

Wednesday, November 15, 2017
Time: 6:00 p.m.

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

"Good schools, like good societies and good families, celebrate and cherish diversity." Deborah Meier

A G E N D A

A. OPENING PROCEDURES ITEM 1

1. Call to Order

B. ANNUAL ORGANIZATIONAL MEETING MATTERS ITEM 2

1. Annual Report of Chairperson
2. Election of Board Officers/Nomination and Election Procedure
 - Chairperson of the Board
 - Vice-Chairperson of the Board
3. Remarks of Board Chairperson and Vice-Chairperson

C. OPENING PROCEDURES: ORDINARY BUSINESS MEETING MATTERS ITEM 3

1. Correspondence
 - BCSTA; BCSSA; BCASBO; BCPVPA
 - L. Van Alphen, Chair, School District No. 67 (Okanagan Skaha)
 - L. Wishart, Chair, School District No. 85 (Vancouver Island North)
2. Approval of Agenda
3. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

D. APPROVAL OF MINUTES

1. October 18, 2017 ITEM 4

E. 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.*

F. 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.*

G. DEFERRED ITEMS

H. DECISION ITEMS

1. Chairperson
 - a) Proposed Committee Appointments ITEM 5
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees

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

I. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools
 - a) District Class Size Report ITEM 6
 - b) Superintendent's Update ITEM 7
3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports
 - a) Finance
 - b) Budget
 - c) Board Policy Development
 - i. Draft Policy 4101: General Banking ITEM 8
 Draft Policy 4105: Investment
 Draft Policy 4110: Revenue Generation
 Draft Policy 4910: Financial Reporting and Administration
 – School Based Funds
 - ii. Draft Policy: 8330 Board/Authority Authorized Courses ITEM 9
 - iii. Draft Policy: 9705 Student Records ITEM 10
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partners
 - i. Minutes of Meeting ITEM 11

J. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

K. TRUSTEE REPORTS

1. BC School Trustees Association
 - a) Synopsis: October 2017 Provincial Council ITEM 12
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Maple Ridge-Pitt Meadows Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory
8. Tzu Chi Foundation
9. City of Maple Ridge Active Transportation
10. Other Board Liaison Representative Reports

a) Good News Items

L. QUESTION PERIOD - *Questions, with the exception of Trustee questions, will be limited to one question per person with one follow-up clarification question, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board.*

M. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 13

N. ADJOURNMENT



ITEM 1

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES:**

Date: November 15, 2017
(Public Board Meeting)

Decision

1. CALL TO ORDER



ITEM 2

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **ANNUAL ORGANIZATIONAL MEETING
MATTERS**

Date November 15, 2017
(Public Board Meeting)

Decision

1. ANNUAL REPORT OF CHAIRPERSON

RECOMMENDATION:

THAT the Board receive the Annual Report of the Chairperson for information.

2. ELECTION OF BOARD OFFICERS

BACKGROUND/RATIONALE:

In accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson, prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the Public Board meeting by Board Resolution (Attachment A).

RECOMMENDATION:

THAT the Board approve the Trustee Elections proceedings in accordance with Procedure 2915.1: Trustee Elections – Chairperson and Vice-Chairperson.

NOMINATION AND ELECTION PROCEDURE

RECOMMENDATION:

THAT the Board proceed to elect a new Chairperson and Vice-Chairperson in accordance with the attached nomination and election procedure (2915.1).

Attachment

3. REMARKS OF BOARD CHAIRPERSON AND VICE-CHAIRPERSON



SD 42 PROCEDURE: 2915.1

**TRUSTEE ELECTIONS -
CHAIRPERSON and VICE-CHAIRPERSON**

1. NOMINATION

(a) Process Approval

Prior to the commencement of the election, the process for the election of the Board Chairperson and Vice-Chairperson will be approved at the public Board meeting by Board Resolution.

(b) Nomination Procedure

(i) The Chairperson will call for a motion:

THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the attached nomination and election procedure.

(ii) The Chairperson passes the gavel to the Secretary Treasurer who will Chair the meeting during the election process.

(iii) The Chairperson will call a first time for nominations, for Chairperson for a one year term. A seconder will not be required for nominations.

(iv) Each nominee will be asked whether he/she agrees to stand for election and can speak to the nomination.

(v) The Chairperson will call a second and third time for nominations for Chairperson for a one year term.

(vi) If after three (3) calls, there is only one nominee for the office, and that nominee accepts, the Chairperson declares that person the duly elected Chairperson of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows), for a one (1) year period ended the next November.

