



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, June 13, 2012
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

"Where all think alike, no one thinks very much"
~Walter Lippmann

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence
 - i. Melissa Hyndes, Chairperson, School District No. 43 (Coquitlam)*
(May 31, 2012) Subject: Education Guarantee
 - ii. Deidre Torrence, Chairperson, Social Justice Committee –
Maple Ridge Teachers' Association*
(June 4, 2012) Subject: Social Justice Committee
3. Ordering of Agenda

B – CONFIRMATION OF MINUTES

1. May 30, 2012*

C – PRESENTATIONS

1. Laurie Smith and Katherine Shearer – Student Support Services
Inclusive Education
2. Sharon Sargent and Candace Gordon – Community Network

D – DELEGATIONS

E – CHAIR REPORT

1. K.E.E.P.S. – Kanaka Education + Environmental Partnership Society*

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. Proposed Draft Policies: Stakeholder and Senior Team Feedback*

2. Information Items
 - a) Superintendent of Schools
 - i. Adult Education Funding*
 - b) Deputy Superintendent
 - c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) 2011 - 2012 Finance
 - b) 2012 - 2013 Budget
 - c) Advocacy
 - d) Human Resources
2. Committee & Advisory Committee Reports
 - a) Aboriginal Education
 - b) Board Policy Development
 - c) District Student Advisory
 - d) Education
 - e) French Immersion Advisory
 - f) Inclusive Education
 - g) Transportation

J – QUESTION PERIOD

1. Trustee Questions
2. Staff Questions
3. Employee Group Questions
4. DPAC Questions
5. Public Questions

K – TRUSTEE REPORTS

1. BC School Trustees' Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory
8. Tzu Chi Foundation
9. Youth Society
10. Other Board Liaison Representative Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business*

L – OTHER BUSINESS

M – ADJOURNMENT

Every student deserves safe and supportive learning environments free of bullying behaviours

**Attachment*



To: Board of Education

From: Chairperson
Mike Murray

Re: **CORRESPONDENCE**

Date: June 13, 2012
(Public Board Meeting)

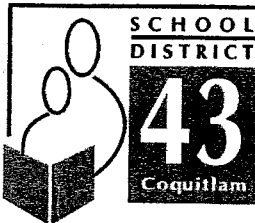
Information

- i. Melissa Hyndes, Chairperson – School District No. 43 (Coquitlam)
(March 15, 2012) Subject: Education Guarantee
- ii. Deidre Torrence, Chairperson, Social Justice Committee –
Maple Ridge Teachers' Association
(June 4, 2012) Subject: Social Justice Committee

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments



550 Poirier Street, Coquitlam, BC, Canada V3J 6A7 • Phone: 604-939-9201 • Fax: 604-939-7828

CHAIR:

Melissa Hyndes

VICE-CHAIR:

Judy Shirra

TRUSTEES:

Gail Altj

Holly Butterfield

John J. Keryluk

Brian Robinson

Diane Sowden

Gerri Wallis

Keith Watkins

May 31, 2012

James Gorman
Deputy Minister
Ministry of Education
PO Box 9179 Stn Prov Govt
Victoria, BC V8W 9H8

Dear Mr. Gorman:

RE: Policy Change - Education Guarantee

The Coquitlam Board of Education (School District No. 43) wishes to work cooperatively with the BC Ministry of Education to advocate for the needs of adult learners in our community. The change to the Education Guarantee announced on May 1, 2012 will have a profound impact on the successful operation and viability of our adult education centres, including Continuing Education and Coquitlam Open Learning, and the graduated adults they serve.

The Coquitlam Board of Education strongly recommends that the Ministry review the announced policy change in light of the repercussions for graduated adult students. The policy change applied to the Education Guarantee was introduced three days prior to end of the most recent funding cut-off date (May 4, 2012) and jeopardizes sustainable program offerings by omitting a definition of course completion and a description of the evidence required for funding purposes.

We respectfully request that the Ministry of Education review the changes to the Education Guarantee. We wish to engage in dialogue to work together with the Ministry to give input on the following items:

1. The reinstatement of English 11, and Communications 11 and 12 for graduated students especially those who have graduated overseas and need to develop their academic English so that they can achieve a mastery level mark in English 12 and qualify for post-secondary programs.
2. The reinstatement of Physics 12 and Chemistry 12 to enable graduated adults to achieve qualifications for post-secondary programs or for employment with industries in BC that require skilled workers.
3. The definition of course completion and the evidence required for funding purposes so that services to graduated adults can remain funding sustainable.

Ongoing and last minute policy changes have been a persistent challenge for our adult education programs. We respectfully request that announcements be planned so that our limited resources can be directed towards teaching and learning and ensuring student success within a sustainable environment.

Yours truly,

Melissa Hyndes, Chair
Board of Education – School District No. 43 (Coquitlam)

c: Board of Education
Thomas J. Grant, Superintendent
Rick Humphreys, Secretary-Treasurer
BC Boards of Education

Maple Ridge Teachers' Association

TELEPHONE: (604) 467-2111

11771 Fraser Street, Maple Ridge, B.C. V2X 6C6

June 4, 2012

Mike Murray
Chair, Board of School Trustees
School District #42 (Maple Ridge-Pitt Meadows)
22225 Brown Avenue
Maple Ridge, BC V2X 8N6

Dear Mr. Murray,

I want to take this opportunity, on behalf of the MRTA Social Justice Committee, to thank you and the Board of School Trustees for SD#42 (Maple Ridge-Pitt Meadows) for allowing teachers and students the occasion to give the anti-homophobia presentation at the February 29th School Board meeting.

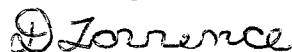
It was a heartfelt presentation and your reception was generous. The students and teachers involved in the presentation are wondering how the anti-homophobia policy development is progressing?

Since February 29th, three (3) other school districts have passed anti-homophobia policies. I have included (attached) these recently adopted policies and hope that you may find them helpful in the development of SD42 policy.

It is our understanding that some districts are providing teachers with in-school release time in order to sit on district policy development committees. Perhaps this is an approach our school board could undertake to complete an anti-homophobia policy in the near future.

In closing, I reiterate our thanks and hope to hear from you in the near future regarding the above.

Sincerely



Deidre Torrence,
Chair, Social Justice Committee
Maple Ridge Teachers' Association

DT/em

Enclosures

cc - MRTA Social Justice Committee
cc - Board of School Trustees, DEO

School District #62 (Sooke)

SEXUAL-GENDER DIVERSITY	No.: C-340
	Effective: Oct. 25/11 Revised:

ADMINISTRATIVE REGULATIONS

In order to create a school and district culture which supports diversity, all members of the school community must be expected to model respectful and inclusive conduct and to refuse to tolerate any form of discrimination.

- 1.1 The board and district shall provide opportunities for school communities to increase awareness of the scope and impact of discrimination against LGBTTIQQ and to create an inclusive environment.
- 1.2 Schools will support age-appropriate activities and provide resources that promote knowledge and skills in developing respect for, as well as eliminating discrimination against LGBTTIQQ people.
- 1.3 Individuals exercising current and promising practices, which promote safe and inclusive school environments for LGGTTIQQ youth will be invited to share those with school staffs.
- 1.4 Schools will include in their Codes of Conduct specific reference to discrimination on the basis of gender identity, gender expression or sexual orientation.
- 1.5 That schools provide support for the LGBTTIQQ youth in their school communities.
- 1.6 That community resource lists and displays in schools be inclusive of community supports for LGBTTIQQ youth and families.
- 1.7 That the Board, in the regular course of reviewing policy, procedure, and other district documents, ensures that language is representative of the diversity in our community.
- 1.8 The board expects all staff to model respectful, tolerant conduct, regardless of perceived differences.
- 1.9 The Board and District Administration shall promote opportunities for staff to increase their knowledge and skills in promoting respect for human rights, supporting diversity, and addressing discrimination in schools.

