



**PUBLIC MEETING
OF THE BOARD OF EDUCATION**

Wednesday, September 26, 2012
6:00 p.m.

District Education Office
22225 Brown Avenue
Boardroom

A G E N D A

*"The important thing is not so much that every child should be taught,
as that every child should be given the wish to learn"*
~ John Lubbock

A – OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence
3. Ordering of Agenda
4. Invitation for Public Input to Matters on the Agenda

B – CONFIRMATION OF MINUTES

ITEM 2

1. September 12, 2012

C – PRESENTATIONS

ITEM 3

1. Summer School Update – Bruce Grady, District Principal

D – DELEGATIONS

E – CHAIR REPORT

F – DEFERRED ITEMS

G – TRUSTEE MOTIONS

H – CHIEF EXECUTIVE OFFICER'S REPORT

1. Decision Items

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

- i. Capital Project Bylaw 116190: **ITEM 4**
Kanaka Creek Elementary – Building Envelope Project

- ii. Capital Project Bylaw 126455: **ITEM 5**
Carbon Neutral Capital Program

- iii. Board Policy Development Committee Recommended Changes –
Governance Modeling – Second Reading **ITEM 6**

2. Information Items
 - a) Superintendent of Schools
 - i. Erase Bullying Strategy ITEM 7
 - ii. Regional Graduation Requirements Dialogue ITEM 8
 - b) Deputy Superintendent
 - i. Achievement Contract ITEM 9
 - c) Secretary Treasurer

I – COMMITTEE BUSINESS

1. Committees of the Whole
 - a) 2011 - 2012 Finance
 - b) 2012 - 2013 Budget
 - c) Advocacy
 - d) Human Resources
2. Committee & Advisory Committee Reports
 - a) Aboriginal Education
 - b) Board Policy Development
 - c) District Student Advisory
 - d) Education
 - e) French Immersion Advisory
 - f) Inclusive Education
 - g) Transportation

J – QUESTION PERIOD

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

K – TRUSTEE REPORTS

1. BC School Trustees' Association Provincial Council
2. District Parent Advisory Council
3. Joint Parks and Leisure Services
4. Municipal Advisory & Accessibility
5. Ridge Meadows Community Arts Council
6. Ridge Meadows Education Foundation
7. Social Planning Advisory
8. Tzu Chi Foundation
9. Youth Society
10. Other Board Liaison Representative Reports
 - a) Good News Items
 - b) Public Disclosure of Closed Meeting Business*

L – OTHER BUSINESS

M – ADJOURNMENT



ITEM 1

To: Board of Education

From: Chairperson
Mike Murray

Re: **OPENING PROCEDURES**

Date: September 26, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Agenda be ordered as circulated.



ITEM 2

To: Board of Education

From: Chairperson
Mike Murray

Re: **CONFIRMATION OF MINUTES**

Date: September 26, 2012
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the September 12, 2012 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, September 12, 2012 (6:00 PM)
Thomas Haney Secondary School – Room 2031**

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

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

A. OPENING PROCEDURES

Call to Order

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

1. **Correspondence**

- George Abbott, Honourable Minister – Ministry of Education
- Mel Joy, Chairperson – School District No. 8 (Kootenay Lake)

Moved: Trustee Rempel

Seconded: Trustee Clarkson

THAT the Board receive all correspondence for information

CARRIED

2. **Ordering of Agenda**

Additions:

Trustee Reports - Notification from British Columbia School Trustees' Association
Superintendent Information Item: Verbal enrollment update

Moved: Trustee Rempel

Seconded: Trustee Nelson

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. **June 27, 2012 Public Board Meeting Minutes**

Moved: Trustee Rempel

Seconded: Trustee Carr

THAT the Minutes of the June 27, 2012 Public Board Meeting be approved as circulated.

CARRIED

The Superintendent introduced the newly appointed Secretary Treasurer to the audience.

C. PRESENTATIONS

Craig Mitchell, District Mentoring/Helping Teacher – Mentorship Program

Mr. Mitchell provided a PowerPoint presentation: “Mentoring 2012 to 2015: The 4 C’s”: commitment, commonly shared experiences, communication and celebration with a vision of district-wide mentorship - sharing, training and retaining employees. The vision includes establishing a “new teachers network” through workshops/drop-ins/weekly website videos and feedback supporting a ‘thrive vs. survive’ concept. Through collaborative efforts of teachers, principals and program coordinators, new teachers are connected with a mentor teacher and/or experienced colleagues who offer support and guidance.

D. DELEGATIONS

E. CHAIR REPORT

The Board Chair introduced the new Secretary Treasurer, Flavia Coughlan and thanked Wayne Jefferson for his role over the past four years. Mr. Jefferson thanked the Board for the continued opportunity to flourish. The Superintendent and Trustees expressed their gratitude and respect for the changes made in the School District all the while keeping people in mind. He will remain a colleague and friend.

The Superintendent announced the ratification of the Secretary Treasurer earlier today; Mr. Jefferson’s role will continue as support to the new Secretary Treasurer and to continue with the Board’s policy work.

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

Audited Financial Statements June 30, 2012 and School District No. 42 Business Company

The interim Secretary Treasurer, Wayne Jefferson, introduced Donna Diskos, Partner, Grant Thornton who confirmed their appointment as an independent organization presenting the Financial Statements. Ms. Diskos spoke to the Auditor’s Report attached to the Financial Statements where no limitations were set with respect to the scope of the audit process. Grant Thornton met with management and the Board regarding results of the audit. This year was the smoothest audit process and appreciation was shown to staff and Wayne Jefferson for the years they have worked together attributing to Mr. Jefferson’s role the continued financial improvement of the School District.

Moved: Trustee Rempel

Seconded: Trustee Marshall

THAT the Board approve the audited Financial Statements for the School District and School District No. 42 Business Company for the year ending June 30, 2012 for submission to the Ministry of Education.

CARRIED

Board Policy Development Committee Recommended Changes – Governance Modeling

The Interim Secretary Treasurer reviewed the policy development process including the value of reviewing for currency and relevancy. Draft policies are created by the Board Policy Development Committee; reviewed by stakeholders, special interest/partner groups for feedback; returned to the committee and brought to the Board for approval to go on the website seeking greater public feedback. The final draft policy then returns to the Board for final approval.

Moved: Trustee Clarkson

Seconded: Trustee Carr

THAT the Board rescind Procedural Bylaw: September 22, 2009 and replace with a Board policy.

IT IS FURTHER RECOMMENDED THAT the attached Procedural Bylaw, September 22, 2009, be rescinded as read a first time.

Trustee Rempel exited the meeting at 6:51 p.m.

The Chair called for a vote.

CARRIED

Board Policies 2320, 2400, 2915, and 2918 – Replacements for Procedural Bylaw – September 22, 2009

Moved: Trustee Marshall

Seconded: Trustee Palis

THAT the Board receive Policy 2400 – School Board Meeting Proceedings for review.

THAT the Board Policy Development Committee recommends the following policies be received by the Board for continuation with the consultation process:

2320 – Board Committee and Trustee Representation

2400 – School Board Meeting Proceedings

2915 – Board Chairperson: Elections, Roles, Responsibilities

2918 – Vice-Chairperson: Elections, Roles, Responsibilities

Trustee Rempel joined the meeting at 6:53 p.m.

CARRIED (Trustee Rempel abstained)

Board Policies: 9510 , 10510 and 10540

Moved: Trustee Clarkson

Seconded: Trustee Carr

THAT the Board Policy Development recommends policies 9510, 10510, and 10540 as presented to the committee at its May 30, 2012 meeting, be received by the Board for continuation with the consultation process.

CARRIED (Trustee Rempel abstained)

Board Policy Approval 4435, 5401, 5701, 6600

Moved: Trustee Clarkson

Seconded: Trustee Carr

THAT the Board approve policies 4435, 5401, 5701 and 6600 for implementation; and

THAT the attached procedures 4435.1, 5401.1, 5701.1 and 5702.2 be received for information.

