on the United Nations Declaration on the Rights of Indigenous People proceeds with its mandate and its review of the Boards draft Policy Manual and draft Administrative Procedures Manual, the Policy and Governance Committee also undertake its review of the draft Administrative Procedures Manual”.
- 11) At the January 5, 2021 special public meeting, the Board of Education moved, seconded and carried “That the revised Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved as presented.” And, a motion moved, seconded and tabled at the June 16, 2020 regular public meeting “That the draft policies and procedures are referred to the Ad Hoc Committee to review how the school district can implement the calls to action for the Truth and Reconciliation Report as well as the United Nations Declaration for the rights of Indigenous People.” was voted on and approved.

- 12) At the November 3, 2020 regular public meeting, the Board of Education moved, seconded and carried "That the Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved in principle as amended and referred to the committee for additional feedback at its first meeting.
- 13) At the June 16, 2020 regular public meeting, the Board of Education moved and seconded "That the Board of Education rescind Bylaws No.1, 2, 4 and 5 and all existing Policies, Regulations and Administrative Procedures effective June 16, 2020". Prior to a vote being called the following motion was moved, seconded and carried "That the Draft Board Policy and Draft Administrative Procedures Manuals be tabled until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation have been developed and approved by the Board".
- 14) On June 9, 2020, Trustees participated in a Board Policy Workshop to review and consider the input received during the 60-day consultation period.
- 15) At the April 7, 2020 regular public meeting, the Board of Education approved the draft Board Policy Manual for distribution to reference groups for input for 60 days. The consultation period ended on June 6, 2020.
- 16) Using the Board Draft Policy Manual as the description of the Board's retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19, 2019.

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

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

- 17) In Draft Policy 11 - Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.
- 18) The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.
- 19) The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held in October 19 and December 9, 2019.
- 20) The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.

- 21) The consultants drafted all core policies as directed or agreed to during the initial session.
- 22) The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.
- 23) On July 3, 2019 the Board of Education approved the following motion "That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies."
- 24) Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, determine local policy for the effective and efficient operation of schools in the school district.

DP/dln

Policy 1

FOUNDATIONAL STATEMENTS

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

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

Our Vision – All students are prepared for each step of their life’s journey with the skills, knowledge, options and choices to be successful.

Our Mission – Through innovation, high standards and culturally responsive care, we nurture and empower all students where they are to be proud, confident and engaged lifelong learners.

Our Values – Together these ways of thinking and acting help form the culture of our schools and workplaces. By upholding these values, we can build an environment that will lead to the fulfilment of our mission and vision.

Transparency We are open, honest and accountable for the decisions we make

Integrity We are ethical, fair and follow through on our commitments.

Equity We create systems where every student has opportunities and supports to be successful.

Inclusion We ensure all students contribute and participate in all aspects of school life

Respect We demonstrate kindness and care for ourselves, others and the environment.

Community We engage all members of our learning community through open and respectful relationships.

Our District Directions:

✓ **Truth and Reconciliation**

Truth and Reconciliation Calls to Action are implemented throughout our system.

Policy 1

✓ **Equity of Access**

Responsive systems providing accessible educational opportunities for all students to achieve their goals with specific focus for our Indigenous learners, our children and youth in care and our students with diverse abilities/disabilities.

✓ **Wellness**

Culturally safe, caring, inclusive learning communities, where all students thrive with an emphasis on mental health, physical health and overall well-being for students, staff and families.

✓ **Learning**

Engaging, innovative, learning communities with options and choice for all students to be successful. The focus of increasing literacy, numeracy and graduation rates will be prioritized. Specific strategies will be implemented to support our Indigenous learners, our children and youth in care and our students with diverse abilities/disabilities.

The Logo Design and Use

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

Legal Name

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

Operational Names

School District No. 57

SD 57

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

Related Policies:

Policy 7 – Board Operations

Policy 8 – Board Committees

Policy 9 – Board Representatives

Approved: June 22, 2022

Policy 2

ROLE OF THE BOARD

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

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

The Board functions as a corporate body and exercises those mandatory (must) and optional (may) powers granted or implied by the *School Act* and Regulations. As a corporate entity, its rights duties and powers reside with the Board and not individual Trustees.

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

The [School Act](#) provides for the Board to delegate specific and general administrative and management duties. The Board has chosen to retain in its role the following duties.

Specific Areas of Responsibility

1. Accountability to Governments

The Board shall:

- 1.1 Act in accordance with all applicable requirements of federal and provincial legislation.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

2. Developing and maintaining a Culture of Student Learning

The Board shall:

- 2.1 Ensure Board agendas reflect the Board's commitment to improving student success.
- 2.2 Ensure the district's strategic plan identifies student learning key results.
- 2.3 Ensure the planning documents, including such things as the Framework for Enhancing Student Learning, Local Education Agreements and Strategic Planning documents are reviewed at least annually, including identification of trends and issues.

Policy 2

- 2.4 Ensure resources for approved initiatives to improve student outcomes are aligned to the annual operating budget.
- 2.5 Ensure the effectiveness of the Superintendent's leadership in improving student outcomes are assessed annually.

3. Accountability to and Engagement of Community

The Board shall:

- 3.1 Model a culture of respect, transparency and integrity.
- 3.2 Within available resources make decisions that best address the needs and demands of the school district in service of students.
- 3.3 Establish processes and provide opportunities for community engagement.
- 3.4 Report school district outcomes to the community at least annually.
- 3.5 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 3.6 Meet as deemed appropriate with Chief and Council of Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw First Nation.
- 3.7 Meet as deemed appropriate with municipal and local governments and other educational/public service or business governing authorities to achieve educational ends.
- 3.8 Annually conduct public engagement opportunities in each of Mackenzie, McBride, Prince George and Valemount.

4. Strategic Planning and Reporting

The Board shall:

- 4.1 Provide overall direction for the school district by establishing foundational statements.
- 4.2 Annually approve school district priorities, key results and the school district's strategic directions.
- 4.3 Annually evaluate the effectiveness of the school district in achieving established priorities and key results.

5. Policy

The Board shall:

- 5.1 Identify how the Board is to function.
- 5.2 Delegate authority to the Superintendent and define commensurate accountabilities.
- 5.3 Identify the purpose to be achieved and the criteria for any new policies.
- 5.4 Make the final decision as to the approval of all policy statements.

Policy 2

- 5.5 Develop/assess/revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
 - 5.6 Ensure motions which are intended to have continuing effect are integrated into existing or new policy statements.
 - 5.7 Review all policies at least once in a term of office, to ensure currency and relevancy.
 - 5.8 Annually review the school district's Organization Chart, prepared by the Superintendent and assume responsibility for granting approval regarding the addition or removal of positions.
6. Board/Superintendent Relations
- The Board shall:
- 6.1 Select the Superintendent of Schools.
 - 6.2 Provide the Superintendent with clear corporate direction.
 - 6.3 Delegate in writing, administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
 - 6.4 Annually evaluate the Superintendent in accordance with a pre-established and mutually agreed upon performance appraisal mechanism in accordance with Policy 12 Appendix.
 - 6.5 Annually review the Superintendent's compensation.
 - 6.6 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
7. Political Advocacy
- The Board shall:
- 7.1 Make decisions regarding British Columbia School Trustee Association and British Columbia Public School Employers' Association issues.
 - 7.2 Advance school district positions and priorities through relevant provincial organizations and associations.
 - 7.3 Act as an advocate for public education and the school district in a non-partisan way.
 - 7.4 Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.
 - 7.5 Promote regular meetings and maintain timely, frank and constructive communication with locally elected officials including representation on municipal committees.
 - 7.6 Arrange meetings with elected provincial government officials to communicate and garner support for education.

Policy 2

8. Board Development

The Board shall:

- 8.1 Annually conduct an externally facilitated self-evaluation of the Board's effectiveness in keeping with the British Columbia School Trustees Association's guidelines and standard as outlined in Appendix A.
- 8.2 Annually develop a Board development plan aligned with school district priorities.

9. Fiscal Accountability

The Board shall:

- 9.1 Approve budget process and timelines at the outset of the budget process.
- 9.2 In collaboration with the Superintendent, identify budget assumptions and draft Board priorities to be used in the creation of the annual operating budget.
- 9.3 Approve the annual budget and allocation of resources to achieve desired results including strategic priorities.
- 9.4 Annually approve the school district's updated Five Year Capital Plan.
- 9.5 Annually appoint or reappoint the auditor and approve the terms of engagement.
- 9.6 Review annually the audit report and management letter and specify those recommendations to be implemented by the Superintendent.
- 9.7 Approve the annual audited financial statements.
- 9.8 Make decisions regarding ratification of memoranda of agreement with bargaining units.
- 9.9 Approve the acquisition and disposition of land and buildings; ensure titles to or enforceable long-term interests in land are in place prior to capital project construction.
- 9.10 Approve the amended annual budget.
- 9.11 Monitor the fiscal management of the school district through receipt of monthly financials and quarterly accountability reports including variance analyses and year-end projections.
- 9.12 Approve borrowing for capital expenditures within provincial restrictions.
- 9.13 Approve transfer of funds to/from reserves.
- 9.14 Approve signing authorities for the school district.
- 9.15 Approve changes to the schedule of student fees and deposit and ensure that procedures are in place to address financial hardship in [Policy 5101 Financial Hardship](#).

Policy 2

Selected Responsibilities

1. Approve annual school district calendar in accordance with legislation and collective agreements.
2. Approve anaphylaxis protection procedures established in accordance with legislation under Ministerial order M234/09 included in [Policy 5141.21 Anaphylaxis](#).
3. Approve provision of menstrual products to students established in accordance with legislation under Ministerial order M149/89 Support Services for Schools.
4. Annually approve the Board's Annual Work Plan included in Appendix B including the schedule of meetings.
5. Approve Board Authority Authorized Courses.
6. Approve the naming and renaming of educational facilities and land.
7. Recognize students, staff and community members.
8. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
9. Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreement with bargaining units.
10. Annually Review and approve Board compensation and expense rates.
11. Approval of and cessation of academies and programs of choice.
12. Annually approve continuing with British Columbia School Trustees' Association membership.
13. Approve catchment areas and changes thereto.
14. Approve Local Education Agreements with local First Nations.

Policy 2 Appendix A

FACILITATED BOARD SELF-EVALUATION PROCESS

PROCESS

The annual externally facilitated Board self-evaluation process shall be completed subsequent to the Superintendent evaluation process described in the appendixes to [Policy 12 Appendix](#) and entitled, *Superintendent Evaluation Guiding Principles*. The two evaluation processes are complementary in nature.

PURPOSE

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

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

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

EVALUATION PRINCIPLES

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

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

Policy 2 Appendix A

CONTEXT

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

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

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

Approved 2022.06.22

Policy 2 Appendix B

BOARD ANNUAL WORK PLAN

September

Regular Board Meeting Agenda Items:

- Review audit report, management letter and Management's internal report
- Review and approve the audited financial statements
- Review Financial Statement Discussion and Analysis document
- Review and approve 5 year Minor Capital Plan
- Review and approve catchment and capacity ad hoc committee terms of reference
- Review and approve proposed Trustee calendar for partner meetings, Board meetings and related functions
- Review Superintendent compensation

Events:

- BCSTA Northern Interior Branch – Education Meeting (September or October)
- Recognize National Day for Truth and Reconciliation

October

Regular Board Meeting Agenda Items:

- Complete Superintendent/CEO evaluation and Board evaluation
- Review and approve Board Annual Work Plan (including schedule of meetings)

Events

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

November

Inaugural or Annual Board Meeting Agenda Items

- Elect Chair/Vice-Chair, BCSTA Provincial Councillor and alternate, BCPSEA representative and alternate
- Trustee appointments to committees, community liaison groups, and school liaison assignments

Events

- BCSTA Trustee Academy (November or December)

December

Regular Board Meeting Agenda Items

- Review report on school district enrollment
- Review and approve budget consultation ad hoc committee terms of reference

Events

Policy 2 Appendix B

January

Regular Board Meeting Agenda Items

- Review progress re Strategic Planning results
- Review and approve Amended Annual Budget for Current Fiscal Year
- Review and approve draft Budget Development Process and Circulate to stakeholders
- Receive the Report of the catchment and capacity committee
- Provide direction through SD57 Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters

Events

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

February

Regular Board Meeting Agenda Items

- Review recommended school district calendar
- Review and approve Budget development process for upcoming year's Budget
- Review and approve Budget assumptions for the upcoming years budget
- Review the school district's Organization Chart
- Review policy positions for submission to BCSTA Annual General Meeting
- Review and approve Board Authority Authorized Courses
- Review Student Learning accountability report and assess Student Learning QI's re Policy (Framework for Enhancing Student Learning).

Events

- BCSTA Provincial Council Meeting
- Long Service Recognition Ceremony

March

Regular Board Meeting Agenda Items

- Review and approve school district calendar
- Review preliminary budget revenue information for the upcoming year's budget including the Ministry of Education funding announcement

April

Regular Board Meeting Agenda Items

- Receive the Report of the Budget Consultation Committee
- Review preliminary draft budget for the upcoming year

Events

- Attend and participate in BCSTA AGM

Policy 2 Appendix B

May

Regular Board Meeting Agenda Items

- Review and approve Annual Facility Grant Expenditure Plan
- Review and approve terms of engagement and appoint or reappoint auditor
- Review and approve annual budget for upcoming fiscal year
- Review and approve schedule of fees and deposits

June

Regular Board Meeting Agenda Items

- Review and approve 5 year Major Capital Plan
- Review and approve Board Development Plan
- Review and approve Framework for Enhancing Student Learning Annual Report
- Review and approve Strategic Plan – Annual Progress Report

Events

- Employee Retirement Dinner and Recognition
- Recognize National Indigenous Peoples Day

Ongoing

- Attend Trustee development/orientation sessions (when available)
- Attend school functions (as invited)
- Review the School District Strategic Plan
- Hear appeals (as required)
- Ratify memoranda of agreement with bargaining units
- Declare facilities surpluses to general school district needs
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings (as scheduled)
- Advance Board positions through BCPSEA
- Represent Board at BCSTA Northern Interior Branch Meeting
- Meet with elected officials (as scheduled)
- Engage in policy review
- Public engagement

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

Related Policies:

Policy 3 – Role of the Trustee

Policy 4 – Trustee Code of Conduct

Policy 5 – Role of the Board Chair

Policy 6 – Role of the Vice-Chair

Policy 7 – Board Operations

Policy 8 – Board Committees

Policy 9 – Board Representatives

Policy 10 – Policy and Policy Development

Policy 11 – Board Delegation of Authority

By-Law 1 – Appeals

By-Law 2 – Indemnification

By-Law 3 – Trustee Elections

Approved: 2022.06.22

Policy 3

ROLE OF THE TRUSTEE

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

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

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

The Board shall indemnify a Trustee in accordance with [Bylaw 2 - Indemnification](#).

Subject to the *School Act* and regulations, the *Elections Act* and other relevant government legislation, collective agreements and district bylaws and policies, trustees have certain rights and responsibilities, which provide the framework for carrying out their responsibilities as elected representatives of the public.

Specific Rights of Individual Trustees

The Trustee shall:

1. Be treated by other trustees, management, employees, students, parents and the public with respect and courtesy, in an atmosphere of mutual respect.
2. Be provided all information pertinent to the organization and operation of the district through Trustee Orientation sessions.
3. Be provided accurate information regarding the operations of the district at regular meetings of the Business Committee.
4. Be consulted in the assignment of responsibilities according to their skills, interests, background and training and be able to decline an assignment if it is felt that the match of skills and interests is not appropriate.
5. Be recognized appropriately for their leadership work and involvement as members of the Board.
6. Work in a safe and healthy environment, free from sexual and/or personal harassment.
7. Be able to appeal decisions that deal with disciplinary matters concerning themselves.

