

Board of Education

Regular Public Meeting

June 27, 2023



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, June 27, 2023
Boardroom – 2100 Ferry Avenue

A G E N D A

1. **CALL TO ORDER**
 2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
 3. **APPROVAL OF AGENDA**
 4. **GREETING AND WELCOME**
Darlene McIntosh, Elder, Lheidli T'enneh First Nation
 5. **CONFIRMATION OF OFFICIAL BY-ELECTION RESULTS**
 - Prince George Trustee Electoral Area Page 1
 6. **ADMINISTRATION OF OATHS OF OFFICE_** Page 3
Acting Secretary Treasurer Lynda Minnabarriet
 5. **SCHOOL DISTRICT NEWS**
 - 5.1 Early Childhood Education Dual Credit Project Page 5
Tracy Cole, Principal Early Learning and Child Care
-

6. PRESENTATIONS

6.1 Food All Year Round (ts'uyi ts'uyawh yusk'ut)

*Mackenzie Thibault, Teacher, Harwin Elementary School
Joseph Jeffery, District Learning Commons Teacher-Librarian*

6.2 CUPE 3742 – Indigenous Education Workers in Schools

Paula Bass, President

6.3 Prince George District Teachers Association – Whistle-Blower Protection Policy

Daryl Beauregard, President

6.4 District Parent Advisory Council – Welcome to Trustee / Year End Message

Laura Weller, President

7. MINUTES OF PREVIOUS MEETINGS

7.1 Regular Public Meeting of May 30, 2023

Page 6

7.2 Record of Minutes of the Regular In Camera Meeting of May 29, 2023 and Special In Camera Meetings of May 29, June 12, June 13 at 6 p.m. at 6:30 p.m. and June 22, 2023

Page 12

8. BUSINESS ARISING FROM THE MINUTES

9. OLD BUSINESS

- 9.1 Final Approval of Policies (C. Brennan) Page 14
- Policy 3 – Role of the Trustee Page 15
 - Policy 5 – Role of the Board Chair Page 19
 - Policy 6 – Role of the Vice Chair Page 22
 - Policy 9 – Board Representatives Page 23
 - Policy 11 – Board Delegation of Authority Page 29
 - Policy 12 – Role of the Superintendent Page 30
 - Policy 17 – School District Transportation Page 34
 - Policy 25 – Provision of Child Care Page 35
- 9.2 Final Approval of Policies as Revised (C. Brennan)
- Policy 2 – Role of the Board Page 36
 - Policy 4 – Trustee Code of Conduct Page 47
 - Policy 7 – Board Operations Page 56
 - Policy 8 – Board Committees Page 74
- 9.3 Policy 10 Policy and Policy Development Page 86

10. EDUCATION COMMITTEE

- 10.1 Committee Report (B. Thompson) Page 87
- 10.2 Schedule of Fees and Deposits Page 89

11. ADVISORY COMMITTEE

- 11.1 Committee Report (C. Antrim) Page 92
- 11.2 Draft Policy 26 Whistle-Blower Protection Page 93
- FOR INFORMATION:
- Administrative Procedure 403 Page 95

12. BUSINESS COMMITTEE

- 12.1 Committee Report (C. Brennan) Page 109
- 12.2 2023-2024 Annual Budget Page 111
- 12.3 2024-2025 Five-Year Major Capital Plan Page 150
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- 12.4 2023-2024 Board of Education / Committee Work Plan Page 152
- 12.5 2023-2024 Board Meeting Schedule Page 158
- 13. **DISTRICT ADMINISTRATION REPORTS**
 - 13.1 Acting Superintendent of Schools
- 14. **TRUSTEE REPORTS**
 - 14.1 BC School Trustees' Association (E. McLean) Page 163
 - 14.2 BC Public School Employers' Association (E. McLean) Page 167
 - 14.3 District Parent Advisory Council (C. Antrim)
 - 14.4 District Student Advisory Council (B. Thompson)
 - 14.5 Indigenous Education Leadership Table / Indigenous Partners (E. McLean)
- 15. **CORRESPONDENCE**
 - 15.1 Email dated May 31, 2023 from the District Parent Advisory Council regarding follow-up related to the 2023-24 Budget Page 168
 - 15.2 Letter dated June 2, 2023 from CUPE 3742 and CUPE 4991 regarding recommendations for the 2023-24 Budget Page 170
- 16. **ADJOURNMENT**

UPCOMING MEETINGS:

Education Committee – September 5, 2023
Business Committee – September 12, 2023
Advisory Committee – September 19, 2023
Regular Public Board – September 26, 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.*



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

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

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

Form No. 14-3
LGA s.146(2)(b), VC s.108(2)(b)

**DECLARATION OF OFFICIAL ELECTION RESULTS
GENERAL LOCAL BY-ELECTION – June 17, 2023
PRINCE GEORGE SCHOOL TRUSTEE ELECTORAL AREA NO. 1**

I, Jan Cote, Chief Election Officer, do hereby declare elected the following candidates,
who received the highest number of valid votes for the office of Prince George School
Trustee Electoral Area No. 1,

1. Sarah Holland
2. Shar McCrory

Dated at Prince George, BC

This 21 day of June, 2023

Chief Election Officer, Jan Cote

Jan 2. 1886

Surname	First Name	Advance Voting June 7, 2023 and Mail Ballot - SD57 Office	Advance Voting June 13, 2023 SD57 Office	Glenview Elementary General Voting - June 17, 2023	Heritage Elementary General Voting - June 17, 2023	Malaspina Elementary General Voting - June 17, 2023	Pineview Elementary General Voting - June 17, 2023	Van Bien Training Centre General Voting - June 17, 2023	Total Votes
DUNCAN	Lucy	18	23	12	71	30	3	37	194
FITZPATRICK	Don	7	11	11	38	20	5	9	101
HOLLAND	Sarah	106	256	196	408	273	33	318	1,590
LOW	David	12	98	90	153	126	41	112	632
MAHONEY	Milton	31	87	103	170	129	41	111	672
MARTIN	Dusty	4	13	4	30	14	-	32	97
McCRORY	Shar	100	230	156	362	226	31	279	1,384
McKENZIE	Heather	13	12	10	25	15	5	15	95
PRICE	Bill	10	32	11	33	38	5	25	154
SILVA	Josh	14	17	11	10	6	3	8	69
		315	779	604	1,300	877	167	946	4,988

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 __, ____



June 9, 2023

Ref: 290309

Wendy Kelemen
School District No. 91 (Nechako Lakes)
Email: wkelemen@sd91.bc.ca

Dear Ms. Kelemen,

Thank you for your Early Childhood Education Dual Credit Project expression of interest, and recent confirmation of your formal partnership with School District No. 28 (Quesnel) and School District No. 57 (Prince George), both of which also submitted linked expressions. I understand that, working with the College of New Caledonia, you are collectively ready to commit to delivering 20 course enrollments. I'm pleased to welcome you into the project.

As discussed, this formal partnership will increase the ways that you could meet that course enrollment commitment each year, streamline discussions with your shared post-secondary partner, and reduce your individual reporting burdens. Being a single project site doesn't limit you to creating a single offering; rather, it positions you to collaborate while developing the two or three options required to best serve all your students.

Moreover, we discussed the need to nominate a project site lead: serving as a first point of contact; signing the funding agreement; receiving the grants to distribute as agreed; and, submitting the various deliverables and reports. Thank you for informing us that School District No. 91 (Nechako Lakes) will take on this role.

Anticipate a funding agreement before the fall, when your project site will receive a grant of \$75,000 (i.e., \$25,000 times the number of school districts involved) to assist you in developing and administering your early childhood education dual credit program. Later, your site will receive an additional grant of \$20,000 to assist further in administering the 20 early childhood education post-secondary course enrollments you are committing to facilitate in calendar 2024. Both grants, totalling \$95,000, are anticipated to reoccur a year later for use in calendar 2025.

All project sites are expected to attend and contribute to a community of practice. Thank you for attending on June 6. Please hold the morning of August 29 for the next meeting.

I appreciate your commitment to the Early Childhood Education Dual Credit Project. If you have questions, please call 250-213-5314 or email rob.hicks@gov.bc.ca and dualcredit@gov.bc.ca.

Sincerely,

Rob Hicks
Director, Student Transitions

DRAFT
Minutes
Regular Public
Meeting

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

2023.05.30
4:00 p.m.

Present:

Rachael Weber, Chair
Craig Brennan, Vice Chair
Cory Antrim, Trustee
Erica McLean, Trustee
Bob Thompson, Trustee

Pam Spooner, Acting Superintendent of Schools
Lynda Minnabarriet, Acting Secretary Treasurer
Jan Cote, Executive Assistant (Recorder)

In Attendance:

Kap Manhas, Assistant Superintendent
Lee Karpenko, Assistant Superintendent
Hannah Brown, Director of Finance

1. **CALL TO ORDER**

The meeting was called to order at 4:00 p.m.

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

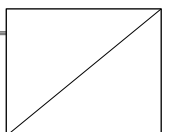
The Board Chair provided a formal acknowledgement of the ancestral lands, culture and people of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw Nation.

3. **APPROVAL OF AGENDA**

MOVED and SECONDED

That the agenda be approved as published.

CARRIED



4. SCHOOL DISTRICT NEWS**4.1 Fortis BC 2023 Efficiency in Action Award**

Brett Apolczer, Director of Facility Services reported that the school district has received the Fortis BC 2023 Efficiency in Action Award in the medium commercial category. Barry Bepple, Energy and Sustainable Conservation Coordinator advised the award is in recognition of BC organizations that are leading the way to save energy, reduce carbon emissions and promote safety.

5. PRESENTATION**5.1 District Student Advisory Council**

Representatives of the District Student Advisory Council, reported on the May 11th Leadership Summit held at Duchess Park Secondary School.

5.2 Prince George District Parent Advisory Council

Laura Weller, representing the Prince George District Parent Advisory Council, provided a presentation on parent voice.

5.3 CUPE 3742

Paula Bass, representing CUPE 3742, provided a presentation regarding recruitment and retention.

5.4 Prince George District Teachers' Association

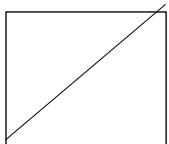
Katherine Trepanier, representing the Prince George District Teachers' Association, provided a presentation stating a shortage of Teacher / Associate Professionals.

6. MINUTES OF THE PREVIOUS MEETINGS**6.1 Regular Public Meeting of April 25, 2023**

MOVED and SECONDED

That the minutes of the regular public meeting of April 25, 2023 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:

- April 24, 2023 Regular In Camera
- April 24, 2023 Special In Camera
- May 2, 2023 Special In Camera
- May 8, 2023 Special In Camera

CARRIED

7. **BUSINESS ARISING FROM THE MINUTES**

None.

8. **OLD BUSINESS**

8.1 Bylaw – Indemnification

MOVED and SECONDED

That, in accordance with Section 68(4) of the *School Act*, all three readings of Bylaw No. 1 - Indemnification be given at tonight's meeting.

CARRIED

MOVED and SECONDED

That Bylaw No. 1 - Indemnification be given first reading.

CARRIED

MOVED and SECONDED

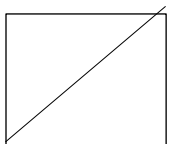
That Bylaw No. 1 - Indemnification be given second reading.

CARRIED

MOVED and SECONDED

That Bylaw No. 1 - Indemnification be given third and final reading.

CARRIED



9. EDUCATION COMMITTEE**9.1 Committee Report**

MOVED and SECONDED

That the report of the Education Committee meeting held on May 2, 2023 be received.

CARRIED

9.2 Board Authorized Course

MOVED and SECONDED

That Baking and Pastry Arts 11 and Baking and Pastry Arts 12 be approved as Board Authorized Courses.

CARRIED

10. BUSINESS COMMITTEE**10.1 Committee Report**

MOVED and SECONDED

That the report of the Business Committee meeting held on May 9, 2023 be received.

CARRIED

10.2 2023-2024 Annual Facility Grant Plan

MOVED and SECONDED

That the 2023-2024 Annual Facility Grant Plan be received.

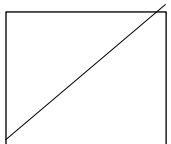
CARRIED

10.3 2023-2024 Annual Budget

MOVED and SECONDED

That the 2023/2034 Annual Budget with the Report of the 2023-2024 Budget Consultation Committee Report, Memorandum, Draft Bylaw and presentation be received for information purposes.

CARRIED



11. NEW BUSINESS**11.1 City of Prince George Invitation to Meet**

MOVED and SECONDED

That the Board of Education receive the letter of April 25, 2023 from the City of Prince George

CARRIED

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

The Acting Superintendent provided a PowerPoint presentation on the four directions of the Strategic Plan:

- Strategic Plan
 - o Learning
 - MusicFest Canada – DP Todd (Silver) and CHSS (Gold)
 - Land based Learning
 - Adult Learning
 - o Wellness
 - Inclusive Education Department
 - Indigenous Education Department
 - Relays 2023
 - o Equity of Access
 - Deaf and Hard of Hearing Event
 - Social Worker Indigenous Education Worker Itinerant Support
 - o Truth and Reconciliation
 - Land acknowledgements
 - McLeod Lake Indian Band Elders Camp
 - Dakelh Ghunek – Dakelh Language

13. TRUSTEE REPORTS**13.1 BC School Trustees' Association**

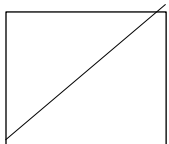
Trustee McLean provided an overview of the BCSTA Annual General Meeting held in Vancouver on April 27 to 29, 2023.

13.2 BC Public School Employers' Association

Trustee McLean provided an overview of the BCPSEA Regional meeting held virtually on May 31, 2023.

13.3 District Parent Advisory Council

Trustee Antrim provided an overview of the June 5, 2023 DPAC meeting.



13.4 District Student Advisory Council

Trustee McLean provided an overview of the June 5, 2023 DSAC meeting.

14. **CORRESPONDENCE**

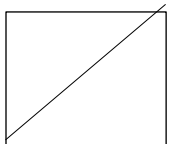
The Board Chair drew attention to the letter from the Board of Education to Partner Groups dated May 10, 2023 that was included in the agenda package.

15. **ADJOURNMENT**

The meeting adjourned at 5:35 p.m.

Chairperson

Secretary Treasurer



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

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

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

May 29, 2023 Regular In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Approval of the agenda.
3. Adoption of the minutes of the regular in camera meeting of April 24, 2023.
4. Receipt of an update regarding a personnel matter.
5. Discussion and decisions regarding governance matters.
6. Receipt of an update regarding a property matter.

The meeting was called to order at 4:00 p.m. and adjourned at 4:39 p.m.

May 29, 2023 Special In Camera Meeting

1. Approval of the agenda.
2. Adoption of the minutes of the special in camera meetings of April 24, May 2, and May 8, 2023.
3. Receipt of an update related to a personnel matter.
4. Receipt of an update related to legal matters.

The meeting was called to order at 5:35 p.m. and adjourned at 6:21 p.m.

June 12, 2023 Special In Camera Meeting

1. Motion to waive written notice.
2. Approval of the agenda.
3. A decision related to a personnel matter.

The meeting was called to order at 7:48 p.m. and adjourned at 7:53 p.m.

