



## PUBLIC MEETING OF THE BOARD OF EDUCATION

Wednesday, October 9, 2013  
6:00 p.m.

District Education Office  
22225 Brown Avenue  
Boardroom

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### A G E N D A

*“Coming together is a beginning; keeping together is progress; working together is success” –  
Henry Ford*

#### A – OPENING PROCEDURES

1. Call to Order
2. Correspondence ITEM 1
  - i. Patti Bacchus, Chairperson – SD No. 39 (Vancouver)
  - ii. Melissa Hyndes, Chairperson – SD No. 43 (Coquitlam)
  - iii. Tina Last, Chairperson – SD No. 52 (Prince Rupert)
  - iv. Edie Heinrichs, Chairperson – SD No. 75 (Mission)
3. Ordering of Agenda
4. Invitation for Public Input to matters on the Agenda

#### B – CONFIRMATION OF MINUTES

1. September 25, 2013 ITEM 2

#### C – PRESENTATIONS/DELEGATIONS

1. The Lougheed Area Girl Guides of Canada – Guides du Canada ITEM 3
2. Achievement Contract – David Vandergugten ITEM 4

#### D – CHAIR REPORT

#### E – DEFERRED ITEMS

#### F – TRUSTEE MOTIONS

#### G – CHIEF EXECUTIVE OFFICER’S REPORT

1. Decision Items
  - a) Superintendent of Schools
  - b) Deputy Superintendent
    - i. Learning Improvement Fund ITEM 5
  - c) Secretary Treasurer
    - i. Banking Resolution ITEM 6

- ii. PMSS – Portable Change Rooms
- 2. Information Items
  - a) Superintendent of Schools
  - b) Deputy Superintendent
  - c) Secretary Treasurer

ITEM 7

## **H – COMMITTEE BUSINESS**

- 1. Committees of the Whole
  - a) Finance
  - b) Budget
- 2. Committee & Advisory Committee Reports
  - a) Aboriginal Education
  - b) Board Policy Development

- i. Policy 2500: Board Policy Development

ITEM 8

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

## **I – QUESTION PERIOD**

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

## **J – TRUSTEE REPORTS**

- 1. Municipal Advisory & Accessibility
- 2. Ridge Meadows Community Arts Council
- 3. Social Planning Advisory:
  - i. [http://www.mapleridge.ca/EN/main/municipal/728/9982/spac\\_agenda\\_minutes.html](http://www.mapleridge.ca/EN/main/municipal/728/9982/spac_agenda_minutes.html)
- 4. Tzu Chi Foundation
- 5. Youth Society
- 6. Other Board Liaison Representative Reports
  - a) Good News Items

## **K – OTHER BUSINESS**

- 1. Public Disclosure of Closed Meeting Business

ITEM 9

## **L – ADJOURNMENT**

To: Board of Education

From: Chairperson  
Mike Murray

Re: **OPENING PROCEDURES**

Date: October 9, 2013  
(Public Board Meeting)

**Information/Decision**

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**1. CALL TO ORDER**

**2. CORRESPONDENCE (*Information Item*)**

- i. Patti Bacchus, Chairperson – SD No. 39 (Vancouver)
- ii. Melissa Hyndes, Chairperson – SD No. 43 (Coquitlam)
- iii. Tina Last, Chairperson – SD No. 52 (Prince Rupert)
- iv. Edie Heinrichs, Chairperson – SD No. 75 (Mission)

**RECOMMENDATION**

THAT the Board receive all correspondence for information.

*Attachments*

***ORDERING OF AGENDA (Decision Item)***

**RECOMMENDATION:**

THAT the Agenda be ordered as circulated.

**3. Invitation for Public Input to matters on the Agenda**



# Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

September 24, 2013

Honourable Suzanne Anton  
MLA, Vancouver-Fraserview  
Parliament Buildings  
Victoria, BC V8V 1X4  
suzanne.anton.mla@leg.bc.ca

*Suzanne*  
Dear Ms. Anton:

As you know, each fall the provincial government invites submissions to the Select Standing Committee on Finance and Government Services as part of the provincial budget consultation process. I have attached a copy of the Vancouver Board of Education's 2013 submission for your information, as you represent a Vancouver riding.

The brief contains some background information about the school district and its fiscal framework. It contains six specific recommendations for the committee's consideration. I welcome your questions or comments about this brief and hope that we can discuss these topics further in an upcoming meeting.

I thank you for taking the time to read this and for your interest in supporting our Vancouver public schools.

Sincerely,

Patti Bacchus  
Board Chair

Attachment

c: Honourable Peter Fassbender, Minister of Education  
All BC Boards of Education  
VBE Trustees  
Steve Cardwell, Superintendent  
Rick Krowchuk, Secretary Treasurer

#### Board of School Trustees:

Patti Bacchus - Chairperson  
Mike Lombardi - Vice-Chairperson  
Fraser Ballantyne Ken Clement Ken Denike  
Cherie Payne Allan Wong Sophia Woo  
Rob Wynen



# Vancouver Board of Education

School District No. 39

BOARD OF SCHOOL TRUSTEES

1580 West Broadway

Vancouver, B.C. V6J 5K8

Telephone: 604-713-5000

Fax: 604-713-5049

September 18, 2013

**By email and original letter by mail**

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

Dear Minister Fassbender:

**Re: Funding for Support Staff Collective Agreement Increases**

Bargaining has been ongoing at a provincial level with K-12 support staff unions and it appears it may be reaching a critical stage this week. The Vancouver Board of Education (VBE) supports the right of our employee groups to free collective bargaining. We sincerely hope that a settlement can be reached without disruption to our classrooms.

In August, the Province, without prior consultation with school districts, appointed a provincial negotiator to lead the negotiations. School districts were also not consulted in the development of the mandate for the provincial negotiator. As the Province is clearly controlling these negotiations, the Province should be responsible and accountable as to their outcomes. However, you and your provincial negotiator have indicated that school districts should be responsible for any related costs increases. School districts will also bear the burden if a settlement is not reached and job action affects classrooms.

On September 16, 2013, the VBE Board passed a motion directing me to write to you to request that government provide funding to cover all costs associated with agreements reached with support staff unions, and that funding be ongoing. This motion is consistent with the British Columbia School Trustees Association (BCSTA) policy made at its 2013 Annual General Meeting, which states:

"Government should fully fund Boards of Education for all increases in their costs attributable to the Government."

School boards throughout the Province have been facing annual provincial funding shortfalls for more than a decade. These funding shortfalls have led to significant reductions to the level of services in the K-12 sector. A sample of the budget cuts, made by the VBE since 2002/2003 is attached (Attachment A).