CARRIED (Trustee Rempel abstained)

Board Policy Development Committee Recommended Policies for Rescinding

Moved: Trustee Carr

Seconded: Trustee Marshall

THAT the Board rescind policies JJ: Student Awards, Scholarships and Recognition for Accomplishment; EEAE: Student Transportation – Private, District Owned and Leased Vehicles; EEB: Student Transportation Services (District Owned Buses); EEBB: School Bus Responsibilities (District Owned Buses); EH: Disposal and Retention of Documents; and FF: Naming New Facilities.

CARRIED (Trustee Rempel abstained)

The Superintendent clarified changes to the School District website. One tab contains all adopted policies, "SD42 Policy Manual"; the other tab is for existing policies currently under review, "Policies Under Review".

2. Information Items

a) Superintendent of Schools

The Superintendent provided an enrolment report commenting the School District is down approximately 73 students at the elementary level (not kindergarten). The Superintendent provided statistics of numbers for schools and will be conducting an analysis of reasoning which will be brought back to a future meeting.

Discussion ensued on the proactive approach by educators at Davie Jones Elementary where teachers collaborated to create a unique learning experience for boys.

b) Deputy Superintendent

c) Secretary Treasurer

I. COMMITTEE BUSINESS

J. QUESTION PERIOD

K. TRUSTEE REPORTS

BC School Trustees' Association Provincial Council. Trustee Clarkson reported on an upcoming meeting in October. Motions are due by September 19th. Last year, BCSTA adopted a new policy book. When a motion is produced it must state where it fits in within bylaw/policy and questions were raised if all School Boards should consider that process. The Chair called for motions. Hearing none, the Chair continued with expression of his impression of the AGM. Trustee Clarkson confirmed that BCSTA will provide an update as to the result of motions passed at the AGM. The Chair would welcome a future report.

Joint Parks and Leisure Services. The committee will be meeting tomorrow.

Ridge Meadows Arts Council. The committee met on September 10. The President's report included Board evaluation; Financial Statements; Executive Director's report, Arts Angels and Youth Audience Performance series.

Good News Items

The Board provided birthday wishes to Ms. Coughlan.

Efforts made by the staff at Maple Ridge Secondary School regarding traffic control due to construction has been great.

Appreciation of a donation of 160 backpacks by Staples; school supply donations by Perry Bateson's Yuen's Family Martial Arts and Tzu Chi Foundation's kids' camps were acknowledged.

L. OTHER BUSINESS

Location of the September 26th and October 10th Public Board meetings will be announced on the website and partner groups will be notified accordingly.

M. ADJOURNMENT

Moved: Trustee Rempel

Seconded: Trustee Palis

THAT the meeting of the Board be adjourned at 7:25 p.m.

CARRIED

Mike Murray, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: Board of Education

From: Chairperson
Mike Murray

Re: **PRESENTATION**

Date: September 26, 2012
(Public Board Meeting)

Information

1. Summer School Update – Bruce Grady, District Principal

RECOMMENDATION:

THAT the Board receive District Principal, Bruce Grady's Summer School presentation for information.



ITEM 4

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **CAPITAL PROJECT BYLAW NO. 116190** Date: September 26, 2012
– **KANAKA CREEK ELEMENTARY** (Public Board Meeting)
BUILDING ENVELOPE PROJECT

Decision

BACKGROUND/RATIONALE:

The School District is required to pass a Capital Project Bylaw in order to access funds for Capital Project Bylaw 116190 Kanaka Creek Elementary – Building Envelope Project.

RECOMMENDATION:

THAT Capital Project Bylaw 116190 – Kanaka Creek Elementary Building Envelope Project be given three (3) readings at this meeting (vote must be unanimous).

THAT Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project be read a first time.

THAT Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project be read a second time.

THAT Capital Project Bylaw No. 116190 – Kanaka Creek Elementary Building Envelope Project be read a third time, passed and adopted.

Attachments

CAPITAL BYLAW NO. 116190
KANAKA CREEK ELEMENTARY BUILDING ENVELOPE PROJECT

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 116190.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$2,710,000 for Project No. 116190 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 116190.

READ A FIRST TIME THE 26TH DAY OF SEPTEMBER, 2012;

READ A SECOND TIME THE 26TH DAY OF SEPTEMBER, 2012;

READ A THIRD TIME, PASSED AND ADOPTED THE 26TH DAY OF SEPTEMBER, 2012.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 116190 adopted by the Board the 26th day of September, 2012.

Secretary-Treasurer



September 6, 2012

VIA EMAIL
Ref: 161829

Wayne Jefferson
Interim Secretary-Treasurer
School District No. 42 (Maple Ridge-Pitt Meadows)
22225 Brown Ave
Maple Ridge BC V2X 8N6

Dear Wayne Jefferson:

Re: Project No. 116190 – Kanaka Creek Elementary – Building Envelope Program

I am writing to confirm that funding for the above noted Building Envelope remediation project has been approved up to \$2,710,000.

Prior to establishing a capital project account to access funding for this project, a capital project bylaw must be adopted. The Board should, therefore, adopt Capital Project Bylaw No. 116190 specifying a total maximum allocation of \$2,710,000 and forward the original bylaw document to our Resource Management Division, attention Cherrie Calvert, Project Information Analyst.

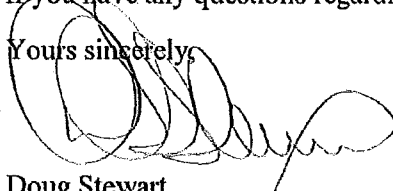
This project will proceed with the assistance of BC Housing as outlined in the Building Envelope Program Remediation Protocol. The protocol states that BC Housing will confirm all draws prior to payment.

Our records indicate that litigation funding was made available to your district to allow for design development. Before accessing any capital funds for this project, any remaining litigation funds should be fully utilized.

Following registration of the above bylaw, the Certificate of Approval (COA) will be issued for 80% of the approved budget (\$2,168,000) to enable you to draw the approved funds. Once the project is complete, a subsequent revision will be made to the COA to cover the final total costs of the project up to the approved amount of \$2,710,000.

If you have any questions regarding this project, please contact your Planning Officer.

Yours sincerely,


Doug Stewart
Director, Capital Management

pc: Jan Unwin, Superintendent of Schools
Craig Harris, Planning Officer
Cherrie Calvert, Project Information Analyst
Owen Philip, BC Housing

Ministry of
Education

Resource Management
Division

Mailing Address:
PO BOX 9151 STN PROV GOVT
Victoria BC V8W 9H1
Telephone: (250) 356-7814
Facsimile: (250) 953-4985

Location:
5th Floor
620 Superior St
Victoria BC

Public Agenda Page 11



ITEM 5

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **CARBON NEUTRAL CAPITAL
BYLAW 126455 – CARBON
NEUTRAL CAPITAL PROGRAM**

Date: September 26, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

In accordance with provisions of the Act, the Ministry of Education ("Ministry") has initiated a capital funding program for School Districts in an amount equal to, or greater than, the annual cost of carbon offsets for School Districts requiring Board approval for the Carbon Neutral Capital Program (CNCP) project;

The cost of offsets for School Districts in 2011 was \$4.7 million and the Ministry has allocated \$5 million for the CNCP in the 2012/13 government fiscal year.

RECOMMENDATION:

THAT Capital Project Bylaw No. 126455 – Carbon Neutral Capital Program be given three (3) readings at this meeting (vote must be unanimous).

THAT Capital Project Bylaw No. 116190 – Carbon Neutral Capital Program be read a first time.

THAT Capital Project Bylaw No. 116190 – Carbon Neutral Capital Program be read a second time.

THAT the Board pass Capital Project Bylaw No. 116190 – Carbon Neutral Capital Program be read a third time, passed and adopted.

Attachments

**CAPITAL BYLAW NO. 126455
CARBON NEUTRAL CAPITAL PROGRAM**

A BYLAW by the Board of Education of School District No. 42 (Maple Ridge-Pitt Meadows) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126455.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$217,084 for Project No. 126455 is hereby adopted.
- 2. This Bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 126455.

