

AGENDA

A. OPENING PROCEDURES

ITEM 1

1. Territory Acknowledgement
2. Call to Order

B. ANNUAL ORGANIZATIONAL MEETING MATTERS

ITEM 2

1. Annual Report of the Chairperson
2. Nomination and Election of Board Officers
 - Chairperson of the Board
 - Vice-Chairperson of the Board

C. OPENING PROCEDURES FOR ORDINARY BUSINESS MEETING MATTERS

ITEM 3

1. Correspondence
2. Approval of Agenda
3. Invitation for Public Input to matters on the Agenda – *Members of the public can provide input on decision items on the public meeting Agenda in writing by no later than 30 minutes before the start of the meeting. All public input received will be shared with trustees electronically.*
4. Approval of Minutes

D. PRESENTATIONS - Individuals and groups invited by the Board to make presentations on any subject pertinent to Board business. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.

- ## 1. Food Security ITEM 4

E. DELEGATIONS – The Board will receive delegations on subjects pertinent to Board business if approved by the Agenda Preparation Committee. Each delegation is allotted time within a 20-minute total limit, including questions. Extensions are at the Board's discretion. Delegations are typically received for information, and the Board may take action after due deliberation.

F. DECISION ITEMS

- | | | |
|----|--|--------|
| 1. | Chairperson | |
| | a) Board of Education Work Plan | ITEM 5 |
| 2. | Superintendent of Schools | |
| | a) Non-Resident: One-year Graduation Fee | ITEM 6 |
| 3. | Secretary Treasurer | |
| 4. | Board Committees | |

- a) Finance
- b) Facilities Planning
- c) Board Policy Development
 - i. Board Policies for Approval ITEM 7
- d) Education Advisory
- e) Accessibility Advisory
- 5. Indigenous Education Council
- 6. Trustee Motions and Notices of Motion
 - a) Trustee Motion: Ad hoc Advocacy Committee ITEM 8

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
 - a) Late French Immersion Transition ITEM 9
 - b) Superintendent's Update ITEM 10
- 3. Secretary Treasurer
- 4. Committee Business
 - a) Finance
 - b) Facilities Planning
 - c) Board Policy Development
 - i. Policies for Consultation ITEM 11
 - d) Education Advisory
 - i. Receiving Minutes ITEM 12
 - e) Accessibility Advisory
- 5. Indigenous Education Council
- 6. Trustee Reports
 - a) BCSTA Provincial Council ITEM 13
 - b) District Parent Advisory Council ITEM 14
 - c) City of Maple Ridge Engaged Healthy Community Advisory Committee ITEM 15

H. QUESTION PERIOD ITEM 16

Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of trustee questions, will be limited to one question per person. Members of the public can submit questions for the Board in writing by no later than 30 minutes before the start of the meeting. Questions will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

I. OTHER BUSINESS

- 1. Public Record of Closed Meeting Business ITEM 17

J. ADJOURNMENT

From: Elaine Yamamoto, Board Chairperson

Topic: **Opening Procedures**

1. TERRITORY ACKNOWLEDGEMENT

We would like to acknowledge that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. We welcome and recognize all First Nations, Métis, and Inuit students and families in our schools and community. We welcome and recognize the many different cultures that are represented in our schools and community.

2. CALL TO ORDER

From: Elaine Yamamoto, Board Chairperson
Topic: **Annual Organizational Meeting Matters**

1. ANNUAL REPORT OF THE CHAIRPERSON

The Board Chairperson will present the Annual Report of the Chairperson for 2024/25.

RECOMMENDATION

THAT the Board receive the Annual Report of the Chairperson for information.

2. NOMINATION AND ELECTION OF BOARD OFFICERS

In accordance with Procedure 2915.1: Trustee Elections for Chairperson and Vice Chairperson (**Attachment A**), prior to the election held at the November public board meeting, the Board approves the election process for Chairperson and Vice-Chairperson by Board Resolution. Once approved, the process will be facilitated by the Secretary Treasurer.

RECOMMENDATION

THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the approved nomination and election procedure.



SD42 PROCEDURE: 2915.1

**TRUSTEE ELECTIONS FOR
CHAIRPERSON AND VICE-CHAIRPERSON**

1. ELECTION PROCESS APPROVAL

- a) Prior to the election held at the November public board meeting, the Board approves the election process for Chairperson and Vice-Chairperson by Board Resolution.
- b) To proceed with the election, Chairperson calls for the following motion:
THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the approved nomination and election procedure.
- c) The Secretary Treasurer facilitates the meeting during the nomination and election process for both the Chairperson and Vice Chairperson. This includes announcing results and declaring the elected Trustee for each role.

2. NOMINATION PROCEDURE

- a) The Secretary Treasurer calls three times for nominations for Chairperson for a one-year term. No seconder is required.
- b) Each nominee must confirm whether they accept and may speak to their nomination.
- c) If only one nominee accepts, the Secretary Treasurer declares that person elected for a one year term ending the following November.

After election of the Chairperson, the nomination process is applied for Vice Chairperson.

3. ELECTION PROCEDURE

Applies when there are multiple nominees for Chairperson and/or Vice Chairperson.

- a) The Secretary Treasurer calls for a motion to appoint two scrutineers (who are not trustees).
- b) The Secretary Treasurer calls on the scrutineers to distribute the ballots. Trustees vote by secret ballot. Scrutineers collect and count ballots and report results to the Secretary Treasurer.

Note: In the case of an Electronic Board Meeting where one or more Trustees are attending through electronic means, the following alternate steps are followed:

- The Secretary Treasurer calls on the scrutineers to setup and launch an anonymous and secure online poll.
 - Trustees vote via the online poll.
 - Scrutineers count votes and report results to the Secretary Treasurer.
- c) The Secretary Treasurer announces the results of the vote.
 - d) To be elected, a nominee must receive a majority (>50%) of votes cast.

- If no nominee receives a majority, the nominee with the fewest votes is eliminated from the next round of voting.
 - If two or more nominees are tied for the fewest votes, those tied nominees are both eliminated unless only one nominee without a majority remains.
 - Voting continues in successive rounds until a single nominee receives a majority.
- e) The Secretary Treasurer declares the Trustee with the majority vote as elected to the role.
- f) The same process applies for Vice-Chairperson.
- g) If voting occurs, the Secretary Treasurer calls a motion to destroy the ballots (or delete the online voting results, for electronic voting) after the election.

4. TRANSITION OF CHAIRPERSON

Immediately following the nomination and election process for Chairperson and Vice Chairperson, the newly elected Chairperson assumes facilitation of the meeting for the remaining agenda items.

UPDATED: October 22, 2025

From: Elaine Yamamoto, Board Chairperson

Topic: **Opening Procedures for Ordinary Business Meeting Matters**

1. CORRESPONDENCE

- 2025-10-22 Letter from Board Chair to Minister Sharma re: Tobacco Litigation Settlement (**Attachment A**)
- 2025-10-31 Letter from Minister Beare to Board Chair re: National School Food Program Funding Allocation (**Attachment B**)

Recommendation:

THAT the Board receive the correspondence, for information.

2. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda be approved as circulated.

3. INVITATION FOR PUBLIC INPUT:

Members of the public can provide input on decision items on the public meeting Agenda by emailing board@sd42.ca by no later than 30 minutes before the start of the meeting. The email subject line should read: INPUT regarding Decision Item.

All public input received will be shared with trustees electronically.

4. APPROVAL OF MINUTES

Recommendation:

THAT the Minutes of the October 22, 2025 Public Board meeting be approved as circulated.

(Attachment C)

October 22, 2025

The Honourable Niki Sharma
Attorney General of British Columbia
Parliament Buildings
Victoria, BC V8V 1X4
VIA Email: AG.Minister@gov.bc.ca

Dear Minister Sharma,

I am writing regarding the allocation of funds from the Province's tobacco litigation settlement and the opportunity to strengthen youth prevention and education efforts across British Columbia.

On August 29, 2025, your ministry announced that British Columbia had received the first \$936 million from its lawsuit against tobacco companies. Over the next 18 years, the Province will receive more than \$3.6 billion to invest in cancer treatment, primary care, research, and smoking cessation.

While these priorities are deeply important, it is equally vital that students across the province benefit directly through targeted investment in prevention and cessation programs for youth. Tobacco and nicotine use among young people remains a pressing concern. A 2023 McCreary Centre Society report found that seven percent of B.C. youth reported smoking cigarettes in the past 30 days, while twenty-seven percent reported vaping during the same period. Similarly, a 2022 Health Canada survey found that thirty percent of youth aged 15–19 had tried vaping, and fourteen percent had vaped within the past month. Experts note that Canada has some of the highest teen vaping rates in the world.

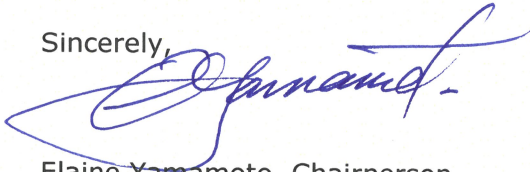
Your government's introduction last week of the Vaping Product Damages and Health Care Costs Recovery Act demonstrates strong leadership and a continued commitment to protecting youth and holding manufacturers accountable for the harms caused by these products. This builds on earlier measures, such as the 2019 Action Plan that restricted advertising near youth spaces, and increased the sales tax on vapour products to deter access. These combined efforts have made British Columbia a national leader in tobacco and vaping regulation.

Despite this progress, the health and educational impacts of nicotine addiction remain visible in classrooms across the province. School districts play a crucial role in substance-use education and in supporting students whose learning and well-being are affected by addiction. Directing a portion of the tobacco litigation settlement toward prevention, education, and cessation initiatives in schools would build on your ministry's strong record and ensure that the funds secured from this landmark case create lasting benefits for the next generation.

Given this context, we respectfully urge your ministry to designate a portion of the tobacco settlement funds for school-based programs that prevent and reduce youth nicotine use. This would complement the government's ongoing efforts to hold corporations accountable while investing in public health and education.

Thank you for your continued leadership on public health and for your government's ongoing efforts to safeguard the well-being of youth in British Columbia.

Sincerely,



Elaine Yamamoto, Chairperson
Board of Education

Cc: The Board of Education, School District No. 42 (Maple Ridge-Pitt Meadows)
Teresa Downs, Superintendent of Schools & CEO
Richard Rennie, Secretary Treasurer
Lisa Beare, MLA Maple Ridge-Pitt Meadows
Lawrence Mok, MLA Maple Ridge East
Tracy Loffler, BCSTA President
Trevor Davies, BCSTA CEO



October 31, 2025

Ref: 313573

Elaine Yamamoto, Chair
Board of Education
School District No. 42 (Maple Ridge-Pitt Meadows)
Email: elaine_yamamoto@sd42.ca

Dear Elaine Yamamoto:

Thank you for your letter of September 26, 2025, regarding the National School Food Program (NSFP) and how it is allocated to school districts in British Columbia.

