

Board of Education

Regular Public Meeting

October 30, 2017



SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

School District No. 57 (Prince George)

BOARD OF EDUCATION

CHARTER

Our mission, as a Board of Education, is to create a culture of trust and integrity by adhering to the highest standards of ethical behaviour and fiduciary responsibility.

We, the Board of Education, individually and collectively, in the conduct of our duties, will be:

- Transparent
- Open-minded
- Consultative
- Committed
- Respectful of Diversity

BOARD OF EDUCATION AND SENIOR ADMINISTRATION

GUIDING PRINCIPLES

The Board of Education and senior administration believe we are accountable to the families and communities we serve. We respect their diversity and support their involvement.

We further believe that all children can learn, achieve and succeed, and that by working together with our employees, students, parents, and our communities, we will enable our students to reach their greatest academic potential.

We believe our students have the right:

- To a safe and respectful learning environment.
- To be valued.
- To have the opportunity to explore and develop their potential.
- To have their intellectual, emotional, physical and social needs met

We also believe that with these rights come responsibilities with respect to their school, classroom and work habits.

We believe our employees have the following rights and responsibilities:

- To be treated fairly and work in a safe environment.
- To be respected, trusted, included and valued.
- To explore, collaborate and develop to their potential.
- To treat others fairly, work cooperatively, and create a safe working and learning environment.

Together, we affirm that these guiding principles provide the foundation for the decisions we make in School District No. 57.

BOARD OF EDUCATION
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)
REGULAR PUBLIC MEETING
7:00 p.m., Monday, October 30, 2017
Boardroom – 2100 Ferry Avenue

A G E N D A

1. **CALL TO ORDER**

2. **APPROVAL OF AGENDA**

3. **PUBLIC INPUT**

Thirty minutes maximum; limit of five minutes per speaker

4. **SCHOOL DISTRICT NEWS**

5. **MINUTES OF PREVIOUS MEETINGS**

5.1 Regular Public Meeting of September 26, 2017 Page 1

5.2 Record of Minutes of Regular In Camera Meeting of
September 26, 2017 and Special In Camera Meetings of
October 10, 2017 Page 8

6. **PRESENTATIONS**

- 6.1 Early Learning
- Kap Manhas,
District Principal, Learning Innovations
 - Andrea Maurice, Early Learning Coordinator

7. **BUSINESS ARISING FROM THE MINUTES**

- 7.1 Overnight Accommodation in Schools
(M. Marquis-Forster)

8. MANAGEMENT AND FINANCE COMMITTEE

8.1 Committee Report (S. Warrington)

9. EDUCATION PROGRAMS AND PLANNING COMMITTEE

9.1 Committee Report (T. Bella)

10. POLICY AND GOVERNANCE COMMITTEE

10.1 Committee Report (T. Bella)

10.2 Policy 1160 Role of the Board – Appendix A Page 9

11. DISTRICT ADMINISTRATION REPORTS

11.1 Superintendent of Schools Page 13

12. TRUSTEE REPORTS

12.1 BC School Trustees' Association (S. Warrington)

12.2 District Parent Advisory Council (B. Harris)

12.3 District Student Advisory Council (B. Wiebe)

12.4 Ministry of Education 3rd Annual Partner Liaison Meeting
and British Columbia School Trustees' Association
Chairs Meeting (T. Bella)

13. NEW BUSINESS

14. ADJOURNMENT

UPCOMING MEETINGS:

Education Services Committee – November 6, 2017
Policy and Governance Committee – November 14, 2017
Management and Finance Committee – November 20, 2017
Education Programs and Planning Committee – November 21, 2017
Public Board Meeting – November 28, 2017

DRAFT
Minutes
Regular Public
Meeting

Board of Education
School District No. 57 (Prince George)
2100 Ferry Avenue, Prince George, B.C.

2017.09.26
7:00 p.m.

