

**School District #75 (Mission)
Inaugural Meeting of the Board of Education
Agenda**

**November 20, 2018, 6:30 pm
Heritage Park Middle
33700 Prentis Avenue, Mission, BC**

Pages

1. CALL TO ORDER

Secretary-Treasurer, Corien Becker will acknowledge that this meeting is being held on Traditional Territory and provide opening remarks.

1.1 Welcome Song

Johnny Williams, Sq'ewlets First Nation Councillor

1.2 O Canada

Heritage Park Middle School, Student Choir

2. DECLARATION OF OFFICIAL ELECTION RESULTS

2.1	District of Mission Official Election Results	Information	1 - 3
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6. CORRESPONDENCE

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7. ANNOUNCEMENTS

7.1	Special Committee of the Whole, November 27, 2018, 3:30pm	Information	21
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8. ADJOURNMENT



DECLARATION OF OFFICIAL ELECTION RESULTS
GENERAL LOCAL ELECTION – 2018

I, Mike Younie, Chief Election Officer for the District of Mission, do hereby declare elected the following candidates, who received the highest number of valid votes for the offices of:

MAYOR	Pam Alexis
COUNCILLOR	Cal Crawford
	Mark Davies
	Jag Gill
	Carol Hamilton
	Ken Herar
	Danny Plecas
SCHOOL TRUSTEE (AREA 1)	Randy Cairns
	Tracy Loffler
	Rick McKamey
	Julia Renkema


Dated at Mission, British Columbia, this 24th day of October, 2018.

Mike Younie
Chief Election Officer

District of Mission 2018 Local Government Election
 Official Determination of 2018 Election Results

	TOTAL	Advance	Mobile	Albert McMahon	Cherry Hill	Fire Hall 2	Hatzic	Leisure Centre	Mission Central	Silverdale	West Heights	RESULT
Mayor												
ALEXIS, Pam	5166	621	149	1229	323	131	498	873	496	221	625	ELECTED
GILFILLAN, Iain	225	11	3	47	22	10	22	35	26	13	36	
HAWES, Randy	2541	326	59	661	160	90	230	388	198	145	284	
SCOTT, Wyatt	723	69	19	161	60	14	45	141	57	44	113	
Councillor												
APOSTOLIUK, Kelly	1236	140	26	298	92	33	85	248	112	60	142	
CRAWFORD, Cal	3777	544	95	902	224	78	378	572	394	164	426	ELECTED
DAVIES, Mark	2521	281	49	621	202	73	229	425	221	114	306	ELECTED
GILL, Jag	4269	426	67	1086	344	99	346	739	378	185	599	ELECTED
GRAHAM, Anne	1158	109	46	266	82	41	87	187	112	86	142	
HAMILTON, Carol	3611	511	119	839	213	90	390	542	378	157	372	ELECTED
HERAR, Ken	2847	356	63	752	205	45	254	432	271	115	354	ELECTED
HINDS, Jim	2317	370	63	479	137	131	242	321	197	130	247	
HOLMES, Jennifer	2090	225	55	456	149	57	197	367	213	127	244	
JANIS, Carla	2472	311	74	565	174	55	231	415	216	141	290	
JEWELL, Jeff	1753	187	56	410	113	57	152	282	160	97	239	
LIFFORD, Doug	1667	236	29	413	122	35	171	238	123	92	208	
NENN, Mike	1871	237	37	425	148	59	158	318	128	91	270	
NORMAN, Tracey Lee	1317	132	36	315	100	29	116	223	123	77	166	
PEDERSEN, Alan	532	38	12	135	30	21	44	102	33	15	102	
PLECAS, Danny	3486	534	94	801	183	106	357	514	309	200	388	ELECTED
SHARPE, Ashley	1766	156	52	401	105	61	188	304	177	98	224	
SMITH, Neil	1258	143	22	297	71	22	133	215	144	69	142	
WESTLEY, Dave	1322	152	34	313	96	35	91	222	114	74	191	
School Trustee												
CAIRNS, Randy	4849	630	115	1168	314	112	439	786	472	234	579	ELECTED
LOFFLER, Tracy	4931	606	120	1190	335	96	488	831	442	219	604	ELECTED
MCKAMEY, Rick	4298	524	114	1046	257	95	502	661	411	192	496	ELECTED
MCNEILL, Douglas	4006	455	86	974	290	134	406	625	360	182	494	
RENKEMA, Julia	4279	514	111	975	302	180	390	664	385	226	532	ELECTED
TOTAL VOTER COUNT	8727	1032	237	2117	573	247	798	1448	780	424	1071	

