

**Education Committee Meeting**  
**October 4, 2016, 3:30 pm**  
**Board of Education Office - Boardroom**

		<u>Page</u>
1.	Summer Learning – Donna Archibald – Camp Central and Camp WHIN	Information 1
2.	International Travel Application – Jim Pearce, Principal, Mission Secondary – Island Nation of Fiji	Action 2
3.	Governance / Meeting Proceedings Policy	Action 16
4.	Strategic Plan	Action 41
5.	Solar Array	Action 50
6.	International Education Update	Information 51
7.	Curriculum Update	Information 52
8.	Long Service Employee Recognition	Information 53
9.	District Parent Advisory Council	Information 54
10.	Other Business	

**ITEM 1            Information**

TO:                Education Committee  
FROM:            Assistant Superintendent of Schools  
SUBJECT:        Summer Learning – Donna Archibald  
                      -    Camp Central and Camp WHIN

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The purpose of the summer learning program is to increase student success rates, improve district grade to grade promotion rates, and increase opportunities for students who may be constrained by limited timetable offerings in the next school year.

Donna Archibald will be attending the meeting to provide background on the programs' success.

## ITEM 2      Action

TO:                    Education Committee  
FROM:                Assistant Superintendent of Schools  
SUBJECT:            International Travel Application – Jim Pearce, Principal, Mission Secondary  
                          - Island Nation of Fiji

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### **Recommendation**

**THAT the Board of Education approve the following international field trip application:**

- **Mission Secondary School's application for up to twenty-five (25) students in Grades 10 and 11 to travel to the Island Nation of Fiji for the period of June 28 to July 12, 2017 for a total of 14 days.**

### **Summary:**

This is a Global Education course – Building a computer classroom in a primary school called Wainikoro Public School (close to Labassa in Fiji).

### **Outline of Supervisor's Background:**

Kevin Matheny – projects completed in Dominican Republic, Guatemala, Nigeria (2), Lao, Fiji (2) Morocco, Malaysia, Paraguay, Mongolia, Botswana, Sri Lanka, Jamaica, Samoa, Bhutan, India.

### **Analysis and Impact:**

See Attachment B

### **Policy, Regulation, Legislation:**

Administrative Procedure #209

### **Public Participation:**

At this time the public participation in the decision regarding \*\*

### **Implementation:**

This application will formally be brought to the October 18<sup>th</sup> Public Board meeting for approval.

### **Attachments:**

- A. Extended or International Travel Application Form
- B. Area of Learning: Social Studies – Global Education Handout
- C. Administrative Procedure #209

EXTENDED OR INTERNATIONAL TRAVEL  
APPLICATION FORM

Date Submitted: September 27, 2016

1. Sponsoring School(s): *Mission Secondary School*

2. Destination: *Island nation of Fiji*

3. Departure and arrival times:  
*June 28<sup>th</sup> – July 12<sup>th</sup>, 2017*

4. Dates of Excursion and Number of Instructional Days (if any): Dates June 28<sup>th</sup>-July 12<sup>th</sup>, 2017  
No. of Days 14

5. Description of activity (name of event if known; program/team involved; etc)  
*Global Education Course. – Building a computer classroom in a primary school called Wainikoro Public School (close to Labassa in Fiji).*

6. Number and Grade Level of Students:  
*Currently there are 23 students. There are 21 grade 10 students and 2 grade 11 student's.*

7. Plans for curricular/instruction/assignment make-up:  
*As this is a locally developed course, there was no existing curriculum. It was created by Kevin Matheny. (see attached course outline that was distributed to the students).*

8. Names of Supervisors (names and indicate whether parent or teacher):  
*Kevin Matheny – Teacher*  
*Peter Anderson – Teacher*  
*TBD – a third teacher will be added.*

9. Outline past experiences of supervisor(s) / coach(es):  
*Kevin Matheny – projects completed in Dominican Republic, Guatemala, Nigeria-(2), Lao, Fiji-(2), Morocco, Malaysia, Paraguay, Mongolia, Botswana, Sri Lanka, Jamaica, Samoa, Bhutan, India (as of March 2017).*

10. Method of Travel and Name of Carrier(s):  
*Airplane – Air Canada / Fiji Airlines*  
*Local Hired Bus*

11. APPROPRAITE FUNDING PRACTICES

- a) What is the total per pupil cost for the excursion?  
*\$3550 (note: \$50 of these dollars will be exchanged into Fijian dollars on the student's behalf so they have some spending money).*
- b) Of the total per pupil cost, how much is each pupil required to pay?  
*\$3550*
- c) What is the source of funds when there is a difference between (a) & (b)?  
*Students will engage in fundraising activities to help offset the cost of their trip.*
- d) How much is each supervising staff required to pay?  
*\$1000*

- e) What is the total cost of the excursion?  
*\$90,500 (note: there are some variables that can not be determined at this time ie water, food in the village)*
- f) If a tour or travel agency has been used to assist in the arrangements, what is the name of that agency? Who is the contact person?  
*Action Travel (Steveston)- Jeanette Farquhar  
Paul Rec -Crusoe's Retreat*
- g) If other agencies are contributing to costs of the excursion, please identify agencies and their estimated contributions.  
*Will be approaching Rotary Club as well as Mission Foundation. Others community supporters to be determined. Have already received a donation for all the insurance.*

#### 12. APPROPRAITE LIABILITY COVERAGE

- a) Have arrangements been made to assure that all students and supervising staff have:
  - i) accident insurance? *Yes*
  - ii) health insurance? *Yes*
  - iii) cancellation insurance? *Yes*

#### 13. APPROPRIATE ACCOMMODATION ARRANGEMENTS

Describe the accommodation arrangements. (If your students are being billeted, a contact name is needed for each billet).

*We will be staying at Wainikoro Primary School while building our project. They have dorms that our group can use. We also will be staying at Crusoe's Retreat in the second half of our trip, which has many local (traditional) Fijian activities ie weaving.*

#### 14. APPROPRIATE ACCOMMODATION ARRANGEMENTS

- a) What is the ratio of supervisor/student? *7.5 to 1*
- b) What strategies have the supervisors / coaches planned to assure the safety and appropriate supervision of the students? *Students will remain in groups at all times. They will not be able to move around or spend time by themselves. There will be regular attendance taken at multiple times of the day and the guidelines of all activities will be clearly stated. The traffic patterns will be stressed to the students on many occasions.*

15. If traveling out of the country, what provisions have been made regarding proof of citizenship or immigration status?

*Each student and supervisor will have a valid passport, which will allow them to travel abroad. Preparations of permission to enter Fiji will be done well in advance. Canadians do not require a visa to enter Fiji.*

#### 16. APPROPRIATE PARENT INPUT

- a) Have parents been surveyed regarding their support for this trip? *Yes -Parent Meeting. (See enclosed). There will be further meetings as we approach the departure date.*

- b) Will parents be asked to contribute either time or funds? (please explain) **Yes - we are asking Parents to help their sons and daughters will raising funds through their network.**

17. APPROPRAITE USE OF THE INSTRUCTIONAL/LEARING TIME

- a) What specific section of the curriculum is related to this excursion? **The curriculum was developed by Kevin Matheny. It is included in the course outline (see attached). This course would be closely related to Social Justice as well as Sociology and Geography.**
- b) What are the learning outcomes planned for this excursion? **The curriculum was developed by Kevin Matheny. The learning outcomes are included in the course outline.**
- c) How will the students' success in achieving the outcomes be measured? **Through various means. This information is included in the course outline.**
- d) Describe the educational preparation students will receive prior to the excursion **The contact minutes will be achieved through two classes per week. Either Monday / Wednesday or Tuesday / Thursday depending on the week. The contact minutes are extensive while in Fiji. Consider Fiji a mobile classroom.**
- e) What follow-up educational activities are planned for the students? **Presentations will be made by all students through various avenues both within the school and in the community and an exit interview will occur for each student to determine what they have learned. The students in this class will be required to show younger grades what they learned through their experiences.**
- f) What monitoring activities are planned during the excursion to assure that students are achieving the educational experience intended? **Blogs will be completed by each student that show what they are learning throughout the school year. This will appear on a program website. There will be interviews and small group work as well as other monitoring activities. All of these methods are available in the course outline, which is enclosed.**

18. APPROPRIATE USE OF STAFF TIME

- a) What evidence is there that the supervising staff has the expertise to assist the students in the educational outcomes intended? **Kevin Matheny has been teaching this course for many years. He also has a Post Graduate Diploma from Simon Fraser University in Global Education.**
- b) If students regularly assigned to supervising staff will not be participating in the excursion, what measures have been taken to assure that the quality of instruction these children will receive during staff absence is suitable? **Alternative assignments will be provided for students that are unable to participate in the excursion.**

19. APPROPRIATE STUDENT ACCESS

- a) What are the qualifying factors (if any) required of participating students? **Students must attend this curricular course regularly. The School Administration must also be comfortable with the students selected for this type of learning and**





Area of Learning: SOCIAL STUDIES – Global Education

Grade 12

BIG IDEAS

The causes of poverty are compounded by many issues

Social interaction with others is vital to the development of society

All human beings are interconnected

Interacting with societies different from our own will make us broaden our perspectives

Learning Standards	
Curricular Competencies	Content
<p><i>Students will be expected to be able to do the following:</i></p> <ul style="list-style-type: none"> <li>• Analysis and compare the significance of poverty in our world</li> <li>• Show empathy for other people in their own community and the world</li> <li>• Assess the complex global problem and provide solutions</li> <li>• Use inquiry processes and skills to gather information on foreign lands and draw comparisons both positively and negatively to their own country.</li> <li>• Compare and assess the ever-changing landscape of our world with a cause and effect understanding.</li> <li>• Determine the long and short term effects of changes in a community and society</li> <li>• Assess and compare the impact of people with influence in society</li> <li>• Create and implement an action plan to tackle social issues both locally and internationally</li> </ul>	<p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> <li>• key demographics of various countries such as birth rate, death rate, literacy rate, geography, history, economics and others</li> <li>• role and values of volunteerism as well as humanitarian</li> <li>• Canada's role as a wealthy nation in the world</li> <li>• mechanisms that allow for social change</li> <li>• roles of government and other organizations in developing change</li> <li>• how to promote social change in a positive manner</li> <li>• what their connection and role is to community and society</li> </ul>



## **Field Trips**

**(Including athletics competition trips, instructional and student field trips, and extended or international travel.)**

The Board of Education supports field trip activities that complement the schools’ instructional programs and enrich the educational opportunities of students.

Instructional Activity Field Trip – a planned excursion away from the school taken by the students, under the direction or supervision of a teacher to enrich and extend the classroom instructional program and to give students practical application of the ideas and theories they are studying.

Student Activity Field Trip – a planned excursion away from the school taken by the students under the direction or supervision of a teacher in support of academics, athletics, performing or fine arts groups, or other sponsored student activities.

Extended or International Travel - the Board of Education recognizes that extended or international travel can provide participating students the opportunity to acquire a deeper understanding of other cultures, and enrich and expand their educational and cultural learning experiences.