2. ELECTION PROCEDURE

- (a) If more than one person is nominated, the Chair will call on scrutineers to distribute, collect and count the ballots.
- (b) The Chairperson will call for a motion to appoint scrutineers. The motion will read as follows:

THAT _____ and _____ be appointed scrutineers for the election of Board Chairperson and Vice-Chairperson.

- (c) Trustees will vote by secret ballot.
- (d) Scrutineers will report the results of each ballot to the Chairperson of the meeting, who shall announce the Trustee who has received the majority of the votes cast.
- (e) The Trustee receiving the majority of votes cast shall be declared elected. In accordance with *Robert's Rules of Order*, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate.
- (f) The Chair will then call for nominations for Vice-Chairperson of the Board of Education for a one (1) year term and repeat the above process, beginning at Item III.
- (g) If ballots were required, the Chairperson will call for the following motion:

THAT the scrutineers destroy the ballots for the election of either Chairperson or Vice-Chairperson, or both and that the scrutineers are discharged with gratitude.

- (h) The Chairperson will then return the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

RECEIVED: October 10, 2012

AMENDED: February 3, 2016

To: **Board of Education**

From: Chairperson

Re: **OPENING PROCEDURES: ORDINARY
BUSINESS MEETING MATTERS**

Date: November 15, 2017
(Public Board Meeting)

Information/Decision

1. *CORRESPONDENCE (Information Item)*

- BCSTA; BCSSA; BCASBO; BCPVPA
- L. Van Alphen, Chair, School District No. 67 (Okanagan Skaha)
- L. Wishart, Chair, School District No. 85 (Vancouver Island North)

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments

2. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

3. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on items on the Agenda. Speaker's time is limited to 2 minutes per person. The agenda item has a time limit of 10 minutes.*



British Columbia
School Trustees
Association



BCSSA



bcpvpa

November 3, 2017

The Honourable Carole James

Minister of Finance

PO Box 9048, Stn Prov Govt

Victoria, BC V8W 9E2

The Honourable Rob Fleming

Minister of Education

PO Box 9045, Stn Prov Govt

Victoria, BC V8V 9E2

Re: Request of the K-12 Education Management Partners to discuss the February 2018 Provincial and Education budgets

Dear Minister James and Minister Fleming;

As leaders of our province's four key management partner associations in K-12 public education, we understand and appreciate both the complexities and limitations of government funding. Likewise, we share your long standing commitment and enthusiasm for further improving our public education system so that it might meet both the needs and aspirations of all students. It is in this context that we request the opportunity to meet with you both this month.

In February 2018, the first full budget of your government will be tabled in the Legislature. That overall provincial budget will translate into funding announcements for individual school districts in mid-March. By meeting in the near future, we hope that we can proactively contribute to your vision, deliberations, and final planning far enough in advance of those dates to positively impact the final product and subsequent supports for student outcomes.

We do have a number of suggestions as to how funding to public education might be more effectively and efficiently allocated to improve student outcomes. Our first premise is that school districts be provided greater flexibility as to how current and future funding is spent. Over recent years, there has been a trend toward far more targeted grants, contract stipulations, and restrictions on how school district funding may be utilized. The result is two-fold: funding may not be used in the most effective ways to support student learning, and there is minimal opportunity for local decision making to address community needs and direction. A policy change that would increase the ability of local boards of education, senior district staff, and principals to allocate resources according to need rather than through stipulated requirements could increase student outcomes and services significantly.

There is much research that indicates that quality and empowered leadership will improve student outcomes. Reversing current requirements for administrative savings would allow school districts to address the current leadership deficit at both the school and school district levels. It has always been our opinion that the imposed reductions in leadership staffing combined with excessive compensation restrictions have hampered our ability to effectively lead and manage the public school system, and recruit and retain dynamic leaders. It is somewhat ironic that at a time when we have added approximately 3500 additional teachers to classrooms and specialty programs, we continue to impose arbitrary restrictions on the key positions needed to lead our schools effectively and efficiently.

With student numbers growing in many communities across the province, it is time to increase support for leadership development programs and opportunities. Our school districts are once again growing in both size and complexity. We have common objectives such as speeding the pace of school construction, preparing for collective bargaining, increasing supports to our most vulnerable students, and refining policy to ensure both effective and efficient allocation of resources. All of these will, however, require additional staff resources, commitment and leadership in addition to the greater flexibility noted above.

