

Wednesday, March 10, 2021
Time: 6:00 p.m.

"A house without books is like a room without windows" – Horace Mann

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Electronic Board Meeting Procedures
3. Correspondence
 - J. Whiteside, Minister of Education
 - S. Higginson, President, BC School Trustees Association
 - F. Lento, Chairperson, School District No. 5 (Southeast Kootenay)
4. Approval of Agenda
5. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 pm on March 10, 2021. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

1. February 17, 2021 ITEM 2

C. PRESENTATIONS - *Individuals and groups invited by the Board to make presentations. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. English Language Learning and International Education ITEM 3

D. DELEGATIONS - *Registered delegations can make presentations to the Board. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - i. Policy Updates ITEM 4
 - e) Education
 - f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson
 - a) Operational Plans ITEM 5
2. Superintendent of Schools
 - a) Superintendent's Update ITEM 6
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
 - a) Budget
 - b) Finance
 - c) Facilities Planning
 - d) Board Policy Development
 - e) Education
 - f) Aboriginal Education

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

1. BC School Trustees Association:
 - a) Provincial Council ITEM 7
 - b) Fraser Valley Branch ITEM 8
 - c) Indigenous Education Committee ITEM 9
 - d) Professional Learning Committee ITEM 10
2. District Parent Advisory Council ITEM 11
3. Municipal Advisory Committee on Accessibility and Inclusion (MACAI) ITEM 12
4. Maple Ridge-Pitt Meadows Arts Council ITEM 13
5. City of Maple Ridge Transportation Advisory ITEM 14
6. Good News Items

J. QUESTION PERIOD – *Question period will be restricted to questions only –statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to board@sd42.ca prior to the start of question period. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.*

K. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business ITEM 15

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **OPENING PROCEDURES**

Date: March 10, 2021
(Public Board Meeting)

Decision

1. *CALL TO ORDER*

We would like to acknowledge that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. We welcome and recognize all of our First Nations, Métis, and Inuit students and families in our schools and community. We welcome and recognize the many different cultures that are represented in our schools and community.

2. *ELECTRONIC BOARD MEETING PROCEDURES*

For purposes of determining a quorum, at the start of an electronic meeting or during an electronic meeting, the Chairperson shall count as present any trustees who are connected to the meeting by electronic means.

In the absence of pre-circulated material, the Board Chairperson and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.

Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.

3. *CORRESPONDENCE*

- J. Whiteside, Minister of Education
- S. Higginson, President, BC School Trustees Association
- F. Lento, Chairperson, School District No. 5 (Southeast Kootenay)

RECOMMENDATION:

THAT the Board receive all correspondence, for information.

Attachments

4. *APPROVAL OF AGENDA*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

5. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 p.m. on March 10, 2021. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.*



February 26, 2021

Ref: 243971

Korleen Carreras, Chair
Board of Education
School District No. 42 (Maple Ridge-Pitt Meadows)
Email: Korleen_Carreras@sd42.ca

Dear Korleen Carreras:

Thank you for your letter of January 25, 2021, addressed to the Honourable Selina Robinson, Minister of Finance, and me requesting an additional special purpose COVID-19 grant from the Ministry of Education for the 2021/22 school year. As Minister of Education, I am pleased to respond on behalf of my colleague.

In 2020/21, to support and ensure the health and safety of students and staff during this pandemic, the Province invested \$45.6 million in one-time funding as part of the BC COVID-19 Action Plan. This investment has ensured the increased cleaning of high-contact surfaces, increased number of hand-hygiene stations and the availability of masks upon request, among other safety measures.

To support British Columbia's COVID-19 response for K-12 education, the federal government announced \$242.4 million in one-time funding for the 2020/21 school year, with the first half of the investment allocated in September 2020. The second instalment arrived on January 29, 2021. The Ministry of Education is allocating \$101.1 million to school districts and is providing school districts an additional \$3.5 million to manage COVID-19 exposures in schools.

There will also be \$900,000 allocated for six regional rapid response teams, one for each health authority and one dedicated to support independent schools, with representatives from both school and provincial health staff. These teams, announced by the provincial health officer, will continue to improve the speed of school exposure investigations, so health authorities can inform school districts and families more quickly.

.../2

One of the most important factors to keeping schools safe is a daily screening for any COVID-19 symptoms, which is why daily health checks continue to be required. To support daily screening, a new K-12 health-checker app has been developed for students and their families.

Budget 2021 is currently being developed and I will ensure your concerns are brought forward as part of those deliberations. We are all optimistic that through BC's COVID-19 immunization roll-out the students and staff of the Province will be able to return to more normal education settings in September. Thank you for your continued support, and efforts to ensure the health and safety of students and staff.

Again, thank you for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Whiteside', written in a cursive style.

Jennifer Whiteside
Minister

pc: Honourable Selina Robinson, Minister of Finance



British Columbia
School Trustees
Association

March 3, 2021

The Honourable Adrian Dix
Minister of Health
PO Box 9050 Stn Prov Govt
Victoria, BC V8W 9E2

The Honourable Jennifer Whiteside
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria BC V8W 9E2

Dear Minister Dix and Minister Whiteside,

Subject: COVID-19 Vaccine Priority for Workers in the Public Education Sector

At the February 20, 2020 meeting of the BCSTA Provincial Council, representing all 60 boards of education in our province, our members passed the following motion:

“that BCSTA request the Ministry of Health assign high priority to the vaccination of workers in the public education sector when the COVID-19 vaccine becomes available as described in the February 19th update to the COVID-19 Immunization Plan which states “Note: Once additional vaccines are approved and become available, people between the ages of 18 and 64 who are front-line essential workers or work in specific workplaces or industries may be included in the later part of Phase 3.”

Boards of education believe it is critical that the provincial government prioritize public education workers in the weeks ahead as part of the province's immunization plan. School staff are essential to maintaining the functionality of a critical sector that supports our society and economy. They are also responsible for supporting the general health and mental well-being of students. While the current safety precautions have proven to be effective in limiting the spread of COVID-19 in schools, this measure would add an additional layer of protection to keep schools as safe as possible.

Thank you for considering this request. We look forward to your response and are available to discuss the matter at your earliest convenience.

Sincerely,

Stephanie Higginson
President
British Columbia School Trustees Association

Motion: P220219.2

CC: Deputy Minister of Education Scott MacDonald
BCSTA member boards of education



SCHOOL DISTRICT 5

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

February 21st, 2021

Jennifer Whiteside, Minister of Education
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Whiteside,

RE: Covid Vaccine for School District Staff

At the School District 5 (SD5) Southeast Kootenay Public Board meeting of February 17th, the following motion was carried:

That the Board write a letter to the Minister of Education similar to School District 72's letter of December 2, 2020 supporting and advocating for our school district employees through this Pandemic.

Our Board strongly supports the SD72 request, and rationale, that priority status be given for the Covid vaccination to teachers, educational assistants and others who work with cohorts of students.

It is our observation that those working on the front lines of the educational sector are exposed to both younger children whose actions are harder to "regulate" (ie: coughing and sneezing without masks or having appropriately covered their mouths and/or noses) and older students who do not always limit their activities to family or school cohorts.

These factors expose our staff to emotional stressors and potential physical harm on a daily basis.

We strongly urge your government to reconsider your current assessment and include educators and support workers working with students in the K -12 sector as essential workers.

Sincerely,

Frank Lento, Board Chair

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Krista Damstrom
• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen

Cc*: John Horgan, Premier, BC New Democratic Party
Shirley Bond, Interim Leader, BC Liberal Party
Sonia Furstenu, Leader, BC Green Party
Tom Shypitka, MLA Kootenay East BC
Jackie Tegart, Education Critic BC Liberal Party
Stephanie Higginson, President, BCSTA
BCSTA for distribution to member Boards of Education
Teri Mooring, President BC Teachers' Federation
Andrea Sinclair, President, BCCPAC
Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs
Tara McKee, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
107.5 Today FM Radio
Drive 102.9/B104 Radio
Cranbrook Daily Townsman
Elk Valley Herald
e-know Online News
Ferne Free Press

* This correspondence is public and transparent. Please feel free to share and/or respond with comment.

Frank Lento (Chair) • Trina Ayling • Bev Bellina • Krista Damstrom
• Chris Johns • Kathryn Kitt • Doug McPhee • Wendy Turner • Patricia Whalen

940 Industrial Road #1, Cranbrook BC, V1C 4C6 • Tel: 250.417.2055 • Fax: 250.489.5460 • www.sd5.bc.ca



ITEM 2

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **APPROVAL OF MINUTES**

Date: March 10, 2021
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 17, 2021 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, February 17, 2021, (6:00 PM)
VIA VIDEOCONFERENCE**

IN ATTENDANCE:

BOARD MEMBERS:

Chairperson – Korleen Carreras
Vice-Chairperson – Elaine Yamamoto
Trustee – Kim Dumore
Trustee – Mike Murray
Trustee – Pascale Shaw
Trustee – Katie Sullivan
Trustee – Colette Trudeau

STAFF:

Superintendent – Harry Dhillon
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Shannon Derinzy
Executive Coordinator – Karen Yoxall

A. OPENING PROCEDURES

1. Call to Order

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

The Chairperson welcomed and thanked everyone for attending. The Chairperson advised that this meeting is being broadcasted live through the SD42 YouTube channel and on the school district website.

The Chairperson acknowledged that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. The Chairperson welcomed and recognized all of our First Nations, Métis, and Inuit students and families in our schools and community. The Chairperson welcomed and recognized the many different cultures that are represented in our schools and community.

2. Electronic Board Meeting Procedures

3. Correspondence

Moved/Seconded

- S. Higginson, President, BC Schools Trustees Association
- K. Carreras, Chairperson, SD No. 42 (Maple Ridge-Pitt Meadows)
- E. Flynn, Chairperson, SD No. 69 (Qualicum)
- V. Adrian, Co-Chairperson/N. Rempel, Co-Chairperson, SD 74 (Gold Trail)

THAT the Board receive the correspondence, for information.

CARRIED

4. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

5. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 pm on February 17, 2021.

No input was received.

B. APPROVAL OF MINUTES

Moved/Seconded

THAT the Minutes of the January 27, 2021 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

1. Ridge Meadows Child Development Centre

Moved/Seconded

Susan Carr and Shawn Mathewson, Ridge Meadows Child Development Centre, presented on the history of the Ridge Meadows Child Development Centre, their work with the school district and within the community.

THAT the Board receive for information the presentation by Susan Carr and Shawn Mathewson, Ridge Meadows Child Development Centre.

CARRIED

D. DELEGATIONS

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent

a) Non-Resident Fees

Moved/Seconded

The Superintendent reported that a \$500 increase to the annual tuition fee and a \$100 increase to the medical insurance fee is being proposed for the 10-month academic program for 2022/23.

There are no proposed fee increases for the Continuing Education, Distributed Learning or Summer School programs for 2022/23.

THAT the Board approve the following program fees for non-resident students for 2022/23:

	Application Fee	Annual Tuition Fee	Homestay Placement Fee	Homestay Fee	Custodian Fee	Airport Fee	Medical Insurance
10 Month Academic	\$200	\$14,500	\$300	\$9,500	\$100	Included	\$1,200

	Course Fee
Continuing Education	\$900
Distributed Learning	\$900
Summer School	\$900

CARRIED

3. Secretary Treasurer
4. Board Committees

- a) Budget

- i. 2020/21 Amended Annual Budget and Second Quarter Financial Update

The 2020/21 Amended Annual Budget includes include Board approved budget changes to date, revenue and expenditure changes resulting from changes to enrolment, revenue changes announced by the Ministry of Education up to February 15, 2021, additional one-time budget reallocations and other known revenue and expenditure changes.

Moved/Seconded

- (1) THAT the Board approve an allocation of \$600,000 from the Contingency Reserve for Local Capital to fund the purchase of portable classrooms and the set-up of new classrooms.

CARRIED**Moved/Seconded**

- (2) THAT the Amended Budget Bylaw of the Board for the fiscal year 2020/21 be given three (3) readings at this meeting.

CARRIED UNANIMOUSLY**Moved/Seconded**

- (3) THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2020/21 Amended Annual Budget Bylaw be:

Read a first time on the 17th day of February 2021;

Read a second time on the 17th day of February 2021;

Read a third time, passed and adopted on the 17th day of February 2021

CARRIED

- e) Education

i. Board Authority/Authorized Courses**Moved/Seconded**

The Superintendent reported that the Ministry of Education mandated effective July 2, 2019 that all grade 10, 11 and 12 Board Authority/Authorized courses align with revised Ministry requirements to ensure that newly developed courses are developed with the "Know-Do-Understand" model and inclusion of "Aboriginal World Views and Perspectives" as set out in the new provincial curriculum, that revised courses continue to align with Ministry of Education requirements and to retire current courses given the flexibility offered with the new Ministry curriculum, or that no longer meet requirements.

THAT the Board approve the following Board Authority/Authorized Courses effective the commencement of the 2021/22 school year:

- Advanced Basketball 11
- Advanced Basketball 12
- Advanced Soccer 12
- Transitions 12

CARRIEDf) Aboriginal Education**G. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools

a) Superintendent's Update**Moved/Seconded**

The Superintendent provided an update on student registration and planning for the 2021/22 school year, updated school district health and safety protocols, and school activities.

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

CARRIED

3. Secretary Treasurer

a) Enrolment Projections**Moved/Seconded**

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

THAT the Board receive the Enrolment Projections report, for information.

CARRIED

4. Board Committees

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

- i. Receive Minutes of Meeting

Moved/Seconded

THAT the Board receive the February 4, 2021 Minutes of the Education Advisory Committee, for information.

CARRIED

- f) Aboriginal Education

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

BC School Trustees Association: Partner Liaison Meeting

Trustee Carreras reported that at the recent partner liaison meeting there was a presentation by Dr. Reka Gustafson on health and safety in school settings. Trustee Carreras also spoke to her attendance at a breakout session on COVID-19's impact on learning.

BC School Trustees Association: Professional Learning Committee

Trustee Shaw reported that committee members are seeking input from trustees on what type of future learning opportunities they would like to have and on questions they would like to pose to Carole James at BCSTA's upcoming Annual General Meeting.

BC School Trustees Association: Provincial Council

Trustee Carreras reported that input is being sought from trustees on the motions that will be considered at the upcoming Provincial Council meeting.

District Parent Advisory Council

Trustee Dumore reported that there was a presentation on grade 8 registration at the recent meeting.

Maple Ridge-Pitt Meadows Arts Council

Trustee Sullivan provided an update on items discussed and program activities.

City of Maple Ridge Transportation Advisory

Trustee Shaw reported on the work of the Active Transportation for Schools Task Force.

Culture Collective Network

Trustee Yamamoto reported on two presentations received; one by Manuel Axel Strain and the other by Dr. Balbir Gurm of Kwantlen Polytechnic University. Trustee Yamamoto further reported that applications for the Neighbourhood Small Grants can be made through the City of Maple Ridge.

Ridge Meadows Community Action Table (CAT)

Trustee Sullivan reported that the Fraser River Indigenous Society and practicum students from the University of the Fraser Valley made presentations to the committee.

Good News Items

Trustee Dumore spoke to the work currently underway in the community on trans inclusivity in the workplace; Trustee Murray spoke to his work on various BCSTA committees and in particular the review of input received on deferred maintenance and life cycle for school buildings; Trustee Shaw enjoyed the presentations by students at the recent Ridge Meadows Community Action Table (CAT) meeting; Trustee Sullivan spoke to the excellent work of the school district and the Fraser Health authority during a recent COVID-19 school exposure; Trustee Trudeau reported on her attendance at the BC Public School Employers Association Annual General Meeting; Trustee Yamamoto thanked staff, parents and students on their support in implementing the amended provincial health and safety guidelines; Trustee Carreras reported on her attendance at the Framework for Enhancing Learning workshop series and at the Maple Ridge-Pitt Meadows Chamber of Commerce Excellence awards.

