

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)
Regular Board Meeting (Public) AGENDA
Tuesday, March 24, 2015
7 pm

Pg#

1. ATTENDANCE

The Board of Education acknowledges that we are on the traditional territories of the K'ómoks First Nation.

2. CALL TO ORDER

3. ADOPTION OF AGENDA

Circulated earlier in draft form for Board approval.

1. Adoption of the Regular Meeting Agenda

Recommendation:

THAT the Board adopt the March 24, 2015 regular public agenda.

OR

THAT the Board wave the 48-hour notice period required under the Procedural Bylaw in order to consider additions to the Agenda, and adopt the Agenda as amended, the amendments to consist of ...

4. CONSENT AGENDA

Consent Agenda is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Trustee may request an item be removed from the consent agenda prior to the motion to receive and is then placed as Board Business.

- | | |
|---------|---|
| 6 - 12 | a. Adoption of Regular Meeting Minutes – February 24, 2015 |
| 13 | b. Human Resources Report, Retirements and Resignations |
| 14 - 15 | c. Correspondence to Minister Fassbender and Minister Michael de Jong re: Administrative Budget Savings |
| 16 | d. Correspondence to Nala'atsi Class of 2015 from the Board of Education, School District No. 71 (Comox Valley) |
| 17 | e. Indoor Air Quality Update, Briefing Note, Ian Heselgrave, Director of |

Operations

- 18 f. Correspondence from the Board of Education supporting the \$10 a day Child Care Plan
- 19 - 21 g. BC School Trustees Association (BCSTA) Provincial Council Meeting and BCSTA Synopsis, Briefing Note, Janice Caton, Board Vice-Chair and BCSTA Trustee Representative
- 22 h. Vancouver Island School Trustees Association (V.I.S.T.A.) Branch Meeting Report, Parksville, March 6-7, 2015, Janice Caton, Board Vice-Chair

Recommendation:

THAT the Board approve the Consent Agenda items.

5. REPORT ON IN-CAMERA MEETING

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6. PRESENTATION/DELEGATION

- a. WorkSafe / Bill 14, Paul Berry, District Principal, Health and Safety

<p><u>Collaborative Engagement</u> provides Trustees opportunity to review strategic conversations pertaining to the Board agreed dialogue issues. The intent is to share and synthesize the essence of various discussions. Ultimately, the goal is to inform the Board and Senior Management about the major theme, and how (or not) they should influence Board strategy.</p>
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7. COLLABORATIVE ENGAGEMENT

- a. Education Committee Report
- i. Report from Committee Chair: Janice Caton
Minutes of the March 10, 2015 Education Committee meeting were provided for Board information.

Next Meeting: Tuesday, April 14, 2015
Location: Cumberland Community School
Time: 6:30 pm

23 - 24

1.

Recommendation:

THAT the Board approve the Education Committee Minutes of March 10, 2015.

Strategic Direction targets Board actions towards the advancement of the Strategic Plan. Agenda items relate specifically to the Strategic Priority contained in the current plan. Action in this area helps the Board move forward on the key results listed in the Strategic Plan. Agenda items may affect more than one strategic priority.

8. STRATEGIC DIRECTION

Strategic Priority 1 – Education Evolution:

1. Develop a Professional Learning Community
2. Celebrating Organizational Success
3. Ensure a safe, strong, functioning education system that works for all
4. Establish an organizational culture
5. Optimal 21st Century learning organization

Strategic Priority 2 – Engaging our Community:

1. Implement Generative Dialogue model of communication
2. Be responsive to our community
3. Support distributed leadership
4. Increase community understanding of current education issues

Strategic Priority 3 – Relationships:

1. Strong internal and external relationships
2. Celebrate success

25 - 26

1. Superintendent Report, Sherry Elwood
 - a. **District News**

9. BOARD COMMITTEE REPORTS

1. Finance Committee

Report from Committee Chair: Tom Weber Reporting

Minutes of the March 9, 2015 Finance Committee meeting we provided for Board information.

Next Meeting: Monday, April 20, 2015

Time: 3:00pm

27 - 28

- a. Finance Committee Minutes (attached)

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- b. **2015/16 Operating Budget Update**, Briefing Note, Russell Horswill, Secretary Treasurer

Recommendation:

Board Information

- c. **G.P. Vanier Seismic Mitigation/Upgrade Project**, Verbal Update, Russell Horswill, Secretary Treasurer

Recommendation:
Board Information

- d. Recommendation:
THAT the Board receive the Finance Committee report.

Board Business come from the Board / Superintendent joint work plan. These items are not appropriate for the Consent Agenda. The Board uses the Board Business Items section of the agenda to fulfill its fiduciary responsibility as a corporate board. Other items can be added to this section depending on the needs of the Board.

10. BOARD BUSINESS

30 - 31

1. **2015/16 School Calendar Update**, Briefing Note, Tom Demeo, Assistant Superintendent

Recommendation:
THAT the Board of Education accept the draft 2015/16 regular Calendar as the proposed calendar for the next school year; AND THAT the Board accept the draft Distance Learning navigate powered by NIDES Calendar as the proposed Calendar for the next school year.

32 - 40

2. Notice of Motion -- **Board Procedural Bylaw, 2013**, Janice Caton, Vice-Chair/Trustee, City of Courtenay

Recommendation:
Board Information

41 - 43

3. **Carbon Neutral Capital Project (CNCP) Bylaw**, Russell Horswill, Secretary Treasurer

Recommendation:
THAT School District No. 71 (Comox Valley) 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 in the amount of \$90,000 receive its first reading.

THAT School District No. 71 (Comox Valley) 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 in the amount of \$90,000 receive its second reading.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2013 to have the third and final reading of the 2015/16 Carbon Neutral Capital Program (CNCP) Project Bylaw No. 126846 at a subsequent

meeting.

***THAT School District No. 71 (Comox Valley) 2015/16 Carbon
Neutral Capital Program (CNCP) Project Bylaw No. 126846 in the
amount of \$90,000 receive its third and final reading.***

4. **Stakeholder Letter**, Tom Weber, Board Chair

Recommendation:
Board Direction

11. PUBLIC QUESTION PERIOD
12. ADJOURNMENT

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 71 (COMOX VALLEY)**

**Regular Board Meeting-Public
February 24, 2015
7 pm**

1. ATTENDANCE

Present:

Trustees

Tom Weber, Chair
Janice Caton, V-Chair
Peter Coleman
Sheila McDonnell
Ian Hargreaves
Vickey Brown
Clifford Boldt

Staff

Sherry Elwood, Superintendent
Russell Horswill, Secretary Treasurer
Tom Demeo, Assistant Superintendent
Ron Amos, Director of Finance
Lynda-Marie Handfield, Director, Human Resources
Allan Douglas, Director of Instruction (Elementary)
Esther Shatz, Director of Instruction (Student Services)
Ian Heselgrave, Director of Operations
Debbie Page, Recording Secretary

Absent:

Regrets:

Allan Douglas

2. CALL TO ORDER -- 7 PM

3. ADOPTION OF AGENDA

Circulated earlier in draft form for Board approval.

1. Adoption of the Regular Meeting Agenda

Motion:

***THAT the Board adopt the February 24, 2015 public Board meeting agenda.
[CARRIED 7/7]***

4. CONSENT AGENDA

Consent Agenda is a bundle of written items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The main purpose of a consent agenda is to liberate board meetings from administrative details, repetitious discussions, and misdirected attention. A Trustee may request an item be removed from the consent agenda prior to the motion to receive and is then placed as Board Business.

a. Adoption of Regular Meeting Minutes – January 27, 2015

b. Human Resources Report, Lynda-Marie Handfield, Director

Retirements

Ken (Ted) Beard, Carpenter, will retire effective February 28, 2015 after 8 years of service with the district.

Stephen Nash, Psychologist, Student Services will retire effective April 15, 2015 after 6 years of service with the district.

Laurie Appleyard, Grounds Person, Maintenance will retire effective April 30, 2015 after 23 years of service with the district.

Debra Rolston, Custodian, Mark R. Isfeld Secondary School will retire effective May 31, 2015 after 10 years of service with the district.