.../2

Board of School Trustees:

Patti Bacchus - Chairperson

Mike Lombardi - Vice-Chairperson

Fraser Ballantyne Ken Clement Ken Denike

Cherie Payne Allan Wong Sophia Woo

Rob Wynen

The Honourable Peter Fassbender  
Minister of Education  
September 18, 2013  
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Based on an analysis for the VBE completed in April 2013, the VBE would need \$47 million in additional annual funding in order to restore the same level of service as was delivered prior to 2002/2003 (see Attachment B). In addition, the VBE is facing a projected funding shortfall of over \$20 million for 2014/2015. Given this fiscal context, it is not realistic to ask school districts to absorb the cost of collective agreement increases negotiated by the Province. This point was made clear by school districts last winter when they responded that they could not develop savings plans to meet the requirements of the Cooperative Gains Mandate.

Again, the VBE requests that your government fully fund any cost increases as a result of provincially negotiated collective agreements in the K-12 sector.

Sincerely,



Patti Bacchus  
Chairperson

cc: VBE Trustees  
All BC Boards of Education  
Steve Cardwell, Superintendent of Schools  
Rick Krowchuk, Secretary Treasurer

## Attachment A

Sample of Budget Cuts	Year	FTE	Net Amount
Adult Education Program: Self-Paced Program	2012/2013	(4.50)	(402,120)
District Management Reorganization	2011/2012	(8.00)	(301,851)
Vice Principal Reduction	2011/2012	(3.00)	(171,336)
Reduction in Cafeteria Subsidies	2011/2012	(3.00)	(200,000)
Reduction of Summer School Teachers and Supplies	2011/2012	(3.20)	(237,500)
Adult Education - Teacher Assistants and Instructors	2011/2012	(4.75)	(464,610)
Non-enrolling teachers	2010/2011	(20.10)	(1,360,971)
Suspend interior painting for one year	2010/2011	(12.00)	(1,146,000)
Teaching Staff reduction	2009/2010	(13.15)	(853,521)
Reduction of Vice Principal	2007/2008	(1.46)	(153,329)
Reduction of Teachers	2007/2008	(40.00)	(2,480,000)
Non-enrolling Teachers	2006/2007	(37.60)	(2,266,000)
Elementary VPs	2004/2005	(3.00)	(252,000)
Finance & Administration	2004/2005	(4.00)	(338,450)
Learning & Information Technology	2004/2005	(2.50)	(176,375)
Operations & Maintenance	2004/2005	(6.70)	(600,000)
Supervision Aides	2004/2005	(16.00)	(154,304)
Community Facilities/Swimming	2004/2005	-	(102,281)
Associate Superintendent	2003/2004	(1.00)	(160,000)
Closure of Shannon Park Annex	2003/2004	(4.20)	(400,000)
Learning and Information Technology Reorganization	2003/2004	(8.00)	(549,500)
Principals	2003/2004	(3.30)	(377,000)
Human Resources Reorganization	2003/2004	(7.00)	(503,510)
Finance and Administration Reorganization	2003/2004	(4.00)	(186,000)
Teaching Staff reduction	2002/2003	(200.00)	(12,095,735)
Instructional Supplies & Expenses	2002/2003	-	(2,463,942)
Superintendent's Short Term Assignments	2002/2003		(128,000)
Elementary Extra Clerical	2002/2003	(10.00)	(400,000)
Multicultural Home School Workers	2002/2003	(9.50)	(392,118)
Elementary & Secondary Vice Principals	2002/2003	(9.30)	(502,000)
District Administration	2002/2003	(9.20)	(630,031)
Operations & Maintenance	2002/2003	(35.40)	(2,509,239)
Multicultural Home School Workers	2002/2003	(9.50)	(392,118)



**Budget 2002/03**

**\$415 Million**

**2002 service levels in 2013**  
(adjusted for inflation and enrollment)

**\$533 Million**

**2013/14 Funding**

**\$486 Million**

**Additional funding  
required to match  
2002/03 service levels:**

**\$47 Million**

**\$47 Million =**

**\$31.5 Million**  
in lost staffing,  
including  
**524**  
entry-level  
teachers lost

**\$15.5  
Million**  
loss of  
**Supplies &  
Services**

instructional supplies,  
school supplies,  
textbooks, technology,  
building maintenance





**CHAIR:**

Melissa Hyndes

**VICE-CHAIR:**

Holly Butterfield

**TRUSTEES:**

Gail Alty

John J. Keryluk

Brian Robinson

Judy Shirra

Diane Sowden

Gerri Wallis

Keith Watkins

October 1, 2013

Minister Peter Fassbender  
Ministry of Education  
PO BOX 9058 STN PROV GOVT  
Victoria BC V8W 9E2

Dear Minister Fassbender:

**Re: SD 43 (Coquitlam) Savings Plan**

I am writing on behalf of the Coquitlam Board of Education regarding the savings plan required as part of the settlement framework in concluding a collective agreement with our support staff.

Our Board is very concerned that the savings plan to fund this agreement will be developed through further reductions to our Operating Budget impacting on the delivery of services to learners.

Developing a savings plan at this time will be extremely difficult. Over 90% of our budget is salaries and benefits. We completed our 2013/14 budget setting process in the spring with extensive engagement with the public and our partner groups. Achieving a balanced budget which contained over \$12M worth of reductions was extremely difficult. Having to re-engage the system to develop further cuts at this time will be almost impossible. Our staffing is in place. Any savings will need to be developed from the remainder of our operating budget. This will result in substantial reductions in supports to schools and learners through reduced school supplies and resources. Funding this savings plan on a continuing basis will further erode services to our system and to public education.

The Board believes that employees are due a fair wage increase. However it is our opinion that wage increases for our employees should be fully funded by the Ministry of Education and not through further impacts on the classroom.

*"Government should fully fund Boards of Education for all increases in their costs attributable to the Government."*

.../2

In context significant reductions have already occurred in our district. A comparison between our budgets of today and a decade ago show an erosion of resources which can be interpreted as an erosion of services to learners.

This letter is designed to provide rationale for how difficult it will be to develop a savings plan at this time and to support our belief that the Ministry should fund wage increases for our support worker unions. To minimize further educational service reductions to our system, it is essential that funding for wage increases be provided to school districts.

Yours truly,  
SCHOOL DISTRICT NO. 43 (COQUITLAM)



Melissa Hyndes, Chair  
Board of Education

cc     Board of Education  
        Thomas J. Grant, Superintendent  
        Guy Bonnefoy, Acting Secretary Treasurer  
        Chris Nicolls, Assistant Secretary Treasurer, Corporate & Financial Services  
        Charley King, CTA President  
        Dave Ginter, CUPE Local 561 President  
        Heidi Gable, DPAC President  
        BCSTA



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

September 12, 2013

The Honourable Peter Fassbender  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Fassbender:

**Re: Funding Wage Increases**

I am writing on behalf of the Board of Education of School District No. 52 (Prince Rupert) with respect to your memorandum of August 26, 2013. In that memorandum you suggested that the district's Secretary-Treasurer develop a savings plan so that the district will be prepared to conclude a collective agreement with our support staff union.

