



# School District No. 54 (BULKLEY VALLEY)

## AGENDA

### REGULAR BOARD MEETING FEBRUARY 19, 2013 SCHOOL BOARD OFFICE - SMITHERS 7:00PM

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes January 15, 2013  
Synopsis In-Camera Meeting January 15, 2013
- 5) Administration Report C. van der Mark Report Attached
- 6) Committee Reports
  - a) Community Relations / Education Forum Committee F. Farrell Report Attached
  - b) Operations Committee S. Yaremco Report Attached
  - c) Policy Committee F. Farrell Report Attached
  - d) Trustee Report L. Kearns Report Attached
- 7) Unfinished Business
- 8) New Business
  - 8.1) 2012 – 2013 Draft Amended Annual Budget
  - 8.2) 2013 – 2014 **DRAFT** School Calendar
- 9) Other Business
  - 9.1- Expenditure Summary – January 31, 2013
- 10) Reading File

Ltr. Frm Minister Don McCrea re: Savings Plan Jan 23, 13	SD47 Agreement in Committee
Ltr Frm: BCPSEA Agreement in Committee	SD48 Cooperative Gains Mandate
Jan 31, 2013 Monthly Enrollment	SD52 Funding Recalculation
Ltr. Frm BCSTA Metro Branch re: School Calendar Deadlines	SD57 Cooperative Gains Mandate
Ltr Frm. MME PAC Policy Response	SD60 Cooperative Gains Mandate
SD20 Cooperative Gains Mandate	SD62 Cooperative Gains Mandate
SD28 Cooperative Gains Mandate	SD63 Cooperative Gains Mandate
SD33 Cooperative Gains Mandate	SD64 Cooperative Gains Mandate
SD37 Cooperative Gains Savings Plan	SD67 Funding Recalculation
SD39 Motion-Cooperative Gains Mandate	SD68 BCSSA - Cooperative Gains Mandate
SD40 Cooperative Gains Mandate	SD72 Cooperative Gains Mandate
SD42 Recalculated Funding Allocation	SD81 Cooperative Gains Mandate
SD43 Funding Recalculation	SD83 Cooperative Gains Mandate

SD44 Cooperative Gains Mandate	SD84 Cooperative Gains Mandate
SD44 Framework Agreement in Committee	SD92 Cooperative Gains Mandate
SD46 Savings Plan Follow-up	2013-02 From the Legislature

11) Closing Remarks

12) Next Board Meeting will be held on March 19, 2013 at the School Board Office –  
Commencing at 7:00 p.m.

13) Adjournment

14) Public Remarks\*\*

**NOTES:**

**Delegations:** This item is intended to provide an opportunity to members of the public to make a presentation to the Board. Individuals wishing to be included on the agenda must submit a written request to the Secretary Treasurer at least one week prior to the meeting stating the subject of their presentation and including any background information to be considered by the Board.

**\*\*Public Remarks:** this item is intended to provide an opportunity to members of the public to make comments to the Board.



REGULAR MEETING MINUTES  
BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY)  
JANUARY 15, 2013  
SCHOOL BOARD OFFICE , SMITHERS BC

**PRESENT:** Trustees: L. Kearns, F. Farrell, L. Collingwood, J. McIntosh, S. Yaremco, K. Martinsen  
Regrets: P. Michell  
Staff: C. van der Mark – Superintendent of Schools  
S. Richards – Secretary Treasurer  
B. Kingsmill – Recording Secretary

**1. CALL TO ORDER**

- The meeting was called to order at 6:03pm

**MOVED/SECONDED:** F. Farrell / K. Martinsen

*"That the Board meeting move In-Camera."*

CARRIED

- The Board returned to Regular session at 7:04pm.