This determination of election results is hereby made by the Chief Election Officer on October 24, 2018 based on a review of the ballot accounts for each voting place


 Mike Younie
 Chief Election Officer



CORPORATE REPORT

To: School District No. 75 (Mission)
From: Jaime Schween, Chief Election Officer

Date: 2018-10-23
File No: 4200-20-2018

Subject: School District 75 (Mission) Rural Area School Trustee Elections: Declaration of Official Results

INTENT

This report is intended to advise School District No. 75 (Mission) of information pertaining to the 2018 School Trustee Elections.

BACKGROUND

School District 75 (Mission) appointed Jaime Schween of the Fraser Valley Regional District as Chief Election Officer for the purposes of the Rural Area School Trustee Election.

The *Local Government Act* requires the Chief Election Officer to submit a report of the election results to the Board within 30 days after the Declaration of Official Election Results. The Declaration of Official Election Results was made today, October 23, 2018. The Act also requires the Chief Election Officer to include a compilation of the information on the ballot accounts for the election. Those ballot accounts are listed in the attached Determination of Official Election Results.

DECLARATION OF OFFICIAL ELECTION RESULTS

I, Jaime Schween, Chief Election Officer, do hereby declare elected the following candidate who received the highest number of valid votes for the office of Rural Area School Trustee for School District 75 (Mission):

Shelley Carter

Dated at Chilliwack, B.C. this 23rd day of October, 2018.



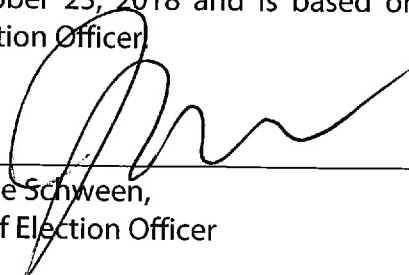
Jaime Schween
Chief Election Officer

DETERMINATION OF OFFICIAL ELECTION RESULTS

School District 75 (Mission) Rural Area School Trustee (1 to be elected)

Voting Opportunity	BABICH, Earl	CARTER, Shelley
Mail Ballot Voting Advanced Voting October 10, 2018 <i>FVRD Community Access Centre (combined Mail ballot/AVO ballot count)</i>	12	43
General Voting October 20, 2018 <i>Hatzic Prairie Community Hall</i>	48	177
General Voting October 20, 2018 <i>Scowlitz First Nation Boardroom</i>	14	43
General Voting October 20, 2018 <i>FVRD Community Access Centre</i>	60	186
TOTAL NUMBER OF VALID VOTES CAST	134	449

This determination of official election results was made by the Chief Election officer on October 23, 2018 and is based on ballot accounts as amended or prepared by the Chief Election Officer.



Jaime Schween,
Chief Election Officer

ITEM 3

File No. 1110.10

TO: Board of Education
FROM: C. Becker, Secretary-Treasurer
SUBJECT: Administration of the Oath of Office

The Secretary-Treasurer will ask each Trustee Elect to read aloud the Oath of Office.

