

CONTACTS

Board of Education

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Chair**

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Bruce Wiebe

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Administration

Marilyn Marquis-Forster, Superintendent
Allan Reed, Secretary Treasurer
Cindy Heitman, Assistant Superintendent
Nevio Rossi, Assistant Superintendent
Diane Nygaard, Executive Assistant
(250) 561-6800

Other Contacts

District Parent Advisory Council
(250) 649-6770

Guidelines for Resolving Concerns

- ◆ Ordinarily, start with the person whose decision has given rise to the concern or problem
- ◆ Always give each step a chance to correct the problem before you proceed to the next step

Step 1

TEACHER/OTHER STAFF

The vast majority of problems and concerns are resolved by the person whose decision gave rise to the issue.

Step 2

PRINCIPAL

Make an appointment with the principal. The principal may include other staff members in the meeting as appropriate.

Step 3

ASSISTANT SUPERINTENDENT

There are two assistant superintendents. Ask your principal for the name of the assistant superintendent for your school. The principal will advise you how to proceed.

Step 4

SUPERINTENDENT OF SCHOOLS

Let the Superintendent know what steps you have taken already.

Step 5

BOARD OF EDUCATION

Present your case in writing, indicating the steps you have taken to resolve the problem. The Superintendent can give assistance.

Step 5

STUDENT APPEALS BRANCH

Section 11 of the *School Act* and Regulation 24/08 allow appeals of decisions made by Boards of Education under certain circumstances.
Go to www.studentappeals.gov.bc.ca for more information.

CONTACTING YOUR LOCAL BOARD OF EDUCATION



School District No. 57 (Prince George)

2100 Ferry Avenue
Prince George, B.C.
V2L 4R5

Phone: (250) 561-6800
Fax: (250) 561-6801

Website: www.sd57.bc.ca

DAILY COMMUNICATION

Day-to-day issues regarding your child's education should be handled at the school level, with either the teacher or other staff member, or the principal.

Each school is assigned an area assistant superintendent and a liaison trustee. Contact information is included in this brochure.

INFORMAL COMMUNICATION

Liaison Trustee

Each school is assigned a liaison trustee. Your liaison trustee is available to discuss any specific issue with you. Trustees may also be invited to attend parent advisory council meetings to discuss school and district issues.

Public Input

One half-hour is set aside at each public board meeting for public input. Any individual or group may make a presentation during this time. To do so, simply sign up on the speakers' list 15 minutes prior to the meeting. Presentations are limited to five minutes each. See Policy 1120 (*Access to the Board*), available on the district's website or from the corporate office, for more information.

FORMAL COMMUNICATION

Board Meetings

Regular public board meetings are held each month that school is in session. One regular board meeting each year is held outside the city of Prince George in one of the district's rural communities. Meeting dates are posted on the district's website.

Meeting agendas are posted on the website on the Friday prior to each meeting, or are available from the corporate office.

Special public meetings may be called to address specific issues or items of business. Information about these meetings, including the scheduled date, time and location and the issue to be addressed, is provided to the community through local media and school newsletters as appropriate.

Committee Meetings

Most items of business come to the Board via one of its four committees:

Education Programs and Planning
Education Services
Management and Finance
Policy and Governance

The types of business that are handled by each committee are outlined in the Board's Bylaw No. 1, which is available from the corporate office and on the district's website.

Presentations

If you or your group wants to make a formal presentation to the Board or one of its committees, contact the corporate office.

Appeals to the Board

A student or parent may appeal a decision made by an employee of the Board that significantly affects the education, health or safety of the student.

The appeal process is outlined in the Board's Bylaw No. 4, which is available from the corporate office and on the district's website.

For information or assistance regarding the appeal process, please contact the office of the Superintendent of Schools.

ACCESSING INFORMATION

The following documents are available to the public, upon request, from the corporate office:

- ◆ Agendas and minutes of public board meetings
- ◆ Budget and financial statements
- ◆ Collective agreements
- ◆ District policies
- ◆ Reports presented at public board meetings
- ◆ Statement of Financial Information, in accordance with the *Financial Information Act*

Board meeting minutes and district policies, as well as other information about the district, are available on the district's website:

www.sd57.bc.ca

Requests for other information should be made in writing to the district's *Freedom of Information and Protection of Privacy Act* officer.