In March 2025, the Provincial Government entered into an agreement with the Government of Canada through the NSFP, providing approximately \$39 million over three years in additional school food program funding to complement the provincial Feeding Futures investment.

As part of the agreement, BC has committed to invest federal funds to advance the objectives of Canada's National School Food Policy. This includes allocating funds where they are needed most, such as in communities that are currently underserved by food programs or populations that are most affected by food insecurity, including rural and remote communities or low-income households.

Year 1 (2024/25) NSFP funding was distributed in spring 2025, and allocations were determined based on a socioeconomic status index (SES) for each school within each school district. In response to concerns raised by some districts regarding the use of the SES index, the Ministry of Education and Child Care revised the allocation methodology for Years 2 and 3 (2025/26-2026/27) based on advice by the [Funding Equity Committee](#) (FEC). The FEC is responsible for providing technical advice and recommendations to the Minister of Education and Child Care, though the Ministry, related to the school district funding allocation formula and rates. The committee is made up of senior school district staff and representatives from the First Nations Education Steering Committee and Conseil Scolaire Francophone de la Colombie-Britannique. The FEC and various school districts were engaged in the development of the Year 2-3 Action Plan and advice from these districts was taken into consideration in the development of the revised allocation methodology.

.../2

In Years 2 and 3, school districts will receive at least 1.5 times their Year 1 allocation. Additionally, Year 2 and 3 funding allocations will be determined using the school district operating grant formula, with additional weighting added to rural factors and the Equity of Opportunity Supplement (EOS), which factors in unique student needs and low-income families.

Additional weighting to rural factors and the EOS enables targeting funds where need is likely to be greater in the province in alignment with the National School Food Policy.

I acknowledge that school districts have varied perspectives regarding the allocation methodology and that no formula will perfectly align with the priorities of all districts. The revised allocation methodology balances the needs of rural and urban districts by utilizing the operating grant formula, which accounts for district size, and increasing the weight of rural/remote and low-income factors to address the unique needs of rural/remote and low-income areas.

With regards to your request for a broader review of the operating funding model, including how Community LINK and EOS are calculated, the [K-12 Public Education Funding Review](#) was completed in 2018. At this point, government has paused the implementation of the remaining recommendations from the Funding Model Review and will review the path forward at an appropriate time in the future. I want to reassure you that the Ministry is committed to engaging with partners on any path chosen.

Thank you again for your advocacy on this issue and on behalf of the students and families of School District No. 42 (Maple Ridge-Pitt Meadows).

Sincerely,



Lisa Beare
Minister

cc: Chris Brown, Assistant Deputy Minister, Financial Management Division
Cloë Nicholls, Assistant Deputy Minister, Education Programs and Policy Division



**MINUTES OF THE
PUBLIC BOARD OF EDUCATION MEETING
Wednesday, October 22, 2025 (6:00 PM)
Boardroom, District Education Office**

IN ATTENDANCE:

Chairperson – Elaine Yamamoto
Vice Chairperson – Kim Dumore
Trustee – Hudson Campbell
Trustee – Mike Murray
Trustee – Pascale Shaw
Trustee – Katie Sullivan

Superintendent – Teresa Downs
Secretary Treasurer – Richard Rennie
Deputy Superintendent – Cheryl Schwarz
Assistant Secretary Treasurer – Iris Mo
Senior Manager, Communications – Irena Pochop
Executive Coordinator – Rebecca Lyle

ABSENT:

Trustee – Gabriel Liosis

GUESTS:

Ken Cober, Assistant Superintendent
Susan Kenney, Secretary, Maple Ridge Community Foundation
Angela Dundas, Vice-President, Maple Ridge Community Foundation
Jacquie Montgomery, Executive Assistant/Donor Relations, Maple Ridge Community Foundation
Amy Priddy, Marketing Coordinator/Donor Relations, Maple Ridge Community Foundation

A. OPENING PROCEDURES

1. Territory Acknowledgement

The Chairperson acknowledged that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. The Chairperson welcomed and recognized all First Nations, Métis, and Inuit students and families in our schools and community. The Chairperson welcomed and recognized the many different cultures that are represented in our schools and community.

2. Call to Order

The Chairperson called the Public Board meeting to order at 6:00pm.

3. Correspondence

- 2025-09-17 Email from Parent re: GSS Bus Service to Board Chair
- 2025-09-19 Email Response from Board Chair to Parent re: GSS Bus Service
- 2025-09-26 Letter from Board Chair to Minister Beare re: National School Food Program and Funding Allocation Inequities for Supporting Priority Student Populations

Moved/Seconded

THAT the Board receive the correspondence, for information.

CARRIED

4. Approval of Agenda

Moved/Seconded

THAT the Agenda be amended to add a decision item under Section D6 for a trustee motion on advocacy related to the recent tobacco litigation settlement.

CARRIED**Moved/Seconded**

THAT the Agenda be approved as amended.

CARRIED

5. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 30 minutes before the start of the meeting.

No public input was received.

6. Approval of Minutes

Moved/Seconded

THAT the Minutes of the September 17, 2025, Public Board Meeting be approved as circulated.

CARRIED

B. PRESENTATIONS

1. Secondary Schedule Engagement

Assistant Superintendent, Ken Cober, presented an overview of the district's year-long consultation on secondary school schedules. Input was gathered from students, staff and families, from each secondary school and two alternate programs, and a summary report has been posted to the district's website. Next steps include the Superintendent reviewing the working group's recommendations to determine the schedule model for each school for implementation in 2026/27.

Moved/Seconded

THAT the Board receive the presentation on Secondary Schedule Engagement, for information.

CARRIED

C. DELEGATIONS

1. Maple Ridge Community Foundation

Representatives from the Maple Ridge Community Foundation presented to the Board, highlighting the foundations, mission, goals, and ongoing initiatives. During the presentation, a Foundation representative presented two cheques to the Board Chairperson as financial contributions to the school district:

- Trevor Connor Memorial Scholarship & Bursary Fund: \$20,100
- Elementary School Hot Lunch Program: \$9,000

The Board Chairperson then handed the cheques to the Secretary Treasurer for processing.

Moved/Seconded

THAT the Board receive the Delegation from Maple Ridge Community Foundation, for information.

CARRIED**D. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer

a) Statement of Financial Information for 2024/25

The Secretary Treasurer reported on the School District Statement of Financial Information (SOFI) for the year ended June 30, 2025.

The report is prepared annually in accordance with the Financial Information Act. Included in the report are a schedule of remuneration and expenses that lists total remuneration and total expenses paid to each trustee, and to employees with remuneration exceeding \$75,000, and a schedule of suppliers of goods and services that lists total payments to each supplier exceeding \$25,000.

Moved/Seconded

THAT the Board approve the Statement of Financial Information for the fiscal year ended June 30, 2025.

CARRIED

4. Board Committees
 - a) Finance
 - b) Facilities Planning
 - c) Board Policy Development

i. Board Procedure for Approval

The Secretary Treasurer shared the Committee's recommendation to approve updates to procedure 2915.1 Trustee Elections – Chairperson and Vice Chairperson, ensuring alignment with recently approved policies 2915: Board Chairperson Election, Role, and Responsibilities and 2918: Vice Chairperson Election, Role, and Responsibilities.

Moved/Seconded

THAT the Board approve the updated procedure:

- 2915.1 Trustee Elections – Chairperson and Vice Chairperson

CARRIED

- d) Education Advisory
- e) Accessibility Advisory

5. Indigenous Education Council

a) Indigenous Education Council – Terms of Reference

The Superintendent provided background on Bill 40, also known as the School Amendment Act, 2023, which was approved and received Royal Assent on November 8, 2023.

The Deputy Superintendent presented the Indigenous Education Council's Terms of Reference for the school district, submitted for approval.

Moved/Seconded

(1) THAT the Board approve the Terms of Reference for the Indigenous Education Council.

CARRIED

Moved/Seconded

(2) THAT the Board approve the following appointments to the Indigenous Education Council:

- four members (three members, plus an Elder) from Katzie First Nation,
- three members (two members, plus an Elder) from Kwantlen First Nation,
- one member from Golden Ears Metis Society, and
- one member from Fraser River Indigenous Society.

CARRIED

6. Trustee Motions and Notices of Motions

Trustee Campbell introduced a motion relating to the Province's recent tobacco litigation settlement.

Moved/Seconded

THAT Trustee Campbell be directed to write a letter, on behalf of the Board, to the Attorney General of British Columbia, advocating for the designation of a portion of the provincial tobacco litigation settlement funds to support school-based prevention, education, and cessation initiatives targeting youth nicotine use.

CARRIED

E. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

a) Superintendent's Update

The Superintendent presented an update on the following topic:

- District Website's Improved Accessibility

Moved/Seconded

THAT the Board receive the Superintendent's Update, for information.

CARRIED

3. Secretary Treasurer
4. Committee Business

- a) Finance
- b) Facilities Planning
- c) Board Policy Development

i. Policies for Consultation

The Superintendent reported that the Board Policy Development Committee met, reviewed, and is proposing updates to the following policies outlined in the agenda package: Policy 5705: Surveillance, Policy 9705: Student Records, and proposal to retire Policy 9925: Non-District

Sponsored Activities Including Students. Input from education partners and the public is invited from October 23 to December 19, 2025.

Moved/Seconded

THAT the Board receive the following policies for information and continuation of the consultation process:

- Draft updates to policy 5705: Surveillance
- Draft updates to policy 9705: Student Records
- Proposal to retire policy 9925: Non-District Sponsored Activities Including Students

CARRIED

- d) Education Advisory
- e) Accessibility Advisory
- 5. Indigenous Education Council
- 6. Trustee Reports

City of Maple Ridge Municipal Advisory Committee on Accessibility Committee

Trustee Dumore highlighted the Calming Space pilot, designed to support individuals needing a low-stimulation environment, at a recent community event, referencing discussions from the September 18, 2025 committee meeting. Feedback will help enhance future events.

Maple Ridge Engaged, Healthy Community Advisory Committee

Trustee Murray highlighted the City's Recreation Fee Subsidy Program and the new approach to streamline approvals and improve access, referencing discussions from the October 2, 2025 committee meeting.

F. QUESTION PERIOD

No questions were received.

G. OTHER BUSINESS

H. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board Meeting adjourned at 7:08pm.

Elaine Yamamoto, Chairperson

Richard Rennie, Secretary Treasurer

From: Elaine Yamamoto, Chairperson

Topic: Presentation: Food Security

BACKGROUND

The following staff member(s) have prepared a presentation on Food Security:

- Jeannie Harnett, Program Manager, Community Connections and Healthy Living/Food Security
- Cheryl Schwarz, Deputy Superintendent

RECOMMENDATION

THAT the Board receive the presentation on Food Security, for information.

