

Wednesday, October 18, 2017
Time: 6:00 p.m.

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

"Every student can learn, just not on the same day, or the same way." - George Evans

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
 - 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)
3. Approval of Agenda
4. 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.*

B. APPROVAL OF MINUTES

1. September 20, 2017

ITEM 2

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

1. New Curriculum Update

ITEM 3

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

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools

- a) Funding for PAC's and DPAC

ITEM 4

- b) Learning Improvement Fund Report

ITEM 5

3. Secretary Treasurer

4. Board Committees

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

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

- a) Summer Learning Update 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 10310: Volunteers ITEM 8
 - ii. Draft Policy 10200: Communications ITEM 9
 - d) Education
 - e) Aboriginal Education
 - f) Inclusive Education
 - g) French Immersion Advisory
 - h) District Student Advisory
 - i) Round Table with Partners
 - j) Facilities Planning

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association Provincial Council
- 2. District Parent Advisory Council
- 3. Municipal Advisory & Accessibility
- 4. Maple Ridge-Pitt Meadows Arts Council
- 5. Ridge Meadows Education Foundation
- 6. Social Planning Advisory:
<http://www.mapleridge.ca/AgendaCenter/Social-Planning-Advisory-Committee-10>
- 7. City of Maple Ridge Active Transportation
- 8. Other Board Liaison Representative Reports
- 9. Good News Items

J. 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.

K. OTHER BUSINESS

- 1. Public Disclosure of Closed Meeting Business ITEM 10

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: October 18, 2017
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - 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)

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

4. *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.*



September 28, 2017

Ref: 195339

Gordon Swan, President
British Columbia School Trustees Association
Email: gswan@bcsta.org

Dear Mr. Swan:

Thank you for your letter of August 8, 2017, requesting a by-election be held in the North Okanagan–Shuswap School District. I appreciate you following up on the British Columbia School Trustees Association's (BCSTA) 2016 motion concerning this issue.

As you know, the appointment of an official trustee to a school district is an unusual event, and each set of circumstances is unique.

The situation in the North Okanagan–Shuswap School District is different in several respects from the Vancouver School District. The original request for assistance from government came from the remaining trustees of the North Okanagan–Shuswap Board of Education after a number of resignations. The trustees asked for a special advisor to be appointed to evaluate the Board's governance practices and capacity in respect of financial matters and effective fiscal management. In response, Elizabeth Watson was appointed as a special advisor, and in her June 2016 report, she noted a number of significant issues and concerns with the governance practices of the Board and recommended the appointment of an official trustee.

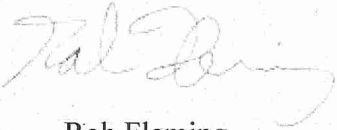
The governance and financial affairs of the North Okanagan–Shuswap School District have stabilized under the leadership of the official trustee Mike McKay. He has been working with staff and the community to implement Ms. Watson's 42 recommendations according to a work plan that continues into 2018.

I have instructed Mr. McKay to engage in public consultations on several board governance questions. In particular, I have asked him to seek the electorate's views on whether there should be seven or nine trustees on the board of education, and whether the trustees should be elected at large or from trustee electoral areas. Once I have the information gathered through this consultation process, I can then make an informed decision on the timing of a trustee election.

.../2

I would like to thank the BCSTA for its recommendations, which will be given careful consideration as I engage with other stakeholders and weigh this important decision. If you have any questions about this matter, please contact Keith Godin, Assistant Deputy Minister, Governance and Analytics by phone at (250) 387-8037 or by email at Keith.Godin@gov.bc.ca.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rob Fleming", written in a cursive style.

Rob Fleming
Minister



October 5, 2017

The Honourable Carole James
Minister of Finance
PO Box 9048, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister James,

RE: Request for meeting to discuss funding for K-12 public education

It was a pleasure to speak with you at the recent Union of BC Municipalities convention and to begin a dialogue on funding for K-12 education in our province. I believe there are a number of areas of common interest where we might focus our joint efforts in order to achieve some significant advances toward ensuring all children in BC have access to high-quality education programs and facilities.

I would like to request the opportunity to meet with you for the purpose of identifying areas where additional resourcing would make a significant difference within our schools and school districts. There are also a number of policy change options that might also be considered that can improve both the effectiveness and efficiency of current funding. Certainly, many of the objectives you have previously identified align with those of our association.

The BCSTA has been able to establish a strong working relationship with the Ministry of Education, and we would like to establish a similar positive connection with you and the Ministry of Finance. Your personal commitment to K-12 education has long been recognized and we see you as a champion for the goals we share.

There are also many high priority initiatives set by the government that deserve careful consideration from organizations, such as ours, as they offer opportunities for collaboration. Many of these objectives match up with motions passed by BCSTA's member boards of education, and I would welcome the opportunity to establish some short and long-term plans based on these shared goals with you.

This planning structure would be open to other Ministries in related areas as well so that we may create the change needed to benefit BC's students. Planning for the future in such a fashion will allow us to work collaboratively with multiple groups who have a direct or indirect influence on BC's public education system, such as yours. By building these working relationships early, we can actively avoid misalignment and setbacks.

I look forward to meeting with you and beginning a dialogue on how we might better support BC's public education system and all of our province's children and youth.

Sincerely,



Gordon Swan

President

BC School Trustees Association

cc: The Honourable Rob Fleming, *Minister of Education*
Scott MacDonald, *Deputy Minister of Education*
Lori Wanamaker, *Deputy Minister of Finance*
BCSTA Member Boards of Education
BCSSA, BCASBO, BCPVPA



October 3, 2017

The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
PO Box 9056 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Robinson,

Re: Municipal cooperation in support of school construction projects

It was a pleasure to meet you at the recent Union of BC Municipalities (UBCM) convention and at least touch base on the opportunities that greater cooperation between school districts and area municipalities across the province might bring in support of accelerated school construction and greater community use. I certainly see a number of possibilities where we might work together along with the Ministry of Education to ensure that the much-needed new schools or school improvement projects are completed as soon as possible.

On behalf of the BC School Trustees Association, I would like to request a meeting of representatives from your ministry and the Ministry of Education to meet with members of our board of directors to discuss how current local impediments to school construction might be alleviated. While we appreciate the desire of local municipalities to see schools built or refurbished within their boundaries, many school districts are experiencing significant delays in seeing such construction projects approved at that level. In some cases, unrealistic planning or construction expectations are also placed on school districts impeding their ability to effectively and efficiently bring projects to completion.