Present:

Tim Bennett, Chair
Tony Cable, Trustee
Bob Harris, Trustee
Brenda Hooker, Trustee
(telephone/Skype)
Sharel Warrington, Trustee

Marilyn Marquis-Forster, Superintendent of Schools
Allan Reed, Secretary Treasurer
Diane Nygaard, Executive Assistant (Recorder)

Absent:

Trish Bella, Vice-Chair
Bruce Wiebe, Trustee

1. **CALL TO ORDER**

The meeting was called to order at 7:01 p.m.

2. **APPROVAL OF AGENDA**

Additions to the agenda:

School District News:
4.2 VOWS 2017 (S. Warrington)

Business Arising from the Minutes:
6.2 Overnight Accommodation in Schools (B. Harris)

The agenda was approved as amended.

3. **PUBLIC INPUT**

Donkun Caron, School District No. 93 (Conseil scolaire francophone de la Colombie-Britannique)parent, requested information regarding how the school district is addressing catchment and capacity issues at Duchess Park Secondary School, involving French Immersion and Conseil scolaire francophone de la Colombie-Britannique students. Mr. Caron also inquired about regulations governing asbestos in schools and what the school district is doing in this regard.

John Ochieng, Duchess Park Secondary School parent, brought forward concerns regarding the availability of appropriate educational programming for his son during the 2017-2018 school year.

Nicole Laferriere, Lac des Bois Elementary and Duchess Park Secondary parent, requested information regarding how the school district is addressing catchment and capacity issues at Duchess Park Secondary School involving regular in-catchment, choice program, French Immersion and Spruceland Traditional Elementary students as well as Conseil scolaire francophone de la Colombie-Britannique students.

Sarah Holland representing the Duchess Park Parent Advisory Council, requested information regarding how the school district is addressing catchment and capacity issues at Duchess Park Secondary School involving regular in-catchment, choice program, French Immersion and Spruceland Traditional Elementary School students as well as Conseil scolaire francophone de la Colombie-Britannique students and asked for workable solutions. Ms. Holland extended an invitation to attend the Duchess Park Secondary Parent Advisory Council on October 17, 2017.

Joanne Hapke representing the Prince George District Teachers' Association stated some of their membership experienced difficulties preparing the required Summative Reporting for 2016-17. Ms. Hapke advised there is more support for teachers in classrooms following the Supreme Court decision that restored contract language and noted that the collective agreement allows for teachers to advocate student support.

Gillian Burnett representing the Prince George District Parents' Association stated that many schools have seen an increase in enrolment number for the 2017/18 school year. Ms. Burnett noted that the enrolment numbers at Duchess Park Secondary School are of particular concern. She expressed concerns with the timeline of the Catchment and Capacity Review Stakeholder Committee and requested a mechanism for parents to provide input on changes prior to them being made. She also expressed concerns regarding traffic congestion and the structure of lunch hours at elementary schools.

4. **SCHOOL DISTRICT NEWS**

4.1 Springwood Elementary Update

Trustee Bennett provided an update on the reopening of Springwood Elementary.

4.2 VOWS 2017

Trustee Warrington commented on the success of the annual offsite working session "Learning Begins with Leadership" that was held on August 23 and 24, 2017 at Duchess Park Secondary School. Ms. Warrington advised the session is an opportunity for district administrators to collaborate and hold professional conversations.

5. MINUTES OF PREVIOUS MEETINGS

5.1 Public Meeting

Corrections:

- Item 9.2 duplicated motion to be corrected to read, *Trustee Warrington moved a further amendment to the main motion. As another trustee did not second the motion to amend, it was not discussed further.*
- Minor housekeeping items.

The minutes of the regular public meeting of June 20, 2017 were adopted as amended.

5.2 Record of In Camera Meeting Minutes

The report on the items discussed and decisions made at the Regular In Camera meeting of June 20, 2017 and Special In Camera Meetings of July 10 and September 6, 2017 were approved.

6. BUSINESS ARISING FROM THE MINUTES

6.1 Motion to Record Votes

MOVED and SECONDED

That the votes taken on all motions considered at all regular public meetings during the 2017-18 school year be recorded.

