

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

October 19, 2021, 6:30 pm

Zoom Meeting

Visit www.mpsd.ca > Board of Education > [Meeting Information](#) to connect remotely.

Pages

1. CALL TO ORDER

The Board Chair will acknowledge that this meeting is being held on Traditional Territory.

2. ADOPTION OF AGENDA

3. DELEGATIONS/PRESENTATIONS

4. UNFINISHED BUSINESS

5. STAFF REPORTS

5.1.	Reporting out from Closed Meeting	Verbal	
5.2.	COVID Update	Information	1 - 2

6. NEW BUSINESS

6.1.	Annual Work Plan	Action	3 - 5
6.2.	Trustee Liaison Appointments	Action	6 - 7
6.3.	Trustee Professional Development Policy	Action	8 - 15
6.4.	Trustee Remuneration, Benefits, and Expense Reimbursement Policy	Action	16 - 20
6.5.	Communications and Public Participation policy	Action	21 - 24
6.6.	Public Interest Disclosure Policy	Action	25 - 41
6.7.	Menstrual Products Policy	Action	42 - 44
6.8.	Management Professional Development Policy	Action	45 - 48

7. MINUTES OF PREVIOUS MEETINGS

7.1.	Board of Education Special Public Meeting Minutes, September 28, 2021	Action	49 - 54
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8. INFORMATION ITEMS

Next Special Committee of the Whole Meetings are scheduled for October 26, 2021 1-4 pm and 6:30 - 9:00 pm to review Policies, Procedures, and Bylaws

9. CORRESPONDENCE

10. COMMITTEE MINUTES/LIAISON REPORTS

10.1. Transit Committee Liaison Report Information 55 - 56

11. ANNOUNCEMENTS

12. QUESTION PERIOD

Questions asked must be related to items discussed on the Agenda. Labour, Land, and Legal issues will not be discussed.

13. ADJOURNMENT

October 14, 2021

Re: Windebank Elementary School Functional Closure October 15-21

Dear Parents/Guardians:

As many of you are aware, Windebank Elementary has had a number of Covid exposures since September. While there is no health or safety concern at this time, I have determined that operationally we will need to close the school for the next week due to staff shortages in the building. These shortages impact the learning and safety of students in the building. Therefore, we will be moving to remote learning from now until Thursday, October 21st. Remote classes will commence Monday, October 18th, as teachers use tomorrow to prepare for this alternative format. School will reopen after the weekend on Monday, October 25th.

I know this will cause considerable challenges for some families and is not a desirable situation for any of us. I apologize for any difficulties this unexpected event places on families. But again, for the safety of staff and students, this is the best course of action for us to take at this time.

You should expect contact from your child's teachers by Monday. If there are any educational questions, you can contact Principal Clarke or your classroom teachers. For other issues, as always, you can contact me at angus.wilson@mpsd.ca. Thank you for your attention to this matter, and we are sorry for any difficulties it causes.

Sincerely,



Angus Wilson

Superintendent of Schools

ITEM 6.1 Action

File No. 1100.02

TO: Board of Education
FROM: T. Loffler, Board Chair
SUBJECT: Annual Board Work Plan

Recommendation

THAT the Annual Board Work Plan be approved.

1. Summary:

The revised Board Workplan is presented for consideration, to help clarify the duties, responsibilities, and leadership plans for the Board.

2. Background:

Annually, the Board reviews and approves an annual work plan. The updated plan attached, separates the types of activities, to provide more clarity on what is required of the Board.

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

Annual Work Plan

Annual Board Work Plan

Month	Leadership	Board / CotW Meetings - Plan	Additional Meetings	Reports and Governance Oversight
September	Acknowledge the year's Sacred Teaching	Chair / Vice-Chair Election	BCSTA Directors Meeting	Financial Statements and Audit Findings
	Board Chair Report - in Annual report	Meet with Auditor Re: Financial Statements	Consider Motions to BCSTA PC	FESL Report
	Board Work Plan	Curriculum plans for Year		Annual Report / FSD&A SOFI Report
				Executive Compensation Minor Capital Plan Borrowing Resolution Summer Learning Report School Opening Report
October	Equity and Inclusion (Racial Equity)	Finance Dept	BCSTA Provincial Council	
	Trustee Committee / Liaison	Superintendent Growth Plan	BCSTA Meeting of Board Chairs	
	Appointments	Policy Reviews	BCPSEA Symposium	
	Equity Scan	Boundary Review	Board / DPAC	
		Bargaining Updates	Ministry Joint Partner Liaison Meeting	
			BCSTA Directors Meeting	
November	Board Governance Self Review	International Education Dept		Quarterly Report
		Policy Reviews		21/22 1701 September Enrolment
		ELL Review	Trades Committee	1530 Employee Summary
		Boundary Review	Board / City of Mission	
		Bargaining Updates	Full Board / First Nations	
December	Motions for BCSTA AGM/PC	Policy Reviews	BCSTA Trustee Academy	
		Enrolment Growth / Development Review	BCSTA Directors Meeting	
		Long Range Facility Plan		
		Strategic Plan Review		
	Budget Priorities - 21/22 Amended & 22/23 - link to Strategic, IT, LRFP, plans etc			
	Bargaining Updates			

Annual Board Work Plan

Month	Leadership	Board / CotW Meetings - Plan	Additional Meetings	Reports and Governance Oversight
January	Policy Reviews	Indigenous Education Dept	BCPSEA AGM	Review Auditor Appointment
	Trustee Disclosure Forms January 15th	Superintendent's Mid-Year Report	BCSTA Directors Meeting	
		21/22 Amended Budget		
		Boundary Review		
February	Climate Change Policy	Operations Dept - Buildings	BCSTA Provincial Council	Quarterly Report
		- Grounds	Board / Student Councils	22/23 Enrolment Projections
		- Transportation	BCSTA FV Branch AGM	21/22 Amended Budget Bylaw
		- Information Technology	BCSTA Directors Meeting	
		22/23 School Calendar Consultations		
March	Update Budget Priorities	Student Services Dept	Board / DPAC	21/22 1701 Feb Enrolment
		Mental Health Review	Board / First Nations	22/23 School District Calendar
April		Human Resources Dept	BCSTA Directors Meeting	22/23 Annual Facilities Grant
		22/23 Preliminary Budget	BCSTA AGM	
		Review Strategic Plan		
May		Review EDI & MDI data		
		School Growth Plans	Board / Student Councils	Quarterly Report
		22/23 Preliminary Budget	BCSTA Directors Meeting	Major Capital Plan
		BAA Courses		
June	2022/23 Board Meetings Calendar	Trustee Remuneration		
		Superintendent Year End Report	Employee Recognition & Retirement Events	Preliminary Budget Bylaw
		Curriculum Year End Report	BCSTA Directors Meeting	Year End Curriculum Report
		Exempt Compensation Review	School Functions (Grad)	Superintendent's Year End Report
		Complete Superintendent Growth Plan Review		Major Capital Plan
			21/22 1701 Final Enrolment	
			International Fees	

Other Information

- Ongoing advocacy work with Municipal and Provincial Governments
- Next Board Election - Sept 2022
- Trustee Election/Support & training for new trustees - December 2022

Public Meeting of the Board of Education

Tuesday, October 19, 2021



ITEM 6.2 Action File No.

TO: Board of Education
 FROM: T. Loffler, Board Chair
 SUBJECT: Trustee Liaison Appointments 2021-2022

Recommendation

THAT the following Trustee Committee and Liaison Appointments for the year 2021-2022 be approved.

1. Summary:

COMMITTEE	TRUSTEE MEMBERS	ADMIN. STAFF MEMBER(S)
Indigenous Education Advisory Council	<i>1st: Randy Cairns Alternate: Rick McKamey</i>	<i>District Principal, Indigenous Education</i>
BC School Trustees' Association	<i>1st: Tracy Loffler Alternate: Shelley Carter</i>	<i>Superintendent / Secretary-Treasurer</i>
BC School Trustees' Association Provincial Council	<i>1st: Shelley Carter Alternate: Tracy Loffler</i>	<i>Superintendent / Secretary Treasurer</i>
BCPSEA Representative Council	<i>1st: Shelley Carter Alternate: Rick McKamey</i>	<i>Secretary-Treasurer</i>
Committee of the Whole	<i>Chair: Tracy Loffler Vice-Chair: Randy Cairns</i>	<i>All Senior Staff</i>
Trades & Training Advisory Committee	<i>Chair: Julia Renkema Alternate: Randy Cairns</i>	<i>Superintendent</i>
Mission Literacy in Motion	<i>1st: Julia Renkema Alternate: Randy Cairns</i>	<i>Assistant Superintendent / Principal</i>
Mission Community Foundation	<i>1st: Julia Renkema Alternate: Rick McKamey</i>	<i>Superintendent</i>
Mission Traffic & Transit Committee	<i>1st: Randy Cairns Alternate: Julia Renkema</i>	<i>Superintendent</i>
District Parent Advisory Council	<i>1st: Rick McKamey Alternate: Tracy Loffler</i>	<i>Superintendent</i>

2. Background:

3. Options:

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

ITEM 6.3 Action

File No. 1020.20

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Trustee Professional Development Policy

Recommendation

THAT the draft Trustee Professional Development policy be approved in principle and the formal public engagement in the review of the draft policy be initiated.

