

Wednesday, December 11, 2019
Time: 6:00 p.m.

District Education Office
22225 Brown Avenue
Maple Ridge BC V2X 8N6

"Without continual growth and progress, such words as improvement, achievement, and success have no meaning." Benjamin Franklin

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - H. Van Gylswyk, Director, BCSC Program and Strategic Policy Branch
 - C. McKay, Chairperson, School District No. 68 (Nanaimo Ladysmith)
3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

ITEM 2

1. November 20, 2019

C. PRESENTATIONS - *Individuals and groups invited by the Board to make presentations. 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. French Immersion Update ITEM 3

D. DELEGATIONS - *Registered delegations can make presentations to the Board. Time limits for individual delegations will be established to allow all registered delegations 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.*

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
 - a) Budget Process ITEM 4
4. Board Committees
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - i. Policy Review Update ITEM 5
 - e) Education
 - f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

a) Superintendent's Update

ITEM 6

3. Secretary Treasurer

4. Board Committees & Advisory Committee Reports

a) Budget

b) Finance

c) Facilities Planning

d) Board Policy Development

e) Education

i. Receive Minutes of Meeting

ITEM 7

f) Aboriginal Education

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

1. BC School Trustees Association

2. BC Public School Employers Association

3. Student Voice

4. District Parent Advisory Council (Meeting – November 28, 2019)

5. Municipal Advisory Committee on Accessibility & Inclusion (MACAI) (Meeting - December 5, 2019)

6. Maple Ridge and Pitt Meadows Arts Council (Meeting – December 2, 2019)

7. Ridge Meadows Education Foundation (No meeting)

8. Social Policy Advisory (No meeting)

9. City of Maple Ridge Active Transportation Advisory (Meeting – November 27, 2019)

10. Youth Planning Table (No Meeting)

11. Culture Network (Meeting - November 20, 2019)

12. Ridge Meadows Overdose Community Action Table (CAT) (No meeting)

13. Other Board Liaison Representative Reports

14. Good News Items

J. QUESTION PERIOD – Questions, with the exception of Trustee questions, will be limited to one question per person with one follow-up clarification question, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.

K. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 8

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **OPENING PROCEDURES**

Date: December 11, 2019
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - H. Van Gylswyk, Director, BCSC Program and Strategic Policy Branch
 - C. McKay, Chairperson, School District No. 68 (Nanaimo Ladysmith)

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

4. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on decision items on the Agenda. Speaker's time is limited to 2 minutes per person. The agenda item has a time limit of 10 minutes.*

Via: Email - Tue 2019-11-19 12:04 PM

Ref: 1148255

Stephanie Higginson
President, British Columbia School Trustees Association

Dear President Higginson:

The Honourable Adrian Dix, Minister of Health, has asked me to respond to your email of November 5, 2019, regarding a delay of implementation for the international student health fee. I appreciate that you have taken the time to write.

As you are aware, the BC government has announced that a health fee for international students enrolled in MSP with a study permit will start September 1, 2019 and continue once MSP premiums are eliminated January 1, 2020. Enrolment in MSP continues to be mandatory for eligible British Columbia residents, including deemed residents such as International Students who have a study permit that is valid for six months or longer. Only adults who formally opt out of the province's health care plans are exempt.

Budget 2019 and the three-year fiscal plan approved the implementation of a new health fee for International Students effective September 1, 2019. Since then, we have been working on the best way to affect this changeover for International Students. This work involves the efforts of the Ministry of Finance, Ministry of Health and the ministries of Education and Advanced Education and Skills Training. Regulations have been updated in support of the introduction of the health fee and are effective as of September 1, 2019.

Invoicing for the health fee began in November 2019 for fees starting in September 2019. Notifications to students regarding the new fee went out in advance of invoicing. Invoicing of the health fee will be to the address on the MSP file for the student.

The Ministry of Education has been working with the Ministry of Finance and the Ministry of Health to create an option for School Districts to receive a consolidated Health Fee invoice for those students which they enrol for MSP coverage under their MSP group number. This option will make the School District responsible to pay the Health Fee on behalf of the students. Based on several conversations with School Districts with larger international student populations, this is the preferred option – as opposed to each student being mailed a monthly invoice and paying the fee directly.

The Ministry of Education contacted School Districts on November 3, 2019. School Districts that responded by November 8 and indicated they would like to receive a group monthly invoice will receive their first invoice by December 6.

If a school district would like to receive a group invoice but was not able to respond before November 8 2019, please contact the Ministry of Education at Education.FundingDepartment@gov.bc.ca with the school district name, MSP group number, contact name and phone number, and invoice request.

I understand this was not the response you were seeking; however, I hope the information provided is helpful.

I appreciate the opportunity to respond.

