



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, June 26, 2013
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“The beautiful thing about learning is that no one can take it away from you” ~ B.B. King

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
 - i. Frank Lento, Chairperson – SD5 (Southeast Kootenay)
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

1. June 12, 2013 ITEM 2

C – PRESENTATIONS

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - i. Achievement Contract ITEM 3
 - b) Deputy Superintendent
 - c) Secretary Treasurer
2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) 2012 - 2013 Finance
 - b) 2013 - 2014 Budget
2. Committee & Advisory Committee Reports
 - a) Aboriginal Education
 - b) Board Policy Development
 - i. Proposed Draft Policy 2500
 - c) District Student Advisory
 - d) Education
 - e) French Immersion Advisory
 - f) Inclusive Education

ITEM 4

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:
http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html
8. Tzu Chi Foundation
9. Youth Society
10. Other Board Liaison Representative Reports
 - a) Good News Items

L – OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 5

M – ADJOURNMENT



ITEM 1

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: June 26, 2013
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (Information Item)

1. Frank Lento, Chairperson – SD5 (Southeast Kootenay)

RECOMMENDATION

THAT the Board receive all correspondence for information.

Attachments

3. ORDERING OF AGENDA (Decision Item)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

4. Invitation for Public Input to matters on the Agenda



SCHOOL DISTRICT 5

S O U T H E A S T K O O T E N A Y

June 11, 2013

Honourable Peter Fassbender
Minister of Education
P.O.Box 9045 Stn Prov Govt
Victoria, B.C.
V8W 9E2

Dear Mr. Fassbender,

Re: Cowichan Board of Education (SD79)

The Cowichan board of Education was disbanded by government in June of 2012. The official Trustee, Mike McKay is also a full-time Superintendent for Surrey school district (SD36), serving over 69,000 students and is presently responsible for the possible closure of five schools in SD79 (Cowichan Valley).

While our Board appreciates that under the *School Act* an officially appointed trustee has the same powers and duties as an elected board of education, we wish to point out that the *School Act* also recognizes that leadership of our schools is best placed in the hands of British Columbians as exercised through their right to elect local school trustees.

Our Board is surprised and dismayed that government has not provided the citizens of Cowichan Valley the democratic choice of their electorate, especially given that residents themselves launched a petition in September 2012, requesting government hold a by-election within sixty days so that qualified voters and taxpayers be represented by an elected Board of School Trustees.

It has been a year since Cowichan Valley has had elected representation.

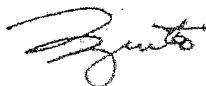
As a democratically elected Board it is surprising to us that a full-time superintendent—working part-time as the official SD79 Trustee—can take on such a task as school closures without bias—and represent a community in which he doesn't reside.

SD5 has always advocated for a strong public education system that reflects the needs and values of our community. Cowichan Valley residents deserve a board that does the same.

We respectfully request that government uphold not just the letter of the *School Act*, but the spirit of democracy with which it was written and call a by-election for the people of Cowichan Valley.

We further request that any reconfiguration/school closure decisions be held in abeyance until the new, democratically elected Board of Education for Cowichan Valley has an opportunity to review current information and community feedback.

Sincerely,



Frank Lento,
Chair, School District 5

Cc: MLA Robin Austin, Opposition Education Critic
MLA Bill Bennett, Kootenay East
MLA Bill Routley, Cowichan Valley
Teresa Rezansoff, President, BC School Trustees Association
All BC School Districts (as distributed by the BCSTA)

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Olivia Besanger • Gail Brown •
Shaun Damstrom • Chris Johns • Curtis Helgesen • Patricia Whalen



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: June 26, 2013
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the June 12, 2013 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, June 12, 2013 (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 – Flavia Coughlan
Deputy Superintendent – Laurie Meston
Mgr. of Communications/Community Relations – Irena Pochop
Executive Assistant – Lena Frend / Karen Yoxall

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.

Correspondence

- Frank Lento, Chairperson – SD5 (Southeast Kootenay)
- Melanie Joy, Chairperson – SD8 (Kootenay Lake)
- Lynette Kershaw, Chairperson – SD69 (Qualicum)
- Tom Weber, Chairperson – SD71 (Comox Valley)
- Donna Sargent, Metro Chair – Metro Boards of Education
- SD42 Letter to the new Minister of Education

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board receive all correspondence for information.

CARRIED

Ordering of Agenda

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Agenda be ordered as circulated.

CARRIED

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

B. CONFIRMATION OF MINUTES

1. May 29, 2013 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Minutes of the May 29, 2013 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

Bruce Grady, District Principal – Riverside Centre

Moved: Trustee Rempel

Seconded: Trustee Marshall

Mr. Grady thanked the trustees for showing up for the RMC graduation; and expressed how appreciative they were to have the members of The Board and executive staff attend the event.