Recommendations

That the Board establish an advisory committee whose task will be to implement the above mentioned policy and regulations.

That several multi-partner education teams be formed who will travel to all work sites to educate all employees regarding this policy.

School District #62 (Sooke)

SEXUAL-GENDER DIVERSITY	No.: C-340
	Effective: Oct. 25/11 Revised:

SCHOOL BOARD POLICY

Rationale:

The Board of Education is responsible for providing an educational system that is safe, welcoming, inclusive and affirming for all students. The Board recognizes and values the diversity found within its school communities and believes that each individual contributes to the strength of the district's culture. The Board also recognizes that students and other school community members identifying as lesbian, gay, bisexual, transgender, two-spirit, intersex, queer or questioning (LGBTTIQQ) face a unique set of challenges within our schools and communities. Homophobic bullying is a form of bullying that takes place in all schools. Individuals of sexual minority groups or those perceived to be members of these groups are frequently the targets of homophobic, transphobic, and/or heterosexist behaviours. This often has profound social consequences, including discrimination, harassment, physical and sexual violence, social and emotional isolation, substance abuse, homelessness, school truancy and drop-out, self-harm and suicide.

It is with this rationale in mind and with an understanding that each member of the school and district community must bear the responsibility for creating a safe welcoming, inclusive and affirming environment for all individuals.

This policy is meant to be congruent with the *Canadian Human Rights Act*, the British Columbia Human Rights Code, and the Canadian Charter of Rights and Freedom.

Policy

The Board will promote a safe environment, free from harassment and discrimination, by implementing proactive strategies and guidelines to ensure that LGBTTIQQ students, employees and families are equally welcomed and included in all aspects of education and school life and treated with respect and dignity.

Any language or behavior that degrades, denigrates, stereotypes, incites hatred or fear, prejudice, discrimination, harassment toward individuals on the basis of their real or perceived sexual orientation or gender identification will not be tolerated. School codes of conduct will include the prohibition of such language and behaviour.

School District No. 74 (Gold Trail)

Policy

No. 8.70

Adopted: 2012-03

SEXUAL ORIENTATION/GENDER IDENTITY

Preamble

The Board of Education is committed to a safe, positive and inclusive learning and working environment for all students and employees regardless of their sexual orientation or gender identity.

Policy

The purpose of this policy is to ensure that all members of the school community work together in an atmosphere of respect and safety regardless of sexual orientation or gender identity. The Board of Education has developed this sexual orientation and gender identity policy for students and employees including those who identify as, or are perceived to be lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or those who are questioning their sexual orientation or gender identity (LGBTQ+).

The purpose of this policy is to:

- a. support inclusion of all students and employees in all aspects of school life, irrespective of their real or perceived sexual orientation or gender identity;
- b. improve understanding of the lives of LGBTQ+ people and their positive contributions to society;
- c. define appropriate terms, behaviours and actions to promote greater awareness of, and responsiveness to, the deleterious effects of homophobia, transphobia, anti-gay harassment and exclusion;
- d. provide effective procedures to respond to complaints of homophobic, transphobic and heterosexual behaviours including discrimination, harassment and exclusion;
- e. promote a systemic response through staff and professional development which strives to identify and address educational practices, policies, and procedures that perpetuate homophobia, transphobia and heterosexism;

POLICY NO. 8.70 SEXUAL ORIENTATION/GENDER IDENTITY

- f. act collectively to reduce homophobia, transphobia and other systemic barriers that are faced by LGBTQ+ students and staff who are 'in the closet' and feel they must hide their true identities; and,
- g. commit to ongoing, constructive and open dialogue with communities who identify themselves on the basis of sexual orientation or gender identity to increase co-operation and collaboration among home, school and the community.

School District No. 74 (Gold Trail)

REGULATIONS

No. R8.70

Adopted: 2012-04

SEXUAL ORIENTATION/GENDER IDENTITY

A. EDUCATION

1. Staff and Professional Development

- a. The district shall provide and promote opportunities for staff to increase their awareness and understanding of the scope and impact of discrimination against LGBTQ+ people.
- b. The district shall provide opportunities for staff to increase their knowledge and skills in promoting respect for human rights, supporting diversity, and addressing discrimination in schools.

2. Student Programs

- a. Students are educated in the areas of healthy relationships, diversity and social justice education including harassment and homophobia through the BC Ministry of Education prescribed learning outcomes. These subject areas include but are not limited to: Social Studies, Social Justice 12, Health and Career Education, and Personal Planning.
- b. Teachers shall be encouraged to include age appropriate LGBTQ+ issues into curriculum that meet BC Ministry of Education prescribed learning outcomes to help students acquire the skills and knowledge to understand the impacts of homophobia and transphobia upon society.
- c. The district will identify a staff person to be a member of a Positive Contact Network. The network will serve to support the distribution and sharing of resources relating to LGBTQ+ issues in education. School administrators will inform staff about the location and availability of this contact person for staff who may want guidance relating to issues such as responding to homophobia in the classroom, providing support to a student who may be LGBTQ+ or accessing subject area and age-appropriate teaching resources that comply with Ministry of Education standards to meeting prescribed learning outcomes.
- d. School staffs shall be encouraged to support LGBTQ+ people by teaching about their positive contributions to society and modeling acceptance of diversity.

3. Parent Programs

- a. The district and school administration shall work to increase parental awareness of the needs of LGBTQ+ students and families.

4. Learning Resources, Curriculum Resources and Library Resources

- a. Learning, curriculum and library resources should reflect and value the diversity in the district, so that all students including LGBTQ+ students see themselves and their lives positively reflected in the curricula.
- b. Resources will comply with BC Ministry of Education standards for meeting the prescribed learning outcomes of the specific courses where they are utilized.
- c. The learning, curriculum and school library resources shall emphasize universal human themes that acknowledge human diversity as an essential and enriching element of our society.
- d. The learning, curriculum and school library resources shall, when appropriate, provide all students with opportunities to become familiar with diversity.

B. COUNSELLING AND STUDENT SUPPORT

- a. All Family Youth Care Workers in the district shall be educated in the knowledge and skills required to understand LGBTQ+ issues concerning students, staff and families.
- b. Family Youth Care Workers will be informed and familiar with all policies with respect to human rights, homophobia, heterosexism, hate literature, discrimination and harassment.
- c. Family Youth Care Workers will be sensitive to LGBTQ+ students as well as students from LGBTQ+ headed families.
- d. Where students request and staff are willing to volunteer their time, gay/straight alliance clubs (GSAs) will be encouraged at secondary schools in the district and clubs which respect and celebrate all forms of diversity will be encouraged for intermediate elementary school students.

C. SAFETY/ANTI-HARASSMENT

- a. Any language or behavior that deliberately degrades, denigrates, labels, stereotypes, incites hatred, prejudice, discrimination, harassment towards students or employees on the basis of their real or perceived sexual orientation or gender identification will not be tolerated.
- b. Schools will be required to specifically include the prohibition of such language and behaviour in their student Codes of Conduct.