1. Summary:

The draft Trustee Remuneration Policy was reformatted from the former policy that was for both Trustees and Management Staff and is presented for consideration.

The draft policy regarding management professional development was reformatted into a separate report as well.

2. Background:

The existing policy regarding trustee professional development was combined with the policy for management employee professional development. While elements of the two policies are similar, each group has a different accountability structure.

Trustees are accountable to the Board and the public, and as such, a public reporting of the use of the funds by trustees aligns with the Taxpayer accountability framework.

Management Employees are accountable to the Superintendent. The Superintendent directs the specific reporting and accountability requirements for employee professional development. This may need to be defined in administrative procedures, to align with the revised policies.

Financial accountability occurs annually for both trustees and employees with the annual statement of financial information that lists the remuneration and expenses for both groups – although employee reporting is only for employees earning more than \$75,000 a year. The policy has been separated into a trustee policy and a management policy to enable the Board to define the appropriate level of reporting and oversight measures for Trustee accountability.

3. Options:

- a. Approve the draft policy in principle as presented;
- b. Amend the policy and approve in principle;
- c. Refer the policy back to a Committee of the Whole for further review.
- d. Do not approve the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
No specific strategies are related to the professional development of Trustees.

- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity

Participating in professional development activities will enable trustees to support the Indigenous students we serve and the goals of the Framework. Taking part in professional development opportunities that relate to supporting the success of Indigenous students will also support the entire organization.
- c. Funding Guidelines, Costing, & Budget Impact

The trustee professional development budget is \$7,500 (\$1,500 each). In 2020/2021 very little was spent on professional development.
- d. Policy, Legislation, Regulation

The existing policy is a blended policy for Trustees and Management staff. The existing policy is attached to this report.
- e. Organizational Capacity

The organization currently supports trustees to participate in professional development training, through the Executive Assistant. Revisions to the policy are not expected to create additional work for the position.
- f. Risks
 - i. Organizational

When policy is not clear on funding for Trustees, it puts staff in a difficult position.
 - ii. Reputational

If the policy is vague, there is a significant reputational risk for Trustees. The public expects transparency from elected officials, with budgets, reporting, and accountability of funding that is spent directly on trustees participating in professional development.
 - iii. Strategic

No strategic risks were identified.
- g. Benefits
 - i. Organizational

The well-defined policy ensures staff can draft accurate budgets with clear guidelines, and process requests for funding for professional development activities.
 - ii. Reputational

A well-defined policy that supports transparency can improve the reputation of the Board.
 - iii. Strategic

No strategic benefits were identified.

5. Public Participation:

In addition to participation at the Committee of the Whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <https://engage.mpsd.ca> website. Information and feedback from the engagement website will be returned with the policy for consideration.

6. Implementation:

October 2021

Board meeting for consideration of approval in principle

October 2021	Posted on https://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

7. Attachments:

1. Draft Trustee Professional Development Policy
2. Current Trustee and Management Staff Professional Development Policy
3. Draft policy review framework (applies to all policies)

Section:	Governance	
Title:	Trustee Professional Development	1.7

Purpose

To support professional development opportunities for Trustees.

Policy

The Board values Lifelong Learning and expects Trustees to engage in learning opportunities that enhance the Trustee’s ability to serve the School District.

Trustees may participate in programs and activities, or acquire technology, which lead to professional growth, enhancement of skills and abilities, and increased overall competencies related to board governance, public education systems, or issues that are unique to Mission Public Schools.

Trustees are to report out to the Board on their professional development activity.

Guidelines

1. The professional development must promote and support professional learning, growth, and development in the knowledge, skills, and attributes that lead to improved performance and practices related to board governance and/or public education, based on the educational needs of the Trustee.
2. An annual professional development budget will be allocated for each Trustee.
3. Trustees may use the funds for a broad range of professional development activities and/or the purchase of technological devices or equipment.
4. The use of the funds to purchase technology is subject to the following:
 - a. The device must comply with current district standards.
 - b. The device will be fully owned by the School District for three (3) years.
 - c. The device will be depreciated over three (3) years.
 - d. The device may be returned to the School District after the three (3) year ownership period or retained by the Trustee for their future personal use.
 - e. If the Trustee leaves the position prior to the end of the three (3) year ownership period, the device must either be returned to the School District or purchased by the Trustee at the cost of the un-depreciated value.

Date of Board Approval:

Professional Development – Trustees and Management Staff

UNDER REVIEW – 2019/2020

Philosophy

The Board of Education recognizes the importance and desirability of maintaining, developing and extending the professional skills and abilities of all members of the Board and school district management staff. The Board, therefore, encourages all trustees and personnel to participate in programs and activities which will lead to professional growth, enhancement of skills and abilities, and increased overall competencies. The Board will make provision in the annual operating budget for professional development funding.

The school district will endeavor to provide such professional development opportunities for trustees and management staff as may be practicable within financial and the individual's time constraints.

The Board has set high expectations for professional development activities and participation by the trustees and management staff to meet its goals of continuous performance improvement in their respective leadership roles by providing its commitment to programs which broadens the exposure to professional studies, theories, methods and strategies that relate to their area of expertise and interest.

Goals of Professional Development

The Board recognizes the value of professional development activities to enhance each individual's professional growth as the areas of work are increasingly more demanding and complex. To be fully prepared and knowledgeable in their respective leadership roles, trustees and management staff should routinely engage in professional development opportunities and conversations within the broader education community at seminars, workshops, conventions and similar appropriate meetings.

Use of Professional Development Funds

The Board supports the use of professional development funds by trustees and management staff for a broad range of activities that can provide opportunities for growth in knowledge, skills, and attributes leading to improved performance and practices. These activities will increase the effectiveness of all persons involved and should be incorporated into the operations of the Board, if beneficial to both the educational and business operations of the school district.

Funds for professional development are available to support a broad area of professional development activities, as well as, the purchase of technological devices or equipment that promote and support professional learning, growth, and development within the annual operating allocation for the individual.

Any purchase of technological devices or equipment will be subject to the ownership by the Board for a period of three (3) years at which time the individual can return any device or equipment to the school district or retain for their future personal use. During this three (3) year period, the technological devices or equipment will be depreciated to a net value of zero from the date of purchase. If the device or equipment is not returned to the school district during this time, the ownership will only transfer to the trustee or management staff when any un-depreciated value has been paid to the school district.

The expectations for the use of professional development funds are for only activities that reflect the goals of the Board, as well as, the educational needs of the individual.

Date of Board Approval: April 16, 2013

ITEM 6.1 Information

File No. 1020.20

TO: Committee of the Whole
 FROM: C. Becker, Secretary-Treasurer
 SUBJECT: Policy Reviews

1. Summary:

The policies summarized herein are being presented for review, revision, and referral to the Regular Board Meetings for approval in principle and formal public engagement in the review of the draft policies.

2. Background:

A few of the draft policies were considered in 2019, but the policies were not finalized due to the delays caused by the pandemic.

3. Options:

The draft policies are presented for consideration.

1. The review may take more than one meeting, and policies can be forwarded to the next scheduled Committee of the Whole for preliminary consideration.
2. The draft policies can be placed on the <http://engage.mpsd.ca> website
 - a. after approval in principle – this ensures the Board is supportive of the general direction of the policy before broad public participation is sought.
 - b. before approval in principle – this allows more individuals to provide feedback or comment before the Board considers the approval in principle. This could allow the revised policy to go straight to approval if the consultation occurs earlier in the process. This approach may work well for new policy development.

4. Analysis and Impact:

- a. Strategic Plan Alignment

The policies will be reviewed considering the alignment with the Strategic Priorities.

- b. Q’pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity

The policies should also be reviewed considering the principles of the framework.

- c. Funding Guidelines, Costing, & Budget Impact

The policy review should also consider the impact on funding and budgets.

- d. Policy, Legislation, Regulation

The policy review should identify current policies, and any applicable legislation or regulations.

