



# School District No.59 (Peace River South)

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## Open Board Meeting Agenda

**Date:** October 24, 2019 10:30 AM

**Place:** Little Prairie Elementary School – Chetwynd

“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 – September 17, 2019
- R1.2 – Excerpts Closed Meeting – September 17, 2019

#### 2. BUSINESS ARISING

#### 3. ESSENTIAL ITEMS

#### 4. OTHER PRESENTATIONS

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

- R5.1 – School/Student News
- R5.2 – Student Discipline Report – September 2019
- R5.3 – Principal Announcement
- R5.4 – Student Voice
- R5.5 – Class Size/Composition and Ratios

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

- R6.1 – Final Enrollment
- R6.2 – Executive Compensation Disclosure
- R6.3 – SOFI Report
- R6.4 – Pouce Coupe Portable Update

#### 7. TRUSTEE ITEMS

- R7.1 – BCSTA/Ministry Meetings – C. Anderson
- R7.2 – City Reply to Dog Park Letter – C. Anderson
- R7.3 – Chetwynd Transportation Meeting – B. Borton

#### 8. COMMITTEE REPORTS

- R8.1 – Policy Committee
  - R8.1.1 Policies for Circulation
    - Policy 2100 Mission, Vision, and Guiding Principles
    - Policy 2205 Trustee Remuneration, Benefits, and Recognition
    - Policy 4505 Menstrual Products
    - Policy 4550 Immunization
  - Bylaw 1-99 Organization and Operation of the Board (2 readings)
- R8.1.2 – Policy for Repeal
  - Policy 2140 District Goals
- R8.2 – Pro-D Committee Report

#### 9. DIARY

#### 10. QUESTION PERIOD

#### 11. FUTURE BUSINESS / EVENTS

- 11.1 – Open Board Meeting – November 20, 2019

10/17/2019, 1:09 PM- revised



# 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: September 17, 2019 - 1:00 PM

PLACE: School Board Office – Dawson Creek

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

C. Clouthier, Superintendent  
C. Fennell, Assistant Superintendent  
M. Panoulis, Secretary-Treasurer  
R. Schwartz, Recording Secretary

Guests: J. Watson, J. Neufeld. E. Fitzpatrick

Media:

The Organizational Meeting was called to order by the Secretary Treasurer at 1:00 PM

The Secretary-Treasurer acknowledged that we share this territory with the people of Treaty 8.

#### Election of Chair & Vice-Chair

The Secretary Treasurer called for nominations for the position of Board Chair.

Trustee Jones nominated Trustee Anderson (accepted)

The Secretary Treasurer made a second and third call for further nominations.

(2019-09-006)

MOVED to cease nominations – Gulick

Congratulations to Trustee Anderson to hold position as Board Chair by acclamation.

The Secretary Treasurer turned the gavel over to the Board Chair.

The Board Chair called for nominations for the position of Vice-Chair.

Trustee Lalonde nominated Crystal Hillton. (accepted)

Trustee Gulick nominated herself.

The Board Chair made a second and third call for further nominations for the position of Vice-Chair of the Board.

(2019-09-007)

MOVED to cease nominations – Ziemer

Ballots were distributed and tallied.

Congratulations to Trustee Hillton to hold position as Vice-Chair.

(2019-09-008)

MOVED to destroy ballots – Lalonde

Declarations of Conflict of Interest:

- Trustee Hillton declared conflict with District of Chetwynd and CUPE.
- Trustee Ziemer declared conflict with Northern Lights College and BCGEU
- Trustee Jones declared conflict with family member belonging to BCTF.
- Trustee Borton declared conflict with a family member belonging to Unifor.
- Trustee Lalonde declared conflict with family member belonging to BCGEU
- Trustee Anderson declared conflict with family member belonging to BCNU.

## APPROVAL OF AGENDA

Additions: R7.6 Temporary Dog Park

(2019-09-009)

MOVED/SECONDED – Ziemer/Lalonde

THAT, the Regular Meeting agenda be approved as amended.

CARRIED UNANIMOUSLY

## 1.0 ITEMS FOR ADOPTION

### R1.1 Regular Board Meeting Minutes – June 19, 2019

The Chair asked for any corrections to the minutes.

(2019-09-010)

The Chair declared the minutes of the open meeting June 19, 2019 approved as presented.

### R1.2 Excerpts of Closed Board Meeting – June 19, 2019

(2019-09-011)

The Chair declared the excerpts of the closed board meeting June 19, 2019 approved as presented.

R1.3 Excerpts of Special Closed Board Meeting – June 28, 2019

(2019-09-012)

The Chair declared the excerpts of the special closed board meeting June 28, 2019 approved as presented.

2.0 BUSINESS ARISING

3.0 ESSENTIAL ITEMS

4.0 PRESENTATIONS

Mr. Neufeld from Sander Rose Bone Grindle Accounting Firm presented the audit report to the board. The auditor found the financial statements to present fairly, in all material aspect, in accordance with all required regulation.

The auditor reviewed the audit letter provided to management. The audit letter indicates any concerns, observations, and recommendations. The auditors found no major issues and no additional internal controls were recommended.

5.0 REPORTS FROM THE SECRETARY TREASURER

R5.1 Audited Financial Statements 2018-19

The Secretary-Treasurer reviewed the audited financial statements with the board. The district recorded an operating deficit of \$580,653 for the 2018-19 year. As of June 30, 2019, an operating reserve balance of \$6.4 million is available, of which \$2.6 million is restricted funds.

(2019-09-013)

MOVED/SECONDED – Gulick/Lalonde

THAT, the Board approve the 2018-19 audited financial statements as presented.

CARRIED UNANIMOUSLY

R5.2 Audit Management Letter

Reviewed under R4.1 – Auditor Presentation.

R5.3 Reserve Analysis

The Secretary Treasurer presented a summary of reserve funds as of June 30, 2019.

School reserves - \$1.044 million (decreased \$135,000)

District reserves - \$6.450 million (decreased \$474,000)

The following is a breakdown of District Reserves:

Unrestricted Equity - (not designated) - \$3.826 million

Internally Restricted – (designated) – \$2.175 million

Special Purpose (designated) – \$172,000  
Local Capital Funds – (no designation or restriction) - \$277,000

#### R5.4 Pouce Coupe Portables

The Secretary Treasurer reported that one portable has been delivered and set up at the Pouce Coupe School site. A grade 4-5 class has been in the portable since the beginning of the school year. The second portable is expected to be delivered by mid-October. Both portables are on separate temporary foundations as the district continues to advocate for a permanent addition for the school.

Because the buildings are expected to be temporary, they were not ordered with washrooms. The class has scheduled washroom breaks throughout the day and a key fob system is being investigated to allow for easier access into the school.

The Secretary-Treasurer showed pictures of the first portable to the board.