In reviewing the mandate letters for your ministries, we were able to identify many outcomes that match with each of our associations' goals. We see opportunities to invest in student mental health initiatives, improve academic outcomes for all students regardless of their location, background or personal attributes, early childhood education, streamlined regulatory frameworks that encourage efficiency and innovation, and development of a motivated and well-educated work force.

While the K-12 education sector saw a substantial increase in overall funding this fall, additional, but much smaller, increases to funding that would allow school districts to directly address student needs and programs would be a wise investment.

Our request is to meet with you in the near future to discuss how best we collectively might move forward. For our conversations to have a positive impact on the upcoming February provincial budget, we know that they must happen in the next few weeks. We hope that you will be able to meet with us within that timeline and begin a strategic discussion of details and next steps.

Thank you for considering our joint request as well as the initial suggestions that we have brought forward. We believe there is a real opportunity to not only add to, but to further improve the K-12 public education system for ALL students.

Yours truly,



Gordon Swan
President
BCSTA



Tom Longridge
President
BCSSA



Patti Dundas
President
BCASBO



Kevin Reimer
President
BCPVPA

cc: Scott MacDonald, Deputy Minister of Education
Lori Wanamaker, Deputy Minister of Finance



**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

425 Jermyn Avenue
Penticton, BC, Canada V2A 1Z4

Telephone: 250-770-7700
Fax: 250-770-7722
E-mail: lvanalphen@summer.com
Website: www.sd67.bc.ca

Office of the Chair of the Board

File No.: 00480-20
OPR: SECTR

November 5, 2017

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

Dear Minister Fleming:

Re: Individual Schools' Foundation Skills Assessment (FSA) Results

The Board of Education of School District No. 67 (Okanagan Skaha) supports the British Columbia School Trustees Association stance as written in its letter dated October 3, 2017 wherein it requests that Foundation Skills Assessment (FSA) results not be published.

The current practice of reporting FSA outcomes causes the unwelcome ranking of schools and generates negative discussion by outside groups. We, too, would ask that these individual marks not be released to the public for review.

Our hope is for a process that prevents this harmful, direct evaluation of our staff and students. Thank you for your consideration of this appeal by boards of education.

Yours truly,

A handwritten signature in cursive script that reads "Linda Van Alphen".

Linda Van Alphen
Chair
Board of Education

- c. Scott MacDonald, Deputy Minister of Education
BCSTA
Boards of Education



Bringing Learning to Life!

Vancouver Island North School District No. 85

PO Box 90, Port Hardy, BC V0N 2P0
Tel: (250) 949-6618 Fax: (250) 949-8792

November 3, 2017

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

Dear Minister Fleming:

Re: Student Assessment Data

At the regular meeting of the Board of Education on October 16, 2017, the Board of Education passed the following motion:

"That the Board write a letter to the Minister requesting that any provincial assessment system should promote the appropriate and ethical use of the data it generates."

The Board is concerned that assessments, such as the Foundation Skills Assessment (FSA), within the educational system be performed in an ethical, equitable, and consistent manner. The misuse of student data must be avoided.

Yours truly,

A handwritten signature in blue ink, appearing to read "Leighton", followed by a large, stylized flourish that extends to the right.

Leighton Wishart
Board Chair, School District 85 (Vancouver Island North)

cc: Carol Robertson, Superintendent of Schools, SD85
Vancouver Island Teacher's Association
All Boards of Education c/o BCSTA



ITEM 4

To: **Board of Education**

From: Chairperson

Re: **APPROVAL OF MINUTES**

Date: November 15, 2017
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the October 18, 2017 Public Board Meeting be approved as circulated.

Attachment

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

ABSENT:

Trustee – Lisa Beare
Trustee – Korleen Carreras

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m. The Chairperson welcomed and thanked everyone for attending. The Chairperson acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

- Honourable Rob Fleming, Minister of Education
- BC School Trustees Association
- L. Trenaman, Chairperson, School District No. 8 ((Kootenay Lake)
- T. Last, Chairperson, School District No.52 (Prince Rupert)
- M. Murray, Chairperson, School District No. 42 (Maple Ridge-Pitt Meadows)
- BC School Trustees Association
- M. Farnworth, Minister of Public Safety and Solicitor General

THAT the Board receive the correspondence for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

Additions

Add to Correspondence:

- M. Murray, Chairperson, School District No. 42 (Maple Ridge-Pitt Meadows)
- BC School Trustees Association
- M. Farnworth, Minister of Public Safety and Solicitor General

Amendment

Move the following from Correspondence to Decision Items, Chairperson:

- BC School Trustees Association
- M. Farnworth, Minister of Public Safety and Solicitor General

THAT the Agenda be approved as amended.

