

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

Sept. 15, 2015

PRESENT:	Mr. R. Johnstone	Chair	Agassiz-Harrison
	Mr. J. Koopman	Trustee/Vice-Chair	Hope
	Ms. C. Ferguson	Trustee	Agassiz-Harrison
	Ms. R. Tustian	Trustee	Agassiz-Harrison
	Mr. T. Hendrickson	Trustee	Canyon
	Ms. L. Kerr	Trustee	Hope
	Mrs. H. Stewin	Trustee	Hope
	Dr. K. Nelson	Superintendent of Schools	
	Ms. N. Lowe	Secretary-Treasurer	
	Mr. K. Bird	Assistant Superintendent	
	Ms. D. McKinney	Executive Secretary	

A. CALL TO ORDER

1. The meeting was called to order by the Chair at 7:00pm in the District Education Office, on Tuesday, Sept. 15, 2015. The Chair opened by acknowledging that the meeting is being held on the traditional lands of the Sto:lo people.

2. Approval of Agenda

Agenda Revision:

Under Unfinished Business – Bylaw #11 – *Policy Procedure and Development* – 2nd reading (G.2.), will be spoken to by Trustee Tustian.

Koopman / Hendrickson

THAT the agenda for the September 15, 2015 Regular Meeting of the Board of Education for School District No. 78 (Fraser-Cascade) be approved, as amended.

213/15-09-15
Approval of
agenda

CARRIED

3. Approval of Regular Minutes

Correction:

- i) With regards to Item E. 7. (Cross Boundary Bussing), add “working group with parents” to the list.
- ii) With regards to Item E.7. (Cross Boundary Bussing), include discussion between the motion and the amendment that the reason there was no open end date added to the motion, was because there were concerns raised regarding vacation time over the summer months”

Koopman / Hendrickson

THAT the minutes of the regular meeting and in-camera summary of June 23, 2015 be approved, as amended.

214/15-09-15
Approval of
Regular minutes
and In-Camera
summary.

CARRIED

4. Approval of Special Minutes

Correction:

- i) With regards to Question Period (Item C), have the minutes reflect that the following items were also discussed: being comfortable with timelines; taking into consideration student safety; working as a whole district for transportation; being careful / doing our due diligence; and reflection upon what is happening with the transportation review.

- ii) With regards to Question Period (item C), remove the Chair's comments regarding the motion fulfilling part of the motion.

Koopman / Hendrickson

THAT the minutes of the special meeting of June 26, 2015 be approved, as amended.

215/15-09-15
Approval of
Special minutes

CARRIED

B. 2014-2015 AUDITED FINANCIAL STATEMENTS

The Secretary-Treasurer introduced Mr. Chris Kelley from McConnell/Voelkl Chartered Accountants. Mr. Kelley performs the District's annual financial audit. Mr. Kelley presented the 2014-2015 Audited Financial Statements directing attention to Page 2, the Independent Auditor's Report. It is the opinion of McConnell/Voelkl Chartered Accountants that the 2014-2015 Financial Statements are properly prepared in accordance with the accounting requirement of Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia.

Hendrickson/Stewin

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve the Audited Financial Statements for 2014-2015, as presented.

216/15-09-15
Approval of
2014-15 Audited
Financial Stmts.

CARRIED

C. EDUCATIONAL HIGHLIGHTS

Nil

D. PUBLIC DELEGATIONS

Nil

E. TRUSTEE REPORTS

- **Trustee Stewin** reported on the following:
 - Strategic Planning Session at Hope Rec Centre
 - Shared information on upcoming closure of Flood Hope Road Bridge due to replacement (affecting transportation)
 - Would like to make sure that Drug Free Zone around Hope Secondary is respected
 - Shared a parent's comment regarding garbage in school fields
- **Trustee Koopman** reported on the following:
 - Collaborative meeting at Hope Rec Centre
 - Pro D / Maker Day
- **Trustee Ferguson** reported on the following:
 - Noticed lots of improvements at AESS, Harrison, and Kent over summer
 - Career Transitions meeting at UFV
 - PAC meeting for Harrison
- **Trustee Tustian** reported on the following:
 - Kent PAC meeting which included discussion on how parents will be selected for committees. Trustee Ferguson would like a new email sent out to DPAC with the correct number of parent reps needed along with the selection process. Trustee Tustian would like to include in the email: mileage reimbursement: dates of committee meetings: and committee mandates.