- e. Organizational Capacity



Revisions to the policy are not expected to create additional work for the position. The implementation of specific policies may have impacts on the organization and should be considered during the review.

f. Risks

i. Organizational

When policy is not clear it is confusing for staff and the public. As such, the policies are drafted with the intent of providing clear Board direction to staff and the public regarding the specific policy issue.

ii. Reputational

If the policy is vague, there is a significant reputational risk for Trustees. The public expects transparency regarding decisions of the Board. This is an area of governance that receives the highest degree of public scrutiny.

iii. Strategic

Any strategic risks associated with each policy are identified for consideration.

g. Benefits

i. Organizational

The well-defined policy ensures staff can implement the direction of the Board, and create supplemental procedures as needed to provide operational clarity.

ii. Reputational

A well-defined policy that supports transparency can improve the reputation of the Board.

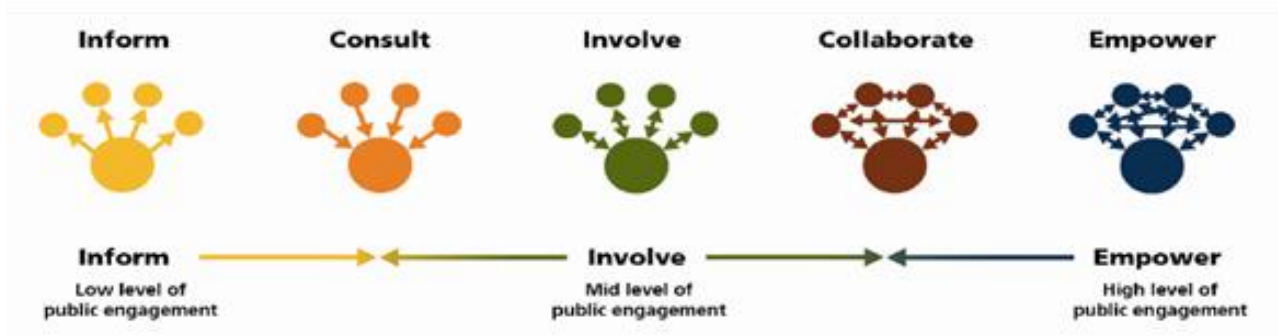
iii. Strategic

Any strategic benefits associated with each policy are identified for consideration.

5. Public Participation:

The public participation process includes involving the educational community through discussion and development of a revised policy at a Committee of the Whole and further public participation through consultation. Staff have initiated the use of the website <https://engage.mpsd.ca> to assist with reaching further within the educational community. Once the policies are approved in principle, all pertinent information on each policy will be uploaded to the site, with questions to solicit additional input and feedback. Considering the IAP2 spectrum of public participation in the decision of the Board, this approach falls within Consult and Involve.

Figure 1 IAP2 Spectrum of Public Participation



Staff will begin the process of broadly advertising the new engagement website to increase the success of using this site to gather public opinion.

6. Implementation:

The general timeline:

October 2021	CotW review / discussion
October 2021	Board meeting for consideration of approval in principle
October 2021	Posted on http://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

Note: depending on how many policies are reviewed at each meeting, and any additional public participation, the timelines are expected to be extended

7. Attachments:

See individual policy reports

ITEM 6.4 Action File No. 1020.20

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Draft Trustee Remuneration and Benefits Policy

Recommendation

THAT the revised draft Trustee Remuneration and Benefits Policy be approved in principle and that the formal public engagement in the review of the draft policy be initiated.

1. Summary:

The draft Trustee Remuneration Policy is presented for consideration. The policy was updated from the draft presented in 2019, to remove the recommended expense reimbursement as per the board motion. The draft policy includes an increase of 2.93% (2.09% 2019-2020 adjustment plus .84% 2020-2021 adjustment) effective July 1, 2021. The budget impact for the 2021-2022 budget is \$2,525.

2. Background:

A draft Trustee Remuneration Policy was considered in 2019 after a full review of Trustee remuneration by an independent committee of community members. The committee recommendation was presented in 2019, and a draft policy was prepared. A recommendation to remove the expense allowance portion of the draft policy was made. The revised draft policy was not returned to the Board for consideration in 2020, due to the budget challenges identified late in the 2019/2020 school year, and the direction to postpone all policy reviews due to the pandemic.

The draft policy is now presented to have in place prior to the next election, incorporating the primary recommendation from the review committee. Options were considered, and the calculations for the options are presented in the analysis section.

3. Options:

- a. Approve the draft policy in principle as presented;
- b. Amend the policy and approve in principle;
- c. Refer the policy back to a Committee of the Whole for further review.
- d. Do not approve the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact

The policy implements a regular updating of the remuneration provided to Trustees, based on the BC CPI. The BC CPI provides regular increases based on an independent and highly stable rate system. The following calculations are based on the calculation of the BC Consumer Price Index. The calculation compares options for consideration.

The following table summarizes the actual BC CPI Index, the # change to the index and the percentage change to the index.

BC CPI	Index	change	% change
31-Dec-16	122.7		
31-Dec-17	125.2	2.5	2.04%
31-Dec-18	129.0	3.8	3.04%
31-Dec-19	131.7	2.7	2.09%
31-Dec-20	132.8	1.1	0.84%
combined 2019 + 2020 %			2.93%

The table summarizes the compensation for the trustee positions, and options for consideration.

1. A calculation retroactive to July 2020, which considers the original recommendations. The 2021-2022 budget impact of this increase is \$2,541.
2. A retroactive calculation to July 2021.
 - a. With the 2020-2021 CPI rate increase of .84% with a budget impact of \$720.
 - b. With a combined increase rate of both the 2019-2020 and the 2020-2021 CPI rate increase of 2.93% with a budget impact of \$2,525. This is the adjustment included in the policy.
3. An increase effective January 2022
 - a. With the 2020-2021 CPI rate increase of .84% with a budget impact of \$360.
 - b. With a combined increase rate of both the 2019-2020 and the 2020-2021 CPI rate increase of 2.93% with a budget impact of \$1,263.

Trustee Remuneration Adjustment Calculation											
	Year	% Adj	Annual Trustee Remuneration			\$ change			Total Annual	Total Increase	% Increase
			Chair	Vice Chair	Trustee	Chair	Vice	Trustee			
	2017		19,426	17,611	16,392				86,213	-	
	2018	-	19,426	17,611	16,392				86,213	-	
	2019	-	19,426	17,611	16,392				86,213	-	
	2020	-	19,426	17,611	16,392				86,213	-	
Option 1	Jul-20	2.09%	19,833	17,980	16,735	407	369	343	88,018	1,805	2.09%
	Jul-21	0.84%	19,999	18,130	16,875	166	150	140	88,754	736	0.84%
										2,541	2.95%
Option 2 a	Jul-21	0.84%	19,588	17,758	16,529	162	147	137	86,933	720	0.84%
Option 2 b		2.93%	19,995	18,127	16,872	569	516	480	88,738	2,525	2.93%
Option 3 a	Jan-22	0.84%	19,507	17,685	16,461	81	74	69	86,573	360	0.42%
Option 3 b		2.93%	19,711	17,869	16,632	285	258	240	87,476	1,263	1.46%

- d. Policy, Legislation, Regulation
 - Compensation for Trustees is not regulated and falls within the purview of the Board
- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

In addition to participation at the committee of the whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <https://engage.mpsd.ca> website. Information and feedback from the engagement website will be returned with the policy for consideration.

6. Implementation:

October 2021	Board meeting for consideration of approval in principle
October 2021	Posted on https://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

7. Attachments:

- a. Draft Trustee Remuneration and Benefits Policy

Section:	Governance	
Title:	Trustee Remuneration ,and Benefits,and Expense Reimbursement	1.8

Purpose

To outline Remuneration and, Benefits~~,and Expense Reimbursement~~ for Trustees.

Policy

- Effective July 1, 2021, the annual remuneration for each trustee is as follows:

Chair	\$19,426 <u>19,995</u>
Vice Chair	\$17,611 <u>18,127</u>
Trustee	\$16,392 <u>16,872</u>

The remuneration will be adjusted annually, beginning July 1, 2022, by the percentage change to the BC Consumer Price Index at December 31 for the previous year.

Example the July 1, 2022 rate adjustment will be the change in the BC Consumer Price Index between December 2021 and December 2020.

- Trustees may obtain extended health and dental benefits as follows:
 - Pacific Blue Cross, Blue Choice – Core Extended, Enhanced Prescription Drug Option, and Enhanced Dental Option.
 - Trustees pay 20% of the premiums and Mission Public Schools pays 80% of premiums.