Beyond addressing better local cooperation to facilitate school construction projects, I believe there is a missed opportunity to do more in the way of joint venture projects with municipalities. While we can all point to a number of individual success stories around the province, a great deal more could be done in terms of allowing school sites to serve as broad-based community assets serving a range of age groups and programs.

Building more schools, or improving the safety of those that are already in place, is certainly worthwhile, but I believe we could make better overall use of these buildings if we viewed and invested in them as the hub of a community or neighbourhood.



British Columbia
School Trustees
Association

Thank you once again for taking the time to talk with me during the UBCM convention. I look forward to meeting with you and your ministry representatives to explore how these two important goals might be addressed in the near future.

Sincerely,

A handwritten signature in blue ink that reads "G B Swan". The signature is fluid and cursive, with the first name "Gordon" abbreviated as "G B".

Gordon Swan

President

BC School Trustees Association

cc: The Honourable Rob Fleming, Minister of Education



British Columbia
School Trustees
Association

October 3, 2017

The Honourable Rob Fleming

Minister of Education

PO Box 9045, Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister Fleming,

RE: Request that 2017 school FSA results not be published

I am reaching out to you in advance of fall's scheduled Foundation Skills Assessment (FSA) testing to encourage a process that prevents the ranking of individual schools based on student outcomes. Boards of Education have been encouraged by your comments regarding the unfairness of ranking schools and the negative implications this has for the K-12 education system. Like you, we recognize the need for appropriate measures of student achievement to help ensure the most effective instructional practices and school district processes are maintained, but this should not result in the current pattern of unintended negative consequences.

Knowing that FSA testing will proceed this fall as scheduled, I would ask that individual school results not be publically released. Any public circulation of school results inevitably leads to the public ranking of schools by outside groups. This ongoing practice is certainly harmful and unfortunate. Perhaps the only solution is not to create consolidated school-based results in the first place.

The BC School Trustees Association would like to work with you and the other education partner groups to find a solution to this ongoing problem. The unnecessary and unwarranted damage to schools must be stopped as soon as possible. Thank you for your consideration of our request and the need for a permanent solution to this problem.

Sincerely,

Gordon Swan

President

BC School Trustees Association

cc: Scott MacDonald, Deputy Minister of Education
BCSTA Member Boards of Education



School District No. 8 (Kootenay Lake)

Board Chair

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

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September 28, 2017

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

The Honourable Shane Simpson
Room 247 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Fleming and Minister Simpson,

I am writing to you at the Direction of the SD8 (Kootenay Lake) Board of Education. At its September 12, 2017 meeting the Board unanimously passed the following resolution:

The Board of Education write the Minister of Education and the Minister of Social Development and Poverty Reduction urging the expedient development and adoption of a comprehensive poverty reduction strategy for the province that recognizes the crucial role a strong public education system plays in creating a fair and equitable society.

We have been concerned for some time about the challenges of poverty experienced by many children and their families. In June, 2015 our Board wrote to the Premier, Minister of Education and the Minister of Finance expressing our concerns. We have also joined the British Columbia School Trustees' Association in a call for action regarding this issue. British Columbia has amongst the highest rates of child and overall poverty in our country, and remains the only province without a poverty reduction plan. Our district and our broader communities recognize the negative effects that poverty has on the education of our students and work every day to mitigate these impacts. Unfortunately, the causes and effects of poverty extend well beyond the walls of Kootenay Lake's schools and the borders of our district. We know that to significantly reduce the impacts of poverty on our students a broader approach is needed.

The Board is supportive of this government's commitment to address poverty in our Province. The establishment of the Ministry of Social Development and Poverty Reduction is seen as an important step toward addressing this significant issue in our community and our Province; we recognize that efforts to develop a legislative plan intended to break the cycle of poverty are ensuing. We also appreciate recent decisions to increase monthly disability and income assistance rates. Timely considerations regarding steps to decrease the cost of childcare are also appreciated.

This Board would like to urge the Government of British Columbia to continue on its path to develop, through legislation, a comprehensive poverty reduction strategy centered on a strong, vibrant public education system.

We ask the Provincial Government to take a strong leadership role in eliminating poverty in British Columbia by legislating a poverty reduction strategy and dedicating more provincial resources to public education to support our efforts in this regard.

Respectfully,

Lenora Trenaman, Chair
School District No. 8 (Kootenay Lake)

Cc: BCSTA - All School Boards
SD8 (Kootenay Lake) Board of Education

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Our Mission: "We focus on excellence for all learners in a nurturing environment."



634 – 6th Avenue East
Prince Rupert, B.C.
V8J 1X1
Tel: (250) 624-6717
Fax: (250) 624-6517
<http://sd52.bc.ca>

September 19, 2017

The Honourable Rob Fleming
Minister of Education
P.O. Box 9045 STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Fleming,

Re: Aboriginal Education Funding

On April 28, 2017 we wrote to your predecessor on this subject, and received a response from former Deputy Minister Dave Byng dated June 9, 2017. At the meeting of the Board of Education on September 12, 2017 the Board asked that I write you to ask that you reconsider the response that we received.

With the government's adoption of the United Nations Declaration on the Rights of Indigenous Peoples and its implementation of the 94 Calls to Action of the Truth and Reconciliation Commission's final report, it is more important than ever to support the work of all districts by providing funding for additional resources for Aboriginal Education.

Attached to this letter you will find a copy of our original letter dated April 28, 2017. We look forward with anticipation to a positive response to the request, originally from School District No. 23, that additional core funding will be provided for Aboriginal Education learning resources and staff to support the implementation of the redesigned curriculum.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Tina Last", written over a large, loopy initial "T".

Mrs. Tina Last
Chair

cc: MLA Jennifer Rice
BCSTA



ATTACHMENT

634 – 6th Avenue East
Prince Rupert, B.C.
V8J 1X1
Tel: (250) 624-6717
Fax: (250) 624-6517
<http://sd52.bc.ca>

September 19, 2017

The Honourable Rob Fleming,
Minister of Education
P.O. Box 9045 STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister Fleming,

Re: PSEC Review of BCPSEA Governance

The Board of Education of School District No. 52 (Prince Rupert) was pleased to hear that the government has directed the Public Sector Employers' Council Secretariat ("PSEC") to commence a process for the review of the governance of the British Columbia Public Schools Employers Association ("BCPSEA"), as well as the other employers' associations that fall under the mandate of PSEC.