#### R5.5 Preliminary Enrolment

As of September 13<sup>th</sup>, 2019, the preliminary enrolment was reported at 3633 FTE (increase of 43.3 FTE from projected enrolment).

Final enrolment numbers for Ministry funding will be determined as of September 27, 2019.

#### R5.6 Lease Bylaw (NLC)

The Board read the bylaw to approve leasing two buildings on DCSS-SP Campus to Northern Lights College to house their dual credit programs. Heavy Mechanical, Auto Service, Hairstyling and Cosmetology programs are housed in the buildings.

(2019-09-014)

MOVED/SECONDED – Jones/Ziemer

THAT the Board of Education of School District No. 59 (Peace River South) hereby authorizes to lease a portion of the premises known as Dawson Creek Secondary School Annex Buildings, legally described as, **Lot 1, Section 10, Township 78, Range 15, West of the 6<sup>th</sup> meridian, Peace River District Plan 16955, Peace River Land District (PID: 011-749-954)**, to Northern Lights College of Dawson Creek, B.C., approving a nine year and eleven month lease term and additional terms as set out in the lease agreement satisfactory to the Secretary-Treasurer of the Board, and that the Secretary-Treasurer has authority to execute the lease on behalf of the Board;

WHEREAS this bylaw may be cited as Board of Education of School District No. 59 (Peace River South) Lease of Real Property Bylaw No. 2019-01

FURTHERMORE, that Lease of Real Property By-Law No. 2019-1 is read a first time.

CARRIED UNANIMOUSLY

(2019-09-015)

MOVED/SECONDED – Lalonde/Borton

THAT, the Board of Education of School District No.59 (Peace River South) Lease of Real Property Bylaw No. 2019-01 be read a second time.

CARRIED UNANIMOUSLY

(2019-09-016)

MOVED/SECONDED – Jones/Ziemer

THAT, the Board allows the third reading of the Board of Education of School District No.59 (Peace River South) Lease of Real Property Bylaw No. 2019-01 to occur in this meeting.

CARRIED UNANIMOUSLY

(2019-09-017)

MOVED/SECONDED – Hillton/Borton

THAT, the Board of Education of School District No.59 (Peace River South) Lease of Real Property Bylaw No. 2019-01 be read a third time, passed and adopted.

CARRIED UNANIMOUSLY

## 6.0 REPORTS FROM THE SUPERINTENDENT OF SCHOOLS

### R6.1 School/Student News

The Superintendent reported school/student news:

- DCSS South Peace Campus Girls Volleyball team has won their first two tournaments
- Tremblay hosted the WHL Edmonton Oil Kings – the players talked about goal setting, working hard and following your dreams before they played a game of floor hockey with the students
- Crescent Park Elementary – has a job board with application forms for students to apply – the students learn real life skills and build responsibility
- Crescent Park Elementary has started community groups – the groups are cross grade groupings that take part in activities like baking, karate, and mask making
- The Prince George Cougars WHL team visited Crescent Park and talked about what it took to become a WHL player
- Tumbler Ridge Elementary is excited about their new playground (joint partnership with the District of Tumbler Ridge) and will be holding an open house event on September 27<sup>th</sup>, 2019
- Windrem Elementary held a community building day in the gym for students and family members to participate in
- Windrem Elementary is hosting the Northern participants of the COPS for Cancer Tour on September 19<sup>th</sup> and will be holding their annual pancake breakfast and open house on September 26<sup>th</sup>, 2019 and then participating in the terry fox run in the afternoon
- TRSS students participated in the Coal Forum – the students gave presentations to the panel

### R6.2 Principal Announcements

The Superintendent announced the following principal appointments effective August 1, 2019:

- Ron Berg, Principal at Dawson Creek Secondary School – Central Campus
- Sean Cowie, Vice-Principal at Dawson Creek Secondary School – Central Campus
- Sue Wakeham, Vice-Principal at Tremblay Elementary School

### R6.3 Student Discipline Report

The student discipline summary report for the month of June 2019 was presented. A total of 16 suspensions were reported. Following is a breakdown of the main offences:

- Safety of Others 8
- Controlled Substance 5

The Superintendent reviewed the student discipline trend data with board members. The data presented information on suspensions from 2012 to present by school and category.

### R6.4 2018-19 Field Trips Summary Report

The board reviewed the summary report on school field trips for the 2018-19 school year.

The Pat O'Reilly Education Site at Gwillim Lake saw over 500 students visit the site over the 2018-19 school year. Over 400 students participated in overnight stays at the site.

### R6.5 Montessori Review Summary

The Superintendent presented the written report on the Montessori Review to the board. Overall, parents, students, and staff are pleased with the Montessori program and the Superintendent is satisfied that the Montessori philosophy is being implemented across the whole school. The review is complete with the following recommendations:

1. School staff create a process for an annual review of the Montessori program
2. Staff continues to see solutions to challenges and barriers that might impact the ability fully implement Montessori methodology within the BC curriculum
3. Staff hired to the school have a commitment to gaining Montessori qualification
4. The district conducts a review of the Montessori program every 5 years.

### R6.6 Student Voice Forum

Mr. Chisholm, District Principal, presented information on the student voice initiative and the forum that was on May 29, 2019. Evidence shows student engagement and achievement improve when students have a real voice. Students from across the district from grades 7 to 12 got together and talked about democracy, communication, and how to develop a student voice platform. A group of staff from various schools in the district will continue to lead the group of students and provide them guidance in having student voice for students in their school as well as the district.

## 7.0 TRUSTEE ITEMS

### R7.1 BCSTA Update – T. Jones

Trustee Jones provided the board with the latest news and events for the BCSTA.

The BCSTA Northern Interior Branch Meeting will be held in Prince George on October 4 & 5, 2019. The focus of the branch meeting is Truth and Reconciliation in Schools.

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

R7.2 Recording Meetings – R. Gulick

Trustee Gulick brought forward a motion to videotape the open board meetings. Trustee Gulick believes having the meetings videotaped would provide the public the opportunity to view the meetings if they are unable to attend the meetings in person and would provide the public with a chance to see the role of the trustee.

(2019-09-018)

MOVED/SECONDED – Gulick/Lalonde

THAT, the public board meetings held in the school district board office be videotaped and posted on the school district website.

DEFEATED

R7.3 Summer Work – C. Hillton

Trustee Hillton commended everyone that helped get schools ready for September. There was extensive work done in schools over the summer plus several playground installations that had crews and custodians busy over the summer.

R7.4 Immunization Requirements – C. Hillton

Trustee Hillton asked for an update of the role of the schools regarding the Vaccination Status Reporting Regulation that came into effect July 1, 2019.