READ A FIRST TIME THE 26TH DAY OF SEPTEMBER, 2012;
READ A SECOND TIME THE 26TH DAY OF SEPTEMBER, 2012;
READ A THIRD TIME, PASSED AND ADOPTED THE 26TH DAY OF SEPTEMBER, 2012.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 42 (Maple Ridge-Pitt Meadows) Capital Bylaw No. 126455 adopted by the Board the 26th day of September, 2012.

Secretary-Treasurer



June 12, 2012

VIA EMAIL

Ref: 160002

Wayne Jefferson
Secretary-Treasurer
School District No. 42 (Maple Ridge-Pitt Meadows)
22225 Brown Ave
Maple Ridge BC V2X 8N6

Dear Wayne Jefferson:

Re: Carbon Neutral Capital Program (CNCP)

As announced April 5, 2012, the Ministry has initiated a capital funding program for school districts in an amount equal to, or greater than, the annual cost of carbon offsets for school districts. The cost of offsets for school districts in 2011 was \$4.7 million and the Ministry has allocated \$5 million for the CNCP in the 2012/13 government fiscal year.

For 2012/13, the \$5 million in funding is allocated as follows:

- 1) \$300,000 is allocated to the 41 school districts that do not have funded BC Hydro Energy Managers or Fortis BC Energy Specialists (\$7,317 per school district). This funding is intended to assist school districts to engage technical expertise to identify CNCP projects for 2013/14 and future years.
- 2) \$4.7 million is distributed to school districts that have not benefitted proportionally from previous Ministry capital programs designed to compensate for the cost of carbon offsets – the Public Sector energy Conservation Agreement (PSECA) and the Energy Efficient Mechanical Upgrade (EEMU) program.

With the 2012/13 CNCP funding, each of the 60 school districts will have received more energy efficiency capital program funding than the total amount they paid in carbon offsets for 2010 and 2011. The following table provides a summary of carbon offsets paid by, and energy efficiency capital funding allocated to, your School District:

School District	School District 42 - Maple Ridge
2010 Carbon Offsets	\$ 94,642
2011 Carbon Offsets	\$ 95,663
Total Carbon Offsets	\$ 190,305
PSECA Funding	\$ -
EEMU Funding	\$ -
CNCP Project Funding (2012/13)	\$ 209,767
CNCP Energy Study Funding (2012/13)	\$ 7,317
Total Energy Efficiency Capital Funding	\$ 217,084

Ministry of
Education

Resource Management
Division

Mailing Address:
PO BOX 9151 STN PROV GOVT
Victoria BC V8W 9H1
Telephone: (250) 356-7814
Facsimile: (250) 953-4985

Location:
5th Floor
620 Superior St
Victoria BC

School districts eligible for project funding must provide the Ministry with 2012/13 CNCP project and spending plans prior to any capital funding being allocated. Specifically, each school district's plan will include all CNCP projects and expenditures expected to be undertaken between now and March 31, 2013. To comply with Treasury Board direction, school districts are encouraged to maximize CNCP spending for capital-related projects that meet the criteria for capitalization and to complete the CNCP projects by March 31, 2013. A CNCP Spending Plan Template is attached.

Eligible school districts will be issued a single Certificate of Approval (COA) for their CNCP capital allocation. A standard capital bylaw will be required prior to the issue of the COA. Your Board should adopt Capital Project Bylaw No. 126455 specifying a total maximum allocation of \$217,084 and forward the original bylaw document to the attention of Cherrie Calvert, Project Information Analyst, Resource Management Division.

Following registration of the bylaw, a COA will be issued to enable the school district to draw the appropriate funds as needed. In accordance with Provincial Treasury policy, draws against the COA cannot occur until capital project expenditures have been made. All COAs for the CNCP will expire March 31, 2013.

Beginning in 2013/14, CNCP projects will be determined based on a call for projects. The primary consideration in choosing successful projects will be measurable emissions reductions. This means that not every school district will receive CNCP funding every year. However, the Ministry will ensure that CNCP funding is equitably distributed across all districts over a number of years.

If you have any questions please contact your Planning Officer, or contact Joel Palmer, Regional Manager, at Joel.Palmer@gov.bc.ca or 250-216-4627.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Doug Stewart', with a large circular flourish at the beginning.

Doug Stewart
Director

Attachment

pc: Jan Unwin, Superintendent of Schools
John Woycheshin, Regional Manager
Craig Harris, Planning Officer



ITEM 6

To: Board of Education

From: Secretary Treasurer
Flavia Coughlan

Re: **BOARD POLICY DEVELOPMENT
COMMITTEE RECOMMENDED
CHANGES – GOVERNANCE MODELING**

Date: September 26, 2012
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

All Boards of Education in the Province are governed by the Provincial *School Act* (the “Act”) and Regulations. Under Part 6 – Boards of Education section of the Act, the Act sets out the broad terms of reference for the governance role of Boards and the role of Trustees.

To be legally binding, all Board of Education decisions must be made by formal resolution or bylaw at a properly constituted Board meeting (section 65 (4) of the Act). Both methods carry equal weight as a Board enacts its authority under the *School Act*.

A formal resolution requires a motion be moved and seconded, and to receive a majority of votes cast following an opportunity for debate and amendment, and one reading of the final motion.

A bylaw also needs to be moved and seconded but it requires majority approvals at three readings, bylaws being usually reserved for matters of more formal and continuous nature than resolutions.

The use of bylaws is also required for certain Board actions, as specified in the *School Act* by Regulations:

- Adoption of annual or amended operating budgets (section 113, the Act);
- Establishment of student and parent appeal procedures against decisions made by Board employees (section 11(3), the Act);
- Implementing of the Board’s capital project plan by means of a capital borrowing and expenditure bylaw (section 143, 144 the Act); and
- Acquisition or disposal of Board property (section 86(5), the Act); and establishment of Trustee elections arrangements (sections 45, 46, the Act).

A bylaw may not receive more than two readings at any one Board meeting unless all of the Trustees present agree to hold all three readings at that meeting. The bylaw must be read in full at each reading unless there is a written copy of the bylaw or each Trustee and or each member of the public present at the meeting in which case a reading may consist of the bylaw's title and a summary of its contents (section 68, the Act).

A policy will be more consistent with the Board's approach to governance through policy development, while still ensuring opportunities to consider further at a future Board meeting, similar to a bylaw. The proposed policy which will replace the bylaw will more accurately reflect the current practices of the Board.

PROPOSED ACTION

The following bylaw is proposed to be considered for rescinding:

Procedural Bylaw – September 22, 2009

To be replaced by the following policy:

School Board Meeting Proceedings – 2320, 2400, 2915, 2918

It is further recommended the Board review other bylaws to improve the effectiveness and efficiencies of conducting the Board's business at its meetings. The Board Policy Development Committee will forward other bylaws for the Board's consideration in the future.

This action to rescind or amend a previously adopted bylaw and replace the rescinded bylaw with Board Policy through Board approved resolutions should greatly improve the efficiencies and management of the Board's governance model.

RECOMMENDATION:

THAT the Board rescind Procedural Bylaw: September 22, 2009 and replace with a Board policy.

IT IS FURTHER RECOMMENDED THAT the attached Procedural Bylaw, September 22, 2009, be rescinded as read a second time.