D. SCHOOL AND COMMUNITY RELATIONS

- a. The district will work to create partnerships that ensure effective participation in the education process by representative organizations and LGBTQ+ communities that are committed to the mission of the Board of Education.
- b. The district will acknowledge through its communication to students, staff, and the community that some children live in LGBTQ+ headed families and need to be positively recognized and included as such at all grade levels.

APPENDIX A**GLOSSARY**

These definitions can be imperfect and are evolving.

Gay can refer to a man who is romantically, emotionally and/or sexually involved with men.

Lesbian can refer to a woman who is romantically, emotionally and/or sexually involved with women.

Bisexual can refer to people who are romantically, emotionally and/or sexually involved with women or men.

Transgender can refer to people who do not identify with the gender roles assigned to them by society based on their biological sex.

Transsexual can refer to people who use hormone therapy and/or surgery to alter their sex.

Two-Spirit can refer to Aboriginal or Indigenous people who identify themselves based on sexual orientation or gender identity.

Queer can refer to people who identify themselves based on sexual orientation or gender identity or who resist these categories as too simplistic.

Sexual Orientation can cover the range of human sexuality including Gay and Lesbian, Bisexual, Transgender, Two-Spirit and Heterosexual orientations.

Gender Identity can refer to the way a person defines and acts out their gender.

Heterosexual refers to a man or a woman who is romantically, emotionally or sexually involved with the opposite sex exclusively.

Heterosexism refers to the assumption that all people are heterosexual and that heterosexuality is superior and more desirable for all people than any other sexual orientation.

Homophobia is the irrational fear or hatred of, aversion to, and discrimination against people based on an actual or assumed sexual orientation or gender identity.

Transphobia is the irrational fear or hatred of, aversion to, and discrimination against people who are transgender or who otherwise transgress traditional gender norms.

LGBTQ+ is an acronym for Lesbian, Gay, Bisexual, Transgender and Questioning. The plus sign recognizes that not all people identify with these terms and may prefer terms such as Transsexual, Queer, Two-Spirit Intersex. LGBTQ+ is meant to be an inclusive term for a very diverse group of people.

Administrative Procedure 171

Sexual Minority/Sexual Orientation/Gender Identity

Background

The District is committed to establishing and maintaining a safe and positive learning environment for all students and employees including those who self-identify as a member of a sexual minority (including but not limited to those who identify as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer or who are questioning their sexual orientation or gender identity). While the District recognizes and reaffirms its commitment to the anti-discrimination principles and values contained in the B.C. Human Rights Code, Canadian Human Rights Act, and Canadian Charter of Rights and Freedoms through Administrative Procedure 170 (Diversity and Human Rights), it also recognizes the need to provide a safe environment, free from harassment and discrimination, while ensuring that sexual minority students, employees, and families are treated with respect and dignity while being welcomed and included in all aspects of education and school life

Procedures

1. Conduct

All students, employees, contractors, visitors, or any other persons who use District facilities shall be expected to conduct themselves in accordance with the District's commitment to non-discrimination, human rights, and cross-cultural understanding as set out in Administration Procedure 170 and this Administrative Procedure.

In order to reflect the District's commitment to supporting anti-homophobia, non-discrimination, human rights, and cross-cultural understanding, the District shall expect:

1. All employees will be sensitive to individual discriminatory attitudes and behaviours towards individuals who self-identify as a part of a sexual minority so that all students are treated with fairness and respect.
2. Allegations of homophobic language, behaviour, or discrimination will be reported to the Teacher/Principal in the case of students, and to the immediate supervisor in the case of employees.
3. Schools to discuss age appropriate language and behaviour in accordance with their school's code of conduct.
4. School and classroom environments are free of homophobia.
5. It is expected that staff and students use language and behaviour that does not degrade, label, stereotype, and incite hatred, prejudice, discrimination or harassment towards others on the basis of their real or perceived sexual orientation or gender identification.

2. Curriculum

The District will encourage staff to:

1. Adapt and include current learning resources and strategies to provide opportunities for all students and staff to develop positive awareness with respect to human rights, anti-discrimination and cultural diversity related to sexual minorities.

3. Staff and Student Training

1. The District will provide school counsellors with support and opportunities for training so that they are informed and familiar with expectations pertaining to human rights, anti-homophobia, discrimination, cultural diversity, and harassment as well as to be sensitive to sexual minority students and those with sexual minorities in their families.
2. The District will provide support and opportunities for training for all staff, elected trustees, and Parents' Advisory Councils to develop their knowledge, skills, awareness, and behaviours to identify and eliminate homophobic practices and to foster dialogue that creates understanding and respect for diversity.

4. School and Community Relations

1. The District will continue to develop partnerships that promote effective participation in the education process by representative organizations and sexual minority communities that are committed to the mission of the Board.
2. The District will continue to support the existence of Gay/Straight Alliance clubs (GSAs) in secondary schools.

5. Employment

1. Conduct consistent with this Administrative Procedure is considered to be a term and condition for employment for all staff.
2. The District is committed to taking reasonable steps to ensure that District employees responsible for personnel selection shall be provided with training to enhance their sensitivity to human rights issues, including sensitivity to sexual minority issues.
3. The District will ensure that the confidentiality of the sexual orientation and gender identity of staff will be protected. Employees who self-identify as a sexual minority will be given the support they require to do their work in a safe and respectful environment.



To: Board of Education

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: June 13, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the May 30, 2012 Public Board Meeting be approved as circulated.

Attachment



PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, May 30, 2012 (6:00 PM)
DEO Board Room

IN ATTENDANCE:

BOARD MEMBERS:

Board Chairperson – Mike Murray
Vice-Chairperson – Eleanor Palis
Trustee – Susan Carr
Trustee – Ken Clarkson
Trustee – Kathy Marshall
Trustee – Sarah Nelson
Trustee – Dave Rempel

STAFF:

Superintendent – Jan Unwin
Secretary Treasurer – Wayne Jefferson
Deputy Superintendent – Laurie Meston
Mgr. of Communications/Community Relations – Irena Pochop
Executive Assistant – Tracy Orobko

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 6:00 p.m.

The Chair welcomed and thanked everyone for attending.

1. **Correspondence**

- Dave Smith, Chairperson – Kanaka Education + Environmental Partnership Society
- Leightan Wishart, Chairperson – School District No. 85 (Vancouver Island North)
- Mel Joy, Chairperson – School District No. 8 (Kootenay Lake)
- George Abbott, Honourable Minister – Ministry of Education

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board receive all correspondence for information.

CARRIED

2. **Ordering of Agenda**

Moved: Trustee Carr

Seconded: Trustee Clarkson

Additions:

Superintendent of Schools Decision Item: Amended 2012-2013 District and Kanaka Creek Elementary
Local School Calendars

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Agenda be ordered as amended.

CARRIED

The Chair opened the floor to others wanting to speak to the Agenda.

B. CONFIRMATION OF MINUTES

1. May 9, 2012 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Nelson

Clarification was made to page 6 of 6 regarding a good news item as reported by Trustee Marshall. The minutes have been amended to read: "Trustee Marshall reported on her attendance at a celebration involving Dave and Sharon Rempel who have assisted with over 200 Russian adoptions. A tribute was made to the Rempels that evening for their involvement."

THAT the Minutes of the May 9, 2012 Public Board Meeting be approved as amended.