Mrs. Clouthier, the Superintendent, stated that for now the process for the schools hasn't changed. The schools have always shared class lists with Northern Health Authority and will continue to support public health with the distribution and collection of consent forms as part of the routine process for immunization clinics offered at schools. Northern Health has the responsibility to contact parents that do not have up to date immunization records.

R7.4 Committees and Reps

The board appointed committee representatives and school/program liaisons for the 2019-20 school year.

R7.6 Temporary Dog Park – J. Lalonde

Trustee Lalonde informed the board that the City of Dawson Creek approved the temporary dog park in the ball diamond near Canalta Elementary School. Trustee Lalonde is concerned the society initiating the proposal for the dog park has not fulfilled their obligations as stated in the initial proposal.

(2019-09-019)

MOVED/SECONDED – Lalonde/Gulick

THAT, a letter be written to the City of Dawson Creek with concerns regarding the current use of the approved temporary dog park;

WHEREAS, the Board of Education of SD59 (PRS) is requesting all terms in the initial proposal including permanent fencing be in place before the park is used as an off-leash dog park.

CARRIED UNANIMOUSLY

8.0 COMMITTEE REPORTS

R8.1 Policy Committee

The Policy Committee presented the following revised policy for adoption.

(2019-09-020)

MOVED/SECONDED – Gulick/Zierner

THAT, the board approve Policy and Regulation 4530: Animals in District Facilities as presented to be effective immediately.

CARRIED UNANIMOUSLY

## 9.0 DIARY

## 10.0 NOTICE OF MOTION

## 11.0 QUESTION PERIOD

## 12.0 FUTURE BUSINESS

R12.1 - Regular Board Meeting – October 24, 2019 (Chetwynd)

## ADJOURNMENT

(2019-09-021)

MOVED – Zierner

THAT, the Regular Meeting be terminated. (4:38 PM)

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:** September 17, 2019 10:30 AM  
**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 – June 19, 2019
- Special Closed Meeting – June 28, 2019

### Business Arising

#### Trustee Items

Items discussed and reported included:

- Superintendent Position

#### Superintendent's Reports

Items discussed and reported included:

- Personnel Matters
- Bargaining Update
- Hiring Update

#### Secretary Treasurer's Reports

Items discussed and reported included:

- O'Brien Update
- Hudson Farm Property
- Other Property

### 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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October 15, 2019

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

September Suspensions:	
Controlled Substance	3
Fighting	16
Non-Compliance	5
Smoking	4
Safety of Others	9
Theft	1
<b>Total</b>	<b>38</b>

Submitted by:

Mike Readman  
Director of Instruction

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

### Legend

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

10/18/2019

**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 and Month

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

10/18/2019[illegible]

# School District 59 Discipline Report for September, 2019.

## Legend

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

10/18/2019

## School and Month

Group Sub Total	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	0 0	4 14	0 0	0 0	0 0	1 1	0 0	7 9	0 0	0 0	0 0	0 0	0 0	12 24
FTEs Totals To Date	0 0	0 0	4 14	0 0	0 0	0 0	1 1	0 0	8 10	0 0	0 0	0 0	0 0	0 0	13 25

Chetwynd Secondary	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	0 0	2 10	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	2 10
Totals To Date	0 0	0 0	2 10	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	2 10

DCSS-Central Campus	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	0 0	2 10	0 0	0 0	0 0	2 4	0 0	1 5	1 3	1 2	0 0	0 0	0 0	7 24
Totals To Date	0 0	0 0	4 18	0 0	0 0	0 0	4 10	0 0	4 20	2 6	1 2	0 0	0 0	0 0	15 56

DCSS-South Peace Campus	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	1 5	4 18	0 0	0 0	0 0	1 1	0 0	1 5	3 9	0 0	0 0	0 0	0 0	10 38
Totals To Date	0 0	1 5	4 18	0 0	0 0	0 0	3 5	0 0	2 8	6 18	0 0	0 0	0 0	0 0	16 54

Tumbler Ridge Secondary	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	2 3	4 12	0 0	0 0	0 0	1 3	0 0	0 0	0 0	0 0	0 0	0 0	0 0	7 18
Totals To Date	0 0	2 3	4 12	0 0	0 0	0 0	1 3	0 0	2 6	0 0	0 0	0 0	0 0	0 0	9 24

Group Sub Total	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	3 8	12 50	0 0	0 0	0 0	4 8	0 0	2 10	4 12	1 2	0 0	0 0	0 0	26 90
FTEs Totals To Date	0 0	3 8	14 58	0 0	0 0	0 0	8 18	0 0	8 34	8 24	1 2	0 0	0 0	0 0	42 144

ALL SCHOOLS SUMMARY	Bullying	Drugs/ Alcohol	Fighting	Indecent Behav	Indefinite	Instigat- ing	Non-com- pliance	Profanity	Safety of Others	Tobacco	Theft	Truancv	Vandal- ism	Weapons	Total
September 2019	0 0	3 8	16 64	0 0	0 0	0 0	5 9	0 0	9 19	4 12	1 2	0 0	0 0	0 0	38 113
FTEs Totals To Date	0 0	3 8	18 72	0 0	0 0	0 0	9 19	0 0	16 44	8 24	2 1	0 0	0 0	0 0	55 168



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

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October 16, 2019

To: Board of Education of School District No. 59 (Peace River South)

The district is pleased to announce the following Principal appointment effective August 1, 2019:

- Cynthia Percy – Principal of Crescent Park Elementary School

Respectfully,

Candace Clouthier  
Superintendent  
SD 59 Peace River South

## SD59 2019/20 Final Enrolments (FTE's)

School	Prelim. Budget	Sep-19	Change	Sep-18	Sep-19	Change
Canalta	233.0	238.0	5.0	237.0	238.0	1.0
Chetwynd Sec	280.0	265.3	(14.8)	268.0	265.3	(2.8)
Crescent Park	210.0	227.0	17.0	196.0	227.0	31.0
Devereaux	100.0	99.0	(1.0)	108.0	99.0	(9.0)
Don Titus	112.0	123.0	11.0	96.0	123.0	27.0
Ecole Frank Ross	500.0	491.0	(9.0)	461.0	491.0	30.0
Dist.Learn. & Kelly Lk	65.0	76.0	11.0	77.0	76.0	(1.0)
Little Prairie	215.0	227.0	12.0	221.0	227.0	6.0
McLeod	36.0	45.0	9.0	38.0	45.0	7.0
Moberly Lake	37.0	34.0	(3.0)	38.0	34.0	(4.0)
Parkland	40.0	42.0	2.0	55.0	42.0	(13.0)
Peace View School	25.0	24.0	(1.0)	21.0	24.0	3.0
Pouce Coupe	133.0	141.0	8.0	128.0	141.0	13.0
South Peace Elem	28.0	28.0	0.0	28.0	28.0	0.0
Dawson Creek Secondary	962.0	997.3	35.3	993.0	997.3	4.3
Tremblay	161.0	161.0	0.0	164.0	161.0	(3.0)
Tumbler Ridge Elem	225.0	223.0	(2.0)	230.0	223.0	(7.0)
Tumbler Ridge Sec	174.0	170.3	(3.8)	168.0	170.3	2.3
Windrem	80.0	72.0	(8.0)	82.0	72.0	(10.0)
District	(26.0)	0.0	26.0	0.0	0.0	0.0
<b>Total FTE</b>	<b>3590.00</b>	<b>3683.81</b>	<b>93.81</b>	<b>3609.00</b>	<b>3683.81</b>	<b>74.81</b>