Resignation:

Jolette Holland, Administrative Assistant, Queneesh Elementary School resigned effective February 10, 2015 after 5 years of service with the district.

c. Correspondence from the Board of Education to Mr. Don McRae, MLA, Comox Valley

Motion:

***THAT the Board approve the Consent Agenda items.
[CARRIED 7/7]***

5. REPORT ON IN-CAMERA MEETING

6. PRESENTATION/DELEGATION

a. Cumberland Learning Campus Presentation, Ian Heselgrave, Director of Operations

Ian Heselgrave spoke to the process over the past year in creating a unique learning environment – Cumberland learning campus:

- kids love being there (before/after school and on weekends)
- pathways/forested area between buildings
- April 14, 2015 -- Education Committee Meeting (open to the public) will be held at the Cumberland Community School (Tour)

7. COLLABORATIVE ENGAGEMENT

a. Education Committee Report

i. Report from Committee Chair: Janice Caton

1. Minutes of Tuesday, February 10, 2015 were attached for Board information.

Next Meeting:

DATE: Tuesday, March 10, 2015

TIME: 6:30 pm

LOCATION: Aspen Park Elementary School

Motion:

THAT the Board approve the Education Committee Minutes of Tuesday, February 10, 2015 as presented.

[CARRIED 7/7]

8. STRATEGIC DIRECTION

Strategic Priority 1 – Education Evolution:

1. Develop a Professional Learning Community
2. Celebrating Organizational Success
3. Ensure a safe, strong, functioning education system that works for all
4. Establish an organizational culture
5. Optimal 21st Century learning organization

1. **\$10/Day Child Care Plan**, Clifford Boldt, Trustee (City of Courtenay)

Motion:

THAT the Board of Education endorse the Community Plan for a Public System of Integrated Early Care and Learning, otherwise known as the \$10 a day Child Care Plan; AND FURTHER THAT a letter confirming endorsement of the Coalition of Child Care Advocates be copied to the BC School Trustees Association, the Minister of Education, [friendly amendment]: the NDP Opposition Education Critic and our local MLA.
[CARRIED 7/7]

2. **G.P. Vanier Secondary School Update**, Russell Horswill, Secretary Treasurer

Secretary Treasurer Russell Horswill provided an update.

Strategic Priority 2 – Engaging our Community:

1. Implement Generative Dialogue model of communication
2. Be responsive to our community
3. Support distributed leadership
4. Increase community understanding of current education issues

1. **Nala'atsi Class of 2015 Correspondence to Prime Minister Stephen Harper**

Motion:

THAT the Board of Education write a letter to the Nala'atsi Class of 2015 acknowledging their initiative in writing the Prime Minister.
[CARRIED 7/7]

2. **Cycling Task Force, Report on Committee Assignment**, Tom Weber, Board Chair/Trustee (Lazo North)

Board Chair Tom Weber announced that Sheila McDonnell, Trustee (Baynes Sound, Hornby and Denman Islands) will be the Board representative on the Integrated Active Travel Committee.

Strategic Priority 3 – Relationships:
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- | |
|--|
| <ol style="list-style-type: none">1. Strong internal and external relationships2. Celebrate success |
|--|

1. **Good News Items**, Sherry Elwood, Superintendent of Schools

Improv -- congratulations to the following teams:

Mark R. Isfeld Secondary School Junior Improv Team: competed and won the North Island Championship held here in the Comox Valley, which advanced them to the Island Championship being held in Victoria BC -- the team placed first, winning gold.

Highland Secondary School Improv Team -- competed in the Senior Canadian Improv Games -- the team placed third; awarded a bronze medal.

G.P. Vanier Secondary School Improv Team -- competed in the Senior Canadian Improv Games -- the team placed first, winning gold.

Pink Shirt Day -- Stand up Against Bullying: Wednesday, February 25, 2015.

District Spelling Bee: Brooklyn Elementary School will host the 2nd Annual District Spelling BEE -- Friday, February 27, 2015; 12:30 pm.

2. **Changing Results for Young Readers (CRYR) Presentation**

Sherry Elwood, Superintendent of Schools introduced Carol Walters, District Curriculum Support Teacher

Carol Walters provided an overview of the CR4YR

- a province wide initiative (57/60 districts in the province participating)
- children are reading/enjoying reading
- students are engaging
- speaking to students in a way that encourages them to ask questions
- young readers website -- constantly being updated

3. **McCreary Report, Esther Shatz, Director Of Instruction (Student Services)**

Esther Shatz provided an overview of the BC Adolescent Survey. Information can be accessed on-line.

9. **BOARD COMMITTEE REPORTS**

1. **Finance Committee**

Report from Committee Chair: Peter Coleman

Next Meeting:

DATE: Monday, March 9, 2015

TIME: 3 pm

- a. Finance Committee Minutes of Tuesday, February 16, 2015 were provided for Board information.

- b. **Audit Sub Committee**, Russell Horswill, Secretary Treasurer

Motion:

THAT the Board of Education approve the advertisement presented to recruit two (2) public members for the Audit Sub-Committee, and that the Finance Committee return with a recommendation to select two (2) public committee members to the Board of Education once the selection process is complete.
[CARRIED 7/7]

- c. **2014/15 Amended Operating Budget Bylaw**, Russell Horswill, Secretary Treasurer

Motion:

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its first reading.
[CARRIED 6/7] NOTE: Trustee Sheila McDonnell abstained from voting.

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its second reading.
[CARRIED 5/7] NOTE: Trustee Sheila McDonnell and Trustee Ian Hargreaves abstained from voting.

THAT the Board unanimously agree to suspend the requirements of the School Act and Board's Procedural Bylaw 2013 to have the third reading of the Amended Annual Budget Bylaw at a subsequent meeting.
[CARRIED 7/7]

THAT School District No. 71 (Comox Valley) Amended Annual Budget Bylaw for 2014/15 in the amount of \$86,781,167 receive its third and final reading.

[CARRIED 6/7] **NOTE:** *Trustee Sheila McDonnell abstained from voting.*

Motion:

THAT the Board receive the Finance Committee Report.

[CARRIED 6/7] **NOTE:** *Trustee Sheila McDonnell abstained from voting.*

10. BOARD BUSINESS

1. **BC School Trustees Association (BCSTA) Provincial Council**, February 19-21, 2015, Vancouver, BC, Verbal Report, Janice Caton, Board Vice Chair and BCSTA Trustee Representative

BCSTA Provincial Council Representative Janice Caton provided a verbal report to the Board.

2. **School Calendar Update**, Tom Demeo, Assistant Superintendent

Motion:

THAT the Board accept the draft 2015/2016 regular Calendar for consultation purposes as the proposed calendar for the next school year.

[CARRIED 7/7]

THAT the Board accept the draft 2015/2016 Distance Learning (Navigate) Calendar for consultation purposes as the proposed calendar for the next school year.

[CARRIED 7/7]

3. **Board Authority Authorized (BAA) Course Offering**, Briefing Note, Tom Demeo, Assistant Superintendent

Motion:

THAT the Board approve the Board Authority Authorized course Ground Search and Rescue 12 as presented to be offered to students.

[CARRIED 7/7]

5. **Provincial Budget Announcement Review**, Janice Caton, Board Vice Chair and BCSTA Provincial Council Representative

Motion:

THAT the Board of Education write letters to the Minister of Education and to the Minister of Finance expressing their concern with respect to the funding announcement of February 17, 2015 and its impact on public education [friendly amendment]: with copies to BCSTA Boards of Education; the NDP Opposition Education Critic and local MLA.

[CARRIED 7/7]

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT -- 9 PM

Chairperson

Secretary-Treasurer

Retirements:

Rae-Ann Denny, Teacher, Valley View Elementary School will retire effective March 31, 2015 after 28 years of service with the district.

Robert Bruce Gardiner, Teacher, Miracle Beach Elementary School will retire effective April 30, 2015 after 25 years of service with the district.

Donna L. Bennett, Teacher, G.P. Vanier Secondary School will retire effective October 31, 2015 after 24 years of service with the district.

Resignation:

Daniel Jackson, Teacher, will resign effective June 26, 2015 after 6 years of service with the district.

Jennifer Sinclair, Senior Administrative Assistant, Aboriginal Education Centre will resign effective March 24, 2015 after 4 months of service with the district.

Nancy Nixon, School Psychologist (Student Services) has resigned after 9 years of service with the district.

Lori Stewart, Teacher, Miracle Beach Elementary School has resigned after 15 years of service with the district.

