

Wednesday, May 29, 2013
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

“To every man there comes a time in his lifetime, that special moment when he is figuratively tapped on the shoulder and offered that special chance to do a very special thing, unique to him and fitted to his talents” ~ Winston Churchill

A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
 - i. Darrel Ganzert, Chairperson – SD20 (Kootenay-Columbia)
 - ii. Mel Joy, Chairperson – SD8 (Kootenay Lake)
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

B – CONFIRMATION OF MINUTES

1. May 8, 2013 ITEM 2

C – PRESENTATIONS

1. District Partnership Programs – Ron Lancaster ITEM 3

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer
 - i. 2013-2014 Board of Education ITEM 4
Regular Public Board Meetings

2. Information Items
 - a) Superintendent of Schools
 - b) Deputy Superintendent
 - c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) 2012 - 2013 Finance
 - b) 2013 - 2014 Budget
2. Committee & Advisory Committee Reports
 - a) Aboriginal Education
 - b) Board Policy Development
 - i. Proposed Draft Policy 5400 Student Transportation ITEM 5
 - c) District Student Advisory
 - d) Education
 - e) French Immersion Advisory
 - f) Inclusive Education

J – QUESTION PERIOD

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

K – TRUSTEE REPORTS

1. BC School Trustees' Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory:
http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html
8. Tzu Chi Foundation
9. Youth Society
10. Other Board Liaison Representative Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business ITEM 6

L – OTHER BUSINESS

M – ADJOURNMENT

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: May 29, 2013
(Public Board Meeting)

Information/Decision

1. CALL TO ORDER

2. CORRESPONDENCE (Information Item)

1. Darrel Ganzert, Chairperson – SD20 (Kootenay-Columbia)
(Subject: Children's programs) – May 8, 2013
2. Melanie Joy, Chairperson – SD8 (Kootenay Lake)
(Subject: Fully Funded Wage Increases) – May 15, 2013

RECOMMENDATION

THAT the Board receive all correspondence for information.

Attachment

3. ORDERING OF AGENDA (Decision Item)

RECOMMENDATION:

THAT the Agenda be ordered as circulated.

4. Invitation for Public Input to matters on the Agenda



May 8, 2013

Honourable Don McRae
Minister of Education
PO Box 9045, Stn Prov Govt
Victoria, BC V8V 9E2

Honourable Minister:

re: Ministry of Education Letter No. 165825

The Board of Education of School District No. 20 (Kootenay-Columbia) wishes to commend your Ministry's initiative concerning the children's programs contained in your letter No. 165825.

Our Board shares your evaluation of the importance of these programs in providing "school-ready" children for our schools and for their provision of care for our children in the after school hours. Our District already supports several of these programs in the various schools and school buildings of our District.

We look forward to the passage of the proposed legislation contained in your letter and for the opportunity to work with your Ministry to further the provision of these valuable programs, both in our District and throughout our Province. We would hope that the legislation would also provide adequate funding to all districts in order for us to carry out this important work.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Ganzert', is written over a light blue horizontal line.

Darrel Ganzert
Board of Education Chairperson
School District No. 20 (Kootenay-Columbia)

pc: Trustees
Greg Luterbach, Superintendent of Schools
BC Boards of Education (via BCSTA)



School District No. 8 (Kootenay Lake)

Board Chair

570 Johnstone, Nelson, B.C. V1L 6J2

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May 15, 2013

Honourable Don McRae
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria BC V8W 9E2

Dear Honourable McRae:

RE: Fully Funded Wage Increases

The Kootenay Lake Board of Education passed the following motion at a previous Board meeting:

"A letter be written to the Minister of Education that the Government needs to fully fund wage increases."

The School District #8 Board wrote a letter to you dated December 18, 2012 stating that our District did not have the ability to find funds within our current budget to support wage increases. It was our expectation that our voice would be heard and our concerns would be brought to the Minister of Finance to demand that a review of the 2012 Cooperative Gains Mandate be undertaken for the K-12 Education Sector.