Attachments

PROCEDURAL BYLAWS

Part A: Regular and Special Meetings of the Board

1.00 Action and Proceedings

- 1.01 No act or proceeding shall be valid or binding on the Board unless such act or proceeding shall have been adopted at a meeting called and held as herein provided.
- 1.02 The Secretary Treasurer, under the direction of the Superintendent/Chief Executive Officer in consultation with the Board Chair and Vice Chair, shall prepare and submit an order of business called an agenda for each regular and special meeting.
- 1.03 Except as otherwise indicated, the agenda of each regular public and each regular closed meeting, unless varied by motion, shall be as follows:

A - OPENING PROCEDURES

- 1. Call to Order
- 2. Correspondence
- 3. Ordering of Agenda

B - CONFIRMATION OF MINUTES

C - PRESENTATIONS 15 minutes; 12 minutes for presentations, 3 minutes for questions

D - DELEGATIONS 3 minutes maximum each, to a maximum of 15 minutes in total

E - CHAIR REPORT

F - DEFERRED ITEMS Decision items only

G - TRUSTEE MOTIONS

H - CEO DECISION ITEMS - SUPERINTENDENT

H - CEO DECISION - DEPUTY SUPERINTENDENT

H - CEO DECISION - SECRETARY TREASURER

H - CEO INFORMATION ITEMS - SUPERINTENDENT

H - CEO INFORMATION ITEMS - DEPUTY SUPERINTENDENT

H - CEO INFORMATION ITEMS - SECRETARY TREASURER

I - COMMITTEE BUSINESS - COMMITTEE OF THE WHOLE

I - COMMITTEE BUSINESS - COMMITTEE & ADVISORY COMMITTEE REPORTS

J - QUESTION PERIOD

Questions with the exception of Trustee Questions will be limited to one question per person with two follow-up questions – not statements. The Chair will exercise more discretion in assessing the group the person represents. Question period will be restricted to questions only – statements and debate will not be permitted.

K – TRUSTEE REPORTS Written are preferred – or brief verbal highlights.

1. External Representative Reports
2. Board Liaison Representative Reports
3. Other Trustee Reports

L – OTHER BUSINESS

M – ADJOURNMENT

Reports, unfinished business, new business and enquiries shall be listed on the agenda under the appropriate officer/committee heading.

- 1.04 Except as otherwise indicated, the agenda for each special public and each special closed meeting, unless varied by motion, shall be as follows:

- a) Call to Order
- b) Motion of Exclusion (Closed only)
- c) Business Item(s)
- d) Public Disclosure of Closed Meeting Business
- e) Adjournment

- 1.05 The proposed regular agenda, together with notice of each meeting, must be delivered by the Friday proceeding the next Board meeting and never less than 48 hours in advance of Board meetings to each Trustee at the place designated by the Trustees.

Public agendas will also be distributed to the Superintendent, Secretary – Treasurer, Recording Secretary, MRTA, Press, CUPE Local 703, DPAC, MRPVPA, Communications Officer and the general public no later than 48 hours in advance of each public meeting.

Closed agendas will also be distributed to the Superintendent, Secretary – Treasurer, Recording Secretary 48 hours in advance of each public meeting.

- 1.06 A change to the prescribed order of business may be proposed by a Trustee and shall require unanimous consent, without debate.

- 1.07 The agenda for each meeting shall specify those items of business which in accordance with these Bylaws shall be dealt with in closed sessions.

- 1.08 Minutes shall be kept by the Secretary Treasurer of the Board of all proceedings passed at each Board meeting. Such minutes are to be concise and to detail proceedings of the Board but not the contents of speeches. A copy of the minutes, when approved, shall be made available to the Ministry of Education and to the Board's auditors.

Copies of public minutes will also be distributed to each Trustee, Superintendent, Secretary – Treasurer, MRTA, MRPVPA, CUPE Local 703, DPAC, Communications Officer and the general public.

Copies of closed minutes will also be distributed to each Trustee, Superintendent, and Secretary – Treasurer.

2.00 Regular Public Meetings

2.01 Save and except for the following, the Board shall hold regular public meetings on the second and last Wednesday of each month commencing at 6:00 p.m. save that:

- a) No Board meeting shall be held on statutory holidays or during the Winter, or Spring school breaks.
- b) No regular meeting shall be held during the month of July.
- c) No regular meeting shall be held during the first three weeks of August.
- d) An August meeting may be held on the last Wednesday of the month.

2.02 Except for weekends and as otherwise excluded by Section A, Subsection 2.01 of these Bylaws, the Board may hold additional meetings on such days and at such hours as the Board may decide by majority vote.

3.00 Electronic Meetings

3.01 Generally, the Board will hold their meetings according to provisions of this Bylaw and the School Act. The Board recognizes that there may be circumstances where it is practical or necessary to hold a meeting through electronic means, except for Inaugral Meetings. Accordingly, at the call of the Chair, Board meetings may be held using electronic arrangements providing that such arrangements be in accordance with the following:

- (a) Electronic meeting arrangements include video conferencing, telephone or other such technology, and will only be made where;
 - (i) it is practical to do so,
 - (ii) does not involve significant expense or human resources,
 - (iii) all Trustees and Officers of the Board attending or participating in the meeting, are able to communicate with each other.
- (b) Where circumstances are such that attendance at a meeting does not permit any or all Board members and its Officers to be physically present and where participation in proceedings could be arranged to allow for all, or a greater number of Board members and Officers to participate,
- (c) It is practical to hold a meeting of the Board and its Officers using electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature, emergencies that are more efficiently handled using electronic means, collective bargaining matters, legislative requirements or other similar circumstances.
- (d) For purposes of determining a quorum, at the start of a meeting or during a meeting, the Chair shall count as present any trustees who are connected to the meeting by electronic means.
- (e) Trustees who will be present at a meeting by electronic means shall advise the Secretary-Treasurer of the contact number where a telephone will be used or other contact arrangements that are necessary for connections to be made.

- (f) In the absence of pre-circulated material, the Board Chair and Officers of the Board as required, shall brief the meeting regarding the matter, or matters before it and shall read the resolution requiring Board consideration and voting.
- (g) Voting shall occur by each Trustee identifying themselves and indicating their vote either for or against the resolution.
- (h) The meeting otherwise shall be conducted in accordance with the Bylaws of the Board.
- (i) Minutes of the Board shall indicate that the meeting was held pursuant to this provision, indicate which Trustees and Officers were connected electronically and in which manner the electronic meeting was held.

4.00 Regular Closed Board Meetings

4.01 The Board shall hold regular closed meetings on the second and last Wednesday of each month typically commencing no earlier than 1:30 p.m. and no later than 3:30 p.m. unless determined to be required by the Agenda Preparation Committee, save and except that:

- a) No Board meeting shall be held on statutory holidays or during the Winter Spring school breaks,
- b) No regular meeting shall be held during the month of July,
- c) No regular meeting shall be held during the first three weeks of August.

Regular Closed meetings held on the second and last Wednesday of each month shall conclude no later than 4:30 p.m., unless there is majority vote of the members to extend the meeting no longer than 15 minutes.

4.02 A Special Board Meeting, either public or closed, may be called by the Chair, or upon special written request of the majority of the Trustees, may be called by the Secretary Treasurer. No business other than that for which the meeting was called upon shall be conducted at that Special meeting.

4.03 The Superintendent and Secretary Treasurer shall have the right to be present at all Board meetings where decisions are made. With a 2/3 vote, the Board may request that anyone of the Board's officers not be present at a Board meeting. However, at least the Superintendent or Secretary Treasurer must be present at all Board meetings where decisions are made.

5.00 Notice of Meeting

5.01 Forty-eight hours notice in writing shall be required either to reschedule a regular meeting or to call a special meeting of the Board, which notice must be given to each Trustee by delivery of same at the place designated for notice, or failing such designated place, then at the address set out in the nomination papers.

5.02 Written notice of any rescheduled meetings or of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all Trustees of the meeting and that no less than the number of Trustees required to make a quorum agree to the waiving of the written notice.

6.00 Board Quorum

6.01 A quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

6.02 The Superintendent of Schools or designate, and the Secretary Treasurer or designate, shall be present during all parts of all public and closed sessions of all regular and special meetings of the Board save that:

- a) The Board and the Superintendent may mutually agree to the Secretary Treasurer being excused during discussion of a specific matter, or
- b) The Board and the Superintendent may mutually agree to both the Superintendent and the Secretary Treasurer being excused during discussion of a specific matter.

No Board action shall be taken unless both officials or designate(s) are present.

6.03 At the appointed time for commencement of a meeting, the Chair shall ascertain if a quorum is present before proceeding to the business of the meeting.

