



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday
November 10, 2010

Time: 6:00 p.m.

District Education Office
22225 Brown Avenue
DEO Boardroom

A G E N D A

“Ensuring a bright future for all our children is the responsibility of us all”

A - OPENING PROCEDURES

1. Call to Order
2. Correspondence
3. Ordering of Agenda

B- CONFIRMATION OF MINUTES

1. October 27, 2010*

C – PRESENTATIONS

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - i. School Community Connections
 - c) Secretary Treasurer
 - i. Quarter One Financial Report
2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - ii. School Growth Summary
 - c) Secretary Treasurer
 - i. Board Policy Development

I – COMMITTEE BUSINESS

1. Committee of the Whole
2. Committee & Advisory Committee Reports
 - a) Education Committee
 - b) Human Resources Committee
 - c) Inclusive Education
 - d) Finance Committee
 - e) Policy Advisory Committee
 - f) Aboriginal Education Committee
 - g) French Immersion Advisory Committee
 - h) Anti-Vandalism Advisory Committee
 - i) Communications Advisory
 - j) District Student Advisory Committee
 - k) Social Wellness Committee
 - l) Historical Committee
 - m) Advocacy Committee

J – QUESTION PERIOD

1. Trustee Questions
2. Staff Questions
3. Public Questions
4. DPAC Questions
5. Employee Group Questions

K – TRUSTEE REPORTS

1. Ridge Meadows Education Foundation
2. Joint Parks and Leisure Services
3. Social Planning Advisory
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community Arts Council
6. BCSTA Provincial Council
7. District Parent Advisory Council
8. Tzu Chi Foundation
9. Youth Society Committee
10. External Representative Reports
11. Board Liaison Representative Reports
12. Other Trustee Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business*

L – OTHER BUSINESS

M - ADJOURNMENT



To: Board of Education

From: Board Chair
Ken Clarkson

Re: ORDERING OF AGENDA

Date November 10, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **CONFIRMATION OF MINUTES**

Date: November 10, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

That the Minutes of the October 27, 2010 Public Board Meeting be approved as circulated.



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, October 27, 2010 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Ken Clarkson
Vice Chair – Eleanor Palis
Trustee – Susan Carr
Trustee – Mike Huber
Trustee – Dave Rempel
Trustee – Stepan Vdovine

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Wayne Jefferson
Deputy Superintendent – Stewart Sonne
Communications Officer – Seamus Nesling
Executive Assistant – Tracy Smith

ABSENT:

Trustee Kathie Ward

A. OPENING PROCEDURES

Call to Order

The Board Chair called the meeting to order at 6:00 p.m.

1. **Correspondence**

Hon. Minister M. MacDiarmid – Aboriginal Education
Hon. Minister M. MacDiarmid – Co-Governance

2. **Ordering of Agenda**

Additions:

Chair Report - District of Maple Ridge
Chair Report - Meeting with BCSTA and Education Minister
Openings and Celebrations

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Agenda be ordered as amended.

CARRIED.

B. CONFIRMATION OF MINUTES

1. **October 13, 2010 Public Meeting Minutes**

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Minutes of the October 13, 2010 Public Board Meeting be approved as circulated.

CARRIED.

C. PRESENTATIONS

2010 Achievement Contract Highlights. Stewart Sonne, Director of Secondary and Adult Education/Deputy Superintendent.

Deputy Superintendent Sonne provided a Powerpoint presentation called, "Focus on Engaging the Learner and Diversifying Instruction".

SD42's "Engaging all Learners" has been a leader in the Province offering options to our students. Accordingly, the District often receives requests to present to others.

The complete Achievement Contract is posted to the School District website.

The Chair opened the floor to questions. Variables in grad rates are due to 'snap shots' of grad rates (taken in September), therefore the picture excludes those students still completing projects.

It takes time to change culture. It is believed that our six (6) year grad rate will improve as the District continues to move towards excellence. The District will continue to operate with integrity. It is about the stories of the 1,300 – 1,500 students in this District who do not graduate. The District wants to ensure it is doing everything possible to support graduation. We are one of the only Districts that fosters alternative learning.