- Discussion also included that reps should be from all ends of the district.
- All parents are welcome to Committee meetings

- **Chair Johnstone** reported on the following:
 - ACE Grad
 - Retirement Dinner
 - Dr. Nelson's Open House
 - Maker Day
 - ACE Fundraiser
 - Personnel Committee meeting

F. NEW BUSINESS

1. Trustee Appointments to Standing Committees

The Chair reviewed the Trustee appointments to both the Standing and Administrative Committees.

Discussion regarding Trustee obligations, participation at meetings and the ability to call in.

Hendrickon/Ferguson

THAT the Board of Education for School District No. 78 (Fraser-Cascade) purchase microphones/equipment for clarity of recording at Board and Standing Committee meetings.

Discussion regarding the cost and portability of the equipment

Amendment:

Tustian/Hendrickson

THAT the equipment be in place by the last meeting in October.

CARRIED

217/15-09-15
Amend the purchase of microphones/equipment motion.

Original motion as amended:

Hendrickson/Ferguson

THAT the Board of Education for School District No. 78 (Fraser-Cascade) purchase microphones/equipment for clarity of recording at Board and Standing Committee meetings, and that the equipment be in place for the last meeting in October.

CARRIED

218/15-09-15
Motion to purchase microphones/equipment for recording of Board/Committee meetings

Trustee Tustian reported on Kent PAC meeting regarding discussion on committee meetings being held in one place. The discussion ensued on the process of bringing motions/recommendations/issues from PAC's and/or members of the Community to the Board and/or staff.

2. Minute Taking Guidelines

The Chair reported that the Recording Secretary would like clarification on how negative votes are recorded. Discussion included: not recording movers/seconders; recording movers only; and recording negative votes when requested. This item will be forwarded to the next board meeting to give the Board time to review.

3. Notice of Motion: Bylaw #5 – Chairperson and Presiding Officers

Trustee Kerr to serve notice of motion to alter Bylaw #5 to read that "The Board of Education shall elect a Board Chairperson in September of each year (to align with the

committees) and that Chairperson appoint a permanent Vice-Chair.

Discussion regarding the consideration of Provincial Reps and when they can be elected in.

4. Board Retreat

The Chair spoke about a one-day board retreat which could include a board self evaluation offered by BCSTA – who would then facilitate a follow-up discussion.

5. BCSTA – Learning Forward Vancouver 2016

Trustee Tustian reported that the BCSTA Board of Directors has adopted a conference within a conference model in conjunction with the December 2016 Learning Forward Event in Vancouver. Winter Academy for 2016 will be replaced (for 2016 only). All School Districts are being asked that Monday, Dec. 5th (2016) be set aside as a Professional Day for all staff to be able to attend this major conference.

6. Learning Improvement Fund

The Superintendent explained that the purpose of the LIF is to address high learning needs and learning improvement issues. The Superintendent is requesting that the LIF Spending Plan be shared with the Board via email or special meeting for it to be completed by the end of September.

Hendrickson/Stewin

THAT the Board of Education for School District 78 (Fraser-Cascade) approve a special meeting or conference call before the end of September to discuss the LIF Spending Plan.

219/15-09-15
Motion to
approve special
meeting / conf
call to discuss
LIF Spending
Plan

CARRIED

7. BCSTA & MOE Joint Planning Session

The Chair reports that there will be a joint planning session between the Ministry of Education and the BCSTA on September 29th.

8. Family Time / ECE Program

The Assistant Superintendent explained the Family Time Resource Program which is funded by the MCFD and delivered by the Read Right Society. This program will encourage early childhood development through a range of services that teach and strengthen parent and caregiver skills so they can stimulate and develop children's intellectual, physical and emotional growth. Originally this program was going to be delivered at Silver Creek school, however due to the increase in enrollment, space could be an issue. The Assistant Superintendent is looking for approval in principle should space and time be found that works.