CARRIED

All Trustees voted in favour of the motion.

6.2 Overnight Accommodation in Schools

Trustee Harris requested an update on the motion approved at the regular public meeting held June 20, 2017 that directed the Superintendent to work with the Facilities Services Department to ensure a workable solution be found for out of town student team/groups to stay overnight in a school in Prince George, Mackenzie, McBride and Valemount.

The Superintendent advised that overnight accommodation in schools is an agenda item at the October 12th Secondary Principals' Meeting. Ms. Marquis-Forster stated a collaborative discussion with secondary school Principals is required prior to working with the Facility Services Department. She advised that a report will be provided to the Board at a future meeting.

7. MANAGEMENT AND FINANCE COMMITTEE

7.1 2016-2017 Financial Statements

Darleen Patterson, Director of Finance presented a PowerPoint presentation that provided an overview of the 2016-2017 financial statements.

Ms. Patterson and Mr. Reed responded to questions from the Trustees.

Corey Naphtali, KPMG partner reviewed the Independent Auditors' Report of the School District No. 57 (Prince George) financial statements as at June 30, 2017 that was included in the agenda package. Mr. Naphtali reported that the Audit Findings Report including the Auditors' Report for the year ended June 30, 2017 was presented to the Management and Finance Committee on September 18, 2017.

There were a number of questions related to the surplus reported in 2016-2017 appropriated operating surplus. Mr. Reed advised the Management and Finance Committee will be discussing this issue in more detail at the October committee meeting.

MOVED and SECOND

That the financial statements for the year ending June 30, 2017, be approved.

CARRIED

All Trustees that were present voted in favour of the motion.

7.2 Committee Report

Trustee Warrington reported on the Management and Finance Committee meeting held on September 18, 2017. Ms. Warrington reported the committee received three draft policies to address Accumulated Operating Surplus, Audit Committee and Budget Monitoring and Reporting following the Board approved motion of June 20, 2017. She advised the committee will continue the review of the draft policies at the October meeting.

Other agenda items included information on a reporting requirement from the Office of the Auditor General of British Columbia, a discussion regarding a possible presentation to the Select Standing Committee on Finance and Government Services and the analysis of Trustee travel.

The other agenda item discussed has been included as item 7.1 on this evening's public agenda.

8. EDUCATION PROGRAMS AND PLANNING COMMITTEE

8.1 Committee Report

Trustee Cable reported on the Education Programs and Planning Committee meeting held on September 19, 2017. Agenda items included a presentation providing updates on the Comprehensive Academic Intervention Strategy (CAIS), After School Academic Proficiency Program (ASAP), New Curriculum for Grades 10-12, and Early Learning.

Trustee Cable recited a communication reviewed by the committee from the Ministry of Education Director for Accountability recognizing the submission of the school district's Framework for Enhancing Student Learning.

Other agenda items included an update on the use of the Ness Lake Bible Camp by School District No. 57 schools and an update on student progress reporting to parents.

9. EDUCATION SERVICES COMMITTEE

9.1 Committee Report

Trustee Cable reported on the Education Services Committee meeting held on September 11, 2017. Agenda items included a PowerPoint presentation on the Provincial State of Emergency during the summer of 2017 and copy of a Letter of Recognition from the City of Prince George Fire Rescue Service for the support provided by the school district.

Other agenda items included updates on capital projects completed over the summer months, the progress to date of the Kelly Road Secondary Replacement Project, programs and activities of the South Fort George Family Resource Centre and a review of purchase orders over \$25,000.

The committee also received information from the City of Prince George Heritage Commission stating that Quinson Elementary School has been deemed to have heritage value. The committee has extended an invitation to the Heritage Commission to attend the next scheduled meeting for further discussion.