J. QUESTION PERIOD

Questions were posed on the following:

- 2020/21 Amended Annual Budget and Second Quarter Financial Update

K. OTHER BUSINESS**L. ADJOURNMENT****Moved/Seconded**

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:44 p.m.

Korleen Carreras, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Superintendent
Harry Dhillon

Re: **ENGLISH LANGUAGE LEARNING AND
INTERNATIONAL EDUCATION**

Date: March 10, 2021
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive for information the presentation by Diane Wadden and Tricia McCuaig on English Language Learning and International Education.



ITEM 4

To: **Board of Education**

From: Board Policy Development Committee

Re: **POLICY UPDATES**

Date: March 10, 2021
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

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

- Policy 4204: Contingency Reserve (Attachment A)
- Policy 5310: Disposal of Surplus Assets (Attachment B)
- Policy 6530: Environmental Sustainability (Attachment C)

No feedback was received.

RECOMMENDATION:

THAT the Board approve the following policies:

- **Policy 4204: Contingency Reserve**
- **Policy 5310: Disposal of Surplus Assets**
- **Policy 6530: Environmental Sustainability**

Attachments

**SD 42 POLICY: 4204****CONTINGENCY RESERVE****Philosophy**

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact school district operations and the education of students. To discharge this responsibility, the Board will establish a contingency reserve from available operating surplus which would be used to mitigate any negative impact such circumstances might cause.

Authority

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures required for the establishment and management of the Board's contingency reserve.

Guiding Principles

The Board shall maintain a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures.

The Board may approve the use of the contingency reserve under the following circumstances:

- The elimination of any deficit arising at the end of a fiscal year of operations;
- The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
- Extraordinary unknown utilities cost pressures;
- The payment of severances (wages and benefits) upon termination of employment;
- The settlement of any legal action that is not covered by insurance;
- Initial one-time cost outlays for new education programs;
- Coverage for disaster recovery expenditures;
- Extraordinary expenses incurred to ensure business continuity;
- Replacement of equipment essential to the continuation of safe operations of school district facilities;
- Coverage for unexpected additional major capital project costs not funded by the province;
- To assist in balancing future years budgets.

In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re establish the contingency reserve. Such strategies may be implemented over a period of two years.

APPROVED: March 9, 2016

REVIEWED: January 2021

**SD 42 POLICY: 5310****DISPOSAL OF SURPLUS ASSETS****Philosophy**

The Board of Education believes that assets that are surplus to the needs of the School District are to be disposed of at fair market value.

Authority

The Board authorizes the Secretary Treasurer to develop and implement all procedures required for the disposal of surplus assets, and to determine the appropriate method for disposal of such assets.

Guiding Principles

It is the general intent of the Board to dispose of surplus assets in a manner that is in the best interest of the school district.

Assets that are surplus to the needs of the School District are to be disposed of at fair market value under the direction of the Secretary Treasurer who will determine the appropriate method for disposal of such assets.

When planning for the disposal of surplus assets the Secretary Treasurer shall consider:

- In cases of replacement, surplus assets may be offered for trade-in purposes with proceeds used to reduce the cost of the replacement items.
- The disposal of a medium with information capacity must be done in a manner to protect the privacy and security of the stored information.
- If sale of the item has proven unsuccessful, the item may be donated, recycled or discarded.

The Secretary Treasurer shall maintain accurate records in respect to surplus asset dispositions.

Definitions

Assets – items with an initial cost over \$1,000 in the following categories: computer hardware, servers, photocopiers, related peripherals, vehicles, office furniture and equipment, classroom furniture and equipment, shop equipment

Medium with information capacity – Material on which data are or may be recorded such as paper, punched cards, magnetic tape, hard drives, thumb drives, hand-held devices, magnetic disks, optical disks, etc.

APPROVED: February 13, 2013

REVIEWED: January 2021

**SD 42 POLICY: 6530****ENVIRONMENTAL SUSTAINABILITY****PHILOSOPHY:**

The Board of Education defines Environmental Sustainability as those business and individual practices that minimize energy and water consumption and maximize waste diversion resulting in utility cost savings and a smaller carbon footprint for the school district. These savings will be realized through initiatives aimed at creating a culture of conservation, guided by the three R's of sustainability: Reduce, Reuse, and Recycle.

The Board of Education recognizes the importance of environmental sustainability in meeting the needs of the present generation without compromising the ability of future generations to meet their own needs.

The Board acknowledges that environmental sustainability is a joint responsibility of Trustees, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The Board supports opportunities for the school district to reduce operational and life cycle costs, lessen the impact on our domestic energy infrastructure, increase waste diversion, and provide environmental stewardship through lower carbon emissions and enhanced opportunities to advance student achievement.

The Board is committed to environmental sustainability and ensures that every effort is made to conserve energy and natural resources while exercising sound financial management.

AUTHORITY:

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

GUIDING PRINCIPLES:

The Board is committed to:

- A strategic approach to resource management, including assessing baseline performance, setting goals and targets, creating an environmental sustainability plan, and tracking performance.
- Monitoring the implementation of the environmental sustainability plan.
- The review and continuous improvement of the school districts environmental sustainability plan within the limited financial resources available.
- The development, support, and delivery of programs, activities, and initiatives that enable students to develop the skills, knowledge, confidence and attitudes that will help foster a sustainability mindset.

- The encouragement of students and staff to be aware of the Environmental Sustainability policy and associated procedures, actions and results.
- Communicating environmental sustainability initiatives, and consulting, where appropriate, with partner groups on the implementation of new initiatives.
- The encouragement of students and staff to be cognizant of their energy use, waste generation, and material consumption.
- The integration of environmentally sustainable and ethical considerations into the operations and business decisions of the school district.
- The selection of equipment and systems in alignment with environmental sustainability goals, product incentives and rebates from utility providers.
- Making vendors aware of the district's environmental sustainability goals and requiring them to provide evidence of their alignment with these goals, where deemed appropriate.

APPROVED: April 8, 2015

REVIEWED: January 2021



ITEM 5

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **OPERATIONAL PLANS**

Date: March 10, 2021
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The Operational Plans attached for COVID-19 Response, Board of Education, Education, Business Operations, Human Resources and Information Technology are being presented to the Board for information.

As outlined in the Strategic Plan the Operational Plans are developed to align with the districts mission, vision and values, and guided by the following three strategic directions:

1. *Inclusive culture of care and belonging where the well-being and success of all learners is supported and celebrated.*
2. *Intentional support for a growth mindset, collaboration, interdependence, and staff development.*
3. *Forward-thinking, research-informed, effective, efficient, sustainable, value-based and connected school district.*

For each Operational Plan the planned actions and current status are outlined.

RECOMMENDATION:

THAT the Board receive for information the Operational Plans for COVID-19 Response, Board of Education, Education, Business Operations, Human Resources and Information Technology Departments

Attachment



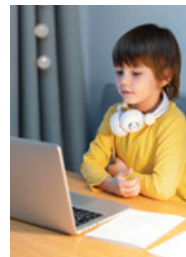
Background

In March 2020, after the adoption of the departmental operational plans, regular school district operations were suspended, and operational focus shifted to managing the COVID-19 pandemic district emergency response.

Operational Plan

For the duration of the pandemic the school district's operational focus will be directed by the four following guiding principles, as identified by the Ministry of Education:

- Maintaining a healthy and safe environment for all students and families and all employees
- Providing services to support children of essential workers
- Supporting vulnerable students who may need special assistance; and
- Providing continuity of educational opportunities for all students



Action Plan

- ☐ Ensure continuity of board operations during the pandemic
- ☐ Advocate for sufficient resources to support the implementation of the school district's COVID-19 health and safety plan
- ☐ Support the provincial COVID-19 response
- ☐ Ensure continuity of instruction during the pandemic
- ☐ Ensure school district facilities meet the health and safety standards in place during the pandemic
- ☐ Ensure continuity of business and board operations during the pandemic
- ☐ Support the school district's COVID-19 response by developing & implementing COVID-19 pandemic response plans and Health and Safety Plans

COVID-19 Leadership Team

Harry Dhillon
Superintendent

Flavia Coughlan
Secretary Treasurer

Shannon Derinzy
Deputy Superintendent

Jovo Bikic
Assistant Superintendent

Ken Cober
Assistant Superintendent

Michael Scarcella
Director of Learning Services

David Vanderugten
Assistant Superintendent

Dana Sirsiris
Director of Human Resources

Irena Pochop
Senior Manager,
Communications

Monica Schulte
Assistant Secretary
Treasurer

Rick Delorme
Director of Facilities

Russ Reid
IT Manager

Amanda Reber
Manager, Health and Safety

Angela Chung
Senior Manager, Human
Resources

Gwyneth Dixon-Warren
District Principal Human
Resources

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS
Board of Education	<ul style="list-style-type: none"> • Ensure continuity of board operations during the pandemic • Advocate for sufficient resources to support the implementation of the school district's COVID-19 health and safety plan • Support the provincial COVID-19 response 	<ul style="list-style-type: none"> • Board meetings have been conducted virtually since the beginning of the pandemic • Public participation in board meetings has been facilitated by broadcasting board meetings live on the school district website and on the SD42 YouTube channel • Online 2020/21 Budget consultation process enabled continued stakeholder participation during the pandemic • Health and safety protocols for in-person meetings were developed and implemented to minimize risk of COVID-19 transmission • Trustees received regular updates on COVID-19 planning from staff • Trustee attendance at Townhall with Provincial Health Authority and BCSTA • Board chairperson attended bi-weekly meetings organized by BCSTA • Board reviewed and approved federal and provincial funding spending plans • Board submitted letter to provincial government requesting continuation of COVID 19 financial supports for 2021/22 • Trustee Sullivan's participation on the City of Pitt Meadows Community Check-in Committee • Monitored implementation of Restart Plan through regular staff reports at Board meetings • Trustee Murray participated in the COVID-19 Provincial Health and Safety Committee (2020-2021) • Trustee Carreras appointed to BCSTA COVID-19 Working Group (2020-2021) • COVID-19 updates posted on school district website

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Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS
Education	<ul style="list-style-type: none"> Ensure continuity of instruction during the pandemic 	<ul style="list-style-type: none"> Restart Plan and Safety Plan implemented and updated per Ministry of Education and BCCDC guidelines Food services to students and families organized Odyssey K-9 program expanded to accommodate increased demand Remote learning K to 9 program implemented in English and K to 7 in French Provided additional supports for remote learners through school-based and district-based staff. Opened Katzie School on Katzie Reserve Implemented a quarter system at secondary Safe and Caring team counsellor position added to support Katzie School, Odyssey expansion, and remote learners Helping teachers developed online resources for parents, students and staff for remote learning Safe and Caring team meetings scheduled monthly with partner groups Input sought through staff and student focus groups about COVID-related learning structures Distributed technology for those in need Digital learning platform (SeeSaw) added to better support younger learners Narrowed online digital platforms used at schools to make it easier on students/families

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Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS
Business Operations	<ul style="list-style-type: none"> • Ensure school district facilities meet the health and safety standards in place during the pandemic • Ensure continuity of business and board operations during the pandemic • Support the provincial COVID-19 response 	<ul style="list-style-type: none"> • Supported the implementation of the Covid-19 Health and Safety Plan by fabricating and installing plexiglas barriers throughout the school district, and installing distancing and COVID-19 signage throughout the school district • Implemented enhanced cleaning and disinfecting in all facilities. The measure included the hiring of twelve additional custodians who perform daytime high touch surface cleaning of all facilities; purchase and deployment of six Clorox 360 units used for disinfecting all facilities; purchase and deployment of Victory spray units and Vital Oxide cleaning solution used in all schools for the disinfecting of high touch surfaces • Supported enhanced hand hygiene by purchasing and installing paper towel dispensers in all bathrooms, purchasing and installing hand sanitizer stations at main building entrances, purchasing and installing 270 touchless faucets, installing portable sinks in 13 portable classrooms • Improved ventilation and air quality in all facilities by increasing the volume of outside air, installing Merv-13 air filters, increasing the number of hours that our systems are running, purchasing and installing air purifiers in Samuel Robertson Technical classroom portables. • Created and implemented site-based COVID-19 health and safety plans aligned with the school district COVID-19 Health and Safety Plan • From March to September 2020, enabled remote work for business division employees through replacement of paper processes with electronic workflows, virtual team meetings and employee training on new software (e.g. MS Teams, Zoom, Bang the Table) • Implemented a technology supported budget engagement process that enabled stakeholder participation while respecting the public health restrictions on gatherings • Implemented virtual board meetings and live streaming of public board meetings that support public participation while respecting the public health restrictions on gatherings • Implemented monthly COVID-19 related spending reviews and periodic reporting to the Ministry of Education on COVID-19 related budgeting and spending • Secretary Treasurer Coughlan participated in the COVID-19 Provincial Steering Committee (2020-2021)

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

COVID-19 RESPONSE PLAN

Student Learning is Our Central Purpose

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS
Human Resources	<ul style="list-style-type: none"> Support the health and safety of staff and students and continuity of education for students by developing and implementing COVID-19 pandemic response plans 	<ul style="list-style-type: none"> Developed and implemented COVID-19 pandemic plan policies and procedures; revise procedures to align with changes to WorkSafeBC regulations, Ministry of Education direction/ protocols, and/or Ministry of Health orders Facilitated the return to on-site work for staff who were working remotely Accommodated staff who had bona fide requirements to work remotely or provided a temporary leave of absence Provided training to staff on COVID-19 related safety plans, policies and procedures Aligned staffing and health and safety with education plans for students and the district provided services to support children of essential service workers Assisted with the procurement and distribution of health and safety related personal protection equipment for staff Supported custodial services with safety equipment, fit testing for custodians, and co-develop cleaning procedures Developed and implemented work from home policies and procedures Provided to all staff an overview of federal and provincial financial assistance programs Collaborated with partner groups on the development of health & safety protocols, staff accommodations, and work from home agreements Utilized PowerSchool to manage COVID-19 health check requirements at the onset of the pandemic

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

COVID-19 RESPONSE PLAN

Student Learning is Our Central Purpose

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS
Information Technology	<ul style="list-style-type: none"> Support the continuity of education during the pandemic Support the continuity of business during the pandemic Support the provincial COVID-19 response 	<ul style="list-style-type: none"> Provided support to all staff working remotely during the pandemic Deployed over 570 iPads and laptops out to students to support remote learning Worked with school administrators to identify students with no access to internet at home and coordinated with Telus to provide them with Internet for Good vouchers Rolled out provincial Zoom accounts to all SD42 staff Created documentation on how to safely use Zoom and MS Teams online Created support documents on how to use MS Teams, Zoom, Moodle and other approved online platforms in the classroom Working with the education division, identified the need for a K-3 platform (Seesaw was selected and rolled out to K-3 teachers) Provided work from home devices for school-based clerical staff during the work from home period of March to June 2020 Provided work from home devices for business operations staff during the work from home period of March to September 2020 Supported the Board of Education during the implementation of virtual board meetings and their live streaming Implemented new COVID-19 compliant procedures for staff needing hands on technology support Using federal and provincial restart funding, purchased iPads for students to replace aging equipment in schools Using federal and provincial funding, purchased and deployed laptops for support rooms for educational assistants (EAs) to use in supporting remote learning for identified students Provided technology and support for the new remote teacher group that are teaching students that chose remote learning Built a new secure document upload site for kindergarten registrations supporting documents to ensure COVID-19 safe procedures were available Implemented remedy changes into MyCalculator with the switch from full year to the quarter system at high schools Provided staff with a robust suite of Freedom of Information and Privacy Protection Act compliant online resources and tools that meet the requirements of any learning environment Worked with schools to streamline the number of online digital tools that schools were using to support remote instruction. This work insured that parents and EAs did not have to learn multiple platforms to support children with their remote learning

Background

The Maple Ridge - Pitt Meadows Board of Education is comprised of seven trustees representing the communities of Maple Ridge and Pitt Meadows. Trustees are elected every four years at the same time as the mayor and city council for the two municipalities.