Discussion regarding the amount of time it would take out of the Assistant Superintendent's schedule and costs involved. The Assistant Superintendent assured the Board that his role is as a facilitator and that costs would be minimal.

Hendrickson / Tustian

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve in principle for the Assistant Superintendent proceed with the Family Time Resource Program (FRP) in the Hope area.

220/15-09-15
Motion to
approve in
principle the
Family Time
Resource Prog.
in Hope area.

CARRIED

RECESS

At 8:30pm the Chair called for a 10 minute recess.

 The meeting re-convened at 8:40pm

9. Fraser-Cascade Mountain School Field Trip Bundle

Stewin / Kerr

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve the following Fraser-Cascade Mountain School proposed curricular trips, as presented:

- a) Agassiz-Elem Secondary and Hope Secondary (Grade 8 – 12 PE students). Destination: Mt. Outram (West Gate – Manning Park), Friday, Oct. 2, 2015
- b) Hope Secondary and Agassiz Elem-Secondary (Grade 8 – 12 PE students). Destination: Elk Mountain (Chilliwack), Wednesday, Oct. 7, 2015, and
- c) Hope Secondary and Silver Creek Elementary (Grade 7 PE students). Destination: Skagit River Trail (Summalo Grove – Manning Park), Friday, Oct. 9, 2015

221/15-09-15
 Motion to approve Fraser-Cascade Mountain School Field Trip Bundle

CARRIED

G. UNFINISHED BUSINESS

1. Policy Bundle – 2nd reading

- i. Policy #7300 – Treatment of Students with medical problems

Tustian / Kerr

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #7300 – *Treatment of Students with medical problems*, as presented.

222/15-09-15
 Motion approving 2nd reading of Policy #7300 – *Treatment of Students with medical problems*

CARRIED

- ii. Policy #5510 – Tuition Free Adult Basic Education

Tustian / Kerr

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #5510 – *Tuition Free Adult Basic Education*, as presented.

223/15-09-15
 Motion approving 2nd reading of Policy #5510 – *Tuition Free Adult Basic Education*

CARRIED

- iii. Policy #6507 – Criminal Record Search

Discussion included vulnerable sector checks and driver's abstracts. Concerns around who actually requires criminal record checks and how often they need to be obtained. Any person who is unsupervised with students should have a criminal record check.

Tustian / Kerr

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #6507 – *Criminal Record Search*, as presented.

224/15-09-15
 Motion approving 2nd reading of Policy #6507 – *Criminal Record Search*

CARRIED

- iv. Policy #7008 – Student Threat Assessment
Tustian / Kerr
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #7008 – *Student Threat Assessment*, as presented.
CARRIED
 225/15-09-15
 Motion approving 2nd reading of Policy #7008 – *Student Threat Assessment*
- v. Policy #4050 – Computer and Internet Usage and Access
Tustian / Ferguson
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #4050 – *Computer and Internet Usage and Access*, as presented.
CARRIED
 226/15-09-15
 Motion approving 2nd reading of Policy #4050 – *Computer and Internet Usage and Access*
- vi. Policy #5070 – Social Media
Tustian / Kerr
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #5070 – *Social Media*, as presented.
CARRIED
 227/15-09-15
 Motion approving 2nd reading of Policy #5070 – *Social Media*
- vii. Policy #5075 – Media Consent
 Discussion regarding parameters on Facebook between teachers and students – as well as emailing and texting.
Tustian / Kerr
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #5075 – *Media Consent*, as presented.
CARRIED
 228/15-09-15
 Motion approving 2nd reading of Policy #5075 – *Media Consent*
- viii. Policy #6750 – Natural Justice
Tustian / Kerr
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Policy #6750 – *Natural Justice*, as presented.
CARRIED
 229/15-09-15
 Motion approving 2nd reading of Policy #6750 – *Natural Justice*
2. Bylaw #11 – Policy Procedure and Development – 2nd reading
 The Assistant Superintendent explained that this will clarify the process that policy needs to go through and gives a mechanism to deal with housekeeping of policies that are already in place.
Tustian / Kerr
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 2nd reading of Bylaw #11 – *Policy Procedure and Development*, as presented.
CARRIED
 230/15-09-15
 Motion approving 2nd reading of Bylaw #11 – *Policy Procedure & Development*
3. Bylaw #15 – Board Committees – 1st reading
Hendrickson / Kerr
 THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve 1st reading of Bylaw #15 – *Board Committees*, as presented.
CARRIED
 231/15-09-15
 Motion approving 1st reading of Bylaw #15 – *Board Committees*
4. Cross Boundary Bussing
 The Superintendent referred to the motions on Cross Boundary bussing at the Board meeting of June 23 and the Special Board meeting of June 26. Data collected on cross boundary students include:
- 23 students are living in the Agassiz catchment area (south of McCallum Road boundary) that attend Harrison Elementary
 - 9 students are living in the Harrison Hot Springs catchment area (north of

