

Wednesday, January 24, 2018
Time: 6:00 p.m.

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

"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty." Winston Churchill

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - B. MacFarlane, Chairperson, School District No. 19 (Revelstoke)
 - B. Narang, Vice Chairperson, School District No. 41 (Burnaby)
 - G. Swan, BC School Trustees Association
 - S. Oxley, Ministerial Enquiries Division, Ministry of Immigration, Refugees and Citizenship
3. Approval of Agenda
4. 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.*

B. APPROVAL OF MINUTES

1. December 6, 2017 ITEM 2

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. Secondary Transitions 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
 - a) 2018/2019 and 2019/2020 Proposed District School Calendars ITEM 4
 - b) Grade 8 Place-Based Learning Pod Program ITEM 5
3. Secretary Treasurer
 - a) Disposal of Real Property Bylaw No. 2017/18-001 ITEM 6
 - b) Budget Process ITEM 7
4. Board Committees
 - a) Budget
 - b) Finance
 - i. Appointment of Auditors ITEM 8

- c) Facilities Planning
- d) Board Policy Development
- i. Policy 4101: General Banking ITEM 9
 Policy 4105: Investment
 Policy 4110: Revenue Generation
 Policy 4910: Financial Reporting and Administration
 – School Based Funds
 - ii. Policy 5705: Surveillance ITEM 10
 - iii. Policy 8330: Board/Authority Authorized Courses ITEM 11
 - iv. Policy 9705: Student Records ITEM 12
- e) Education
- f) Aboriginal Education
- g) Roundtable with Partners

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
 - a) Superintendent's Update ITEM 13
- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - e) Education
 - f) Inclusive Education
 - g) French Immersion
 - h) Aboriginal Education
 - i) Round Table with Partners

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association
- 2. Student Voice
- 3. District Parent Advisory Council
- 4. Municipal Advisory & Accessibility
- 5. Maple Ridge-Pitt Meadows Arts Council
- 6. Ridge Meadows Education Foundation
- 7. Social Planning Advisory
- 8. City of Maple Ridge Active Transportation
- 9. Other Board Liaison Representative Reports
- 10. 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 14

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: January 24, 2018
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*

2. *CORRESPONDENCE (Information Item)*

- B. MacFarlane, Chairperson, School District No. 19 (Revelstoke)
- B. Narang, Vice Chairperson, School District No. 41 (Burnaby)
- G. Swan, BC School Trustees Association
- S. Oxley, Ministerial Enquiries Division, Ministry of Immigration, Refugees and Citizenship

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

November 30th, 2017



School District 19
(Revelstoke)

By email

The Honourable Rob Fleming
Minister of Education
PO Box 9405, Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Carole James
Minister of Finance
PO Box 9048, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Rob Fleming and Minister Carole James,

RE: Key Funding Priorities for the 2018 Education Budget

At the Revelstoke Board of Education's regular meeting of November 29th, 2017 the Board passed the following motion:

"THAT the Revelstoke Board of Education write a letter to the Minister of Education and the Minister of Finance in support of the BCSTA's letter of November 20th, 2017 which recommended key investments and policy/procedure changes for consideration in Budget 2018."

The Revelstoke Board of Education fully supports the November 20th, 2017 letter from the British Columbia School Trustees Association and believes that the priorities set out in the letter align with the priorities set by the government in its throne speech.

Sincerely,



Bill MacFarlane, Chairperson
Revelstoke Board of Education

cc: Board Correspondence File
BC School Boards (through BCSTA)



November 6, 2017

Peter Julian, Member of Parliament, New Westminster-Burnaby
110-888 Carnarvon Street
New Westminster, BC
V3M 0C6

A handwritten signature in black ink that reads "Peter".

Dear Mr. Julian;

At the January 23rd, 2017 board meeting, the Burnaby Board of Education school trustees approved a recommendation to submit a substantive motion to the 2017 British Columbia School Trustees Association Annual General Meeting.

The purpose of this motion is to highlight ongoing concerns around adequate, predictable and stable funding within the federal funding model for the Settlement Workers in Schools (SWIS) and Language Instruction for Newcomers to Canada (LINC) programs.

The move to this federally funded model of program support in 2014 has precipitated a number of problems around budgets, timelines and disbursement. In the current three year contract (2017 – 2020), budgets are insufficient to provide adequate services to newcomers to Canada with multiple needs and barriers.

When the Syrian refugees began arriving in Burnaby in November 2015, the district had to work within the budget that was approved prior to their arrival. This proved to be very difficult to manage as refugees required a great deal of support with settlement, such as; developing language skills, settling in schools and their communities, addressing multiple health care problems including mental health and numerous children with special needs. These families are often large in size with many young children and are multi-generational. Additionally, children from refugee camps often arrive with multi-year educational gaps.

In recognizing increased budget needs the federal government began to disburse funds under the "Syrian Initiative" targeted funding. This funding model is problematic as funds are released in small portions and with very little lead time. This impacts the ability of the school districts to plan appropriately for both staff and program delivery to fully meet the needs of newcomers.

The motion and rationale below clearly outline the necessity "for increased, predictable and stable funding" moving forward.

We request that the federal government review the existing budget practices and revise them to

more effectively reflect the changing needs of the newcomer population and increase the capacities of school districts to adequately support immigrant refugee families through SWIS and LINC programs.

We would like to take this opportunity to invite you to join the English Language Learners (ELL) Consortium at our **January 10, 2018** meeting. The consortium consists of school district trustees and district staff from around the Lower Mainland. The purpose of the consortium is to highlight issues and challenges ELL students and new immigrant families face as they settle in British Columbia. The committee meeting of the ELL Consortium will be at **Burnaby Central Secondary School**, 6011 Deer Lake Parkway in Burnaby, from **9:30am – 11:30am**. Please RSVP to Joanne Whalvin at joanne.whalvin@sd41.bc.ca if you are able to attend.

Thank you for your time and consideration in this matter.

Sincerely,



Baljinder Narang, Vice-Chair
Burnaby Board of Education

Cc: Member of Parliament, Terry Beech
Member of Parliament, Kennedy Stewart

FEDERAL FUNDING OF THE SETTLEMENT WORKERS IN SCHOOLS AND LANGUAGE INSTRUCTION FOR NEW COMERS TO CANADA PROGRAMS

SUBMITTED BY: *SD41 (Burnaby)*

BE IT RESOLVED:

That the BCSTA urge the B.C. Ministry of Education and the Canadian School Boards Association (CSBA) to request the federal government provide increased, predictable and stable funding to enable boards of education to provide essential support services for immigrant families settling in communities.

RATIONALE:

This motion is needed because budgets in the areas of Settlement Workers in Schools (SWIS) and Language Instruction for Newcomers to Canada (LINC) continue to decrease despite the rising number of immigrants and despite the record influx of Syrian Refugees.

We have a responsibility to properly settle immigrant families in our communities. This has a direct impact on student learning both in the K-12 sector and adult language learning. Inadequate settlement services negatively impact parents and families who are dealing with multiple barriers in finding employment and housing, managing health issues including trauma, learning a new language and trying to adapt to a new country.

Multiple year reductions in budgets and uncertainty in funding timelines in the areas of SWIS and LINC programs force school districts to cut essential positions and programs that are vital to the successful settlement of students and families in schools and the community. SWIS workers are held in a unique position of trust by families and school personnel because they have both a cultural awareness of the challenges faced by newcomers, and knowledge of the Canadian school system. Language acquisition for adult newcomers, through LINC classes is equally important for successful integration of families in the community.

Without meeting the settlement needs of immigrant families, Canadians run the risk of alienating new families and, rather than including them in society, they become culturally isolated and disenfranchised and unable to realize their full potential.

November 6, 2017

Terry Beech, Member of Parliament, Burnaby North - Seymour
3906 Hastings Street
Burnaby, British Columbia
V5C 6C1


Dear Mr. Beech;

At the January 23rd, 2017 board meeting, the Burnaby Board of Education school trustees approved a recommendation to submit a substantive motion to the 2017 British Columbia School Trustees Association Annual General Meeting.

The purpose of this motion is to highlight ongoing concerns around adequate, predictable and stable funding within the federal funding model for the Settlement Workers in Schools (SWIS) and Language Instruction for Newcomers to Canada (LINC) programs.

The move to this federally funded model of program support in 2014 has precipitated a number of problems around budgets, timelines and disbursement. In the current three year contract (2017 – 2020), budgets are insufficient to provide adequate services to newcomers to Canada with multiple needs and barriers.

When the Syrian refugees began arriving in Burnaby in November 2015, the district had to work within the budget that was approved prior to their arrival. This proved to be very difficult to manage as refugees required a great deal of support with settlement, such as; developing language skills, settling in schools and their communities, addressing multiple health care problems including mental health and numerous children with special needs. These families are often large in size with many young children and are multi-generational. Additionally, children from refugee camps often arrive with multi-year educational gaps.

In recognizing increased budget needs the federal government began to disburse funds under the "Syrian Initiative" targeted funding. This funding model is problematic as funds are released in small portions and with very little lead time. This impacts the ability of the school districts to plan appropriately for both staff and program delivery to fully meet the needs of newcomers.

The motion and rationale below clearly outline the necessity "for increased, predictable and stable funding" moving forward.

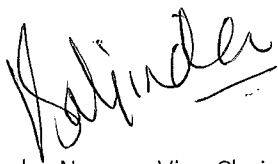
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more effectively reflect the changing needs of the newcomer population and increase the capacities of school districts to adequately support immigrant refugee families through SWIS and LINC programs.

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Thank you for your time and consideration in this matter.

Sincerely,



Baljinder Narang, Vice-Chair
Burnaby Board of Education

Cc: Member of Parliament, Peter Julian
Member of Parliament, Kennedy Stewart

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Without meeting the settlement needs of immigrant families, Canadians run the risk of alienating new families and, rather than including them in society, they become culturally isolated and disenfranchised and unable to realize their full potential.

November 6, 2017

Kennedy Stewart, Member of Parliament, Burnaby South
4940 Kingsway
Burnaby, BC
V5H 2E2

Dear Mr. Stewart;



At the January 23rd, 2017 board meeting, the Burnaby Board of Education school trustees approved a recommendation to submit a substantive motion to the 2017 British Columbia School Trustees Association Annual General Meeting.

The purpose of this motion is to highlight ongoing concerns around adequate, predictable and stable funding within the federal funding model for the Settlement Workers in Schools (SWIS) and Language Instruction for Newcomers to Canada (LINC) programs.

The move to this federally funded model of program support in 2014 has precipitated a number of problems around budgets, timelines and disbursement. In the current three year contract (2017 – 2020), budgets are insufficient to provide adequate services to newcomers to Canada with multiple needs and barriers.

When the Syrian refugees began arriving in Burnaby in November 2015, the district had to work within the budget that was approved prior to their arrival. This proved to be very difficult to manage as refugees required a great deal of support with settlement, such as; developing language skills, settling in schools and their communities, addressing multiple health care problems including mental health and numerous children with special needs. These families are often large in size with many young children and are multi-generational. Additionally, children from refugee camps often arrive with multi-year educational gaps.

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The motion and rationale below clearly outline the necessity “for increased, predictable and stable funding” moving forward.

We request that the federal government review the existing budget practices and revise them to

more effectively reflect the changing needs of the newcomer population and increase the capacities of school districts to adequately support immigrant refugee families through SWIS and LINC programs.

We would like to take this opportunity to invite you to join the English Language Learners (ELL) Consortium at our **January 10, 2018** meeting. The consortium consists of school district trustees and district staff from around the Lower Mainland. The purpose of the consortium is to highlight issues and challenges ELL students and new immigrant families face as they settle in British Columbia. The committee meeting of the ELL Consortium will be at **Burnaby Central Secondary School**, 6011 Deer Lake Parkway in Burnaby, from **9:30am – 11:30am**. Please RSVP to Joanne Whalvin at joanne.whalvin@sd41.bc.ca if you are able to attend.

Thank you for your time and consideration in this matter.

Sincerely,



Baljinder Narang, Vice-Chair
Burnaby Board of Education

Cc: Member of Parliament, Peter Julian
Member of Parliament, Terry Beech

FEDERAL FUNDING OF THE SETTLEMENT WORKERS IN SCHOOLS AND LANGUAGE INSTRUCTION FOR
NEW COMERS TO CANADA PROGRAMS

SUBMITTED BY: *SD41 (Burnaby)*

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We have a responsibility to properly settle immigrant families in our communities. This has a direct impact on student learning both in the K-12 sector and adult language learning. Inadequate settlement services negatively impact parents and families who are dealing with multiple barriers in finding employment and housing, managing health issues including trauma, learning a new language and trying to adapt to a new country.

Multiple year reductions in budgets and uncertainty in funding timelines in the areas of SWIS and LINC programs force school districts to cut essential positions and programs that are vital to the successful settlement of students and families in schools and the community. SWIS workers are held in a unique position of trust by families and school personnel because they have both a cultural awareness of the challenges faced by newcomers, and knowledge of the Canadian school system. Language acquisition for adult newcomers, through LINC classes is equally important for successful integration of families in the community.