### SUMMARY:

#### Elementary:

Urban Dawson Creek	1,104.0	1,117.0	13.0	1,058.0	1,117.0	59.0
Rural Dawson Creek (incl.Pouce)	362.0	379.0	17.0	378.0	379.0	1.0
Chetwynd Area	444.0	456.0	12.0	437.0	456.0	19.0
Tumbler Ridge	225.0	223.0	(2.0)	230.0	223.0	(7.0)
	2,135.0	2,175.0	40.0	2,103.0	2,175.0	72.0

#### Middle/Secondary:

Dawson Creek	962.0	997.3	35.3	993.0	997.3	4.3
Chetwynd	280.0	265.3	(14.8)	268.0	265.3	(2.8)
Tumbler Ridge	174.0	170.3	(3.8)	168.0	170.3	2.3
	1,416.0	1,432.8	16.8	1,429.0	1,432.8	3.8
Distance Learn. & Kelly Lk	65.0	76.0	11.0	77.0	76.0	(1.0)

## **Public Sector Executive Compensation Disclosure Report 2018/19**

### **School District #59 (Peace River South)**

The Board of Education of School District #59 encourages and adopts practices that enable the district to attract, retain, incent, and reward qualified, high-performing employees, who are critical to the delivery of quality public education programs to students in School District No.59 (Peace River South)

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

#### **Compensation Philosophy**

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

Compensation mandates/direction adopted by the Public Sector Employers' Council (PSEC) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). The total rewards compensation program further integrates with plans that establish the board of education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of qualified, experienced, motivated and high-potential employees who are committed to the board's overarching goal of delivering a high quality public education experience to BC students.

Inherent in the compensation philosophy are the following core principles:

- **Performance:** The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.

- Differentiation: Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.
- Accountability: Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.
- Transparency: The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

### **Labour Market Comparators**

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, “labour market” is defined in the BCPSEA sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market)
4. Selected private sector organizations where relevant.

The Board's executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province's 60 public school districts in alignment with each district's relevant comparator labour market and internal organizational structure. This approach includes:

- Consideration of the relevant labour market for compensation comparison purposes.
- Linking pay ranges to neutral, relevant factors (e.g., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).
- Ensuring appropriate relationships exist between positions in the district's organizational hierarchy.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board's total compensation package for executive/senior management staff is comprised of the following elements.

### **Cash Compensation**

Total cash compensation includes annual base salary and northern allowance.

- **Annual base salary**

Annual base salary is considered in the context of the total compensation package.

- **Northern allowance**

An amount of \$4,000 of the salary paid to the Employee shall be designated as a Northern Residents Travel benefit. This benefit shall be in effect within the guidelines of the Canada Revenue Agency as they exist and are changed by the Canada Revenue Agency from year to year and shall end when the Canada Revenue Agency ends the program. Northern Allowance for regular part-time employees will be pro-rated proportionate to the hours compensated.

## Non-cash Compensation

The non-cash elements of the total compensation package include:

- **Health and welfare benefits**, such as basic medical, extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.
- **Pension benefits** — executive/senior management employees are enrolled in either the Teachers' Pension Plan or the Municipal Pension Plan.
- **Long Service Recognition** — Continuing employees will be recognized by the Board of Education in progressive service intervals according to the following schedule:
  - 10 years service - presentation of 10 year pin
  - 15 years service - presentation of 15 year pin
  - 20 years service - presentation of 20 year (Silver) pin
  - 25 years service - presentation of 25 year (Gold) pin, Engraved Watch
  - 30 years service - presentation of 30-year (Gold with Ruby) pin, District Cheque of \$350
  - 35 years service - presentation of 35-year (Gold with Ruby & Diamond) pin, District Cheque for \$500
  - 40 years service - presentation of 40 year (Gold with Ruby, Sapphire & Diamond) pin, District Cheque for \$650
- **Retirement Recognition** — Retiring employees will be recognized by the Board of Education in progressive service intervals according to the following schedule:
  - Less than 10 years - presentation of a School District cheque in the amount of \$100, and gift certificate of choice in the amount of \$130.00
  - 10 years or more - presentation of a School District cheque in the amount of \$20/year of service to a maximum of \$500, and gift certificate of choice in the amount of \$130.00

In Addition: Departing District Management and Excluded Staff will be honoured by the Board with the presentation of a departing gift, the value of which will be commensurate with their length of service, in combination with their relationship to the Board.

- **Paid time off**, including an annual vacation entitlement between 15 and 40 days. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is not permitted. If, however, the individual employment contract does allow for carry forward of unused accumulated vacation, then such vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.

Further, executive/senior management employees receive up to 3 days of paid time off annually, in addition to annual vacation entitlement, in recognition of long and continuous service. These days are subject to the conditions specified below:

Completion of three years of service = one (1) day leave

Completion of four years of service = two (2) days leave

Completion of five years of service = three (3) days leave

These days may not be carried over from one fiscal year to another and are not eligible to be paid out if unused by the Employee.

## **Compensation Administration**

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established by PSEC.

### **▪ Annual base salary administration**

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board and is the only executive/exempt position for which BCPSEA approval of a compensation increase is not required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

## Accountability

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- the BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.
- Compensation mandates/direction adopted by the Public Sector Employers' Council from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing PSEC compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

### Summary Compensation Table at FISCAL, 2018

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2017/2018 Total Compensation	Previous Two Years Totals Total Compensation	
							2016/2017	2015/2016
Leslie Lambie, Superintendent of Schools	\$ 171,553	-	\$ 5,848	\$ 23,523	-	\$ 200,924	\$ 185,610	\$ 168,982
Candace Clouthier, Assistant Superintendent	\$ 144,328	-	\$ 7,394	\$ 19,779	-	\$ 171,501	\$ 161,326	
Christy Fennell, Director of Instruction	\$ 130,170	-	\$ 5,850	\$ 17,907	-	\$ 153,927	\$ 150,039	
Mike Readman, Director of Instruction	\$ 128,436		\$ 7,523	\$ 17,684		\$ 153,643		
Melissa Panoulis, Secretary Treasurer	\$ 120,788	-	\$10,302	\$ 12,055	\$ 6,528	\$ 149,673	\$ 43,688	

### Summary Compensation Table at FISCAL, 2018

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Leslie Lambie, Superintendent of Schools	-	-	-	-	-	-	-
Candace Clouthier, Assistant Superintendent	-	-	-	-	-	-	-
Christy Fennell, Director of Instruction	-	-	-	-	-	-	-
Mike Readman, Director of Instruction							
Melissa Panoulis, Secretary Treasurer	\$ 6,528	-	\$ 6,528	-	-	-	-

### Notes

Leslie Lambie, Superintendent of Schools	
Candace Clouthier, Assistant Superintendent	
Christy Fennell, Director of Instruction	
Mike Readman, Director of Instruction	
Melissa Panoulis, Secretary Treasurer	Partial year compensation, on continued maternity leave July 1, 2017 to September 4, 2017.