This procedure is divided into the following sections:

- A. General Safety Guidelines
- B. Low Risk Field Trips
- C. High Risk Field Trips
- D. Planning Elements for Field Trips
- E. Guidelines for Parent Information Letters
- F. Roles and Responsibilities
- G. Criteria for Denying Student Participation
- H. Transportation Regulations

### **A. General Safety Guidelines**

- Well defined procedures are necessary to minimize the potential of serious harm to the health and safety of students and teachers.
- Prior to the field trip activity application to the principal, teachers must review the [Field Trip Overview Checklist](#).
- All field trip activities must have approval of the school principal. Changes to the approved field trip activity must have the approval of the principal.
- All field trip activities must have active written parental (guardian) consent for students to participate (see Guidelines for Parent Information Letters below).
- Extra medical insurance is mandatory for students when participating in school district activities outside of Canada (including to Washington State), no matter the length of the activity.

## B. Low Risk Field Trips

Low risk field trips are for one day, stay within the Fraser Valley and Metro Vancouver and do not involve high risk activities or overnight stays.

Examples of low risk field trips include, but are not limited to, community visits to the local fire hall, police station etc., travelling to local destinations such as other schools, museums, libraries, historical sites, musical/drama events, parks, farms, pumpkin patch, on-going activities such as beach/seaside studies, wetlands, sporting events, man-made indoor/outdoor ice-skating rinks, roller blading and swimming in supervised pools with certified lifeguards e.g. municipal pools.

The [Consent Notice to Parents – Low Risk Field Trips](#) form must be completed for all low risk field trips. This form may also be used by a classroom teacher for several very low risk activities of a like nature (for example, grade 7 walk/run trips away from the school) and by a sponsoring teacher/athletic teacher for several sport team related activities of a like nature (for example, volleyball games).

## C. High Risk Field Trips

High risk field trips include one or more of the following characteristics: are for more than one day (overnight), involve high risk activities, involve travel outside of the Fraser Valley and Metro Vancouver.

Examples of high risk activities include, but are not limited to: out of province and/or international travel, camping, hiking, orienteering, outdoor rock climbing, horseback riding, cycling, mountain biking, boat trip, canoeing, kayaking, sailing, windsurfing, natural outdoor ice-skating, skiing, snowboarding, snow shoeing, swimming in natural settings or water parks e.g. Bridal Falls or Cultus Lake.

As part of the planning for high risk activities, the principal and teacher-in-charge must:

- Determine age appropriateness of the activity.
- Determine skill level needed to participate in the activity.
- Identify and assess students' potential exposure to injury.
- Weigh the risks against the educational value.
- Identify risk management strategies to reduce or remove the risk of harm.
- Select and implement appropriate strategies to reduce or remove the risk of harm.
- Communicate risk potential and management strategies to parents and students (see [Consent and Waiver Notice to Parents – High Risk Field Trips](#) form).
- Ensure that consent forms include specific risks and potential injuries associated with the activity or trip.

For high risk activities, in addition to the written signed Consent and Waiver Notice form, a pre-trip briefing meeting must be held with parents and students. The pre-trip briefing meeting is to ensure parents and students have all the appropriate information with respect to the trip that parents know and accept the level of risks involved in the activity and that the school and district code of conduct prevails.

The teacher-in-charge must have the training and knowledge appropriate for leading the trip and must have visited the location of the off-site activity prior to the trip and be familiar with the seasonal conditions at the time of the trip.

The volunteers selected must be appropriate for the activity and must be provided with direction as to the requirements of the trip and their responsibilities before the departure of the off-site activity.

Students must wear appropriate clothing and safety equipment recommended for the activity.

### D. Planning Elements for Field Trips

- Students should participate in out of school learning experiences that further the goals of the school.
- All field trips that require students to miss class time must be related to the curriculum or to goals of the school. In order to minimize the loss of instructional time and disruption at school, excursions should be organized to include weekends and/or school holidays.
- Early notification and effective communication by the coordinating teacher to all teachers and parents is essential.
- Concepts developed and tentative scheduling of field trips must be discussed and planned through the department at the secondary level, and through the administrator at the elementary level.
- Times during the year when field trips should not take place:
  - During the months of January and June in order that secondary students can prepare for final and provincial exams.
  - On the seven school days prior to the marks cut off day for that term in order that secondary students can prepare for term exams and unit projects (please refer to yearly calendar).
  - Possible exceptions include work experience and competitions (Music, Athletics, Drama, Car Racing, etc.) with other schools.
- Trips should focus on the curriculum and all trips should be planned to minimize disruption to students' regular instructional program.
- Each school funded trip should have a post trip educational evaluation.
- The ability of a student to pay should not be a factor in determining participation in a trip.
- Appropriate supervision must be provided to minimize the risks to students.
- Where the excursion is an overnight co-educational trip, the supervision team will include both male and female supervisors. Where only male students are involved, there will be at least one adult male supervisor; and where only female students are involved, there will be at least one adult female supervisor.
- Sponsoring teachers must fill out the appropriate field trip application form and have the required approvals before commencing fundraising activities for the trip.
- An itinerary must be available in the school office for all overnight trips, including contact information in the event of an emergency.
- Students participating in extended or international travel must complete a [Medical History](#) form.
- Health Canada Travel Advisory information will be considered whenever travel is out of province and/or the country.
- Low-risk activities occurring less than twenty (20) minutes from first responders should have at least one person accessible (not necessarily part of the group) with at least some basic emergency first aid understandings and skills.
- High-risk activities or where the activity is more than twenty (20) minutes from first responders should have at least one person accessible with Standard First Aid Training.
- Volunteers must undergo a Criminal Record Check in accordance with the [Criminal Record Checks Administrative Procedure #105](#).

- Communication protocols consistent with [Safety Procedures for Employees Working Alone Administrative Procedure #112](#) will be established for overnight or isolated field trips.
- Field Trip Application Short Trip - required for trips involving 3 days or less within BC and Washington State – approved by the Principal.
- Field Trip Application Long Trip - required for trips involving 4 to 5 days within British Columbia and Washington State, or, any travel outside BC but within Canada – approved by the Superintendent or designate.
- Field Trip Application Extended or International Trip - required for trips greater than 5 days within Canada, or, any travel outside of Canada and Washington State – approved by the Board of Education.

## E. Guidelines for Parent Information Letters

The following are intended to help teachers create parent information letters that will clearly outline the criteria for students going on the field trip.

- Criteria by which teachers may deny participation - see section G.
- Classes or groups involved (including grade levels).
- Destination, including address or nearest locatable centre.
- Purpose and objectives of the trip, including curricular learning outcomes where relevant.
- Dates and times (arrival at school, departure for trip, arrival back at school, departure for home).
- Transportation/travel arrangements.
- Lead teacher's name and supervision arrangements (e.g. ratio or number of supervisors anticipated).
- Key activity involved.
- Potential known risks.
- Notification of the existence of a safety plan.
- Notification of the existence of an emergency transport to medical services in the event that the student is injured and the parents/guardians will be responsible for any costs associated with such transport.
- Student conduct expectations and consequences.
- What to bring (e.g. types of clothing, water food).
- Financial arrangements (e.g. cost to the student, when fee is due).
- Notification that an alternative activity will be provided for students unable to attend the trip.
- School contact name and number for more information.
- Include some form of permission statement.

## F. Roles and Responsibilities

### Student

It is expected that students participating in any school-sponsored activity will abide by their school's code of conduct and the district's [District Code of Conduct Policy #19](#). For high risk field trips and extended or international travel, parents and students will be expected to sign a [Field Trip Guidelines and Regulations](#) form.

## Teacher

- Teachers sponsoring trips requiring the [Field Trip Application Long Trip](#) will make initial application for approval six to twelve months before the event.
- Supervisors must ensure that a proposed itinerary of student activities and schedules is provided for each day of the trip with the application. If required, the Board will request the final itinerary three months prior to the trip.
- Supervisors will establish a phone tree with parents of all participants as part of the field trip application before it is given final approval.
- Supervisors will establish emergency administrative contact in planning for all trips.
- Supervisors will establish with an administrative officer at least one telephone debriefing (the time of which will be established beforehand).
- **The teacher sponsor will register the trip with the Canadian Embassy – ADD TO CHECKLIST.**
- Supervisors must ensure that all methods of transportation are provided in accordance with the Transportation Section of this procedure.
- Supervisors must have the ability to be contacted by, and to communicate, with students at any time (for example, pay phone or cell phone).
- Supervisors must organize/coordinate/attend at least two team/group meals per day.
- Supervisors shall meet daily with all fellow supervisors to review/debrief the day's activities (student reps to be included) and confirm the supervision schedule for the following day.
- Supervisors shall have the right to send students home at any time for reasons of student misconduct after discussion with the principal.
- Supervisors will indicate to students the specific times at which first hand contact is expected.
- Supervisors will ensure that group medical insurance has been provided for all students.
- Supervisors will provide at least two room checks to take place within one hour after the curfew established in the itinerary.
- Supervisors will be provided with a list of all students, contact #'s, brief medical history or alert and space to add in Room #'s or Billets #'s for overnight stays. (Provide a compact, one page list for supervisors when on trips for easy reference.)

## **G. Criteria for Denying Student Participation**

Any teacher with a concern about a particular student participating on a field trip (see criteria below) must see the sponsor teacher to try and resolve this problem. If this does not appear to be successful, consult the administrator at least two weeks in advance of the field trip so that he/she may have an opportunity to resolve the situation.

1. Current academic achievement is not at an acceptable (passing) level.
2. Effort on the previous term was "N" and no improvement has been noted in the current term.
3. Scheduled term reviews create conflict, and alternate arrangements have not been made with the teacher.
4. Assigned work from previous field trips was not completed.
5. The student has **excessive** unexcused absences in the month prior to the trip.
6. The student is currently under suspension or has been withdrawn for disciplinary reasons from participating in school events and activities as a result of gross misconduct.

## H. Transportation Regulations

The Board will endeavour to provide busing services on a cost recovery basis for schools. Dangerous articles such as skis, ski poles, hockey sticks, skateboards, etc. shall not be allowed in the passenger area of buses. Ice skates shall be allowed if equipped with blade guards. Should alternate transportation be arranged, Novice (“N”) drivers will not be used to drive students.

### School Organized Transportation by Bus

Whenever the school and sponsoring teacher are involved in arranging student travel transportation it must be in accordance with this section of these regulations. Student transportation shall be subject to the following conditions:

- Normally, travel to school sponsored instructional and student activity field trips will be by certified school bus or charter bus driven a qualified driver.
- Where the administrative officer decides the number of students involved or the distance traveled does not warrant the provision of a bus, or where a bus is not available, private transportation may be used, provided that the regulations stipulated under the ‘School Organized Transportation by Private Vehicle’ section of this administrative procedure.
- Whenever practicable, trips will be arranged so that Mission Public School buses can be used.
- Only Mission Public School drivers will be used on district owned buses.
- The transportation supervisor shall be responsible to make all necessary scheduling arrangements for district-owned buses or charter buses.
- Road conditions, weather reports, distances involved, duration of the trip and overall safety factors shall be considered by the transportation supervisor, who will make the final choice as to the type of bus transportation used.
- Where bus charters are to be used, the transportation supervisor will ensure they have a valid School Bus Permit from the Motor Vehicle Branch.
- Request for the use of district owned buses or of charter buses to transport students on field trips or student trips, must be approved by the school principal and submitted to the transportation supervisor through a NetFacilities Transportation Request at least two weeks before the event.
- Cancellation of transportation requests shall be by request to the transportation supervisor normally 48 hours before the scheduled trip departure.
- At least one member of the teaching staff must be present in each bus to provide prime responsibility for the supervision of students to and from the activity.
- The school field trip supervisor must provide a complete manifest of riders to the bus driver. A copy must be left at the school office.

