



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday
December 8, 2010

Time: 6:00 p.m.

District Education Office
22225 Brown Avenue
DEO Boardroom

A G E N D A

"Excellence is doing ordinary things extraordinarily well"

A - OPENING PROCEDURES

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

ANNUAL ORGANIZATIONAL MEETING MATTERS

- a) Election of Board Officers
 - Chairperson of the Board
 - Vice-Chairperson of the Board
- b) Remarks of Board Chairperson and Vice-Chairperson
- c) Annual Report of Past Chair
- d) Re-adoption of District Policy Manual
- e) Appointment of Signing Officers

B- CONFIRMATION OF MINUTES

1. November 24, 2010*

C – PRESENTATIONS

1. Anne Hales – Free the Children

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER'S REPORT

2. Decision Items
 - a) Superintendent of Schools
 - i. Report on Student Achievement
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Board Policy Development*
 - ii. Financial Information Act – Statements (SOFI) Report
For 2009/2010

*Denotes Enclosure

2. Information Items
 - a) Superintendent of Schools ✓
 - b) Deputy Superintendent
 - c) Secretary Treasurer

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

**Denotes Enclosure*



To: Board of Education

From: Board Chair
Ken Clarkson

Re: ORDERING OF AGENDA

Date December 8, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



To: Board of Education

From: Superintendent of Schools
Jan Unwin

Re: **ORGANIZATIONAL MEETING MATTERS** Date: December 8, 2009
(Public Board Meeting)

Decision

The Superintendent of Schools assumes the role of Chairperson for the Election of Chairperson and Vice Chairperson.

- a) Election of Board Officers:
- Chairperson of the Board
 - Vice Chairperson of the Board

The Superintendent passes the gavel to the newly elected Chairperson:

- b) Remarks of Board Chairperson and Vice Chairperson
- c) Annual Report of Past Chairperson
- d) Re-adoption of District Policy Manual
- e) Appointment of Signing Officers



To: Board of Education

Re: **RE-ADOPTION OF DISTRICT
DISTRICT POLICY MANUAL**

Date: December 8, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board re-adopt the current School District Policy Manual for the period December 8, 2010 to December 14, 2011.



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **APPOINTMENT OF SIGNING
AUTHORITIES**

Date December 8, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board approve the signing authorities for 2010/2011 in the form attached.

ATTACHMENT

SIGNING AUTHORITIES

BE IT RESOLVED THAT:

1. All cheques of the corporation drawn on all its accounts (except payroll cheques) be signed on its behalf by, Trustee and Chair, or, Trustee and Vice Chair, and counter-signed by Wayne Jefferson, Secretary Treasurer, or in his absence, Jennifer Hendriks, Supervisor, Internal Control & Capital Accounting.
2. Wayne Jefferson, the Secretary Treasurer of the corporation, or in his absence Jennifer Hendriks, Supervisor, Internal Control & Capital Accounting, be and is hereby authorized for and on behalf of the corporation, to negotiate with, deposit with, or transfer to the TD Bank (but for credit of said corporation account only all or any bills of exchange, promissory notes, cheques, and orders for payment of money and other negotiable paper, and for the said purpose to endorse the same or any of them on behalf of the said corporation, either in writing or by rubber stamp.
3. Wayne Jefferson, Secretary Treasurer, or in his absence, Jennifer Hendriks, Supervisor, Internal Control & Capital Accounting, be and is hereby authorized for and on behalf of the said corporation from time to time to arrange, settle, balance, and certify all books and accounts between the said corporation and the bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange, and other negotiable instruments.
4. Wayne Jefferson, Secretary Treasurer, or in his absence, Jennifer Hendriks, Supervisor, Internal Control & Capital Accounting, be and is hereby authorized for, and on behalf of the said corporation, to obtain delivery from the said bank of all or any stocks, bonds, and other securities held by the said bank in safekeeping or otherwise for the account of the corporation and to give valid and binding receipts therefore.
5. This resolution be communicated to the said bank and remain in force until written notice to the contrary shall have been given to the manager for the time being at the branch of the bank at which the account of the said corporation is kept and receipt of such notice duly acknowledged in writing.

6. Wayne Jefferson, Secretary Treasurer, or in his absence, Jennifer Hendriks, Supervisor, Internal Control & Capital Accounting, and, Trustee and Chair, or, Trustee and Vice Chair, be and they are hereby authorized on behalf of the said corporation to execute under seal or otherwise, as may be required, and deliver to the TD Bank such documents as may be necessary in connection with borrowings by the corporation from the bank.