EXECUTIVE COMPENSATION DISCLOSURE

School District 59 (Peace River South)

Summary Compensation Table at 2019

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2018/2019 Total Compensation	Previous Two Years Totals Total Compensation	
							2017/2018	2016/2017
Candace Clouthier, Superintendent	\$ 161,367	-	\$ 8,076	\$ 19,772	-	\$ 189,215	\$ 171,501	\$ 161,326
Leslie Lambie, Superintendent	\$ 14,478	-	\$ 75	\$ 1,915	-	\$ 16,468	\$ 200,924	\$ 185,610
Christy Fennell, Assistant Superintendent	\$ 143,487	-	\$ 6,314	\$ 17,584	-	\$ 167,385	\$ 153,927	\$ 150,039
Melissa Panoulas, Secretary Treasurer	\$ 151,722	-	\$ 7,569	\$ 15,002	-	\$ 174,293	\$ 149,673	\$ 43,688
Michael Readman, Director of Instruction	\$ 130,954	-	\$ 8,024	\$ 16,057	-	\$ 155,035	\$ 153,643	

EXECUTIVE COMPENSATION DISCLOSURE

Summary Other Compensation Table at 2019

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
Candace Clouthier, Superintendent	-	-	-	-	-	-	-
Leslie Lambie, Superintendent	-	-	-	-	-	-	-
Christy Fennell, Assistant Superintendent	-	-	-	-	-	-	-
Melissa Panoulis, Secretary Treasurer	-	-	-	-	-	-	-
Michael Readman, Director of Instruction	-	-	-	-	-	-	-

EXECUTIVE COMPENSATION DISCLOSURE

Notes

Candace Clouthier, Superintendent	<b>General Note:</b> Assistant Superintendent - July 2018, Superintendent - Aug 2018 - Jun 2019
Leslie Lambie, Superintendent	<b>General Note:</b> Retired July 31, 2018
Christy Fennell, Assistant Superintendent	<b>General Note:</b> Director of Instruction - July 2018, Assistant Superintendent - Aug 2018 - Jun 2019
Melissa Panoulis, Secretary Treasurer	
Michael Readman, Director of Instruction	



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

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**DATE:**        **October 24, 2019**

**CHAIR:**      **Becky Borton**

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**Policies/Regulations for Discussion:**

**Policies/Regulations for Circulation:**

- Policy 2100 Mission, Vision, and Guiding Principles
- Policy 2205 Trustee Remuneration, Benefits and Recognition
- Policy 4505 Menstrual Products
- Policy 4550 Immunization

**Policies/Regulations for Approval:**

- Bylaw 1-99 Organization and Operation of the Board (first 2 readings)

**Policies/Regulations for Repeal:**

- Policy 2140 District Goals

## **Part C: Philosophy**

### **2100 Mission Vision & Guiding Principles**

Policy 2100

STATUS: **UNDER REVIEW**

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#### *MISSION STATEMENT & GUIDING PRINCIPLES FOR EDUCATION IN SCHOOL DISTRICT #59*

Board Approved & Codified: June 19, 2013

Last Revised: June 19, 2013, Under revision September 2019

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Description:

#### MISSION

To embrace, inspire, and value learning, meaningful communication, and integrity for each individual and for the communities we serve.

#### VISION

The School District's students feel a strong sense of belonging and believe they are safe and included at school. There is a high level of pride among the student population of each school. Diversity is valued in all the district's schools and each student has at least one caring adult they feel connected to. Students have opportunities to exercise choice and to express themselves concerning learning and school culture.

The School District strives to provide opportunities for students to select courses and programmes on an equitable basis. Parents are well informed and are valued as supporters of student learning. Community partnerships are established to support equitable educational opportunities.

The School District is led by a Board of Education that is well connected to its communities, by being engaged, innovative and dynamic. The Board of Education has excellent communication with its stakeholders.

The School District is committed to an ongoing improvement plan that shows consistent growth in student learning for all grades.

The School District is focused on its long-term capital and fiscal planning and provides a stable, and productive working and learning culture.

The School District is valued by its communities and by its staff. The staff believe that they are current in their practices and express a strong sense that they are empowered in their various workplaces. Staff recognize their work is appreciated and that there is an investment

by the school district in providing training opportunities. The district's positive reputation attracts people to seek employment with the School District.

### GUIDING PRINCIPLES

We will foster learning by:

- creating an inclusive environment where we meet each child's needs while helping them recognize and engage with their strengths and passions
- encouraging individual growth
- modeling a love of learning and being curious
- developing proactive and engaging relationships with parents and other community partners
- recognizing the need for voice and choice in learning opportunities
- allocating the resources to support seeking out innovations and supporting creativity
- recognizing and responding to diversity by differentiating practice to meet the needs of each learner
- implementing research based best practice

We will model teamwork by:

- establishing the learner as everyone's responsibility
- working toward common goals
- supporting and using respectful and effective listening and communication skills to understand each other
- maintaining a respectful working and learning environment so that everybody is valued
- supporting the decisions of the majority
- creating time and using processes that enable collaboration
- building positive, authentic relationships
- seeking win-win solutions through dialogue and creative thinking
- recognizing competing opinions
- seeking the perspective of those affected by decisions

We will show respect and integrity by:

- being honest and respectful
- valuing cultural and generational differences
- recognizing everyone's voice and allowing for shared ownership
- maintaining moral courage
- keeping commitments and maintaining confidentiality
- setting realistic expectations
- providing constructive feedback and celebrating achievements
- accepting responsibility for our actions
- maintaining privacy

- We will use effective communication strategies by:
- creating a safe space to hear and to consider the points of view of others
- engaging in a proactive way with our educational community using multiple forms of communication
- informing the community about school district data, events, successes and challenges
- presenting objective information in a clear, concise and transparent way while honouring everyone's voice

## **2205 Trustee Remuneration, Benefits and Recognition**

Policy 2205 STATUS: **UNDER REVIEW (COMBINED 2200,2230,2231,2235)**

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### *TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION*

Board Approved and Issued: November 9, 1981

Last Revised: June 19, 2013,

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#### Description:

The Board of Education recognizes in order to carry out their duties of office that trustees need to be reimbursed for expenses, have the equipment and education required for the role of trustee and that it is important to recognize their service to SD 59.