### School Organized Transportation by Private Vehicle

Volunteer drivers must complete a [Volunteer Driver](#) form and undergo a Criminal Records Check in accordance with the [Criminal Record Checks Administrative Procedure #105](#). Where school or charter buses are not used to transport students, travel by private vehicle may be used subject to the following conditions:

- Travel by private vehicle is limited to local trips and must not be beyond east of Hope, west of Vancouver, south of the border and north of Horseshoe Bay.
- For small groups such as teams and alternate programs of up to 30 students travelling within Abbotsford, Agassiz, Maple Ridge and Mission and participating in low risk activities.
- All equipment must not be transported within the passenger component of the vehicle.
- The administrative officer is designated as the supervisor for school authorized instructional and student activity transportation and must ensure that the [Volunteer Driver](#) form is signed and understood by each volunteer driver.
- A volunteer driver must possess a valid class 5 BC driver's license, be at least nineteen (19) years of age, and have provided a criminal record search.
- Category "N" (Novice) drivers and student drivers will not be used as volunteer drivers.
- No vehicle can carry more than 10 passengers including the driver and all occupants must use seatbelts.
- 15 passenger vans are not permitted to be used.
- Effective July 1, 2008, a booster seat must be used when transporting students who weigh between 18 and 36 kg (40 to 80 lbs) and are less than 145cm (4'9" tall). The provision of the child safety seat is the responsibility of the child's parent or guardian. A student who weighs less than 18 kg (40lbs) must be transported in a CSA approved child safety seat. The provision of the child safety seat is the responsibility of the child's parent or guardian.
- A passenger list must be left with the school office.
- School personnel who transport students by private vehicle must meet the above criteria.
- Special third party Comprehensive Liability insurance is provided by the district that increases the personal liability coverage of a volunteer driver's vehicle. The special insurance is applicable only for travel directly to and from an event.
- Road conditions, weather reports, and overall safety factors shall be considered by the administrative officer, who will make the final decision as to whether travel by private vehicle will be cancelled.
- Parents or guardians *must* provide authorization, for their children to travel with a volunteer driver (see [Consent and Waiver Notice to Parents](#) form).

### Parent / Student Organized Transportation

Where participation on student activity field trips (school athletic teams) is voluntary, the school or sponsoring teacher may place responsibility for transportation to and from an event with the parents and students in accordance with the following:

- The school or sponsoring teacher must not be involved in arranging transportation.
- Parents and students must be informed in writing that it is their responsibility to get to and from an activity and that the school and sponsoring teacher are not responsible for student transportation.
- Parents and students must be informed that, since they are not acting as volunteer drivers for the school, they will not be covered by the school district's third party Comprehensive General Liability Insurance program.
- Student drivers may provide transportation and must comply with their driving license restrictions. It is recommended that:
  - The student driver and one passenger must be direct participants in the activity to which they are travelling.

- Student drivers may only transport students to approved senior secondary school activities and grade 11 and 12 level physical education courses, excluding all ski trips.
- Travel is restricted to east of Hope, west of Vancouver, south of the border and north of Horseshoe Bay.

Exemption to this procedure may be granted by the superintendent or designate.

**Date Adopted: May 2001**

**Date Amended: September 2009**

*Definitions:*

- *Low Risk – no greater than participants would face in everyday life and can be carried out with minimal planning and preparation.*
- *Inherent Risk – risk that cannot be removed without changing the nature and value of the activity.*

*Cross Reference:* [Criminal Record Checks Administrative Procedure #105](#)

[District Code of Conduct Policy #19](#)

[Safety Procedures for Employees Working Alone Administrative Procedure #112](#)



**ITEM 3          Action**

TO:                Education Committee  
FROM:            Secretary Treasurer  
SUBJECT:        Board Meeting Procedures Policy

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**Recommendation**

**THAT the Board of Education approve in principle the draft Board Meeting Procedures policy;**  
**AND THAT the draft Board Meeting Procedures policy be referred to the public for comment;**  
**AND THAT the public comments be referred to the Education Committee to be considered with the draft Board Meeting Procedures policy at the November meeting;**  
**AND THAT the final Board Meeting Procedures policy be returned to the Board for consideration at the November Board meeting.**

**Executive Summary:**

The Board of Education is dedicated to providing effective Governance for the Mission Public School District recognizing the responsibility it has to the public and education partners.

To conduct its business in a manner that supports and respects the relationships and responsibilities of the Board, clear meeting procedures are needed. The draft Board Meeting Procedure policy being developed in consultation with interest groups, is ready for review with the public, prior to any final amendments and presentation to the Board for approval.

**Background:**

At the September 13, 2016, Business and Education Committee meetings, the Secretary Treasurer introduced her research findings conducted with respect to surrounding School Districts' Board governance and procedures.

The first draft of the policy was considered at the September 27, 2016 Board Policy Development Committee meeting. Suggested amendments to the policy have been incorporated into the draft policy. A black-lined copy is attached that highlights the changes.

**Options:**

1. The draft policy can be referred to the Board meeting as presented; or
2. The draft policy can be referred to the Board with further amendments; or
3. The draft policy could be rejected, and the current policy remain in place, with or without amendments.

**Analysis and Impact:**

The revised policy is designed to support a more open and transparent meeting process, and to outline key rules for the Board to consider for meetings. The policy could be amended to achieve additional objectives of the Board, or to specifically alter or clarify meeting procedures as outlined in "Roberts Rules of Order".

The draft policy has been developed in some consultation with partner groups. Further public consultation may highlight other issues for consideration.

**Strategic Priority:**

The Board has indicated its desire to operate in a more open and transparent process. Although the strategic plan is still in a draft state, the draft policy is in alignment with this objective.

**Policy, Regulation, Legislation:**

Section 67 (5) of the *School Act* requires a Board to establish procedures governing the conduct of meetings and must permit any person to inspect those procedures.

The Board currently operates under Board Organization and Operation Bylaw #1 – 2012, also referred to as Policy #8. The meeting procedures may be set by policy only, and do not require a separate Bylaw.

The policy is placed on the School District's website, making the policy publicly available. The new policy would be put on the website as well.

**Public Participation:**

The School District invited the public and education partners to attend the Board Policy Development Committee meeting for the first review of the policy. Presentation and review of the policy at the Education Committee will provide further opportunity for public participation in the development of the Policy. A third opportunity will exist with presenting the policy to the public for further comment prior to final approval.

**Attachments:**

1. Draft Board Meeting Procedures Policy
2. Draft Board Meeting Procedures Policy – blacklined
3. Policy #8 - Board Organization and Operation Bylaw #1 - 2012

**Implementation:**

1. Forward the draft policy to the October Board meeting for Approval in Principle.
2. Solicit public feedback and comments on the draft policy – District website, newsletters to parents, direct referral to partner groups and interested agencies. Comments to be received prior to November 15, 2016.
3. Compile comments with final report for Education Committee meeting on November 29, 2016.
4. Forward the final draft of the policy from the Education Committee to the Board meeting on December 13, 2016.

## **Board Meeting Procedures**

## **Policy #XXXX**

### **Purpose**

The provisions of this policy outline the conduct and procedures for meetings of the Board of Education and Committees of the Board.

### **General Policy**

The business of the Board of Education will be conducted in accordance with the procedures outlined in this policy in an open and transparent manner whenever possible, with the exception of issues that are to be discussed in a Closed meeting as outlined in this policy.

### **Procedures**

#### **1. Meetings**

##### **1.1 Inaugural**

- 1.1.1 The inaugural meeting of the Board of Education (the “Board”) will be open to the public and be held on the third Tuesday in November of an election year (every four years);
- 1.1.2 The purpose of the Inaugural meeting is for the Trustees;
  - 1.1.2.1 To make a prescribed oath of office, by oath or solemn affirmation; and
  - 1.1.2.2 To elect the Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) of the Board.
- 1.1.3 The Secretary Treasurer will give notice of the Inaugural meeting.
- 1.1.4 Each Trustee will take the oath of office immediately after the meeting is called to order.
- 1.1.5 The Secretary Treasurer will act as the Chair of the meeting until the Board Chair is elected.

##### **1.2 Organizational**

- 1.2.1 The organizational meeting of the Board will be open to the public and be held at the Regular Board meeting in December other than in an election year.
- 1.2.2 The purpose of the organizational meeting is to elect the Chair and Vice-Chair of the Board for the following year.
- 1.2.3 The Secretary Treasurer will give notice of the organizational meeting.
- 1.2.4 The Secretary Treasurer will act as the Chair of the meeting until the Board Chair is elected.

## 1.3 Regular

- 1.3.1 The purpose of the Regular Board meeting is to conduct the business of the Board.
- 1.3.2 All Regular meetings will be open to the public.
- 1.3.3 Regular Board meetings are held according to a schedule approved by the Board each June, generally to be held at 6:30 p.m. on the third Tuesday of a month.
- 1.3.4 The Board may, by motion, alter the schedule as deemed appropriate.
- 1.3.5 Meetings will not proceed past 9:00 p.m. unless a motion to extend the meeting is passed by a minimum two-thirds (2/3) majority of the Trustees present.

## 1.4 Special

- 1.4.1 Occasionally, unanticipated or emergent issues require immediate attention and/or action. The Board Chair, the majority of the Trustees in writing, or the Superintendent in consultation with the Chair, may call a Special meeting of the Board.
- 1.4.2 The Board may, by unanimous consent of all the Trustees, waive notice and hold a meeting at any time. Such consent will be noted in the minutes of the meeting.
- 1.4.3 Unless considering an issue that is subject to being dealt with in a Closed meeting, all Special meetings are open to the public.
- 1.4.4 No business other than that for which the meeting was called will be discussed without unanimous consent of the Trustees.
- 1.4.5 All Trustees must be notified at least forty-eight (48) hours in advance of a Special meeting.
- 1.4.6 Whenever practicable, the notice of the meeting should contain an Agenda, as well as supporting documentation for the items to be discussed.

## 1.5 Committee of the Whole

- 1.5.1 Committee of the Whole meetings are to seek clarification on issues, to obtain input from the public, or to provide information to the public. The Committee of the Whole will make recommendations to the Board for consideration and decision.
- 1.5.2 All Trustees are members of the Committee of the Whole.
- 1.5.3 Unless considering an issue that is subject to being dealt with in a Closed meeting, all Committee of the Whole meetings are open to the public.
- 1.5.4 Committee of the Whole meetings are held according to a schedule approved by the Board each June, generally to be held at 3:30 p.m. on the first Tuesday of a month.
- 1.5.5 Committee of the Whole meetings will not proceed past 6:00 p.m. unless a motion to extend the meeting is passed by a minimum two-thirds (2/3) majority of the Trustees present.