My Board of Education was unanimous in its opinion that any wage increase provided for our employees should be fully funded by the Ministry of Education. We believe our employees are due a fair wage increase, but the request to fund this increase out of existing funds presents us with a number of significant challenges.

Our first concern is the implications for our other employee groups. You have asked us to identify savings in order to conclude a wage increase for our support staff, but we have not had any written direction as to what will happen for our teachers and exempt staff. Finding sufficient savings to pay a wage increase for our support staff will be very challenging; to find savings to pay a wage increase for all of our employees is not possible.

Let me put that into context. 86% of our operating fund expenses are paid in salary and benefits. In order to provide a 1.5% increase to all of our employees the district would need to find savings of 9% of the rest of our budget. If we had to find savings for another increase of 1.5% in the following year the district would then need to find cumulative savings of 20% from the rest of the operating budget. Asking a district to reduce its services, supplies, utilities and transportation costs by 20% is not a realistic or achievable outcome.

Another challenge faced by our district is the current funding model. School District No. 52 (Prince Rupert) has had declining enrolment for many years. This has led to funding protection becoming a significant part of our overall budget. Here are the numbers for the last three years:

School Year	Funding Protection	Total Funding	% of Total
2011/12	\$2,109,432	\$25,499,725	8.3%
2012/13	\$2,352,572	\$25,160,869	9.4%
2013/14	\$2,097,080	\$24,792,391	8.5%

Under the current funding formula funding protection will only provide a maximum of 98.5% of the previous year's funding. As can be seen from the table above, this has resulted in a decrease in funding in 2012/13 of \$338,856 and a further decline in funding in 2013/14 of \$368,478. Given the significant portion of our district's funding that comes from funding protection, these 1.5% annual reductions will be a significant strain as the district works to balance its budget each year. The request to find additional savings to fund a wage increase is, in our context, clearly a challenge.

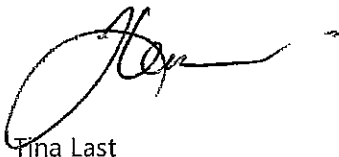
Like every other district in the Province, setting a budget is focused on meeting the needs of our students. The district looks each year for savings in order to ensure that as much of the budget as possible is used to improve the outcomes for our students. Your request that we find additional savings to pay a wage increase, instead of meeting student needs, is another challenge faced by our Board. In all likelihood, the Board will instead be looking at where student support may be reduced in order to identify these savings.

There is also an impact on the district's special purpose funds. The Community Link fund, which provides additional services to our most vulnerable students, will be impacted by this mandate. The majority of staff time paid within the Community Link budget are support staff employees. Additional costs paid in support staff wages will need to be funded from money spent on other items within the Community Link budget. This will result in lower levels of service to our vulnerable students.

Finally, our budget setting process each year includes consultation with a wide range of employee groups and education partners. The Board is now being asked to look at making revisions to its budget outside the normal budget meeting period in an unclear, but likely short timeframe. As a result, the feasibility of engaging in consultation with our partner groups, so that the Board is informed of their views, will be a challenge.

In conclusion, I hope my letter will not only express our firm belief that the Ministry should fund wage increases, but will also give you a clear idea of the many challenges faced by our Board in order to respond to your "suggestion". While we understand that most of the public sector has concluded collective agreements under the cooperative gains mandate, it is our view that the education sector is unique. As a result, it is essential that funding for wage increases be provided to school districts in the Province.

Yours sincerely,  
School District No. 52 (Prince Rupert)



Tina Last  
Chair

/hdg

cc: BCSTA  
MLA Jennifer Rice

September 18, 2013

The Honourable Peter Fassbender  
Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister Fassbender,

Re: Board of Education Role

The Annual Congress of the Canadian School Boards Association was held in Vancouver in July 2013. At the congress school districts across the country expressed their concern that Provincial ministries are diminishing the role of local boards of education. This is a trend which is of concern to the Board of Education of School District No. 52 (Prince Rupert), and certain recent decisions in British Columbia bring this concern closer to home.

Your decision to replace the Board of Directors of the British Columbia Public Schools Employers Association (BCPSEA) with an appointed administrator is one of those decisions. This decision, which was made without any prior consultation with school districts, does not respect the co-governance model that is essential in the public school sector.

The British Columbia School Trustees Association (BCSTA) made the following resolution at its 2013 annual general meeting: *"That BCSTA request the Ministry of Education honour its commitment to the 2011 Protocol of Recognition between the Government of British Columbia and BCSTA on behalf of member boards of education that recognizes the importance of consulting with boards of education."* Our Board wishes to encourage you to respect this protocol and participate in meaningful consultation with boards of education prior to making significant decisions like your decision with respect to BCPSEA.

Decisions with respect to the bargaining mandates in the public school sector are also of concern to our Board. My previous letter expressed our concerns about the support staff bargaining mandate. This mandate adds one more challenge to boards of education, who already have many other challenges to address.

The decision to pursue a 10 year contract with teaching staff has also been made without consultation with boards of education. While this target may meet the government's objective of long-term labour peace in the public education sector, there are many issues of concern to boards of education which have not been discussed. It is essential that any resulting wage increases for teachers be fully funded by the Ministry. We also wish to remind you that wage increases for our exempt staff are also long overdue and need to be funded by the Ministry.



Public education in British Columbia is on the cusp of significant innovation. Our district is pleased to be on the forefront of these initiatives and to be recognized in the Province for innovative work in Aboriginal Education, Special Education and Early Learning. We are appreciative of the various grants we have received to pursue these initiatives and the opportunity to share what we have learned with our colleagues around the Province.

The educational changes envisioned by the Ministry of Education will, in our view, be of benefit to our students. The implementation of these changes will require significant consultation with boards of education. For example, there are unique provisions in our collective agreements that will need to be considered in order to effectively implement these changes.

Each district is different, and our students each have individual needs that can only be met in the context of their local community. In order for this change to be successful we encourage you to utilize the role of boards of education with a full and effective consultation on the design and implementation of these changes.

Finally, as a locally elected board we provide a vital link to our local communities. Residents in our communities can direct their concerns about our schools to their locally elected trustees. Trustees are then able to take into account the needs of students and local community members when implementing programs and setting budgets. School District No. 52 (Prince Rupert), for example, has a very high proportion of students of Aboriginal descent. Our programs reflect this reality, with unique options available to our students that incorporate Aboriginal ways of knowing.