McCallum Road boundary) that attend Kent Elementary

- Currently all students are driven to school by a parent/guardian or care-giver. Transportation provided to all cross boundary students would result in substantial additional costs to the District. Items to be brought forward to the next Policy Committee meeting include: the definition of ineligible riders; review of policies from other Districts; and space on manifest for eligible riders.

Discussion on how to speed up the process. The Superintendent shared that there are some ideas to share with the Policy Committee and that they will be able to report to the Board that same day (Oct. 6).

It was questioned if Cross Boundary Bussing should be reviewed through the Operations & Facilities Committee.

Concern was raised on fairness of policies throughout the District, as long as comparisons were the same.

Concern on the working group with parents and at what point they are to be involved.

The Secretary-Treasurer explained the temporary cross boundary bussing with Silver Creek and Hope because of the closure of CE Barry. Catchment Areas now need to be reviewed. Courtesy riders may also need to be addressed.

The Assistant Superintendent reported that this has happened in other Districts. The District that was the most successful took the time (one year) to make adjustments.

The Policy Committee will be bringing back recommendations to the next Board meeting.

The Superintendent would prefer to take this issue to Policy before meeting with parents so staff know what they are working with.

Tustian / Ferguson

THAT the Board of Education for School District No. 78 (Fraser-Cascade) allow District wide courtesy riders on buses.

DEFEATED

232/15-09-15
Motion to allow
courtesy riders
on buses.
DEFEATED

Discussion included that this would be on a temporary basis until due diligence is complete. Confusion raised regarding Facebook comments and that courtesy riders are students other than Grade 7 students. It was also noted that courtesy riders from Silver Creek to Coquihalla was already happening. With regards to the CE Barry school and the special circumstances that surrounded the closure of that school, Administration was given the latitude to make things happen for the students in the area.

At 10:00pm the Chair called for a motion to extend the meeting

Hendrickson / Kerr

Motion to extend the meeting past 10:00pm.

CARRIED

233/15-09-15
Motion to extend
the meeting past
10:00pm

5. Catchment Area Review

The Secretary-Treasurer explained that the purpose of the review would be to balance out the schools out in the District and review where Grade 7 students should attend, taking into consideration parental choice and what makes sense to the Board.

Kerr / Stewin

THAT the Board of Education for School District No. 78 (Fraser-Cascade) commence the Catchment Area Review.

CARRIED

234/15-09-15
Motion to begin
the Catchment
Area Review

6. Careers and Transitions

a) UVF Partnership

The Superintendent reported that SD78's 3 year transition plan included exploring a partnership with UFV and that 2 committee meetings have since

been held. The purpose of the MOU is for each organization to work collaboratively to increase opportunities for students in the School District to access post-secondary education in the Fraser Valley. The objective of this MOU is to outline the understandings on which SD#78 and UFV will develop and carry out collaborative activities. This is a 3 year renewable, non-binding agreement.

Trustee Tustian left the meeting at 10:02.

Stewin / Hendrickson

THAT the Board of Education for School District No. 78 (Fraser-Cascade) approve the Memorandum of Understanding between School District No. 78 (Fraser-Cascade) and the University of the Fraser Valley, Canada as presented.

235/15-09-15
Motion to
approve UFV
MOU

CARRIED

b) Mobile Welding Program

The Superintendent shared the invitation to the Open House on September 30th. The program began on August 4th with the second trailer arriving August 24th.

