Board of Education

Regular Public Meeting

December 4, 2018

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., Tuesday, December 4, 2018
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 October 30, 2018          Page 1
   5.2 Inaugural Meeting of November 6, 2018            Page 8
   5.3 Record of Minutes of the Special and Regular In
          Camera Meetings of October 30, 2018             Page 10

6. PRESENTATIONS
   6.1 Teacher Librarian of the Year Award
       • Leisbet Beaudry, Lac des Bois Teacher Librarian

7. BUSINESS ARISING FROM THE MINUTES
   7.1 Trustee Committee and Liaison Appointments
       (T. Bennett)                                       Page 11
8. MANAGEMENT AND FINANCE COMMITTEE

8.1 Committee Report (S. Warrington)  

8.2 2018-2019 Budget Consultation – Expanded Committee of the Whole  

8.2.1 Terms of Reference  

8.2.2 Suggested Agenda and Meeting Dates  

9. EDUCATION PROGRAMS AND PLANNING COMMITTEE

9.1 Committee Report (T. Derrick)  

10. EDUCATION SERVICES COMMITTEE

10.1 Committee Report (R. Polillo)  

11. POLICY AND GOVERNANCE COMMITTEE

11.1 Committee Report (B. Bekkering)  

11.2 Draft Policy 4133.1 Reimbursement of Travel and Meeting Expenses  

12. DISTRICT ADMINISTRATION REPORTS

12.1 Superintendent of Schools – Community Mobilization  

13. TRUSTEE REPORTS

13.1 BC School Trustees’ Association (R. Polillo)  

13.2 District Parent Advisory Council (S. Warrington)  

13.3 District Student Advisory Council (R. Polillo)
14. **NEW BUSINESS**

15. **CORRESPONDENCE**

   15.1 Letter dated November 5, 2018 to the Minister of Finance and Minister of Education regarding the funding model review update

16. **ADJOURNMENT**

**UPCOMING MEETINGS:**

- Education Services Committee – January 14, 2019
- Policy and Governance Committee – January 15, 2019
- Management and Finance Committee – January 21, 2019
- Education Programs and Planning Committee – January 22, 2019
- Public Board Meeting – January 29, 2019
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
Darleen Patterson, Secretary Treasurer
Diane Nygaard, Executive Assistant (Recorder)

Absent:

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. APPROVAL OF AGENDA

Additions to the agenda:
  - Management and Finance Committee
    o Funding Model Review Update

The agenda was approved as amended.

3. PUBLIC INPUT

Trudy Klassen spoke to her experience and the concerns heard from some community members while campaigning for the position of School Board Trustee.

Don Sabo spoke in support of the new trustee electoral areas for the school district and the election of Trustees from each of those areas. Mr. Sabo noted that the school district will now have additional support when advocating for vulnerable students.

Joanne Hapke representing the Prince George District Teachers’ Association extended congratulation to the Trustees Elect and thanked those Trustees leaving their role of Trustee.
4. SCHOOL DISTRICT NEWS

4.1 Teacher Librarian of the Year Award

The Board Chair congratulated Leisbet Beaudry, Teacher Librarian at Lac des Bois Elementary on being named a BC Teacher Librarian Association Teacher Librarian of the Year.

5. MINUTES OF PREVIOUS MEETINGS

5.1 Public Meeting

Corrections:
- 6.2.2 French Immersion Programming

The record of the amended motion was corrected as follows:

Trustees Hooker, Perrin and Warrington voted in favour of the amended motion.

Trustees Bennett, Cable and Harris were opposed to the amended motion.

The discussion returned to the original motion, and it was DEFEATED.

Trustees Cable, Harris, and Warrington voted in favour of the motion.

Trustees Bennett, Hooker and Perrin were opposed to the motion.

The minutes of the regular public meeting of September 25, 2018 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 September 25, 2018 and special in camera meetings of October 3 and October 9, 2018 was approved.

6. BUSINESS ARISING FROM THE MINUTES

None.
7. MANAGEMENT AND FINANCE COMMITTEE

7.1 Committee Report

Trustee Warrington reviewed and discussed the October 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 October 22, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.

7.2 Funding Model Review Update

Trustee Warrington reported that the Trustees received a copy of the Deputy Minister’s Bulletin dated October 19, 2018 regarding a funding model review update at a meeting earlier this evening. Ms. Warrington reviewed the information included in the bulletin and noted the motion that the Board of Education brought forward to the BCSTA Annual General Meeting to delay the implementation of the new funding formula.

MOVED and SECONDED
That the Board of Education write a letter to the Minister of Education, BCSTA and the Ministry of Finance copied to partner groups reaffirming our motion passed at the BCSTA Annual General Meeting to delay the implementation of a new funding formula to September 2020.
CARRIED

All Trustees voted in favour of the motion.

8. EDUCATION PROGRAMS AND PLANNING COMMITTEE

8.1 Committee Report

Trustee Cable reviewed and discussed the October 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 October 23, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.
8.2 Official Crest for Certified SD57 Therapy Dogs

The Superintendent reviewed the recommendation and background that was included in the agenda package.

MOVED and SECONDED
That the Board of Education approves the crest as presented as the official crest for certified School District No. 57 (Prince George) therapy dogs.
CARRIED

All Trustees voted in favour of the motion.

9. EDUCATION SERVICES COMMITTEE

9.1 Committee Report

Trustee Wiebe noted that the September 2018 Education Services Committee Report was included in the agenda package in error and referred to the handout provided for October 2018.

Trustee Wiebe reviewed the October 2018 Education Services Committee Report.

