

**IN ATTENDANCE:**

**BOARD MEMBERS:**

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

**STAFF:**

Superintendent – Sylvia Russell  
Deputy Superintendent – Laurie Meston  
Secretary Treasurer – Flavia Coughlan  
Executive Assistant – Karen Yoxall

**ABSENT:**

Trustee – Korleen Carreras

**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.

Trustee Rempel joined the meeting at 6:02 p.m.

**2. Correspondence**

**Moved/Seconded**

- Frank Lento, Chairperson, School District No. 5 (Southeast Kootenay)
- Bill MacFarlane, Chairperson, School District No. 19 (Revelstoke)
- Moyra Baxter, Chairperson, School District No. 23 (Central Okanagan)
- Edith Loring-Kuhanga, Chairperson, School District No. 61 (Victoria)
- Keesha Rosario, Co-Chair of Youth Services and the Ridge Meadows Youth Impact Summit

The Chairperson requested that correspondence from Keesha Rosario, Co-Chair of Youth Services and the Ridge Meadows Youth Impact Summit be moved to Decision Items, Chairperson.

THAT the Board receive all correspondence for information.

**CARRIED**

**3. Approval of Agenda**

**Moved/Seconded**

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**Amendment:**

Move correspondence from Keesha Rosario, Co-Chair of Youth Services and the Ridge Meadows Youth Impact Summit to Decision Items, Chairperson.

THAT the Agenda be ordered as amended.

**CARRIED**

4. Invitation for Public Input to matters on the Agenda

Input was received on the My Education BC Update.

**B. APPROVAL OF MINUTES**

1. January 20, 2016

**Moved/Seconded**

THAT the Minutes of the January 20, 2016 Meeting be approved as circulated.

**CARRIED**

**C. PRESENTATIONS**

1. Helping Teachers, Learning Services

**Moved/Seconded**

The Helping Teachers, Learning Services presented information on their roles in the school district and reported on professional community collaboration, social emotional learning, building staff capacity, Universal Design for Learning (UDL), support for all, and the collaborative work environment.

THAT the Board receive the presentation by the Helping Teachers, Learning Services, for information.

**CARRIED**

**D. DELEGATIONS**

**E. DEFERRED ITEMS**

**F. DECISION ITEMS**

1. Chairperson

a) Correspondence from Keesha Rosario, Co-Chair of Youth Services and the Ridge Meadows Youth Impact Summit

Discussion ensued on attendance at the Youth Impact Summit scheduled to take place on March 6, 2016.

2. Superintendent of Schools

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a) Horticulture Program

**Moved/Seconded**

The Superintendent reported that on October 14, 2015 the Board of Education approved the Strategic Facilities Plan and recommended that staff work with post-secondary institutions and community partners on determining the feasibility of creating a new horticulture trades program.

The Superintendent further reported that a partnership with Kwantlen Polytechnic University has now been explored and that the Level One Technical Training in Horticulture: Common Core Landscape & Production is being recommended. The program will take place at Kwantlen Polytechnic University in Langley commencing February 2017 and will run for six weeks.

The Principal of District Alternate, Trades Training Programs & Work Experience reported on the benefits of the program and potential apprenticeship opportunities within the community.

THAT the Board approve the Horticulture Program Partnership with Kwantlen Polytechnic University for the 2016/17 academic year.

**CARRIED**

3. Secretary Treasurer

a) Budget Process

**Moved/Seconded**

The Secretary Treasurer reported that the 2016/2017 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.

In order to follow this timeline, it is being proposed that the April 6, 2016 Public Board Meeting be moved to April 13, 2016. Staff and students will be invited to attend this meeting.

THAT the Board approve changing the April 6, 2016 Public Board Meeting to April 13, 2016 starting at 4 p.m.;

And further;

THAT the Board: approve the proposed 2016/2017 Preliminary Budget Process Timeline.

**CARRIED**

4. Board Committees

- a) Finance
- b) Budget
- c) Board Policy Development
- d) Education Committee

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i. Board Authorized Approved Courses

**Moved/Seconded**

The Director of Instruction reported that the criteria guidelines for Athletic Leadership 11 and Athletic Leadership 12 have changed providing a clearer understanding of the requirements.