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board receive Deputy Superintendent Sonne's Achievement Contract presentation, for information.

CARRIED

D. DELEGATIONS

E. CHAIR REPORT

British Columbia School Trustee Association ("BCSTA")

The Chair attended the BCSTA – Provincial Chair meeting with the Minister of Education on October 22, 2010 and provided an overview. James Gorman spoke on the Ministry's vision of personalized learning and provided statistics for how well the provincial education system is doing in comparison with the rest of the world noting that on most scales, we are in the top five (5) and we are the top performing multicultural jurisdiction. Mr. Gorman expressed concern that 20% of our students are not graduating and this figure has not improved for a number of years. He further reported the Ministry is embarking a journal of self discovery as it explores new forms of schooling and smarter approaches.

Rod Allen of the Ministry of Education, challenged everyone, "What are we going to ask on tests when the kids have Google in their back pockets?"; "If you took a surgeon from 1865 to a surgery today, they would not know what was going on in the room. Yet, if you took a teacher from 1865 to a classroom today, they would be very familiar with it." He further went on to state the Province needs to move from a predominately teacher driven, 3R core curriculum with little choice for students or teachers to a choice elective core with much more emphasis on student initiatives facilitated by teachers and co-planned with parents – a different kind of interface. The current system excludes supportive changes; it is about re-building and transformation and posed the question, "Can we liberate teachers to be in the learning game?"

Openings and Celebrations

Riverside Centre's official opening was well attended and accepted in our community.

The Board of Education hosted the Mayor and Council of the District of Maple Ridge last week to discuss initiatives supporting 21st century learning and agreed working together enhances relationships.

The Pitt Meadows Field opening celebration was successful furthering the enhancement of relationships.

Trustee Carr and the Chair volunteered with the serving of chili at The ACT as part of “Homeless Action Week”. The community lunch, sponsored by Golden Ears Feast and various organizations, served our homeless community.

The 25 year recognition dinner was a success as the District celebrated the tenure of dedicated employees. Congratulations to Chef Randle, his hard-working students, Administrative Assistant, Lena Frend, and all the team for a successful evening. Other future milestone celebrations include first, tenth, twentieth, thirty-fifth and retirement.

The Chair will be attending a meeting with the Metro Trustee Association on November 3rd regarding a balanced calendar.

Congratulations were expressed to Rick Delorme for achieving a “Community Safety Star” award for his work with the Maple Ridge Fire Department and safety of our community. It was agreed the Board will send a letter congratulating Mr. Delorme.

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

- a) Superintendent of Schools
- b) Deputy Superintendent

Bill 33 Report

Deputy Superintendent Sonne referred to the report attached to the agenda and thanked George Serra, Susan Croll, Harry Dhillon, and Laurie Meston for all their hard work as a team ensuring the report is complete. The secondary schools struggled with BCeSIS which held up processes in finalizing the report. Deputy Superintendent Sonne commended the personnel work in the field and spoke to George Serra's concern regarding the timeframe on getting signatures on class sizes. Consultations need to take place to bring awareness to issues including steps needed to be taken to ensure consultations are more meaningful.

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board receive and approve the final Bill 33 Report.

CARRIED

- c) Secretary Treasurer

2. Information Items

- a) Superintendent of Schools
- b) Deputy Superintendent
- c) Secretary Treasurer

I. COMMITTEE BUSINESS

J. QUESTION PERIOD

Trustee Huber brought up issues regarding lack of law enforcement around schools pertaining to vehicle speed. The Secretary Treasurer commented the issue forms part of joint responsibility between SD42 and the two City Halls and the RCMP. All groups continue to work together as the students belong to both the School District and community and share joint responsibility.

In follow up to a previous meeting, Trustee Vdovine inquired into email/laptop usage/protocol. The Executive Assistant responded a draft email was sent after the first enquiry and a policy has been written by Director Vandergutten which has been added to the list of policies for review.

A member of the public requested either the Superintendent or Deputy Superintendent Meston to write a response letter to a local newspaper article by Graham Hookey.