The following will be provided to trustees as they carry out the duties of their office:

1. Trustees of School District No. 59 (Peace River South) shall be paid an annual stipend.
2. Trustees shall be reimbursed for expenses incurred in the discharge of their duties at rates established by the Board.
3. Trustees will have access to the appropriate technological devices necessary to carry out their duties
4. Trustees will have access to professional development that benefits them in their role
5. Trustees will be recognized for their public service on leaving the Board.

*TRUSTEE REMUNERATION, BENEFITS AND RECOGNITION*

Board Approved and Issued: SEPTEMBER 9, 1985

Last Revised: June 19, 2013; August 2014; September 2016; February 2017

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Description:

1 A stipend shall be paid to members of the Board of Education as follows:

1.1 All Trustees will receive a base amount\* that will be adjusted annually based on the Canadian Consumer Price Index (CPI) established in July of each year. (The base amounts and any further remuneration for each member of the Board of Education will be reflected in the SOFI Report and can be found on the School District #59 website);

1.2 The Vice Chair will receive \$1,000 annually in addition to the base amount;

1.3 The Chair shall receive \$2,000 annually in addition to the base amount;

1.4 The annual stipend shall be paid to each Board member in twelve equal installments. Remuneration shall commence the month immediately following an official school trustee election.

2 Reimbursement of Trustee Expenses:

2.1 To claim reimbursement for in-district or out-of-district costs, the Trustees will be required to file a completed "Travel Expenses" form supported by appropriate receipts or invoices for travel, accommodation, registration(s) and other out-of-pocket expenses necessarily incurred.

2.2 Transportation/Vehicle expenses will be paid to the lesser amount of:

2.2.1 Airfare (The calculation for airfare reimbursement shall be based on the best rate available at that time.);

2.2.2 Kilometric rate shall be equal to the current rate paid by the BCSTA;

2.2.3 The actual costs of taxis, rental cars, ferry charges, tips (up to 15%) etc. may be reimbursed. Receipts are required.

2.3 The per diem rate for out-of-district business is \$60/day for meals ( \$15 for breakfast, \$20 for lunch and \$25 for dinner).

2.4 Other incidental expenses such as coat checks and gratuities will be reimbursed upon the submission of receipts.

2.5 The actual cost of the hotel/motel may be claimed. Receipts are required. Where accommodation costs are paid directly by the administration office, any charges for room service or personal telephone costs incurred by the Trustee will be payable by the Trustee.

2.6 Trustees may claim actual expenses for in-district travel which will be reimbursed upon presentation of receipts. A per diem will not be issued.

2.7 Trustees who use their private vehicle while on board business shall be reimbursed the cost differential in upgrading their private vehicle insurance from pleasure to business/work as required.

2.8 The Trustee expenses shall cover those expenditures incurred in the normal day-to-day business of the Board and which are part of the Board's normal expectations of all Trustees. The day-to-day business of the Board includes travel to and attendance at:

- 2.8.1 Board meetings;
- 2.8.2 Board committee meetings;
- 2.8.3 PAC meetings and school events;
- 2.8.4 Negotiation/arbitration seminars and meetings;
- 2.8.5 New trustee seminars;
- 2.8.6 Board delegations to the Ministry of Education;
- 2.8.7 Any other Board supported activity.

2.9 Administration of reimbursements will ensure the following:

- 2.9.1 To ensure that Trustee expenses are accounted for in the fiscal year in which they are incurred, claims must be submitted within 30 days after the close of the fiscal year. Claims submitted after the accounts are closed for audit purposes shall not be honoured;
- 2.9.2 All Trustee expense claims shall be reviewed by the Secretary-Treasurer, or in their absence, the Superintendent of Schools. Any expense claim that does not comply with the regulations will require Board approval for payment.

### 3 Benefits will be considered as follows:

#### 3.1 Technology:

- 3.1.1 At the beginning of each term in office, Trustees will be provided with a new computer or i-pad, and cell phone or the option of using their personal cell phone with a reimbursement of a portion of their bill;
- 3.1.2 Use of the computer/i-pad will fit within the District Network Use Agreement;
- 3.1.3 The computers/i-pads remain the property of the school district unless the Trustee exercises his or her option to purchase the computer/i-pad at the end of their trustee relationship with SD 59. The original software with purchase will be included. Any software that is part of a district license will not be included.
  - 3.1.3.1 Cost of the computer/i-pad will be:
    - 1 year – 80% of original cost
    - 2 years – 50% of original cost

- 3 years – 25% of original cost
- 4 years – 15% of original cost

#### 4 Personal Professional Development

4.1 Board of Education Trustees are able to access personal professional development opportunities as per the following guidelines:

- 4.1.1 That the personal professional activity is related to the duties of a Trustee as approved by the Professional Development Committee as guided by the categories in the BCSTA Learning Guide;
- 4.1.2 That the Trustee is expected to report back to the Board of Education on the activity;
- 4.1.3 The maximum cost of the activity including all allowable expenses will be \$1500.00 per year;
- 4.1.4 Trustees may carry over professional development funds from one year to the next to a maximum of \$2000.00.

#### 5 Trustee Recognition

5.1 Trustees leaving the Board will be honoured by the Board at a dinner with the presentation of an appropriate gift, the value of which will be commensurate with the years of service.(1 term (4years) - gift value \$150.00  
Plus \$50.00 for each additional term).

## **4505 Provision of Menstrual Products to Students**

Policy 4505

STATUS: **UNDER DEVELOPMENT**

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### *PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS*

Board Approved and Issued:

Last Revised:

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#### Description:

The Board of Education of School District No. 59 is committed to providing menstrual products to students who may require them.

School District staff will develop procedures to:

- Ensure menstrual products are made available to students of all gender identities or expressions in a manner that protects student privacy;
- Provide for barrier free, easily accessible menstrual products at no cost to students;
- Provide menstrual products in school washrooms; and,
- Seek student feedback on the provision of menstrual products in schools.

*PROVISION OF MENSTRUAL PRODUCTS TO STUDENTS*

Board Approved and Issued:

Last Revised:

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Description:

- 1 Dispensers for menstrual products shall be made available in all schools in SD 59:
  - 1.1 Elementary Schools:
    - 1.1.1 At least one gender specific female bathroom will have a dispenser in elementary schools;
    - 1.1.2 Menstrual products will be available in the office.
  - 1.2 Secondary Schools:
    - 1.2.1 All secondary gender specific female bathrooms and all gender-neutral bathroom stalls will have a menstrual product dispenser.
    - 1.2.2 Menstrual products will be made available in other areas of the school.
- 2 Principals will obtain feedback on the provision of menstrual products in the spring of each year.