## 1.6 Closed

- 1.6.1 As per Section 69 of the *School Act*, if, persons other than Trustees may be excluded from a meeting. The Secretary Treasurer or designate must be present at the time that a decision of the Board is rendered and must record any decision.
- 1.6.2 Unless otherwise determined by the Board, meetings will be closed to the public:

- 1.6.2.1 For legal issues when confidentiality is necessary;
  - 1.6.2.2 For student and personnel issues where information related to specific identifiable individuals is presented;
  - 1.6.2.3 For property issues where negotiations in the public could harm the interest of the School District;
  - 1.6.2.4 For the provision of services where negotiations in the public could harm the interest of the School District; and
  - 1.6.2.5 To discuss with the Auditor the Auditor’s report on the annual financial audit.
  - 1.6.3 The Board will only discuss the matter which gave rise to the Closed meeting.
  - 1.6.4 Closed Board meetings are held as needed, prior to a Regular or Committee of the Whole meeting.
  - 1.6.5 No Trustee or staff will disclose the proceedings of a Closed meeting unless a resolution has been passed at the Closed meeting allowing disclosure of a particular motion or action.
  - 1.6.6 In accordance with Section 72(3) of the *School Act*, the Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a Closed meeting.
- 1.7 Advisory Committees
- 1.7.1 The Board may establish advisory committees for specific purposes.
  - 1.7.2 Advisory committees must have at least five members comprised of at least one Trustee, members of the public or partner groups, or others as determined by the Board. Any and all Trustees may attend any or all Advisory Committee meetings.
  - 1.7.3 The Advisory Committee members will elect a Chair and Vice Chair at the first meeting of the committee.
  - 1.7.4 A staff member will be appointed by the Superintendent as a staff liaison for the committee.
  - 1.7.5 All advisory committees must operate under terms of reference approved by the Board and the meeting procedures outlined in this policy.

**2 Election of Chair and Vice-Chair**

- 2.1 At its inaugural meeting following a general local election, and for each organizational meeting in December 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.
- 2.2 Process for Election of Chair and Vice-Chair:
  - 2.2.1 The Secretary Treasurer will call three times for nomination for the position of Board Chair.
  - 2.2.2 Any Trustee may be nominated by any Trustee. No seconder is required.
  - 2.2.3 After all nominations have been received the Secretary Treasurer will ask for a motion for nominations to cease.
  - 2.2.4 Nominees will be asked in alphabetical order if they accept their nomination.

- 2.2.5 If there is more than one nomination, all nominees will be provided an opportunity to speak to their nomination for the position.
- 2.2.6 The Secretary Treasurer will conduct a vote by ballot (unless a nominee is acclaimed to the position of Chair).
- 2.2.7 If more than two nominations are received, the person receiving a clear majority of votes will be elected Board Chair for the ensuing year.
- 2.2.8 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.
- 2.2.9 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.
- 2.2.10 Upon completion of the voting for the Chair, the Chair will continue with the same process for the election of Vice-Chair.
- 2.2.11 A motion to destroy the ballots following any voting will be requested.

### 3. Agenda

- 3.1 Items may be placed on the Agenda in one of the following ways:
  - 3.1.1 By notifying the Board Chair at least seven (7) days prior to the meeting.
  - 3.1.2 By notice of motion at the previous meeting.
  - 3.1.3 As a request from a committee of the Board.
  - 3.1.4 As outlined in items 3.3, 3.4 and 3.5.
- 3.2 The Agenda Setting Committee, consisting of the meeting Chair, Vice-Chair, Superintendent and Secretary Treasurer, will review items and establish the Agenda for each meeting. The Agenda items will be generally set as follows:
  - 3.2.1 Approval of Agenda
  - 3.2.2 Acknowledgment of First Nations Territory
  - 3.2.3 Delegations / Presentations
  - 3.2.4 Unfinished Business
  - 3.2.5 Staff Reports
    - 3.2.8.1 Education
    - 3.2.9.2 Business
  - 3.2.6 New Business
  - 3.2.7 Minutes of previous meeting(s),
  - 3.2.8 Information Items
  - 3.2.9 Correspondence

3.2.10 Committee Minutes and Liaison Reports

3.2.11 Announcements

3.2.12 Question Period

3.2.13 Adjournment

3.3 Issues that require action may arise after the Agenda has been prepared. The meeting Chair will ask for additions to and/or deletions from the Agenda prior to asking for a motion to approve the Agenda. Changes to the Agenda are to be approved by the majority of those Board or Advisory Committee members present.

3.4 The meeting will follow the order of business set by the Agenda unless the order is altered or new items are added by agreement of the Board or Committee Members.

3.5 During the course of the meeting, the majority of Trustees or Committee members present may request that items be placed before the Board or Committee for discussion and / or action or to provide direction.

3.6 The Agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business of the Board or Committee.

3.7 The Agenda information package, containing the Agenda and supporting information, will be distributed to each Trustee and Committee members at least four days in advance of meetings.

## **4 Notice of Meetings**

4.1 Notice of meetings will be posted on the School District website at least seven (7) days before a regularly scheduled meeting and, if possible, at least forty-eight (48) hours before a Special meeting.

4.2 Agendas for meetings that are open to the public will be posted on the School District website at least 48 hours before a meeting.

## **5 Quorum**

5.1 A meeting quorum is three (3) of the five (5) Trustees, the majority of the Trustees holding office at the time of the meeting of the Board if less than five (5) Trustees are on the Board, or the majority of Committee members present.

5.2 If a quorum is not present thirty (30) minutes after the time appointed for the meeting, then the meeting will stand adjourned to a date to be fixed by the Chair, or until the next scheduled meeting. The Secretary Treasurer or recorder will record the names of the Trustees or Committee members present at the expiration of the thirty minutes.

## **6 Electronic Participation in Meetings**

6.1 To ensure quorum is achievable, electronic participation in Board, Committee of the Whole, and Advisory Committee meetings will be supported when voting and non-voting members are unable to attend in person.

6.2 Electronic participation includes telephone, video, audio, or other electronic conferencing devices.

## **7 Rules of Order**

- 7.1 In all meetings of the Board, this policy governs points of order and procedures not provided for or specified by the *School Act*. Where there is an inconsistency, the *School Act* will apply. For situations not addressed by the *School Act* or policy, 'Robert's Rules of Order' will prevail.

## 8 Motions

### 8.1 Notice of Motion

- 8.1.1 The notice of motion serves to put an item on the Agenda of the next or a future Regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

### 8.2 General

- 8.2.1 Before a motion is made, an opportunity will be provided for questions and clarification.
- 8.2.2 All matters for decisions will be by a motion that has been moved and seconded before debating.
- 8.2.3 All comments and discussion are to be addressed to the meeting Chair.
- 8.2.4 Motions are to be phrased in a clear and concise manner to express an opinion or to achieve a result. A preamble does not form part of a resolution.
- 8.2.5 The Chair or recording secretary may request that the mover put the motion in writing.
- 8.2.6 The meeting Chair may divide a motion containing more than one subject if the Chair believes this would produce a fairer or clearer result. The divided motion will be voted on in the form in which it is divided.
- 8.2.7 A motion to table is not debatable other than as to propriety. There is no set time limit.
- 8.2.8 A motion to postpone is debatable. It can be postponed indefinitely or to a certain time.
- 8.2.9 Before the motion is stated by the Chair, a motion may be withdrawn or modified by the mover without the consent of anyone. Once the motion has been stated by the Chair, it belongs to the assembly and a majority vote is needed to withdrawal the motion.
- 8.2.10 An amendment to a motion does not require notice. Only one amendment to an amendment will be allowed. The amending motion must be dealt with before the original amendment is decided. An amendment may not change the intent of the original motion.
- 8.2.11 All motions to amend Board policy will be submitted in writing to the Secretary Treasurer and presented to the Board at the Regular meeting immediately preceding the meeting at which they are to be discussed (Notice of Motion). The written Notice of Motion to amend Board policy will contain the proposed action and rationale.

### 8.3 Reconsideration and rescinding

- 8.3.1 No motion other than to postpone consideration of a question, or a procedural motion, will be repeated during the school year (July to June) except by the reconsideration or rescinding process.
- 8.3.2 A motion to reconsider cannot be applied to an action that cannot be reversed; for example, entering into a contract.



- 8.3.3 A motion to reconsider a motion must be made within thirty (30) days of the original motion being voted upon and by a member who voted on the prevailing side.
- 8.3.4 No motion can be reconsidered twice in a school year.
- 8.3.5 A motion to rescind will be considered only if a notice has been given at the previous meeting or in the call for the present meeting. A motion to rescind may be moved by any Trustee, regardless of the original vote.

## 9 Debate

- 9.1 Debate must be strictly relevant to the motion.
- 9.2 No person will speak until recognized by the Chair.
- 9.3 A motion must be made by a Trustee who has the floor while no question on a motion is pending. The maker of the motion, if he/she desires may speak first.
- 9.4 No Trustee will speak for a period in excess of five (5) minutes at one time.
- 9.5 Subject to the discretion of the Chair, no person will speak to a motion more than twice unless a motion to extend the debate is carried, except the mover of the motion who will have the right to reply after all Trustees who wish to speak have spoken.
- 9.6 No Trustee will interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.
- 9.7 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with before resuming business.
- 9.8 Debate may be closed by a motion to end debate. The motion must be seconded, it is not debatable, and it must be passed by a minimum two-thirds (2/3) majority vote.

## 10 Voting

- 10.1 No decision of the Board will be valid or binding unless voted on during a Regular, Closed, or Special Board meeting.
- 10.2 All Trustees present at a meeting are expected to vote; although, a Trustee must abstain from voting if he/she has a conflict of interest by reason of having a direct pecuniary interest in a vote (*School Act*, Section 58). A Trustee may also abstain from voting if he/she states at the meeting her/his reasons thereon prior to a vote being taken.
- 10.3 Voting will be conducted by a show of hands. Only the results will be recorded, unless a Trustee requests that names be recorded. If a record of names is requested, only negative votes and abstentions will be recorded. Upon request, where a conflict exists, the reason(s) for an abstention will be recorded.
- 10.4 All questions will be decided by a majority of the votes of the Trustees present and voting except as otherwise provided by this policy or the *School Act*.
- 10.5 In the case of a tie vote for and against a motion, the motion fails.
- 10.6 Where an interpretation is required, the question on the motion will be postponed until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on 'Robert's Rules of Order'. The resulting interpretation may

require a change to this policy and, if so, this will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

## 11 Public Participation

### 11.1 Delegations

- 11.1.1 The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the Agenda.
- 11.1.2 Requests to present will be made in writing to the Secretary Treasurer or designate seven (7) days prior to a board meeting. In order to assist delegations with their presentations, "Guidelines for Delegations", will be made available at the time the request to present is made. Delegations may be referred to a Committee of the Whole or a Closed meeting if necessary.
- 11.1.3 The delegation must identify a contact and spokesperson to present the information to the Board.
- 11.1.4 Regular meeting delegations and presentations will be limited to ten (10) minutes. Information presentations greater than ten (10) minutes will be scheduled for a Committee of the Whole meeting.
- 11.1.5 Any presentations will be taken under advisement. The Board may take action after due deliberation, refer the item to the Committee of the Whole, an advisory committee, or to staff for review or action.
- 11.1.6 At the discretion of the Board, an individual or group may appear before the Board at a Regular meeting without prior notice
- 11.1.7 The Board or Committee reserves the right to limit the number of delegations appearing at a particular meeting.