Our district has also developed meaningful partnerships with other community partners. The Coastal Pathways Partnership has brought the school district together with Northwest Community College and local industry to begin a Millwright Foundation program and an Industrial Electrician Foundation program that begin this year in our high school.

Local boards of education are vital to the successful implementation of education programs that will meet the unique needs of students all across this Province. We urge you to work cooperatively with our district in a true spirit of co-governance.

Yours sincerely,  
School District No. 52 (Prince Rupert)



Mrs. Tina Last  
Chair

cc: BCSTA  
MLA Jennifer Rice

September 23, 2013

Honourable Minister, Peter Fassbender  
Ministry of Education  
PO Box 9045 Stn Prov Govt  
Victoria, BC  
V8W 9E2

Dear Honourable Minister Fassbender:

***Re: Bargaining***

At the September 10, 2013 Business Committee meeting, Mission Public Schools Board members unanimously agreed to express our concerns regarding funding for the recognized CUPE wage increase.

While it is encouraging to hear the Government and CUPE negotiating teams are back at the bargaining table, we feel the need to communicate strongly that sufficient funding for education is essential to continue with the standards of education we have strived to achieve which also includes the provision of sufficient funding to support any negotiated wage increases.

Boards have been requested to identify cost savings in order to fund any wage settlement. Due to the continued pressures our District faces with existing operating costs, the Government's directive to find further savings will ultimately result in a reduction in service levels effecting both students and staff.

At the 2013 BCSTA Annual General Meeting, BCSTA incorporated the following into their policy:

*"Government should fully fund Boards of Education for all increases in their costs attributable to the Government".*

Furthermore, BCSTA recognizes the continued necessity of recognition by the Government of the importance of protocol and the consultation with Boards of Education.

The recent events effecting BCPSEA and representation, is a negative implication for the future of co-governance in our Province.

It is the wish of this Board that any further bargaining results will not put a financial burden on any School Districts.

Sincerely,



Edie Heinrichs, Chairperson

cc: Board of Education  
Bill Fletcher, Superintendent of Schools  
Wayne Jefferson, Secretary Treasurer  
BC School Trustees' Association for Dissemination to all School Boards



ITEM 2

To: Board of Education

From: Chairperson  
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: October 9, 2013  
(Public Board Meeting)

**Decision**

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**RECOMMENDATION:**

THAT the Minutes of the September 25, 2013 Public Board Meeting be approved as circulated.

Attachment

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**IN ATTENDANCE:**

BOARD MEMBERS:

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

STAFF:

Superintendent – Jan Unwin  
Secretary Treasurer – Flavia Coughlan  
Deputy Superintendent – Laurie Meston  
Director of Facilities – Rick Delorme  
Executive Assistant – Karen Yoxall

**ABSENT:** Trustee – Susan Carr

Mgr. of Communications/Community Relations – Irena Pochop

**A. OPENING PROCEDURES**

Call to Order

The meeting was called to order at 6:01 p.m.

The Chair welcomed and thanked everyone for attending.

Correspondence

- Dr. Jeanette Scott, Chair – SD No. 47 (Powell River)

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

THAT the Board receive all correspondence for information.

**CARRIED**

Ordering of Agenda

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

Trustee Clarkson and Trustee Marshall requested the addition of two motions under Chair Report.

THAT the Agenda be ordered as amended.

**CARRIED**

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

**B. CONFIRMATION OF MINUTES**

1. September 11, 2013 Public Board Meeting Minutes

**Moved:** Trustee Rempel

**Seconded:** Trustee Nelson

THAT the Minutes of the September 11, 2013 Public Board Meeting be approved as circulated.

**CARRIED**

## C. PRESENTATIONS

### 1. Involving and Engaging our Students

The Superintendent reported that two students from each high school in the district were invited to participate in the Fraser Valley Student Forum 2013. The Superintendent presented a video of the Fraser Valley Student Forum 2013 and then invited three students to share their experiences with the Board. Joshua Nicholas, Gabrielle Lalande and Morgan Leatherdale explained that as a group they decided to use the concepts of passion, personalize and purpose to answer the question “What engages you as a learner?” and created a presentation using these concepts at the Forum.

The Board Chair thanked the students for representing the district and for bringing the message back to the schools.

**Moved:** Trustee Rempel

**Seconded:** Trustee Nelson

THAT the Board receive the presentation on “Involving and Engaging our Students” for information.

**CARRIED.**

## D. DELEGATIONS

## E. CHAIR REPORT

### 1. Roadmap to Excellence

The Chair reported that “Roadmap to Excellence” is the first draft of a foundation document generated from the strategic review process. It was created with input from trustees, staff and partner groups and can be used as a work plan to assist in aligning goals and setting priorities. The Chair asked for comments and reported that it would be posted on the school district website for input.

**Moved:** Trustee Rempel

**Seconded:** Trustee Nelson

THAT the Board receive the Chair report “Roadmap to Excellence” for information.

**CARRIED.**

### 2. Funding of contracts

**Moved:** Trustee Clarkson

**Seconded:** Trustee Rempel

THAT the Board write a letter to the Ministry of Education to express our dismay and concern to the government not funding contracts which they have bargained.

**CARRIED**

**Moved:** Trustee Marshall

**Seconded:** Trustee Nelson

Whereas negotiations have concluded between the Provincial Government and CUPE and the process is underway with teachers, I move that the Board write a letter asking the Provincial Government to lift the 0% mandate for exempt staff and to fund a fair increase.

**CARRIED**



**F. DEFERRED ITEMS**

**G. TRUSTEE MOTIONS**

**H. CHIEF EXECUTIVE OFFICER'S REPORT**

**1. Decision Items**

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

i. Capital Plan

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

The Secretary Treasurer reported that on April 10, 2013 the Ministry of Education issued the 2013/14 Capital Plan Instructions. The deadline for 2013/14 Capital Plan submissions to the Ministry is October 1, 2013. In order to ensure that future Capital Plan submissions accurately reflect the priorities and needs of the Maple Ridge-Pitt Meadows School District, the Board directed staff to prepare a comprehensive School District Facilities Plan. The anticipated completion of this plan based on the progress to date is December 2013. The Board has two options. The first option is to submit the same five-year capital plan as in 2012/2013. The second option is to submit only projects that the Board is assured will need to be completed the next year and advise the Ministry that a full five-year capital plan will be submitted after the completion of the Strategic Facilities Plan. Staff is recommending the second option.

Rick Delorme, Director of Facilities presented a report from Rocky Point Engineering outlining a mechanical update project at Westview Secondary School. Staff is recommending that a capital funding request for this project be forwarded to the Ministry of Education.