CARRIED

4. Invitation for Public Input to matters on the Agenda

B. APPROVAL OF MINUTES

1. September 20, 2017

Moved/Seconded

THAT the Minutes of the September 20, 2017 Public Board meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

1. New Curriculum Update

Moved/Seconded

An update on the new curriculum was presented reporting on core competencies, areas of learning and Big Ideas.

THAT the Board receive the New Curriculum Update presentation by Shannon Derinzy, David Vandergugten and Harry Dhillon, for information.

CARRIED

D. DELEGATIONS

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson

- a) BC School Trustees Association
M. Farnworth, Minister of Public Safety and Solicitor General

Moved/Seconded

The BC School Trustees Association have advised that the BC Ministry of Public Safety and Solicitor General is seeking feedback from boards of education in preparation for the federal legalization of non-medical cannabis this coming year.

Discussion ensued on the "Cannabis Legalization and Regulation in BC" paper. Feedback collected will be submitted to the BC School Trustees Association by October 24, 2017 for inclusion in their final submission to the Ministry.

THAT the Board Chairperson and staff prepare a response to the BC School Trustees Association.

CARRIED

2. Superintendent of Schools

a) Funding for PAC's and DPAC

Moved/Seconded

The Chairperson reported that DPAC have requested that the funding amount of \$3,921 be directly allocated to them to fund DPAC organized activities for PAC's and parents for 2017/18.

THAT the Board approve the allocation of \$3,921 to fund DPAC organized activities for PAC's and parents for 2017/18;

And further;

THAT DPAC submit a report to the Board on the use of these funds by June 30, 2018.

CARRIED

b) Learning Improvement Fund Report

Moved/Seconded

The Superintendent reported that as indicated in the Learning Improvement Fund Regulation, Section 2, a board requesting, in a fiscal year, a grant under section 115.2 of the Act must submit a spending plan to the Ministry of Education.

The Superintendent further reported that there is now only a requirement to report on the Support Staff portion of the Learning Improvement Fund. For the 2017/18 school year it is projected that the budget will be fully spent after allocating Education Assistant staffing.

It was noted that the Ministry of Education has yet to communicate the format and due date of the spending plan as referenced in the Learning Improvement Regulation.

THAT the Board authorize the Superintendent to complete and submit the Learning Improvement Fund Report to the Ministry of Education upon receiving such request.

CARRIED

3. Secretary Treasurer

4. Board Committees

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

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools

a) Summer Learning Update**Moved/Seconded**

Jeff Curwen, Vice-Principal, Summer Learning, reported on the Summer Learning programs offered by the district. 476 K-6 students participated in the Summer Learning Program held at four different elementary schools including 113 students who participated in French Immersion; Connected Learning Community offered an online DL school on a "Fast-Track" model and at Thomas Haney Secondary 671 Ministry of Education funded students and 53 international students from Lanzhou, China attended summer school.

THAT the Board receive the Summer Learning Update for information.

CARRIEDSuperintendents Update**Moved/Seconded**

The Superintendent reported on school and district activities.

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

CARRIED

3. Secretary Treasurer
4. Board Committees & Advisory Committee Reports

- a) Finance
- b) Budget
- c) Board Policy Development

i. Draft Policy 10310: Volunteers**Moved/Seconded**

The Secretary Treasurer reported that the school district is required by law to have a policy on volunteers. The current policy has been updated and is accompanied by new associated procedures for Volunteers, Volunteer Drivers and Volunteer Community Coaches. These new procedures are rooted in school district practice, are in alignment with other school district policies and provide clarity on the requirements for criminal record checks, learner and novice drivers and driver abstracts.

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

Draft Policy 10310: Volunteers
 Draft Procedure 10310.1: Volunteers
 Draft Procedure 10310.2: Volunteer Drivers
 Draft Procedure 10310.3: Volunteer Community Coaches
 Volunteer Application Form
 Volunteer Drivers Application: Elementary
 Volunteer Drivers Application: Secondary

CARRIED

ii. Draft Policy: 10200 Communications

Moved/Seconded

The Secretary Treasurer reported that draft Policy 10200: Communications has been updated to reflect current practice.

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

Draft Policy 10200: Communications

CARRIED

- d) Education
- e) Aboriginal Education
- f) Inclusive Education
- g) French Immersion Advisory
- h) District Student Advisory
- i) Round Table with Partner Groups
- j) Facilities Planning

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**I. TRUSTEE REPORTS**BC School Trustees Association Provincial Council

It was agreed that a question on FSA reporting will be posed at the upcoming Provincial Council meeting.