Attachement:

1. Oath of Office example

OATH OF OFFICE

I, **TRUSTEE NAME**, do solemnly affirm that:

- I am qualified to hold office as a Trustee in the Mission Public School District (School District No. 75) and meet the Trustee qualifications set out in the *School Act*;
- I have not, by myself or any other person, knowingly contravened the *School Act* respecting vote buying, intimidation or other election offences in relation to my election as a Trustee;
- I will abide by the *School Act* and I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters;
- I will comply with the requirements of the *School Act* that relate to conflict of interest and, in particular, I will comply with the requirements relating to disclosure of pecuniary and indirect pecuniary interest in a matter.
- Dated this 20th day of November, 2018.

Corien Becker
Secretary Treasurer

NAME
Trustee

ITEM 4

File No. 1110.10

TO: Board of Education
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Trustee Code of Ethical Conduct

The following is attached as a procedural process and for information only.

Attachments:

1. Policy #30, Trustee Code of Ethical Conduct

Section:	Governance	
Title:	Trustee Code of Ethical Conduct	30

Purpose

To provide guidance and direction for the ethical behaviour and professionalism of Trustees in the fulfilment of their roles and responsibilities.

Policy

Critical trust is invested in the Board by the electorate to govern the affairs and business of the Mission Public School District. Recognizing this, the Trustees commit to conducting the business of the Board in a fair, respectful, and professional manner. This commitment includes using respectful authority and decorum when interacting with other trustees, staff, partner groups, and the community, or when representing the Board of Education or the Mission Public School District.

Trustees will uphold the commitments of the Code of Ethical Conduct policy, and will address any violation of the Code by a Trustee at a closed meeting of the Board.

Ethical Conduct Commitments

Trustees will fulfill their roles and responsibilities as a Trustee of the School District considering the following ethical conduct commitments.

Behaviour:

- Trustees are expected to use respectful behaviour in all School District and community interactions.
- Trustees are expected to use behaviour that is not disrespectful of others or their opinions.
- Trustees are expected to maintain decorum during all meetings, respecting the protocols of the meeting process and the authority of the Board Chair.
- Trustees will endeavor to work cooperatively in spite of differences of opinion.

Decision making process:

- Trustees are expected to give the opinions and objectives of other trustees, staff, partner groups, and the public, their respect and full consideration.
- Trustees are expected to conclude discussions and reach decisions, only after considering all available information and opinions for each situation. Trustees shall remain open to altering a perspective or an opinion after considering other information received in the discussion process. Trustees shall not have an unreasonable bias or closed mind to an issue.
- Trustees must encourage full and open discussions in all matters. Trustees must not dismiss or disregard others when they submit an opinion that is different or contradicts their own opinion.
- Trustees must not withhold or conceal matters or information from other Trustees that would be of concern to the School District.

Communications:

- After decisions are reached, Trustees are expected to abide by, uphold, and support the final majority decision of the board. Trustees must not undermine the decisions of the Board, even if the Trustee was opposed to a decision.
- Trustees must not discuss the confidential business of the Board outside of a board or committee meeting.

Conflicts of Interest:

- Trustees are expected to adhere to all applicable legislation regarding conflicts of interest, including the *School Act, Part 5, Conflict of Interest*, and to avoid any actual, perceived, or potential conflicts of interest whenever possible.
- Trustees are expected to declare any conflicts of interests to the Board.
- Trustees are expected to be excused from participating in the decision making process if they are involved in a conflict of interest situation which could compromise the integrity of the School District.

Personal Gain:

- Trustees must not use the schools, any part of the school program, or their position as a Trustee, for personal advantage or for the advantage of friends or family.
- Trustees must declare any gifts received by virtue of holding the office of Trustee of the Board of Education.

Trustee Acknowledgment

Upon being elected to a term as a Trustee for the Mission School District, at the Inaugural Board Meeting, Trustees will be asked to commit to this Code of Ethical Conduct.