Without meeting the settlement needs of immigrant families, Canadians run the risk of alienating new families and, rather than including them in society, they become culturally isolated and disenfranchised and unable to realize their full potential.

November 30, 2017

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
PO Box 9056, STN PROV GOVT.
Victoria BC
V8W 9E2

Dear Minister Robinson

RE: *Local Elections Campaign Financing Amendment Act, 2017*

The British Columbia School Trustees Association (BCSTA) serves and supports all 60 of BC's public boards of education in their key work of improving student achievement.

As with municipal and regional district elections, the *Local Elections Campaign Financing Act* applies to school trustee elections. We have been monitoring the progress of the *Local Elections Campaign Financing Amendment Act, 2017* (Bill 15) through the Legislature and are writing to request that you consult with our organization before finalizing the regulation that you plan to develop to address the amount that local election candidates may contribute to their own campaigns. Consulting with our organization will help you to develop a regulation that is informed by our experience and unique insight into school trustee elections.

Bill 15 restricts local elections candidates to contributing no more than \$1,200 to their own campaigns. Your comments in the Legislature on November 23, 2017 indicate that your "intention would be to recommend a regulation that provides for candidates to make an additional campaign contribution of up to \$1,200 in 2018 to their own campaign, with that being in addition to the regular contribution limit of \$1,200, bringing the total in those circumstances to \$2,400 for 2018." (*Hansard*, November 23, 2017). We would like the opportunity to consult with BCSTA members and discuss this matter with you before the regulation is developed.

Working together, we can share our unique insight into school trustee elections and help you achieve your stated objective of "support[ing] fair election campaigns that are free of the influence of wealthy donors and are accessible to everyone" (*Hansard*, October 30, 2017).

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'G B Swan', with a long horizontal flourish extending to the right.

Gordon Swan
President
BC School Trustees Association

cc: Hon. Rob Fleming, Minister of Education
Scott MacDonald, Deputy Minister of Education
BCSTA Member Boards of Education



August 30, 2017

The Honourable Ahmed D. Hussen

Minister of Education, Refugees and Citizenship
365 Laurier Avenue West
Ottawa, Ontario
K1A 1L1, Canada

Dear Minister Hussen,

RE: Federal Funding for Support Services for Immigrant Families

During the BC School Trustees Association's spring 2017 Annual General Meeting, our member Boards of Education passed a significant resolution calling for federal funding for support services for immigrant families.

The motions passed by our membership follows:

That BCSTA urge the B.C. Ministry of Education and the Canadian School Boards Association (CSBA) to request the federal government provide increased, predictable and stable funding to enable boards of education to provide essential support services for immigrant families settling in communities

Providing immigrant families with as much stability as possible is paramount to creating a smooth transition into a new society. Public education resides as an undeniable cornerstone to a successful democratic society, and we request that the federal government consider providing new Canadians with the best tools for success accordingly.

It is our responsibility to assist immigrant families as best as we can when it comes to settling in our communities, and budgets in the areas of Settlement Workers in Schools (SWIS) and Language Instruction for Newcomers to Canada (LINC) continue to decrease in the face of rising immigrant counts.

By securing stable, reliable funding for boards of education we will be able to provide the services needed to ensure that the children of immigrant families get the strongest start possible in their new home.

As included in the rationale supporting the motion (attached) at the time of its submission, by not meeting the settlement needs of immigrant families, Canadians run the risk of alienating new families and, rather than including them in society, they become culturally isolated and disenfranchised and unable to realize their full potential.

Thank you for your consideration of this request. We look forward to hearing from you regarding any possibilities or proposals that you may have surrounding this important concern.

Sincerely,

A handwritten signature in blue ink, appearing to read "G B Swan". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Gordon Swan

President

BC School Trustees Association

Enclosure

cc: BCSTA Member Boards of Education

8. FEDERAL FUNDING FOR SUPPORT SERVICES FOR IMMIGRANT FAMILIES

SUBMITTED BY: SD 41 (Burnaby)

BE IT RESOLVED:

That BCSTA urge the B.C. Ministry of Education and the Canadian School Boards Association ("CSBA") to request the federal government provide increased, predictable and stable funding to enable boards of education to provide essential support services for immigrant families settling in communities.

RATIONALE:

This motion is needed because budgets in the areas of Settlement Workers in Schools ("SWIS") and Language Instruction for Newcomers to Canada ("LINC") continue to decrease despite the rising number of immigrants and despite the record influx of Syrian Refugees.

We have a responsibility to properly settle immigrant families in our communities. This has a direct impact on student learning both in the K-12 sector and adult language learning. Inadequate settlement services negatively impact parents and families who are dealing with multiple barriers in finding employment and housing, managing health issues (including trauma), learning a new language and trying to adapt to a new country.

Multiple year reductions in budgets and uncertainty in funding timelines in the areas of SWIS and LINC programs force school districts to cut essential positions and programs that are vital to the successful settlement of students and families in schools and the community. SWIS workers hold unique positions of trust by families and school personnel because they have both a cultural awareness of the challenges faced by newcomers and knowledge of the Canadian school system. Language acquisition for adult newcomers, through LINC classes is equally important for successful integration of families in the community.

Without meeting the settlement needs of immigrant families, Canadians run the risk of alienating new families and, rather than including them in society, they become culturally isolated and disenfranchised and unable to realize their full potential.

Qualtrough, Carla - Riding 1A

From: Ministerial Correspondence / Correspondence Ministériels (IRCC)
<IRCC.MinisterialCorrespondence-CorrespondenceMinisteriels.IRCC@cic.gc.ca>
Sent: October-17-17 12:43 PM
To: 'bcsta@bcsta.org'
Subject: Immigration, Refugees, and Citizenship Canada - 2017-00949015

Dear Gordon Swan:

This is in reply to your correspondence of August 30, 2017, addressed to the Honourable Ahmed Hussen, Minister of Immigration, Refugees and Citizenship, concerning federal funding for support services for immigrant families.

Thank you for sending a copy of the resolution passed by the British Columbia School Trustees Association. Please be assured that this information will be forwarded to departmental officials responsible for the settlement and integration program.

The Government of Canada is committed to ensuring that newcomers, including refugees, integrate and contribute fully to the Canadian economy and to their communities.

In general, Immigration, Refugees and Citizenship Canada (IRCC) administers two major funding programs: Settlement and Resettlement Assistance. The Settlement Program assists immigrants and refugees to overcome barriers specific to the newcomer experience so that they can participate in the social, cultural, civic, and economic life in Canada. The program focuses on four areas: information and orientation; language training and skills development; labour market access; and welcoming communities. The Resettlement Assistance Program provides immediate and essential support services and income support toward meeting the resettlement needs of refugees.

Detailed information on settlement and resettlement funding and programs can be found on the IRCC Website at: <http://www.cic.gc.ca/english/department/grants-contributions-funding/index.asp>.

Thank you for writing. I trust that the information provided is of assistance.

Sincerely,

S. Oxley
Ministerial Enquiries Division

This electronic address is not available for response.



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: January 24, 2018
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the December 6, 2017 Public Board Meeting be approved as circulated.

Attachment



PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, December 6, 2017 (6:00 PM)
Board Room, District Education Office

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

ABSENT:

Trustee – Lisa Beare

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

- Strategic Policy Branch, Health Canada
- F. Lento, Chairperson, School District No. 5 (Southeast Kootenay)
- G. Swan, President, BC School Trustees Association

THAT the Board receive the correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. November 15, 2017

Moved/Seconded

THAT the Minutes of the November 15, 2017 Public Board meeting be approved as circulated.

CARRIED**C. PRESENTATIONS****D. DELEGATIONS****E. DEFERRED ITEMS****F. DECISION ITEMS**

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

- a) School District Statement of Financial Information (SOFI)

Moved/Seconded

The Chairperson reported on the School District Statement of Financial Information (SOFI) for the year ended June 30, 2017.

The report is prepared annually in accordance with the Financial Information Act; included in the report are a schedule of remuneration and expenses that lists all payments made to trustees and to employees with remuneration exceeding \$75,000, and, a schedule of suppliers of goods and services that received payments in excess of \$25,000.

THAT the Board approve the School District Statement of Financial Information for the fiscal year ended June 30, 2017; and that the said statement be submitted to the Ministry of Education.

CARRIED

- b) Proposed Development of a Portion of Land on the South Albion Site

Moved/Seconded

The Secretary Treasurer reported that in January 2016 the School District and the City of Maple Ridge entered into joint agreements to develop and plan for the construction of a new school, a neighbourhood learning centre housed within the school and a potential community centre on 104th Avenue in Maple Ridge.

The Secretary Treasurer further reported that in order for the City of Maple Ridge to construct the proposed community centre they have to purchase part of the South Albion site from the School District.

THAT the Board authorize the Secretary Treasurer to advertise the proposed disposal of a portion of land on the South Albion site to the City of Maple Ridge as contemplated in the public consultation process completed in March 2016.

CARRIED

4. Board Committees

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

i. Policy 10200: Communications

Moved/Seconded

The Secretary Treasurer reported that feedback received had been incorporated into the policy.

THAT the Board approve Policy 10200: Communications.

And Further;

THAT the Board rescind the following Policies:

Public Information Programs – KB
News Releases - KBCA

CARRIED

ii. Policy 10310: Volunteers

Moved/Seconded

The Secretary Treasurer reported that the policy and procedures have been updated to include the following feedback received.

THAT the Board approve Policy 10310: Volunteers.

And Further;

THAT the Board receive for information the following:

Procedure 10310.1: Volunteers
Procedure 10310.2: Volunteer Drivers
Procedure 10310.3: Volunteer Community Coaches
Volunteer Application Form
Volunteer Drivers Application: Elementary
Volunteer Drivers Application: Secondary

And Further;

THAT the Board rescind Policy: School Volunteers (March 26, 2008)

CARRIED

iii. Rescission of Policies

Moved/Seconded

The Secretary Treasurer reported that the policies being proposed to be rescinded are either no longer required by the Ministry of Education or are covered under existing district policies or updated legislation:

THAT the Board rescind the following policies:

- GBE Employees with AIDS and HIV Infection
- GBEB District Health and Wellness
- IGADA: Work Experience
- IGADB Food Services Management – Teaching Kitchen
- IGE: Community and Adult Education Programs
- JCA Student Entry During School Year
- JECBAA: Home School Learners
- JFA Student Vandalism
- JFCA Student Dress Code
- JFCH Student Alcohol, Illegal Substance Use and Intoxicants
- JG Student Discipline
- JGDA Failure to Attend to Studies or Continued Infractions of School Rules
- JHF: Student Safety
- KH Public Gifts to Schools or the District
- School Heritage Archives (Approved – October 29, 2008)

CARRIED

- e) Education
- f) Aboriginal Education
- g) Roundtable with Partners

G. INFORMATION ITEMS

1. Chairperson
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

- i. Draft Policy 5705: Surveillance

Moved/Seconded

The Secretary Treasurer reported that the policy and procedure have been drafted with legal advice and meet privacy legislation requirements.

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

Draft Policy 5705: Surveillance
 Draft Procedure 5705.1: Video Surveillance
 Surveillance Access Log

CARRIED

- e) Education
- f) Aboriginal Education
- g) Round Table with Partner Groups

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

- a) Motions to BC School Trustees Association Provincial Council

The Chairperson reported that the deadline for submission of motions to BC School Trustees Associations Provincial Council is January 12, 2018.

The Chairperson further reported that the BC School Trustees Association Fraser Valley Branch meeting will take place on February 5, 2018 at Maple Ridge Secondary School.

I. TRUSTEE REPORTS

Student Voice

The Chairperson and Superintendent reported that a Student Forum will take place on January 31, 2018 with approximately 150 Grade 10 – 12 students expected to participate.

District Parent Advisory Council

Trustees reported that the recent meeting included a tour of Yennadon Annex.

Municipal Advisory & Accessibility

The Chairperson reported that financial services and accessibility were discussed.

Maple Ridge-Pitt Meadows Arts Council

Trustee Rempel reported that a new Executive Director had been appointed.

Ridge Meadows Education Foundation

Trustee Rempel reported on the Annual General Meeting and the appointment of new directors.

City of Maple Ridge Active Transportation

Trustee Carr reported that school routes, transportation routes to new developments and the introduction of a new B line bus service were discussed.

Good News Items

Trustee Carreras noted that December 6 was the National Day of Remembrance and Action on Violence Against Women; Trustee Carr reported on school visits and the Chairperson reported on the 25-year recognition evening at MRSS, the BookFest event hosted at the Greg Moore Youth Centre, and the announcement of new childcare spaces.

L. QUESTION PERIOD

A question was posed on student safety and the need for a crosswalk on 124th street.

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 6:50 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **SECONDARY TRANSITIONS**

Date: January 24, 2018
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the Secondary Transitions presentation by Elena Digiovanni, and Gary Lozinski, District Helping Teachers for information.