Policy 3

Specific Responsibilities of Individual Trustees

The Trustee shall:

1. Make learning and academic achievement of students and the support of public education the prime focus of the district.
2. Become familiar with district bylaws, policies and procedures, meeting agendas, materials and reports in order to effectively participate in Board business.
3. Become familiar with the requirements of the School Act, regulations and ministerial orders and other relevant government legislation.
4. Support motions carried by the Board to advance the work of the Board and monitor progress to ensure decisions are implemented.
5. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
6. Refer operational and administrative matters to the Superintendent.
7. Refer requests for information or action by staff through the Board Chair to the Superintendent.
8. Upon receiving a complaint or inquiry from a parent, student, staff member, or community member, refer the inquiry back to the Teacher, Principal, or appropriate District Office personnel and will inform the Superintendent of this action.
9. Keep the Board and the Superintendent informed in a timely manner of all matters coming to their attention that might affect the District.
10. Provide the Superintendent with information, giving the benefit of the Trustee's judgment, experience and familiarity with the community.
11. Attend all meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best opportunities possible for the education of children within the District, when unable to attend a meeting advise the Board, committee chair or recording secretary in advance of the meeting.
12. Attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner, when unable to attend a meeting advise the Board, committee chair or recording secretary in advance of the meeting..
13. When delegated responsibility, exercise such authority within the defined terms of reference in a responsible and effective way.
14. Participate in Board/Trustee orientation and development sessions so that the quality of leadership and service in the District can be enhanced.

Policy 3

15. Participate in British Columbia School Trustees Association events as they are able.
16. Strive to develop a positive and respectful learning and working culture both within the Board and the school district.
17. Contribute to the positive climate and reputation of the school district and public education.
18. Demonstrate honesty, integrity, courtesy and respect in their actions and interactions.
19. Serve the district to the best of their ability, irrespective of their own beliefs.
20. Be respectful, sensitive and responsive to the diversity and rights of others.
21. Declare when they are in a conflict of interest, pecuniary and non-pecuniary, and remove themselves from the room while discussion and voting takes place related to the matter.
22. Become familiar with, and adhere to, the Trustee Code of Conduct.

Orientation

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

1. The District will offer an orientation program for all Trustees following an election that provides information on:
 - 1.1. Role of the Trustee and the Board;
 - 1.2. Organizational structures and procedures of the District;
 - 1.3. Board bylaws, policy, agendas and minutes;
 - 1.4. Existing District initiatives, strategic plan, annual reports, budgets, financial statements and long-range plans;
 - 1.5. District programs and services;
 - 1.6. Board's function as an appeal body;
 - 1.7. Statutory and regulatory requirements, including responsibilities with regard to conflict of interest;
 - 1.8. Trustee remuneration and expenses; and
 - 1.9. Review established process and opportunities for community engagement.
2. The District will provide financial support for Trustees to attend British Columbia School Trustees Association sponsored orientation seminars.

Policy 3

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

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

Local Government Act

A Guide for School Trustee Candidates 2018 BCSTA

[Provisions of the *School Act*, RSBC 1996, c.412, relevant to the enactment of this regulation:
section 175(2)(i)]

School Trustee Oath of Office Regulation BC reg. 382/93 O.C.1548/93

Related Policies:

Policy 2 – Role of the Board

Policy 4 – Trustee Code of Conduct

Policy 5 – Role of the Board Chair

Policy 6 – Role of the Vice-Chair

Policy 7 – Board Operations

Policy 8 – Board Committees

Policy 9 – Board Representatives

Bylaw 2 – Indemnification

Approved: 2022.06.22

Policy 4

TRUSTEE CODE OF CONDUCT

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

Guidelines and Procedures

1. The Board is committed to ethical conduct and to the responsibility of Trustees to properly discharge their duties and to conduct themselves with decorum and professionalism.

Specifically, Trustees will:

- 1.1 Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with diligence.
- 1.2 Keep confidential any personal, privileged, or confidential information obtained in their capacity as a Trustee (the “Confidential Information”) and not disclose the Confidential Information except when authorized by law or by the Board to do so. Trustees shall not divulge the contents of private meetings, recognizing that all information disclosed in private meetings is Confidential Information and that such disclosure could seriously harm the Board’s ability to conduct its business.
- 1.3 Comply with Part 5 (sections 55 to 64) of the *School Act* regarding Trustee conflict of interest.
- 1.4 Prior to discussion of any matter at a public meeting where a Trustee has a real or perceived, pecuniary or non-pecuniary, conflict of interest, declare that conflict or perceived conflict and not take part in the discussion on the matter or vote on it. The Trustee must not discuss the matter outside the meeting with other Trustees or exert influence on the decision in which the Trustee has a conflict or perceived conflict of interest.
- 1.5 If the subject matter with respect to which the Trustee has a real or perceived conflict of interest is to be discussed in a private meeting, the Trustee will immediately declare the conflict and leave the meeting.
2. Other Trustees, the Superintendent, and the Secretary Treasurer, may bring forward to a Trustee a concern with respect to a real, potential, or perceived conflict of interest both pecuniary and non-pecuniary in nature.
3. A Trustee may request guidance from other Trustees, the Superintendent, and the Secretary Treasurer in regard to conflict of interest matters.

Policy 4

4. Any declaration of conflict of interest at a public meeting must be recorded in the minutes of the meeting. Any declaration of conflict of interest at a private meeting shall be recorded in the minutes of the next public meeting.
5. A Trustee will not use their influence to obtain employment within the District for family members or friends and will not use their position for personal advantage or the advantage of friends and/or family.
6. Trustees will not attempt to exercise individual authority with respect to Board matters, except as explicitly permitted by policies of the Board.
7. Trustees recognize that only the Board and not individual Trustees, may assess the Superintendent's performance.
8. Trustees will:
 - 8.1 Abide by the policies of the Board, all applicable legislation and regulations, in particular the *School Act*, and the Oath of Office.
 - 8.2 Respect and abide by the majority decisions made by the Board in legally constituted meetings.
 - 8.3 Endeavour to work with fellow Board members in a spirit of harmony and cooperation even when there are differences of opinion which may arise during debate.
 - 8.4 Ensure that their comments are issue based and not personal, demeaning, derogatory or disparaging with regard to Board staff or fellow Trustees, including comments made to media or news outlets.
 - 8.5 Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to their employer, advocacy or interest groups, and membership on other Boards.
 - 8.6 Represent the Board in all Board related matters with proper decorum and respect for others.
 - 8.7 Be aware of their obligations as outlined in the BC Human Rights Code.
 - 8.8 Use discretion at all times to minimize the impression that the individual Trustees' statements reflect the position of the Board.
 - 8.9 Ensure the use of electronic devices do not adversely affect the business of a meeting.

Policy 4

8.10 Ensure staff are able to provide objective reports and guidance to the Board without pressure or influence.

8.11 Protect and enhance the reputation of the District and Board.

9. Trustees are individually responsible for the content of their comments, posts and “likes” on social media and must ensure that their use of social media is consistent with the Trustee Code of Conduct.

10. Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions

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

Approved: 2022.06.22

Policy 4 Appendix

TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by Trustees to conduct themselves in compliance with this policy may result in the Board imposing sanctions.
 - 1.1. Code of Conduct Sanctions other than a Breach of Board Confidences
2. A Trustee who believes that a fellow Trustee has violated the Code of Conduct shall report such violation in writing (the "Violation Notice") to the Board Chair (or Vice-Chair if the complaint pertains to the Chair) and permit the Board Chair to seek resolution of the matter through conciliatory measures prior to commencing an official complaint under the Code of Conduct. The Board Chair must notify the allegedly offending Trustee of the reported violation within three (3) business days of receiving the Violation Notice.
3. It is recognized that from time to time a contravention of the Code of Conduct may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting the allegedly offending Trustee to a possible breach of the Code of Conduct is to assist the Trustee in understanding and discharging their obligations under the Code.
4. The conciliation process will begin within seven (7) business days of receipt of the Violation Notice, as follows:
 - 4.1. The Board Chair (or the Vice-Chair if the complaint pertains to the Chair) will engage in a private conversation with the allegedly offending Trustee, the purpose of which is to discuss, among other things, the nature of the alleged violation of the Code of Conduct and to provide the allegedly offending Trustee with an opportunity for explanation and to learn from their actions, if appropriate.
 - 4.2. Following the private conversation between the Board Chair or Vice Chair and the allegedly offending Trustee, the Board Chair or Vice Chair will act as conciliator in a meeting between the complainant and the allegedly offending Trustee in an effort to seek resolution of the matter to the satisfaction of the Trustees involved.
 - 4.3. If a satisfactory resolution is reached through the conciliation process, the Board Chair shall report to the Board that a complaint of a breach of the Code of Conduct had been made, and that it had been resolved informally through the conciliation process. All discussions through the conciliation process, the content and nature of the alleged violation, and any terms of resolution, will be kept confidential, and the public disclosure of which shall be deemed to be a violation of the Code of Conduct without the written consent of the complaining and offending Trustees.

Policy 4 Appendix

5. If a resolution is not reached to the satisfaction of the complainant, the complainant may commence an official complaint to the Board by filing a letter of complaint (the "Complaint") with the Board Chair (or Vice-Chair if the Complaint pertains to the Chair) within thirty (30) days of the conclusion of the conciliation process. The Complaint shall indicate the nature of the violation of the Code of Conduct and the section or sections of the Code of Conduct that are alleged to have been violated by the allegedly offending Trustee and provide all relevant information relating to the complaint.
6. The allegedly offending Trustee and all other Trustees shall be forwarded a copy of the Complaint by the Board Chair, or where applicable the Vice-Chair, within five (5) business days of receipt by the Board Chair of the Complaint.
7. When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees; the filing, notification, content, and nature of the Complaint shall be deemed to be Confidential Information, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the Complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the Complaint by the Board.
8. To ensure that the Complaint has merit to be considered and reviewed, at least one (1) other Trustee must provide to the Board Chair (or Vice-Chair where the Complaint pertains to the Chair) within three (3) business days of receipt of the Complaint, a letter indicating support for having the Complaint heard at a private Board meeting (the "Code of Conduct Hearing"). Any Trustee who forwards such a letter of support shall not be disqualified from attending at, and deliberating upon, the Complaint at a Code of Conduct Hearing.
9. Where no letter of support is received by the Board Chair within three (3) business days, the Complaint shall not be heard. The Board Chair shall notify all other Trustees in writing that no further action of the Board shall occur.
10. Where a letter of support is received by the Board Chair in the three (3) business days referred to in section 8 above, the Board Chair shall convene, as soon as practicable, a Code of Conduct Hearing to consider the alleged violation of the Code of Conduct by the allegedly offending Trustee. At the Code of Conduct Hearing, the presiding Trustee shall indicate, at the commencement of the meeting, the nature of the business to be transacted.
11. The presiding Trustee shall ensure fairness in dealing with the Complaint by adhering to the following procedures:
 - 11.1 All preliminary matters, including whether one (1) or more Trustees may have a conflict of interest in hearing the presentations regarding the Complaint, shall be dealt with prior to the presentation of the Complaint by the complainant. No Trustee shall be deemed to have a conflict of interest simply for the reason that they are affiliated with the same political party.

Policy 4 Appendix

- 11.2 The sequence of the Code of Conduct hearing shall be:
 - 11.2.1 The complainant, with or without the assistance of legal counsel, may provide a presentation to the Board which may be written or oral or both. In the absence of a presentation from the complainant, the Complaint shall stand as the presentation.
 - 11.2.2 The allegedly offending Trustee, with or without the assistance of legal counsel, shall then be given an opportunity to provide a responding presentation to the Board which may be written or oral or both.
 - 11.2.3 The complainant shall then be given an opportunity to reply to the allegedly offending Trustee's response.
 - 11.2.4 The allegedly offending Trustee shall then be provided a further opportunity to respond to the complainant's reply.
 - 11.2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties. The allegedly offending Trustee has the right not to answer any questions.
 - 11.2.6 The complainant shall be given the opportunity to make final comments to the Board; and
 - 11.2.7 Finally, the allegedly offending Trustee shall be given the opportunity to make final comments to the Board.
- 11.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining Trustees who do not have a conflict of interest shall be required to leave the room, and the remaining Trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution(s).
- 11.4 If the remaining Trustees in deliberation require further information or clarification, the parties shall be reconvened, and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 11.5 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 11.6 Following deliberation by the remaining Trustees, the presiding Chair shall reconvene the parties to the Code of Conduct Hearing. The presiding Chair shall then call for a resolution(s) to be placed before the Board. Any resolution(s) of the Board at a Code of Conduct Hearing requires a two-thirds majority vote.

Policy 4 Appendix

- 11.7 All documentation that is related to the Code of Conduct Hearing shall be returned to the Superintendent immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 11.8 The presiding Chair shall declare the private Board meeting adjourned.
- 12. A violation of the Code of Conduct may result in the Board instituting, without limitation, any or all of the following sanctions:
 - 12.1 Privately censuring the offending Trustee
 - 12.2 Removing the offending Trustee from some or all Board committees or other appointments of the Board; and
 - 11.9 Suspending the Trustee from participation in private Board meetings if appropriate.
- 13. The Board may, by resolution and in its discretion, determine to make public its findings with respect to a Code of Conduct Complaint to the extent Trustees consider appropriate.
 - 13.1. Breach of Board Confidences
- 14. The Trustee Code of Conduct requires that Trustees protect all Confidential Information obtained in their capacity as a Trustee. Willful failure to comply with this requirement where the disclosure of information pertains to matters of a sensitive nature constitutes a breach of confidentiality. For clarity, matters of a sensitive nature include but are not limited to: (1) the personal information of students, including sexual orientation and gender identities; (2) information that is subject to solicitor-client privilege; (3) information related to appeals under section 11 of the School Act; (4) and any other matter that is deemed to be sensitive at the sole discretion of the Board. No Trustee shall be in contravention of the requirement to protect all Confidential Information if the disclosure of information was done inadvertently or because of an error in judgment made in good faith.
- 15. If an individual Trustee or the Superintendent become aware of a suspected breach of the confidences of the Board, they may bring the suspected breach to the attention of the Board Chair (or Vice-Chair if the suspected breach relates to the Chair) to be discussed, at a private meeting of the Board. At such private meeting, the Chair (or Vice-Chair as applicable) shall present the nature and circumstances of the suspected breach of confidence and the allegedly offending Trustee, or their agent or representative, may respond to the allegations verbally or in writing or both. After hearing all of the circumstances of the suspected breach any Trustee may place a motion concerning the alleged breach before the Board.

If a breach is confirmed, the Board may confirm a breach of the Board's confidences and impose, without limitation, any of the sanctions set out in paragraph 12, above, or such other sanction as the Trustees determine appropriate.

Policy 4 Appendix

If the Board is unable to make a determination whether a breach of the Board's confidences occurred and further information is required before that determination can be made, the Board may direct that the Superintendent (as head of the District under the *Freedom of Information and Protection of Privacy Act*) to appoint an independent investigator to review the alleged breach of the Board's confidences. In such a case, the following procedure shall be followed:

- 15.1 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair (or Vice-Chair as applicable) and to the Superintendent.
 - 15.2 The Board Chair shall present at a private meeting of the Board, the report of the independent investigator. At this time, the Trustee in question, with or without the assistance of legal counsel, shall have an opportunity to present any additional, relevant information.
 - 15.3 If it is determined by a two-thirds majority vote of the Board that a willful breach of the Board's confidences has occurred, the Board may impose, without limitation, any of the sanctions set out in paragraph 12, above, or such other sanction as the Trustees determine appropriate.
16. The Board may, with approval of two-thirds of Trustees present at a private board meeting, make public its findings where a Trustee has committed a willful breach of the Board's confidences.