THAT the Board directs the Board Chair to forward a letter on its behalf requesting capital funding for the Westview Secondary School mechanical upgrade project and advising the Minister that the Board's full 2013/2014 Five Year Capital Plan will be submitted to the Ministry of Education after the completion of the School District Strategic Facilities Plan.

**CARRIED.**

**1. Information Items**

- a) Superintendent of Schools
- b) Deputy Superintendent

i. Preliminary Enrolment Update

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

The Deputy Superintendent reported that student enrolment will not be confirmed until the end of October when the 1701 Ministry count is finalized. The Deputy Superintendent continued to report that in comparison to Spring projections elementary enrolment appears to be slightly increasing, secondary continues to decline, and FTE numbers for Distributed Learning and Community Education are not yet known.

Supplementary categories in special education will be close to projections, Aboriginal Education slightly higher and English Language Learners somewhat below.

THAT the Board receive the Deputy Superintendent's Preliminary Enrolment Report for information.

**CARRIED.**

- c) Secretary Treasurer

## **I. COMMITTEE BUSINESS**

### **1. Committees of the Whole**

- a) 2013 – 2014 Finance
- b) 2013 – 2014 Budget

### **2. Committee & Advisory Committee Reports**

- a) Aboriginal Education
- b) Board Policy Development
  - i. Policy 10400: Community and Commercial Use of School Facilities and Grounds Policy

**Moved:** Trustee Rempel

**Seconded:** Trustee Nelson

The Secretary Treasurer reported that Policy 10400: Community and Commercial Use of School Facilities and Grounds Policy was first presented at the Public Board Meeting on June 12, 2013 and has completed the required period for public input. It is now being presented to the Board for approval. Discussion ensued on the impact this policy will have on user groups. The Board Chair raised a question about liability insurance.

IT IS RECOMMENDED THAT the Board approve Policy 10400: Community and Commercial Use of School Facilities and Grounds Policy for implementation, and

THAT the attached procedure 10400.1 Rental Fees Procedure be received for information.

IT IS FURTHER RECOMMENDED THAT the Board rescind policy Community Use of School Facilities and Grounds approved January 31, 2007.

**CARRIED**

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

## **Inclusive Education**

Trustee Nelson and Trustee Clarkson both attended the recent meeting and listened to a presentation by Katherine Shearer on the collaborative systems model.

## **J. QUESTION PERIOD**

A question was raised about BCeSIS and the introduction of the replacement system.

The Secretary Treasurer was asked to clarify funding protection relative to student enrolment.

## **K. TRUSTEE REPORTS**

### BC Schools Trustee Association

Trustee Clarkson reported that the regional Fraser Valley meeting will take place on October 10<sup>th</sup> to discuss the proposed BCSTA bargaining structure and to bring forward motions for the Provincial Council meeting on October 25<sup>th</sup> and October 26<sup>th</sup>.

### Joint Parks and Leisure Services

The next meeting of the Joint Parks and Leisure Service is scheduled for Thursday, October 10<sup>th</sup>.

### Ridge Meadows Arts Council

It was reported that the upcoming meetings will involve working on the terms of reference for committees'.

### Ridge Meadows Education Foundation

There will be a joint Christmas tree sale on December 14<sup>th</sup> hosted by the Ridge Meadows Education Foundation and Rotary International.

### Tzu Chi Foundation

Bursaries will be disbursed according to the amount of funding received for these awards.

## **L. OTHER BUSINESS**

## **M. ADJOURNMENT**

**Moved:** Trustee Rempel

**Seconded:** Trustee Clarkson

THAT the meeting of the Board be adjourned at 7:39 p.m.

**CARRIED**

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Mike Murray, Chairperson

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Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Chairperson  
Mike Murray

Re: **PRESENTATIONS -**  
**THE LOUGHEED AREA**  
**GIRL GUIDES OF CANADA – GUIDES**  
**DU CANADA**

Date: October 9, 2013  
(Public Board Meeting)

### Information

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#### RECOMMENDATION:

THAT the Board receive the presentation from The Lougheed Area Girl Guides of Canada – Guides Du Canada, for information.



ITEM 4

To: Board of Education

From: Director of Instruction  
David Vandergugten

Re: **PRESENTATION -**  
**ACHIEVEMENT CONTRACT**

Date: October 9, 2013  
(Public Board Meeting)

### Information

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#### RECOMMENDATION:

THAT the Board receive the Achievement Contract Presentation, for information.



To: Board of Education

From: Deputy Superintendent  
Laurie Meston

Re: **LEARNING IMPROVEMENT FUND**

Date: October 9, 2013  
(Public Board Meeting)  
**Decision**

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**BACKGROUND/RATIONALE:**

As indicated in the Learning Improvement Fund regulation 2 (6), a Board requesting, in a fiscal year, a grant under section 115.2 of the Bill 22 – Education Improvement 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:

- (i) the provision of additional teaching staff and teacher assistants and other paraprofessionals;
- (ii) additional teaching time and services to students;
- (iii) professional development training of teaching staff to address challenging learning conditions;
- (iv) a reserve fund, not exceeding 30% of the estimated grant that may be used for any of the purposes described in subparagraphs (i) to (iii) as the Board considers appropriate.

The Learning Improvement Spending Plan Summary is attached and must be submitted to the Minister of Education by October 15<sup>th</sup>, 2013.

**RECOMMENDATION:**

THAT the Board approve the Learning Improvement Fund Spending Plan Summary for submission to the Minister of Education by October 15<sup>th</sup>, 2013.

Attachment

**School District No. 42**  
**Learning Improvement Fund Spending Plan Summary**  
**October 9, 2013**

As indicated in the Learning Improvement Fund regulation 2 (6), a Board requesting, in a fiscal year, a grant under section 115.2 of the Bill 22 – Education Improvement 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:

- (i) the provision of additional teaching staff and teacher assistants and other paraprofessionals;
- (ii) additional teaching time and services to students;
- (iii) professional development training of teaching staff to address challenging learning conditions;
- (iv) a reserve fund, not exceeding 30% of the estimated grant that may be used for any of the purposes described in subparagraphs (i) to (iii) as the Board considers appropriate.

The spending plan has been prepared in collaboration with the MRTA and CUPE and has been reviewed and finalized by the Superintendent of Schools to confirm compliance with the regulation.

The structures and systems that were collaboratively developed in SD42 as part of the Bill 33 process have formed the foundation for the implementation of the Learning Improvement Fund process. Staff in SD42 have been very pleased with the collaborative nature of the consultation and allocation process.

