



# School District No.59 (Peace River South)

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## Open Board Meeting Agenda

**Date:** November 20, 2019 1:00 PM

**Place:** School Board Office – Dawson Creek

“We acknowledge that we share this territory with the people of Treaty 8”

### **MOTION FOR ACTING SECRETARY-TREASURER**

### **APPROVAL OF AGENDA**

#### **1. ITEMS FOR ADOPTION**

- R1.1 – Regular Board Meeting Minutes – October 24, 2019
- R1.2 – Excerpts Closed Meeting – October 24, 2019
- R1.3 – Excerpts Special Closed Meeting – November 6, 2019

#### **2. BUSINESS ARISING**

#### **3. ESSENTIAL ITEMS**

#### **4. OTHER PRESENTATIONS**

- R4.1 – Early Learning Programs – G. Cleve

#### **5. REPORTS FROM THE SUPERINTENDENT OF SCHOOLS**

- R5.1 – School/Student News
- R5.2 – Student Discipline Report – October 2019

#### **6. REPORTS FROM THE SECRETARY-TREASURER**

- R6.1 – 1530 Report
- R6.2 – Hudson Farm Lease Bylaw 2019-02

#### **7. TRUSTEE ITEMS**

- R7.1 – BCSTA – T. Ziemer
- R7.2 – BCPSEA Motion – R. Gulick
- R7.3 – Pro-D Report – C. Anderson
- R7.4 – Pro-D Review – C. Anderson
- R7.5 – Strategic Plan – C. Anderson

#### **8. COMMITTEE REPORTS**

- R8.1 – Policy Committee
  - R8.1.1 Policies for Circulation
    - Policy 2150 Roles and Responsibilities of the Board (Combined and revised policies 2150 & 2155)
    - Policy 4210 Outdoor Education Program (revised with name change)

#### **9. DIARY**

- R9.1 – January 2020 – Student Voice Presentation

#### **10. QUESTION PERIOD**

#### **11. FUTURE BUSINESS / EVENTS**

- 11.1 – Open Board Meeting – December 19, 2019



# School District No.59 (Peace River South)

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## BOARD OF EDUCATION OF SCHOOL DISTRICT NO.59

11600 – 7<sup>TH</sup> Street, Dawson Creek, BC V1G 4R8

### Open Session Minutes

DATE & TIME: October 24, 2019 – 10:30 AM

PLACE: School Board Office – Dawson Creek

PRESENT: Trustees:  
T. Ziemer – Chair – zoom conference  
C. Hillton (Vice-Chair)  
R. Gulick  
T. Jones - absent  
C. Anderson  
B. Borton  
J. Lalonde

C. Clouthier, Superintendent  
C. Fennell, Assistant Superintendent  
F. Christenson, Acting Secretary-Treasurer  
R. Schwartz, Recording Secretary

10:35 AM

The board made a motion to designate a Secretary-Treasurer for the purpose of the board meeting.

(2019-10-001)

MOVED/SECONDED – Gulick/Hillton

THAT, the board designate Flora Christenson, the authority of Acting Secretary-Treasurer for the purpose of this Open Meeting (October 24, 2019);

WHEREAS, the authority gives permission to perform the duties of Secretary-Treasurer including signature of any documents relating to this meeting.

CARRIED UNANIMOUSLY

### APPROVAL OF AGENDA

Additions:

Deletions:

(2019-10-002)

The Board Chair moved that the Regular Meeting agenda be approved as presented.

## 1.0 ITEMS FOR ADOPTION

### R1.1 Regular Board Meeting Minutes – September 17, 2019

The Chair asked for any corrections to the minutes.

(2019-10-003)

The Chair declared the minutes of the open meeting September 17, 2019 approved as presented.

### R1.2 Excerpts of Closed Board Meeting – September 17, 2019

(2019-10-004)

The Chair declared the excerpts of the closed board meeting September 17, 2019 approved as presented.

## 2.0 BUSINESS ARISING

## 3.0 ESSENTIAL ITEMS

## 4.0 PRESENTATIONS

## 5.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

### R5.1 School/Student News

The Superintendent reported school/student news:

- Little Prairie held an intermediate volleyball tournament; the Grade 7's are on an overnight field trip to Gwillim Lake.
- Central Campus held a thanksgiving lunch for the whole school to participate; Me to We field trip to Edmonton; student vote activity.
- A Grade 6 student from Tumbler Ridge Elementary won a logo contest. The company logo had to represent unity, togetherness, team work and equality. Chief Ken Cameron from Saulteau First Nations presented Faith Belcourt with a hoodie and a cheque for \$500.
- South Peace Campus – Career Life Connections grade 12 course is preparing students for career and life transition beyond Grade 12. Students participate in volunteer and interim experiences which will lead to a capstone project that will be presented prior to graduation. The campus is also developing a student entrepreneurship program in partnership with the Nawican Friendship Centre.