A member of the public inquired into cost centres and her prior inquiry of the former Board Chair. Chair Clarkson responded Trustee Ward has confirmed cost centres for 2009/10 do not exist as they were never produced. There are no plans to produce such reports in future or at least not in the form as 2008/09 or 2010/11 as the District is moving to "My Budget File".

K. TRUSTEE REPORTS

L. OTHER BUSINESS

Good news Items

Trustee Carr reported on the successful primary/intermediate cross-country races held this week expressing a big thank you to all involved with the sponsorship and organization. A note to parents and caregivers: please be aware of how you park at these functions!

Trustee Vdovine attended "We Day" in Vancouver. Seven (7) bus loads of students from SD42 attended. Overall, the day was motivational and the students were engaged and inspired with the topics at hand.

Bob Schneider, Principal of Davie Jones Elementary, recently won "The Principals of Music – BC Award", (Coalition of Music, Education and the Vancouver Symphony Orchestra). As recipient, a representative from the VSO will be attending the school to make the presentation. The school will receive \$500 plus 100 VSO tickets for the students.

Trustee Rempel commented on the many community groups and the good work they do. In particular, Rotary. The Esteem Team /Dare to Dream is in process of being created. Rotary provides \$14K in bursaries. More than \$500K has been provided to facilities in the community.

Trustee Carr reminded everyone to keep their eyes and ears open on Halloween for the protection of students and property.

ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the meeting of the Board be adjourned at 7:05 p.m.

CARRIED.

Ken Clarkson, Chair

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Deputy Superintendent
Stewart Sonne

Re: SCHOOL COMMUNITY CONNECTIONS

Date: November 10, 2010
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The District of Maple Ridge staff and School District staff have worked together to write a grant submission for the School Community Connections Supporting Neighbourhood Learning Centres Round 2. This grant will allow us to strengthen the neighbourhood steering committee which is currently at the Eric Langton HIVE, build the capacity of other neighbourhood steering committees to develop learning centres and increase student access to parks and recreation programming. The grant application process expects that the Board of Education and local government will apply together, however one will act as the primary applicant and the other as the partnering agency. In this round of grants, the District of Maple Ridge will be the primary applicant with the Board of Education partnering with them. As part of the application process the "partnering agency" must submit a letter indicating support for the project

RECOMMENDATION:

That the Board approve the attached letter of support.



November 10, 2010

Via Facsimile: (250) 356-5119

Local Government Program Services
Union of BC Municipalities
525 Government Street
Victoria, BC V8V 0A8

To Whom It May Concern:

The Board of Education for School District No. 42 is very pleased to support the District of Maple Ridge's application to be the primary applicant for a School Community Connections Supporting Neighbourhood Learning Centres Round 2 grant. The District of Maple Ridge and School District No. 42 have a long history of working together in order to maximize services, programs and supports to the children and families in Maple Ridge. Through this grant we can continue to work together with each other and community partners to:

- Support and enhance the involvement of the neighbourhood steering committee in the ongoing development of the Eric Langton Hive Learning Centre;
- Link the Hive neighbourhood steering committee with other neighbourhood committees;
- Allow sharing of the structures and strategies that have made the HIVE a viable entity in the community with other neighbourhood committees in order to develop learning centres at the schools in their neighbourhoods.
- Increase the number of recreation programs available in schools which will definitely enhance the quality of and access to community programs in Maple Ridge.

School District No. 42's Board of Education looks forward to working with the District of Maple Ridge in this endeavour.

Sincerely,

Ken Clarkson, Chair
Board of Education

cc: Board of Education
Superintendent, Jan Unwin



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **FIRST QUARTER FINANCIAL
STATEMENTS**

Date: November 10, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board receive the Secretary Treasurer's First Quarter Financial Statements for information.

