

Education Committee Meeting

Agenda



Education Committee Meeting
November 29, 2016, 3:30 pm
Board of Education Office - Boardroom

		<u>Page</u>
1.	Policy #5: Strategic Plan	Action 1
2.	Policy #50: Board Meeting Procedures	Action 9
3.	October Enrolment	Information 24
4.	Curriculum Update	Information 28
5.	District Parent Advisory Council	Information 29

ITEM 1 Action

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

Recommendation:

THAT the Board of Education approve the Strategic Plan as presented.

Executive Summary:

The Board of Education 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 assist with the Framework for Learning.

The draft plan was presented at the October 18, 2016 public Board meeting for approval in principle. The following motion was passed at the October 18, 2016 public Board meeting:

THAT the draft Strategic Plan be approved in Principle; 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 29, 2016 meeting;

AND THAT the final Strategic Plan be returned to the Board for consideration at the December 13, 2016 Board meeting.

Analysis and Impact:

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 draft plan was solicited to partner groups and the public for feedback. The due date for feedback was November 18, 2016. As of that date, feedback was not received.

Attachment:

1. Draft Policy #5: *Strategic Plan*

Board of Education Strategic Priorities (2016 – 2018)

Policy #5

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 PRIORITIES (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.

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

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.

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^d 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:

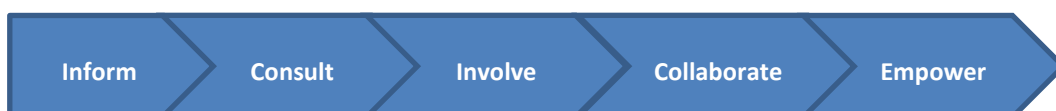
To enhance the School District's communication and public engagement processes.

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.

Actions:

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.

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.



End Notes:

Framework for Learning: Assessment and Curriculum.

ⁱ 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 2 Action

TO: Education Committee
FROM: Secretary Treasurer
SUBJECT: Policy #50: Board Meeting Procedures

Recommendation:

THAT the Board of Education approve Policy #50: *Board Meeting Procedures* as presented.

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 Board Meeting Procedure policy was developed in consultation with interest groups. The following motion was passed at the October 18, 2016 public Board meeting:

THAT the draft Board Meeting Procedures policy be approved in Principle;

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 29, 2016 meeting;

AND THAT the final Board Meeting Procedures policy be returned to the Board for consideration at the December 13, 2016 Board meeting.

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 policy has been developed in consultation with partner groups.

Strategic Priority:

The Board has indicated its desire to operate in a more open and transparent process. The 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 draft policy was solicited to for feedback in a broad public consultation process for feedback. The due date for feedback was November 18, 2016. As of that date, feedback as not received.

Attachments:

- A. Policy #50: Board Meeting Procedures
- B. Policy #8 - Board Organization and Operation Bylaw #1 - 2012

Board Meeting Procedures

Policy #50

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 meeting 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 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