10. POLICY AND GOVERNANCE COMMITTEE**10.1 Committee Report**

Trustee Warrington reported on the Policy and Governance Committee meeting held on September 6, 2017. Agenda items included the review of feedback received from reference groups on draft Policy 4117 SOGI (Sexual Orientation Gender Identity) with representatives from the SOGI Advisory Group in attendance and an update from the Superintendent on Policy 4112.5 Administrative Appointments. Ms. Warrington advised the committee will continue the review of the feedback received on both policies at future meetings.

The other agenda item appears on this evening's public agenda.

10.2 Draft Policy 5123 Student Promotion, Communicating Student Learning and Reporting

Trustee Warrington reviewed the recommendation and rationale included in the agenda package

The Superintendent and Assistant Superintendent Cindy Heitman responded to questions from the Trustees.

MOVED and SECONDED

That draft Policy 5123 Student Promotion, Communication Student Learning and Reporting be approved.

CARRIED

All Trustees that were present voted in favour of the motion.

11. DISTRICT ADMINISTRATION REPORTS**11.1 Superintendent of Schools**

The Superintendent advised that School District No. 57 hosted its second annual Community Voices Key Directions Stakeholder Event on September 22, 2017. The event provided an opportunity for the Superintendent to outline the school district's ongoing plans for enhancing student success and to hear from community voices. A press release was issued and will be posted on the school district website.

12. TRUSTEE REPORTS**12.1 BC School Trustees' Association**

Trustee Warrington reported that the BCSTA will be providing weekly updates to Trustees through the BCSTA Weekly News updates that will be published every Thursday. Ms. Warrington reported on items included in the recent publication and responded to questions from the Trustees.

13. NEW BUSINESS**13.1 Board Performance Review**

Trustee Bennett advised that the Board of Education participated in its annual Board Effectiveness Self-Assessment Workshop on September 7, 2017 which was facilitated by Mike Roberts of the British Columbia School Trustees' Association. The workshop provided an opportunity for the Board to review their strengths, accomplishments over the past year, and to identify its priorities for the 2017-18 school year.

14. CORRESPONDENCE

Mr. Bennett drew the Board's attention to the items of correspondence included in the agenda for information, which were:

- Letter of Congratulations to Hon. Rob Fleming dated July 24, 2017 regarding his appointment as Minister of Education.
- Letter of Response from Hon. Rob Fleming dated August 15, 2017 regarding his appointment as Minister of Education.

15. ADJOURNMENT

The meeting adjourned at 9:09 p.m.

Chairperson

Secretary Treasurer

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

RECORD PURSUANT TO SECTION 72 OF THE *SCHOOL ACT*

MATTERS DISCUSSED AND DECISIONS REACHED AT THE SPECIAL AND
REGULAR IN CAMERA MEETINGS HELD SINCE THE LAST SUCH REPORT

September 26, 2017 - Regular In Camera

1. Adoption of the minutes of the regular in camera meeting of June 20, 2017 and special in camera meetings of July 10 and September 6, 2017.
2. Discussion and decision regarding the submission of a British Columbia Public School Employers' Association (BCSPEA) survey.
3. Review and draft revisions to the Policy 1160 Role of the Board, Appendix A, Board Annual Work Plan.
4. Discussion and a plan to proceed regarding the annual evaluation for the Superintendent of Schools.
5. Discussion regarding the review of the schedule and effectiveness of Board meetings.
6. Discussion and decision regarding a letter of support.
7. Receipt of an update on a personnel matter.
8. Receipt of an update on a Prince George District Teachers' Association liaison meeting.
9. Receipt of an update on a legal matter.

The meeting was called to order at 4:02 p.m. and adjourned at 5:51 p.m.

October 10, 2017 – Special In Camera

1. Discussion and decision regarding the annual evaluation for the Superintendent of Schools.
2. Receipt of an update on personnel matters.
3. Receipt of the 2017-18 preliminary enrolment numbers to September 30, 2017.

The meeting was called to order at 4:01 p.m. and adjourned at 5:02 p.m.

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

September 26, 2017

MEMORANDUM

TO: Board of Education
FROM: Trish Bella, Trustee
SUBJECT: **POLICY 1160 ROLE OF THE BOARD,**
APPENDIX A - BOARD ANNUAL WORK PLAN

RECOMMENDATION

That the revised Board Annual Work Plan be received.