CARRIED

C. PRESENTATIONS

"OK2bblue" – Todd Patrick and Friends – Westview Secondary School

Todd Patrick, Teacher, introduced students, Allison Bridgman, Amy Pridday and Jennifer Stevens. A student based video presentation was provided. Videos can be found on www.ok2bblue.com.

The Superintendent commented the issue of mental health being recognized by Senior Staff as an area continuing to seek ways to help support our youth.

"Learning Commons" – Wanda Young, Teacher Librarian, Maple Ridge Secondary School

April Hilland, Teacher Librarian, Glenwood Elementary School

Rosalie Passmore, Teacher Librarian, Maple Ridge Elementary

Ms. Hilland thanked the Board for maintaining funding for school libraries and spoke to the role of school libraries as being the "hub" of the school community. Continued provisions for full-time teacher support, technological support, bandwidth, clerical and collaborative reading programs were expressed.

Ms. Young provided insight into an average day and invited everyone to visit her library anytime.

A video presentation was provided on the successes, usage and importance of libraries.

QR ("Quick Response) cards with a link to recommendations were handed out.

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive the presentations for information.

CARRIED

D. DELEGATIONS

E. CHAIR REPORT

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

a) Superintendent of Schools

Amended 2012-2013 District and Kanaka Creek Elementary Local School Calendars

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board approve both the 2012-2013 District Local School Calendar and the 2012-2013 Kanaka Creek Elementary Local School Calendar as amended to read BC Family Day on February 11, 2013 and the website be updated to reflect the new Provincial holiday date.

CARRIED

b) **Deputy Superintendent**

c) **Secretary Treasurer**

Board Policy Approval

The Secretary Treasurer provided background on the policy work to date.

Moved: Trustee Palis

Seconded: Trustee Carr

THAT the Board approve policies 7110 – Whistle Blower Protection; and 7210 – Personal/Sexual Harassment for implementation; and

THAT the attached procedures 7110.1 and 7210.1 be received for information.

CARRIED

Proposed Board Meeting 2012-2013 Schedule

The decision to hold a meeting in August will be announced at the last Board meeting in June.

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Board receive and adopt the Secretary Treasurer's proposed Board Meeting schedule for 2012-2013.

CARRIED

2. Information Items

a) **Superintendent of Schools**

Summer Learning

The Superintendent advised of changes affecting registration processes.

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board receive the Superintendent's report on Summer Learning for information.

CARRIED

Reading Racers Summer Program

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive the Superintendent's report on Reading Racers for information.

CARRIED

Math in Motion Summer Program

Moved: Trustee Carr

Seconded: Trustee Clarkson

THAT the Board receive the Superintendent's report on Math in Motion for information.

CARRIED

SD42's Youth Audience Series Program 2012-2013

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive the Superintendent's report on the Youth Audience Series Program for information.

CARRIED

b) Deputy Superintendent

c) Secretary Treasurer

I. COMMITTEE BUSINESS

Board Policy Development Committee. Trustee Carr provided feedback on the progress of the committee thanking the Executive Assistant and commenting on the consultation process.

J. QUESTION PERIOD

Trustee Palis has been requested to join a committee with the City of Pitt Meadows' Engineering Department as a liaison for walking and cycling paths and requested Board support to which all agreed.

Moved: Trustee Carr

Seconded: Trustee Marshall

THAT the Board receive the appointment of Trustee Palis as liaison with the City of Pitt Meadows' Engineering Department.

CARRIED

Questions and comments were made with respect to the recent Cowichan Valley decision regarding their budget.

An invitation was made to all Board members to attend Pitt Meadows Day on June 2nd.

K. TRUSTEE REPORTS

District Parent Advisory Council. Trustee Carr attended the appreciation dinner held at Garibaldi Secondary School on May 17th.

Municipal Advisory Committee on Accessibility. Trustee Marshall attended the May 17th meeting however, there was nobody else in attendance.

Good News Items

Ridge Meadows Education Foundation. The next meeting is scheduled for July 4th. The Manager of Communication and Community Relations, Irena Pochop, was thanked for her assistance with updating and linking the website; discussion has started on the upcoming fundraiser.

Chair Murray attended a meeting held by Alouette Homestart who oversee the new building next door to the District Education Office. On behalf of the Board, Chair Murray has agreed to maintain contact in an informal role and suggested introducing the School District custodian to the employees at that facility.

Tzu Chi Foundation. Trustee Rempel reported on the successful Tzu Chi celebration held on May 16th. To date, the organization has provided approximately \$165,000 in donations.

Other good news items included the successes of the Rick Hansen Man-in-Motion tour, Aboriginal Education Awards, Glenwood Elementary's 50th anniversary, and Maple Ridge Secondary School's car show events.

A reminder was made for grads to be especially careful at this time of year.

Chair Murray requested a moment of silence acknowledging the passing of long-time teacher, Gordon Hauschnecht of Garibaldi Secondary School.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the meeting of the Board be adjourned at 7:20 p.m.

CARRIED

Mike Murray, Chairperson

Wayne Jefferson, Secretary Treasurer



To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATIONS**

Date: June 13, 2012
(Public Board Meeting)

Information

1. Student Support Services – Inclusive Education
 - Laurie Smith, District Principal
 - Katherine Shearer, District Vice-Principal
2. Community Network: HIVE
 - Candace Gordon
 - Sharon Sargent

RECOMMENDATION:

THAT the Board receive the presentations for information.



To: Board of Education

From: Chairperson
Mike Murray

Re: **CHAIR REPORT**

Date: June 13, 2012
(Public Board Meeting)

Information

1. K.E.E.P.S. – Kanaka Education + Environmental Partnership Society

RECOMMENDATION:

THAT the Board receive the Chairperson's report for information.



11450 – 256th St.
Maple Ridge, B.C. V2W 1H1

To: Maple Ridge Pitt Meadows School District 42

Dear School Board Chair Mike Murray and School Board Trustees;

The Bell – Irving Hatchery on Kanaka Creek has reached its 30th year milestone as a fish hatchery, unfortunately due to age this old barn has been compromised by the weather and years of rain. The wetness and mould issues dictate that the building must be demolished. The KEEPS group (Kanaka Education + Environmental Partnership Society) will have to demolish the existing old Bell - Irving Hatchery facility and then build a new fish production / education structure on the same location. We are anticipating demolition in mid June and construction of the new Bell – Irving Hatchery to be open for fall spawning season in mid October 2012. We expect to begin the adjacent Kanaka Creek Watershed Stewardship Center in the spring of 2013.

The proposed Hatchery and Kanaka Centre budget totals approx \$ 1.4 million and now that we have agreement and plans, the project will begin, starting with demolition after all the salmon fry are moved out of the existing Bell – Irving Hatchery and put in the outside netted ponds. We are starting our public fund raising campaign with approx \$ 630,000 presently committed and we are actively looking to raise another approx \$ 700,000 over the next 15 months.

So I would ask you to please help champion our Kanaka Creek Watershed and our KEEPS group. Please assist us in achieving the new Bell – Irving Hatchery and the new Kanaka Creek Watershed Stewardship Centre facilities.

We are presently working with Metro Vanc. Parks, DFO, Pacific Parklands Foundation, Pacific Salmon Foundation and KEEPS would greatly appreciate all support and financial contributions. Tax receipts are available through the Pacific Parklands Foundation.

I have taken the liberty of including our Kanaka Centre Brochure and some literature about KEEPS. Please view our website to see more about **KEEPS** -- www.keeps.org

We thank you for your consideration, your time, your attention and your support.
We look forward to sharing the Kanaka dream with you.