ITEM 3 Information

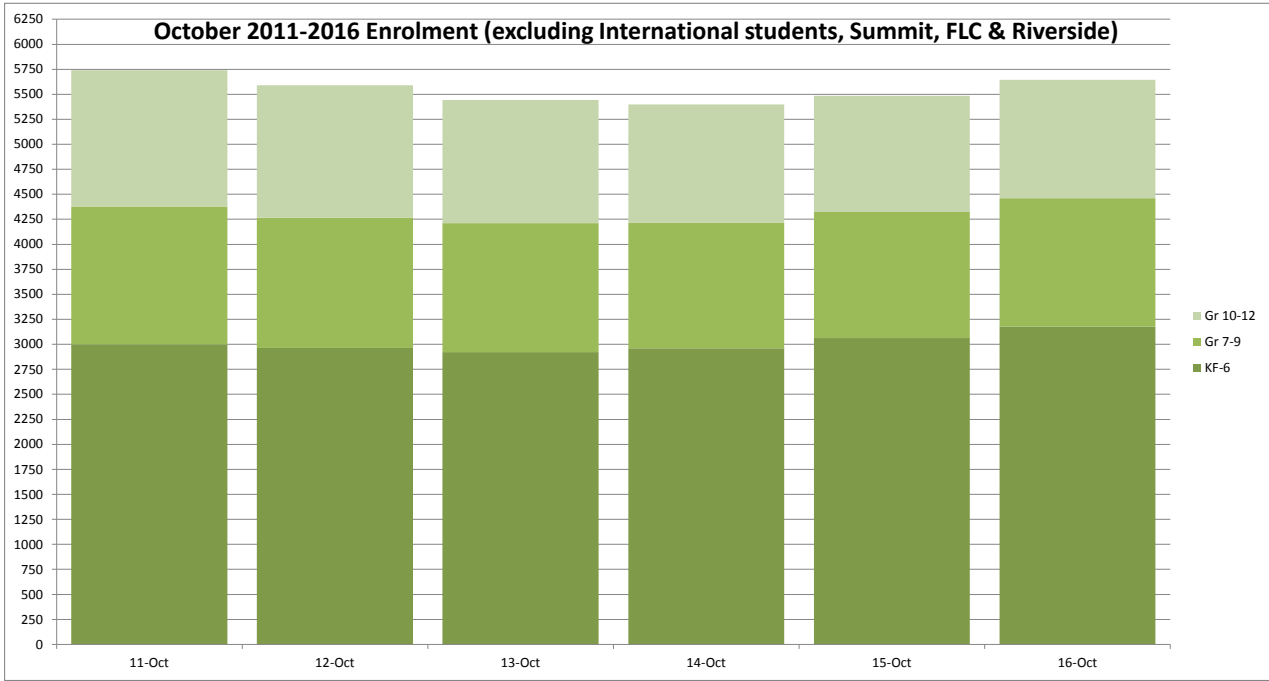
TO: Education Committee
FROM: Secretary Treasurer
SUBJECT: October Enrolment Reports

Attachments:

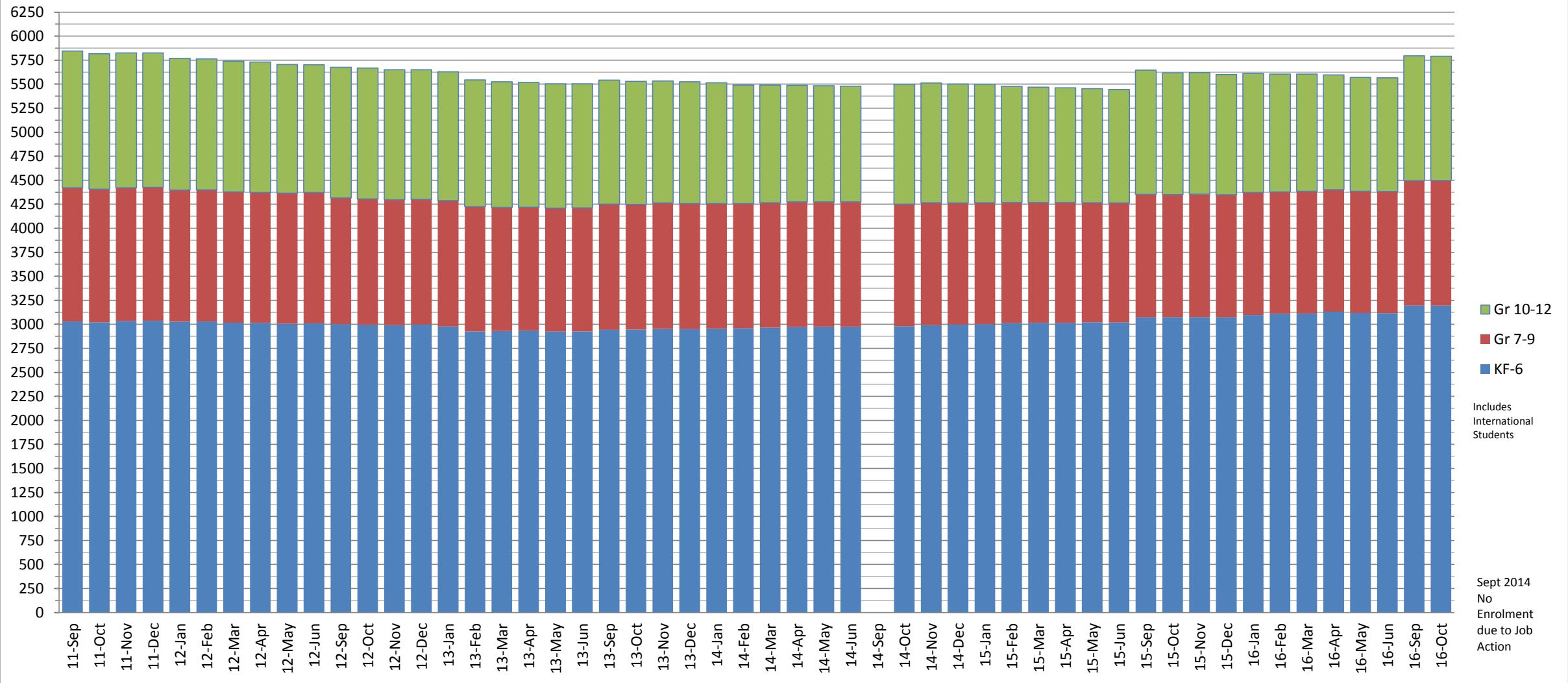
- A. October 2011 – 2016 Enrolment Report
(Excluding International, Summit, Fraserview, Riverside)**