September 2010

QUARTERLY REPORT

Page #

OPERATING FUND

| | |
|------------------------------|------|
| EXPENSE REPORT (BY FUNCTION) | 1 |
| TRUST FUND BALANCES | 2, 3 |

EXPENSE REPORT AS AT SEPTEMBER 30/10

| CURRENT MONTH | | YEAR-TO-DATE | | ANNUAL | | | | | | |
|-----------------------------------|---------------|--------------|------------|---------------|---------------|-------------|------------|----------------------|----------------|----------|
| A | B | C(=B-A) | D(=C/B) | E | F | G(=F-E) | H(=G/F) | I | J(=I-E) | K(=J/I) |
| ACTUAL | BUDGET | VARIANCE \$ | VARIANCE % | ACTUAL | BUDGET | VARIANCE \$ | VARIANCE % | Final Amended BUDGET | AVAILABLE | % REMAIN |
| FUNCTION 1: INSTRUCTION | | | | | | | | | | |
| 488,629 | 467,783 | (20,846) | -4.5% | 1,450,494 | 1,415,251 | (35,243) | -2.5% | 5,561,533 | 4,111,039 | 73.9% |
| 5,814,755 | 5,894,517 | 69,762 | 1.2% | 6,389,302 | 6,549,995 | 160,693 | 2.5% | 59,510,597 | 53,121,295 | 89.3% |
| 1,184,115 | 1,197,943 | 13,828 | 1.2% | 1,528,715 | 1,603,349 | 74,634 | 4.7% | 12,852,414 | 11,323,699 | 88.1% |
| 217,786 | 391,070 | 173,284 | 44.3% | 263,183 | 397,169 | 133,986 | 33.7% | 3,753,839 | 3,490,656 | 93.0% |
| 1,957,463 | 1,883,744 | (73,719) | -3.9% | 2,356,314 | 2,345,101 | (11,213) | -0.5% | 18,790,678 | 16,434,362 | 87.5% |
| 856,883 | 824,162 | (32,721) | -4.0% | 1,948,809 | 2,212,275 | 263,466 | 11.9% | 9,039,097 | 7,090,288 | 78.4% |
| \$ 10,519,630 | \$ 10,649,219 | \$ 129,589 | 1.2% | \$ 13,936,817 | \$ 14,523,140 | \$ 586,323 | 4.0% | \$ 109,508,156 | \$ 95,571,339 | 87.3% |
| FUNCTION 4: ADMINISTRATION | | | | | | | | | | |
| 3,617 | 9,948 | 6,331 | 63.6% | 32,104 | 29,843 | (2,261) | -7.6% | 118,017 | 85,913 | 72.8% |
| 199,347 | 195,186 | (4,161) | -2.1% | 591,118 | 585,556 | (5,562) | -0.9% | 2,316,005 | 1,724,887 | 74.5% |
| 3,198 | 6,430 | 3,232 | 50.3% | 3,746 | 9,161 | 5,415 | 59.1% | 67,014 | 63,268 | 94.4% |
| 70,000 | 50,329 | (19,671) | -39.1% | 160,679 | 149,489 | (11,190) | -7.5% | 602,405 | 441,726 | 73.3% |
| 214,278 | 147,270 | (67,008) | -45.5% | 526,284 | 441,833 | (84,431) | -19.1% | 1,767,256 | 1,240,992 | 70.2% |
| \$ 430,440 | \$ 409,163 | \$ (81,277) | -19.9% | \$ 1,313,911 | \$ 1,215,882 | \$ (98,029) | -8.1% | \$ 4,870,697 | \$ 3,556,786 | 73.0% |
| FUNCTION 5: MAINTENANCE | | | | | | | | | | |
| 485,205 | 534,182 | 48,977 | 9.2% | 1,275,392 | 1,358,058 | 82,666 | 6.1% | 5,949,966 | 4,674,574 | 78.6% |
| 13,163 | 16,654 | 3,491 | 21.0% | 13,907 | 43,537 | 29,630 | 68.1% | 193,419 | 179,512 | 92.8% |
| 160,616 | 134,390 | (26,226) | -19.5% | 314,891 | 342,872 | 27,981 | 8.2% | 1,491,103 | 1,176,212 | 78.9% |
| 204,654 | 279,019 | 74,365 | 26.7% | 904,013 | 951,547 | 47,534 | 5.0% | 4,557,809 | 3,653,596 | 80.2% |
| \$ 863,639 | \$ 964,245 | \$ 100,606 | 10.4% | \$ 2,508,203 | \$ 2,696,014 | \$ 187,811 | 7.0% | \$ 12,192,097 | \$ 9,683,894 | 79.4% |
| FUNCTION 7: TRANSPORTATION | | | | | | | | | | |
| 2,641 | 2,741 | 100 | 3.6% | 7,923 | 8,223 | 300 | 3.6% | 32,532 | 24,609 | 75.6% |
| 479 | 555 | 76 | 13.7% | 1,604 | 1,665 | 61 | 3.7% | 6,660 | 5,056 | 75.9% |
| 103,700 | 119,733 | 16,033 | 13.4% | 108,096 | 120,608 | 12,512 | 10.4% | 1,198,200 | 1,090,104 | 91.0% |
| \$ 106,820 | \$ 123,029 | \$ 16,209 | 13.2% | \$ 117,623 | \$ 130,496 | \$ 12,873 | 9.9% | \$ 1,237,392 | \$ 1,119,769 | 90.5% |
| \$ 11,980,530 | \$ 12,145,656 | \$ 165,126 | 1.4% | \$ 17,876,555 | \$ 18,565,532 | \$ 688,977 | 3.7% | \$ 127,808,342 | \$ 109,931,787 | 86.0% |
| \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| \$ 14,275 | \$ 52,268 | \$ 37,993 | 72.7% | \$ 131,588 | \$ 156,808 | \$ 25,220 | 16.1% | \$ 627,222 | \$ 495,634 | 79.0% |
| 11,994,805 | 12,197,924 | 203,119 | | 18,008,143 | 18,722,340 | 714,197 | | 128,435,564 | 110,427,421 | |