- ~~Effective July 1, 2019, Trustees may receive reimbursement for expenses incurred for performing their duties as a trustee. Expenses that may be reimbursed include:~~

- ~~mileage to attend meetings, and other school district functions,~~
- ~~meals related to school district business meetings or other meetings related to their duties as a trustee, or~~
- ~~other expenses related to their duties such as office supplies.~~

~~The expense allowance will be provided up to the yearly maximum, prorated for partial years of services:~~

- ~~Chair ————— \$1,500 per year~~
- ~~Vice Chair ————— \$1,000 per year~~
- ~~Trustee ————— \$1,000 per year~~

Guidelines

- The rate for the annual adjustment is the Canadian Consumer Price Index for BC, by geography, all-items, monthly percentage change, not seasonally adjusted for the December xxx1 to December xxx2.

Date of Board Approval: _____, 2021

Trustee Remuneration Comparisons

	2020 / 2021 enrolment	2017 / 2018 enrolment	April 1, 2021			November 22, 2018			December 22, 2017			December 20, 2016			July 1, 2009			March 31, 2009			February 1, 2001		
			Chair	Vice Chair	Trustee	Chair	Vice Chair	Trustee	Chair	Vice Chair	Trustee	Chair	Vice Chair	Trustee	Chair	Vice Chair	Trustee	Chair	Vice Chair	Trustee	Chair	Vice Chair	Trustee
SD75 (Mission)	6,308	6,135	19,426	17,611	16,392	19,426	17,611	16,392	19,426	17,611	16,392	19,426	17,611	16,392	19,426	17,611	16,392	13,250	12,250	11,250	12,253	11,253	10,253
Average - Like Sized Districts	6,893	6,664	19,876	17,933	16,596	16,298	14,836	13,716	16,086	14,644	13,296	15,170	13,652	12,709	19,124	16,992	15,739	19,124	16,992	15,739	11,126	9,491	8,511
Average - Neighbouring Districts	14,422	14,189	23,969	22,530	21,097	23,969	22,530	21,097	22,170	20,731	19,192	21,499	19,687	18,676	19,729	18,231	17,226	19,729	18,231	17,226	12,714	12,214	11,714
Average - Like & Neighbouring Districts	9,246	9,016	21,155	19,369	18,002	18,695	17,241	16,023	17,987	16,546	15,139	17,148	15,538	14,574	19,426	17,611	16,482	19,426	17,611	16,482	11,721	10,512	9,712
Average - All Districts	9,311	9,236	20,964	19,229	17,919	18,550	17,006	15,847	18,393	16,878	15,704	17,631	16,096	15,095									

Like Sized Districts

SD27 (Cariboo-Chilcotin)	4465	4612
SD05 (Southeast Kootenay)	5596	5440
SD72 (Campbel River)	5545	5473
SD67 (Okanagan Skaha)	5601	5792
SD60 (Peace River North)	6267	6094
SD45 (West Vancouver)	7073	6915
SD40 (New Westminster)	6787	7224
SD63 (Saanich)	7776	7285
SD79 (Cowichan Valley)	8224	7737
SD71 (Comox Valley)	9886	8209
SD22 (Vernon)	8600	8522

Neighbouring Districts

SD78 (Fraser-Cascade)	1639	1688
SD33 (Chilliwack)	14041	13975
SD42 (Maple Ridge-Pitt Meadows)	15267	14623
SD34 (Abbotsford)	19790	19811
SD35 (Langley)	21375	20848

ITEM 6.5 Action

File No. 1020.20

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Communications and Public Participation Policy

Recommendation

THAT the draft Communication and Public Participation Policy be approved in principle and the formal public engagement in the review of the draft policy be initiated.

1. Summary:

Presented is a draft policy addressing communication between the School District and the public, providing direction to employees, and information to the public on the processes the School District will use to keep the public informed.

2. Background:

There has been an initial discussion regarding some of the Board's goals and objectives with respect to communications with the public. In researching policies in other districts, a more fulsome policy with guidelines was drafted for consideration. The draft policy was considered at a Special Committee of the Whole on October 12, 2021, and recommended changes have been incorporated.

3. Options:

- a. Approve the draft policy in principle as presented;
- b. Amend the policy and approve in principle;
- c. Refer the policy back to a Committee of the Whole for further review.
- d. Do not approve the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
Good communication processes will help inform the public on the strategic goals and plans
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
- e. Organizational Capacity

Increasing the amount of communication that comes from the District office will impact the organization's capacity. The effect of the impact is not certain at this time but will be closely monitored.

- f. Risks
 - i. Organizational
 - ii. Reputational

- iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

In addition to participation at the committee of the whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <https://engage.mpsd.ca> website. Information and feedback from the engagement website will be returned with the policy for consideration.

6. Implementation:

October 2021	Board meeting for consideration of approval in principle
October 2021	Posted on https://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

Once approved, all staff would be updated on the policy to align school communications with the policy as well. It may take a few months to fully implement the policy.

7. Attachments:

- a. Draft Communications and Public Participation Policy

Section:	District Administration	
Title:	Communications and Public Participation	2.12

Purpose

To promote effective and open communication and dialogue with the Mission School District community, the individual school communities, and stakeholders.

Policy

Mission Public School District will foster effective communications and the building of positive relationships with the school community and stakeholders through proactive communications and public participation in decision making processes.

Mission Public Schools supports public participation in decision-making, and will:

- Inform, consult, involve, collaborate and/or empower the Mission school community and stakeholders in decisions regarding proposals, programs, activities, initiatives, or policies and procedures that impact the school district, individual schools, students, employees, trustees, or other stakeholders;
- Provide opportunities for the Mission school community and stakeholders to exchange information and ideas and participate in decision-making processes using a variety of interactive communication processes; and
- Gather public feedback through proactive and interactive public participation processes, acknowledge input, and inform stakeholders of decisions made and the reasoning behind those decisions,

Guidelines

1. The Board and Schools will post all publicly available school district and school specific information on the appropriate website. Information that is protected from public disclosure in accordance with the *Freedom of Information and Protection of Privacy Act* will not be made available.
2. The Board will provide information regarding participation in decision-making on projects, initiatives, new or updated policies and procedures, or other significant issues that require public engagement through websites and other electronic means in addition to requesting participation at public meetings.
3. Schools are expected to engage the school community and parents in decisions regarding programs, procedures, and other guidelines that affect the school and students. Schools are also expected to inform the public, parents, and stakeholders of school related activities, events, and programs through various means, in addition to the school website.
4. Promotion of school achievements, projects, and special events are encouraged and may be shared through social media, media releases and other correspondence as well as school websites.

5. The Board shall establish and maintain positive relationships with media and respond to media requests in a timely manner.
6. The Board Chair, or in the absence of the Chair the Vice Chair, is the official spokesperson on issues relating to the Board and political matters. The Chair may appoint a designate to speak in place of the Chair.
7. When the Board Chair, Vice-Chair, or designate, communicates on behalf of the Board or the School District, they will ensure that all statements made are true and accurate and comply with privacy legislation, school district policies and procedures, and notify Trustees of the communications or statements in a timely manner.
8. The Board Chair will ensure Trustees are apprised of requests or communications with other political entities in a timely manner.
9. Trustees are to refer all media requests regarding school district business or Board decisions to the Board Chair.
10. The Superintendent, or designate, is the official spokesperson on all matters relating to operations. The Superintendent or designate will represent the Board and the school district generally.
11. When the Superintendent, or other school district staff speak for the school district, it will be the individual's responsibility to ensure that all statements made are true and accurate and comply with privacy legislation, school district policies and procedures, and notify Trustees of pertinent communications with or statements made to the media, in a timely manner.
12. Principals or designates are to refer all media requests received directly at the school to the Superintendent.
13. School Principals are to advise the Superintendent of issues that are serious in nature that may impact the school or the School District or generate public or media interest.
14. Communication processes within Schools and Departments are the responsibility of all employees. Processes shall be clear, consistent, responsible, and supportive of the Board's plans, strategies, and priorities.

Date of Original Board Approval: _____, 2019

Date Amended:

Legal Reference: Freedom of Information and Protection of Privacy Act

Cross Reference: [\(other policies, and procedures\)](#)

ITEM 6.6

Action

File No. 1020.20

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Public Interest Disclosure Policy

Recommendation

THAT the draft Public Interest Disclosure Policy be approved in principle and the formal public engagement in the review of the draft policy be initiated.

1. Summary:

A draft policy has been developed to consider the Public Interest Disclosure Act, restructured from the original Whistle Blower policy. The draft documents were developed considering the draft templates provided by the BCSTA to support school districts.

2. Background:

The Province approved the *Public Interest Disclosure Act*. Although the legislation currently does not apply to school districts, there has been an inquiry to determine the ability of school districts to implement the directives of *the Act*. As the school district's Whistle Blower Protection policy is similar to the direction from *the Act*, incorporating the new legislation into policy for Mission Public Schools is possible.

