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., Tuesday, April 10, 2018
Boardroom – 2100 Ferry Avenue

AGENDA

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 February 27, 2018  Page 1
   5.2 Record of Minutes of Regular In Camera Meeting of
       February 27, 2018 and Special In Camera Meeting of
       March 6, 2018 and April 4, 2018.  Page 11

6. MANAGEMENT AND FINANCE COMMITTEE
   6.1 Committee Report (S. Warrington)  Page 13
   6.2 Trustee Remuneration and Expenses – Policy 8230,
       Regulation 1  Page 15
7. **EDUCATION SERVICES COMMITTEE**

   7.1 Committee Report (B. Wiebe)  
   7.2 Annual Facility Grant – 5 Year Plan

8. **POLICY AND GOVERNANCE COMMITTEE**

   8.1 Committee Report (T. Bennett)  
   8.2 Draft Policy 4112.5 Administrative Appointments

9. **TRUSTEE REPORTS**

   9.1 BC School Trustees’ Association (S. Warrington)  
   9.2 District Parent Advisory Council (S. Warrington)  
   9.3 District Student Advisory Council (B. Wiebe)

10. **NEW BUSINESS**

11. **CORRESPONDENCE**

   11.1 Letter dated February 28, 2018 to the Minister of Education regarding Trustee Electoral Areas

12. **ADJOURNMENT**

**UPCOMING MEETINGS:**
- Management and Finance Committee – April 16, 2018
- Expanded Committee of the Whole – Budget Consultation – April 18, 2018
- Education Programs and Planning Committee – April 17, 2018
- Public Board Meeting – May 1, 2018 in Valemount, B.C.
Present:

Tim Bennett, Chair
Trish Perrin, Vice-Chair
Tony Cable, Trustee
Bob Harris, Trustee
Brenda Hooker, Trustee
(Telephone/Skype)
Sharel Warrington, Trustee
Bruce Wiebe, Trustee

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

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:
- College Heights Elementary School – Science Fair (B. Wiebe)
- Heather Park Elementary School – Science Fair (T. Cable)
- Prince George Chamber of Commerce – Top 40 Under 40 (T. Perrin)
- 25 Years of Service (T. Bennett)

The agenda was approved as amended.

3. PUBLIC INPUT

Joanne Hapke representing the Prince George District Teachers’ Association expressed safety concerns related to the record-breaking snow fall on February 8th. Ms. Hapke urged Trustees to change the school district’s Winter Weather policy to allow the Superintendent to close schools during extreme weather conditions.

Gillian Burnett representing the District Parents’ Advisory Council encouraged staff and Parent Advisory Councils to continue to monitor lunch times to ensure students have enough time to eat and play. Ms. Burnett commented on the success of the February 13th White Hatter presentation regarding internet safety. She advised that parents will be collecting data regarding traffic concerns around schools and requested a collaborative conversation with the school district regarding this matter.
4. SCHOOL DISTRICT NEWS

4.1 Prince George Retired Teachers' Association – Jeanne Clark Local History Awards

Trustee Bennett congratulated the Prince George Retired Teachers' Association Education Heritage Committee on receiving a 2018 Jeanne Clarke Memorial Local History Publication Award. Mr. Bennett drew attention to the article from the Prince George Citizen that was included in the agenda package.

4.2 College Heights Elementary School – Science Fair

Trustee Wiebe reported that he and Trustee Bennett participated as judges for the College Heights Elementary School Science Fair and stated that the Trustees appreciated the positive experience with students.

4.3 Heather Park Elementary School – Science Fair

Trustee Cable reported that he and Trustees Harris and Warrington participated as judges for the Heather Park Elementary School Science Fair and stated that the Trustees appreciated the positive experience with students.

4.4 Prince George Chamber of Commerce – Top 40 Under 40

Trustee Perrin congratulated each of Trustee Tim Bennett, District Administrator Shelly Niemi and Teacher Jennifer Pighin on being named as one of the 2018/19 Prince George Chamber of Commerce Top 40 Under 40.

4.5 25 Years of Service

Trustee Bennett offered congratulations to school district staff that celebrated 25 years of service at the event held on February 22, 2018.

5. MINUTES OF PREVIOUS MEETINGS

5.1 Public Meeting

The minutes of the regular public meeting of January 30, 2018 were adopted as circulated.

5.2 Record of In Camera Meeting Minutes

The report on the items discussed and decisions made at the Regular In Camera meeting of January 30, 2018 and Special In Camera Meetings of February 13, 2018 was approved.
6. **EDUCATION PROGRAMS AND PLANNING COMMITTEE**

6.1 **Committee Report**

Trustee Cable drew attention to the February 2018 Education Programs and Planning Committee Report that was included in the agenda package.

MOVED and SECONDED
That the report of the Education Programs and Planning Committee meeting held on February 20, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.

The Superintendent responded to questions from the Trustees.

6.2 **Proposed Board Authorized Courses**

6.2.1 **Outdoor Recreation 10**

Trustee Cable reviewed the recommendation and rationale that was included in the agenda package.

He invited Rennae Pillipow, Teacher at Kelly Road Secondary School, to review the proposed course and the intended learning outcomes. Ms. Pillipow responded to questions from the Trustees.