MOVED and SECONDED
That the report of the Education Services Committee meeting held on October 15, 2018 be received.
CARRIED

All Trustees voted in favour of the motion.

9.2 Duchess Park Secondary Capacity Status and Initiatives Report

Trustee Wiebe reviewed the Report to the Board titled Current Student Capacity Status at Duchess Park Secondary School and Initiatives prepared by the Superintendent that was included in the agenda package.

Trustee Warrington noted the need for a short and long-term plan to address catchment and capacity.
9.3 **Vanway Elementary School – Outdoor Learning Space**

Trustee Wiebe reviewed the recommendation and rationale for the installation of an Open Learning Space at Vanway Elementary School that was included in the agenda package. Mr. Wiebe drew attention to the graphic of the outdoor learning space that was also included in the agenda package.

**MOVED and SECONDED**
That the installation of an Open Learning Space, as proposed by the school and funded by a $20,000 donation in memory of a former teacher of the District, be approved.

CARRIED

10. **POLICY AND GOVERNANCE COMMITTEE**

10.1 **Committee Report**

Trustee Perrin drew attention to the October 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 October 16, 2018 be received.

CARRIED

All Trustees voted in favour of the motion.

10.2 **Draft Policy 3514.5 Global Positioning System Equipment in District Owned Vehicles**

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

**MOVED and SECONDED**
That the proposed new Policy 3514.5 Global Positioning System (GPS) in School District Owned Vehicles be approved for distribution to reference groups for input.

CARRIED

All Trustees voted in favour of the motion.
11. DISTRICT ADMINISTRATION REPORTS

11.1 Superintendent of Schools

The Superintendent stated that at the regular public meeting held on September 25, 2018 the Board of Education provided approval for the school district to enter into an agreement as a participating district of the educational agreements between British Columbia and France for the purpose of education collaboration.

Ms. Marquis-Forster drew attention to the Master of Educational Cooperation Agreement between the Academy of Martinique and the School District No. 57 (Prince George) Board of Education that was included in the agenda package. Ms. Marquis-Forster reported that she attended the signing ceremony held in Vancouver on October 12th.

The Superintendent reported that Scott MacDonald, Deputy Minister of Education visited the school district on October 9th. She drew attention to the meeting and visitation schedule that was included in the agenda package.

12. TRUSTEE REPORTS

12.1 BC School Trustees’ Association

Trustee Warrington provided a reminder to the Trustees Elect of the BCSTA Trustee Academy being held in Vancouver on November 29 to December 1, 2018.

12.2 District Student Advisory Council

Trustee Wiebe reported on the District Student Advisory Council meeting held on October 1, 2018. Agenda items included the review of the council’s mission statement, 2018/19 agenda planning, Policy 1160 Role of the Board, and standing committee meeting of the Board.

13. TRUSTEE RECOGNITION

The Board Chair and Superintendent, on behalf of School District No. 57 (Prince George) made a presentation and thanked departing Trustees Cable, Harris, Hooker, Perrin and Wiebe for their hard work and dedication over the past years.
14. **CORRESPONDENCE**

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

- Letter dated September 24, 2018 from Rob Fleming, Minister of Education regarding the school district’s request for funding to support the transition to the new Trustee Electoral Areas.

15. **ADJOURNMENT**

The meeting adjourned at 9:02 p.m.

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Chairperson

Secretary Treasurer
Present:

Betty Bekkering, Trustee
Tim Bennett, Trustee
Trent Derrick, Trustee
Ron Polillo, Trustee
Bob Thompson, Trustee
Sharel Warrington, Trustee
Shurirose Valimohamed, Trustee

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

In attendance:

The Honourable Judge Michael A. Gray
Darlene McIntosh, Elder, Lheidli T'enneh Band
Doris Leclair, Elder, McLeod Lake Indian Band

1. CALL TO ORDER

Superintendent Marquis-Forster called the meeting to order at 7:00 p.m.

2. GREETINGS AND WELCOME

Darlene McIntosh, Elder, Lheidli T'enneh Band brought greetings.

Doris Leclair, Elder, McLeod Lake Indian Band spoke in response.

The greetings were followed by a performance by the Lheidli Men's Drum Group.

3. CONFIRMATION OF OFFICIAL ELECTION RESULTS

The Superintendent read the declaration of official election results that were included in the agenda package.

4. ADMINISTRATION OF OATHS OF OFFICE

Judge Gray administered the trustees' oaths of office.

In addition to taking the Oath of Office before Judge Gray, each of the Trustees chose to participate in an Indigenous ceremonial component delivered by Darlene McIntosh, Elder, Lheidli T'enneh Band or Doris Leclair, Elder, McLeod Lake Indian Band.
5. **ELECTION OF CHAIRPERSON**

The Superintendent called for nominations for chairperson.

Mr. Polillo nominated Mr. Bennett, who accepted the nomination.

The Superintendent called twice more for nominations and, hearing none, declared Mr. Bennett elected by acclamation.

Mr. Bennett took the chair.

6. **ELECTION OF VICE-CHAIRPERSON**

Mr. Bennett called for nominations for vice-chairperson.

Mr. Thompson nominated Ms. Warrington, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Ms. Warrington elected by acclamation.

7. **ELECTION OF BCSTA PROVINCIAL COUNCILLOR**

Mr. Bennett called for nominations for BCSTA Provincial Councillor.

Ms. Warrington nominated Mr. Polillo, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Mr. Polillo elected by acclamation.

8. **ELECTION OF REPRESENTATIVE TO THE B.C. PUBLIC SCHOOL EMPLOYERS’ ASSOCIATION**

Mr. Bennett called for nominations for representative to the B.C. Public School Employers’ Association.