School District No.71 (Comox Valley)

607 Cumberland Road
Courtenay, B.C., V9N 7G5

Fax: (250) 334-4472

Telephone: (250) 334-5500

Board of Education

March 3, 2015

Honourable Minister Peter Fassbender
Minister of Education
PO Box 9045 STN Prov Govt
VICTORIA, BC
V8V 1X4

Honourable Minister Michael de Jong
Minister of Finance
PO Box 9417 STN Prov Govt
VICTORIA, BC
V8W 9V1

Dear Honourable Ministers:

Re: Administrative Budget Savings

The Board of Education, School District No. 71 (Comox Valley) has considered the recent provincial budget announcement that contained a \$29 million administrative savings for the 2015/16 budget, which will increase to \$54 million the following two years.

The Comox Valley school district has experienced enrolment declines for many years and has been pursuing organizational efficiencies in response to the associated decline in government grants. As a district in funding protection, we are working to strategically align our budget towards a time when we are no longer receiving transitional grants. These adjustments have involved numerous school closures, the reduction of direct and indirect support for students, participation on shared service activities, as well as ongoing reductions to our administrative staff. As a part of the CUPE Cooperative Gains era, we were required to process additional savings to allow our support staff to receive a well deserved wage increase.

Given the Comox Valley school district's budget reality over the past several years, it is difficult for the Board of Education to understand how government could determine there are further administrative savings to be realized. In an attempt to better understand the basis of government's decision, we are respectfully requesting that you respond to the following two questions:

...2/

1. What data or matrix did the Ministry of Finance and/or Ministry of Education utilize to determine that School District No. 71 (Comox Valley) has the capacity to make an administrative savings reduction to cover its share of the provincial budget reductions?
2. Based on the data or matrix utilized above, at what point has the Ministry of Finance and/or Ministry of Education determined that School District No. 71 (Comox Valley) will reach its capacity to affect administrative savings?

The Board of Education is committed to providing leadership to support the BC Education Plan through innovation and student centered strategies. Your response to the above questions will assist the board to understand how government envisions changes to our operational supports.

Yours truly,



Tom Weber, Board Chair
School District No. 71 (Comox Valley)

Copy: Mr. Don McRae, MLA, Comox Valley Constituency
Diane Thorne (Coquitlam-Maillardville), MLA, Deputy Education Critic
BC School Trustees Association, All Boards of Education

School District No.71 (Comox Valley)

Board of Education

607 Cumberland Road
Courtenay, B.C., V9N 7G5

Fax: (250) 334-4472

Telephone: (250) 334-5521

March 13, 2015

Nala'atsi Class of 2015

We hope that you can imagine the pride and sense of gratitude that the Board of Education felt when you generously shared your letter to Prime Minister Harper with school trustees in the Comox Valley. Your courageous letter reflects your strong voice as it advocates for your Aboriginal brothers and sisters across Canada.

We are pleased that you are feeling supported in your educational journey at Nala'atsi and we join you in your acknowledgement that you are connected to caring adults both at the school and within the community. We join the adults in your life who believe in you and who know that you will be successful in any pathway you choose.

We are most impressed that you would speak on behalf of other Aboriginal students who might not have access to the same opportunities and resources that you do. As school trustees we join you in your hope that the federal government recognizes that all Aboriginal students feel valued and hopeful for the future.

We are so proud of you!

Respectfully,



Janice Caton
Board of Education, Vice Chair

JC:dp

Distribution: Mr. Bruce Carlos, District Principal, Aboriginal Education
Aboriginal Education Council
Nala'atsi Program Staff

School District No. 71 (Comox Valley)

Director of Operations

607 Cumberland Road
Courtenay, B.C. V9N 7G5
Fax (250) 334 5552
Telephone (250) 334 5516

Briefing Note – Indoor Air Quality testing March 2015

March 9th, 2015

Issue:

This is an update on Indoor Air Quality at Miracle Beach Elementary and École Robb Road.

Facts and Background:

We are continuing to monitor SD71 schools for Indoor Air Quality (IAQ) through measurement of CO2 levels. In March 2015 CO2 testing was focused on Miracle Beach Elementary and École Robb Road. An SD71 Heating Technician randomly selected classrooms in which to conduct CO2 monitoring tests. The data shows the following CO2 levels in parts per million (ppm):

École Robb Road

Room 104: Average CO2 level 587 ppm and peak CO2 level 1297 ppm

Miracle Beach Elementary School

De Putter classroom: Average CO2 level 594 ppm and peak CO2 level 906 ppm

The CO2 testing at the Miracle Beach Elementary and École Robb Road demonstrated very good results. The CO2 levels experienced at Miracle Beach are very likely the best in the School District – these are very pleasing results. This is a brand new HVAC system and clearly it is working optimally with fresh air being delivered consistently throughout the day. At École Robb Road the peak CO2 level experienced during the day was in the first few minutes that the room was occupied and quickly settled once the room sensed occupancy and started to deliver fresh air. This is exactly how an efficient system should work.

How does one interpret the meaning of the average CO2 level numbers? Health Canada notes that typical office buildings are between 600 to 800 ppm during the day. The CO2 test results are acceptable as they are within the WorkSafeBC and ASHRA limits. The importance of proper use and maintenance of existing HVAC equipment clearly affects IAQ in schools.

Board Information:

It is my intention to continue monitoring and reporting on Indoor Air Quality on a cyclical basis.

School District No. 71 (Comox Valley)

Superintendent of Schools

607 Cumberland Road
Courtenay, B.C., V9N 7G5
Fax (250) 334-5552
Telephone (250) 334 -5528

March 13, 2015

Coalition of Child Care Advocates of BC
2772 East Broadway
Vancouver, B.C., V5M 1Y8

To Whom This May Concern:

Please accept this letter of endorsement of the Community Plan for a Public System of Integrated Early Care and Learning from the Board of Education, School District No. 71 (Comox Valley).

At the February 24, 2015 regular public Board meeting, Trustees unanimously adopted a motion that supported the \$10/a Day Child Care Plan.

Further, the Board of Education intends to send a letter confirming their endorsement of the work of the Coalition of Child Care Advocates with copies to be sent to both the BC School Trustees Association (BCSTA) and the Minister of Education.

School District No. 71 (Comox Valley) works in close and positive partnership with our Early Years community. We share a common recognition that affordable, supportive child care must be available for families and that programs that support our developing youth provide positive outcomes for all Canadians.

Thank you for your attention to this matter.

Sincerely,



Tom Weber
Board Chair

Distribution: Diane Thorne (Coquitlam-Maillardville), MLA, Deputy Education Critic
Charlene Gray, Comox Valley Branch, Early Childhood Educators of BC (ECEBC)
Mr. Don McRae, MLA, Comox Valley Constituency
Honourable Minister, Peter Fassbender, Minister of Education
All BCSTA Boards of Education

School District No.71 (Comox Valley)

Board of Education

607 Cumberland Road
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Fax: (250) 334-4472
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BC School Trustees Association – Provincial Council Meeting Summary Report

At the recent provincial council meeting I attended, the following motion was passed:

BCSTA requests that -

- (a) each Board of Education develop a rationale for an immediate increase in funding for support for educational programs in their school district;***
- (b) each Board of Education ask to meet with their local MLA's prior to the end of March 2015;***
- (c) each Board of Education and/or Branch Association present their requests for increased funding to their local MLA's and the Ministry of Education during these meetings.***

Our board is following up with this recommendation. We have written several letters and are in the process of making an appointment with our local MLA. Our board is also providing information and sharing specific examples of the cost-cutting and efficiency measures our district has undertaken in recent years that will counter the comments made that K-12 public education has not yet made tough decisions faced by other public sectors such as health and post-secondary.

We will show that our school district has already made some very difficult decisions and cuts by giving specific examples of what exactly we have cut and how much we have cut from our budget over the last number of years. We will continue to advocate for stable, predictable, and adequate funding for public education, particularly to cover mandated increases for salaries, benefits, pension contributions, and Medical Services Plan Premiums. We join other boards of education in supporting the BCSTA Provincial Budget Response Action Plan to secure adequate ongoing funding for BC's K-12 public schools so that each school district may fully meet established goals and expectations.

BCSTA PROVINCIAL COUNCIL: FEBRUARY 2015

SYNOPSIS

Introduction

The following is a summary of the February 20-21, 2015 Provincial Council meeting at the Morris J. Wosk Centre for Dialogue in Vancouver. Councillors passed three motions. The meeting agenda and Disposition of Motions are available online. For more information about any part of Synopsis, please contact CEO Mike Roberts at mroberts@bcsta.org.