MOVED and SECONDED
That Outdoor Recreation 10 be approved as a Board authorized course.
CARRIED

All Trustees voted in favour of the motion.

6.2.2 **Athletic Coaching 12**

Trustee Cable reviewed the recommendation and rationale that was included in the agenda package. He invited Jonathan Lawrence, Teacher at DP Todd Secondary School, to review the proposed course and the intended learning outcomes. Mr. Lawrence responded to questions from the Trustees.

MOVED and SECONDED
That Athletic Coaching 12 be approved as a Board authorized course.
CARRIED

All Trustees voted in favour of the motion.
6.2.3  **RCMP Youth Academy 12**

Trustee Cable reviewed the recommendation and rationale that was included in the agenda package.

He invited Chris Molcak, District Principal, School District Coordinators Erin Thomas, Bruce Northrop and Constable Hurley to review the proposed course and the intended learning outcomes. They responded to questions from the Trustees.

MOVED and SECONDED
That RCMP Youth Academy 12 be approved as a Board authorized course.
CARRIED

All Trustees voted in favour of the motion.

7.  **POLICY AND GOVERNANCE COMMITTEE**

7.1  **Committee Report**

Trustee Perrin drew attention to the February 2018 Policy and Governance Committee Report that was included in the agenda package.

MOVED and SECONDED
That the report of the Policy and Governance Committee meeting held on February 6, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.

7.2  **Draft Policies – Ministry of Education Compliance**

Trustee Perrin reviewed the recommendations and rationales included in the agenda package.

The Superintendent responded to questions from the Trustees.

MOVED and SECONDED
That the proposed new Draft Policy 5111.5 Ordinarily Resident, Draft Policy 5119.7 Student Withdrawal and revised Draft Policy 6176 In-District Student Work Experience be approved for distribution to reference groups for input.
CARRIED

All Trustees voted in favour of the motion.
7.3 Draft Policy 3513/5 Energy and Sustainable Conservation

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

MOVED and SECONDED
That the proposed new Policy 3513.5 Energy and Sustainable Conservation be approved.
CARRIED

All Trustees voted in favour of the motion.

8. MANAGEMENT AND FINANCE COMMITTEE

8.1 Committee Report

Trustee Warrington reviewed and discussed the February 2018 Management and Finance Committee Report that was included in the agenda package.

MOVED and SECONDED
That the report of the Management and Finance Committee meeting held on February 19, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.

8.2 2018-2019 Budget Assumptions

Trustee Warrington reviewed the recommendation and rationale that was included in the agenda.

MOVED and SECONDED
That in accordance with Policy 1160, Role of the Board, Regulation 8.2 the following assumptions be approved to guide the development of the 2018-2019 Annual Budget:
1. A balanced annual budget will be presented for approval by the Board of Education.
2. Schools will be allocated funding, and be expected to develop their 2018-2019 organization on the same basis as the prior year.
3. Departments will be expected to develop their 2018-2019 budgets on the same basis as the prior year.
4. Cost pressures, primarily from inflation and statutory requirements will be addressed for employee benefits, student transportation and utilities.
5. Salaries and wages will be budgeted based on known general wage increases and expected school district average salaries and wages.
6. In accordance with the scope outlined in the Terms of Reference for the Expanded Committee of the Whole, that Committee will consider:
   • The 2016-2021 Strategic Plan goals of Learning, Engagement, Opportunity and Sustainability
   • In the event that operating revenues exceed operating expenditures after compilation of a draft annual operating budget, the committee will provide input to the Board of Education as to options to be considered for additional expenditures in support of student learning.
   • In the event that operating expenditures exceed operating revenues after the compilation of a draft annual operating budget, the committee will provide input to the Board of Education as to options to be considered for additional revenue or reduced/decreased expenditures.

7. Salary, employee benefits, and defined overhead expenses incurred related to the actual cost of the language restored to the Collective Agreement with the Prince George District Teachers' Association will be fully funded by the Ministry of Education through the Classroom Enhancement Fund.

CARRIED

All Trustees voted in favour of the motion.

8.3 Appointment of Election Officials for 2018 School Trustee Election

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

The Secretary Treasurer responded to questions from the Trustees.

MOVED and SECONDED
THAT pursuant to Section 41(1) and (2) of the Local Government Act Ms. Karla Jensen be appointed Chief Election Officer for conducting the 2018 general local elections with power to appoint other election officials as required for the administration and conduct of the 2018 general local elections;

AND THAT Ms. Dayna Hegel be appointed Deputy Chief Election Officer for the 2018 general local elections.

CARRIED
8.4 Trustee Remuneration and Expenses

Trustee Warrington reviewed the recommendation and background included in the agenda package.

MOVED and SECONDED
THAT, in accordance with Policy 8230 Trustee Remuneration and Expenses, Regulation 2, Policy 8230, Regulation 1, be revised, effective July 1, 2018, to reflect the annual remuneration for trustees as follows:

1.1 Chairperson - $18,544
1.2 Vice-Chairperson - $17,044
1.3 Trustees $15,544
CARRIED

The Secretary Treasurer responded to questions from the Trustees.