- B. 2011 – 2016 Monthly Enrolment Report
(Excluding Summit, Fraserview, Riverside)**

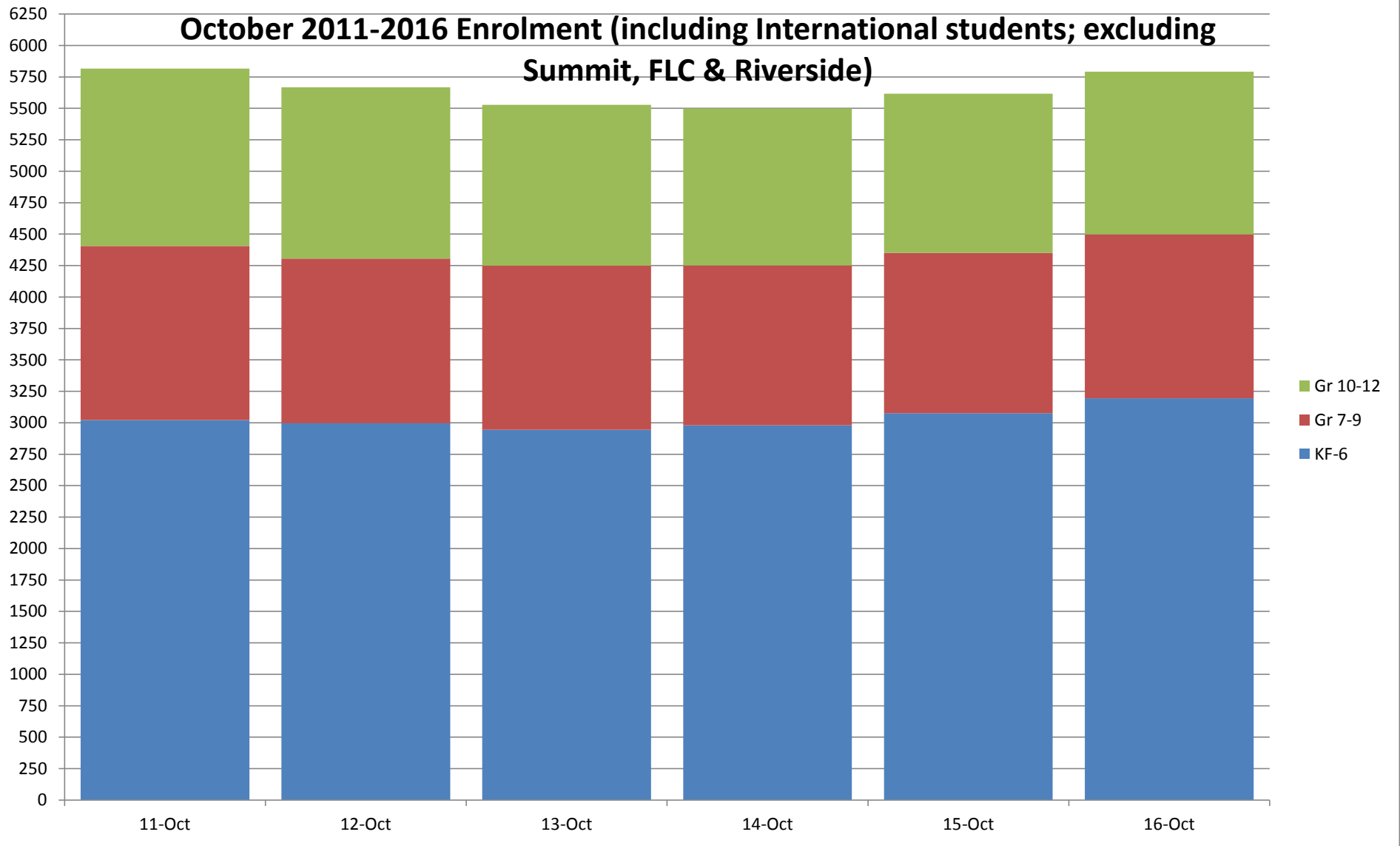
- C. October 2011 – 2016 Enrolment Report
(Including International; excluding Summit, Fraserview, Riverside)**