From: Richard Rennie, Secretary Treasurer
Topic: **Board of Education Annual Work Plan**

BACKGROUND

The annual work plan for the Board serves to outline, at a high level, the various activities of the Board and the anticipated timing of those activities. Activities include decision and information items considered at public and closed board meetings, as well as engagement and advocacy activities that occur outside of board meetings.

At the November 13, 2024 public board meeting, the Board received the existing Annual Board Work Plan (**Attachment A**) which is published on the school district website at www.sd42.ca/board-of-education/board-meeting-agendas.

At the February 12, 2025 public board meeting, the Board approved the following items related to the timing and content of the Board's annual work plan:

- The regular board meeting schedule for 2025/26, which is published on the school district website at www.sd42.ca/board-of-education/board-meeting-agendas.
- The Board's Operational Plan, which is published on the school district website at www.sd42.ca/board-of-education/strategic-plan and contains detailed goals and action plans for the Board.

The proposed Board of Education Annual Work Plan (**Attachment B**) includes amendments as outlined in the table below and maintains alignment with both the approved board meeting schedule and the Board's Operational Plan, ensuring the Board can effectively meet its strategic goals while fulfilling its responsibilities.

Item	Work Plan Amendment
Receive District Operational Plan	Added to September
Consider Motions for BCSTA Provincial Council	Removed from September
Receive Enterprise Risk Management Update	Added to December
Approve School Growth Plans	Moved from January to December
Receive Progress Report on District Operational Plan	Added to January
Receive Enhancing Student Learning Feedback Report	Moved from March to February
Receive Input from the Indigenous Education Council on Budget Priorities	Moved from March to February
Receive Input from Partner Groups and Students on Budget Priorities	Moved from March to February
Engage with Secondary Students for Input	Moved from May to Ongoing
Receive Board and Committees Meeting Calendar	Added to June
Receive District Operational Plan Accountability Report	Added to June

RECOMMENDATION

THAT the Board approve the proposed Board of Education Annual Work Plan for posting on the school district website.

BOARD OF EDUCATION ANNUAL WORK PLAN

SEPTEMBER

- ✓ Approve Audited Financial Statements
- ✓ Approve Five-Year Capital Plan for Minor Capital Programs
- ✓ Approve Supporting All Learners: Enhancing Student Learning Annual Report
- ✓ Receive Audit Findings Report
- ✓ Receive Student Transportation Update
- ✓ Receive Summer Learning Update
- ✓ Receive Executive Compensation Disclosure Report
- ✓ Receive Board Policy Development Committee Work Plan
- ✓ Receive Whistleblower Protection Policy Annual Report
- ✓ Complete Conflict of Interest Declarations
- ✓ Consider Motions for BCSTA Provincial Council

OCTOBER

- ✓ Approve Statement of Financial Information
- ✓ Complete Board Self Evaluation
- ✓ Represent Board at BCSTA Provincial Council Meeting
- ✓ Consider Motions for BCSTA Annual General Meeting

NOVEMBER

- ✓ Issue Annual Chairperson Report
- ✓ Elect Board Chairperson and Vice Chairperson
- ✓ Receive Enrolment Update
- ✓ Represent Board at BCPSEA Symposium
- ✓ Attend BCSTA Trustee Academy

DECEMBER

- ✓ Approve First Quarter Financial Statements
- ✓ Approve Preliminary Budget Process and Consultation Timeline
- ✓ Receive Chairperson's Trustee Appointments to Committees and Community Liaison Groups
- ✓ Consider Motions for BCSTA Provincial Council and Annual General Meeting

JANUARY

- ✓ Approve School Growth Plans
- ✓ Approve Motions to BCSTA Annual General Meeting
- ✓ Receive Ministry Funding Update
- ✓ Complete Financial Disclosure Act Statement of Disclosure Forms
- ✓ Represent Board at BCPSEA Annual General Meeting

FEBRUARY

- ✓ Approve Board and Departmental Operational Plan Updates
- ✓ Approve Board/Authority Authorized Courses and Programs of Choice
- ✓ Approve Non-Resident Student Fees
- ✓ Approve Second Quarter Financial Statements
- ✓ Adopt Amended Annual Budget Bylaw
- ✓ Receive Three-Year Enrolment Projection
- ✓ Represent Board at BCSTA Provincial Council Meeting

MARCH

- ✓ Approve Facility Rental Fee Rates
- ✓ Approve Board Meeting Schedule
- ✓ Approve Trustee Remuneration
- ✓ Receive Ministry Funding Estimate for upcoming year
- ✓ Receive Input from the Indigenous Education Council on Budget Priorities
- ✓ Receive Input from Partner Groups and Students on Budget Priorities
- ✓ Receive Enhancing Student Learning Feedback Report
- ✓ Consider Updates to the Strategic Plan
- ✓ Represent Board at BCSTA Meeting
- ✓ Represent Board at Ministry of Education and Child Care Liaison Meeting

APRIL

- ✓ Receive Proposed Preliminary Budget
- ✓ Engage in Budget Consultation Process
- ✓ Approve Preliminary Budget Changes and Budget Bylaw
- ✓ Approve Annual Facilities Grant Spending Plan
- ✓ Attend the BCSTA Annual General Meeting

MAY

- ✓ Approve Third Quarter Financial Statements
- ✓ Approve School Fees and Specialty Academy Fees
- ✓ Approve Eligible School Sites Proposal
- ✓ Approve Joint First Nation Student Transportation Plan
- ✓ Approve Financial Statement Audit Plan
- ✓ Receive Environmental Sustainability Update and Climate Change Accountability Report
- ✓ Engage with Secondary Students for Input

JUNE

- ✓ Approve Five-Year Capital Plan for Major Capital Programs and Building Envelope Program
- ✓ Complete Superintendent Evaluation and Growth Plan
- ✓ Receive Annual District Parent Advisory Council Report

ONGOING ENGAGEMENT AND ADVOCACY

- ☑ Engage in Trustee Professional Development
- ☑ Engage in Advocacy Initiatives
- ☑ Engage with Local Governments (municipal and first nations)
- ☑ Engage with Students, Staff, and School Communities
- ☑ Prepare and Issue Advocacy Letters
- ☑ Represent Board at BCSTA Branch Meetings
- ☑ Represent Board in Committees and Community Liaison Groups
- ☑ Recognize Students and Staff
- ☑ Attend School and District Functions
- ☑ Attend Employee Recognition Events
- ☑ Attend Community Events

OTHER ITEMS SCHEDULED AS NEEDED

- ☑ Develop and Approve Board Policies and Bylaws
- ☑ Approve Ad Hoc Capital Project Bylaws
- ☑ Approve Budget Changes
- ☑ Approve Collective Bargaining Plans
- ☑ Approve Disposition of Real Property (land and buildings)
- ☑ Approve Exempt Compensation Framework
- ☑ Approve Local Education Agreements
- ☑ Approve Motions to BCSTA Provincial Council
- ☑ Approve School District Calendars
- ☑ Approve Strategic Facilities Plan
- ☑ Appoint Financial Statement Auditor
- ☑ Ratify Collective Agreements
- ☑ Ratify Principal and Vice Principal Appointments
- ☑ Receive Indigenous Education Council Advice
- ☑ Receive Operational Updates
- ☑ Receive Principal and Vice Principal Cohort Placements
- ☑ Receive Student and Staff Presentations
- ☑ Hear Appeals
- ☑ Issue Chairperson Updates

BOARD OF EDUCATION ANNUAL WORK PLAN

SEPTEMBER

- ☑ Approve Audited Financial Statements
- ☑ Approve Five-Year Capital Plan for Minor Capital Programs
- ☑ Approve Supporting All Learners: Enhancing Student Learning Annual Report
- ☑ Receive Audit Findings Report
- ☑ Receive Student Transportation Update
- ☑ Receive Summer Learning Update
- ☑ Receive District Operational Plan
- ☑ Receive Executive Compensation Disclosure Report
- ☑ Receive Board Policy Development Committee Work Plan
- ☑ Receive Whistleblower Protection Policy Annual Report
- ☑ Complete Conflict of Interest Declarations

OCTOBER

- ☑ Approve Statement of Financial Information
- ☑ Complete Board Self Evaluation
- ☑ Represent Board at BCSTA Provincial Council Meeting
- ☑ Consider Motions for BCSTA Annual General Meeting

NOVEMBER

- ☑ Issue Annual Chairperson Report
- ☑ Elect Board Chairperson and Vice Chairperson
- ☑ Receive Enrolment Update
- ☑ Represent Board at BCPSEA Symposium
- ☑ Attend BCSTA Trustee Academy

DECEMBER

- ☑ Approve First Quarter Financial Statements
- ☑ Approve Preliminary Budget Process and Consultation Timeline
- ☑ Approve School Growth Plans
- ☑ Receive Chairperson's Trustee Appointments to Committees and Community Liaison Groups
- ☑ Receive Enterprise Risk Management Update
- ☑ Consider Motions for BCSTA Provincial Council and Annual General Meeting

JANUARY

- ☑ Approve Motions to BCSTA Annual General Meeting
- ☑ Receive Ministry Funding Update
- ☑ Receive Progress Report on District Operational Plan
- ☑ Complete Financial Disclosure Act Statement of Disclosure Forms
- ☑ Represent Board at BCPSEA Annual General Meeting

FEBRUARY

- ☑ Approve Board and Departmental Operational Plan Updates
- ☑ Approve Board/Authority Authorized Courses and Programs of Choice
- ☑ Approve Non-Resident Student Fees
- ☑ Approve Second Quarter Financial Statements
- ☑ Adopt Amended Annual Budget Bylaw
- ☑ Receive Three-Year Enrolment Projection
- ☑ Receive Enhancing Student Learning Feedback Report
- ☑ Receive Input from the Indigenous Education Council on Budget Priorities
- ☑ Receive Input from Partner Groups and Students on Budget Priorities
- ☑ Represent Board at BCSTA Provincial Council Meeting

MARCH

- ☑ Approve Facility Rental Fee Rates
- ☑ Approve Board Meeting Schedule
- ☑ Approve Trustee Remuneration
- ☑ Receive Ministry Funding Estimate for Upcoming Year
- ☑ Consider Updates to the Strategic Plan
- ☑ Represent Board at BCSTA Meeting
- ☑ Represent Board at Ministry of Education and Child Care Liaison Meeting

APRIL

- ☑ Receive Proposed Preliminary Budget
- ☑ Engage in Budget Consultation Process
- ☑ Approve Preliminary Budget Changes and Budget Bylaw
- ☑ Approve Annual Facilities Grant Spending Plan
- ☑ Attend the BCSTA Annual General Meeting