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

Related Policies:

Policy 2 – Role of the Board
 Policy 3 – Role of the Trustee
 Policy 5 – Role of the Board Chair
 Policy 6 – Role of the Vice-Chair
 Policy 7 – Board Operations
 Policy 8 – Board Committees
 Policy 9 – Board Representatives
 Bylaw 2 – Indemnification

Approved: 2022.06.22

Policy 5

ROLE OF THE BOARD CHAIR

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

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

Specific Responsibilities

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

1. Prior to each Board meeting, review the Board Annual Board Work Plan, meet with the Vice Chair, the Superintendent and Secretary Treasurer to determine the items to be included in the agenda, and to become thoroughly familiar with them.
2. To preside over all public Board meetings and ensure that such meetings are conducted in accordance with the [School Act](#), the bylaws, policies and procedures as established by the Board.
3. To perform the following duties during Board meetings:
 - 3.1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 3.2. Ensure that issues being presented for the Board's consideration are clearly articulated and explained.
 - 3.3. Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that a Board decision can be reached
 - 3.4. Direct the discussion by Trustees to the topic being considered by the Board.
 - 3.5. Decide questions of order and procedure, subject to an appeal to the rest of the Board. They will speak to points of order in preference to other members.
 - 3.6. Determine disposition of each motion by a formal show of hands or secret ballot if required.
4. To convey directly to the Superintendent any concerns or questions as are related to the Chair by Trustees, parents, students or employees which may significantly affect the administration of the District.
5. To be in regular contact with the Superintendent to maintain a working knowledge of current issues and events within the District.

Policy 5

6. To bring to the Board all matters requiring a corporate decision of the Board.
7. To act as chief spokesperson for the Board by stating positions consistent with Board decisions and policies (except for those instances where the Board has delegated this role to another individual or group).
8. To attend all regularly called Board Chair meetings of the British Columbia School Trustees Association and Ministry of Education and Child Care.
9. To act as an ex-officio non-voting member of all committees appointed by the Board.
10. To act as a signing authority for Board minutes.
11. To act as a signing authority for the District as follows:
 - 11.1. As required by the government of B.C.
 - 11.2. As required by financial institutions.
12. To represent the Board, or arrange alternative representation, at Board events, meetings with other levels of government or other organizations or at hearings. When representing the Board at official meetings or in an official function, the Chair is limited to speaking for positions the Board has determined through approved motions. The Chair will bring back issues to the Board for consideration if the Board has not yet adopted motions on the matter or provided direction. The Chair will share with the Board all information from meetings with other levels of government or external organizations at which the Chair attended as the Board's representative.
13. To ensure that the Board engages in regular assessments of its effectiveness as a Board.
14. To recommend to the Board Trustee appointments to:
 - 14.1. Standing committees Chairs
 - 14.2. School liaison appointments;
 - 14.3. Representative to external organization; and
 - 14.4. Other Board committees, e.g. ad hoc committees.
15. Address inappropriate behaviour on the part of a Trustee as per Policy 4 Appendix Trustee Code of Conduct Sanctions.
16. Assist with the Board orientation program for new Trustees.
17. Manage the Superintendent of Schools/Chief Executive Officer contract on the Boards behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off on the Superintendent's expenses as well as vacation and sick leave, days earned, taken and accumulated.

Policy 5

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

Related Policies:

Policy 2 – Role of the Board

Policy 3 – Role of the Trustee

Policy 4 – Trustee Code of Conduct

Policy 6 – Role of the Vice-Chair

Policy 7 – Board Operations

Policy 8 – Board Committees

Policy 9 – Board Representatives

By-Law 1 – Appeals

By-Law 2 – Indemnification

By-Law 3 – Trustee Elections

Approved: 2022.06.22

Policy 6

ROLE OF THE VICE CHAIR

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

Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence and in such an event shall have all the duties and responsibilities of the Board Chair.
2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
3. Prior to each Board meeting, the Vice Chair shall review the Board Annual Work Plan, meet with the Chair, the Superintendent and the Secretary Treasurer and become thoroughly familiar with items included in the agenda.
4. The Vice Chair shall be an alternate signing officer of the Board Chair for the District as outlined in 9 and 10 of Policy 5 Role of the Board Chair.

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

Related Policies:

Policy 2 – Role of the Board
 Policy 3 – Role of the Trustee
 Policy 4 – Trustee Code of Conduct
 Policy 5 – Role of the Board Chair
 Policy 7 – Board Operations
 Policy 8 – Board Committees
 Policy 9 – Board Representatives
 By-Law 1 – Appeals
 By-Law 2 – Indemnification
 By-Law 3 – Trustee Elections

Approved: 2022.06.22

Policy 7

BOARD OPERATIONS

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

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

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

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

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

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

1. Board Composition and Elections

- 1.1. By Ministerial Order dated April 6, 2018 School District No. 57 (Prince George) Board of Education consists of seven Trustees elected from three Trustee Electoral Areas see Appendix A Electoral Map as follows: five from the Prince George Trustee Electoral Area, one from the Mackenzie Trustee Electoral Area and one from the Robson Valley Trustee Electoral Area.
- 1.2. Trustees on the SD57 Board of Education represent all students in the district regardless of the Trustee Electoral area in which they are elected.

Policy 7

2. Inaugural and Subsequent Annual Meetings of the Board

2.1. Inaugural Meeting

- 2.1.1. After the general local election of trustees, the Secretary Treasurer for the District shall convene a first meeting of the Board as soon as possible in accordance with Sections 49 and 67 of the School Act and, in any event, within thirty (30) days from the date that the new Board begins its term of office.
- 2.1.2. At the first meeting of the Board, the Superintendent shall announce the results of trustee elections and confirm that all trustees have taken the Oath of Office as required by the *School Act*, or cause to be administered, the Oath of Office for trustees present who have not taken it, attached hereto as Appendix B.
- 2.1.3. At the first meeting of the Board, the Superintendent shall cause to be administered the Trustee Code of Ethics for all trustees present who have not taken it, attached hereto as Appendix C.
- 2.1.4. At the first meeting of the Board, the Superintendent shall call for nominations for Board Chair, and, if there is more than one nominee, a vote by secret ballot will be conducted. If more than two nominations are made and if from the first ballot no nominee receives a clear majority, the nominee receiving the fewest votes shall be eliminated from the ballot. This procedure shall be continued until one candidate receives a clear majority, and that person shall preside for the ensuing year or until a new Chair is elected.
 - 2.1.4.1. Any other Trustee may nominate any Trustee and no seconder shall be required.
 - 2.1.4.2. Nominations shall be called three times.
 - 2.1.4.3. All voting shall be by ballots, except where Trustees are attending the meeting through electronic means which would necessitate electronic voting.
- 2.1.5. The Chair so elected shall assume the chair for the remainder of the meeting.
- 2.1.6. The Board shall proceed to elect a Vice-Chair, a British Columbia School Trustees Association Provincial Councillor, a British Columbia School Trustees Association Provincial Alternate Councillor, a representative to the B.C. Public School Employer's Association and an alternate representative to the B.C. Public School Employer's Association in the same manner as the election of the Chair.

Policy 7

2.1.7. Following the elections of the Chair and Vice-Chair the order of business shall include:

2.1.7.1. Preliminary discussion of appointments of trustees to committees and as representatives to outside organizations.

2.2. Annual Meeting

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

2.2.1.1. Election of Chairperson and Vice Chairperson;

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

3. Board Meetings

3.1. The Board will publish a calendar of regular public meeting dates at the beginning of each school year. Ten regular meetings shall be scheduled throughout the year, beginning at 4:00 p.m. and ending at 6:00 p.m., while district schools are in session. After two hours have passed, the regular public meeting may be continued for up to two 30 minute periods with unanimous agreement of the trustees present.

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

3.3. All meetings of the Board will be recorded and recordings will be maintained for a period of twelve (12) months. Recordings of regular and special public meetings will be posted on the website.

3.4. A Trustee who states an intention to propose a motion at the next meeting, shall submit a recommendation and rationale, in the form of a proper written motion prior to the regular Board meeting it is to be debated at in order that it may be included in the agenda package for the meeting.

3.5. If a Board decision must be made urgently, a Trustee shall at the time provide a recommendation and rationale, in the form of a proper written motion to the Secretary Treasurer to be shared with Trustees for consideration to include the item in an amended agenda.

Policy 7

- 3.6. The Chairperson may enter into debate and vote as any other Trustee.
- 3.7. Prior to a decision being made on an issue, a Trustee may make a motion requesting that a public hearing, forum, focus group, task force, survey or poll or an ad hoc committee be formed to address the specific issue, or that the matter be referred to staff or the appropriate Committee.
- 3.8. Forty-eight hours' notice in writing shall be given of each special meeting of the Board, such must be given to each Trustee by delivery to their school district email.
- 3.9. Written notice of any special meeting of the Board may be waived provided that reasonable steps have been taken to notify all Trustees of the meeting and that not less than the number of Trustees required to make a quorum agree to the waiving of the written notice.
- 3.10. A quorum shall be a majority of Trustees holding office at the time of the meeting. No decision may be made in the absence of a quorum except to adjourn or recess the meeting or to take steps to establish a quorum.
- 3.11. All matters coming before the Board shall be considered in public sessions except the following:
 - 3.11.1. Personnel matters
 - 3.11.1.1. Salary claims and negotiations
 - 3.11.1.2. Efficiency, discipline or retirement of employees
 - 3.11.1.3. Employee promotion or termination
 - 3.11.2. Legal matters
 - 3.11.2.1. Accident claims
 - 3.11.2.2. Legal actions brought by or against the Board
 - 3.11.2.3. Legal opinions respecting any matters which are to be considered in private session
 - 3.11.3. Student matters
 - 3.11.3.1. Indigent students
 - 3.11.3.2. Student discipline

Policy 7

- 3.11.4. Property matters
 - 3.11.4.1. Negotiations regarding purchase, lease or sale of property
 - 3.11.4.2. Future site planning and designation
- 3.11.5. Investigations regarding possible school closures
- 3.11.6. Auditors' management letter
- 3.11.7. Medical matters respecting individual students or employees
- 3.11.8. Other matters that the Chairperson considers appropriate for initial discussion in camera
- 3.11.9. Such other matters as the Board may determine
- 3.12. No Trustee shall disclose to the public the proceedings of an in camera meeting unless a motion has been passed at the meeting to allow such disclosure.
- 3.13. A Trustee may make a motion to place an in camera item of business onto the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favour of the motion shall be sufficient cause to move the item into the public session.
- 3.14. Subject to appropriate sections of the [School Act](#), its attendant regulations, and existing contracts, the Board may exclude from attendance at an in camera meeting an employee under consideration by the Board relative to the employee's salary, promotion or termination, efficiency, discipline, retirement or any other matter directly concerning the employee.
- 3.15. Development of Regular Public Meeting Agenda (Open)
 - a) Call to Order
 - b) Ancestral Land Acknowledgement
 - c) Approval of Agenda
 - d) School District News
 - e) Presentations
 - f) Minutes of Previous Meetings
 - g) Business Arising from the Minutes
 - h) Old Business
 - i) Business and Operations Committee
 - j) Board Education Committee
 - k) Advisory Committee
 - l) New Business
 - m) District Administration Reports
 - n) Trustee Reports
 - o) Correspondence
 - p) Adjournment
 - q) Public Remarks Related to the Board Meeting

Policy 7

3.16. In-Camera Board Meetings (Closed)

- a) Call to Order
- b) Ancestral Land Acknowledgement
- c) Adoption of Minutes of Previous Meetings
- d) Special Meeting Topic
- e) Adjournment

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

A special meeting of the Board may be called by:

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

4. Board Minutes

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

4.1. The minutes shall record:

- a) Date, time and place of meeting;
- b) Type of meeting (public or in-camera; inaugural, annual, regular or special);
- c) Name of presiding officer;
- d) Names of those Trustees and administration in attendance;
- e) Approval of preceding minutes;
- f) Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;
- g) Points of order;
- h) Appointments;
- i) Recommended motions proposed by Committees; and,
- j) Trustee declaration pursuant to Section 56, 57 or 58 of the [School Act](#).

4.2. The minutes shall:

- a) Be prepared as directed by the Secretary Treasurer;
- b) Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- c) Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

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

Policy 7

- 4.4. The Secretary Treasurer shall establish a codification system for resolutions which will:
- a) Provide for ready identification as to the meeting at which it was considered;
 - b) Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - c) Establish and maintain a file of all Board minutes.
- 4.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Secretary Treasurer to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 4.6. The approved minutes of a regular or special public meeting shall be posted to the website as soon as possible following approval. The Secretary Treasurer is responsible to distribute and post the approved minutes.
- 4.7. Upon adoption by the Board, the minutes of meetings other than Closed meetings shall be open to public scrutiny.

5. Rightsholder and Stakeholder Engagement

5.1. In addition to other engagement opportunities presented to Rightsholder and Stakeholder groups the Board welcomes input from Rightsholder and Stakeholder groups on any initiatives being pursued by the Board.

5.1.1. Rightsholder or Stakeholder groups wishing to engage with the Board must contact the Secretary Treasurer's office.

5.1.2. The Secretary Treasurer's office will contact the group to determine appropriate date(s) and time(s) for the engagement opportunity.

6. Public Participation

6.1. Formal Presentations

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

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

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

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

Policy 7

- 6.1.5. Individuals or groups wishing to make a formal presentation to the Board must contact the Secretary Treasurer's office.
- 6.1.6. The Secretary Treasurer's office will notify the individual or groups of their inclusion on a Board agenda.
- 6.1.7. Once the presentation is completed and Trustees have had an opportunity for questions, it is in order for the group to remain or leave the meeting.

6.2. Informal Presentations

- 6.2.1. There shall be a public remarks period of up to 30 minutes following the adjournment of every regularly scheduled public Board meeting, to provide an opportunity for members of the public to make comments to the Board. Public remarks shall be relevant to items on the evening's approved regular public agenda. The Board will listen respectfully to comments, however may not respond to questions during this time.
- 6.2.2. Members of the public may submit written comments relevant to items on the evening's approved regular public agenda to the Board Chair by email at publicinput@sd57.bc.ca for consideration by the Board. Written submissions must be received by 5 p.m. on the Monday prior to the regular public meeting.
- 6.2.3. Individuals or groups wishing to make public remarks must identify themselves and the issue(s) to be presented on a speakers' list which will be available following the adjournment of the regular public meeting.
- 6.2.4. Each speaker from the public will be allowed five minutes to make comments. At the discretion of the Chairperson, additional time may be allotted.

7. Trustee Participation in Meetings through Electronic Means

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

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

Policy 7

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

7.3. Trustees attending a meeting remotely have full voting privilege, electronic votes shall be submitted to the Secretary Treasurer via text or alternate electronic arrangement.

8. Trustee Remuneration

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

Section 71 of the [School Act](#) provides for an annual remuneration to be paid to Trustees.