### R5.2 Student Discipline Report

The student discipline summary report for the month of September 2019 was presented. A total of 38 suspensions were reported. Following is a breakdown of the main offences:

- |                    |    |
|--------------------|----|
| ○ Fighting         | 16 |
| ○ Safety of Others | 9  |

#### R5.3 Principal Announcements

The following principal announcement was missed being reported at the previous board meeting:

- Cynthia Percy, Principal at Crescent Park Elementary School (effective August 31, 2019)

#### R5.4 Student Voice

The group held their first meeting in September with students across the district participating. Students reflected on where they left the program from last year and identified three themes they want to work on for this year: Education (ie: access to courses), Transitions, Mental and Physical Health.

#### R5.5 Class Size, Composition and Remedies

As of September 30<sup>th</sup>, 2019, the district has 11 schools not in compliance with class size or composition maximums as defined in LOU 17. The district met with the local PRSTA and determined best efforts were given to find solutions and remedies have been applied for those circumstances.

- There are 9 elementary schools not in compliance:
  - In total, 24 teachers are being remedied for composition (40 remedies)
  - In total, 1 teacher is being remedied for class size (1 remedy)
- There are 2 secondary schools not in compliance:
  - In total, 26 teachers are being remedied for composition (51 remedies)
  - In total, 2 teachers are being remedied for class size (3 remedies)

The district is reporting the following ratios:

- met and exceeded the ratio for Teacher Librarians (+.106 FTE)
- shortfall in the combined ratios of SERT, LAT and ELL (-1.386 FTE)
- shortfall in the ratio for Secondary Counsellors (-.395 FTE)

### 6.0 REPORTS FROM THE SECRETARY TREASURER

#### R6.1 Final Enrollment

As of September 27, 2019, the final enrollment for the district was reported at 3683.81 FTE (an increase of 74.81 FTE from last year). Three schools with the largest increase in FTE are Crescent Park Elementary (31) Don Titus Elementary (27) and Ecole Frank Ross Elementary (30).

#### R6.2 Executive Compensation Disclosure

The Acting Secretary-Treasurer presented the 2018-19 Executive Compensation Disclosure Report. The report is an annual reporting requirement which includes the compensation philosophy of the district, including labour market comparators, cash and non-cash compensation, compensation administration and accountability. The disclosure includes the Superintendent and the next top three decision makers with compensation over \$125,000.

#### R6.3 SOFI Report

The Statement of Financial Information (SOFI) report was presented in accordance with the Budget Transparency and Accountability Act. This report is required by all public institutions.

The report publishes the names and salaries of employees over \$75,000 (wages & benefits), vendors over \$25,000, and trustee income and expenses.

The report is sent to the Ministry and will be posted on the school district website.

#### R5.4 Pouce Coupe Portables

The second portable at Pouce Coupe Elementary School has been delayed and is now scheduled to arrive in early November. Once it is here, the hook up will go quickly as the site work has been completed.

### 7.0 TRUSTEE ITEMS

#### R71 BCSTA/Ministry Meetings – C. Anderson

Trustee Anderson attended the joint liaison meetings hosted by BCSTA and the Ministry of Education. Topics included workshops on difficult conversations, social media, framework for enhancing student learning, strategic planning, and funding model review.

The BCSTA Trustee Academy will be held in Vancouver from November 28-30, 2019.

#### R7.2 City Reply to Dog Park Letter – C. Anderson

Trustee Anderson received a reply from the City of Dawson Creek regarding the letter written by the board to Mayor and Council expressing concerns with the temporary dog park. The City acknowledges the proper signage is now in place, and mis-communication may have been the cause for early use of the temporary park before the site was ready.

#### R7.3 Chetwynd Transportation Meeting – B. Borton

Trustee Borton attended a meeting on October 17, 2019 in Chetwynd regarding the crosswalk on Hwy 97 in front of Chetwynd Secondary School and Windrem Elementary School. Various stakeholders attended the meeting to discuss the issues presented by parents, students and staff. The Ministry of Transportation gathered information from the stakeholders and will review the concerns and recommendations that were brought forward.