In our opinion, BCPSEA has been under the administration of a Public Administrator for far too long. Boards of Education are the employers in our sector, and it is essential that a Board of Directors made up of trustees resumes the oversight of BCPSEA.

We look forward to the opportunity to participate in the review process that will be initiated by PSEC and for a prompt return to trustee-driven governance of BCPSEA.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Tina Last", is written over a large, stylized oval flourish.

Mrs. Tina Last
Chair

cc: MLA Jennifer Rice
BCSTA

The School District No. 52 Experience
Inclusive Engaging Real



ITEM 2

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **APPROVAL OF MINUTES**

Date: October 18, 2017
(Public Board Meeting)

Decision

RECOMMENDATION:

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

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING**
Wednesday, September 20, 2017 (6:00 PM)
Board Room, District Education Office

IN ATTENDANCE:BOARD MEMBERS:

Chairperson – Mike Murray
 Vice Chairperson – Susan Carr
 Trustee – Ken Clarkson
 Trustee – Korleen Carreras
 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

A. OPENING PROCEDURES1. 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**

- BC School Trustees Association
- M. Baxter, Chairperson, School District No. 23 (Central Okanagan)
- T. Last, Chairperson, School District No. 52 (Prince Rupert)
- BC Public School Employers' Association NewsLinkexpress 2017-08

THAT the Board receive the correspondence for information.

CARRIED3. Approval of Agenda**Moved/Seconded**

THAT the Agenda be approved as circulated.

CARRIED4. Invitation for Public Input to matters on the Agenda**B. APPROVAL OF MINUTES**1. June 21, 2017**Moved/Seconded**

THAT the Minutes of the June 21, 2017 Public Board meeting be approved as circulated.

CARRIED

C. PRESENTATIONS1. Youth Strategy**Moved/Seconded**

Meghan MacMillan and Tony Cotroneo, City of Maple Ridge presented information on the Maple Ridge Youth Strategy initiative which is designed to help service providers, caregivers, youth and the community at large in working with and supporting youth and adults to promote positive physical, social and emotional outcomes.

THAT the Board receive the Youth Strategy presentation by Meghan MacMillan, City of Maple Ridge, for information.

CARRIED**D. DELEGATIONS****E. DEFERRED ITEMS****F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees

a) Budget

i. Terms of Reference**Moved/Seconded**

The Secretary Treasurer reported that the Terms of Reference for the Budget Committee of the Whole had been updated to provide further clarity on the purpose and membership of the committee.

The Secretary Treasurer further reported that the Terms of Reference had been reviewed by the Budget Committee of the Whole and were being presented to the Board for approval.

THAT the Board approve the Budget Committee of the Whole Terms of Reference.

CARRIED

b) Finance

i. Audited Financial Statements**Moved/Seconded**

The Secretary Treasurer presented the Audited Financial Statements for the fiscal year ended June 30, 2017. In accordance with the School Act, Boards of Education must prepare financial statements with respect to the preceding fiscal year and forward a copy to the Ministry of Education by September 30, 2017, together with the auditor's report.

Accounting Policies, Operating Fund, Operating Revenue, Operating Expenditures, Special Purpose Funds, Capital Fund and the Local Capital and Contingency Reserve were explained.

THAT the Board approve the Audited Financial Statements of School District No. 42 (Maple Ridge – Pitt Meadows) June 30, 2017.

CARRIED

ii. Terms of Reference

Moved/Seconded

The Secretary Treasurer reported that the Terms of Reference for the Finance Committee of the Whole had been updated to provide further clarity on the purpose and membership of the committee. It was noted that this committee also acts as the Audit Committee of the Board.

The Secretary Treasurer further reported that the Terms of Reference had been reviewed by the Finance Committee of the Whole and were being presented to the Board for approval.

THAT the Board approve the Finance Committee of the Whole Terms of Reference.

CARRIED

c) Board Policy Development

i. Rescission of Policy JECBA: Admission of Non-Resident Students to the International Education Program

Moved/Seconded

THAT the Board rescind Policy JECBA: Admission of Non-Resident Students to the International Education Program.

CARRIED

- d) Education
- e) Aboriginal Education
- f) Facilities Planning

i. Terms of Reference

Moved/Seconded

The Secretary Treasurer reported that the Terms of Reference for the Facilities Planning Committee of the Whole provide clarity on the purpose and membership of the committee.

The Secretary Treasurer further reported that the Terms of Reference had been reviewed by the Facilities Planning Committee of the Whole and were being presented to the Board for approval.

THAT the Board approve the Facilities Planning Committee of the Whole Terms of Reference.

CARRIED

G. INFORMATION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
 - a) Superintendents 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. Update on Policies and Procedures

Moved/Seconded

The Chairperson provided a brief overview on the Board Policy Committee Work Plan for 2017-2018.

THAT the Board receive the Board Policy Committee Work Plan 2017-2018 for information.

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

- a) Motions to Provincial Council

The Chairperson reported that motions to Provincial Council must be submitted to BCSTA by September 22, 2017.

I. TRUSTEE REPORTS

Maple Ridge-Pitt Meadows Arts Council

Trustee Rempel reported that hiring for a new executive director was ongoing, that the Annual General Meeting was scheduled for October 2, 2017 and that the 2017/18 arts program brochure was available.

Ridge Meadows Education Foundation

Trustee Rempel reported on funding available to schools and the progress of upcoming projects.

Good News Items

Trustees reported on the elimination by the provincial government of tuition fees for Adult Basic Education. Trustee Carreras reported on her attendance at the CSBA National Congress and National Trustee Gathering on Aboriginal Education. Trustee Carr reported that a fentanyl forum will be held at Thomas Haney Secondary School and the Chairperson reported on his attendance at the Terry Fox run.

L. QUESTION PERIOD

Questions were posed on the following:

- PMSS basketball program
- School district policy on volunteers and code of conduct
- Teacher use of MyPortfolio
- Timing of board response to parent inquiries

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 6:53 p.m.

