



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday
November 24, 2010

Time: 6:00 p.m.

District Education Office
22225 Brown Avenue
DEO Boardroom

A G E N D A

"Excellence is the unlimited ability to improve the quality of what you have to offer"

A - OPENING PROCEDURES

1. Call to Order
2. Correspondence
 - i. Ministry of Education – Accessible Resource Centre*
3. Ordering of Agenda

B- CONFIRMATION OF MINUTES

1. November 10, 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
 - c) Secretary Treasurer
 - i. Board Policy Development*
 - ii. Temporary Borrowing Resolution*
2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - i. Proposed Environmental School Project*
 - c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committee of the Whole
2. Committee & Advisory Committee Reports
 - a) Education Committee
 - i. Proposed Environmental School Report – Trustee Palis*
 - 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: **CORRESPONDENCE**

Date November 24, 2010
(Public Board Meeting)

Information

1. Ministry of Education – Accessible Resource Centre

RECOMMENDATION:

THAT the Board receive any correspondence for information.



Our Ref.: 141925

November 5, 2010

Ken Clarkson, Chair
Board of Education
School District 42, Maple Ridge-Pitt Meadows
22225 Brown Avenue
Maple Ridge BC V2X 8N6

Dear Mr. Clarkson:

I am writing in response to your letter dated September 20, 2010, addressed to the Honourable Margaret MacDiarmid, former Minister of Education, regarding funding for the Accessible Resource Centre - British Columbia (ARC) Project. Your letter has been forwarded to this office for a reply.

I would like to begin by thanking you for both your letter of advocacy and for the commitment of SD 42 to the ARC - BC project. The Ministry recognizes the significant impact of the project on the learning experiences of many students in British Columbia.

All of the Provincial Outreach Programs have experienced significant budgetary challenges during this time of fiscal restraint. We would like you to know that although fiscal restraint dictates difficult budgetary decisions, ARC - BC remains a priority consideration of this office.

Thank you again for your letter.

Sincerely,

Lenore Archdekin
Coordinator, Special Education
Diversity and Equity Unit



To: Board of Education

From: Board Chair
Ken Clarkson

Re: **ORDERING OF AGENDA**

Date November 24, 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 24, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

That the Minutes of the November 10, 2010 Public Board Meeting be approved as circulated.



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, November 10, 2010 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

Board Chair – Ken Clarkson
Vice Chair – Eleanor Palis
Trustee – Mike Huber
Trustee – Dave Rempel
Trustee – Stepan Vdovine
Trustee – Kathie Ward

STAFF:

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

ABSENT:

Trustee – Susan Carr

A. OPENING PROCEDURES

Call to Order

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

1. Correspondence
2. Ordering of Agenda

Amendments:

Move School Growth Summary Report to Presentations.

Additions:

Superintendent Information Item: Research Project on Bell Schedules and Local School Calendars.

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Agenda be ordered as amended.

CARRIED.

B. CONFIRMATION OF MINUTES

1. October 27, 2010 Public Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Palis

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

A Member of the Public commented on page 4 regarding the Chair's comments regarding a conversation with Trustee Ward and the reporting out of Cost Centres.

CARRIED.

C. PRESENTATIONS

School Growth Summary

Director of Instruction, Advanced Technology in Education/Deputy Superintendent, David Vandergugten provided a detailed presentation using advanced technology highlighting the individual school growth plan process for 20 elementary schools. The presentation is anticipated to be posted onto the School District ("SD42") website in the near future.

Superintendent Unwin commented through programs and reports such as the ones provided this evening, the SD42 is encouraging schools and educators to seek like-minded togetherness and fostering strong conversations among administrators and educators. This is a tool to foster engagement at the school level and is a great resource for cross-district partnering/sharing.

The Chair opened the floor to questions.

Deputy Superintendent Sonne referred to the handout regarding the six (6) secondary schools. The handout provided is a synopsis of the documents received from the schools. Input is derived from parents, students and staff members. As the District provides room for more autonomy, there has been an increasing trend of staff participation. Other highlights include engaging the learner and analyzing through to creating a process in order to celebrate success. Discussion on this matter occurs every two weeks with District administrators creating strong working relationship environments for the student, teacher and parent. For every page of the synopsis, there would be 20 pages of work in support. SD42 is providing terms of 'choice' in what goals schools choose fostering a positive environment forming part of the culture.