We believe our employees deserve a fair wage. We believe the process of developing the savings plans within Districts was flawed and unfair to Boards of Education. We believe the Ministry of Education should review the mandate with the Ministry of Finance to determine a compensation mandate that reflects our sector's challenges. As with our previous letter, we state again:

1. The K-12 sector cannot fund savings plans without reducing service levels;
2. A wage increase, even moderate as is suggested in the principles of the mandate, will incur large costs within the district and they cannot be found in a two month time frame. We budget within annual time frames and we would ask that you consider this when communicating out to Boards;
3. We expect to see a contribution from the Ministry of Education from within the Provincial budget to fund a fair wage increase to the employee's within the Education sector.

We are disappointed that the Ministry did not take any action when the voices of School Boards were loud and clear. We would like to point out that the threat of strike action is once again taking place within our School Districts and this action will definitely affect the service levels to our students. We request the Ministry of Education and BCPSEA to take action and approach the Minister of Finance and come back with a plan that is achievable and fair to our employee's.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mel Joy', with a stylized flourish at the end.

Mel Joy
Board Chair
mjoy@sd8.bc.ca

cc Board of Education
BCPSEA
BCSTA
All Boards of Education



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: May 29, 2013
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the May 8, 2013 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, May 8, 2013 (6:00 PM)
DEO Board Room**

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

ABSENT:

Trustee – Ken Clarkson

A. OPENING PROCEDURES

Call to Order

The meeting was called to order at 4:06 p.m.

The Chair welcomed and thanked everyone for attending the meeting.

1. Correspondence
 - No correspondence
2. Ordering of Agenda

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Agenda be ordered as circulated.

CARRIED

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

B. CONFIRMATION OF MINUTES

1. May 8, 2013 Public Board Meeting Minutes

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT the Minutes of the April 24, 2013 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

D. DELEGATIONS

E. CHAIR REPORT

F. DEFERRED ITEMS

G. TRUSTEE MOTIONS

H. CHIEF EXECUTIVE OFFICER'S REPORT**1. Decision Items**

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

Adoption of 2013/14 Preliminary Budget Bylaw

The Secretary Treasurer introduced the bylaw. On statement two a deficit is shown - this is the capital fund deficit and is permitted under the accounting practices order of the Ministry of Education.

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Annual Budget Bylaw of the Board for the Fiscal year 2013/14 be given three (3) readings at this meeting. (vote must be unanimous)

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) 2013/2014 Annual Budget Bylaw be:

Read a first time on the 8th day of May, 2013;

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) 2013/2014 Annual Budget Bylaw be:

Read a second time on the 8th day of May, 2013;

CARRIED

Moved: Trustee Rempel

Seconded: Trustee Nelson

THAT the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) 2013/2014 Annual Budget Bylaw be:

Read a third time, passed and adopted on the 8th day of May, 2013.

CARRIED**2. Information Items**

- a) Superintendent of Schools**

Carbon Neutral Action Report 2012

The Secretary Treasurer introduced the Report and referred trustees to the executive summary. It was confirmed that with limited resources, the School District needs to stage projects. The Provincial Government has allocated approximately \$10K for energy consultant work.

If a Board is able to make a business case to the Ministry of Education, for example, an investment that would be recovered over 10 years, the Ministry may grant borrowing authority for the Board to proceed with the project.

Clarification was made regarding recycling where it is done on a school by school basis. Often interest groups in the schools take it on.

The Board Chair opened the floor to questions.

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board receive the Superintendent and Secretary Treasurer's Carbon Neutral Action Report for information.

CARRIED

b) **Deputy Superintendent**

c) **Secretary Treasurer**

I. COMMITTEE BUSINESS

Financial Statements – Third Quarter

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the Board approve the third quarter financial statements.

CARRIED

French Immersion. Trustee Nelson reported on her recent meeting; celebrations shared included connections between PMSS, MRSS and feeder schools to maintain a French connection. Charlotte Diamond and other shows have been successful. Exchange students have arrived.

J. QUESTION PERIOD

K. TRUSTEE REPORTS

BCSTA. The Board Chair reported on the recent Annual General Meeting. Teresa Rezansoff is the new President; Gordon Swan is new Vice-President. BCSTA plays an important role with Government. This Board appreciates the leadership BCSTA has been offering.