AND FURTHERMORE:

1. That the TD Bank be, and it is hereby authorized and directed to pay any and all cheques of the School District presented for payment bearing the facsimile signature of the following officer who has been duly authorized to sign cheques for and on behalf of School District No. 42 (Maple Ridge-Pitt Meadows):

Wayne Jefferson, Secretary Treasurer
Jennifer Hendriks, Supervisor, Internal Control & Capital Accounting.
....., Trustee and Chair
....., Trustee and Vice Chair

2. That such cheques shall have the same legal effect, may be dealt with to all intents and purposes and shall bind the School District as fully and effectually as if signed in the handwriting of and duly issued by such officer for and on behalf of the School District, regardless of whosoever or by whomsoever the said facsimile signature shall have been mechanically affixed.
3. That the School District shall provide the said bank with a certified copy of this Resolution and certified specimen of such facsimile signature and that such Resolution may be acted upon by each branch of the said bank with which any dealings are had by the School District until notice to the contrary or of any change therein has been given in writing to the Manager or Acting Manager of such branch.

AND FINALLY:

That the Secretary Treasurer, and in his absence the Supervisor, Internal Control & Capital Accounting, together with the Chair of the Board and in his/her absence the Vice Chair of the Board be designated as the authorized signing officers with respect to any agreements, contracts or legal documents duly approved by the Board.



To: Board of Education

Re: **CONFIRMATION OF MINUTES**

Date: December 8, 2010
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the November 24, 2010 Public Board Meeting be approved as circulated.

ATTACHMENT



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, November 24, 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 – Kathie Ward

STAFF:

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

ABSENT:

Trustee Stepan Vdovine

A. OPENING PROCEDURES

Call to Order

The Board Chair called the meeting to order at 6:00 p.m. and thanked the many members of the public for their attendance.

1. **Correspondence**

Ministry of Education – Accessible Resource Centre
Correspondence MRTA – Environmental School

2. **Ordering of Agenda**

Additions:

Chair Report – Learning from Tomorrow
Superintendent Information Item
Trustee Question/Information Item – Trustee Huber

Moved: Trustee Rempel

Seconded: Trustee Ward

THAT the Agenda be ordered as amended.

CARRIED.

B. CONFIRMATION OF MINUTES

1. **November 10, 2010 Public Meeting Minutes**

The following changes were made to the minutes:

Page 4. "THAT the Board Policy Development be approved as first reading and posted to the website for 30 days."

Page 4. "Trustee Rempel reminded everyone to contact him as alternate if unable to attend committee meetings."

Moved: Trustee Ward

Seconded: Trustee Rempel

THAT the Minutes of the November 10, 2010 Public Board Meeting be approved as amended.

CARRIED.

C. PRESENTATIONS

D. DELEGATIONS

E. CHAIR REPORT

The Board Chair read a statement regarding "Learning for Tomorrow" as captured from the Education Forum.

"Many of us attended the Educational Forum on November 16, 2010. Ted McCain gave a dynamic and informative presentation. I was pleased we were able to use one of our own. So often I attend these events to listen to a speaker who is from some far off place.

The process and format of the evening was excellent. Thought provoking questions produced insightful comments from a diverse group of participants who represented a cross section of our community. I heard wonderful comments from those attending from outside our community.

The entire event looked good on us and reflected a professionalism which I know we are all proud of. To Superintendent Unwin, the senior staff and all those involved in putting the event together; Congratulations!

I am really looking forward to the unfolding of the conversation and I want to emphasize that we do want to hear from the public."

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

Board Policy Development

The Secretary Treasurer responded to the change made with respect to approving the minutes of November 10, 2010 whereby the Board voted to post the Policy for thirty (30) days. According to the *School Act*, there is no requirement for three readings. As the Policy had been agreed to in principle at the last meeting and as the Policy had been solicited to the Board for feedback, to which none has been received, the Secretary Treasurer was not sure if it is the Board's intentions to grant thirty (30) days.

It was agreed to bring Policy 2500 back to the next meeting.

Temporary Borrowing Resolution

Moved: Trustee Rempel

Seconded: Trustee Carr

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.

CARRIED

2. Information Items

a) Superintendent of Schools

Intersection of 216 & 121

When Mt. Crescent was closed, the School District ("SD42") made a commitment to put a crossing guard in place for the safety of children. SD42 has been working proactively with the District of Maple Ridge ("DMR") which has now received the results of their intersection evaluation determining warrant requirements have been satisfied and accordingly, DMR will be installing a multi-stop intersection next summer.