The Board is committed to working together to ensure that every individual feels valued and all learners reach their potential in the Maple Ridge - Pitt Meadows School District. We will accomplish this by building open, trusting relationships as Board and senior management; defining roles and responsibilities; solidifying trustee knowledge base through board management information sharing; using data/evidence to make decisions; and establishing strategic directions.

Operational Plan

Our vision is to use our collaborative voices for honest and respectful dialogue that supports trusted decision making on behalf of all learners in the Maple Ridge - Pitt Meadows School District.

Key Strategies

- Enhance learning for all by providing quality programming and initiatives that improve engagement and success
- Improve results by working together effectively with partner groups, staff, and the public
- Align planning, processes, policies, and procedures to improve efficiency and effectiveness to enhance success for all learners

Operational Plan

- ☐ Continue to adopt, support, and strengthen innovative programs and learning options that enhance teaching and learning
- ☐ Improve relationships and communication with partner groups, representatives of Indigenous Peoples, all levels of government, and the communities we serve
- ☐ Collaborate with other boards through the BC School Trustees Association (BCSTA) and advocate for the wellness of all learners, adequate funding for education, and for the creation, implementation, and evaluation of a meaningful co-governance model with the provincial government
- ☐ Assess Board performance on an annual basis and support trustee professional development by providing ongoing educational opportunities for trustees and encouraging trustees to take advantage of these learning opportunities
- ☐ Review, create, and update Board policies and ensure that board policies reflect legislative requirements
- ☐ Continue to improve the Board's communication plan to ensure increased awareness of Board work
- ☐ Support student and community engagement in school district governance
- ☐ Continue to celebrate success and recognize accomplishments and service of staff, students, and volunteers
- ☐ Monitor performance against the Strategic Plan, facilitate annual review of operational plans, and ensure that budget decisions reflect school district strategic priorities



Board of Education 2018 - 2022

Korleen Carreras
Board Chairperson

Elaine Yamamoto
Vice Chairperson

Kim Dumore
Trustee

Mike Murray
Trustee

Pascale Shaw
Trustee

Kathleen Sullivan
Trustee

Colette Trudeau
Trustee

MISSION

To support all individuals in their personal development as successful learners, and as respectful, caring and responsible members of society.

VISION

Every individual feels valued and all learners reach their potential.

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Continue to adopt, support, and strengthen innovative programs and learning options that enhance teaching and learning	<ul style="list-style-type: none"> • Participate in quarterly Education Committee Meetings • Participate in quarterly Aboriginal Education Committee meetings • Monitor annually the outcomes of new initiatives and courses • Ensure student engagement in the creation of new programs • Monitor annually the implementation of the Strategic Facilities Plan recommendations regarding educational programming 	<ul style="list-style-type: none"> • Participated in quarterly Education Committee Meetings • Participated in quarterly Aboriginal Education Committee meetings • Board Authorized Approved Courses: <ul style="list-style-type: none"> » Digital Game Design 11 » Digital Game Design 12 » Intramurals 11 » Intramurals 12 » Library Science 11 » Link Crew 11 » Link Crew 12 » Tabletop Game Design 11 » Advanced Basketball 11 » Softball Skills 10 » Softball Skills 11 » Softball Skills 12 » H.O.P.E. for Boys Leadership » Advanced Soccer 11 • Revised Board Authorized Approved Courses: <ul style="list-style-type: none"> » Applications for Learning 10 » Applications for Learning 11 » Applications for Learning 12 » Athletic Leadership 11 » Athletic Leadership 12 » Community Service Learning 12 » Criminology 12 » ELL Canadian Studies 10 » ELL Academic Writing 11 » English Language Development 11 » Equestrian Studies 11 (Academy) » Equestrian Studies 12 (Academy) » Food Studies: Baking 11 » Guided Inquiry 11 » Guided Inquiry 12 » Ice Hockey Skills 11 » Ice Hockey Skills 12 » International Language, Culture and Travel 11 » Keyboarding 11 » Languages for Travel 12 » Leadership 11 » Leadership 12 » Peer Social Support 12 » Principles of Social Interactions 10 » Principles of Social Interactions 11 » Principles of Social Interactions 12

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
		<ul style="list-style-type: none"> » Psychology 11 » Psychology 12 » Sociology 12 » Strength Training 11 » Strength Training 12 » Student Aide 11 » Student Aide 12 » Student Aide 12 Advanced » Textile Arts and Crafts 11 » Yoga 11 » Yoga 12 • Retired Board Authorized Approved Courses: <ul style="list-style-type: none"> » Advanced Soccer 11/12 » Aviation 11 » Bicycle Maintenance and Repair 11 and 12 » Business Administration Assistant 12 » Chess 11 » Costume Design and Construction 11 » Digital Video and Animation 11 and 12 » Inquiry into Sustainability 12 » Introduction to the Food Industry 12 » Music History 11 » Music Technician 11 and 12 » Outdoor Education Advanced Fishing 11 » Peer Counselling 11 » Peer Leadership 11 and 12 » Peer Tutoring 11 and 12 » Masonry 11 and 12 • Received 11 presentations and six delegations, including: <ul style="list-style-type: none"> » Implementation of the new graduation program » District Literacy Framework » Aboriginal Education » District Mentoring Program » Continuing Education » Continuing Education – Prison Education » French Immersion » Intergenerational Garden » Secondary Collaborative Network • Reviewed the Annual Learning Report for 2018/19 and 2019/20 • Supported the application and received funding for additional child-care facility at Davie Jones Elementary • Supported the application and received funding for a new playground at Maple Ridge Elementary

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Improve relationships and communication with partner groups, representatives of Indigenous Peoples, all levels of government and the communities we serve	<ul style="list-style-type: none"> Establish opportunities for the board to share information with partner groups and gather their feedback on governance matters Ensure the school district has a positive reputation in the community and the school district perspective is valued by the community through continued trustee affiliation with various community partnerships and committees and expanded relationships as needed Establish opportunities for the board to share information with government representatives and representatives of Indigenous Peoples 	<ul style="list-style-type: none"> Meetings with partner groups on the impact of the budget in person 2018/19 and virtually 2019/20 Public input meetings on budget considerations in person 2018/19 and virtually 2019/20 Meeting with the City of Pitt Meadows Mayor and Council Meeting with the City of Maple Ridge Mayor and Council Board Chairperson meetings with the Mayor of Pitt Meadows and the Mayor of Maple Ridge Meetings with Members of Legislative Assembly (MLAs), Kwantlen, Katzie, City of Pitt Meadows and City of Maple Ridge representatives regarding Joint Initiative for Post Secondary Education Leadership table meeting on Post Secondary Education and Youth Safe Houses with MLAs, Kwantlen First Nation, Katzie First Nation, Mayor of Pitt Meadows and Mayor of Maple Ridge Meetings with MLAs and the Minister of Education regarding budget and resources Outreach to candidates running in the Provincial Election Trustee support for and participation in the Equity Scan process Trustees represented the Board on the following committees: <ul style="list-style-type: none"> Municipal Advisory Committee on Accessibility and Inclusion Maple Ridge-Pitt Meadows Arts Council Ridge Meadows Education Foundation Social Policy Advisory City of Maple Ridge Transportation Youth Planning Table 2020 BC Summer Games Nomination Culture Collective Network Ridge Meadows Overdose Community Action Table English Language Learners Consortium District Parent Advisory Council Pitt Meadows Check-In Committee 2020 Maple Ridge BC Summer Games planning and celebration events Trustee attendance at the following community events: <ul style="list-style-type: none"> Maple Ridge-Pitt Meadows Chamber of Commerce Gala South Asian Gala Ridge Meadows Hospital Gala Pitt Meadows Day Car Parade Opening of the Telosky Stadium Maple Ridge Community Foundation Citizen of the Year Maple Ridge Community Foundation Awards Night

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Collaborate with other boards through BCSTA and advocate for the wellness of all learners, adequate funding for education, and for the creation, implementation, and evaluation of a meaningful co-governance model with the provincial government	<ul style="list-style-type: none"> Advocacy for improved capital funding through motions to the BCSTA Annual General Meeting (AGM), participation on BCSTA capital working group, meetings with MLAs and local government officials Advocacy for the development of a Mental Health & Addiction Framework for school districts through motions to the BCSTA AGM, meetings with MLAs Advocacy for the implementation of a funding formula that reflects the needs of our school district through letters to government, meetings with MLAs, participation on implementation committees, and full participation in consultation process Advocacy for improved funding and supports for students with special needs through input provided as part of funding formula design, BCSTA motions, meetings with MLAs Advocacy for improved education funding allocation in the provincial budget through annual submissions during the provincial budget process, letters and meetings with cabinet ministers, meetings with local government to collaborate and have a community voice with government Advocacy for the development of an Inclusive Education Framework that ensures integrated supports for children and youth with exceptional needs are provided by the school district, Ministry of Health, Ministry of Children and Family Development, Ministry of Mental Health and Addictions, and the Ministry of Education 	<ul style="list-style-type: none"> Motion to BCSTA AGM re: AGM/Fall Academy Minister Meetings Motion to BCSTA Provincial Council re: Delay of Enrolment of International Students in Provincial Medical Services Plan Motions to BCSTA AGM re: Trades Funding and Education in Correctional Facilities Letter to Minister Dix (Re: Vaping) Letters to Minister Fleming (Re: Funding Model Review) Letter to Minister Fleming and Bibeau (Re: Universal Food Program in Schools) Board Chair Liaison Meetings Trustee Murray appointed as Chairperson, BCSTA Capital Working Group Trustee Murray elected and served as Director, BCSTA (2018-2020) Trustee Carreras appointed to BCSTA's Professional Learning Committee (2018-2020) Trustee Shaw appointed to BCSTA's Professional Learning Committee (2020-2021) Trustee Trudeau appointed to BCSTA's Indigenous Education Committee (2019-2021) Trustee Murray, Chairperson of the BCSTA Capital Working Group (2018-2020), Chairperson of the BCSTA Finance Committee (2018-2020) and participated in the Financial Management Funding Model Review Working Group (2019-2020) Trustee representation at BCSTA Provincial Council and BCPSEA meetings Trustee attendance at BCSTA branch meetings School district selected as pilot district for Integrated Child and Youth Teams Advocated for and received provincial funding for the purchase of a new school site in the Albion area of Maple Ridge

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Assess Board performance on an annual basis and support trustee professional development by providing ongoing educational opportunities for trustees and encouraging trustees to take advantage of these learning opportunities	<ul style="list-style-type: none"> Board self-evaluation is completed on an annual basis using the most relevant evaluation tools with results used to guide the board growth plan for future years Trustees attend and participate in appropriate professional development (conferences, seminars, workshops) that contribute to professional growth as a School Trustee 	<ul style="list-style-type: none"> Reviewed and completed annual Board Self-Evaluation Trustee attendance at professional learning events including: <ul style="list-style-type: none"> BCSTA's Trustee Academy (2019-2020), Trustee Orientation and Annual General Meeting, BCPSEA Trustee Orientation School District Professional Development sessions Women Deliver Conference 2019 School and Community Mental Health Conference 2019 BCSTA Leadership Series on Strategic Planning SOGI 123 Summit and Food Security in BC Schools Course Workshop on Board Advocacy and Motion Writing Workshop facilitated by Mike Roberts, BCSTA and Stephanie Higginson, BCSTA Early Years Development Instrument (EDI) Middle Years Development Instrument (MDI) Framework in Action Virtual Learning Series Let's Talk About Vaping What is Trauma? School district professional development events Women Deliver Conference 2019 School and Community Mental Health Conference 2019 In-district trustee orientation workshops including: <ul style="list-style-type: none"> "Working Smarter Together" facilitated by Peter Norman Freedom of Information and Protection of Privacy Introduction to Governance Introduction to Board Meetings and Agenda Prep Communications: Social Media Guide, Board Chair as Spokesperson, Media Relations "Meetings, Rules and Effective Decision Making" facilitated by Eli Mina "Roles of the Board and Trustees" facilitated by Mike Hancock "Board Operations and Governance" facilitated by Mike McKay Getting to Know the School District workshops: <ul style="list-style-type: none"> School District Strategic Plan Overview of School District Policies and Procedures Conflict of Interest Remuneration and Expenses Information Technology Human Resources Facilities Planning Business Operations Budget and Financial Results Provincial Funding Overview of Funding Formula Review Process and Recommendations

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Review, create, and update Board policies and ensure that board policies reflect legislative requirements	<ul style="list-style-type: none"> • Policies are reviewed and updated on a four-year cycle based on a work plan developed by the Board Policy Development Committee • New policies are created as needed at the recommendation of the Board Policy Development Committee and with input from subject matter experts 	<ul style="list-style-type: none"> • Policy 2320: Board Committees and Trustee Representation • Policy 2500: Board Policy Development • Policy 2900: Trustee Professional Development and Attendance at Conferences • Policy 2918: Vice Chairperson – Elections/Roles/Responsibilities • Policy 2919: Trustees' Code of Conduct • Policy 2925: Trustees – Provision of Resources • Policy 4435: Scholarships, Bursaries and Student Awards • Policy 5401: Use of Board Owned Buses • Policy 5700: Personal Information Protection and Access to Information • Policy 5701: Records and Information Management – General • Policy 5905: Alcohol – Consumption, Possession and Storage • Policy 6600: Naming of School Facilities • Policy 6810: Disposal of Land or Improvements • Policy 7110: Whistle Blower Protection • Policy 7201: Recruitment and Selection of Personnel • Policy 7213: Conflict of Interest – District Staff • Policy 9415: Inclusive Schools • Policy 9510: Flags: Canada and British Columbia • Policy 9605: Provision of Menstrual Products to Schools • Policy 10400: Community and Commercial Use of School Facilities and Grounds • Policy 10510: Board Correspondence • Policy 10540: Financial or In-Kind Donations • Board Procedural Bylaw No. 1-2008 – Trustee Access to Information • Board of Education Appeal Policy and Procedures Bylaw • Created and implemented Board Policy Development annual work plans for 2018/2019, 2019/2020 and 2020/21
Continue to improve the Board's communication plan to ensure increased awareness of Board work	<ul style="list-style-type: none"> • Increase public awareness of Board issues, function and accomplishments through the publishing of Board Highlights after each board meeting, using social media to publicize Board meeting agendas, events, and announcements 	<ul style="list-style-type: none"> • Board Highlights published after each public meeting • Board activities promoted by trustees via social media • �������� Elementary school open house • School district news published on school district website » https://www.sd42.ca/?s=news+releases • Trustee advocacy on school district website: » https://www.sd42.ca/board-of-education/trustees-advocacy/ • Presentations to the Rotary Club and at District Parent Advisory Council meetings • Education awareness campaign during the 2019 Federal Election and the 2020 Provincial Election • Published annual District Highlights celebrating accomplishments of staff and students (https://www.sd42.ca/district-reports/) • Live-streaming of public board meetings • Improved outreach to community during the budget process through online engagement