DPAC. Nelson reported on the informative meeting held at Garibaldi Secondary School.

The Board Chair reported on the successful all-candidates meeting held at THSS thanking DPAC representatives and Trustee Marshall for organizing the event.

The Board Chair attended the BC Recreation and Parks Association meeting where sessions were held on playground designs focusing on the importance of play.

Ridge Meadows Education Foundation. Tomorrow is the first annual customer appreciation hot dog day event for Marks' Work Warehouse. Representatives from RMEF, caring place and the community services council will be serving hot dogs between 11am -7pm. All proceeds will go to support the brown bag lunches.

Social Planning Advisory Committee. Trustee Nelson reported the RCMP focused on strategic planning. Child safety was highlighted.

Tzu Chi Foundation. Trustee Rempel reminded the Board of the upcoming celebration on May 23rd at 3:30pm at Connex.

Good News Items

Golden Ears Elementary – Trustee Carr attended Music Monday adding the district is lucky to have a music program at the school with special thanks to Jennifer Hansen who uploads performance dates on the school website.

District Cross Country – held last week at Albion Sports Fields - well attended and thanked staff for providing safety in parking lot.

Trustee Carr thanked Trustee Marshall for co-organizing the all-candidates meeting with DPAC on behalf of the Board. It was estimated 65 to 80 members of the public attended. The Board wished to publicly thanked DPAC Chair Kellie Marquet for co-organizing and Ian Strong for moderating.

Trustee Rempel reported on the successful GSS grade 10 Interview Fair.

20 Year Appreciation Event – Trustee Palis thanked Lena Frend for the successful event at GSS.

The Board Chair commended the successful inspirational performer, Terry Kelly who attended Highland Park. The message was ‘you can do anything’. It was suggested everyone watch the video for “Pittance of Time” which Mr. Kelly recorded for Remembrance Day services of past.

L. OTHER BUSINESS

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the meeting of the Board be adjourned at 4:40 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **2013-2014 BOARD OF EDUCATION
REGULAR PUBLIC BOARD MEETINGS**

Date: May 29, 2013
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

PUBLIC SCHOOL BOARD MEETING DATES:

In accordance with Policy 2400: School Board Meeting Proceedings, the following schedule is proposed for the 2013/14 School Board meeting dates:

September	11, 25	February	12, 26
October	9, 30	March	12
November	13, 27	April	9, 30
December	11	May	14, 28
January	8, 29	June	11, 25

In light of timing between Winter Break, the return to school and the date of the first Board meeting, it is proposed to amend the schedule of Board meetings by changing the January 8, 2014 Board meeting date to January 15, 2014.

RECOMMENDATION:

THAT the Board adopt the following regular Public Board meeting schedule for 2013/14:

September	11, 25	February	12, 26
October	9, 30	March	12
November	13, 27	April	9, 30
December	11	May	14, 28
January	15, 29	June	11, 25



To: Board of Education

From: Board Policy
Development Committee

Re: **PROPOSED DRAFT POLICY:**
5400 STUDENT TRANSPORTATION

Date: May 29, 2013
(Public Board Meeting)

Information

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

5400: Student Transportation Services – Contracted Services
5400.1: Student Transportation Services – Contracted Services (*Procedure*)

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy and procedure before they are again presented to the Board for approval on June 12, 2013.

RECOMMENDATION:

THAT the Board receive for information and continuation with the consultation process: policy 5400 Student Transportation Services – Contracted Services and procedure 5400.1 Student Transportation Services – Contracted Services.

Attachments

SD 42 POLICY: 5400

STUDENT TRANSPORTATION

1. PHILOSOPHY

The Board of Education (“Board”) believes that it is their responsibility to ensure that appropriate student transportation is provided for eligible students to their catchment area school.

2. AUTHORITY

The day to day administration and enforcement of this Policy rests with the Manager of Transportation as authorized by the Board.

Eligible Students

Students are eligible if they live further than the walk limit to their catchment area school.