* * * * *

1. At the September 26, 2017 Regular In Camera meeting, the Board of Education approved the revisions to the Board Annual Work Plan to reflect the timelines when activities occur and other minor housekeeping items.

AR/dln

ROLE OF THE BOARD**BOARD ANNUAL WORK PLAN****September****Regular Board Meeting Agenda Items**

- Review the audit report and management letter and CEO's internal report to ensure fiscal accountability quality indicators are met and assess Fiscal Quality Indicators (QI) re Policy
- Approve the audited financial statements
- Approve proposed Trustee calendar for partner meetings, Board meetings and related functions

Events

BCSTA Northern Interior Branch – Education Meeting (September or October)

October**Regular Board Meeting Agenda Items**

- Complete CEO evaluation and Board evaluation
- Approve Annual Board Work Plan (including schedule of meetings)
- Review Superintendent compensation

Events

- Represent Board at BCPSEA Symposium
- Represent Board at BCSTA Provincial Council Meeting
- Recognize World Teachers' Day

November**Regular Board Meeting Agenda Items**

- Review report on school district enrollment

Events

- BCSTA Trustee Academy (November or December)

December**Inaugural Board Meeting Agenda Items**

- Elect Chair/Vice-Chair, BCSTA Provincial councillor, BCPSEA representative
- Make Trustee appointments to committees and community liaison groups
- Approve Trustee school liaison assignments

Events

ROLE OF THE BOARD**January****Regular Board Meeting Agenda Items**

- Review progress re Strategic Planning results
- Approve Amended Annual Budget for Current Fiscal Year
- Approve draft Budget Development Process and Circulate to stakeholders
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters

Events

- Represent Board at BCPSEA AGM
- BCSTA Northern Interior Branch AGM

February**Regular Board Meeting Agenda Items**

- Review recommended school district calendar
- Approve Budget development process for upcoming year's Budget
- Review policy positions for submission to BCSTA Annual General Meeting
- Approve Board Authority Authorized Courses
- Review administrative budget assumptions for the upcoming year's budget
- Approve revisions to Strategic Plan including approval of priorities and key results
- Review Student Learning accountability report and assess Student Learning QI's re Policy (Framework for Enhancing Student Learning).

Events

- BCSTA Provincial Council Meeting
- Long Service Recognition Ceremony

March**Regular Board Meeting Agenda Items**

- Approve school district calendar
- Review preliminary budget revenue information for the upcoming year's budget including the Ministry of Education funding announcement

Events**April****Regular Board Meeting Agenda Items**

- Review preliminary draft budget for the upcoming year

Events

- Attend and participate in BCSTA AGM

ROLE OF THE BOARD**May****Regular Board Meeting Agenda Items**

- Approve terms of engagement and appoint or reappoint auditor
- Approve budget for upcoming fiscal year
- Approve school fees
- Approve Framework for Enhancing Student Learning Annual Report
- Approve Strategic Plan – Annual Progress Report

Events**June****Regular Board Meeting Agenda Items**

- Approve 5 year Capital Plan for submission to BC Ministry of Education
- Approve Board Development Plan
- Review Fiscal accountability report

Events

- Employee Retirement Dinner and Recognition

August**Regular Board Meeting Agenda Items**

-

Events**Ongoing**

- Attend trustee development/orientation sessions
- Attend school functions (as invited)
- Review the School District Strategic Plan
- Hear appeals as needed
- Ratify memoranda of agreement with bargaining units
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Attend Board Liaison meetings as outlined in the Board calendar
- Advance Board positions through BCPSEA
- Represent Board at BCSTA Branch Meeting
- Meetings with elected officials

Responsibility Centre: Board Chairperson and Superintendent of Schools

References: *School Act* Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158

October 30, 2017

DISTRICT ADMINISTRATIVE REPORTS

Superintendent of Schools

The Superintendent is happy to provide a response to issues raised by community members during the public input portion of the September 26, 2017 regular meeting of the Board of Education.