Trustee Bennett, Cable, Harris, Perrin, Warrington and Wiebe voted in favour of the motion.

Trustee Hooker was opposed to the motion.

9. EDUCATION SERVICES COMMITTEE

9.1 Committee Report

Trustee Wiebe drew attention to the February 2018 Education Services Committee Report that was included in the agenda package.

MOVED and SECONDED
THAT the report of the Education Services Committee meeting held on February 5, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.

Trustee Cable excused himself from the meeting at 9:20 p.m.

Trustee Cable returned to the meeting at 9:23 p.m.

9.2 Catchment, Capacity and Programs – September 2019 and Subsequent School Years

Trustee Wiebe reviewed the recommendation and rationale included in the agenda package.

The Superintendent responded to questions from the Trustees.
MOVED and SECONDED
That the Superintendent of Schools be directed to review the recommendations of the Catchment and Capacity Stakeholder Review Advisory Committee and the Ad Hoc Committee for the Long Range Facility Plan, and develop a plan for consultation with students, families, school staffs, and the wider community, for feedback to be brought forward to the Education Programs and Planning Committee related to education programs and the Education Services Committee related to the catchment and capacity of schools for the 2019-2020 and subsequent school years.
CARRIED

All Trustees voted in favour of the motion.

10. NEW BUSINESS

Trustee Wiebe reviewed the recommendation and background that was included in the agenda package.

MOVED and SECONDED
THAT Policy 8230 Trustee Remuneration and Expenses, Regulation 1, be revised, effective January 1, 2019, to reflect the annual remuneration for trustees as follows:

1.1 Chairperson - $21,200
1.2 Vice-Chairperson - $19,700
1.3 Trustees $18,200

The Secretary Treasurer responded to questions from the Trustees.

The Trustees requested that the revised Trustee remuneration effective January 1, 2019 be calculated based on the Trustee Remuneration effective July 1, 2018.

The Secretary Treasurer stated the Trustee remuneration will be re-calculated as discussed and will be brought back to the Board through the Management and Finance Committee.

MOVED and SECONDED
To refer this item to a future regular public Board meeting through the Management and Finance Committee.
CARRIED

Trustee Bennett, Cable, Harris, Perrin, Warrington and Wiebe voted in favour of the motion.

Trustee Hooker was opposed to the motion.
11. DISTRICT ADMINISTRATION REPORTS

11.1 Superintendent of Schools

No report.

12. TRUSTEE REPORTS

12.1 BC School Trustees' Association

Trustee Warrington stated that the Trustees have been provide with copies of the slides from the Ministry of Education's presentation at the Provincial Council meeting on February 16th outlining the challenges of the current funding model, background on the review of scope and the emerging themes. Ms. Warrington advised that Trustees have also been provided with an electronic copy of her report on the BCSTA Provincial Council Issues Forum held on February 24th in Vancouver.

12.2 District Parent Advisory Council

Trustee Warrington reported on the District Parent Advisory Council meeting held on February 5, 2018. Agenda items included the a presentation from Vantage Vision and Reading on the importance of early screening to detect early learning problems or disabilities based on Neuroplasticity, presentation from partner groups, election for the position of Director and a call for individuals interested in running for executive positions.

12.3 District Student Advisory Council

Trustee Wiebe reported on the District Student Advisory Council meeting held on February 5, 2018. Agenda items included a presentation from Ms. Trabant, Sexual Orientation Gender Identity (SOGI) Resource Teacher providing an overview of the school district’s SOGI policy and awareness activities within schools. Trustee Perrin suggested that Trustees be invited to attend a future District Student Advisory Council meeting to provide an overview of the Role of the Board and respond to questions from the District Student Advisory Council.

12.4 Aboriginal Education Advisory Committee

Trustee Perrin reported on the Aboriginal Education Committee meeting held on February 13, 2018. Agenda items included the a review of the committee's Terms of Reference, Standing Committee of the Board and Policy 1230 Aboriginal Education.
13. ADJOURNMENT

The meeting adjourned at 10:14 p.m.

Chairperson

Secretary Treasurer
February 27, 2018 - Regular In Camera

1. Adoption of the minutes of the regular in camera meeting of January 30, 2018 and special in camera meeting of February 13, 2018.

2. Discussion and decisions regarding personnel matters.

3. Discussion and decision regarding a property matter.

4. Receipt of an update regarding a governance matter.

5. Discussion regarding a governance matter.


7. Receipt of an update and a discussion regarding the Public Sector K-12 Education Funding Model review.

8. Receipt of an update on a Liaison meeting between the Prince George District Teachers' Association and a Trustee.

The meeting was called to order at 4:02 p.m. and adjourned at 6:02 p.m.

March 6, 2018 - Special In Camera

1. Motion to waive written notice.

2. Discussion and decision regarding a personnel matter.

3. Receipt of an update regarding a personnel matter.

The meeting was called to order at 5:39 p.m. and adjourned at 6:48 p.m.