- a) Primary Students (Grades K – 3) walk limit of 4 kilometers.
- b) All Other Students (Grades 4 – 12) walk limit of 4.8 kilometers.
- c) Students with special needs (Ministry categories: A - Physically Dependent; B – Deafblind; C - Moderate to Profound Intellectual Disability; D - Physical Disability or Chronic Health Impairment; E - Visual Impairment; F - Deaf or Hard of Hearing; G - Autism Spectrum Disorder):
 - i. who live within the catchment area for their school but who are unable to independently walk to school or use public transportation.
 - ii. who are required by the District to attend a specialized program and are unable to walk to school or use public transportation.

Eligibility for Courtesy Rides

The Board, at its discretion, may provide bus service for ineligible students. The provision of additional bus service would be made after considering the following factors:

- The amount of available seating space on the bus;
- That there is no modification of the existing bus route;
- Distance from school on the basis that students who live furthest from the catchment school will have the greater priority;
- The age of the student on the basis that younger students will have the greater priority;
- Students who are out of catchment or out of district.

Parents or guardians, who obtain approval to transfer their children to a school other than the catchment area school, are responsible for providing their own transportation.

General Terms for School Bus Service

The Board recognizes that there is no requirement within the *School Act* to provide student school bus transportation service to and from school.

Buses will only run on public roads maintained by the Ministry of Highways or the Municipalities and will stop in the safest places regardless of possible inconvenience to individual students.

Bus transportation will not be provided when roads are unsafe due to poor weather or other conditions.

Parents will apply for transportation service for their children annually. Application forms in hard copy or on-line will be made available.

The Board acknowledges that certain information regarding the student is required to be available to the bus driver. Parents shall provide student's name, address, phone numbers, emergency contacts, and a description of conditions which may present a risk to their child or others in an emergency situation.

Transportation is provided from the stop nearest to an eligible student's home address. Transportation may be provided to the stop nearest to either a daycare provider or a family member at a residence different than their home address if designated by the parent or guardian only on an ongoing basis.

School Bus Discipline

The Board requires that Bus drivers maintain appropriate discipline on the buses.

The student discipline procedure is as follows:

If, in the opinion of the bus driver, a student has violated the rules of conduct and has failed to respond in an acceptable manner to verbal warnings, the driver will summarize the student's conduct in a written report (School Bus Discipline Report). The report will be given to the student for the parent to review and sign. A copy will be forwarded to the Transportation Manager and School Administrative Officer.

If the violations continue after the written warning a suspension of riding privileges may occur in consultation with the School Administrative Officer.

When a suspension is issued:

- The first suspension shall normally be two days, to take effect the day after the offense takes place.
- The second suspension shall normally be for a period of 5 days.
- The third suspension will normally be for the remainder of the school term (terms: September to December, January to March, April to June).
- The fourth suspension will result in a discontinuation of transportation services for whatever period of time is deemed necessary.

Transportation Assistance

The Board may provide assistance for transportation of eligible students who reside in the catchment area but outside of established bus routes. Rates will be reviewed on an annual basis by the Board.

APPROVED:

DRAFT

SD 42 PROCEDURE: 5400.1

STUDENT TRANSPORTATION

BACKGROUND

This Procedure was created for the purposes of clarifying the role and responsibilities of each of the participants involved with the provision of Contracted School Bus Transportation Services.

1. The Transportation Manager is Responsible for:
 - Implementing the Board's transportation policy.
 - Processing recommendations for transportation policy changes.
 - Monitoring performance of carriers (agencies having management responsibility for commercial motor vehicles) in terms of safety, efficiency, and reliability.
 - Maintaining liaison with the Ministry of Education, contractor, B.C. Transit, schools and carriers to resolve transportation problems.
 - Contracting bus services, planning routes, developing schedules and designing maps according to the needs of the Board.
 - Implementing the discipline procedure related to student behavior as described in Board policy.
 - Compliance with Ministry of Education requirements for collecting and reporting transportation related information.
2. School Administrative Officer Shall be Responsible for:
 - Supervision on school grounds of students utilizing transportation provided by the Board.
 - Providing a proper and safe environment for students to prepare themselves for passage. This will include providing sufficient time to dress and supervision and instruction while the student waits for the bus.
 - Responsible for student suspensions including suspensions related to inappropriate behaviour on the bus.
3. Parents are Responsible for:
 - Training their children in acceptable behaviour and safety.