## **4550 Immunization**

Policy 4550

STATUS: **REVIEW**

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### *IMMUNIZATION*

Board Approved and Codified: April 13, 1987

Last Revised: June 19, 2013

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#### Description:

The Board of Education of School District No. 59 believes schools play a key role when outbreaks or epidemics occur in schools. It is the will of the Board of Education that:

1. The schools cooperate with Public Health in the collection of student information and in the prevention of outbreaks and epidemics.
2. Immunization status of students will be requested when each child is admitted to school.
3. In the event of an outbreak or epidemic, the district will consult with Public Health on the distribution of information to parents and community and the attendance of students at school.
4. Public Health will be notified if a school has significant concern with student absence due to influenza or other outbreaks.
5. The schools will support Public Health in the distribution and collection of consent forms when requested.

## 1-99 Bylaw Organization and Operation of the Board

Bylaw 1-99

STATUS: **UNDER REVIEW**

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### *A BYLAW TO PROVIDE FOR THE ORGANIZATION AND OPERATION OF THE BOARD*

Board Approved: April 23, 1997

Last Revised: April, 2013

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The Board of Education of School District No. 59 (Peace River South) is comprised of 7 trustees from the following electoral areas:

Electoral Area I: Chetwynd & Rural Areas	2 trustees
Electoral Area II: Tumbler Ridge & Area	1 trustee
Electoral Area III: City of Dawson Creek	2 trustees
Electoral Area IV: Rural Areas Surrounding Dawson Creek and Pouce Coupe	2 trustees

#### 1.0 OFFICERS

##### 1.1. The Chairperson will:

- 1.1.1. Preside at all meetings in accordance with Board policy and, in absence of policy, with *Robert's Rules of Order*;
- 1.1.2. Provide, on behalf of the Board of Education, appropriate public comments on Board actions;
- 1.1.3. May enter into debate as a trustee;
- 1.1.4. Vote as stated in 13.2;
- 1.1.5. Be an ex-officio member of all standing and ad hoc committees.

##### 1.2. The Vice-Chairperson will:

- 1.2.1. Carry out the functions of the Chairperson in their absence, or when asked to do so by the Chairperson.

##### 1.3. Acting Chairperson:

- 1.3.1. If both the Chairperson and Vice-Chairperson are absent from a meeting, the trustees shall elect an Acting Chairperson for the meeting with all of the powers of the Chairperson for that meeting.

#### 2.0 DEFINITIONS

The following definitions are for the purpose of this by-law only:

##### ***Inaugural Meeting:***

The first meeting of the Board of Education following an election where the positions of Board Chair and Vice-Chair are elected, and any known pecuniary conflict of interest is declared. Board Representatives for standing committees and school liaisons may be appointed at this meeting or

at the next regularly scheduled meeting of the Board.

***Organizational Meeting:*** An annual meeting of the Board of Education in a non-election year where elections for Board Chair and Vice-Chair will be held and Board Representatives for standing committees and school liaisons are appointed.

***Regular Meetings:*** Meetings of the Board of Education (Open or Closed) scheduled to occur on specific dates and times as determined by the Board.

***Agenda Meeting:*** A meeting of the Board Chairperson, Vice-Chairperson, Superintendent and Secretary-Treasurer will occur to determine appropriate items for the agenda.

***Special Meeting:*** An open or closed meeting of the Board which is held outside of the regular meeting schedule.

***Standing Committee:*** A committee which exists from year to year and is typically charged with a continuing function and meets regularly to conduct business.

***Special Committee:*** A committee which is formed to perform a specific task and only holds meetings specific to carrying out the task as assigned.

### 3.0 QUORUM

- 3.1. The quorum for a regular meeting shall be a majority of trustees holding office at that time. If a quorum has not been achieved within thirty minutes after the appointed time, the meeting shall stand adjourned until the next Regular or Special Meeting is called.

### 4.0 PARTICIPATION

- 4.1. If members of a meeting are unable to attend a meeting in person, members are allowed to participate electronically or via teleconference and will be counted as in attendance and will hold the same voting responsibilities as if attending in person.

### 5.0 MEETINGS

#### 5.1. REGULAR MEETING (Open or Closed):

- 5.1.1. The Board of Education shall hold regular open and closed meetings as often as is necessary to transact the business of the Board;
- 5.1.2. All open meetings of the Board of Education shall be open to the public and no person shall be excluded except for improper conduct in accordance with the provisions of Section 70 of the School Act;
- 5.1.3. The Board may order a meeting or part thereof to be closed and may exclude persons other than trustees for the purpose of discussing confidential matters;
- 5.1.4. Closed Board Meetings are held to discuss confidential matters and are closed to the public;

- 5.1.5. By way of motion with majority consent, guests may be asked to attend a closed meeting only for the business directly related to the attendance of the guest;
- 5.1.6. No trustee shall disclose to the public the proceedings of a Closed Meeting unless a resolution has been passed to allow disclosure.

## 5.2. SPECIAL MEETING

- 5.2.1. A Special Meeting (Open or Closed) of the Board may be called by the Chairperson or, upon request of a majority of the trustees, may be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting;
- 5.2.2. Notice, either written or verbal of a Special Meeting shall be given to each trustee at least 24 hours in advance of the meeting;
- 5.2.3. Minutes shall be kept in accordance Section 6.0.

## 5.3. INAUGURAL MEETING

- 5.3.1. Shall be carried out as described in Policy 2050: Inaugural Meeting.

## 5.4. ORGANIZATIONAL MEETING

- 5.4.1. Shall be carried out as described in Policy 2051: Organizational Meeting.

## 5.5. STANDING COMMITTEE MEETING

- 5.5.1. Standing Committees shall meet as often as needed to conduct the business of the committee. Members of the committee shall be appointed annually; and
- 5.5.2. Will develop terms of reference to be reviewed annually.

## 5.6. SPECIAL COMMITTEE MEETING

- 5.6.1. A special committee will be struck when special business of the board requires such committee;
- 5.6.2. The members will be appointed and will only conduct business as to the purpose of the committee;
- 5.6.3. The committee will dissolve once the business of the committee is complete.