Ms. Polillo nominated Ms. Bekkering, who accepted the nomination.

Mr. Bennett called twice more for nominations and, hearing none, declared Ms. Bekkering elected by acclamation.

9. **ADJOURNMENT**

The meeting adjourned at 7:54 p.m.
October 30, 2018 Special In Camera Meeting

1. Receipt of an update on a legal matter.
2. Receipt of an update regarding a personnel matter.

The meeting was called to order at 3:33 p.m. and adjourned at 3:45 p.m.

October 30, 2018 Regular In Camera Meeting

1. Adoption of the minutes of the regular in camera meeting of September 25, 2018 and special in camera meetings of October 9, 2018.
2. Decision regarding a personnel matter.
3. Discussions regarding personnel matters.
4. Receipt of a staffing report.
5. Receipt of an update regarding the Employee and Family Assistance Program.
6. Discussion regarding a governance matter.
7. Receipt of an update regarding a property matter.
8. Receipt of an update regarding community response to critical incidents and traumatic events.
9. Receipt of an update regarding a liaison meeting.

The meeting was called to order at 4:00 p.m. and adjourned at 5:20 p.m.
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

December 4, 2018

MEMORANDUM

TO: Board of Education

FROM: Tim Bennett, Board Chair

SUBJECT: TRUSTEE COMMITTEE AND LIAISON APPOINTMENTS – DECEMBER 2018

RECOMMENDATION

That the Trustee Committee and Liaison Appointments – December 2018 be approved.

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RATIONALE:

1. Bylaw 1, 2.8 provides that Trustees shall have an opportunity to make their Committee and Liaison preferences known prior to appointments being made.

2. Trustees were provided that opportunity after the November 6, 2018 Inaugural Meeting.

3. Bylaw 1, 2.9 provides that the Committee and Liaison appointments shall be subject to the approval of the Board at the next regularly scheduled Board Meeting following the Inaugural Meeting.
## Standing Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Programs and Planning Committee</td>
<td>Trent Derrick (Chair) Betty Bekkering</td>
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<tr>
<td></td>
<td>Shuirose Valimohamed</td>
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<tr>
<td>Education Services Committee</td>
<td>Ron Polillo (Chair)</td>
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<td></td>
<td>Sharel Warrington</td>
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<td></td>
<td>Bob Thompson</td>
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<tr>
<td>Management and Finance Committee</td>
<td>Sharel Warrington (Chair)</td>
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<td></td>
<td>Trent Derrick</td>
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<td></td>
<td>Bob Thompson</td>
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<tr>
<td>Policy and Governance Committee</td>
<td>Betty Bekkering (Chair)</td>
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<td></td>
<td>Ron Polillo</td>
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<td></td>
<td>Shuirose Valimohamed</td>
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## Elected Positions

<table>
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<tr>
<th>Position</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCSTA Provincial Councillor</td>
<td>Ron Polillo</td>
</tr>
<tr>
<td>BCPSEA Representative</td>
<td>Betty Bekkering</td>
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</table>

## Committee Representatives

<table>
<thead>
<tr>
<th>Committee</th>
<th>Vice Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Education Committee</td>
<td>Alternate Trent Derrick</td>
</tr>
<tr>
<td>Calendar Committee</td>
<td>Betty Bekkering</td>
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<tr>
<td></td>
<td>Alternate Tim Bennett</td>
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<tr>
<td>Catchment and Capacity Stakeholder Advisory Committee</td>
<td>Ron Polillo</td>
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<tr>
<td></td>
<td>Alternate Sharel Warrington</td>
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<tr>
<td>Early Learning Advisory Committee</td>
<td>Shuirose Valimohamed</td>
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<td></td>
<td>Alternate Sharel Warrington</td>
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<tr>
<td>Equity Scan Committee</td>
<td>Trent Derrick</td>
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<td></td>
<td>Alternate Bob Thompson</td>
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<tr>
<td>Springboard to Success Scholarship Committee</td>
<td>Tim Bennett</td>
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<td></td>
<td>Alternate Betty Bekkering</td>
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## Liaison Appointments

<table>
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<tr>
<th>Organization</th>
<th>Member(s)</th>
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<tbody>
<tr>
<td>District Parent Advisory Council</td>
<td>Alternating Schedule</td>
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<tr>
<td>District Student Advisory Council</td>
<td>Ron Polillo</td>
</tr>
<tr>
<td>City of Prince George / Regional District of Fraser-Fort George</td>
<td>Alternate Betty Bekkering</td>
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<tr>
<td>District of Mackenzie</td>
<td>Shuirose Valimohamed</td>
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<td>Village of McBride</td>
<td>Alternate Tim Bennett</td>
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<td>Village of Valemount</td>
<td>Bob Thompson</td>
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<tr>
<td>UNBC</td>
<td>Alternate Tim Bennett</td>
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<tr>
<td>CNC / Career Programs Advisory Committee / Trades / CTC</td>
<td>Chair/Vice Chair</td>
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<td>CUPE 3742 and 4991</td>
<td>Chair/Vice Chair</td>
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<tr>
<td>PGDTA</td>
<td>Ron Polillo</td>
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<td>PGDTA Mackenzie Sub-local</td>
<td>Shuirose Valimohamed</td>
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<td>PGDTA Robson Valley Sub-local</td>
<td>Bob Thompson</td>
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<td>PGPVPA</td>
<td>Betty Bekkering</td>
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<td>Bob Thompson</td>
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<tr>
<td>Zone</td>
<td>Schools</td>
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<tr>
<td>College Heights</td>
<td>Beaverly, College Heights, Malaspina, Southridge and Vanway Elementary, College Heights Secondary Schools</td>
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<tr>
<td>Duchess Park</td>
<td>Edgewood, Harwin and Ron Brent, Spruceland and Lac des Bois Elementary Schools</td>
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<tr>
<td></td>
<td>Duchess Park Secondary</td>
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<td></td>
<td>John McInnis Centre</td>
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<tr>
<td>Kelly Road</td>
<td>Glenview, Hart Highlands, Heather Park, Nukko Lake and Springwood Elementary and Kelly Road Secondary Schools</td>
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<tr>
<td>P.G.S.S.</td>
<td>Blackburn, Giscome, Nusdeh Yoh, Peden Hill, Pineview, Pinewood, Polaris, Van Bien and Westwood Elementary and Prince George Secondary Schools</td>
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<td></td>
<td>Buckhorn and Hixon Elementary Schools</td>
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<tr>
<td>D.P. Todd</td>
<td>Foothills, Heritage and Quinson Elementary and D.P. Todd Secondary Schools</td>
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<tr>
<td>Mackenzie</td>
<td>Morfee Elementary and Mackenzie Secondary</td>
</tr>
<tr>
<td>Robson Valley</td>
<td>McBride and Valemount Elementary and McBride and Valemount Secondary Schools</td>
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</tbody>
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MEMORANDUM

