

Wednesday, December 9, 2015
Time: 6:00 p.m.

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

"Innovation distinguishes between a leader and a follower." Steve Jobs

A G E N D A

A. OPENING PROCEDURES ITEM 1

1. Call to Order

B. ANNUAL ORGANIZATIONAL MEETING MATTERS ITEM 2

1. Annual Report of Chairperson
2. Election of Board Officers/Nomination and Election Procedure
 - Chairperson of the Board
 - Vice-Chairperson of the Board
3. Remarks of Board Chairperson and Vice-Chairperson

C. OPENING PROCEDURES: 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 items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

D. APPROVAL OF MINUTES

1. November 18, 2015 ITEM 4

E. 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.*

F. 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.*

1. Maple Ridge-Pitt Meadows Arts Council: ITEM 5
Lindy Sisson and Landrie Davies

G. DEFERRED ITEMS

H. DECISION ITEMS

1. Chairperson
 - a) Proposed Committee Appointments ITEM 6
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
 - a) Finance
 - b) Budget

- c) Board Policy Development
- d) Education
- e) Aboriginal Education

I. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
 - a) Superintendent's Update ITEM 7
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partners

J. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

K. TRUSTEE REPORTS

- 1. BC School Trustees Association Provincial Council
 - a) Motions to Provincial Council ITEM 8
- 2. District Parent Advisory Council
- 3. Joint Parks and Leisure Services
- 4. Municipal Advisory & Accessibility
- 5. Maple Ridge-Pitt Meadows Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory:
<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>
- 8. Tzu Chi Foundation
- 9. Youth Centre Society
- 10. Other Board Liaison Representative Reports
 - a) Good News Items

L. 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.

M. OTHER BUSINESS

- 1. Public Disclosure of Closed Meeting Business ITEM 9

N. ADJOURNMENT



ITEM 1

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES:**

Date: December 9, 2015
(Public Board Meeting)

Decision

1. CALL TO ORDER



ITEM 2

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **ANNUAL ORGANIZATIONAL MEETING
MATTERS**

Date: December 9, 2015
(Public Board Meeting)

Decision

1. ANNUAL REPORT OF CHAIRPERSON

RECOMMENDATION:

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

To be distributed

2. ELECTION OF BOARD OFFICERS

BACKGROUND/RATIONALE:

In accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson, prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the public Board meeting by Board Resolution (Attachment A).

RECOMMENDATION:

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

NOMINATION AND ELECTION PROCEDURE

RECOMMENDATION:

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

Attachment

3. REMARKS OF BOARD CHAIRPERSON AND VICE-CHAIRPERSON



SD 42 PROCEDURE: 2915.1

TRUSTEE ELECTIONS - CHAIRPERSON and VICE-CHAIRPERSON

1. NOMINATION

(a) Process Approval

Prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the public Board meeting by Board Resolution.

(b) Nomination Procedure

(i) The Chairperson will call for a motion:

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

(ii) The Chairperson passes the gavel to the Secretary Treasurer who will Chair the meeting during the election process.

(iii) The Chairperson will call a first time for nominations, for Chairperson for a one year term. A seconder will not be required for nominations.

(iv) Each nominee will be asked whether he/she agrees to stand for election and can speak to the nomination.

(v) The Chairperson will call a second and third time for nominations for Chairperson for a one year term.

(vi) If after three (3) calls, there is only one nominee for the office, and that nominee accepts, the Chairperson declares that person the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows), for a one (1) year period ended the next December.

2. ELECTION PROCEDURE

- (a) If more than one person is nominated, the Chair will call on scrutineers to distribute, collect and count the ballots.
- (b) The Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:

THAT _____ and _____ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

- (c) Trustees will vote by secret ballot.
- (d) Scrutineers will report the results of each ballot to the Chairperson of the meeting, who shall announce the Trustee who has received the majority of the votes cast.
- (e) The Trustee receiving the majority of votes cast shall be declared elected. In accordance with *Robert's Rules of Order*, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate.
- (f) The Chair will then call for nominations for Vice-Chairperson of the Board of Education for a one (1) year term and repeat the above process, beginning at Item III.
- (g) If ballots were required, the Chairperson will call for the following motion:

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.
- (h) The Chairperson will then return the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

RECEIVED: October 10, 2012



ITEM 3

To: **Board of Education**

From: Chairperson

Re: **OPENING PROCEDURES: ORDINARY
BUSINESS MEETING MATTERS**

Date: December 9, 2015
(Public Board Meeting)

Information/Decision

1. *CORRESPONDENCE (Information Item)*
2. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

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



ITEM 4

To: **Board of Education**

From: Chairperson

Re: **APPROVAL OF MINUTES**

Date: December 9, 2015
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the November 18, 2015 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, November 18, 2015 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

Chairperson – Mike Murray
Vice Chairperson – Eleanor Palis
Trustee – Lisa Beare
Trustee – Susan Carr
Trustee – Korleen Carreras
Trustee – Ken Clarkson
Trustee – Dave Rempel

STAFF:

Superintendent – Sylvia Russell
Deputy Superintendent – Laurie Meston
Secretary Treasurer – Flavia Coughlan
Executive Assistant – 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 traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

- School District No. 43 (Coquitlam)
- Alex Attal, Executive Vice President, Fujitsu America
- Dave Byng, Deputy Minister of Education

The Chairperson requested that the letter from Dave Byng, Deputy Minister of Education be moved to Decision Item, Chairperson.