MAY

- ☑ Approve Third Quarter Financial Statements
- ☑ Approve School Fees and Specialty Academy Fees
- ☑ Approve Eligible School Sites Proposal
- ☑ Approve Joint First Nation Student Transportation Plan
- ☑ Approve Financial Statement Audit Plan
- ☑ Receive Environmental Sustainability Update and Climate Change Accountability Report

JUNE

- ☑ Approve Five-Year Capital Plan for Major Capital Programs and Building Envelope Program
- ☑ Complete Superintendent Evaluation and Growth Plan
- ☑ Receive Annual District Parent Advisory Council Report
- ☑ Receive Board and Committees Meeting Calendar
- ☑ Receive District Operational Plan Accountability Report

ONGOING ENGAGEMENT AND ADVOCACY

- ☑ Engage in Trustee Professional Development
- ☑ Engage in Advocacy Initiatives
- ☑ Engage with Local Governments (municipal and first nations)
- ☑ Engage with Students, Staff, and School Communities
- ☑ Engage with Secondary Students for Input
- ☑ Prepare and Issue Advocacy Letters
- ☑ Represent Board at BCSTA Branch Meetings
- ☑ Represent Board in Committees and Community Liaison Groups
- ☑ Recognize Students and Staff
- ☑ Attend School and District Functions
- ☑ Attend Employee Recognition Events
- ☑ Attend Community Events

OTHER ITEMS SCHEDULED AS NEEDED

- ☑ Develop and Approve Board Policies and Bylaws
- ☑ Approve Ad Hoc Capital Project Bylaws
- ☑ Approve Budget Changes
- ☑ Approve Collective Bargaining Plans
- ☑ Approve Disposition of Real Property (land and buildings)
- ☑ Approve Exempt Compensation Framework
- ☑ Approve Local Education Agreements
- ☑ Approve Motions to BCSTA Provincial Council
- ☑ Approve School District Calendars
- ☑ Approve Strategic Facilities Plan
- ☑ Appoint Financial Statement Auditor
- ☑ Ratify Collective Agreements
- ☑ Ratify Principal and Vice Principal Appointments
- ☑ Receive Indigenous Education Council Advice
- ☑ Receive Operational Updates
- ☑ Receive Principal and Vice Principal Cohort Placements
- ☑ Receive Student and Staff Presentations
- ☑ Hear Appeals
- ☑ Issue Chairperson Updates

From: Teresa Downs, Superintendent of Schools
Topic: **Non-Resident: One-year Graduation Fee**

BACKGROUND

In 2024/2025 the International Education Department implemented, with Board approval, a supplemental \$2,000 tuition fee for non-resident students approved to enroll in a one-year graduation program. Previously, these students were typically registered in eight courses at their school and were often required to take one or two additional courses through Continuing Education (online, in person, or during the summer) to meet Ministry of Education and Child Care graduation requirements. The district has since streamlined our internal processes to align with the ministry's external credit granting policy, allowing students to challenge English 10 and to apply a Fine Arts or Applied Skills credit earned in their home country. With these adjustments, non-resident students in a one-year graduation program can now meet all graduation requirements through eight courses at their assigned school.

In addition, recent changes in the federal immigration policies, have had an impact on recruitment for non-resident learners. This \$2,000 fee is not charged by neighbouring district programs, impacting on our ability to be competitive in this market.

In the 2025/2026 school year there are 13 non-resident learners enrolled in a one-year graduation program.

RECOMMENDATION:

THAT the Board approve the removal of the \$2,000 one-year graduation fee for non-resident fee paying students effective for the 2026/2027 school year.

From: Board Policy Development Committee
Teresa Downs, Superintendent of Schools

Topic: **Board Policies for Approval**

BACKGROUND

At the September 17, 2025 public board meeting, the Board Policy Development Committee introduced two new policies and presented proposed revisions to Policy 10820: Political Activities as presented in the [September 17, 2025 agenda package](#):

- 9400: Emergency Preparedness (new)
 - **Attachment A**
- 9405: Unexpected Health Emergencies at Schools (new)
 - **Attachment B**
- 10820: Political Activities (updated)
 - **Attachment C**

Input from education partners and the public was invited from September 18 to October 29, 2025. No feedback was received.

RECOMMENDATION

THAT the Board approve the following new and updated policies:

- **9400: Emergency Preparedness**
- **9405: Unexpected Health Emergencies at Schools**
- **10820: Political Activities**

**SD42 POLICY: 9400****EMERGENCY PREPAREDNESS AND RESPONSE**

PHILOSOPHY

The Board of Education ("Board") is committed to safeguarding the well-being of students, staff, and community members. Recognizing that a range of emergencies may arise from naturally-occurring events, hazardous material incidents, or threats to life and property, the district affirms its responsibility to prepare for, respond to, and recover from such events in a manner that prioritizes safety, minimizes disruption, and supports resilience.

AUTHORITY

The Board authorizes the Superintendent of Schools to develop, implement and oversee all procedures for district and school emergency preparedness and response plans to provide clear operational direction.

GUIDING PRINCIPLES

- Emergency preparedness and response plans shall be developed and maintained in accordance with recognized best practices, standards, and regulatory requirements.
- Plans shall address a range of emergencies, including natural disasters, hazardous materials, and security threats.
- Planning and review processes will be undertaken in consultation with community partners, including local emergency services, municipal governments, and public health authorities.
- District and school plans will address preparedness, response, and recovery phases of emergency management.
- Response planning must consider how to maintain, as feasible, the continuity of student learning and essential services during and after an emergency.
- All plans must be reviewed annually to ensure accuracy, currency, and responsiveness to emerging risks.

APPROVED: November 12, 2025

**SD42 POLICY: 9405****UNEXPECTED HEALTH EMERGENCIES AT SCHOOLS**

PHILOSOPHY

The Board of Education ("Board") is committed to ensuring the health and safety of all students, staff, and visitors in schools. A timely and effective response to unexpected health emergencies is essential to ensuring a safe school environment. Unexpected medical emergencies can arise without warning and require an immediate response.

AUTHORITY

The Board assigns the responsibility for the implementation of this policy to the Superintendent of Schools and authorizes the Superintendent to establish procedures to guide its implementation.

GUIDING PRINCIPLES

- Each school must be prepared to act in the event of an unexpected health emergency by calling 911 and with clearly identified life-saving tools in accordance with applicable Ministerial Order(s) and Policies.
- All health emergency responses shall align with applicable legislation, including the School Act and relevant WorkSafeBC requirements.
- Tools must be accessible and provided in non stigmatizing ways.

APPROVED: November 12, 2025

**SD42 POLICY: 10820****POLITICAL ACTIVITIES**

PHILOSOPHY

The Board of Education ("Board") believes that schools play a vital role in educating students about civics and the democratic process, helping them become informed and engaged citizens. The Board also affirms that school district facilities and resources shall remain politically neutral and shall not be used for partisan political activities.

All political activities conducted on or in relation to school district property must comply with the applicable provisions of the [Local Government Act](#), [School Act](#), and the [Elections Act](#). These statutes govern the conduct of elections and campaign activities, and school district staff and trustees are expected to ensure that district practices align with these legal requirements.

AUTHORITY

The Board authorizes the Superintendent and the Secretary Treasurer to implement administrative procedures necessary for implementation of this policy.

GUIDING PRINCIPLES**1. Political Neutrality of School District Resources and Facility Use**

- Except as provided for in this policy, school district facilities, equipment, and supplies must not be used for political activity during instructional hours or in connection with district-sponsored events or operations.
- Political campaign signs and materials shall not be displayed on school district property or distributed to staff, students, volunteers, or parents in school district facilities or on school grounds.
- This restriction does not apply to non-partisan educational programs such as Student Vote, where campaign materials are created and used solely for the purposes of civic learning and classroom instruction.
- Rentals of school district facilities for political purposes may be permitted outside instructional hours, provided they comply with district administrative procedures. Such rentals are considered external use and do not imply endorsement or support by the school district of any political party.

2. Employee Conduct and Participation

- Employees may participate in political activities in their personal capacity. However, they must separate such activities from their employment, refrain from political activity during working hours, and avoid using district resources for political purposes.
- Employees are expected to maintain impartiality and avoid any appearance of bias in relation to their duties and responsibilities, especially when interacting with students, families, or the public.

3. Educational Engagement

- Elected officials or candidates may be invited to participate in school events that support student learning about civics and government, provided such participation is strictly non-partisan and educational in nature.
- The use of non-partisan, curriculum-aligned programs such as Student Vote is encouraged as a means of supporting civic education. Campaign materials and simulations used in such contexts are considered instructional resources and are not subject to the restrictions outlined in Guiding Principle 1.

4. Protection of Privacy

- Guests, candidates, and political party representatives attending events at school district facilities must comply with the [Freedom of Information and Protection of Privacy Act](#) (FIPPA).
- The creation or distribution of photos, video, or audio recordings that include students, staff, or other individuals on school property requires prior informed consent.
- Written consent from parents or legal guardians must be obtained by both political representatives and school district staff before any photos, videos, or audio recordings of students are collected, used, shared, or disclosed.
- Schools should clearly communicate restrictions on photography and video recording during campaign visits through visible signage or advance communication.

APPROVED: February 13, 2013

UPDATED: November 12, 2025

From: Mike Murray, Trustee

Topic: **Trustee Motion: Ad hoc Advocacy Committee**

BACKGROUND

At the September 17, 2025, Public Board meeting, the Board approved the following motion:

THAT the board chair be directed to forward a letter to the Minister of Education and Child Care, expressing concern about the recent announcement of National School Food Program funding allocation, and specifically, the inequitable distribution of those funds.

On September 26, 2025, the Board of Education submitted a letter to Minister Lisa Beare outlining concerns about ongoing inequities in the allocation of provincial funding targeted for priority student populations. This included the recent change in the allocation method for the National School Food Program (NSFP) special purpose grant for 2025/26. A copy of this letter is available on the Trustees' Advocacy page of the school district website:

[2025-09-26-Letter-from-Board-to-Min.-Beare-re-NSFP-Funding-Allocation-Inequities-for-Supporting-Priority-Student-Populations.pdf](#)

On October 31, 2025, the Board received a response letter from Minister Beare—including as correspondence in this meeting's agenda package—providing details on the NSFP funding allocation methodology and the recent changes. The letter also addressed the Board's request for a broader review of the operating funding model, including how Community LINK and Equity of Opportunity Supplement (EOS) are calculated. The Ministry indicated that implementation of the remaining recommendations from the Funding Model Review has been paused, and that the path forward will be reviewed at an appropriate time. The Ministry reaffirmed its commitment to engaging with partners on any path chosen.