Sincerely,

Haley Van Gylswyk
Director, BCSC Program and Strategic Policy
Beneficiary Services and Strategic Priorities Branch

Letter from the Board of Education
November 13, 2019

RE: Climate change initiatives

Dear Board Chair:

In recent months, conversations about the global climate crisis have been occurring more often in the classroom, at all levels of government and in the mainstream media. In the public, we are witnessing climate strike rallies taking place locally and around the world. These events are attended by dozens to thousands, all with the sole purpose to shed light on the crisis that we are faced with and the change that needs to follow.

In Nanaimo Ladysmith Public Schools (NLPS), we encourage and support students who prioritize this type of social action. It is abundantly clear that youth today are concerned for their future. As a Board, we want to lead by example and have made the following decisions:

- Approval of four Board goals within the Strategic Plan, one of which states:
 - *To be a leader in environmental stewardship and sustainability*
- Updating the administrative procedure on environmental initiatives to focus on the [stewardship of the land](#).
- Approval of the following belief statement:
 - *Without remediation, climate change will interfere with our capacity to achieve our mandate of educating the students of NLPS and will undermine the wellbeing of our communities. The Board of Education of School District #68 (Nanaimo-Ladysmith) is committed to sustainability and environmental stewardship. Further, as our Syeyutus Policy states, "Nanaimo Ladysmith Public Schools respects and cherishes the land our schools and offices are situated upon. The land and its resources touch every aspect of our life, and is the cornerstone of our connectivity." As such, The Board of Education of School District #68 (Nanaimo-Ladysmith) believes it important to be an active part of the solution to our current climate crisis.*

Within the aforementioned Strategic Plan, the Board has placed objectives to reduce annual Greenhouse gas emissions by 4.5%, establishing a Board Environmental Stewardship and Sustainability Committee, increasing climate change and sustainability learning opportunities for students and staff, and implementing a food security initiative that includes community partners, among others.

Operationally, the district follows a sustainable energy management plan that lowers energy and utility costs, upgrading to high efficiency systems, and creating friendly competition in our schools through the Energy Cup.

It is not only the students that should be leading the way. I invite you to join our call-to-action in which all school districts and each level of government creates a meaningful, respectful and deliverable climate change plan. To protect our future, we must look to today.

Sincerely,

A handwritten signature in cursive script that reads "C McKay". The signature is written in a dark ink and is positioned above the printed name.

Charlene McKay
Board Chair



ITEM 2

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **APPROVAL OF MINUTES**

Date: December 11, 2019
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the November 20, 2019 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday November 20, 2019 (6:00 PM)
Board Room, District Education Office**

IN ATTENDANCE:

BOARD MEMBERS:

Chairperson – Korleen Carreras
Vice Chairperson – Elaine Yamamoto
Trustee – Kim Dumore
Trustee – Mike Murray
Trustee – Pascale Shaw
Trustee – Kathleen Sullivan
Trustee – Colette Trudeau

STAFF:

Superintendent – Sylvia Russell
Secretary Treasurer – Flavia Coughlan
Senior Manager, Communications – Irena Pochop
Executive Coordinator – Karen Yoxall

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m. The Chairperson welcomed and thanked everyone for attending. The Chairperson acknowledged that this meeting is taking place on the unceded traditional territory of Katzie First Nation and Kwantlen First Nation.

B. ANNUAL ORGANIZATIONAL MEETING MATTERS

1. Annual Report of Chairperson

Moved/Seconded

Chairperson Carreras presented the Annual Report of the Chairperson 2018/19 reporting on the board's strategic initiatives, related achievements and 6 year graduation rates.

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

CARRIED

2. Election of Board Officers/Nomination and Election Procedure

Moved/Seconded

THAT the Board approve the Trustee Elections proceedings in accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson.

CARRIED

Moved/Seconded

THAT the Board proceed to elect a Chairperson and Vice-Chairperson in accordance with the nomination and election procedure (2915.1).

CARRIED

The Board Chairperson passed the gavel to the Secretary Treasurer who acted as Chairperson pro-tem for the election process.

The Secretary Treasurer called for nominations for Chairperson of the Board for a one-year term. A seconder was not required for nominations.

Trustee Murray nominated Trustee Carreras.

The Secretary Treasurer called for any further nominations. There were no further nominations. The Secretary Treasurer asked Trustee Carreras if she accepted the nomination.

Trustee Carreras Accepted the nomination.

The Secretary Treasurer called for a second time for nominations for Chairperson of the Board for a one-year term. The Secretary Treasurer then called for a third and final time for nominations for the position of Chairperson of the Board. There were no other nominations.

It was then announced by acclamation that the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for a one-year period ended November 2020 is **Trustee Carreras.**

The Secretary Treasurer called for nominations for the position of Vice-Chairperson of the Board for a one-year term. A seconded was not required for nominations.

Trustee Sullivan nominated Trustee Yamamoto.

The Secretary Treasurer called for any further nominations.

Trustee Dumore nominated Trustee Shaw.

The Secretary Treasurer asked Trustee Yamamoto if she accepted the nomination.

Trustee Yamamoto Accepted the nomination.