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Support student and community engagement in school district governance	<ul style="list-style-type: none"> Ensure increased, open communication with students through district-wide student forum (2020 and 2022), trustee meetings with secondary school students (three secondary schools per year), trustee meetings with Indigenous students and further engagement on governance matters as needed Provide reports back to students on how their input is used and actions taken Ensure increased, open communication with parents and guardians through regular trustee representation at District Parent Advisory Council (DPAC) meetings, trustee presentations of board work at Parent Advisory Council (PAC) and DPAC meetings 	<ul style="list-style-type: none"> Student Voice participation in budget discussions Board of Education meetings with students at Thomas Haney, Samuel Robertson Technical, and Pitt Meadows Secondary Schools Trustee attendance at DPAC and Student Voice meetings Trustee attendance at district-wide student forum and Indigenous Student Forum Student Voice participation in superintendent recruitment process
Continue to celebrate success, recognize accomplishments and service of staff, students, and volunteers	<ul style="list-style-type: none"> School visits are scheduled to ensure that trustees have the opportunity to visit each school two times from 2018 to 2022 Ensure that each board meeting includes presentations from students and/or staff Ensure that at least one trustee is present at every staff recognition event Ensure that the board acknowledges the contribution and accomplishments of students, staff, and volunteers Recognize staff, students, and volunteers for their contribution to the school district and education in general 	<ul style="list-style-type: none"> Trustee participation at the 35-year, 25-year and 20-year employee recognition events and district retirement tea Trustee participation at nine graduation ceremonies and Aboriginal awards, 2020 virtual graduation ceremonies and June 20, 2020 Grad Cheer Trustee participation at 20 Christmas concerts Trustee attendance at theatre productions, Youth Philanthropy initiative final presentations, and concerts Trustee visits to 12 elementary schools and four secondary schools At board meetings the Board recognized: <ul style="list-style-type: none"> » Flavia Coughlan and the finance department on being awarded the Meritorious Budget Award from the International Association of School Business Officials for 2018/19, 2019/20 and 2020/21 » Chef Brian Smith for Teacher of the Year Award » Kelvin Dueck on the Prime Minister's Award for Teaching Excellence in STEM » Rick Delorme on becoming President of the Education Facilities Managers Association of BC » Flavia Coughlan on becoming President of the BC Association of School Business Officials » Gratitude to staff, students, and parents for their resiliency, creativity, and resolve during the COVID-19 pandemic » Sylvia Russell and Shannon Derinzy on successful completion of Masters in Compassionate Systems Published annual District Highlights celebrating accomplishments of staff and students (https://www.sd42.ca/district-reports/) Trustee attendance at the opening of the Pitt Meadows Art Gallery showing for Pitt Meadows Secondary and Edith McDermott Elementary students Trustee attendance at the culinary students Valentines Day fundraiser Trustee attendance at National Indigenous Day

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2020
Monitor performance against the strategic plan, facilitate annual review of operational plans, and ensure that budget decisions reflect school district strategic priorities	<ul style="list-style-type: none"> • Complete annual review and update of board and department operational plans • Complete annual Superintendent Evaluation and Growth Plan • Review and approve the annual Five-Year Capital Plan for submission to the Ministry of Education • Review and approve the annual budget for submission to the Ministry of Education • Ensure that the annual budget reflects priorities set in the Strategic Plan, follows Ministry of Education guidelines and that there is meaningful public and partner group engagement in the budget process • Review and approve quarterly and annual financial statements • Review the annual student learning report prepared by the superintendent • Review, approve or receive for information reports regarding specific educational initiatives • Ensure that the Human Resources Operational Plan includes strategies for improved recruitment, retention, capacity building and succession planning • Monitor the implementation of new financial management directives from the Ministry of Education • Review and approve changes to the School District Strategic Plan and Operational Plans to ensure compliance with the Ministry of Education Framework for Enhancing Student Learning Policy 	<ul style="list-style-type: none"> • Reviewed and approved the Board of Education Operational Plan and Departmental Operational Plans • Reviewed progress against operational plans • Approved the budget process 2019/20 and 2020/21 • Reviewed and approved 2019/20 and 2020/21 Preliminary Budget • Reviewed and approved the 2020/21 and 2021/22 Five-Year Capital Plan • Reviewed quarterly Financial Statements • Reviewed and approved 2018/19 and 2019/20 Audited Financial Statements • Reviewed the Supporting All Learners - Annual Learning Report for 2018/19 and 2019/20 • Reviewed the Carbon Neutral Report 2018 and 2019 • Reviewed the Energy Management Plan • Reviewed and approved the use of funds from the Federal and Provincial Safe Return to School Grants • Reviewed and completed the Annual Board Self-Evaluation for 2019 and 2020

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The District Education Leadership Team is committed to effectively and strategically supporting success for all learners by providing strong instructional leadership that aligns district vision, mission and values, and Ministry of Education policies and procedures.

As a team, our purpose is to improve learning by engaging in staff development that helps foster student achievement, embraces diversity, facilitates innovative practices, and supports required changes within the system.

Operational Plan

Our vision is to collaborate with educators to strategically plan and promote safe, caring, engaging, and responsive learning environments to enable our students to become contributing citizens, competent learners, and creative thinkers.

Key Strategies

- Inclusive culture of care and belonging where the well-being and success of all learners is supported and celebrated
- Intentional support for a growth mindset, collaboration, interdependence, and staff development
- Forward-thinking, research-informed, effective, efficient, sustainable, value-based and connected school district

Operational Plan

- ☐ Promote and enhance learning by aligning our practices, resources, staffing, supports, and initiatives
- ☐ Continue to adopt innovative and effective district-wide assessment and reporting practices
- ☐ Identify and increase opportunities for students to engage in inclusive, innovative, purposeful, and personalized educational programs as outlined in the curriculum
- ☐ Implement and extend the district-wide literacy plan
- ☐ Facilitate and support the success of all Indigenous learners by embracing the Truth and Reconciliation Commission Calls to Action
- ☐ Ensure that all learners, regardless of ethnicity, sexual orientation, gender identity, ability, culture, religion, and family status have a voice and see themselves in our schools and our curriculum
- ☐ Promote cultures of caring and belonging through our district-wide approach to Social Emotional Learning (SEL) aligned with the Core Competencies through a universal, targeted, and intensive approach
- ☐ Create opportunities that support mentoring, staff development, and succession planning across the organization
- ☐ Identify opportunities, implement practices, and design strategic communications that build value and efficacy for individuals and groups
- ☐ Ensure that the use of school district facilities is optimized and that the educational programs of choice offered meet the needs of our learners
- ☐ Ensure that the strategic and operational planning process of the school district is aligned with the Ministry of Education Framework for Enhancing Student Learning Policy



Education Leadership Team

Harry Dhillon

Superintendent of Schools

Lena Frend

Office Manager, Office of the Superintendent
604 466 4228

Shannon Derinzy

Deputy Superintendent
604 466 6218

Jovo Bikic

Assistant Superintendent
604 466 6283

Kenneth Cober

Assistant Superintendent
604 466 6283

David Vandergugten

Assistant Superintendent
604 466 6218

Michael Scarcella

Director, Learning Services
604 467 1101

Irena Pochop

Senior Manager, Communications
604 466 4285

Supporting all learners by:

- Promoting risk-taking by staying current with best and next practices and emerging trends to inform decision-making
- Facilitating leadership development and capacity building
- Fostering collaboration and communication

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Promote and enhance learning by aligning our practices, resources, staffing, supports, and initiatives	<ul style="list-style-type: none"> Bring together partner groups, leadership groups, and educators to align research-informed and effective practices that support all learners Annual review of School Growth Plans to identify shared areas of focus or themes, and support those themes through budget allocations and other district decisions Consult with educational researchers to guide dialogue and planning Provide professional development opportunities aligned with the main district focus areas as informed by school growth plans and the district's mission, vision, and values Deepen and expand the district SEL framework with involvement and leadership from all employee groups, incorporating Compassionate Systems Integrate the work of the senior education team to ensure a shared vision and ownership of common goals for all learners Expand ways to collect student voice/input to help inform decision making regarding learning and assessment Use surveys and other means to collect educators' perspectives to inform decision making to support all learners Provide facilitated school team in-service opportunities in support of diverse learners, and provide school/zone based opportunities for team members to collaborate and work with facilitators/researchers Partner with the Maple Ridge Teachers' Association (MRTA) on Joint Educational Change Implementation Committee (JECIC) grants to support teacher professional practice Support the Secondary Teacher Inquiry Initiative and encourage cross-school passion projects Explore models of classroom-based English Language Learners (ELL) support and continue to have a part-time ELL helping teacher to support the work of ELL teachers Provide a district technology program that repurposes devices to support diverse learners Implement two blocks of co-teaching at each secondary school to support literacy, assessment, and improved pedagogy Engage staff to review and provide input regarding online resources to support teaching and student learning Implement virtual kindergarten parent learning series to support early learning at home 	<ul style="list-style-type: none"> Continued to provide School Teams in-service and release time at each school to support opportunities for collaboration on teaching and student learning with a focus on students struggling with their learning Continued to profile district vision, mission, and values with our staff and community Continued to include all instructional staff in School Teams [Aboriginal Support Workers (ASWs), Educational Assistants (EAs), Child-Care Workers (CCWs), teachers and school administrators] Continued to support the growth and development of district teacher leaders who are skilled at facilitation, collaboration, and implementation Continued enhanced support for gifted learners Implemented specialized Speech Language Pathologist (SLP) augmentative/assistive communication programming and SLP involvement with literacy programming Continued with provision of EA support at the beginning of the school year for kindergarten classes at each elementary school as part of early learning and intervention supports Continued to support transition to the Learning Services zonal structure to provide greater opportunities for cross-professional communication and collaboration Created SPARK, a moderated district digital teaching and learning hub/forum for discussion, collaboration, and sharing of resources for all instructional staff Continued monthly Helping Teacher meetings to support alignment of practices and initiatives, and to identify emergent issues and brainstorm solutions through collaboration Continue with a common district ELL assessment tool and protocol Continued to partner with the MRTA in supporting teacher professional growth with JECIC grants Continued to review online resources to support classroom and remote instruction Created a Zoom-based kindergarten parent learning series to support early learning at home

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Continue to adopt innovative and effective district-wide assessment and reporting practices	<ul style="list-style-type: none"> • Work with the Elementary and Secondary Reporting Committees to further align the reporting system with the Ministry of Education curriculum and reporting order • Support the adoption of the Ministry Proficiency Scale in K-9 reporting • Work with District Helping Teachers and the Reporting Committees to create learning opportunities for teachers • Expand and support the use of a digital portfolio that enables the sharing and saving of student work samples and illustrations of learning utilizing MyPortfolio and MyBluePrint • Provide in-service on the BC Performance Standards for all grade 1 to 7 teachers in the area of writing • Focus formative assessment practices on performance standards • Align the secondary assessment practices with the re-designed secondary curriculum • Provide opportunities to have the Elementary Reporting Committee and Secondary Assessment Committee work together to create a unified assessment and reporting model • Leverage data analytics to further enhance our elementary performance standards data • Explore the Single Term MyEdBC Report for future elementary reporting requirements 	<ul style="list-style-type: none"> • Continued to enhance the district developed reporting method in all schools K-7 (no letter grades or subject areas) • Continued to use our district-wide Student Achievement Dashboard focused on student literacy and numeracy achievement data to improve educational decision making • Continued to offer a district K-7 online report card, delivered through the parent portal, currently used by over 90% of our teachers • Continued to support teachers in utilizing the district K-7 online report card • Continued to support the secondary online report card in all six secondary schools • Continued to work with the Ministry of Education on the Provincial K-9 Reporting Pilot • Continued the work of the Elementary Reporting Committee co-chaired by a teacher and a principal and Secondary Assessment Committee • Continued to work with the Elementary and Secondary Reporting Committees to create numerous learning opportunities for teachers regarding portfolios, formative assessment, cross competencies, and reporting best practices
Identify and increase opportunities for students to engage in inclusive, innovative, purposeful, and personalized educational programs as outlined in the curriculum	<ul style="list-style-type: none"> • Facilitate opportunities for dialogue between our secondary school students and the Board of Education • Support incorporation of First Peoples' Principles of Learning into classroom practice • Support and promote inclusive schools through Sexual Orientation and Gender Identity (SOGI) and anti-racism education • Use the information shared and collected at the student forum to inform educational innovation and change • Support the development of cross curricular literacy and numeracy skills K to 12 • Support a focus on the mental health component in the physical education curriculum • Support the District Librarian position to implement library learning commons, develop resources for the curriculum K-12, and action the teacher librarian philosophy and practice document (literacy, technology, learning commons pedagogies, inquiry, and Social Emotional Learning) • Provide after-school learning opportunities for teachers on ways to facilitate student engagement including Applied Design, Skills and Technology (ADST) activities, and coding • Provide inclusive summer learning opportunities for all students • Work with secondary schools to utilize the newly created BC Performance Standards student at-risk data dashboard 	<ul style="list-style-type: none"> • Continued to implement innovative initiatives to support student engagement, including maker space activities, coding, electronics, Microsoft IT Academies, and the district inquiry project • Fully embedded the student self-reflection component in the district grade 6/7 inquiry project • Continued to promote trades program opportunities for students • Updated libraries and classrooms to support more flexible learning environments at elementary and secondary • Continued to support the grade 4 to 9 district teacher inquiry program, which is aligned with the re-designed provincial curriculum • Secondary schools have introduced flex time to create a more personalized learning environment for students • Continued to provide Board/Authority Authorized and academy opportunities for students • Continued to expand learning opportunities and options for students in our secondary schools including the IB Middle Years program at Garibaldi Secondary and the therapeutic program in partnership with Ministry of Children and Family Development at Riverside Centre • The secondary helping teacher continued to focus on change and innovation at secondary schools • Continued to refine the grade 7 to 8 transition process and supports • Continued to use student data to monitor and implement interventions that support success for our most vulnerable students • Introduced curriculum initiatives to teachers and administrators: <ul style="list-style-type: none"> » School Teams » Dedicated helping teachers to support the implementation of the curriculum

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
	<ul style="list-style-type: none"> • Work with the District Elementary Fine Arts Committee to provide quality fine arts learning opportunities across all elementary schools, and develop fine-arts kits with a focus on music, dance, drama, and visual arts • Provide in-service on the BC Performance Standards for all grade 1 to 7 teachers in the area of writing by creating training modules that can be used in staff meetings and grade group meetings • Provide learning opportunities to support teachers with implementation of the curriculum (K-12) • Work with principals and vice-principals at monthly meetings to examine curriculum and assessment changes • Work with the Reporting and Assessment Committees to support effective reporting and assessment strategies in the classroom • Support teachers as they implement the curriculum with teaching practices that support all learners • Support continued implementation of the ADST, Careers and Health curriculums 	<ul style="list-style-type: none"> » Developed classroom design resource for teachers aligned with the core competencies » Worked with principals at the monthly meetings on curricular and assessment changes » Provided resources to support the implementation of the curriculum, including the SPARK website • Continued to provide suitable furniture options to enhance student learning • Continued to provide opportunities for teachers to enhance knowledge in the area of class design/learning environments
Implement and extend the district-wide literacy plan	<ul style="list-style-type: none"> • Support the School Literacy Network at all schools within an integrated zonal model • Revisit the need for the District Literacy committee meetings to support implementation of the literacy framework • Provide side-by-side support to classroom teachers and support teachers • Literacy helping teachers and Learning Services helping teachers working in schools along with librarians and elementary Aboriginal Education teachers and ASWs • Collect literacy data to support development of the literacy framework based on the BC Performance Standards • Expand the reports that are available regarding our Elementary BC Performance data utilizing data analytic technology • Deepen and expand the district literacy framework practices, specifically around formative assessment (Early Primary Reading Assessment and Intermediate Reading Assessment) • Continue to work closely with Elementary and Secondary Helping Teachers to support effective literacy practices at schools • Work with the literacy helping teachers to support the development of literacy interventions foundations and planning tools • Work with all the secondary collaborative teachers to review literacy instruction and assessment practices • Provide literacy support for summer learning at Katzie and Katzie school 	<ul style="list-style-type: none"> • Continue to communicate common elements of a rich literacy environment and quality literacy instruction across all elementary schools • Developed a literacy implementation plan to include all elementary schools • Continued to identify and order appropriate resources to support literacy development • Provided opportunities to all elementary school teachers to collaborate, co-teach, and co-plan using effective literacy and assessment practices, including the Early Primary Reading Assessment (EPRA) and the Intermediate Reading Assessment (IRA) • Continued to collect literacy data on the performance standards from the final report cards for students in our online parent portal • Expanded the focus of literacy practices and assessment to include intermediate classes through the support of literacy helping teachers • Continued to provide a wide array of literacy learning opportunities for staff across all elementary schools including literacy inquiries, book clubs, lunches, and collaborative teaching • Continued to support literacy in secondary schools to align with the new assessment practices and shifts in the secondary curriculum