6.04 Thirty minutes after the time appointed for the meeting of the Board, should a quorum not be present, the meeting shall stand adjourned to a date to be fixed by the Chair or, in default of the Chair fixing a meeting date, until the next regular meeting.

6.05 After a meeting has commenced, if there ceases to be a quorum, the presiding officer shall adjourn the meeting to a time certain or the next regular meeting date, at the Chair's discretion.

6.06 The Secretary Treasurer shall record the names of the members present at the expiration of the thirty minute period, or at the point where it is found there has ceased to be a quorum.

7.00 Length of Meeting

7.01 All regular public Board meetings shall stand adjourned at three hours after their commencement, however, adjournment may be extended by 15 minutes by majority consent. With the unanimous consent of all Board members present, the normal adjournment time may be extended by a maximum of one hour or until 10:00 p.m., whichever comes first.

8.00 Public and Closed Sessions

8.01 Except as provided in these Bylaws, all meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct.

8.02 If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and officers as provided for in these Bylaws.

8.03 Unless otherwise determined by a two-thirds majority vote, the following matters shall be considered by the Board in closed session:

- a) Salary claims and adjustments, and the consideration of requests of employees and Board officers with respect to collective bargaining procedures and negotiations guidelines.
- b) Accident claims and other matters where Board liability may arise.
- c) Legal opinions or actions respecting the liability of interest of the Board.

- d) The conduct, efficiency, discipline, suspensions, termination, or retirement of employees.
- e) Medical examiners or examinations, and medical reports.
- f) Matters pertaining to individual pupils, including their achievement, conduct, discipline, suspension or expulsion, truancy, or indigence.
- g) Personnel changes or other personnel issues of a personal nature including appointments, transfers, resignations, promotions, assignments, demotions, illnesses, leaves of absence, and any legal, or possible legal actions against the School District by an employee or employee group.
- h) The conduct, efficiency, discipline, or performance, of the Board, its members or its advisory officers.
- i) Matters involving School Board organization, governance, planning and related matters.
- j) The lease, sale or exchange of real property prior to finalization thereof.
- k) Matters pertaining to the safety, security or protection of Board property.
- l) Such other matters of a confidential nature where the Board decides the public interest so requires.
- m) Purchase of real property, including the designation of new sites, consideration of appraisal reports, consideration of amounts claimed by owners, determination of Board offers, expropriation procedures and related matters.

8.04 No Trustee or Board employee shall disclose to the public, the proceedings of a closed meeting or any materials or information pertaining thereto, unless a Resolution has been passed at a closed meeting to allow disclosure.

8.05 Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall be approved by the Board only in closed session and shall not be filed with the Minutes of public meetings.

9.00 Conflicts of Interest

9.01 Conflicts of interest of a pecuniary nature must be handled in the manner prescribed in the School Act, specifically:

- a) If a Trustee has a pecuniary interest in a matter before the Board, the Act requires that the Trustee not attempt to influence anyone at the table or to vote, and the Act requires that the Trustee leave the meeting while the matter is being dealt with.
- b) No one can require a Trustee to leave the table during a Board meeting. This is a matter for the individual Trustee to deal with. However, any participation in the meeting during the discussion of the item by the Trustee, can be referred to the courts. It must be remembered that the Act does require a Trustee to leave the room.
- c) When a Trustee leaves the room to comply with the Act, as it relates to a pecuniary interest, this must be reported to the next open meeting. The disclosure may be as brief as an indication that Trustee "X" left the room due to a pecuniary interest. No further details need to be disclosed.

- d) In the end, only a Trustee can declare themselves in a pecuniary interest, or the courts, and to decide to leave the room, or not, in compliance with the Act.
- e) There are times when to facilitate a free flow of discussion it would be advantageous for one or more Trustees to leave the room due to a non-pecuniary conflict of interest, or a perceived non-pecuniary conflict of interest.
- f) Being in conflict of interest is not a negative situation, it merely means that the individual may have some connection to the matter imparting on them, or some knowledge that should not be available to the Board in making its determination related to a specific matter, or an individual may benefit from the decision in some non-monetary manner.
- g) In situations such as this, the Trustee should make the Board aware of the conflict, and leave the room. This would not have to be reported at the next open meeting as it is not a pecuniary conflict. If the Trustee chooses to stay in the room they should sit back from the table and not participate in the debate or vote in any manner.
- h) The Board, or any Trustee, should feel free to offer an opinion on any other Trustee's conflict of interest or possible conflict of interest. This is merely an opinion, and the particular Trustee will have to make the final determination.
- i) Trustees need to be cognisant of the fact that on some matters their mere presence may create a situation where, owing to their presence, or link to the matter, the issue may not be fully debated. Being asked to leave the room is only an attempt to allow for the full and complete discussion of an issue.
- j) Trustees must remain aware of the need to facilitate full and comprehensive review, and debate of all matters, and make decisions based on this premise.

10.0 Board Committees

- 10.01 To enhance the effectiveness and efficiency of Board operations Board Committees and Board Working Groups shall be created as follows:

10.02 Board Committee of the Whole

The Board may act as Committee of the Whole on any item of business or District policy which, in the opinion of the Board, requires that it consider that subject with all the freedom of discussion, study and discovery available to an ordinary committee.

10.03 Board Standing Committees

The Chair shall, after consultation with Board members in a meeting, appoint appropriate Standing Committees, as deemed necessary consisting of two Trustees each, to serve no longer than the ensuing annual December organizational meeting, with such appointments to be subject to Board approval.

10.04 Board Special Committees

The Chair shall, after consultation with Board members in a meeting appoint such special committees, as deemed necessary, each to expire on or before the ensuing annual December organizational meeting, with such appointments to be subject to Board approval.

PROCEDURAL BYLAWS

Part B: Annual Inaugural and Organizational Meeting of the Board

- 1.00 The inaugural and organizational meeting of the Board shall be held in the Board Room on the second Tuesday of December concurrent with the regular open meeting of the Board commencing at 7:00 p.m.
- 1.01 In the year of a general election of Trustees, the Inaugural and Organizational meeting shall be held on the first Tuesday in December commencing at 4:00 p.m. and shall be held exclusively for that purpose.
- 2.00 Items of Business

The business of the annual meeting shall be comprised of:

 - a) The installation of any newly elected Trustees.
 - b) The election of Board officers.
 - c) The annual report of the immediate past Board Chair.
 - d) Adoption of the District Policy Manual.
 - e) Passage of banking resolutions and appointments of signing officers.
 - f) Appointing of time and place for meeting, or any other item of business which these Bylaws may prescribe for the annual meeting.
 - g) Such items of ordinary business as the Board otherwise may approve as being in order for the annual meeting.
- 2.01 Subsequent to the annual meeting of the Board, and before the next scheduled meeting, the Board Chair shall consult with the other Trustees concerning the naming of Trustees to committees and the naming of Trustee representatives.
- 2.02 The agenda of the first Board meeting scheduled after the annual meeting of the Board shall include these items of business:
 - a) Naming of Trustees to committees.
 - b) Naming of Trustee representatives.
- 3.00 Staff Officers
- 3.01 The Superintendent of Schools shall call the annual meeting to order and shall serve as Chair pro tem of the meeting pending the election of a Chair and Vice Chair.
- 3.02 The Secretary Treasurer shall serve as returning officer, and together with the Deputy Superintendent, shall scrutineer for these elections.

4.00 Installation of Trustees

- 4.01 At the direction of the Chair, the Secretary Treasurer shall report upon the returns of the election of school Trustees, as certified by the returning officers of the two municipalities.
- 4.02 The Secretary Treasurer then shall administer to each Trustee, or have administered by another person duly qualified for this task, the Declaration and Oath of Allegiance required by the School Act.