March 12, 2018 - Special In Camera

1. Discussion regarding a personnel matter.

The meeting was called to order at 6:00 p.m. and adjourned at 6:38 p.m.
March 13, 2018 – Special In Camera

1. Discussion regarding a governance matter.
2. Discussion and decision regarding a personnel matter.
3. Receipt of an update regarding a personnel matter.

The meeting was called to order at 4:03 p.m. and adjourned at 6:02 p.m.

April 4, 2018 – Special In Camera

1. Discussion and decisions regarding personnel matters.

The meeting was called to order at 4:22 p.m. and adjourned at 7:12 p.m.
MEMORANDUM

TO: Board of Education
FROM: Sharel Warrington, Trustee, and Chair Management and Finance Committee
SUBJECT: COMMITTEE REPORT – MARCH 2018

That the report of the Management and Finance Committee meeting held on March 12, 2018 be received.

** * * * * * *

REPORT:


2) The Committee discussed a recommendation to revise Regulation 1 of Policy 8230 that is being brought forward for consideration by the Board of Education this evening:

3) The meeting’s other agenda items were:

   a) Property Matters. The Secretary Treasurer provided an overview of a matter related to a surplus property. The Committee referred the matter to a future In Camera meeting of the Board of Education. The Committee also recommended that Section 6 of the Long Range Facilities Plan (February 2015) related to Surplus Properties be reviewed by the Board of Education at a future In Camera meeting.

   b) Financial Update to January 31, 2018. The Committee received a financial update for the first six months of the school year and first eight months of the fiscal year to February 28, 2018. The update indicates that all schools and departments continue to operate within their approved budget. It is expected that school and department surplus for the 2017-2108 year will be at least similar to surplus as at June 30, 2017. The Committee will receive an update at each meeting through June 2018 and it will continue to monitor the results of operations for the year.
c) **Funding Model Review – Ministry of Education Discussion Paper.** Trustee Warrington noted that School District No. 57 (Prince George) would have an opportunity to make a presentation to the Funding Model Review Independent Panel on April 24, 2018. She led a discussion on the Funding Model Review Discussion Paper that was released on March 9, 2016. Trustees offered their comments and the Secretary Treasurer and the Director of Finance responded to questions. Committee members agreed that all trustees should review the seven themes identified in the discussion paper, and identify their individual top three themes. A response to the Discussion Paper will form the basis for the school district’s presentation to the Independent Panel. A draft of that response and presentation will be provided to the Management and Finance Committee at its next meeting.

d) **Trustee Travel Expenses.** A report on Trustee Travel Expenses was not available for this meeting of the Committee.

4) The next Management and Finance Committee meeting will be held on April 16, 2018.
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

March 12, 2018

MEMORANDUM

TO:        Board of Education

FROM:      Management and Finance Committee

SUBJECT:   POLICY 8230 TRUSTEE REMUNERATION AND EXPENSES

_____________________________________________________________________

RECOMMENDATION

THAT Policy 8230 Trustee Remuneration and Expenses, Regulation 1, be revised, effective January 1, 2019, to reflect the annual remuneration for trustees as follows:

1.1 Chairperson - $21,200
1.2 Vice-Chairperson - $19,700
1.3 Trustees $18,200

* * * * * * *

BACKGROUND

1. Policy 8230, Trustee Remuneration and Expenses, Regulation 3, requires that the expense allowance component of the annual remuneration shall be calculated in accordance with Section 81(3) of the Income Tax Act to ensure that the maximum amount is considered non-taxable.

2. Previously the expense allowance component of the annual remuneration was one-third of the total remuneration.

3. The Government of Canada has announced that effective January 1, 2019 the total annual remuneration will be taxable.

4. This recommendation revises the annual remuneration to the Chairperson, Vice-Chairperson and Trustees to ensure that their after-tax remuneration will remain the same as when one-third of the annual remuneration was non-taxable.

5. If approved, this recommendation will increase the budget for function/program 4.40 School District Governance by $20,510 annually.

6. Policy 8310, Policy and Policy Development defines a "minor update" as a factual change, including district information and titles of individuals, organizations or legislation that do not change the intent of the policy.

7. Policy 8310, Regulation 12 indicates that minor updates to policies may be presented directly to the Board for immediate approval.
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

March 8, 2018

MEMORANDUM

TO: Board of Education

FROM: Bruce Wiebe, Trustee, Chair
       Education Services Committee

SUBJECT: COMMITTEE REPORT – MARCH 2018

________________________________________

That the report of the Education Service Committee
meeting held on March 5, 2018 be received.

* * * * * *

REPORT:

1. The Education Services Committee met on March 5, 2018.

2. The Annual Facility Grant Five Year Plan was presented by the
Secretary Treasurer and General Manager, Facility Services,
Capital Projects. Mr. Reed and Mr. Maletta responded to
questions from Committee members. The Committee
recommended that the Plan be presented to the Board of
Education.