Date of Original Board Approval: September 2008 (Policy #5)

Date Amended: May 23 2017 (Policy #30)

Legal Reference: School Act, Part 5, Conflicts of Interest

Cross Reference: Trustee Election Protocol Administrative Procedure

ITEM 5

File No. 1110.10

TO: Board of Education
FROM: C. Becker, Secretary- Treasurer
SUBJECT: Board Chair and Vice-Chair election

1. Nominations will be accepted for the position of Board Chair.
 - a. Any Trustee may be nominated by any other Trustee. The nomination does not need to be seconded.
 - b. If more than one (1) nomination is received, voting will be conducted by Ballots, as per the policy.
 - c. The Superintendent, Assistant Superintendent and Executive Assistant will leave the room to count the votes and will then return with the outcome.
 - d. The Secretary Treasurer will announce the outcome.
2. The newly elected Boar Chair will assume the duties of the Chair, for the remainder of the meeting.
3. Nominations will be accepted for the position of Board Vice-Chair.
 - a. Any Trustee may be nominated by any other Trustee. The nomination does not need to be seconded.
 - b. If more than one (1) nomination is received, voting will be conducted by Ballots, as per the policy.
 - c. The Superintendent, Assistant Superintendent and Executive Assistant will leave the room to count the votes and will then return with the outcome.
 - d. The Secretary Treasurer will announce the outcome.
4. Call for a motion to destroy the ballots (if a vote was taken).

Attachments:

The following policies are attached for procedural processes and as information only.

1. Policy #50, Board Procedures Policy – Election of Chair and Vice-Chair Excerpt
2. Policy #6, Role of Board Chair
3. Policy #7, Role of Vice-Chair

Policy 50 Excerpt – 2. Election of Chair and Vice-Chair

- a. At its inaugural meeting following a general local election, and for each organizational meeting in September of the following three years, the Board will elect one of its members to serve as Board Chair and one of its members to serve as Vice-Chair for the following year.
- b. Process for Election of Chair and Vice-Chair:
 - i. The Secretary Treasurer will call three times for nomination for the position of Board Chair.
 - ii. Any Trustee may be nominated by any Trustee. No seconder is required.
 - iii. After all nominations have been received the Secretary Treasurer will ask for a motion for nominations to cease.
 - iv. Nominees will be asked in alphabetical order if they accept their nomination.
 - v. If there is more than one nomination, all nominees will be provided an opportunity to speak to their nomination for the position.
 - vi. The Secretary Treasurer will conduct a vote by ballot (unless a nominee is acclaimed to the position of Chair).
 - vii. If more than two nominations are received, the person receiving a clear majority of votes will be elected Board Chair for the ensuing year.
 - viii. Balloting will continue until one Trustee receives a clear majority of votes. The name of the Trustee receiving the least votes will be dropped from the list of nominees for each succeeding ballot. In the event that two Trustees are tied for the least number of votes and there is not a clear majority of votes, a special ballot will be taken for the purpose of determining which name is to be dropped.
 - ix. If no person receives a clear majority, further ballots will be taken until a clear majority is achieved or if after at least four ballots a tie continues to occur the election will be decided by a lot draw.
 - x. Upon completion of the voting for the Chair, the Chair will continue with the same process for the election of Vice-Chair.
 - xi. A motion to destroy the ballots following any voting will be requested.

Role of the Board Chair

At its inaugural meeting following a general local election, and for the following two years, at the regular December meeting, the board shall elect one of its members to serve as board chair, to hold office at the pleasure of the board.

Notwithstanding the above, in the event of emergent circumstances and in consultation with the incumbent, a majority of the Board may elect a new Chair at any time.

The board entrusts to its chair primary responsibility for safeguarding the integrity of the board's processes and representing the board to the broader community.