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

RECOMMENDATION

That the report of the Management and Finance Committee Meeting held on November 26, 2018 be received.

* * * * * *

REPORT:


2) The Management and Finance Committee meeting's agenda items were:

a) Staffing Update – A year to date update was provided by the Superintendent and the Director of Human Resources.

b) 2018-2019 Surplus in Schools - The Committee discussed the Accumulated Surplus of the School District to June 30, 2018. The discussion included a review of Policy 3433.2 Accumulated Operating Surplus, a review of the overall accumulated surplus of the school district and a review of the accumulated surplus by school.

c) Right-Sizing of District Level Supports – The Secretary Treasurer provided the committee with a detailed overview of the changes made to the District Level supports since the 2015/16 year. The committee requested the review of the Recruitment and Retention Officer at the next committee meeting.
d) Proposed uses of Surplus – 2018-19 Amended Annual Budget – The Secretary Treasurer provided the committee with proposed uses of surplus as requested at the October 22nd committee meeting. Ms. Patterson reviewed and discussed the recommendations and rationales for the proposed use of surplus in support of:

- Data Management –Software Implementation Project
- Health and Safety Compliance
- Healthy Workplace Culture and Staff Engagement
- Development and Implementation of a District Wide Communication Plan

The recommendations will appear on the January 29, 2019 regular public agenda for consideration of the Board’s approval.

e) 2019-2020 Budget Consultation – The committee reviewed the Terms of Reference and suggested agenda and meeting dates for the 2019-2020 Expanded Committee of the Whole – Budget. This item appears on this evening’s agenda for consideration of the Board’s approval.

f) Analysis of Trustee Travel Expenses – A report was presented to the Committee on expenditures and/or reimbursements to date.

3) The next Management and Finance Committee meeting will be held on January 21, 2019.
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 26, 2018

MEMORANDUM

TO: Board of Education

FROM: Management and Finance Committee

SUBJECT: BUDGET CONSULTATION EXPANDED COMMITTEE OF THE WHOLE TERMS OF REFERENCE

________________________________________

RECOMMENDATION

THAT the Terms of Reference of the Budget Consultation Expanded Committee of the Whole, and suggested meeting timelines and proposed agendas, be confirmed for the 2019-2020 Annual Budget process.

* * * * * * *

BACKGROUND

1. The Terms of Reference for the Budget Consultation Expanded Committee of the Whole were revised by the Board of Education at its meeting held November 28, 2017.

2. The Management and Finance Committee reviewed and discussed the Terms of Reference at its meeting held November 26, 2018.

3. The Management and Finance Committee also reviewed proposed dates and agendas for two Expanded Committee of the Whole meetings to be held related to the 2019-2020 Budget Consultation.

CO/dln
School District No. 57 (Prince George)

EXPANDED COMMITTEE OF THE WHOLE – BUDGET

TERMS OF REFERENCE

Purpose

To provide input to the Board of Education on establishing its annual operating budget, and to provide an opportunity for open communication and an understanding of the annual operating budget.

The Expanded Committee of the Whole will consider the 2016-2021 Strategic Plan goals of Learning, Engagement, Opportunity, and Sustainability in its discussions.

Scope

1. To receive information on revenue of the school district including operating, special purpose and capital funds.

2. To receive information on expenditures of the school district including operating, special purpose and capital funds.

3. To receive information on the internally restricted operating fund surplus of the school district.

4. To receive information on the school district’s operating fund school organization process and department budget process and the related compilation of a draft annual operating budget based on these processes.

5. To provide input on operational challenges and efficiencies to be considered in the development of the annual operating budget.

6. 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.

7. 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.

8. To consider options and provide advice to the Board of Education on the appropriation of surplus to support student learning and increase staff capacity in the adoption of the annual operating budget bylaw by the Board of Education.
Membership

Trustees (7)
Senior Administration (7)
Prince George District Teachers’ Association (2)
CUPE 3742 (2)
CUPE 4991 (2)
District Parent Advisory Council (2)
District Student Advisory Council (2)
Aboriginal Education Committee (2)
Exempt Staff (2)
Prince George Principals and Vice Principals Association (2)

Chair

Chairperson, Management & Finance Committee

Staff Responsible

Secretary Treasurer
Director of Finance
Executive Assistant

Reporting

The Expanded Committee of the Whole – Budget will rise and report to the Board of Education at the regular public meeting following the last meeting of the committee. In addition, the disposition of matters reported on through the rise and report process will be identified during the presentation in support of the second reading of the annual operating budget bylaw.