Ministry of Education presentations

On Friday evening, Deputy Minister of Education Dave Byng spoke to Provincial Councillors. He addressed several timely topics such as the Speech from the Throne and the BC Budget, and opened the floor for trustee questions after delivering his presentation.

See the slides from the Deputy Minister's presentation.

President's report

On Saturday morning, BCSTA President Teresa Rezansoff reported on the Association's recent activities as well as the issues that we are currently facing. She noted that the speech she had intended to give changed quite dramatically as a result of the BC Budget that was released on Tuesday, February 17. President Rezansoff shared several of the figures that arose from the budget, including information about the administrative cuts. She also emphasized the importance of our co-governance relationship with the Ministry of Education, noting that the Memorandum of Understanding was just a starting point on which we can—and must—build.

Read the full President's report.

CEO's report

CEO Mike Roberts provided Provincial Councillors with a brief overview of his time so far as BCSTA's Chief Executive Officer. He discussed his key goals for the future, which included supporting the work of Boards of Education, providing a greater range and depth of professional development, and providing knowledge-based expertise to districts.

Read the full CEO's report.

Legislative Committee report

According to BCSTA Bylaws, the role of the Legislative Committee is to "examine, correlate, amend, reject, and report on motions." Additionally, for Provincial Council meetings the Legislative Committee is required to determine whether the motions are of an emergent nature, where emergent is defined as "matters that if delayed until the AGM will impact negatively on Boards' ability to influence public policy or a public education issue."

The Legislative Committee does not assess the merits of the motions that are submitted to Provincial Council.

For this Provincial Council meeting BCSTA received two motions. The Legislative Committee determined that both motions were emergent in nature. After the Legislative Committee's meeting, one Board of Education withdrew its motion. Therefore, the Legislative Committee approved for debate by Provincial Council motion 12.1 which appeared in the agenda package.

The committee would like to thank sponsoring Board for their cooperation in accepting the Committee's recommendations.

Education Committee report

The BCSTA Education Committee met on Thursday, February 19 and Friday, February 20, 2015. They had several agenda items, including a discussion about the role of the committee, an update from the Learning Forward Conference planning, a presentation from Jan Unwin about the graduation program, and a review of the module one "Authentic Governance Through Ethical Leadership" support activity.

On Friday morning, the Education Committee joined the Aboriginal Education Committee for their customary joint breakfast meeting.

Later in the day they discussed the 2015 Trustee Academy, which will take place earlier in the year than usual, on November 26-28. The theme will be "Authentic Governance for Student Achievement". Committee members will continue their discussions about the activities and speakers that will be featured.

Read the full Education Committee report.

Aboriginal Education Committee report

The BCSTA Aboriginal Education Committee had all of their members in attendance for their February 19-20 meeting. They discussed their two substantive motions that have been submitted to BCSTA's 2015 AGM:

1. Territory Acknowledgement:

Be it resolved that BCSTA encourage all member Boards of Education to acknowledge traditional aboriginal territories when public Board meetings are held. (Held over from last year.)

2. Evergreen Certificate:

Be it resolved that BCSTA write a letter to the Minister of Education in support of FNESC's recommendations around Evergreen Certificates.

Among other items on their agenda, the committee discussed the Truth and Reconciliation Commission, noting methods that could incorporate Aboriginal knowledge, language and culture into BC classrooms. The committee members also addressed the Auditor General Report that mentions a performance audit of the education of Aboriginal students, and will await more information on this. They are hoping that the official report will be available this spring and will continue to explore this topic at that time. They have decided to meet as a group again in Prince George this summer.

Read the full AbEd Committee report.

Finance Committee report

The Finance Committee presented the first draft of BCSTA's 2015/2016 operating budget to the February 2015 Provincial Council.

Member fees for 2015/2016 are expected to be reduced approximately \$130,000 as a result of declining enrollment and member Board withdrawal. This decrease was mainly offset by staffing changes implemented in 2014/2015, which reduced BCSTA's staff complement from 12 to 10.8 FTEs.

Additional savings have been achieved in a number of other budget lines:

- Lease costs are less than projected for the first three years of BCSTA's five-year lease term, starting September 1, 2014
- Audit costs for the new five-year term, commencing with the fiscal year ended June 30, 2014 are slightly lower than the previous five-year term
- \$30,000 in government grant funds will be used to support the 2015 Trustee Academy in November and AGM 2016 in April
- Use of an external photographer at BCSTA events has been limited to photos of the newly-elected Board of Directors
- A Spring Academy will not be held, consistent with years following a Municipal Election

The balanced draft budget presented by the Finance Committee does not recommend a member fee increase for 2015/2016. Changes in member fees from the prior year are therefore solely the result of changes in FTE student enrollment.

The Finance Committee also extended an invitation to member Boards to provide them with additional feedback on the budget draft prior to March 16, 2015. The final draft of BCSTA's 2015/2016 operating budget will then be submitted to the April 2015 Provincial Council for adoption.

Disposition of Motions

The following motions were carried:

- 12.1 Increased Funding of Education Programs
- 13.1 Budget Communication
- 13.2 Meeting in Response to Provincial Budget Announcement

See the full Disposition of Motions.

School District No.71 (Comox Valley)

Board of Education

607 Cumberland Road
Courtenay, B.C., V9N 7G5
Fax: (250) 334-4472
Telephone: (250) 334-5521

Vancouver Island School Trustees Association – Spring Branch Meeting Summary Report

School District No. 69 (Qualicum-Parksville) hosted the spring branch meeting. The VISTA branch is the largest branch provincially with 12 school boards being members.

On Friday evening BCSTA hosted a workshop on *Good Governance for Boards of Education* where we touched on the following topics for Authentic Governance through Ethical Leadership:

1. The Board's Fiduciary role
2. The Board's Strategic role
3. The Board's Societal role
4. The Board's Innovative role

Trustees worked together in groups to discuss our roles and responsibilities and how we will continue to work and connect the following goals in our roles as trustees and as boards of education.

- increasing levels of student achievement
- reducing gaps in student achievement
- promoting public confidence in public education

On Saturday SD 69 showed us some of their programs and initiatives, along with offering a quick tour of some of their facilities.

The VISTA branch business meeting was held Saturday afternoon—two motions came out of that session:

Trustees expressed their anger and frustration with recent comments made by the premier in her characterizing of our valued employees as "low hanging fruit". After much discussion, a motion was made that VISTA write a letter to the premier expressing our disappointment and anger over her comments.

The second motion coming from the afternoon session and that will be sent to our BCSTA academy is a result of our concerns over the changes occurring to the *School Act*. We are asking that the ministry of education work with BCSTA and other relevant stakeholders in the co-governance spirit to address the necessary, relevant and positive changes to the *School Act* that would support individual school boards to meet the changing and challenging needs of the 21st Century learning.

Education Committee Meeting—Agenda

Date: Tuesday, March 10, 2015

Location: Aspen Park Elementary School (Library)

Address: 2250 Bolt Avenue, Comox, B.C.

6:30 pm

Members:

Committee Chair, Janice Caton, City of Courtenay	✓
Board Chair, Tom Weber, Area B/Lazo North	✓
Trustee, Ian Hargreaves, Puntledge, Black Creek	✓
Trustee, Sheila McDonnell, Baynes Sound (Denman/Hornby Islands)	✓
Trustee, Clifford Boldt, City of Courtenay	✓
Trustee, Peter Coleman, Town of Comox	✓
Trustee, Vickey Brown, Village of Cumberland	✓
Superintendent, Sherry Elwood	✓
Assistant Superintendent, Tom Demeo	✓
Director of Instruction (Elementary Curriculum) Allan Douglas	✓
Director of Instruction (Student Services) Esther Shatz	✓

AGENDA

1. Aspen Park Elementary School Update

Charles Schilling, Principal, Aspen Park Elementary School gave an update on initiatives at the school.

- a) *Website Upgrade* – scholantis platform; very user friendly. This is a pilot for the district.
- b) *Self Regulation* – all primary students developing a common language and descriptors of expected and unexpected behaviour.
- c) *Student Portfolios* – teachers are engaged in using e-portfolios in communicating student learning to parents. Some examples were shared.
- d) *7 Habits School* – these habits have been embedded in the school. There are monthly goals that all teachers and students direct their focus on for the month.
- e) *Writing Curriculum* – this is a result of a whole staff focus from a PLC. The process of reflecting and writing was embraced by all staff.