**2. OPENING REMARKS**

- Chairperson Kearns welcomed our guests: Dave Margem, Principal HSS and Sara Komadina from CKTV and passed on regrets from Trustee Michell and Assistant Superintendent McDiarmid.
- Trustee Kearns congratulated Ms. Jamie Beck, a grade 11 HSS student for being selected to play on the BC U18 women's sevens rugby team and represent BC at the Las Vegas Invitational High School Girls Sevens Division. Ms. Beck is the only BC team member selected from north of Port Alberni.

**3. ADOPTION OF AGENDA**

**MOVED/SECONDED** L. Collingwood / F. Farrell

*"That the agenda be accepted as presented."*

CARRIED

**4. ADOPTION OF MINUTES**

- The Chair asked if there were any corrections to the minutes of December 4, 2012; the Synopsis of the In-Camera Meeting minutes December 4, 2012; Special Meeting Minutes of December 20, 2012; the Synopsis of the In-Camera Special Meeting December 20, 2012. There being none, the minutes of: of December 4, 2012 ; the Synopsis of the In-Camera Meeting minutes December 4, 2012; Special Meeting Minutes of December 20, 2012; the Synopsis of the In-Camera Special Meeting December 20, 2012 were declared approved as presented.

**5. ADMINISTRATION REPORT**

**Student Achievement**

- Superintendent Chris van der Mark presented the administration report to the Board. Mr. McDiarmid is in Vancouver meeting with the Ministry with regards to the Graduation Requirements findings that were gathered from Northern BC over the past few months. Mr. van der Mark and Mr. Monkman were invited to the BC Systems Leader's meeting in Vancouver, to examine educational transformation in BC.

## • Innovation / Initiatives

### District Based Initiatives

- Superintendent Chris van der Mark, presented the district based initiatives to the board. Carolfest was held in December and once again it was a huge success. Thanks go out to the SD54 maintenance department and Mr. Cameron for another wonderful show of local talent. Faye Brownlie will return on February 14 and 15. PLC/NOII committees will be meeting again on Jan 28 to share inquiry projects while discussing current research in education. Mr. van der Mark and Ms. Edwards will be meeting the "First Wave" self-regulation team in Vancouver to discuss progress to date and the team's next steps with regards to self-regulation. There are still some spots available in SD#54 Carpentry program in Smithers and the Professional Cook program in Houston commencing in February. Kindergarten registration will take place the week of February 18-22 at our local elementary schools.

### School Based Initiatives

- Superintendent Chris van der Mark presented the school-based initiatives to the Board. Big Band Dance will be held on Feb 16. January Education Forum will be held Jan 22 at the School Board Office. January's topic is the "Hockey Canada Skills Academy" currently running at SSS and HSS. Congratulations to the SSS Sr. Girls Volleyball placing 12<sup>th</sup> at the provincial championships.

### Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **MME** – 27 Grade 5-6 students to travel to Hudson Bay Mountain on February 28, March 7 and March 19, 2013. All board requirements have been met for this trip.
  - **SSS** – 30 Grade 10-12 students to travel to Hudson Bay Mountain on December 21, 2012, January 10 and January 18, 2013. All board requirements have been met for this trip.
  - **SIL** – 55 Grade 4-7 students to travel to Hudson Bay Mountain on February 22, and March 1, 2013. All board requirements have been met for this trip.
  - **HSS** - 60 Grade 8-12 students to travel to Hudson Bay Mountain on March 21, 2013. All board requirements have been met for this trip.
- The following field trips require final approval by the Board of Education:
  - **SSS** – 85 Students to Travel to Edmonton on April 13-18<sup>th</sup> for the Edmonton Cantando Festival for Concert Bands, Choirs and Jazz Bands. Approval "*in principle*" was granted on October 16, 2012. All board requirements have now been met for this trip

MOTION/SECOND      K. Martinsen/ J. McIntosh

***"To approve the SSS field trip as outline to the Edmonton Cantando Festival on April 13-18, 2013"***

CARRIED

- **HSS** – 15 Grade 10-12 students to travel to Europe (Germany, Austria, Italy, Switzerland and France) on March 16- March 28, 2013. Approval "*in principle*" was granted on January 17, 2012. All board requirements have now been met for this trip.