### 8.0 COMMITTEE REPORTS

#### R8.1 Policy Committee

The policy committee met on October 9, 2019 to review policies.

##### R8.1.1 Policies for Circulation

The Policy Committee presented revised policies for circulation. Policy 2205 combines several current policies into one.

(2019-10-005)

MOVED/SECONDED – Hillton/Lalonde

THAT, the board approve to circulate the following new and revised policies for feedback for a minimum period of 45 days:

- Policy 2100 Mission, Vision, and Guiding Principles
- Policy 2205 Trustee Remuneration, Benefits and Recognition (Combined)
- Policy 4505 Menstrual Products (New)

- Policy 4550 Immunization  
CARRIED UNANIMOUSLY

The bylaw on the organization and operation of the board has been revised to reflect current board practices. The board read the first and second readings of the bylaw. The third reading and final approval is to occur at the Regular Meeting of the board in December 2019.

(2019-10-006)  
MOVED/SECONDED – Gulick/Lalonde  
THAT, revised Bylaw 1-99 Organization and Operation of the Board be read a first time.  
CARRIED UNANIMOUSLY

(2019-10-007)  
MOVED/SECONDED – Gulick/Borton  
THAT, revised Bylaw 1-99 Organization and Operation of the Board be read a second time.  
CARRIED UNANIMOUSLY

#### R8.1.2 Policy for Repeal

Policy 2140 District Goals was found by the policy committee to be outdated and not needed as policy. The policy committee made a recommendation to repeal the policy.

(2019-10-008)  
MOVED/SECONDED – Lalonde/Borton  
THAT, the board repeal Policy 2140 District Goals, effective immediately.  
CARRIED UNANIMOUSLY

#### R8.1 Professional Development Committee

Trustee Borton reported the professional development committee reviewed four requests of which 2 were approved and two were denied.

(2019-10-009)  
MOVED/SECONDED – Ziemer/Lalonde  
THAT the denied applications of the professional development committee be referred to the board for review at the next regular board meeting.  
CARRIED UNANIMOUSLY

#### 9.0 DIARY

- January 2020 - Student Voice Presentation

#### 10.0 NOTICE OF MOTION

#### 11.0 QUESTION PERIOD

**12.0 FUTURE BUSINESS**

R12.1 - Regular Board Meeting – November 20, 2019 (Dawson Creek)

**ADJOURNMENT**

(2019-10-010)

MOVED – Hillton

THAT, the Regular Meeting be terminated. (11:58 AM)

**CARRIED UNANIMOUSLY**

CERTIFIED CORRECT:

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(C. Anderson) Board Chair

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(M. Panoulis) Secretary Treasurer



## School District No.59 (Peace River South)

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**MEETING:** Closed Board Meeting  
**DATE:** October 24, 2019 1:00 PM  
**PLACE:** School Board Office – Dawson Creek

The meeting was called to order and the following was reported.

### Items for Adoption

- Approval of Agenda
- Closed Meeting Minutes – September 17, 2019

### Business Arising

#### Trustee Items

Items discussed and reported included:

- BCPSEA Update
- Superintendent Position
- O'Brien Update

#### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters
- Report on Students

#### Secretary Treasurer's Reports

### Adjournment Motion

CERTIFIED CORRECT:

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C. Anderson, Board Chair

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Melissa Panoulas, Secretary Treasurer



## School District No.59 (Peace River South)

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**MEETING:** Special Closed Board Meeting  
**DATE:** November 6, 2019 12:30 PM  
**PLACE:** School Board Office – Dawson Creek

The meeting was called to order and the following was reported.

1. Student Appeal
2. BCPSEA Update

### Adjournment

CERTIFIED CORRECT:

\_\_\_\_\_  
C. Anderson, Board Chair

\_\_\_\_\_  
Melissa Panoulis, Secretary Treasurer



## School District No.59 (Peace River South)

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November 1<sup>st</sup>, 2019

**SD59 Peace River South  
October 2019  
Student Discipline Report**

October Suspensions:	
Bullying	4
Controlled Substance	10
Fighting	8
Instigating	5
Non-Compliance	18
Safety of Others	15
Smoking	6
Weapon	2
<b>Total</b>	<b>68</b>

Submitted by:

Mike Readman  
Director of Instruction

### School and Month

**suspensions this year ----->**

> 5 : 12 <----- suspension days this year

11/12/2019

[illegible]