8.1. The annual remuneration for Trustees, as of July 1, 2021, shall be as follows:

8.1.1. Chairperson \$23,115

8.1.2. Vice-Chairperson \$21,615

8.1.3. Trustees \$20,115

8.2. The annual remuneration for Trustees will be reviewed by the Business and Operations Committee on an annual basis prior to March 31, commencing in 2021, within the following guidelines:

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

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

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

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

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

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

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

Policy 7

8.4. Trustees will be reimbursed for out-of-district travel in accordance with Appendix D.

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

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

8.6.1. Each Trustee will be entitled to \$3,500 for their own professional development. Trustees will be encouraged to attend:

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

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

9. Trustee Expense Reimbursement

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

10. Trustees will be provided services, materials and equipment in accordance with Appendix E.

11. Trustee Conflict of Interest

11.1. The Board considers conflict of interest to include:

- 11.1.1. Pecuniary interest – a matter that could monetarily affect a Trustee.
- 11.1.2. Indirect pecuniary interest – where the Trustee is a shareholder, officer or employee of a firm with a pecuniary interest in the matter; or in which the Trustee is a partner of a person, a member of a firm or is in the employment of a person or firm that has a pecuniary interest in the matter.
- 11.1.3. Deemed pecuniary interest – a matter in which the Trustee knows that their spouse, parent or child has a pecuniary interest.

Policy 7

11.1.4. Non-pecuniary conflict of interest – a matter in which the Trustee's interest in the matter is immediate and distinct from the public interest; where it can be reasonably determined that the Trustee's private interest in the matter will influence their vote on the matter; and where the Trustee's relations or associates stand to realize a personal benefit from a favourable decision on the matter.

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

11.2.1. Disclose the general nature of the interest;

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

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

11.3.If the meeting at which a Trustee discloses a conflict of interest is an in camera meeting, the Trustee, in addition to the requirements of 10.2 above must leave the meeting during the Board's consideration of the matter.

11.4.If a Trustee's conflict of interest is not disclosed at a meeting because the Trustee is not in attendance at the meeting, the Trustee shall disclose the interest at the next Board meeting and also comply with 10.2.2 and 10.2.3 above.

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

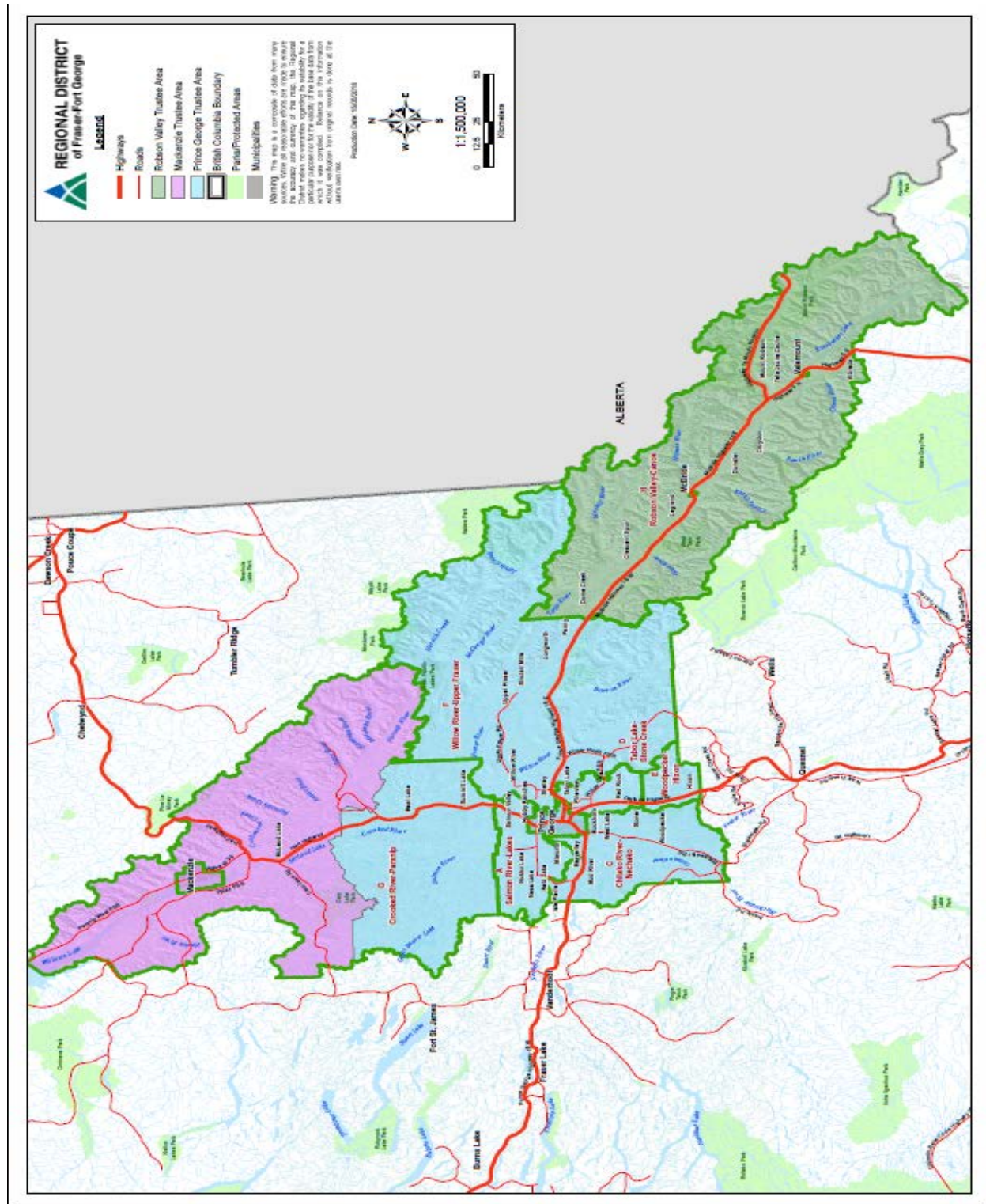
11.6.A Trustee with a direct or indirect pecuniary interest in teacher or support staff collective bargaining shall not participate or represent the Board in those activities.

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

Related Policies:
Policy 1 – Foundational Statements
Policy 8 – Board Committees
Policy 9 – Board Representatives
Policy 16 – Indemnification Bylaw

Approved: 2022.06.22

Policy 7 Appendix A



Policy 7 Appendix B

OATH OF OFFICE FOR SCHOOL TRUSTEES

I, «Name», do «SwearAffirm» that:

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

«Name»

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

Policy 7 Appendix C

CODE OF ETHICS

As an elected trustee on the Board,

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

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

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

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

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

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

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

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

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

Signed November __, ____

Policy 7 Appendix D

REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

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

Representatives of the Board and Trustees who are required to travel on school district business shall be reimbursed for appropriate expenses incurred in accordance with [Policy 4133.1 Reimbursement of Travel Expenses.](#)

Policy 7 Appendix E

SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

1. A District owned cell phone and laptop in accordance with the following parameters:
 - The school district owns this equipment
 - The computer/peripherals will be used predominately for school district work/business.
 - All systems will be configured and maintained in accordance with the current district technology standards document.
 - The use of the computer will align with School District No. 57 (Prince George) Policy 6179 Acceptable Use of Networks related to acceptable use of network.
 - Data contained on the computer could be subject to a Freedom of Information and *Protection of Privacy Act* request.
 - The Trustee to whom this equipment is assigned is responsible for its safekeeping off school property. Any loss or damage to the equipment may result in the Trustee being responsible for up to 50% of the replacement cost. It is therefore strongly suggested that Trustees investigate coverage of equipment through their home insurance policy. This normally requires a rider to the existing policy. The school / department funding the purchase of the equipment is not responsible for any additional insurance costs incurred.
2. District Email Account
3. Access to the Central Administration Office is provided to Trustees from all electoral areas. Additionally, access to Mackenzie and Robson Valley Schools is provided to Trustees from those electoral areas. Access to facilities is provided in order for Trustees to discharge their duties under the role of a Trustee.
4. Supply of paper from the Central Administration Office and the ability to claim expenses for printer ink.

Approved: 2022.06.22

Policy 8

BOARD COMMITTEES

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

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

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

General Requirements

1. The Board may appoint Standing Committees and Ad Hoc Committees, for which the Board shall prescribe the terms of reference.
2. The Board Chair shall be an ex-officio non-voting member of all Board committees to which the Board Chair has not been appointed.
3. The Board Chair shall recommend the Chair of any standing committee of Policy 8 appendix, only after Trustees have an opportunity to make their preferences known.
 - 3.1. The recommendation of the appointments made by the Chairperson, shall be subject to the approval of the Board at the next regularly scheduled board meeting following the inaugural or annual meeting.

Policy 8

Standing Committees

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

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

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

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

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

1. Advisory Committee

1.1. Purpose

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

1.2. Powers and Duties

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

The committee may convene working groups for the purpose of researching and preparing information about a particular issue or topic to bring forward to the Board through this committee.

1.3. Membership

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

1.4. Meetings

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

1.4.2. Advisory Committee meetings shall be held from 4:00 p.m. to 6:00 p.m. generally on the third Tuesday of each month except for July and August.

Policy 8

- 1.4.3. The Superintendent and Secretary Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.
- 1.4.4. Each of the following Rightsholder and Stakeholder groups will be invited to send two representatives to attend the advisory committee meetings: CUPE 3742, CUPE 4991, District Parent Advisory Council, District Student Advisory Committee, Exempt Staff, Prince George District Teachers' Association, Prince George Principals and Vice Principals Association, Elders Advisory Council, Indigenous Education Advisory Committee, Lheidli T'enneh First Nation, McLeod Lake Indian Band, Metis Nation, Simpcw Nation and Takla Nation.
- 1.4.5. Rightsholder and Stakeholder group representatives are encouraged to provide perspective and advice from the vantage point of the group they represent.
- 1.4.6. Rightsholder and Stakeholder groups referring a matter to the committee must provide sufficient detail in advance to be included in the agenda for Trustees and other Rightsholder and Stakeholder groups to understand the scope of the matter being referred. Such items will be considered in the creation of the agenda.
- 1.4.7. The agendas and notice of meetings will be prepared by the Secretary Treasurer, under direction of the Chair of the Advisory Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members and Rightsholder and Stakeholder group representatives in advance of the meeting.
- 1.4.8. The Secretary Treasurer will produce written minutes of the committee meeting and will present the minutes to the committee for approval.
- 1.4.9. The members of the Committee will annually be provided with an opportunity to provide feedback on the Committee's structure and processes.

2. Board Education Committee

2.1. Purpose

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

- Student learning initiatives
- Curriculum implementation and program requirements
- School learning resources and supplies
- Indigenous education
- Inclusive education
- Assessment, evaluation and reporting
- Career preparation programs

Policy 8

- District Resource Centre
- Career Technical Centre
- Continuing Education
- Distance Education
- Locally developed and Board authorized courses
- Other matters referred by the Board.

2.2. Powers and Duties

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

2.3. Membership

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

2.4. Meetings

- 2.4.1. Meetings of the Board Education Committee will be open to Rightsholder and Stakeholder groups and the public as observers.
- 2.4.2. Board Education Committee meetings generally shall be held from 4:00 p.m. to 6:00 p.m. on the first Tuesday of each month except for July and August.
- 2.4.3. The Superintendent and Secretary Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.
- 2.4.4. The agendas and notice of meetings will be prepared by the Secretary Treasurer, under direction of the Chair of the Board Education Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members in advance of the meeting.
- 2.4.5. The Secretary Treasurer will produce written minutes of the committee meeting and will present the minutes to the committee for approval.

3. Business Committee

3.1. Purpose

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

- Bylaw development and review
- Corporate sponsorships, donations and partnerships
- Detailed budget review
- Employee accommodation

Policy 8

- Legal and audit
- Liaison with other levels of government
- Office of the secretary-treasurer
- Office of the superintendent
- Other matters as referred by the Board
- Personnel and labour relations
- Property and capital planning

3.2. Powers and Duties

3.2.1. Powers:

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

3.2.2. Primary Duties:

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

3.2.3. Specific Duties:

Audit Committee Responsibilities

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

Policy 8

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

Risk Management Oversight

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

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

Policy 8

Legal Compliance

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

External Audit Responsibilities

Role of the Audit Committee with the External Auditor:

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

Financial Reporting

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

External Audit Process

- Recommend to the Board the appointment of the external auditor for a term not exceeding four years. The selection process must also be in accordance with Board procurement procedures.
- Review the external auditor's audit plan and audit findings, including:
 - o The external auditor's engagement letter and independence letter.
 - o Any management representations made to the external auditor and those representations not obtained from management, if any.

Policy 8

- Meet on a regular basis with the external auditor to discuss any matters that the audit committee or the external auditor believes are important to be discussed.
- Review, at least once in every fiscal year, the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor, and on the fee and fee adjustment for the external auditor.
- Work to resolve any disagreements between management and the external auditor about financial reporting.
- Recommend to the Board the pre-approval of all audit and non-audit services to be performed by the external auditor.
- Review other direct or indirect external audit reports (e.g. Office of the Auditor General) toward making recommendations to the Board for policy or procedural changes for the District.

Compliance Matters

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

Reporting and Communication

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

Other

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

Policy 8

3.3. Membership

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

3.4. Meetings

- 3.4.1. Meetings of the Business Committee will be closed committee meetings and will not be open to Rightsholder and Stakeholder group and public observers.
- 3.4.2. Business Committee meetings generally shall be held from 4:00 p.m. to 6:00 p.m. on the second Tuesday of each month except for July and August.
 - 3.4.2.1. The Audit Committee, as a sub-committee of the Business Committee shall meet at least three times per year. Additional meetings may be scheduled at the call of the Chairperson if deemed necessary to carry out its responsibilities effectively and efficiently.
- 3.4.3. The Superintendent and Secretary Treasurer will be in attendance at meetings of the committee to assist with process and to be a resource to the committee.
- 3.4.4. The agendas and notice of meetings will be prepared by the Secretary Treasurer, under direction of the Chair of the Business Committee who shall consult with the Chair of the Board and the Superintendent. The agenda will be circulated to the committee members in advance of the meeting.
- 3.4.5. The Secretary Treasurer will produce a written summary of the minutes of the committee meeting and will present them to the committee for approval.
- 3.4.6. Information received from the attendance at Business Committee meeting will be treated as private and confidential information, and shall not be published, released or disclosed in any manner to any persons other than to Trustees of the Board, the Superintendent, or, as determined by the Committee, or in pursuance of specified duties under the School Act, the District's Organizational Bylaw or the Freedom of Information and Protection of Privacy Act.

Ad Hoc Committees

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

Policy 8

Forum

The Board may schedule a forum to receive information on a specific issue. Forums may be public or by invitation.

Working Group

A working group may be convened by a committee of the Board for the purpose of researching and preparing information about a particular issue or topic to be brought back to the committee before being recommended to the Board.

The working group will be led by the Superintendent and membership will be determined by the committee based on the work being undertaken by the group.

Resource Personnel

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

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

Related Policies:

Policy 1 – Foundational Statements
Policy 7 – Board Operations
Policy 9 – Board Representatives
Policy 16 – Indemnification Bylaw

Approved: 2022.06.22

Policy 8 Appendix

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

TRUSTEE COMMITTEE APPOINTMENTS

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

Policy 9

BOARD REPRESENTATIVES

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

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

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

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

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

External Appointments

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

1.1. Purpose of the Provincial Council

- 1.1.1. Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education and other sources.
- 1.1.2. Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- 1.1.3. Establish interim policies of the Association between general meetings.
- 1.1.4. Address matters as outlined in BCSTA bylaws, including Association budget approval.
- 1.1.5. Act on action requests from BCSTA Board of Directors.