The board delegates to the chair the following powers and duties:

- Preside over all board meetings and ensure that such meetings are conducted in accordance with the *School Act* and the policies and procedures as established by the board and where those are silent, Robert's Rules of Order.
- Prior to each board meeting, consult with the trustees and confer with the superintendent on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
- Perform the following duties during board meetings:
 - Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - Ensure that all issues before the board are well-stated and clearly expressed.
 - Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.
 - Ensure that debate is relevant. The chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when she/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question.
 - Decide questions of order and procedure, subject to an appeal to the rest of the board. The chair may speak to points of order in preference to other members.
 - Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
 - Extend hospitality to other trustees, officials of the board, the press and members of the public.
- Keep informed of significant developments within the district.
- Keep the board and the superintendent informed in a timely manner of all matters coming to his/her attention that might affect the educational opportunities in the district.
- Be in regular contact with the superintendent to maintain a working knowledge of current issues and events.
- Convey directly to the superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the district.
- Bring to the board all matters requiring a decision of the board.
- Act as the chief spokesperson for the board except for those instances where the board has delegated this role to another individual or group.
- Act as an ex-officio member of all committees appointed by the board.
- Act as a signing officer for the district.
- Represent the board, or arrange alternative representation, at official meetings or other public functions.

- Address inappropriate behavior on the part of a trustee.
- Ensure that the board engages in regular assessments of its effectiveness as a board.

Date of Board Approval: February 2009

Legal Reference: School Act, Section 67

Role of the Vice-Chair

At its inaugural meeting following a general local election, and for the following two years, at the regular December meeting, the board shall elect one of its members to serve as vice-chair, to hold office at the pleasure of the board.

Notwithstanding the above, in the event of emergent circumstances and in consultation with the incumbent, a majority of the Board may elect a new Vice-chair at any time.

Specific Responsibilities

- The vice-chair shall act on behalf of the board chair, in the latter's absence and shall have all the duties and responsibilities of the board chair.
- The vice-chair shall assist the board chair in ensuring that the board operates in accordance with its own policies and procedures and in providing leadership and guidance to the board.
- The vice-chair may be assigned other duties and responsibilities by the board chair.

Date of Board Approval: February 2009

Legal Reference: School Act, Section 67

ITEM 6

File No. 1110.10

TO: Board of Education
FROM: C. Becker, Secretary-Treasurer
SUBJECT: BCSTA School Trustee Elections Bulletin & Consent to Receive Messages

School Trustee Elections Bulletin

The November 1, 2018 edition of BCSTA's *School Trustee Elections Bulletin* is available online [here](#). The Bulletin includes information about the term of office, inaugural meeting and school trustee oath of office. Please feel free to contact me if you would like to discuss post-election issues including the transition between the outgoing board and incoming board. BCSTA's election resources (including past Trustee Elections Bulletins) are available online at <http://www.bcsta.org/content/trustee-elections-2018>.

Consent to Receive Commercial Electronic Messages from BCSTA

BCSTA is contacting school trustees and superintendents to request their consent to receive electronic messages from BCSTA in accordance with Canada's Anti-Spam Law (CASL). While most of our communications are not of a commercial character and are, therefore, not subject to CASL, in order to ensure that all of our programs are fully compliant with CASL, we are contacting you to request your assistance in updating our database and our records of consent to receive electronic communications.

Accordingly, we ask, that you please provide the enclosed **School Trustee Consent to Receive Electronic Communications** to the trustees on your Board of Education during an upcoming meeting of the Board, and ask trustees to complete the consent form. Once the trustees have completed the form, please send the form to BCSTA by email (ddepreto@bcsta.org) or mail. We would appreciate receiving the completed form by **November 30, 2018** if possible.

Please also review the enclosed **School District Employee Consent to Receive Electronic Communications**. We ask all superintendents to sign the School District Employee Consent to Receive Electronic Communications to confirm that we may send electronic communications to school district employees at their school district-issued email addresses. We typically communicate with superintendents, secretary-treasurers and executive assistants. Once you have completed the form, please send it to BCSTA by email (ddepreto@bcsta.org) or mail. We would appreciate receiving the completed form by **November 30, 2018** if possible. If you have any questions about this matter, please contact Audrey Ackah (Legal Counsel) at (604) 235-2290.