District Parent Advisory Council

The Chairperson reported that the Shoe Bank of Canada made a presentation at the recent meeting.

Maple Ridge-Pitt Meadows Arts Council

Trustee Rempel reported on the October 2, 2017 Annual General Meeting and the appointment of new board members.

Social Planning Advisory

Trustee Carr reported that Meghan MacMillan, City of Maple Ridge, presented the Youth Strategy report at the recent Social Planning Advisory meeting.

Trustee Carr further reported that a fentanyl forum will take place on November 1, 2017 at Thomas Haney Secondary School.

Good News Items

Trustees reported on the recent visit to the school district by the Minister of Education and the BC School Trustees Association Fraser Valley Branch meeting.

L. QUESTION PERIOD

A question was posed on partner group input to draft policies.

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 7:46 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 5

To: **Board of Education**

From: Chairperson

Re: **PROPOSED COMMITTEE
APPOINTMENTS**

Date: November 15, 2017
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Board receive and approve the attached proposed committee appointments for a period of one year commencing November 15, 2017.

Attachment to be distributed

To: **Board of Education**

From: Superintendent of Schools
Sylvia Russell

Re: **DISTRICT CLASS SIZE REPORT**

Date: November 15, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The District Class Size Report was recently submitted to the Ministry of Education. The number of classes which exceed 30 in the district is 15 classes.

Our District Class Size report includes only those classes which meet the definition of a class as set out in the *School Act* and Regulation: "class means a group of students scheduled to be together at least twice a week with a teacher for the purposes of engaging in an education program".

Operating budget shortfalls and subsequent reductions in order to balance the school district operational budgets in, 2014/15, 2015/16 and 2016/17 resulted in average class sizes which were amongst the largest in the province.

As a result of several years of budget shortfalls and reductions, our secondary class size was the second largest provincially last year. Class sizes at intermediate in 2016/17 were also high – 14th highest in the province.

The restoration of the 2002 collective agreement has resulted in a very positive change to class sizes in our school district for 2017/18 as noted in the table below.

	District Average Class Size				Number of reported class sizes in the district with > 30
	<i>K</i>	<i>1-3</i>	<i>4-7</i>	<i>8-12</i>	
2017 - 18	18.6	20.3	24.3	23.1	15
2016 - 17	19.9	22.0	26.9	25.9	68
2015 - 16	19.9	22.2	26.7	25.8	62
2014 - 15	20.1	22.0	26.5	23.7	89

RECOMMENDATION:

THAT the Board receive the District Class Size Report for information.



ITEM 7

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: November 15, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 8

To: **Board of Education**

From: Board Policy Development Committee

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

Date: November 15, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee") the following draft policies are presented to the Board for information:

Draft Policy: 4101 General Banking (Attachment A)

Draft Policy: 4105 Investment (Attachment B)

Draft Policy: 4110 Revenue Generation (Attachment C)

Draft Policy: 4910 Financial Reporting and Administration – School Based Funds (Attachment D)

These policies will replace the following:

Policy: DFA Revenue Investments

Policy: DFCA District Wide Generation Activities

Policy: DICA Financial Reporting and Administration – School and Donated Funds

Policy: IGDF Fund Raising Activities

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review these policies before they are again presented to the Board for approval on January 24, 2018.

RECOMMENDATION:

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

Draft Policy: 4101 General Banking

Draft Policy: 4105 Investment

Draft Policy: 4110 Revenue Generation

Draft Policy: 4910 Financial Reporting and Administration – School Based Funds

Attachments

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

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

AUTHORITY:

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

The Secretary-Treasurer or designate:

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

GUIDING PRINCIPLES:

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

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

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

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

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

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

APPROVED:

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

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

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

AUTHORITY:

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

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

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

The Secretary Treasurer will:

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

GUIDING PRINCIPLES:**1. Capital Preservation**

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

The following are eligible investments under this policy:

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

2. Liquidity Assurance

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

3. Optimizing Returns

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

APPROVED:

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

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

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

AUTHORITY:

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

GUIDING PRINCIPLES:

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

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

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

APPROVED:

DRAFT

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

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

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

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

AUTHORITY:

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

GUIDING PRINCIPLES:

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

APPROVED:

To: **Board of Education**

From: Board Policy Development
Committee

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

Date: November 15, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), Draft Policy: 8330 Board/Authority Authorized Courses (Attachment A) is presented to the Board for information. This will replace Policy IGAK: Locally Developed Courses.