D. DELEGATIONS

E. CHAIR REPORT

The Chair attended the Balanced Calendar Meeting organized by the BCSTA Metro Trustees Branch on Wednesday, November 2nd and read from notes highlighting the acceptance of embracing new initiatives and releasing of the old. Any change initiatives require a period of time in which they can be discussed first within the system, then the community as a whole.

On November 6th Trustee Rempel and Chair Clarkson attended Davie Jones Elementary for a presentation to Principal, Bob Schnider, by a representative of the Vancouver Symphony Orchestra. The award received was the "The Principals of Music – BC Award", (Coalition of Music, Education and the Vancouver Symphony Orchestra) which included \$500 awarded to the school and 100 VSO tickets.

On November 7th Trustees Palis, Ward, Huber, Rempel and Chair Clarkson attended the Maple Ridge Legion for the Maple Ridge Leaf Dedication.

On November 9th Trustees Carr, Palis and Chair Clarkson attended Davie Jones Elementary for the school's dedication of a dolphin carving under the guidance of Quinton Harris, District Cultural Mentor.

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

- a) Superintendent of Schools
- b) Deputy Superintendent

School Community Connections

Deputy Superintendent Sonne, on behalf of Laurie Meston, Director of Instruction, Elementary and Early Learning/Deputy Superintendent, spoke to the partnership between SD42 and the District of Maple Ridge in their efforts to expand the HIVE project. This project is one of the founding HIVE projects of the lower mainland.

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board approve the letter of support to the Local Government Program Services and authorizes the Chair to sign on behalf of the Board.

CARRIED

- c) Secretary Treasurer

Quarter One Financial Report

The Secretary Treasurer presented the first quarter report. The School District is projecting ahead of our current expenditure plans and feels it is in a strong financial state. The known cost increases have been included and overall is a good report in terms of current financial experience.

Annual Facilities Grant ("AFG").

The School District has \$1.6 million of unspent AFG money. The School District is anticipating the first of two parts of funding in the amount of \$1.2 million. We are anticipating \$2.8 million in total and are developing a plan on how funds will be expended before the March 31, 2011 deadline. The City of Pitt Meadows has sent cheque in the amount of \$585K in contribution to the artificial turf field at Pitt Meadows Secondary.

Special Purpose Funds

The balance of funds in the report, are in a surplus position.

The Chair opened the floor to questions.

Moved: Trustee Rempel

Seconded: Trustee Ward

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

CARRIED

2. Information Items

- a) Superintendent of Schools

Bell Schedules and Local School Calendars

Superintendent Unwin reported on a meeting held with S. Jeroski, Board hired researcher, regarding the bell schedule and local school calendars which is separate and apart from the balanced calendar. We are not looking at this pervasively as a district. We are researching start/stop times of schools, length of Spring Break, etc. The Superintendent committed last year to reviewing this matter. From a Budget perspective, this may be another area we may want to review for possible savings.

A Motion was brought forward by Trustee Rempel.

Moved: Trustee Rempel

Seconded: Trustee Ward

THAT the Board receive the Superintendent's Bell Schedules and Local School Calendar Report for information.

CARRIED

b) Deputy Superintendent

c) Secretary Treasurer

Board Policy Development

The Secretary Treasurer provided an overview of the need to create policies for currency and relevancy. As such, it is recommended to adopt and commence the use of the new proposed Board Policy Development policy.

Moved: Trustee Rempel

Seconded: Trustee Palis

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

Trustee Vdovine proposed an amendment.

AMENDMENT:

Moved: Trustee Vdovine

Seconded: Trustee Ward

THAT the Board Policy Development be approved as first reading.

The Secretary Treasurer responded that under the *School Act* there is no requirement for three readings. Some members felt it would be acceptable to approve tonight's Policy in principle and to adopt the Policy as first reading.