Special Education Compliance Audit

We have received notice of a one week audit from the Ministry which is to commence the week of January 17, 2011. The purpose of the audit is to ensure all paperwork required is in compliance with the Ministry of Education. In particular, categories "D" and "H" will be reviewed. Last year, SD42 had been selected for an enrollment audit.

b) Deputy Superintendent

Proposed Environmental School Project

Deputy Superintendent Sonne spoke to the success of the recent Inquiry Forum hosted by SD42 outlining new ways of providing education including hands on learning and developing 21st century skills as he introduced Director of Instruction, Elementary and Early Learning/Deputy Superintendent Laurie Meston who has taken the Environmental School project to heart. Director Meston welcomed the vast audience of support. For the past 2 ½ years, the collaborative group has been working diligently on the project. In January 2010, a motion was put forward for the proposal and development of an Environmental School. Staff has since monitored the progress and has worked through the guidelines step by step in accordance with the Proposing Program Options. Director Meston gave praise to so many in the room who have worked diligently on the project.

Director Meston reviewed the 72 page Environmental School Proposal document highlighting the many partners and collaborators.

SD42 Survey results exhibited 85% in support; and 14% requested more information.

Upon review of SD42's Vision, Mission and Core Value Statement in comparison to the Environmental School values there are immense similarities. Students will have the opportunity to learn in a diverse way but meeting the Ministry of Education's expectations. SD42 has a long history of partnerships with the Maple Ridge-Pitt Meadows communities and it has been exciting to see all groups working together.

Director Meston reviewed the learning outcomes of the program; spoke to the aspect of progressive assessment and the design of personalized learning programs for each child. The design of the program permits accessibility for all children. Program coordinators will be exploring information sessions and workshops ensuring awareness of safety considerations, and how 'different' looks identifying clear boundaries.

Staffing will be determined according to the District formula using student numbers and needs. Upon approval of the proposed school, registration could commence as early as February, 2011 in addition to seeking a facility for the school. Concepts and innovation include consideration of a 'school within a school'; 'school beside a school'; or using an existing facility taking into account All-Day Kindergarten.

The \$1 million research grant secured via Simon Fraser University has supported research and secured a 0.5 Vice-Principal Coordinator position for Clayton Maitland. Other support has been received from the Jesic support for educator network and other community grants such as the community connections grant.

The Evaluation Plan includes the viability and sustainability of the project as outlined on page 6 of the Proposal document.

The Chair opened the floor to questions. Trustee Rempel inquired into dates and instruments used in terms of the evaluation processes of the school to which Director Meston responded that each step of the way, there will be records, interviews and information gathering. Director Meston offered to bring a progress report back to the Board once registration and student enrollment has been determined.

c) Secretary Treasurer

I. COMMITTEE BUSINESS

Education Committee – Proposed Environmental School Report – Trustee Palis

Moved: Trustee Palis

Seconded: Trustee Carr

Trustee Palis thanked everyone for their hard work and support of the Environmental School. There is a real opportunity for this to branch out in so many positive ways and spoke in favourable support of the initiative.

In support, Trustee Carr commented on the clarity of the presentations. Teachers, parents, students, and the community are ready for it.

Trustee Ward inquired into the 'cap' for registration to which Director Meston commented class-size will be based on the same formula as existing classes in schools. Classes will be multi-grade with two to three classes to begin with. The primary class would ideally consist of 17-20 students; intermediate class would consist of 24-27 students. Overall, effectively, a minimum number of students would consist of approximately 40 students with a maximum of no more than 60 students.

Trustee Ward inquired into the fee structure to which Director Meston confidently replied fees and supplies will be different from the other schools. Most locations where studies will be conducted do not charge fees (ie. Cliff Falls at Kanaka Creek and Allco Park). The program will run with as minimal costs as possible.

Currently, coordinators are only considering fees parents would be putting out towards unique school supplies such as rain jackets, boots and the like.

Trustee Ward inquired if the proposal document has been available to the general public to which Director Meston confirmed in following due process and keeping in compliance with the Proposing Program Options, it has not yet been released to the public.

Trustees Rempel and Huber offered words of support given our geography of surrounding parks, recreation and community members allowing for integration of education and the outdoors.

Superintendent Unwin offered words of support commending the initiative offering yet another option to the students of SD42 and offered a proactive thank you to all who have taken part in the project.

Chair Clarkson commented the partnerships coming together to create the Environmental School is exemplary which he hopes will lead to other innovations in the education system citing the school is a fine example of how everyone should be included in the decision making process.

Trustee Palis read an email of support from a Horticultural Therapist.

Chair Clarkson called the question for a vote.

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.