Mr. Grady (Chair) oversees Community Literacy, which has been in existence since 2003. The mandate is to look at literacy; the schools cover kindergarten to grade 12, their focus is Pre-kindergarten, after grade 12 and adults. Mr. Grady introduced members of the Literacy Committee; Jessie Hill (Co-chair), Shanti Ang, Elaine Yamamoto and Angie McLeod.

Angie – Focus on collaboration; who can we work with and what will make it happen? Three highlights are; Family Literacy Day; January 19th and 26th, partnered with the Fraser Valley and Maple Ridge libraries, invited community partners (Parks and Leisure, Senior Groups, Katzie First Nation), families and children to come out and celebrate. Pitt Meadows: approximately 100 people attended. Maple Ridge: approximately 500 attended.

One of the grants was Raise a Reader, in 2012 received \$10,000 to spend on family literacy.

Family service providers, how do we help you? Three things; 1) how we can support parents, teach them to teach their children, 2) book bins placed in the community, 3) opportunity to collaborate (Family literacy work group). PALS training offered to family service providers. Create mini PALS programs to insert in existing programs. Service providers assembling mini kits to be handed out. T

Third piece is Financial Literacy; what exists out there and utilize it. Van City trained staff to go out and do 2 hour information programs. Greater Vancouver has a longer program. Credit counseling society, offer “one on one” webinar, over the phone counseling, etc. Five different programs being offered.

Elaine – Received new funding for the CALP program, \$27,000 enables CLC to reach out to adults who have English as a first language, but have fallen through the cracks. Received application to work with Path Finders, 15 – 30 year olds struggling to get employment; aim to get 15 students through the session versus current 12. Partnership with Riverside, work to get English and go towards apprenticeship program. Learning room continues to be open, 3 mornings a week (drop in) rest of the week (appointment). CEED Centre in Port Haney, offer ESL class on Thursdays, caters to women who don’t have more than basic English capabilities and don’t fit into the federally funded programs.

“Book bin”; built by SRT carpentry student with community donations and donation from First Book Canada (500 books). This is offered to teachers who can give to their students.

Shanti – grateful to receive the support, financially from SD 42 and Ridge Meadows Foundation. Need the funding to run programs. Developing strategic plan on how to sustain a feasible amount of money, created a “funding” package. Laid out for the different areas to sponsor, information for literacy programs and services.

School Literacy Challenge – One of the events done was to encourage kids to “turn off”, replace screen time with reading time. Students recorded all the literacy activities they did. Eric Langton swept everyone up. 3rd and 2nd place received books for their classroom, 1st place received a smart board and pizza lunch. Ridge Meadows Foundation provided the funding for the prizes. Teachers had good feedback, on how to improve, what was good, etc.

Jessie – Decoda advised they would be cutting funds across the province; no funding we are unable to do what we do. As a community we were eligible to receive some funding. Need to become sustainable, investing our energy in fund raising possibilities; everyone is fishing in the same pot so it is difficult. The Community Literacy Report is a very important document for our community; costs between \$5,000-\$6,000 to assemble.

THAT the Board receive Bruce Grady's presentation 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
- b) Deputy Superintendent
- c) Secretary Treasurer

2. Information Items

- a) Superintendent of Schools
- b) Deputy Superintendent
- c) Secretary Treasurer

I. COMMITTEE BUSINESS

1. Committees of the Whole

- a) 2012 - 2013 Finance
- b) 2013 - 2014 Budget
 - i. Rental Rates 2013-2014

Moved: Trustee Carr

Seconded: Trustee Nelson

The Secretary Treasurer noted that at its May 29, 2013 meeting the Board's Budget Committee of the Whole reviewed the proposed rental rates for 2013/2014 and after careful and thoughtful consideration is recommending that the Board approves the proposed rental fees. The last rate increase was in 2009; the current rate for the nonprofit youth group was significantly subsidized by the District.

The Board approved budget for 2013/14 included a proposal related to facilities rentals. In 2013/2014 the focus will be on increasing the availability and marketing of our facilities and reviewing and implementing rental fees that ensure, at a minimum, full cost recovery.

THAT the Board approves for implementation the proposed 2013/14 rental fees for community, commercial and licensed child care providers.

CARRIED

The Chair opened the floor for Trustees to ask any budget implementation related questions.

Questions were asked regarding the implementation of the Helping Teachers reduction, projected class sizes and summer programs. Discussion ensued regarding projected class sizes and composition for 2013/2014.

2. Committee & Advisory Committee Reports

- a) Aboriginal Education
- b) Board Policy Development
 - i. Student Transportation Policy 5400

Moved: Trustee Clarkson

Seconded: Trustee Carr

IT IS RECOMMENDED THAT the Board approve policy 5400 Student Transportation for implementation; and THAT the attached procedures 5400.1 Student Transportation be received for information.