Meetings

Two or three meetings will be held from January to June. The actual meeting dates and agenda will be determined by the committee chair within the parameters of funding announcements and internal operational deadlines.
2019-2020 Budget Consultation Expanded Committee of the Whole
Suggested Timeline and Proposed Agendas

Wednesday, April 3, 2019, 4:00 to 6:00 p.m., Board Room

1. Review ECOW Terms of Reference
2. Overview of Strategic Plan goals of Learning, Engagement, Opportunity and Sustainability
   a. Specific goals,
   b. quality indicators, and
   c. achievement strategies related to development of 2019-2020 Annual Budget
3. Review Budget Assumptions set in accordance with Policy 1160, Regulation 8.2
4. Review the March 15, 2019 Ministry Funding Announcement for 2019-2020
5. Review changes to the Funding Formula and impact on School District No.57
6. Review expected revenues for 2019-2020

Wednesday, April 17, 2019, 4:00 to 6:00 p.m., Board Room

1. Review expenses for 2018-2019
2. Review the allocation of expected revenues and expenses made through school organization meetings and department budget meetings
3. Review Accumulated Operating Surplus at June 30, 2018
4. Review recommendations for use of surplus 2019-2020
5. Present the 2019-2020 Annual Budget financial opportunity or challenge at this date
6. Roundtable discussion to Identify the 2019-2020 Annual Budget operational opportunities and challenges

Wednesday, May 1, 2019, 4:00 to 6:00 p.m., Board Room

1. Update the 2019-2020 Annual Budget financial opportunity or challenge at this date
2. Review how the 2019-2020 Annual Budget supports the 2016-2021 Strategic Plan
3. Discussion of specific 2019-2020 Annual Budget opportunities or challenges identified at the previous meeting
4. Roundtable discussion to Identify additional 2019-2020 Annual Budget opportunities or challenges
5. Discussion of committee report to the Board of Education
6. Debrief of ECOW process

Tuesday, May 28, 2019 – Regular Meeting of the Board of Education

1. Board of Education to receive Report of the Budget Consultation Expanded Committee of the Whole
2. Board of Education to consider first, second, third and final readings of the 2018-2019 Annual Budget Bylaw
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 27, 2018

MEMORANDUM

TO: Board of Education

FROM: Trustee Derrick, Chair
       Education Programs and Planning Committee

SUBJECT: COMMITTEE REPORT – NOVEMBER 2018

______________________________________________________________

RECOMMENDATION

That the report of the Education Programs and Planning Committee meeting held on November 27, 2018 be received.

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REPORT:

1. The Education Program and Planning Committee met on November 27, 2018.

2. The meeting’s agenda items were:

   a. Approval of the minutes of the previous meeting held.

   b. Rotary Adventure in Forestry – The committee received a presentation from the Rotary Club of Prince George Yellowhead on the Adventure Playground program. The Rotary Club requested the school district’s support to encourage high school students grade 10 to 12 to participate in the program. The program is designed to attract young people to pursue the training needed to prepare for careers offered in forests or environmental studies.

   c. Learning Innovations, Inspiring Learning Anywhere:

      • Comprehensive Academic Intervention Strategy (CAIS) – Deb Kaban, District Principal Learning Innovations presented a PowerPoint presentation providing an update on the Comprehensive Academic Intervention Strategy. Ms. Kaban reported that seven schools are currently participating in the school district’s strategy to bring student achievement results in line with our provincial and national counterparts. She noted that other schools including Morfee and Valemount Elementary Schools are using the CAIS resources approach to literacy instruction and professional learning opportunities.
• **After School Academic Proficiency (ASAP):** Deb Kaban, District Principal Learning Innovations presented a PowerPoint presentation providing an update on the After School Academic Proficiency Program (ASAP). Ms. Kaban reported that eight schools are participating in the school district’s strategy to address concerns identified in the student achievement data. The ASAP program is a cooperative initiative. The Aboriginal Education Department, Learning Innovations Department and participating schools have teamed together for a three-year pilot project (2017-2020). The project is tied to research locally, provincially and nationally.

• **New Curriculum Update:** Deb Kaban, District Principal Learning Innovations provided a new curriculum update. Ms. Kaban reported the Grade 10 BC curriculum has been fully implemented. In 2019/20, all BC school will use the new Grades 11 and 12 curriculum.

d. **Jane E. Pollock, Consultant:** The Superintendent reviewed and discussed a recommendation for the appropriation of surplus to engage Jane E. Pollock to provide ongoing training and consultation that supports classroom innovation and instruction of thinking skills in support of the school district’s *Inspiring Learning Anywhere Strategic Plan 2016-2021* with the committee. Ms. Marquis-Forster stated the work of Ms. Pollock directly supports building teacher and administrator instructional and leadership capacity to foster innovative classrooms and facilitate students’ critical thinking, problem solving and growth mindset.

This item will appear on the January 29, 2019 regular public agenda for consideration of the Board’s approval.

e. **Yearly Plan:** Review and update of the yearly plan.

3. The next Education Programs and Planning Committee meeting will be held on January 22, 2019.
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 19, 2018

MEMORANDUM

TO: Board of Education

FROM: Ron Polillo, Trustee, Chair
       Education Services Committee

SUBJECT: COMMITTEE REPORT – NOVEMBER 2018

______________________________________________________________________________

RECOMMENDATION

That the report of the Education Service Committee
meeting held on November 19, 2018 be received.