The draft policy is based on the BCSTA templates, with minor adjustments, including suggestions from the review at the Committee of the Whole meeting of October 12, 2021. Staff have also prepared the procedure to support the policy if approved.

3. Options:

- a. Approve the draft policy in principle as presented;
- b. Amend the policy and approve in principle;
- c. Refer the policy back to a Committee of the Whole for further review.
- d. Do not approve the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation

It is expected that the school district will be required to comply with the legislation at some point in the near future.

- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

In addition to participation at the committee of the whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <https://engage.mpsd.ca> website. Information and feedback from the engagement website will be returned with the policy for consideration.

6. Implementation:

October 2021	Board meeting for consideration of approval in principle
October 2021	Posted on https://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

Once the policy is approved, the policy and procedure will need to be rolled out to all staff.

7. Attachments:

- a. Public Interest Disclosure Policy
- b. Public Interest Disclosure Procedure
- c. Current Whistleblower Protection Policy

Section:	Administration	
Title:	Public Interest Disclosure Policy	2.6

Purpose

To establish a process, in compliance with the PIDA, for employees and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

Scope of Policy

This Policy applies to alleged wrongdoing related to the School District’s operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

Policy

Mission Public School District (“School District”) is committed to supporting ethical conduct, honesty, integrity, and accountability in its operations, programs, and services, and to promoting a culture of openness and transparency.

The School District seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating, and responding to Disclosures and by providing information and training about the PIDA, this Policy and the Procedures.

The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.

The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under the PIDA and FIPPA.

The School District will not commit or tolerate Reprisals against any Employee or Trustee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation, or makes a complaint under this Policy.

Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

“**Advice**” means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or the PIDA;

“**Discloser**” means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

“**Discloser**” means an Employee or Trustee who makes a Disclosure;

“**Disclosure**” means a report of Wrongdoing made under this Policy;

“**Employee**” refers to a past and present employee of the School District;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act*, and all regulations thereto;

“**Investigation**” means an investigation undertaken by the School District under this Policy or by the Ombudsperson under the PIDA;

“**Personal Information**” has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual”, and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“**Personnel**” means Employees and Trustees;

“**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“**Procedure**” means the School District’s Administrative Procedure associated with this Policy, as amended;

“**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of a member of Personnel because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

“**Trustee**” means a past or present member of the School District’s Board of Education; and

“**Wrongdoing**” refers to:

- a) a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;

- b) an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- c) a serious misuse of public funds or public assets;
- d) gross or systematic mismanagement;
- e) knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

Privacy and Confidentiality

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, the PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

Reporting

Each year, the Superintendent shall prepare, in accordance with the requirements of the PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

Responsibility

The Superintendent is responsible for the administration of this Policy and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and the PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of Personnel.

Date of Original Board Approval: November 2012

Date Amended: December 15, 2020

Date Amended: _____, 2021

*Cross Reference: Public Interest Disclosure Procedure
Concerns and Complaints Policy
Respectful School and Workplaces District Code of Conduct
Employee Conflict of Interest Administrative Procedure
Disposal of Assets Administrative Procedure
Education Business Community Partnerships Administrative Procedure
Purchasing Administrative Procedure*

Section:	Administration	
Title:	Public Interest Disclosure Procedure	AP 2.6.1

Purpose

To provide a process for reporting and investigating the misconduct or wrongdoing of any employee or others performing work on behalf of the School District, in accordance with the School District's Public Interest Disclosure policy and the *Public Interest Disclosure Act*.

1. Definitions

Capitalized terms in this Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

- 1.1. **"Designated Officer"** means the Chair of the Board of Education, the Secretary-Treasurer, or the Superintendent, or any other senior member of Personnel designated by the Superintendent from time to time.
- 1.2. **"Disclosure Form"** means the form attached to this Procedure as Appendix 1.
- 1.3. **"Ombudsperson"** means the Ombudsperson of British Columbia.
- 1.4. **"Policy"** means the School District's Public Interest Disclosure Policy.
- 1.5. **"Protection Official"** means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
- 1.6. **"Referral"** refers to a referral of allegations of Wrongdoing received from the Ombudsperson or another government institution for investigation by the School District in accordance with the PIDA.
- 1.7. **"Respondent"** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made.
- 1.8. **"School"** means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice-principal or director of instruction,
 - b. the teachers and other staff members associated with the unit, and

- c. the facilities associated with the unit,

and includes a Provincial resource program and a distributed learning school operated by a board.

1.9. **“Supervisor”** includes

- a. an Employee’s direct management supervisor,
- b. for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned, and
- c. for Trustees, the Board Chair or the Superintendent.

1.10. **“Urgent Risk”** arises when a member of Personnel reasonably believes that a matter constitutes an imminent risk of substantial and specific danger to the life, health, or safety of persons or to the environment.

2. Who May Make a Disclosure

- 2.1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Employee was employed or engaged by the School District.
- 2.2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred while the Trustee was holding office.
- 2.3. Complaints or reports received from members of the public or from Employees or Trustees who were not engaged by the School District at the time that Wrongdoing occurred or is alleged to have occurred are outside the scope of the Policy and this Procedure.

3. How to Make a Disclosure

- 3.1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
 - a. that person’s Supervisor;
 - b. the Superintendent;
 - c. a Designated Officer other than the Superintendent; or
 - d. The Ombudsperson.
- 3.2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
 - a. a description of the Wrongdoing;

- b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
- c. the date or expected date of the Wrongdoing;
- d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
- e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

3.3. A Disclosure may be submitted to the School District on an anonymous basis but must contain sufficient information to permit the School District to conduct a full and fair Investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit Investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or the PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

3.4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.

3.5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to Wrongdoing by that person, and any person who receives a Disclosure or Referral and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

4. How to Make a Disclosure About Urgent Risk

4.1. The PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of substantial and specific danger to the life, health or safety of persons or to the environment.

4.2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:

- a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police);
- b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure;
- c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;

- d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under the PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege; and
- e. seek appropriate advice if the Employee is uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.

- 4.3. An employee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section III. above.
- 4.4. If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

5. Referral of Disclosure to Designated Officer

- 5.1. Each Supervisor or other Personnel who receives a Disclosure or Referral under this Policy must promptly refer the Disclosure or Referral, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
- a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure or Referral shall first be referred to the Superintendent, **Secretary-Treasurer, or the Chair of the Board of Education** who may delegate their duties under the Policy and this Procedure to any other Designated Officer,
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure or Referral should be referred to the **Chair of the Board of Education** who shall act as the Designated Officer,
 - c. if the allegations made in a Disclosure or Referral concern alleged Wrongdoing by both the Superintendent and the Secretary-Treasurer, then the Disclosure or Referral should be referred to the Chair of the Board of Education as the Designated Officer or any other Designated Officer,
 - d. If the allegations made in a Disclosure or Referral concern Wrongdoing by all of the Designated Officers listed in subparagraphs a., b., and c. above, then the Disclosure or Referral should be referred to the Ombudsperson.

6. Responsibilities of the Designated Officer

- 6.1. The Designated Officer is responsible to:
- a. Receive and respond to any Disclosure or Referral;

- b. Receive and respond to reports made by Personnel about Urgent Risks;
- c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
- d. Review allegations of Wrongdoing in a Disclosure or Referral and determine if they fall within the scope of the PIDA or the Policy;
- e. Refer disclosures or allegations falling outside the scope of the PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
- f. If a Disclosure relates to Wrongdoing at another government body that is subject to the PIDA, refer the Disclosure to that institution;
- g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
- h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section 8 below;
- i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
- j. Manage communications with the Discloser and Respondent;
- k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section 8.7; and
- l. Ensure that, in accordance with section 9 of this Procedure, all Personal Information received by the School District related to the Disclosure, Referral, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and the PIDA.

7. Responsibilities of Employees

7.1. All Employees and Trustees are responsible to:

- a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
- b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and the PIDA;

- c. maintain the confidentiality of Personal Information received in connection with a Disclosure, Referral, request for Advice or Investigation in accordance with the Policy, this Procedure, and the PIDA;
- d. provide their reasonable cooperation with Investigations by the School District or the Ombudsperson;
- e. seek appropriate advice if an Employee is uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
- f. comply with the requirements of this Procedure and the PIDA concerning Urgent Risks.