IT IS FURTHER RECOMMENDED THAT the Board rescind Policies EEA: Student Transportation Services – Contracted Services; EEAB: School Bus Responsibilities – Contracted Bus Services.

CARRIED

- ii. Proposed Draft Policy 10400
(*Community and Commercial Use of School Facilities and Grounds*)

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board receive for information and continuation with the consultation process: policy 10400 Community and Commercial Use of School Facilities and Grounds and procedure 10400.1 Rental Fees.

CARRIED

- c) District Student Advisory
- d) Education
- e) French Immersion Advisory
- f) Inclusive Education

J. QUESTION PERIOD

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

K. TRUSTEE REPORTS

BC School Trustees' Association Provincial Council

Trustee Clarkson attended the executive meeting on June 10th. The meeting addressed outcomes of the survey. Consensus was the meetings need to be more purposeful and condensed; will do another survey at the end of the year. The first meeting is to take place October 21, 2013 (Langley). In total there will be four meetings and one election.

DPAC

New executive selected, Kellie Marquet is Chair.

Municipal Advisory & Accessibility

Trustee Marshall and the Board Chair attended the award ceremonies at the Pitt Meadows Council Chamber. More participation than previously, awarded 8 awards recognizing people in the community; Eric Langton PAC awarded for their accessible playground.

Ridge Meadows Education Foundation

The money that was raised at “Hot Dog Day” was donated to the lunch program, Salvation Army. RMEF will present a cheque to Community Services on June 25th at 9:15, at their location.

Tzu Chi Foundation

Allocated \$7,000 to students for summer camps and programs at Parks and Leisure.

Good News Items

Good News items included our insert in the local paper of our “Future Leaders”, District public speaking, Connex Equestrian Centre event, Alouette Elementary’s “House Pole Ceremony”, The Ipads and Ipods being used in classrooms at Yennadon, a presentation from Westview Secondary students who travelled to Africa and one of the largest Retirement Teas.

Other events of recognition were the graduation ceremonies and how great to see kids and adult graduates who have had struggles being recognized and how far they have come. It was noted that Maple Ridge Secondary scholarships totaled close to \$1,000,000. One student received a full ride scholarship to Oregon State for \$260,000.

L. OTHER BUSINESS

Public Disclosure of Closed Meeting Business

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the meeting of the Board be adjourned at 7:26 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Superintendent
Jan Unwin

Re: **ACHIEVEMENT CONTRACT 2013**

Date: June 26, 2013
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The 2013 Achievement Contract was presented to the Board of Education in its entirety at the Board Work Day on June 19, 2013.

The Achievement Contract will be available on the website following approval.

RECOMMENDATION:

THAT the Board ratify the Superintendent's recommendation to approve the 2013 Achievement Contract which is to be submitted to the Ministry of Education by July 15, 2013.



ITEM 4

To: Board of Education

From: Board Policy
Development Committee

Re: **PROPOSED DRAFT POLICY:**
2500: BOARD POLICY DEVELOPMENT

Date: June 26, 2013
(Public Board Meeting)

Information

At the recommendation of the Board Policy Development Committee (“Committee”), the following draft policy and procedure are presented to the Board for information:

2500: Board Policy Development
2500.1: Board Policy Development Committee (*Procedure*)

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy and procedure before they are again presented to the Board for approval.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process: policy 2500 Board Policy Development and procedure 2500.1 Board Policy Development Committee.

Attachments

SD 42 POLICY: 2500

BOARD POLICY DEVELOPMENT

The Board of Education (“Board”) of School District No. 42 (Maple Ridge-Pitt Meadows) believes that the establishment and evaluation of school district policy is a key responsibility of the Board. The Board’s policies are statements expressing the underlying philosophical basis. The values and core beliefs of the Board on an educational, business or related matter; and may also provide specific direction on rules for carrying out the philosophical intent and developing its goals.

The objective of the Board is to establish policies which provide direction and guidance in the operation of the school district and to assist the Superintendent of Schools to set parameters by which administration can develop administrative procedures. Policies will generally be broad enough to allow discretionary action, yet specific enough to provide clear direction to those responsible for implementing policy decisions of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the School Act and provincial legislation. Further, while reserving unto itself the authority and responsibility to determine and adopt policies, the Board encourages interested groups and individuals to participate in the policy making process.

The Board delegates the responsibility for the review of existing policies for currency and relevancy and the development of new policies to the Board Policy Development Committee (“Committee”). The Committee shall be comprised of two Board appointed Trustees, the Superintendent and the Secretary Treasurer. The Committee is empowered to add other persons to the committee on a specific policy basis and to ensure appropriate expertise and experience is available.