The following draft procedure is also presented for information:

Draft Procedure: 8330.1 Board/Authority Authorized Courses (Attachment B)

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy before it is again presented to the Board for approval on January 24, 2018.

RECOMMENDATION:

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

Draft Policy: 8330 Board/Authorized Authority Courses
Draft Procedure: 8330.1 Board/Authorized Authority Courses

Attachments

SD 42 POLICY: 8330

BOARD/AUTHORITY AUTHORIZED COURSES

PHILOSOPHY

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

AUTHORITY

The Board assigns the responsibility for the implementation of the Board/Authority Authorized Courses policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES

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

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

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

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

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

APPROVED:

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

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

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

GENERAL CONDITIONS:

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

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

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

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

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

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

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

BAA Creation and Approval PROCESS:

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

Resources:

Curriculum:

www.curriculum.gov.bc.ca

Board/Authority Authorized Courses policy:

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

The School Act:

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

Board Authorized Course Ministerial Order:

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

Handbook of Procedures for the Graduation Program:

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

RECEIVED FOR INFORMATION:

BOARD/AUTHORITY AUTHORIZED (BAA) COURSE FORM

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

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

By signing below, I verify that the BAA Course:

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

Course Name:

Grade:

TRAX Code:
(e.g. YVPA)

School District Name and Number:

Independent School Name and Number:

Name of District Superintendent/Independent or Offshore School Principal:

Signature:

Date:

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

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

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

Name of Board/Authority Chair or Designate:

Signature:

Date:

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

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

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

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

Name of Inspector of Independent Schools or Designate:

Signature:

Date:

Board/Authority Authorized Course Framework Template

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

Board/Authority Prerequisite(s):

Special Training, Facilities or Equipment Required:

Course Synopsis:

Goals and Rationale:

Aboriginal Worldviews and Perspectives:

Course Name:

Grade:

BIG IDEAS

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Learning Standards

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

Big Ideas – Elaborations

Curricular Competencies – Elaborations

Content – Elaborations

Recommended Instructional Components:

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

Learning Resources:

Additional Information:

To: **Board of Education**

From: Board Policy Development
Committee

Re: **DRAFT POLICY:**
9705 STUDENT RECORDS

Date: November 15, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), Draft Policy: 9705 Student Records (Attachment A) is presented to the Board for information. This will replace Policy JO: Student Records.

The following draft procedure is also presented for information:

Draft Procedure: 9705.1 Student Records (Attachment B)

Input from education partners and the public is now invited. After receiving input, the Committee will have another opportunity to review the policy before it is again presented to the Board for approval on January 24, 2018.

RECOMMENDATION:

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

Draft Policy: 9705 Student Records

Draft Procedure: 9705.1 Student Records

Attachments

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

PHILOSOPHY:

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

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

AUTHORITY:

The Board assigns the responsibility for the implementation of the Student Records policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES:

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

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

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

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

APPROVED:

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

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

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

2. RESPONSIBILITY

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

3. ACCESS TO STUDENT RECORDS

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

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

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

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

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

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

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

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

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

4. TRANSFER OF RECORDS

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

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

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

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

5. RETENTION

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

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

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

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

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

6. DESTRUCTION OF STUDENT RECORDS

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

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

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

Reference Resources:

School Act, Section 79 – Province of British Columbia

Permanent Student Record Order – BC Ministry of Education

Permanent Student Record Instructions – BC Ministry of Education

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

RECEIVED FOR INFORMATION:



ITEM 11

To: **Board of Education**

From: Roundtable with Partners

Re: **MINUTES OF MEETING**

Date: November 15, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Minutes of the October 11, 2017 Roundtable with Partners Meeting be received as circulated.

Attachment



**MINUTES OF THE
ROUNDTABLE WITH PARTNER GROUPS MEETING
Wednesday, October 11, 2017 (9:00 AM)
DEO Large Conference Room**

IN ATTENDANCE:

BOARD MEMBERS:

Trustee – Ken Clarkson (Chairperson)
Trustee – Mike Murray

STAFF:

Superintendent – Sylvia Russell
Secretary Treasurer – Flavia Coughlan
Director of Instruction – Shannon Derinzy

PARTNER GROUPS

CUPE – Leslie Franklin
DPAC – Kim Dumore, Juliette Gordon
DSAC – Kristi Blakeway, Cheryl Schwarz
 Sherri Skerratt, Lauren Hickey

MRPVPA – Cathie Watkins
MRTA – George Serra, Suzanne Hall

1. Call to Order

The meeting was called to order at 9:01 a.m. The Chairperson welcomed and thanked everyone for attending.