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Mike Murray

Re: **NEW CURRICULUM UPDATE**

Date: October 18, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 4

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **FUNDING FOR PAC's and DPAC**

Date: October 18, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Board received the attached request from DPAC asking 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. (Attachment A)

RECOMMENDATION:

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.

Attachment

Karen Yoxall

From: DPAC42 <sd42dpac@gmail.com>
Sent: Friday, September 15, 2017 3:29 PM
To: Sylvia Russell; Karen Yoxall
Cc: Mike Murray
Subject: DPAC Funding Request for 2017/18

Dear Sylvia and Mike,

The DPAC is requesting to have our funding from SD42 at your earliest convenience. We were most grateful for the financial support the Board offered us last school year. We were pleased we could continue on with our regular activities including our successful Youth Mental Wellness Event and our year end wind up dinner. We were also planning ahead for some upcoming expenditures.

Our intention is to organize and host a large undertaking this fall, involving 3 Diversity workshops offered to students, parents and staff in the District. We are very passionate about this topic and excited to be supporting this educational event. It is our hope that the Board would approve of such use of our funding.

Thanks for your attention to this matter.

Sincerely,
Kim Dumore
DPAC

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **LEARNING IMPROVEMENT FUND REPORT**

Date: October 18, 2017
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

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 to the Minister, by the time and in the manner specified by the Minister, a spending plan that allocates the estimated grant with respect to one or more of the following:

- a) The provision of additional teacher assistants and other para-professionals;
- b) Additional services to students;
- c) A reserve fund, not exceeding 30% of the estimated grant, that may be used for any of the purposes described in paragraphs (a) or (b) as the board considers appropriate.

As of the date of preparation of this memo, the Ministry of Education has yet to communicate the format and due date of the spending plan as referenced in the LIF Regulation. Additionally, pursuant to Letter of Understanding No. 17, signed off by BCPSEA, BCTF and the Ministry of Education on March 9, 2017, the Education Fund portion of the LIF ended at the conclusion of the 2016/17 school year.

For the 2017/18 school year, School District No. 42 received \$509,360.00 for the Support Staff portion of the LIF. The budget is projected to be fully spent after allocating Education Assistant staffing as set out in the LIF Spending Plan for 2017/18.

Support Staff LIF Spending Plan 2017/18:

Education Assistants working in special education will receive 1.75 hours of additional weekly time at elementary schools and 0.75 hours of additional time at secondary schools for activities including but not limited to: attendance at IEP meetings; collaboration and meeting time with classroom and support teachers and/or support teams; constructing/adapting work and materials for students; and student involved activities such as breakfast, reading and homework clubs, learning centres, adapted physical education or other initiatives or activities consistent with the Education Assistant job description. SD No. 42 and CUPE local 703 have agreed to the following incremental EA allocations to full-time continuing staffing assigned as of June 30, 2017 and taking effect September 5, 2017:

- 1.75 hours increase to the weekly work hours of **168** 28-hour per week elementary Education Assistants to 29.75 hours per week (totals 294 hours/week);
- 0.75 hours increase to the weekly work hours of **98** 29-hour per week secondary Education Assistants to 29.75 hours per week (totals 73.5 hours/week).

RECOMMENDATION:

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

**ITEM 6****To: Board of Education****From:** Superintendent
Sylvia Russell**Re: SUMMER LEARNING UPDATE****Date:** October 18, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The School District offered the Summer Learning program for elementary grades from July 4, 2017 to July 22, 2017. 476 K-6 students were enrolled at one of the four locations; Edith McDermott Elementary, Alouette Elementary, Yennadon Elementary and Laity View Elementary. 113 students of the 476 attended French Immersion at Laity View Elementary. Students were engaged in a variety of learning activities that focussed on hands-on experiential learning as opposed to pen and paper. Students were provided with a minimum of 40 hours of instruction. Each school hosted multi-grade classes (grades 1-3) for primary and (grades 4-6) for intermediate. All students were included and if needed, were provided with Teacher and Educational Assistant support.

The grade 7 to grade 8 transition program was offered once again this year. Unfortunately only 52 students registered for the program. A minimum of 75 students was needed to run a viable program.

Connected Learning Community (CLC), our online school offered a summer learning DL program during the months of May to July. CLC, online DL school offered the courses on a "Fast-Track" model. 100 students took a variety of credit courses in English, Math and Science.

At Thomas Haney Secondary 671 Ministry of Education funded students and 53 international students from Lanzhou, China attended full course and remedial programs. Of the 671 attendees enrolled in the Secondary Summer Learning Program, 266 were grade 8-9 students. The Ministry of Education funded students participated in remedial learning for core subjects in Math, English, Social Studies and Science delivered by an energetic and collaborative team of teachers through an Inquiry Model, subject schedule rotation and daily electives. 405 grade 10-12 students took full credit course offerings in core subject areas primarily English, Mathematics and Science. The international students enrolled in either Social Studies 11, English 10 or English 11 courses working towards their BC Dogwood certificate.

Summer Learning Financial Update

The Summer Learning estimated revenue and expenses are shown in the table below:

	2017/18 Preliminary Budget	2017/18 Projected Expenditures			Variance
		Elementary	Secondary	Total	
Revenue					
Ministry of Education Grants	345,445	130,611	225,000	355,611	10,166
Other Revenue	44,615	2,800	86,690	89,490	44,875
Total Revenue	390,060	133,411	311,690	445,101	55,041
Expenses					
Salaries and Benefits	447,734	122,964	291,405	414,369	-33,365
Service and Supplies	14,723	8,363	5,782	14,145	-578
Total Expenses	462,457	131,327	297,187	428,514	-33,943
Net Revenue (Loss)	-72,397	2,084	14,503	16,587	88,984
Ministry of Education Funded Enrolment	1,122	476	671	1,147	25

RECOMMENDATION:

THAT the Board receive the Summer Learning Update for information.



ITEM 7

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: October 18, 2017
(Public Board Meeting)

Information

RECOMMENDATION:

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

To: **Board of Education**

From: Board Policy Development
Committee

Re: **DRAFT POLICY:**
10310 VOLUNTEERS

Date: October 18, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), Draft Policy 10310: Volunteers (Attachment A) is presented to the Board for information.