RECOMMENDATION

THAT the Board request the Chair to establish an ad hoc advocacy committee to develop and implement a strategy to advocate for a more equitable allocation of CommunityLINK funding, the Equity of Opportunity Supplement, and National School Food Program funding from the Ministry of Education and Child Care.

From: Teresa Downs, Superintendent of Schools
Jovo Bikic, Assistant Superintendent

Topic: **Late French Immersion Transition**

BACKGROUND

Golden Ears Elementary School (GEE) has offered Late French Immersion (LFI) as part of its school community since 2003.

LFI is a program designed for students who begin learning French as a second language later in their elementary years, starting in Grade 6. Unlike Early French Immersion, where instruction begins in Kindergarten or Grade 1, the LFI program provides an intensive introduction to French at an older age.

In the 2025–2026 school year, there are 50 students registered in the LFI program at GEE: 25 Grade 6 students and 25 Grade 7 students. These students have joined the program from the following elementary schools: Alexander Robinson, Ćasq̃anelə, Davie Jones, Eric Langton, Golden Ears, Hammond, Harry Hooge, Highland Park, Kanaka Creek, Laity View, and Webster's Corners.

Transition of the LFI Program

As the district starts the registration process for the 2026–2027 school year, the transition of the Late French Immersion program from GEE to the new Eric Langton Elementary School (ELE) will also start.

The rationale for the transition of the Late French Immersion program to ELE includes:

- The new ELE facility has the capacity to accommodate the LFI program and to support its continued growth and development
- As a dual-track school, ELE will provide enhanced opportunities for collaboration and the sharing of resources among Early and Late French Immersion students and staff
- The current LFI program at GEE comprises two French teachers and two classrooms. Relocating the program to ELE will situate these educators and students within a larger French Immersion community, thereby enriching linguistic learning and cultural exchange
- The transition will improve operational efficiencies in the allocation of resources, scheduling, and the provision of support services
- ELE benefits from a French-speaking administrator and French-speaking support staff, ensuring continuity of leadership and program support
- GEE is currently operating beyond its enrolment capacity. Transitioning the LFI program to ELE will alleviate capacity pressures and create flexibility for future enrolment growth
- Although both GEE and ELE are receiving additional space through expansion, enrolment projections indicate that GEE's capacity will be exceeded sooner than that of ELE. Relocating the LFI program will support balanced utilization and sustainable program delivery across both schools

Transition Plan

The transition plan has been developed to minimize disruption for students, families, and staff, with a focus on maintaining stability for those currently enrolled in the program.

In the 2026–2027 school year:

- Current Grade 6 LFI students at GEE will advance to Grade 7 LFI at GEE
- New Grade 6 LFI registrants will begin their program at ELE

By 2027–2028, the transition will be complete, and ELE will serve as the new and permanent site for the district’s Late French Immersion program.

RECOMMENDATION:

THAT the Board receive the Late French Immersion transition plan for information.



Public Board Meeting
November 12, 2025
Information Memo
Item 10

From: Teresa Downs, Superintendent of Schools

Topic: **Superintendent's Update**

BACKGROUND:

The Superintendent will provide the Board with a verbal update. The update will include the following topic(s):

- Proficiency Scales and Learning Progressions

RECOMMENDATION:

THAT the Board receive the Superintendent's Update, for information.

From: Board Policy Development Committee
Richard Rennie, Secretary Treasurer
Teresa Downs, Superintendent of Schools

Topic: Policies for Consultation

BACKGROUND

The Board Policy Development Committee has developed a work plan for 2022 to 2026 with a goal of reviewing all existing board policies over the four-year term.

On November 5, 2025, the Committee met, reviewed, and is proposing updates to the following policies as outlined in the attachments:

- 2900: Trustee Professional Development and Attendance at Conferences
 - **Attachment A1:** Clean
 - **Attachment A2:** Tracked changes
- 2925: Provision of Resources for Trustees
 - **Attachment B1:** New Version (rewrite to replace old version)
 - **Attachment B2:** Old Version
- 4203: Financial Planning and Reporting
 - **Attachment C1:** Clean
 - **Attachment C2:** Tracked changes
- 8901: Field Trips (Including Extra-Curricular Activities)
 - **Attachment D1:** Clean
 - **Attachment D2:** Tracked changes
- 9611: Child Protection
 - **Attachment E1:** Clean
 - **Attachment E2:** Tracked changes

Input from education partners and the public will be invited from November 13, 2025, to January 13, 2026. After receiving input, the Committee will have another opportunity to review the proposed policies before they are presented to the Board for approval.

RECOMMENDATION

THAT the Board receive draft updates to the following policies for information and continuation of the consultation process:

- **2900: Trustee Professional Development and Attendance at Conferences**
- **2925: Provision of Resources for Trustees**
- **4203: Financial Planning and Reporting**
- **8901: Field Trips (Including Extra Curricular Activities)**
- **9611: Child Protection**

**SD42 POLICY 2900**

TRUSTEE PROFESSIONAL DEVELOPMENT AND ATTENDANCE AT CONFERENCES

The role of trustees is increasingly demanding and complex. To fulfill this role effectively, trustees must recognize the importance of ongoing professional development and actively pursue opportunities to enhance their knowledge and skills.

It is the responsibility of the Board to ensure budgetary provisions are made to support Trustee professional development. The Superintendent of Schools and Secretary Treasurer are responsible for ensuring trustees are informed of relevant opportunities.

Professional development of trustees may include:

- Access to School District resources
- Participation in conferences, workshops, and training programs
- Memberships in educational associations
- Access to educational publications such as books, journals, and newsletters

1. PURPOSE OF ATTENDANCE

Trustees are encouraged—and have a responsibility—to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that contribute to their growth and effectiveness.

“Appropriate” conferences and programs may include, but are not limited to:

- Events where representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters, such as:
 - Annual general meetings of the BC School Trustees’ Association (BCSTA) the Canadian School Board Association (CSBA), and the BC Public School Employers’ Association (BCPSEA)
 - Specially called BCSTA and BCPSEA conferences, called from time to time as issues arise, at which the School District should be represented
- Conferences and training workshop programs that support professional development and learning to assist trustees with meeting their responsibilities and duties.

2. BUDGETARY PROVISIONS & LIMITATIONS

Budgetary provisions will be made every four years to permit each trustee to attend BCSTA’s New Trustee Workshops, in the first year a trustee is elected to the Board. Attendance is strongly recommended for elected trustees.

Board-Recommended Professional Development

The Board will include, in its annual operating budget, an allocation for trustees to attend recommended professional development offered by the following organizations: BCSTA, CSBA, BCPSEA, School District-sponsored or hosted learning events, other conferences, conventions, etc., that the Board deems to be appropriate professional development opportunities for all trustees or for trustees appointed to specific roles (e.g. Chairperson) or committees as a representative of the Board.

Individual Trustee Professional Development

The Board will also include in its annual operating budget a professional development allocation for individual trustees that support their work as a trustee but is not covered by the Board-recommended allocation described above.

3. MEMBERSHIPS & PUBLICATIONS

In recognition of the fact that appropriate memberships and a variety of educational journals and publications are available and could provide trustees with valuable assistance in performing their role, the Board will make provision in the annual operating budget for the cost of providing this form of professional development.

4. EXPENSE REIMBURSEMENT

Trustees attending functions in accordance with this policy may claim reimbursement for necessary travel expenses as provided in [Policy 4410 Travel Expenses](#).

All trustee reimbursement claims will be reviewed and approved by the Secretary Treasurer.

5. FINANCIAL REPORTING

Trustees will receive a quarterly financial report detailing trustee expenses subject to reporting under the [Financial Information Act](#).

The Finance Committee of the Whole will receive a quarterly summary of Board-recommended professional development budget balances and utilization.

Quarterly reports will be provided within two months following each quarter and within three months following fiscal year end.

6. ANNUAL BUDGET LIMITS

The Board will set budget limits for trustee expenses, by category, through the annual operating budget. These limits will be made available on the School District's website.

7. AUTHORITY

The Board authorizes the Secretary Treasurer to establish and maintain administrative procedures to support this policy, including procedures for budget allocation, expense reimbursement, and financial reporting.

UPDATED: November 2025



SD42 POLICY: 2900

TRUSTEE PROFESSIONAL DEVELOPMENT AND ATTENDANCE AT CONFERENCES

The role of ~~t~~Trustees is increasingly demanding and complex. ~~In order for trustees t~~To fulfill this role ~~effectively, it is important for individual t~~Trustees ~~must to~~ recognize the importance of ongoing need for, and take advantage of, professional development and actively pursue opportunities to enhance their knowledge and skills~~available~~.

It is the responsibility of the Board to ensure ~~that~~ budgetary provisions are made to facilitate the support ~~Trustee~~ professional development. ~~The of trustees and it is the responsibility of the Superintendent of Schools and Secretary Treasurer are responsible for~~to ensuring that trustees are ~~kept~~ informed of professional development~~relevant~~ opportunities ~~available~~.

~~The p~~Professional development of trustees may ~~should~~ include:

- ~~(i)• Access to the resources of the~~ School District resources;
- ~~(ii)• Access to educational publications such as books, journals and newsletters;~~
- ~~(iii)•~~ Participation in conferences, workshops, and professional development~~training programs~~
- Memberships in educational associations;
- ~~(iv)•~~ Access to educational publications such as books, journals, and newsletters

1. PURPOSE OF ATTENDANCE

~~In order that they may fulfill their role in a dynamic, complex school district like Maple Ridge —Pitt Meadows, t~~Trustees are encouraged~~—~~ and have a responsibility~~—~~ to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that ~~will~~ contribute to their growth as a school trustee and effectiveness.

"Appropriate" conferences and programs may include, but are not limited to, ~~but include those where:~~

- Events where ~~R~~representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters, such as. ~~Examples include the:~~
 - Aannual general meetings of the BC School Trustees' Association (BCSTA), the Canadian School Board Association, (CSBA), and the BC Public School Employers' Association (BCPSEA)
 - ~~This definition would also include s~~pecially called BCSTA and BCPSEA conferences, called from time to time as issues arise, at which the School District should be represented;
- Conferences and training workshop programs that ~~supporting~~ professional development and learning to assist trustees with meeting their responsibilities and duties.

2. BUDGETARY PROVISIONS ~~FOR AND~~ LIMITATIONS ~~ON~~ CONFERENCE ATTENDANCE

Budgetary provisions will be made every four ~~(4)~~ years to permit each ~~t~~Trustee to attend BCSTA's New Trustee Workshops, in the first year a ~~t~~Trustee is elected to the Board. ~~Due to the purpose and nature of this training and orientation, it~~ Attendance is strongly recommended ~~that each newfor elected t~~Trustees ~~s~~ attend.