2011-2016 Monthly Enrolment (excluding Summit, FLC & Riverside)



October 2011-2016 Enrolment (including International students; excluding Summit, FLC & Riverside)



ITEM 4 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

Verbal updates will be provided at the meeting.

ITEM 5 Information

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

A Report is attached to the Agenda.

DPAC Report, November 2016

Regrets from Rick McKamey, Shelley Carter, and Nikki Hawes.

We enjoyed a tour by Melinda Dempster, principal of Edwin S. Richards School. Our guest speaker, Annie Charker, a Settlement and Integration Worker with Mission Community Services Society talked to us about some of the work they do with refugee families and immigrants that move to Mission.

Superintendent's Report: Angus updated us on a couple of new Principal appointments. He also spoke about policy review which is a big project this year, and will be ongoing to keep our District policies current. He updated us with regards to the Supreme Court Ruling: The most problematic item is that the language around "special needs students" in 2002 was inconsistent from District to District, therefore it is not a simple formula to 'simply' impose, but rather needs to be re-defined and re-negotiated with the BCTF. The changes will not happen overnight. Changes to class sizes will necessitate more classrooms, which for many schools means portables. There was also an explanation about District safety procedures being reviewed (i.e. Lockdown procedures), and noting that it is a balancing act to keep students safe without making our schools fortresses, which would not be good for students' mental health.

Chair's Report: Cyndi Reported her notes from the BCCPAC Summit which she attended in Richmond on November 18/19. Present at the Summit were DPAC Chairs from around the province, as well as several staff members from the BC Ministry of Education, including Minister Mike Bernier and Deputy Minister Dave Byng.

- About 1 in 3 children, or about 14,000 kindergarten students in the province, are starting school with vulnerabilities in one or more areas that are critical to their healthy development. Child vulnerability in the province has meaningfully increased over the last decade. Early diagnosis and intervention is critical to get the best results for vulnerable students.
- Many parents have completed the online survey at: engage.gov.bc.ca/yourkidsprogress with regards to student report card changes that will come with the implementation of the new curriculum. Please complete the survey or attend the Open House forum for in-person feedback on the same topic on January 17, 2017 in Abbotsford.
- Support safe, inclusive, supportive schools. A culture of belonging and acceptance must be cultivated for students to thrive. Inclusiveness starts with us (modelling behaviour).
- PACs are not merely tasked with fundraising. The role of PAC is to inform and empower parents as the best advocates for their students.
- Mental Health: Emerging Trends in Schools: Screen time is a reward / privilege. Less than 2 hours per day is good practice. No cell phones in bedrooms at night!!! Sleep deprivation harms emotional as well as physical well-being and most "problem" activities occur between 3 and 5 am. While the system we have isn't "everything for everyone", the Ministry recognizes that more supports in the classrooms in the early years will be the foundation to success in later years. They know that 50% of mental health concerns take root by the age of 15 and 75% by age 24.