3. The meeting’s agenda also included the following topics:

a. Energy and Sustainable Conservation Update  Mr.
   Bepple provided the Energy and Sustainable Conservation
   update for the period from September 1 to December 31,
   2017. He reported on Infrastructure Projects undertaken at
   three schools, education and awareness regarding water
   conservation in the Pineview Improvement District that
   took place at Pineview and Blackburn Elementary schools,
   and a project undertaken at Nusdeh Yoh Elementary
   School with UNBC Environmental Engineering students.
   Mr. Bepple also provided an update on natural gas pricing,
   recent weather and its impact on energy consumption, and
   the related impact on the carbon footprint of the school
   district.
b. Kelly Road Secondary School Capital Project. Facility Services Department Capital Projects staff, provided an update on the Kelly Road Secondary Replacement School Capital Project. Mr. Maletta and Mr. Bepple advised the Committee that in consultation with Kelly Road Secondary School staff, the project design was complete. A pre-construction cost estimate was being finalized for review with the Ministry of Education, prior to their approval to proceed to tender. They responded to questions, and a discussion took place related to the gender neutral student washrooms included in the school's design.

c. September 2019 Catchment and Capacity Consultation. The Superintendent discussed first consultation steps that may be taken regarding possible changes to school catchment areas as directed by the Board of Education at its meeting held February 27, 2018. She noted that an option that should be considered related to the Duchess Park Secondary School family is including Edgewood Elementary School in the Kelly Road Secondary School family effective when the new Kelly Road Secondary first enrolls students in September 2020. The Superintendent advised the Committee that further information on planned catchment and capacity consultation would be brought to the April 9, 2018 Education Services Committee meeting.

4. The next Education Services Committee meeting will be held on April 9, 2018.
## Five year Annual Facility Grant Plan 2018 to 2023

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<td>2 Various</td>
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<td>3 Various</td>
<td>Hazardous materials removal</td>
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<td>4 Various</td>
<td>Roofing</td>
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<td>Salaries</td>
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<td>6 Glenview Elementary</td>
<td>Parking lot and site improvements Phase 2</td>
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<td>7 Pinewood Elementary</td>
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<td>8 School Board Office</td>
<td>Transformer Replacement</td>
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<td>9 Southridge Elementary</td>
<td>Grass play field replacement and irrigation</td>
<td>Site</td>
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**Total Estimated Cost**

**Balance**

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**Total Estimated Cost**

**Balance**

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SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

March 6, 2018

MEMORANDUM

TO: Board of Education
FROM: Trustee Perrin, Chair
Policy and Governance Committee
SUBJECT: COMMITTEE REPORT – MARCH 2018

RECOMMENDATION

That the report of the Policy and Governance Committee meeting held on March 6, 2018 be received.

* * * * * *

REPORT:

1. The Policy and Governance Committee met on March 6, 2018.

2. The following items from that meeting are being brought forward for consideration by the Board of Education this evening.
   a) Draft Policy 4112.5 Administrative Appointments

3. The meeting’s other agenda items were:
   b) Approval of the minutes of the previous meeting held.
   c) Receipt of an update on the disposition of items referred to the Board meeting of February 27, 2018 by the Policy and Governance Committee.
   d) The Committee reviewed Policy 3541.35 Winter Weather in response to the request made at the February 27, 2018 regular public Board meeting by the Prince George District Teachers’ Association to provide the Superintendent the authority to close schools when deemed necessary. The committee was advised that the PGDTA made the request related to the recent severe winter road conditions and the safety of its members. The Committee has requested that the Superintendent review policies adopted by other school districts in the province related to school closures and winter weather for further discussion at the June 12th committee meeting.

4. The next Policy and Governance Committee meeting will be held on May 8, 2018.

/dln
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

March 6, 2018

MEMORANDUM

TO: Board of Education

FROM: Policy and Governance Committee

SUBJECT: POLICY 4112.5 ADMINISTRATIVE APPOINTMENTS

RECOMMENDATION

That the proposed revisions to Policy 4112.5 Administrative Appointments be approved.

* * * * * *

RATIONALE:

1. On November 28 and 29, 2016 the Board met with Dr. Leroy Sloan to address items on the Positive Path Forward developed with Dr. Sloan. Included in those discussions was consideration of revisions to Policy 4112.5 Administrative Appointments resulting from the adoption of Policy 2111 Role of the Superintendent.

2. On January 30, and again on February 15, 2017, the Board further reviewed revisions to draft Policy 4112.5 Administrative Appointments.

3. On February 28, 2017 the Board of Education approved the draft policy in principle and distributed to reference groups for a 60 day consultation period in accordance with Policy 8310 Policy and Policy Development prior to final approval by the Board.

4. On June 6, 2017 the Policy and Governance Committee reviewed and discussed the feedback received from contributors following the 60 day consultation period. The Committee requested minor revisions to the policy and requested that the policy as revised along with the feedback submission be referred to legal counsel for review.

5. On October 3, 2017 the Policy and Governance Committee reviewed and discussed the revisions made to the draft policy in response to the feedback received from legal counsel. The committee requested revisions to the revised draft policy and approved several proposed revisions as presented.
6. On January 3, 2018 the Policy and Governance Committee reviewed and discussed the revisions to Policy 4112.5 Administrative Appointments as requested at the October 3rd Policy and Governance Committee meeting. The committee requested additional revisions to the policy.

7. On March 6, 2018 the Policy and Governance Committee reviewed the draft policy, and requested minor revisions prior to going to the Board for review and final approval.