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Facilitate and support the success of all Indigenous learners by embracing the Truth and Reconciliation Commission Calls to Action	<ul style="list-style-type: none"> Complete the fifth Aboriginal Enhancement Agreement and implement structures, strategies, and processes to support the agreement by working with the Aboriginal Education Advisory Work with Dr. Amy Parent on the Deepening Indigenous Education and Equity to support the holistic success of Indigenous learners, families, and communities Align targeted support for Indigenous learners in the areas of early intervention, early literacy, and SEL within the broader context of district initiatives Continue meeting with knowledge keepers and endeavor to establish a regular schedule of meetings with chief and council from Katzie and Kwantlen and leaders from Golden Ears Metis Society (GEMS) and the Fraser River Indigenous Society (FRIS) Consult with Indigenous communities and Métis nation communities regarding student learning Aboriginal Education Team to support staff learning of Indigenous Ways of Knowing through collaborative work with other Helping Teachers and subject matter experts Support a summer learning program at Katzie Support adult programming for adult non-graduates at Katzie District Professional Development Days to continue to include learning on incorporating Indigenous perspectives, First Peoples' Principles and themes relating to reconciliation 	<ul style="list-style-type: none"> Fourth Aboriginal Enhancement Agreement approved by the Board of Education on April 27, 2015 Superintendent and other district staff meet regularly with Katzie, Kwantlen, GEMS and FRIS knowledge keepers Aboriginal Education Department provide additional supports to students who identify with ancestry Continue to provide for presenters/facilitators of ancestry providing cultural education, stories, and experiences in our schools Expansion of resources continues in the Aboriginal Library for teachers to access materials and be provided support and guidance in using resources with students Continue with District Professional Development Day learning opportunities around incorporating Indigenous perspectives and the First Peoples' Principles and themes relating to reconciliation Research of Dr. Amy Parent on the Deepening Indigenous Education and Equity underway with a report inclusive of recommendations expected in December, 2021
Ensure that all learners, regardless of ethnicity, sexual orientation, gender identity, ability, culture, religion, and family status have a voice and see themselves in our schools and our curriculum	<ul style="list-style-type: none"> Establish an Anti-Racism Committee inclusive of all partner groups Review and make recommendations for updating of the Safe and Caring Schools policy Utilize information gathered at student forum and through student voice to set direction around learning and sense of belonging Work with educational researchers on developing practical and research-informed inclusive instruction and assessment practices in classrooms Select and purchase books that reflect the diversity in our schools and classrooms Provide professional development opportunities to create opportunities for self-reflection and brave conversations Provide books and book studies for staff to explore their biases and add to their growth Explore the Inclusive/Competency-based Individual Education Plan (IEP) format with a focus on student strengths and aligning IEPs with assessment, curriculum and reporting Focus on creating in each of our schools effective positive behaviour plans that are supportive of proactive strategies, focus on students' unique strengths, and build skills with added attention and resources supporting early learning and intervention 	<ul style="list-style-type: none"> SOGI Helping Teacher continues with leading learning and sharing of resources with schools Professional development opportunities continue to be provided for the Health and Careers and Physical Education curriculum Process to review and update Safe and Caring Schools policy initiated, including a review of codes of conduct Monthly meetings of the district Anti-Racism Committee continue with each meeting including presentation of information for learning and opportunity for deep dialogue Support for school-based and district-wide initiatives that support learning and provide opportunities for engagement on the topic of anti-racism are ongoing (e.g.: Black Shirt Day; Black History Month resources; student participation in regional virtual Youth Conference for Black History) Continue to enhance structures and supports for students with complex behavioural needs with a focus on early intervention Continue to ensure provision of universal washrooms in all schools

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

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INITIATIVE	ACTION PLAN	CURRENT STATUS
Promote cultures of care and belonging through our district-wide approach to Social Emotional Learning (SEL) aligned with the Core Competencies through a universal, targeted, and intensive approach	<ul style="list-style-type: none"> Further develop our district-wide SEL framework through the support of UBC's Human Early Learning Partnership (HELP). Provide opportunities for staff to learn about Compassionate Systems Work with educational researchers on practical and research-informed inclusive instruction and assessment practices in classrooms Expand the involvement of partner groups in the development of the SEL district framework Collaboratively work with community agencies to support our vulnerable students Meet monthly with CCWs to establish consistent practice Implement recommendations from the District Alternate review Review counselling and CCW/YCW needs in our schools and provide training to build capacity Update the <i>Guide for Emergency Procedures</i> (Suicide Risk Training, Violent Threat Risk Assessments, Critical Incidence Response, Employee Safety Plans) and provide related training Support teachers using the Core Competencies, by providing learning opportunities drawn from evidence-based SEL practices Collect and review Middle Years Development Instrument data in grades 4 and 7, the Youth Development Instrument (grade 11) pilot data, and the Ministry's Student Learning Survey data Monitor attendance and progress of secondary school students who may be at-risk Kevin Cameron to present on Open Systems to all principals and vice principals Implementation of the Integrated Child and Youth (ICY) Teams Work with secondary schools to develop student ambassadors for Compassionate Systems 	<ul style="list-style-type: none"> Expanded the District Social Emotional Learning Committee to include MRTA, CUPE, and Maple Ridge Principals' Association and Vice Principals' Association Monthly Zoom sessions on SEL ongoing, focussed on the monthly themes developed collaboratively with partner groups Based on research and data collected, five SEL focus areas identified are evidence-based practice, students, parents, adult SEL, climate and culture Supporting school- and district-based programming that encourages students to care, including Give 365, Student Voice activities, Student Forum, etc. Continued exploring ways to integrate SEL initiatives into classrooms Continuing to support the development of SOGI initiatives Aligned our practices around threat assessment, crisis intervention, Violence Threat Risk Assessment, risk-assessment, and medical procedures, and provided in-service support Trained staff at all schools in levels 1 and 2 threat assessment Completed a "booster" for all counsellors in Applied Suicide Intervention Skills Training (ASIST) Dedicated staffing (2 blocks) to support SOGI district-wide Professional development sessions offered on trauma informed practice Continuing to embed SEL components in professional and curriculum implementation days Continued to review Middle Years Development Instrument data with principals, school staff, district staff, and community partners to guide programming and teaching Continuing to provide support for school administration, staff, students, and families regarding critical incidents related to students Continuing to support counsellors in our schools; hired a district counselling helping teacher (0.8FTE) and SOGI (0.2FTE) Continue to review the restraint and seclusion policy/procedure with staff and provide related training
Create opportunities that support mentoring, staff development, and succession planning across the organization	<ul style="list-style-type: none"> Provide and enhance mentoring opportunities including: <ul style="list-style-type: none"> Clerical peer-to-peer mentoring Support teacher sessions Vice principal meetings Teacher mentoring opportunities through mentoring program and Helping Teachers Principal and vice-principal mentoring and training Monthly Helping Teacher meetings Monthly counsellor meetings Monthly Child Care Worker meetings Monthly Safe and Caring meetings Coordinate a Kindergarten Teacher mentoring structure Coordinate grade 6/7 District Inquiry teacher support sessions and online Moodle Course Offer the BC Council of Administrators of Inclusive Support in Education (BCCAISE) workshop series to support training for prospective support teachers Support the leadership role of the district principal of early learning and intervention with reviewing needs and building systems and structures that support student and staff growth Continue to provide current and perspective support teachers training opportunities during the summer Partner with SFU and other post-secondary institutions to provide post-graduate programs in the area of inclusionary practices/supporting diversity 	<ul style="list-style-type: none"> Continuing to provide a number of mentoring/training/learning opportunities, including: <ul style="list-style-type: none"> Level B Assessment Elementary and Secondary Support Teachers sessions Helping Teacher team meetings Clerical training Vice principal meetings School Teams Mentoring opportunities for new teachers, TTOCs and teachers who change assignments Principal and vice-principal mentoring program K Teacher Mentoring Zoom sessions Grade 6/7 District Inquiry teacher support sessions and online Moodle Course After school literacy sessions as well collaboration and co-teaching opportunities Aboriginal Resource Teachers providing learning in school and afterschool Work with principals on their annual Growth Plans and Reflections Supporting the development of teacher opportunity to reflect on their practices and set personal goals through a Professional Growth Plan Provide ongoing district-based and school-based opportunities for staff development

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Identify opportunities, implement practices, and design strategic communications that build value and efficacy for individuals and groups	<ul style="list-style-type: none"> Meet regularly with partner groups Maintain a process to review and update the Elementary Clerical Handbook Meet regularly with the Elementary Clerical Committee and Secondary Admin Coordinators Committee Grow the peer-to-peer clerical initiative through consultation with clerical staff Explore ways to enhance communication and collaboration with community partners particularly in mental health supports for students Expand the use of the recently developed resource supporting the transition of students with special needs from secondary school to adulthood with information to parents about related services and supports Support the development of the Foundry with community partners Expand and deepen our ongoing relationship with the RCMP Support the development of the Integrated Child and Youth hubs with our Provincial and Community Partners 	<ul style="list-style-type: none"> Superintendent and deputy superintendent meet with partner groups once every two weeks Continue to support the Elementary Clerical committee in addressing issues identified and continue to support the peer-to-peer clerical initiative Secondary Admin Coordinators Clerical Committee formed to support the work at secondary Continue to work collaboratively with clerical staff on the <i>Elementary Secretary Handbook</i> and a <i>District Elementary Clerical Float Handbook</i> Continued partnership with the Community Middle Years and Maple Ridge Parks and Leisure Services in the coordination of community and school programming
Ensure that the use of school district facilities is optimized and that the educational programs of choice offered meet the needs of our learners	<ul style="list-style-type: none"> Implement new programs of choice that meet the needs of our learners Work with facilities to conduct annual school space utilization reviews and make recommendations for the addition of classroom space Continue to strategically manage student enrolment to maximize the use of existing facilities while accommodating enrolment growth Work with community partners to coordinate and provide after school programming for students in SD42 	<ul style="list-style-type: none"> Continued to implement the restored teachers' collective agreement and planning for the increased space requirements Student registration and transfers continuing to be managed centrally Development of online registration and transfer portal continues with a goal of implementation in June, 2021 Continue implementation of the Middle Years IB program at Garibaldi Secondary Continue to review elementary fine-arts programs and facility/ space needs Continue Early French Immersion program at Maple Ridge Elementary — lead class now entering Grade 5
Ensure that the strategic and operational planning process of the school district is aligned with the Ministry of Education Framework for Enhancing Student Learning Policy	<ul style="list-style-type: none"> Monitor and report on the outcomes and measures outlined in the Enhancing Student Learning Reporting Order Develop, monitor, and report on meaningful student success measures 	<ul style="list-style-type: none"> Reviewed the strategic and operational planning process of the school district and ensured that it is aligned with the Ministry of Education Framework for Enhancing Student Learning Policy Prepared and published the <i>Supporting All Learners: Annual Learning Report</i> for 2018/19 and 2019/20

Background

The Business Division of the Maple Ridge - Pitt Meadows School District is focused on providing effective support services related to facilities management, financial and risk management, payroll and benefits administration, procurement, and policy development and implementation.



Operational Plan

Our vision is to effectively support the school district by providing a safe, healthy, financially sustainable learning environment.

Key Strategies

- Ensure school district facilities are sufficient to accommodate the growing number of students in the school district and that existing facilities are adequately maintained and strategically managed
- Continuously review and improve business processes and business systems to drive value
- Support our community of learners through effective communication that enables good decision making
- Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention, and professional development



Operational Plan

- Ensure school district facilities are sufficient to accommodate the growing number of students in the school district, and that existing facilities are adequately maintained and strategically managed
- Ensure through budget reviews and the annual budget process the allocation of resources (people, time, and budget) in a fiscally responsible manner and support the achievement of the Board's strategic objectives
- Ensure school district assets are safeguarded and that the school district's financial position is stable through the design and implementation of adequate internal controls and financial processes
- Ensure that our departments have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations
- Continuously review and improve business processes and business systems to drive value
- Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention, and professional development
- Support our community of learners through effective communication that enables good decision making
- Effectively support the governance function of the Board of Education
- Continue to effectively represent the district perspective to provincial government on business related initiatives

Business Leadership Contacts

Flavia Coughlan
Secretary Treasurer
and CFO
604 466 6225

Monica Schulte
Assistant Secretary
Treasurer
604 466 6281

Ruby Hehar
Senior Manager,
Business Operations
604 466 6210

Rick Delorme
Director of Facilities
604 466 6154

Alexandra Tudose
Manager Energy and
Environmental Sustainability
604 466 6157

Karen Yoxall
Executive Coordinator
604 466 6232

Achieving our vision through:

- Communication that is efficient, effective, personalized, and complete
- Effective risk management and optimization of processes and service levels
- Building capacity, fostering collaboration, and supporting the personal and professional development of all staff

Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2020
Ensure school district facilities are sufficient to accommodate the growing number of students in the school district and that existing facilities are adequately maintained and strategically managed	<ul style="list-style-type: none"> Update and implement the Strategic Facilities Plan, including an Energy Management and Environmental Sustainability Plan that is aligned with the provincial objectives outlined in CleanBC Develop building standards and specifications for school district facilities and manage the design and construction of new schools and additions to existing schools Conduct annual space utilization reviews and create new classroom spaces where required Consult with stakeholders and the public as appropriate Review and enhance the facility improvements chargeback system with a goal to reduce chargebacks to schools Prepare Capital Plans that align with the Strategic Facilities Plan Establish and implement process for annual building inspections and assessments Update the five-year maintenance plan for all facilities based on Voluntary Framework of Accountability (VFA) data and annual building inspections and assessments 	<ul style="list-style-type: none"> Updated enrolment projections – June 2018 Updated school capacity information – June 2018 Managed the design and construction of c'usquena Elementary Prepared and submitted to the Ministry of Education for consideration Capital Plan 2019, 2020, and 2021 Completed annual space review in all elementary and secondary schools and created new educational space where required Implemented recycling program, including organics, throughout the district Conducted the annual energy challenge competition Completed 6,305 maintenance projects totalling \$9.6M Installed four portables at Maple Ridge Secondary in 2019 Installed two portables at Golden Ears Elementary in 2020 Maintained close working relationships with BC Hydro and Fortis BC to maximize incentive programs Completed 49 lighting and Heat, Ventilation, and Air Conditioning (HVAC) optimization upgrades for estimated savings of \$530,000 Completed annual appliance audit aimed at reducing energy consumption Developed a five-year maintenance plan for all facilities based on VFA data and annual building inspections and assessments Completed Draft Technical Environmental Sustainability Plan
Ensure through budget reviews and the annual budget process the allocation of resources (people, time, and budget) in a fiscally responsible manner and support the achievement of the Board's strategic objectives	<ul style="list-style-type: none"> Support a budget process that ensures Ministry of Education guidelines are followed and that there is meaningful public and partner group engagement in the development of the budget Ensure that proposed budget changes show alignment with school district strategic directions and divisional operational plans Prepare budget documents that communicate the school district's goals and objectives clearly, reflect sound financial management and budget policies, and are easy to understand by stakeholders Ensure through monitoring of financial performance that budget sponsors administer the budget as approved by the Board and that no deficits are incurred 	<ul style="list-style-type: none"> Received the Meritorious Budget Award from the International Association of School Business Officials for the 2018/19, 2019/20, and 2020/21 budgets Ensured that the 2018/19, 2019/20, and 2020/21 budgets reflect priorities set in the Strategic Plan, follow Ministry of Education guidelines, and that there was meaningful public and partner group engagement in the budget process Completed annual review of departmental and school budget allocations and realignment of budgets Completed quarterly financial reports with projections to year-end informed by detailed review of spending with budget sponsors
Ensure school district assets are safeguarded and that the school district's financial position is stable through the design and implementation of adequate internal controls and financial processes	<ul style="list-style-type: none"> Continue to review business processes and internal controls to ensure efficient operations and that school district assets are adequately safeguarded Continue to audit school finances to ensure compliance with established internal controls Continue to provide finance training to school staff and departmental staff Implement contract management process and systems Review guidelines for management and use of purchasing cards Review, update, and implement records management systems that ensure regulatory compliance and business continuity 	<ul style="list-style-type: none"> Completed annual review of School Accounting Manual Prepared and presented to the Board quarterly and annual financial statements Completed 26 school audits and provided feedback for improvement of financial processes where required (seven in 2018/19, nine in 2019/20, and 10 in 2020/21) Reviewed international education business processes and implemented redesigned processes where required Implemented standard timelines for financial data entry, financial reporting, and financial system management Completed purchasing card procedures manual