**School District 59 Discipline Report**  
**for October, 2019.**

### Legend

**Bullying** <----- suspension category

11/12/2019

**suspensions this month -----> 2 6 <----- suspension days this month**

**suspensions this year -----> 5 | 12 <----- suspension days this year**

### School and Month

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

# School District 59 Discipline Report for October, 2019.

## Legend

	Bullying	<----- suspension category
suspensions this month ----->	2 6	<----- suspension days this month
suspensions this year ----->	5 12	<----- suspension days this year

11/12/2019

## School and Month

Group Sub Total	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	0 0	0 0	3 5	0 0	0 0	1 1	2 2	0 0	7 12	0 0	0 0	0 0	0 0	1 1	14 21
FTEs Totals To Date	0 0	0 0	9 21	0 0	0 0	1 1	3 3	0 0	19 28	0 0	0 0	0 0	0 0	1 1	33 53

Chetwynd Secondary	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	0 0	2 6	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	2 6
Totals To Date	0 0	2 6	2 10	0 0	0 0	0 0	0 0	0 0	1 3	0 0	0 0	0 0	0 0	0 0	5 19

DCSS-Central Campus	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	0 0	4 7	3 11	0 0	0 0	4 4	13 38	0 0	5 19	1 3	0 0	0 0	0 0	1 1	31 83
Totals To Date	0 0	4 7	5 21	0 0	0 0	4 4	17 45	0 0	8 34	2 6	1 2	0 0	0 0	1 3	42 122

DCSS-South Peace Campus	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	0 0	4 20	2 10	0 0	0 0	0 0	2 4	0 0	1 3	5 15	0 0	0 0	0 0	0 0	14 52
Totals To Date	0 0	5 25	6 28	0 0	0 0	0 0	3 5	0 0	2 8	8 24	0 0	0 0	0 0	0 0	24 90

Tumbler Ridge Secondary	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	4 8	0 0	0 0	0 0	0 0	0 0	1 4	0 0	2 6	0 0	0 0	0 0	0 0	0 0	7 18
Totals To Date	4 8	2 3	4 12	0 0	0 0	0 0	2 7	0 0	2 6	0 0	0 0	0 0	0 0	0 0	14 36

Group Sub Total	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	4 8	10 33	5 21	0 0	0 0	4 4	16 46	0 0	8 28	6 18	0 0	0 0	0 0	1 1	54 159
FTEs Totals To Date	4 8	13 41	17 71	0 0	0 0	4 4	22 57	0 0	13 51	10 30	1 2	0 0	0 0	1 3	85 267

ALL SCHOOLS SUMMARY	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancy	Vandal- ism	Weapons	Total
October 2019	4 8	10 33	8 26	0 0	0 0	5 5	18 48	0 0	15 40	6 18	0 0	0 0	0 0	2 2	68 180
FTEs Totals To Date	4 8	13 41	26 92	0 0	0 0	5 5	25 60	0 0	32 79	10 30	2 1	0 0	0 0	2 4	118 320



**SCHOOL DISTRICT NO.59 (PEACE RIVER SOUTH)**  
**FTE EMPLOYEES BY PROGRAM 2019/2020**  
**FORM 1530**

BRITISH COLUMBIA  
The Best Place on Earth

				COMPLETION DATE			
				October 31, 2019			
		110 TEACHERS	105 PRINCIPALS AND VICE PRINCIPALS	123 EDUCATIONAL ASSISTANTS	120 SUPPORT STAFF	130 OTHER PROFESSIONALS	TOTAL
FUNCTION							
1 INSTRUCTION							
1.02	Regular Instruction	158.8080	9.2880	2.6380	10.4550	1.9500	183.1390
1.03	Career Programs	3.5570	0.7500			3.1350	7.4420
1.07	Library Services	10.1240		3.9970			14.1210
1.08	Counselling	3.1470			1.0000	0.5000	4.6470
1.10	Special Education	8.5150		89.5760	2.0000	1.1993	101.2903
1.30	English as a Second Language	0.4000		1.7020			2.1020
1.31	Aboriginal Education	5.3900	2.5000	7.3500	2.0000	0.5000	17.7400
1.41	School Administration	0.0000	14.8290		16.8430		31.6720
1.60	Summer School						0.0000
1.61	Continuing Education						0.0000
1.62	Off Shore Students						0.0000
1.64	Other						0.0000
1.65	Conseil Scolaire Francophone						0.0000
	Total Function 1	189.9410	27.3670	105.2630	32.2980	7.2843	362.1533
4 DISTRICT ADMINISTRATION							
4.11	Educational Administration		1.6231		0.3600	2.3762	4.3593
4.40	School District Governance					7.0000	7.0000
4.41	Business Administration				2.9400	4.7604	7.7004
4.65	Conseil Scolaire Francophone						0.0000
	Total Function 4	0.0000	1.6231	0.0000	3.3000	14.1366	19.0597