MMF/dln
POLICY

4112.5

ADMINISTRATIVE APPOINTMENTS:
SUPERINTENDENT,
SECRETARY TREASURER,
ASSISTANT SUPERINTENDENT,
DIRECTOR, PRINCIPAL,
VICE-PRINCIPAL,
DISTRICT PRINCIPAL,
DISTRICT VICE-PRINCIPAL,
DISTRICT ADMINISTRATOR

APPROVED: 1974.07.16
REVISED: 1991.07.02
1999.01.26
2002.11.26
2017.02.28
2018.XX.XX

POLICY

Vacancies that occur in administrative positions identified in this Policy shall be filled either by competition or reassignment of existing staff.

Responsibility Centre: Superintendent
References: School Act, Sections 15, 19, 20, 21, 22, 23, 24, 65, 85
PREAMBLE

The recruitment and selection of administrative personnel is a shared responsibility between the Board and the Superintendent.

The Board further believes strong leadership and administration at the District and school levels are essential to the effective and efficient operation of the school system.

There is a need to specify the practices and procedures to be followed for administrative appointments.

Therefore the Board directs that the following processes be used in order to recruit and fill these positions.

Approved: 1999.01.26
Revised: 2017.02.28
REGULATIONS:

1. A vacancy will be filled by competition or through reassignment. Timeline constraints and succession planning circumstances will determine which process is followed.

2. Administrative vacancies will be filled in accordance with the philosophy and beliefs of the Board as expressed in Policy 4111 Recruitment and Selection.

Approved: 1974.07.16
Revised: 1991.07.02
ADMINISTRATIVE APPOINTMENTS

ADMINISTRATIVE PROCEDURES:

SUPERINTENDENT

1. The process for filling the position of Superintendent.
   a. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone who is expected to act in the place of the Superintendent for a period longer than one hundred twenty-one days (121-day) duration thirty days (30) days.
   b. The Board may choose to engage an external consultant to provide executive search services.
   c. The Board will assume the sole responsibility for initiating the advertising process and will make every reasonable effort to ensure all current District employees are made aware of staff vacancies.
   d. The Board shall constitute the selection committee.
   e. Opportunity for a stakeholder committee to meet with shortlisted candidates prior to the formal interview with the Board will be provided. The purpose of this meeting will be to allow stakeholder representatives to ask questions and to gain understanding into the skills of each candidate. Written feedback from the stakeholder committee will be generated and shared with the Board as part of selection deliberations. Stakeholder committee members will sign the appropriate confidentiality statements prior to participation.
   f. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance.
   g. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check which is acceptable to the Board.
   h. In order to protect the Board from sudden loss of the Superintendent’s services, the Superintendent shall ensure that an Assistant Superintendent is designated to perform the services of the Superintendent in the case of a short-term or prolonged absence up to thirty days (30) in duration, and that the Board is advised of the delegation.
SECRETARY TREASURER

2. The process for filling the position of Secretary Treasurer:

a. The Board may approve the contracting of external executive search services to assist in the search processes as outlined below.

b. Prior to commencing the search the position shall have a current written role description.

c. The Superintendent shall recommend the ideal candidate profile for consideration and ultimate approval of the Board.

d. The Superintendent shall be responsible for advertising and recruiting, reviewing applications, conducting reference checks and recommending which candidates will be short-listed for an interview.

e. The Board shall be provided with a list of all applicants, their current position and the Superintendent's rationale for inclusion or exclusion of each candidate from the recommended short-list of candidates to be interviewed. In addition, all trustees shall be provided with the entire application package submitted by all applicants, and the reference check information obtained.

f. The Board and Superintendent shall constitute the selection committee.

g. Opportunity for a stakeholder committee to meet with shortlisted candidates prior to the formal interview with the Board will be provided. The purpose of this meeting will be to allow stakeholder representatives to ask questions and to gain an understanding of the skills each candidate presents. Written feedback from the stakeholder committee will be generated and shared with the Board as part of selection deliberations.

h. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote and the Superintendent must be part of this majority.

i. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is delegated authority to determine contract renewals in consultation with the Board.

j. The compensation grid will be in accordance with the compensation guidelines set by the British Columbia Public Schools' Employers' Association and placement on the grid by the Superintendent in consultation with the Board.
k. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check which is acceptable to the Board.

ASSISTANT SUPERINTENDENT

3. The process for filling the position of Assistant Superintendent:

   a. The Board may approve the contracting of external executive search services to assist in the search processes as outlined below.

   b. Prior to commencing the search the position shall have a current written role description.

   c. The Superintendent shall recommend the ideal candidate profile for consideration and ultimate approval of the Board.

   d. The Superintendent shall be responsible for advertising and recruiting, reviewing applications, conducting reference checks and recommending which candidates will be short-listed for an interview.

   e. The Board shall be provided with a list of all applicants, their current position and the Superintendent's rationale for inclusion or exclusion of each candidate from the recommended short-list of candidates to be interviewed. In addition, all trustees shall be provided with the entire application package of the shortlisted candidates and any other candidates the Board specifically requests submitted by all applicants, and the reference check information obtained.

   f. The Board, Superintendent and any senior staff selected by the Superintendent shall constitute the selection committee.