Trustee Tustian returned to the meeting at 10:05.

The Superintendent reported that the Mobile Trades Unit Committee of SD 73 (Kamloops/Thompson) had approved the Mobile Trades Unit to operate a welding program in Hope from Aug. 2017 to January 2018.

H. REMARKS

1. Superintendent

a) 2014-2015 District/Authority Awards

The Superintendent referred to the list of District/Authority Award winners. A letter of congratulations has been sent to each student.

b) Teach Meet / Maker Day

The Superintendent reported on 2 great days put together by Pro D Chairperson and District VP of Careers, Trades, and Transitions. The Superintendent recommends a letter of thanks be sent on behalf of the Board.

c) MOE Update

The Superintendent referred to the power point presentation that was received from MOE including timelines for key areas: Curriculum; Assessment Reporting; Framework for Enhancing Student Learning; Continuing Professional Development for Teachers; MyEd BC; and Provincial Scholarships.

d) Japanese Exchange Student Program

The Superintendent reported that the program is returning to AESS February 19 to March 19, 2016. The Japanese school administration has invited Principal Graham to visit their school for one week. More information will be provided at the next Board meeting.

2. Secretary-Treasurer

a) New Funding for Schools Update

The Secretary-Treasurer reported that approximately \$2 million worth of projects have been submitted.

3. Assistant Superintendent

a) Microsoft Exchange Server

The Assistant Superintendent reported that the new Exchange Server is now up

and operating. Progress is being monitored. Congratulations to the IT Department.

b) Emergency Planning Guide for Schools

The Assistant Superintendent shared information on the new Emergency Planning Guide for Schools from MOE. Will be working closely with Communities to share information.

Discussion ensued around earthquake preparedness kits for schools and community members.

I. INFORMATION

1. District Website Update

The Assistant Superintendent reported that the new website is slowly coming together. There was a loss of server which has put the project a couple weeks behind.

2. Principal/Vice Principal Meeting Highlights

The Superintendent shared the agenda from the September 3rd meeting. A reminder was given to submit field trip forms in a timely manner and exit interviews were reviewed to ensure that parents have an opportunity to complete the documents.

Discussion regarding a Scent Policy. The Superintendent will follow-up.

3. BCSTA Provincial Council Call for Motions

Trustee Tustian reminded the Board that the deadline to submit motions is September 18th (which is before the Branch meeting).

4. BCSSA/BCASBO Fall Conference

The Superintendent referred to the information in the package. School teams will again be taken to this conference in Vancouver, November 19 – 20.

Discussion regarding this conference not taking place in 2016 due to the Learning Forward.

5. Appointment of new Minister of Education

The Chair reported on the appointment of the new Minister of Education, Mr. Mike Bernier.

J. CORRESPONDENCE

The following items of correspondence were received for information only:

1. Dog Park Letter Sent June 29, 2015

2. Thank you notes from Retirement Dinner

3. McConnell, Voelkl Chartered Accountants re: Independence Letter dated Sept. 9/15

Discussion regarding the Dog Park Letter, signage that was erected, and whether another letter needs to be written with direction on expectations.

The Board further discussed correspondence in general along with the reader file and how that information is shared.

K. PUBLIC PARTICIPATION

Trustee Tustian brought forward a question on behalf of the public regarding meetings ending at 10:00pm – that should meetings go past 10:00pm, the public have an opportunity to address the Board prior to that time.

Tustian / Kerr

THAT if the Board meeting is anticipated to go past 10:00pm that the public be offered an opportunity to speak on agenda items.

236/15-09-15
Motion to offer public to speak on agenda items if mtg anticipated to go past 10pm.

CARRIED

L. NEXT MEETING

DATE: **Oct. 6, 2015**
TIME: **7:00 p.m.**
PLACE: **Agassiz Elem-Secondary School**

M. ADJOURNMENT

Kerr /

THAT, there being no further business, the meeting be adjourned.

CARRIED

237/15-09-15
Adjournment

The meeting adjourned at 10:35pm.

Original signed by
Acting Chair

LINDA KERR
Acting Chair

Original signed by
Secretary-Treasurer

NATALIE LOWE
Secretary-Treasurer