The Director of Instruction further reported that Outdoor Education Fly Fishing 10 and Outdoor Education Advanced Fishing 11 are courses that are being taught in other communities and provide an exciting option for students to obtain course credits.

The Director of Instruction reported that the Education Committee has met, reviewed and approved all four courses.

That the Board approve the following Board Authorized Approved Courses:

- Athletic Leadership 11
- Athletic Leadership 12
- Outdoor Education Fly Fishing 10
- Outdoor Education Advanced Fishing 11

**CARRIED**

e) Aboriginal Education

**G. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools

a) Autobody Collision Program

**Moved/Seconded**

The Superintendent reported that on October 14, 2015 the Board of Education approved the Strategic Facilities Plan and recommended that staff explore working with post-secondary institutions and community partners on determining the feasibility of creating a new Autobody Collision Repair program.

The Principal of District Alternate, Trades Training Programs & Work Experience reported that employment opportunities for this trade are significant with a large number of autobody collision repair shops in the community. Community support is evidenced by the proposed financial support for the acquisition of shop equipment from the Ed Coates Memorial Foundation.

The Principal of District Alternate, Trades Training Programs & Work Experience further reported that the school district is exploring partnership opportunities with BCIT and VCC to offer Level One Technical Training in Autobody Collision Repair for the 2017/2018 Academic Year. This is an Industry Training Authority (ITA) recognized technical training program leading to a Red Seal certification as an Automotive Collision Repair Technician. Equipment costs, facility location and overall program set up are still being assessed and will be reported to the Board once finalized.

THAT the Board receive the Autobody Collision Program Report for information.

**CARRIED**

b) Fine Arts Program

**Moved/Seconded**

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The Superintendent reported that on October 14, 2015 the Board of Education approved the Strategic Facilities Plan and recommended that staff explore the feasibility of post-secondary partnerships in the area of Fine Arts programming in secondary schools.

The Principal of District Alternate, Trades Training Programs & Work Experience reported that initial conversations have taken place with Kwantlen Polytechnic University and Douglas College exploring dual credit fine arts program options which would enable students to receive post-secondary credit while completing secondary school fine arts courses.

THAT the Board receive the Fine Arts Program update for information.

**CARRIED**

c) My Education BC Update

**Moved/Seconded**

The Director of Instruction, Project Manager and District Helping Teachers provided an update on My Education BC. The Family Portal Module, IEP functionality, secondary school teachers use of My Education BC to report student grades, work habits and comments, and ongoing training for clerical and administrative staff were explained.

Discussion ensued on technology issues and the cost of additional overtime hours.

THAT the Board receive the My Education BC Update for information.

**CARRIED**

d) Superintendent's Update

**Moved/Seconded**

The Superintendent reported on the Student Forum, the breakfast program at Harry Hooze, and events in the Secondary Schools.

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

**CARRIED**

3. Secretary Treasurer

a) 2016/17 Carbon Neutral Capital Program – Project Proposal

**Moved/Seconded**

The Secretary Treasurer reported that on December 4, 2015 the Ministry of Education issued a call for projects for the 2016/17 Carbon Neutral Capital Program.

The Manager of Energy and Environmental Sustainability reported that the energy conservation opportunities identified in the Garibaldi Secondary School retrofit project report would reduce the buildings energy footprint while maintaining or improving occupant comfort. If all of the recommendations are implemented this facility's energy footprint would be reduced by 16% and greenhouse gas emissions by 23%.

THAT the Board receive the proposed Garibaldi Secondary School retrofit project that will be submitted to the Ministry of Education as part of the 2016/17 Carbon Neutral Capital Program, for information.

**CARRIED.**

b) Enrolment Projections

**Moved/Seconded**

The Secretary Treasurer reported that every year the Ministry of Education requests that school districts provide a three year enrolment projection for the purposes of projecting operating grant requirements. Projections for students enrolled in regular K-12 schools were prepared using enrolment projections from the Baragar system, three year average transition rates and local knowledge of recent and historical enrolment trends. Enrolment for regular school age students, students with special needs and English Language Learners were explained.