June 13, 2023 Special In Camera Meeting

1. Acknowledgement of the Traditional Territories.
2. Approval of the agenda.
3. Receipt of an update related to personnel matters.

The meeting was called to order at 6:20 p.m. and adjourned at 6:19 p.m.

June 13, 2023 Special In Camera Meeting at 6:30 p.m.

1. Motion to waive written notice.
2. Approval of the agenda.
3. Discussion and decision related to a personnel matter.

The meeting was called to order at 6:20 p.m. and adjourned at 7:55 p.m.

June 22, 2023 Special In Camera Meeting at 6:30 p.m.

1. Motion to waive written notice.
2. Approval of the agenda.
3. Discussion related to a governance matter.

The meeting was called to order at 4:32 p.m. and adjourned at 5:26 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: The Board of Education
FROM: Business Committee
SUBJECT: **FINAL APPROVAL FOR POLICIES**

RECOMMENDED MOTION:

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

Policy 3 – Role of the Trustee
Policy 5 – Role of the Board Chair
Policy 6 – Role of the Vice Chair
Policy 9 - Board Representation
Policy 11 - Board Delegation of Authority
Policy 12 - Role of the Superintendent
Policy 17 – School District Transportation Services
Policy 25 – Provision of Child Care

BACKGROUND:

- 1) At the February 28, 2023 regular public meeting, policies approved in principle were tabled to the June 2023 regular Board meeting.
- 2) At the June 13, 2023 Business Committee meeting the Trustee reviewed the above policies and no further wording changes are recommended.

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 1 - 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 1 – Indemnification

Approved in Principle: 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 – Indemnification
By-Law 3 – Trustee Elections
By-Law 4 – Appeals

Approved in Principle: 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 – Indemnification
By-Law 3 – Trustee Elections
By-Law 4 – Appeals

Approved in Principle: 2022.06.22

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
Bylaw 1– Indemnification

Approved in Principle: 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 11

BOARD DELEGATION OF AUTHORITY

The [School Act](#) allows for the Board to delegate certain of its responsibilities and powers to others.

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

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

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

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

Specifically

1. The Board expressly delegates to the Superintendent and, at their discretion, a designate, the authority to discipline or dismiss an employee, subject to the limitations of legislation, collective or contractual agreements and Board policy.
2. Where a Superintendent dismisses an employee, the Board shall be promptly advised.
3. The Superintendent is directed to develop Administrative Procedures related to the daily operations of the district to enact the Board's vision and fulfill Board obligations created by any federal or provincial legislation.

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

Related Policies:

Policy 10 – Policy and Policy Development

Related Administrative Procedures:

AP 120 – Policy and Procedures Dissemination

AP 121 – Development and Review of Administrative Procedures

Approved in Principle: 2022.06.22

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 – Indemnification
Bylaw 4 – Appeals

Approved in Principle: 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 in Principle: 2022.06.22

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 in Principle: 2022.05.31

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 in Principle: 2022.05.31

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: The Board of Education

FROM: Business Committee

SUBJECT: **POLICY 2 ROLE OF THE BOARD - FINAL APPROVAL**

RECOMMENDED MOTION:

That the Policy 2 – Role of the Board adopted in principle effective June 22, 2022 be given final approval as revised:

BACKGROUND:

- 1) At the February 28, 2023 regular public meeting the policies approved in principle were tabled to the June 2023 regular public meeting.
- 2) At the June 13, 2023 Business Committee meeting the Acting Secretary Treasurer provided suggested minor wording changes to the policy for discussion.
- 3) At a Board Policy Workshop held on June 21, 2023 the Trustees reviewed and discussed the suggested revisions to Policy 2 and have moved the policy forward to the Board for final approval as revised.

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~~ quarterly 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 in Principle 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 – Indemnification

By-Law 3 – Trustee Elections

By-Law 4 - Appeals

Approved in Principle: 2022.06.22

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: The Board of Education

FROM: Business Committee

SUBJECT: **POLICY 4 TRUSTEE CODE OF CONDUCT- FINAL APPROVAL**

RECOMMENDED MOTION:

That the Policy 4 Trustee Code of Conduct adopted in principle effective June 22, 2022 be given final approval as revised:

BACKGROUND:

- 1) At the February 28, 2023 regular public meeting the policies approved in principle were tabled to the June 2023 regular public meeting.
- 2) At the June 13, 2023 Business Committee meeting the Acting Secretary Treasurer provided a suggested minor revision to the policy related to Trustees only for discussion. The Committee was advised that new ministerial requirements will be reviewed in Fall 2023 and the policy will require further review prior to April 2024.
- 3) At a Board Policy Workshop held on June 21, 2023 the Trustees reviewed and discussed the suggested revision to Policy 4 and have moved the policy forward to the Board for final approval as revised.

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 1 – Indemnification

Approved **In Principle:** 2022.06.22

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: The Board of Education

FROM: Business Committee

SUBJECT: **POLICY 7 BOARD OPERATIONS- FINAL APPROVAL**

RECOMMENDED MOTION:

That the Policy 7 Board Operations adopted in principle effective
June 22, 2022 be given final approval as revised:

BACKGROUND:

- 1) At the February 28, 2023 regular public meeting the policies approved in principle were tabled to the June 2023 regular public meeting.
- 2) At the June 13, 2023 Business Committee meeting the Acting Secretary Treasurer provided suggested minor revisions to the policy that relate to Trustees only for discussion.
- 3) At a Board Policy Workshop held on June 21, 2023 the Trustees reviewed and discussed the suggested revisions to Policy 7 and have moved the policy forward to the Board for final approval as revised.

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 Election of Officers

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

2.2.1.1. Election of Chairperson and Vice Chairperson in the same manner as outlined in 2.1.4;

2.2.1.2. Upon election, the Chairperson shall assume the chair and shall immediately conduct the election of Vice Chair, 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. Normally ten regular meetings shall be scheduled throughout the year, normally held on the 4th Tuesday of the month, 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 Regular and special public 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. The agenda will be set by the Agenda Review Committee, which consists of the Chair, Vice Chair, Superintendent and Secretary Treasurer no later than the Tuesday of the week prior to the public meeting. Items for the agenda are to be submitted in writing complete with rationale to the Office of the Secretary Treasurer by 4:00 p.m. on the Monday of the week prior to the Board meeting.

3.5. Written notice of each meeting, together with the proposed agenda, must be given at least 48 hours in advance to each Trustee by delivery to their school district email.

Policy 7

~~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.~~

3.6. 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.

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

3.8. 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

Policy 7

- 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
- 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.

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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

3.16. In-Camera Board Meetings (Closed)

- a) Call to Order
- b) Ancestral Land Acknowledgement
- c) Approval of the Agenda
- d) Special Motion
- e) Adoption of Minutes of Previous Meetings
- f) Special Meeting Topic(s)
- g) 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;

Policy 7

- 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.

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. Public Participation

5.1. Formal Presentations

- 5.1.1. Individuals or groups may make presentations to the Board or its committees.
- 5.1.2. The Board Chairperson, in consultation with Trustees, may direct any formal presentation to one of the Board's committees.

Policy 7

- 5.1.3. 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.
- 5.1.4. 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.
- 5.1.5. Individuals or groups wishing to make a formal presentation to the Board must contact the Secretary Treasurer's office by 4:00 p.m. on the Monday of the week prior to the Board meeting.
- 5.1.6. The Secretary Treasurer's office will notify the individual or groups of their inclusion on a Board agenda.
- 5.1.7. 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.

Policy 7

5.2. Informal Presentations

- 5.2.1. 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.
- 5.2.2. 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.
- 5.2.3. 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.
- 5.2.4. Each speaker from the public will be allowed five minutes to make comments. At the discretion of the Chairperson, additional time may be allotted.

6. 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.

- 6.1. 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.
- 6.2. 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.
- 6.3. Trustees attending a meeting remotely have full voting privilege, electronic votes shall be submitted to the Secretary Treasurer via text or alternate electronic arrangement.

Policy 7

7. 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.

7.1. The annual remuneration for Trustees, as of November 7, 2022, shall be as follows:

7.1.1. Chairperson \$24,040

7.1.2. Vice-Chairperson \$22,540

7.1.3. Trustees \$21,040

7.2. 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:

7.2.1. 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.

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

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

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

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

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

7.3.3. 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.

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

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7.5. 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.

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

7.6.1. 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

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

8. Trustee Expense Reimbursement

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

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

10. Trustee Conflict of Interest

10.1. The Board considers conflict of interest to include:

- 10.1.1. Pecuniary interest – a matter that could monetarily affect a Trustee.
- 10.1.2. 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.
- 10.1.3. Deemed pecuniary interest – a matter in which the Trustee knows that their spouse, parent or child has a pecuniary interest.

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10.1.4. 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.

10.2.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:

10.2.1. Disclose the general nature of the interest;

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

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

10.3.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.

10.4.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.

10.5.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.

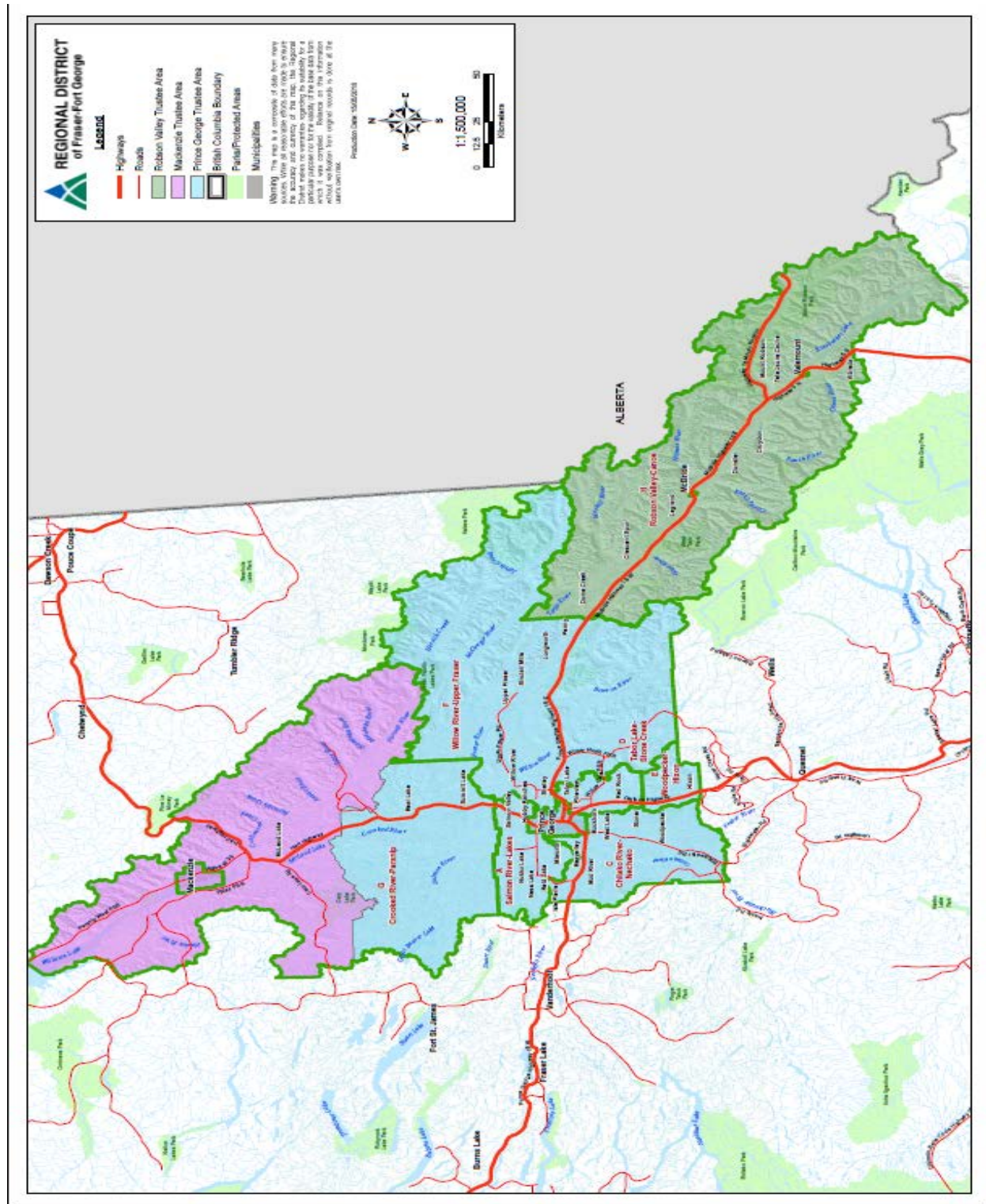
10.6.A Trustee with a direct or indirect pecuniary interest in teacher or support staff collective bargaining shall not participate or represent the Board in those activities.

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
Revised: 2022.11.07

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 in Principle: 2022.06.22

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: The Board of Education

FROM: Business Committee

SUBJECT: **POLICY 8 BOARD COMMITTEES- FINAL APPROVAL**

RECOMMENDED MOTION:

That the Policy 8 Board Committees adopted in principle effective
June 22, 2022 be given final approval as revised:

BACKGROUND:

- 1) At the February 28, 2023 regular public meeting the policies approved in principle were tabled to the June 2023 regular public meeting.
- 2) At the June 13, 2023 Business Committee meeting the Acting Secretary Treasurer provided suggested minor revisions to the policy for discussion.
- 3) At a Board Policy Workshop held on June 21, 2023 the Trustees reviewed and discussed the suggested revisions to Policy 8 and have moved the policy forward to the Board for final approval as revised.

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.

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- 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.

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
- District Resource Centre
- Career Technical Centre
- Continuing Education

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- 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
- Legal and audit
- Liaison with other levels of government
- Office of the secretary-treasurer

Policy 8

- 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.
- 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

Policy 8

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.

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.

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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.
- 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.

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- 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 in Principle: 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

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: The Board of Education

FROM: Business Committee

SUBJECT: **POLICY 10 POLICY AND POLICY DEVELOPMENT**

FOR INFORMATION:

At the February 28, 2023 regular public meeting the policies approved in principle were tabled to the June 2023 regular public meeting.

At the June 13, 2023 Business Committee meeting the Acting Secretary Treasurer provided suggested revisions to the policy for discussion.

At a Board Policy Workshop held on June 21, 2023 the Trustees reviewed and discussed the suggested revisions to Policy 10 and have moved the policy forward to the September Advisory Committee meeting.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 6, 2023

MEMORANDUM

TO: Board of Education

FROM: Board Education Committee

SUBJECT: **COMMITTEE REPORT – JUNE 2023**

RECOMMENDATION

That the report of the Board Education Committee held on
June 6, 2023 be received.