### 11.2 Questions

- 11.2.1 Questions that relate to Regular meeting Agenda items may be asked by members of the public and the media. Question period will be restricted to questions only - statements and debate will not be permitted.
- 11.2.2 At the discretion of the Board Chair, questions will be limited to one (1) minute per person.
- 11.2.3 At the discretion of the Board, questions may be answered or referred to staff for review and response. The Board will not debate questions.

### 11.3 Committees

- 11.3.1 Committee meetings are less formal meetings designed to facilitate greater public participation and discussion on important issues. The meeting Chair will manage the conduct of the committee meetings to support public participation in the discussions.

## 12 Minutes

12.1 The Board will maintain and preserve a record of its proceedings and resolutions. The recording of minutes will include:

- 12.1.1 Date, time and place of meeting;

- 12.1.2 Type of meeting (Regular, Special, Closed, Committee of the Whole or Advisory Committee);
  - 12.1.3 Name of meeting Chair;
  - 12.1.4 Names of those Trustees and District Education Office staff in attendance;
  - 12.1.5 Approval of preceding minutes;
  - 12.1.6 Resolutions and recommendations;
  - 12.1.7 Points of order and appeals;
  - 12.1.8 Approval of committee minutes and reports;
  - 12.1.9 Summary of Board liaison appointment reports;
  - 12.1.10 Announcements; and
  - 12.1.11 Trustee declaration pursuant to section 56, 57, or 58 of the *School Act*.
- 12.2 The minutes will:
- 12.2.1 Be prepared as directed by the Secretary Treasurer;
  - 12.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 12.2.3 Be the official and sole record of the Board's business, upon adoption by the Board.
- 12.3 The Secretary Treasurer will:
- 12.3.1 Ensure, upon acceptance by the Board, that appropriate signatures are affixed to the concluding page of the minutes;
  - 12.3.2 Establish and maintain a file of all Board minutes and maintain a record of all motions.
- 12.4 All committees of the Board, unless otherwise directed, will prepare and submit minutes to the Board.
- 12.5 Upon adoption by the Board, the minutes will be open to public scrutiny at the Board office at all reasonable times.
- 12.6 Copies of the minutes adopted by the Board will be added to the School District website.

**Date of Board Approval:**

**Date Amended:**

*Legal Reference:*                      *School Act, Sections 65 – 72*

## Board Meeting Procedures

## Policy #XXXX

### Purpose

The provisions of this policy outline the conduct and procedures for meetings of the Board of Education and Committees of the Board.

### General Policy

The business of the Board of Education will be conducted in accordance with the procedures outlined in this policy in an open and transparent manner whenever possible, with the exception of issues that are to be discussed in a Closed meeting as outlined in this policy.

### Procedures

#### 1. Meetings

##### 1.1 Inaugural

- 1.1.1 The inaugural meeting of the Board of Education (the “Board”) will be open to the public and be held on the third Tuesday in November of an election year (every four years);
- 1.1.2 The purpose of the Inaugural meeting is for the Trustees;
  - 1.1.2.1 To make a prescribed oath of office, by oath or solemn affirmation; and
  - 1.1.2.2 To elect the Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) of the Board.
- 1.1.3 The Secretary Treasurer will give notice of the Inaugural meeting.
- 1.1.4 Each Trustee will take the oath of office immediately after the meeting is called to order.
- 1.1.5 The Secretary Treasurer will act as the Chair of the meeting until the Board Chair is elected.

##### 1.2 Organizational

- 1.2.1 The organizational meeting of the Board will be open to the public and be held ~~on the second~~ Regular Board meeting Tuesday in December other than in an election year.
- 1.2.2 The purpose of the organizational meeting is to elect the Chair and Vice-Chair of the Board for the following year.
- 1.2.3 The Secretary Treasurer will give notice of the organizational meeting.
- 1.2.4 The Secretary Treasurer will act as the Chair of the meeting until the Board Chair is elected.

### 1.3 Regular

- 1.3.1 The purpose of the Regular Board meeting is to conduct the business of the Board.
- 1.3.2 All Regular meetings will be open to the public.
- 1.3.3 Regular Board meetings are held according to a schedule approved by the Board each June, generally to be held at 6:30 p.m. on the third Tuesday of a month.
- 1.3.4 The Board may, by motion, alter the schedule as deemed appropriate.
- 1.3.5 Meetings will not proceed past 9:00 p.m. unless a motion to extend the meeting is passed by a minimum two-thirds (2/3) majority of the Trustees present.

### 1.4 Special

- 1.4.1 Occasionally, unanticipated or emergent issues require immediate attention and/or action. The Board Chair, the majority of the Trustees in writing, or the Superintendent in consultation with the Chair, may call a Special meeting of the Board.
- 1.4.2 The Board may, by unanimous consent of all the Trustees, waive notice and hold a meeting at any time. Such consent will be noted in the minutes of the meeting.
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- 1.4.5 All Trustees must be notified at least forty-eight (48) hours in advance of a Special meeting.
- 1.4.6 Whenever practicable, the notice of the meeting should contain an Agenda, as well as supporting documentation for the items to be discussed.

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- 1.5.1 Committee of the Whole meetings are to seek clarification on issues, to obtain input from the public, or to provide information to the public. The Committee of the Whole will make recommendations to the Board for consideration and decision.
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- 1.5.5 Committee of the Whole meetings will not proceed past 5:00 p.m. unless a motion to extend the meeting is passed by a minimum two-thirds (2/3) majority of the Trustees present.

### 1.6 Closed

- 1.6.1 As per Section 69 of the *School Act*, if, persons other than Trustees may be excluded from a meeting. The Secretary Treasurer or designate must be present at the time that a decision of the Board is rendered and must record any decision.
- 1.6.2 Unless otherwise determined by the Board, meetings will be closed to the public:

- 1.6.2.1 For legal issues when confidentiality is necessary;
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- 1.6.2.3 For property issues where negotiations in the public could harm the interest of the School District;
- 1.6.2.4 For the provision of services where negotiations in the public could harm the interest of the School District; and
- 1.6.2.5 To discuss with the Auditor the Auditor's report on the annual financial audit.

- 1.6.3 The Board will only discuss the matter which gave rise to the Closed meeting.
- 1.6.4 Closed Board meetings are held as needed, prior to a Regular [or Committee of the Whole Board](#) meeting.
- 1.6.5 No Trustee or staff will disclose the proceedings of a Closed meeting unless a resolution has been passed at the Closed meeting allowing disclosure of a particular motion or action.
- 1.6.6 In accordance with Section 72(3) of the *School Act*, the Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a Closed meeting.

1.7 Advisory Committees

- 1.7.1 The Board may establish advisory committees for specific purposes.
- ~~1.7.2~~ [1.7.2](#) Advisory committees must have at least five members comprised of at least one Trustee, members of the public or partner groups, or others as determined by the Board. ~~and any and all Trustees may attend any or all Advisory Committee at any time meetings.~~
- ~~4.7.21.7.3~~ [1.7.3](#) The Advisory Committee members will elect a Chair and Vice Chair at the first meeting of the committee.
- ~~4.7.31.7.4~~ [1.7.4](#) A staff member will be appointed by the Superintendent as a staff liaison for the committee.
- ~~4.7.41.7.5~~ [1.7.5](#) All advisory committees must operate under terms of reference approved by the Board and the meeting procedures outlined in this policy.

2 Election of Chair and Vice-Chair

- 2.1 At its inaugural meeting following a general local election, and for each organizational meeting in December 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.
- 2.2 Process for Election of Chair and Vice-Chair:
  - 2.2.1 The Secretary Treasurer will call three times for nomination for the position of Board Chair.
  - 2.2.2 Any Trustee may be nominated by any ~~other~~ Trustee. No seconder is required.
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- 2.2.7 If more than two nominations are received, the person receiving a clear majority of votes will be elected Board Chair for the ensuing year.
- 2.2.8 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.
- 2.2.9 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.
- 2.2.10 Upon completion of the voting for the Chair, the Chair will continue with the same process for the election of Vice-Chair.
- 2.2.11 A motion to destroy the ballots following any voting will be requested.

**3. Agenda**

- 3.1 Items may be placed on the Agenda in one of the following ways:
  - 3.1.1 By notifying the Board Chair at least seven (7) days prior to the ~~Board~~ meeting.
  - 3.1.2 By notice of motion at the previous meeting ~~of the Board~~.
  - 3.1.3 As a request from a committee of the Board.
  - 3.1.4 As outlined in items 3.3, 3.4 and 3.5.
- 3.2 The Agenda Setting Committee, consisting of the ~~meeting Board~~ Chair, Vice-Chair, Superintendent and Secretary Treasurer, will review items and establish the Agenda for each ~~Board~~ meeting. The Agenda items will be generally set as follows:
  - 3.2.1 Approval of Agenda
  - 3.2.2 Acknowledgment of First Nations Territory
  - 3.2.3 Delegations / Presentations
  - ~~3.2.83.2.4~~ Unfinished Business
  - ~~3.2.93.2.5~~ Staff Reports
    - ~~3.2.9.13.2.8.1~~ Education
    - 3.2.9.2 Business
  - ~~3.2.103.2.6~~ New Business
  - ~~3.2.4~~ Consent Items
  - ~~3.2.53.2.7~~ Minutes of previous meeting(s),

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- ~~3.2.63.2.8~~ Information Items
- ~~3.2.73.2.9~~ Correspondence
- ~~3.2.143.2.10~~ Committee Minutes and Liaison Reports
- ~~3.2.123.2.11~~ Announcements
- ~~3.2.133.2.12~~ Question Period
- ~~3.2.143.2.13~~ Adjournment

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- 3.3 Issues that require ~~Board~~ action may arise after the Agenda has been prepared. The meeting Chair will ask for additions to and/or deletions from the Agenda prior to asking for a motion to approve the Agenda. Changes to the Agenda are to be approved by the majority of those Board or Advisory Committee members present.
- 3.4 The meeting Board will follow the order of business set by the Agenda unless the order is altered or new items are added by agreement of the Board or Committee Members.
- 3.5 During the course of the ~~Board~~ meeting, the majority of Trustees or Committee members present may request that items be placed before the Board or Committee for discussion and / or action or to provide direction.
- 3.6 The Agenda will be supported by copies of letters, reports, contracts and other materials as are pertinent to the business of the Board or Committee.
- 3.7 The Agenda information package, containing the Agenda and supporting information, will be distributed to each Trustee and Committee members at least four days in advance of Regular Board meetings.