8. Investigations

- 8.1. Every person involved in receiving, reviewing and investigating Disclosures, Referrals or complaints of Reprisals must carry out those functions in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under the PIDA.
- 8.2. The School District shall seek to complete all Investigations within 30 calendar days of receipt of a Disclosure or Referral or complaint of Reprisals, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
- 8.3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure or Referral to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
- 8.4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation.
- 8.5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or Referral or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
- 8.6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure or Referral does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure or Referral is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure or Referral under the Policy or the PIDA, or does not deal with Wrongdoing;
 - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure or Referral;

- d. the Disclosure relates solely to a public policy decision;
- e. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
- f. the Investigation may compromise another Investigation; or
- g. the PIDA otherwise requires or permits the School District to suspend or stop the Investigation.

8.7. Subject to the School District's obligations under FIPPA and section 3.3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:

- a. notice of any finding of Wrongdoing;
- b. a summary of the reasons supporting any finding of Wrongdoing;
- c. any recommendations to address findings of Wrongdoing.

9. Rights of the Respondent

9.1. The respondent is to be advised:

- a. of the allegation and the Investigation process;
- b. that the matter will be treated expeditiously and confidentially;
- c. that the respondent must keep the complaint confidential and not discuss it with anyone other than their immediate family and their union representative, association representative, legal representative, or other representative; and
- d. that threats or reprisal against the complainant will not be tolerated.

9.2. The Respondent has the right to have a union member, association member, legal representative, or other representative assist them and provide support during the interviews, or during the meeting to review the findings of the Investigation.

9.3. While the complaint is being investigated, the respondent may be placed on administrative leave, either paid or unpaid, depending on the evidence presented with the complaint.

10. Privacy and Confidentiality

10.1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, Referral, or request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the

Policy, the Procedures and the PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

- 10.2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure, a request for Advice, a Referral, or a complaint of a Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
- 10.3. Any person who, in their capacity as an employee or trustee of the School District, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or the PIDA, except with the consent of the Discloser or as authorized or required by the PIDA or other applicable laws.
- 10.4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, a Referral, or complaint of a Reprisal or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

DRAFT

11. Reprisals

11.1. The School District will not tolerate Reprisals against Employees or Trustees.

11.2. Any member of Personnel who believes that they have been the subject of a Reprisal may make a complaint to:

- a. the Ombudsperson, who may investigate in accordance with the procedures set out in the PIDA; or
- b. to a Designated Officer, who shall investigate the complaint in accordance with the provisions of this Procedure.

11.3. Any member of Personnel who engages in any Reprisals shall be subject to disciplinary action up to and including dismissal.

Date of Original Superintendent Approval:

December 15, 2020

(formerly Whistleblower Protection Procedure)

Date Amended:

_____, 2021

*Cross Reference: Policy 2.6 Public Interest Disclosure Policy
Public Interest Disclosure Act*

Section:	Administration	
Title:	Whistle Blower Protection	2.6

Purpose

To support employees and others performing work on behalf of Mission Public Schools in achieving compliance with laws, policies and ethical standards in accordance with the Public Interest Disclosure Act.

Policy

Mission Public Schools is strongly committed to upholding high ethical standards in the School District, respecting the public trust upon which the school system is founded.

All employees, and others performing work on behalf of the School District, are expected to conduct themselves in a professional manner, adhere to applicable laws, policies and procedures that apply to their work activities, in addition to demonstrating ethical behaviour in all their decisions and interactions.

Employees are encouraged to submit a complaint if the employee perceives that a policy, practise, activity of the School District or action by an individual employee constitutes a significant wrongdoing.

Mission Public Schools is committed to maintaining an environment where employees can work safely and productively without fear of reprisal should an employee file a complaint regarding a perceived wrongdoing.

Guidelines

1. Designated Person(s)

The Superintendent, Secretary Treasurer, and Board Chair are designated as the persons to receive and investigate complaints submitted in accordance with the legislation and this policy with any corresponding procedures.

2. Complaint of Wrongdoing

- a. Any employee may file a complaint regarding a person performing work on behalf of the School District that the employee perceives to be a wrongdoing.
- b. The complaint must be submitted to the Superintendent, Secretary Treasurer or Board Chair, as the Person(s) designated in accordance with the Public Interest Disclosure Act.
- c. “Wrongdoing” under this Policy includes but is not limited to, serious actions that:
 - i. may not be in compliance with applicable federal or provincial laws or regulations, including the *Criminal Code of Canada*;

- ii. may amount to fraud or other unethical conduct and/or corrupt activity;
- iii. decision making for personal gain;
- iv. may represent the unauthorized use, misuse, or waste of public funds or a public asset;
- v. may constitute serious breaches of School District policies, internal financial controls or auditing procedures;
- vi. may create a substantial and specific danger to life, health or safety of persons or to the environment; or
- vii. may expose the School District to liability or financial loss.

3. Authority and Administration of Policy

- a. The Superintendent is responsible for the administration and enforcement of this policy, including developing procedures and processes to support the policy.
- b. If a complaint of wrongdoing is made against the Superintendent, the employee or other person performing work on behalf of the School District may file the complaint directly with the Board Chair.
- c. Complaints of wrongdoing are to be reviewed promptly. Through this review, a determination will be made as whether the matter should be investigated by the School District. A matter may not be investigated under this policy where the Board considers that:
 - i. the complaint would be more appropriately addressed by another authority or through another established process;
 - i. where the complaint is determined to be frivolous or vexatious or an abuse of process (i.e. where the allegation is such that no reasonable person could treat it as *bona fide*);
 - ii. the complaint fails to provide particulars of the perceived wrongdoing;
 - iii. the complaint is not brought in good faith or on the basis of reasonable belief; or
 - iv. the complaint may be more effectively resolved through an alternative, informal process, with agreement of the parties involved.
- d. The Superintendent shall report to the Board on the status of all complaints made under this policy (i.e. the number of complaints, the general nature of any complaints and the action taken) on an annual basis or as the Board otherwise directs.
- e. The Superintendent, Secretary Treasurer, or Board Chair shall inform the individual making a complaint as to its disposition to the extent permissible under the *Freedom of Information and Protection of Privacy Act (FIPPA)*.

4. Protection of employee from reprisals

- a. An employee and person performing work on behalf of the School District is protected from reprisals if, in good faith, that employee or person brings to the attention of the Board what the individual reasonably perceives is a wrongdoing.
- b. It is a violation of the policy for anyone to:

- i. Threaten, harass or in any other manner attempt to prevent an individual from filing a report or complaint covered by this Policy.
 - ii. Knowingly make a false complaint of wrongdoing or to provide false information about a complaint.
- c. Individuals who engage in such conduct are subject to disciplinary and/or corrective action, up to and including termination of employment.

5. Annual Report

The Superintendent or Secretary Treasurer shall submit to the Board, in a meeting that is closed to the public, an annual summary of actions taken under this Policy. The summary will include reports received and acted upon during the school year, July 1st to June 30.

Date of Original Board Approval: November 2012

Date Amended: December 15, 2020

*Cross Reference: Whistle Blower Protection Procedure
Concerns and Complaints Policy
Respectful School and Workplaces: Anti; Bullying, Harassment & Discrimination
Employee Conflict of Interest Administrative Procedure
Disposal of Assets Administrative Procedure
Education Business Community Partnerships Administrative Procedure
Purchasing Administrative Procedure*

ITEM 6.7 Action File No. 1020.20

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Menstrual Products Policy

Recommendation

THAT the draft Menstrual Products Policy be approved in principle and the formal public engagement in the review of the draft policy be initiated.

1. Summary:

The attached policy regarding the provision of menstrual products meets the requirements of the *School Act* and provides direction for schools to regularly consult with students and consider feedback.

2. Background:

In April 2019, the province amended the *School Act* to require school districts to establish, maintain, and make publicly available a policy and procedures for the provision of menstrual products to all students who require them. A policy template was provided by the BCSTA in October 2019.

The policy applies mostly to Mission Secondary, Riverside, Fraserview Learning Centre, Hatzic Middle, and Heritage Park Middle, with some applicability to elementary schools.

3. Options:

- a. Approve the draft policy in principle as presented;
- b. Amend the policy and approve in principle;
- c. Refer the policy back to a Committee of the Whole for further review.
- d. Do not approve the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation

Ministerial Order M149/89 - Provision of Menstrual Products

7 (a) Each board must establish, maintain and make publicly available a policy and procedures for the provision of menstrual products to all students who may require them.

(b) The policy and procedures must:

- i. Ensure menstrual products are provided to students of all gender identities or expressions in a manner that protects student privacy;
- ii. Provide for barrier-free, easily accessible menstrual products at no cost to students;
- iii. Provide for consistent availability and supply of menstrual products in school washrooms; and
- iv. Incorporate student feedback with respect to the provision of menstrual products.