* * * * * *

REPORT:

1. The Education Services Committee met on November 19, 2018. The
   meeting’s agenda included the following topics:

   a. Minutes of Previous Meeting – The minutes of the previous meeting
      were approved as presented.

   b. Connectivity Update – District Wide – Morris Scarpino, District
      Technology Support Coordinator provided the committee with a district
      wide connectivity update. The update included information regarding the
      2016 K-12 Provincial Learning Network’s Next Generation Network
      upgrade which provided access to high-speed internet throughout the
      school district. Mr. Scarpino advised that the school district plans to
      move towards improving connectivity and the internet wireless
      infrastructure throughout the school district.

   c. Portable Classroom Replacement – This item appears on this
      evening’s agenda for consideration of the Board’s approval.

   d. Kelly Road Secondary School Capital Project – Mr. Maletta provided
      an update on the Kelly Road Secondary Replacement School Capital
      Project. He provided a timeline of progress to date and responded to
      questions from the committee.
e. **Catchment and Capacity Review Stakeholders Committee** –
The Secretary Treasurer advised that the proposed date for the annual
Catchment and Capacity Review Stakeholders Committee meeting is
December 19, 2018. The committee reviewed the Catchment and
Capacity Review Stakeholders Terms of Reference and revised to include
a Trustee in the membership. The background of the advisory committee
is included in the October 30, 2018 regular public Board book that is
available on the school district’s website.

2. The next Education Services Committee meeting is scheduled for
January 14, 2019.
MEMORANDUM

TO: Board of Education

FROM: Betty Bekkering, Chair
Policy and Governance Committee

SUBJECT: COMMITTEE REPORT – NOVEMBER 2018

RECOMMENDATION

That the report of the Policy and Governance Committee meeting held on November 20, 2018 be received.

REPORT:

1) The Policy and Governance Committee met on November 20, 2018.

2) The meeting’s agenda items were:

   a) Approval of the minutes of the previous meeting held.

   b) Policy 3541.35 Winter Weather – Follow-up

      The Committee continued the review and discussion of the Prince George District Teachers’ Association request to revise Policy 3541.35 Winter Weather to provide the Superintendent the authority to close schools when deemed necessary. The PGDTA made the request related to the February 2018 severe winter road conditions and the safety of its members.

      The Superintendent reviewed and discussed proposed revisions to Policy 3541.35 Winter Weather with the committee that included a definition of extreme weather and a reference to Policy 6114 Emergency Situation in Schools.

      The committee requested that the Superintendent investigate including language regarding arrangement for staff in the event of extreme weather. The committee will continue to explore the extreme weather definition and related revisions at its January committee meeting.

   c) Policy 4133.1 Reimbursement of Travel and Meeting Expenses – This item appears on this evening’s agenda for consideration of the Board’s approval.

3) The next Policy and Governance Committee meeting is January 15, 2019.
SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

November 20, 2018

MEMORANDUM

TO: Board of Education

FROM: Policy and Governance Committee

SUBJECT: MINOR REVISIONS TO POLICY 4133.1 REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

RECCOMMENDATION

That the proposed minor revisions to Policy 4133.1 Reimbursement of Travel and Meeting Expenses be approved.

* * * * * * *

RATIONALE

1. This policy requires minor revisions to bring it up to date with the provincial government rates as set each year on April 1, effective July 1 of the same year.

2. Regulation 2 regarding accommodation requires updating as there is no longer a prescribed accommodation rate set by the government.

3. On October 16, 2018, Senior Administration reviewed and discussed the minor revisions to the policy.

4. On November 20, 2018, the Policy and Governance Committee reviewed and discussed the minor revisions to the policy and recommended minor housekeeping items for approval by the Board.

5. In accordance with Policy 8310 (Policy and Policy Development), minor revisions that do not change the intent of a policy may be approved by the Board without being distributed to reference groups for input.

/dln
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

APPROVED: 1980.07.08

REVISED:
1981.04.22   2005.07.01
1987.06.30   2006.06.27
1996.05.21   2007.03.27
2000.05.16   2010.06.22
2001.07.01   2010.11.23
2001.11.27   2012.05.15
2004.06.29   2013.09.03
2005.02.01   2016.08.26
2018.10.XX

POLICY

The Board requires an orderly procedure for ensuring that representatives of the Board and trustees can recover reasonable out-of-pocket expenses when traveling on school district business.

Responsibility Centre: Secretary-Treasurer
References: School Act, Section 85
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

PREAMBLE

Employees, representatives of the Board and trustees who are required to travel on school district business should be reimbursed for appropriate expenses incurred.

Approved: 2001.11.27
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

REGULATIONS:

1. Travel expenses will be reimbursed at provincial government rates as set each year on April 1, effective July 1 of the same year, with the exception of accommodation and incidentals, as noted in the administrative procedures.

Approved: 2004.06.29
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

ADMINISTRATIVE PROCEDURES:

1. These procedures do not preclude the establishment of mutually agreeable rates of travel reimbursement for attendance at professional development activities.

2. Accommodation

2.1 When an employee is required to travel on school district business and overnight accommodation is necessary, the employee must use one of those properties in the Accommodation Listing (see 2.2 below). Maximum that will be reimbursed is the provincial government discounted rate established by the hotel.

2.2 Employees must request hotel government rates. If the hotel does not offer a government rate, the maximum that will be reimbursed will be $100 per night from September 1 to April 30 and $155 per night from May 1 to August 31.

There is no longer a prescribed accommodation rate set by government; each property has quoted its own government discounted rate.

The BC Government Business Travel Accommodation Listing can be found at the Procurement Services website at http://csa.pss.gov.bc.ca/businessstravel/. The Listing is sorted by city, then lowest single rate. Click on the property name to link to the pricing and details for that property.