Sincerely Yours,

Dave
Dave Smith, KEEPS, Chair 604 – 467 – 1188 towerridge@shaw.ca



To: Board of Education

From: Secretary Treasurer
Wayne Jefferson

Re: **PROPOSED DRAFT POLICIES:
TRUSTEES, STAKEHOLDERS
AND SENIOR TEAM FEEDBACK**

Date: June 13, 2012
(Public Board Meeting)

Decision

In accordance with the Board Policy Development Committee ("Committee"), the attached draft policies and procedures (4435, 4435.1, 5401, 5401.1, 5701, 5701.1, 5701.2 and 6600), have been circulated by email to the Trustees, Stakeholders and Senior Team for feedback:

TRUSTEES: All Board Members

CUPE: Leslie Franklin, President

DPAC: Michelle Larose, Chairperson

MRTA: George Serra, President

MRPVPA: Shannon Derinzy, President

SR. TEAM: Jan Unwin, Superintendent
Wayne Jefferson, Secretary Treasurer
Laurie Meston, Deputy Superintendent
Dana Sirsir, Director of Human Resources
Stewart Sonne, Director of Instruction, Secondary and Adult Education
David Vandergugten, Director of Instruction, K-12 Education

These policies and procedures were presented to the above groups in June 2011 as part of the previous Committee work and have gone through the consulting process.

The policies are now being presented to the Board for the public review portion of the process for a second time. Following the review process, the Committee will have another opportunity to review the policies before they are again presented to the Board for approval.

RECOMMENDATION:

THAT the Board Policy Development Committee recommends policies and procedures 4435, 4435.1, 5401, 5401.1, 5701, 5701.1, 5701.2 and 6600 be received by the Board for continuation with the consultation process.

Attachments



SD 42 POLICY: 4435

SCHOLARSHIPS, BURSARIES AND STUDENT AWARDS

BELIEFS

The Board of Education (“Board”) encourages students to pursue school programs to stimulate their levels of thought, productivity and citizenship. The Board directs the Superintendent to maintain a set of criteria and procedures for suitably recognizing outstanding accomplishments, and for presenting suitable awards for scholarship and distinguished service in all school activities. All scholarships, bursaries, honours and awards presented in the School District shall be awarded strictly on the merits of the students receiving them.

The Board is appreciative of the community support given to students and encourages members of the public and community organizations to support the students of the School District by supplying additional scholarships, bursaries and student awards.

RECOGNITION OF STUDENTS ACCOMPLISHMENTS

The Board may host a special recognition ceremony for students receiving:

- Provincial Scholarship or Bursary;
- First place standing in a province wide competition by an individual or a group of students who represent(s) a school in this School District; and
- School District awarded scholarship or bursary.

SCHOLARSHIP AND BURSARY OPERATING BUDGET

Each year, the Board would establish a level of funding from the operating budget to issue a scholarship or bursary to one graduate of each secondary school. These funds will be managed by the District Selection Committee as provided by procedure and awarded based on pre-determined criteria.

Eligibility criteria for the awards are:

- Grade 12 secondary graduates;
- Open to students of any program;
- School marks; and
- School and community involvement will be considered.

SCHOLARSHIP TRUST FUND REGULATIONS

A Trust Fund will be established and funded from donations and/or money designated for this purpose by the District, the income from which is to provide a scholarship(s).

The Trust Fund will be held and administered by the Board through the Superintendent.

The Trustees of the Trust Fund are to be guided by the following principles with respect to the awarding of scholarships and bursaries:

- a) The scholarship(s) is available to members of the graduating class (Grade 12) of secondary schools who are bona fide residents of the School District and are Canadian citizens or have Landed Immigrant Status.
- b) The scholarship is intended for students going on to post-secondary studies.
- c) The scholarship is not intended to pay the total costs of the year of the studies but may reflect a significant portion of the costs; ie student accommodation at a university.

The Board will review the overall intent and guidelines as necessary to reflect the then prevailing circumstances recognizing the main intent of the Trust is to assist deserving students evidencing high achievement and good potential to further their education.

Where donations are made to the Trust Fund, the wishes of the Principal donor with regards to scholarship(s) generated by his/her donation will be respected by the Trustees of the Fund, providing these are consistent with School District Policy and/or provincial guidelines.

Upon request, the Trust Fund administrators shall issue an annual financial statement of donors.

APPROVED:

SD 42 PROCEDURE: 4435.1

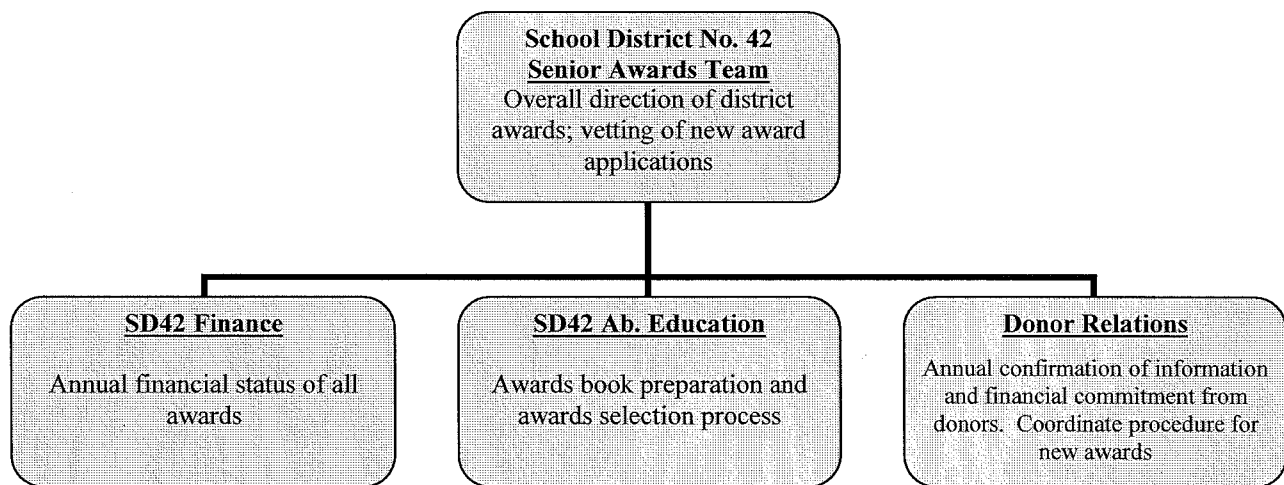
SCHOLARSHIPS, BURSARIES AND STUDENT AWARDS

STUDENT FINANCIAL AWARDS

Many organizations and individuals in Maple Ridge and Pitt Meadows sponsor scholarships, bursaries and awards that benefit students in School District No. 42.

This procedure outlines the steps involved in the vetting, setting up, and publicizing of all such scholarships, bursaries and awards, regardless of their origin.

ROLES AND RESPONSIBILITIES



DISTRICT SCHOLARSHIP TEAM

Senior Awards Team:	Superintendent, Secretary Treasurer and Deputy Superintendent or Directors of Instruction
Finance:	Assistant Secretary Treasurer and Finance Department Representative
Awards Book and Selection:	Principal, Aboriginal Education and District Selection Committee*
Donor Relations:	Manager of Communications and Community Connections
Clerical Administration:	Senior Secretary

***DISTRICT SELECTION COMMITTEE:**

Chair: Principal, Aboriginal Education
MRPVPA: Three (3) Principals or Vice-Principals
MRTA: One Teacher Representative
CUPE: One Non-Teaching Representative
French Language: District Person Responsible for Program

PROCEDURE FOR NEW AWARD APPLICATIONS

1. A donor interested in offering an award contacts School District No. 42.
2. All donor applicants are referred to Donor Relations who will gather preliminary information regarding the proposed award.
3. This information is forwarded to the Senior Awards Team for vetting to ensure the award aligns with the beliefs and values of School District No. 42.