5.00 Election of Chair

- 5.01 The Chair pro tem shall call for nominations for the office of Board Chair.
- 5.02 Any Trustee who is at the annual meeting may be nominated for Chair including trustees who wish to nominate themselves.
- 5.03 Trustees who allow their names to stand for office under this section shall be given the opportunity to comment for a maximum of three minutes, on their reasons for accepting the nomination.
- 5.04 Only Trustees who have been nominated and accepted the nomination for Chair are eligible for that office.
- 5.05 If more than one nomination remains for the office of Chair, a vote by secret ballot shall be taken forthwith.
- 5.06 All Trustees present at the meeting shall vote.
- 5.07 A majority of ballots cast by those Trustees present shall be required to elect a Board Chair.
- 5.08 The returning officer, assisted by the scrutineers, shall then distribute and collect the ballots in approved fashion, shall retire from the Board Room in order to count the ballots, and upon returning, shall provide the Chair pro tem with a written report on the balloting, including: the total number of ballots cast, the number obtained by each nominee, the number of spoiled ballots, and the name, if any, of the nominee receiving a majority of votes.
- 5.09 The Chair pro tem shall then announce all the balloting results and confirm either: That the nominee whom the Chair names has received a majority of votes and therefore is elected the Chair, or, That no nominee has received a majority of votes and another ballot is therefore required to elect a Chair.
- 5.10 Immediately upon the Chair pro tem's declaration of the results of balloting on a motion to elect, an election recount shall be held if the order for a recount is supported by a majority of the Trustees present. In the absence of a motion of recount, or upon public announcement of the results of a recount, the balloting results shall be final and binding. At that point the ballots for that voting shall be destroyed forthwith by motion of the Board.
- 5.11 The returning officer's report on each balloting for elected office shall be entered in full in the minutes of the meeting and become a part of the Board's official records.

5.12 If no nominee receives a simple majority at the first balloting, then balloting shall continue immediately until one nominee shall have received a majority.

5.13 At each successive ballot, the name of the Trustee receiving the fewest votes at the previous ballot shall be dropped. If because of a tie, it is not possible to determine which name shall be dropped, then a special ballot shall be taken for that purpose. If, after three successive special ballots on the name to be dropped, there continues to be a tie, then the name to be dropped shall be determined by drawing lots.

6.00 Election of Vice Chair

6.01 Following the Chair's election, the next item of business shall be the election of Board Vice Chair.

6.02 Except for the Chair elect, any Trustee who is present at the annual meeting may be nominated for Vice Chair.

6.03 The Vice Chair's election shall be conducted in the same manner as the Chair's election.

7.00 Election Results Final

7.01 Other than as provided for in Section B, sub-section 5.10 of these Bylaws, save only where the elected nominee immediately declines, an election to office as Board Chair or Board Vice Chair becomes final and binding immediately upon the Chair pro tem declaring the name of the nominee receiving the majority of votes and, thereby, election as Chair or Vice Chair, as the case may be.

7.02 Once an election has become final in accordance with Section B, sub-section 7.01 of these Bylaws, reconsideration of the vote on the election or any procedures associated with that election will be unacceptable.

8.00 Terms of Office

8.01 The term of elected office for the Chair and Vice Chair shall be one year, commencing at the time of the inaugural and organizational meeting and concluding at the inaugural and organizational meeting of the calendar year following.

PROCEDURAL BYLAWS

Part C: Board Committees & Work Groups

1.00 Rules

- 1.01 Except as otherwise may be provided for in Section C of these Bylaws, the rules applying in regular or special meetings shall be observed in Committee of the Whole, and in special committees and work groups so far as these may be applicable.
- 1.02 Meetings of special committees and work groups shall be convened by the committee Chair or by two committee or and work groups members requesting a meeting of said committee or and work group. Adequate notice to committee or and work group members is required to cancel a scheduled meeting or to call an additional meeting.
- 1.03 Board members may attend meetings of any special committees or and work groups, save and except any committee involved with employee contract negotiations unless approved in advance by the Board, and may be allowed to take part in any discussion or debate by permission of a majority of the committee work group, but may not vote.
- 1.04 The committee Chair shall preside at each meeting except that he may vacate the chair and call upon the Vice Chair or any other committee member or and work group to assume the chair. In the Chair's absence, the committee or and work group Vice Chair, or if there is none, another committee member shall preside.
- 1.05 Speeches in Committee of the Whole, and to the degree reasonable, those in special committees, must be strictly relevant to the item or clause under consideration. On the basis of a two-thirds majority vote of committee members, the number or length of speeches may be limited or debate otherwise limited or closed.
- 1.06 It shall not be necessary to second any motion in committee or and work groups.
- 1.07 All committee or and work group decisions shall be made by voting, and the Chair shall announce the prevailing position on all questions considered.
- 1.08 Committee of the whole proceedings shall be recorded in the Board Minutes in the normal fashion.
- 1.09 Agenda and materials as necessary shall be provided to special committee or and work group members and resource personnel in advance of the meeting, and notes of all committee or and work group meetings shall be kept and circulated to committee or and work group members and resource personnel.
- 1.10 All special committees, and work groups and Committee of the Whole shall report their recommendations to the Board.

- 1.11 Action by any committee or work group shall not be binding until formally approved, unless the Board, by a two-thirds majority vote and in a situation clearly defined in advance, gives a special committee or work group power to act on its behalf pending Board ratification of the committee work group action.
- 1.12 A report from the Committee of the Whole may be amended by a majority of the Board before its adoption without being referred back to Committee of the Whole for that purpose.
- 2.00 Types of Committees
- 2.01 The Board may resolve itself into Committee of the Whole for the consideration of reports of committees or of any motion or other matter before the Board.
- 2.02 Upon majority approval by the Board, the Chair may appoint special committees and work groups in the numbers and with terms of reference considered appropriate.
- 2.03 The maximum number of Trustees who may be appointed to any Board special committee or work groups will be at the discretion of the Board with three being the typical number, of whom one shall be named its Chair.
- 2.04 Each special committee or work group appointed shall dissolve on the date specified at the time of the appointment, or, at the ensuing Board inaugural and organizational meeting.
- 2.05 Committee of the Whole, work groups and special committees shall have jurisdiction to consider and make recommendations to the Board on matters assigned to them by the Board.
- 2.06 If any vacancy occurs in a special committee or work group of the Board, on the recommendation of the Board Chair, the Board shall name a successor to fill the position.
- 2.07 The Superintendent shall name management resource personnel to each Board special committee or work group, and the Superintendent and these officials shall keep the Chair of each special committee informed on matters within the jurisdiction of the committee or work group.
- 2.08 A committee or work group quorum shall be comprised of one named Trustee (two on committee/work group when three Trustees are named), plus the management representatives.

PROCEDURAL BYLAWS

Part D: Rules of Order

1.00 General

- 1.01 Where these Rules are silent and where not inconsistent with these Rules, the most recent edition of Robert's Rules of Order shall apply to the conduct of meetings, provided, further, that where both these Rules and Robert's Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. Where there is an inconsistency between these Rules and the School Act, the School Act shall apply over the Rule in question.
- 1.02 The Board may adopt a procedural Rule for one or more meetings by Resolution of a majority of two-thirds of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 1.03 The Rules may be amended via Bylaw only.
- 1.04 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in Section D, sub-section 1.01 of these Bylaws.
- 1.05 An Appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful, it does not necessarily set a precedent.
- 1.06 All questions shall be decided by a vote on motion.
- 1.07 No Trustee shall leave the Board meeting before the close of the session without first notifying the Chair.
- 1.08 Under the order of "Question Period" questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board.
- 1.09 In the performance of official duties, each Trustee is entitled to receive:
 - a) All materials and information made available by the School District to the general public.
 - b) All materials and information made available by the School District to any Board meeting or to any Board committee or working group meeting during either open or closed session.
 - c) All supplementary materials and information which the Board, by majority vote, determines shall be made available to one or more Trustees.