Trustees wanted to thank Mrs. Murray's class for creating the beautiful Welcoming Banner which is displayed in the front foyer.

2. Search and Rescue in a School Environment *Presentation*

Paul Berry, District Principal, Health and Safety

Paul presented an overview of the recent Search and Rescue in a school environment training which recently occurred at the old Comox Elementary site. District and school personnel participated.

Mr. Berry then gave an overview of the district's process around *Bullying and Harassment Training* as well as an overview of our current policy

3. **Secondary Timetable and Course Development**

Tom Demeo, Assistant Superintendent

Assistant Superintendent Tom Demeo gave an overview of how secondary timetables are created, from developing course booklets to course selection to actual timetable building.

Next Education Committee Meeting:



DATE: Tuesday, April 14, 2015

TIME: 6:30 pm to 8:30 pm

LOCATION: Cumberland Community School

School District No. 71 (Comox Valley)

Office of the Superintendent of Schools

District News

There are many, many things to celebrate daily in our schools. We encourage anyone with news to send items to debra.page@sd71.bc.ca so that monthly we can honour all that our schools do to support the community and world.



- ***Band in the Round***
Concert featuring Grade 7 band students from Brooklyn, Airport, Aspen Park, Queneesh, Huband Park, Puntledge Park, Valley View, Robb Road, Cumberland and Miracle Beach
Date: Monday, March 23, 2015
Time: 6:30 pm to 7:30 pm
Location: Mark R. Isfeld Secondary School (Gymnasium)
- ***Volunteer Recognition Dinner***
Date: Wednesday, April 29, 2015
Location: Native Sons Hall
- ***Board Retirement and Long Service Recognition***
Date: Thursday, June 11, 2015
Location: Native Sons Hall
- ***Destination Imagination – Provincials***
The following teams will be representing the Comox Valley and competing at the DI provincials:
 - ❖ Ecole Robb Road will be sending 3 students who will join a secondary team
 - ❖ Highland will be sending 3 teams: 1 Improv and 2 Structural
 - ❖ Isfeld will be sending 7 teams: 3 Improv, 2 Technical, and 1 in each of Fine Arts and Scientific
 - ❖ *Navigate* will be sending 2 teams
- Approval of \$5000 – **Skills Training Access Support Grant for School-Aged Secondary Students**

- ***Together We Can: Healing Through Culture***

Aspen Park Elementary School hosted the celebration culminating a series of workshops offered at other schools around the district. Aboriginal families were invited to participate in a series of workshops facilitated by the Kwakwaka'wakw First Nations of Vancouver Island. This workshop was provided by the Community Action Initiative administered by the MIKI'SIW Metis Association, showcasing that First Nation culture is alive and growing in the Comox Valley. Participants were treated to workshops on: button blanket making and paddle carving. Several stories were told to the audience/participants by elders. Everyone in attendance was treated to a video of the program and a few samples of traditional food were served at the end of the assembly.

- ***Design for Change – Inspiring Kids and Teens to Make a Difference***

February 12, 2015 – students from Brooklyn, Courtenay El, Valley View and Huband Park attended an event at the Stan Hagen Theatre, North Island College. There they learned about:

Everybody Deserves a Smile (aka EDAS) – created to help those in need by giving them care packages around the holidays.











The Boomer Caps (the children's hats) Boomer's Legacy – knitted wool hats are being sent to Afghanistan for young children to wear to keep them warm in freezing temperatures.

The main idea for the event was to inspire kids to make a difference and change the world for the better.








Check out what some of our students are reading:

Top 10 English Books:

-  Undivided (*SciFi*)
-  Bell Epoque (*Historical*)
-  If I Stay (*YA*)
-  City of Bones (*Supernatural*)
-  A Death Struck Year (*Historical*)
-  Insurgent (*SciFi*)
-  Eragon (*Fantasy*)
-  Maze Runner (*SciFi*)
-  Tyrant's Daughter (*YA*)
-  Vicious Deep (*Supernatural*)

Top 5 French Books:

-  Vous ne tuerez pas le printemps (*Historique*)
-  The Hunger Games (*SciFi*)
-  Accro d'la plance (*ADO*)
-  16 ans, total fiasco (*Humour*)
-  Arizona Max (*Thriller*)

Finance Committee

Minutes of Meeting

Monday, March 9, 2015 (School Board Office, Board Room)

The meeting was called to order at 3:00 pm.

Members

In Attendance

Peter Coleman (Chair)	Yes
Cliff Boldt (Trustee Representative)	Yes
Tom Weber (Board Chair)	Yes
Sherry Elwood (Superintendent of Schools)	Yes
Russell Horswill (Secretary Treasurer)	Yes
Ron Amos (Director of Finance)	Yes
Ian Heselgrave (Director of Operations)	Yes
Debbie Page (Recording Secretary)	No

A REVIEW PRIOR MEETING MINUTES

B COMMITTEE BUSINESS

B.01 Month End Year-To-Date Finance Report, Ron Amos, Assistant Secretary Treasurer

Ron Amos, Assistant Secretary Treasurer reviewed the Month End Year-To-Date Finance Report. The Committee was advised that revenue and expenditures are tracking well against the amended budget.

B.02 Policy 1-4 - Board Committees - Board Audit Sub-Committee Verbal Update, Russell Horswill, Secretary Treasurer

Russell Horswill, Secretary Treasurer, advised the Finance Committee that the advertisement for the Audit Committee public members has been issued. The Finance Committee will review any applications in time for an April recommendation to the Board.

B.03 GP Vanier Secondary School - Seismic / Upgrade Project Funding Verbal Update, Russell Horswill, Secretary Treasurer

Russell Horswill, Secretary Treasurer, provided a verbal update on the meeting with the Ministry of Finance and Ministry of Education pertaining to the GP Vanier Secondary School - Seismic / Upgrade Project.

B.05 Correspondence

The Finance Committee received a letter from the Comox Valley Teachers' Association and Mr. Jack Stevens pertaining to the 2015/16 operating budget. Both letters are referred to the Agenda Setting meeting for further consideration.

C ADJOURNMENT

C.01 Meeting adjourned: 4:05 pm
Next Meeting: April 20, 2015 - 3:00 pm

School District No.71 (Comox Valley)

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Office of the Secretary Treasurer

Briefing Note 2015-16 Operating Budget Update

The Ministry of Education released individual school district funding information on March 12, 2015, and subsequently released information pertaining to the Learning Improvement Fund grants. The Provincial Government budget indicated that the total Education Block of \$4.725 billion is being increased to cover the costs of the teacher and support staff collective agreement settlements. However, also included in the announcement was a \$29.0 million Administrative Savings reduction.

Based on our analysis of the funding announcement as well as required expenditure changes, our budget shortfall starting the 2015/16 process is:

Funding Protection Grant Reduction – 1.5% prior years grants	\$ 1,050,684
Other Revenue Reductions (Interest Income /Education Guarantee)	200,000
Department Adjustments (Local Capital / NGN / MyEducBC training)	183,256
Payroll Adjustments (IT Dept / TTOC Increments / Employee Benefits)	<u>176,135</u>
Total Budget Shortfall prior to Administrative Savings	1,610,075
Administrative Savings – 2015/16 year	426,000
Total Budget Shortfall	<u>\$ 2,036,075</u>

Administrative savings is \$29.0 million for the 2015/16 school year, and increases to \$54.0 million for the 2016/17 school year. The estimated grant reduction for 2016/17 increases from \$426,000 to \$795,000 the following year. Administrative savings includes District Administration, Operations and Maintenance, Student Transportation, School Administration, and other areas within the budget that do not directly impact the classroom. A periodic reporting mechanism will be implemented whereby school districts will be required to report their savings progress towards the plan submitted.

Through the Finance Committee, a series of stakeholder consultations meetings have been occurring to consider the 2015/16 Operating Budget. Meetings with our employee groups (CUPE and CDTA), the District Parent Advisory Council and the Management Team have been ongoing. In addition to the Finance Committee meetings, the District Management Budget Team, which includes senior Administration and six representatives of Principals and Vice-Principals, has been considering the budget shortfall.