## 6.0 MINUTES

- 6.1. Minutes shall be kept by the Secretary-Treasurer of the Board of all proceedings passed at meetings of the Board, such minutes are to be concise and to record the decisions of the Board;
- 6.2. The names of trustees voting against resolutions or abstaining from voting shall be recorded in the minutes;
- 6.3. Until the Board of Education approves the minutes of a meeting, the minutes shall be marked "draft";
- 6.4. Approved Open Meeting minutes, including Special Open Meeting minutes, will be available for viewing and placed on the district website;
- 6.5. Closed Meeting minutes, including Special Closed Meeting minutes, shall be approved in a regular closed session and are to be filed separate from open meeting minutes;
- 6.6. Excerpts of Closed Meetings shall be available for public viewing upon request.

## 7.0 AGENDA

- 7.1. The agenda and notice of meetings of the Board shall be prepared by the Secretary-Treasurer under the direction of the Chairperson. Written notice of each meeting of

the Board, together with the proposed agenda, must be distributed to each trustee at least 48 hours in advance of the meeting;

7.2. The order of business at all Regular Meetings, unless varied by motion, shall be as follows:

- a) Approval of Agenda
- b) Items for Adoption
- c) Business Arising
- d) Delegations and Presentations
- e) Reports from the Superintendent of Schools
- f) Reports from the Secretary-Treasurer
- g) Trustee Reports
- h) Committee Reports
- i) Question Period
- j) Diary;

7.3. A change to the prescribed order of business may be proposed by any trustee and shall require unanimous consent of those present at the meeting, without debate;

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

- a) Personnel Matters
- b) Legal Matters
- c) Student Matters which disclose personal or private information of the student
- d) Property Matters
  - a. Negotiations regarding purchase, lease or sale of property
  - b. Future site planning
  - c. Investigations regarding possible school closures
- e) Any other such matters as the Board may deem to be confidential in nature;

7.5. A closed session item of business may be moved to the agenda of an open meeting by way of motion with majority votes in favour.

## 8.0 PRESENTATIONS AND DELEGATIONS

8.1. If community groups or individuals wish to address the Board on issues appropriate to the functioning of the Board, a Delegation Request Form must be submitted at least two weeks in advance of the meeting for consideration at the Agenda Meeting. The members of the Agenda Meeting will determine if the request is appropriate and approve the meeting date at which the presentation may be heard;

8.2. Trustees, by a majority vote, may place on the agenda any presentation dealing with an urgent issue;

8.3. Each delegation will be limited to 10 minutes, unless an extension of time has been granted at the Agenda Meeting, followed by questions and comments from trustees;

8.4. If the delegation is requesting a decision of the board, no motion can be passed in response to the presentation at the same meeting at which the presentation was made without unanimous consent of the Board.

## 9.0 QUESTION PERIOD

9.1. Time at the end of open meetings shall be set aside for the Board to receive comments and to respond to questions from the public;

9.2. Only questions or comments relating to the meeting agenda will be allowed;

9.3. The Board Chair will speak on behalf of the board or designate another trustee or employee of the Board to respond.

## 10.0 RULES OF ORDER

- 10.1. Unless otherwise provided in Board policy or bylaw, or the School Act, procedures as stated in Robert's Rules of Order shall be followed;
- 10.2. 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;
- 10.3. The procedural rules of the Board may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given.

## 11.0 MOTIONS

- 11.1. Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. A preamble does not form part of a resolution when passed;
- 11.2. The presiding officer may divide a motion containing more than one subject if they think this would produce a fairer or clearer result;
- 11.3. All motions are debatable except the following:
  - a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting
  - b) Motion to fix time for adjournment of a meeting
  - c) Motion to proceed to the next business
  - d) Motion to go into Closed Session;
- 11.4. All motions shall be subject to amendment except the following:
  - a) Motion that the question be now put
  - b) Motion for adjournment of debate or adjournment of a meeting
  - c) Motion to table unless such a motion contains a date for further consideration of the matter tabled
  - d) Motion to refer to Committee
  - e) Motion to proceed to next business;
- 11.5. An amendment to a motion does not require notice. Only one amendment shall be allowed and must be voted on before the question is called. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.

## 12. DEBATE:

- 12.1. Debate shall be strictly relevant to the question before the board and the presiding officer shall warn speakers who violate this rule;
- 12.2. The Chairperson may enter into the debate as a trustee;
- 12.3. No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken;
- 12.4. No trustee shall speak for a period in excess of five minutes at one time. The Chairperson may caution a trustee who persists in tedious and repetitious debate and may direct them to discontinue if they persist;
- 12.5. A matter of privilege (a matter dealing with the rights or interest of the Board as a whole or a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business;
- 12.6. No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

### 13. VOTING:

- 13.1. Voting will be conducted with all trustees whom are present and voting;
- 13.2. The Chairperson shall vote at the same time as other trustees;
- 13.3. A trustee must abstain from voting in the event that they have a conflict of interest by reason of having a pecuniary interest in a vote. The trustee must disclose the pecuniary interest, not take part in any discussion of the matter, and not attempt in any way to influence the voting on the matter before, during or after the meeting;
- 13.4. A trustee must abstain from voting if they state at the meeting they have a “personal interest” in the issue distinct from that of the community that could lead a reasonably well-informed outsider to think that the trustee’s judgement could be influenced by that interest;
- 13.5. A trustee declaring a conflict of interest in a closed meeting will be asked to leave the meeting for the period of discussion, debate, and motion and will not receive any correspondence in relation to the matter;
- 13.6. A trustee declaring a conflict of interest in an open meeting may be asked to leave the board table but may stay within the meeting room, and will not participate in discussion, debate, and motion in relation to the matter but may receive correspondence;
- 13.7. Voting shall be by a show of hands or by voice if attending the meeting via teleconference;
- 13.8. The Chairperson shall declare the results of the vote. Any trustee abstaining from a vote shall be recorded.

## **2140 District Goals**

Policy 2140

STATUS: ADOPTED

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### *DISTRICT GOALS*

Board Approved & Codified: July 1988

Last Revised: June 19, 2013

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#### Description:

GOAL A - Clear, concise policy statements, administrative regulations and procedures, and clear lines of authority on matters affecting the management of the district and its components.

GOAL B - Employees at all levels in the district using effective work practices.

GOAL C - A high level of employee commitment to achieving district goals and a high level of employee work satisfaction.

GOAL D - Persons in leadership positions using effective leadership and management practices.

GOAL E - An effective and efficient system for communicating and exchanging ideas within the school district.

GOAL F - An effective and efficient system for the implementation of promising learning strategies and educational initiatives in the schools.

GOAL G - An assessment system for all district programs and personnel that complies with respective collective agreements.

GOAL H – Worthy of the public trust having a positive public perception of the school district and its components.

GOAL I - Contractual agreements governing payment of wages/salaries and benefits with union and excluded personnel.

GOAL J - A budget with sufficient funds to support district programs and activities designed to achieve district goals and objectives.

GOAL K - A safe, efficient transportation system.

GOAL L - Effective and efficient procedures for the preparation and monitoring of capital budgets.

GOAL M