* * * * *

REPORT:

1. The Board Education Committee met on June 6, 2023. 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 Previous Meeting** – The minutes of the May 3, 2023 meeting were approved as presented.
 - b. **Schedule of Fees and Deposits** – This item appears on this evening's agenda.
 - c. **Strategic Plan** – The Acting Superintendent and the Director of Instruction, Curriculum and Innovations provided a PowerPoint presentation on the Framework for Enhanced Student Learning. The presentation included an overview of the following:
 - Enhancing Student Learning Reporting Order
 - Principles and Purpose
 - Framework Continuous Improvement Program
 - Sections of the Report
 - o Current Plans and Priorities
 - o District Success
 - o Engagement Cycle
 - o Student Performance Data Analysis and Interpretation
 - 2023-2024 Strategies

- d. **District Learner Supports** – Christa Barnes, Principal, District Learning Support Programs provided a PowerPoint presentation on the highlights of the following programs:
- Career, Skills and Trades
 - Distance Education, Continuing Education
 - Alternate Community Programs

The next Education Committee meeting will be held on September 6, 2023

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 6, 2023

MEMORANDUM

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

Recommended Motion

That, in accordance with section 82(6) of the *School Act* and Ministerial Order 236/07, the Schedule of Fees and Deposits for the 2023-2024 school year be approved and published.

RATIONALE:

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

LK/jc

FEES AND DEPOSITS

2023 - 2024

Policy 5101 – Financial Hardship

Policy 5101 is to be referenced in conjunction with this schedule to ensure that no student is denied an opportunity to participate in a course, class or program because of financial hardship. A copy of the policy is found at the following link [SD57 Financial Hardship Policy](#).

Course Fees

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

Deposits

Deposits are required and are refundable upon return:

- Pre-Calculus 11 and 12 graphing calculator Up to \$150.00

External Credit Exam Fee

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

Optional Charges and Costs

Specialty Academies

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

Prince George Canadian Sport School – Engage Sport North

\$180.00 monthly paid directly to [Engage Sport North](#) and includes:

- Transportation to Northern Sports Centre located at University of Northern B.C.
- (Monday to Thursday school yearlong from home school)
- Portion of Northern Sport Centre Strength and Conditioning coach staff fees
- Access to UNBC Sports Centre

Student Planners

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

Student Services

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

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

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

Cultural Activities

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

Postage

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

Locks

Schools may charge a cost recovery for locks up to \$8.00 each.

Yearbook

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

Field Trips

Schools may, from time to time, offer learning opportunities for students through field trips. Field trips are optional. Students choosing to participate may be expected to reimburse the school for costs associated with field trips. Please note, no student will be denied an opportunity to participate because of financial hardship. [SD57 Financial Hardship Policy](#). Students who choose not to participate will be assigned a project or activity that will ensure that the prescribed learning outcomes are met.

Valedictory Ceremonies

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

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 20, 2023

MEMORANDUM

TO: Board of Education
FROM: Advisory Committee
SUBJECT: **COMMITTEE REPORT – JUNE 2023**

RECOMMENDATION

That the report of the Advisory Committee meeting held on
June 20, 2023 be received.

* * * * *

REPORT:

1. The Advisory Committee met on June 20, 2023. The agendas, handouts and a video archive are available on the districts website under [Our District / Board, Committee Meetings](#).
2. The meeting's agenda included the following topics:
 - a. **Approval of the minutes of the April 18, 2023 Advisory Committee Meeting** – The minutes of the previous meeting were revised to reflect that Trustee Antrim provided the acknowledgment of the traditional territories. The minutes were approved as amended.
 - b. **Strategic Plan** – The Acting Superintendent, Assistant Superintendents and Directors of Instruction, Curriculum and Innovation and Inclusive Education provided handouts of the 2020-2021 Framework for Enhanced Student Learning Report, Ministry of Education and Childcare data from 2021-2022, the district's 2022-2023 revised strategies and received feedback for 2023-2024 strategies.
 - c. **Policy 1 Foundations Statements** – Trustee McLean brought forward a recommendation to revise Policy 1 Foundation Statements to include the addition of "attendance" into its Learning focuses. The Committee will continue the discussion at its September meeting.
 - d. **Draft Whistleblower Policy** - This item appears on this evening's agenda.
 - e. **Call for agenda items** –There was no call for future agenda items from the committee.

The next Advisory Committee meeting will be held on September 19, 2023.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

MEMORANDUM

TO: Board of Education

FROM: Advisory Committee

SUBJECT: **DRAFT POLICY 26 WHISTLE-BLOWER PROTECTION**

RECOMMENDED MOTION:

That draft Policy 26 Whistle-Blower Protection be distributed to Rightsholders / Stakeholders for a sixty (60) day consultation period for feedback.

* * * * *

RATIONALE:

1. A Working Group comprised of Board, staff and stakeholder representatives was created to develop a draft Whistle-Blower Protection policy in response to the implementation of the *Public Interest Disclosure Act* (PIDA) which requires school districts to have implemented PIDA policies by December 31, 2023.
2. The scope of the Working Group was to review the Public Interest Disclosure Act: Policy Toolkit and to prepare a draft policy for recommendation to the Board. Working group meetings were held on May 16, June 5 and June 12, 2023 to review the Policy, administrative procedures and appendices.
3. The draft policy was presented to the Advisory Committee on June 20, 2023 for review and feedback.
4. On June 21, 2023, the BC Public School Employers Association sent an updated toolkit based on feedback from the Office of the Ombudsperson. The following changes have been made to the Administrative Procedures based on these recommendations:
 - a. alleged wrongdoing by a Superintendent should be reported to the Office of the Ombudsperson, not to the Board Chair
 - b. reprisals must be reported to the Office of the Ombudsperson for investigation
 - c. the timeline for completing investigations has been increased from 30 days to 90 days
5. In accordance with Policy 10 Policy and Policy Development the draft policy is being presented for distribution for a sixty (60) day period for feedback.

Policy 26

WHISTLE-BLOWER PROTECTION

The Board of Education (Board) is committed to the highest standards of honesty, integrity, and accountability in its operations, programs and services and to promoting a culture of openness and transparency. The Board encourages and supports all individuals in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia Public Interest Disclosure Act (PIDA).

The Board expects employees and trustees who have serious and reasonable concerns with respect to misconduct or wrongdoing to come forward and voice those concerns.

Reports of misconduct or wrongdoing must be made in good faith, without malice or consideration of personal benefit, and when the person reporting has a reasonable basis to believe that the report is true. Reports must be made in writing according to the Whistleblower Administrative Procedure.

The School District is committed to protecting the privacy of disclosers (or whistleblowers), persons accused of wrongdoing and those who participate in investigations in a manner that is consistent with its obligations under the PIDA and FIPPA. There shall be no retaliation toward a whistleblower for reporting under this Policy. Any such acts of retaliation may lead to discipline for the person who is retaliating.

A report made in bad faith or without a reasonable and probable basis may not conclude in a full investigation and may be followed up by the Designated Officer to safeguard the intent of the policy.

This Policy does not displace other mechanisms for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Reportable activities do not include personnel actions taken in the course of conducting the District's business where such matters are most appropriately addressed by reference to the applicable collective agreement.

References: Public Interest Disclosure Act
Freedom of Information and Protection of Privacy Act
Whistleblower Administrative Procedure

Approved: 2023.XX.XX

Administrative Procedure 403

WHISTLEBLOWER PROTECTION

Background

The Board of Education is committed to honesty, integrity, and accountability in its operations, programs, and services and to promoting a culture of openness and transparency.

Definitions

“Designated Officer” means the Superintendent and any other senior member of personnel designated by the Superintendent from time to time, which includes, the Secretary Treasurer, and the Chair of the Board of Education;

“Discloser” means an Employee or Trustee who makes a Disclosure or seeks advice or makes a complaint about a reprisal;

“Disclosure” means the a report of Wrongdoing;

“Disclosure Form” means the form attached to this Procedure as Appendix 1;

“Employee” refers to a past and present employee of the School District;

“FIPPA” means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

“Ombudsperson” means the Ombudsperson of British Columbia;

“PIDA” means the Public Interest Disclosure Act of British Columbia, and all regulations thereto;

“Policy” means the District’s Whistleblower Protection Policy;

“Protection Official” means:

- in respect of a health-related matter, the provincial health officer;
- in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
- in any other case, a police force in British Columbia;

“Referral” refers to a referral of allegations of wrongdoing received from the Ombudsperson or another government institution for investigation by the District in accordance with the PIDA;

“Respondent” means a person against whom allegations of wrongdoing or a complaint of reprisal is made;

“Reprisal” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of personnel because they made a disclosure, sought advice, made a complaint about a reprisal or participated in an investigation;

Administrative Procedure

“School” means a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction the teachers and other staff members associated with the unit, and the facilities associated with the unit, and includes a Provincial resource program and a distributed learning school operated by a board;

“Supervisor” includes:

- an employee’s direct management supervisor,
- for school-based employees, the Principal or any Vice-Principal at the school where the employee is assigned; and
- for Trustees, the Board Chair or the Superintendent;

“Trustee” means a past or present member of the school district’s Board of Education;

“Urgent Risk” arises when a member of personnel reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

Wrongdoing” includes:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

Procedures

1. Who May Make a Disclosure

- 1.1. Any employee may report wrongdoing under this Policy if the alleged wrongdoing occurred while the employee was employed or engaged by the District.
- 1.2. Any Trustee may report wrongdoing under this Policy if the alleged wrongdoing occurred while the Trustee was holding office.
- 1.3. Complaints or reports received from members of the public or from employees or Trustees who were not engaged by the School District at the time that wrongdoing occurred or is alleged to have occurred are outside the scope of the policy and this procedure.

Administrative Procedure

2. How to Make a Disclosure

2.1. An employee or Trustee who reasonably believes that a wrongdoing has been committed or is about to be committed may make a disclosure to any of the following:

- 2.1.1. that person's Supervisor;
- 2.1.2. the Superintendent;
- 2.1.3. a designated Officer other than the Superintendent; or
- 2.1.4. the Ombudsperson.

2.2. A Disclosure must be submitted in writing using the disclosure form or in other written form, and include the following information if known:

- 2.2.1. a description of the wrongdoing;
- 2.2.2. the name of the person(s) alleged to be responsible for or to have participated in the wrongdoing;
- 2.2.3. the date or expected date of the wrongdoing;
- 2.2.4. if the wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
- 2.2.5. whether the wrongdoing has already been reported, and if so, to whom and a description of the response received.

3. A disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged wrongdoing. If a disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the disclosure. Any notices required to be given to a discloser under this policy or the PIDA will not be provided to an anonymous discloser, except at the discretion of the designated Officer and where the disclosure has provided contact information.

4. A discloser who is considering making a disclosure may request advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a designated Officer, or the Ombudsperson.

5. A discloser should not make a disclosure to a person if the allegations relate, in whole or in part, to wrongdoing by that person. Any person who receives a disclosure or referral and reasonably believes that the allegations relate to their own acts or omissions must refer the allegations to another person under this policy with responsibility for receiving a disclosure.

Administrative Procedure

How to Make a Disclosure About Urgent Risk

6. The PIDA permits employees and Trustees to make public disclosures if the employee or Trustee reasonably believes that a matter poses an urgent risk. An urgent risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
7. Before making a public disclosure of an urgent risk the employee or Trustee must:
 - 7.1.1. consult with the relevant protection official (Public Health Officer, Emergency Management BC, or police);
 - 7.1.2. receive and follow the direction of that protection official, including if the protection official directs the employee not to make the public disclosure;
 - 7.1.3. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the urgent risk;
 - 7.1.4. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under the PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - 7.1.5. seek appropriate advice if the employee is uncertain about what personal information, privileged or other information may be disclosed as part of a public disclosure.
8. An employee who makes a public disclosure in relation to an urgent risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a disclosure in accordance with Article 2 How to Make a Disclosure.
9. If the Employee decides not to make a public disclosure or is directed by a protection official not to do so, the employee is nevertheless expected to report urgent risks without delay to the Superintendent or a designated Officer.

Referral of Disclosure to Designated Officer

10. Each Supervisor or other personnel who receives a disclosure or referral under this policy must promptly refer the disclosure or referral, including all disclosures forms and other materials supplied, to the appropriate designated Officer as follows:
 - 10.1.1. Unless the allegations concern alleged wrongdoing by the Superintendent, the disclosure or referral shall first be referred to the Superintendent, who may delegate their duties under the policy and this procedure to any other designated Officer;
 - 10.1.2. If the allegations concern alleged wrongdoing by the Superintendent, then the disclosure or referral should be referred to the Office of the Ombudsperson;

Administrative Procedure

- 10.1.3. if the allegations made in a disclosure or referral concern alleged wrongdoing by the Secretary Treasurer, then the disclosure or referral should be referred to the Chair of the Board of Education as the designated Officer or any other designated Officer;
- 10.1.4. If the allegations made in a disclosure or referral concern wrongdoing by all of the designated Officers listed in subparagraphs 1, 2, and 3 above, then the disclosure or referral should be referred to the Ombudsperson.

Responsibilities of the Designated Officer

11. The designated Officer is responsible to:

- 11.1. Receive and respond to any disclosure or referral;
- 11.2. Receive and respond to reports made by personnel about urgent risks;
- 11.3. If the designated Officer reasonably believes that an urgent risk exists, the designated Officer may make a report to the relevant protection official;
- 11.4. Review allegations of wrongdoing in a disclosure or referral and determine if they fall within the scope of the PIDA or the policy;
- 11.5. Refer disclosures or allegations falling outside the scope of the PIDA or this policy to the appropriate authority or dispute resolution process, as applicable;
- 11.6. If a disclosure relates to wrongdoing at another government body that is subject to the PIDA, refer the disclosure to that institution;
- 11.7. Seek clarification of the allegations of wrongdoing from the discloser or referring institution as needed;
- 11.8. If appropriate, initiate an Investigation into allegations of wrongdoing in accordance with Investigations section below;
- 11.9. Assess the risk of any reprisal to the discloser, and take appropriate action, if any, to mitigate that risk;
- 11.10. Manage communications with the discloser and respondent;
- 11.11. Notify the discloser and the respondent of the outcome of the Investigation in accordance with the Investigations section; and
- 11.12. Ensure that, in accordance with the privacy and confidentiality section of this procedure, all personal information received by the School District related to the disclosure, referral, request for advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and the PIDA.

Administrative Procedure

Responsibilities of Employees and Trustees

12. All Employees and Trustees are responsible to:

- 12.1. make any disclosures in good faith and on the basis of a reasonable belief that wrongdoing has or is expected to occur;
- 12.2. refrain from engaging in reprisals and report all reprisals in accordance with this procedure and the PIDA;
- 12.3. maintain the confidentiality of personal information received in connection with a disclosure, referral, request for advice or investigation in accordance with the policy, this procedure, and the PIDA;
- 12.4. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
- 12.5. seek appropriate advice if an employee is uncertain about whether to make a disclosure or a public disclosure of an urgent risk; and
- 12.6. comply with the requirements of this procedure and the PIDA concerning urgent risks.