Input to the budget development process is being sought through our stakeholder meetings, as well as a online community budget survey posted on the district web site. Additional information received pertaining to the budget will be provided to the Finance Committee for further consideration.

The budget process is somewhat later than what happens in normal years, mostly due to the delay in receiving information from the Ministry of Education on our specific grants. The current timeline envisions a staffing plan being finalized by the end of April, which will allow Human Resources required numbers to begin the processes. The 2015/16 Annual Operating Budget Bylaw is scheduled to be presented to the Board of Education at the May 26, 2015 Regular Board meeting.

Russell Horswill
March 2015

School District No. 71 (Comox Valley)

Office of the Assistant Superintendent

607 Cumberland Road
Courtenay, B.C., V9N 7G5
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Briefing Note—

2015-2016 School Calendar

The Process:

This year the Calendar Committee is comprised of:

Christine Vanderee, Lee McKillican and Jeff Stewart – CVPVPA Representatives
Sherry Ditruck and Nick Moore – CDTA Representatives
Denise Bullock and Ross Mandin – CUPE Representatives
Tonia Frawley and David Gillis – DPAC representatives
Tom Demeo – Chair
Trustee Janice Caton – Observer

The committee began with a mandate to create a “rollover calendar” that is, a calendar as close to this year as possible, specifically having a two (2) week spring break.

In the development of the draft calendar it should be noted that due to the changes in the School Calendar Regulations (Bill 36) districts were afforded flexibility in meeting the required instructional time.

The committee has forwarded to the Board of Education a draft school calendar that closely resembles a “rollover calendar” from this year. The draft calendar meets all Ministry criteria in terms of hours of instruction for all levels. It also includes a two (2) week spring break. Again it should be noted that the two (2) week option falls in line with the premise that no employee group will be advantaged or disadvantaged by the two (2) week break.

The committee will also recommend using different calendars for both DL and Non-DL schools for the 2015-2016 school year.

Consultation Process:

Each of the partner groups has had the proposed calendar since January and has engaged in discussions with their respective groups. The following processes around consultation also occurred:

1. The draft calendar was posted on the school district website for parents and employees to view.

2. All partner groups had the opportunity to engage in feedback survey and have their thoughts, ideas and suggestions considered.
3. All schools distributed the draft calendar and mentioned the accessibility of the feedback survey
4. Schools shared the draft calendars with their staff and PAC's.

Although we had a low number of respondents, those who did respond to the feedback survey supported the calendar as presented.

Next Steps:

The final detailed 2015-2016 calendar including PLC dates will be made available by the end of May.

At the request of all partner groups, the calendar committee has agreed to meet September 24, 2015 to begin planning for the following school years calendar.

Board Vice-Chair

**Briefing Note – Notice of Motion
Board Procedural Bylaw, 2013**

Background:

The Board of Education has operated with a practice of a Trustee provided Notice of Motion for new business or as required by Robert's Rules of Order prior to the Board considering the issue. The Trustee has provided Notice of Motion at the Regular or Special meeting, and the item duly considered by the Board at the next meeting.

The practice was established to ensure Trustees had sufficient time to understand the item being raised. Additionally, administration was provided time to produce supportive material for all Trustees to consider before being asked to vote on a matter. The changes to the existing Board Procedural Bylaw, 2013 ensure the respectful practice of providing Notice of Motion becomes a mandatory requirement.

Notice of Motion:

Notice of Motion is provided that the required three resolutions to modify Board Procedural Bylaw, 2013 will be brought forward to the April 28, 2015 Regular Board meeting to amend the bylaws as highlighted on the attached draft bylaw.

School District No. 71 (Comox Valley)

Board Procedural Bylaw, 2015

Board Approved Update:

WHEREAS the *School Act* requires that the Board establish procedures governing conduct of its meetings;

THEREFORE this Bylaw provides rules and regulations for governing the procedure at meetings of the Board of Education, School District No. 71 (Comox Valley) and matters relating thereto.

1. Definitions

For purposes of this Bylaw the words used shall have their ordinary meaning save and except the words following, which shall have the meaning herein set out, namely:

- | | | |
|--------------------------|---|--|
| “Act” | - | shall mean the <i>School Act</i> and amendments thereto; |
| “Board” | - | shall mean the Board of Education, School District No. 71 (Comox Valley); |
| “Chairperson” or “Chair” | - | shall mean the Chairperson of the Board, or the Chairperson of any committee of the Board; |
| “Meeting” | - | shall mean any regular meeting of the Board; |
| “Regulation” | - | shall mean the School Regulation; |
| “Secretary-Treasurer” | - | shall mean the Secretary-Treasurer of the Board; |
| “Special Meeting” | - | shall mean any meeting of the Board which is not a regular meeting of the Board; |
| “Superintendent” | - | shall mean the Superintendent of Schools for School District No. 71 (Comox Valley) |

Wherever the singular or masculine is used in this Bylaw, it shall be considered as if the plural or feminine has been used where the context so requires.

2. Meetings—Generally

Board Quorum—a Quorum of the Board shall be a majority of the Trustees holding office at the time of the meeting.

Rules of Order—Where these Rules are silent and where not inconsistent with these Rules, the most recent edition of *Robert’s Rules of Order* shall apply to the conduct of meetings, provided,

further, that where both these Rules and *Robert's Rules of Order* are silent, the *School Act* shall apply over the Rule in question.

The Board may adopt a procedural Rule for one or more meetings by Resolution of a majority of two-thirds of the Trustees present at the meeting. A Rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.

Under the order of "Question Period" questions may be put to the Chair or, through the Chair, to any other Board member or executive officer of the Board, relating to any matter connected with the business of the Board.

Meetings of the Board shall be either regular meetings or special meetings. The Chairperson shall preside, when present, at all meetings of the Board and generally shall fulfill the duties usually performed by a Chairperson. If the Chairperson is absent from the meeting, the Vice-Chairperson shall preside.

If both the Chairperson and the Vice-Chairperson are absent from the meeting, the members present at the meeting shall elect one of their number to act as Chairperson of the meeting.

Regular Meetings of the Board shall be held on the fourth Tuesday of the month, provided that the Board may, with two-thirds majority vote of members present at any meeting of the Board, dispense with the holding of any regular meeting of the Board or arrange for the holding of such regular meeting at some other time.

The Education Committee shall meet on the second Tuesday of the month, provided that the Board may, with two-thirds majority vote of members present at any meeting of the Board, dispense with the holding of any Education Committee or arrange for the holding of such Education Committee at some other time.

The Board shall meet monthly with the District Superintendent.

Special Meetings of the Board may be called by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson, or by the Secretary-Treasurer on request of a majority of the Board. Only the business for which the meeting was called shall be conducted at the meeting. The Secretary-Treasurer will be responsible for advising all members of the Board and the public of special meetings.

The Board expects the Superintendent, the Secretary-Treasurer, and the Assistant Superintendent of Schools to attend all regular and special meetings.

3. Inaugural Meeting

The last regular meeting held in November of each year shall be considered an inaugural meeting. The first order of business shall be to elect a Chairperson and Vice-Chairperson of the

Board. During an election year the Board will delay Board elections until the completion of appeal timelines by using an extraordinary meeting for selection.

The inaugural meeting shall be convened by the Secretary-Treasurer, who shall be interim Chairperson until such time as the Board Chairperson has been elected.

The Secretary-Treasurer shall call for nominations for Board Chairperson and conduct a vote by ballot in which that person receiving a clear majority shall be elected Board Chairperson. If no person receives a clear majority, further ballots shall be taken until the same is achieved.

The newly-elected Board Chairperson shall assume the chair and call for nominations for the election of a Board Vice-Chairperson in the same manner as for the election of the Chairperson.

4. **Regular Board Meetings and Education Committee of the Whole**

All regular Board Meetings shall commence at the hour of 6:00 pm, with the public portion of the meeting to commence at 7:00 pm. All Education Committee meetings shall commence at 6:30 pm and both shall adjourn not later than the hour of 9:00 pm. Meetings may continue to a specified or unspecified time, provided that the members present at the meeting unanimously resolve continuation.

All regular meetings and Education Committee meetings shall be open to attendance by the media and by the general public.