The Secretary Treasurer asked Trustee Shaw if she accepted the nomination.

Trustee Shaw Accepted the nomination.

The Secretary Treasurer called for a second time for nominations for Vice-Chairperson for a one-year term. The Secretary Treasurer called for a third and final time for nominations for Chairperson for a one-year term. There were no other nominations.

The Secretary Treasurer asked Trustee Yamamoto and Trustee Shaw if they would like to speak to their nominations. Trustee Yamamoto and Trustee Shaw spoke to their nominations.

The Secretary Treasurer called for the following motion:

Moved/Seconded

THAT Sylvia Russell, Superintendent and Irena Pochop, Senior Manager, Communications be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

CARRIED

Trustees voted by secret ballot. The scrutineers reported the results of the secret ballot to the Secretary Treasurer.

The Secretary Treasurer announced that the duly elected Vice-Chairperson of the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows), for a one-year period ended November 2020 is Trustee Yamamoto.

Moved/Seconded

THAT the scrutineers destroy the ballots for the election of either Chairperson or Vice-Chairperson, or both and that the scrutineers are discharged with gratitude.

CARRIED

The Superintendent and Senior Manager, Communications were discharged at 6:35 p.m. to destroy the ballots.

3. Remarks of Board Chairperson and Vice-Chairperson

The Board Chairperson and Vice Chairperson thanked everyone.

C. OPENING PROCEDURES: ORDINARY BUSINESS MEETING MATTERS

1. Correspondence

- C. James, Minister of Finance and Deputy Premier
- S. Higginson, President, BC School Trustees Association
- B. MacFarlane, Chairperson, School District No. 19 (Revelstoke)
- K. Carreras, Chairperson, School District No. 42 (Maple Ridge-Pitt Meadows)
- R. Zandee, Chairperson, School District No. 53 (Okanagan Similkameen)
- R. Franklin, Chairperson, School District No. 72 (Campbell River)
- K. Karpuk, Chairperson, School District No. 73 (Kamloops-Thompson)
- R. Johnstone, Chairperson, School District No. 78 (Fraser Cascade)

THAT the Board receive all correspondence for information.

CARRIED

2. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

3. Invitation for Public Input to matters on the Agenda

D. APPROVAL OF MINUTES

1. October 16, 2019

Moved/Seconded

THAT the Minutes of the October 16, 2019 Public Board meeting be approved as circulated.

CARRIED

E. PRESENTATIONS

F. DELEGATIONS

1. CUPE Local 622 – Albion Community Centre

Moved/Seconded

Rob Letts, President, CUPE Local 622, presented on the Albion Community Centre requesting that the board support the public operation of the facilities at the Albion site including the Albion Community Centre.

THAT the Board receive the presentation by CUPE Local 622 on the Albion Community Centre, for information.

CARRIED

G. DEFERRED ITEMS

Moved/Seconded

THAT the Board request that the annual Supporting All Learners report prepared by the Superintendent include information about how the school district ensures that SD42 students have access to substance education as required in the BC Ministry of Education curriculum.

CARRIED

H. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development

i. Policy 9605: Provision of Menstrual Products to Students

Moved/Seconded

The Secretary Treasurer reported that all feedback received will be considered during the development of the implementation of the procedures associated with this policy.

THAT the Board approve Policy 9605: Provision of Menstrual Products to Students.

CARRIED

- e) Education
- f) Aboriginal Education

I. INFORMATION ITEMS

1. Chairperson

- a) Committee Appointments

Moved/Seconded

The Chairperson presented trustee committee appointments for a period of one year commencing November 20, 2019.

THAT the Board receive for information the committee appointments for a period of one year commencing November 20, 2019.

CARRIED

2. Superintendent of Schools

- a) Superintendents Update

Moved/Seconded

The Superintendent reported on school and district activities.

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

CARRIED

- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - e) Education
 - f) Aboriginal Education

J. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

K. TRUSTEE REPORTS

BC School Trustees Association 2020/2021 BCSTA Draft Budget

Trustee Murray reported that the BC School Trustees Association Finance & Audit Committee is inviting Boards to provide feedback with regards to budget and service priorities on the BCSTA 2020/2021 draft budget. Boards will have a further opportunity to provide feedback at the February 20, 2020 Provincial Council meeting before the budget is adopted in April 2020.

BC School Trustees Association Synopsis: October 2019 Provincial Council

The Board Chairperson highlighted three motions that were carried at Provincial Council; Delay of Enrolment of International Students in Provincial Medical Services Plan submitted by SD42, Vape Awareness and Vape Cessation Resources for Youth and Modelling of Funding Model Review Recommendations.

Trustee Trudeau attended the Indigenous Education Committee and reported on the appointment of Joe Thorne as the Elder/Knowledge Keeper, and that collaboration with the First Nations Education Steering Committee and creation of a work plan were discussed.

Maple Ridge and Pitt Meadows Arts Council

Trustee Dumore reported on new appointments and committees.