**ITEM 4**

To: **Board of Education**

From: Sylvia Russell
Superintendent

Re: **2018/2019 and 2019/2020 PROPOSED
DISTRICT SCHOOL CALENDARS**

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

For the past seven school years School District 42 (SD42) has implemented a District-wide School Calendar.

The School Calendar Regulation enacted in Spring 2012, established a new legislative framework that eliminated a Ministry of Education standardized school calendar and set the requirements for a board-established school calendar beginning in the 2013-14 school year.

The School Calendar Regulation from the School Act sets a minimum number of hours of instruction that boards must offer to students during the school year. It is important to note that the Regulation is not intended to set or effect teacher hours of work.

As well, there are different calendar information requirements for bricks-and-mortar and distributed learning schools as set out in the Regulation:

- 1) All Public Schools except Distributed Learning Schools must indicate
 - (a) The number and dates of the days in session;
 - (b) The number and dates of each day of instruction;
 - (c) The vacation periods and dates of statutory holidays;
 - (d) The dates of each non-instructional day; and
- 2) Pursuant to subsection (3) of the Regulation, the following are the prescribed minimum hours of instruction that a board must offer to students enrolled in the schools in its district in the 2018/2019 school year and the 2019/2020 school year:
 - (a) 853 hours of instruction for students in kindergarten;
 - (b) 878 hours of instruction for students in grades 1 to 7;
 - (c) 952 hours of instruction for students in grades 8 to 12.

Note: The minimum hours requirement is lower for Kindergarten students to allow for the gradual entry process at the beginning of each school year.

- 3) Distributed Learning Schools
 - (a) The number and dates of the days in session;
 - (b) The dates on which the principal, vice principals, directors of instruction and teachers of the school are available for instruction; and
 - (c) The vacation periods and dates of statutory holidays.

Boards are not required to include their summer school schedules in calendars submitted to the ministry (s. 4 (3) of the Regulation).

In order to provide families and the District more opportunity to plan ahead, we are proposing calendars for both 2018/2019 and 2019/2020. Both these calendars meet the required minutes of instruction outlined in the regulations.

2018/2019 Proposed District School Calendars

- For Regular and Distributed Learning a two week Winter Break from **Monday, December 24 to Friday, January 4, 2019**, a two week Spring Break from **Monday, March 18 to Friday, March 29, 2019** (excluding Kanaka Creek Elementary) and one day not in session to coincide with the Family Day holiday on **Friday, February 8, 2019**. This will be an optional training day for 10-month CUPE employees. The last instructional day of school for students is set for **Wednesday, June 26, 2019**. (Attachments A, B, E)
- Kanaka Creek Elementary calendar includes a Winter Break from **Monday, December 10 to Friday, January 4, 2019**, a Spring Break from **Monday, April 1 to Friday, April 26, 2019** with the last day for students being **Tuesday, July 23, 2019**. (Attachments C, D)

2019/2020 Proposed District School Calendars

- For Regular and Distributed Learning a two week Winter Break from **Monday, December 23 to Friday, January 3, 2020**, a two week Spring Break from **Monday, March 16 to Friday, March 27, 2020** (excluding Kanaka Creek Elementary) and one day not in session to coincide with the Family Day holiday on **Friday, February 7, 2020**. This will be an optional training day for 10-month CUPE employees. The last instructional day for students is set for **Wednesday, June 24, 2020**. (Attachments F, G, J)
- Kanaka Creek Elementary calendar includes a Winter Break from **Monday, December 9 to Friday, January 3, 2020**, a Spring Break from **Monday, March 30 to Friday, April 24, 2020** with the last day for students being **Tuesday, July 21, 2020**. (Attachments H, I)

Consultation Requirements

Section 87.01 (7) of the School Act and the School Calendar Regulation indicates that a board must make public proposed school calendars one month before submission to the Ministry of Education. For this year the proposed calendars must be made public on or before February 28, 2018. During the consultation period, a board must provide parents and board employees the opportunity to comment on the proposed calendar.

Proposed Process:

- Proposed calendars will be shared with the public on the SD42 website Thursday, January 25, 2018 through to Friday, February 23, 2018 with a request for public feedback.
- The feedback will then be reviewed by Senior Team. The proposed calendars will be adjusted if required, and submitted to the Board of Education for approval at the March 7, 2018 Board meeting.
- Once approved, the 2018/2019 and 2019/2020 calendars will be posted on the SD42 website and submitted to the Ministry of Education by March 31, 2018.

RECOMMENDATION:

THAT the Board of Education receive for information the attached proposed district school calendars and approve the calendars to be shared with the public in order to receive public feedback.

Attachments

2018-2019 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 4, 2018
<i>Non-instructional day</i>	<i>Monday, September 24, 2018</i>
Thanksgiving Day	Monday, October 8, 2018
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 19, 2018</i>
<i>Non-instructional day</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Schools close for Winter break	Friday, December 21, 2018
Winter break	Monday, December 24, 2018 to Friday, January 4, 2019
Schools reopen after Winter break	Monday, January 7, 2019
<i>Non-instructional day</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day</i>	<i>Thursday, February 7, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 8, 2019</i>
Family Day	Monday, February 11, 2019
Schools close for Spring break	Friday, March 15, 2019
Spring break	Monday, March 18, 2019 to Friday, March 29, 2019
Schools reopen after Spring break	Monday, April 1, 2019
Good Friday	Friday, April 19 2019
Easter Monday	Monday, April 22, 2019
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day</i>	<i>Monday, May 21, 2019</i>
Last day for students	Wednesday, June 26, 2019
Year-end administrative day	Thursday, June 27, 2019
Schools close for Summer vacation	Friday, June 28, 2019

ELEMENTARY (K-7) DAILY SCHEDULE: 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

NB: *Kanaka Creek Elementary* will run its year round calendar separate from this calendar.

SECONDARY (8-12) DAILY SCHEDULE: 8:30am to 2:40pm. 320 instructional minutes per day.

Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7.

952 hours of instruction for students in grades 8 to 12.

August 2018						
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February 2019						
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day
 Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session
	Curriculum Days
	Growth Planning Day

2018-2019 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 4, 2018
<i>Non-instructional day</i>	<i>Monday, September 24, 2018</i>
Thanksgiving Day	Monday, October 8, 2018
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 19, 2018</i>
<i>Non-instructional day</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Schools close for Winter break	Friday, December 7, 2018
Winter break	Monday, December 10, 2018 to Friday, January 4, 2019
Schools reopen after Winter break	Monday, January 7, 2019
<i>Non-instructional day</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day</i>	<i>Thursday, February 7, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 8, 2019</i>
Family Day	Monday, February 11, 2019
Schools close for Spring break	Friday, March 29, 2019
Spring break	Monday, April 1, 2019 to Friday, April 26, 2019
Schools reopen after Spring break	Monday, April 29, 2019
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day</i>	<i>Monday, May 21, 2019</i>
Canada Day	Monday, July 1, 2019
Last day for students	Tuesday, July 23, 2019
Year-end administrative day	Wednesday, July 24, 2019
Schools close for Summer vacation	Thursday, July 25, 2019

ELEMENTARY (K-7) DAILY SCHEDULE: 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:

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October 2018						
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March 2019						
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April 2019						
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May 2019						
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June 2019						
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July 2019						
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day

Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session
	Curriculum Days
	Growth Planning Day

2018-2019 DISTRIBUTED LEARNING SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 4, 2018
<i>Non-instructional day</i>	<i>Monday, September 24, 2018</i>
Thanksgiving Day	Monday, October 8, 2018
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 19, 2018</i>
<i>Non-instructional day</i>	<i>Friday, November 9, 2018</i>
Remembrance Day	Monday, November 12, 2018
Schools close for Winter break	Friday, December 21, 2018
Winter break	Monday, December 24, 2018 to Friday, January 4, 2019
Schools reopen after Winter break	Monday, January 7, 2019
<i>Non-instructional day</i>	<i>Friday, January 25, 2019</i>
<i>Non-instructional day</i>	<i>Thursday, February 7, 2019</i>
<i>Schools not in Session</i>	<i>Friday, February 8, 2019</i>
Family Day	Monday, February 11, 2019
Schools close for Spring break	Friday, March 15, 2019
Spring break	Monday, March 18, 2019 to Friday, March 29, 2019
Schools reopen after Spring break	Monday, April 1, 2019
Good Friday	Friday, April 19 2019
Easter Monday	Monday, April 22, 2019
Victoria Day	Monday, May 20, 2019
<i>Non-instructional day</i>	<i>Monday, May 21, 2019</i>
Last day for students	Wednesday, June 26, 2019
Year-end administrative day	Thursday, June 27, 2019
Schools close for Summer vacation	Friday, June 28, 2019

2019-2020 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 3, 2019
<i>Non-instructional day</i>	<i>Monday, September 23, 2019</i>
Thanksgiving Day	Monday, October 14, 2019
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2019</i>
<i>Non-instructional day</i>	<i>Friday, November 8, 2019</i>
Remembrance Day	Monday, November 11, 2019
Schools close for Winter break	Friday, December 20, 2019
Winter break	Monday, December 23, 2019 to Friday, January 3, 2020
Schools reopen after Winter break	Monday, January 6, 2020
<i>Non-instructional day</i>	<i>Friday, January 24, 2020</i>
<i>Non-instructional day</i>	<i>Thursday, February 6, 2020</i>
Schools Not in Session	Friday, February 7, 2020
Family Day	Monday, February 10, 2020
Schools close for Spring break	Friday, March 13, 2020
Spring break	Monday, March 16, 2020 to Friday, March 27, 2020
Schools reopen after Spring break	Monday, March 30, 2020
Good Friday	Friday, April 10, 2020
Easter Monday	Monday, April 13, 2020
Victoria Day	Monday, May 18, 2020
<i>Non-instructional day</i>	<i>Tuesday, May 19, 2020</i>
Last day for students	Wednesday, June 24, 2020
Year-end administrative day	Thursday, June 25, 2020
Schools close for Summer vacation	Friday, June 26, 2020

ELEMENTARY (K-7) DAILY SCHEDULE: 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

NB: *Kanaka Creek Elementary* will run its year round calendar separate from this calendar.

SECONDARY (8-12) DAILY SCHEDULE: 8:30am to 2:40pm. 320 instructional minutes per day.

Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7.

952 hours of instruction for students in grades 8 to 12.

August 2019						
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September 2019						
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October 2019						
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November 2019						
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December 2019						
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January 2020						
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March 2020						
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April 2020						
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May 2020						
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June 2020						
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July 2020						
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day
 Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session
	Curriculum Days
	Growth Planning Day

2019-2020 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 3, 2019
<i>Non-instructional day</i>	<i>Monday, September 23, 2019</i>
Thanksgiving Day	Monday, October 14, 2019
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2019</i>
<i>Non-instructional day</i>	<i>Friday, November 8, 2019</i>
Remembrance Day	Monday, November 11, 2019
Schools close for Winter break	Friday, December 6, 2019
Winter break	Monday, December 9, 2019 to Friday, January 3, 2020
Schools reopen after Winter break	Monday, January 6, 2020
<i>Non-instructional day</i>	<i>Friday, January 24, 2020</i>
<i>Non-instructional day</i>	<i>Thursday, February 6, 2020</i>
Schools Not in Session	Friday, February 7, 2020
Family Day	Monday, February 10, 2020
Schools close for Spring break	Friday, March 27, 2020
Spring break	Monday, March 30, 2020 to Friday, April 24, 2020
Schools reopen after Spring break	Monday, April 27, 2020
Victoria Day	Monday, May 18, 2020
<i>Non-instructional day</i>	<i>Tuesday, May 19, 2020</i>
Canada Day	Wednesday, July 1, 2020
Last day for students	Tuesday, July 21, 2020
Year-end administrative day	Wednesday, July 22, 2020
Schools close for Summer vacation	Thursday, July 23, 2020

ELEMENTARY (K-7) DAILY SCHEDULE: 8:30am to 2:20pm. 295 instructional minutes per day. Kindergarten gradual entry the first 2 weeks of September.

Minimum number of hours of instruction that must be offered as per *School Act* and *Calendar Regulation*:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7.

952 hours of instruction for students in grades 8 to 12.