Policy 9

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

- 1.2.1. Attend Provincial Council meetings.
- 1.2.2. Represent the Board's positions and interests at the provincial level.
- 1.2.3. Communicate to the Board the work of the Provincial Council.
- 1.2.4. Bring recommendations to the Board as and when necessary.
- 1.2.5. Build positive relationships.

1.3. Membership

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

1.4. Meetings

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

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

2.1. Purpose of the BCPSEA

- 2.1.1. Act as the accredited bargaining agent for the BCSTA's members.
- 2.1.2. Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
- 2.1.3. Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.

2.2. Powers and Duties of the Board BCPSEA Representative

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

- 2.2.1. Attend the BCPSEA meetings as required.
- 2.2.2. Represent the Board's positions and interests at BCPSEA meetings.
- 2.2.3. Communicate to the Board the work of BCPSEA.
- 2.2.4. Bring recommendations to the Board as and when necessary.
- 2.2.5. Build positive relationships.

Policy 9

2.3. Membership

2.3.1. One (1) Trustee; one (1) alternate. (Trustees holding this position will need to ensure that they are not in a conflict of interest position with respect to collective bargaining)

2.4. Meetings

2.4.1. As called by BCPSEA.

Other Community Involvement

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

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

School Liaison Trustee Role

The Chair shall make School Liaison assignments.

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

School liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility
- Include any decision-making authority
- Involve the assignment of Trustees in conflict, or perceived conflict, of interest

Policy 9

Parent Advisory Council

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

Members of Parent Advisory Councils may participate in the District Parent Advisory Council.

District Parent Advisory Council

District Parent Advisory Councils as per section 8.5 (1) of the *School Act* may advise the Board on any matter relating to education in the school district . A trustee of the school district may attend any meeting of the District Parents Advisory Council. The Board recognizes that the DPAC serves in an advocacy role for parents of students in the district. If this Council wish to advise the Board corporate, that communication be sent to the Board in writing.

District Student Advisory Council

A District Student Advisory Council shall be established to advise the Board of Education of student opinions on educational and operational policies and procedures. The District Student Advisory Council will serve in an advocacy role for the district's student population and will identify and bring to the attention of the Board of Education issues and concerns affecting students.

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

Related Policies:
Policy 1 – Foundational Statements
Policy 7 – Board Operations
Policy 8 – Board Committees
Policy 16 – Indemnification Bylaw

Approved: 2022.06.22

Policy 9 AppendixBOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS – DECEMBER XXXX**Elected Positions**

BCSTA Provincial Councillor	Trustee Alternate Trustee
BCPSEA Representative	Trustee Alternate Trustee

District Committee Representatives

Indigenous Education Advisory Committee	Vice Chair Alternate Trustee
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Liaison Appointments

District Parent Advisory Council	Alternating Schedule
District Student Advisory Council	Alternating Schedule

Policy 9 Appendix

School Liaisons

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

Policy 12

ROLE OF THE SUPERINTENDENT

Background

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

Specific Areas of Responsibility

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

Policy 12

4. Personnel Management

- 4.1 Has overall authority and responsibility for all personnel-related matters, except the mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

5. Policy/Administrative Procedures

- 5.1 Provides support to the Board regarding the planning, development, implementation and evaluation of Board policies.
- 5.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

6. Superintendent/Board Relations

- 6.1 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 6.2 Provides the information and counsel which the Board requires to perform its role.
- 6.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.

7. Strategic Planning and Reporting

- 7.1 Leads the development and implementation of the strategic planning process.
- 7.2 Involves the Board appropriately (Board identification of priorities and key results, and final Board approval of the plan in conjunction with the annual budget).
- 7.3 Reports at least annually on results achieved.

8. Organizational Leadership and Management

- 8.1 Demonstrates effective organizational skills
- 8.2 Reports to the Minister with respect to matters identified in and required by the *School Act* and provincial legislation.
- 8.3 Reviews, modifies and maintains an organizational chart which accurately delineates lines of authority and responsibility.
- 8.4 Annually provides the school district's Organization Chart to the Board for review and approval of the addition or removal of positions.
- 8.5 Acts as or assigns the head of the organization for the purposes of the [Freedom of Information and Protection of Privacy \(FOIPP\) Act](#) and adopt the schedule of fees in the FOIPP Regulation as permitted under Section 75(1) of the Act.

Policy 12

9. Communications and Community Relations

- 9.1 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 9.2 Takes appropriate actions to ensure parents have a high level of satisfaction with the services provided and the responsiveness of the school district within policy and budgetary constraints
- 9.3 Maintains effective relationships within the school district and the community served.
- 9.4 Keeps the Board informed through the provision of appropriate accountability reports.

10. Leadership Practices

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

Legal References: *School Act* Sections 22 and 85

Related Policies:

Policy 2 – Role of the Board
 Policy 3 – Role of the Trustee
 Policy 4 – Trustee Code of Conduct
 Policy 5 – Role of the Board Chair
 Policy 6 – Role of the Vice-Chair
 Policy 7 – Board Operations
 Policy 8 – Board Committees
 Policy 10 – Policy and Policy Development
 Policy 11 – Board Delegation of Authority
 Bylaw 1 – Appeals
 Bylaw 2 – Indemnification

Approved: 2022.06.22

Policy 12 – Appendix

SUPERINTENDENT EVALUATION GUIDING PRINCIPLES

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

1. Provides for an annual written evaluation of the Superintendent's performance.
2. Highlights the key role of the Superintendent as the educational leader of the district, to enhance student learning and success for all children.
3. Recognizes that the Superintendent is the Chief Executive Officer, and the Superintendent is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.
4. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses.
5. Aligns with and is based upon the Superintendent's roles and responsibilities.
6. Is linked to the District's Strategic Priorities and the key results contained therein.
7. Sets out standards of performance.
8. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations include an assessment of the Superintendent's success in addressing growth areas as indicated in the annual growth plan.
9. Uses multiple data sources. Objective data such as audit reports, accountability reports, and student achievement data are augmented with more subjective data.
10. Elicits evidence to support subjective assessments. This must be the case when the Board provides feedback regarding Board agendas, committee and Board meetings, etc.
11. Ensures that at a minimum Board feedback is provided annually. Such feedback will be timely, supported by specific examples and will focus on areas over which the Superintendent has authority. The Superintendent cannot be held accountable for areas over which the Superintendent has not been given authority.

Legal Reference: *School Act* Section 22 and 85

Approved: 2022.06.22

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 13, 2022

Memorandum

TO: The Board of Education

FROM: Superintendent of Schools and
Secretary Treasurer

SUBJECT: **FINAL APPROVAL FOR POLICY 17**

RECOMMENDATION

That Policy 17 – School District Transportation Services adopted in principle effective May 31, 2022 be given final approval.

RATIONALE:

- 1) Input received on Policy 17 – School District Transportation Services was included on the agenda for the Advisory Committee meeting held November 22, 2022 as a final opportunity for feedback. Discussion was held regarding the feedback, no changes resulted in the language of the Policy as a result.
- 2) On May 31, 2022 at a public meeting of the Board of Education the Board adopted in principle Policy 17 – School District Transportation Services and it was distributed for 60 days to Stakeholders and Rightsholders for input.
- 3) In April of 2022 Trustee Bekkering advised that at its last meeting the Indigenous Education Leadership Table provided approval for the Board to move forward with the draft Policy and Administrative Procedures Manuals.
- 4) At the June 22, 2021 regular public meeting the Board Chair reviewed the following memorandum included in the agenda package “That the work of the (Ad Hoc Committee – Truth and Reconciliation and United Nations Declaration on the Rights of Indigenous Peoples) was suspended by the Committee Chair during the 2020/21 school year pending the outcome of recommendations from the Ministry appointed Special Advisory Committee. Consideration will be given to the ongoing work of the committee in the 2021/22 school year.”
- 5) In May of 2021 Trustee Bekkering, as the Chair of the Policy and Governance Committee reported that the Committee had completed their work on the Administrative Procedures Manual and inquired as to next steps.

- 6) At the January 26, 2021 regular public meeting the Board of Education moved “That in accordance with Regulation 5, Policy 8310, Policy and Policy Development, while the Ad Hoc Committee on the United Nations Declaration on the Rights of Indigenous People proceeds with its mandate and its review of the Boards draft Policy Manual and draft Administrative Procedures Manual, the Policy and Governance Committee also undertake its review of the draft Administrative Procedures Manual”
- 7) At the January 5, 2021 special public meeting, the Board of Education moved, seconded and carried “That the revised Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved as presented.” And, a motion moved, seconded and tabled at the June 16, 2020 regular public meeting “That the draft policies and procedures are referred to the Ad Hoc Committee to review how the school district can implement the calls to action for the Truth and Reconciliation Report as well as the United Nations Declaration for the rights of Indigenous People.” was voted on and approved.
- 8) At the November 3, 2020 regular public meeting, the Board of Education moved, seconded and carried “That the Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved in principle as amended and referred to the committee for additional feedback at its first meeting.
- 9) At the June 16, 2020 regular public meeting, the Board of Education moved and seconded “That the Board of Education rescind Bylaws No.1, 2, 4 and 5 and all existing Policies, Regulations and Administrative Procedures effective June 16, 2020”. Prior to a vote being called the following motion was moved, seconded and carried “That the Draft Board Policy and Draft Administrative Procedures Manuals be tabled until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation have been developed and approved by the Board”.
- 10) On June 9, 2020, Trustees participated in a Board Policy Workshop to review and consider the input received during the 60-day consultation period.
- 11) At the April 7, 2020 regular public meeting, the Board of Education approved the draft Board Policy Manual for distribution to reference groups for input for 60 days. The consultation period ended on June 6, 2020.
- 12) Using the Board Draft Policy Manual as the description of the Board’s retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19, 2019.

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

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

- 13) In Draft Policy 11 - Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.
- 14) The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.
- 15) The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held in October 19 and December 9, 2019.
- 16) The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.
- 17) The consultants drafted all core policies as directed or agreed to during the initial session.
- 18) The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.
- 19) On July 3, 2019 the Board of Education approved the following motion "That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies."
- 20) Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, determine local policy for the effective and efficient operation of schools in the school district.

DP/dln

Policy 17

SCHOOL DISTRICT TRANSPORTATION SERVICES

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

Students must register annually with the Transportation Department before being transported by the School District.

All students must follow the guidelines provided in [Administrative Procedure 351 - Bus Conduct](#) as well as adhere to [Appendix – Code of Conduct for Bus Students](#).

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

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

Transportation services for students shall be evaluated in accordance with [Administrative Procedure 560 - Student Transportation – Home and School](#).

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

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

Legal Reference: *School Act* Sections 65, 83 and 85

Related Administrative Procedures:

- 351 – Bus Conduct
- 351 – Appendix – Code of Conduct for Bus Students
- 560 – Student Transportation – Home and School
- 561 – Accessible Transportation for Students

Approved: 2022.05.31

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 13, 2022

Memorandum

TO: The Board of Education

FROM: Superintendent of Schools and
Secretary Treasurer

SUBJECT: **FINAL APPROVAL FOR POLICIES 23 & 24**

RECOMMENDATION

That Policies 23 – Anti-Racism, Anti-Discrimination and Cultural Safety and 24 – Indigenous Racial Reconciliation adopted in principle effective May 31, 2022 be given final approval.

RATIONALE:

- 1) Input received on Policies 23 – Anti-Racism, Anti-Discrimination and Cultural Safety and 24 – Indigenous Racial Reconciliation was included on the agenda for the Advisory Committee meeting held November 22, 2022. Input was reviewed and incorporated as appropriate into the policies at the Advisory Committee meeting held November 22, 2022. Suggested changes to the language are highlighted in the policies attached for final review and approval by the Board.
- 2) On May 31, 2022 at a public meeting of the Board of Education the Board adopted in principle Policies 23 – Anti-Racism, Anti-Discrimination and Cultural Safety and 24 – Indigenous Racial Reconciliation and were distributed for 60 days to Stakeholders and Rightsholders for input.
- 3) In April of 2022 Trustee Bekkering advised that at its last meeting the Indigenous Education Leadership Table provided approval for the Board to move forward with the draft Policy and Administrative Procedures Manuals.
- 4) At the June 22, 2021 regular public meeting the Board Chair reviewed the following memorandum included in the agenda package “That the work of the (Ad Hoc Committee – Truth and Reconciliation and United Nations Declaration on the Rights of Indigenous Peoples) was suspended by the Committee Chair during the 2020/21 school year pending the outcome of recommendations from the Ministry appointed Special Advisory Committee. Consideration will be given to the ongoing work of the committee in the 2021/22 school year.”
- 5) In May of 2021 Trustee Bekkering, as the Chair of the Policy and Governance Committee reported that the Committee had completed their work on the Administrative Procedures Manual and inquired as to next steps.

- 6) At the January 26, 2021 regular public meeting the Board of Education moved “That in accordance with Regulation 5, Policy 8310, Policy and Policy Development, while the Ad Hoc Committee on the United Nations Declaration on the Rights of Indigenous People proceeds with its mandate and its review of the Boards draft Policy Manual and draft Administrative Procedures Manual, the Policy and Governance Committee also undertake its review of the draft Administrative Procedures Manual”
- 7) At the January 5, 2021 special public meeting, the Board of Education moved, seconded and carried “That the revised Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved as presented.” And, a motion moved, seconded and tabled at the June 16, 2020 regular public meeting “That the draft policies and procedures are referred to the Ad Hoc Committee to review how the school district can implement the calls to action for the Truth and Reconciliation Report as well as the United Nations Declaration for the rights of Indigenous People.” was voted on and approved.
- 8) At the November 3, 2020 regular public meeting, the Board of Education moved, seconded and carried “That the Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved in principle as amended and referred to the committee for additional feedback at its first meeting.
- 9) At the June 16, 2020 regular public meeting, the Board of Education moved and seconded “That the Board of Education rescind Bylaws No.1, 2, 4 and 5 and all existing Policies, Regulations and Administrative Procedures effective June 16, 2020”. Prior to a vote being called the following motion was moved, seconded and carried “That the Draft Board Policy and Draft Administrative Procedures Manuals be tabled until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation have been developed and approved by the Board”.
- 10) On June 9, 2020, Trustees participated in a Board Policy Workshop to review and consider the input received during the 60-day consultation period.
- 11) At the April 7, 2020 regular public meeting, the Board of Education approved the draft Board Policy Manual for distribution to reference groups for input for 60 days. The consultation period ended on June 6, 2020.
- 12) Using the Board Draft Policy Manual as the description of the Board's retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19, 2019.

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

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

- 13) In Draft Policy 11 - Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.
- 14) The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.
- 15) The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held in October 19 and December 9, 2019.
- 16) The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.
- 17) The consultants drafted all core policies as directed or agreed to during the initial session.
- 18) The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.
- 19) On July 3, 2019 the Board of Education approved the following motion "That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies."
- 20) Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, determine local policy for the effective and efficient operation of schools in the school district.

DP/dln

Policy 23

ANTI-RACISM, ANTI-DISCRIMINATION, AND CULTURAL SAFETY

All members of the School District 57 community have the right to expect that policies, procedures, programs and communications are inclusive and respectful; taking into consideration visible and invisible diversities including but not limited to: race, sexual orientation, gender identity, ability, religion, culture and socio-economic status.

The District is committed to creating safe, caring inclusive schools where all learners, staff and community members feel their identities are affirmed and valued through education and restorative practices.