On a specific policy basis the Board reserves the right to modify the policy development process outlined in this policy.

The Board’s policy making process consists of the following stages:

1. INITIATION

The need for a policy statement in a particular area may be identified as a result of an issue arising from one of many sources, and a decision made by the Board or the Superintendent on the need for a policy statement. In addition, policy revision may be dictated as a result of a regular re-examination of existing policy.

2. DEVELOPMENT

It is the responsibility of the Board Policy Development Committee to consider the issue in question, obtain necessary information, explore policy alternatives and draft the proposed policy. Frequently this will involve preliminary Board consideration of policy alternatives and the draft policy statement. At times there may also be a need to explore policy alternatives with constituent groups.

The Committee will consider the effects on the various groups of people, including students, staff, senior management, trustees and the community at large, and for that reason, the Committee work involves appropriate consultation with interested parties before policy recommendations are made to the whole Board.

When appropriate, the Superintendent or Secretary Treasurer shall seek legal advice on the intent and the wording of the policy.

4. REFINEMENT

Consultation on the proposed policy is undertaken as appropriate, and the necessary revisions are made.

The Committee will determine appropriate timelines for each consultation process including the strategies for conducting the consultation process. Consultation may include written notification of the affected parties as well as other forms of processes which may include the use of meetings, focus groups, and written or oral presentations by interested parties.

Upon completion of the proposed draft policy the Committee will present it to the Board for information.

Following a Board determined public input period, the Committee will again consider feedback prior to making its final recommendation to the Board for policy adoption.

5. FINALIZATION

In this stage, the Board formally adopts the policy as proposed or revised and the effects of the policy will be immediate unless specified differently.

Upon completion of the work of the Committee, the policy either new or revised will be recommended to the Board for adoption. The recommendation for adoption shall be made no less than two meetings following its initial presentation to the Board. Adoption of a policy statement shall be by Board motion.

POLICY IMPLEMENTATION

It is the Superintendent's responsibility as Chief Executive Officer of the Board to implement Board policy. To do so, the Superintendent will ensure distribution of the policy and, where necessary, issue administrative procedures and meet with affected groups to ensure understanding of Board intent.

POLICY EVALUATION

The quality of policy and the extent of its implementation should be systematically evaluated. The Superintendent is responsible for ensuring that policy is evaluated within one year of policy formulation and thereafter on regular basis as part of the review and revision process.

POLICY PUBLICATION

The Board's policy manual will be kept up to date in electronic format by the Office of the Secretary Treasurer. Appropriate notification of new policies and revised existing policies will also form part of the publication process.

ABSENCE OF POLICY

In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the District. Such decisions carry the weight of policy until such time as specific written policy is developed.

APPROVED:



SD 42 PROCEDURE: 2500.1

BOARD POLICY DEVELOPMENT COMMITTEE

The Board Policy Development Committee (BPDC), struck under Policy 2500, will meet regularly to develop and/or review of existing and new policies. The work of the Committee should be characterized by openness, trust, integrity and mutual respect for the points of view of all participants.

Following each BPDC meeting, the reviewed and recommended policies ready for stakeholders' input and feedback and will be forwarded to the stakeholders for their comment and if needed, resource people will be added to the committee on a specific policy basis.

If agreed by the Committee, the proposed draft policy will be circulated to all stakeholders and Senior Team. Unless otherwise directed by the Board, following a thirty (30) day response period, it is expected the BPDC will be in receipt of the stakeholder and Senior Team feedback.

Unless otherwise directed by the Board, any agreed to amendments to the draft policies offered by the stakeholders and/or Senior Team will be made and then recommended by the BPDC at the next Public Board Meeting for approval in principle and will be posted to the web-site for thirty (30) days.

Following the public input period, the BPDC will again consider feedback prior to making its final recommendation to the Board for policy adoption.

APPROVED:



ITEM 5

RECORD

2012-2013

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:

June 12, 2013

Call to Order	Meeting called to order at 2:41 p.m.
Motion of Exclusion	Approved
Ordering of Agenda	Approved as circulated
Confirmation of Minutes – May 29, 2013	Approved as circulated
Confirmation of Minutes – June 5, 2013	Approved as circulated
Superintendent Decision Item	Approved
Secretary Treasurer Decision Item	Approved
Two Trustees Declared Conflict of Interest	Exited the meeting at 2:52 p.m.
Superintendent Information Item	Received for information
Trustees Returned	Joined the meeting at 3:01 p.m.
Secretary Treasurer Information Item	Received for information
Committee Business: April 24, 2013 Minutes	Received for information
Dir. of HR and Dist. Principal of HR	Joined the meeting at 3:18
Dir. of HR and Dist. Principal of HR	Exited the meeting at 3:35
Adjournment	Adjourned at 3:36 p.m.