- 1.10 Unless the Board authorizes the disclosure, information given to or obtained by a Trustee or Board employee and considered confidential by the Chair, a Board Committee/working group or the Superintendent, shall not be disclosed by any Trustee or Board employee.
- 1.11 The presiding officer may expel and exclude from a Board meeting any person whom he considers has been guilty of improper conduct.
- 1.12 In accordance with Robert's Rules of Order, the Board and its presiding officer shall have the authority to impose order, control and discipline as suitable on both non-members and members during the conduct of a Board meeting, and upon members elsewhere than in a meeting. The disciplinary procedures followed and the penalties or punishments imposed shall be consistent with those provided for in Robert's Rules of Order and the School Act, and, on the basis of a two-thirds majority vote, may include reprimand or suspension or exclusion of a Trustee found guilty of conduct "tending to injure the good name of the Board, disturb its well-being, or hamper it in its work".
- 1.13 A copy of the Board's Procedural Bylaws and all amendments thereto shall be filed with the Ministry of Education.
- 2.00 Chair and Presiding Officer
- 2.01 The Chair shall preside at all meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
- 2.02 The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- 2.03 In the event that neither the Chair nor the Vice Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting. Any member occupying the chair temporarily shall discharge all the duties and enjoy all the rights of the Chair.
- 2.04 The Chair and the Vice Chair shall be elected in December for a term of one year.
- 2.05 In the event that the Chair vacates the office during the term or ceases to be a Trustee during the term, the Vice Chair shall be Chair of the Board for the remainder of the term and the Board shall elect a Vice Chair in the manner prescribed in Section B, sub-section 6.00, of the Bylaws.
- 2.06 If the Vice Chair succeeds to the office of Chair pursuant to Section D, sub-section 1.05, of the Bylaws, and either vacates the office of Chair or ceases to be a Trustee before a successor as Vice Chair has been elected, then the Board shall elect a new Chair in the manner prescribed in Section B, sub-section 5.00, of these Bylaws.
- 2.07 In the event the Vice Chair vacates the office during this term or ceases to be a Trustee during the term, the Board shall elect a Vice Chair to serve for the remainder of the term in the manner prescribed in Section B, sub-section 6.00 of these Bylaws.
- 2.08 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.

- 2.09 The Chair shall vote in accordance with Section D, sub-section 6.05 of these Bylaws.
- 3.00 Motions
- 3.01 Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a Resolution when passed.
- 3.02 The presiding officer may divide a motion containing more than one subject if the presiding official feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 3.03 No motion other than to postpone consideration of a question or a procedural motion shall be repeated during the calendar year except by the reconsideration process.
- 3.04 An amendment to a motion does not require notice. Amendments shall be dealt with sequentially with the last amendment being dealt with first. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principal embodied in the main motion.
- 4.00 Reconsideration and Rescission
- 4.01 Robert's Rules of Order shall prevail in determining eligibility of a motion to be reconsidered or rescinded.
- 4.02 No question once decided by the Board shall be reconsidered or rescinded during the same calendar year in which the said question was decided unless either:
- a) The motion for such reconsideration or rescission is brought by a Trustee who voted on the prevailing side when the motion first was adopted or rejected; or
 - b) By order of a two-thirds majority of the votes of the members present and voting.
- 4.03 A motion to reconsider shall require only a majority vote regardless of the vote necessary to adopt the motion to be reconsidered.
- 4.04 Nothing in this sub-section shall be construed as depriving any Trustee who was not a Trustee at the time a decision was reached on a Resolution from moving the reconsideration or rescission of such Resolution in the same calendar year.
- 5.00 Debate
- 5.01 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this Rule.
- 5.02 No Trustee shall speak until recognized by the Chair.
- 5.03 No Trustee shall speak to a question for a period in excess of five minutes at a time. The Chair may caution a Trustee who persists in tedious and repetitious debate and may direct the Trustee to discontinue if the Trustee persists. A Trustee can only speak a second time for purposes of rebuttal or to add new information. A mover of a motion shall provide a brief background and/or rationale to their motion and shall have the opportunity to close debate

- 5.04 A matter of order/privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally, or for clarification) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 5.05 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order/privilege.
- 6.00 Tabling Of Motions
- 6.01 A motion may be tabled at anytime by any Trustee, providing that the motion to table is seconded and passed by a majority of Trustees
- 6.02 Once tabled a motion may be lifted from the table by any Trustee providing the motion to lift the tabled motion is seconded and passed by a majority of Trustees.
- 6.03 Once tabled motions will remain tabled until they are lifted from the table or the motion has remained tabled for two successive meetings. If the tabled motion is has not been lifted from the table after two successive meetings it will be removed from the table.
- 6.04 Tabled motions may be extended for an additional two meetings based on a majority vote of Trustees.
- 7.00 Voting
- 7.01 At all Board meetings all questions shall be decided by the majority of the votes of the Trustees present and voting, save as otherwise provided by these Bylaws or the School Act.
- 7.02 All Trustees present at a meeting must vote, although a Trustee must abstain from voting in the event that the Trustee has a conflict of interest because of a direct pecuniary interest in a vote. A Trustee may also abstain from voting if the Trustee states at the meeting the reasons for abstaining.
- 7.03 No Trustee shall have more than one vote on any question whether at a meeting of the Board or in Committee of the Whole or any other committee/working committee.
- 7.04 Voting shall be by a show of hands and where all Trustees vote in the affirmative, the minutes shall reflect this result by the term *CARRIED UNANIMOUSLY*. Where the vote on any question is not unanimous, then the minutes shall record the votes of all trustees in either the negative or affirmative. Where a Trustee fails to vote, or abstains from voting without stating reasons as required under Section 7.02 of these Bylaws, the minutes of the meeting shall be recorded indicating that the Trustee has voted on the prevailing side of the question.
- 7.05 The Chair shall vote at the same time as the other members of the Board and, in the case of a tie vote, for and against a motion, the question is resolved in the negative and the Chair shall so declare the motion defeated.
- 7.06 The Chair shall declare the results of all votes.

PROCEDURAL BYLAWS

Part E: Bylaws and Resolutions

- 1.00 All matters shall be dealt with by Resolution/motion or Bylaw. A Resolution/ motion shall have only one reading but a Bylaw shall have three readings.
- 1.01 The following matters shall only be resolved by Bylaw:
- a) Amendments to Bylaws.
 - b) The rules of procedure of the Board and rules relative to the organization of meetings of the Board.
 - c) Regulation and control of the use of property owned and administered by the Board.
 - d) Where required by the School Act.
- 2.00 Procedure on Financial Bylaws
- 2.01 Financial Bylaws shall be processed in accordance with School Act provisions, and may be advanced through all stages from introduction to third reading and final adoption during a single meeting of the Board.
- 3.00 Procedure on Non-Financial Bylaws
- 3.01
- a) Written notice of intention to propose a Bylaw, or an amendment to a Bylaw, shall be given at the meeting prior to the one at which first reading is scheduled. Written notice of intention to propose a Bylaw or an amendment to a Bylaw is not required where such proposed action is being initiated by Board decision.
 - b) Every proposed new Bylaw or amendment to an existing Bylaw shall be dealt with in the following stages:
 - 1) First reading - no debate or amendment.
 - 2) Second reading - discussion of the principle of the Bylaw or amendment to the Bylaw.
 - 3) The Board or Committee/work group of the Board - if the question for second reading passes, the Bylaw automatically shall be referred to the Board or a Committee/work group of the Board for detailed consideration unless a motion is passed by a majority to refer the Bylaw or the amendment to the Bylaw to a specified standing committee, work group or special committee for detailed consideration.

- c) When a Bylaw has been amended in Committee and work group, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed, except by a two-thirds majority vote of the Board.
- d) Every Bylaw shall receive three readings on different days. A Bylaw may be advanced two or more stages in one day by a two-thirds majority or on urgent or extraordinary occasions, the determination of which shall be by the Chair.
- e) Notwithstanding Section E, sub-section 3.1 (d) of these Bylaws, a period of not less than thirty (30) days shall be required between the date on which written notice to propose a new or amended Bylaw shall have been made, and the date on which third reading of the new or amended Bylaw shall have been granted.
- f) The Secretary Treasurer shall certify on a copy of each Bylaw the readings and the times thereof and the context of any amendment passed in committee/ and work group.
- g) The Trustee who introduces a Bylaw may withdraw the same at any stage with unanimous consent.