**SCHOOL DISTRICT NO.59 (PEACE RIVER SOUTH)**  
**FTE EMPLOYEES BY PROGRAM 2019/2020**  
**FORM 1530**

**COMPLETION DATE**  
**October 31, 2019**

		110	105	123	120	130	
		TEACHERS	PRINCIPALS AND VICE PRINCIPALS	EDUCATIONAL ASSISTANTS	SUPPORT STAFF	OTHER PROFESSIONALS	TOTAL
FUNCTION							
<b>5 OPERATIONS AND MAINTENANCE</b>							
5.41	Operations and Maintenance Administration				1.0000	3.0000	4.0000
5.50	Maintenance Operations				41.8900		41.8900
5.52	Maintenance of Grounds				7.6800		7.6800
5.56	Utilities						0.0000
5.65	Conseil Scolaire Francophone						0.0000
	<b>Total Function 5</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>50.5700</b>	<b>3.0000</b>	<b>53.5700</b>
<b>7 TRANSPORTATION AND HOUSING</b>							
7.41	Transportation and Housing Administration				1.0700	1.0000	2.0700
7.65	Conseil Scolaire Francophone						0.0000
7.70	Student Transportation			0.5400	22.7100		23.2500
7.73	Housing						0.0000
	<b>Total Function 7</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.5400</b>	<b>23.7800</b>	<b>1.0000</b>	<b>25.3200</b>
	<b>TOTAL FUNCTIONS 1 - 7</b>	<b>189.9410</b>	<b>28.9901</b>	<b>105.8030</b>	<b>109.9480</b>	<b>25.4209</b>	<b>460.1030</b>

Certification by District Officials	
Certified correct (Signature of Superintendent)	Date Signed
Certified correct (Signature of Secretary Treasurer)	Date Signed

THE BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 59 (PEACE RIVER SOUTH)

LEASE OF REAL PROPERTY BYLAW NO. 2019-02

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to Section 96 (1) of the *School Act*, “land” includes any interest in land, including any right, title or estate in it of any tenure;

AND WHEREAS section 96 (3) of the *School Act* provides that a board of education may dispose of land or improvements, or both, subject to the orders of the minister;

NOW THEREFORE be it resolved that the Board of Education of School District No. 59 (Peace River South) hereby authorizes to lease the property known as Hudson Farm, legally described as, ***Part SW1/4, Section 20, Township 78, Range 14 Meridian W6, Peace River Land District (PID: 014-504-332)***, to BC Grain Producers Association of Fort St. John, B.C., for a period of *sixty months* (60), commencing March 1, 2020 and expiring February 28, 2025 at the fee and terms previously discussed by the members of the Board as are satisfactory to the Secretary-Treasurer of the Board, and that the Secretary-Treasurer execute the lease on behalf of the Board;

This bylaw may be cited as Board of Education of School District No. 59 (Peace River South) Lease of Real Property Bylaw No. 2019-02.

Read a first time this **20th** day of **November, 2019**

Read a second time this **20th** day of **November, 2019**

Read a third and final time, passed and adopted this **20th** day of **November, 2019**

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Chad Anderson, Board Chair

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Melissa Panoulis, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original Lease of Real Property Bylaw No. 2019-02 adopted by the Board of Education of School District No.59 this **20th** day of **November, 2019**.

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Melissa Panoulis, Secretary-Treasurer

**Agenda Topic:** R7.2 BCPSEA Motion

**Submitted By:** Trustee Gulick (BCPSEA Representative)

**Dated:** November 20, 2019

***Trustee Gulick is bringing forward the following motion for consideration:***

THAT BCPSEA work with the Minister of Advanced Education, the Deans of Education for BC Universities and the BC Education Teacher Development Programs to develop an online teacher training program in BC.