**4 Notice of Meetings**

- 4.1 Notice of meetings will be posted on the School District website at least seven (7) days before a regularly scheduled meeting and, if possible, at least ~~four~~ty-eight (48) hours before a Special meeting.
- 4.2 Agendas for meetings that are open to the public will be posted on the School District website at least 48 hours before a meeting.

**5 Quorum**

- 5.1 A meeting quorum is three (3) of the five (5) Trustees, ~~or~~ the majority of the Trustees holding office at the time of the meeting of the Board if less than five (5) Trustees are on the Board, or the majority of Committee members present.
- 5.2 If a quorum is not present thirty (30) minutes after the time appointed for the meeting, then the meeting will stand adjourned to a date to be fixed by the Chair, or until the next Regular scheduled meeting. The Secretary Treasurer or recorder will record the names of the Trustees or Committee members present at the expiration of the thirty minutes.

**6 Electronic Participation in Meetings**

- 6.1 To ensure quorum is achievable, electronic participation in Board, Committee of the Whole, and Advisory Committee meetings will be supported when voting and non-voting members are unable to attend in person.
- 6.2 Electronic participation includes telephone, video, audio, or other electronic conferencing devices.



### 7 Rules of Order

- 7.1 In all meetings of the Board, this policy governs points of order and procedures not provided for or specified by the *School Act*. Where there is an inconsistency, the *School Act* will apply. For situations not addressed by the *School Act* or policy, 'Robert's Rules of Order' will prevail.

### 8 Motions

#### 8.1 Notice of Motion

- 8.1.1 The notice of motion serves to put an item on the Agenda of the next or a future Regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

#### 8.2 General

- 8.2.1 Before a motion is made, an opportunity will be provided for questions and clarification.
- 8.2.2 All matters for decisions will be by a motion that has been moved and seconded before debating.
- 8.2.3 All comments and discussion are to be addressed to the meeting Chair.
- 8.2.4 Motions are to be phrased in a clear and concise manner to express an opinion or to achieve a result. A preamble does not form part of a resolution.
- 8.2.5 The Chair or recording secretary may request that the mover put the motion in writing.
- 8.2.6 The meeting Chair may divide a motion containing more than one subject if the Chair believes this would produce a fairer or clearer result. The divided motion will be voted on in the form in which it is divided.
- 8.2.7 A motion to table is not debatable other than as to propriety. There is no set time limit.
- 8.2.8 A motion to postpone is debatable. It can be postponed indefinitely or to a certain time.
- 8.2.9 Before the motion is stated by the Chair, a motion may be withdrawn or modified by the mover without the consent of anyone. Once the motion has been stated by the Chair, it belongs to the assembly and a majority vote is needed to withdrawal the motion.
- 8.2.10 An amendment to a motion does not require notice. Only one amendment to an amendment will be allowed. The amending motion must be dealt with before the original amendment is decided. An amendment may not change the intent of the original motion.
- 8.2.11 All motions to amend Board policy will be submitted in writing to the Secretary Treasurer and presented to the Board at the Regular meeting immediately preceding the meeting at which they are to be discussed (Notice of Motion). The written Notice of Motion to amend Board policy will contain the proposed action and rationale.

#### 8.3 Reconsideration and rescinding

- 8.3.1 No motion other than to postpone consideration of a question, or a procedural motion, will be repeated during the school year (July to June) except by the reconsideration or rescinding process.
- 8.3.2 A motion to reconsider cannot be applied to an action that cannot be reversed; for example, entering into a contract.

- 8.3.3 A motion to reconsider a motion must be made within thirty (30) days of the original motion being voted upon and by a member who voted on the prevailing side.
- 8.3.4 No motion can be reconsidered twice in a school year.
- 8.3.5 A motion to rescind will be considered only if a notice has been given at the previous meeting or in the call for the present meeting. A motion to rescind may be moved by any Trustee, regardless of the original vote.

### 9 Debate

- 9.1 Debate must be strictly relevant to the motion.
- 9.2 No person will speak until recognized by the Chair.
- 9.3 A motion must be made by a Trustee who has the floor while no question on a motion is pending. The maker of the motion, if he/she desires may speak first.
- 9.4 No Trustee will speak for a period in excess of five (5) minutes at one time.
- 9.5 Subject to the discretion of the Chair, no person will speak to a motion more than twice unless a motion to extend the debate is carried, except the mover of the motion who will have the right to reply after all Trustees who wish to speak have spoken.
- 9.6 No Trustee will interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.
- 9.7 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and will be dealt with before resuming business.
- 9.8 Debate may be closed by a motion to end debate. The motion must be seconded, it is not debatable, and it must be passed by a minimum two-thirds (2/3) majority vote.

### 10 Voting

- 10.1 No decision of the Board will be valid or binding unless voted on during a Regular, Closed, or Special Board meeting.
- 10.2 All Trustees present at a meeting are expected to vote; although, a Trustee must abstain from voting if he/she has a conflict of interest by reason of having a direct pecuniary interest in a vote (*School Act*, Section 58). A Trustee may also abstain from voting if he/she states at the meeting her/his reasons thereon prior to a vote being taken.
- 10.3 Voting will be conducted by a show of hands. Only the results will be recorded, unless a Trustee requests that names be recorded. If a record of names is requested, only negative votes and abstentions will be recorded. Upon request, where a conflict exists, the reason(s) for an abstention will be recorded.
- 10.4 All questions will be decided by a majority of the votes of the Trustees present and voting except as otherwise provided by this policy or the *School Act*.
- 10.5 In the case of a tie vote for and against a motion, the motion fails.
- 10.6 Where an interpretation is required, the question on the motion will be postponed until the following meeting or, if emergent, to the end of the meeting to allow staff to research the appropriate interpretation based on 'Robert's Rules of Order'. The resulting interpretation may

require a change to this policy and, if so, this will be done by notice of motion. A notice of motion to update this policy will be made subsequent to the question at hand being dealt with.

### 11 Public Participation

#### 11.1 Delegations

- 11.1.1 The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the Agenda.
- 11.1.2 Requests to present will be made in writing to the Secretary Treasurer or designate seven (7) days prior to a board meeting. In order to assist delegations with their presentations, "Guidelines for Delegations", will be made available at the time the request to present is made. Delegations may be referred to a Committee of the Whole or a Closed meeting if necessary.
- 11.1.3 The delegation must identify a contact and spokesperson to present the information to the Board.
- 11.1.4 Regular meeting delegations and presentations will be limited to ten (10) minutes. Information presentations greater than ten (10) minutes will be scheduled for a Committee of the Whole meeting.
- 11.1.5 Any presentations will be taken under advisement. The Board may take action after due deliberation, refer the item to the Committee of the Whole, an advisory committee, or to staff for review or action.
- 11.1.6 At the discretion of the Board, an individual or group may appear before the Board at a Regular meeting without prior notice
- 11.1.7 The Board or Committee reserves the right to limit the number of delegations appearing at a particular Board meeting.

#### 11.2 Questions

- 11.2.1 Questions that relate to Regular meeting Agenda items may be asked by members of the public and the media. Question period will be restricted to questions only - statements and debate will not be permitted.
- 11.2.2 At the discretion of the Board Chair, questions will be limited to one (1) minute per person.
- ~~11.2.2~~11.2.3 At the discretion of the Board, questions may be answered or referred to staff for review and response. The Board will not debate questions.

#### 11.3 Committees

- 11.3.1 Committee meetings are less formal meetings designed to facilitate greater public participation and discussion on important issues. The meeting Chair will manage the conduct of the committee meetings to support public participation in the discussions.

### 12 Minutes

- 12.1 The Board will maintain and preserve a record of its proceedings and resolutions. The recording of minutes will include:
- 12.1.1 Date, time and place of meeting;
  - 12.1.2 Type of meeting (Regular, Special, Closed, Committee of the Whole or Advisory Committee);
  - 12.1.3 Name of meeting Chair;
  - 12.1.4 Names of those Trustees and District Education Office staff in attendance;
  - 12.1.5 Approval of preceding minutes;
  - 12.1.6 Resolutions and recommendations;
  - 12.1.7 Points of order and appeals;
  - 12.1.8 Approval of committee minutes and reports;
  - 12.1.9 Summary of Board liaison appointment reports;
  - 12.1.10 Announcements; and
  - 12.1.11 Trustee declaration pursuant to section 56, 57, or 58 of the *School Act*.
- 12.2 The minutes will:
- 12.2.1 Be prepared as directed by the Secretary Treasurer;
  - 12.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
  - 12.2.3 Be the official and sole record of the Board's business, upon adoption by the Board.
- 12.3 The Secretary Treasurer will:
- 12.3.1 Ensure, upon acceptance by the Board, that appropriate signatures are affixed to the concluding page of the minutes;
  - 12.3.2 Establish and maintain a file of all Board minutes and maintain a record of all motions.
- 12.4 All committees of the Board, unless otherwise directed, will prepare and submit minutes to the Board.
- 12.5 Upon adoption by the Board, the minutes will be open to public scrutiny at the Board office at all reasonable times.
- 12.6 Copies of the minutes adopted by the Board will be added to the School District website.

**Date of Board Approval:**

**Date Amended:**

*Legal Reference:* School Act, Sections 65 – 72

## **Board Organization and Operation Bylaw #1 - 2012**

The Board of Education will establish by bylaw, procedures and guidelines for the organization and operation of its standing committees and business meetings.

### **Meetings**

#### Regular Meetings

If no alternative regular meeting dates are set, regular meetings of the board shall be held on the second Tuesday of each month. Meeting dates will be published in September of each school year.

#### Rules of Order

In all meetings of the Board of Education, procedures shall be governed by *Roberts Rules of Order*, except where provisions of the bylaws of the board or the *School Act* may conflict, in which case the latter shall prevail.

#### Special Meetings

A special meeting of the board to deal exclusively with an emergent issue may be called by the board chair, or by the vice chair upon the request of three trustees.

#### Notice of Meetings

Forty-eight hours notice shall be given of each regular and special meeting of the board. Notice 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 not less than the number of trustees required to make a quorum agree to the waiving of the written notice.

#### Quorum

A quorum shall be a majority of trustees holding office at the time of the meeting.

If, thirty minutes after the time appointed for the meeting of the board, there is not a quorum present then the meeting shall stand adjourned to a date in the month of the adjourned meeting to be fixed by the chair, or, in default of the chair's fixing the same, then until the next regular meeting. The secretary-treasurer shall record the names of the trustees present at the expiration of such thirty minutes.

No act or proceeding shall be valid or binding on the board unless such act or proceeding shall have been adopted at a regular, in camera or special meeting called and held as herein provided.

#### In-Camera Session

All matters coming before the board shall be considered at public sessions except the following:

- Personnel Matters
- Legal Matters
- Student Matters
- Property Matters
- Initial Examination of the Auditors' Management Letter

A trustee may make a motion to place an in-camera item of business on to the agenda of the public session and, upon the motion being seconded and discussed, a simple majority vote in favor of the motion shall be sufficient cause to move the item into the public session.

Subject to appropriate sections of the *School Act*, its attendant regulations, and existing contracts, the board may excuse from attendance at an in-camera meeting an employee under consideration by the board relative to his salary, promotion or termination, efficiency, discipline, retirement or any other matter directly concerning the employee.