The following draft procedures are also presented for information:

Draft Procedure 10310.1: Volunteers (Attachment B)
Draft Procedure 10310.2: Volunteer Drivers (Attachment C)
Draft Procedure 10310.3: Volunteer Community Coaches (Attachment D)
Volunteer Application Form (Attachment E)
Volunteer Drivers Application: Elementary (Attachment F)
Volunteer Drivers Application: Secondary (Attachment G)

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 December 6, 2017.

RECOMMENDATION:

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

Attachments

**SD 42 POLICY: 10310****VOLUNTEERS**

PHILOSOPHY:

The Board of Education defines volunteer as a person who provides his or her services without any express or implied promise of being paid or receiving goods or services in exchange for his or her duties.

The Board of Education recognizes that volunteers provide significant services to students and the school community and authorizes their use.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Volunteers 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:

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school district staff and volunteers.

While encouraging the community context of schooling, the Board expects its schools to be safe, secure, and caring environments for students. Therefore, appropriate safeguards respecting the selection, role, and supervision of volunteers must support the use of volunteers. The Board of Education, through its employees, must maintain control of school programs and school-sponsored activities.

APPROVED:

**SD 42 PROCEDURE: 10310.1****VOLUNTEERS**

1.0 SELECTION

1.1 All individuals interested in volunteering at a school must complete the Volunteer Application form and submit it to the school Principal.

1.2 The School Principal ("the Principal") or the school district employee designated as Program Manager ("the Program Manager") will consider the need to interview potential volunteers based on:

- a) the nature of the activity;
- b) the extent of supervision by the staff sponsor or Educator-in-Charge (school district employee who is a certified teacher by the Teacher Regulation Branch of BC); and,
- c) the knowledge, skills, abilities, and suitability required for the activity.

1.3 The purpose of the interview is to:

- a) understand the person's character, motivation and interests;
- b) identify the person's talent, skills, and relevant certification;
- c) request the names of references;
- d) assess suitability to work under differing levels of supervision; and,
- e) specify an appropriate placement of accepted volunteers.

1.4 The Principal or Program Manager may request a Criminal Records Check and/or references as an aid to decision-making in relation to the selection and placement of a prospective volunteer. A Criminal Records Check is required if it is anticipated that the volunteer may have unsupervised access to students. A Criminal Records Check is strongly recommended in the following circumstances:

- a) overnight supervision and/or travel;
- b) minimal direct supervision by teachers; or
- c) student contact which will be extensive or individual in nature.

1.5 It must be recognized that some applicants will not be suitable for volunteer work in a school setting. It is the Principal or Program Manager's responsibility to determine an individual's suitability for volunteering with the school district.

1.6 A volunteer's services may be terminated at the discretion of the Principal or Program Manager.

2.0 ORIENTATION

2.1 The Principal, Program Manager or designate will ensure that volunteers are oriented as to:

- a) obligations and responsibilities of staff, volunteers and students;
- b) school procedures related to safety, emergencies, and the reporting of incidents;
- c) school calendar;
- d) applicable school district policies and procedures; and,
- e) confidentiality requirements.

3.0 REQUIREMENT FOR STAFF SPONSOR OR EDUCATOR-IN-CHARGE FOR VOLUNTEERS

3.1 The Principal or Program Manager may require a staff sponsor or Educator-in-Charge for activities organized and run by community volunteers.

3.2 The Principal or Program Manager has the responsibility to determine the extent of a staff sponsor or Educator-in-Charge involvement in order to ensure that the activity is adequately supervised.

3.3 The Principal or Program Manager will consider the level of risk involved in determining whether or not a staff sponsor or Educator-in-Charge is required and in determining the extent of their involvement.

3.4 A staff sponsor or Educator-in-Charge is required for events involving overnight travel unless waived by the Superintendent of Schools.

4.0 INSURANCE

4.1 Comprehensive general liability insurance covers volunteers for non- criminal acts while participating in any school district or school authorized and supervised activities. Volunteers may have some personal legal liability exposures, which may be insured under the liability section of homeowners, tenants or motor vehicle insurance policies.

4.2 Limited personal accident insurance coverage is provided for volunteers, while conducting their volunteer duties.

5.0 DOCUMENTATION

5.1 All documentation related to the volunteer's history including application form, interview notes, criminal record check, driver's abstracts will be held in a confidential file in the office of the Principal or Program Manager for a period of 7 years after the end of the volunteer service.

6.0 VOLUNTEER COMMUNITY COACHES

6.1 The selection, orientation, supervision and responsibilities of volunteer community coaches are addressed in Procedure 10310.3 – Volunteer Community Coaches.

6.2 A volunteer community coach's services may be terminated at the discretion of the Principal.

7.0 VOLUNTEER DRIVERS

7.1 The selection, orientation, supervision and responsibilities of volunteer drivers are addressed in Procedure 10310.2 – Volunteer Drivers. Guidelines for selection of volunteer drivers relate to driving capabilities, vehicle safety, roadworthiness, and vehicle insurance.

7.2 A volunteer driver's services may be terminated at the discretion of the Principal.

RECEIVED FOR INFORMATION:

**SD 42 PROCEDURE: 10310.2****VOLUNTEER DRIVERS****1. SCOPE**

1.1 This procedure addresses curricular and extra-curricular transportation of students where specific volunteer drivers, including staff, are organized, directed and supervised by the school district.

1.2 The school district is responsible for supervision of students during instructional time and must control any related transportation.

1.3 Outside of the scope of this procedure is: transportation to or from the student's home, group transportation via commercial carriers and emergency medical transportation.

2. INTENT

2.1 It is the intent of the Board to minimize risk to students being transported by volunteer drivers.

2.2 Volunteer drivers and vehicles may be utilized within the law.

2.3 Volunteer drivers will normally only be utilized on trips of one day duration or less.

3. SELECTION OF VOLUNTEER DRIVERS

3.1 Selection of volunteer drivers is intended to achieve safe transport by giving consideration to factors including:

- a) Volunteer suitability for the task;
- b) Driver licensing appropriate to the vehicle; and
- c) Vehicle licensing, insurance and mechanical fitness.

3.2 Individuals interested in becoming volunteer drivers must submit a Volunteer Driver Application form and the required supporting documentation to the Principal.