CARRIED

J. QUESTION PERIOD

Trustee Question/Comment. Trustee Huber spoke to the initiative of "Snow Angels". The concept includes helping neighbours; adopting sidewalks; and assisting with snow removal which can be difficult for the elderly or those who have mobility and other health issues. Suggestions were made to involve secondary school students – a great community work experience/volunteer opportunity.

A member of the public inquired into why the 72 page proposal document was not in the Agenda on Monday to promote the school for the public to gain access to it. As it was a report, not a presentation, she inquired if these initiatives always have to come to the Board first prior to getting to the public? Chair Clarkson responded that initiatives such as the Environmental School are always presented to the Board first in accordance with the Governance of the Board.

Todd Hill, DPAC representative supported the Environmental School as a parent who attended many presentations which were available to the public stating each presentation/information session was amazing and unique and further spoke to the great forward thinking initiatives of our School District and the educate of our future.

Suzanne Bonny, CUPE representative looks forward to reviewing the proposal document once posted to the website.

Trustee Huber hopes the School District will look at what it has done to ensure our schools are more accessible for students who face accessibility issues, challenges and limitations.

K. TRUSTEE REPORTS

Inclusive Education Committee. Chair Clarkson provided a report on the November 15th meeting and will attempt to recruit a representative from the Committee to make a presentation on the work and initiatives taking place.

District Student Advisory Council. Trustee Carr provided a verbal report updating everyone on the presentation made by the Christmas Hamper society who partners with our student for the “Coins for Kids” program. Students will attend the barns in Albion in December where gifts will be wrapped.

L. OTHER BUSINESS

Good News.

Trustee Rempel felt privileged to take part in the decision of the Blue Mountain Elementary Principalship and in assisting with the hiring process – is further pleased with the leadership our District has to offer.

Superintendent Unwin made reference to Trustee Rempel’s comment in that during the Closed meeting earlier today, the Board ratified a decision of Principalship. The announcement will be made tomorrow once all immediate parties have been notified.

Trustee Palis attended Garibaldi Secondary’s presentation of *Hairspray* and gave high accolades to Cindy Lacroix having ‘outdone herself again’.

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the meeting of the Board be adjourned at 7:10 p.m.

CARRIED.

Ken Clarkson, Chair

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Deputy Superintendent
Stewart Sonne

Re: **PRESENTATION**

Date: December 8, 2010
(Public Board Meeting)

Information

1. Anne Hales – Free the Children

RECOMMENDATION:

THAT the Board receive the presentation for information.



To: Board of Education

From: Superintendent of Schools
Jan Unwin

Re: **REPORT ON STUDENT ACHIEVEMENT**

Date: December 8, 2010
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

Section 22 of the *School Act* includes the following:

"A board must appoint a superintendent of schools for a school district who, under the general direction of the board....,

(b.1) must, on or before December 15 of a school year, prepare and submit to the board a report on student achievement in that district for the previous year."

Section 79.3 goes on to say:

"On receipt of a report submitted by a superintendent of schools under section 23(1)(b.1), the board must, on approval of the report,

(a) immediately, and in any event no later than January 31 of the school year in which the board receives the report, submit that report to the minister, and

(b) as soon as practicable, make the report available to the public."

RECOMMENDATION:

THAT the Board approve the Superintendent's Report on Student Achievement, for December 2010.



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **BOARD POLICY DEVELOPMENT**

Date: December 8, 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.

At the November 24, 2010 Public Board Meeting, Trustees voted to amend the minutes of the November 10, 2010 Meeting indicating the Policy be approved as first reading and posted to the website for 30 days which has been done.

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 2500 – Board Policy Development.

THAT the Board receive Procedure 2500.1 for information.

ATTACHMENTS



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: **FINANCIAL INFORMATION ACT -
STATEMENTS (SOFI) REPORT FOR
2009/2010**

Date December 8, 2010
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In advance of the meeting, the Board of Education has been provided with an electronic copy of the SOFI Report and at tonight's meeting, each Trustee will receive their hardcopy for future reference.

RECOMMENDATION:

THAT the Board approve the *Financial Information Act* (the "Act") Statements of employee earnings and payments to suppliers as per the stated requirements of the Act for the period of 2009/2010, and that the said statements be submitted to the Ministry of Education.

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 24, 2010

Call to Order	Meeting called to order at 3:13 p.m.
Motion of Exclusion	Approved
Ordering of Agenda	Approved as amended
Confirmation of Minutes – October 27, 2010	Approved as circulated
Superintendent Decision Item	Approved
Question Period	
Trustee Reports	Received for information
Other Business	
Adjournment	Approved and adjourned at 3:38 p.m.