The Chair called the question for a vote on the amended motion. The amended motion was **CARRIED**.

I. COMMITTEE BUSINESS

Education Committee. Trustees Palis and Carr attended a meeting today and a proposal will be coming to the November 24, 2010 meeting.

J. QUESTION PERIOD

Trustee Rempel reminded everyone to contact 'alternates' of committees if they are unable to attend.

A member of the public ("MOTP") commented she has not received a response from Trustee Ward regarding Cost Centres. The MOTP inquired into the status of the learning resource money and asked if SD42 has received the school growth plan dollars yet. Superintendent Unwin responded SD42 has adopted a formula to which the schools are aware and as such, know the approximate amount they might expect.

A question was raised if the anti-vandalism position has been filled yet to which it was confirmed the 'Manager of Safe Schools' working plan is in process. The initial plan was to ensure SD42 has completed its September 30th headcount. The details will be presented to the Board in due course.

An employee group question/comment was raised regarding the standardization of bells. The Superintendent responded the process discussed earlier is simply to research the myriad of systems

currently operating such as start/stop times, and lengths of days. The employee group member respectfully recommended SD42 consult grounds personnel prior to any changes implemented. The Superintendent reiterated that as the process unfolds, staff members will have an opportunity to have their say. The Secretary Treasurer supported this notion in stating this truly is an initial fact finding exercise.

K. TRUSTEE REPORTS

Joint Parks and Leisure Services. Trustee Palis referred to the handout provided. She took part in a presentation on community gardens, its successes as well as the popularity of the movie nights.

District Parent Advisory Council. Trustee Palis referred to the handout provided. There is a grant to expand the HIVE program which has been a very positive, well-utilized community contribution, serving a lot of people. Trustee Palis continued to remind everyone of the upcoming clothing drive at Eric Langton on November 20th from 11:00 a.m. – 2:00 p.m.

L. OTHER BUSINESS

Good News Items:

Trustee Palis attended three Remembrance Day ceremonies at schools which were all student led and were very well done.

Trustee Huber reminded everyone to take the time on Remembrance Day to stop and remember the incredible country and people we have. It is not just a holiday. Let us stop and give thanks in remembrance.

Superintendent Unwin attended Laity View Elementary Remembrance Day services which were also student led. The students told stories about family history starting with key words such as, "I commit to you Grandma/Grandpa..." Our children are understanding the concept of Remembrance Day.

Seamus Nesling, Manager of Communications and Community Connections, attended Maple Ridge Secondary's services whereby the students heard first-hand experiences from an Afghanistan War Veteran.

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the meeting of the Board be adjourned at 6:59 p.m.

CARRIED.

Ken Clarkson, Chair

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY DEVELOPMENT**

Date: November 24, 2010
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

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.

At the November 10, 2010 Public Board Meeting, Trustees received and passed the draft Policy 2500 - Board Policy Development for first reading and Procedure 2500.1 for information.

Policy 2500 is being presented at this Public Board Meeting as draft for second and final readings.

RECOMMENDATION:

THAT the Board grant second and final readings of the draft Policy titled:

- 1) 2500 – Board Policy Development, and THAT the Board 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:



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **TEMPORARY BORROWING
RESOLUTION**

Date November 24, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board approve the following borrowing resolution:

WHEREAS Section 139 of the *School Act* and Regulation 10, provides that a Board may by resolution, with the approval of the Minister, borrow from time to time for a period not exceeding six months for purposes other than capital expenditures, by way of a temporary loan, such sums as the Board may deem necessary to meet current operating and debt services expenditures:

THEREFORE BE IT RESOLVED, that in accordance with the provisions of Section 139 of the *School Act* and Regulation 10, the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) authorize the Secretary Treasurer to request the approval of the Minister of Education for the borrowing of an amount not to exceed \$6,500,000. These funds would be in the form of a \$2,500,000 line of credit and additional funds of \$4,000,000 if required to meet current operating and debt services expenditures, but all money so borrowed shall be repaid not later than the 31st day of May, 2011.