Ridge Meadows Education Fund

Trustee Murray reported on the Melva Lippa Bursary Fund, a new fund which will award 8 annual bursaries to students at each of the secondary schools, Continuing Education and Alternate Education.

Social Policy Advisory

Trustee Yamamoto reported on a presentation by Mark Stewart, Executive Director, Salvation Army.

Youth Planning Table

Trustee Dumore reported on the implementation of the work plan, youth table initiatives and a meeting regarding the establishment of a Safe House.

Good News

Trustee Murray spoke about a student forum at Pitt Meadows Secondary School; Trustee Shaw recognized the hair dressing program at Samuel Robertson Technical Secondary School; Trustee Yamamoto reported on school visits; Trustee Trudeau spoke about a community dinner at Maple Ridge Secondary School; Trustee Sullivan enjoyed the professional development session by keynote speaker Brad Baker and primary cross country; Trustee Dumore noted that the Ridge Meadows Overdose Community Action Team received a \$5,000 grant for a vaping education campaign and that the organization is putting together a mental health and trauma community event and Trustee Carreras spoke about the Remembrance Day Ceremony in Pitt Meadows.

L. QUESTION PERIOD

A question was posed on the following:

- Communication regarding Support Staff Recognition Day.

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 7:44 p.m.

Korleen Carreras, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **FRENCH IMMERSION UPDATE**

Date: December 11, 2019
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the French Immersion Update, for information.



ITEM 4

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **BUDGET PROCESS**

Date: December 11, 2019
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In accordance with the School Act, school districts in the province must approve a balanced budget and submit it to the Ministry of Education by June 30, 2020.

School District No. 42 (Maple Ridge – Pitt Meadows) will finalize base budget estimates for 2020/2021 after the 2020/2021 Operating Grant is announced by the Ministry of Education on or before March 15, 2020.

The attached proposed 2020/2021 Preliminary Budget Process Timeline shows the proposed schedule of meetings dedicated to sharing the Board's budget information with partner groups and the public as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

RECOMMENDATION:

THAT the Board approve the proposed 2020/2021 Preliminary Budget Process Timeline.

Attachment

2020/2021 Preliminary Budget Process Timeline

Wednesday, December 11, 2019 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Presentation and approval of the Proposed Budget Process/Timeline
Wednesday, February 12, 2020	Budget Committee of the Whole <ul style="list-style-type: none"> Partner Groups presentation of impact of budget driven changes implemented as part of the 2019/20 Preliminary Budget
Wednesday, February 12, 2020 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Presentation of Projected Enrolments for 2020/21, 2021/22, 2022/23, 2023/24
Wednesday, February 26, 2020 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Presentation and Board Approval of the 2019/20 Amended Annual Budget
Wednesday, March 11, 2020 DEO	Budget Committee of the Whole <ul style="list-style-type: none"> Presentation of the 2020/21 preliminary budget estimates to partner groups (if 2020/21 provincial funding is known)
Wednesday, April 1, 2020 DEO	Budget Committee of the Whole <ul style="list-style-type: none"> Partner groups individual presentations to the Board of the 2020/21 budget considerations
Wednesday, April 15, 2020	Board Meeting <ul style="list-style-type: none"> Presentation of the Proposed 2020/21 Preliminary Budget
Wednesday, April 22, 2020 6:00 pm	Budget Committee of the Whole <ul style="list-style-type: none"> Public and partner group input on the Proposed 2020/21 Preliminary Budget
Wednesday, April 29, 2020 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Approval of 2020/21 Budget Balancing Proposals and Adoption of 2020/21 Preliminary Budget

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY REVIEW UPDATE**

Date: December 11, 2019
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee has developed a work plan for 2018 to 2022 with a goal of reviewing all existing board policies over the next four years.

On December 4, 2019 the Board Policy Development Committee met, reviewed and is proposing the following:

- Policy 2919: Trustees' Code of Conduct – housekeeping changes (Attachment A)
- Policy 2925: Trustees – Provision of Resources – housekeeping changes (Attachment B)
- Policy 5905: Alcohol – Consumption, Possession and Storage – housekeeping changes (Attachment C)
- Policy 7201: Recruitment and Selection of Personnel – housekeeping changes (Attachment D)
- Policy 7213: Conflict of Interest – District Staff – housekeeping changes (Attachment E)
- Policy 10400: Community and Commercial Use of School Facilities and Grounds – housekeeping changes (Attachment F)

The committee is further recommending the rescission of the following:

- Policy 5575: Nutrition (Attachment G)

This policy is no longer required because the Healthy Schools BC guidelines must be followed by all school districts as part of the Government's directive to remove the sale of unhealthy food and beverages from schools. The guidelines can be found at:

https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/healthyschools/2015_food_guidelines.pdf

RECOMMENDATION:

THAT the Board approve:

- **Policy 2919: Trustees' Code of Conduct**
- **Policy 2925: Trustees – Provision of Resources**
- **Policy 5905: Alcohol – Consumption, Possession and Storage**
- **Policy 7201: Recruitment and Selection of Personnel**
- **Policy 7213: Conflict of Interest – District Staff**
- **Policy 10400: Community and Commercial Use of School Facilities and Grounds**

And Further that the Board rescind Policy 5575: Nutrition.