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day
 Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

	Opening Day
	Scheduled Vacation
	Statutory Holidays
	Professional Development Days
	Last Day for Students
	Administrative Day – no school
	Schools Not in Session
	Curriculum Days
	Growth Planning Day

2019-2020 DISTRIBUTED LEARNING SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 3, 2019
<i>Non-instructional day</i>	<i>Monday, September 23, 2019</i>
Thanksgiving Day	Monday, October 14, 2019
<i>Non-instructional day (province-wide)</i>	<i>Friday, October 25, 2019</i>
<i>Non-instructional day</i>	<i>Friday, November 8, 2019</i>
Remembrance Day	Monday, November 11, 2019
Schools close for Winter break	Friday, December 20, 2019
Winter break	Monday, December 23, 2019 to Friday, January 3, 2020
Schools reopen after Winter break	Monday, January 6, 2020
<i>Non-instructional day</i>	<i>Friday, January 24, 2020</i>
<i>Non-instructional day</i>	<i>Thursday, February 6, 2020</i>
Schools Not in Session	Friday, February 7, 2020
Family Day	Monday, February 10, 2020
Schools close for Spring break	Friday, March 13, 2020
Spring break	Monday, March 16, 2020 to Friday, March 27, 2020
Schools reopen after Spring break	Monday, March 30, 2020
Good Friday	Friday, April 10, 2020
Easter Monday	Monday, April 13, 2020
Victoria Day	Monday, May 18, 2020
<i>Non-instructional day</i>	<i>Tuesday, May 19, 2020</i>
Last day for students	Wednesday, June 24, 2020
Year-end administrative day	Thursday, June 25, 2020
Schools close for Summer vacation	Friday, June 26, 2020

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **GRADE 8 PLACE-BASED LEARNING POD PROGRAM**

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

A Place-Based Learning Pod Program is being proposed for one Grade 8 class at Thomas Haney Secondary and will be taught by a Thomas Haney Secondary School teacher who will teach all areas of the BC curriculum. Learning will happen at Thomas Haney Secondary School and at various places throughout Maple Ridge – including in nature and in community locations like the museum and library. It is planned that students will be at the school for 3 days per week and in the community for two days per week. The program will be modeled after the K to 7 Environmental School and it should be noted that this program will provide the challenge and rigor required to prepare students to enter the high school graduation program in later years. This program is designed for grade 8 students who are seeking a learning environment which includes learning that is place and ecological based, inquiry based, project based, teacher mediated and student directed. We expect the program to appeal to students/families who are seeking an alternative to the traditional grade 8 experience. The program will be supported by the district gifted teachers and will meet the needs of diverse learners.

Students from the Place-Based Learning Pod will transition into the regular grade 9 THSS program.

This program will require start-up funding for learning resources, technology and equipment. It is recommended that one-time funding be allocated to support this class up to a maximum of \$10,000. This would cover the cost of providing collaboration time for the teachers to work with community agencies along with the equipment and training required to hold classes away from the school site – tents, first aid training and kits, equipment for outdoor use, technology required for the program and learning resources suited to place-conscious, ecological studies. The program aims to attract 26 students and will require the regularly assigned teacher staffing (1.0 FTE) and prep time (0.143 FTE). We expect that students with diverse needs may be attracted to this program design – and Education Assistant time may also be required depending upon student needs. Education Assistant time would also be regularly assigned – rather than an additional cost associated with this program.

RECOMMENDATION:

THAT the Board approve the proposed Grade 8 Place-Based Learning Pod Program for the 2018-2019 School Year;

AND FURTHER;

THAT the Board approve the one-time allocation of \$10,000 from operating surplus to fund the start-up costs for this program.

Attachment

Place-Based Learning Pod

District Program at THSS

Program Description: A Grade 8 Pod taught with a focus on Place-Based(Conscious), Ecological Pedagogy. There will be one teacher who will teach 7 subjects. Learning will happen at THSS and at various places (locations) throughout Maple Ridge, including in nature and in community buildings (ex- the library, museum). Students will receive typical secondary report cards, but they will also develop portfolios to demonstrate learning and growth over time.

A specific schedule will be developed over the spring so that families have a good idea of when students will be learning in school and when they will be learning in the community, however, families can expect to learn approximately 3 days per week at THSS and 2 days per week in the community.

Educational Merits/Research Supporting Program: The program will follow the BC curriculum. Students will be assessed using the core competencies and curricular competencies. There will be a focus on Inquiry Learning, Project-Based Learning, First Peoples Principles of Learning, Fine Arts and ADST. The program will be modeled after the Environmental School Project (ESP) K-7 school in Maple Ridge, but it should be noted this program will provide the challenge and rigor required to prepare students to enter the high school graduation program.

Sustainability: The students in the Place-Based Learning Pod will transition into the regular Grade 9 THSS program. There will be a new cohort of Grade 8 students begin the Place-Based Pod every September. The flexible nature of the THSS schedule and adaptability of THSS learning spaces makes this a natural partnership.

Student Profile: Grade 8 students who are seeking a program focused on learning that is Place and Ecological based, Inquiry based, Project based, Teacher Mediated and Student Directed. This program will appeal to students/families who are seeking an alternative to the traditional grade 8 experience. We will also be working with district gifted learning staff so that the program meets the needs of these unique learners.

Staffing Needs/Implications: Our aim is to have 26 students in this pod. We would require 1.143 FTE staffing which would staff one full-time teacher (1.0) as well as one block of prep relief (.143) for that teacher. The full-time teacher would teach the following areas: English, Science, Social Studies, Math, French, PE, Fine Arts. The prep teacher would teach a block of Guided Inquiry which would also incorporate ADST. Finally, given the varied learner profiles this program may attract, it is likely that EA time will be required dependent on nature of student IEP's.

Teacher qualifications: The full-time teacher will be required to have a **Place-Based Ecological Pedagogy Diploma** from the Maple Ridge School District.

Suitability of Current Facility: The program will be based at THSS. The place based learning will happen at locations already in use by the K-7 Environmental School Project where community relationships and protocols are already established. There are no concerns with facilities.

Financial Considerations: An initial \$10,000 budget is requested for this program.

Outline of Implementation Timeline: There will be a parent information evening in January 2018 where the outline of the Place-based Pod can be shared with interested students and parents. A decision about program viability will be made after grade 8 registration closes. The Place-Based Pod will begin in September 2018, but there will be family meetings during the Spring of 2018 to build community and vision for this program.

Evaluation Plan:

Each year we will re-evaluate our program to ensure it is meeting the needs of learners. Suggestions from families will be solicited throughout the year. We will also analyze facilities each year to ensure that the facilities at THSS remain suitable.

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **DISPOSAL OF REAL PROPERTY**
BYLAW NO. 2017/18-001

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE

On December 6, 2017, the Board authorized the Secretary Treasurer to advertise the proposed disposal of a portion of land on the South Albion site to the City of Maple Ridge as contemplated in the public consultation process completed in March 2016.

The proposed disposal was advertised on the district website requesting that all feedback be submitted by January 10, 2018. No feedback was received.

Disposal of land or improvements ultimately requires the approval of the Minister of Education.

The only outstanding item is the adoption by the Board of the Disposal of Real Property Bylaw as shown at Attachment A.

RECOMMENDATION

- 1) **THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Disposal of Real Property Bylaw No. 2017/18-001 be given three (3) readings at this meeting. (vote must be unanimous)**
- 2) **THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Disposal of Real Property Bylaw No. 2017/18-001 be:**

Read a first time on the 24th day of January, 2018;

Read a second time on the 24th day of January, 2018;

Read a third time, passed and adopted on the 24th day of January, 2018.

Attachment

**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 42 (MAPLE RIDGE – PITT MEADOWS)**

DISPOSAL OF REAL PROPERTY BYLAW NO. 2017/18-001

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, "land" includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the British Columbia Minister of Education (the "Minister");

AND WHEREAS section 3 of the Disposal of Land or Improvements Order M193/08 (the "**Disposal Order**") provides that boards must not dispose of land or improvements by sale and transfer in fee simple or by way of lease or 10 years or more unless such disposal is to another board or an independent school for educational purposes or is approved by the Minister in accordance with section 5 of the Disposal Order;

AND WHEREAS section 5 of the Disposal Order provides that the Minister may approve, with any terms and conditions, a disposition of land or improvements;

AND WHEREAS The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) (the "**Board**") has determined that a 1.88 acres portion of land (the "**Property**") located at 24137 104 Avenue, Maple Ridge, British Columbia, legally described as

Parcel Identifier: 003-793-982, Lot 3 Section 10 Township 12 New Westminster District Plan 10921.

is not subject to a Crown grant trust, and the Board has completed a public consultation process regarding the potential disposal of the Property;

NOW THEREFORE be it resolved that the Board hereby determines that the Property is no longer required for educational purposes of the Board, and that the Board hereby authorizes the disposal of the Property subject to the approval of the Minister.

This bylaw may be cited as The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Disposal of Real Property Bylaw No. 2017/18-001.

Read a first time this 24th of January, 2018

Read a second time this 24th day of January, 2018

Read a third and final time, passed and adopted this 24th day of January, 2018



ITEM 7

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **BUDGET PROCESS**

Date: January 24, 2018
(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, 2018.

School District No. 42 (Maple Ridge – Pitt Meadows) will finalize base budget estimates for 2018/2019 after the 2018/2019 Operating Grant is announced by the Ministry of Education on or before March 15, 2018.

The attached proposed 2018/2019 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 2018/2019 Preliminary Budget Process Timeline.

Attachment

2018/2019 Preliminary Budget Process Timeline

Wednesday, January 24, 2018	Board Meeting <ul style="list-style-type: none"> Presentation and approval of the Proposed Budget Process/Timeline
Wednesday, February 7, 2018 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Presentation of Projected Enrolments for 2018/19, 2019/20, 2020/21
Wednesday, February 21, 2018 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Presentation and Board Approval of the 2017/18 Amended Annual Budget
Wednesday, March 7, 2018 DEO	Budget Committee of the Whole <ul style="list-style-type: none"> Presentation of the 2018/19 preliminary budget estimates to partner groups
Wednesday, March 28, 2018 DEO	Budget Committee of the Whole <ul style="list-style-type: none"> Partner groups individual presentations to the Board of the 2018/19 budget considerations
Wednesday, April 11, 2018 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Presentation of the Proposed 2018/19 Preliminary Budget
Wednesday, April 18, 2018 Room 2031/34, THSS 6:00 pm	Budget Committee of the Whole <ul style="list-style-type: none"> Public and partner group input on the Proposed 2018/19 Preliminary Budget
Wednesday, April 25, 2018 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Approval of 2018/19 Budget Balancing Proposals
Wednesday, May 16, 2018 DEO 6:00 pm	Board Meeting <ul style="list-style-type: none"> Adoption of 2018/19 Preliminary Budget Bylaw



ITEM 8

To: **Board of Education**

From: Finance Committee of the
Whole

Re: **APPOINTMENT OF AUDITORS**

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Auditor General Act requires that, each year, the Office of the Auditor General (OAG) prepare a Financial Statement Audit Coverage Plan for the appointment of auditors for government organizations for the following three fiscal years. In this plan, the OAG identifies its level of involvement in the audit process for each government organization within the Government Reporting Entity.

As noted in the attached letter from the Office of the Auditor General (Attachment A) the Financial Statements of School District No. 42 (Maple Ridge-Pitt Meadows) will continue to be audited by an auditor appointed by the Board of Education for the fiscal years ending June 30, 2017 to 2020. However, for the audit of the School District's financial statements for the years ended June 2018 and June 2019 OAG is planning to increase their involvement with the audit of our financial statements to an oversight level.

An Audit Services Request for Proposal was issued on November 6, 2017 and closed on November 27, 2017. BDO Canada LLP is the top proponent.

The Audit Services Request for Proposal Evaluation Committee is recommending the Board appoint BDO Canada LLP as financial statements auditors for 2018/2019.

RECOMMENDATION:

THAT the Board: appoint BDO Canada LLP as auditors for the Board for 2018/2019 and direct the Secretary Treasurer to promptly notify the auditor and the Minister of Education of the appointment.

Attachment



OFFICE OF THE
Auditor General
of British Columbia

ATTACHMENT A

623 Fort Street
Victoria, British Columbia
Canada V8W 1G1
P: 250.419.6100
F: 250.387.1230
www.bcauditor.com

November 8, 2017

VIA E-MAIL

Mike Murray
Chair, Board of Education
School District No.42 Maple Ridge – Pitt Meadows
22225 Brown Avenue
Maple Ridge, B.C. V2X 8N6

Dear Mr. Murray:

Re: Reminder of appointment of auditors for government organizations and trust funds

The purpose of this letter is to remind you about the Auditor General's Financial Statement Audit Coverage Plan. This letter is provided for information only and does not require any action by you. The plan and further information regarding the mandate of the office, including the Auditor General Act, can be viewed on our website at www.bcauditor.com.

The Auditor General will be relying on the work of the auditor of School District 42 (Maple Ridge – Pitt Meadows) as in prior years. However, our involvement with the audit of your financial statements will increase to an oversight level of involvement beginning with the District's June 30, 2018 fiscal year end.

As auditor of the Government of the Province of British Columbia's summary financial statements, the Auditor General must have sufficient knowledge about the organizations comprising the government reporting entity in order to meet professional standards. She acquires this knowledge by a combination of directly carrying out audit work in some of these organizations and seeking reliance on the work of auditors of other government organizations. The balance between financial statement audit work done directly by the Auditor General and that done by other auditors is determined by the Financial Statement Audit Coverage Plan.

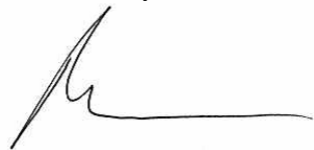
Beginning with the audit of the District's June 30, 2018 financial statements, our plan is to meet with the District's auditor to review the audit plan, to review the audit progress and to discuss key issues as they arise. We will also meet with the audit firm prior to its finalizing the audit report, to review its working papers, and to discuss its audit findings and the audit report contents. We will ask the District to advise us of the dates, times, and locations of all significant meetings with management, or the Board, so that we have the opportunity to attend those meetings. Since our work with the District is designed to provide us with knowledge of the education sector as a whole, we will not bill the District for our involvement in connection with the audit of its financial statements.