3.3 Selection of volunteer drivers should include consideration of the following criteria and may include other factors the Educator-In-Charge and Principal deem appropriate.

3.3.1 Driver licensing must be in British Columbia and appropriate to the licensing of the vehicle being utilized and number of persons to be transported. Most drivers have Class 5 licenses. A Class 4 driver's license is required for student travel if the vehicle is licensed for private purposes with a seating capacity of ten or more (up to 25) including the driver.

3.3.2 The applicant must have held a valid driver's license for at least one year.

3.3.3 The driver must be competent to drive. The applicant's driving record will be reviewed by examining a Driver's Abstract which may be obtained by:

- a) The driver requesting a driver's abstract on the ICBC website; or
- b) The driver visiting any ICBC driver licensing office and obtaining the abstract on an over-the-counter basis at no charge.

Generally, two or more traffic violations or an accident involving personal injury or property damage over \$5,000 in the year preceding the date of issue of the driver's abstract, would disallow approval.

3.3.4 Use of Learner ("L") drivers and Novice ("N") drivers under 19 years of age as volunteer drivers is strictly prohibited. Drivers with Learner ("L") drivers' licenses and drivers under 19 years of age with Novice ("N") drivers' licenses are strictly prohibited from transporting students during school sponsored activities. Students who hold a Novice ("N") drivers' license may drive themselves to/from school sponsored activities if approval from their parent/guardian is received in writing by the school.

3.3.5 Use of Novice ("N") drivers over 19 years of age to transport students is not precluded, but is discouraged, as there are legal restrictions on their ability to transport passengers, and they are less experienced drivers. Parents of students being transported by Novice ("N") drivers must be made aware of this when consenting to the participation of their child in the field trip.

Some of the legal restrictions for Novice ("N") drivers are as follows:

- a) "N" sign must be displayed at the back of the car;
 - b) zero blood alcohol content; and
 - c) limit of one (1) passenger. *
- * To transport additional passengers, a supervisor aged 25 or older with a valid driver's license (class 1, 2, 3, 4 or 5) must accompany the driver. (Note: The restriction of one (1) passenger does not apply if the additional passengers are immediate family members of the driver.)

3.3.6 Volunteer suitability should be considered with the factors enunciated in Policy 10310 - Volunteers and its procedures being a reference.

3.3.7 Vehicle fitness is to be certified by the driver. If something indicates a vehicle may not be roadworthy, it must not be utilized.

3.3.8 Vehicle licensing must be in British Columbia.

3.3.9 A vehicle defined as a bus (seating capacity of 10 or more) must have \$10 million of liability insurance coverage and a bus permit.

3.4 The principal retains discretionary authority to approve volunteer drivers.

3.5 A volunteer driver's services may be terminated at the discretion of the Principal.

4. COMMUNICATION WITH PARENTS

4.1 Where student activities involve transportation by volunteer drivers, parents are to be informed and must consent to the arrangements.

4.2 If the volunteer driver is a Novice ("N") driver, written consent for the use of the Novice ("N") driver must be obtained from:

- a) Parents of students to be transported; and
- b) For student volunteer drivers - parents of the student volunteer driver.

5. ORIENTATION OF VOLUNTEER DRIVERS

5.1 Instructions on the field trip schedule, route, and passenger list must be clearly communicated to volunteer drivers.

5.2 Volunteer drivers are to be oriented as to obligations and responsibilities of staff, volunteers and students including school procedures, particularly those related to safety, emergencies and the reporting of incidents; confidentiality requirements; and requirements for vehicle passenger restraint systems.

6. INSURANCE COVERAGE FOR VOLUNTEER DRIVERS

6.1 Volunteer drivers occasionally inquire regarding insurance coverage. The following is intended to establish a general understanding of the matter. The precise attributes of insurance coverage are established by the legal language within the insurance policies and are interpreted by courts.

6.2 A volunteer driver, for the purposes of this insurance discussion, is voluntarily acting on behalf of or assisting the school district while using or operating a vehicle not owned by the district.

6.3 First, in the event of a motor vehicle accident, insurance claims are satisfied pursuant to the terms of the insurance coverage carried on the vehicle involved.

6.4 Second, the Schools Protection Program provides substantial additional liability coverage above the vehicles' insurances.

6.5 Vehicles used for student transportation must be rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$1,000,000.

6.6 The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

7. RESPONSIBILITIES OF VOLUNTEER DRIVERS

7.1 Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$1,000,000.

7.2 Volunteer drivers are responsible for ensuring that the vehicle they use for student transportation is properly equipped with seat belts for each occupant and that seat belts are secured when traveling.

7.3 The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation, is in good mechanical condition, and equipped with appropriate tires to meet weather conditions.

7.4 Volunteer drivers must ensure that adequate passenger restraint systems (i.e. seat belts, booster seats) are used in the vehicle used to transport students.

7.5 Volunteer drivers are responsible for ensuring that all children under 12 years of age do not ride in the front seat.

7.6 Volunteer drivers must notify the Principal if any events occur that negatively impact on the driver's suitability to transport students as a volunteer.

7.7 Volunteer drivers must maintain a non-smoking environment while transporting students.

7.8 Volunteer drivers must not, at any time during their performance as volunteer drivers, use any alcoholic beverages or use any restricted substances or use any substances that may affect their ability to safely operate a motor vehicle.

7.9 Volunteer drivers must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

7.10 Volunteer drivers must notify the Principal of any motor vehicle accidents that occur while transporting students.

7.11 Volunteer drivers must follow all applicable school district policies and procedures.

8. DOCUMENTATION

8.1 A Volunteer Driver Registration form is provided for schools to facilitate documentation, selection and authorization of volunteer drivers. This documentation is to be retained in the school's file and updated each school year or when the information provided changes. The driver's abstract for each volunteer driver must be updated every other school year.

8.2 Separate passenger lists for each vehicle used for field trips must be prepared and a copy left at the school.

RECEIVED FOR INFORMATION:

**SD 42 PROCEDURE: 10310.3****VOLUNTEER COMMUNITY COACHES****1. SCOPE**

1.1 This procedure addresses how volunteer community coaches are selected, organized, directed and supervised by the school district.

1.2 The school district is responsible for supervision of students during instructional time and must manage any activities organized by volunteer community coaches.