Racism exists. Racism is a set of mistaken assumptions, opinions and actions based on the unfounded belief that one group of people, categorized by colour, ancestry or culture, is inherently superior or inferior to another. Racism is often implicit in attitudes; everyday behaviour, policies and practices, and/or values. Racism has profound, adverse social consequences including discrimination, hatred, bullying, harassment, physical and sexual violence, social and emotional isolation, substance abuse, homelessness, school truancy, physical and mental illness, self-harm and suicide.

Discrimination exists. Discrimination is a set of behaviours that create and maintain the power of certain groups over others or re-inforce the disadvantage of certain groups based on their sex, gender, race, age, socio-economic etc.

The Board has developed this policy in accordance with its Mission, Vision and Values Statements as well as the British Columbia Human Rights Code, the Multiculturalism Act, the B.C. Declaration on the Rights of Indigenous Peoples Act, the Canadian Human Rights Act, Truth and Reconciliation Calls to Action, Bill C-15 An Act respecting the United Nations Declaration on the Rights of Indigenous Peoples, and the Canadian Charter of Rights and Freedom.

Definitions

“Anti-racism” refers to a form of action against racial hatred, bias, systemic racism, and the oppression of marginalized groups. Anti-racism is usually structured around conscious efforts and deliberate actions to provide equitable opportunities for all people on an individual and systemic level.

"Anti-Discrimination" refers to acts that are opposed to or intended to prevent discrimination (unfair treatment of someone because of their sex, race, age, gender, socio-economic, etc.)

“Cultural Safety” recognizes and strives to address power imbalances pervasive and inherent in society. It results in anti-racist environments, where everyone feels safe and a sense of belonging. We must actively honour the lived experiences of our diverse students, staff, and community members, including economic, religious, linguistic, sexual orientation and gender identity (SOGI), and other intersectional factors. This action requires self-reflection, examination of our privilege, our bias, and our behaviour.

Policy 23

Regulations

1. The Board is responsible for providing an education system that is a safe, welcoming environment free from racism, discrimination, harassment, and violence and that is inclusive and affirming for all students, staff and community members.
2. The Board recognizes and values diversity and celebrates diversity within its school communities and believes that each individual contributes to the richness of the school district's culture.
3. The Board recognizes that some students, staff and other school community members experience a unique set of challenges within schools and communities, including being targets of racism by virtue of visible and less visible perceived differences in race, skin colour, ancestry, ethnicity and/or culture.
4. The Board recognizes that racism in all of its forms is harmful not only to those directly affected, but also to all students, staff, families and community members.
5. The Board expects each member of the school district community to work to eliminate racism and discrimination and to address the effects of historic, organizational, systemic and attitudinal racism and discrimination by:
 - 5.1. Ensuring knowledge and awareness of this policy
 - 5.2. Committing to equity and inclusion in all contexts, activities and places;
 - 5.3. Ensuring commitments to Reconciliation and Indigenization are incorporated into our shared responsibilities and accountabilities.
 - 5.4. Participating in required annual training for all employees to enhance their awareness and competence in working effectively with people of diverse backgrounds. Through participation in Professional Development, all staff share the collective professional responsibility of creating safe, supportive, and inclusive learning environments for individuals of diverse racial, cultural, gender, socio-economic and ethnic backgrounds.
 - 5.5. For the purpose of curricular and extra-curricular activities, not knowingly admitting to the school, classroom or building any group or individual who does not adhere to this policy.
 - 5.6. A formal acknowledgement of the ancestral lands of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and the Simpcw First Nation whose lands we live, work and play is expected to be at the start of any important function, such as a school assembly, awards night, graduation, a celebration including Indigenous communities or at an important meeting or presentation (e.g. beginning of school board meetings).

Policy 23

- 5.7. Ensuring that cultural competencies, diverse knowledge and ways of being are embedded within activities undertaken to support this anti-racism policy.
 - 5.8. Ensuring accountability and measures of success in implementing this policy are developed and fully integrated into public and ongoing reporting mechanisms.
 - 5.9. Ensuring trauma-informed practices, reconciliation, cultural humility and restorative justice are core features of all approaches to personal and collective forms of learning about anti-racism.
 - 5.10. Celebrating, recognizing and honouring all diverse identities as a means of instilling pride in all who are a part of the school district community.
 - 5.11. Through developmentally appropriate ways, becoming aware of privilege, bias, prejudice, stereotyping, discrimination and racism in all forms, and by making connections to the Personal and Social Core Competencies;
 - 5.12. Learning about how to act, directly or as bystander, against all forms of racism and hate crime;
 - 5.13. Developing cross-cultural interactions to create understanding, show respect for, and to celebrate racial, ethnic and cultural identity.
6. For the purpose of being responsive and current this policy will be reviewed on an annual basis.

References: Policy 5131 District Code of Conduct
Policy 24 Indigenous Racial Reconciliation
British Columbia Human Rights Code,
Multiculturalism Act,
B.C. Declaration on the Rights of Indigenous Peoples Act,
Canadian Human Rights Act,
Truth and Reconciliation Calls to Action
Bill C-15 An Act respecting the United Nations Declaration on the Rights of Indigenous Peoples,
Canadian Charter of Rights and Freedom

Related Administrative Procedures:

170 Anti-Racism, Anti-Discrimination, Cultural Safety and Indigenous Racial Reconciliation
202 Multicultural Recognition

Approved: 2022.05.31

Revised: 2022.XX.XX

Policy 24

INDIGENOUS RACIAL RECONCILIATION

Indigenous Voices Matter:

*"I always wished that I could be white"
 "how dirty and stupid I was made to feel being an Indian". "You're just another dumb Indian"
 "just go back to the reserve where you belong"
 "I used to scrub my skin with bleach to try and be white"*

Racism in Schools: A Barrier to Education among Indigenous Students

Indigenous racism exists. It has existed historically and continues to be embedded within communities and individuals. It has deeply harmed countless people and communities. It has been operationalized in all systems, including systems of education. White people and settlers have benefited from these systems of exclusion so learning about how systems discriminate and exclude through existing rules and procedures is also essential. Sometimes these are easily identified, and sometimes they are more implicit. Many reports exist condemning the state of Indigenous education in Canada and calling for system wide efforts to improve conditions and outcomes for Indigenous students. This work will not be easy, but it must happen. It requires ongoing commitment to actively review and then enact processes that are inclusive. The Board of Education ("Board") commits to eliminating Indigenous racism in all of its forms.

"It is difficult to imagine how an Indian child attending an ordinary public school could develop anything but a negative self-image. First, there is nothing from his culture represented in the school or valued by it. Second, the Indian child often gains the impression that nothing he or other Indians do is right when compared to what non-Indian children are doing... They have little reason to like or to be interested in the school in any way, in or out of the classroom, and it does not provide a path to the jobs some expect from it" (Hawthorn, 1967, p.6, 142).

"For the most part, the school represents a new and strange cultural atmosphere to which they cannot easily adapt. In addition, many Native youngsters face a crisis in terms of their identity and must suffer the low esteem in which they are held by the majority of their classmates" (Sullivan, 1988, p.207).

A decade later, the Royal Commission on Aboriginal Peoples (1996) reiterated the myriad ways in which public schools fail their Aboriginal students, including: racism; the use of biased standardized assessments; guiding Aboriginal students away from rigorous academic programs; the absence of Aboriginal perspectives in the curriculum; a lack of Aboriginal teachers, staff, administrators and decision-makers; and inadequate funding. Five years later, the BC Human Rights Commission (2001) reported that: "It is obvious from the literature and observation of the situation in British Columbia that Aboriginal children and youth still do not receive equal education" (p.9).

Policy 24

BC's Auditor General reported recently that, although there has been some progress, the BC government's commitment to close the Aboriginal/non-Aboriginal gaps in education by 2015 has not been fulfilled. Persistent gaps remain and Aboriginal students continue to face barriers to success in public schools—including racism. (Directions Evidence and Policy Research Group, LLP, p.4-5).

"Our public education system needs to influence behaviour by undertaking to teach our children—Aboriginal and non-Aboriginal—how to speak respectfully to, and about, each other in the future" (TRC Background & Elaboration).

Building a foundation for change by removing barriers in employment, justice, and social participation. We need to promote a district where every person is able to fully participate and have an equal opportunity to succeed. Building a district that is free of racism requires ongoing commitment from people at all levels. If we demonstrate Leadership in this work, and we empower communities, we can build awareness and change attitudes. We need to increase public awareness and understanding of the historical roots of racism and its different impacts on Indigenous people.

The Board is committed to working with its community to ensure all Indigenous identities are valued and that Indigenous people feel safe, included, and belong. The Board is committed to humbly acknowledge that we must listen and learn about Indigenous experiences – and then take actions that honour the wisdom and experience of Indigenous communities. We must authentically and purposely respond to the calls for action and reconciliation with Indigenous peoples of Canada.

The Board recognizes that Indigenous students, staff and school community members experience racism. It also recognizes that racism and stereotyping is harmful to everyone in the educational community, and requires a deep, shared commitment with persistent, ongoing actions to dismantle its effects on Indigenous people.

Racism presents itself in many forms. The racism of low expectations has been identified as a pattern in BC schools, where Indigenous children/learners are assumed to need remediation or extra help because of their culture or family practices. It also exists in systems – such as assigning Indigenous children into an English Language Learning or English as a second dialect support as a second language class or providing Indigenous children English Language Learning support without assessment to demonstrate the need for such support. Racism isn't always intentional: but it always harms.

The Board recognizes its obligations in the context of Canada's Charter of Rights and Freedoms, the BC Human Rights Code and the Canadian Human Rights Act, the United Nations Declaration on the Rights of Indigenous peoples (UNDRIP), the Declaration of the Rights of Indigenous Peoples Act (DRIPA) and accepts its responsibility to live to the spirit and intentions of these legislative tools.

Policy 24

Apology and Recognition of Harm

The Board recognizes its current and historical role in discriminating against people of Indigenous backgrounds. In particular, it recognizes that education has been an instrument of significant harm to Indigenous peoples.

As a Board, we apologize for our complicity with these discriminatory practices and acknowledge the significant and ongoing harm experienced by members of Indigenous communities as a result. We commit to leading and empowering all members of our community in ensuring we create inclusive and safe spaces for Indigenous people. The Board commits to addressing all educational recommendations from the Truth and Reconciliation Report and ensure that the Declaration of the Rights of Indigenous Peoples Act (BC) are adopted.

Preamble

The Indigenous Racial Reconciliation policy will set the groundwork to help disrupt and dismantle systemic racial discrimination, and promote anti-racism work in the District. The Indigenous Racial Reconciliation policy objectives will be, but not limited, to the following:

- Being proactive in dismantling practices and structures that are racist and discriminatory
- Entrench the recognition of the longstanding inequities that Indigenous have experienced in the District
- Establish common language and implement anti-racism work to address inequitable outcomes for Indigenous communities

This policy will attempt to disrupt processes and practices that most negatively impact Indigenous students, staff and communities.

The Indigenous Racial Reconciliation policy intersects with all areas of the Board's Strategic Plan and will have a positive impact in the area of accountability ensuring such acts are named and reported. This policy will address disparities and disproportionalities in areas such as student discipline and streaming.

To build the relationship with Indigenous communities, the Board's entrustment to the local First Nations to develop this policy was critical. The creation of this policy will honour the lived experiences of the Indigenous people from the local First Nations communities. This demonstrates the important role that the First Nations of this land play in the development of this policy.

Policy 24

Definitions:

“Racism” Defining racism as “a series of persistent practices that systemically and unjustly allocate advantages to certain groups and individuals” (Ran, 1998, p.2) acknowledges both the harm that results from racism perpetuated in the context of power imbalance and the systematic nature of power-based racism. The role of power and inequitable distributions of privilege in racism has been acknowledged by many other scholars, who refer to exploitative intergroup relations (Miles, 1989), the propagation and justification of unequal treatment (Essed, 1990), producing disparities in life chances (Pettman, 1986), and maintaining or exacerbating inequality of opportunity (Berman & Paradies, 2010).

There are several categories of racism, including verbal attacks, psychological abuse, low expectations, low attendance, social isolation and marginalization, professional indifference, systemic racism, and denial of racism and its effects.

“Anti-racist Education” (also called racism awareness) addresses racism directly through discussion of past and present racism and by examining the economic, structural and historical roots of inequality. It also includes self-examination to identify internal biases and unacknowledged race based privilege. The purpose of anti-racist education is to develop an understanding of the dynamics of racism and to build capacity to respond to racism.

“Indigenous Racism” is the ongoing race-based discrimination, negative stereotyping, and injustice experienced by Indigenous Peoples within Canada. It includes ideas and practices that establish, maintain and perpetuate power imbalances, systemic barriers, and inequitable outcomes that stem from the legacy of colonial practices in Canada.

Prejudice, attitudes, beliefs, stereotyping and discrimination that is directed at people of Indigenous ancestry and is rooted in their history and experience of colonization. Systemic Indigenous racism is evident in discriminatory federal policies such as the Indian Act and the residential school system. It is deeply entrenched in Canadian institutions, policies and practices, such that Indigenous racism is either functionally normalized or rendered invisible to the larger non-Indigenous society. Indigenous racism is manifested in the legacy of the current social, economic, and political marginalization of Indigenous people in society such as the lack of opportunities, lower socio-economic status, higher unemployment, significant poverty rates, inequitable outcomes in education, well-being, health, and an over representation in the criminal justice system and child welfare systems. (from Black racism definition). Individual lived experiences of Indigenous racism can be seen in the rise in acts of hostility and violence directed at Indigenous people.

“Cultural Safety” recognizes and strives to address power imbalances pervasive and inherent in society. It results in anti-racist environments, where everyone feels safe and a sense of belonging. We must actively honour the lived experiences of our diverse students, staff, and community members, including economic, religious, linguistic, sexual orientation and gender identity (SOGI), and other intersectional factors. This action requires self-reflection, examination of our privilege, our bias, and our behaviour.

Policy 24

Board of Education Commitments:

The Board commits to championing Indigenous racial reconciliation and leading bold and courageous conversations in order to end racism, marginalization, bias and exclusion of Indigenous people by incorporating the following principles and values:

1. The district will celebrate, recognize, honour, develop and support an environment that affirms, respects, reflects and celebrates the Indigenous ways of Knowing and Being and will honour the diversity the Indigenous communities have to offer our society. The District is committed to increasing knowledge and understanding of the histories, cultures and experiences of Indigenous people as the First Peoples of Canada, with a focus on First Peoples British Columbia and the affects effects of the Indian Residential School System. The District will commit to using quality teaching and assessment practices and resources that are culturally inclusive.
2. Ensuring commitments to reconciliation and Indigenization are incorporated into our shared responsibilities and accountabilities.
3. The District considers Indigenous racial reconciliation to be an important goal. Alleged harassment by staff or students will be investigated promptly, thoroughly and in a sensitive manner, adhering to the principles of confidentiality and due process.
4. This policy will not be exclusive of those provisions relating to multiculturalism, racial harmony and anti-racism that have already been adopted by the Board. Policies entitled Rights and Responsibilities, District Code of Student Conduct, Selection of Learning Resources and Controversial Learning Resources, as well as the District's Statement of Philosophy and Goals, include statements that encourage the development of awareness, understanding and respect for others of different ethnic, cultural and linguistic heritages.
5. Principals shall not knowingly admit to the school or classroom any person, group or association whose intent it is to discriminate, imply discrimination, stereotype, show prejudice and/or hate to others based on Indigenous ancestry. Ensuring equity for all by identifying and removing barriers of exclusion, overcoming implicit and explicit bias, stereotyping, creating Indigenous anti-racism, inclusive programming and creating cultures of belonging in every school and worksite in the district.
6. The Board will support educational equity through the provision of quality programs that will support our Indigenous Learners to success. The District values the skills, experiences and knowledge of Indigenous people and will increase the participation and retention of Indigenous students in schools. The District is committed to implementing Indigenous studies programs, Indigenous language programs, Indigenous cross-curricular content within schools, and Indigenous perspectives in education.
7. Ensuring individuals who are targets of prejudice, discrimination, hate and/or racism are offered support following an incident.