Page 2
November 8, 2017
Mike Murray

On behalf of the Auditor General, I want to say that we are looking forward to working closely with the Board of Education to support you in discharging your oversight responsibilities with respect to School District 42 (Maple Ridge – Pitt Meadows).

If you have any questions, please do not hesitate to contact me at 250-419-6141 or pbourne@bcauditor.com

Yours truly,



Peter Bourne, CPA, CA, CIA
Executive Director

RP/ah

cc: Flavia Coughlan, Secretary-Treasurer
Sylvia Russell, Superintendent
Tim Holloway, KPMG, Abbotsford





ITEM 9

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY 4101: GENERAL BANKING**
POLICY 4105: INVESTMENT
POLICY 4110: REVENUE GENERATION
POLICY 4910: FINANCIAL REPORTING
AND ADMINISTRATION – SCHOOL BASED FUNDS

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve the following policies:

Policy: 4101 General Banking (Attachment A)
Policy: 4105 Investment (Attachment B)
Policy: 4110 Revenue Generation (Attachment C)
Policy: 4910 Financial Reporting and Administration – School Based Funds (Attachment D)

No feedback was received.

The Committee is further recommending that the following policies be rescinded:

Policy: DFA Revenue Investments (Attachment E)
Policy: DFCA District Wide Generation Activities (Attachment F)
Policy: DICA Financial Reporting and Administration – School and Donated Funds (Attachment G)
Policy: IGDF Fund Raising Activities (Attachment H)

RECOMMENDATION:

THAT the Board approve the following Policies:

Policy: 4101 General Banking
Policy: 4105 Investment
Policy: 4110 Revenue Generation
Policy: 4910 Financial Reporting and Administration – School Based Funds

And Further;

THAT the Board rescind the following Policies:

Policy: DFA Revenue Investments
Policy: DFCA District Wide Generation Activities
Policy: DICA Financial Reporting and Administration – School and Donated Funds
Policy: IGDF Fund Raising Activities

Attachments

**SD 42 POLICY: 4101****GENERAL BANKING****PHILOSOPHY:**

The Board of Education (the “Board”) recognizes that consideration must be given to utilizing banking services in a financially responsible and administratively efficient manner to safeguard Board monetary assets.

AUTHORITY:

The Board assigns the responsibility for the implementation of the General Banking policy to the Secretary Treasurer.

The Secretary-Treasurer or designate:

- Establishes the terms, conditions and operating arrangements for all district and school bank accounts;
- Approves all district and school bank accounts;
- Appoints one or more financial institutions which shall provide general banking services;
- Maintains an inventory of all district and site bank accounts in use;
- Has the authority to delegate the responsibility for the operation of bank accounts to district and school administrators.

GUIDING PRINCIPLES:

The Board will have knowledge of and authorization rights over all bank accounts containing district funds or school funds.

The Board reserves the right to select and specify the financial institution(s) with which district and school accounts are held.

To promote efficiencies the Board’s vision is to minimize the number of financial institutions at which the district and schools hold accounts.

To operate in a financially responsible manner, the Board seeks to minimize financial institution service fees, minimize investment risk, and ensure cash balances earn adequate interest.

The purpose of banking services is for the deposit, transfer, withdrawal and investment of Board funds.

Investment of school district funds must comply with the Policy 4105 – Investment.

APPROVED:

**SD 42 POLICY: 4105****INVESTMENT****PHILOSOPHY:**

The Board of Education (the “Board”) believes that where cash is available for investment it should be invested in minimal risk financial instruments in order to generate investment revenue for the benefit of the school district. Cash that is available for investment should be invested in minimal-risk financial instruments whenever possible based on the following order of priority:

- preservation of capital;
- assurance of liquidity;
- an appropriate return consistent with safety and liquidity,

AUTHORITY:

The Board assigns the responsibility for the implementation of the Investment policy to the Secretary Treasurer.

The Board authorizes the Secretary Treasurer or designate to have responsibility over investments for the school district. The Secretary Treasurer is responsible for determining any specific procedures for managing and investing of surplus funds for the districts and schools. He/she may delegate investment responsibilities. Reasonable care and judgement in making investment decisions that are consistent with this policy shall be exercised.

The Secretary Treasurer or designate may seek input from an Investment Advisor or Investment Counsellor to help find and select appropriate investments as outlined above.

The Secretary Treasurer will:

- approve any investments that fall outside the guidelines of this policy;
- approve any investments with a maturity date greater than 5 years;
- maintain a listing of all school district and school investments;
- review this Policy periodically for suitability.

GUIDING PRINCIPLES:**1. Capital Preservation**

Investment of funds shall only occur when principal is guaranteed. This may be accomplished through the placement of funds with institutions that have achieved the highest creditworthiness in the marketplace and earned a public reputation as a good credit risk.

The following are eligible investments under this policy:

- Financial instruments are guaranteed as to repayment of principal and interest by:
 - The Government of Canada or by any of the Provinces of Canada
 - Canadian Chartered Banks and Trust companies incorporated under the laws of Canada
 - Credit unions incorporated under the Credit Union Act (British Columbia)
- Interest-bearing cash and cash equivalents, including guaranteed investment certificates or term deposits with banks, credit unions or trust companies. Investments for operating cash requirements shall be in Canadian cash equivalents and short term commercial paper rated (minimum rating R-1 Low by the Dominion Bond Rating Service), an equivalent rating from another agency, or, where not rated, an equivalent level as determined by the market.
- Debt securities of Canadian issuers, issued in Canadian currency, including sovereign, provincial, municipal and corporate bonds, debentures, notes and other debt instruments. All investments in fixed income securities shall be in securities that are the subject of regular price quotations by recognized investment dealers and for which ratings are available for the borrower or the debt issuer. The corporate and government bond and debenture portfolio in aggregate shall contain only instruments with an assigned a minimum rating of R-1 low (short-term)/"A" (long-term) or equivalent by any major bond rating agency at the time of purchase.
- Any other investments approved by the Secretary Treasurer or designate.
- Credit risk minimization shall be achieved through diversification whenever possible and appropriate.

2. Liquidity Assurance

The assurance of liquidity is the ability to fund operating commitments through the drawdown of the investment portfolio.

3. Optimizing Returns

Optimizing returns is obtained through monitoring of marketplace opportunities and realigning investments accordingly, balanced with the Capital Preservation and Liquidity Assurance guidelines described above.

APPROVED:

**SD 42 POLICY: 4110****REVENUE GENERATION****PHILOSOPHY:**

The Board of Education will pursue revenue generation opportunities and grant opportunities to supplement government funding.

The Board is willing to consider school district for-profit initiatives, public-private partnerships and joint-ventures, endorsements, sponsorships and other types of business relationships that provide extra funding for the school district. However, these initiatives must be compatible with the Board's mandate to provide a quality education for the K-12 students in our jurisdiction. The integrity of the public school system must be protected and every initiative must respect the school district's privileged relationship with its students, parents and staff.

AUTHORITY:

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

GUIDING PRINCIPLES:

- 1.0 The Superintendent and the Secretary Treasurer or Designate are to examine all reasonable revenue generation and grant opportunities that may be of financial benefit to the school district.
- 1.1 All agreements will be for a specified period and must be approved by the Superintendent and the Secretary Treasurer or Designate.
- 1.2 With the exception of initial pilot projects, opportunities must be offered equitably to as many potential partners as possible. A pilot project must not be longer than 12 months.
- 1.3 All initiatives must be conducted according to the highest ethical standards and be respectful of community standards.
- 1.4 A partnership will not be considered with a business substantially involved in the sale of alcohol, tobacco or material inappropriate for children.
- 1.5 All materials distributed to students, staff and parents must be approved by the Superintendent and Secretary Treasurer or Designate.

1.6 Any reference to or use of the school district's name, logo, slogan, mission statement or reputation must be approved by the Superintendent and the Secretary Treasurer or Designate.

1.7 All sponsored products, materials and services must meet specifications and standards used by the School District in the purchase of similar goods and services.

APPROVED:

**SD 42 POLICY: 4910****FINANCIAL REPORTING AND ADMINISTRATION – SCHOOL BASED FUNDS****PHILOSOPHY:**

While the Board will provide through annual budget, financial support for school activities that are an integral part of the school's curricular program, it does recognize that certain activities may be carried out by the school to enrich the overall school program. These additional activities may require additional funding and to this end the school may undertake fund raising activities of a suitable nature.

The Board of Education recognizes that considerable sums of monies are being collected and disbursed in school district schools.

All funds from any and all activities of the school including school based associations shall be classified as a school based funds and shall be subject to this policy. The school principal is responsible for such funds and for the maintenance of financial records in accordance with applicable legislation, Board policy and procedures.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Financial Reporting and Administration – School Based Funds policy to the Secretary Treasurer and authorizes the Secretary Treasurer, in consultation with the Superintendent, to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES:

- 1.0 Any funds raised for a school by its student body or employees, and all funds received by the school from external clubs, organizations, parent groups, individuals or any other external source shall be deposited in a school bank account approved by the Secretary Treasurer or designate.
- 1.1 All funds raised or received by a school are under the over-all supervision of the principal of that school.
- 1.2 The school principal is responsible for ensuring that funds raised are expended for the purpose for which they were raised and for ensuring that school based financial records are maintained in accordance with applicable legislation, Board policy and procedures.
- 1.3 All school based financial transactions and statements are subject to audit as provided for under the School Act and provisions of Board Policy.

APPROVED:

DFA
4/10/90

REVENUE INVESTMENTS

Under normal conditions, the day to day financial operations of the District are such that positive cash flows occur periodically. In these circumstances the Secretary Treasurer shall invest the funds on a short term basis after negotiating the most attractive return in secured investments.

Therefore, the Board's policy is that investment of public money must reflect a conservative management philosophy based on three substantive fundamentals:

- the first priority is the preservation of capital
- the second priority is the assurance of liquidity
- the final priority is the achievement of high returns

The Secretary Treasurer shall manage short term investments of the District in accordance with this policy statement and regulations approved from time to time.

Where short term borrowing is required, the Secretary Treasurer shall negotiate such borrowings on the basis of government guidelines.

The Secretary Treasurer shall use the following as investment guidelines involving short term surplus funds:

A. Preservation of Capital

The preservation of capital is accomplished through the placement of funds with institutions esteemed in the marketplace as having the highest creditworthiness. In the investment of public money it is not satisfactory to place funds with institutions who have earned a public reputation as merely a good credit. The following criteria should be considered.

- a) Financial instruments with a maturity of one year or less and guaranteed as to repayment of interest and principal by the Government of Canada or by any of the Provinces of Canada.
- b) Financial instruments with a maturity of one year or less and guaranteed as to repayment of interest and principal by chartered banks and trust companies incorporated under the laws of Canada.
- c) Financial instruments with a maturity of one year or less and guaranteed as to repayment of interest and principal by a credit union incorporated under the *Credit Union Act (British Columbia)*.

Investments should reflect the creditworthiness of the institution. For instance, financial leverage, capital base, income generation and overall financial stability should be taken into consideration. Where an institution has received a credit rating, it could be from any one of the following agencies:

- Dominion Bond Rating Service (D.B.R.S.)
- Canadian Bond Rating Service (C.B.R.S.)
- Standard & Poor's (S & P)
- Moody's

The appropriateness of retaining investment holdings which are liquid and undergo a downward credit rating revision by one of the recognized security rating institutions should be reviewed.

Credit risk minimization is also achieved through diversification. It is not prudent to invest all funds with one institution but rather to spread the risk. It is recognized however, that there may be situations where this is not practicable or desirable.

Prudent investment management requires sound financial judgement and the above factors should be considered for all investments.

A consequence of this priority to preserve capital is the obligation to ensure the safe delivery and settlement of securities. To this end, the following procedures describe a prudent approach:

- Purchase securities for delivery only. Do not accept the offer of an investment dealer to provide the permanent safekeeping function and do not accept a letter of undertaking from an investment dealer promising to deliver securities at a future date. Securities must be held for safekeeping in any chartered bank or trust company qualifying as an excellent credit risk under the preservation of capital requirements.
- Enter into repurchase agreements for the purpose of overnight investments only if there is same day physical delivery and precise terms are negotiated in advance as to the sale price and the resale price.
- Do not enter into any call loan agreements for the purpose of overnight investments even if the borrower posts excellent quality collateral. It has not been established in the civil courts whether in the event of the borrower's bankruptcy another person with a call loan outstanding might have an equal or higher claim to the securities.