   g. Opportunity for a stakeholder committee to meet with shortlisted candidates prior to the formal interview with the Board will be provided. The purpose of this meeting will be to allow stakeholder representatives to ask questions and to gain an understanding of the skills each candidate presents. Written feedback from the stakeholder committee will be generated and shared with the Board as part of selection deliberations. Stakeholder committee members will sign the appropriate confidentiality statements prior to participation.

   h. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the Board and the Superintendent and the Superintendent must be part of this majority.
ADMINISTRATIVE APPOINTMENTS

i. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is delegated authority to determine contract renewals in consultation with the Board.

j. The compensation grid will be in accordance with the compensation guidelines set by the British Columbia Public Schools’ Employers’ Association and placement on the grid by the Superintendent in consultation with the Board.

k. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check which is acceptable to the Board.

DIRECTOR, PRINCIPAL, VICE-PRINCIPAL, DISTRICT PRINCIPAL, DISTRICT VICE-PRINCIPAL AND DISTRICT ADMINISTRATOR

4. The process for filling the position of Director.

a. Prior to commencing the search the position shall have a current written role description.

b. The Superintendent shall recommend the ideal candidate profile for consideration and ultimate approval of the Board.

c. The Superintendent shall be responsible for advertising and recruiting, reviewing applications, conducting reference checks and recommending which candidates will be short-listed for an interview.

d. The Superintendent, two Trustee representatives selected by the Board and any senior staff selected by the Superintendent shall constitute the selection committee. Stakeholder committee members will sign the appropriate confidentiality statements prior to participation.

e. The Selection Committee Board shall will be provided with a list of all applicants, their current position and the Superintendent’s rationale for inclusion or exclusion of each candidate from the recommended short-list of candidates to be interviewed. In addition, all trustees shall be provided with the entire application package submitted by all applicants, and the reference check information obtained. In addition, the selection committee shall be provided with the application packages of any other candidates specifically requested by the committee.
ADMINISTRATIVE APPOINTMENTS

f. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the Trustee representatives and the Superintendent and the Superintendent must be part of this majority.

g. Prior to any public announcement being made the Superintendent will present the recommended appointee to the Board for approval.

h. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is delegated authority to determine contract renewals in consultation with the Board.

i. The compensation grid will be in accordance with the compensation guidelines set by the British Columbia Public Schools' Employers' Association and placement on the grid by the Superintendent in consultation with the Board.

j. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check which is acceptable to the Board.

5. The process for filling the positions of Principal, Vice-Principal, District Principal, District Vice-Principal and District Administrator.

a. Appropriate placement and transfer practices for Principals/Vice-principals are to enhance effective utilization of skills and abilities, provide for the retention of high quality leaders and the professional growth of individuals. These objectives can best be achieved through the provision of a variety of school assignments over a period of years, and the best possible matching of known administrator strengths to identified current needs of a particular school.

b. Prior to commencing the search the position shall have a current written role description.

c. Annually the Superintendent, in consultation with Assistant Superintendents, shall determine transfers of existing Principals and Vice-Principals to fill vacancies. Prior to any public announcement being made the Superintendent will present the recommended Principal and Vice Principal assignments and the accompanying rationale for the upcoming September to the Board for approval. Principals and Vice-Principals being named for transfer will be made aware of the recommendation prior to the report going forward to the Board.
ADMINISTRATIVE APPOINTMENTS

d. Once transfers have been made public, the Superintendent will fill any remaining vacancies through competition or through selecting from the Administrative Readiness Pool.

e. To develop the pool or fill vacancies through competition, the Superintendent shall ensure a thorough review of role description, ideal candidate profile, applications and thorough reference checking.

f. The Superintendent shall form a selection committee to conduct interviews to admit individuals into a Principal or Vice-Principal Administrative Readiness Pool or to conduct a competition. The Superintendent, two Assistant Superintendents, two Trustee representatives selected by the Board and any senior staff selected by the Superintendent shall constitute the selection committee. Selection committee members will sign the appropriate confidentiality statements prior to participation.

g. The Superintendent, two Assistant Superintendents, two Trustee representatives and any senior staff selected by the Superintendent shall constitute the selection committee. In addition, every effort will be made to also include one PGPVPA elementary representative, one PGPVPA secondary representative, two parent representatives, one as a Parent Advisory Council representative and one community At-large representative, one CUPE 3742 representative and one CUPE 4991 representative. Expanded interview team representative members will sign the appropriate confidentiality statements prior to participation.

h. The suitability of each candidate will be considered by the expanded selection team. Feedback and recommendations from the selection team will be recorded as reference material for the selection committee. Stakeholder representatives serving on the expanded interview team will withdraw at the conclusion of this process.

i. The selection committee will consider feedback and recommendations from the expanded interview team during its deliberations.

j. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote and the Superintendent must be part of this majority.

k. Prior to any public announcement being made regarding successful candidates, for either admission to the Administrative Readiness Pool or direct appointment to administrative positions, the Superintendent will present the recommendations from the selection committee to the Board for approval.

l. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and
ADMINISTRATIVE APPOINTMENTS

severance. The Superintendent is delegated authority to determine contract renewals in consultation with the Board.

m. The compensation grid will be in accordance with the compensation guidelines set by the British Columbia Public Schools' Employers' Association and placement on the grid by the Superintendent in consultation with the Board.

n. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check which is acceptable to the Board.

o. An established Administrative Readiness Pool remains in place until the end of the calendar year for a period of twelve months.

p. In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal' or 'Acting Vice-Principal' without going through a formal selection process.