Attachments

**SD 42 POLICY: 2919****TRUSTEES' CODE OF CONDUCT****Philosophy**

The Trustee Code of Conduct is based on the respect and consideration for the responsibilities and rights of each Trustee. Trustees have the responsibility to know and observe the rules and regulations of the Corporate Board as they carry out the work of the Corporate Board.

Code of Conduct

- 1.00 The Board expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and respect in group and individual behaviour when acting as Board members.
- 1.01 Board members shall respect the decisions of the corporate board.
- 1.02 Trustees will honour confidentiality regarding:
 - (i) matters discussed at Closed Meetings;
 - (ii) correspondence, reports, e-mails and other information placed in confidence with Trustees.
- 1.03 Board members shall avoid conflict of interest with respect to their fiduciary responsibility.
Conflict of interest is defined as:
 - (a) Where a member has any pecuniary interest, direct or indirect, in any matter, the member must disclose the general nature of interest before any consideration of the matter. The member must not take part in any consideration or discussion of, or -vote on any question in respect to the matter, and must not attempt in any way before, during or after the meeting to influence the voting.
 - (b) If the meeting is not open to the public, the member must leave the meeting during the time the matter is under discussion. Note: Meeting is defined to "include any regular, special, committee or other meeting" of the Board.
 - (c) If absent from a meeting, members of the Board must disclose their interest at the first meeting attended after such meeting.
 - (d) Declarations of pecuniary interest and the general nature thereof must be recorded in the minutes of the open meetings. Every declaration of interest made in private meetings, but not the general nature of the interest, must be recorded in the minutes of the next open meeting.
- 1.04 Trustees shall comply with the provisions of the *School Act*, *Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.

- 1.05 Board members shall not attempt to exercise individual authority over the organization.
- (i) Trustee interaction with the Superintendent of Schools and staff is encouraged; however, individual Board members or groups of Board members shall recognize authority over the Superintendent of Schools or staff is only through the corporate body.
 - (ii) Board members' interaction with the public, media or other entities shall recognize the same limitation and similar inability of any Board member or Board members to speak for the Board.
 - (iii) Board members will voice no judgments on individual staff performance except as that performance is assessed against explicit Board policies by the official process.
- 1.06 Trustees shall at all times act with decorum and shall be respectful of other Trustees and members of staff, as well as the public.
- (i) A Trustee may comment on, or disagree with, a decision taken by the Board. In expressing such comment or disagreement, a Trustee may not make disparaging remarks about a Trustee(s), or individual, nor speculate on the motives of a Trustee or individual.
 - (ii) Any member who resists the rules of the Board, uses offensive language, disobeys the decision of the Chair/Acting Chair of the Board on points of order, or makes any disorderly noise or disturbance may, by resolution of the Board, be ordered to leave for all or part of the remainder of the meeting. (Such removal is to be recorded in the minutes of the meeting).

Breach of Conduct

2.00 Process for Investigation of Allegations of Breach of Conduct

- (i) The Chair of the Board has the authority to investigate allegations of breaches of the Code of Conduct and shall, where appropriate, consult with the Vice Chair regarding course of action.
- (ii) The Chair has the authority to invoke consequences (a) and (b); but consequences (c) and (d) require Board resolution. The consequences invoked will depend on the seriousness of the conduct or breach. Where the alleged breach of conduct has been committed by the Chair of the Board, the Board shall empower the Vice Chair to perform the above responsibilities of the Chair.

2.01 Consequences of Breach of Conduct

Consequences should be representative of the infraction and may include:

- (a) a verbal warning
- (b) a letter outlining the breach or concern
- (c) a recommendation for public censure of the Trustee

(d) in respect of a Trustee's failure to comply with the duty of confidentiality as stated in 1.02 above, the following additional sanctions may be pursued by the Board:

- (i) The Board may pursue available legal avenues where a Trustee has breached his/her duty of confidentiality.
- (ii) The Board will not compensate a Trustee for legal costs incurred in response to any action pursued as per (i).

Notwithstanding this procedure, it is the intent of the Board to provide a fair and just review of the concern respecting the Trustee's right to due process, including:

- being advised of the specifics of the allegations
- the right to make a presentation before the Board
- appropriate notice

An appeal to the Board of any consequences applied by the Chair may be made at the next Closed Meeting of the Board. Consequences applied by the Board are not subject to appeal.