**Spring Consultation:**

- The MRTA and District staff jointly agreed to the format of the consultation form used in the Spring consultation process
- “The principal or vice principal of each school in the district consulted with teachers in alignment with the LIF Regulation Section 2 (Spring Consultation with Principal) and completed the Spring consultation form.
- Completed Spring consult forms, sent to the Deputy Superintendent by Principal
- Meeting held on June 21<sup>st</sup>, 2013 with the MRTA President and Vice President and the Deputy Superintendent and other members of the SD 42 LIF Committee to collaboratively develop a tentative spending plan based on information provided on the consultation forms.

**September consultation**

- The MRTA and District staff jointly agreed to the format of the consultation form used in the September consultation process
- The principal or vice principal of each school in the district consulted with teachers in alignment with the LIF Regulation Section 2 (September school consultation with principal) and completed the September consultation form
- Completed September consultation forms sent to the Deputy Superintendent by Principal
- Meeting held on September 26<sup>th</sup>, 2013 with the MRTA President and Vice President and the Deputy Superintendent and other members of the SD 42 LIF Committee to collaboratively develop a finalized spending plan based on information provided on the consultation forms.

The decisions on the LIF spending plan for SD42 for the 2013/14 school year were finalized at the LIF meeting on September 26<sup>th</sup> 2013. Jointly agreed upon decisions were made by the members of the LIF Committee which included the MRTA president and the Deputy Superintendent. An overview of the decisions are as follows:

- 6.403 additional teacher FTE to support student learning in elementary schools.
- 6.546 additional teacher FTE to support student learning in secondary schools.
- 156 days of TTOC time to assist teachers to support student learning in elementary and secondary schools.

It is always a challenging process to decide how to allocate a limited amount of additional resources. However, the collaborative nature of the SD42 LIF committee, and the desire of everyone on the committee to provide teachers with the tools and supports that they require to ensure appropriate learning environments for students assists with making these challenging decisions.

The School District 42 Learning Improvement Fund (LIF) Grant Allocation Plan which will include this report and the following calculations entered into the Ministry template will be submitted to the Ministry by October 15<sup>th</sup>, 2013 as required.

Total LIF Allocation:	\$1,465,601
<b>Less:</b> EA Minimum Allocation:	(\$ 188,196)*
<b>Less:</b> Teacher Staffing Funding:	(\$ 1,265,155)
<b>Less:</b> EA Funding:	<u>(\$ 0)</u>
Reserves:	<u><b>\$ 12,250</b></u>

The reserves will be allocated as required by the SD42 LIF Committee using the same process as was used during the September consultation process.

\* The allocation of the EA funds was decided jointly with the CUPE president and the Deputy Superintendent and other members of the SD42 LIFT UP committee. The committee collaboratively decided to increase the hours of 140 Elementary SEA's by 1 hour per week to provide increased time for consultation, collaborative planning and meetings. This plan was signed and submitted to the Ministry of Education on September 12, 2013.

#### Class size and Composition Regulation (S.76.1(2.1))

At this time we can advise you that 16 classes enrolling more than 30 students require consultation and compensation as they are not excluded under the class size/compensation regulation. The total number of classes over 30 including excluded classes will be shared after the end of October when the Ministry of Education Class Organization Web Form is completed and submitted to the Ministry as required.



ITEM 6

To: Board of Education

From: Secretary Treasurer  
Flavia Coughlan

Re: **Banking Resolution**

Date: October 9, 2013  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE:**

The attached Banking Resolution (Attachment A) was drafted to reflect authorized signatories changes.

This resolution reaffirms the appointment the Toronto Dominion Bank as our banker and updates the authorized signatories to reflect our new management organizational structure. The Superintendent and Deputy Superintendent have been added as authorized signatories. Also, in order to better reflect the duties and responsibilities of Board and staff, the Board Chair and Vice-Chair have been removed as authorized signatories. The Board has the authority to amend this banking resolution at any time. The authority given to the authorized signatories is detailed in section 2 paragraphs (a) to (e) of the Banking Resolution.

Also, through this new banking resolution all resolutions held with the Bank previous to this resolution are repealed.

**RECOMMENDATION:**

THAT the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) Banking Resolution be: read, passed and adopted on the 9th day of October, 2013.

**The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows)  
Banking Resolution**

BE IT RESOLVED THAT:

1. THAT Toronto Dominion Bank (hereinafter called the “Bank”) be appointed the banker of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) (hereinafter called the “Corporation”).

**AUTHORIZED SIGNATORY(IES) & GENERAL BANKING RESOLUTIONS**

2. THAT the Secretary Treasurer and Superintendent *or* Secretary Treasurer and Deputy Superintendent *or* Director of Finance and Superintendent *or* Director of Finance and Deputy Superintendent *or* any two of them (each an “Authorized Signatory”) are authorized for and on behalf of the Corporation:

(a) to make, draw, initiate, accept, countermand, endorse, sign and execute, under the corporate seal or otherwise, whether by original, electronic or other signature or form of instruction, and whether initiated in person, by telephone, electronically or other means acceptable to the Bank, all or any bills of exchange, promissory notes, cheques, drafts, payment instructions, orders for the payment of money (including wire transfers and electronic payments and transfers), agreements, documents and writings obligating the Corporation to the Bank in respect of obligations or liabilities incurred by the Bank for the account or the benefit of the Corporation, all of which shall be valid and binding upon the Corporation;

(b) to negotiate with, deposit with or transfer to Toronto Dominion Bank (the “Bank”) (but for credit to the Corporation’s account only) all or any bills of exchange, promissory notes, cheques and orders for the payment of money and other negotiable instruments, and for the said purpose to endorse the same on behalf of the Corporation (by rubber stamp or otherwise);

(c) to arrange, settle, balance and certify all books and accounts between the Corporation and the Bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments;

(d) to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefore;

(e) to open and close deposit or other accounts with the Bank and to sign documentation and agreements with the Bank with respect to those accounts.



## REPEAL OF PREVIOUS RESOLUTIONS/BY-LAWS

3. THAT all resolutions/by-laws, as applicable, (if any) with respect to the account(s) held by the Corporation with Toronto Dominion Bank and as to banking and signing officer(s) or any one or more Authorized Signatory(ies) passed by the Board of Trustees of the Corporation and relating to the account(s) held with the Bank previous to this resolution are repealed.

4. THAT this resolution, as applicable, shall be irrevocable until a resolution repealing this resolution shall have been passed and a certified copy delivered to the Bank at each branch or agency where an account of the Corporation shall be kept.

## RELIANCE AND CURRENCY

5. THAT the Bank may assume that this Certificate and Authorization, authorizations granted pursuant to the foregoing, and the Corporation's articles, by-laws and resolutions, or other equivalent documents, as applicable, copies of each of which will be delivered to the Bank from time to time, are in full force and effect and that each branch of the Bank with which any dealings are had by the Corporation may act upon them until each such branch is notified in writing to the contrary.