- Ensuring their children are approved by the Board and the Contractor to ride the bus.
- Providing the following information to the contractor and the Board concerning their child:
 - a) School name.
 - b) Student's name, address, telephone number.
 - c) Name and telephone number of contact person where necessary. A description of any special physical conditions which the bus driver should be aware of in order to be able to provide appropriate care and attention to the child in emergency situations.
- Ensuring that children are suitably clothed to withstand weather extremes, taking special precautions during severely inclement weather to ensure that students are properly cared for until the bus arrives, and providing students with a responsible person to contact if the bus fails to arrive.
- Getting children to and from the pick-up and drop off point. The child is the responsibility of the parent until picked up and after being dropped off by the bus.
- Ensuring that children have a safe place to go when they leave the bus after school.
- Notifying the District's Transportation Manager and the contractor of any change in address or other condition which would impact transportation arrangements.
- Understanding that buses will only run on public roads maintained by the municipalities and/or the Ministry of Highways and buses will stop in the safest possible places regardless of possible inconvenience to individual students
- Understanding that the bus will not run when in the opinion of the driver, or carrier/contractor or superintendent, road conditions are such that it would be unsafe to do so.
- Understanding that bus stops will not normally be less than .8 km apart.
- Understanding that students will be expected to walk a reasonable distance to a bus stop and that this distance will not normally be greater than 2.4 km.
- Understanding that buses will not wait at bus stops later than the advertised departure times.
- Understanding that transportation to a school other than the catchment school is the responsibility of the student's parent or guardian, with the exception of those students assigned to District programs offered at locations other than the local school.
- Understanding that no school district is obliged to run a bus service.

4. Students are Responsible for:

- Getting to the designated pick up point a few minutes prior to the scheduled departure time.
- Behaving in a responsible manner at the bus stop, while on the bus and while boarding and exiting the bus.
- Remaining seated at all times when the school bus is in motion.
- Being aware that riding the bus is a privilege which may be revoked by the Board.
- Following the instructions of the driver.
- Being aware that the Board:
 - a) Expects that students will not stand, smoke, swear or create a disturbance while on the bus.
 - b) Believes that open school bus windows present a hazard and therefore the Board has decided that windows should only be opened in exceptional circumstances. Students must obtain permission from the driver in order to do so. If windows are open for the personal protection of the students the students will not extend their arms or heads out of the window.
 - c) Expects that students will not eat or drink while on the bus. Students will understand that they are not secured in place by seat belts and the bus does bounce and may stop suddenly without notice. Eating food or drinking from cans or other containers would be unsafe in these circumstances since students may choke, others may slip and fall on spilled food. The Board is required by Law to maintain the vehicle in a sanitary condition. Food spillage expands the problem and the associated cost.

5. The Driver is Responsible for:

- Transporting students to and from school safely, courteously and reliably.
- Following the route and schedule provided.
- Keeping discipline among students in the school bus in accordance with established guidelines.
- Using the School Bus Communication Report to record problems and advise the appropriate parties.
- Checking passengers every day to be assured that only authorized students are on the bus.
- Taking the student to the school or to the home stop once he/she has boarded the bus.
- Displaying the route number clearly on the right-hand side of the windshield.
- Completing route and ridership information forms as requested by the Board.
- Conducting school bus evacuation drills.

6. The Contracted Carriers are Responsible for but not limited to:

- The functional operation of the bus service.
- Operating routes according to schedules provided.
- Providing statistical information as required.
- Providing an effective driver training program.
- Ensuring that buses operate within the requirements of the law.
- Providing specialized equipment in accordance with the needs of the students.
- Providing overall system and driver management services.

APPROVED:

DRAFT



RECORD

2012-2013

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

May 8, 2013

Call to Order
Motion of Exclusion
Correspondence
Ordering of Agenda
Confirmation of Minutes – April 24, 2013
Chair Report
Superintendent Information Item
Secretary Treasurer Information Item
Committee Business
Question Period
Trustee Reports
Adjournment

Meeting called to order at 2:32 p.m.
Approved
Received for information
Approved as amended
Approved as amended
Approved
Received for information
Received for information

Adjourned at 3:26 p.m.