THAT the Board receive the Secretary Treasurer's report on Enrolment Projections for information.

**CARRIED.**

4. Board Committees & Advisory & Advisory Committee Reports

- a) Finance
- b) Budget
- c) Board Policy Development

i. Proposed Draft Policy: 4202 Contingency Reserve

**Moved/Seconded**

The Secretary Treasurer reported that over the past three years the Board has followed a practice of maintaining a 1% minimum contingency reserve and minimizing the use of reserves to fund ongoing expenditures. The draft policy has been developed based on current practice and the recommendations regarding threshold targets for Net Accumulated Surpluses (contingency reserves) included in the 2015 Ernst and Young's Report on the Special Advisor's Review of the Vancouver Board of Education. Ernst and Young is of the view that a threshold target for contingency reserves of 2% to 3% of school district operating expenses would be reasonable. The Secretary Treasurer further reported that these recommendations are now reflected in the proposed draft policy.

THAT the Board receive for information and continuation with the consultation process:

Policy 4204: Contingency Reserve

**CARRIED**

ii. Proposed Draft Policy: 8801 Course Challenge

**Moved/Seconded**

The Director of Instruction reported that the proposed draft policy and procedure have been developed based on Ministry of Education guidelines and current school district practice.



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THAT the Board receive for information and continuation with the consultation process:

Policy: 8801: Course Challenge  
Procedure: 8801.1 Course Challenge

**CARRIED**

iii. Proposed Draft Policy: 8901 Field Trips (Including Extra Curricular Activities)

**Moved/Seconded**

The Director of Instruction reported that the proposed draft policy and procedure have been developed based on current school district practice and other BC school district policies.

THAT the Board receive for information and continuation with the consultation process:

Policy 8901: Field Trips (Including Extra Curricular Activities)  
Procedure 8901.1: Field Trips (Including Extra Curricular Activities)  
Attachment to Procedure 8901.1: Out of Country Field Trip Checklist

**CARRIED**

iv. Updated Policies

**Moved/Seconded**

The Secretary Treasurer reported that Policy 2400: School Board Meeting Proceedings had been updated to reflect the change in local election dates, Policy 2915: Board Chairperson – Elections/Roles/Responsibilities had been updated to reflect the change in election dates and trustee term of office and that Policy 5400: Transportation of Students with Special Needs had been updated to reflect the Board approved discontinuation of regular student transportation services effective September 2016.

THAT the Board receive for information:

Policy 2400: School Board Meeting Proceedings  
Policy 2915: Board Chairperson – Elections/Roles/Responsibilities  
Policy 5400: Transportation of Students with Special Needs

**CARRIED**

- d) Education
- e) Aboriginal Education
- f) Inclusive Education
- g) French Immersion Advisory
- h) District Student Advisory
- i) Round Table with Partner Groups

**H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

**I. TRUSTEE REPORTS**

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**BC School Trustees Association Provincial Council**

Trustee Clarkson reported on motions that have been submitted to Provincial Council scheduled to take place from February 19 – 20, 2016.

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District Parent Advisory Council

It was reported that at the last meeting there was a presentation on mental wellness.

Ridge Meadows Education Foundation

Trustee Rempel reported on an upcoming meeting at Willowbrook Manor regarding planned giving.

Good News

Trustees reported on school visits and an upcoming student forum scheduled to take place on March 7, 2016 at the Maple Ridge Act.

**J. QUESTION PERIOD**

**K. OTHER BUSINESS**

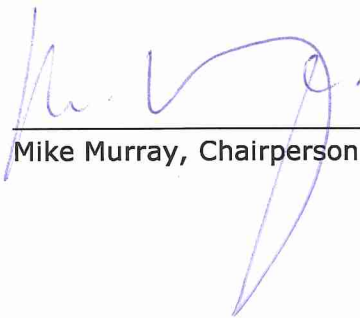
**L. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

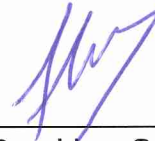
**CARRIED**

The Public Board meeting adjourned at 8:20 p.m.



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Mike Murray, Chairperson



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Flavia Coughlan, Secretary Treasurer