- e. Organizational Capacity

- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

In addition to participation at the committee of the whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <https://engage.mpsd.ca> website. Information and feedback from the engagement website will be returned with the policy for consideration.

6. Implementation:

October 2021	Board meeting for consideration of approval in principle
October 2021	Posted on https://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

The board approved the provision of Menstrual products by resolution in 2019, and as such, the products are already available. The formal policy will be publicly shared on the school district’s website. The policy will be shared with the schools, directing that they include consultation with students to ensure the provision of the products are meeting the needs of the students.

7. Attachments:

- a. Menstrual Products Policy

Section:	School Administration	
Title:	Menstrual Products	3.4

Purpose

To provide direction regarding the provision of Menstrual products in schools.

Policy

The Board of Education of School District No. 75 (Mission) is committed to providing menstrual products to students who may require them.

General Guidelines

1. Menstrual products are to be supplied and made consistently available at no costs to students:
 - 1.1. in school washrooms;
 - 1.2. to students of all gender identities or expressions in a manner that projects student privacy and is non-stigmatizing; and
 - 1.3. barrier free and accessible.
2. Schools are to regularly consult with students and consider their feedback regarding the provision of menstrual products.

Date of Original Board Approval: _____, 2021

Date Amended:

Legal Reference: Support Services for Schools Ministerial Order (M149/89)

Cross Reference:

ITEM 6.8 Action File No. 1020.20

TO: Board of Education
FROM: Committee of the Whole
SUBJECT: Management Professional Development Policy

Recommendation

THAT the draft Management Professional Development Policy be approved in principle and the formal public engagement in the review of the draft policy be initiated.

1. Summary:

The draft Management Professional Development was reformatted from the former policy that was for both Trustees and Senior Management and is presented for approval in principle. A revised policy regarding trustee professional development was presented in a separate report.

2. Background:

The previous policy regarding management professional development was combined with the policy for management employee professional development. While elements of the two policies are similar, each group has a different accountability structure.

Management is accountable to the Superintendent, and most terms of professional development are outlined within management employee employment contracts. The Superintendent directs the specific reporting and accountability requirements for employee professional development. This may need to be defined in administrative procedures, to align with the revised policies. Financial accountability occurs annually for employees with the annual statement of financial information that lists the remuneration and expenses for both groups – although employee reporting is only for employees earning more than \$75,000 a year. The policy has been separated into a trustee policy and a management policy.

3. Options:

- a. Approve the draft policy in principle as presented;
- b. Amend the policy and approve in principle;
- c. Refer the policy back to a Committee of the Whole for further review.
- d. Do not approve the policy.

4. Analysis and Impact:

- a. Strategic Plan Alignment
This policy aligns with being prepared for the future and having competent staff in all positions.
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
Leadership training for staff is not specifically identified within the Framework. However, professional development is future-oriented and will help lead the organization and advance the goals of the Framework.

c. Funding Guidelines, Costing, & Budget Impact

All professional development funding is included in department budgets, considering employment contracts. The policy does require any additional funding. Information on the total amount spent on professional development will be included in the annual budget information package.

Currently, Principals and Vice-Principals receive \$1,000 per year, which is transferred to the MPVPA to coordinate/manage the professional development and training opportunities for this employee group. Unused funds are carried forward by the Association for future use.

The four senior management positions receive an annual allowance for professional development of \$6,000. Unused funds are forfeited.

The remaining exempt employee group receives an annual allowance of 1.5% of their annual salary. Unused funds are carried for up to three years, and if unused after three years, are forfeited. At June 30, 2021 \$26,662 was held as an accrued liability (\$26,915 in 2020).

d. Policy, Legislation, Regulation

e. Organizational Capacity

f. Risks

- i. Organizational
- ii. Reputational
- iii. Strategic

g. Benefits

- i. Organizational
- ii. Reputational
- iii. Strategic

5. Public Participation:

In addition to participation at the committee of the whole meetings where the draft policy is reviewed, the public engagement process includes placement on the <https://engage.mpsd.ca> website. Information and feedback from the engagement website will be returned with the policy for consideration.

6. Implementation:

October 2021	Board meeting for consideration of approval in principle
October 2021	Posted on https://engage.mpsd.ca website to solicit public comment on the draft policy
December 2021	CotW review / discussion / revisions considering comments from the public engagement process
December 2021	Final approval

7. Attachments:

- a. Draft Management Professional Development Policy.

Section:	Personnel	
Title:	Management Professional Development	5.3

Purpose

To support professional development opportunities for management employees.

Policy

The Board values Lifelong Learning and expects all managers, including principals, vice-principals, and other exempt employees, to engage in learning opportunities that enhance their ability to serve the School District.

Management employees may participate in programs and activities, or acquire technology, which lead to professional growth, enhancement of skills and abilities, and increased overall competencies related to their current employment, future employment opportunities in the education sector, or a learning opportunity related to issues that are unique to Mission Public Schools.

Guidelines

1. The professional development must promote and support professional learning, growth, and development in the knowledge, skills, and attributes that lead to improved performance and practices related to their field of employment in the public education system or growth in the public education system, based on the educational needs of the employee and their growth plan.
2. An annual professional development budget will be allocated for each employee in accordance with their contract of employment.
3. Employees may use the funds for a broad range of professional development activities and/or the purchase of technological devices or equipment.
4. The use of the funds to purchase technology is subject to the following:
 - a. The device must comply with current district standards.
 - b. The device will be fully owned by the School District for three (3) years.
 - c. The device will be depreciated over three (3) years.
 - d. The device may be returned to the School District after the three (3) year ownership period or retained by the Employee for their future personal use.
 - e. If the Employee leaves the employ of the School District prior to the end of the three (3) year ownership period, the device must either be returned to the School District or purchased by the Employee at the cost of the un-depreciated value.
5. Funds made available for the senior management positions in accordance with their contracts of employment are to be used within the school year. Unused funds are generally forfeited if not used. With the approval of the Superintendent, funds may be carried forward for one year in special circumstances for a specific professional development opportunity.

6. Funds made available to Principals and Vice-Principals in accordance with their contracts of employment are to be provided to the Mission Principals and Vice-Principals Association in accordance with an agreement with the Association to manage the professional development funding for this employee group. Unused funds are carried forward to future years, as tracked by the Association. The Association is to provide an annual report to the School District summarizing the use of these funds.
7. Funds made available to all other excluded employees in accordance with their contracts of employment are to be used within three years. Unused funds may be carried forward for use within the three-year period. With the approval of the Secretary Treasurer, funds may be carried forward for one additional year in special circumstances for a specific professional development opportunity.

Date of Board Approval:

DRAFT

**School District #75 (Mission)
Special Public Meeting of the Board of Education**

**September 28, 2021, 6:30 pm
Heritage Park Middle School
33700 Prentis Avenue, Mission, BC**

Members Present: Board Chair, Tracy Loffler
Vice-Chair, Randy Cairns
School Trustee, Shelley Carter (arrived 6:40 pm)
Trustee, Rick McKamey

Members Absent: Trustee, Julia Renkema

Staff Present: Secretary-Treasurer, Corien Becker
Superintendent of Schools, Angus Wilson
Assistant Superintendent, Karen Alvarez
Executive Assistant, Ilona Schmidt (Recorder)

Others Present: MTU Vice-President, Shannon Bowsfield, CUPE President,
Nansy Gibson

1. CALL TO ORDER

The meeting was called to order at 6:30 pm by the Chairperson. The Chair acknowledged that Mission Public Schools is held on Stó:lō Territory. There are four First Nation Bands within the boundaries of the Mission School District: Leq:a'mel, Sq'èwlets, Kwantlen, and Matsqui First Nations.

Trustee Renkema sends her regrets for not attending the meeting.

2. ADOPTION OF AGENDA

The amended Agenda was shared before the meeting.

- Item 5.1 Draft was amended, finalized.
- Item 5.2 was updated
- Item 5.3 missing pages with notes were added.

MOVED and Seconded that the Amended Agenda be adopted as presented.

CARRIED

3. DELEGATIONS/PRESENTATIONS

4. UNFINISHED BUSINESS

5. STAFF REPORTS

5.1 2021 Framework for Enhancing Student Learning Report

MOVED and Seconded that the Framework for Enhancing Student Learning (September 2021) be reviewed and accepted.

CARRIED

FESL - this is the first of similar documents presenting how SD75 is adjusting. Only some of the provincial data is useful for analysis. Most of the data sets come directly from the Provincial government.

A comment was made regarding the provincial graph contradicting the MDI data. We still have a lot of work to do.

5.2 2021 Annual Report

MOVED and Seconded that the 2021 Annual Report be reviewed, amended as necessary and approved for release before September 30, 2021.