Board-Recommended Professional Development

The Board will include, in its annual operating budget, ~~a~~ an allocation for trustees to attend recommended professional development offered by the following organizations: ~~BCSTA, CSBA, BCPSEA, S~~school ~~D~~istrict--sponsored or hosted learning events, other conferences, conventions, etc., that the Board deems to be appropriate professional development opportunities for all trustees or for trustees appointed to specific roles (e.g. Chairperson) or committees as a representative of the Board.

Individual Trustee Professional Development

The Board will also include in its annual operating budget a professional development allocation for individual trustees that support their work as a trustee but is not covered by the Board-recommended allocation described above.

3. MEMBERSHIPS & PUBLICATIONS

In recognition of the fact that appropriate memberships and a variety of educational journals and publications, are available and could provide trustees with valuable assistance in performing their role, the Board will make provision in the annual operating budget for the cost of providing this form of professional development.

4. EXPENSE REIMBURSEMENT

Trustees attending functions in accordance with this policy may claim reimbursement ~~for~~of necessary travel expenses as provided in Board-Policy 4410 Travel Expenses.

~~The Secretary-Treasurer reviews and approves~~Aall trustee reimbursement claims ~~filed under this policy~~will be reviewed and approved by the Secretary Treasurer.

5. FINANCIAL REPORTING

Trustees ~~on~~will receive a quarterly financial report ~~basis will receive a~~ detailing financial accounting of alltrustee expenses ~~reimbursed and requiring~~subject to reporting under the terms of the Financial Information Act (FIA).

The Finance Committee of the Whole will receive a quarterly summary of Board-recommended professional development budget balances and utilization.

Quarterly reports will be provided within ~~one two~~ months following each quarter and within three months following fiscal year end.

6. ANNUAL BUDGET LIMITS

~~Each year, t~~The Board will set ~~the individual~~ budget limits ~~amounts~~ for each ~~t~~Trustee expenses, and by category, through the annual oOperating ~~b~~Budget. These limits will be made available ~~and publish the amounts~~ on the School District's website.

7. AUTHORITY

The Board authorizes the Secretary Treasurer to establish and maintain administrative procedures to support this policy, including procedures for budget allocation, expense reimbursement, and financial reporting.

UPDATED: ~~April 12, 2023~~November 2025



SD42 POLICY 2925

PROVISION OF RESOURCES FOR TRUSTEES

PHILOSOPHY

The Board of Education recognizes that trustees require appropriate resources to fulfill their governance responsibilities effectively. The Board is committed to ensuring trustees have access to the tools, technology, support, and information necessary to carry out their duties, while ensuring that all use of resources is responsible, ethical, and in accordance with Board approval and established procedures.

AUTHORITY

The Board authorizes the Secretary Treasurer to establish and maintain administrative procedures to support this policy.

GUIDING PRINCIPLES

1. **Access to Resources:** Trustees will be provided with resources that enable them to perform their roles efficiently and securely.
2. **Stewardship & Accountability:** The provision and use of resources will be governed by principles of fiscal responsibility, transparency, and compliance with applicable laws and Board policies.
3. **Security & Support:** Trustees will receive technology and support that meets current standards for security, confidentiality, and productivity.
4. **Responsible Use:** Trustees will use School District resources only as authorized by the Board and in accordance with established procedures to ensure ethical and appropriate conduct.
5. **Reporting & Oversight:** Trustee expenses will be subject to regular financial reporting and oversight, in accordance with statutory requirements and Board direction.
6. **Budget Limits & Transparency:** Trustee expenses and resource allocations will be subject to budget limits set by the Board and these limits will be published on the School District website in administrative procedures.
7. **Reimbursement:** Reimbursement and reporting procedures for trustee expenses will be established and maintained in supporting administrative procedures.

UPDATED: November 2025

**SD 42 POLICY: 2925****TRUSTEES – PROVISION OF RESOURCES****1. RESOURCES PROVIDED FOR TRUSTEES' HOME OFFICE USE**

The Board recognizes all Trustees must maintain an office in their home and will purchase and provide specific resources to effectively assist them in fulfilling their duties.

The Information Technology ("IT") Department will purchase and provide the Trustees with computer equipment that is fully compatible with the Trustee Electronic Meeting System. This system will allow Trustees full access to resources and confidential information that is needed for their positions. A School District email account will be set up for all Trustees.

Security

- Authentication
 - For security purposes, Trustees need to use the password complexity requirements set forth by the IT department to log into their computer and network resources.
 - Trustees will not release their passwords to any individual because of the sensitive nature of the information contained herein.
- Anti-Virus
 - All district owned computers have a centrally managed anti-virus system to maintain data integrity. No modification or deletion of this system is permitted.
- Encryption
 - Sensitive data should only be posted to encrypted and secure sites and should only be stored to encrypted media such as encrypted thumb drives.
- Acceptable Use Agreement
 - Public cloud computing is not suitable when dealing with the School District's sensitive business data because of FOIPPA and the laws in British Columbia.
 - The IT department will be notified immediately by Trustees if a School District owned computer has been lost or stolen so that the IT department can initiate a trace or data wipe under these circumstances.

Disposal

- Disposal of equipment provided to Trustees will follow the Board approved Disposal of Equipment policy.

Recommended Software

- All Trustee computer equipment will be supplied with a complete suite of productivity tools.
- Computer equipment will be preconfigured to securely attach to the School District's wireless networks and computing services.
- In order to ensure new software is compatible with our standard suites and free of anti- malware /anti-virus software, additional software can be installed only with IT approval.

Service Level Agreement ("SLA")

- IT issues will be logged/reported to the IT department by staff of the office of the Secretary Treasurer, on behalf of Trustees.

2. REIMBURSEMENT OF APPROVED EXPENSES

The approved expenditures for reimbursement are:

- Internet service provider or cost as per annual budget limit;
- Required business auto insurance, once a year as per Board Policy 4410 Travel Expenses.
- Out of District automobile use as per Board Policy 4410 Travel Expenses.

3. USE OF OTHER RESOURCES

Trustees are required to obtain the permission of the Board to access any of the following resources:

- Use of School District letterhead for external correspondence;
- Borrow or purchase materials;
- Use of Board equipment other than provided; and
- The services of School District employees.

4. FINANCIAL REPORTING

Trustees on a quarterly basis will receive a detailed financial accounting of all expenses reimbursed and requiring reporting under the terms of the Financial Information Act (FIA) within one month following each quarter.

5. ANNUAL BUDGET LIMITS

Each year, the Board will set the individual budget amounts for each Trustee and by category through the Operating Budget and publish the amounts on the School District website.

UPDATED: April 12, 2023

**SD42 POLICY 4203****FINANCIAL PLANNING AND REPORTING**

PHILOSOPHY

The Board of Education ("Board") is committed to the responsible stewardship of public funds to provide education for all students in the communities it serves. The Board has a duty to govern the district in a fiscally responsible manner while setting strategic direction to achieve its goals.

The annual operating budget serves as a financial plan that supports the Board's educational and operational objectives. Budget allocations must align with the strategic directions outlined in the Board's Strategic Plan.

In accordance with the [School Act](#), the Board must not incur a deficit of any kind unless the Board has approval of the Minister of Education and Child Care (MECC) or meets criteria prescribed by order of the Minister of Education and Child Care. The School Act requires that the Board maintain budgetary control over expenses, develop an annual budget and submit it to the MECC in a prescribed form at the time required by the MECC.

The budget represents the best estimate of planned revenues and expenses at a given point in time. It must account for projected salary and benefit increases, inflation, and other anticipated changes, while incorporating all recurring and one-time revenues and expenses for the full fiscal year.

AUTHORITY

The Board authorizes the Superintendent of Schools and the Secretary Treasurer to develop and implement all procedures required for this policy.

Responsibilities for Managing the Budget

The Superintendent of Schools and the Secretary Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary Treasurer is specifically responsible for the financial management of the budget, and all financial reports.

GUIDING PRINCIPLES**Budget Development**

Annual budgets and multi-year financial plans shall be developed in accordance with instructions from the MECC, aligning with the district's strategic plan and long-term financial sustainability. At the start of each budget development cycle, the Secretary Treasurer, in collaboration with the Superintendent, shall prepare and present a budget development plan (i.e., budget process) to the Board for approval.

In developing the annual budget, the following principles must be upheld:

- The budget shall align with the Board's policies and strategic priorities.
- Annual recurring expenses shall not be funded from non-recurring revenues.
- Revenues and expenses must be managed to achieve fiscal stability and sustainability.

- Revenues from ancillary programs and activities must, at a minimum, cover all direct and indirect operating costs.
- The Board shall not proceed with major capital projects unless full funding for both capital and operating costs has been identified.
- Engagement and consultation shall be integral to the budget development process.

Budget Implementation, Monitoring and Reporting

The Superintendent of Schools and the Secretary Treasurer are responsible for the communication and implementation of the Board-approved budget.

The budget is a “living” document. The Board, through policy, provides appropriate flexibility in budget management to enable management to ensure effective use of fiscal resources while maintaining budgetary control.

The Secretary Treasurer or designate is authorized to approve budget transfers within the Board-approved budget to meet contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives.

Permanent budget transfers that are not formula-driven and impact staffing levels must be approved by the Board. Additionally, budget transfers that materially alter the Board-approved fiscal plan must be approved by the Board.

With the Secretary Treasurer’s approval, expenses may exceed estimates if offset by related revenue sources.

Unless otherwise instructed by the Board, quarterly financial reports shall be presented to the Board providing a high level overview of the performance against budget. These reports will include an analysis of budget variances, with explanations for any variances exceeding 10% of the budgeted amount.

The Secretary Treasurer shall use the [MECC’s annual school district financial reporting framework](#), including a financial statement discussion and analysis report, to demonstrate progress toward financial and educational objectives.

The Board shall make financial plans and reports publicly accessible, ensuring stakeholders are informed about budget decisions, financial performance, and adjustments made throughout the year.

APPROVED: May 2023

UPDATED: November 2025



SD42 POLICY: 4203

BUDGET-FINANCIAL PLANNING AND REPORTING**PHILOSOPHY**

The Board of Education (the "Board") ~~recognizes-is committed to the responsible stewardship its responsibility for the effective use of public funds to in providing the best possible education to the~~for all students in the communities it serves. The Board of Education has a duty to govern the district in a fiscally responsible manner, while ~~carrying out the setting strategic~~es required direction to achieve its goals.

The annual operating budget ~~is aserves as a~~ financial plan ~~reflecting the implementation and maintenance of that supports~~ the Board's educational and operational objectives. ~~Budget -The financial allocations included in the budget should be consistent~~must align with the strategic directions ~~identified outlined~~ in the Board's Strategic Plan.