At least forty-eight hours prior to the time of commencement of the regular meeting, the Secretary-Treasurer shall provide all members of the Board with the agenda. The agenda will include the following items:

- minutes of the previous meeting;
- minutes of any special meetings held since the previous regular meeting;
- copies of Management Reports;
- copies of Committee Reports;
- notice of which Board appointees to other bodies will be reporting;
- notice of items of new business to be considered;
- copies of correspondence to be considered.

The Order of Business—for any regular meeting of the Board shall be as follows, namely:

- Attendance
- Call to Order
- Adoption of Agenda
- Consent Agenda
- Report of In-Camera Meeting
- Presentation/Delegation
- Collaborative Engagement
 - Generative Dialogue
 - Education Committee
- Strategic Direction (from Strategic Plan)
- Board Committee Reports
- Board Business
- Public Question Period
- Adjournment

provided that the Board may, by resolution at any regular meeting, suspend the regular order of business or alter or vary the regular order of business.

Consent Agenda includes all matters presented for Board information that does not require any action of the Board. An individual Trustee may request that an item be removed from the Consent Agenda during the Adoption of the Agenda. Any items removed will be done so without debate and will be placed in the Board Business section of the agenda.

New business shall not be considered at any regular meeting unless it arises directly out of correspondence, reports, or other matters arising during the regular order of business; ~~or unless at least forty-eight hours notice of the intention to introduce the item of new business has been given to all members of the Board~~, provided that the members present at any regular meeting of the Board may, by unanimous resolution, waive the giving of notice. New business may only be introduced by a member as provided herein through a Notice of Motion.

Referral to Committee of any matter arising during the course of any regular meeting may be made upon resolution of the meeting.

Committee of the Whole Board may be called at any regular meeting of the Board upon resolution of the meeting, and the regular order of business shall thereupon be suspended until return to regular order of business has been resolved. It is expected that the Superintendent, Secretary-Treasurer, and Assistant Superintendent of Schools shall attend meetings of the Committee of the Whole Board. The Board may invite other persons to attend all or part of a meeting of the Committee of the Whole Board.

Except for a record containing a general statement of the nature of the matters discussed, no business transacted at any meeting of the Committee of the Whole Board shall be published, reported, or otherwise communicated to anyone not present at the meeting without the consent of the meeting to such publication, reporting, or communication being first obtained.

Unfinished business at the time of adjournment shall be dealt with by the Board:

- at the next regularly scheduled meeting; or
- at a special meeting of the Board called in the manner provided in this Bylaw.

5. **Special General (Open) and Special Confidential (Closed) Meetings**

Notice of, and the agenda for, special meetings shall be provided by the Secretary-Treasurer to all members of the Board at least forty-eight hours in advance of the meeting. Should the matter be of an emergent nature, this requirement may be waived by a vote of a majority of all of the members of the Board, which will be considered as the first item of business at the special meeting.

All special meetings of the Board shall be called in accordance with this Bylaw, shall be limited to the purposes set out herein, and shall follow the procedures for regular meetings insofar as those procedures may be applicable.

Special general (open) meetings are called to consider matters that the Chairperson of the Board (or in the absence of the Chairperson, the Vice-Chairperson), or a majority of Board, consider

desirable to be dealt with prior to the next regularly scheduled meeting. Such meetings are open to the public, and all the media normally receiving a copy of the agenda for regular Board meetings will be advised.

Special confidential (closed) meetings are meetings from which the public and the media are excluded as the matter(s) to be considered are of a confidential nature. No Board member shall disclose to the public the proceedings of a confidential meeting unless a resolution has been passed at the confidential meeting to permit disclosure.

Unless otherwise determined by the Board, the following matters shall be considered in closed session:

- salary claims and adjustments, and the consideration of requests of employees and Board officers with respect to collective bargaining procedures;
- accident claims and other matters where Board liability may arise;
- legal opinions respecting the liability or interest of the Board;
- the conduct, efficiency, discipline, suspension, or termination of employees;
- medical examiners or examinations and medical reports;
- matters pertaining to individual students including the conduct, discipline, suspension, or expulsion of students, truancy, and indigent students;
- personnel matters of a sensitive nature;
- purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
- lease, sale, or exchange of real property prior to finalization thereof;
- matters pertaining to the safety, security, or protection of Board property;
- such other matters where the Board decides that the public interest so requires.

6. Rules of Order

A Bylaw may be proposed at either a Regular meeting of the Board or at a Special meeting called for the purpose of considering the Bylaw.

Resolutions may be proposed during the meeting for items properly included in the agenda, provided that any resolution proposed shall relate to the matter under discussion and consideration. Other than a motion to approve the Consent Agenda items, other motions during this item shall be ruled out of order.

A member of the Board shall provide a written Notice of Motion, which includes background information and the resolution wording, at the meeting prior to consideration of the motion. Notice of Motion are required to rescind a Board motion, amends something previously adopted, to amend these Procedural Bylaws, to discharge a Committee, or to postpone an event already scheduled. New business, which is not germane to an agenda item, may only be introduced by a member through written Notice of Motion, as provided herein, at the meeting prior to consideration of the new business. The Board may suspend the Notice of Motion requirement by simply majority vote.

A resolution shall be presented by motion of a member of the Board and shall be seconded by another member of the Board before acceptance for discussion or vote. The Chairperson may not move or second a resolution.

Each member of the Board shall normally be entitled to speak only once to any resolution proposed at any regular meeting, and every member of the Board present at the meeting shall be entitled to speak before the question is called. The Chairperson shall allow each member of the Board a maximum of five (5) minutes to speak per resolution.

Notwithstanding the foregoing, the mover of the resolution shall have the right to close debate.

The Chairperson shall put the vote when the question is called.

Any member who does not vote for or against the resolution when the vote is put shall be deemed to have abstained, and shall not be counted for purposes of the vote.

The Chairperson has the same right to vote as the other members of the Board; in the case of an equality of votes for and against a motion, the question is resolved in the negative, and the Chairperson shall so declare.

All motions are debatable except:

- a motion for adjournment of debate;
- a motion for adjournment of a meeting;
- a motion to recess;
- a motion to table;
- a motion to suspend rules;
- a motion to limit debate; and,
- a motion to go into Committee of the Whole or closed session.

Reconsideration

A question previously dealt with will only be reconsidered if a Board member gives ~~notice~~ **Notice of Motion, as provided herein,** that a motion to reconsider will be presented at the next regular meeting.

The ~~notice~~ **Notice of Motion,** complete with supporting documentation, must be given to all members of the Board either in writing through the Secretary-Treasurer four days in advance, or with the agenda. A motion of the Board to reconsider must be passed by having a majority of all its members cast an affirmative vote. Provided the motion to reconsider is approved, the original question can be dealt with forthwith.

No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process. A motion to rescind a duly approved resolution shall follow the reconsideration process.

Bylaws

Bylaws shall only be proposed when at least forty eight hours notice of the intention to propose the bylaw has been given to all members of the Board, provided that the members present at a regular meeting of the Board may, by unanimous resolution, waive the giving of notice.

A bylaw shall receive two readings before being finally passed and adopted. A proposed bylaw shall not be considered for amendment until it has passed its first reading, and shall not be amended save and except by a new amending bylaw after it has been finally considered and adopted.

A bylaw may receive its two readings at a single regular meeting or special meeting of the Board and shall be reconsidered and adopted or rejected at the regular meeting next following the meeting at which it passes its second reading, or at a special meeting called for that purpose, provided that the Board may, by unanimous resolution of the members present at the regular or special meeting of the Board at which it passes its second reading, suspend the requirements of this regulation and reconsider or adopt or reject the bylaw at the same regular or special meeting at which it passes its second reading.

Notwithstanding the foregoing, consideration of money bylaws in the form specified by the Minister of Education may receive all required readings and be reconsidered and adopted at the same meeting.

7. Policies

Policies and amendments to policies shall only be proposed ~~when at least forty-eight hours notice~~ when Notice of Motion, as provided herein, of intention to propose the policy or amendment has been given to all members of the Board.

First consideration by the Board of a proposed policy or major amendment to a policy will be by formal resolution giving notice of motion of the Board's intention to adopt the policy or amendment at a subsequent regular meeting.

The members present at a regular meeting of the Board may, by unanimous resolution, waive the requirements of this section.

8. Standing Committee

Standing committees of the Board shall be established by the Board Chairperson, following consultation with each Board member and in compliance with the Committee's of the Board policy.