Investigations

13. Every person involved in receiving, reviewing and investigating disclosures, referrals or complaints of reprisals must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
14. The School District shall seek to complete all Investigations within ninety (90) calendar days of receipt of a disclosure or referral or complaint of reprisals, but the designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
15. The designated Officer may expand the scope of any Investigation beyond the allegations set out in the disclosure or referral to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
16. All investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the investigation.
17. The designated Officer may consult with the Ombudsperson regarding a disclosure or referral or refer allegations of wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable discloser.
18. The designated Officer may refuse to investigate or postpone or stop an investigation if the designated Officer reasonably believes that:
 - 18.1.1. the disclosure or referral does not provide adequate particulars of the wrongdoing;
 - 18.1.2. the disclosure or referral is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a disclosure or referral under the policy or the PIDA, or does not deal with wrongdoing;

Administrative Procedure

- 18.1.3. the investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged wrongdoing and the date of the disclosure or referral;
 - 18.1.4. the disclosure relates solely to a public policy decision;
 - 18.1.5. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - 18.1.6. the investigation may compromise another investigation; or
 - 18.1.7. the PIDA otherwise requires or permits the School District to suspend or stop the investigation.
19. Subject to the School District's obligations under FIPPA and Article 2. How to Make a Disclosure, the discloser and the respondent(s) will be provided with a summary of the School District's findings, including:
- 19.1.1. notice of any finding of wrongdoing;
 - 19.1.2. a summary of the reasons supporting any finding of wrongdoing;
 - 19.1.3. any recommendations to address findings of wrongdoing.

Privacy and Confidentiality

20. All personal information that the School District collects, uses or shares in connection with a disclosure, referral, or request for advice, or an investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the policy, the procedures and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
21. Personal information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a disclosure, a request for advice, a referral, or a complaint of a reprisal shall be limited to the personal information that is reasonably required for these purposes.
22. Any person who, in their capacity as an employee or Trustee of the School District, receives information about the identity of a discloser shall maintain the identity of the discloser in confidence, and may only use or share that information for the purposes described in this policy or the PIDA, except with the consent of the discloser or as authorized or required by the PIDA or other applicable laws.
23. The School District shall ensure there are reasonable security measures in place to protect all personal information that the School District collects or uses in the course of receiving or responding to a disclosure, a request for advice, a referral, or complaint of a reprisal or conducting an investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

Administrative Procedure

Reprisals

- 24. The School District will not tolerate reprisals against employees or Trustees.
- 25. Reprisals must be reported to the Office of the Ombudsperson for investigation.
- 26. Any member of personnel who engages in any reprisals shall be subject to disciplinary action up to and including dismissal.

Reporting

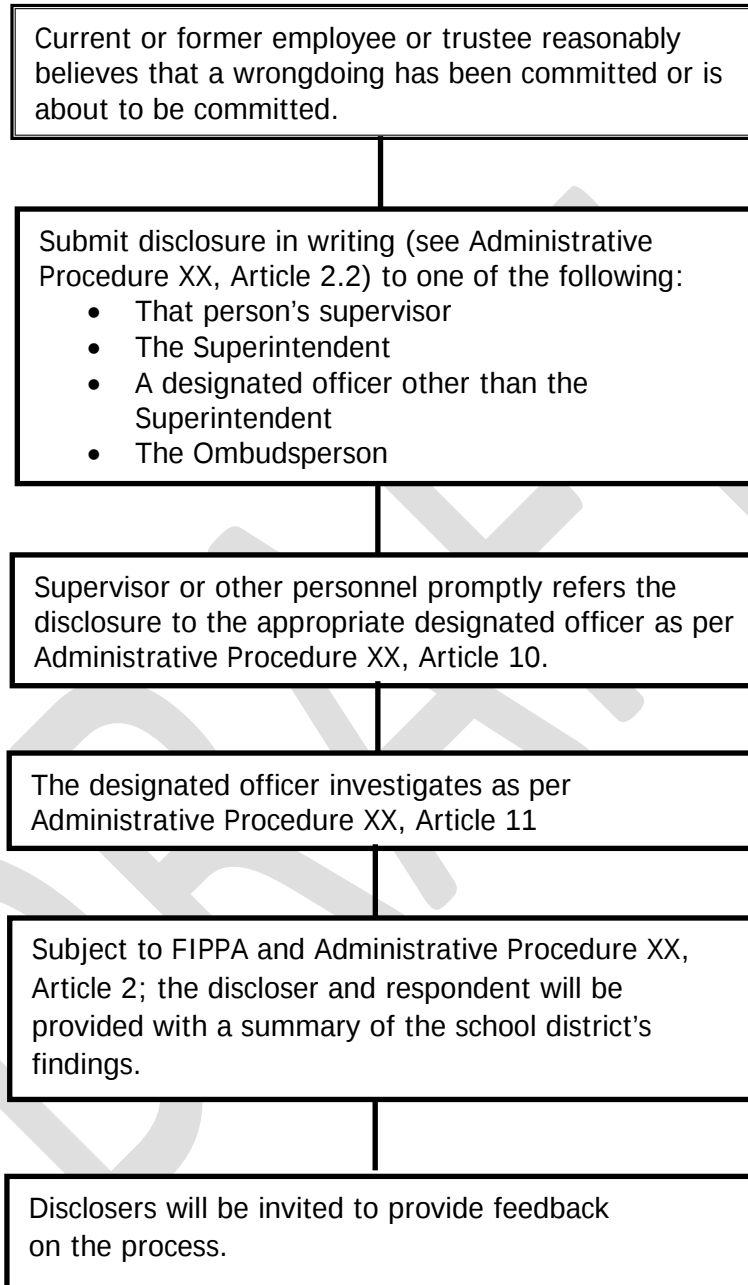
- 27. Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report to the Board of Education concerning any disclosures received, investigations undertaken and findings of wrongdoing. All reporting under this policy will be in compliance with the requirements of FIPPA.
- 28. Individuals who make disclosures under the Policy will be invited to provide feedback on the process.

Responsibility

- 29. The Superintendent is responsible for the administration of this policy, and shall ensure that training and instruction is available to all employees and Trustees concerning this policy, the procedures and the PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this policy, the Superintendent may delegate their authority in writing to the Secretary Treasurer or other senior members of personnel.

APPENDIX: Administrative Procedure 403

Whistle-Blower Protection – Procedures Flowchart

REPORT OF WRONGDOING FORM

PUBLIC INTEREST DISCLOSURE ACT

Please refer to Policy XX and Administrative Procedure XXX Whistleblower Protection and the Public Interest Disclosure Act.

The information you provide in this form will be used to assess whether your report will be investigated. Please provide as much detail as possible.

CONTACT INFORMATION

Name:

Job Title:

How would you like to be contacted?

Address where we may contact you:

Email:

Telephone number:

May we leave a voice message?

Important: Reports under the Act may be made anonymously, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged wrongdoing.

EMPLOYMENT INFORMATION

1. Are you a current or former employee/trustee of School District No. 57? If so, which one?

2. When did you work there?

☐ I work there now

☐ I worked there from _____ to _____

Important:

Wrongdoing may only be disclosed under the Act by an employee/trustee or former employee/trustee.

DESCRIPTION OF THE WRONGDOING

The *Public Interest Disclosure Act* applies to the following kinds of wrongdoing:

- a serious act or failure to act that, if proven, would constitute an offence under an enactment of British Columbia or Canada
- an act or failure to act that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions
- a serious misuse of public funds or public assets
- gross or systemic mismanagement
- knowingly directing or counselling a person to commit a wrongdoing described above

3. **Please describe your concerns**, keeping in mind how wrongdoing is defined, above. Explain how you learned about the wrongdoing and provide as much detail about the specific allegations as possible, including:

- **Where** the wrongdoing happened or is likely to happen
- **Who** committed or is about to commit wrongdoing (name, title and contact information)
- **When** the wrongdoing occurred or expected to occur
- Please identify any applicable laws, Acts, Regulations or policies that may apply in relation to the wrongdoing

4. Have you **reported the wrongdoing** to your employer or any other person or organization?
Please provide details of who you reported to, when, their response and contact information.

5. Do you know of any **other organization** that is addressing these allegations? Please provide details.

6. Do you consider the matter urgent? If so, please explain why.

EVIDENCE

Please attach any documents, records, correspondence, recordings or other evidence that you have in your possession related to the allegations of wrongdoing and any previous reports of the allegation you have made.

DECLARATION

- ☐ I have provided this information in good faith and on the reasonable belief that it could show a wrongdoing has occurred or is about to occur.

Date: _____

Signature: _____

Template: Annual Report of the Board of Education of School District No. 57 (Prince George) Under the *Public Interest Disclosure Act*

Message from the Superintendent

What is the *Public Interest Disclosure Act*?

The *Public Interest Disclosure Act* ("PIDA") is legislation that supports ethical and accountable practices by encouraging the employees and board members of governmental bodies to report serious misconduct for investigation and further action.

The PIDA provides a framework for employees to report serious wrongdoing, and provides them with protection against reprisals. The types of wrongdoing that can be reported under the PIDA include:

- A serious act or omission that constitutes an offence under an enactment in BC or Canada;
- An act or omission giving rise to a substantial and specific danger to the life, health or safety of persons, or to the environment;
- A serious misuse of public funds or public assets; and
- Gross or systemic mismanagement.

The Board of Education of School District No. < > ("School District") became subject to the PIDA on <date> (the "PIDA"). Under section 38 of the PIDA, the School District is responsible for issuing this annual report on the disclosures that it received under the PIDA within the year.

Disclosures

1. Number of Disclosures / Referrals Received: _____

2. Number of Disclosures Acted On / Not Acted On:

No. of Disclosures Acted on: _____

No. of Disclosures Not Acted on: _____

Basis for not acting on a Disclosure:

Number of Disclosures Investigated by the School District: _____

3. Number of Disclosures giving rise to a finding of Wrongdoing under PIDA _____

4. Description of Any Findings of Wrongdoing and Related Recommendations

Nature of Finding of Wrongdoing	Recommendations	Corrective Action Taken or Reasons why Corrective Action Not Taken

For privacy reasons, the findings and recommendations in the above Table are provided in summary form.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 13, 2023

MEMORANDUM

TO: Board of Education
FROM: Business Committee
SUBJECT: **COMMITTEE REPORT – JUNE 2023**

RECOMMENDATION

That the report of the Business Committee meeting held on
June 13, 2023 be received.

* * * * *

REPORT:

- 1) The Business Committee met on June 13, 2023.
- 2) The Business Committee meeting's agenda items were:
 - a) **Minutes of the Previous Meeting** – The minutes of the May 9, 2023 meeting were approved as presented.
 - b) **2023-2024 Draft Annual Budget Bylaw** – The Committee reviewed and discussed additional budget adjustments identified to finalize the draft Annual Budget Bylaw being presented at this evening's meeting.
 - c) **Outstanding Policy Items** – The Committee reviewed and discussed the list of outstanding policy items. Policies approved in principle appear on this evening's agenda for consideration of final approval.
 - d) **2023-2024 Board Education / Community Work Plan** – This item appears on this evening's agenda.
 - e) **Trustee Orientation** – The Committee reviewed a suggested outline of tentative Board Orientation sessions.
 - f) **2023-2024 Board Meeting Schedule** – This item appears on this evening's agenda.
 - g) **2024-2025 Five-Year Major Capital Plan** – This item appears on this evening's agenda.
 - h) **Trustee Travel Expenses** - A report was presented to the Committee on expenditures and/or reimbursements to date.

- i) **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
- j) **Financial Update to May 31, 2023** – The Director of Finance provided an update of the school and fiscal year to May 31, 2023. The update indicates that all schools and departments are currently operating within their approved budget.

The next Business Committee meeting will be held on September 12, 2023

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: Board of Education

FROM: Business Committee

SUBJECT: **2023-2024 ANNUAL BUDGET BYLAW**

RECOMMENDED MOTIONS

1. That, in accordance with Section 68 (4) of the *School Act*, all three readings of Annual Budget Bylaw 2023-2024 be given at tonight's meeting.
2. That the 2023-2024 Annual Budget Bylaw be read a first time the 27th day of June 2023.
3. That the 2023-2024 Annual Budget Bylaw be read a second time the 27th day of June 2023.
4. That the 2023/24 Annual Budget Bylaw be read a third time, passed and adopted the 27th day of June 2023.

* * * * *

BACKGROUND:

Attached to the agenda are the following documents:

- a) 2023/24 Annual Budget Bylaw
- b) 2023/24 Annual Budget Presentation

At the Regular Board Meeting on May 30, 2023, the Board of Education reviewed the draft 2023/24 Annual Budget Bylaw. The draft bylaw included approximately \$2million in expense reductions and use of unrestricted operating surplus to balance the budget. At the May Board meeting, the Board was advised that following the distribution of the meeting agenda, further information on the exempt/excluded compensation allocation had been received resulting in a further shortfall of \$350,000.

Due to this additional information, adoption of the Annual Budget bylaw was delayed until the June 27, 2023 Regular Board meeting in order to ensure all available information was considered and incorporated in the budget. The Board of Education is required to submit a balanced budget to the Minister of Education and Child Care by June 30, 2023.

Following the Board meeting, further reductions were identified in order to present a balanced budget.

Section 113 (1) of the *School Act* requires that the Board adopt, by bylaw, an annual budget on or before June 30th of each year for the next fiscal year. Section 68 (1) of the *School Act* requires a bylaw to be given three distinct readings. Section 68 (3) of the *School Act* allows a Board to give all three readings of a bylaw at one meeting if the trustees present at the meeting agree unanimously to do so.