In accordance with ~~Section 156(12) of the~~ School Act, the Board must not incur a deficit of any kind unless the Board has approval of the Minister of Education and Child Care (MECC) or meets criteria prescribed by order of the Minister of Education and Child Care.

~~Under Section 156(1) of The~~ School Act, ~~the Board is~~ requires ~~that the Board to~~ maintain budgetary control over ~~expenditures~~expenses, develop an annual budget and submit it to the ~~Ministry of Education and Child Care~~MECC in a prescribed form at the time required by the ~~Minister of Education and Child Care~~MECC.

~~The~~A budget ~~reflects-represents~~ the best estimate of planned revenues and expenses ~~as of at~~ a ~~given~~ point in time. ~~It must account for projected s~~Salary and benefit increases, inflation, and other ~~estimated-anticipated~~ changes, ~~while incorporating -must be budgeted. In addition, the budget must include~~all recurring and one-time revenues and ~~expenditures-expenses~~ for the full fiscal year.

AUTHORITY

The Board authorizes the Superintendent of Schools and the Secretary Treasurer to develop and implement all procedures required for ~~this policythe development and monitoring of~~ budgets.

Responsibilities for Managing the Budget

The Superintendent of Schools and the Secretary Treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budgets. The Secretary Treasurer is specifically responsible for the financial management of the budget, and all financial reports.

GUIDING PRINCIPLES**Budget Development**

Annual budgets ~~and multi-year financial plans~~ shall be developed ~~based on in accordance with~~ instructions ~~received from the Ministry of Education and Child Care~~MECC, ~~aligning with the district's strategic plan and long-term financial sustainability~~. At the ~~beginning-start~~ of each budget development cycle, the Secretary Treasurer, in collaboration with the Superintendent, ~~of Schools~~ shall prepare and present ~~to the Board for approval~~ a budget development plan (or i.e., budget process) ~~to the Board for approval~~.

In ~~the development of~~ the annual budget, the following principles must be ~~observed~~upheld:

- The budget ~~for any fiscal year~~ shall align not deviate materially fromwith the Board's policies and strategic priorities.
- Annual recurring ~~expenditures expenses shall~~must not be funded from non-recurring revenues.
- Revenues and ~~expenditures expenses~~ must be managed to achieve be projected in a manner that avoids fiscal jeopardyfiscal stability and sustainability.
- Revenues from ancillary programs and activities must, at a minimum, cover all direct and indirect operating costs.
- The Board shall not proceed with major building capital projects unless full funding for the fullboth capital and operating costs has been identified.
- Engagement and consultation shall be integral to the budget development process.

Budget Implementation, Monitoring and Reporting

The Superintendent of Schools and the Secretary Treasurer are responsible for the communication and ~~the~~implementation of the Board--approved budget.

The budget is a "living" document. ~~To this end~~The Board, through policy, ~~intends to~~provides appropriate flexibility in budget management to enable management to ~~maximize theensure effective~~ use of fiscal resources while exercising maintaining effective budgetary control.

The Secretary Treasurer or designate is authorized to approve budget transfers within the Board--approved budget ~~in order to~~ facilitate meeting contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives.

Permanent budget transfers that are not formula--driven and ~~result in increased or decreased~~impact staffing levels must be approved by the Board. ~~In addition~~ally, budget transfers requests that ~~would~~ materially alter the Board--approved fiscal plan must be approved by the Board.

~~Under the approval of~~With the Secretary Treasurer's approval, expenses may exceedditure estimates ~~may be exceeded where if offset by directly~~ related revenue sources ~~fully provide for the increased expenditure~~.

Unless otherwise instructed by the Board, quarterly financial reports shall be presented to the Board providing a ~~macro status~~high level overview of the performance against budget. These reports will ~~also include an analysis of budget variances, and identification of same with an explanations for of any variances in excess of~~exceeding 10% of the budgeted amount.

The Secretary Treasurer shall use the MECC's annual school district financial reporting framework, including a financial statement discussion and analysis report, to demonstrate progress toward financial and educational objectives.

The Board shall make financial plans and reports publicly accessible, ensuring stakeholders are informed about budget decisions, financial performance, and adjustments made throughout the year.

APPROVED: May 2023

UPDATED: November 2025

**SD42 POLICY 8901****FIELD TRIPS (INCLUDING EXTRA-CURRICULAR ACTIVITIES)**

PHILOSOPHY

The Board recognizes the value of educational experiences that may be offered at locations other than the school. School and District personnel shall be permitted and encouraged to organize planned field trips that provide meaningful educational experiences and align with the provincial curriculum. Students will not be excluded from curricular field trips due to financial hardship or because of a disability or diverse ability.

AUTHORITY

The Board authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy, approval levels for field trips, district practices and standards for the conduct of students during field trips; and assign responsibility and authority to oversee student field trips.

GUIDING PRINCIPLES

1. The following guiding principles apply to Curricular Field trips:
 - are aligned to and enhance the BC Curriculum;
 - occur at a location other than the school;
 - inclusive of all students in the class/school for which the trip is being planned;
 - students with disabilities and diverse abilities must be provided with appropriate safety equipment and transportation;
 - adequate supervision is ensured;
 - are approved by an individual authorized by the Superintendent of Schools;
 - require the consent of parents/guardians.
2. The following guiding principles apply to Extra-Curricular activities:
 - are related to school approved or sanctioned clubs, teams or groups;
 - occur at a location other than the school;
 - adequate supervision is ensured;
 - are approved by an individual authorized by the Superintendent of Schools;
 - require the consent of parents/guardians.

APPROVED: April 27, 2022

UPDATED: November 2025



SD-42 POLICY ~~NO~~: 8901

FIELD TRIPS (INCLUDING EXTRA-CURRICULAR ACTIVITIES)

PHILOSOPHY

The Board recognizes the value of educational experiences that may be offered at locations other than the school. School and District personnel shall be permitted and encouraged to ~~undertake-organize~~ planned field trips ~~that provide meaningful which have educational merit, and experiences and align with the provincial curriculum. which complement approved curriculum goals.~~ Students will not be excluded from curricular field trips due to financial hardship ~~or because of a disability or diverse ability.~~

AUTHORITY

The Board authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy, approval levels for field trips, district practices and standards for the conduct of students during field trips; and assign responsibility and authority to oversee student field trips.

GUIDING PRINCIPLES

~~1.~~—The following guiding principles apply to Curricular Field trips:

~~2.1.~~

- are aligned to and enhance the BC Curriculum;
- occur at a location other than the school;
- ~~the learning needs of students who remain at the school are considered;~~ inclusive of all students in the class/school for which the trip is being planned;
- students with ~~special needs~~ disabilities and diverse abilities must be provided with appropriate safety equipment and transportation;
- adequate supervision is ensured;
- are approved by an individual authorized by the Superintendent of Schools;
- require the consent of parents/guardians.

~~3.~~—The following guiding principles apply to Extra-Curricular activities:

~~4.2.~~

- are related to school approved or sanctioned clubs, teams or groups ~~that represent the school;~~
- occur at a location other than the school;
- adequate supervision is ensured;
- are approved by an individual authorized by the Superintendent of Schools;÷
- require the consent of parents/guardians.

APPROVED: April 27, 2022

UPDATED: October 2025

**SD42 POLICY 9611****CHILD PROTECTION**

PHILOSOPHY

The Board of Education affirms its commitment to the safety and well-being of all students. The Board recognizes that preventing, identifying, and responding to child abuse and neglect is a shared responsibility requiring collaboration between schools, families, and community agencies.

AUTHORITY

The Board assigns the responsibility for the implementation of this policy to the Superintendent of Schools who is authorized to establish administrative procedures in accordance with the [Child, Family and Community Service Act](#), ministerial orders, and interagency protocols that will guide the implementation of this policy.

GUIDING PRINCIPLES

1. All employees, volunteers, and contract service providers comply with their legal obligation to promptly report suspected child abuse and neglect to a child welfare worker.
2. The district will collaborate with law enforcement and child protection agencies through established interagency protocols for reporting and investigation.
3. Child abuse prevention programs will be provided to students, consistent with provincial curriculum and ministry requirements.
4. Employees, volunteers, and contract service providers will receive training opportunities to recognize and appropriately respond to signs of abuse or neglect.

APPROVED: April 27, 2022

UPDATED: November 2025



SD-42 POLICY ~~9611~~

CHILD PROTECTION

PHILOSOPHY

The Board of Education affirms its commitment to the safety and well-being of all students. The Board recognizes that preventing, identifying, and responding to child abuse and neglect is a shared responsibility requiring collaboration between schools, families, and community agencies.

AUTHORITY

The Board assigns the responsibility for the implementation of ~~the Child Protection~~this policy to the Superintendent of Schools ~~who is and authorizes~~sd the Superintendent of Schools to establish administrative procedures in accordance with the Child, Family and Community Service Act, ministerial orders, and interagency protocols that will guide the implementation of this policy.

GUIDING PRINCIPLES

—All employees, volunteers, and contract service providers comply with their legal obligation to promptly report suspected child abuse and neglect to a child welfare worker.

1.

—The district will collaborate with law enforcement and child protection agencies through established interagency protocols for reporting and investigation.

2.

—Child abuse prevention programs will be provided to students, consistent with provincial curriculum and ministry requirements.

3.

—Employees, volunteers, and contract service providers will receive training opportunities to recognize and appropriately respond to signs of abuse or neglect.

4.