THAT the Board receive all correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

Amendment:

Move the letter from Dave Byng, Deputy Minister of Education from Correspondence to Decision Items, Chairperson.

Addition:

Trustee Motion regarding the Economic Stability Dividend.

THAT the Agenda be ordered as amended.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. October 14, 2015

Moved/Seconded

THAT the Minutes of the October 14, 2015 Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

1. MDI Pilot Project

Moved/Seconded

Colette Madsen and Roberta O'Brien presented on the Middle Years Development Instrument (MDI) Pilot Project currently taking place in three elementary schools in the district.

THAT the Board receive the presentation by Roberta O'Brien and Colette Madsen on the MDI Pilot Project, for information.

CARRIED

D. DELEGATIONS

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
 - a) Letter from Dave Byng, Deputy Minister of Education

Discussion ensued on the letter from Dave Byng, Deputy Minister of Education and education funding.

2. Superintendent of Schools
 - a) Proposed Curriculum Implementation Days

Moved/Seconded

The Superintendent reported that due to the implementation of the new curriculum the Ministry of Education announced that ten (10) new hours of non-instructional time are being designated for teachers this year to be trained on the new curriculum and collaborate with their colleagues on the curriculum changes.

The Superintendent further reported that after consultation with the Maple Ridge Teachers' Association February 19, 2016 and May 2, 2016 were being recommended as the proposed Curriculum Implementation Days.

THAT the Board approve the proposed amendments to the 2015-2016 School Calendars.

CARRIED

3. Secretary Treasurer

a) Capital Project Bylaw No. 126950: Albion Elementary

Moved/Seconded

In the report to the Board, it was noted that in order to access the \$216,000 funding for the central boiler and domestic hot water system upgrade for Albion Elementary a capital project bylaw must be adopted by the Board.

- (1) THAT the Capital Project Bylaw No. 126950– be given three (3) readings at this meeting.
(vote must be unanimous)

CARRIED

Moved/Seconded

- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Project Bylaw No. 126950 be:

Read a first time on the 18th day of November, 2015;

Read a second time on the 18th day of November, 2015;

Read a third time, passed and adopted on the 18th day of November, 2015.

CARRIED

Moved/Seconded

- (3) THAT the Board authorize the Secretary Treasurer to execute and submit the Routine Capital Funding Agreement to the Ministry of Education on behalf of the Board of Education.

CARRIED

b) Capital Project Bylaw No:126951 Fairview Elementary

Moved/Seconded

In the report to the Board, it was noted that in order to access the \$216,000 funding for the central boiler and domestic hot water system upgrade for Fairview Elementary a capital project bylaw must be adopted by the Board.

- (1) THAT the Capital Project Bylaw No. 126951– be given three (3) readings at this meeting.
(vote must be unanimous)

CARRIED

Moved/Seconded

- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Project Bylaw No. 126951 be:

Read a first time on the 18th day of November, 2015;

Read a second time on the 18th day of November, 2015;

Read a third time, passed and adopted on the 18th day of November, 2015.

CARRIED

Moved/Seconded

- (3) THAT the Board authorize the Secretary Treasurer to execute and submit the Routine Capital Funding Agreement to the Ministry of Education on behalf of the Board of Education.

CARRIED

c) Capital Project Bylaw No: 127008 Westview Secondary School

Moved/Seconded

In the report to the Board, it was noted that in order to access the \$414,000 funding for Phase 1 - Purchase of 46 Roof Top Heat Pumps with Gas Fired Backup Heating at Westview Secondary School a capital project bylaw must be adopted by the Board.

- (1) THAT the Capital Project Bylaw No. 127008– be given three (3) readings at this meeting.
(vote must be unanimous)

CARRIED

Moved/Seconded

- (2) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Capital Project Bylaw No. 127008 be:

Read a first time on the 18th day of November, 2015;

Read a second time on the 18th day of November, 2015;

Read a third time, passed and adopted on the 18th day of November, 2015.

CARRIED

Moved/Seconded

- (3) THAT the Board authorize the Secretary Treasurer to execute and submit the Routine Capital Funding Agreement to the Ministry of Education on behalf of the Board of Education.