MOTION / SECOND S. Yaremco/ L. Collingwood

***"To approve the HSS field trip to Europe on March 16-28, 2013 as outlined."***

CARRIED

**6.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE**

- Education Forum Chairperson Lara Collingwood highlighted the upcoming January Education Forum on the "Hockey Canada Skills Academies", currently running at SSS and HSS.

**6.b) OPERATIONS COMMITTEE REPORT**

- Operations Chairperson Yaremco presented the Operations Committee's Report from the January 8, 2013 meeting. Bylaw #115756 in the amount of \$315,949 was presented to the Board. This Bylaw is for the purchase of 3 buses as part of the normal bus replacement cycle.
- Chairperson Kearns asked for and received unanimous consent to do all three readings of the Capital Project Bylaw #115756

MOTION/ SECOND S. Yaremco / F. Farrell

***"The committee recommends that the Board give all 3 readings of bylaw # 115756"***

CARRIED

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**CAPITAL PROJECT BYLAW 115756**

A BYLAW by the Board of Education of School District No. 54 (Bulkley Valley) (hereinafter called the "Board") to adopt a Capital Project.

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved a capital plan of the Board.

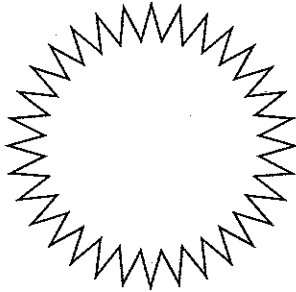
NOW THEREFORE the Board agrees to the following:

- upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement (where required);
- observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and
- maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The capital project of the Board approved by the Minister and specifying a maximum expenditure of \$315,949 for Project No. 115756 is hereby adopted.
2. This Bylaw may be cited as "School District No. 54 (Bulkley Valley) Capital Project Bylaw No. 115756.

READ A FIRST TIME THE 15<sup>th</sup> day of January, 2013.  
READ A SECOND TIME THE 15<sup>th</sup> day of January, 2013.  
READ A THIRD TIME, PASSED AND ADOPTED THE 15<sup>th</sup> day of January, 2013.



\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No.54 (Bulkley Valley) Capital Project Bylaw No. 115756 adopted by the Board the 15<sup>th</sup> day of January, 2013.

\_\_\_\_\_  
Secretary-Treasurer

- The operations committee reviewed a letter from the BVPVPA with regards to provincial Shared Services Initiative. Secretary Treasurer Steve Richards spoke to the Shared Services Initiative proposed by the government; Trustee Yaremco spoke of the "Funding Support Staff Compensation Increases", there has been a significant push back from all the Board of Education in the province; OAG notified SD54 of the upcoming audit of IT General Controls, which is a provincial wide initiative; Mr. Richards presented a brief report on the 2012 – 2013 Amended Annual Budget .

MOTION/ SECOND: S. Yaremco / J. McIntosh

***"To give first reading of the 2012 / 2013 Amended Annual Budget."***

CARRIED

- Next Meeting: February 5, 2013 at 5:00 pm

#### **6.c) POLICY COMMITTEE REPORT**

- Chairperson Farrell presented the Policy Committee Report from the January 8, 2013 meeting. The policy committee discussed policy consultation feedback with regards to Policies 6.207 PAC Liability; 9.220 Access to Student Records and 11.290 Field Trips.

MOTION/SECOND F. Farrell / L. Collingwood

- ***"The committee recommends that the Board approves policies 6.207 PAC Liability; 9.220 Access to Student Records and 11.290 Field Trips, as presented."***

CARRIED

- The policy reviewed and discussed policy 1.160 Board Elections for clarification with respect to the Aboriginal Education Representative position. This position will remain an elected position; Secretary Treasurer Steven Richards provided details on a new policy, 6.330 IT System & Information Security.