4.00 Definitions and Explanations

4.01 In these Bylaws, unless the context otherwise requires:

- a) Board means the Board of School Trustees of School District No. 42 (Maple Ridge-Pitt Meadows).
- b) Chair means a person presiding as Chair of the Board or one of the Board's standing or special committees/ and work group.
- c) Vice Chair means a person presiding as Vice Chair of the Board or of one of its standing or special committees/ and work group.
- d) Superintendent means the Superintendent of Schools/Chief Executive Officer of School District No. 42 (Maple Ridge-Pitt Meadows).
- e) Secretary Treasurer means the Secretary Treasurer of School District No. 42 (Maple Ridge-Pitt Meadows).
- f) Majority means in excess of 50 per cent of the votes cast by those Trustees present, exclusive of any abstentions, or of any blank or spoiled ballots.
- g) Two-thirds majority means voting support by at least two-thirds of the total number of Trustees currently elected to office, regardless of whether or not all are present at that meeting.

4.02 All words in these Bylaws in the singular shall, when the context so requires, include the plural.



ITEM 7

To: Board of Education

From: Superintendent
Jan Unwin

Re: **ERASE BULLYING STRATEGY**

Date: September 26, 2012
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

In June of 2012, Premier Christy Clark announced a new comprehensive prevention and intervention strategy called ERASE Bullying (Expect Respect and a Safe Education). This strategy will build on the work we are already doing in our district and the programs we already have in place to address bullying, risks and threats.

The strategy is designed to help prevent, identify and stop harmful behaviours by children and adults and ensure consistent policies and practices across all of the 60 school districts while leveraging strong community partnerships. The strategy will also increase the capacity of school personnel to support and protect children living in circumstances of domestic violence.

A number of new supports are part of ERASE Bullying, most notably the training program to help educators proactively identify and address threats, (see attached).

RECOMMENDATION:

THAT the Board receive the Erase Bullying Report for Information.

Attachments

ERASE Bullying

Overview of the Training Program

The regional training program consists of 4 levels over a 5 year period beginning with the implementation of Levels 1 & 2 in 2012/13.

Level 1: Preventing Bullying and Ensuring Positive Safe School Cultures

Level 2: Introduction to School-based Violence Prevention Threat/Risk Assessment

Level 3: Advanced School-based Violence Prevention Threat/Risk Assessment
(introduced in 2013/14)

Level 4: Train the Trainer program (introduced in 2014/15)

Training for 2012/13

Level 1: Preventing Bullying and Ensuring Positive Safe School Cultures

- In 2012/13 school teams from every **elementary school** in the province will participate in regional one day training sessions.
- Level 1 will be adapted for middle and secondary schools in Year 2 of the Strategy (2013/14).
- Two people from each elementary school (i.e. principal and teacher or counsellor) and three-member district teams will receive training to recognize, create and maintain positive safe school cultures.
- Each Level 1 training session will be one, six hour day. The anticipated number of Participants per training session is 100.

Level 2: Introduction to School-based Violence Prevention Threat/Risk Assessment:

- In 2012/13 school teams from all **secondary and middle schools** will participate in 2 day regional training sessions with key community partners – police, mental health, probation, MCFD etc.
- High needs elementary schools will receive training in 2013/14.
- School-based and district based teams will be trained in basic and advanced threat/risk assessment.
- Twenty percent of the training spaces will be available for community partners in each region.
- Each Level 2 training session will be a total of 12 hours duration delivered over 2 six-hour days.
- The anticipated number of Participants per training session is 80.
- The BC Training Guide for School-based Violence Prevention Threat Risk Assessment will have a section on Domestic Violence that includes signs to watch out for and appropriate steps to take when suspecting a child is exposed to domestic violence. During training sessions Participants will be introduced to authentic case studies that pertain to domestic violence.

The Erase Bullying Strategy will also include:

- An anonymous, online reporting tool for students accessible through a new Smartphone app.
- Dedicated safe school co-coordinators in every school district. (we have just hired Bruce Cunnings to oversee Erase Bullying and to work directly with Alanna Dunlop – RCMP on implementing our safe schools strategy.)
- Enhanced codes of conduct for schools.
- Provincial guidelines for threat assessments.
- New online resources for parents.
- Formal protocols to guide and co-ordinate the work of school and community partners.
- A provincial advisory committee with representatives from police, school and social agency partners.
- Designating one of the existing six provincial teacher professional development days to focus on anti-bullying.
- Anti-bullying and threat assessment pre-service training for new teachers.

To: Board of Education

From: Superintendent
Jan Unwin

Re: **REGIONAL GRADUATION
REQUIREMENTS DIALOGUE**

Date: September 26, 2012
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The Ministry of Education is seeking input from around the Province to develop recommendations for new graduation requirements.

Fraser Valley School Districts: Abbotsford, Chilliwack, Fraser-Cascade, Langley, Mission, Maple Ridge & Pitt Meadows will be hosting a Fraser Valley Regional Graduation Requirements Dialogue Session in Abbotsford on October 25th from 4 - 7:00 p.m. There will be 400 people invited from a variety of partner groups and community.

This session is one of many being held around the Province this Fall. The feedback from all of these sessions will be compiled into a report that will be sent to the Ministry for consideration as they work towards revamping the current Graduation Requirements or creating completely new Graduation Requirements to better reflect the new direction that public education is heading.

Invitations are in the process of being sent out with 5 questions to be considered for discussion – see attached invitation.

RECOMMENDATION:

THAT the Board receive the Regional Graduation Requirements Dialogue Report for Information

Attachment



Fraser Valley School Districts
are hosting a special community forum, entitled

Graduation Requirements Dialogue

A Community Conversation about the Future of Graduation Requirements

DATE: October 25, 2012

TIME: 4 pm – 7 pm

LOCATION: Robert Bateman Secondary
(35045 Exbury Avenue, Abbotsford, BC)

**Light snacks will be provided*

You are invited to join us in a conversation that will help inform the development of future graduation requirements.

The Ministry of Education is seeking input from around the Province to develop recommendations for new graduation requirements. This session is one of many being held around the province this Fall.

There will be facilitated group discussions focused on getting feedback to five key questions:

Question #1:

What do you think are the core or essential things all students should know, understand and be able to do by the time they leave secondary school?

Question #2:

Beyond the core, how could pathways for choice or exploration be provided?

Question #3:

Research is underway with a focus on the following five cross-curricular competencies:

- a) Communication
- b) Critical Thinking
- c) Creative Thinking and Innovation
- d) Personal Responsibility and Well Being
- e) Social Responsibility

How do you think students could demonstrate these competencies?

Question #4:

How could student learning be communicated to:

- a) Students
- b) Parents/Guardians
- c) Post secondary Institutions/Employers

Question #5:

How would you design an awards program to recognize student success in a personalized learning environment?

This forum is facilitated by Jan Unwin (Maple Ridge – Pitt Meadows Superintendent) and Peter Drescher (Consultant).

We look forward to having you join this dialogue and helping to inform the development of future graduation requirements.



ITEM 10

To: Board of Education

From: Deputy Superintendent
Laurie Meston

Re: **ACHIEVEMENT CONTRACT**

Date: September 26, 2012
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the Achievement Contract as provided by the Deputy Superintendent's for information.

RECORD

2011-2012

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 12, 2012

Call to Order
Motion of Exclusion
Correspondence
Ordering of Agenda
Confirmation of Minutes – May 30, 2012
Chair Report
Superintendent Decision Item
Secretary Treasurer Decision Items
Superintendent Information Items
Secretary Treasurer Information Items
Committee Business
Trustee Reports
Adjournment

Meeting called to order at 2:02 p.m.
Approved

Approved as amended
Approved as circulated
Received for information
Approved
Approved
Received
Received
Received
Received
Adjourned at 4:39 p.m.