Option A:

1. Any concerns are returned to Donor Relations to be addressed with the donor.
2. Once any concerns have been addressed, a contract is written and signed with Donor Relations and forwarded to Finance.
3. The award can be included in the School District No. 42 awards book.

Option B:

1. The award is deemed not to be appropriate for the School District No. 42 awards book.
2. Donor Relations notifies the donor of the reason(s) on behalf of the senior awards team.
3. The award is not included in the School District No. 42 awards book.

APPROVED:



SD 42 POLICY: 5401

USE OF BOARD-OWNED BUSES / 15 PASSENGER VANS

Board-owned buses and 15 passenger vans are primarily for the use of transporting School District students to and from school and school related functions. Only drivers who are approved by the school administration may operate Board-owned buses or 15 passenger vans.

The School District recognizes the need to transport students to and from curricular and extra-curricular student activities. The School District also recognizes that it is not always possible to provide bus or 15 passenger van transportation services and private vehicles may be used as determined by Board policy. Operation of these vehicles will be conducted using the Board's supporting procedures.

Notwithstanding the stated prime purpose, when school buses or 15 passenger vans are not required for transporting students they may be made available, at the discretion of the Superintendent or Secretary-Treasurer, or school Administrator for other occasional school district purposes, or for transporting groups of school age children who are involved in activities sponsored by other pre-approved public bodies. Such use shall be conditional upon the recovery of all costs.

APPROVED:



SD 42 PROCEDURE: 5401.1

USE OF BOARD-OWNED BUSES / 15 PASSENGER VANS

OPERATING GUIDELINES

The following guidelines are to be followed when transporting students to or from a school or a school activity conducted within an approved curricular or extra-curricular program.

The school administration may designate a "Supervisor" to assume overall responsibility for arrangements and supervision of the travel and activity. The Supervisor would normally be the classroom teacher, coach, or activity sponsor. If the school administration does not designate someone else to be the Supervisor, then the Principal assumes the responsibilities of the Supervisor.

Orientation of volunteer drivers, including school district employees and parents is to be provided by the designated Supervisor for the trip and is to cover both the specific trip and general procedures relating to transporting students.

A passenger loading list, including home or cellular contact telephone numbers for the passengers, must be both available in the school and carried with the Supervisor.

Each school shall maintain a roster of authorized drivers with their vehicle registration number. The school administration should ensure the Volunteer Driver Application has been completed by each driver. A Driver's Abstract Record must be filed with the school Principal, before the volunteer transports students.

The volunteer driver's abstract must be considered by the school administration or "designated Supervisor" before a volunteer is approved by the Principal as a volunteer driver. The volunteer's driver's license abstract should be a part of the application process and the volunteer is responsible for obtaining the document from the appropriate Government office.

The School District intends to use its best efforts to screen and undertake volunteer driver background checks however, no person should consider such checks to be a guarantee of driver suitability.

It is the responsibility of the school Supervisor to obtain prior to the trip, the written consent of the parent or guardian of each student being transported.

The Supervisor will ensure:

- The number of persons being carried in a given passenger vehicle shall not exceed the normal carrying capacity of that vehicle;
- There is a seat belt for each person in the vehicle, and
- All children under 12 years of age ride in the back seat.

In the case where bad weather is likely to cause adverse driving conditions, the Supervisor is required to check with police and/or highway authorities with respect to driving conditions; and in making the decision whether to proceed with the trip or not, decide on the side of caution.

Students may not be charged a fee for such transportation, nor may drivers of private motor vehicles be reimbursed in cash or kind.

VOLUNTEER DRIVERS - DISTRICT EMPLOYEE/PARENT/ADULT:

- have a valid driver's license for at least one year, a photocopy of which will be on file with the school administration. The photocopy will include any medical restrictions;
- carry appropriate insurance coverage as per current ICBC regulations (minimum \$1,000,000 Third Party Liability);
- ensure safe vehicle and operating conditions;
- vehicle is properly licensed;
- have an adequate number of seatbelts and require passengers to wear seatbelts, all children under 12 years of age must ride in the back seat;
- have on file with the school administration, a photocopy of the driver's license that includes any medical restrictions, and a Driver's Abstract Record. It should be remembered that employees transporting students during work hours, are not volunteers – they are employees;

REQUIRED DRIVER LICENSES

Drivers of school buses, special activity buses or special vehicles carrying between 11 and 24 passengers (including the driver), are required to have a Class 4 License.

Drivers of school buses, special activity buses or special vehicles carrying more than 24 passengers (including the driver) are required to have a Class 2 License.

Any vehicle with a seating capacity of more than 10 persons, including the driver, is defined by *Motor Vehicle Act* as a "bus". A "bus" used to transport students is required to have a valid school bus permit (MVA reg. 11.03).

VEHICLE OPERATIONS

Operators should be advised of the importance of training and education for drivers unfamiliar with the handling characteristics of a vehicle with a higher centre of gravity and the importance of seat belt use for the driver and passengers should also be stressed.

Prudent risk management policies should recognize that a hazard does exist and that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15 passenger van.

Two other safety factors to consider when operating a 15 passenger van:

Be mindful of speed and road conditions: The analysis of 15 passenger van crashes shows the risk of rollover increases significantly at speeds over 50 miles per hour and on curved roads.

Only qualified drivers should be behind the wheel: Special training and experience are required to properly operate a 15 passenger van. Ensure your driver or drivers have both—and only operate these vehicles when well rested and fully alert.

This increased risk occurs because the passenger weight raises the vehicle's centre of gravity and causes it to shift rearward, making it more inclined to rollover and more difficult to control in an emergency situation. Drivers who are unfamiliar with the differences in design and handling characteristics may find themselves ill-equipped to correct conditions that compromise the stability of the van. If at all possible, seat passengers and place cargo forward of the rear axle and avoid placing any loads on the roof.

Vehicle maintenance also contributes to the safe operation of any vehicle. A primary contributor to any vehicle rollover is loss of control caused by tire failure. Proper tire pressure is essential in maintaining the integrity of the tire. Tires should be checked visually before every trip and at least monthly with an accurate tire gauge when the tire is cold. The proper air pressure level is found in the owner's manual or on the tire pressure sticker or vehicle data plate located on the doorjamb or glove box door.

APPROVED:



SD 42 POLICY: 5701

RECORDS AND INFORMATION MANAGEMENT - GENERAL

The Board of Education (“Board”) is committed to establishing and maintaining a Records Management Program which will facilitate the retrieval, retention, long-term preservation and destruction of records in accordance with the School District’s (“District”) legal, administrative and operational obligations.

The Board recognizes the value of retaining certain documents for future reference and historical purposes. Likewise, it is recognized that certain documents have little or no value after certain periods of time. Further, the Board recognizes that federal and provincial statutes require that certain documents be retained for specific periods for audit and other purposes.

While this policy provides for minimum periods of retention of documents, it is recognized that statutes as may be enacted may dictate other periods of time and provisions and take precedence over the time periods specified in the regulations that accompany this policy.