MOTION/SECOND F. Farrell / L. Collingwood

*"The committee recommends that the Board approve the policy without the need for public consultation."*

CARRIED

- Mr. Richards provided the committee with draft policy 4.380 Gender Equity & Non-Discrimination which amalgamates the essence of two existing policies as well as incorporating an element of promoting tolerance and respect for sexual, racial and gender diversity.

MOTION/SECOND F. Farrell / J. McIntosh

*"The committee recommends that the Board distribute this policy for consultation to all regular stakeholders."*

CARRIED

- Next Meeting February 5, 2013 at 3:00pm

**6.d) TRUSTEE REPORT**

- No trustee reports were filed this month.

**7. UNFINISHED BUSINESS**

- There was no Unfinished Business.

**8. NEW BUSINESS**

- **8.1) 2012 – 2013 Amended Annual Budget**
- Secretary Treasurer Steven Richards presented a briefing note providing the Board of Education with a brief presentation of the changes in the 2012-2013 Amended Annual Budget. Mr. Richard's highlighted the changes to the Annual Budget:
  - 1) Enrolment – Decrease of 50 FTE;
  - 2) Revenue & Expenditures - Revenue and Expenses have changed minimally, however with enrollment decreasing by 50 FTE, revenue has been maintained through funding protection of \$750k (which will be phased out);
  - 3) Support staff FTE has increase by 1.3 FTE in response to student need while teacher FTE decreased by 4 FTE;
  - 4) Teacher Medical Leaves increased by 1.0 FTE;

**9. OTHER BUSINESS**

- The was no Other Business

**10. READING FILE**

Ltr. From Bonnie Hughson – Ltr. of Thanks	SD51 – Co-operative Gains Mandate
BCSTA re: Capital Gains Mandate	SD52 – Co-operative Gains Mandate
Local Economy Summit 2013 Incitation	SD53 – Co-operative Gains Mandate
SD05 – Co-operative Gains Mandate	SD54 – Co-operative Gains Mandate
SD08 – Co-operative Gains Mandate	SD57 – Co-operative Gains Mandate
SD19 – Co-operative Gains Mandate	SD58 – Co-operative Gains Mandate
SD23 – Co-operative Gains Mandate	SD59 – Co-operative Gains Mandate
SD27 – Co-operative Gains Mandate	SD61 – Co-operative Gains Mandate
SD19 – Co-operative Gains Mandate	SD67 – Student Information System

SD36 – Agreement in Committee	SD68 – Co-operative Gains Mandate
SD38 – Co-operative Gains Mandate	SD69 – Co-operative Gains Mandate
SD39 – Co-operative Gains Mandate	SD71 – Co-operative Gains Mandate
SD41 – Co-operative Gains Mandate	SD72 – Co-operative Gains Mandate
SD42– Co-operative Gains Mandate	SD73 – Co-operative Gains Mandate
SD43 – Agreement in Committee	SD74 – Co-operative Gains Mandate
SD43 – Co-operative Gains Mandate	SD78 – Co-operative Gains Mandate
SD45 – Co-operative Gains Mandate	SD82 – Co-operative Gains Mandate
SD46 – Co-operative Gains Mandate	SD83 – Co-operative Gains Mandate
SD46 – Agreement in Committee	SD83 – Recalculated Funding Allocation
SD46 – Co-operative Gains Mandate–Next Step	SD85 – Co-operative Gains Mandate
SD47 – Co-operative Gains Mandate	SD91 – Co-operative Gains Mandate
SD48 – Co-operative Gains Mandate	SD93 – Co-operative Gains Mandate
SD50 – Co-operative Gains Mandate	December 2012 Enrollment Numbers

MOVED/SECONDED: F. Farrell / L. Collingwood

*"That the information contained in the Trustee Reading File be received and filed."*

CARRIED

**11. CLOSING REMARKS**

- In closing Chairperson Kearns reminded the Board members of the next board meeting.