Annual Budget

School District No. 57 (Prince George)

June 30, 2024

School District No. 57 (Prince George)

June 30, 2024

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 57 (Prince George) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$199,164,132 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2023;

READ A SECOND TIME THE _____ DAY OF _____, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2023;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 57 (Prince George) Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 57 (Prince George)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,224,625	13,198,500
Adult	7,000	13,125
Other	15,125	0,125
Total Ministry Operating Grant Funded FTE's	13,246,750	13,211,750
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	187,033,551	175,598,081
Other	241,380	392,360
Tuition		6,375
Other Revenue	3,035,803	3,485,577
Rentals and Leases	690,000	765,000
Investment Income	602,000	522,000
Amortization of Deferred Capital Revenue	4,332,762	4,311,228
Total Revenue	195,935,496	185,080,621
Expenses		
Instruction	154,116,168	143,990,756
District Administration	6,497,242	7,151,701
Operations and Maintenance	31,967,125	30,166,184
Transportation and Housing	6,110,123	5,543,847
Total Expense	198,690,658	186,852,488
Net Revenue (Expense)	(2,755,162)	(1,771,867)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,112,642	3,030,510
Budgeted Surplus (Deficit), for the year	(1,642,520)	1,258,643
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,642,520)	1,258,643
Budgeted Surplus (Deficit), for the year	(1,642,520)	1,258,643

School District No. 57 (Prince George)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	169,364,530	157,942,254
Operating - Tangible Capital Assets Purchased	473,474	876,056
Special Purpose Funds - Total Expense	20,322,809	20,137,805
Capital Fund - Total Expense	9,003,319	8,772,429
Capital Fund - Tangible Capital Assets Purchased from Local Capital		486,005
Total Budget Bylaw Amount	199,164,132	188,214,549

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary/Treasurer

Date Signed

School District No. 57 (Prince George)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,755,162)	(1,771,867)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(473,474)	(876,056)
From Local Capital		(486,005)
From Deferred Capital Revenue	(2,622,674)	(5,486,919)
Total Acquisition of Tangible Capital Assets	(3,096,148)	(6,848,980)
Amortization of Tangible Capital Assets	6,448,756	6,608,361
Total Effect of change in Tangible Capital Assets	3,352,608	(240,619)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	597,446	(2,012,486)

School District No. 57 (Prince George)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	166,216,179	153,210,761
Other	241,380	392,360
Tuition		6,375
Other Revenue	997,803	1,402,205
Rentals and Leases	690,000	765,000
Investment Income	580,000	500,000
Total Revenue	168,725,362	156,276,701
Expenses		
Instruction	134,576,078	124,919,200
District Administration	6,381,866	7,049,194
Operations and Maintenance	22,296,463	20,592,552
Transportation and Housing	6,110,123	5,381,308
Total Expense	169,364,530	157,942,254
Net Revenue (Expense)	(639,168)	(1,665,553)
Budgeted Prior Year Surplus Appropriation	1,112,642	3,030,510
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(473,474)	(876,056)
Local Capital		(488,901)
Total Net Transfers	(473,474)	(1,364,957)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 57 (Prince George)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	160,738,162	146,188,794
ISC/LEA Recovery	(447,427)	(447,427)
Other Ministry of Education and Child Care Grants		
Pay Equity	2,271,692	2,271,692
Funding for Graduated Adults	-	75,136
Student Transportation Fund	687,663	687,663
Support Staff Benefits Grant	201,637	198,514
FSA Scorer Grant	-	15,693
Early Learning Framework (ELF) Implementation	-	1,908
Teacher and Support Staff Labour Settlement Funding	1,961,392	4,218,788
Management Labour Increase Funding	803,060	-
Total Provincial Grants - Ministry of Education and Child Care	166,216,179	153,210,761
Provincial Grants - Other	241,380	392,360
Tuition		
International and Out of Province Students	-	6,375
Total Tuition	-	6,375
Other Revenues		
Other School District/Education Authorities	320,000	300,000
Funding from First Nations	447,427	447,427
Miscellaneous		
Administrative Fees	115,376	102,507
Cafeteria Recoveries	80,000	40,000
Miscellaneous	-	487,271
Municipal Purchasing Program Group Mastercard	35,000	25,000
Total Other Revenue	997,803	1,402,205
Rentals and Leases	690,000	765,000
Investment Income	580,000	500,000
Total Operating Revenue	168,725,362	156,276,701

School District No. 57 (Prince George)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	65,712,359	60,013,292
Principals and Vice Principals	10,957,280	10,418,162
Educational Assistants	18,074,701	16,200,881
Support Staff	13,452,037	12,081,541
Other Professionals	8,545,516	8,262,485
Substitutes	3,587,628	3,926,531
Total Salaries	120,329,521	110,902,892
Employee Benefits	28,008,469	24,521,007
Total Salaries and Benefits	148,337,990	135,423,899
Services and Supplies		
Services	4,294,910	5,058,335
Student Transportation	5,967,112	5,297,560
Professional Development and Travel	1,346,014	1,655,089
Rentals and Leases	517,069	427,435
Dues and Fees	102,185	96,235
Insurance	380,800	387,500
Supplies	4,926,692	6,321,093
Utilities	3,491,758	3,275,108
Total Services and Supplies	21,026,540	22,518,355
Total Operating Expense	169,364,530	157,942,254

School District No. 57 (Prince George)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

Schedule 2C

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	53,315,983	795,473	192,450	35,752		2,726,914	57,066,572
1.03 Career Programs	465,602			4,751			470,353
1.07 Library Services	1,545,482			492,631			2,038,113
1.08 Counselling	1,687,444						1,687,444
1.10 Special Education	5,546,253	531,167	14,880,013	120,892	2,409,110	69,860	23,557,295
1.20 Early Learning and Child Care							-
1.30 English Language Learning	1,623,347						1,623,347
1.31 Indigenous Education	951,113	431,571	2,967,982	80,409	1,099,345	9,690	5,540,110
1.41 School Administration		8,720,872		3,173,143	410,614	526,408	12,831,037
1.60 Summer School	43,899						43,899
1.64 Other			34,256	107,635			141,891
Total Function 1	65,179,123	10,479,083	18,074,701	4,015,213	3,919,069	3,332,872	105,000,061
4 District Administration							
4.11 Educational Administration	533,236	320,331		47,030	916,621	18,788	1,836,006
4.40 School District Governance					153,478		153,478
4.41 Business Administration		157,866		857,575	1,451,725	11,667	2,478,833
Total Function 4	533,236	478,197	-	904,605	2,521,824	30,455	4,468,317
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				107,070	1,083,472		1,190,542
5.50 Maintenance Operations				7,622,982	936,878	179,811	8,739,671
5.52 Maintenance of Grounds				728,424		44,490	772,914
5.56 Utilities							-
Total Function 5	-	-	-	8,458,476	2,020,350	224,301	10,703,127
7 Transportation and Housing							
7.41 Transportation and Housing Administration				57,062	84,273		141,335
7.70 Student Transportation				16,681			16,681
7.73 Housing							-
Total Function 7	-	-	-	73,743	84,273	-	158,016
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	65,712,359	10,957,280	18,074,701	13,452,037	8,545,516	3,587,628	120,329,521

School District No. 57 (Prince George)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

Schedule 2C

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	57,066,572	13,213,753	70,280,325	3,216,922	73,497,247	68,190,676
1.03 Career Programs	470,353	110,139	580,492	153,700	734,192	975,475
1.07 Library Services	2,038,113	484,801	2,522,914	193,855	2,716,769	2,316,537
1.08 Counselling	1,687,444	394,862	2,082,306	1,450	2,083,756	1,910,415
1.10 Special Education	23,557,295	5,587,670	29,144,965	708,121	29,853,086	26,930,104
1.20 Early Learning and Child Care	-	-	-	-	-	-
1.30 English Language Learning	1,623,347	379,863	2,003,210	17,000	2,020,210	1,700,739
1.31 Indigenous Education	5,540,110	1,329,309	6,869,419	369,025	7,238,444	7,231,716
1.41 School Administration	12,831,037	2,862,762	15,693,799	335,641	16,029,440	14,941,200
1.60 Summer School	43,899	10,491	54,390	-	54,390	-
1.64 Other	141,891	35,473	177,364	171,180	348,544	722,338
Total Function 1	105,000,061	24,409,123	129,409,184	5,166,894	134,576,078	124,919,200
4 District Administration						
4.11 Educational Administration	1,836,006	403,462	2,239,468	395,386	2,634,854	3,206,830
4.40 School District Governance	153,478	8,441	161,919	118,500	280,419	388,716
4.41 Business Administration	2,478,833	556,985	3,035,818	430,775	3,466,593	3,453,648
Total Function 4	4,468,317	968,888	5,437,205	944,661	6,381,866	7,049,194
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,190,542	255,380	1,445,922	502,450	1,948,372	1,775,417
5.50 Maintenance Operations	8,739,671	2,145,537	10,885,208	3,487,082	14,372,290	13,288,940
5.52 Maintenance of Grounds	772,914	193,229	966,143	977,900	1,944,043	1,712,887
5.56 Utilities	-	-	-	4,031,758	4,031,758	3,815,308
Total Function 5	10,703,127	2,594,146	13,297,273	8,999,190	22,296,463	20,592,552
7 Transportation and Housing						
7.41 Transportation and Housing Administration	141,335	32,142	173,477	500	173,977	119,837
7.70 Student Transportation	16,681	4,170	20,851	5,908,295	5,929,146	5,249,471
7.73 Housing	-	-	-	7,000	7,000	12,000
Total Function 7	158,016	36,312	194,328	5,915,795	6,110,123	5,381,308
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	120,329,521	28,008,469	148,337,990	21,026,540	169,364,530	157,942,254

School District No. 57 (Prince George)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	18,262,809	18,032,433
Other Revenue	2,038,000	2,083,372
Investment Income	22,000	22,000
Total Revenue	20,322,809	20,137,805
Expenses		
Instruction	19,540,090	19,071,556
District Administration	115,376	102,507
Operations and Maintenance	667,343	801,203
Transportation and Housing	-	162,539
Total Expense	20,322,809	20,137,805
Budgeted Surplus (Deficit), for the year	-	-

School District No. 57 (Prince George)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year					31,845				
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	667,343	608,416			320,000	78,400	175,961	2,357,716	432,760
Other			40,000	1,998,000					
Investment Income			20,000	2,000					
	667,343	608,416	60,000	2,000,000	320,000	78,400	175,961	2,357,716	432,760
Less: Allocated to Revenue	667,343	608,416	60,000	2,000,000	351,845	78,400	175,961	2,357,716	432,760
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	667,343	608,416			351,845	78,400	175,961	2,357,716	432,760
Other Revenue			40,000	1,998,000					
Investment Income			20,000	2,000					
	667,343	608,416	60,000	2,000,000	351,845	78,400	175,961	2,357,716	432,760
Expenses									
Salaries									
Teachers						19,724	57,493	469,700	
Principals and Vice Principals									
Educational Assistants		486,733			273,636			187,401	
Support Staff					68,409				126,616
Other Professionals	75,935							1,178,661	
Substitutes									211,904
	75,935	486,733	-	-	342,045	19,724	57,493	1,835,762	338,520
Employee Benefits	16,022	121,683				4,615	13,453	430,963	81,240
Services and Supplies	575,386		60,000	2,000,000	9,800	54,061	105,015	90,991	13,000
	667,343	608,416	60,000	2,000,000	351,845	78,400	175,961	2,357,716	432,760
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 57 (Prince George)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Classroom Enhancement Fund - Staffing	Changing Results for Young Children	ECL Early Care & Learning	Feeding Futures Fund	PRP UHNBC	PRP Two Wolves Centre	PRP FASD Outreach	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			11,226					43,071
Add: Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	10,158,134	6,000	175,000	1,682,425	413,128	320,615	823,840	18,219,738
Other								2,038,000
Investment Income								22,000
	10,158,134	6,000	175,000	1,682,425	413,128	320,615	823,840	20,279,738
Less: Allocated to Revenue	10,158,134	6,000	186,226	1,682,425	413,128	320,615	823,840	20,322,809
Deferred Revenue, end of year	-	-	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education and Child Care	10,158,134	6,000	186,226	1,682,425	413,128	320,615	823,840	18,262,809
Other Revenue								2,038,000
Investment Income								22,000
	10,158,134	6,000	186,226	1,682,425	413,128	320,615	823,840	20,322,809
Expenses								
Salaries								
Teachers	8,231,875			20,408	236,684	206,283	356,525	9,598,692
Principals and Vice Principals			153,589					153,589
Educational Assistants					33,413			981,183
Support Staff				235,972		9,892	23,162	464,051
Other Professionals							137,055	1,391,651
Substitutes					7,431	5,232		224,567
	8,231,875	-	153,589	256,380	277,528	221,407	516,742	12,813,733
Employee Benefits	1,926,259		32,637	63,768	65,525	51,993	118,136	2,926,294
Services and Supplies		6,000		1,362,277	70,075	47,215	188,962	4,582,782
	10,158,134	6,000	186,226	1,682,425	413,128	320,615	823,840	20,322,809
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 57 (Prince George)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	2,554,563		2,554,563	4,354,887
Amortization of Deferred Capital Revenue	4,332,762		4,332,762	4,311,228
Total Revenue	6,887,325	-	6,887,325	8,666,115
Expenses				
Operations and Maintenance	2,554,563		2,554,563	2,164,068
Amortization of Tangible Capital Assets				
Operations and Maintenance	6,448,756		6,448,756	6,608,361
Total Expense	9,003,319	-	9,003,319	8,772,429
Net Revenue (Expense)	(2,115,994)	-	(2,115,994)	(106,314)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	473,474		473,474	876,056
Local Capital			-	488,901
Total Net Transfers	473,474	-	473,474	1,364,957
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(1,642,520)	-	(1,642,520)	1,258,643

School District No. 57 (Prince George)

2023/24 ANNUAL BUDGET



School District No. 57 (Prince George)

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	13,224,625	13,198,500
Adult	7,000	13,125
Other	15,125	0,125
Total Ministry Operating Grant Funded FTE's	13,246,750	13,211,750

Statement 2 (all funds)

Revenues

Provincial Grants

Ministry of Education and Childcare

Other Provincial Grants

Tuition

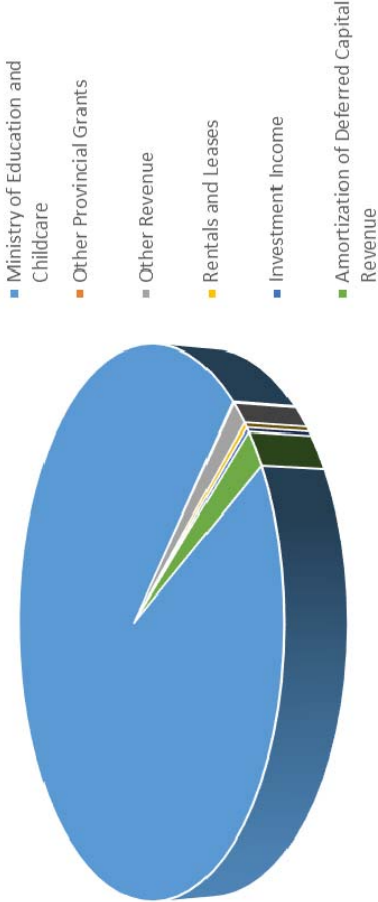
Other Revenue

Rentals and Leases

Investment Income

Amortization of Deferred Capital Revenue

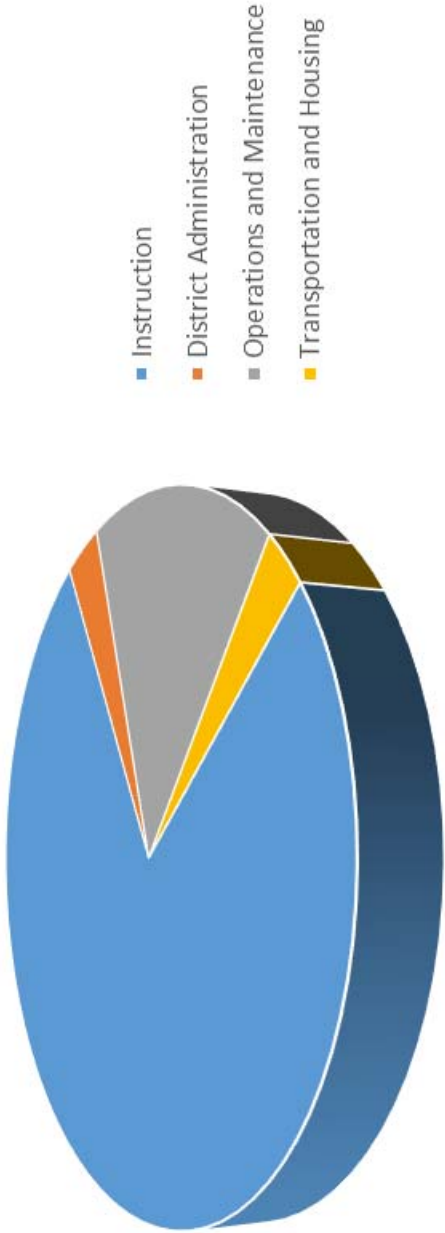
	2024 Annual Budget	2023 Amended Annual Budget	Variance
	187,033,551	175,598,081	11,435,470
	241,380	392,360	(150,980)
		6,375	(6,375)
	3,035,803	3,485,577	(449,774)
	690,000	765,000	(75,000)
	602,000	522,000	80,000
	4,332,762	4,311,228	21,534
	195,935,496	185,080,621	10,854,875