B. Assurance of High Liquidity

The assurance of liquidity is the ability to fund operating commitments through the draw-down of the investment portfolio. Because the creditworthiness of Canadian financial institutions has declined in the decade of the eighties and exhibits dramatic fluctuation, it is only satisfactory to hold liquid investments. The following instruments are considered liquid, subject to the preservation of capital requirements above:

- Treasury bills
- Demand deposits
- Term deposits with a call feature
- Bankers' acceptance
- Bankers' deposit notes
- Tradeable promissory notes

C. Achievement of High Returns

The achievement of high returns is obtained through an exhaustive survey of the opportunities in the marketplace subject to the constraints of the preservation of capital requirement and the assurance of liquidity requirement. Acceptable yield spreads between different financial credits and different terms to maturity should adequately reflect the perceived credit risks and market conditions at the time of investment.

D. Local Priority

All other things being equal, short term investments will be negotiated with local financial institutions.

Where there is only marginal benefit to be gained from financial institutions outside the District, then the Secretary Treasurer is authorized to negotiate a short term investment with a local financial institution.

**DFCA
26/05/98****DISTRICT WIDE REVENUE GENERATION ACTIVITIES**

The Board of School Trustees recognizes that in the foreseeable future Provincial Government funding will likely be insufficient to meet all of the education needs of our students. While the Board will continue to pressure the Provincial Government to provide adequate funding and to amend the education finance formula to treat all Districts fairly, it will also pursue revenue generation opportunities to supplement government funding. The Board is willing to consider District for-profit initiatives, public-private partnerships and joint-ventures, endorsements, sponsorships and other types of business relationships that provide extra funding for the District. However, these initiatives must be compatible with the District's mandate to provide a quality education for the K-12 students in our jurisdiction. The integrity of the public school system must be protected and every initiative must respect the District's privileged relationship with its students, parents and staff.

- 1.00 The Superintendent and the Secretary Treasurer are to examine all reasonable revenue generation opportunities that may be of financial benefit to the District.
- 1.01 The Board is willing to give business partners exclusive rights to market and sell their products and services to various District constituents.
- 1.02 All agreements will be for a specified period and must be approved by the Board.
- 1.03 With the exception of initial pilot projects, opportunities must be offered equitably to as many potential partners as possible. A pilot project must not be longer than 12 months.
- 1.04 School District constituents who may be affected by a specific proposal are to be consulted before the proposal is approved by the Board.
- 1.05 All initiatives must be conducted according to the highest ethical standards and be respectful of community standards.
- 1.06 A partnership will not be considered with a business substantially involved in the sale of alcohol, tobacco or material inappropriate for children.
- 1.07 All materials distributed to students, staff and parents must be approved by the Superintendent and Secretary Treasurer.
- 1.08 Any reference to or use of the District's name, logo, slogan, mission statement or reputation must be approved by the Superintendent and the Secretary Treasurer.

- 1.09 Any announcement or press release is to be jointly administered by the Board and the business partner.
- 1.10 All sponsored products, materials and services must meet specifications and standards used by the School District in the purchase of similar goods and services.
- 1.11 Revenues generated by District-wide initiatives that directly involve schools will be shared between the District and the schools on a 50-50 basis, net of expenses. If an existing school-based revenue generation initiative becomes part of a District-wide initiative, the school is guaranteed to receive at least as much revenue as it was earning on its own, and 50 percent of any net increase in revenue that results from the District initiative.
- 1.12 In view of the fact that some schools have greater capacity to raise money than others, revenue sharing arrangements should strive for equity.
- 1.13 Multi-year agreements which include future schools in their revenue projections should take into account the interests of those schools.

DICA
09/05/00

FINANCIAL REPORTING AND ADMINISTRATION - SCHOOL AND DONATED FUNDS

The Board recognizes that considerable sums of monies are being collected and distributed for various causes and purposes in the schools in the District.

All funds from any and all activities of the school including school based associations shall be classified as a school account and shall be subject to this policy. The school principal is responsible for such funds and for the maintenance of such records as are deemed necessary for proper fiscal management of funds.

The Board authorizes the Secretary Treasurer, in consultation with the Superintendent, to prepare regulations for acceptable methods for the safekeeping of money, for recording all transactions involving money, and for regular reporting to the Secretary Treasurer, the source, disposition, and status of all school-based money accounts.

A. General Administration

- 1.00 Any funds raised for a school by its student body or employees, and all funds received by the school from external clubs, organizations, parent groups, individuals or any other external source shall be placed on account, or accounts, in a chartered bank or credit union under the name of the school and/or the student association of the school.

When fund raising activities are approved by a school principal involving groups, organizations, PAC's, individuals or any other external source, the principal and external group shall agree in advance on the application of funds for school purposes including the value of GST rebates. Any donated funds that are contemplated by the school to be used for other school programs shall only occur after there is collaboration and agreement to do so from the donors.

In the case of Parent Advisory Councils (PAC's), any funds held by the school which were raised by the PAC's, shall be held in a separate account and accounted for separately.

- 1.01 All funds raised or received by a school, as enumerated above, are under the over-all supervision of the principal of that school.
- 1.02 Each fund is to be operated on a trust basis showing all transactions of receipts and disbursements within the general record of accounts; i.e. General Ledger or Receipts and Disbursements Journal.
- 1.03 All documents such as cash receipts, invoices paid, cancelled cheques, etc., must be retained on file in chronological order.
- 1.04 Bank reconciliation of every account must be completed monthly as soon as possible after receipt of the bank statements.

1.05 A monthly report consisting of:

- a Trial Balance
- reconciliation of school receipts issued to bank deposits
- bank reconciliation shall be prepared and forwarded no later than the 15th of the month following the period for which the statements are being prepared. The report is to be forwarded to the Secretary Treasurer's office.

Other information shall be provided to the Secretary Treasurer by the school principal as may be required, governing activities and/or transactions of school funds.

- 1.06 School principals shall prepare and submit to the Secretary Treasurer an annual statement of receipts and disbursements, in a form so designated, governing all school funds. The annual statement of receipts and disbursements shall also include an appended statement of accounts payable as of June 30th of each year.
- 1.07 For purposes of this section the fiscal year shall be the period July 1st of one year to June 30th of the following year.
- 1.08 All school fund activities and statements submitted by a school are subject to audit as provided for under the **School Act** and provisions of Board Policy.
- 1.09 An imprest petty cash fund may be maintained by schools when deemed necessary. The amount of the petty cash fund will be determined by the Secretary Treasurer. Full reconciliation of petty cash funds, together with supporting invoices and/or verification of payments made reflecting purposes of payment, will be required for both record and replenishing purposes.

B. Receipts

- 1.00 All cash raised or received shall be deposited daily to the school's bank account. If, for any legitimate reason, a deposit cannot be made on a given day, the principal shall ensure for the safe custody of such funds and make the deposit at the earliest possible time.

Disbursements from school receipts collected are not permitted. Schools are to use petty cash for incidental disbursements pursuant to Item A1.09.

- 1.01 Pre-numbered receipts are to be issued in all instances where cash is received or raised.
- 1.02 Where surplus funds are realized from fund-raising activities, such surplus funds may be transferred to other activities as the principal may consider in the best interests of the school. When such transfers of surplus funds are initiated, the principal must maintain written records of all such transfers in such a way as to provide a clear indication as to source and application of such surplus funds.

The principal is encouraged to inform those involved in fund-raising activities where surplus funds are intended for transfer and use for other activities and particularly so in cases where parents, groups, organizations have been involved in fund-raising programs.

C. Disbursements

- 1.00 All school fund disbursements must be approved by the principal and shall be supported by payment voucher and invoice; or, where no invoice is available, a signed statement by the principal verifying authorization and purpose of payment.

In the case of student association funds, the principal shall also approve all expenditures that are so authorized by the student council body and have over-all responsibility for fund administration.

- 1.01 All disbursements shall be made by pre-numbered cheques except where the petty cash fund is used.
- 1.02 Where there is a dispute over disbursement of funds in cases of dual signature situations, the dispute shall be referred to the Secretary Treasurer who, in collaboration with the appropriate Zone Superintendent, shall render a decision in respect of the appropriateness of the proposed expenditure.

**IGDF
5/8/90**

FUND RAISING ACTIVITIES

While the Board will provide through annual budget, financial support for school activities that are an integral part of the school's curricular program, it does recognize that certain activities may be carried out by the school to enrich the overall school program. These additional activities may require additional funding and to this end the school may undertake fund raising activities of a suitable nature.



ITEM 10

To: **Board of Education**

From: Board Policy Development
Committee

Re: **POLICY 5705: SURVEILLANCE**

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve Policy 5705: Surveillance (Attachment A) and receive for information Procedure 5705.1: Video Surveillance (Attachment B) and Surveillance Systems Access Log (Attachment C)

No feedback was received.

RECOMMENDATION:

THAT the Board approve Policy 5705: Surveillance.

And Further;

THAT the Board receive for information the following:

**Procedure 5705.1: Video Surveillance
Surveillance Systems Access Log**

Attachments

**SD 42 POLICY: 5705****SURVEILLANCE****PHILOSOPHY:**

The Board authorizes the use of video surveillance where it is reasonable or necessary to enhance the safety of students, staff, volunteers and the general public, or to protect property. Section 74.01 of the School Act expressly authorizes the use of surveillance in school district facilities and property for safety and property protection purposes.

The Board recognizes both its legal obligations to provide appropriate levels of supervision in the interest of student safety and the fact that students and staff have privacy rights that are reduced, but not eliminated, while at school. Thus video surveillance must be carried out in a way that respects student and staff privacy rights.

The Board also recognizes that it owes obligations under the *Freedom of Information and Protection of Privacy Act* ("FIPPA"), and that surveillance recordings are governed by the provisions of FIPPA. The purpose of this Policy and the related Procedures is to ensure that the Board's legal obligations for safety and property protection are appropriately balanced with its personal information privacy obligations under FIPPA.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Surveillance policy to the Superintendent and authorizes the Superintendent to establish procedures that will guide the implementation of this policy. The Superintendent may delegate his/her authority in accordance with the provisions of this Policy and the procedures.

GUIDING PRINCIPLES:

- 1.01 Surveillance will be authorized where reasonable or necessary to enhance the safety of students, staff, volunteers and the general public, or to protect property.
- 1.02 Video surveillance is not to be ordinarily used in locations where private activities/functions are routinely carried out (e.g., bathrooms).
- 1.03 The school principal, in collaboration with the maintenance department, is responsible for the proper implementation and control of the video surveillance system in the school, including by ensuring that access to equipment, records and footage is limited in accordance with the procedures.
- 1.04 The Superintendent of Schools or designate shall conduct a review at least annually to ensure that this policy and procedures are being adhered to and to make a report to the Board on the use of surveillance in the School District.
- 1.05 Surveillance is to be carried out in accordance with this policy and these procedures. The Board will not accept the improper use of surveillance and will take appropriate action in any cases of wrongful use of this policy.

APPROVED:



SD 42 PROCEDURE: 5705.1

VIDEO SURVEILLANCE

1. USE OF SURVEILLANCE

- a) Video surveillance will only be used at schools and district facilities to monitor and record for safety and property protection purposes or for other purposes authorized by the Superintendent of Schools and permitted under the Freedom of Information and Protection of Privacy Act (each an "Authorized Purpose").
- b) Prior to introduction of overt surveillance methods or equipment at any school or district facility or property, a report shall be provided to the Superintendent and Secretary-Treasurer documenting:
 - i. the Authorized Purposes for which surveillance is being considered;
 - ii. the reasons or justification for the surveillance, including incidents giving rise to property loss, safety concerns, security breaches or other relevant circumstances;
 - iii. whether other less intrusive alternatives have been considered, and why such alternatives are not sufficient or effective;
 - iv. whether consultations have been undertaken with Parent Advisory Councils or other stakeholders (students, parents, members of the community).
- c) Prior to the initiation of a permanent video surveillance system at a school or district facility, Parent Advisory Council approval will be required in accordance with section 74.01 of the School Act.
- d) The school district will make reasonable efforts to limit the collection of information through surveillance to only that which is needed to achieve the intended purpose, and with consideration for the privacy interests of those affected.
- e) Video surveillance equipment may be utilized in situations where less intrusive alternatives are not available or deemed not to be effective in achieving the Authorized Purposes.
- f) Surveillance will not be conducted in areas where individuals may have a reasonable expectation of privacy, such as washrooms or change rooms, unless compelling circumstances exist and the use of surveillance in such circumstances has been approved by the Superintendent of Schools.

2. INSTALLATION & OPERATION OF SURVEILLANCE EQUIPMENT

- a) Video cameras, when used, will be installed only by a designated employee or agent of the school district. Any contracted agents used to install or maintain video surveillance equipment will be subject to strict requirements of confidentiality and security.

- b) Only persons authorized by the Superintendent of Schools ("Authorized Persons") will have access to the system's controls and reception ("System Components").
- c) Receiving equipment (such as video monitors or audio playback speakers) will be located in a controlled access area. Only Authorized Persons will have access to these System Components.
- d) System Components that permit internet access or transmission of digital recording files will be maintained securely and will include measures protecting against unauthorized electronic access, including by ensuring appropriate firewalls, encryption and user authentication is maintained.
- e) Video monitors will not be located in a position that will enable public viewing.
- f) The site or school shall maintain a log of all access to the System Components ("Access Log").