SPECIAL PURPOSE FUNDS AS AT SEPTEMBER 30, 2010

| | Annual Facility Grant | YES Foundation | Special Ed Equip | Meal Program | Community Link | Ready, Set, Learn |
|--------------------------------------|-----------------------|----------------|------------------|--------------|----------------|-------------------|
| Balance at the Beginning of the Year | \$ 3,103,184 | \$ 179,905 | \$ 64,265 | \$ - | \$ 65,810 | \$ 118,205 |
| Revenue | | | | | | |
| Grant - MOE | | | | 905 | 53,659 | 34,300 |
| Grant - Other Prov | | | | | | |
| Grant - Federal | | | | | | |
| Other School Districts | | | | | | |
| Investment Income | | | | | | |
| Misc | | | | | | |
| Donations | | 11,754 | | | | |
| Total Revenue | | 11,754 | | 905 | 53,659 | 34,300 |
| Expenditure | | | | | | |
| Teacher Salaries | | | | | 815 | 4,319 |
| TOC Salaries | | | | | 52,031 | |
| Educ. Assist. Salaries | | | | | | |
| Clerical Salaries | | | | | | |
| Other Staff Salaries | 205,962 | | | | | 987 |
| Employee Benefits | 37,579 | | | | | 198 |
| Services/Supplies | 402,492 | 2,990 | 2,742 | 681 | 36,724 | |
| Scholarships/Bursaries | | | | | | |
| Capital Assets | 790,802 | 4,400 | 3,761 | | | |
| Work in Progress | 2,586 | | | | | |
| Total Expenses | 1,439,421 | 7,390 | 6,503 | 681 | 89,570 | 5,504 |
| Transfers | | | | | | |
| From (To) Operating Fund | | | | | | |
| From (To) R.M.E.F. | | | | | | |
| Balance | \$ 1,663,763 | \$ 184,269 | \$ 57,762 | \$ 224 | \$ 29,899 | \$ 147,001 |