In making a property selection, select the most cost effective property that meets your business requirements, considering the room rate and any other supplementary costs for internet access, parking or other services. Also consider the proximity to business meeting location that impact travel time and related travel costs for transportation.

2.3 The maximum hotel rate may be exceeded at the conference hotel or upon approval by the Superintendent of Schools.

2.4 Where private lodging is used in lieu of commercial accommodation, reimbursement of $30 $31.65 maximum per night may be claimed.
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

3. **Meals and Incidental Expenses**

3.1 An employee may claim meals as follows:

3.1.1 On day of departure:
- To claim breakfast, depart from home/work before 7:00 a.m.
- To claim lunch, depart from home/work before 12:00 noon
- To claim dinner, depart from home/work before 6:00 p.m.

3.1.2 On day of return:
- To claim breakfast, arrive at home/work after 7:00 a.m.
- To claim lunch, arrive at home/work after 12:00 noon
- To claim dinner, arrive at home/work after 6:00 p.m.

3.1.3 Time of departure and return must be noted on the travel expense claim.

3.2 Meals provided by the meeting host or as part of the conference registration fee must be deducted from the claim. In all cases, a conference schedule must be included with the claim.

3.3 A claim for incidental expenses, including personal telephone calls, will be paid, to a maximum of $7.00 to $14.00 for each night that the employee claims overnight accommodation.

3.4 Telephone calls made on behalf of the school district may be claimed and should be clearly identified on the claim form and hotel bill.

4. **Travel**

4.1 The most economical mode of transportation shall be used unless otherwise authorized by the appropriate Administrative Council Senior Administration member.

4.2 Rental of automobiles is not authorized except with the approval of the Superintendent of Schools.

5. **Vehicle Expenses**

5.1 When private vehicles are used, compensation will be based on map distance according to currently approved rates and cannot exceed an amount equal to the economy airfare for the trip. Ferry costs and toll booths will be reimbursed upon submission of receipts.

5.2 When private vehicles are used in lieu of air transportation, meals and accommodation en route will be paid for one 24-hour period, upon approval.
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

6. Hospitality and Meeting Costs

6.1 Costs associated with hospitality and the entertaining of guests are the responsibility of the Superintendent of Schools, the Board Chairperson and Board Vice-Chairperson. All claims must be supported by original receipts.

6.2 Meeting costs represent the costs for coffee, tea, light lunches and/or snacks associated with making meetings within the district more effective and to take advantage of time. Costs of this type are permissible with the approval of the department manager.

6.3 The school district will not pay for alcoholic beverages under any circumstances.

7. Approvals

7.1 Travel claims must be approved by the manager with signing authority for the cost centre being charged, except where the manager is the traveler, in which case the manager’s supervisor must make the approval.

7.2 Receipts are required for accommodation, business telephone calls, hospitality, car rental, airport/hotel parking, air travel, ferry costs, toll booths and ground transportation.

8. Advances

8.1 Advances will be provided on an exceptional basis only and with the approval of the Superintendent of Schools or designate.

9. Claim Procedures

9.1 The employee must complete and submit an approved travel claim to the accounts payable department upon return to the district.

9.2 A copy of the conference brochure must be attached to claims made for attendance at a conference.

9.3 The accounts payable department will ensure that the travel claim reimbursement is included in the cheque run following the date of receipt of an approved travel claim that meets the stipulations of these administrative procedures.

Approved: 1980.07.08
APPENDIX A

REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

Distances from central administration office in kilometers (one way)

In-district destinations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Km</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Choice</td>
<td>3.8</td>
</tr>
<tr>
<td>Airport</td>
<td>13.7</td>
</tr>
<tr>
<td>Baldy Hughes</td>
<td>36.4</td>
</tr>
<tr>
<td>Beaverly</td>
<td>12.3</td>
</tr>
<tr>
<td>Blackburn</td>
<td>13.3</td>
</tr>
<tr>
<td>Buckhorn</td>
<td>16.6</td>
</tr>
<tr>
<td>Central Fort George</td>
<td>4.9</td>
</tr>
<tr>
<td>College Heights El.</td>
<td>2.4</td>
</tr>
<tr>
<td>College Heights Sec.</td>
<td>4.2</td>
</tr>
<tr>
<td>College of New Caledonia</td>
<td>2.8</td>
</tr>
<tr>
<td>Duchess Park</td>
<td>4.1</td>
</tr>
<tr>
<td>Edgewood</td>
<td>8.2</td>
</tr>
<tr>
<td>Foothills</td>
<td>5.9</td>
</tr>
<tr>
<td>Giscombe</td>
<td>46.5</td>
</tr>
<tr>
<td>Glenview</td>
<td>15.4</td>
</tr>
<tr>
<td>Hart Highlands</td>
<td>15.3</td>
</tr>
<tr>
<td>Harwin</td>
<td>4.2</td>
</tr>
<tr>
<td>Heather Park</td>
<td>15.9</td>
</tr>
<tr>
<td>Heritage</td>
<td>7.1</td>
</tr>
<tr>
<td>Highglen</td>
<td>6.2</td>
</tr>
<tr>
<td>Hixon</td>
<td>61.4</td>
</tr>
<tr>
<td><strong>Youth Containment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Two Wolves Centre</strong></td>
<td></td>
</tr>
</tbody>
</table>