3. SECURITY & RETENTION

- a) Videotapes or digital video files (the "Footage") shall be stored in a locked filing cabinet or in a secure manner in an area to which only Authorized Persons have access.
- b) Except as otherwise set out in this Procedure, access to Footage shall be limited to Authorized Persons.
- c) The school or site shall ensure appropriate electronic security measures are in place to protect Footage maintained in digital files. The removal of any Footage from the site or school shall be logged.
- d) Footage will not be sold, publicly viewed or distributed except as provided under the Policy or this Procedure or as required by law.
- e) The school district, reserves the right to use Footage for the purposes of investigation into any incident occurring on school district property, in connection with legal claims or the possible violation of laws. Footage may, where appropriate, be shared with the school district's insurers or legal advisors or used as evidence in legal proceedings.
- f) The school district may also disclose or provide access to Footage or System Components to law enforcement officials or to assist in a specific investigation or make other disclosures as it is required or permitted to make under FIPPA and other applicable laws.
- g) Footage will ordinarily be destroyed within one month of creation, or at other regular intervals determined by the Superintendent of Schools from time to time, unless it is being retained to deal with a specific issue, event, investigation or legal matter or retention for a longer period is required by law. A request to retain any Footage may be made by a site supervisor or principal, staff member, parent or student.
- h) Logs shall be kept of all instances of access to, and use of Footage.

4. ACCESS BY PARENTS, GUARDIANS, STUDENTS OR EMPLOYEES

- a) Subject to Section 4(d), students, staff, parents or guardians requesting to view Footage containing their own image or images of their child/children may do so to

the extent that such access is permissible under the Freedom of Information and Protection of Privacy Act. The school district may consult with parent(s) in respect of requests for access received from young children deemed not capable of exercising their own access rights.

- b) Footage may be viewed by staff upon request where reasonable and necessary for the purposes of investigating or responding to a specific event or issue.
- c) Viewing of videotapes and/or digital videos by students, parents, guardians and/or employees will be in the presence of an administrator or other designated individual. A student or parent/guardian may request that a support person be present at any viewing they have requested.
- d) Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Freedom of Information and Protection of Privacy Act.

5. NOTIFICATION OF USE OF SURVEILLANCE EQUIPMENT

- a) Where the Superintendent of Schools has approved the implementation of surveillance systems, the school district will ensure that affected staff, students, volunteers and the public are notified of surveillance equipment locations. Notification will be by means of clearly worded signs, prominently displayed at the perimeter of the surveillance areas. Such signs will identify the purpose of the surveillance, the legal authority for the collection and contact information of the building administrator or designate staff person who can answer questions about the surveillance system.
- b) Covert surveillance without notice will only be used in exceptional circumstances where compelling reasons for its use exist, such as significant property loss, safety or security issues. Covert surveillance may be authorized by the Superintendent of Schools or Secretary-Treasurer after a detailed and comprehensive assessment of alternatives and must be strictly limited in scope and duration to that which is necessary to achieve a specific, identified objective. Covert surveillance may not be authorized on an ongoing basis.

6. ANNUAL REVIEW

The Superintendent of Schools or designate, shall conduct an annual review of use of surveillance in the school district. A report will be provided to the Board following the Superintendent's review.

7. RESPONSIBILITY AND COMPLAINTS

- a) The Superintendent of Schools has primary responsibility for compliance with the Policy and this Procedure, but all principals, site managers and other Authorized Persons are expected to comply with the requirements of this Procedure.
- b) All Authorized Persons are expected to review the requirements of this Policy on at least an annual basis, and shall participate in training opportunities at the request of the school district.
- c) Complaints, questions or concerns about the use of surveillance within the school district may be directed in writing to the Office of the Superintendent of Schools.

APPROVED:

Surveillance System Access Log

Location: _____



Name and Title	Signature	Date	Time	Reason for Access	Footage Reviewed



ITEM 11

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY 8330: BOARD AUTHORITY/AUTHORIZED COURSES**

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve Policy 8330: Board Authority/Authorized Courses (Attachment A) and receive for information Procedure 8330.1: Board Authority/Authorized Courses. (Attachment B)

No feedback was received.

The Committee is further recommending that Policy IGAK: Locally Developed Courses be rescinded. (Attachment C)

RECOMMENDATION:

THAT the Board approve Policy 8330: Board Authority/Authorized Approved Courses.

And Further;

THAT the Board receive for information Procedure 8330.1: Board Authority/Authorized Courses.

And Further;

THAT the Board rescind Policy IGAK: Locally Developed Courses.

Attachments

SD 42 POLICY: 8330

BOARD/AUTHORITY AUTHORIZED COURSES

PHILOSOPHY

The Board of Education believes that Board/Authority Authorized (BAA) courses provide an opportunity for students and educators to explore content beyond the boundaries of Ministry of Education curriculum. The Board encourages the development of BAA courses in response to local needs and student interests. BAA courses must be focused on content not offered in Ministry of Education developed courses.

AUTHORITY

The Board assigns the responsibility for the implementation of the Board/Authority Authorized Courses 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

BAA courses are focused on content not offered in Ministry of Education developed courses and are developed in response to local needs and student interests.

BAA (for credit) courses are grade 10, 11 or 12 only.

Grade 12 level Board/Authority Authorized (BAA) courses may count towards twelve of the sixteen Grade 12 credits required for graduation.

BAA courses do not meet Adult Graduation Program graduation credit requirements.

The Board shall review existing Board/Authority Authorized (BAA) courses on a regular basis to ensure that the courses and content remain current.

APPROVED:

**SD 42 PROCEDURE: 8330.1****BOARD /AUTHORITY AUTHORIZED COURSES****BACKGROUND**

The Board of Education believes that Board/Authority Authorized (BAA) courses provide an opportunity for students and educators to explore content beyond the boundaries of Ministry of Education curriculum. Board/Authority Authorized (BAA) courses at grade 10, 11, or 12 are focused on content not offered in Ministry of Education developed courses and are developed in response to local needs and student interests.

The Board shall review existing Board/Authority Authorized (BAA) courses on a five year cycle to ensure that the courses and content remain current.

GENERAL CONDITIONS:

Board Authority/Authorized Courses (BAA) must meet the requirements set by the Ministry, be approved by the Board of Education and have content not offered in Ministry developed courses.

While Board/Authority Authorized (BAA) courses may overlap with Big Ideas and Curricular Competencies of Ministry courses they may not:

- significantly overlap with provincial curriculum;
- be remedial or preparatory in nature;
- be a modified course;
- be an adapted course.

There is no limit to the number of Board/Authority Authorized (BAA) courses that may be used for the 28 credits of electives needed to fulfill graduation requirements. Grade 12 level Board/Authority Authorized (BAA) courses may count towards twelve of the sixteen Grade 12 credits required for graduation.

Board/Authority Authorized (BAA) courses do not meet Adult Graduation Program graduation credit requirements.

Board/Authority Authorized (BAA) courses can include courses that:

- Meet Fine Arts and/or Applied Skills 10, 11, or 12 requirements.
- Prepare students with special needs through skill instruction to be successful across a wide variety of subjects and settings.
- Address the cultural and academic literacy needs of English Language Learners.

BAA Creation and Approval PROCESS:

1. The teacher(s) completes the BAA Course Framework and submits it to the Principal for review and approval.
2. Principal reviews the BAA Course Framework and ensures that the proposed course meets the needs of the students, has staff support and that the forms include all the information required for Board review and approval.
3. Assistant Superintendent reviews proposed BAA Course Framework, consults with others as needed and refers the BAA Course Framework to the Board's Education Committee for review.
4. The Board's Education Committee reviews and recommends approval of the BAA Course Framework to the Board.
5. The Board of Education reviews and approves the BAA Course Framework.
6. The Superintendent or designate completes BAA Course Form and submits it to the Ministry of Education for approval. The Superintendent or designate retains a copy of the BAA Course Framework on file.
7. The Ministry of Education approved BAA course is added to the Student Information System by the Superintendent or designate and secondary schools are notified of the course code and course title to be used.
8. The Superintendent or designate ensures that all BAA courses are reviewed on a five year cycle to ensure continued adherence to the provincial curriculum.

Resources:

Curriculum:

www.curriculum.gov.bc.ca

Board/Authority Authorized Courses policy:

<http://www2.gov.bc.ca/gov/content/education-training/administration/legislationpolicy/public-schools/board-authority-authorized-course>

The School Act:

www.bced.gov.bc.ca/legislation/schoollaw/revisedstatutescontents.pdf

Board Authorized Course Ministerial Order:

https://www2.gov.bc.ca/assets/gov/education/administration/legislation-policy/legislation/schoollaw/e/m285_04.pdf

Handbook of Procedures for the Graduation Program:

www.bced.gov.bc.ca/exams/handbook/handbook_of_procedures.pdf

RECEIVED FOR INFORMATION:

BOARD/AUTHORITY AUTHORIZED (BAA) COURSE FORM

PART A: BAA COURSE VERIFICATION STATEMENT – To be completed by District Superintendent, Independent School or Offshore School Principal

Prior to submitting the attached BAA Course Framework to the Board of Education or Independent School Authority (Board/Authority) for approval, I _____ verify that I have reviewed the BAA Course to ensure that it is fully compliant with the *School Act* (if offered by a Board or Offshore School), the *Independent School Act* (if offered by an Independent School Authority), the *Board Authorized Course Order*, policy document *Board/Authority Authorized Courses: Requirements and Procedures Guidebook*, and for BAA ELL courses, the ELL Guidelines: *Template for Board/Authority Authorized Language Acquisition/Culture Courses at the Grade 10, 11, 12 Levels*.

By signing below, I verify that the BAA Course:

- ✓ is not preparatory, remedial or modified
- ✓ does not significantly overlap with provincial curriculum Content
- ✓ name reflects the subject area and includes the Grade level
- ✓ assigned Grade reflects the appropriate level of instruction
- ✓ credit value appropriately reflects the length and scope of the course
- ✓ synopsis clearly outlines what a student has gained when the course is completed
- ✓ goals are general statements of intention that give structure to the curriculum
- ✓ rationale outlines the importance of the learning to the student and society
- ✓ embeds Aboriginal Worldviews and Perspectives
- ✓ organizational structure outlines the Content, Curricular Competencies, and Big Ideas
- ✓ learning standards are assessable and observable and can be understood by students and parents
- ✓ recommended instructional component clarifies the learning standards and provides a range of pedagogical opportunities
- ✓ recommended assessment component aligns with the Principles of Quality Assessment
- ✓ learning resources are age appropriate, support learning standards and diversity of learning rates and styles.

Course Name:

Grade:

TRAX Code:
(e.g. YVPA)

School District Name and Number:

Independent School Name and Number:

Name of District Superintendent/Independent or Offshore School Principal:

Signature:

Date:

PART B: BAA COURSE AUTHORIZATION STATEMENT – To be completed by Board/Authority Chair or Designate

A signed copy of this document must be submitted to the Student Certification Branch. The original document and accompanying BAA Course Framework must be retained by the district/school for submission to the Ministry upon request. (*Board Authorized Course Order*, M285/04, s. 3; *Educational Standards Order*, M41/91, s. 5 (2)(c))

☐ I declare that this BAA Course is approved by the Board/Authority.

Name of Board/Authority Chair or Designate:

Signature:

Date:

PART C: BAA INSPECTOR CONFIRMATION (FOR INDEPENDENT SCHOOLS ONLY) –

To be completed by Inspector of Independent Schools or Designate during regular inspection/monitoring visit

A signed copy of this document (Parts A and C) must be retained for submission to the Ministry upon request.

The BAA Course noted above is fully compliant with the *Independent School Act* and the BC Ministry of Education requirements outlined in the policy document *Board/Authority Authorized Courses: Requirements and Procedures*. (*Educational Standards Order*, M41/91, s. 5 (2)(c))

Name of Inspector of Independent Schools or Designate:

Signature:

Date:

Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)	School District/Independent School Authority Number: SD42
Developed by:	Date Developed:
School Name:	Principal's Name:
Superintendent Approval Date (for School Districts only):	Superintendent Signature (for School Districts only):
Board/Authority Approval Date:	Board/Authority Chair Signature:
Course Name:	Grade Level of Course:
Number of Course Credits:	Number of Hours of Instruction:

Board/Authority Prerequisite(s):

Special Training, Facilities or Equipment Required:

Course Synopsis:

Goals and Rationale:

Aboriginal Worldviews and Perspectives:

Course Name:

Grade:

BIG IDEAS

Learning Standards

Curricular Competencies	Content
<i>Students are expected to do the following:</i>	<i>Students are expected to know the following:</i>

Big Ideas – Elaborations

Curricular Competencies – Elaborations

Content – Elaborations

Recommended Instructional Components:

Recommended Assessment Components: Ensure alignment with the [Principles of Quality Assessment](#)

Learning Resources:

Additional Information:

**IGAK
6/18/90****LOCALLY DEVELOPED COURSES**

The Board encourages and supports the concept of locally developed programs and/or curricula to meet the needs of the students of the District and will, where feasible through its annual budget, provide financial support for such development and possible subsequent implementation. The Board authorizes the Superintendent to establish through regulation, procedures to ensure the development and implementation of such programs and curricula.