### **Inaugural Meeting**

#### Time of Meeting

The inaugural meeting of the board shall be held in December of each year at the time, place and date determined in accordance with the process herein provided; and in the event that the board shall not so determine, then such meeting shall be held at the hour of 7:00 pm in the board room of the second Tuesday in December.

#### Election of Officers

The secretary-treasurer shall call the meeting to order and shall preside at such meeting until a board chair shall have been elected.

A trustee-elect shall become a trustee upon making the prescribed Oath of Office, by oath or solemn affirmation, and signing the Trustees' Code of Ethics.

#### Election of Board of Education Chair

The presiding official shall then conduct the election of a board chair according to the rules provided herein. Upon election, the board chair shall assume the chair and shall immediately conduct the election of the vice-chair.  
Appointment of Committee Membership and Chair

The board chair shall then appoint committee members and chairs as are required by this bylaw and shall name the board's appointees to liaison schools and other boards and organizations as are required. The appointments shall be made by the board chair only after trustees have had an opportunity to make their preferences known. All the appointments made by the board chair shall be subject to the approval of the board. The meeting shall then proceed with such other matters as are properly brought before it.

#### Election Procedure

The procedure for election of board chair, or such other board officer as may be required from time to time shall be as follows:

- Any trustee may be nominated by any other trustee and no seconder shall be required.
- Nominations shall be called three times unless a motion is passed that nominations cease.
- A motion that nominations cease shall always be in order and, upon being seconded, shall be voted on without debate.
- All voting shall be by ballots.
- Should more than two nominations be received, balloting shall continue until one trustee receives a clear majority of the votes. The name of the trustee receiving the least number of votes shall be dropped from the list of nominees for each succeeding ballot. In the event of two trustees being tied for the least

number of votes, a special ballot shall be taken for the purpose of determining which name shall be dropped.

#### Procedure of Appointing Committee Members

In order to assist the board chair in making the appointments required as outlined above, at least one week prior to the Inaugural Meeting, the secretary-treasurer shall provide each trustee and trustee-elect with a copy of this bylaw and a form on which are listed all of the standing committees of the board and all of the special appointments.

#### **Committees**

##### Standing Committees

The standing committees of the board shall be the Education Committee and the Business Committee.

##### Standing Committee Members

At the Inaugural Meeting of the board, the board chair shall appoint two trustees to serve on each of the standing committees. Standing committees shall meet as required.

##### Board Chair Ex Officio

The chair of the board shall be ex officio member of all committees.

##### Quorum

For all committees, a quorum shall require a trustee member of the committee.

##### Vacancies

Should a vacancy occur on any committee, the board chair shall solicit a successor from fellow trustees and so name that person.

##### Report

All committees shall report to the board on a regular basis. A minority of any committee may also report. Standing committees shall consider and make recommendations to the board in matters assigned to them or in other matters within their jurisdiction. No action shall be taken on the report of any committee until the report has been formally approved by the board.

The superintendent of schools and/or secretary-treasurer and/or assistant superintendent(s) shall confer with and keep all chair of committees informed on matters within the jurisdiction of the committee, and shall meet with the committee at such times as the committee may desire.

No trustee shall serve as chair of more than one standing committee.

##### Termination of Committees

All committees of the board shall be automatically discharged on November 30 of each year or at such earlier date as the work of the committee has been completed.

Special Committees

Special committees may be appointed for any purpose by the board.

**Functions and Jurisdiction of Standing Committees**

Jurisdiction of the Education Committee

The Education Committee shall meet with appropriate staff to review and recommend to the board policies, budgets and actions pertaining to educational programs, student services, schools and other matters as referred by the board.

Jurisdiction of the Business Committee

The Business Committee shall meet with appropriate staff to review and recommend to the board policies, budgets and actions pertaining to long range planning, board bylaws, business services, personnel and other matters as referred by the board.

Minutes

Records of minutes will be kept in accordance with *Roberts Rules of Order*.

Passage and Amendments of Bylaws

Before it is passed, a bylaw of the board must be given 3 distinct readings. Subject to subsection (3), at each of the readings of a bylaw, the bylaw must be read in full. A reading of a bylaw may, if a written or printed copy of a bylaw is in the possession of each trustee and is available to each member of the public in attendance at the meeting at which the bylaw is to be read, consist of a description of the bylaw by (a) its title, and (b) a summary of its contents. The board may not give a bylaw more than 2 readings at any one meeting unless the members of the board who are present at the meeting unanimously agree to give the bylaw all 3 readings at that meeting.

**Date of Board Approval: January 2012**

**Date Amended: February 2012**

*Legal Reference: School Act, Sections 65-67*



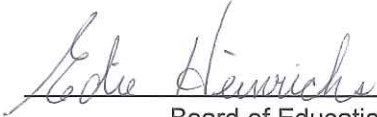
## BOARD ORGANIZATION AND OPERATION BYLAW #1 - 2012

This bylaw may be cited for all purposes as "School District No. 75 (Mission)'s Board Organization and Operation Bylaw #1 - 2012" and is in all respects in accordance with the provisions of the School Act.

Read a first time the 24<sup>th</sup> day of January, 2012.

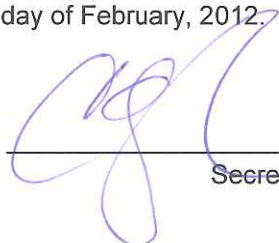
Read a second time the 24<sup>th</sup> day of January, 2012.

Read a third time, passed and adopted the 21<sup>st</sup> day of February, 2012.

  
Board of Education Chair

  
Secretary-Treasurer

I HEREBY CERTIFY that this is a true copy of School District No. 75 (Mission)'s Board Organization and Operation Bylaw #1 - 2012 adopted by the Board of Education on the 21<sup>st</sup> day of February, 2012.

  
Secretary-Treasurer

**ITEM 4**      **Action**

TO:            Business Committee  
FROM:        Secretary Treasurer  
SUBJECT:     Strategic Plan

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**Recommendation:**

**THAT the draft Strategic Plan be approved in Principal; and**  
**AND THAT the draft Strategic Plan be referred to the public for comment;**  
**AND THAT the public comments be referred to the Education Committee to be considered with the draft Strategic Plan at the November meeting;**  
**AND THAT the final Strategic Plan be returned to the Board for consideration at the November Board meeting.**

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**Executive Summary:**

The Board initiated the development of the Strategic plan in 2015. The completion of the plan was delayed until the new senior staff was hired. The Board and senior staff reviewed the draft plan in August 2016, and referred the draft plan to the education team to develop the tasks for the Framework for Learning. The plan is now in a final draft form to initiate the public consultation process.

**Background:**

The Board initiated the development of a strategic plan shortly after being elected. With the change of staff, the completion of the strategic plan was delayed.

The strategic plan is intended to be used to guide organizational decisions.

**Options:**

1. Approve the plan as submitted;
2. Consult with the public and partner groups in the review of the draft plan. Make revisions to the draft plan considering the public comments.
3. Engage the public and partner groups in a different planning process.

**Analysis and Impact:**

The draft plan provides a starting point for including a strategic planning focus of decisions of the Board. An approved strategic plan will form the basis for future budgets and work plans. Delaying the adoption of a strategic plan would delay the incorporation of a strategic focus on future decisions.

**Strategic Priority:**

The adoption of a strategic plan will provide a focus for future decisions.

**Policy, Regulation, Legislation:**

There is no requirement for a Board to have a strategic plan in place.

**Public Participation:**

The recommendation is to consult with the public and partner groups in the finalization of the strategic plan. The presentation of the draft report at the Education Committee is the first step in the consultation process. Following approval in principle, the opportunity will exist for public comment prior to final approval.

**IAP2 Spectrum of Public Participation**



**Attachments:**

1. Draft Strategic Plan

**Implementation:**

1. Forward the draft strategic plan the October Board meeting for Approval in Principle.
2. Solicit public feedback and comments on the draft Strategic Plan – District website, newsletters to parents, direct referral to partner groups and interested agencies. Comments to be received prior to November 15, 2016.
3. Compile comments with final report for Education Committee meeting on November 29, 2016.
4. Forward the final draft of the policy from the Education Committee to the Board meeting on December 13, 2016.

## BOARD OF EDUCATION STRATEGIC PLAN (2016 – 2018)

Mission Public School District serves a diverse student population, aiming to inspire learning through inclusive high quality learning environments so that every student can reach their full potential.

### INTRODUCTION

The Mission Board of Education is responsible for the governance of the Mission Public School District (MPSD). This responsibility includes setting the operating and governance framework for the organization. Good governance practices recommend identifying and communicating priorities for an organization through a strategic plan.

In the fall of 2015, the Board of Education initiated the process of creating a strategic plan to set direction for the School District and guide decisions over the next three years. Through the process, the Board committed to focus on student learning, and to keep student learning at the forefront of Board decision-making.

The pages that follow reflect the Boards' understanding of the current state of MPSD, and the priorities to best serve our students in the coming years. The Board values the collaborative working relationships that are growing among all education partners, parents, and the community. The Board will continue to nurture these relationships by providing opportunities for meaningful dialogue and collaboration as we move forward with our goal of providing high quality inclusive learning environments that will result in greater success for our students.

**Mission Public School District**  
~ Board of Education



## BOARD OF EDUCATION STRATEGIC PLAN (2016 – 2018)

### OUR VALUES

As we lead the Mission Public School District, we will:

#### ACCOUNTABLE

- Be transparent in our decision-making.
- Seek information in order to base decisions on an informed understanding.
- Accept ownership of the results of our decisions.
- Establish processes to review key decisions so that we may better understand and learn from the outcomes we achieve.
- Make every effort to fulfill our promises and commitments.

#### COLLABORATIVE

- Work together in an open-minded way that is respectful of other perspectives and points of view.
- Be receptive to new ideas and provide opportunities for two-way dialogue.
- Make every effort to engage in clear open communication.
- Ask for feedback and be open to suggestions. We will seek opportunities to listen to and involve others in decision-making.

#### ETHICAL

- Engage in principle-based decision-making.
- Demonstrate an unbiased, open, honest, non-judgmental, trustworthy and balanced approach.
- Act in accordance with the ethical professional standards and values that we have agreed upon.
- Acknowledge the un-ceded ancestral territory of the Sto:lo people

#### COMPASSIONATE

- Have empathy for others.
- Seek to understand and respect various cultural perspectives and divergent points of view.
- Be caring, supportive, sympathetic, and respectful.

## STRATEGIC PRIORITIES

The Board identified six strategic priorities for 2016 – 2018. With this Strategic Plan, the Board directs the development of plans and programs for the 2016/2017 and 2017/2018 school years to help achieve the goals.

The Superintendent is tasked with leading to the School District's administration in the development of plans and programs that align with these priorities and the identified actions.

### 1. A FRAMEWORK FOR LEARNING

Student learning is the central focus of the School District. In accordance with the Ministry of Education's Mandate for the School System, we want to provide our students with an educational environment that nurtures the development of an Educated Citizen.