CARRIED

4. Board Committees

a) Finance

i. Financial Statements Quarter Ended September 30, 2015

Moved/Seconded

The Secretary Treasurer presented the Financial Statements Quarter Ended September 30, 2015. The Secretary Treasurer reported that this report provides an analysis of changes to revenue and expenditures estimates to June 30, 2016 compared to the 2015/16 Preliminary Budget. The updated revenue and expenditure estimates include Board approved budget changes to date, revenue and expenditure changes resulting from changes to enrolment, and any other known revenue and expenditure changes.

The Secretary Treasurer explained that the financial statements do not include costs associated with the salary increases related to the just announced Economic Stability Dividend but do include estimated potential salary increases to Principals, Vice Principals and Exempt Staff.

The Secretary Treasurer spoke to the estimated increased revenue from higher than projected student enrolment. The revenue estimates will be revised once the Ministry of Education announces the fall grants to school districts in December.

THAT the Board approve the Financial Statements Quarter Ended September 30, 2015

CARRIED

Trustee Rempel exited the meeting at 6:54 p.m.

ii. School District Statement of Financial Information (SOFI)

Moved/Seconded

The Secretary Treasurer presented the School District Statement of Financial Information (SOFI) for the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) for the year ended June 30, 2015.

In accordance with the Financial Information Act (the "Act"), each school board is required to prepare a report of financial information for each fiscal year. The Act, together with the related regulation and directive, prescribes the information that is required to be included in the report.

The Secretary Treasurer clarified that compensation for Jan Unwin is fully paid for by the Ministry of Education.

THAT the Board approve the School District Statement of Financial Information for the fiscal year ended June 30, 2015; and that the said statement be submitted to the Ministry of Education.

CARRIED

Trustee Rempel re-joined the meeting at 6:59 p.m.

- b) Budget
- c) Board Policy Development
- d) Strategic Facilities Plan
- e) Education Committee
- f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson

- a) Operational Plans

Moved/Seconded

The Chairperson, Superintendent and Secretary Treasurer presented the Board of Education Operational Plan, Educational Operational Plan, Business Division Operational Plan, Information Technology Division Operational Plan and the Human Resources Operational Plan.

THAT the Board receive the Maple Ridge – Pitt Meadows School District Operational Plans for information.

CARRIED

2. Superintendent of Schools

- a) Graduated Adults Update

Moved/Seconded

The Principal of Continuing Education reported that for 2015/16, course fees have been set at \$500 per course plus a refundable textbook deposit or workbook fee if applicable. There are currently a

total of 81 fee paying graduated adults who are enrolled in courses at Riverside Centre, Fraser Regional Correctional Centre, Alouette Correctional Centre and CLC.

The Principal of Continuing Education reported that the graduated adults enrolled with the school district are not eligible for financial support through StudentAid BC.

THAT the Board receive the Graduated Adults Update for information.

CARRIED

Discussion ensued on submitting a motion to the BC School Trustees Association Annual General Meeting requesting that school districts be "designated institutions" for StudentAidBC.

Moved/Seconded

THAT the Board Chair draft a resolution for the BC School Trustees Association Annual General Meeting to request that school districts be eligible for StudentAidBC.

CARRIED.

b) District Class Size Report

Moved/Seconded

The Superintendent reported that the District Class Size Report which had been submitted to the Ministry of Education notes the number of classes which exceed 30 in the district.

Discussion ensued on the costs associated with increased class size.

THAT the Board receive the District Class Size Report for information.

CARRIED

c) Superintendent's Update

Moved/Seconded

The Superintendent reported on the Social Justice Forum, an upcoming student forum on January 27, 2016, and events at schools across the district.

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

CARRIED

3. Secretary Treasurer
4. Board Committees & Advisory & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development

i. Information Technology Policy and Procedure

Moved/Seconded

The Secretary Treasurer reported that policies are reviewed to ensure that they are kept current and that accordingly Policy 5780: Information Technology and Communication Systems – Appropriate Use Policy has been updated.

The Secretary Treasurer presented Procedure 5780.2 Protection of School District Records When Working Away from the Workplace and explained that it was developed to guide staff on the secure use of school district data when working away from the workplace.

The Secretary Treasurer further reported that the Information Technology Department will be working with all users of school district provided technology to ensure understanding of this procedure and of the service available to support staff in the implementation of this procedure.

THAT the Board receive for information the following policy and procedure:

5780: Information Technology and Communication Systems – Appropriate Use Policy
5780.2: Protection of School District Records When Working Away from the Workplace Procedure

CARRIED

- d) Strategic Facilities Plan
- e) Education
- f) Aboriginal Education
- g) Inclusive Education

The Chairperson reported that at the last meeting a question was raised on employing people with diverse abilities, and that Laurie Smith presented on physical restraint and seclusion in schools.