Policy 24

8. Ensuring trauma-informed practices, reconciliation, cultural humility and restorative justice practices are core features of all approaches to personal and collective forms of learning about Indigenous racism.
9. The District is committed to ensure that all schools' Codes of Conducts make explicit reference to the prohibited grounds of discrimination in the BC Human Rights Code.
10. The District shall support employment equity, through the provision of effective processes to recruit, retain and develop all staff of Indigenous ancestry.
11. The Board is committed to creating a workplace environment that values the Indigenous people of this land. The District is committed to collaborative decision making with Indigenous Peoples, parents, caregivers, families and their communities. The District recognizes the Indigenous Education Leadership Table with representatives from the Lheidli T'enneh First Nation (LTFN) and McLeod Lake Indian Band (MLIB) as an advisory body to District on Indigenous education at all levels and in all stages of planning and decision making.
12. Ensuring accountability and measures of success in implementing this policy are developed and fully integrated into public and ongoing reporting mechanism.
13. For the purpose of being responsive and current this policy will be reviewed on an annual basis.

References: Policy 5131 District Code of Conduct
Policy 23 Anti-Racism, Anti-Discrimination, and Cultural Safety
British Columbia Human Rights Code,
Multiculturalism Act,
B.C. Declaration on the Rights of Indigenous Peoples Act,
Canadian Human Rights Act,
Truth and Reconciliation Calls to Action
Bill C-15 An Act respecting the United Nations Declaration on the Rights of Indigenous Peoples,
Canadian Charter of Rights and Freedom

Related Administrative Procedure:
170 Anti-Racism, Anti-Discrimination, Cultural Safety and Indigenous Racial Reconciliation
202 Multicultural Recognition

Approved: 2022.05.31
Revised: 2022.XX.XX

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 13, 2022

Memorandum

TO: The Board of Education

FROM: Superintendent of Schools and
Secretary Treasurer

SUBJECT: **FINAL APPROVAL FOR POLICY 25**

RECOMMENDATION

That Policy 25 – Provision of Child Care adopted in principle effective May 31, 2022 be given final approval.

RATIONALE:

- 1) No specific input was received on Policy 25 – Provision of Child Care, the policy was included on the agenda for the Advisory Committee meeting held November 22, 2022 as a final opportunity for feedback.
- 2) On May 31, 2022 at a public meeting of the Board of Education the Board adopted in principle Policy 25 – Provision of Child Care and distributed for 60 days to Stakeholders and Rightsholders for input.
- 3) In April of 2022 Trustee Bekkering advised that at its last meeting the Indigenous Education Leadership Table provided approval for the Board to move forward with the draft Policy and Administrative Procedures Manuals.
- 4) At the June 22, 2021 regular public meeting the Board Chair reviewed the following memorandum included in the agenda package “That the work of the (Ad Hoc Committee – Truth and Reconciliation and United Nations Declaration on the Rights of Indigenous Peoples) was suspended by the Committee Chair during the 2020/21 school year pending the outcome of recommendations from the Ministry appointed Special Advisory Committee. Consideration will be given to the ongoing work of the committee in the 2021/22 school year.”
- 5) In May of 2021 Trustee Bekkering, as the Chair of the Policy and Governance Committee reported that the Committee had completed their work on the Administrative Procedures Manual and inquired as to next steps.

- 6) At the January 26, 2021 regular public meeting the Board of Education moved “That in accordance with Regulation 5, Policy 8310, Policy and Policy Development, while the Ad Hoc Committee on the United Nations Declaration on the Rights of Indigenous People proceeds with its mandate and its review of the Boards draft Policy Manual and draft Administrative Procedures Manual, the Policy and Governance Committee also undertake its review of the draft Administrative Procedures Manual”.
- 7) At the January 5, 2021 special public meeting, the Board of Education moved, seconded and carried “That the revised Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved as presented.” And, a motion moved, seconded and tabled at the June 16, 2020 regular public meeting “That the draft policies and procedures are referred to the Ad Hoc Committee to review how the school district can implement the calls to action for the Truth and Reconciliation Report as well as the United Nations Declaration for the rights of Indigenous People.” was voted on and approved.
- 8) At the November 3, 2020 regular public meeting, the Board of Education moved, seconded and carried “That the Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved in principle as amended and referred to the committee for additional feedback at its first meeting.
- 9) At the June 16, 2020 regular public meeting, the Board of Education moved and seconded “That the Board of Education rescind Bylaws No.1, 2, 4 and 5 and all existing Policies, Regulations and Administrative Procedures effective June 16, 2020”. Prior to a vote being called the following motion was moved, seconded and carried “That the Draft Board Policy and Draft Administrative Procedures Manuals be tabled until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation have been developed and approved by the Board”.
- 10) On June 9, 2020, Trustees participated in a Board Policy Workshop to review and consider the input received during the 60-day consultation period.
- 11) At the April 7, 2020 regular public meeting, the Board of Education approved the draft Board Policy Manual for distribution to reference groups for input for 60 days. The consultation period ended on June 6, 2020.
- 12) Using the Board Draft Policy Manual as the description of the Board’s retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19, 2019.

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

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

- 13) In Draft Policy 11 - Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.
- 14) The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.
- 15) The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held in October 19 and December 9, 2019.
- 16) The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.
- 17) The consultants drafted all core policies as directed or agreed to during the initial session.
- 18) The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.
- 19) On July 3, 2019 the Board of Education approved the following motion "That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies."
- 20) Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, determine local policy for the effective and efficient operation of schools in the school district.

DP/dln

Policy 25

PROVISION OF CHILD CARE

The Board of Education supports the use of Board property for the provision of child care programs between the hours of 7 a.m. and 6 p.m. on business days by either the Board or third party licensees.

1. The use of Board property by licensed child care providers must not disrupt or otherwise interfere with the provision of educational activities including early learning programs and extracurricular school activities.
2. The Board will, on an ongoing basis, assess community need for child care programs on Board property, through a process of engagement with employee groups, parents and guardians, Indigenous community representatives, Indigenous rights holders, Indigenous service providers, municipal partners and existing child care operators. The process for engagement will be reviewed on an ongoing basis, and conducted in a manner acceptable to the Board.

Legal References: *School Act, Sections 85.1, 85.2, 85.3 and 85.4,*
Community Care and Assisted Living Act, Chapter 75
Collective Agreements
Order M326 The Child Care Order

Related Administrative Procedure: AP 551 Provision of Child Care

Approved: 2022.05.31

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 13, 2022

Memorandum

TO: The Board of Education

FROM: Superintendent of Schools and
Secretary Treasurer

SUBJECT: **FINAL APPROVAL FOR BYLAW 2**

RECOMMENDATION

That Bylaw 2 – Indemnification which received first and second readings June 22, 2022 be given third and final reading.

RATIONALE:

- 1) No specific input was received on Bylaw 2 – Indemnification, the bylaw was included on the agenda for the Advisory Committee meeting held November 22, 2022 as a final opportunity for feedback.
- 2) On June 22, 2022 at a public meeting of the Board of Education Bylaw 2 – Indemnification was given first and second readings and distributed them for 60 days to Stakeholders and Rightsholders for input.
- 3) In April of 2022 Trustee Bekkering advised that at its last meeting the Indigenous Education Leadership Table provided approval for the Board to move forward with the draft Policy and Administrative Procedures Manuals.
- 4) At the June 22, 2021 regular public meeting the Board Chair reviewed the following memorandum included in the agenda package “That the work of the (Ad Hoc Committee – Truth and Reconciliation and United Nations Declaration on the Rights of Indigenous Peoples) was suspended by the Committee Chair during the 2020/21 school year pending the outcome of recommendations from the Ministry appointed Special Advisory Committee. Consideration will be given to the ongoing work of the committee in the 2021/22 school year.”
- 5) In May of 2021 Trustee Bekkering, as the Chair of the Policy and Governance Committee reported that the Committee had completed their work on the Administrative Procedures Manual and inquired as to next steps.

- 6) At the January 26, 2021 regular public meeting the Board of Education moved “That in accordance with Regulation 5, Policy 8310, Policy and Policy Development, while the Ad Hoc Committee on the United Nations Declaration on the Rights of Indigenous People proceeds with its mandate and its review of the Boards draft Policy Manual and draft Administrative Procedures Manual, the Policy and Governance Committee also undertake its review of the draft Administrative Procedures Manual”.
- 7) At the January 5, 2021 special public meeting, the Board of Education moved, seconded and carried “That the revised Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved as presented.” And, a motion moved, seconded and tabled at the June 16, 2020 regular public meeting “That the draft policies and procedures are referred to the Ad Hoc Committee to review how the school district can implement the calls to action for the Truth and Reconciliation Report as well as the United Nations Declaration for the rights of Indigenous People.” was voted on and approved.
- 8) At the November 3, 2020 regular public meeting, the Board of Education moved, seconded and carried “That the Terms of Reference for the Ad Hoc Committee – Truth and Reconciliation and the United Nations Declaration on the Rights of Indigenous Peoples be approved in principle as amended and referred to the committee for additional feedback at its first meeting.
- 9) At the June 16, 2020 regular public meeting, the Board of Education moved and seconded “That the Board of Education rescind Bylaws No.1, 2, 4 and 5 and all existing Policies, Regulations and Administrative Procedures effective June 16, 2020”. Prior to a vote being called the following motion was moved, seconded and carried “That the Draft Board Policy and Draft Administrative Procedures Manuals be tabled until the Terms of Reference of the Ad Hoc Committee – Truth and Reconciliation have been developed and approved by the Board”.
- 10) On June 9, 2020, Trustees participated in a Board Policy Workshop to review and consider the input received during the 60-day consultation period.
- 11) At the April 7, 2020 regular public meeting, the Board of Education approved the draft Board Policy Manual for distribution to reference groups for input for 60 days. The consultation period ended on June 6, 2020.
- 12) Using the Board Draft Policy Manual as the description of the Board's retained authority, the consultants developed a draft Administrative Procedures Manual which was reviewed and edited by a team of 23 members of the District Leadership Team on December 18 and 19, 2019.

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

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

- 13) In Draft Policy 11 - Board Delegation of Authority, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.
- 14) The consultant engaged in telephone meetings with the Superintendent/CEO and staff in September, October, November and December to clarify direction provided by the Board.
- 15) The Board further reviewed the draft Board Policy Manual and made edits as desired in meetings held in October 19 and December 9, 2019.
- 16) The consultant met with the Board on September 21, 2019 to review and edit the draft Board Policy Manual.
- 17) The consultants drafted all core policies as directed or agreed to during the initial session.
- 18) The consultants met with the Board for an initial meeting to elicit direction in regards to core governance policies to be included in the new Board Policy Manual and to provide initial training regarding the new model.
- 19) On July 3, 2019 the Board of Education approved the following motion "That the Board of Education enters into a contract with Dr. Leroy Sloan, Sloan Consultants Ltd. to conduct a review and revision of the school district policies."
- 20) Under Section 85(2)(a) of the *School Act*, Power and Capacity, the Board has the power and capacity, subject to the School Act and Regulations, determine local policy for the effective and efficient operation of schools in the school district.

DP/dln

Bylaw 2

BYLAW 2 - INDEMNIFICATION

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

Bylaw:

1. The Board will indemnify a Trustee, an officer or an employee of the Board
 - 1.1. Against a claim for damages against the Trustee, officer or employee arising out of performance of their duties; or
 - 1.2. Where an inquiry under Part 2 of the [Public Inquiry Act](#) or other proceeding involves the administration and conduct of the business of the School District and, in addition, the Board may pay legal costs incurred in proceedings arising out of the claim, inquiry or other proceeding.
2. The Board may, by affirmative vote of a majority of not less than 2/3 of all its members, pay
 - 2.1. Any sum required to indemnify a Trustee, an officer or an employee of the Board where a prosecution arises out of the performance of their duties with the Board; and
 - 2.2. Costs necessarily incurred;
3. The Board shall not pay a fine imposed on a Trustee, an officer or an employee as a result of their conviction. The Board shall not seek indemnity against a Trustee, an officer or an employee of the Board in respect of any action by the Trustee, officer or employee that results in a claim for damages against the Board except
 - 3.1. Where the claim for damages arises out of the gross negligence of the Trustee, officer or employee; or
 - 3.2. Where, in relation to the action that gave rise to a claim for damages against an officer or employee, the officer or employee willfully acted contrary to:
 - 3.2.1. The terms of their office or employment, or
 - 3.2.2. An order of a superior.
4. The Board's obligation to indemnify a Trustee, an officer or an employee in respect of matters occurring during their term of office or employment shall continue, notwithstanding that the term of office or employment, as the case may be, has ended.

Bylaw 2

5. Where the Board decides to pay legal costs incurred in proceedings out of a claim, inquiry under Part II of the Public Inquiry Act or other proceedings, the Board has the right to conduct the defense of the matter and, in its discretion, to compromise and/or settle the claim.
6. The Board shall not indemnify a Trustee, officer or employee against:
 - 6.1. Liability and legal fees incurred as a result of an action or other proceeding taken by the Board against the Trustee, officer or employee, or as a result of an action or proceeding taken by the Trustee, officer or employee against the Board;
 - 6.2. Liability to pay a fine, penalty or order imposed as a result of the conviction for an offence.
 - 6.3. Legal fees incurred as a result of a prosecution where the Trustee, officer or employee is convicted of an offence or obtains a conditional discharge;
 - 6.4. Legal fees incurred in an appeal of any conviction, sentence, judgment or order, unless the Board, by an affirmative vote of a majority of its members, so agrees;
 - 6.5. Liability and legal fees incurred by a Trustee where the Court determines that the Trustee knowingly contravened the [School Act](#);
 - 6.6. Liability incurred by a Trustee, officer or employee where the Court determined that the Trustee, officer or employee knowingly permitted or authorized an expenditure not authorized by an enactment;
 - 6.7. Liability incurred by a Trustee as a result of any restitution ordered pursuant to Section 62 of the [School Act](#); and
 - 6.8. Those matters for which the Board may seek indemnity from an employee pursuant to its authority under Section 95 of the [School Act](#).
7. The Board may enter into individual indemnity agreements with its officers and employees not inconsistent with provisions of the [School Act](#).

Legal Reference: *School Act* Section 95

Related Policies:

Policy 1 – Foundational Statements
 Policy 2 – Role of the Board
 Policy 3 – Role of Trustees
 Policy 4 – Trustee Code of Conduct
 Policy 7 – Board Operations
 Policy 8 – Board Committees
 Policy 9 – Board Representatives

Approved: 2022.06.22

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 15, 2022

MEMORANDUM

TO: Board of Education
FROM: Business Committee
SUBJECT: **COMMITTEE REPORT – NOVEMBER 2022**

RECOMMENDATION

That the report of the Business Committee meeting held on
November 15, 2022 be received.

* * * * *

REPORT:

- 1) The Business Committee met on November 15, 2022.
- 2) The Business Committee meeting's agenda items were:
 - a) **Monogram Communications – Follow-Up** – Alyson Gourley-Cramer and Amy Dhanjal representing Monogram Communications provided a PowerPoint presentation related to a possible rebranding of the school district to the Committee. The Superintendent, Secretary Treasurer, Ms. Gourley-Cramer and Ms. Dhanjal responded to questions from the Committee.