The Board requires that any presentation in support of a locally developed course be made through the District Executive Committee.

Teachers who wish approval for a locally developed course should use the following procedures:

- 1.00 Discuss the concept of the proposed course with their school principal and either the Assistant Superintendent before proceeding to complete the remainder of the process.
- 1.01 Make a thorough and accurate assessment of the student needs the course would meet.
- 1.02 Contact counsellors and other subject teachers to determine the level of interest in the proposed course.
- 1.03 Prepare an overall outline of the proposed course, including a description of units and themes.
- 1.04 Submit the outline to the school principal for approval, or to the person to whom this responsibility has been assigned.
- 1.05 If the outline is approved, complete all sections of the District Approval Form for Locally Developed Courses.
- 1.06 Submit copies of the proposed course to the school principal for signature and then to the Assistant Superintendent.
- 1.07 The Zone Head, Assistant Superintendent or Deputy Superintendent will take the proposal to the District Executive Committee.



ITEM 12

To: **Board of Education**

From: Board Policy Development
Committee

Re: **POLICY 9705: STUDENT RECORDS**

Date: January 24, 2018
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board Policy Development Committee (the "Committee") has followed the appropriate consultation requirements as outlined within Policy 2500 and is recommending that the Board approve Policy 9705: Student Records (Attachment A) and receive for information Procedure 9705.1: Student Records. (Attachment B)

No feedback was received.

The Committee is further recommending that Policy JO: Student Records be rescinded. (Attachment C)

RECOMMENDATION:

THAT the Board approve Policy 9705: Student Records.

And Further;

THAT the Board receive for information Procedure 9705.1: Student Records.

And Further;

THAT the Board rescind Policy JO: Student Records.

Attachments

**SD 42 POLICY: 9705****STUDENT RECORDS**

PHILOSOPHY:

The Board of Education shall establish and maintain a student record for each student registered under Section 13 of the School Act and in accordance with Section 79 and 79.1 of the School Act and Ministerial Order 082/09 Permanent Student Record.

The Board of Education is the custodian of all student records. The student records are prepared for educational use and require sensitive treatment to ensure confidentiality and to make effective use of them on behalf of students.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Student Records 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 confidentiality of student records is to be maintained at all times; however, subject to administrative procedures associated with this policy, all student records kept by the Board pertaining to the student, may be made available to parents, guardians, and to former students who have attained legal age, in accordance with the School Act, the Freedom of Information and Protection of Privacy Act, and other applicable legislation.

A person providing health services, social services, or other support services under Section 79 of the School Act shall be granted access to any information in a student's records which may be required to carry out his or her duties.

While a student is registered at a school within the district, access to the information contained within students records will be made available to other institutions only in accordance with Section 79.1 of the School Act.

Student records shall be managed and retained in accordance with applicable legislation, ministerial orders and Ministry of Education guidance.

APPROVED:

**SD 42 PROCEDURE: 9705.1****STUDENT RECORDS****1. DEFINITION**

1.1 Student record means a record of information in written or electronic form pertaining to a student or a child registered under section 13 of the School Act with a school, but does not include a record prepared by a person if that person is the only person who will have access to the record.

1.2 Student records shall include the Permanent Student Record and the Student File as defined by the Ministry of Education. The student record may also contain records from the student information system, health service information, support service information, court orders and custody information, legal documents such as name change or immigration records, student learning plan and individual education plan, any notification that a student is registered as receiving home schooling.

2. RESPONSIBILITY

2.1 School Principals are responsible for the establishment, security and maintenance of the Permanent Student Record and student files for each student registered in their school, and for ensuring that these and other student records are appropriately maintained within the context of Board Policy and Procedures.

3. ACCESS TO STUDENT RECORDS

3.1 Access to student records shall be in accordance with the School Act, the Freedom of Information and Protection of Privacy Act and other applicable legislation.

3.2 Prior to access being granted to anyone other than a parent/guardian, student or British Columbia Public School District representative, the records shall be reviewed by the School Principal or designate to ensure that there is no reference to others, or personal information of others, in accordance with the Freedom of Information and Protection of Privacy Act.

3.3 In the absence of a court order limiting access to a child, parents or guardians with or without the student present may review their child's record in consultation with appropriate professional staff.

3.4 All or a portion of a student's record may be disclosed to a person who is planning for the delivery of, or delivering, health services, social services or other support services to the student. Such disclosure will be made to the Ministry of Children and Family Development, Ministry of Health or the Attorney General upon receiving a written request.

Such disclosure to other persons or agencies requires the written approval of the parent/guardian (or the student, if the student has attained the age of majority).

3.5 Student records may be released to the School Protection Program to defend any claims or potential claims. Where persons represent themselves as acting on behalf of the Schools Protection Program, their identity can be confirmed by contacting the Secretary Treasurer or designate who coordinates responses to claims and potential claims.

3.6 A summary of a student's school progress may be provided to prospective employers at the written request of the former student.

3.7 Documentation will be kept in the student's record of any person reading the file other than parent/guardian, student, school or School District officials.

3.8 When such requests do not fall within the foregoing criteria, requests for student records are to be directed to the Secretary Treasurer or designate. Except as noted above, or otherwise authorized by law, student records will not be released unless the School District is presented with a court order.

4. TRANSFER OF RECORDS

4.1 The original student record is to be forwarded directly to any British Columbia public school including: British Columbia Distance Education Schools, British Columbia Francophone Education Authority Schools, Provincial Resource Programs, Containment Centres, and British Columbia Alternate Schools to which a student transfers, in receipt of written confirmation that the student has enrolled in such school.

4.2 Where a transfer is to a public school outside the province or to an independent school, copies of records are to be forwarded on written confirmation of enrolment. Both the original permanent record card and a log book/tracking system are to be maintained at the school.

4.3 A log book/tracking system shall be maintained at each school for the purpose of recording all student record transfers. The log book will contain the date of transfer, the student name, date of birth, PEN and destination. The logs shall be retained for a period of 75 years from date of birth.

4.4 Student records shall be transferred in a sealed, envelope or box, marked "Confidential", addressed to the School Principal.

5. RETENTION

5.1 The Permanent Record Card and selective information shall be contained in the student record and be retained by the school district when a student withdraws from school or graduates.

5.2 All general information (ie. internal reports, teacher comments, referrals etc.) contained in a student record must be kept until the student reaches the age of twenty-two (22) years.

5.3 Graduated Students – The Permanent Record Card and Official Student Transcript shall be filed by graduation year, alphabetically and shall be kept for fifty-five (55) years after the date of graduation.

5.4 Withdrawn Students – When a student withdraws from the system, report cards for the last two (2) years shall be kept with the Permanent Record Card. The student record shall be filed by birth year, alphabetically and be retained for fifty-five (55) years after the student would normally have graduated.

5.5 Any debt owing information shall be kept with the Permanent Record Card/Official Student Transcript until cleared, or until the student reaches the age of twenty-two (22) years.

6. DESTRUCTION OF STUDENT RECORDS

6.1 When information is destroyed or transferred off site for destruction, a Certificate of Destruction itemizing all records destroyed must be filed with the Secretary Treasurer or designate.

6.2 Excluding information referenced in section 5.3 and 5.4, general information held in a student general file may be destroyed on January 1st of each year, if the student's date of birth is 22 years prior.

Example: On January 1, 2018, student general files for students that were born in 1995 may be destroyed.

Reference Resources:

School Act, Section 79 – Province of British Columbia

Permanent Student Record Order – BC Ministry of Education

Permanent Student Record Instructions – BC Ministry of Education

Freedom of Information and Protection of Privacy Act – Province of British Columbia

RECEIVED FOR INFORMATION:

STUDENT RECORDS

It is the policy of the Board of School Trustees that permanent record cards, registers and other Ministry of Education records or copies thereof, must remain in the custody of the school principal at all times and may not be removed from the school except as directed by the Ministry of Education or the Board of Trustees. When students leave the school, permanent record cards are forwarded to an authorized receiving school or to the School Board office. Registers are to be forwarded to the School Board office at the end of the school year. Subject to the orders of the Minister of Education, the Board shall establish written procedures regarding the storage, retrieval and appropriate use of student records and shall ensure the confidentiality of the information and privacy for students and their families.

A. Student Record Information

- 1.00 Information about a student is collected for educational and demographic purposes. This information should be kept current and may include:
- basic information about the student and his or her family (ie. birthdate, address, telephone number, etc.)
 - attendance records
 - progress reports or grades
 - health information
 - records of achievement in the basic skills
 - any special individual test results which may include intellectual, language, achievement, aptitude or interest assessments
 - minutes from meetings where individual test results were reported
 - referral forms
 - discipline reports
 - school based team meeting minutes
 - samples of student work
 - other
- 1.01 When data is to be collected from the student records to be used for non-school purposes (research studies, etc.) either by school personnel or others, written authorization must be obtained from the Superintendent or designate, who will then inform the principal.
- 1.02 The principal shall be responsible for record maintenance and access within the school. The Director of Student Support Services shall be responsible for the records which are kept at the district office. Attendance records and PR cards are stored at the District Office.
- 1.03 Section 9 of the ***School Act*** gives a student and the parents of a student the right to examine all student records kept by a board pertaining to the student. The definition of a "student record" does not include a record prepared by a person if that person is the only one that has access to the record. A record is any piece of written information that is shared with another person.

- 1.04 A student or parents shall have access to the student's school records. The principal or designate shall be present during the time such an examination is taking place. The right to examine the student's record does include the right to make copies (a photocopying charge may apply).
- 1.05 The parent or student upon completion of such an examination may request that the principal remove data considered to be detrimental and not in the best interests of the student. Should an impasse develop between the parent or student and the principal as to the removal of data, the parent or student has the option of appealing this decision to the Superintendent of Schools.
- 1.06 Certain records which may be of a sensitive nature - psychiatric reports, reports indicating abuse, information on marital situation, etc. may require the presence of a parent before a student under the age of nineteen years can examine the file.
- 1.07 A non-custodial parent will be given access to the school progress report of a student, except when this access has been denied by judicial order. A non custodial parent will not be given access to other student records without the prior consent of the custodial parent or without a judicial order.
- 1.08 Written consent of the parents or the student (if of legal age) must be received prior to the release of any personally identifiable records or files maintained by the District, except in compliance with a judicial order, or pursuant to any lawfully issued subpoena or request by a lawful agency.
- 1.09 Official administrative records that constitute the minimum personal data necessary for the operation of the educational system shall be maintained in perpetuity as the Permanent Record Card. Specifically this means, names and address of parents, birthdate, academic work completed, level of achievement, scores on standardized tests and attendance data.
- 1.10 Certain records of assessment, placement and remediation activities, meetings and case conferences shall be kept in the district office for a period of 20 years. These records include: individual student assessments by speech and language specialists, and school psychologists; learning assistance test results; evaluation records, program data, Special Education Services contact sheets logging telephone calls and meetings, signed placement permission forms, original test protocols with individual assessments, anecdotal reports and itinerant teaching service reports.
- 1.11 After a student transfers out or graduates, the permanent record card and other records are forwarded to the Board Office for microfilming and storage. Transcripts of the permanent record card are provided through photocopy and a fee will be charged for this service.
- 1.12 Schools may forward Permanent Record Cards and other appropriate documents directly to other public schools in the Province. If copies of Permanent Record Cards and other appropriate documents are forwarded to private schools in the Province and to schools outside the Province, originals are retained at the school.
- 1.13 Guidance and counselling files

Information such as student interests, aptitudes, abilities and activities is often kept in a student's folder which is stored in the counsellor's office. This folder is available to the student and parent but does not form part of the student's permanent record and is not transferred with the permanent record. These records are to be updated and culled regularly.

- 1.14 The school may comply with written requests of the student or parent for the release of information to employers or other interested parties. The student or the parents should specify exactly what records are to be released, the reasons for the release and to whom.
- 1.15 No records pertaining to individual students will be released for inspection by the public or any unauthorized persons either by the Superintendent or other persons responsible for the custody of confidential files. The exception to this, shall be information about an individual student which has been authorized for release by the student or the student's parent in writing.



ITEM 13

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: January 24, 2018
(Public Board Meeting)

Information

RECOMMENDATION:

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

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:

November 15, 2017 Special Closed

Call to Order	Meeting called to order at 1:05 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Superintendent Decision Items	Approved as circulated
Adjournment	Meeting adjourned at 2:20 p.m.

November 15, 2017 Closed

Call to Order	Meeting called to order at 3:04 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Superintendent Decision Item	Approved
Superintendent Information Items	Received
Board Committee Decision Items	Approved
Chairperson Information Items	Received
Superintendent Information Item	Received
Secretary Treasurer Information Items	Received
Motion to Extend	Approved
Trustee Reports	Received
Adjournment	Meeting adjourned at 4:52 p.m.