**Goal:**

The development of citizens who are:

- thoughtful, able to learn and to think critically, and who can communicate information from a broad knowledge base;
- creative, flexible, self-motivated, and who have a positive self-image;
- capable of making independent decisions;
- skilled and who can contribute to society generally, including the world of work;
- productive, who gain satisfaction through achievement and who strive for physical well-being;
- co-operative, principled, and respectful of others regardless of differences;
- aware of the rights and prepared to exercise the responsibilities of an individual within the family, the community, Canada, and the world.

To support this, the School District encourages multiple pathways to graduation and post-secondary options.



**Actions:**

In collaboration with education leaders and partners, develop a 3-5 year implementation plan for the new curriculum that includes:

- full implementation of the [Aboriginal Enhancement Agreement](#) by 2019;
- respecting and implementing the [First Peoples' Principles of Learning](#);
- equitable access to resources to support the development of the Educated Citizen through the redesigned curriculum;
- quality assessment in accordance with the Ministry of Education that informs meaningful instruction. School-based, School District and provincially developed assessment will provide information for students and families which reflects student progress and achievement.

In collaboration with education leaders and partners, develop a strong support system considering the needs of students that includes:

- effective services and initiatives that support our Aboriginal Enhancement Agreement Goals (1. Honouring Culture, 2. Meaningful Contributions, 3. Positive Learning Experiences, 4. Looking to the Future);
- a sense of belonging and ensuring successful transition for Aboriginal students;
- information in order to inform, understand, and develop support plans when students are struggling to achieve;

- a process to support a student's education program when assessments indicate that support is necessary to advance student learning;
- engaging the entire spectrum of learners with the design and implementation of rigorous academic programs and co-curricular opportunities;
- striving for inclusion by providing all students equitable access to learning, achievement and the pursuit of excellence in all aspects of their school experience.

(Source: Special Education Services: A manual of policies, procedures and guidelines).

## 2. HUMAN RESOURCES TO SUPPORT STUDENT LEARNING

Employees bring the skills and talents that will move us closer to achieving our goal for student learning. Students benefit from working with well-trained educators, support staff, and leaders.

### Goal:

We have engaged, well-educated, and committed employees to support student learning.

### Actions:

To support School District employees through:

- effective recruitment, retention, and succession planning strategies;
- a program of collaboratively developed on-going professional development for educators, leaders, and education support staff;
- supporting all employees with health and wellness initiatives;
- provision and funding of time for teachers to collaborate and implement new initiatives; and
- strong, productive working relationships with employees, unions, and employee groups.



### 3. PLAN FOR TECHNOLOGY

The Board recognizes the need for a plan to address the acquisition and use of technology to support the School District.

**Goal:**

In a fiscally responsible manner, use technology to provide more effective support for student learning and more efficient business services.

**Action:**

Develop a plan to upgrade and expand the use of technology in order to enhance student learning *and* improve business processes. The plan must include funding and implementation.



### 4. COMMUNICATION AND ENGAGEMENT

Effective communication, both internal and external to the School District, and effective public engagement is critical for success in all areas of the organization.

**Goal:**

To enhance the School District's communication and public engagement processes.

**Actions:**

Develop a communication plan that outlines key communication objectives and strategies for the School District including specifying the way in which the website, social media and traditional media will be used.

Develop a public participation process for decision making to more effectively engage with students, staff, parents, employee organizations, and the general public. Consider the IAP2 spectrum of public participation.

**IAP2 Spectrum of Public Participation**





## 5. ECONOMIC SUSTAINABILITY

The Board works diligently to ensure fiscal responsibility attaining a balanced budget.

**Goal:**

To maintain a healthy financial position and at the same time provide the resources necessary to support student learning and effective School District operations.

To ensure School District assets are readily available to support student learning.

Using an open and transparent process, develop an annual balanced budget that provides for efficient operations, enhanced student learning, while achieving the objectives of the new curriculum.

Develop short and long-term plans for the optimal use of School District assets and resources. This includes identifying emerging demographic changes that will affect both the affordability and sustainability of School District assets and resources.

**Actions:**

## 6. GOVERNANCE

The Board is dedicated to providing effective Governance for the Mission Public School District recognizing the responsibility we have to the public and education partners.

The Board is committed to working strategically and cooperatively with the Superintendent, recognizing the need for productive working relationships.

Ultimately, the Board must make decisions and be held accountable for those decisions.

**Goal:**

To provide effective governance for the Mission Public School District, by working with and listening to our education partners.

To ensure that the School District needs are held paramount in the co-governance model with the BC Ministry of Education.

**Actions:**

Review, revise and create policy and committee structures that contribute to effective governance and operational direction. Policies will be reviewed and revised ensuring transparent participation.

Roles and responsibilities will be clear and articulated to match the values of the Board of Education.



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End Notes:

Framework for Learning: Assessment and Curriculum.

<sup>i</sup> According to the Ministry of Education, Assessment and curriculum are interconnected. Provincial exams and classroom assessments are being redesigned to align with new curriculum content. Equally importantly, our new provincial graduation exams will align not only with new curriculum, but with research on best practice, which highlights student centered and personalized ways of learning. Exams will continue to be rigorous and based on learning standards evaluating student achievement, core competencies, essential learning and literacy and math skills. However, more flexibility will be introduced into the assessment process wherever possible.

Quality assessment is fair, transparent, meaningful and responsive to all learners

- Focuses on all three components of the curriculum model – knowing, doing, understanding
- provides ongoing descriptive feedback to students
- is ongoing, timely, specific, and embedded in day to day instruction
- provides varied and multiple opportunities for learners to demonstrate their learning
- involves student in their learning
- promotes development of student self-assessment and goal setting for next steps in learning
- allows for a collection of student work to be gathered over time to provide a full profile of the learner and learning
- communicates clearly to the learner and parents where the student is, what they are working towards and the ways that learning can be supported

Source: Ministry of Education

**ITEM 5          Action**

TO:                Education Committee  
FROM:            Trustee Cairns  
SUBJECT:        Solar Array

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**Recommendation:**

**THAT the Board of Education look into the feasibility of solar array at one or more schools.**

**Background/Rationale:**

This is a way of using alternative energy, reduce carbon footprint, and educate students on energy usage. Examples of schools could be Dewdney Elementary (Environmental) or Mission Secondary. Both schools have South facing exposure.

**ITEM 6            Information**

TO:                Education Committee  
FROM:            Larry Jepsen, Assistant Superintendent of Schools  
SUBJECT:        International Education Update

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With the recent return of the Assistant Superintendent's trip to Germany for International Education purposes, a verbal update will be provided at the meeting.

**ITEM 7      Information**

TO:            Education Committee  
FROM:        Larry Jepsen, Assistant Superintendent of Schools  
               Amber Chung, President, Mission Teachers' Union  
               Joseph Heslip, District Principal, Aboriginal Education  
SUBJECT:    Curriculum Update

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Verbal updates will be provided at the meeting.

### ITEM 8      Information

TO:                Education Committee  
FROM:            Committee Chair Loffler  
SUBJECT:        Long Service Employee Recognition

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At the May 3, 2016, Education Committee, the committee sought feedback from the partner groups regarding employee recognition. Discussion ensued on past practices and costs of same.

It was proposed the partner groups seek feedback from their members/cohorts and bring back feedback in due course.

At the June 7, 2016, Education Committee, CUPE reported their feedback:

- Gift cards;
- Recognition Dinners (as indicated surrounding districts conduct); and
- Cash (most favoured).

DPAC requested further information with respect to employee statistics and budget implications.

The committee wishes to work with staff on finding a satisfactory way to commemorate and celebrate all employees in recognizing their long service contribution to the School District.

**ITEM 9      Information**

TO:            Education Committee  
FROM:        District Parent Advisory Council ("DPAC")  
SUBJECT:     District Parent Advisory Council Update

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A Report is attached to the Agenda.

## DPAC REPORT September 2016

**Attendees Present:** 23 parents from 13 schools were present (see far bottom for detail) as well as Superintendent Angus Wilson and a representative from MTU.

### Reports:

**Superintendent:** Angus Wilson thanked everyone for a welcoming transition. Does not foresee any massive changes in the future, but are working through current issues. Discussed Board Strategic planning for transparency. Enrolment is up for the year, and so are bus riders due to the fees being dropped. Concern for Road Safety was reported, mentioned to keep an eye out. Upcoming Orange Shirt day remembrance event in Heritage Park will be held at 12:30pm on September 30<sup>th</sup>.

**Chair's Report:** Cyndi went over the Sept 9<sup>th</sup> executive meeting and discussed the preliminary budget, and how the Parent Education Event was decided and which arrangements are being made. Discussed goals for the year, including the aspiration to have 2 education events this year. Gave notice to the amendments to the constitution that will be voted on during the October meeting. Emphasized the need to spend the accumulated grant money from previous years. Thanked Superintendent Wilson for setting the meeting schedule throughout schools in the district.

**Treasurers Report:** Jessica is applying for a \$2500 grant, mentioned a chance of being denied due to the accumulated \$3600 on the gaming account. Jessica will be contacting grant facility to request money if they do not deposit it by the deadline of September 30<sup>th</sup>. Regular checking has \$2648.00 and is from donations to DPAC and not used very often. Discussed the cheque management problem regarding last year's 'Good Dinosaur' movie rental. Requested that schools who have had their cheques returned to them please re-issue them as they are expired and please submit to DPAC.

**Communications Report:** Clare Seeley taking over for Laura Wilson

**Education Committee Report:** Cyndi Polovina reported out from the meeting; highlights are: "Curriculum connections" is accessible via a link on mpsd.ca website. New Sec. Treasurer, Corien Becker presented the Budget Time lines & the 5 year Capital plan. Transportation funds. An expected upcoming policy change will increase transparency of information, collaboration and reporting out "committee of the whole." The BC School Trustees Association is interested in making sure that education is a topic of interest during the upcoming provincial elections. Potential sale of properties was discussed. New "Innovation and Technology District Principal" position.

**Elections:** The two vacant executive positions were filled. Congratulations to Karah McLean (secretary) and Raymond Kwong (Member at Large)

**Next DPAC meeting:** October 24, 2016 at 7:00pm at Heritage Park Middle School

Attendance: Kristine Mattysen (Albert McMahon), David Mathiesen, Tracy Maddison (Cherry Hill), Karen Thompson (École Christine Morrison), Sheneal Anthony (DPAC MatL) and Laurena Gagno (Edwin S. Richards), Chrystal McCallum (Deroche), Destiny Cunningham (DPAC MatL) (Dewdney), Heather Burke (Hatzic Elementary), Cyndi Polovina (DPAC Chair) (Hillside Traditional Academy), Deanna Zgrablic (Silverdale), Ilona Schmidt (West Heights Community), Karah McLean (DPAC Secretary) (Heritage Park Middle School), Dionne Hairsine & Lori McComish (Heritage Park Middle School), Clare Seeley (DPAC Communications Coordinator) (École Mission Secondary), Superintendent of Schools Angus Wilson, MTU Representative Ann Titford, HTA parent Jessica Weismiller (DPAC Treasurer), ESR parent Raymond Kwong (DPAC MatL), Windebank parent Dan Masse, Windebank parent Michelle Masse, Early Childhood Committee/ Riverside parent: Laura Wilson, HPMS parent Tanya Konings