Statement 2 (all funds)

Expenses

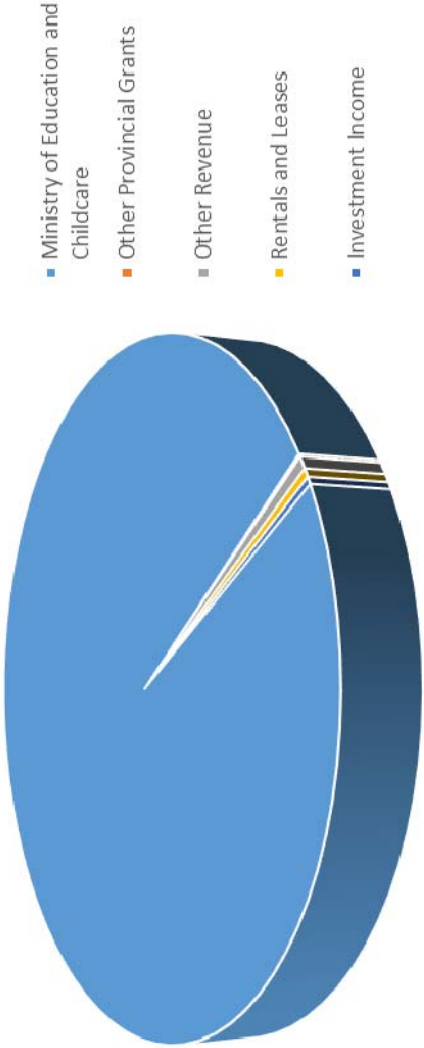
	2024 Annual Budget	2023 Amended Annual Budget	Variance
Instruction	154,116,168	143,990,756	10,125,412
District Administration	6,497,242	7,151,701	(654,459)
Operations and Maintenance	31,967,125	30,166,184	1,800,941
Transportation and Housing	6,110,123	5,543,847	566,276
	198,690,658	186,852,488	11,838,170



Schedule 2 - Operating Fund

Revenues

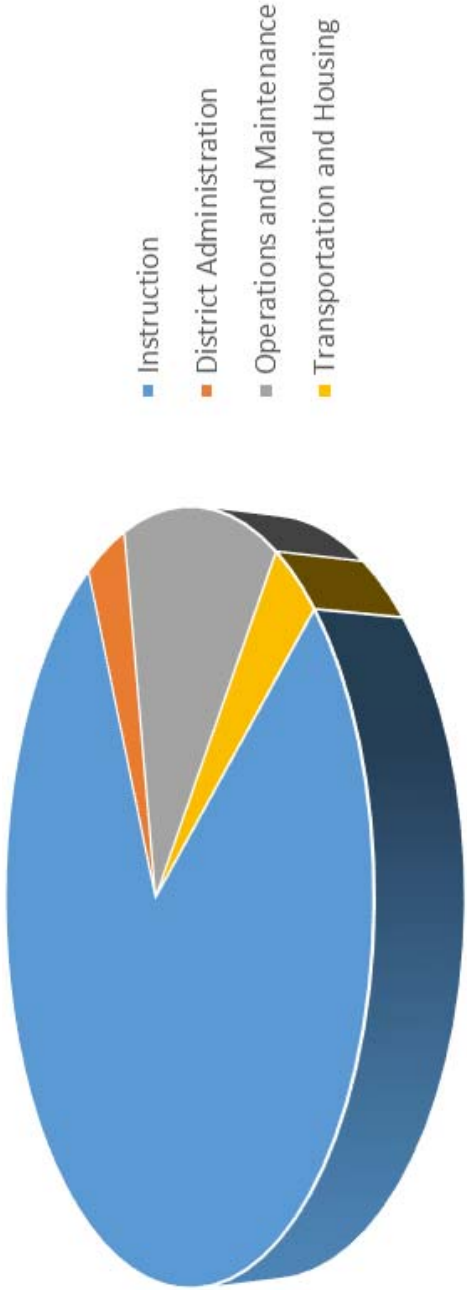
	2024 Annual Budget	2023 Amended Annual Budget	Variance
Provincial Grants			
Ministry of Education and Childcare	166,216,179	153,210,761	13,005,418
Other Provincial Grants	241,380	392,360	(150,980)
Tuition	-	6,375	(6,375)
Other Revenue	997,803	1,402,205	(404,402)
Rentals and Leases	690,000	765,000	(75,000)
Investment Income	580,000	500,000	80,000
	168,725,362	156,276,701	12,448,661



Schedule 2 - Operating Fund

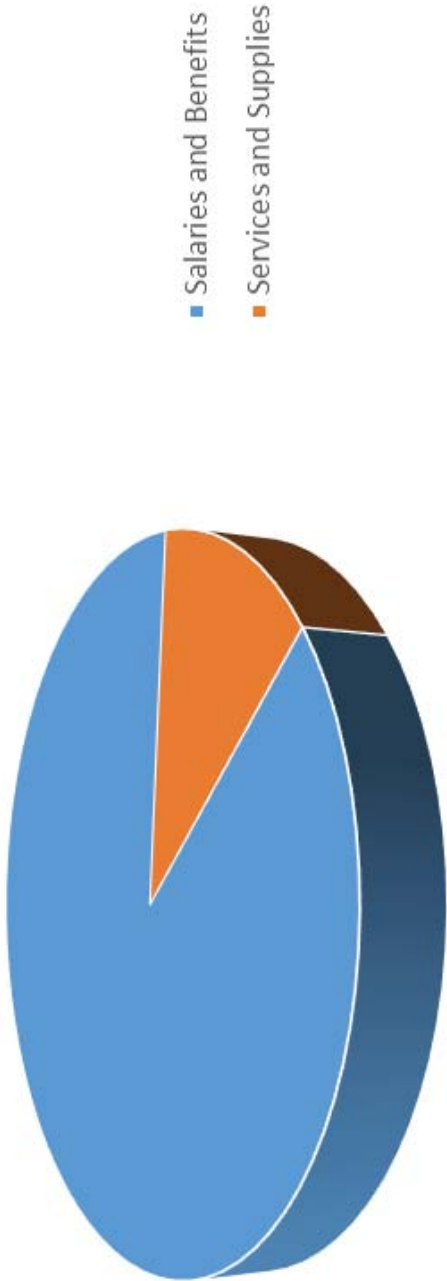
Expenses

	2024 Annual Budget	2023 Amended Annual Budget	Variance
Instruction	134,576,078	124,919,200	9,656,878
District Administration	6,381,866	7,049,194	(667,328)
Operations and Maintenance	22,296,463	20,592,552	1,703,911
Transportation and Housing	6,110,123	5,381,308	728,815
	169,364,530	157,942,254	11,422,276



Schedule 2B - Operating Fund - Expenses by Object

Expenses	2024 Annual Budget	2023 Amended Annual Budget	Variance
Salaries	120,329,521	110,902,892	9,426,629
Benefits	28,008,469	24,521,007	3,487,462
Total Salaries and Benefits	148,337,990	135,423,899	12,914,091
Services and Supplies	21,026,540	22,518,355	(1,491,815)
Total Operating Expenses	169,364,530	157,942,254	11,422,276



Schedule 2B - Operating Fund - Expenses by Object

	2024 Annual Budget	2023 Amended Annual Budget	Variance
Salaries			
Teachers	65,712,354	60,013,292	5,699,062
Principals and Vice Principals	10,957,280	10,418,162	539,118
Education Assistants	18,074,701	16,200,881	1,873,820
Support Staff	13,452,037	12,081,541	1,370,496
Other Professionals	8,545,516	8,262,485	283,031
Substitutes	3,587,628	3,926,531	(338,903)
Total Operating Expenses	120,329,516	110,902,892	9,426,624
Benefits	28,008,469	24,521,007	3,487,462
Total Salaries and Benefits	148,337,985	135,423,899	12,914,086

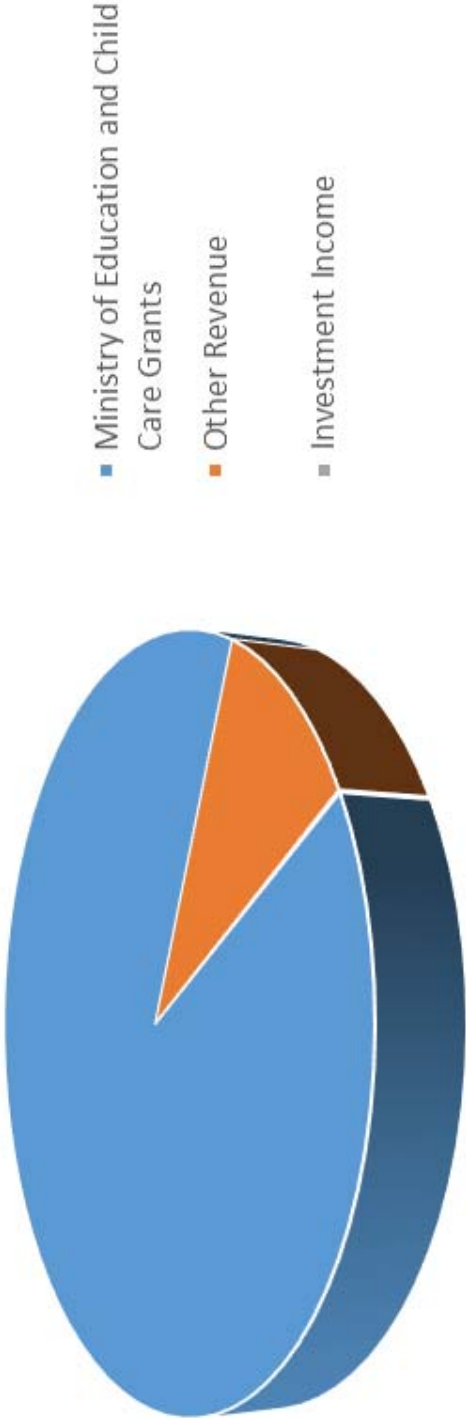
Schedule 2B - Operating Fund - Expenses by Object			
	2024	2023 Amended	Variance
Services and Supplies	Annual Budget	Annual Budget	
Services	4,294,910	5,058,335	(763,425)
Student Transportation	5,967,112	5,297,560	669,552
Professional Development and Travel	1,346,014	1,655,089	(309,075)
Rentals and Leases	517,069	427,435	89,634
Dues and Fees	102,185	96,235	5,950
Insurance	380,800	387,500	(6,700)
Supplies	4,926,692	6,321,093	(1,394,401)
Utilities	3,491,540	3,275,108	216,432
Total Operating Expenses	21,026,322	22,518,355	(1,492,033)

Schedule 2 - Operating Fund	
Budgeted Prior Year Surplus Appropriation	
Restricted Surplus	
Indigenous Education - targeted spending	378,655
Programs/Projects spanning the year end	156,500
Unrestricted Surplus	577,487
	<u>1,112,642</u>

Schedule 3 – Special Purpose Funds

Revenues

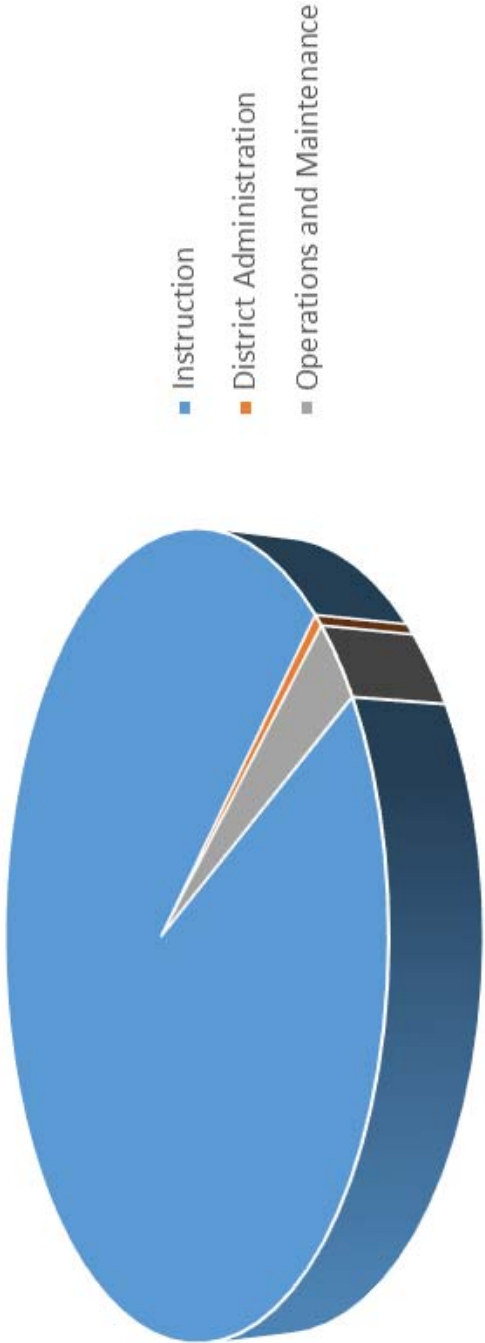
	2024 Annual Budget	2023 Amended Annual Budget	Variance
Ministry of Education and Child Care Grants	18,262,809	18,032,433	230,376
Other Revenue	2,038,000	2,083,372	(45,372)
Investment Income	22,000	22,000	0
	20,322,809	20,137,805	185,004



Schedule 3 - Special Purpose Funds

Expenses

	2024 Annual Budget	2023 Amended Annual Budget	Variance
Instruction	19,540,090	19,071,556	468,534
District Administration	115,376	102,507	12,869
Operations and Maintenance	667,343	801,203	
Transportation and Housing	-	162,539	(162,539)
	20,322,809	20,137,805	318,864



Schedule 4 - Capital Fund			
	2024	2023 Amended	
	Annual Budget	Annual Budget	Variance
Revenues			
Ministry of Education and Child Care Grants	2,554,563	4,354,887	(1,800,324)
Amortization of Deferred Capital Revenue	4,332,762	4,311,228	21,534
	6,887,325	8,666,115	(1,778,790)
Expenses			
Operations and Maintenance	2,554,563	2,164,068	390,495
Amortization of Tangible Capital Assets	6,448,756	6,608,361	(159,605)
	9,003,319	8,772,429	230,890
Net Revenue (Expense)	(2,115,994)	(106,314)	(2,009,680)
Net Transfers (to) from other funds			
Tangible Capital Assets Purchased	473,474	876,056	(402,582)
Local Capital		488,901	(488,901)
Total Net Transfers	473,474	1,364,957	(891,483)
Budgeted Surplus (Deficit) for the year	(1,642,520)	1,258,643	(2,901,163)