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Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2020
Ensure that our departments have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations	<ul style="list-style-type: none"> Review, create and update process documentation and administrative guidelines Provide business perspective in bargaining Support professional growth planning and performance management Complete annual performance review for all management staff aimed at identifying professional growth goals and ways to achieve those goals Review the organizational capacity (people and expertise) to manage all current and planned initiatives and projects Create and implement succession plans for key positions 	<ul style="list-style-type: none"> Provided expert financial and facilities advice at bargaining table <ul style="list-style-type: none"> Participated on staff committees for bargaining Analyzed the financial impact of proposed collective agreement changes Worked with bargaining committee to identify impact of contract language on operations Reorganized facilities and maintenance department with all trades reporting to one manager and allowing the director of facilities to focus on planning and coordination of projects Completed annual performance review for all management staff aimed at identifying professional growth goals and ways to achieve those goals Updated custodial safe work procedures and trained all custodial staff
Continuously review and improve business processes and business systems to drive value	<ul style="list-style-type: none"> Implement new and upgrade existing business systems Implement electronic requisitions district wide Work with IT to develop and implement a process for effective and secure data sharing and an electronic records management system for business operations Continue to implement new business intelligence software that improves access to relevant data for all decision makers Procure and implement new facilities maintenance software 	<ul style="list-style-type: none"> Implemented new community rentals management software Piloted electronic requisitions at selected sites Centralized storage of all finance files on shared servers Implemented electronic requisitions district wide Completed Amazon Business Prime district-wide implementation Implemented the frame of a new business intelligence software that improves access to relevant data Implemented new public engagement platform for budget consultation Implemented new virtual meetings software for departmental and Board meetings
Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention, and professional development	<ul style="list-style-type: none"> Build capacity through targeted professional development and cross-training Clearly identify risks to plans and operations and develop contingency plans Complete an annual review and update of the Enterprise Risk Registry Develop departmental succession plans for all critical positions, that include: <ul style="list-style-type: none"> Identification of existing staff members that are qualified/interested Training and mentoring plan for existing staff Recruitment plan if no internal candidates are identified Work with HR on improving the marketability of business division positions Document business processes for procurement, budget preparation, facilities management 	<ul style="list-style-type: none"> Created the Enterprise Risk Registry, performed the annual review and update of the Enterprise Risk Registry, and ensured that operational plans include strategies aimed at mitigating risks identified Supported staff participation at job-specific and sector-specific conferences Attended project management courses and the supply chain management program Documented all accounting and payroll business processes Created processes and forms related to contracts for services and Amazon Business

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Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2020
Support our community of learners through effective communication that enables good decision making	<ul style="list-style-type: none"> Continue to improve communication with all internal and external stakeholders Create opportunities for positive interactions with other groups and within our division Communicate key messages to stakeholders in a timely and effective manner Develop and implement protocols for communicating staffing changes, budget changes, and budget approvals Develop and provide facilities management training for new school administrators Develop specific forms and procedures related to district contracts that require a formal competitive process 	<ul style="list-style-type: none"> Maintained a strong professional network that we can access to solve problems as they arise Maintained a close relationship with Ministry of Education staff to stay current on provincial requirements and adjust our planning to respond to provincial priorities Maintained positive relationships with stakeholders (BC Hydro and Fortis BC) to maximize incentive programs Created opportunities for collaboration/knowledge sharing: <ul style="list-style-type: none"> Department meetings Intranet School start-up communication Projections request templates Participated in district-wide professional development both as attendees and as presenters Presented at provincial professional development conferences on use of systems, governance, budget planning, and financial reporting
Effectively support the governance function of the Board of Education	<ul style="list-style-type: none"> Support trustee elections and organize the new trustee orientation Prepare comprehensive board agendas that support effective decision making Review, create, and update Board policies and procedures on a four-year cycle based on the work plan developed by the Board Policy Development Committee Support the development and implementation of new procedures with input from subject matter experts Ensure through training and process reviews that all staff have a good understanding of Freedom of Information and Protection of Privacy Act (FIPPA) and that school district data collection and management is FIPPA compliant 	<ul style="list-style-type: none"> Supported the 2018 trustee election by coordinating the creation of candidate orientation materials, election information page on the district website, and offering candidate orientation sessions prior to the election Organized the 2018-19 trustee orientation program and presented sessions on strategic planning, governance, financial management, and facilities management Prepared 112 agenda packages which included 307 reports to the Board Completed FIPPA/Privacy awareness training for exempt staff, school administrators, district managers, teachers, and support staff Created FIPPA/Privacy Awareness training video for administrators and district managers to use as a training tool at staff meetings and new staff in their building Assisted the Board in the review and update of two bylaws and 31 policies
Continue to effectively represent the district perspective to the provincial government on business-related initiatives	<ul style="list-style-type: none"> Continue to support provincial representative organizations, like the BC Association of School Business Officials (BCASBO), the Education Facilities Managers Association (EFMA), and the Education Council (EDCO) through participation on the board of directors, committees, zone meetings, conferences, and AGMs 	<ul style="list-style-type: none"> Supported provincial representative organizations (BCASBO, EFMA, EDCO) through participation on the board of directors, committees, zone meetings, conferences, and AGMs Secretary Treasurer – BCASBO President (2019-2021) Director of Facilities – EFMA Past President (2020/21), President (2019/20) Purchasing Manager – EDCO Chairperson Participated on a variety of provincial committees including: ERAC, Technical Review, Sector Advisory Council, Capital Planning Software Replacement, Leadership Development, COVID-19 Response, COVID-19 Steering Committee, Funding Equity, Framework for Enhancing Student Learning steering committee and pilot project.



Background

The human resources (HR) department of the Maple Ridge - Pitt Meadows School District is focused on attracting, retaining, and supporting outstanding employees through the implementation of leading HR practices. We believe that these practices will foster engaging and rewarding working relationships and work environments. This is our contribution to overall student success.

Operational Plan

Our vision is to support all employees dedicated to enriching the lives of our students and helping them achieve success. Engaged employees are the foundation of our system.

Key Strategies

- Implement human resource strategies, programs, and practices aimed at promoting a spirit of continuous improvement
- Provide quality and innovative human resource services to attract, develop, engage, and retain diverse employees
- Facilitate workplace relations that favour a culture of collaboration and leadership
- Promote a positive, respectful, safe, and healthy work environment

Operational Plan

- ☐ Develop and implement leading practices in recruitment and engagement strategies
- ☐ Develop and implement succession planning models to support continuity of key positions within the organization
- ☐ Promote joint initiatives, agreements, and collaborative problem-solving with local and provincial partner groups
- ☐ Prepare for and facilitate the school district's bargaining initiatives with the partner groups and effectively represent the school district perspective at the provincial level
- ☐ Continue to promote the health, safety, and well-being of our employees
- ☐ Foster leadership development, training, and mentorship throughout the school district
- ☐ Develop or revise and implement human resource related board policy and procedures
- ☐ Apply a continuous improvement culture within the HR department and maximize the utilization of technology to deliver human resource services
- ☐ Utilize human resource metrics to measure operational efficiency and effectiveness in order to plan for and support our school district's operational needs
- ☐ Continue to grow our human resource expertise within our HR department and our school district staff



Human Resources Leadership Contacts

Dana Sirsiris

Director, Human Resources
604 466 6202

Gwyneth Dixon-Warren

District Principal, Human Resources
604 466 6230

Angela Chung

Senior Manager, Human Resources
604 466 6234

Amanda Reber

Manager, Occupational Health & Safety
604 466 6229

Roxane Carwell

Manager, Employment Services
604 466 6215

Achieving our vision through:

- Attracting, developing, engaging, and retaining diverse talent
- Engaging in collaborative problem solving with partner groups
- Growing our HR expertise within HR and within our leaders

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Develop and implement leading practices in recruitment and engagement strategies	<ul style="list-style-type: none"> • Anticipate peak staffing needs and proactively recruit throughout the year to meet operational and educational needs. Achieve this by filling positions made vacant by employee turnover or absences on a continuing or temporary basis • Engage in established recruitment strategies and develop new methods of reaching out to potential candidates • Engage in employee service recognition programs once Provincial Health Officer (PHO) orders allow for in-person events • Research and evaluate various recruitment assessment tools, including leadership, aptitude, and psychological assessments, to help inform hiring decisions for exempt leadership positions • Continue to participate in the provincial Workforce Sustainability Committee coordinated by BC Public School Employers' Association (BCPSEA) to provide input into provincial recruitment strategies for enhancing teacher recruitment and difficult-to-fill CUPE positions within the province • Review the Teachers Teaching On Call (TTOC) Handbook in collaboration with the Maple Ridge Teachers' Association (MRTA) to ensure that it is current and relevant • Review the Education Assistant (EA) Handbook in collaboration with Learning Services and CUPE to ensure its current and relevant • Develop a video to educate new employees about the history of the school district • Enhance the student experience for those participating in practicums within the school district. This includes providing students with: <ul style="list-style-type: none"> » a joint welcome letter from our partner groups and superintendent » in-person information sessions co-hosted by the teacher mentor and HR » an information package and a swag bag pertinent to students' role within the school district • As a condition of the current Human Rights Special Program approval, coordinate submission of mid-term report for the Human Rights Tribunal in support of the district's exemption for giving hiring preference to candidates of indigenous ancestry 	<ul style="list-style-type: none"> • Implemented a recruitment strategy to address teacher recruitment and staffing demands resulting from increased enrollment and compliance with the collective agreement language, including: <ul style="list-style-type: none"> » attending career fairs at universities across Canada » promoting professional development opportunities for new teachers » implementing the "refer a friend" program to engage staff as recruitment ambassadors for the school district » developing a video to promote working and living in our two communities for potential candidates » making enhancements to the careers section of the school-district website » engaging in strategies to support teacher migration from within B.C. and across Canada to the district • Engaged in established recruitment strategies and developed new methods of reaching out to potential candidates. This includes the development of a postcard advertisement delivered to every residence in our two communities, and the development of advertising career opportunity decals on our district vehicles • Leveraged social media (including Facebook, Twitter, Google Ads) to advertise opportunities • Collaborated with Make A Future and Apply to Education with their recruitment support services to develop targeted advertising campaigns for key vacancies within the school district • Participated in career fairs and recruitment initiatives through local colleges; provided opportunities for practicum placements of education assistants • Collaborated with Ridge Meadows College to establish a staggered graduation class for the Special Education Teaching Assistant & Building Service Worker programs to support the district's hiring needs • Engaged in employee recognition programs throughout the year to congratulate staff on their length of service milestones with the district • Participated in the provincial Workforce Sustainability Committee coordinated by BCPSEA to provide input into provincial recruitment strategies for enhancing teacher recruitment and difficult-to-fill CUPE positions within the province • Hosted new employee documentation meetings throughout the year to train new staff on appropriate school district policy and procedures • Hosted new employee orientation events throughout the year to welcome new staff to the school district and to share with new employees our mission, vision, values, and culture. Speakers at this event include superintendent, director of human resources, elementary and secondary principals, district vice principal, learning services, and partner groups • Implemented the <i>New to Your School</i> toolkit to apply a consistent site-based new employee orientation program across the school district

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Develop and implement succession planning models to support continuity of key positions within the organization	<ul style="list-style-type: none"> Develop and implement a succession planning model by: <ul style="list-style-type: none"> » conducting a capacity and needs assessment for critical and difficult to fill positions » identifying staff and any skill gaps; developing and implementing job-specific training, development, and mentoring plans to ensure staff have the skills, knowledge, and ability to step into key roles when vacancies arise 	<ul style="list-style-type: none"> Continued to develop employee demographic data to identify potential retirements Engaged in the succession planning process for administrator positions by identifying potential vacancies and ensuring a robust cohort of candidates are available for possible placement
Promote joint initiatives, agreements, and collaborative problem-solving with local and provincial partner groups	<ul style="list-style-type: none"> Continue to problem solve workplace issues with partner groups, ensuring issues are addressed first at the department/school level where appropriate Review outstanding grievances with partner groups to determine the status of each grievance Continue to collaborate with the MRTA to problem solve unique issues arising out of remedy calculation or utilization Engage in a review of the job descriptions for positions of special responsibility in collaboration with the MRTA and teachers Continue to work with the MRTA in demonstrating best efforts have been achieved with teacher staffing Review lunch hour supervisor shortages and determine if another model of lunch hour supervision can be used Continue to partner with CUPE to address job classification and/or evaluation issues Continue to work with CUPE to finalize the custodian job description as it applies to custodial responsibilities when disposing of various waste streams Continue the consultation process with CUPE in allocating LiftUp funding to EA staffing 	<ul style="list-style-type: none"> Enter into letters of understanding with the unions to reach agreement on a variety of issues including: <ul style="list-style-type: none"> » work with the MRTA to demonstrate best efforts have been achieved with teacher staffing in accordance with Letter of Understanding (LOU)#12 » collaborate with the MRTA to develop criteria for other mechanisms to utilize any outstanding teacher remedy that was not used for staffing for the 2017/18, 2018/19, and 2019/20 school years » continue to refine the processes and systems to ensure the amounts of remedy time/dollars being accrued and utilized are in accordance with provincial/local agreements » continue to educate and support administration and teachers with the review of individual banks and parameters that have been established for utilization » collaborate with the MRTA to problem solve unique issues arising out of remedy calculation or utilization Completed Phase 1 of the provincial job evaluation plan pilot project with CUPE by benchmarking current positions Continued the consultation process with CUPE in allocating LiftUp funding to EA staffing Collaborated with CUPE to address job classification and/or evaluation issues including: <ul style="list-style-type: none"> » Trades & Work Experience Coordinator » Maintenance Foreman » Accounts Clerk, International Education » Administrative/Records Support, Learning Services Actively engaged in collaborative problem solving with partner groups prior to and during grievance processes

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Prepare for and facilitate the school district's bargaining initiatives with the partner groups and effectively represent the school district perspective at the provincial level	<ul style="list-style-type: none"> • Prepare for and facilitate upcoming contract negotiations with our partner groups • Establish bargaining committees <ul style="list-style-type: none"> » meet with stakeholders to seek bargaining priority feedback » establish bargaining principles and plans that align with the provincial bargaining mandate for board and provincial approval » develop proposals and notices to support the school district's strategic plan and operational plans » lead the school district's contract negotiations with partner groups » submit contract settlements to the board and BCPSEA for ratification • Finalize the new drafts of and implement new collective agreements and related notice changes • Continue to participate in the Provincial Technical Committee to influence provincial bargaining with the school district perspective 	<ul style="list-style-type: none"> • Developed and delivered presentations to education staff and managers/principals on the new language established in the previous round of bargaining with the partner groups • Implemented Service Improvement Allocations initiatives commencing September 2020 as negotiated in the most recent round of CUPE bargaining • Participated in the Provincial Technical Committee to influence provincial bargaining with the school district perspective