1.3 A “volunteer community coach” is defined as any individual who coaches a school team and is not a school district employee who is a Teacher Regulation Branch of BC certificate holder.

2. SELECTION OF VOLUNTEER COMMUNITY COACHES

2.1 Individuals interested in becoming volunteer community coaches must submit a Volunteer Application form accompanied by all applicable certifications to the Principal.

2.2 Individuals interested in becoming volunteer community coaches must complete a Criminal Records Check as part of the application process.

2.3 Individuals interested in becoming volunteer community coaches are interviewed by the Principal (in consultation with Athletic Coordinators where applicable) to:

- a) determine ability to work appropriately with the identified age group of students at the school;
- b) identify specific training/competence in the selected sport (which may need to be verified by external resource personnel);
- c) review the Criminal Records Check; and,
- d) obtain additional information regarding experience, qualification and certification of the applicant.

2.4 A volunteer community coach's services may be terminated at the discretion of the Principal.

3. SUPERVISION OF VOLUNTEER COMMUNITY COACHES

3.1 A community coach must have a staff sponsor (i.e. Educators-in- Charge) who may be a principal, vice-principal or teacher.

3.2 Educators-in-Charge are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Educators-in-Charge must be present at all games, tournaments and travel events. Educators-in- Charge

must make their presence known to opposing coaches/sponsors and tournament/event organizers. The Assistant Superintendent may waive in writing this requirement, except for events involving overnight travel.

3.3 Parents are to be advised of all travel and supervision arrangements.

4. ORIENTATION

4.1 The Principal or designate will ensure that volunteer community coaches are oriented as to:

- a) obligations and responsibilities of staff, volunteers and students;
- b) school procedures related to safety, emergencies, and the reporting of incidents;
- c) school calendar;
- d) applicable school district policies and procedures; and,
- e) confidentiality requirements.

5. RESPONSIBILITIES OF VOLUNTEER COMMUNITY COACHES

5.1 The volunteer community coach must maintain records and report to the Principal or designate on a regular basis about the program and schedules of the team.

5.2 The volunteer community coach must be present at all team practices, games, tournaments and travel events. All absences must be reported to the Educator-in-Charge.

5.3 The volunteer community coach must advise parents of all travel and supervision arrangements.

5.4 The volunteer community coach must maintain respectful interactions with students, parents, staff and the school community.

5.5 The volunteer community coach must advise the Principal of any team fundraising activities and obtain approval for the proposed fundraising activity from the Principal before initiating the fundraising campaign.

5.6 The volunteer community coach must ensure that all funds collected on behalf of the team are deposited into a school bank account.

5.7 The volunteer community coach must ensure that all disbursements made on behalf of the team must be approved by the Educator in Charge and the Principal.

5.8 The volunteer community coach must comply with the BC School Sports Code of Conduct.

5.9 The volunteer community coach must familiarize themselves and observe all applicable school district policies and procedures.

6. DOCUMENTATION

6.1 A Volunteer Application form is provided for schools to facilitate documentation, selection and authorization of volunteers. This documentation is to be retained in the school's file and updated each school year or when the information provided changes.

RECEIVED FOR INFORMATION:

DRAFT



Office Use Only
If required, date of Criminal Record Check (CRC):

(update every 5 years)

Volunteer Application

Thank you for expressing interest in volunteering in our district/school.

School: _____

Name: _____
Last First Initial

Address: _____
Street City/Province Postal Code

Telephone: _____

1. I am the parent/guardian of a student(s) in this school. ☐ No ☐ Yes

Student(s) first and last name(s): _____

2. Areas of Expertise and Interest (*Attach all applicable certifications)

- | | |
|--|---|
| <input type="checkbox"/> Tutoring (subjects) _____ | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Food Days |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Library |
| <input type="checkbox"/> Coaching (sports) _____ | <input type="checkbox"/> Office Help |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Classroom Help |
| <input type="checkbox"/> Other _____ | |

Times Available: _____

3. Additional Information

I agree to a reference check and/or criminal record search as the principal of the school deems necessary. ☐ Yes ☐ No

Please provide the name and telephone number of two character references that may be contacted.

Name _____ Telephone Number _____

Name _____ Telephone Number _____

I have already had a criminal record check done at a Maple Ridge-Pitt Meadows school. ☐ Yes ☐ No

School _____ Date: _____

If you know of any reason why you should not participate as a volunteer where you will be in contact with children (e.g. health reasons), please contact the principal.

Guidelines for Volunteering

- Remember that everything you hear or see regarding the students is confidential.
- If you cannot make your scheduled time please let us know.
- Treat all members of our school community with respect.
- Please wear your name tag while on the school grounds and in the school.
- When you are working under a staff member's direction you must consult with that staff member before initiating activities.

As a volunteer in our school, you are in a position of trust and as such, it is essential that privacy and confidentiality are maintained. Our children's safety is of prime concern to us. If children's safety or trust is compromised, it will be necessary to ask you not to be a volunteer in our school.

[] The information given in this form is true and correct and I understand that falsification or omission of information may result in my removal as a volunteer. I have read and agree to follow the guidelines described above. The principal may contact my references.

[] I have read, I understand and I agree to follow Policy 10310 Volunteers and the procedures associated with it.

Applicant's Signature: _____

Date: _____

Office Use Only

- ☐ Reference Check completed (complete for volunteers unsupervised by staff, principal's decision for volunteers supervised by staff)
 - ☐ Criminal Record Check on file (if needed)
 - ☐ Confidentiality, volunteer responsibilities discussed
 - ☐ Orientation meeting
 - ☐ Parent/Guardian verified – application approved while child(ren) enrolled at the school
 - ☐ Non Parent/Guardian - application approved for one school year. Expiry Date: _____

PRINCIPAL OR DESIGNATE APPROVAL:

Signature

Position

Date



Expiry Date:

_____ Elementary School
VOLUNTEER DRIVER APPLICATION
(To be completed by employees and volunteers transporting students.)