**12. NEXT BOARD MEETING**

- The next School Board meeting will be held on February 19, 2013 at the School Board Office in Smithers at 7:00 pm.

**13. ADJOURNMENT**

- The meeting was adjourned at 7:44 pm.

\_\_\_\_\_  
Les Kearns  
Chairman of the Board

\_\_\_\_\_  
Steven Richards  
Secretary Treasurer



SYNOPSIS  
OF  
IN-CAMERA MEETING  
SCHOOL DISTRICT #54 (Bulkley Valley)  
JANUARY 15, 2013  
SCHOOL BOARD OFFICE, SMITHERS BC

The regular meeting was called to order at 6:03 p.m. and the Board resolved to go in-camera.

- The Chair asked if there were any corrections to the In-Camera meeting minutes of December 4, 2012 or the In-Camera Special Meeting Minutes of December 20, 2012. There being none, the In-Camera meeting minutes of December 4, 2012 and the In-Camera Special Meeting Minutes of December 20, 2012 were declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues.
- The Operations Committee reported on: labour relations matters; property issues; current contract correspondence and a FOIPOP request.

The Board returned to regular session at 6:21 p.m.

DRAFT

# SCHOOL DISTRICT 54

(Bulkley Valley)

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## REPORT FROM ADMINISTRATION

to the  
Board of Education  
February 19, 2013

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### Student Achievement

- **Big Band Concert:** On Saturday, February 16<sup>th</sup>, the SSS Band performed several sets as part of their annual community concert event. It was a sensational evening of student excellence. Congratulations to Mr. Doogan-Smith, his students, and the community musicians who played the event.
- **SSS Snow Boarding and Ski Team:** SSS had several students place well at the high school zones in Ft. St. James and qualify to go on to the High School Provincial Ski and Snowboard Championships being hosted on Hudson Bay Mountain March 4-6. Good Luck to all the competitors!

### INNOVATION / INITIATIVES

- **Faye Brownlie:** On February 14-15<sup>th</sup>, educators from the Northwest continued their work with Ms. Brownlie. As part of the leadership development, many of the mentors presented their work as part of the February 15 NID. Faye's session was rich, engaging, and inspiring and our educators will be looking forward to her May visit. The session was another strong indicator of the professionalism in the Bulkley Valley.
- **Education Forum:** On February 25<sup>th</sup>, the District will host its monthly Forum. This month's focus is Self-Regulation and will highlight the work at Lake Kathlyn and Silverthorne Elementary.

### District Based Initiatives

- **Kindergarten Registration:** Kindergarten registration takes place **February 18<sup>th</sup> to 22<sup>nd</sup>**. Notices have gone to the radio, paper and through schools. We are asking that all parents planning on enrolling kindergarten students for September 2013 visit their neighbourhood school during this week to register their child. Having enrollment numbers as accurate as possible, will help with planning and staffing schools.
- **Early Notice Incentive Program:** School District #54 offers a financial incentive to teachers and administrators to give us notice in writing on or before, April 1, 2013, stating their intention of retiring this school year. This notice is valuable in order to better plan and meet our staffing requirements.
- **Elementary Basketball:** Twain Sullivan and Silverthorne will co-host a elementary basketball event on Thursday, February 28. Thanks in advance to Mr. Fehr and Mr. Margerm for organizing, the coaches and students.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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- **FSA:** School's in the Bulkley Valley have begun the yearly Foundation Skills Assessment at the grade 4 and 7 level. Schools and the District, continue to use the information from the FSA to identify areas in which students may need specific intervention as they move forward. We also examine the FSA results as part of a bigger assessment picture, which includes school based reading, writing, and numeracy assessments, as well as ongoing day-day assessments as represented with performance standards on report cards.
- **Satisfaction Surveys:** Parents and students (grades 4, 7, 10, 12) will also be completing the Provincial Satisfaction Surveys between now and April.