CARRIED

The Secretary-Treasurer introduced the 2020-2021 Annual Report to the Board. One of the goals brought up in 2017 was to have a more comprehensive report. The hopes are that the Ministry understands that having a wholesome annual report instead of many singular disconnected reports may be a better way of reporting.

Student enrolment numbers come directly from the Ministry.

The Secretary-Treasurer has pointed to p. 22 of the report: SD75 has gotten a significant amount of money representing the growth of housing units within the district. This figure has to be entered as a liability. SD75 is in a relatively healthy place. The document will be submitted to the Ministry once approved.

Trustees appreciated the ease of navigating the Annual Report, and how well it ties everything together.

A comment was made that admin has decreased slightly over the years, which indicates that SD75 is being strategic and cautious.

5.3 2020/2021 Statement of Financial Information

MOVED and Seconded that the Statement of Financial Information be approved.

CARRIED

The Secretary-Treasurer provided an overview of the Financial Statements. SD75 chose to prepare this document earlier this year, while the work on the Annual Report was already being done.

The Statement will be posted on the website, as well as submitted to the Ministry of Education.

A question was asked about the pay of admin staff. SD75 has been working on categorizing the principal group to appropriate scales.

A question was asked if we get rebates from Fortis, BC Hydro, GST Rebate? We get GST Rebate and apply for rebates whenever we can.

5.4 2022/2023 Minor Capital Plan

MOVED and Seconded that the 2022/2023 Minor Capital Project Funding request report be submitted to the Ministry of Education for consideration of funding in 2022-2023.

CARRIED

Dana MacLane was not present, so the Secretary-Treasurer provided an overview of the document presented to the Board.

A question was asked if we are getting any more electric buses. If we do not receive additional funding for the purchase of the electric bus, it does not make financial sense to purchase more electric units, as they still come at a higher price.

The Ministry prioritizes playgrounds based on school district needs. Playgrounds are awarded based on requests. There is a cyclical lottery. Making playgrounds accessible is the overall goal.

A question was asked about Heat Pumps: How many schools have heat pumps installed? Stave Falls has one, and a new on-demand hot water system. The Board requested an update from Operations on heat pumps vs condenser units.

A question was asked about decisions on what needs to be done. Operations are doing triage on what the needs are. All of the systems are aged, and maintenance has to be done.

5.5 Allocation of Funds Reserved for Special Purposes

MOVED and Seconded that the Funds Reserved for Special Purposes be allocated as follows:

1. \$204,997 Addressing Learning Impacts
 - a. Indigenous Transition Teacher \$44,997
 - b. Education Assistants (4.5) \$160,000

2. \$500,000 Strategic Initiatives
 - a. Education Assistants (4) \$140,000
 - b. Literacy Mentor Teacher \$90,000
 - c. Social and Emotional Mentor Teacher \$90,000
 - d. Secondary Inclusive Support Teacher \$90,000
 - e. Elementary Inclusive Support Teacher \$90,000

3. \$802,000 Local Capital
 - a. Van Replacement \$80,000
 - b. School Furniture \$25,000
 - c. Portables \$184,000
 - d. School Improvements / Inclusion \$100,000
 - e. Telephone Systems \$131,000
 - f. Public Announcement (PA) Systems \$75,000
 - g. HR Software Modules \$67,000
 - h. Computer Lease Buyouts \$105,000
 - i. ITA Funded Equipment \$35,000

CARRIED

The recommendation of adding an Indigenous Transition Teacher coming forward is a collaboration of the Assistant Superintendent and the District Principal of Indigenous Education. Students not at school, and students at Fraserview needed support. The Secretary-Treasurer and the Director of Operations have provided input for determining the remaining recommendations.

Many students have not been designated yet as they enter school and need support. The EAs are to provide support for those students while waiting for the designation backlog to be resolved.

SD75 acknowledges the gap in student knowledge. The social-emotional mentor supports students and staff. This support is for everybody. Secondary and elementary ISP teacher comes to address the struggling students.

Telephone/PA (Public Announcement) system: Hatzic Middle School needs a PA system replacement. HR needs more support.

IT: Staff have good, useful devices (computers), that can be used for another 2-4 years. Trades, programs need support. Some furniture needs replacement.

Local Capital: p. 163: summary of the capital: Riverside dust collection system needs to be addressed. Carpentry re-location would come at the cost of about a million dollars. We are looking at how we can apply for more grants.

A question was asked about the School Board Office Student Services (east) wing. The Ministry does not provide support to buildings that do not have students in them. Riverside is not listed as a facility in our list of facilities. SD75 is trying to identify more available classroom space.

The Indigenous Transition Teacher is a direct teacher exposure (not full-time), as opposed to Indigenous Success Coaches who have a counselling background. MSS and Fraserview have approx 20 students who have not been in school. Students at some reserves were not attending at all due to COVID. The Band staff were trying to get students to attend school. The new transition teacher position is necessary.

The Vice-Chair inquired if significant attendance improvement can be attributed to the band outreach, as we are now trying to re-integrate the Indigenous students back into schools. Would it make sense to have a hybrid outreach program? The outreach approach seemed to be successful last year. Item will be addressed in more detail at the Committee of the Whole Meeting on October 5, 2021.

6. NEW BUSINESS

7. MINUTES OF PREVIOUS MEETINGS

7.1 Board of Education Public Meeting Minutes, September 21, 2021

MOVED and Seconded that the Board of Education Public meeting minutes dated September 21, 2021, be approved.

CARRIED

8. INFORMATION ITEMS

9. CORRESPONDENCE

10. COMMITTEE MINUTES/LIAISON REPORTS

11. ANNOUNCEMENTS

12. QUESTION PERIOD

A clarification was provided about CUPE and MTU being listed as Vendors, as SD75 issues cheques to them.

A question was asked regarding the new health orders - will these meetings go back online? The new orders do not apply to school so far. Meetings will continue in person until further notice.

A question was asked about the possibility of switching towards VOIP telephone systems that can be backed up on the generator during power outages. MSS recently had a power outage and there was no way to communicate, and washrooms were pitch black. Staff have made a note of it. The improved system will be considered in the replacement project. A generator would come at additional cost, and pushing for the school replacement, we do not have the funds to retrofit an old building.

13. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 7:50 pm

Chair, Board of Education

Secretary-Treasurer

The minutes were approved on [DATE] at the [NAME] meeting.

ITEM 10.1 Information File No.

TO: Board of Education
FROM: R. Cairns, Vice-Chair
SUBJECT: Transit Committee Liaison Report

1. **Summary:** The Vice-Chair will share his report from the Transit Committee
2. **Background:**
3. **Options:**
4. **Analysis and Impact:**
 - a. Strategic Plan Alignment
 - b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
 - c. Funding Guidelines, Costing, & Budget Impact
 - d. Policy, Legislation, Regulation
 - e. Organizational Capacity
 - f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
 - g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
5. **Public Participation:**
6. **Implementation:**
7. **Attachments:**
 - Transit Committee Report

From: [Randall Cairns](#)
To: [Ilona Schmidt](#); [Trustees](#); [Jodi Marshall](#); [Corien Becker](#); [Angus Wilson](#)
Subject: Transit Committee report
Date: Thursday, October 14, 2021 3:58:04 PM

Transit committee met on Oct. 14th.

Chair Plecas spoke on Terms of Reference, last met in June. Focus on transit, increased demand. Advised need to be proactive on this committee.

Slides were presented on 7th Ave. Greenway project and planning.

During presentation I mentioned concerns about student safety from Welton to Cedar, growing enrollment at high school level and parking concerns if less space available. Expressed need to be in consultation staff to staff especially with Secretary-Treasurer Corien and Transportation Manager Jodie Marshall.

There will be a Transportation Master Planning - Public, Stakeholder engagement session Nov. 10th, 2021. Should be about 2 hours.

B.C. Transit update for Mission, another slide presentation. Topics: Covid-19 recovery, expansion planning, Driver shortages and recruitment engagement. Also 3 year MOU with District of Mission.

I spoke about concern that Jodie had brought to my attention. Advised a common parent concern about two transfers required to get to MSS and HPMS schools. Is there any possibilities of Transit looking at a morning route that would go from one end of 7th Ave to the other without having to do downtown transfers. I also mentioned staff to staff importance of connecting with our Secretary-Treasurer and Transportation manager as they know the complexities of our system.

I am sure we will receive a more detailed from the committee in the near future.

Randy Cairns, School Trustee
Mission Public Schools

I acknowledge that I work and learn within the traditional, ancestral, unceded and shared territories of the Leq'á:mel, Matheqwí, Qwó:ltl'e!el, and Sq'éwlets peoples