The Chairperson of the Board shall annually appoint such members of the Board and management staff as he/she deems advisable to the standing committees of the Board. The membership of such committees may be revised by the Chairperson of the Board, who will so inform the Board at the next regular Board meeting.

Each of the standing committees shall be under direct supervision of a Chairperson or responsible Board member, and, where deemed advisable, a Vice-Chairperson may be

appointed. The Chairperson of the Board may attend meetings of standing committees of which he/she is not an official member, but shall not be entitled to vote at such meetings.

No standing committee, other than the Education Committee, shall include more than three members of the Board. The Education Committee is a committee of the whole Board; however, it shall be chaired by the Vice-Chairperson of the Board. The other rules that pertain to standing committees shall pertain to the Education Committee.

Committee meetings may be called at any time by the Chairperson of the committee for the purpose of dealing with the business of such committee, and the committee may adopt its own procedures for the dispatch of its business, provided that no resolution shall be passed at any committee meeting, but matters of recommendation for the Board shall be brought from the meeting by way of report to a regular meeting for consideration and such action as is deemed advisable. No one other than committee members shall be entitled to attend such meetings without invitation of the Chairperson of the committee.

9. **Reports and Records**

Reports and recommendations shall be made to the Board at regular meetings by:

- management, or;
- for committee matters, the committee Chairperson or a member delegated.

All reports to the Board for recommendation or action shall be accompanied by all relevant information. Reports for information only need not be complete.

Minutes of the meetings shall be in summary form and shall contain the form of the motion, the results of the vote and a record of how each member voted. Discussion preceding the vote need not be recorded. In matters of general discussion or report where no vote is taken, a brief statement of the purport of the matter shall suffice unless the meeting otherwise directs.

10. **General**

This Bylaw is to be read in conjunction with the provisions of the *School Act* governing School Board meetings. In the event of conflict between this Bylaw and the *Act*, the *Act* shall take precedence.

Read a first time this _____ day of _____.

Read a second time this _____ day of _____.

Reconsidered, finally passed, and adopted this _____ day of _____.

Chairperson

Secretary-Treasurer



February 27, 2015

VIA EMAIL

Ref: 179857

To: All Secretary-Treasurers
All School Districts

Re: 2015/16 Carbon Neutral Capital Program

In November 2014, the Ministry issued a Call for Proposals under the Carbon Neutral Capital Program (CNCP). Applications were due January 9, 2015, and evaluations are now complete.

For the 2015/16 government fiscal year, \$5 million in CNCP funding is being allocated based on CNCP proposals and supporting documentation submitted by school districts in the Call for Projects. The CNCP funding is meant to assist school districts with energy efficiency projects and to recognize the cost of carbon offsets paid by school districts annually.

Funding allocations and project numbers are listed by school district in the attached table.

The primary criteria in evaluating CNCP projects are emissions reductions and operational cost savings. Secondary considerations are contributions to the project from school districts and from third parties. Not every school district will receive CNCP individual project funding each year; however, the Ministry will ensure that over several years all school districts will receive at least as much CNCP funding as they spend on carbon offsets over those same years.

Boards of education will be issued a single Certificate of Approval (COA) for their CNCP capital allocation. If your school district is receiving CNCP funding this year, your Board must adopt a Capital Project Bylaw using the project number and total maximum allocation assigned to your school district in the attached table. Please forward the original bylaw document to the attention of Maureen MacDonald, Finance and Administration Officer, Resource Management Division, at the Ministry of Education.

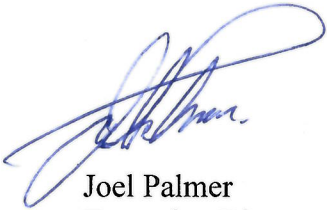
Following registration of the bylaw, a COA will be issued to enable the District to draw the appropriate funds as needed. In accordance with Provincial Treasury policy, draws against the COA cannot occur until capital project expenditures have been made. **All COA's for the CNCP will expire March 31, 2016; therefore approved projects must be completed and funds drawn prior to that date.**

No additional capital will be available for the approved CNCP projects, so any unforeseen projects costs will be the sole responsibility of the school district.

.../2

If you have any questions please contact Craig Harris, Planning Officer, at Craig.Harris@gov.bc.ca or 250-217-0514.

Sincerely,



Joel Palmer
Executive Director, Capital Management Branch

Attachment

pc: All Superintendents of Schools
Regional Directors, Capital Management Branch
Planning Officers, Capital Management Branch

2015/16 Ministry of Education Carbon Neutral Capital Program (CNCP) Projects and Funding

SD #	SD Name	School	Project Description	Project Number	Total 15/16 CNCP Funding	SD Contribution (\$)	3rd Party Contribution (\$s)	CNCP Funding Approved (\$s)
10	Arrow Lakes	Lucerne Elem-Secondary	Solar	126827	74,200	\$ 37,100	\$ -	\$ 49,827
		Nakusp Elementary School	Solar		25,453	\$ 12,727	\$ -	Incl.
19	Revelstoke	Columbia Park Elementary	Replace RTU with heat pumps	126828	366,000	\$ 291,000	\$ -	\$ 75,000
22	Vernon	Clarence Fulton Secondary	Boiler Replacement	126829	187,000	\$ -	\$ 30,000	\$ 157,000
23	Central Okanagan	Constable Neil Bruce Middle	Boiler Replacement	126830	169,200	\$ -	\$ 9,240	\$ 159,960
27	Cariboo-Chilcotin	Cataline Elementary	Boiler, mechup, lighting	126831	1,757,902	\$ 1,341,760	\$ -	\$ 416,142
33	Chilliwack	Mt. Slesse Middle	Boiler Replacement	126832	430,000	\$ 106,000	\$ 37,000	\$ 287,000
34	Abbotsford	Yale Secondary	HVAC consolidation	126833	582,000	\$ 236,000	\$ 236,000	\$ 110,000
35	Langley	Walnut Grove Secondary	Boiler Replacement	126834	403,975	\$ 185,671	\$ 38,304	\$ 180,000
36	Surrey	Fleetwood Park Secondary	Boiler Replacement	126835	592,500	\$ -	\$ 27,000	\$ 565,500
38	Richmond	Facilities, Maintenance & Ops	Purchase 3 electric vehicles	126836	111,893	\$ 33,298	\$ 12,000	\$ 66,595
39	Vancouver	Various Locations (15)	DDCs & Communic Upgrades	126837	620,600	\$ 211,000	\$ 65,400	\$ 344,200
42	Maple Ridge	Thomas Haney Secondary	Lighting, HVAC & HW	126838	605,416	\$ 44,086	\$ 100,000	\$ 461,330
43	Coquitlam	Mary Hill Elementary	Boiler Replacement	126839	250,000	\$ 62,500	\$ 12,500	\$ 175,000
44	North Vancouver	Boundary Elementary	Boiler Replacement	126840	545,300	\$ 42,300	\$ 23,000	\$ 480,000
47	Powell River	James Thomson Elementary	Boiler Replacement	126841	77,800	\$ 13,800	\$ 12,000	\$ 52,000
50	Haida Gwai'i	Queen Charlotte Secondary	Solar PV Panels	126842	89,000	\$ 5,000		\$ 84,000
51	Boundary	Grand Forks Secondary	Boiler Replacement	126843	230,000	\$ 115,765	\$ 28,000	\$ 86,235
57	Prince George	Ecole Lac des Bois Elementary	Boiler Replacement	126844	460,700	\$ 140,473	\$ -	\$ 320,227
61	Greater Victoria	Rockheights Middle School	Boiler Replacement	126845	250,000	\$ -	\$ 12,500	\$ 237,500
71	Comox Valley	Royston Elementary	Boiler Replacement	126846	103,000	\$ 6,600	\$ 6,400	\$ 90,000
72	Campbell River	Cedar Elementary	Boiler Replacement	126847	91,800	\$ 41,800	\$ -	\$ 50,000
75	Mission	Mission Secondary	Boiler Replacement	126848	430,000	\$ 204,515	\$ -	\$ 225,485
81	Fort Nelson	J S Clark Elementary	Boiler Replacement	126849	60,000	\$ -	\$ -	\$ 60,000
91	Nechako Lakes	Fraser Lake Elem-Sec	Install AHUs	126850	500,000	\$ 233,000	\$ -	\$ 267,000
					9,013,739	\$ 3,364,395	\$ 649,344	\$ 5,000,001