Driver's Name:			
Driver's Address:			
Phone Numbers	Home:		Cell:
*Please ensure the information in the section below is verified by a school staff member			
BC Driver's License #:			
BC Vehicle License Plate #:			
Insurance Documents:	(please show to staff for verification of insurance coverage and license plate)		
Driver's Abstract:	(please attach a recent copy)		
Driver is:	Parent [<input type="checkbox"/>]	Student Name: _____	
		Staff [<input type="checkbox"/>]	Other: _____
Vehicle Owner:	Driver	Other: _____	
Vehicle Owner Address:	As Above	Other: _____	
Vehicle Make/Model/Year:			
Max. Number of Passengers:	(excluding the driver)		
My vehicle has [] seats that meet the criteria for safe placement of booster seats.			

DRIVER'S STATEMENT: I agree to:

- Keep the safety of students as the highest priority;
- Follow instructions by the Educator-in-Charge of the field trip;
- Provide a safe, roadworthy vehicle licensed in British Columbia;
- Operate the vehicle in a safe manner and as required by law;
- Maintain a zero blood alcohol level while transporting students;
- Do not consume any substances that may affect our driving ability while transporting students;
- Provide a non-smoking environment while transporting students;
- Comply with distracted driving legislation while transporting students;
- Ensure students age 12 or under do not occupy front seats equipped with active air bags;
- Verify the use of passenger restraint systems/seat belts for all occupants.

[☐] I have read, I understand and I agree to follow Policy 10310 Volunteers and the procedures associated with it.

 Driver's Signature

 Date

PRINCIPAL OR DESIGNATE APPROVAL:

 Signature

 Position

 Date

*Note: The School District's insurer provides excess Third Party Liability coverage for individuals driving their own vehicle for school district business

Approved: - Reference Policy 10310 Volunteers

Expiry Date:

Secondary School
VOLUNTEER DRIVER APPLICATION
(To be completed by employees and volunteers transporting students)

Driver's Name:			
Driver's Address:			
Phone Numbers	Home:		Cell:
*Please ensure the information in the section below is verified by a school staff member			
BC Driver's License #:			
BC Vehicle License Plate #:			
Insurance Documents:	(please show to staff for verification of insurance coverage and license plate)		
Driver's Abstract:	(please attach a recent copy)		
Driver is:	Parent []	Student Name: _____	
		Staff []	Other: _____
Vehicle Owner:	Driver	Other: _____	
Vehicle Owner Address:	As Above	Other: _____	
Vehicle Make/Model/Year:			
Max. Number of Passengers:	(excluding the driver)		

DRIVER'S STATEMENT: I agree to:

- Keep the safety of students as the highest priority;
- Follow instructions by the Educator-in-Charge of the field trip;
- Provide a safe, roadworthy vehicle licensed in British Columbia;
- Operate the vehicle in a safe manner and as required by law;
- Do not consume any substances that may affect our driving ability while transporting students;
- Provide a non-smoking environment while transporting students;
- Comply with distracted driving legislation while transporting students;
- Refrain from using a cellular device while transporting students;
- Verify the use of passenger restraint systems/seat belts for all occupants.

[] I have read, I understand and I agree to follow Policy 10310 Volunteers and the procedures associated with it.

Driver's Signature

Date

I AUTHORIZE MY SON/DAUGHTER _____, TO BE A STUDENT VOLUNTEER DRIVER.

Parent/Guardian Signature

Date

PRINCIPAL OR DESIGNATE APPROVAL:

Signature

Position

Date

*Note: The School District's insurer provides excess Third Party Liability coverage for individuals driving their own vehicle for school district business

Approved: - Reference Policy 10310 Volunteers



ITEM 9

To: **Board of Education**

From: Board Policy Development
Committee

Re: **DRAFT POLICY:**
10200 COMMUNICATIONS

Date: October 18, 2017
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), the Draft Policy 10200: Communications (Attachment A) is presented to the Board for information.

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 December 6, 2017.

RECOMMENDATION:

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

Draft Policy 10200: Communications

Attachment

**SD 42 POLICY: 10200****COMMUNICATIONS****PHILOSOPHY:**

The Board of Education supports an effective communications program as a necessary component of a public school system's operations. The Board is committed to the development, operation and maintenance of an effective communications program reflective of the school district and each of its schools.

AUTHORITY:

The Board assigns the responsibility for the implementation of this 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:

To this end, the Board undertakes:

- To use all available means of communication in informing the public about policies, programs, planning, issues that arise and school district initiatives.
- To encourage, assist and support the news media in inquiring, researching and reporting public information about the school district.
- To invite and encourage public feedback whenever possible.
- To identify and sustain financial and personnel resources adequate to permit the Superintendent's Office and schools to organize and maintain a communications program commensurate with Board policy and expectations.
- To maintain public confidence in the school district and its schools.

COMMUNICATIONS GUIDELINES

1.1 It is be the responsibility of each Trustee and school district employee to exercise care when answering questions about the school district, schools, employees, students or any other individuals associated with the school district. Individuals should answer a question only when they have complete understanding about a point or issue and are authorized to provide the information on behalf of the school district. If the Trustee or employee is not well versed, he/she should refer the question to an appropriate school district official.

1.2 Trustees and employees making statements about the operation of the school district or a school are responsible for the accuracy and correctness of the information disseminated, and for complying with privacy legislation and school district policies and procedures.

1.3 Information to the public and media shall be provided as follows:

- a) The Board Chairperson, or in the absence of the Chairperson, the Board Vice Chairperson will be the representative of the Board to the public and media on Board matters of a political nature.
- b) The Superintendent or designate will represent the Board and the school district generally.
- c) The Superintendent or designate may ask other school district staff to represent the school district in areas consistent with their assigned duties and responsibilities.

1.4 When the Board Chairperson, Superintendent, and school district staff speak for the school district, it will be the individual's responsibility to ensure that all statements made are true and accurate and comply with privacy legislation, and school district policies and procedures.

1.5 It will be the responsibility of every Trustee and employee to endeavour by all activities and private statements to maintain public confidence in the school district and its schools.

APPROVED:

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:

June 21, 2017 Closed

Call to Order
Motion of Exclusion
Approval of Agenda
Approval of Minutes
Chairperson Decision Item
Secretary Treasurer Decision Items
Superintendent Information Items
Secretary Treasurer Information Item
Trustee Report
Adjournment

Meeting called to order at 10:41 a.m.
Approved
Approved as circulated
Approved as circulated
Approved as circulated
Approved as circulated
Received
Received
Received
Meeting adjourned at 12:15 p.m.