2.02 Procedure to Invoke Consequences for Breach of Conduct

When appropriate, the Board may exercise its corporate authority over individual members. Accordingly:

- (i) The Board may, by special motion duly passed, declare the office of the Chair and/or Vice Chair to be vacant effective as of the date of passage of the resolution, where such person:
 - becomes disqualified by law as a Trustee;
 - deliberately breaches any relevant legislation or Board policy; and/or
 - acts in such a manner as to lose the confidence of the Board.

If such a resolution is passed, the Board shall, at the same meeting, elect a new Chair and/or Vice Chair respectively as the case may be following the election process as per Board Policy 2400: School Board Meeting Proceedings, Board Policy 2915: Board Chair – Elections, Roles, Responsibilities and Board Policy 2918: Vice-Chairperson – Elections, Roles, and Responsibilities the Board may, by special motion duly passed, remove a Trustee from a Board Committee. If such resolution passed, the Board shall, at the same meeting, elect a new Trustee to fill the vacancy on that committee.

- (ii) The Board may, by special motion duly passed either in a Public Meeting, or a Closed Meeting, censure a Trustee for:
 - breach of Board bylaws and/or Board policies
 - breach of relevant legislation

Note: For the purpose of this section, a "special motion" is interpreted as a motion duly moved, seconded, and adopted by a two-thirds majority of the entire members present. The topic to be decided by "special motion" must appear on the distributed agenda for the meeting. ~~or all Trustees have advised within 48 hours of the commencement of the meeting for the matter to be added to the agenda if approved by those members present~~ For a special motion that has not been included in the distributed agenda to be considered at a board meeting, all Trustees must be advised of the motion at least 48

hours before the commencement of the meeting and two-thirds of trustees present at the meeting must agree to add the motion to the agenda.

APPROVED: February 13, 2013

**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 Paperless 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
 - o 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.
 - o Trustees will not release their passwords to any individual because of the sensitive nature of the information contained herein.
- Anti-Virus
 - o 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
 - o 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
 - o 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.
 - o 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 Personal Communications Device (PCD) cost as per annual budget limit; reimbursed twice a year in December and June.
- Required business auto insurance, once a year as per Board Policy 4410.
- Out of District automobile use as per Board Policy.

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.

APPROVED: January 16, 2013

**SD 42 POLICY: 5905****ALCOHOL – CONSUMPTION, POSSESSION AND STORAGE**

Philosophy

The Board believes that the consumption and storage of alcohol on district premises should be consistent with community norms and may only be allowed within the following guiding principles and approvals.

Authority

The Board assigns the responsibility for the implementation of this policy to the Secretary Treasurer and authorizes the Secretary Treasurer to establish procedures that will guide the implementation of this policy.

Guiding Principles

1. Consuming alcohol during school hours is not consistent with community norms and expectations and typically will not be permitted on school property during school hours.
2. Staff serving alcohol to staff on school premises is not permitted as it puts the District in a position of considerable liability.
3. The District will only approve applications where appropriate steps have been taken to mitigate to the greatest extent possible, the District's exposure to liability.
4. The applicant and the holder of the '~~Serve~~'Serving It Right' certificate must recognize that in the event of any litigation or liability they will be solely responsible.

APPROVED: February 13, 2013

SD 42 POLICY: 7201

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of District personnel is a shared responsibility between the Board and the Superintendent of Schools.

The Board's objective is to consistently hire and retain employees who have a desire for excellence and to ensure that our recruitment and selection practices are viewed as fair and professional to both current employees and external candidates.

The Board wants to enable all employees to reach their potential insofar as this is possible within the organization's objectives. Since each appointment is viewed as a key business decision, the organization will view skills, knowledge, and ability as the major factors in selecting individuals for vacant or new positions.

ROLES AND RESPONSIBILITIES

The Board serves a governance role in the recruitment and selection of personnel, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment, selection, and assignment procedures for the implementation of this Board policy.

AUTHORITY

The Board has the sole authority to recruit and select an individual for the position of Superintendent of Schools.

The Superintendent is delegated full authority to recruit and select staff for all other district based positions, including Secretary Treasurer, Deputy Superintendent, Assistant Superintendents and Directors of Instruction.

The Superintendent is delegated full authority to recruit and select staff for all school- based positions, including Principals and Vice-Principals.

The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of administrators.

At the recommendation of the Superintendent the Board shall ratify the appointments of Secretary Treasurer, Deputy Superintendent, Assistant Superintendents, Directors, Principals and Vice-Principals.

In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal' or 'Acting Vice-Principal' without going through a formal selection process. Temporary appointments exceeding twenty days will be brought to the Board for ratification at the next scheduled Board meeting.

Principals and Vice-Principals are authorized to designate a teacher to be in charge when they are absent from the school for less than five days.

APPROVED: June 26, 2013



SD 42 POLICY: 7213

CONFLICT OF INTEREST – DISTRICT STAFF

PHILOSOPHY

The Board expects the highest standards of conduct from its employees and views such behavior as paramount in developing and maintaining the public's trust and confidence in the District. The requirements for compliance with the high standards of conduct established by the Board are a condition of employment. Employees are expected to comply with the standards and expectations expressed in this policy and to generally exhibit these qualities and values within their daily activities as they relate to District business. Employees should contact their immediate supervisor for advice and assistance regarding the interpretation or application of this policy.