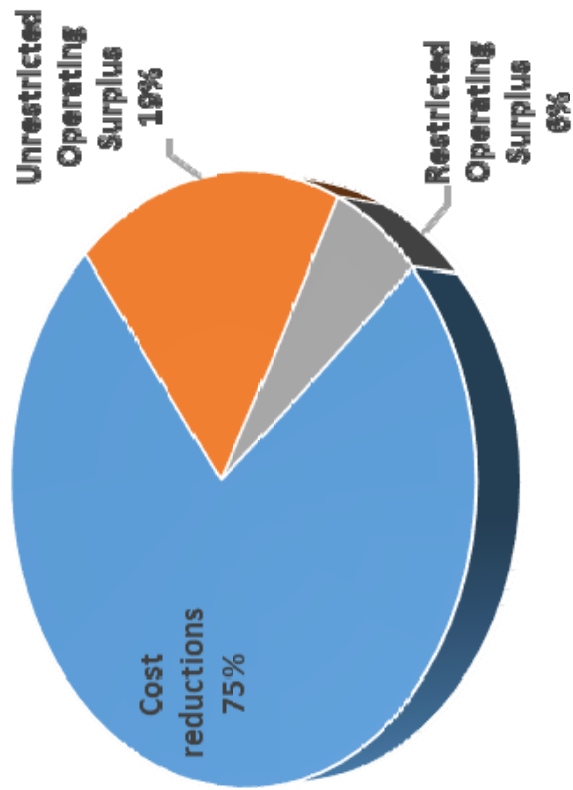
Statement 2 - all funds	2024 Annual Budget	2024 Operating	2024 Special Purpose	2024 Capital
Net Revenue (Expense)	(2,755,162)	(639,168)	-	(2,115,994)
Budgeted Allocation of Surplus	1,112,642	1,112,642	-	
Net Transfers (to) from other funds	-	(473,474)		473,474
Budgeted Surplus (Deficit), for the year	(1,642,520)	-	-	(1,642,520)

2023/24 Development of the Draft Annual Budget



2023/24 Budget Development

Budget shortfall identified - Operating Fund	<u>2,359,303</u>
Operating Budget Balanced with:	
Cost reductions	1,780,261
Use of Unrestricted Operating Surplus	437,650
Use of Restricted Operating Surplus	141,392
	<u>2,359,303</u>



2023/24 Operating Budget Reductions by Function

	Cost Reductions to Balance	2023-24 Annual Budget Expense	Reductions % of Expense
Instruction	690,239	134,576,078	0.51%
District Administration	777,020	6,381,866	12.18%
Operations and Maintenance	312,354	22,296,463	1.40%
Transportation and Housing	648	6,110,123	0.01%
	1,780,261	169,364,530	1.05%

2023/24 Operating Budget Reductions - Instruction

Instruction	
1.0 FTE Vice Principal reduction	154,603
1.0 FTE Teacher addition to replace VP teaching time	(115,922)
0.5 FTE Teacher reduction	57,961
1.0 FTE Mental Health Clinician reassigned to Special Purpose Fund	148,352
Education Departments - services and supplies	9,500
Employee benefits - reduction in premium costs	435,745
	690,239

2023/24 Operating Budget Reductions – District Administration - Education

Education Administration	
1.0 FTE Education Administration staff reduction	191,215
1.0 FTE Department Teacher - Fine Arts	121,694
0.77 FTE Other Department Staff	107,363
1.0 FTE Communications Officer	107,060
Increase to Communications consultant budget	(30,000)
1.0 FTE Department Clerical	53,805
Departments - travel and professional development	16,960
Departments - services and supplies	16,800
Employee benefits - reduction in premium costs	7,203
	592,100

2023/24 Operating Budget Reductions – District Administration - Business

Business Administration

1.0 FTE - Human Resources Dept staff

71,594

0.75 FTE - Other Department staff

57,901

0.2 FTE - Finance Department staff

13,431

Departments - Services and Supplies

31,900

Employee benefits - reduction in premium costs

10,094

184,920

2023/24 Operating Budget Reductions – Operations & Maintenance and Transportation

Operations and Maintenance

1.83 FTE - Facilities Dept staff	181,044
Utilities - property scheduled for demolition	40,000
Utilities - savings from energy efficiency projects	45,000
Employee benefits - reduction in premium costs	46,310
	312,354

Transportation and Housing

Employee benefits - reduction in premium costs	648
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2023/24 Draft Annual Budget – Next Steps

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 13, 2023

Memorandum

TO: Board of Education

FROM: Business Committee

SUBJECT: **2024/25 FIVE-YEAR MAJOR CAPITAL PLAN**

RECOMMENDATION

That the 2024/25 Five-Year Major Capital Plan
Submission be approved as presented.

* * * * *

RATIONALE:

1. The Ministry of Education requires school districts to prepare five-year capital plans.
2. The district's 2024/25 Major Capital plan must be submitted to the Ministry by June 30, 2023, and must contain an Approved Board Resolution.
3. The 2024/25 five-year capital plan again addresses capacity challenges through a replacement project at DP Todd Secondary School.
4. This submission includes the demolition of the closed Austin Road Elementary School to provide space for new daycare.
5. Included in this submission are 4 addition projects which contemplate the addition of 4 classrooms, a daycare and a multipurpose room at each of Edgewood Elementary School, Malaspina Elementary School, Springwood Elementary School.
6. Included in this submission is the addition and renovation of DP Todd School.

Submission Summary

Submission Summary:	Major 2024/2025 2023-06-30
Submission Type:	Capital Plan
School District:	Prince George (SD57)
Open Date:	2023-04-14
Close Date:	2023-06-30
Submission Status:	Draft

Submission Category	Sum Total Project Cost
Demolition	\$1,600,000
Addition	\$106,307,588
Replacement/Renovation	\$122,699,350
Total	\$230,606,938

ADDITION				Total Project Cost
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description
1	150044	Edgewood Elementary	Addition	4 Classrooms Daycare Multipurpose room addition
2	150079	Malaspina Elementary	Addition	4 Classrooms Daycare Multipurpose room addition
3	150124	Springwood Elementary	Addition	4 Classrooms Daycare Multipurpose room addition
4	153192	D P Todd Secondary	Addition	Addition and renovations to increase capacity from 600 to 900 capacity.
Submission Category Total:				\$106,307,588
DEMOLITION				Total Project Cost
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description
1	162968	Austin Road Elementary	Full Demolition	Full demolition of existing facility to provide space for new daycare.
Submission Category Total:				\$1,600,000
REPLACEMENT/RENOVATION				Total Project Cost
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description
1	150249	D P Todd Secondary	Full Replacement	Replacement to increase capacity to 900 students
Submission Category Total:				\$122,699,350

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 13, 2023

Memorandum

TO: Board of Education

FROM: Business Committee

SUBJECT: **2023/24 BOARD OF EDUCATION / COMMITTEE
WORK PLAN**

RECOMMENDED MOTION:

That the 2023/24 Board of Education / Committee Work Plan be approved.

* * * * *

BACKGROUND:

The work of the Board of Education in some cases is cyclical and can be determined in advance of the upcoming school year.

At the June 13, 2023 Business Committee meeting the Trustees reviewed the draft 2023/24 Board of Education and Committee work plan that outlines the work that can be expected at monthly meetings.

This document will be used as a communication tool that shows the work of committees and the Board of Education and also assists in the timeliness and preparation of documentation and/or reports for the appropriate committee or Board meeting.

Still to be added to the work plan are the policies that would be reviewed monthly in accordance with Policy 10 – Policy and Policy Development.

Board of Education/Committees Annual Work Plan 2023-2024

Month	Education Committee	Business Committee	Advisory Committee	In-Camera Board	Regular Board	Other
September	- Report on Summer Learning (If applicable) - Approve Framework for Enhanced Student Learning Report	- Review 2022/23 Audited Financial Statements - Review Financial Statement Discussion and Analysis report - Staffing update - Review trustee travel expenses	As required	- Review 2022/23 Auditor report - Review Superintendent compensation	- Approve reports from Education, Business and Advisory Committees - Approve 2022/23 Audited Financial Statements - Receive Financial Statement Discussion and Analysis report - Approve Framework for Enhanced Student Learning Report - BCSTA Motion Submission (if applicable)	BCSTA Virtual Trustee Orientation – Sept 28, 2023 Recognize National Day for Truth and Reconciliation Sept 30/23
October		- Review district enrolment report - Staffing update - Review trustee travel expenses - Review Year to Date financial information (to Sept 30)	As required	As required	- Approve reports from Education, Business and Advisory Committees - Receive district enrolment report - Receive Year-to-Date Financial Information	- Recognize World Teacher Day Oct 5/23 - BCSTA Northern Interior Branch meeting October 13 and 14, 2023 - Discuss/develop Branch motions for BCSTA - BCSTA Meeting of Board Chairs Oct 19, 2023 - BCSTA Provincial Council Oct 20-21, 2023

Month	Education Committee	Business Committee	Advisory Committee	In-Camera Board	Regular Board	Other
October Continued						Trustee Orientation – BCSTA Representatives October 27 and 28, 2023
November		- Review 2024/25 budget development process - Review Class Size report - Review BCSTA AGM motions to branch (if applicable) - Staffing update - Review trustee travel expenses	As required	Report on BCPSEA Symposium	- Election of Chair, Vice Chair, BCPSEA and BCSTA Prov. Council and alternate representatives - Trustee appointments to committees, community liaison groups and school liaison assignments - Approve reports from Education, Business and Advisory Committees - Approve 2024/25 budget development process - Receive District Enrolment report - Receive Class Size report - Submit BCSTA AGM motions to Branch (if applicable)	- BCPSEA Fall Symposium Nov. 2-3, 2023 - BCSTA Trustee Academy Nov. 23-26, 2023
December		Review Statement of Financial Information (SOFI) report			- Approve reports from Education, Business and Advisory Committees - Approve Statement of Financial Information (SOFI)	
January		Review Year to Date Financial information (to Dec 31)	As required	Report on BCPSEA AGM	Approve reports from Education, Business and Advisory Committees	BCPSEA AGM (TBD)

Month	Education Committee	Business Committee	Advisory Committee	In-Camera Board	Regular Board	Other
January Continued		- Review progress re. Strategic Planning results - Review 2024/25 draft Budget Development Process - Review BCSTA AGM motions (if applicable) - Staffing update - Review trustee travel expenses			- Approve 2024/25 Budget Development Process for distribution - Receive Year-to-Date Financial report - Receive annual report on the Strategic Plan - Trustees report on BCSTA Academy - BCSTA AGM Substantive motions due	Discussion for Board motions to BCSTA AGM
February		- Staffing update - Review trustee travel expenses - Review school district organization chart - Review 2023/24 Amended Annual Budget			- Approve reports from Education, Business and Advisory Committees - Approve 2023/24 Amended Annual Budget	- BCSTA Prov. Council meeting Feb 24, 2024 - BCSTA Northern Interior Branch meeting (date?) - Finalize Board motions for BCSTA AGM
April	Review recommended 2024/25 School Calendar	- Review 2024/25 Annual Budget - Review Year-to-Date Financial report (to March 31) - Review report on district enrolment - Staffing update	As required	As required	- Approve reports from Education, Business and Advisory Committees - Approve 2024/25 School Calendar - Review 2024/25 Annual Budget - Receive Year-to-Date Financial report	BCSTA AGM Apr. 18-21, 2024 and Prov. Council meeting

Month	Education Committee	Business Committee	Advisory Committee	In-Camera Board	Regular Board	Other
April - Continued		Review trustee travel expenses			Trustee report on BCSTA AGM and Provincial Council meeting	
May	- Schedule of Fees and Deposits - Board Authorized Courses (if applicable)	- Review Board meeting schedule for 2024/25 - Staffing update - Review trustee travel expenses	As required	As required	- Approve reports from Education, Business and Advisory Committees - Approve Board meeting schedule for 2024/25 - Approve Schedule of Fees and Deposits - Approve Board Authorized Courses (if applicable)	
June	- Review Framework for Enhanced Student Learning Report - Strategic Plan Continuous Improvement Cycle Update	- Review 2024/25 Annual Budget Bylaw - Review Board 2024/25 work plan - Review Five Year Capital Plan submission - Review Year to Date Financial report (to May 30) - Staffing update - Review trustee travel expenses	As required	As required	- Approve reports from Education, Business and Advisory Committees - Approve Framework for Enhancing Student Learning Report - Approve 2024/25 Annual Budget - Approve Board 2024/25 work plan - Approve Five-Year Capital Plan submission - Receive Year-to-Date Financial report	- Employee Retirement Dinner and Recognition - Recognize National Indigenous Peoples Day

On-going	▪ Approve disposition of real property ▪ Approve Capital Bylaws ▪ Approve Local Education Agreements ▪ Approve Board/Authority Authorized courses ▪ Hear appeals as needed ▪ Policy development and review ▪ Advance Board positions through BCPSEA ▪ Advance Board positions through BCSTA	▪ Develop and review motions for BCSTA ▪ Advocacy letters ▪ Attend trustee development/orientation sessions ▪ Attend school and district functions (as invited) ▪ Advocate with local governments (municipal and Indigenous) ▪ Participate in Indigenous Education Leadership Table (IELT) ▪ Public engagement ▪ Ratify memoranda of agreement with bargaining units
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SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 13, 2023

Memorandum

TO: Board of Education

FROM: Business Committee

SUBJECT: **2023/24 BOARD OF EDUCATION / COMMITTEE
MEETING SCHEDULE**

RECOMMENDED MOTION

That the 2023/24 Board of Education / Committee Meeting schedule be approved.

* * * * *

BACKGROUND:

In accordance with Policy 7 – Board Operations - attached is a draft Board of Education and Committee meeting schedule for review and discussion.