AUDREY ACKAH

Legal Counsel | British Columbia School Trustees Association (BCSTA)

P (604) 235-2290 | E aackah@bcsta.org | W bcsta.org | T @bc sta

Attachments:

1. BCSTA Consent Form



School District Employee Consent to Receive Electronic Communications

The British Columbia School Trustees Association (BCSTA) regularly communicates with member boards of education regarding public education matters. BCSTA also communicates with employees of member boards of education regarding matters including legal and policy advice, registration for BCSTA events, and advocacy motions for BCSTA’s general meetings and provincial council meetings. Examples of our communications include *The Education Leader*, *the BCSTA Weekly*, *Advocacy Updates*, legislative updates and event invitations. From time to time, BCSTA’s electronic communications may include commercial electronic messages.

To ensure that all commercial electronic messages that we send to you are compliant with Canada’s Anti-Spam Law, we would like to have your consent to provide you with the communications described above. **If you would like school district employees to receive BCSTA’s electronic communications, please provide your consent by signing in the space provided below.**

You may withdraw your consent at any time. If you wish to withdraw your consent, please contact us at UNSUBSCRIBE@BCSTA.ORG . If you have any questions, please contact Audrey Ackah (Legal Counsel) at AACKAH@BCSTA.ORG or (604) 734-2721 or write to the BCSTA at 1580 West Broadway - 4th Floor, Vancouver, BC V6J 5K9.

Consent

This consent authorizes the BC School Trustees Association to send commercial electronic messages to the School District and to its employees at their School District issued email accounts. By signing below, I confirm that I am authorized to provide such consent on behalf of the School District and its employees.

Signature – Superintendent of Schools

Angus Wilson

School Trustee Consent to Receive Electronic Communications

The British Columbia School Trustees Association (BCSTA) regularly communicates with member boards of education regarding public education matters. BCSTA also communicates with members regarding BCSTA’s activities including the work of the Board of Directors, branch associations, and committees. From time to time, BCSTA’s electronic communications may include commercial electronic messages. Examples of our communications include *The Education Leader*, *the BCSTA Weekly*, *Advocacy Updates*, legislative updates and event invitations.

To ensure that all commercial electronic messages that we send to you are compliant with Canada’s Anti-Spam Law, we would like to have your consent to provide you with the communications described above. If you would like **to receive BCSTA’s electronic communications, please provide your consent by providing us with your name, school district email address, and signature in the space provided below.**

You may withdraw your consent at any time. If you wish to withdraw your consent, please email us at UNSUBSCRIBE@BCSTA.ORG. If you have any questions, please contact Audrey Ackah (Legal Counsel) at AACKAH@BCSTA.ORG or (604) 734-2721 or write to BCSTA at 1580 West Broadway - 4th Floor, Vancouver, BC V6J 5K9.

I consent to BCSTA sending me electronic communications including commercial electronic messages.

	Name	School District Email	Signature
1	<i>Randy Cairns</i>	<i>Randy.Cairns@mpsd.ca</i>	
2	<i>Shelley Carter</i>	<i>Shelley.Carter@mpsd.ca</i>	
3	<i>Tracy Loffler</i>	<i>Tracy.Loffer@mpsd.ca</i>	
4	<i>Rick McKamey</i>	<i>Rick.McKamey@mpsd.ca</i>	
5	<i>Julia Renkema</i>	<i>Julia.Renkema@mpsd.ca</i>	

Inaugural Meeting of the Board of Education

November 20, 2018



ITEM **7.2** **File No. 1110.10**

TO: Board of Education
FROM: A. Wilson, Superintendent of Schools
SUBJECT: Recognition of out-going School Trustee, Jim Taylor

The Superintendent of Schools will recognize out-going Trustee Jim Taylor for his dedication and work over the years in the school district.