AUTHORITY

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

GUIDING PRINCIPLES

The issue of conflict of interest is a delicate one that must be handled with the utmost care and consideration for employees while adhering to an unwavering commitment to high standards of employee conduct including but not limited to the following:

- 1.01 District employees have a duty of loyalty to the District as their employer. This duty requires employees to provide services to the best of their ability regardless of their own personal perspectives of Board direction or policy. The honesty and integrity of District employees must be above reproach and coupled with impartiality in the conduct of their duties to ensure that their actions are above public suspicion. The actions and conduct of employees must be such as to instill within the public a sense of trust and confidence in the District.
- 1.02 It is essential that employees recognize their responsibility to ensure that confidential information received as a result of employment with the District remain confidential, and not be divulged to anyone other than individuals authorized to receive such information. Disclosure of confidential information may put employees in a position of conflict of interest, and great care must be taken when communicating with individuals inside and outside the District.
- 1.03 A conflict of interest may also occur when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:
 - the employee's ability to act in the public interest could be impaired; or
 - the employee's actions or conduct could undermine or compromise:
 - the public's confidence in the employee's ability to discharge work responsibilities, or
 - the trust that the public places in the public service.

While the Board recognizes the right of public service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their job related duties. Upon accepting a position in the District, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

Examples of conflict of interest include, but are not limited to, the following:

- an employee uses District property or the employee's position to pursue personal interests;
- an employee is under obligation to a person who might benefit from or seek to gain special consideration or favor;
- an employee, in the performance of duties, gives preferential treatment to an individual, corporation or organization, including a non-profit organization, in which the employee, a relative, or friend, of the employee, has an interest, financial or otherwise;
- an employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- an employee benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- an employee requests or accepts from an individual, corporation or organization, directly or indirectly, a personal gift or benefit that arises out of their employment in the District, other than:
 - the exchange of normal hospitality between persons doing business together,
 - gifts exchanged as part of protocol, including the normal presentation of gifts to persons participating in public functions.

1.04 Employees are in a conflict of interest when dealing with direct relatives or individuals who permanently reside with them when the following working relationships exist:

- a reporting relationship exists where one employee has influence, input or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work and similar matters; or
- the working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.

The above restriction on working relationships may be waived provided that the Superintendent or Secretary Treasurer are satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

1.05 Employees are to disqualify themselves as participants in personnel decisions when their objectivity would be compromised for any reason, benefit or perceived benefit, could accrue to them. For example, employees are not to participate in staffing actions involving direct relatives or persons living in the same household.

1.06 Employees may engage in remunerative employment with another employer, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities without there being a conflict of interest, provided it does not:

- interfere with the performance of their duties as an employee of the District;
- bring the District into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official act or to represent District direction or policy;
- involve the unauthorized use of work time or District premises, services, equipment or supplies to which they have access by virtue of their employment with the District; or
- gain an advantage that is derived from their employment with the District.

APPROVED: February 13, 2013

SD 42 POLICY: 10400

COMMUNITY AND COMMERCIAL USE OF SCHOOL FACILITIES AND GROUNDS

POLICY STATEMENT

Under the School Act, the Board of Education (the "Board") is obligated to provide facilities and grounds sufficient to conduct School Age education programs. The efficient operation of such programs is recognized as the primary purpose of all district facilities and grounds.

The Board recognizes, however, that all taxpayers contribute to the cost of constructing and maintaining local facilities and grounds through provincial taxation. The Board agrees, therefore, to extend to the public the privilege of having access to Board facilities and grounds provided it does not interfere with school programs or other Board initiatives and can only be allowed at no cost to the Board. In the event of a violation of this privilege, the Board reserves the right to cancel the use of any school facility or grounds.

The Board reserves the right to enter into reciprocal agreements with the ~~District-City~~ of Maple Ridge, ~~and the~~ City of Pitt Meadows ~~and Parks and Leisure Services for the two municipalities~~ with respect to site acquisition, development, operations, use and maintenance. In addition, the Board reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for providing community programs and services. Financial arrangements for such agreements will be negotiated separately between the Board and the participating agencies.

AUTHORITY

~~The Board assigns the responsibility for the Community and Commercial Use of School Facilities and Grounds policy to the Secretary-Treasurer. The Board assigns the responsibility for the implementation of this policy to the Secretary Treasurer and authorizes the Secretary Treasurer to establish procedures that will guide the implementation of this policy.~~

GUIDING PRINCIPLES

Board property will be made available to licensed child care providers, as defined in the *School Act*, on business days between the hours of 6:00 a.m. and 6:00 p.m. provided that:

- a. any use of Board facilities and grounds by a licensed child care provider does not disrupt or otherwise interfere with the provision of educational activities, and
- b. the revenue obtained by the board from licensed child care providers using Board facilities and grounds equals the direct and indirect costs incurred and to be incurred by the board as a result of making that use available.