To: Board of Education

From: Secretary Treasurer  
Flavia Coughlan

Re: **PMSS – Portable Change Rooms**

Date: October 9, 2013  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE:**

On September 18, 2013, Parks and Leisure Services forwarded to our staff the attached letter “Approval to Place a Portable Change Room Building at PMSS Synthetic Field” (Attachment A).

Parks and Leisure services is seeking approval in principle from both the Board of Education and City of Pitt Meadows for a portable change room adjacent to the artificial turf field at the Pitt Meadows Secondary School site. City of Pitt Meadows is expected to fully fund this project. The use of the facility will be shared by the school and the community.

Following approval in principle from the Board of Education and the City of Pitt Meadows staff will work with Parks and Leisure Services on developing a construction, maintenance and use agreement for the proposed new change room building adjacent to the artificial turf field at the Pitt Meadows Secondary School site. This agreement will be brought back to the Board for final approval.

**RECOMMENDATION:**

THAT the Board approves in principle the placement of a portable change room adjacent to the artificial turf field at the Pitt Meadows Secondary School site, and

FURTHER THAT the Board of Education authorizes the Secretary Treasurer to negotiate on its behalf a construction, maintenance and use agreement with the City of Pitt Meadows for the proposed placement of a portable change room adjacent to the artificial turf field at the Pitt Meadows Secondary School site.



September 18, 2013

C/o Mr. Rick Delorme  
School District #42

**Re: Approval to Place a Portable Change Room Building at PMSS Synthetic Field**

Dear Board Members

The PMSS Community Sport field construction was completed in 2010. At that time funding was also made available for public washrooms, which were installed as part of the field construction project. A change room facility was also planned, however the cost for the proposed building addition would have cost approximately \$300,000, however this could not be completed at that time, as this would have exceeded the budget by approximately \$150,000.

Parks and Leisure Services Staff requested that Pitt Meadows Council keep the remaining \$150,000 budget in a reserve for a period of 2 years to allow for staff and the community sport groups to either sponsorship opportunities for the additional funds required to complete the construction of this facility, or come up with an alternate plan to provide change rooms.

The Soccer club has solicited bids and proposals from local builders, who are part of their membership with a view to soliciting donated materials and volunteer labor; however they have not been able to secure any suitable bids from the vendors that they have approached. Parks and Leisure Services Staff contacted a company who manufactures portable buildings to request a quote for a building that would be suitable for home and away team change rooms. Staff has received a proposed layout and quote of \$75,000 for a 50' x 12' stand alone building that will provide enough seating for the players as well as four showers and one washroom in each of the change rooms.

Mr. Delorme (SD #42) who has managed the installation of many similar buildings for the School District has advised that he typically allows approximately \$30,000 for an installation of this type, which includes water, sewer and hydro. Each of these services are in close proximity to the proposed location, and the hydro will be drawn from the kiosk for the sport field lighting, which is billed back to Parks and Leisure Services. This will provide a fairly significant contingency for any unforeseen issues that may arise in this regard.

If the project and proposed location is approved by the School District and the City of Pitt Meadows, a construction and operating agreement will be prepared and brought back for final approval. It is anticipated that the City of Pitt Meadows (Through Parks and Leisure Services) will arrange for the purchase of the building, and that School District staff will coordinate the on site installation through their contractors, to ensure that access to the water and sewer services are in compliance with the School Districts requirements. The installation costs will be billed back to the City of Pitt Meadows budget assigned to this project.

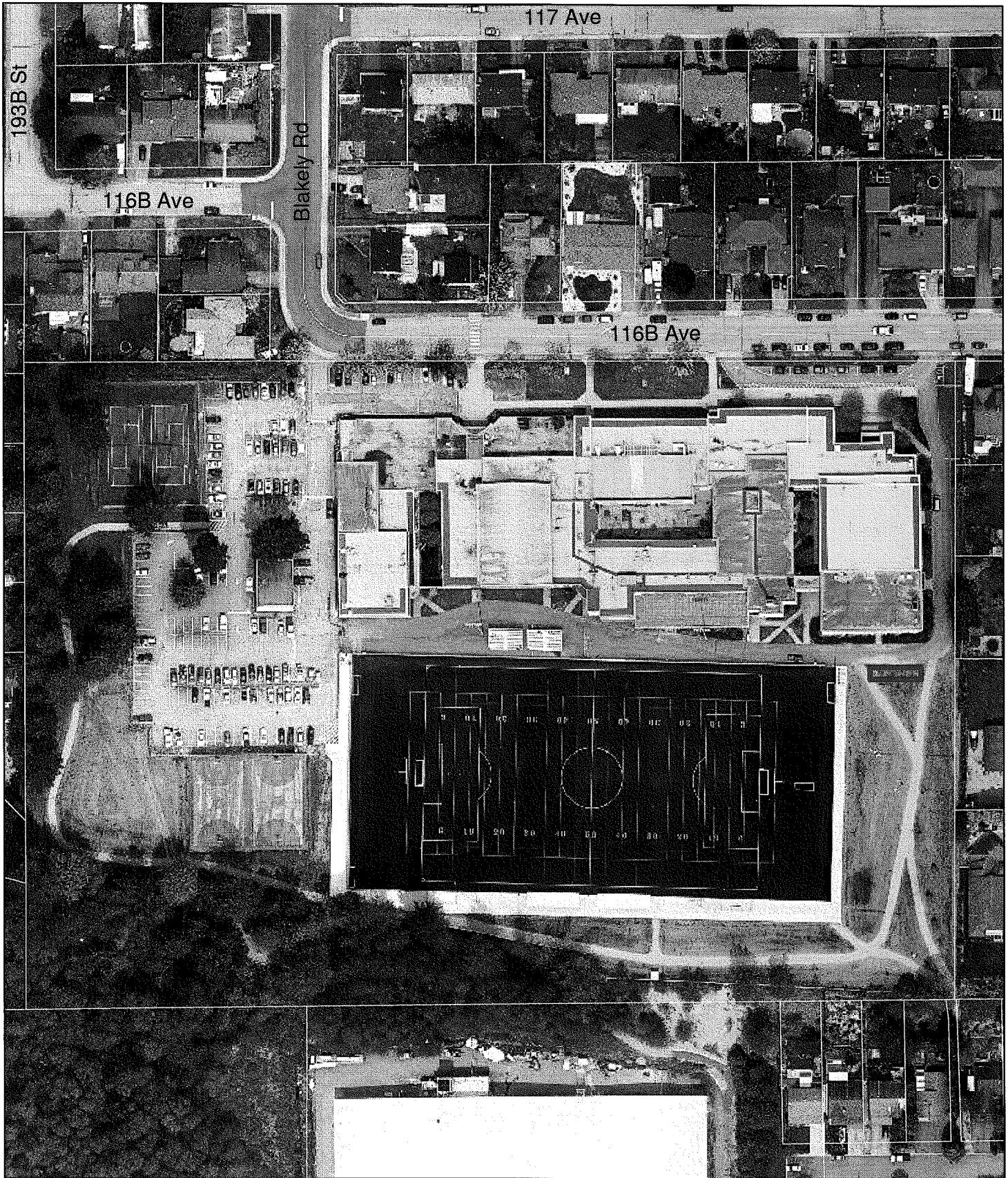
There is some urgency in providing a change room facility at one of the synthetic fields, as some of the West Coast Auto Group Football Club (WCAGFC) league games are not permitted to be played at a field where there are no change rooms. School District Staff have graciously assisted the club by allowing access to the change rooms inside the school so that the team would not have to forfeit their game. As this site is a "community field" it is anticipated that school teams may also need access to the change rooms from time to time, if the facilities inside the school are already in use by another team/sport (i.e. basketball or football).