A record is “all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. Records include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer programs or any other mechanism that produces records.” (Freedom of Information and Protection of Privacy Legislation).

Administration is authorized to implement a standardized method of records management through the use of a District-wide Classification System/Retention Schedule as per Procedure 5701.1. The retention periods will be established in accordance with Federal and Provincial regulations and approved Board policies. The authority for the destruction of records will lie within the Classification System/Retention Schedule.

Retention/disposal of documents not listed and not required to be retained for a period specified by law should be taken into account for their future value for legal, historical, or statistical purposes and the availability of similar data elsewhere.

The Records Centre will operate as the official District facility for the storage of all semi-active and inactive District records.

Administration is authorized to establish fees for the retrieval and reproduction of records retained in the District.

The Secretary Treasurer or designate will be responsible for providing records and information management and liaison throughout the District.

APPROVED:

SD 42 PROCEDURE: 5701.1

RECORDS AND INFORMATION MANAGEMENT - GENERAL

BACKGROUND

A Records Management program will be maintained to provide control over the quality and quantity of information produced by the District, from its creation until its disposal, for legal, fiscal and historical purposes. Proper custody, storage and disposal of records shall comply with statutory requirements.

1. The standards and guidelines set out in the Records and Information Management Manual will apply to all records and information maintained by the School District as defined by Policy.
2. Department and schools shall be responsible for the filing of records according to the Classification Guide, and for the disposal of records in accordance with the Retention and Disposal Schedule.
3. All official School District records are to be maintained in industry-standard filing cabinets in approved locations throughout the District, or approved file storage boxes in the care of the Records Centre.
4. The Secretary Treasurer has assigned the responsibility of the Officer of Record to the Manager, Purchasing and Transportation, who has responsibility for all aspects of the Records and Information Management Program.
5. The Records Centre will operate as the official School District facility for coordination of the records and information management function. The Records Centre will be responsible for establishing standards for related supplies and equipment.
6. The Officer of Record will lead and manage the assigned duties as required.

Some duties include:

- (a) Provide assistance and coordination to District staff in managing the records and information;
- (b) Authorize all changes to the Master File Plan (Records Classification System);
- (c) Coordinate all records classification number assigned to each file series;
- (d) Maintain filing and retrieval aids such as amendments to the Master File Plan, file lists, indexes, cross references, etc.;

- (e) Identify and provide assistance for the maintenance and security of all vital records in departments and the Records Centre;
- (f) Provide records management training/orientation to staff as required;
- (g) Arrange for those District records and information which warrant permanent preservation to be archived and stored in an accessible and safe environment in the Records Centre;
- (h) Arrange for the proper destruction of District records, as and when retention periods expire;
- (i) Set appropriate fees for the retrieval and reproduction of records;
- (j) Coordinate records and information management disaster preparedness methods in the event of a disaster, e.g. flood, resulting in damage to records.

APPROVED:

SD 42 PROCEDURE: 5701.2

**RECORDS AND INFORMATION MANAGEMENT
 CLASSIFICATION SYSTEM / RETENTION SCHEDULE**

The following retention schedule outlines the minimum amount of time that School District 42 (Maple Ridge - Pitt Meadows) records must be retained and who is responsible for their retention and destruction.

FINANCIAL RECORDS	
Responsibility: Finance Department	
Annual budget and summary supporting documents	Permanent
Auditor's Reports	Permanent
Cancelled Cheques	7 years after the year of creation
Cheque duplicates, invoices, requisitions, purchase orders	7 years after the year of creation
Employee Travel Claims	7 years after the year of creation
Ministry of Education financial information reports	Permanent
General ledger	Permanent
Invoices billed	7 years after the year of creation
Subsidiary ledgers and journals	7 years after the year of creation
Receipts issued	7 years after the year issued
Bank statements, debit and credit notes	7 years after the year of creation
Deposit books / Cash Receipts	7 years after the year of creation
Loans, authorization	7 years or term of loan, if longer
Loans, cancelled notes	7 years after the year of creation
Stop payment orders	1 year after the year of creation

HUMAN RESOURCE RECORDS	
Responsibility: Human Resources Department	
Applications and Job Competitions	1 year after position is filled
Collective Agreements with Unions	Permanent
Contracts with individual employees	7 years after the year employee leaves district
Employee files	7 years after the year employee leaves district
First Aid Certification	7 years after the year employee leaves the district
Leave records	7 years after the employee leaves school district
Individual grievance files	Permanent
Letters of discipline	According to collective agreement or 7 years after the year employee leaves district
Personnel File	7 years after the year employment ceases
Reference checks	1 year after position is filled
SDS	1 year after employment ceases
SDS - TOC Dispatch	1 year
Seniority Lists	Permanent
Support Staff Subs	1 year
Unsolicited resumes	7 months
Violent incident reports	7 years after the year of creation

INFORMATION SYSTEMS	
Responsibility: Information Systems	
User ID's	When user is removed from the system
System Problem-Tracking	When user is removed from the system

PAYROLL RECORDS	
Responsibility: Payroll Department	
Employee payroll register	7 years after the year employee leaves district
Employee attendance records	7 years after the year employment ceases
Payroll benefits	7 years after the year employment ceases
Payroll data base	7 years after the year employment ceases
Payroll deductions	7 years after the year employment ceases

STUDENT RECORDS	
Student Information System Data Responsibility: Information Systems	Permanent
Permanent Record Cards Responsibility: Schools	Permanent
Attendance Reports and Registers Responsibility: Schools	Permanent
Out-of-Boundary Attendance Requests Responsibility: Assistant Superintendents (Elementary and Secondary) Offices	1 year after decision is made about the request
Provincial Scholarships and District Awards Responsibility: Office of Assistant Superintendent - Secondary	Permanent
Senior Secondary School Statement Responsibility: Secondary Schools	Permanent
Teachers' student files Responsibility: teacher	1 year after teacher no longer has student (selected records transferred to Primary Student File)
Other student records Responsibility: Schools, Student Support Services	Useful life of record

RISK MANAGEMENT	
Insurance Policies	Useful Life
Accident Reports - Students	Useful Life
Accident Reports - Employees	6 years after the year of creation

BUILDINGS & PROPERTY	
Appraisal and Inventory Records	Indefinite
Capital Expenditure Authorization	Indefinite
Plans and Specifications and Related Documents	Indefinite
Titles and Deeds	Indefinite
Borrowing Authority (e.g. Orders-in-Council)	Indefinite
Leases	Indefinite

GENERAL ADMINISTRATION	
Insurance Claims	Indefinite
Miscellaneous Reports (WCB, Fire Marshall, Health, Boiler Inspection, etc.)	Indefinite

CORPORATE SERVICES	
Board Policy	Indefinite
Board Committee Reports	Indefinite
Board Minutes (Open and Closed)	Indefinite
Wage and Salary Agreements	Indefinite
List of Electors	2 years
General Notices	1 year
Oaths and Declaration	Specified Term of Office

OTHER	
General Correspondence	3 years after the year of creation

APPROVED:



SD 42 POLICY: 6600

NAMING OF SCHOOL FACILITIES

1. BELIEF STATEMENTS

The Board of Education (“Board”) believes that the naming or re-naming of schools and School District (“District”) facilities should be undertaken following consultation with the affected constituents. The process of naming or re-naming a school or District facility should involve a broadly based constituency consultation. The school or District facility is the focus of the whole community and stakeholders for activities and identity. By naming the school or District facility in recognition of the community, the District encourages community pride and involvement. Except where otherwise determined by the Board, new schools or District facilities will be named in reference to historical, geographical or operational characteristics. Special consideration will be given to names that will have significant meaning to students and members of the community.