Rationale:

It is critical that in order to maintain and improve quality educations for students in BC, new teacher training strategies be implemented. Rural and Remote School Districts in BC are experiencing staffing shortfalls and many positions are having to be filled with non-certified teachers on Letters of Permission. Currently British Columbians do not have access to online BC certified teacher training and there is a small number of seats available in local teacher training programs. Online teacher training in BC would allow local teachers on Letters of Permission, to obtain their certifications while working in the classroom. There are a small number of seats in local teacher training programs in some rural communities and access to these seats are every other year in some regions. Currently BC teachers have access to online training through Alberta institutions and are not BC certified upon completion.

This motion supports Motion 19 'Recruitment and Retention Strategy' passed by the BCSTA assembly at AGM 2019. When teachers have the ability to receive training in their local communities, the chances they will remain in that community are greater.

Access to online Teacher Training in BC addresses several of the next steps recommended in the Ministers Task Force on Recruitment and Retention including, increase the number of graduates in positions under pressure (Recommendation 4); Promote Rural Practica Placements (Recommendation 5) and; Support Teacher Mentorship (Recommendation 6).

This motion also supports the recommendations of the BCPSEA Sustainable Teacher Workforce Labour Market Project, which is now with the Ministry of Advanced Education. The information in the report provided a comprehensive understanding of the gaps in data and developed key recommendations on labour market challenges for TTOC's, specialist positions, indigenous teachers and teachers in rural and remote communities. The Ministry of Education has expressed interest in moving forward with the development of a strategic workforce development plan and it is imperative for rural and remote communities that online teacher training be developed to support the training of teachers in their own communities.

References:

BCSTA AGM 2019 Report on Proceedings, Motion 19.

The Ministers Task Force on Immediate Recruitment and Retention Challenges, December 11, 2017.

BCPSEA NewLinkexpress 2019-04, July 12, 2019

**Agenda Topic:** R7.4 Pro-D Review

**Rationale:** The following motion was approved in October's board meeting to review the decision of the Professional Development Committee:

MOVED/SECONDED – Ziemer/Lalonde

THAT the denied applications of the professional development committee be referred to the board for review at the next regular board meeting.

CARRIED UNANIMOUSLY

**Details:** Revised Submission (Original Submission was submitted on September 9, 2019) from Trustee Ziemer to Pro-D Committee – submitted October 7<sup>th</sup>, 2019 and decision by Professional Development Committee:

Dear Professional Development Committee

I am writing to request approval for use of professional development funds for tuition and travel expenses to attend a conflict resolution course at the Justice Institute of BC: Mediation Skills Level 1 (New West Minister Campus, October 21-23 2019).

The learning objectives for this course that relate to my role as a Trustee are:

- Self-awareness regarding own beliefs, strengths and challenges
- Showing respect
- Exploring interests and building understanding
- Clarifying assumptions
- Managing basic power dynamics
- Identifying common goals
- Establishing and maintaining an environment that supports safety and collaboration
- Effective communication skills

This course also develops the following core and specialized competencies that will improve my effectiveness in the Trustee role:

- Critical thinking: Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.
- Communication, Oral and written: Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.
- Leadership: Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.
- Independent learning: Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem-solving strategies.
- Globally minded: Self-aware of own identity and culture, recognize the interconnectedness of world events and issues; interact respectfully and authentically across cultures; value multiple perspectives; utilize curiosity to learn with and from others.
- Problem solving: State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

- Interpersonal relations: Know and manage ourselves; recognize and acknowledge the needs and emotions of others including those with diverse cultures, backgrounds and capabilities.
- Inter-professional teamwork: Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.
- Information literacy: Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.

In my role as a Trustee, it is important to build my skills in the areas of inter-professional teamwork, communication, problem solving and information literacy which will benefit the Board of Education as I participate in the debate and decision making that occurs at our meetings. Furthermore, there are many times where community members will approach Trustees with problems they are having with the schools. This course provides a foundation of communication and problem solving skills that will help to build my skill set when managing the high emotions of parents and in helping them and other community members to navigate the public education system and find the answers they need in a professional and collaborative way.

Thank you for your consideration,

Tamara Ziemer

Decision by Pro-D Committee – October 9, 2019

Good Evening Tamara,

As the very temporary acting Chair of the Professional Development Committee I would like to relay to you that the committee has denied your request for professional development funds for the mediation course requested below.

Some considered factors include that this requested course appears to be very similar to a course that was taken by yourself last year and both courses appear to demonstrate similar expected learning outcomes. From the committee's perspective there wasn't a demonstrated increase in value to your role as a trustee. Consideration was also given to the fact that mediation isn't considered to be a large part of the role of a regular board member and should this skill become necessary, the task would likely fall to the chair or vice chair to navigate a mediation scenario.