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Continue to promote the health, safety, and well-being of our employees	<ul style="list-style-type: none"> • Prevent and/or reduce staff injuries through education and training • Implement targeted safety training to proactively support staff where high injury rates occur • Reform the multidisciplinary task force with our partner groups to review current processes that support staff and student safety and implement improvements to these processes • Continue to promote the health, safety, and well-being of staff: <ul style="list-style-type: none"> » develop or revise and implement and train staff on safe work procedures to reduce the frequency and impact of injuries to staff, and track health and safety compliance activities » communicate with employees and provide supports for them when they are absent due to illness or injury » engage in accommodation and return to work processes upon medical clearance to return to work » engage in programs that support the overall well-being of staff (Social Emotional Learning Committee, employee assistant specific programs, BC Teachers' Federation Wellness and Rehab committees, Joint Early Intervention Services program) » develop or revise district-wide emergency preparedness and response plans » review current emergency plan and streamline the process » meet with District Parent Advisory Council along with the superintendent and director, facilities to engage in emergency preparedness initiatives • Work with facilities & maintenance and custodial services to revise safe work procedures where necessary and ensure staff are trained on safe-work procedures • Provide immunization clinics for staff, including Hepatitis and seasonal flu vaccines (or as recommended by Fraser Health) • Coordinate testing for hearing protection and respirator fit testing • Conduct school lockdown and fire drills throughout the year • Review and revise school district health and safety plan; implement related training as required 	<ul style="list-style-type: none"> • Implemented Health and Safety Committee training as required by BC WorkSafe regulations including: <ul style="list-style-type: none"> » new member training for site-based Health & Safety Committees » safety plan and related process training for principals, vice principals, and managers » training on conducting a site-based risk assessment » trained principals, vice principals, and managers on work refusal process and procedures • Facilitated or coordinated specialized training or certifications such as occupational first aid certification, Crisis Prevention Institute (CPI) training, and Workplace Hazardous Materials Information System (WHMIS) training • Coordinated training for a number of staff to attend Mental Health First Aid training and act as ambassadors at their site to support mental health wellness with their colleagues • Sponsored partner group executive members to participate in Mental Health First Aid training • Provided immunization clinics for staff for hepatitis and seasonal flu vaccines • Coordinated testing for hearing protection and respirator fit testing • Conducted school lock down and fire drills throughout the year

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Foster leadership development, training, and mentorship throughout the school district	<ul style="list-style-type: none"> Continue to work with CUPE to develop job-specific training for upcoming non-instructional days Work in collaboration with child and youth care workers (CYCW) leadership and committee to enhance orientation of CYCWs into district roles, including job shadowing and peer mentorship program Working with CYCW leadership and employee sub-committees, facilitate and support the development of a Child & Youth Care Worker Best Practices Handbook Work with the district's clerical committee to improve upon practices, skill development, develop a mentorship process, and build consistency with the work clerical staff perform Provided special topics or specialized training for principals, vice principals, and managers in the areas of: <ul style="list-style-type: none"> » Family Custody Matters » Human Resources 101 Develop a district leadership program focusing on the critical non-educational aspects of leading and managing a school or department, including training specific to human resources, fiscal management, procurement, communications, etc. 	<ul style="list-style-type: none"> Engaged in yearly planning cycle for support staff learning opportunities during non-instructional days in collaboration with CUPE, identifying job-specific training for all support staff work groups Participated in the elementary clerical committee to support and enhance clerical services within our schools Implemented enhanced clerical transition time for training new clerical employees to support the clerical function within schools Provided special topics training for principals, vice principals and managers in the areas of: <ul style="list-style-type: none"> » Conducting Student Investigations » Stress Management Strategies » Art of Assertion: Achieving Presence While Preserving Relationship » The Skill of Reframing: How Cutting-Edge Leaders Think » Mandatory Health & Safety related training
Develop or revise and implement Human Resource related Board policy and procedures	<ul style="list-style-type: none"> Develop new or revise existing HR related district policies including: <ul style="list-style-type: none"> » Safe Driving Policy & Procedures » Substance Abuse Policy/Cannabis in the Workplace » Code of Conduct Policy 	<ul style="list-style-type: none"> Reviewed policy and provided district-wide refresher training for all staff on the district's Workplace Discrimination or Bullying and Harassment Policy and Procedures
Apply a continuous improvement culture within the Human Resources Department and maximize the utilization of technology to deliver Human Resource services	<ul style="list-style-type: none"> Transition Human Resource Information System (HRIS) to web-based platform (Atrieve Web) Implement PowerBI and develop effective reporting to utilize HR information system data strategically Continue to scan HR records to archive electronically for efficient and effective access to historical information Provide PowerSchool (HR information system) and PowerBI training to HR staff to enhance technical skills Implement Employee Information Extract module from PowerSchool to support the information sharing of new/terminated employees or employee movement to support services departments (IT, maintenance, purchasing, finance) Develop a new school year start-up checklist and discussion points for managers and principals on specific HR related matters to be addressed and/or discussed with all staff for example: <ul style="list-style-type: none"> » HR policy review with staff » Health & Safety procedures/protocols » <i>New to Your School</i> new employee orientation » Staffing processes » Remedy processes 	<ul style="list-style-type: none"> Modified PowerSchool's Health and Safety module to further support employee submission of WorkSafeBC electronically Partnered with Education, IT, Finance, Purchasing and Payroll to monitor the remedy calculator to support teacher remedy selection and access to resources (ongoing)

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Utilize human resource metrics to measure operational efficiency and effectiveness in order to plan for and support our school district's operational needs	<ul style="list-style-type: none"> Review of the current performance review tool and implement any changes to the models Support the assistant superintendents and managers with conducting annual performance reviews for all excluded staff to comply with Public Sector Employers' Council (PSEC) compensation requirements Review current performance review framework and modify where necessary Continue to pilot the professional growth planning process for teachers Review and revise HR Procedure Manual Review HR related items on the internet and intranet to ensure relevant and current 	<ul style="list-style-type: none"> Reviewed survey feedback from new employees to celebrate successes as an employer and implemented initiatives to improve the needs of new employees as common themes emerge from the feedback Initiated annual performance feedback and goal planning process for exempt staff, principals and vice principals including a tracking system within PowerSchool Continued to collaborate with the MRTA to engage and support teachers in the professional growth planning process.
Continue to grow our human resource expertise within our HR department and our school district staff	<ul style="list-style-type: none"> Organize and host special topics sessions for administrators and managers to support leadership development including mandatory health & safety training for managers Provide new managers and administrators with HR 101 education sessions Create opportunities both within HR and across the organization for skills development in mental health awareness and support Continue to meet with HR staff to plan for professional growth opportunities as a team or individually to increase capacity and competency 	<ul style="list-style-type: none"> Developed exempt job descriptions for newly established positions Developed job descriptions for principal and vice principal positions that have cross district responsibilities Organize and host special topic educational sessions for administrators and managers to support leadership development Met with HR staff to conduct annual performance reviews to identify and recognize their contributions and strengths, and also identify areas of growth and training plans to support their individual professional growth Facilitated training for the Human Resources department to attend Mental Health First Aid training

Background

The Information Technology department of the Maple Ridge - Pitt Meadows School District is focused on providing students, teachers, and staff with technology resources that support the district's vision, which is for every individual to feel valued and for all learners to reach their potential.

Operational Plan

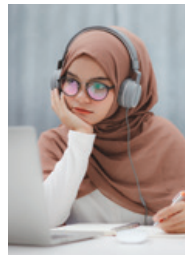
Our vision is to effectively support the school district by maintaining stable technology resources and services; continually exploring and effectively implementing new technologies and online services that will enhance teaching and learning; and safeguarding the security and continuity of the business process.

Key Strategies

- Coordinate the implementation of effective and efficient information management practices within the district
- Identify the needs of district IT service users, and translate those into priority IT initiatives
- Fully leverage current information technology investments
- Continue to secure the district's information and infrastructure systems

Operational Plan

- ☐ Ensure that the IT infrastructure is stable and reliable, supporting both education and business functions
- ☐ Ensure business continuity and continuity of instruction by developing and implementing IT continuity plans and disaster recovery plans and by implementing best practices for securing IT infrastructure and data
- ☐ Ensure that district IT service users fully adopt and utilize current information technology and systems
- ☐ Build capacity through targeted professional development and cross-training to develop and implement succession plans for critical positions
- ☐ Ensure that current information technology investments are fully utilized by staff
- ☐ Ensure that IT policies and investments are aligned with educational priorities and support innovative educational practices
- ☐ Support the implementation of effective and efficient information management practices and systems that better serve our staff, schools, parents, and students
- ☐ Continue to effectively represent the school district perspective to provincial partners on IT-related provincial initiatives



Information Technology Leadership Team Contacts

David Vanderugten
Assistant Superintendent
604 466 6218

Russ Reid
Manager, Information Technology
604 466 6244

Keith Kiraly
Project Manager
604 466 6223

Matthew Froelich
Systems Analyst
604 466 6288

Trevor Osborne
Systems Analyst
604 466 4235

Allan John
Systems Analyst
604 466 6252

Achieving our vision through:

- Working with our teaching community to effectively leverage technology to support teaching and learning
- Efficiently using our IT resources and expertise
- Improving communication between IT and our school district communities

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Ensure that the IT infrastructure is stable and reliable supporting both education and business functions	<ul style="list-style-type: none"> • Increase system stability and enhance staff experiences with mobile devices to effectively integrate telephony into our infrastructure • Continue to upgrade IT infrastructure in order to maintain a stable wired and wireless infrastructure • Continue to improve wired and wireless network monitoring and troubleshooting • Ongoing replacement of aging infrastructure hardware and staff computing hardware as part of the evergreen refresh cycle • Continue to improve our infrastructure monitoring systems to avoid business impacting outages and slowdowns • Continue focusing on schools with analog phone systems as a priority to onboard them into the Skype Enterprise Voice infrastructure (plan to complete 10 schools next fiscal year) • Continue roll out of new wireless system to all schools • Initiate a process to comprehensively review and update the school district IT Plan 	<ul style="list-style-type: none"> • Improved system stability, call quality, and availability by moving the existing Skype Enterprise Voice infrastructure from its virtualized deployment to a physical infrastructure, and by upgrading all older Lync mediation servers • Started a phased deployment of new Polycom Skype certified phones replacing the existing phones. District Education Office and school offices have been completed, classroom phones will be replaced in the next deployment phase • Decommissioned end-of-life servers and services • Replaced core switches at each site to integrate into unified monitoring system • Integrated switch monitoring into existing Wi-Fi monitoring systems • Replaced aging servers as part of the evergreen refresh cycle • Rolled out the new wireless system to one high school and six elementary schools • Migrated to new Exchange 2019 management server farm • Built out new database servers to better support the growing data requirements of the district
Ensure business continuity and continuity of instruction by developing and implementing IT continuity plans and disaster recovery plans; and by implementing best practices for securing IT infrastructure and data	<ul style="list-style-type: none"> • Ensuring through enterprise backup and offsite/disaster recovery replication that SD42 services are available in the event of an emergency • Clearly identify risks to operations and develop contingency plans • Maintain data integrity within the school district • Continue to secure the district infrastructure from internal and external threats utilizing industry standard best practices and yearly external IT security audits • Action the IT Security Assessment recommendations based on priority and available resources • Assess off-site hosting solution offered for PowerSchool to ensure continuity of business systems 	<ul style="list-style-type: none"> • Scheduled risk assessments meetings that help proactively identify risks, develop contingency plans, remediate, and re-assess • Conducted an IT Security Assessment in the Spring of 2020 and the department will be actioning the recommendations based on priority and available resources • Continuing the work of assigning workloads to appropriate disaster recovery sites • Deployed an enterprise backup and recovery solution that decreases existing complexities • Continued to enhance our disaster recovery and business continuity practices • Setting up a secondary replication of our backups to the Azure cloud • Set up Azure cloud infrastructure for deployment of backups and secondary server failover • Ongoing patching of firewall rules and security settings to ensure appropriate access inside and outside the organization • Ongoing refinement of SPAM and phishing email filters to protect staff and students from cyber attacks • Review of department procedures • Leveraging the existing Microsoft agreement to deploy O365 security and compliance features to protect email and cloud file shares • Ongoing refining of high-profile accounts access with strong passwords and secured access • Followed best practices related to data reliability and trustworthiness throughout its life cycle by keeping data clean, while catching and correcting errors early in the life cycle • Continued the practice of input validation, data validation, and duplicate removals • Followed industry standard data backup processes to ensure data integrity • Follow data security best practices • Audit access to file shares and department groups

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Ensure that district IT service users fully adopt and utilize current information technology and systems	<ul style="list-style-type: none"> • Work with district helping teachers, Apple, and Microsoft to train staff on the use of assistive technologies and content creation • Continue to provide FIPPA compliant platforms for staff • Continue to work with HR software vendor to provide Business Intelligence tools and training to our staff • Continue to provide cloud service learning opportunities for all staff • Continue to enhance and support the two district digital portfolio platforms 	<ul style="list-style-type: none"> • Supported staff on utilizing cloud services and software office tools • Continued to support the development of MyPortfolio and MyBluePrint • Ongoing work with our HelpDesk Software provider to enhance the support services that we provide to our staff • Ongoing, appropriate migrations of department and school data shares to Office365 • Deployed MS Teams, Zoom, and other district-supported platforms out to teaching staff to support remote learners • Worked with the privacy team to ensure that district platforms meet provincial privacy requirements
Build capacity through targeted professional development and cross-training to develop and implement succession plans for critical positions	<ul style="list-style-type: none"> • Support professional growth planning and performance management • Develop and implement succession plans for all critical positions • Ensure staff have the necessary technology and expertise to properly perform their jobs 	<ul style="list-style-type: none"> • Conduct annual performance reviews and engage staff on their professional growth plans • Continue to cross-train critical positions • Maintain the documentation of systems and procedures • Continue to build capacity through targeted professional development
Ensure that current information technology investments are fully utilized by staff	<ul style="list-style-type: none"> • Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base • Increase district awareness of the IT website and knowledge base • Increase communication about IT initiatives and training opportunities • Explore self-help options within new HelpDesk solution 	<ul style="list-style-type: none"> • Provide optional after-school learning sessions for staff on IT tools and services • Continue to improve the IT website and update the self-learning content to reflect the latest software updates and changes made • Direct staff to the IT knowledge base to enable self-help support • Continue to refine end user change-management process to ensure end user awareness of when and what changes are to happen
Ensure that IT policies and investments are aligned with educational priorities and support innovative educational practices	<ul style="list-style-type: none"> • Work with all education stakeholders to continue to support innovative instructional practices • Continue to support staff on utilizing cloud services to enhance online collaboration between all learners in the district • Continue to support staff on the use of digital portfolios to support the district's innovative reporting model • Continue to explore and support the use of 3D printers to enhance the Applied Design, Skills, and Technologies (ADST) curriculum across the district • Continue to support the Grade 6/7 district wide Inquiry Program that develops critical thinking skills crucial to a student's future success • Continue to update the district's internet security and healthy use of technology website https://success.sd42.ca 	<ul style="list-style-type: none"> • Created ongoing staff training opportunities and resources to support the adoption of cloud services in the classroom • The district has supported over 600 teachers with their transition to utilizing a digital portfolio for their assessment and reporting practices • The IT department continues to work with the Educational Technology Advisory Committee to explore how 3D printers can enhance the Applied Design, Skills, and Technologies (ADST) curriculum • Supported an online training environment created by our district helping teachers to enhance teacher inquiry learning pedagogy skills • Worked with the district helping teacher to provide learning resources on internet security and healthy use of technology

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Support the implementation of effective and efficient information management practices and systems that better serve our staff, schools, parents, and students	<ul style="list-style-type: none"> • In consultation with other departments, educational partners, and working groups, deploy projects that align with the district's strategic plan and enhance the efficiency of the district • Identify the education and business needs of the district and implement new modules and features to the Parent Portal • Enhance the MyCalculator application to support the remedy requirements of the district • Continue to rewrite the core Parent Portal systems to create a more mobile friendly and responsive framework • Work with all departments to ensure that staff have the needed data to make the best decisions possible • Work with department stakeholders to continue to support innovative practices • Continued engagement with the Educational Advisory and Business Advisory committees will ensure that information technology projects will align with the district and school goals and the IT Strategic Plan • Continue to streamline and automate existing processes for efficiency 	<ul style="list-style-type: none"> • Finalizing the redesigned registration module on the Parent Portal to allow flexible registration for all programs and grades without minimizing existing capabilities that are available for kindergarten and Grade 8 registration • Built a secure document upload module to collect the supporting documents required for kindergarten registration in a COVID-19 context • Made the elementary composition report available to secondary administrators and counsellors • Developed a Parent Portal Performance Standards Grade 8 Student Dashboard for secondary schools to better track at risk learners • Transportation (bussing) module improvements in the Parent Portal • Started the rewrite of the Parent Portal core systems to create a more responsive framework to allow greater flexibility and friendlier mobile experience • Enhanced existing Parent Portal Performance Standards student data reports to track at risk learners K-8 • Modified the MyCalculator application to support the quarter system and provide the necessary Ministry of Education reports • Implemented a new cloud-based password reset tool • Implemented new cloud-based authentication services • Worked with the maintenance department to consolidate requirements for one HelpDesk solution that would serve both departments • Worked with the procurement department on the setup and integration of Amazon Business services in the district • Continue to work with the Education Technology Committee to focus on reviewing and providing advice to senior staff regarding current IT plans and new IT projects and initiatives specific to education/schools and student/staff use of technology to support teaching and learning • Start work with the Business Technology Committee with a focus on reviewing and providing advice to senior staff regarding IT plans and new IT projects and initiatives specific to the district business units • Worked with finance, HR, and payroll, rolled out new PowerSchool PowerBI project that will provide better data visualization using Microsoft Power Bi data analytics • Continue to roll out identified Helpdesk service improvements • Piloted new wireless on-boarding to simplify and enhance staff and student experience • Ongoing migration of on-premise workloads to Microsoft Cloud (Office365 and Azure)

Continued on next page...