## School Based Initiatives

- **Literacy Month:** Community Services organizations are raising awareness to literacy this month. SCSA has partnered with various groups and the Interior News through the "Praise-A-Reader" Campaign. You might have seen students out and about trying to raise donations for literacy initiatives in exchange for a newspaper. Thanks to all partners, participants, and especially students. A Massive thanks to the Interior News for donating the papers and producing posters and to the various people and community businesses for their contributions. Every little bit helps! Big thanks to Ms. Teresa Monkman for coordinating the high school students who volunteered: Mike Morris, Kevin Cote, Jake Storie, Graham Dunbar, Morgan Monkman, Jordana Oliarny, Megan McLellan
- **SSS:** Mr. Doogan-Smith designed a two day artist in residence intensive retreat on Feb 7 & 8<sup>th</sup> at SSS, featuring: Dr. Rob Taylor from UBC; Mr. Donnie Clark, one of Canada's trumpet legends; five UBC School of Music students on Flute, Clarinet, Saxophone, Low Brass and Percussion; Toby Moisey- SS Alumni, currently completing his Masters in Flute Performance in St. Petersburg Russia. The students had instrument workshops and worked on selected repertoires which they performed at the end of the second day. Mr. Doogan-Smith created a very unique partnership with the UBC School of Music that he hopes to continue for the years to come.
- **Walnut Park:** On Wednesday, February 13, Ms. Davey's grade 3/4 class visited Bulkley Valley Lodge. Students baked cookies and decorated muffins with the residents, while learning a bit about who the residents are, where they are from, and their life in the Valley.

## Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
  - **TSE** – 48 Grade 4 -5 students to travel to Hudson Bay Mountain on February 13 and February 27, 2013. All board requirements have been met for this trip.
  - **TSE** – 40 Grade 6 -7 students to travel to Hudson Bay Mountain on March 1 and March 15, 2013. All board requirements have been met for this trip.

# SCHOOL DISTRICT 54

(Bulkley Valley)

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- The following field trips require approval *in-principle* by the Board of Education:
  - **MME** – Winners of the French Concor Speech Competition in Grades 6-10 to travel to New Westminster BC in early May 2013.
  - **MME** – 12-15 Grade 7 students to travel to Quebec and Ontario for their annual French Culture Tour in late May, 2013

## OPERATIONS

- **2013-2014 Projected Enrolment:** The Ministry requires enrolment projections for next September by February 15<sup>th</sup>. Enrolment is projected at 2,169.625 including alternate and DL students, a decrease of 4.3% from prior year's projections. These projections form the basis of next year's revenues which will be reported to districts on March 15, 2013. More detailed information on district enrolment will be provided to the Operations Committee at its meeting of March 5, 2013.
- **BC Office of the Auditor General Projects:** The OAG has a number of projects underway involving our district.
  1. **IT General Controls:** Work has been completed on this initiative with the submission of an IT Self Assessment form. The project involved a 'maturity model' assessment of key management processes in IT security. We can expect some follow up from the OAG in the near future.
  2. **2012-2013 Financial Audit:** The OAG is the district's auditor for the next 4 fiscal years. They will undertake the first phase of the annual audit during the week of March 18. We expect 2-3 auditors on-site for the entire week.
  3. **Summary Financial Statements** are those financial statements prepared by government for all government reporting entities. The OAG reports on these statements in June 2013 for the year ending March 31, 2013. For the OAG to obtain an appropriate level of assurance of school district financial and other information reported in the SFS for the period between July 1, 2012 and March 31, 2013, as this information will not have been examined as part of the districts' statutory audits at the time the OAG has to report on the SFS. Therefore, the AG will perform certain audit procedures in connection with the financial information provided by school districts. Our district has been defined as being in the 'extended sample' and will not have auditors on site but rather we will be required to submit certain financial information.
- **1701 Reporting 2012-2013:** The date of the snapshot enrolment count (1701) was February 15<sup>th</sup>. This count is limited to DL and Special Needs. The process has proceeded relatively smoothly but we continue to experience lengthy delays with the webform. The next 1701 date is in May. More detailed information will be provided at the Operations Committee's meeting of March 5, 2013.