Wherever possible, if the facility is to be named in honour of a person, the consent of the individual will be obtained. If it is to be named after a deceased person, except for a person of distinction, the closest surviving relatives should approve.

2. PROCESS

The process of naming a new building will begin as soon as possible after the school site has been purchased and where construction is scheduled in the Board’s current capital plan.

When an existing facility undergoes a major change of use, the Board will consider the opportunity to reflect the impact on the constituents and have a change of name for the facility.

An effort will be made to avoid confusion that may be caused by having schools with similar names.

In all cases, the final decision on naming a School District facility will be made by the Board.

APPROVED:



To: Board of Education

From: Superintendent
Jan Unwin

Re: **ADULT EDUCATION FUNDING**

Date: June 13, 2012
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

Since 2007 the Education Guarantee has provided tuition free learning to Graduated Adults in most high school credit courses and all Foundations Literacy Courses. On May 1, James Gorman, Deputy Minister of Education, informed school districts of significant changes to the Education Guarantee. The changes announced in May have come under review, as indicated within the attachment. Essentially, this recent letter (June 8) indicates that more courses have been added to the Education Guarantee list.

RECOMMENDATION:

THAT the Board receive the Superintendent's report on Adult Education Funding for information.

Attachments

TO: Stewart Sonne

FROM: Bruce Grady, District Principal Continuing Education, CLC
Kim Henneberry-Glover, Acting Vice Principal Continuing Education, CLC

DATE: June 11, 2012

SUBJECT: **Education Guarantee Funding Change**

Since 2007 the Education Guarantee has provided tuition free learning to **GRADUATED ADULTS** in most high school credit courses and all Foundations Literacy Courses. On May 1, 2012, James Gorman, Deputy Minister of Education, informed school districts of significant changes to the Education Guarantee. The changes announced in May have come under review, as indicated within the attachment. Essentially, this recent letter (June 8) indicates that more courses have been added to the Education Guarantee list. With respect to Continuing Education and the Connected Learning Community (online), the Ministry continues to discuss the relationship between funding and course completion.

These changes may have significant impact on the funding of students currently enrolled at Continuing Education in School District #42. At present there are 618 Graduated Adult course registrations. In Maple Ridge/Pitt Meadows, Graduated Adults are served through School District 42 Continuing Education (including schools at FRCC and ACCW) and the Connected Learning Community (online).

With respect to the criteria for Education Guarantee course completion funding, we await the final document describing minimal requirements and evidence criteria. Once we have all the details regarding courses and funding, we will meet to discuss possible course fees.



June 8, 2012

Ref: 159844

To: All District Superintendents of Schools
All Secretary-Treasurers

On April 23, 2012, I sent you a letter describing changes to Education Guarantee (EG) funding for graduated adults wishing to upgrade their high school education.

In response to the announcement, we have had many opportunities to read about and listen to a variety of concerns. As requested, we met with Sarah Husband and Louise Thorburn, the current and past presidents of the BC School District Continuing Education Directors' Association and with Al MacKay-Smith, the president of the BC Distributed Learning Administrators' Association, to discuss possible changes.

Following that discussion, and with the approval of the Honourable George Abbott, Minister of Education, we have agreed to the following:

1. Effective immediately and retroactively, the Ministry of Education is adding the following courses to the list of approved EG academic upgrading courses: **Physics 12, Chemistry 12, Calculus 12, Communications 11, Communications 12, First Peoples' English 12.** The complete revised EG course list is attached.
2. Develop a formal review process to consider additions and deletions to the EG course list.
3. Finalize the minimum requirements and evidence criteria for EG course completion funding.

The Ministry will communicate the course review process and completion details following a further meeting between Ministry and association representatives later this week.

For any inquiries regarding the Education Guarantee, please contact:

Janine Hannis
Alternate and Adult Education
Janine.Hannis@gov.bc.ca
250-886-2163

Teresa McClintick
e-Learning Programs
Teresa.McClintick@gov.bc.ca
250-216-9124

Sincerely yours,

James Gorman
Deputy Minister

Attachment: Courses Funded Under the Education Guarantee – May 2012

Courses Funded Under the Education Guarantee – May 2012

Literacy Foundation Courses	Academic Upgrading Courses
<ul style="list-style-type: none"> • English Level 1/2: Companion-Reading • LF English Level 1/2: Companion-Speaking & Listening • English Level 1: Core • English Level 2: Core • English Level 3/4: Companion - Reading • English Level 3/4: Companion -Writing • English Level 3: Core • English Level 4: Core • English Level 5/6/7: Companion - Writing • English Level 5: Core • English Level 6: Core • English Level 7: Core • Information & Communications Technology • Math Level 1 • Math Level 2 • Math Level 3 • Math Level 4 • Math Level 5 • Math Level 6: Apprenticeship & Workplace • Math Level 6: Math Foundations • Math Level 7: Apprenticeship & Workplace • Math Level 7: Math Foundations • Science: Biology • Science: Chemistry • Science: Physics • Social Studies 	<p><i>Language Arts</i></p> <ul style="list-style-type: none"> • First Peoples English 12 • Communications 11 • Communications 12 • English 11 <ul style="list-style-type: none"> ◦ Français langue première 11 • English 12 <ul style="list-style-type: none"> ◦ Français langue première 12 <p><i>Mathematics 11</i></p> <ul style="list-style-type: none"> • Apprenticeship and Workplace Math 11 <ul style="list-style-type: none"> ◦ Mathématiques pour les métiers et le milieu de travail 11 • Foundations of Math 11 <ul style="list-style-type: none"> ◦ Fondements mathématiques 11 <p><i>Mathematics 12</i></p> <ul style="list-style-type: none"> • Apprenticeship and Workplace Math 12 <ul style="list-style-type: none"> ◦ Mathématiques pour les métiers et le milieu de travail 12 • Foundations of Math 12 <ul style="list-style-type: none"> ◦ Fondements mathématiques 12 • Pre-Calculus 12 <ul style="list-style-type: none"> ◦ Pré-calcul 12 • Calculus 12 <ul style="list-style-type: none"> ◦ Calcul différentiel et intégral 12 <p><i>Sciences</i></p> <ul style="list-style-type: none"> • Biology 11 <ul style="list-style-type: none"> ◦ Biologie 11 • Biology 12 <ul style="list-style-type: none"> ◦ Biologie 12 • Chemistry 11 <ul style="list-style-type: none"> ◦ Chimie 11 • Chemistry 12 <ul style="list-style-type: none"> ◦ Chimie 12 • Physics 11 <ul style="list-style-type: none"> ◦ Physique 11 • Physics 12 <ul style="list-style-type: none"> ◦ Physique 12

Note: Mathematics 12 courses that are eligible for a limited time due to curriculum change:

- Applications of Mathematics 12
- Essentials of Mathematics 12
- Principals of Mathematics 12

RECORD

2011-2012

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:

May 30, 2012

Call to Order
Motion of Exclusion
Correspondence – None Received
Ordering of Agenda
Confirmation of Minutes – May 9, 2012
Superintendent Information Items
Secretary Treasurer Information Items
Committee Business
Adjournment

Meeting called to order at 3:08 p.m.
Approved

Approved as circulated
Approved as circulated
Received
Received
Received
Adjourned at 4:35 p.m.