Parks and Leisure Services would like to request that the School District approve the proposed location for the change room building, and also permit School District Staff to work directly with Parks and Leisure Services Staff to complete this project in early 2014.

Yours truly

A handwritten signature in cursive script, appearing to read "David Boag", is written over a faint circular stamp.

David Boag  
Director, Parks and Facilities  
Maple Ridge/Pitt Meadows Parks and Leisure Services



City of Pitt Meadows



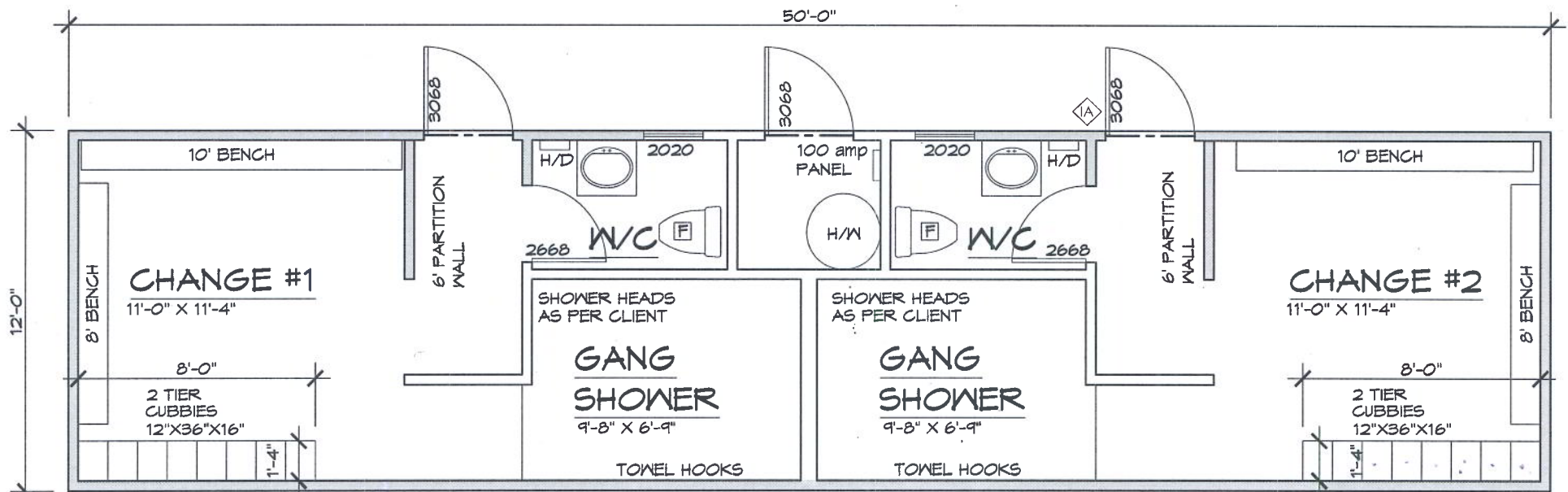
The Pitt Meadows Place

## Pitt Meadows Secondary School Proposed Building Location

0 12.5 25 50 75 100  
Meters

Map Created: 2013/09/17





**CHANGE ROOM PLAN**

**ATCO Structures & Logistics**

24639 FRASER HIGHWAY  
LANGLEY, B.C.  
604-856-0711

PROJECT TITLE <b>ATCO 10 X 50 CHANGE ROOM</b>		
DRAWING TITLE <b>SALES DRAWING</b>	PROJECT NO. <b>13163</b>	SHT NO. <b>A1.1</b>





ITEM 8

To: Board of Education

From: Secretary Treasurer  
Flavia Coughlan

Re: **BOARD POLICY DEVELOPMENT  
COMMITTEE RECOMMENDED  
POLICY FOR APPROVAL**

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Date: October 9, 2013  
(Public Board Meeting)

**Decision**

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BACKGROUND/RATIONALE:

The Board Policy Development Committee (the “Committee”) has followed the appropriate consultation requirements as outlined within the current Policy 2500 and has at tonight’s meeting brought forward for approval Policy 2500 - Board Policy Development. The Board Policy Development Committee Procedure (2500.1) is also included for information. (Attachment A)

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board approve policy 2500 - Board Policy Development for implementation; and

THAT the attached procedure 2500.1 Board Policy Development Committee be received for information.

**Attachments**

## **SD 42 POLICY: 2500**

### **BOARD POLICY DEVELOPMENT**

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

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

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

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

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

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

#### **1. INITIATION**

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



## **2. DEVELOPMENT**

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

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

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

## **4. REFINEMENT**

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

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

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

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

## **5. FINALIZATION**

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

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

## **POLICY IMPLEMENTATION**

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

## **POLICY EVALUATION**

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

## **POLICY PUBLICATION**

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

## **ABSENCE OF POLICY**

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

## **APPROVED:**

**SD 42 PROCEDURE: 2500.1**

**BOARD POLICY DEVELOPMENT COMMITTEE**

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

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

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

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

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

**APPROVED:**

**RECORD**

**2013-2014**

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 11, 2013**

Call to Order  
Motion of Exclusion  
Correspondence  
Ordering of Agenda  
Confirmation of Minutes – June 26, 2013  
Confirmation of Minutes – September 4, 2013  
Chair Report  
Superintendent Decision Item  
Superintendent Information Item  
Secretary Treasurer Information Item  
Adjournment

Meeting called to order at 1:01 p.m.  
Approved  
Moved to Chair Report  
Approved as amended  
Approved as circulated  
Approved as circulated  
Received for information  
Approved  
Received for information  
Received for information  
Adjourned at 2:24 p.m.