A preliminary survey will launch on December 5th and closes December 16th to our school communities to help the school district understand what the current logo and name represent and will help guide the next steps. A link to the [survey](#) is available on all school district websites.
 - b) **Minutes of the Previous Meeting** – The minutes of the October 11, 2022 meeting were approved as presented.
 - c) **Staffing Update** – The Director of Human Resources provided a staffing update to the Committee regarding the following:
 - Workforce Planning and Talent Development
 - Daily Absence Tracking for Teachers
 - Labour and Employment Relations
 - Current Number of Grievances for 2022

Ms. Born responded to questions from the Committee.

- d) **Transportation Update** –The Secretary Treasurer discussed the remaining transportation challenges related to the transition to a new transportation system with First Student with the Committee.

Ms. Patterson advised that the district is actively exploring options available to the district and is hopeful to have a resolution for the new year.

The Secretary Treasurer responded to questions from the Committee.

- e) **Correspondence to the Board of Education** - The Committee received the letters dated November 7, 2022 from community members that were included in the agenda package.
- f) **2022-2023 Budget & Multi Year Financial Plan Consultation** – This item appears on this evening's agenda.
- g) **Analysis of Trustee Travel** - A report was presented to the Committee on expenditures and/or reimbursements to date.
- h) **British Columbia Public School Employers' Association** – The Committee was provided with the confidential BCPSEA-BCTF Memorandum of Agreement 2022 as a handout. The Secretary Treasurer shared the BCSTA Teacher Bargain Update and reviewed the highlights of the collective agreement and responded to questions from the Committee.

The Trustees in attendance provided Trustee Bekkering as the BCPSEA representative support to vote in favour of the ratification of the agreement on behalf of the Board of Education.

The next Business Committee meeting will be held on January 17, 2023

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 15, 2022

MEMORANDUM

TO: Board of Education

FROM: Business Committee

SUBJECT: **2022-2023 BUDGET & MULTI YEAR FINANCIAL PLAN
CONSULTATION - TERMS OF REFERENCE**

RECOMMENDATION

That the Terms of Reference of the Budget & Multi Year Financial Plan Consultation Committee, and suggested meeting timelines and proposed agendas, be confirmed for the 2023-2024 Annual Budget process be approved

* * * * *

BACKGROUND

1. At the November 15, 2022 Business Committee meeting, the Committee reviewed draft Terms of Reference, the proposed dates and agendas for Budget & Multi Year Financial Plan Committee to be held related to the 2023-2024 Annual Budget process.

CO/dln

School District No. 572023/2024 BUDGET & MULTI-YEAR FINANCIAL PLAN CONSULTATION COMMITTEETERMS OF REFERENCEPurpose

To provide input to the Board of Education regarding the establishment of its annual budget and multi-year financial plan, and to provide an opportunity for open two-way communication to support understanding and development of the annual budget and multi-year financial plan.

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 2023/24 Annual Budget and Multi-Year Financial Plan.

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.
9. To discuss the information and assumptions in the multi-year financial plan of the district related to projections of multi-year revenues, expenditures and the impact of accumulated surplus.

Membership

Trustees (7)
Indigenous Education Leadership Table (4)
Metis Nation BC (2)
Simpco First Nation (2)
Takla 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)

Chair

Chairperson, Business Committee

Staff Responsible

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

Resource Personnel

Superintendent of Schools
Assistant Superintendent (2)
Indigenous Assistant Superintendent
Directors of Instruction (3) (Curriculum & Innovation/Inclusive Education/Indigenous Education)
Director of Human Resources

Reporting

The Budget and Multi-Year Financial Plan Consultation Committee is being convened as an Ad Hoc Committee of the Board and 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 and presentation of the multi-year financial plan.

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.

2023/24 Budget and Multi-Year Financial Plan Consultation Committee Suggested Timeline and Proposed Agendas

Wednesday, March 29, 2023, 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 discuss the overall annual budget process undertaken by the District in the compilation of the Annual Budget
5. Review and discuss the purpose of the Multi-Year Financial Plan
6. Review and discussion of Budget Assumptions for the current year budget set in accordance with Policy
7. Review the March 15, 2023 Ministry of Education funding announcement for the 2023/24 school year
8. Review and discussion of the total expected revenues for 2023/24
9. Review and discuss information and assumptions related to the multi-year financial revenue projections
10. Review accumulated operating surplus at June 30, 2022
11. Discuss recommendations for use of surplus for the current budget and moving forward in the multi-year financial plan

Wednesday, April 26, 2023, 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 information and assumptions related to the multi-year financial expenditure projections based on current year budgeting and multi-year revenue projections
3. Review and discuss the Draft Annual Budget financial opportunity or challenge for the current year and moving forward in the multi-year plan
4. Roundtable discussion of the 2023/24 operational priorities and challenges identified by committee members
5. Review and discuss how the 2023/24 Annual Budget and multi-year financial plan supports the strategies in the 2021-2026 Strategic Plan

Wednesday, May 3, 2023, 4:00 to 6:00 p.m., Zoom

1. Review and discussion the 2023/24 Draft Annual Budget
2. Review and discussion of committee report to the Board of Education
3. Debrief and feedback on the Budget Consultation process

2023/24 Budget and Multi-Year Financial Plan Consultation Committee Suggested Timeline and Proposed Agendas

Tuesday, May 30, 2023 – Regular Meeting of the Board of Education

1. Board of Education to receive Report of the Budget and Multi-Year Financial Plan Consultation Committee
2. Board of Education to consider first, second, third and final readings of the 2023/24 Annual Budget Bylaw
3. Board of Education to receive the 2023/2024 Multi-Year Financial Plan

DRAFT

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 6, 2022

MEMORANDUM

TO: Board of Education

FROM: Board Education Committee

SUBJECT: **COMMITTEE REPORT – DECEMBER 2022**

RECOMMENDATION

That the report of the Board Education Committee held on
December 6, 2022 be received.

* * * * *

REPORT:

1. The Board Education Committee met on December 6, 2022. The agendas, handouts and a video archive are available on the districts website under Our District / Board, Committee Meetings.
2. The meeting's agenda items were:
 - a. **Approval of the minutes of the October 18, 2022 Board Education Committee**
 - b. **Ministry of Education and Child Care Consent Education Update** – The Superintendent drew attention to the letter dated November 24, 2022 from the Ministry of Education and Child Care regarding this year's 16 Days of Activism against Gender-Based Violence and consent education that was included in the agenda package. Ms. Heitman responded to questions from the Committee.
 - c. **Strategic Plan Continuous Improvement Cycle Update** -The Superintendent shared a PowerPoint presentation providing an update on the school district's Strategic Plan Continuous Improvement Cycle. The update included a summary of feedback gathered from the school district's online survey and a review of the timeline for the next steps of the continuous improvement cycle.
 - d. **District Learning Commons Update** – Joseph Jeffery, District Teacher-Librarian provided a guided tour of the resources available in the [District Learning Commons website](#). Mr. Jefferies provided a handout highlighting the important work of Teacher-Librarians in supporting SD57's Strategic Plan.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 22, 2022

MEMORANDUM

TO: Board of Education

FROM: Advisory Committee

SUBJECT: **COMMITTEE REPORT – NOVEMBER 2022**

RECOMMENDATION

That the report of the Advisory Committee meeting held on November 22, 2022 be received.

* * * * *

REPORT:

1. The Advisory Committee met on November 22, 2022.
2. The meeting's agenda included the following topics:
 - a. **Approval of the minutes of the November 22, 2022 Advisory Committee Meeting** – The minutes of the previous meeting were approved as presented.
 - b. **Playground Replacement Update** – The Director of Facility Services provided a brief history of school playgrounds noting of the 2005 Playground Consultant Audit Report, the district's criteria for Playground replacement and advised of the playgrounds scheduled for replacement. Mr. Apolczer responded to questions from the committee
 - c. **Policies** – This item appears on this evening's agenda for consideration by the Board for final approval.
 - d. **Transportation Update** - Assistant Superintendent Karpenko provided the Committee with a Transportation update related to the district's First Student bus contractor. Mr. Karpenko responded to questions from the committee.
 - e. **Call for agenda items** –The committee was reminded of the process to contact the Superintendent's office regarding agenda items.

The next Advisory Committee meeting will be held on January 24, 2023.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 13, 2022

MEMORANDUM

TO: Board of Education

FROM: Rachael Weber, Board Chair

SUBJECT: **TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS – DECEMBER 2022**

RECOMMENDATION

That the Trustee Committee and Liaison Appointments
– December 2022 be approved.

RATIONALE:

1. Policy 7 Board Operations states that following the elections of the Chair and Vice-Chair the order of business shall include the preliminary discussion of appointments of trustees to committees and as representatives to outside organizations.
2. Trustees were provided that opportunity following the November 15, 2022 Business Committee meeting.
3. Policy 9 Board Representatives outlines the organizations / committees for appointment.

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS – DECEMBER 2022**Standing Committees**

Advisory Committee	All Trustees Gillian Burnett, Co-Chair Bob Thompson, Co-Chair
Board Education Committee	All Trustees Betty Bekkering, Chair
Business Committee	All Trustees Cory Antrim, Co-Chair Craig Brennan, Co-Chair

Elected Positions

BCSTA Provincial Councillor	Erica McLean Alternate Cory Antrim
BCPSEA Representative	Betty Bekkering Alternate Gillian Burnett

District Committee Representatives

Indigenous Education Advisory Committee	Vice Chair
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Liaison Appointments

District Parent Advisory Council	Alternating Schedule
District Student Advisory Council	Alternating Schedule

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

FAMILY OF SCHOOLS	Liaison Trustee
College Heights Secondary School	Cory Antrim
D. P. Todd Secondary School	Gillian Burnett
Duchess Park Secondary School John McInnis Centre	Rachael Weber
Mackenzie Secondary School	Craig Brennan
McBride Secondary School	Bob Thompson
Prince George Secondary School	Betty Bekkering
Shas Ti Kelly Road Secondary School	Erica McLean
Valemount Secondary School	Bob Thompson

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

MEMORANDUM

December 13, 2022

TO: Board of Education

FROM: Trustee Bekkering

SUBJECT: **TRUSTEE REPORT – NOVEMBER / DECEMBER 2022**

November 7th

The 2022 election over and I am honoured to have been re-elected to serve our school district for 4 more years. November 7th was the inaugural “swearing in” with 4 new board members. Now the work begins to come together as a Board of Seven.

November 10th

Attended the DP Todd Remembrance Day ceremony. Was a beautiful and respectful ceremony and with the help of Susan Klein, the DP Todd band, and the skilled student M.C.’s it was an “Over-the-top” ceremony. Thank you.

November 15th

Attended the first Business Standing Committee of this Board’s mandate. Craig Brennan assumed the chair position for this meeting. We had an introduction to Monogram Communications who have been engaged to begin the very preliminary process for a new Branding for SD #57. Also a multi-year Financial Plan Consultation Committee suggested timeline and proposed agendas was presented.

November 16th

Attended the Indigenous Education Leadership Team (IELT) meeting at Lheidli T’enneh offices on Brunswick. The focus of the meeting was to meet the new School Board members with a “get to know you” agenda and to bring the new board members up to date on the development and growth of the IELT.

November 18th

Went to the screening of the movie, Bones of Crows that premiered at T.I.F.F earlier this year. It was the most powerful, impactful movie I’ve seen in a long time! BUT....it was a movie that everyone should see to gain an understanding of the trauma experienced at Residential School.

November 21st

Attended the provincial Zoom meeting called by the British Columbia Public School Employers Association to vote on the tentative collective agreement recently negotiated with the BCTF.. Had approval from our Board to allocate all 8 of our votes in favour of ratification. All Districts voted 100% in favour!

November 22nd

Attended the first Advisory Standing Committee of this Board’s mandate. Trustee Gillian Burnett in the Chair. I am beginning to like the format of the Advisory meetings. There is robust discussion that takes place at each table that has Trustee, Senior Administration and partner representation.

November 23rd

Attended meeting with Special Advisors, Kory Wilson and Rod Allen. The focus of the meeting was to give new trustees the background for Advisors and their report. Each Trustee and Advisors self-disclosed their reason for running as Trustee or were appointed to be an Advisor. Also, there was an opportunity to ask Advisors questions. It was a very open and transparent meeting.

December 1st, 2nd and 3rd

Attended the in-person Academy hosted by the BCSTA in Vancouver. We were told there were over 500 registrants! The theme was Better Boards Brighter Futures and the sessions were so well done with amazing facilitators and speakers! Thank you BCSTA!!

December 6th

Attended the District Student Advisory Council meeting at the Van Bien Learning and Development Centre with the Leadership students from each of our Secondary Schools and Leadership Teacher, Dylan Clifford and fellow Trustee Erika McLean. It is always a lively, forward moving meeting and this did not disappoint. Plans for exciting happenings are forthcoming. Superintendent Heitman spoke to the importance of hearing student voices on district surveys such as the strategic plan feedback and the possibility of a rebranding of the school district.

Respectfully submitted, Betty Bekkering



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

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October 25, 2022

Prince George Community Foundation and
Interior Savings Credit Union
102 – 1584 7th Avenue
Prince George, BC V2L 3P4

Dear PG Community Foundation and Interior Savings Credit Union Grant Selection Committee:

Re: Spruce Credit Union Legacy Fund Grant Application

School District 57 has enjoyed a positive and productive relationship over the past few years with Northern BC Crime Stoppers. The district fully supports the work of the program which has been operating in Prince George since 1985 and expanded regionally through Northern BC in the fall of 2020.

The Crime Stoppers Spring and Fall Shred It Community events hosted at Prince George Secondary School are very popular and well attended by the community. During the most recent event held on September 24th, leadership students from both Prince George Secondary and Duchess Park Secondary Schools volunteered their time to support this program fundraiser. In prior years SD57 has also hosted the Student Crime Stoppers program in schools.

This Grant Funding is a wonderful opportunity to support Northern BC Crime Stoppers to help keep the community safe and will contribute to the long term success of the program.

We thank you for considering Northern BC Crime Stoppers for the Spruce Credit Union Legacy Fund Grant. Please feel free to reach out if you have any questions regarding our support.

Sincerely,

Sharel Warrington, Chair,
Board of Education



November 3, 2022

Ref: 281835

Sharel Warrington, Chair
Board of Education
School District No. 57 (Prince George)
Email: dnygaard@sd57.bc.ca

Dear Sharel Warrington:

Thank you for your letter of June 10, 2022, regarding inflation's effect on school operations. I recognize the value of all the work that boards of education do to consult with rightsholders and partners during the budget process to aid accountability and transparency.

The Ministry of Education and Child Care has recently heard from several school districts that inflation is a concern for them with the current rate of inflation having not been experienced for decades. The Ministry is working with the BC Association of School Business Officials to gather information on inflationary pressures in the K–12 sector, and discussions are ongoing as to the extent of the impact on operations.

According to financial reports, approximately 90 percent of operating costs are salaries and benefits. When labour settlements are finalized the cost of negotiated settlements will be added to operating funding. In addition, the Ministry is having discussions with other areas of government as to the financial impact of the changes to the *Employment Standards Act*.

We were also pleased to announce the Student and Family Affordability Fund this September to reduce the burden on families. This one-time funding of \$60 million to school districts will help ensure students are fed and have the school supplies they need to be successful this year.

We appreciate the efforts that boards of education and senior staff are making to support students and families during this time.

Again, thank you for writing.

Sincerely,

Jennifer Whiteside
Minister