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2020
Continue to effectively represent the school district perspective to provincial partners on IT-related provincial initiatives	<ul style="list-style-type: none"> Both the MyEdBC and IT infrastructure team will continue to maintain a strong relationship with the provincial government team, supporting, and providing feedback on the different current and future IT projects Continue to provide provincial leadership at the MyEdBC Student Learning Committee and the BC Service Management Council (SMC) 	<ul style="list-style-type: none"> Ongoing participation in monthly meetings with provincial and ministry security teams to stay ahead of new technology security vulnerabilities MyEdBC team was actively engaged with the provincial team on the modifications to MyEdBC and provided continuous feedback through the available channels Working with the Ministry of Education as part of a pilot group on a new project with the goal of improving the safety, effectiveness, and efficiency of the provincial Next Generation Network (NGN) Assistant superintendent in charge of IT and chair of the MyEdBC Provincial Student Learning Committee led the implementation of a provincial wide Annual ELL Instructional Plan (AIP) module in MyEdBC The MyEdBC team and assistant superintendent in charge of IT led the implementation of a new province-wide MyEdBC field set to better track Ministry of Children and Family Development children in care across the province Ongoing participation in monthly meetings with other districts to identify common areas of concern and share best practices



ITEM 6

To: **Board of Education**

From: Superintendent
Harry Dhillon

Re: **SUPERINTENDENT'S UPDATE**

Date: March 10, 2021
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 7

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **BC SCHOOL TRUSTEES ASSOCIATION:**
PROVINCIAL COUNCIL

Date: March 10, 2021
(Public Board Meeting)

Information

Attached find a synopsis of the BCSTA Provincial Council meeting that was held virtually in February 2021.

The next Provincial Council meeting is scheduled for October 2021.

Attachment

Februaury 2021

SYNOPSIS

BCSTA Provincial Council Summary

This is a summary of the February 2021 Provincial Council (PC) meeting, which took place on Zoom in accordance with BCSTA's social distancing protocol during the COVID-19 pandemic. Draft minutes are available [here](#). Contact Gordon Li at gli@bcsta.org for more details.

President's Report

President Stephanie Higginson welcomed attendees and shared updates on COVID-19, motions from October's PC meeting, and creating a district reserves policy. Read the report [here](#).

CEO's Report

Sylvia Russell thanked BCSTA staff for their excellent support. She also spoke with appreciation for the passion, leadership and hard work of the president, vice-president and directors. The association has provided important, balanced leadership during the pandemic and the involvement of BCSTA representatives on the provincial steering committees has been invaluable.

Sylvia spoke briefly to the importance of following the advice of the local Medical Health Officer regarding health and safety matters.

Board chairs will be receiving a survey regarding "surplus/reserves." This is to support the development of strong provincial policy and direction about the purpose of surplus/reserves.

BCSTA is in the process of developing a number of excellent position papers, including a draft paper which sets out conditions to improve planning for school opening in September 2021, based on feedback provided by trustees this past fall

CSBA Report

Vice-President Carolyn Broady delivered a report on the activity of the Canadian School Boards Association (CSBA), including updates on the COVID-19 crisis and school board advocacy across Canada. Read her report [here](#).

Finance & Audit Committee Report

The Finance and Audit Committee presented the draft 2021/2022 budget. Feedback can be sent to jolstead@bcsta.org. Read the full report [here](#).

Legislative Committee Report

The committee examines motions submitted to PC. Ryan Painter delivered a verbal report to the council, which can be read [here](#).

IEC Report

Dana Moraes, Indigenous Education Committee Co-Chair, delivered the committee's report including a new resources guide and upcoming call-out questions to members. Download the report [here](#).

Professional Learning Committee Report

Leah Ward, PLC Chair, delivered the committee's report focusing on plans for AGM. Download the report [here](#).

Disposition of Motions

The following motions were carried by PC:

- 9.1 That BCSTA request the Ministry of Education increase Distributed Learning funding to the standard per full time equivalent (FTE) funding level. Carried.
- 9.2 That BCSTA request the Ministry of Health assign high priority to the vaccination of workers in the public education sector when the COVID-19 vaccine becomes available as described in the February 19th update to the Covid 19 Immunization Plan which states "Note: Once additional vaccines are approved and become available, people between the ages of 18 and 64 who are front-line essential workers or work in specific workplaces or industries may be included in the later part of Phase 3." Carried as amended.
- 9.3 That BCSTA urge provincial and local health authorities to provide better communications around how safe schools are in regard to COVID-19 and make this information available to families and staff on a variety of platforms and languages. Carried as amended.

Download the full disposition of motions [here](#).



ITEM 8

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **BC SCHOOL TRUSTEES ASSOCIATION:**
FRASER VALLEY BRANCH

Date: March 10, 2021
(Public Board Meeting)

Information

Date of meeting: February 25, 2021

Items discussed:

- Annual Branch Elections:
 - President: Shelley Carter, School District No. 75
 - Vice-President: David Swankey, School District No. 33
 - Secretary: Freddie Latham, School District No. 34
 - Professional Learning Committee Representative: Pascale Shaw, School District No. 42
- AGM motions: review of BCSTA AGM motions submitted by Branch boards of education. They included: food security; framework for enhanced learning reporting order; transportation; timing of BCSTA academy and AGM and FNESC conference; red light runners.
- Reports from: Professional Learning Committee representative, BCSTA Board of Directors, BCPSEA Board of Directors, Indigenous Education Committee.
- Roundtable on anti-racism work being undertaken by districts.

Date of next meeting: April 2021 at the BCSTA Annual General Meeting



ITEM 9

To: **Board of Education**

From: Trustee
Colette Trudeau

Re: **BC SCHOOL TRUSTEES ASSOCIATION:**
INDIGENOUS EDUCATION
COMMITTEE

Date: March 10, 2021
(Public Board Meeting)

Information

Attached find a synopsis of the BCSTA Indigenous Education Committee meeting that was held virtually on February 18, 2021.

Attachment

INDIGENOUS EDUCATION COMMITTEE

REPORT

18 February, 2021

IEC Activity Report

The Indigenous Education Committee (IEC) most recently met on February 18, 2021 via Zoom video.

The committee received approval from BCSTA's Board of Directors to have the association provide funds for a consultant to create a resource guide relating to the BCTEA agreement. BCSTA has hired Anne Cooper of AZ Cooper Consulting to work on this project. Anne is also a retired superintendent.

The IEC sub-committee provided a progress update on a publication being created in collaboration with Anne Cooper. This resource will be a five part resource and is intended to be distributed monthly. The five documents will ultimately be combined into one comprehensive resource for future reference that also aligns with BCSTA's strategic plan.

The committee highlighted the importance of working closely with the Professional Learning Committee and collaboration at future joint committee meetings. The committee discussed the significance and the need of incorporating Indigenous culture and traditions at future BCSTA events.

It was also decided that the IEC will not alter or add additional "Call Out Questions." This will assist the committee to determine how much progress is being made promoting the awareness of the BCTEA and UNDRIP agreements.

Members of the committee also discussed the importance of meeting more frequently via video and decided to meet again next month in March.

Call Out Questions

The IEC will again deliver the "Call Out Questions" by way of an online survey available via BCSTA's Weekly newsletter and encourage member boards to participate. The questions are:

1. When did you first hear about the BCTEA?
2. What, if anything, are you aware of that is being implemented in your district because of the BCTEA?
3. Are you familiar with UNDRIP (The United Nations Declaration for Indigenous People), Bill 41? Yes/No
4. If Yes to question 3, can you share anything about how the declaration has changed your outlook and/or the outlook of your district?

Committee Members:

Non-Voting Elder:

- Joe Thorne / SD79 (Cowichan Valley)

Co-Chairs:

- Rebecca Barley / SD48 (Sea to Sky)
- Dana Moraes / SD50 (Haida Gwaii)

Members:

- John Chenoweth / SD58 (Nicola-Similkameen)
- Jane Fearing / SD6 (Rocky Mountain)
- Janet Fraser / SD39 (Vancouver)
- Tony Goulet / SD28 (Quesnel)
- Nancy Rempel / SD74 (Gold Trail)
- Colette Trudeau / SD42 (Maple Ridge-Pitt Meadows)

BCSTA Board Representative

- Donna Sargent / SD38 (Richmond)



ITEM 10

To: **Board of Education**

From: Trustee
Pascale Shaw

Re: **BC SCHOOL TRUSTEES ASSOCIATION:**
PROFESSIONAL LEARNING
COMMITTEE

Date: March 10, 2021
(Public Board Meeting)

Information

Date of the meeting: March 3, 2021

Items discussed:

- Upcoming Annual General Meeting (AGM) and Professional Learning Committee (PLC) role:
 - updates on training session that will be made available to all trustees to learn about how to vote at the upcoming AGM.
- Questions and wishes for PLC:
 - discuss some of the questions received for the upcoming AGM;
 - share some feedback received regarding what trustees would like to see in future learning opportunities.
- Discussion about a handbook or “Map” of PLC for newcomers:
 - understand the roles and purpose of PLC members.

For Trustees: Please watch for upcoming information on dates and times available for a short training session on how to vote at the upcoming AGM. Many different dates and times are available to ensure all Trustees will be able to fit a short training session it into their busy lives.

Date of next meeting: Two meetings prior to AGM – dates and times to be announced.



ITEM 11

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **DISTRICT PARENT ADVISORY
COUNCIL**

Date: March 10, 2021
(Public Board Meeting)

Information

Date of meeting: February 18, 2021

Items discussed:

Chris Sandve, Vice Chairperson, chaired the meeting.

Reports from:

- Superintendent – update on the policies and registration process for kindergarten, grade 8, and new families. The Superintendent also spoke about the expected increase in enrollment.
- Trustee Carreras – update from February 17, 2021 board meeting included: correspondence of interest; motions passed re: non-resident fees, amended budget, and BAA courses; and enrollment projects. Trustee Carreras also gave an update on the school district's strategic facilities plan, annual capital plan submission timeline, and upcoming preliminary budget engagement opportunities. Trustee Carreras thanked parents for their role in helping the school district keep school safe.
- Martin Dmitrieff, MRTA – review of the strong collaboration between the school district and employee groups on the implementation of the health and safety guidelines; budget input to date; and supporting complex learners.
- CUPE (email update) – anti-racism conference and recycling in schools.
- Treasurer:
 - new business – update on cleaning protocols – if parents have questions or concerns, they should reach out to their school principal;
 - resolution for BCCPAC on Foundation Skills Assessment;
 - school PAC representative roundtable.

Date of next meeting: March 11, 2021

**ITEM 12**

To: **Board of Education**

From: Trustee
Pascale Shaw

Re: **MUNICIPAL ADVISORY COMMITTEE
ON ACCESSIBILITY AND INCLUSION
(MACAI)**

Date: March 10, 2021
(Public Board Meeting)

Information

Date of the meeting: February 18, 2021

Items discussed:

- Advisory overview - the first meeting of the committee is usually one where the committee roles and members responsibilities are reviewed;
- Housing needs report was shared;
- Chair and vice chair selection;
- 2021 MACAI award update - video created for the 2021 MACAI awards was shared. It was very well done and showcased the winners. Discussion on who could create the video and if members of our community could be involved in this project.

Date of next meeting: April 15, 2021



ITEM 13

To: **Board of Education**

From: Trustee
Katie Sullivan

Re: **MAPLE RIDGE-PITT MEADOWS ARTS
COUNCIL**

Date: March 10, 2021
(Public Board Meeting)

Information

Date of meeting: February 22, 2021

Items discussed:

1. Re-Start Planning/Staffing:

- Casual tech and event services crew have been brought back to facilitate film shoots and other rentals;
- The Alliance for Arts, an industry advocacy group, has begun direct interactions with Dr. Henry's office to help shape what the re-opening for arts groups could look like.

2. Programs

Arts Learning Programs:

- Programs are going well;
- Spring Break and Spring Term registration opened February 16;
- Drop-in programs – February artbar cancelled due to low registration. March artbar going ahead;
- Open studio restarted in February.

School Programs:

- Homeschool programs; winter programs, including an art history course for 15 homeschool high school aged students, are continuing;
- Cyberschool partnership continued with two Grade 6/7 classes from Alouette Elementary, participating in a 3-part workshop on ceramics and drama;
- Art Gallery School Tours – 2 classes from Alouette Elementary scheduled; 1 completed, next one in March. Working on live-streamed delivery pilot for this;
- Kanaka Creek Elementary has booked 5 classes in for the ceramics and drama program in June.
- Pro-d Day on May 12, 2021. The school district will advertise this one month before. No bookings yet.

3. Theatres/ACT presents:

- Fusion Force, a dance school, received permission from Fraser Health to go forward with their videotaped activity at the ACT. Starting to get requests from other dance schools to rent;
- Multi-day film shoots have picked up again. One booked for March;
- 2021-22 ACT presents season in progress, but nothing confirmed until know what capacity will permitted.

4. Visual Art/Gallery

- Gallery access increased to 5 days a week;
- The pop-up shop will be extended to March 31. Assessing the pop-up shop and whether to return to in-house management.

Preliminary planning has begun for Arts Council 50th anniversary this year.

Community Events – Canada Day 2021 meetings are in progress with the City.

Awards Committee being formed.

Date of next meeting: March 29, 2021



ITEM 14

To: **Board of Education**

From: Trustee
Pascale Shaw

Re: **CITY OF MAPLE RIDGE**
TRANSPORTATION ADVISORY

Date: March 10, 2021
(Public Board Meeting)

Information

Date of the meeting: February 24, 2021

Items discussed:

- Advisory committee overview – review of the structure and purpose;
- 2021 Transportation Capital Projects Map – informative walk through projects coming up;
- Selection of new chair and vice chair;
- Update on Active Transportation for Schools Task Force - as the timeline for the Task Force has expired, an extension was requested. An extra meeting will be scheduled to further explore what steps need to be taken to either form a new task force or request new dates to complete the work.

Date of next meeting: To be announced

**ITEM 15****RECORD**

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed; and (b) the general nature of decisions resolved at the following meetings from which persons other than Trustees or officers of the Board, or both were excluded:

January 27, 2021 Special Closed

Call to Order
Motion of Exclusion
Approval of Agenda
Decision Item
Adjournment

Meeting called to order at 2:47 p.m.
Approved
Approved as circulated
Approved
Meeting adjourned at 3:14 p.m.

January 27, 2021 Closed

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

Meeting called to order at 3:16 p.m.
Approved
Approved as amended
Approved as circulated
Approved
Received
Received
Approved
Received
Received
Received
Received
Meeting adjourned at 4:36 p.m.