I will give a professional development committee report to the board as a whole at the Oct 24 meeting with the information being presented in aggregate form. Ongoing professional development is a value our public education system holds in high regard and we would welcome further requests from yourself in the future.

Thank you for your request and have a lovely evening,  
Becky Borton  
SD 59 Chetwynd Trustee

## Agenda Item: R7.5 Strategic Plan

Prepared By: Candace Clouthier, Superintendent

Date: November 14, 2019

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### Previous Process for Strategic Planning

The main goal of strategic planning was to ensure that we put student achievement/learning at the forefront while involving input from various stakeholders. Goals were developed that reflected the themes identified by the stakeholders.

The process was as follows:

1. Complete an environmental scan using the SWOC (Strengths, Weaknesses, Opportunities and Challenges) process.
2. Stakeholders included teachers, Principals/VP's, EA's, DPAC, Trustees, Learning Services and Itinerant staff, and Coach/Mentors.
3. A team of district staff, P/VP's, trustees and teachers from the Leadership Academy went to schools and met with small groups (4-6 staff), organized sessions with the other stakeholders. (timeline 3-4 months)
4. Take the data from the environmental scan with support from teachers, P/VP's, trustees and district staff and pull out the themes. (one day)
5. Once the 3-4 themes were identified, groups were formed from the teachers, district staff and PVP's to develop the themes into goals, objectives and action.
6. The goals were combined to create the three-year strategic plan.

### Considerations Moving Forward

The Ministry of Education is involved in a pilot project with several districts on "The Framework for Enhancing Student Learning". In my notes, I highlighted key areas that you might want to consider in developing the new Strategic Plan.

1. When developing outcomes and measures, engagement of stakeholders is important and should include the following groups:
  - a. Indigenous community;
  - b. Community partners;
  - c. Parents;
  - d. Teachers;
  - e. Students;
  - f. Educational Assistants
  - g. Representatives for Children in Care and students with diverse abilities.

2. Provincial Educational Outcomes and Measures:
  - a. Students will feel welcome, safe & connected to their school;
  - b. Students will meet or exceed literacy expectations for each grade level;
  - c. Students will meet or exceed numeracy expectations for each grade level;
  - d. Students will graduate; and
  - e. Students will have the core competencies to achieve their career and life goals.
3. Boards will be responsible to:
  - a. Develop and publish a multi-year district plan.
  - b. Use the district and school plans to develop the annual operations plans including HR, IT, engagement and communication, and long-range facilities budget.
  - c. Clearly demonstrate how plans and decisions, including allocation of resources, align with educational outcomes.



## School District No.59 (Peace River South)

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**DATE:** November 6, 2019

**CHAIR:** Becky Borton

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**Policies/Regulations for Discussion:**

**Policies/Regulations for Circulation:**

- Policy 4210 Outdoor Education Program (revised with name change)
- Policy 2150 Roles and Responsibilities of the Board (combined and revised policies 2150 & 2155)

**Policies/Regulations for Approval:**

**Policies/Regulations for Repeal:**

## Part D: Operation of the Board

### 2150 Roles and Responsibilities of the Board (new title)

Policy 2150 STATUS: **UNDER REVIEW (Combined 2150 & 2155)**

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#### ROLES AND RESPONSIBILITIES OF THE BOARD

Board Approved and Codified: January 20, 1986

Last Revised: June 19, 2013

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#### Description:

The Board of Education is responsible for the success of an effective school district in SD #59. The Board of Education fulfills this responsibility by providing oversight, establishing goals and setting policy to guide decision-making through a governance process that includes defining roles, relationships, structures and processes. The Board of Education is responsible to ensure the most effective and efficient use of public funds, as well as to ensure educational programs and services meet the needs of all students.

The role of the Board of Education is to:

- Govern in a manner that is responsive to its entire community;
- Act in the interests of all learners in the district;
- Advocate actively for students, their learning and well-being in the Board of Education's work with the community, the municipality and the province;
- Promote confidence in publicly-funded education through its communication about the goals and achievements of the Board of Education.