Out-of-district destinations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Km (one way)</th>
<th>Location</th>
<th>Km (one way)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns Lake</td>
<td>229</td>
<td>Seattle</td>
<td>902</td>
</tr>
<tr>
<td>Calgary</td>
<td>793</td>
<td>Vancouver</td>
<td>798</td>
</tr>
<tr>
<td>Edmonton</td>
<td>738</td>
<td>Vanderhoof</td>
<td>100</td>
</tr>
<tr>
<td>Kamloops</td>
<td>529</td>
<td>Vernon</td>
<td>645</td>
</tr>
<tr>
<td>Kelowna</td>
<td>692</td>
<td>Victoria</td>
<td>846</td>
</tr>
<tr>
<td>Penticton</td>
<td>751</td>
<td>Whistler</td>
<td>902</td>
</tr>
<tr>
<td>Quesnel</td>
<td>123</td>
<td>Williams Lake</td>
<td>240</td>
</tr>
</tbody>
</table>

Revised: 2000.05.16, 2001.05.29 (effective 2001.07.01),
2005.02.22 (effective 2005.02.01), 2005.07.01, 2006.07.01, 2009.02.28, 2010.11.23
2018.XX.XX
REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

SCHEDULE OF CURRENTLY APPROVED RATES

Regulation 1 requires that meal and mileage rates be revised effective July 1 each year in accordance with the provincial government rates as at April 1 of the same year. The rates effective July 1, 2018, are as follows:

**Meals**

<table>
<thead>
<tr>
<th></th>
<th>Full Day</th>
<th>Breakfast Only</th>
<th>Lunch Only</th>
<th>Dinner Only</th>
<th>Breakfast and Lunch Only</th>
<th>Lunch and Dinner Only</th>
<th>Breakfast and Dinner Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$49.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$28.50</td>
<td>$30.00</td>
<td>$36.50</td>
<td>$36.50</td>
</tr>
</tbody>
</table>

**Mileage**

| Rate per kilometre | $0.53 | $0.54 |

**Accommodation**

Hotel: maximum $100 per night from September 1 to April 30 and $155 per night from May 1 to August 31 (see also Administrative Procedure 2).

- There is no longer a prescribed accommodation rate set by government; each property has quoted its own government discounted rate.

The BC Government Business Travel Accommodation Listing can be found at the Procurement Services website at [http://csa.pss.gov.bc.ca/businesstravel/](http://csa.pss.gov.bc.ca/businesstravel/). The Listing is sorted by city, then lowest single rate. Click on the property name to link to the pricing and details for that property.

In making a property selection, select the most cost effective property that meets your business requirements, considering the room rate and any other supplementary costs for internet access, parking or other services. Also consider the proximity to business meeting location that impact travel time and related travel costs for transportation. (See Administrative Procedure 2)

- Private accommodation: $30.00 to $31.65 maximum per night.
- Receipts required.

**Incidentals:** $7.00 to $14.00 maximum per night

**Ground Transportation:** As per receipts.

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Approved: 1980.07.08

School District No. 57 (Prince George)
November 5, 2018

The Honourable Carole James
Minister of Finance
PO Box 9048, Stn Prov Govt
Victoria, B.C. V8W 9E2

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

Dear Minister James and Minister Fleming:

In response to the Funding Model Review Update which was included in the Deputy Minister’s Bulletin on October 19, 2018, the Board of Education of School District No. 57 (Prince George) would again urge caution related to the proposed March 2019 implementation of the new Funding Model.

Our Board of Education had previously written to you on May 30, 2018 to express our support for a letter dated May 22, 2018 written by Mr. Gordon Swan, President of BCSTA to Mr. Chris Trumppy, Chair of the Funding Model Review Committee and specifically two motions made at the 2018 British Columbia School Trustees Association (BCSTA) Annual General Meeting.

The first motion was:

_That BCSTA request that the Education Minister require the Independent Panel of the Funding Model Review to hold additional consultation for boards of education, parents, and students and that educational partners be given an opportunity to consider the impact of the proposed new funding model and provide further feedback before the model goes into effect._

_The intent of the motion is to emphasize that Boards of Education and other partner groups should have an opportunity to reflect on and respond to any new funding formula model before it is finalized and implemented._

A second motion was:

_That the BCSTA urge the Minister of Finance that any change to the Education Funding Model be considered no earlier than March 2020._

_The intent of this motion is to urge government to implement a new funding model for K-12 education only after all “pieces of the puzzle” have been adequately addressed. Two examples that immediately come to mind are the implications of sector bargaining in 2019, and the identification and structuring of a potential new funding model for special education._
Additionally, a joint letter from education partners and stakeholder groups dated September 27, 2018 was sent to your office expressing the need to be able to have time to review and reflect on the recommendations of the panel and provide further input into the funding model before this significant change is made. We fully support this request but further note as we have not yet seen any proposed recommendations the timeline for this critical consultation is of significant concern.

Changing the funding formula must not be done in haste or without meaningful consultation and input from partners and stakeholders of 60 very diverse boards of education. An implementation delay to March 2020 would allow each district to address how the proposed change will impact the delivery of educational programs and services to students within respective systems and provide time for proactive planning.

Thank you for considering our request to move forward judiciously with these changes.

Sincerely,

Tim Bennett, Chair
Board of Education

cc: Scott MacDonald, Deputy Minister of Education
    Shirley Bond, MLA, Prince George-Valmernout
    Mike Morris, MLA, Prince George-Mackenzie
    Dan Davies, MLA, Peace River North
    Gordon Swan, President BCSTA
    BCSTA Boards of Education
    Karen Wong, President, CUPE 3742
    Shayne Jameson, President, CUPE 4991
    Andrea Beckett, President, DPAC
    Joanne Hapke, President, PGDTA
    Sid Jawanda, President, PGPVPA

BE/dln