Treasurer's Report: \$2664.23 in general, \$3,674.08 in gaming. We are still following up to see why we have not yet received our gaming grant.

Communications Report: Our Facebook page is Mission District Parent Advisory Council

Education Committee Report: Laura Wilson updated us on the last meeting held Nov. 1st

- Policy review ongoing. Draft policy manual structure to make it easier for the public.
- physical restraint and seclusion draft policy is now available to the public for comment
- Draft policy for catchment area/cross boundary (already is a policy)(make it shorter to understand): adding in a sibling clause
- Curriculum update: teachers had the Oct development day and discussed assessment; another day for this in MAY
- BCTF rep. Amber: teachers are working on self-assessment and are applying the new curriculum.
- ****Complete parent survey online at: engage.gov.bc.ca/yourkidsprogress
- Student transportation funding has come through. Reimbursement to the parents who paid for their bus fees will occur in due course.

Laura also updated us on some events coming up in the community:

Leadership students: Christmas dinner

(for families & individuals who don't have an XMAS dinner to go to usually)

Child and youth mental health event

Homeless count (volunteers needed)

Our first **Parent Education** Evening of the school year is this November 28th at the Clarke Theatre. There will also be an event on January 18, 2017: "Calm, Alert, and Learning: An Introduction to the Self-Regulation Theory." This will be a presentation by Paula Jurczak of the MEHRIT centre. Decades of research have shown that self-regulation is the foundation of healthy human development, adaptive coping skills, positive parenting, learning, safe and caring schools and vibrant communities.

Movie Committee: Raymond's Computer failed and the back ups could not successfully recover his data, so most of the information he had is lost. We will attempt to piece it together from our copies of emails.

New Business:

Parents request that Parent teacher conferences for the middle school and high school not be held on the same evening. Angus will investigate this.

Draw: Ilona Schmidt was the winner of our draw.

Upcoming events:

Parent Education Event at the Clarke Theatre January 18, 2017 at 7 pm

School Board Meeting: December 13, 2016 at 6:30 at Hatzic Elementary

Next DPAC meeting: December 12, 2016 at 7 pm at Hillside Traditional Academy

Executive:

Past President: Nikki Hawes

Chair: Cyndi Polovina DPAC@mpsd.ca

Vice Chair: Trisha Hansen-Bell

Secretary: Karah McLean

Treasurer: Jessica Weismiller

Communications: Clare Seeley

Members at Large: Sheneal Anthony, Destiny Cunningham, Raymond Kwong

Attendance:

Hillside: Jessica Weismiller, Cyndi Polovina(PAC), Justin Wagner(PAC)

Riverside: Laura Wilson

Hatzic Middle School: Dionne Moirsire, Lori McComish (MSS&HMS)

Mission Secondary: Clare Seeley, Emma Johnston (MSS&HPMS)

Windebank: Michelle Masse (PAC)

ESR: Laurena Gagno(PAC), Sheneal Anthony(PAC), Raymond Kwong, Principal Melinda Dempster,

Dewdney: Destiny Cunningham(PAC), Raven Arcand(PAC)

Deroche: Chrystal McCallum(PAC)

Cherry Hill: David Mathisen(PAC), Jen Mathisen(PAC)

West Heights: Ilona Schmidt(PAC), Elisa Williams(PAC)

McMahon: Niki Rosche, Kristine Matthysen(PAC)

Heritage Park: Karah McLean(PAC)

Mission Central: Trisha Hansen-Bell(PAC)

Special Guests: Angus Wilson (Superintendent), Annie Charker