BOARD RESOLUTION RE TEMPORARY BORROWING - OPERATING

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42
(MAPLE RIDGE-PITT MEADOWS)**

WHEREAS Section 139 of the *School Act* and Regulation 10, provides that a Board may by resolution, with the approval of the Minister, borrow from time to time for a period not exceeding six months for purposes other than capital expenditures, by way of a temporary loan, such sums as the Board may deem necessary to meet current operating and debt services expenditures:

THEREFORE, BE IT RESOLVED, that in accordance with the provisions of Section 139 of the *School Act* and Regulation 10, the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) authorize the Secretary Treasurer to request the approval of the Minister of Education for the borrowing of an amount not to exceed \$6,500,000. These funds would be in the form of a \$2,500,000 line of credit and additional funds of \$4,000,000 if required to meet current operating and debt services expenditures, but all money so borrowed shall be repaid not later than the 31st day of May, 2011.

Approved by the Board of Education at a meeting held November 24, 2010.

Wayne Jefferson
Secretary Treasurer

Date



To: Board of Education

From: Deputy Superintendent
Stewart Sonne

Re: **PROPOSED ENVIRONMENTAL
SCHOOL PROJECT**

Date: November 24, 2010
(Public Board Meeting)

INFORMATION

BACKGROUND/RATIONALE:

On June 10th, 2009, Clayton Maitland and the environmental school team presented to the Board of Education looking for approval of the concept by the Board which would then allow them to move to the next steps. On June 18th, Kathie Ward, Chair, Board of Education at the time, wrote in a letter to Mr. Maitland:

"On behalf of the Board of Education, it is our pleasure to support you in your new endeavour to pursue an Environmental School in SD42."

At the Board of Education meeting on January 27th, 2010, two motions were past which were pertinent towards the development of the proposed Environmental School:

Motion P229 – 09/10

'That the Proposing Program Options procedure be used as the framework for proposing any type of alternative school, and that this information be communicated to any parents who may wish to embark upon this process.'

Motion P230 – 09/10

'That staff monitor the progress of efforts to establish an environmental school, which is following the Proposing Program Options procedure, with a view to establishing lessons and guidelines that might be applied to other proposals for alternative schools'

The process to pursue an environmental school in School District 42, was enhanced on April 8th 2010 with the awarding of the \$1 million dollar eCURA grant to SFU to provide research and support to the proposed program.

Since the motion on January 27th, 2010, the Proposing Program Options procedure has been followed in developing the proposed Environmental School.

In general, staff observed that this procedure provided an appropriate framework for proposing this “alternative school” and will be providing “lessons and guidelines” that might be applied to other proposals for alternative schools at a future Board Meeting.

RECOMMENDATION:

THAT the Board receive the Proposed Environmental School Project document for information.

Education Committee Report

Trustee Carr and I attended the Education Committee meeting on November 10th, 2010 where Clayton Maitland, Vice Principal Environmental School Project and Laurie Meston, Director of Elementary Education and Early Learning presented the Proposed Environmental School Project document. The process that led up to the development of this document followed the Proposing Program options procedure.

The meeting allowed Trustee Carr and myself to carefully "walk through" the information contained in the document and engage in dialogue around the information. The document is very comprehensive and the information is very detailed. There has been extensive community involvement in the development of the environmental school project and we were very impressed with how far the project has come.

Recommendation to be made to the Board of Education:

THAT the Board approve the Environmental School Project to proceed to commence in September 2011 with the understanding if there is insufficient student registration to ensure the viability of the project, the school opening for 2011/2012 will be postponed.

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:

November 10, 2010

Call to Order	Meeting called to order at 3:00 p.m.
Motion of Exclusion	Approved
Ordering of Agenda	Approved as amended
Confirmation of Minutes – October 27, 2010	Approved as amended
Chair Report	Received for information
Secretary Treasurer Decision Item	Approved
Trustee Amended Motion	Defeated
Trustee Tabling Motion	Defeated
Superintendent Information Item	Received for information
Secretary Treasurer Update	Received for information
Question Period	
Adjournment	Approved and adjourned at 4:39 p.m.