SPECIAL PURPOSE FUNDS AS AT SEPTEMBER 30, 2010

| | School-Based Funds | Literacy Innovation | 12 Month Pay Program | French Programs | Strong Start Centre | Building Envelope Design | TOTAL |
|--------------------------------------|--------------------|---------------------|----------------------|-----------------|---------------------|--------------------------|--------------|
| Balance at the Beginning of the Year | \$ 1,969,846 | \$ 105,057 | \$ 1,365,186 | \$ 201,202 | \$ 60,512 | \$ - | \$ 7,233,172 |
| Revenue | | | | | | | |
| Grant - MOE | | | | | 168,000 | | 256,864 |
| Grant - Other Prov | | | | | | 70,000 | 70,000 |
| Grant - Federal | | | | | | | - |
| Other School Districts | | | | | | 399 | 399 |
| Investment Income | | | 154,125 | | | | 1,518,970 |
| Misc | 1,364,845 | | | | | | 11,754 |
| Donations | | | | | | | |
| Total Revenue | 1,364,845 | - | 154,125 | - | 168,000 | 70,399 | 1,857,987 |
| Expenditure | | | | | | | |
| Teacher Salaries | | | | 3,959 | | | 4,774 |
| TOC Salaries | 3,113 | | | 6,961 | | | 14,393 |
| Educ. Assist. Salaries | 6,408 | | | | | | 58,439 |
| Clerical Salaries | 7,295 | | | | 1,245 | | 8,540 |
| Other Staff Salaries | | | | | (131) | | 205,831 |
| Employee Benefits | 2,642 | | | 2,285 | 163 | | 43,656 |
| Services/Supplies | 1,675,793 | 2,519 | | 55,953 | 18,934 | | 2,199,026 |
| Scholarships/Bursaries | | | | | | | - |
| Capital Assets | | | 1,365,039 | 34,572 | | | 833,535 |
| Teachers Savings | | | | | | | 1,367,625 |
| Total Expenses | 1,695,251 | 2,519 | 1,365,039 | 103,730 | 20,211 | - | 4,735,819 |
| Transfers | | | | | | | |
| From (To) Operating Fund | | | | | | | - |
| From (To) R.M.E.F. | | | | | | | - |
| Balance | \$ 1,639,440 | \$ 102,538 | \$ 154,272 | \$ 97,472 | \$ 208,301 | \$ 70,399 | \$ 4,355,340 |



To: Board of Education

From: Deputy Superintendent
Stewart Sonne

Re: **SCHOOL GROWTH SUMMARY**

Date: November 10, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board receive the Deputy Superintendent's School Growth Summary report for information.



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY DEVELOPMENT**

Date: October 27, 2010
(Public Board Meeting)

Decision

Over the past several months, the Board has worked to create a foundational document to represent the process of Board Policy Development for new or existing policies. At the October 27, 2010 Closed Board meeting, Trustees received the draft Policy and Procedure for review and input.

This Policy ensures the relevancy and currency of the key work of the Trustees and Administration is managed effectively to an environment of consultation and clarity.

Under the *School Act*, the Board can create Policies to assist and guide them and others on the philosophies, beliefs and guiding principles used to carry out the education and administration mandate for K-12 and beyond.

RECOMMENDATION:

THAT the Board approve Policy 2500 and receive Procedure 2500.1 for information.



SD 42 POLICY: 2500

BOARD POLICY DEVELOPMENT

The Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) believes that the establishment and evaluation of school district policy is a major function of the Board and part of its overall key works. The objective of the Board is to establish policies which provide direction and guidance in the operation of the school district. Policies will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board.

The Board's policies are a statement expressing the underlying philosophical basis. The values on core beliefs of the Board as an educational, business or related matter; and may also provide specific direction on rules for carrying out the philosophical intent and developing its goals.

The Board's goal of policy development is also to assist the Superintendent of Schools to set parameters by which administration can develop administrative procedures.

They also assist in providing the basis for budget development, resource allocation and reflecting the Ministry of Education, Board and community values.

The Board, while recognizing its ultimate responsibility and authority to determine district policies, also recognizes the need to provide opportunities for input and influence of the policy development process to those individuals and groups interested in, or affected by, the particular policy area.

The Board's authority comes from the School Act which states "unless expressly required to be exercised by bylaw, all powers of a Board may be exercised by bylaw or by resolutions", and therefore, the Board may, subject to the Act and its regulations determine local policy for the effective and efficient operation of the schools in the school district.

The policy development process consists of seven stages:

1. INITIATION

The need for a policy statement in a particular area may be identified as a result of an issue arising from one of many sources, and a decision made by the Board or the Superintendent on the need for a policy statement. In addition, policy revision may be dictated as a result of a regular re-examination of existing policy.