- h) French Immersion Advisory
- i) District Student Advisory
- j) Round Table with Partner Groups

- i. Minutes of November 4, 2015 Meeting

Moved/Seconded

Discussion ensued on student engagement in school district decisions.

Staff will present feedback to the Trustees at the January 13, 2016 Board Work Day.

THAT the Minutes of the November 4, 2015 Roundtable with Partners be received as circulated.

CARRIED

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

Trustee Beare submitted a motion requesting that the Board write a letter to the Ministry of Education regarding the funding of the Economic Stability Dividend.

Moved/Seconded

THAT the Board write a letter to the Ministry of Education to request that the Economic Stability Dividend be fully funded and not funded from holdback.

CARRIED

I. TRUSTEE REPORTS

BC School Trustees Provincial Council

Moved/Seconded

Updates from the BC School Trustees Association were presented for information.

THAT the Board receive the updates from the BC School Trustees Association, for information.

CARRIED

District Parent Advisory Council

Trustees reported that Craig Speirs presented on developing neighbourhoods and Laurie Meston presented on Inclusive Education.

Joint Parks and Leisure Services

Trustees reported that the dissolution of the Joint Leisure Services Agreement was discussed.

Municipal Advisory & Accessibility

A survey for an assessment of services for people with challenges was discussed.

Maple Ridge-Pitt Meadows Arts Council

Trustee Carreras reported that there was discussion on the impact of the dissolution of the Joint Leisure Services Agreement on the Arts Council. New committees were formed.

Tzu Chi Foundation

Trustee Rempel reported that funding had been allocated and that the Tzu Chi Celebration would take place on May 25, 2016.

Youth Centre Society

Trustee Carr reported on the Annual General Meeting and the restructure of the Youth Centre Society.

Good News

Trustees reported on financial literacy presentations, Remembrance Day celebrations, the BC School Trustees Association branch meeting in Langley, an upcoming Russian cuisine night at Samuel Robertson Technical Secondary School, school visits, an upcoming dignity breakfast at the Salvation Army and an upcoming Strong Start Forum.

J. QUESTION PERIOD

K. OTHER BUSINESS

L. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:38 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 5

To: **Board of Education**

From: Chairperson

Re: **MAPLE RIDGE-PITT MEADOWS ARTS
COUNCIL: LINDY SISSON AND LANDRIE
DAVIES**

Date: December 9, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation on Family and Youth Volunteer Programs by Lindy Sisson and Landrie Davies of the Maple Ridge Pitt Meadows Arts Council.



ITEM 6

To: **Board of Education**

From: Chairperson

Re: **PROPOSED COMMITTEE
APPOINTMENTS**

Date: December 9, 2015
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board receive and approve the attached proposed committee appointments for a period of one year commencing December 9, 2015.

To be distributed



ITEM 7

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: December 9, 2015
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 8

To: **Board of Education**

From: Trustee
Ken Clarkson

Re: **MOTIONS TO PROVINCIAL COUNCIL**

Date: December 9, 2015
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

To provide enough time for motions to be reviewed by the Legislative Committee and for approved motions to be sent out to all Boards for review prior to Council, all motions must be submitted to BCSTA by Tuesday, January 19, 2016.

Please note that in accordance with BCSTA Bylaw 7(I), motions to Provincial council must be emergent (i.e. "business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy or a public education issue")

Attachment



MOTION TO PROVINCIAL COUNCIL SUBMISSION FORM

Deadline for submission: Tuesday, January 19, 2016

TITLE

[BRIEF TITLE]

SPONSOR

Please indicate if the proposed resolution relates to an existing Foundational Statement or Policy Statement in *BCSTA's Policies*.

Please select your Board, Branch, or Committee from the menu.

- ☐ Relates to Foundational Statement No. [#] _____
- ☐ Relates to Policy Statement No. [#] _____
- ☐ Propose to make this resolution a new interim policy statement.
- ☐ This is an action resolution and does not change or contradict any existing Foundational or Policy Statement.

MOTION

In accordance with *BCSTA Bylaw 7(1)*, motions must be emergent, i.e., "business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy or a public education issue."

That BCSTA...

RATIONALE

Provide a succinct description of why this motion is needed, what makes it emergent, plus any relevant background information.

This motion is emergent because...

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc.

[Provide references here.]



RECORD
2015-2016

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 14, 2015

Call to Order
Motion of Exclusion
Approval of Agenda
Approval of Minutes
Superintendent Decision Item
Secretary Treasurer Decision Items
Superintendent Information Items
Trustee Reports
Adjournment

Meeting called to order at 2:12 p.m.
Approved
Approved as circulated
Approved as circulated
Approved
Approved
Received for information
Received for information
Adjourned at 4:08 p.m.