

ADVISORY COMMITTEE

4:00 p.m., Tuesday, October 18, 2022

Boardroom and Zoom On-Line System

A G E N D A

1. **Acknowledgement of Traditional Territories (S. Warrington)**

2. **Introductions – *How are you arriving?***

3. **Minutes of the Previous Meeting**

Page 1

For Approval

4. **Norming Exercise – Follow-Up (C. Heitman)**

For Review

5. **Transportation Update (L. Karpenko)**

For Information

6. **Hiring and Staff Development (C. Heitman)**

For Discussion

7. **Playground Replacement Update (D. Patterson/B. Apolczer)**

For Information

8. **Call for Agenda Items for Future Meetings**

Next Meeting – November 22, 2022 at 4 p.m.

ADVISORY COMMITTEE

September 20, 2022

MINUTES

Present:

Committee Members:

Sharel Warrington, Trustee
Bob Thompson, Trustee (Via Zoom)
Betty Bekkering, Trustee
Milton Mahoney, Trustee
Rachael Weber, Trustee (Via Zoom)
Ron Polillo, Trustee
Tim Bennett, Trustee

In Attendance:

Cindy Heitman, Superintendent
Darleen Patterson, Secretary Treasurer
Lee Karpenko, Assistant Superintendent
Pam Spooner, Indigenous Assistant Superintendent
Brett Apolczer, Director of Facility Services
Andrea Born, Director of Human Resources
Lisa Horswell, Director of Instruction, Inclusive Education
Hannah Brown, Director of Finance
Bev Best, Director of Instruction, Indigenous Education
Daryl Beauregard, Prince George District Teachers' Association
Katherine Trepanier, Prince George District Teachers' Association
Kelly Johansen, Prince George Principals' and Vice Principals' Association
Parrish Child, Prince George Principals' and Vice Principals' Association
Krista Porter, District Parent Advisory Council
Jan Cote, Executive Assistant (Recorder)

1. **Acknowledgement of Traditional Territories**

Trustee Warrington acknowledged the traditional territories of the Lheidli T'enneh First Nation, McLeod Lake Indian Band and Simpcw Nation.

2. **Introductions of Members, Rightsholders, Stakeholders and Observers**

Introductions were made by each of the members, rightsholders, stakeholders and observers that were in attendance.

3. Norming exercise

Board Chair Sharel Warrington explained the purpose of the Advisory Committee is to provide perspective and advice to trustees on matters referred to it by the Board, staff or by a Rightsholder or Stakeholder group on matters that may be related to any area of the District's operation and Board Policy and that it will also be open to the public as observers.

Superintendent Cindy Heitman reviewed the Advisory Committee Meeting Norms document that was provided as a handout explaining the meeting dates and times and asked for feedback to create a space for inclusion and equity to ensure all voices are heard to respect each other's ideas and contributions.

Those in attendance valued:

- Sitting in a circle, using round tables when possible.
- Introductions of Members, Rightsholders and Stakeholders
- Introductions of Observers
- Committee members and Attendees to sit next to a different person at each meeting
- To use first names only and not titles
- To meet in schools when possible
- Trustees to ask questions for clarity, but to keep comments brief
- To break into smaller groups for discussion purposes to make attendees feel comfortable to voice their concerns and then regroup to share out
- Allow attendees to be able to walk and talk around the room for their thoughts
- To be aware of unconscious bias
- To use collective voices much like Educators use in the classrooms
- To keep agendas small to ensure items are addressed.
- Utilize technology such as the app called Mentimeter

4. Minutes of Previous Meeting

The minutes of the Education Services Committee meeting held on June 6, 2022 were adopted as circulated.

The minutes of the Policy and Governance Committee meeting held on June 7, 2022 were adopted as circulated.

5. Transportation Update

Assistant Superintendent Lee Karpenko provided the committee with a Transportation update related to the transition to a new transportation system with First Student.

Lee responded to questions from the committee.

6. 2023-2024 Five Year Major Capital Plan

Secretary Treasurer Darleen Patterson reviewed the Recommendation to the Board for the 2023/24 Five-Year Minor Capital Plan and Submission Summary included in the agenda package for information and clarification. Darleen advised that the recommendation will appear on the agenda for the Regular Public Board meeting scheduled for September 27, 2022 for consideration.

Darleen responded to questions from the Committee.

7. Bylaw 4 – Appeals

Cindy reviewed and discussed Bylaw 4 – Appeals that was included in the agenda package for information and clarification. Cindy noted that it is a bylaw to provide an appeal procedure under section 11 of the *School Act* and noted that Bylaw 4 will appear on the agenda for the Regular Public Board meeting scheduled for September 27, 2022 for consideration.

Cindy explained the bylaw is based on the principle of administrative fairness and includes the right to be treated with respect and dignity, to speak on your own behalf or have an advocate speak on your behalf, to be heard, to participate in decisions that affect you, to receive clear, complete and appropriate reasons for a decision, to obtain all information that led to the decision, an impartial review that is accessible, flexible, timely, easy to use and a procedure that has a built-in mechanism to protect against retribution.

Cindy responded to questions from the committee.

Action: To Board September 27, 2022

8. Draft Policy and Administrative Procedures

The Committee approved the recommendation for a Policy Working Group that was included in the agenda package.

Ms. Patterson advised that the working group will be convened for the purpose of researching and preparing a comprehensive plan for the adoption of the remaining draft Policies and Administrative Procedures to be presented back to this committee before recommendation to the Board and requested the Advisory Committees approval.

Ms. Patterson responded to questions from the committee

9. Call for agenda items for future meetings

The Superintendent advised Rightsholder and Stakeholders to contact her office with their agenda items for consideration prior to each Advisory Committee meeting.