Following September 26th, the Office of the Superintendent responded individually to community members. Where a specific concern regarding a student was brought forward, Assistant Superintendent, Ms. Cindy Heitman was able to facilitate communication between the family and Duchess Park Secondary School administrative staff. The family's concerns were addressed in the next couple of days.

In response to the following:

1. *How is the School District No. 57 Board of Education addressing catchment and capacity issues at Duchess Park Secondary School, involving regular in-catchment, choice program, French Immersion and Spruceland Traditional Elementary School students as well as CSF Conseil scolaire francophone de la Colombie-Britannique, SD93 pupils?*

The Board of Education is accessing stakeholder contribution while working through its various committee structures and community input mechanisms in response to long-range planning, catchment and capacity issues at Duchess Park Secondary School and throughout the School District. A variety of strategies for accommodating the approximately forty additional students-to-the-2016-17 school year enrolment at Duchess Park Secondary School are being applied to 2017-18 student programming. Mr. Karpenko, Principal, Duchess Park Secondary School is working with his staff and Assistant Superintendent Ms. Heitman in this regard.

The SD57 Board of Education has four standing Committees, *Education Programs and Planning, Education Services, Management and Finance and Policy and Governance*. The Education Services Committee is mandated to receive information, review, and make recommendations to the Board on any issue relating to the services that support an education program, or to the implementation of a policy and specifically on the following; facilities, planning and utilization, capital planning, enrolment, school boundaries, accommodation, student transportation and district administrative services, property maintenance services, technology and other matters referred by the Board. This question raises issues that fall within the Education Services Committee mandate.

Catchment and capacity issues at Duchess Park Secondary School are currently being addressed through the work of an Ad Hoc Committee for the Long Range Facility Plan which will report back to the Education Services Committee in January 2018. The Education Services Committee will in turn make recommendations to the Board of Education. The Ad Hoc Committee includes Trustee, staff and union representatives as well as representation from the District Parent Advisory Council. The Committee has met twice with future meetings scheduled for November 15 and December 6, 2017. While the Committee is charged with reviewing long-range facility plans for the entire School District, capacity and programming at Duchess Park Secondary School is very much on the agenda.

A second Committee, the Catchment and Capacity Review Stakeholder Advisory Committee was approved by Board motion on June 20, 2017. The creation of this advisory group followed a request by the District Parent Advisory Council. The advisory committee is mandated to meet annually to review the School District's enrolments, capacities and projections in order to identify trends, challenges and emergent issues. Stakeholder groups are to be engaged in providing input on proposed changes and implementation plans. The work of the Catchment and Capacity Review Stakeholder Advisory Committee will provide input and support to the mandate of the Education Services Committee. Parental voice calling for decisions regarding the catchment for Duchess Park Secondary School are being heard.

2. *What is the School District doing with regard to regulations governing asbestos in schools?*

The District is currently developing a comprehensive Asbestos Management Plan in compliance with WorkSafe BC requirements. This work began in the summer of 2017 and is expected to be completed by December 31, 2017. The plan requires surveying, identifying and labeling hazardous materials, the creation of a database containing this information and the related worker safety training. Health and safety of students and staff is always a priority for SD57.

3. *How does a parent address concerns regarding a student's specific Grade 12 academic program?*

In response to the specific concerns raised regarding Grade 12 academic programming, a facilitated communication between the family and the school resulted in a positive outcome.

The parent was advised that should further questions or concerns arise, he should not hesitate to contact Duchess Park Secondary School administration, Lee Karpenko, Principal. If concerns remain, Assistant Superintendent Cindy Heitman will be pleased to assist. School District No. 57 (Prince George) remains committed to individual student success and open communication with families at Duchess Park Secondary School and throughout all schools and programs within School District No. 57 (Prince George).

Respectfully Submitted,
Marilyn Marquis-Forster
Superintendent of Schools