Board facilities will be made available to outside users for a fee that at a minimum ensures full cost recovery of direct and indirect costs incurred and to be incurred by the board as a result of making that use available. On an annual basis the fee structure will be reviewed and presented to the Board for approval.

School grounds are closed from 10:00 p.m. to 6:00 a.m. Any use of school property without the benefit of a rental contract is in violation of the Trespass to Property Act.

The rental of all school facilities and grounds is the responsibility of the Secretary Treasurer. Revenues derived from the rentals of all school facilities and grounds are the property of the district and will be shared with schools for the support of school programs.

The Board reserves the right to refuse entering into rental agreements and the right to terminate existing rental agreements with parties that fail to provide and maintain general liability insurance with insurers licensed in British Columbia and in forms and amounts acceptable to the Board.

The use of school district facilities and grounds shall be prioritized as follows:

- First Priority: School Use - Regular school curricular activities and extra-curricular activities that are authorized, organized, and supervised by ~~the School~~ school staff.
- Second Priority: District Programs – All other District programs, services and ~~initiates~~ initiatives.
- Third Priority: Negotiated agreements with the City of Maple Ridge and the City of Pitt Meadows ~~and Parks and Leisure Services for the two municipalities~~.
- Fourth Priority: All other outside groups, ~~including Community and Commercial~~.

The above priorities apply, except where a Board approved agreement requires otherwise. Despite historical rights, any user may be bumped from a particular time, day or facility or grounds based on the priority of use noted above. The group doing the bumping is expected to give as much notice as is possible.

Section 2.2 of the Tobacco Control Act prohibits all persons from smoking, vaping or using tobacco, or holding lighted tobacco, in or on school property. Ceremonial use of tobacco may be permitted with the approval of the Secretary Treasurer.

The consumption of cannabis is prohibited at all times on school district property and in all school district facilities.

The consumption of alcoholic beverages on school district property may be permitted in some circumstances. The specific requirements for this use can be found in Board Policy 5905 Alcohol – Consumption, Possession and Storage.

APPROVED: September 25, 2013



SD 42 POLICY: 5575

NUTRITION

The Board and all schools promote and support the role nutrition plays in developing and sustaining students' learning potential and healthy active lifestyles.

Guiding Principles

1. Schools will provide offerings of nutritious and healthy food and beverage alternatives.
2. The school will work cooperatively with families and the broader community to strengthen connections and services and to nurture healthy active lifestyles.
3. Schools, in consultation with parents, staff and students will ensure students receive positive nutritional messages that are consistently reinforced throughout the school environment.

APPROVED: February 13, 2013



ITEM 6

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: December 11, 2019
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 7

To: **Board of Education**

From: Education Advisory Committee

Re: **RECEIVE MINUTES OF MEETING**

Date: December 11, 2019
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the November 27, 2019 Minutes of the Education Advisory Committee, for information.

Attachment

SD42 Education Advisory Committee
Minutes of November 27, 2019 Meeting



In attendance

- Pascale Shaw (Trustee)
- Elaine Yamamoto (Trustee)
- Sylvia Russell (Superintendent)
- Suzanne Hall (MRTA)
- Jason Franklin (CUPE)
- Karen DeLong (Inclusion BC)
- Sherri Skerratt (District Principal)
- Deirdre Torrence (MRTA Social Justice Committee)
- Martin Dimitrief (MRTA Social Justice Committee)
- Hilaire Ford (MRTA Social Justice Committee)
- Rhonda Jones (District Vice Principal)
- Mike Scarcella (District Principal)
- Harry Dhillon (Deputy Superintendent)

Agenda:

- 1. Review of Education Committee Terms of Reference and Policy Process**
- 2. Review and Discussion - Policy 9415: Inclusive Schools**

The Deputy Superintendent acknowledged that this meeting is taking place on the traditional unceded territory of Katzie First Nation and Kwantlen First Nation.

1. Review of Education Committee Terms of Reference and Policy Process

The Committee reviewed the Terms of Reference and Policy Process.

2. Review and Discussion - Policy 9415: Inclusive Schools

The Committee reviewed feedback received to date.

Committee members will have the opportunity for further review before the revised draft policy is forwarded for consideration to the Board Policy Development Committee.

**ITEM 8****RECORD**

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

October 16, 2019 Closed

Call to Order	Meeting called to order at 2:58 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as amended
Approval of Minutes	Approved as circulated
Superintendent Decision Items	Approved as circulated
Secretary Treasurer Decision Items	Approved as circulated
Chairperson Information Item	Received
Superintendent Information Item	Received
Motion to Extend	Approved
Secretary Treasurer Information Item	Received
Board Committees	Received
Adjournment	Meeting adjourned at 4:54 p.m.