2. DSAC Model Re-fresh

DSAC representatives discussed proposed changes to improve DSAC's model to ensure it meets the needs of our district and students.

Discussion ensued regarding the name change from "District Student Advisory Council (DSAC)" to "Student Voice" to add clarity to the committees function.

DSAC shared an overview of feedback received at the September 21, 2017 Superintendents meeting around the "perfect DSAC model".

Four questions were presented for discussion and feedback. Participants discussed how a structure that enables students to express thoughts, voice opinions authentically and that represents all students (Alternate, AbEd, etc.) is a key component of "Student Voice".

3. Student Forum

The Superintendent shared the vision for the 2018 Student Forum set for January 31st at Swan e Set Golf Course.

Participants proposed questions to ask the students at the event.

4. What does everyone feel the role of the DPAC should be for the district? How are we doing? What can we be doing differently?

The DPAC president requested feedback as to how DPAC is doing and where they could improve.

Overall the group was happy with DPAC's involvement and topics being discussed at their meetings. It was suggested to survey parents for topics they would like discussed.

DPACs main mandate is to educate parents, and will try to engage more parents to attend meetings and be more involved with our schools.

5. Hiring of casual custodians, clerical and teaching kitchens

The shortage of casual staff being hired for the district was discussed by participants.

6. Questions for the Board's 360 Evaluation

Trustee Murray shared with the group that the Board was currently designing questions to be shared with partner groups.

The Chairperson thanked all the participants for coming.

The meeting adjourned at 10:35a.m.



ITEM 12

To: **Board of Education**

From: Trustee
Korleen Carreras

Re: **SYNOPSIS: OCTOBER 2017 PROVINCIAL
COUNCIL**

Date: November 15, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

Attached is a summary of the October 27-28, 2017 Provincial Council meeting, which took place at the Morris J. Wosk Centre for Dialogue in Vancouver.

Attachment

BCSTA PROVINCIAL COUNCIL: OCTOBER 2017

SYNOPSIS

The following is a summary of the October 27-28, 2017 Provincial Council meeting, which took place at the Morris J. Wosk Centre for Dialogue in Vancouver. Councillors carried 10 motions, and you can view the [Disposition of Motions](#) online. For further details, please contact BCSTA CEO Mike Roberts at mroberts@bcsta.org.

President's Report

During his first Provincial Council meeting as BCSTA President, Gordon Swan delivered an oral report on notable current and future activities. President Swan talked about BCSTA's efforts in ensuring the transfer and continuity of our work with the new-elected provincial government, the Public Sector Employers' Council Secretariat (PSEC) process of consultation surrounding the governance of BC Public School Employers' Association (BCPSEA), BCSTA reaching full provincial membership with Saanich and Vancouver boards of education rejoining, and a number of other initiatives led by the Association.

[Read the full President's Report here.](#)

CEO's Report

The CEO's report delivered by Mike Roberts included updates to new member services including the *BCSTA Weekly*, a new weekly publication that includes a round-up of the most important information that trustees need; the *BCSTA Hub*, a new intranet that is set to launch on early November; the *Trustee Learning Guide*, a comprehensive trustee online resource material that will serve as a manual for all board of education responsibilities; and board performance reviews that BCSTA is continuously conducting with boards across the province.

[Download the CEO's Report slides here.](#)

CSBA Report

President Swan delivered a report on the most recent activities of the Canadian School Boards Association (CSBA). The report included updates on the CSBA's newest members, La Fédération des commissions scolaires du Québec, which brings Quebec to full membership at CSBA. He also talked about the attendance of the Assembly of First Nations at the most recent CSBA board meeting where they spoke about wanting to work closely on a national level. President Swan touched on other issues such as the changes to trustee remuneration taxation, copyright lobbying and the legalization of recreational cannabis in Canada. An update about activities around the country was also given.

[Read the full CSBA Report here.](#)

Professional Learning Committee Report

At a joint breakfast meeting with the Aboriginal Education Committee the committees discussed the *Trustee Learning Guide*, strategic plans and how the two committees can work closer together.

After the breakfast meeting, the committee further discussed ways they can support the *Trustee Learning Guide*, reviewed plans for the 2017 Trustee Academy, established a process and criteria for choosing student performances at BCSTA events, and discussed plans for the 2018 Annual General Meeting.

Matt Carruthers from SOGI 1 2 3 delivered a presentation on Sexual Orientation and Gender Identity (SOGI) resources available for the province and the work they are doing with BCSTA.