PURPOSE OF POLICY

~~The purpose of this policy is to support a comprehensive, coordinated and collaborative approach for responding to child abuse and neglect by:~~

- ~~• Providing child abuse prevention programs to students;~~

- ~~Providing school officials, employees, volunteers and contract service providers with training in recognizing signs of child abuse and neglect;~~
- ~~Providing school officials, employees, volunteers and contract service providers with direction and training on their legal obligation to report child abuse and neglect to a Child Welfare Worker under the *Child, Family and Community Service Act*, to the police where the child is in immediate danger, and to school officials;~~
- ~~Requiring school officials to investigate and/or report to the police allegations of child abuse involving current and former school district employees, volunteers or contract service providers;~~
- ~~Establishing a child abuse/neglect reporting and investigation protocol with other responsible agencies, to identify the roles and responsibilities of school officials and personnel from other agencies, in responding to allegations of child abuse or neglect; and~~
- ~~Providing assistance to victims of child abuse and neglect through referrals to other agencies, as appropriate.~~

~~RECOGNIZING CHILD ABUSE AND NEGLECT~~

~~Child abuse can take physical, sexual, or emotional forms, or may take the form of parental neglect or instances where there is domestic violence by or towards a person with whom a child resides. The descriptions of physical abuse, emotional abuse, emotional harm (including severe anxiety and depression), sexual abuse, sexual exploitation, and neglect contained in the *BC Handbook for Action on Child Abuse and Neglect for Service Providers (2017)* (pages 23-25) (or later editions) should be applied for purposes of this policy.~~

~~REPORTING AND INVESTIGATION~~

~~The Board acknowledges that responses to reports of child abuse and neglect may involve Board of Education personnel, child welfare and law enforcement agencies.~~

~~The Board supports a coordinated and collaborative response to reports of child abuse and neglect between the School District, the Maple Ridge RCMP, the Ministry of Children and Family Development and the Ministry of Children and Family Development Aboriginal Services Circle 3. The Board supports the development of an interagency child abuse/neglect protocol agreement that sets out roles and responsibilities for reporting and investigating child abuse/neglect issues.~~

~~All school officials, employees, volunteers and contract service providers must understand and respect their legal obligation to report child abuse and neglect to a child welfare worker in a timely manner where they have reason to believe that a child is in need of protection within the meaning of the *Child, Family and Community Service Act*. They also need to comply with their reporting obligations as identified in this policy and associated procedures.~~

~~School officials must also understand their role in coordinating with responsible agencies and in investigating allegations of child abuse against school employees, in accordance with this policy and associated procedures and the interagency child abuse/neglect protocol agreement.~~

~~RESPECTING THE RIGHTS OF ACCUSED INDIVIDUALS~~

~~The Board acknowledges that individuals under investigation regarding allegations of child abuse or neglect may have contractual or other legal rights during the investigative process. School District investigations will be conducted in a manner that is respectful of these rights.~~

~~TRAINING AND EDUCATIONAL PROGRAMS~~

~~The Board requires that school officials, employees, volunteers and contract service providers receive training on how to recognize signs of child abuse or neglect, how to respond to reports of child abuse or neglect, and standards of conduct for employees, volunteers and service providers governing their interactions with students.~~

~~The Superintendent or designate will ensure that appropriate opportunities to receive and/or review training are made available to school officials, employees, volunteers and contract service providers.~~

~~The Superintendent or designate will ensure that child abuse prevention programs are provided to students in accordance with the Ministry of Education's prescribed learning outcomes.~~

APPROVED: April 27, 2022

UPDATED: October 2025



Public Board Meeting
November 12, 2025
Information Memo
Item 12

From: Education Advisory Committee
Topic: **Receive Minutes of Meetings**

RECOMMENDATION

THAT the Board receive the Education Advisory Committee minutes for the meeting held on November 5, 2025, for information.

Attachment



Minutes of the Education Advisory Committee

November 5, 2025

In Attendance: Jovo Bikic, Susanne Bonny, Trustee Hudson Campbell, Trish Coft, Teresa Downs, Jason Franklin, Joel Olsen, Chad Raible, Darren Rowell, Chris Schultz-Lorentzen, Cheryl Schwarz, Trustee Pascale Shaw, Michael Scarcella, and David Vandergugten.

1. Recognition of Traditional and Unceded Territories

The traditional and unceded territories of Katzie First Nation and Kwantlen First Nation were recognized.

2. Education Advisory Committee Minutes, May 6, 2025

The committee reviewed the minutes from the May 6, 2025 meeting.

3. Education Advisory Committee Terms of Reference

The committee reviewed the Education Advisory Committee Terms of Reference. A discussion of the Terms of Reference and the committee's composition will continue at the next meeting.

4. Education Advisory Committee – 2025-2026 meeting plan

The committee reviewed the 2025-2026 meeting plan.

5. Code of Conduct: Parent/Caregiver/Community Member

The committee discussed the development of a Code of Conduct. Discussion of the sample provided and the goals for creating such a Code of Conduct for the Maple Ridge-Pitt Meadows School District occurred. The committee agreed to continue the work at the next meeting.

5. Artificial Intelligence "A Year of Learning"

The committee received an update on the Artificial Intelligence "A Year of Learning" and discussed further areas for focus and consideration.

6. Adjournment

The meeting adjourned at 4:07pm

From: Mike Murray, Trustee
Topic: **Trustee Report: BCSTA Provincial Council**

Date of Meeting: October 24, 2025

Items Discussed: (Note: Full synopsis available at a later date):

President's Report:

President Tracy Loffler noted Federal confirmation of the continuation of the National School Food Program. She also talked about the Board's 3 strategic priorities: Increased non targeted funding; Building Champions through Professional Development; Promoting candidacy in the upcoming election. She also talked about collaboration with the Ministry, provincial bargaining and about an interview with CBC on the current constraints and advocacy for greater sustained funding.

Chief Executive Officer Report:

Trevor Davies talked about his first year in the role focusing on building relationships, creating systems to ensure consistency, wanting to ensure work is scalable and sustainable. He talked about many initiatives over the past year like the budget submission, developing a relationship with the media, developing the relationship with both the Ministry of Education and Child Care and The Ministry of Infrastructure. He also mentioned the Trustee Learning Program with 12 courses ready for the start of new Boards following the election. He did emphasize the importance of Boards given what is happening in Ontario. He mentioned some advocacy wins and spoke about the Board's coming advocacy day in Victoria.

Canadian School Boards Association:

President Loffler spoke about CSBA meetings and a focus on the need for Boards of Education. She mentioned the BC Government has reinforced support for Boards of Education (although one question was raised about the situation in Victoria). She mentioned CSBA is advocating for a ban on all flavored vaping products alongside age restrictions.

Provincial Learning Committee:

Currently working on finalizing the learning series and on a plan for four years of learning during the next mandate.

Indigenous Education Advisory Council:

Wish to continue with the trustee knowledge series. IEAC is advocating for one male and one female knowledge keeper to support the committee. The Committee also discussed regular student attendance and the need to incorporate credit for land-based learning and cultural activities.

Finance Committee:

The Committee presented the financial statements and preliminary budget discussion. Notes for the upcoming budget include incorporating expenses and revenues from CSBA to be held in Whistler this July and other items anticipated such as the result of teacher negotiations

being reflected in BCSTA salaries. A question was raised about dues given the accumulated surplus and whether they might consider a temporary reduction given current budget challenges many are facing.

AGM Rules of Order Discussion:

The Assembly discussed four questions about AGM rules of order as follows:

1. Should the Chair ask the assembly if they are ready to vote if four speakers speak in favor of a motion and no one is standing at the opposing microphone?
2. Should the doors be closed and persons not be permitted to return if they leave the room during a hand count?
3. Should amendments only be permitted in advance of the motions being placed on the floor? (the assembly disagreed with this approach since the debate may inform some amendments)
4. Should the assembly refer undebated motions to another General Meeting on zoom if they can't be dealt with at the regular AGM. Considerable discussion ensued on this since the organization has never had that situation. That said, members acknowledged some resolutions are not well considered if they fall at the end of the meeting and the assembly is rushing to conclude. It was noted some level of prioritization may be needed in future.

Action Items referred to the Board of Education:

Any comments on the budget have been requested.

Date of Next Meeting: AGM in April 2026

From: Mike Murray, Trustee

Topic: **Trustee Report: District Parent Advisory Council**

Date of Meeting: October 30, 2025

Items Discussed:

- **Foundry and Alouette Addictions Opioid Presentation** – Representatives from both organizations spoke about the services they offer, talked about the opioid crisis and provided hands on naloxone training for those present.
- **Superintendent's Report** - Superintendent Teresa Downs talked about the new naloxone training being provided in secondary schools and kits being available in all schools for emergencies. She also detailed the daytime custodial trial currently taking place in a few Elementary Schools and spoke about the current review of linear vs semester scheduling in the District's secondary schools. She shared that the consultation was extensive involving student, staff and families at each secondary school. She advised the report identifying what was heard is available on the District website and that the recommendations which are to be forwarded to the Superintendent will be available shortly. She also spoke briefly about student inclusive conferences.
- **Trustee Report** - Trustee Mike Murray talked about the Ridge Meadows Education Foundation Celebration evening highlighting both scholarships and school grants. He also spoke about the Environmental School Naming ceremony with the new name being ci:tməxw Environmental Community means the Great Horned Owl in the Katzie and Kwantlen dialect. The name was gifted by the Katzie and Kwantlen Elders to the school and was chosen because both the school and owl are adaptable for different locations and climates. He also talked about the Pitt Meadows Secondary School Replacement consultation which is currently underway with an online survey available. The last topic he spoke about was the letter sent by the Board Chair to MLA and Minister of Education Lisa Beare. He shared the letter expresses concern that no progress has been made on correcting inequitable funding levels and invited parents to support the Board in its advocacy to local MLAs Lisa Beare and Lawrence Mok.
- **MRTA Report** - Joel Olsen shared a power point presentation on the class size and composition language in the local collective agreement with Teachers highlighting the benefits of that language to the system. He also mentioned that bargaining is underway.
- **CUPE 703 Report** – Krista Baird of CUPE indicated that collective bargaining has started. She also mentioned how schools can make use of the purchasing department (given her own role in the purchasing department) to assist with the acquisition of equipment and materials.
- **Conseil Scolaire Francophone** – A representative of CSF shared information about the organization and invited those who are interested to apply for admission to the French School district 93.

Action Items referred to the Board of Education: None

Date of Next Meeting: December 11, 2025



Public Board Meeting
November 12, 2025
Information Memo
Item 15

From: Mike Murray, Trustee

Topic: **Trustee Report: City of Maple Ridge Engaged, Healthy Community Advisory Committee**

Date of Meeting: November 6, 2025

Items Discussed:

- **Recreation Fee Subsidy Program** - The primary discussion was a follow up on the Recreation Fee Subsidy Program. The revised document was recommended to be brought forward to City Council for finalization. The Committee did recommend that staff consider a graduated level of subsidy for those on very low incomes to ensure they are not excluded. That will be done prior to the report being taken to Council.

Action Items referred to the Board of Education:

- None

Date of Next Meeting: January 8, 2026

- The Cultural Plan Draft will be presented at that meeting

From: Elaine Yamamoto, Board Chairperson

Topic: **Question Period**

NOTICE TO THE PUBLIC

Question period is restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person.

Members of the public can submit questions for the board by emailing them to board@sd42.ca by no later 30 minutes before the start of the meeting. The email subject line should read: QUESTION PERIOD.

Questions will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

Topic: Public Record of Closed Meeting Business

Pursuant to the provisions of Section 72 of the [School Act](#), the following record provides a general statement as to the nature of the matters discussed and the general nature of decisions reached at the following meeting(s) from which persons other than trustees or officers of the Board, or both, were excluded.

October 22, 2025 Closed

Territory Acknowledgement	Delivered
Call to Order	Meeting called to order at 2:05pm
Motion of Exclusion	Approved
Approval of Agenda	Approved
Approval of Minutes	Approved
Chairperson Decision Item	Approved
Superintendent of Schools Information Items	Received
Adjournment	Meeting adjourned at 2:58pm