The Board of Education is responsible:

- For setting the overall direction for the school district through a multi-year strategic plan;
- For providing direction through its policy processes;
- To hold the district accountable for achieving results;
- To approve the way in which resources are allocated to schools and programs through the annual budget process;
- To listen to all requests and suggestions of stakeholders and refer them to the proper administrative authority. The duty of the trustee is to engage the executive staff in the resolution of problems, rather than seek to resolve problems individually;
- To be informed on district matters so that they can at all times give informed answers when citizens of the community ask them questions relative to the actions of the Board of Education or the practices within the district;
- To delegate administrative responsibility solely to the Superintendent/CEO;
- To support the Superintendent in their authorized functions;
- To encourage teamwork between the Superintendent and the Board of Education;
- To recognize that the resolution of all issues in schools is the duty of the Superintendent.

## ROLES AND RESPONSIBILITIES OF THE BOARD

Board Approved: February 1971

Last Revised: June 19, 2013

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1. The Board of Education will fulfill its responsibilities by executing their duties as follows:
  - 1.1. Establishing policy;
  - 1.2. Approving Board Authority Authorized (BAA) Courses;
  - 1.3. Hiring the Superintendent and consulting on the appointment of senior staff members;
  - 1.4. Approving the budget and policies whereby the administration may formulate procedures and regulations for the orderly accomplishment of business;
  - 1.5. Managing district funds for the operation, support, maintenance, improvement and ongoing development of the school district;
  - 1.6. Providing for planning, expansion, improvement, construction, maintenance, use and disposition of facilities of the school district within funding options;
  - 1.7. Establishing a strategic plan for the District;
  - 1.8. Maintaining a liaison role with the Parent Advisory Councils in assigned schools.
2. The Board of Education will adhere to a Trustee Code of Conduct that reflect the principles of trustee conduct and ethics:
  - 2.1. Integrity:
    - All decisions will be based on putting students first;
    - Trustees will carry out their responsibilities in accordance with the School Act, Regulations and board policy;
    - Trustees will make all decisions based on available facts and their independent judgment and shall refuse to surrender that judgment to individuals or special interest groups;
    - Trustees will act with the highest standards of professional integrity and in a manner that inspires public confidence in the Board of Education.
  - 2.2 Respect:
    - While trustees will express their individual opinions on issues under consideration by the board, in doing so they will respect the differing points of view of colleagues, staff and the public and thereby enhance public confidence in the work of the Board of Education;
    - Trustees will carefully review all information packages in preparation for discussion at all scheduled meetings of the board and its committees.

### 2.3 Confidentiality:

- Trustees will maintain confidentiality of privileged information, including information discussed in closed sessions.

### 2.4 Responsibility

- Once the Board of Education has voted, trustees are bound by the majority decision and will publicly uphold the Board of Education's decisions;
- Trustees will recognize that the expenditure of Board of Education funds is a public trust and will ensure effective stewardship of the Board of Education's resources in the best interests of the students.

### 2.5 Conflict of Interest

- Trustees will voluntarily and immediately declare any pecuniary conflict of interest (direct, indirect or deemed) in matters before the Board of Education or a committee of the Board of Education.

### 2.6 Relationships

- Trustees will speak as the voice of the entire district and communities (including people who do not have children in the school system or people outside of their direct constituency) at the board table;
- Trustees will work with other trustees in a spirit of respect, openness, courtesy and cooperation in spite of differences of opinion that may arise during debate;
- Trustees will refrain from any negative commentary (public or private) about the superintendent or other members of district staff.

4210 Outdoor Education Program (new title)

Policy 4210 STATUS: UNDER REVIEW

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## OUTDOOR EDUCATION PROGRAM

Board Approved: January 12, 1987

Last Revised: June 19, 2013

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### Description:

In the interest of creating an outdoor experiential learning opportunity for all students, the Board of Education supports an Outdoor Education Program.

## OUTDOOR EDUCATION PROGRAM

Board Approved: January 12, 1987

Last Revised: June 19, 2013

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### Description:

1. The Board will operate and maintain an instructional facility at Gwillim Lake as an operational centre for the Outdoor Education Program.
2. The services of a full-time, seasonal caretaker will be contracted.
3. A member of District Staff will be responsible for administration of the Gwillim Lake site and the Outdoor Education Program.
4. The District's Outdoor Education Program activities will be supported by an experienced resource person, with prescribed qualifications, who will be available to assist groups both on the site and in planning their program.
5. The Outdoor Education resource person may provide professional development opportunities for teachers to upgrade their outdoor skills.
6. The Outdoor Education resource person will be available to work in schools and facilitate local outdoor education experiences.
7. The program as described above will be dependent on available funding.