[Read the full Professional Learning Committee Report here.](#)

Aboriginal Education Committee Report

The Aboriginal Education Committee held a variety of discussions, beginning with round-table discussions on Aboriginal education and current events. Future talks will be scheduled, with the committee planning on bringing discussion results to the Board of Directors. The committee discussed the K-12 education partners' meeting that was attended by Board of Director liaison Gloria Jackson, the importance and value provided by elder attendance at meetings and events, and the BCSTA Strategic Plan and its impacts on the work of the committee.

Brad Baker, the Aboriginal Education representative from BCPVPA presented on some issues affecting Metro Vancouver.

[Read the full Aboriginal Education Committee Report here.](#)

Legislative Committee Report

For this Provincial Council meeting, the Legislative Committee received eight motions by the motion submission deadline. The committee determined that five of the eight motions were emergent in nature. The committee has, therefore, approved for debate by Provincial Council motions 9.1 through 9.5 which appear in the agenda package.

[Read the full Legislative Committee Report here.](#)

Financial Committee Report

The members of the Finance & Audit Committee reviewed the following agenda items with the October Provincial Council:

8.1 BCSTA audited financial statements for the year ended June 30, 2017

That the October 2017 Provincial Council receive and distribute to member boards the audited financial statements of the BC School Trustees Association for the year ended June 30, 2017, as prepared by D&H Group LLP Chartered Accountants.

Motion carried

8.2 Grant status update as at June 30, 2017

That Provincial Council receive the status report on BCSTA's external grants as at June 30, 2017, as summarized in BCSTA's 2016/2017 Audited Financial Statements.

Motion carried

8.3 2018/2019 BCSTA Budget Planning

After its presentation of agenda item 8.3, the Finance & Audit Committee asked Provincial Council for feedback to assist with the development of BCSTA's 2018/2019 draft budget, which will be forwarded to the February 2018 Provincial Council for receipt. Additional feedback will be requested at that time, which the Finance & Audit Committee will use to develop BCSTA's final budget draft, which will ultimately be adopted by the April 2018 Provincial Council.

Feedback regarding the development of BCSTA's 2018/2019 budget can be sent to the Finance & Audit Committee on or before December 15, 2017 by mail or by e-mail to:

BCSTA Finance Committee

c/o Jodi Olstead, Director of Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9
jolstead@bcsta.org

8.4 BCSTA's Policy on Travel Expenses

That the October 2017 Provincial Council revise BCSTA's Policy on Travel Expenses in accordance with Finance & Audit Committee and Board of Director recommendations.

Motion carried

Ministry of Education Presentation

On Friday evening, the Minister of Education, Rob Fleming and the Deputy Minister Scott McDonald joined the Provincial Councillors for a presentation about the current state of education in British Columbia and the current and future goals of the Ministry.

[Download the Ministry of Education presentation here.](#)

Issues Forum

PSEC is just beginning a broad-based consultation process to inform recommendations they will be making to the Minister of Finance (who governs PSEC and BCPSEA) regarding the governance of the four public sector employers' associations.

On Saturday afternoon, after the Provincial Council business session, Christina Zacharuk, the PSEC CEO, provided an overview of the Ministry of Finance's direction and the process that they will undertake to receive input on this matter. Following her presentation and departure, the assembly continued with a discussion of issues and potential input into the process by our Association.

Disposition of Motions

Six motions were submitted to Provincial Council after the September 22, 2017 motion submission deadline. In accordance with Bylaw 7, Provincial Council reviewed these late motions for their emergent nature. The Provincial Council determined that five of these late motions were emergent and added these motions to the Provincial Council agenda.

The following motions were carried:

- 9.1 Funding for capital compliance with SCC Decision
- 9.2 Standardized Modules of Learning and Assessment
- 9.3 Funding of Exempt Staff Salary Increases
- 9.4 Administrative Savings
- 9.5 School District No. 83 By-Election
- L10.1 Tax Measures affecting school trustees
- L10.2 Cannabis Regulatory Framework
- L10.3 Rural Education Strategy
- L10.4 Assistance Dogs in Schools
- L10.5 Removal of Exempt Staff Wage Freeze and Administrative Savings

[See the full Disposition of Motions.](#)

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:

September 20, 2017 Closed

Call to Order	Meeting called to order at 1:06 p.m.
Motion of Exclusion	Approved
Correspondence	Received
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Superintendent Decision Items	Approved as circulated
Secretary Treasurer Items	Approved as circulated
Chairperson Information Items	Received
Superintendent Information Items	Received
Secretary Treasurer Information Item	Received
Board Committees	Received
Adjournment	Meeting adjourned at 4:40 p.m.