6. The process for filling the administrative position of District Administrator:

a. Prior to commencing the search the position shall have a current written role description.

b. To fill vacancies through competition, the Superintendent shall ensure a thorough review of role description, ideal candidate profile, applications and thorough reference checking.

c. The Superintendent shall form a selection committee to conduct an interview process. The Superintendent, two Assistant Superintendents, two Trustee representatives selected by the Board and any senior staff selected by the Superintendent shall constitute the selection committee.

d. In addition to selection committee participants, an expanded interview team will be assembled, with effort to include stakeholder representatives as follows: one PGPVPA elementary representative, one PGPVPA secondary representative, two parent representatives, one as a Parent Advisory Council representative and one community at-large parent representative, one PGDTA representative, one CUPE 3742 representative and one CUPE 4991 representative. Expanded interview team representative members will sign the appropriate confidentiality statements prior to participation.

e. The suitability of each candidate will be considered by the expanded selection team. Feedback and recommendations from the selection team will be recorded as reference material for the selection committee. Stakeholder representatives serving on the expanded interview team will withdraw at the conclusion of this process.
f. The selection committee will consider feedback and recommendations from the expanded interview team during its deliberations.

g. The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the selection committee and the Superintendent must be part of this majority.

h. Prior to any public announcement being made regarding successful candidates, the Superintendent will present the recommendations from the selection committee to the Board for approval.

i. The successful candidate shall be offered a written contract of employment in keeping with the District template approved by the Board in relation to compensation parameters, vacation and sick leave entitlement and severance. The Superintendent is the delegated authority to determine contract renewals in consultation with the Board.

j. The compensation grid will be in accordance with the compensation guidelines set by the British Columbia Public Schools’ Employers’ Association and placement on the grid by the Superintendent in consultation with the Board.

k. An offer of employment shall be conditional on the successful applicant providing a criminal records check through the Criminal Records Review Program (Ministry of Public Safety and Solicitor General) and Vulnerable Sector Check.
7. Role of the Human Resources Department with Administrative Appointments

a) The appropriate Senior Administrator in consultation with the Superintendent of Schools and the Human Resources Department will determine whether to fill a vacancy and whether to fill it by competition or through reassignment. All positions to be filled must be within the budget parameters approved by the Board.

b) Appropriate representatives from the Human Resources Department will assist and support the work of filling administrative vacancies.

c) The Human Resources Department will facilitate completion of offers and acceptances of employment through to the signing of contracts and the paperwork involved with becoming a School District No. 57 employee.

d) Feedback to applicants following a competition process will be provided by an appropriate selection committee member upon request. The Human Resources Department will coordinate such requests and feedback sessions.

8. ORIENTATION AND INDUCTION

The Superintendent shall ensure appropriate orientation and induction programs are provided to those selected to the positions of Secretary Treasurer, Assistant Superintendent, Director, Principal, Vice-Principal, District Principal, District Vice-Principal and District Administrator.
February 28, 2018

The Hon. Rob Fleming, MLA
Minister of Education
PO Box 9045, STN PROV GOVT
Victoria, B.C.
V8W 9E2

Dear Minister Fleming:

Thank you for your telephone call on February 19th regarding the District of Mackenzie’s proposal for Trustee Electoral Areas.

At an In Camera meeting of the Board of Education of School District No. 57 (Prince George) held on Tuesday, February 27th, I provided an update to trustees on our conversation. The Board of Education unanimously passed the following motion:

That the Board of Education write to the Minister of Education
re-emphasizing their unanimous support for retaining the current
At Large system of trustee representation.

I understand that other elected officials have provided letters of support to the District of Mackenzie’s proposal. However, the Board of Education strongly feels that as local representatives elected to govern public education in School District No. 57 (Prince George) their support for the current At Large system must be given at least equal consideration.

The Board of Education’s letter to the Ministry of Education dated November 28, 2018 clearly outlined the reasons for the Board’s unanimous view, and detailed this Board’s record of representation and advocacy on rural education matters. In particular, the Board of Education has asked me to draw your attention to Appendix A of that letter.

The District of Mackenzie’s proposal will result in a significant over-representation on the Board of Education of students and citizens in the Trustee Electoral Areas proposed for Mackenzie and the Robson Valley and a significant under-representation of the students and citizens in Prince George. To the best of the Board’s knowledge, the citizens of Prince George have not been consulted on the District of Mackenzie’s proposal.

The Board of Education respectfully requests that you consider their unanimous support for the current At Large system of trustee representation prior to making your decision.

Sincerely,

Tim Bennett, Chair
Board of Education

Pc: Shirley Bond, MLA, Prince George-Valemount
    Mike Morris, MLA, Prince George-Mackenzie

BE/dln