2. **DEVELOPMENT**

It is the Administration's responsibility to consider the issue in question, obtain necessary information, explore policy alternatives and draft proposed policy. Frequently this will involve preliminary Board consideration of policy alternatives and the draft policy statement. At times there may also be a need to explore policy alternatives with constituent groups.

The Board will approve on an annual basis the appointment of two (2) Trustee representatives to work with the Superintendent and Secretary Treasurer to conduct a review of existing policies for currency and relevancy and the development of new policies.

The Board policy development committee is empowered to add other persons to the committee as required and to ensure appropriate expertise and experience is available.

The attached procedures support the work of the Board Policy Development Committee.

3. **REFINEMENT**

Consultation on the proposed policy is undertaken as appropriate, and the necessary revisions are made.

4. **FINALIZATION**

In this stage, the Board formally adopts the policy as proposed or revised and the effects of the policy will be immediate unless specified differently.

5. **IMPLEMENTATION**

It is the Superintendent's responsibility as Chief Executive Officer of the Board to implement Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue administrative procedures and meet with affected groups to ensure understanding of Board intent.

6. **EVALUATION**

The quality of policy and the extent of its implementation should be systematically evaluated. The Superintendent is responsible for ensuring that policy is evaluated within one year of policy formulation and thereafter on regular basis as part of the review and revision process.

7. **PUBLICATION**

The Board's policy manual will be kept up to date in both print and electronic formats by the Office of the Secretary Treasurer and appropriate notification of new policies and revised existing policies will also form part of the publication process.

APPROVED:



SD 42 PROCEDURE: 2500.1

BOARD POLICY DEVELOPMENT

Policies of the Board and Administration procedures will be incorporated in both the official Board Policies and Procedures Manual and published electronically.

The Board Policy Development Committee (“Committee”), as struck under Policy, will consider the effects on the various groups of people, including students, staff, senior management, trustees and the community at large, and for that reason, the BPDC work involves appropriate consultation with interested parties before recommendations are made to the whole Board.

The Committee will be primarily responsible to self identify policies needed to be developed or reviewed. As well, the office of the Superintendent and Secretary Treasurer may bring matters to the attention of the Committee.

The secondary source of policies needing development or review will naturally be the Board itself and through the Board, other interested parties.

The Committee will generally consult with all parties who can contribute to and/or are affected by the proposed policy or existing policy. The work of the Committee should be characterized by openness, trust, integrity and mutual respect for the points of view of all participants.

The Committee will determine appropriate timelines for each consultation process including the strategies for conducting the consultation process. Consultation may include written notification of the affected parties as well as other forms of processes which may include the use of meetings, focus groups, and written or oral presentations by interested parties.

When required, the Committee will include appropriate representation from the Board’s stakeholders or other external interested parties.

Upon completion of the work of the Committee, the Policy either new or revised will be recommended to the Board for adoption at a Public Board meeting in a two step process: firstly, as an ‘Information Item’; and lastly, at a subsequent Public Board meeting for final approval.

Administration may develop other such procedural statements to describe the manner in which Board Policies will be carried out and applied.

APPROVED:

RECORD

2010-2011

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed and (b) the general nature of decisions resolved at the following meetings from which persons other than trustees or officers of the Board, or both were excluded:

October 27, 2010

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|--|--|
| Call to Order | Meeting called to order at 3:30 p.m. |
| Motion of Exclusion | Approved |
| Ordering of Agenda | Approved as amended |
| Confirmation of Minutes – October 13, 2010 | Approved as circulated |
| Chair Report | Received for information |
| Superintendent Decision Item | Approved |
| The Board Recessed | Meeting recessed at 4:32 p.m. |
| The Board Reconvened | Meeting reconvened at 7:16 p.m. |
| Motion of Exclusion | Approved |
| Superintendent Decision Item | Approved |
| Superintendent Information Item | Received for information |
| Secretary Treasurer Information Item | Received for information |
| Committee Business | Received COTW September 8, 2010 Minutes for information |
| Question Period | |
| Other Business | |
| Adjournment | Approved and adjourned at 8:01 p.m. |