At the June 13, 2023 Business Committee meeting the Trustees reviewed the draft Board of Education / Committee meeting schedule.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

DRAFT 2023-2024 BOARD MEETING CALENDAR**AUGUST**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 7: BC Day

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 4: Labour Day
September 5: First Day of School
September 18: Non-Instructional - Indigenous Day of Learning
September 19: First full day of Kindergarten

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2: Day of Truth and Reconciliation Observed
October 9: Thanksgiving
October 20: Non Instructional Day - Provincial

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 13: Remembrance Day Observed
November 24: Non Instructional Day

DECEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 18 - 29: Winter vacation
December 25: Christmas Day
December 26: Boxing Day

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 1: New Years Day
January 2: Back to school
January 29: Non Instructional Day

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

February 19: Family Day

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 18 - 29: Spring break
March 29: Good Friday

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1: Easter Monday
April 26: Non Instructional Day

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 20: Victoria Day

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3: Non Instructional Day
June 21: National Indigenous Peoples Day Events
June 27: Last day of school
June 28: Administrative day

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 1: Canada Day

LEGEND:
 School/Statutory Holidays

 Advisory Committee (4 pm to 6 pm)

 Non-Instructional Days

 Business Committee (4 pm to 6 pm)

 Trustee/Sr. Admin. (4 pm to 6 pm)

 Board Meeting (4 pm to 6 pm)

 Education Committee (4 pm to 6 pm)

2023-2024 BOARD OF EDUCATION MEETING SCHEDULE

(Approved by the Board of Education _____)

Month	Date	Time	Meetings
September	September 5	4:00 – 6:00 pm	Education Committee
	September 12	4:00 – 6:00 pm	Business Committee
	September 19	4:00 – 6:00 pm	Advisory Committee
	September 25	4:00 – 6:00 pm	In-Camera Board Meeting
	September 26	4:00 – 6:00 pm	Regular Board Meeting
October	October 3	4:00 – 6:00 pm	Education Committee
	October 10	4:00 – 6:00 pm	Business Committee
	October 17	4:00 – 6:00 pm	Advisory Committee
	October 29	4:00 – 6:00 pm	In-Camera Board Meeting
	October 30	4:00 – 6:00 pm	Regular Board Meeting
November	November 7	4:00 – 6:00 pm	Education Committee
	November 14	4:00 – 6:00 pm	Business Committee
	November 21	4:00 – 6:00 pm	Advisory Committee
	November 27	4:00 – 6:00 pm	In-Camera Board Meeting
	November 28	4:00 – 6:00 pm	Regular Board Meeting / Annual Election of Officers

Month	Date	Start Time	Meetings
December	December 11	4:00 – 6:00 pm	In-Camera Board Meeting
	December 12	4:00 – 6:00 pm	Regular Board Meeting
January	January 9	4:00 – 6:00 pm	Education Committee
	January 16	4:00 – 6:00 pm	Business Committee
	January 23	4:00 – 6:00 pm	Advisory Committee
	January 29	4:00 – 6:00 pm	In-Camera Board Meeting
	January 30	4:00 – 6:00 pm	Regular Board Meeting
February	February 6	4:00 – 6:00 pm	Education Committee
	February 13	4:00 – 6:00 pm	Business Committee
	February 20	4:00 – 6:00 pm	Advisory Committee
	February 26	4:00 – 6:00 pm	In-Camera Board Meeting
	February 27	4:00 – 6:00 pm	Regular Board Meeting
March	March 11	4:00 – 6:00 pm	In-Camera Board Meeting
	March 12	4:00 – 6:00 pm	Regular Board Meeting

Month	Date	Start Time	Meetings
April	April 9	4:00 – 6:00 pm	Education Committee
	April 16	4:00 – 6:00 pm	Business Committee
	April 23	4:00 – 6:00 pm	Advisory Committee
	April 29	4:00 – 6:00 pm	In-Camera Board Meeting
	April 30	4:00 – 6:00 pm	Regular Board Meeting
May	May 7	4:00 – 6:00 pm	Education Committee
	May 14	4:00 – 6:00 pm	Business Committee
	May 21	4:00 – 6:00 pm	Advisory Committee
	May 27	4:00 – 6:00 pm	In-Camera Board Meeting
	May 28	4:00 – 6:00 pm	Regular Board Meeting
June	June 4	4:00 – 6:00 pm	Education Committee
	June 11	4:00 – 6:00 pm	Business Committee
	June 18	4:00 – 6:00 pm	Advisory Committee
	June 24	4:00 – 6:00 pm	In-Camera Board Meeting
	June 25	4:00 – 6:00 pm	Regular Board Meeting

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: Board of Education

FROM: Trustee Erica McLean

SUBJECT: **BCSTA REPORT**

As we highlighted in previous meetings, our BCSTA Annual General Assembly happened earlier this spring and we would like to share a summary of the work this association has moved forward to guide the work plan for the 2023-24 year. I, Trustee, Erica McLean, am very happy to announce I have been invited to serve on the Equity, Diversity, Inclusion committee for the BCSTA for this coming year. We will meet for the first time virtually this Fall and I look forward to learning what other districts are doing to support this work.

A summary (paraphrase) of motions include:

- 1) Carried-Append the BCSTA values and foundational statements to include Anti-Racism, Equity, Diversity and Inclusion in its foundational statements.
- 2) Referred to committee- Delegates will receive one vote per board (instead of the current system where votes were based on enrollment. E.g. 0-249 pupils=1 vote, 250-999 pupils=2 votes, etc).
- 3) Carried- The BCSTA work with the Ministry of Education and other leaders/stakeholders to help school boards develop climate action and sustainability plans.
- 4) Carried as amended- The BCSTA conduct a review of the Family Connection Centre model being piloted in parts of BC and the BCSTA be included in planning/roll-out of this model where it concerns education and is appropriate.
- 5) Referred to committee- Travel policy updates to include board members who travel a great distance to attend BCSTA functions.
- 6) Carried- Where possible, the BCSTA refer to school districts by their name instead of number in an effort to decolonize our language/terms.
- 7) Carried- The BCSTA gather data from their membership and develop a tool that will help boards decide on trustee remuneration with the intention of attracting diverse community representation to serve on boards.
- 8) Carried- The BCSTA request the Ministry of Education and Child Care conduct a review and work towards streamlining reporting requirements and initiate recommendations

without delay. Also, recommending this work be done in collaboration with education stakeholders.

- 9) Carried- The BCSTA support the Single Mothers' Alliance for Transit for Teens Campaign in Achieving free public transit for the youth ages 13-18.
- 10) Carried- That the BCSTA urge the Ministry of Education and Child Care to amend the Enhancing Student Learning Reporting Order to include English Language Learners as an identified priority student population and include this population in the Framework for Enhancing Student Learning reporting and reviews. This should include aggregate and disaggregated data so boards can determine if all ELL students are receiving supports they need.
- 11) Carried- That the BCSTA request the Ministry of Education and Child Care all school boards to add technology to their 5-year capital plan expenditures and support districts in funding these costs.
- 12) Carried- That the BCSTA advocate to the Ministry of Education and Child Care to create policy and guidelines that facilitate literacy screening starting in kindergarten. Further, request the Ministry allocate additional funding to support early literacy assessment and intervention.
- 13) Carried- That the BCSTA follow up with the Ministry of Education on a 2021 AGA motion: "A request that the Ministry of Education review and update the provincial guidelines on physical restraint in school settings in concert with BCSTA, Inclusion BC, and other appropriate organizations," and request a timeline of when these guidelines will be available to boards.
- 14) Carried- That the BCSTA request the Ministry to update its resources on inclusive education titled Special Education Services. A manual of policies, procedures, and guidelines and release to boards for implementation.
- 15) Carried- That the BCSTA advocate to the Ministry of Health, Ministry of Children and Families, and the Ministry of Education and Child Care to reduce assessment wait times for students who have identified as requiring these assessments and apply additional funding for these students.
- 16) Carried- That the BCSTA request the Ministry of Education and Child Care to establish guidelines for school boards on how to address student complaints of peer-to-peer sexual exploitation, sexual harassment, and sexual assault.
- 17) Carried- Request that the Ministry of Education and Child Care establish and fund the implementation of substance education and opioid overdose response in school settings. This should include collaboration from appropriate provincial stakeholders and guidelines.
- 18) Carried- That the BCSTA write a letter to all degree-granting requesting they expand their intake of education students and copies of these letters be sent to the BC Teachers' Council, Ministry of Advanced Skills and Training, and the Ministry of Education and Child Care.

- 19) Carried- That the BCSTA advocate to the BC Teachers Council to support an online/hybrid teaching program with increased practicum opportunities in local communities.
- 20) Carried- That the BCSTA urge the BC Teachers' Council and Teacher Regulation Branch to streamline inter-provincial and international certification applicants for BC teaching certificates.
- 21) Carried- That the BCSTA urge the Ministry of Education and Child Care to prioritize establishing standards of practice for education assistants. Additionally, this should fully include education assistants and other appropriate stakeholder groups in the process and oversight of these standards.
- 22) Carried- That the BCSTA urge the Provincial Government and Ministry of Advanced Education and Skills to expand the BC Student Loan Forgiveness program to include certified teachers working in public school in BC.
- 23) Carried- That the BCSTA request a commitment to targeted funding for Indigenous Education based on the 94 Calls to Action.
- 24) Defeated- That the BCSTA urge the Ministry of Education and Child Care to reinstate funding for enhanced cleaning protocols because of COVID-19.
- 25) Carried- that the Ministry assess and fund the operating costs in a post-COVID environment, specifically, higher operating costs due to TTOC coverage/replacement cost and mental health supports for staff.
- 26) Carried- that the BCSTA urge the Ministry of Education and Child Care to cover inflationary costs when developing school budgets and considering unique, geographical factors.
- 27) Carried- request the Ministry of Education and Child Care to release data and rationale on how Community LINK and Equity of Opportunity Supplement funding is determined and distributed.
- 28) Carried- that the Ministry of Education and Child Care fully fund the purchase, moving, and installation of portable classrooms to address enrollment growth.
- 29) Carried- that the Ministry fully fund any capital costs of establishing childcare facilities.
- 30) Carried- that the BCSTA advocate for a timely allocation of funding for aging rural school facilities.
- 31) Carried- that the BCSTA request a review of the Area of Standards for new school capital projects in collaboration with partner groups to ensure sufficient space is provided.

- 32) Carried- that the BCSTA request the Ministry of Education and Child Care and the Ministry of Finance eliminate the current practice in the Capital Plan instructions that school districts contribute to contribute to major capital projects.
- 33) Carried- request that the Ministry of Education and Child Care increase the Annual Facilities Grant allocations to better address the climate action and sustainability goals set out in the Provincial Government's Clean BC plan.
- 34) Carried- that the BCSTA advocate to the Ministry of Education and Child Care that they fund capital upgrades to any school washrooms that are not accessible.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

June 27, 2023

Memorandum

TO: Board of Education
FROM: Trustee Erica McLean
SUBJECT: **BCPSEA REPORT**

Trustee representatives, an assistant superintendent, and Human Resources Director jointly submitted the BCPSEA satisfaction survey on June 9 to share our perspectives on the services and supports provided by BCPSEA and we continue to lean on them for guidance in updated legislation, employee relations and the greater network of recruitment and retention conversations.

From: DISTRICT PAC <DPAC@sd57.bc.ca>

Sent: Wednesday, May 31, 2023 1:00 PM

To: Pamela Spooner <PSpooner@sd57.bc.ca>; Lynda Minnabarriet <lminnabarriet@sd57.bc.ca>; Rachael Weber <rweber@sd57.bc.ca>; Craig Brennan <cbrennan@sd57.bc.ca>

Cc: Christa Porter <exec@sd57dpac.ca>; Erica McLean <emclean@sd57.bc.ca>; Cory Antrim <cantrim@sd57.bc.ca>; Bob Thompson bthompson@sd57.bc.ca

Subject: DPAC Follow-up From Board Meeting May 30 - Budget Related

Hadih Pam, Lynda, Rachael and Craig,

Thank you for the budget presentation yesterday at the board meeting - it was very informative and we appreciate the work that goes into this. I will share this letter and non-confidential responses with our membership through DPAC minutes.

Not sure if there will be another Budget Consultation Committee meeting so just want to make sure DPAC can get some information based on the current presentation of the expected challenge and the bonus-level challenge for exempt staff based on the late breaking update.

Process feedback:

- going to expanded participation next year with timeline, online survey and additional opportunities to engage a broader group.
- That's great, please keep DPAC informed so we can engage with our members directly and advertise the opportunities to participate.

Questions/Concerns from parents:

Budget Adjustments 23/24, ongoing vacancies or moving 'unspent' funds forward means the students in our system now do not benefit from the funds allocated to them for that school year.

- unstaffed support roles; lost hours,
- recruitment/retention of appropriate professionals in multiple areas
 - o delay in filling positions saves money but also may shrink the pool of available applicants
 - o Will district HR consider the timing of posts to make the most of the balancing act?
- cancelled bus routes (impact on students/families)
 - o also, what are the mitigation steps for next year to prevent a repeat of current startup concerns
- indigenous education surplus
 - o What was missed for current or past students by not filling these roles?
 - o if there is surplus in the targeted funds, why has it been district practice to replace Indigenous Education Workers in secondary schools with Indigenous Grad Coaches. Is SD57 meeting the needs of students by making the change as a trade-off?

Fine Arts Department Teacher

- feels like a big loss as we embark on Spruceland Community School for the Arts.
- Is there an opportunity at Spruceland to place a part-time position in the school to support the new program directly and split the time/expertise to the district Fine Arts programs?
- What other opportunities can be found to support Fine Arts programs in the district within existing positions?
- DPAC will put on a Fine Arts theme meeting once the school year is underway with so much success and anticipated expansion of the programming with Spruceland so we can hear more from this educational and extra-curricular program area.

Projected Student Enrolment

- Anecdotally, we are wondering about the predicted decline in enrolment from 2024-2027. The statistics for births from that time are curious and we would like to learn more about the statistics going into the demographic software.
- Interested in the stability and long-term budget planning if we are forecasting a 4% drop in students with associated \$8m decrease in provincial grants.
- Parents will be worried that's 'closing schools' territory in budgetary decision-making.
- Also, Long-Range Facilities Planning ad hoc committee - when will we see updated Terms of Reference for this work and consultation? It is critical to undertake it sooner than later.

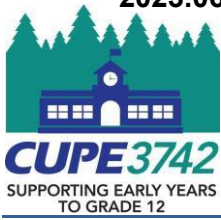
There will be a lot of conversations in a district as spread out as ours on balancing the right to public education vs the cost of operating neighbourhood schools. Transparency and access to the consultative process is imperative. How do we do more with less? How innovative can we be to make decisions that support student success while maintaining fiscal accountability?

Investment in education and the success of the next generation pays off but sometimes takes years to see the dividends in our communities and economies. How will we get the attention of our current and future provincial decision-makers to make this a priority? But it needs to be a priority in funding but also in training the professionals that we need. The government incentives for some programs are going to draw post-secondary students to streams away from the ones we desperately need in education and that has to be on the agenda as we liaise with other similar organizations and with associated ministries.

Thank you so much for reading and (hopefully) addressing these questions.

Laura Weller
Chairperson
SD57 DPAC - District Parent Advisory Council
<http://sd57dpac.ca>

Respecting the beautiful unceded ancestral lands, culture and people of the Lheidli T'enneh Nation, McLeod Lake Indian Band and Simpcw First Nation.



President: Paula Bass

Recording Secretary: Becky Sanderson

June 2, 2023

Pamela Spooner Acting Superintendent
Lynda Minnabarriet Acting Secretary-Treasurer
School District 57 (Prince George)
2100 Ferry Avenue Prince George, BC
V2L 4R5

Dear Ms. Spooner and Ms. Minnabarriet

RE: CUPE 3742 and CUPE 4991 Recommendations for the 2023-24 Budget

The Unions are concerned about the recent announcement that there will be two facilities positions lost in the district. Our maintenance and grounds workers are the backbone of this district. The work they do is invaluable, and it is more cost effective to utilize SD57 employees versus contacting out.

The unions have identified two cost-saving measures that do not impact the workforce in SD57.

1. Recently, a job was posted for an Assistant Custodial Supervisor (Salary range of \$55,910 to \$69,998). Currently there is already a district Custodial Supervisor **and** an Assistant Custodial Supervisor. As there are only approximately 140 custodial staff and those staff are also monitored by on-site administration, this position does not need to be filled.
2. The district leases approximately 13 vehicles for Senior administration and Facility Supervisors. It would be far more economical to pay mileage in personal vehicles if travel is required.

Regards,
Paula Bass and Brian Larsen
Presidents, CUPE Local 3742 and CUPE Local 4991

Cc(via email)

Rachel Webber, Board Chair
Craig Brennan, Board Vice-Chair
Erica McLean, Trustee
Cory Antrim, Trustee
Bob Thompson, Trustee
CUPE Local 4991 President, Brian Larsen
PGDTA President, Daryl Beauregard
DPAC Chair, Laura Weller