# *School District No. 54* (BULKLEY VALLEY)

*"To empower all learners to live the challenges of a diverse and changing world."*

## **Education Forum Report** Tuesday, January 22<sup>th</sup>, 2013

On January 22 at 5 pm at the School Board Office, the Education Forum delved into School District #54's Hockey Academy Program currently being offered in Houston and Smithers.

Hosted by teachers Dwayne Anderson and Derek Holland and assistance provided by Brendan Hutchinson, the first year's plan of action was highlighted. The forum offered an opportunity to review program goals and the specific learning outcomes associated with the dry land, classroom and on-ice skills instruction.

Students and parents had an opportunity to contribute to the forum as well. Their enthusiasm, as well as their thoughts on how to make next year's program even better, was felt by everyone in attendance.

The forum was a success and offered a showcase for the innovative learning experiences offered by the district.

Respectfully submitted,

Frank Farrell  
Vice-Chairperson, School District# 54 (Bulkley Valley)  
Designate Chair for the January Education Forum

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**COMMITTEE REPORT**  
**OPERATIONS COMMITTEE MEETING OF**  
**February 5, 2013**

**In attendance:**

**Committee Members:** Chair: S. Yaremco, K. Martinsen, P. Michell  
**Administration:** S. Richards, Secretary Treasurer, C. van der Mark, Superintendent  
**Trustees:** (non voting)  
**Regrets:** L. Kearns, S. Yaremco  
**Ex Officio:** L. Kearns

The meeting convened at 5:00 and moved in-camera to discuss items relating to personnel, labour relations and an FOI request. The committee returned to regular session at approximately 5:15 PM and discussed the following agenda items.

**REPORT:**

1. 2012 – 2013 draft Amended Annual Budget

The budget and a briefing note were provided to the committee. Mr. Richards highlighted the changes to the budget made subsequent to the first draft. ***The committee recommends that the Board give 2<sup>nd</sup> and 3<sup>rd</sup> reading of the 2012-2013 Amended Annual Budget bylaw at its regular meeting of February 19, 2013.***

2. Cost Pressures (ASBO)

Information from BCASBO was provided to the committee regarding anticipated cost pressures over the next few years.

3. Carbon Neutral Capital Program

A briefing note was reviewed by the committee on our application for funding for a project at MME under this program. The Briefing note indicated that it was unlikely that our application would be approved given a lengthy payback period.

4. 2012-2014 School Calendar

A briefing note and draft calendar was provided to the committee highlighting the new deadline date of March 31 and administration's recommendations with respect to NIDs and Spring Break. After discussion, ***the committee recommends that the draft calendar be distributed to stakeholders for consultative input.***

5. Ministerial Letter of January 23 re the 1.5% savings plan

The Minister's letter was reviewed and discussed by the committee. No further action is required at this time.

6. District of Houston (Mayor's letter re Bedbugs)

The committee discussed a response to the mayor's letter. Further information will be solicited prior to any response being sent.

7. Employee Demographic Data

Information obtained through BCPSEA (EDAS) was provided to the committee for information. The data related to employee demographic data.

8. Enrolment Projections 2013 – 2014

Mr. Richards provided the committee with preliminary enrolment projection data for next year. This data, required by the ministry by February 15, indicates a projected enrolment of 2171.625 – a decrease of over 95 FTE from last year's projections.

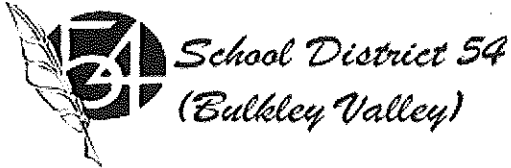
9. Fleet Insurance Renewal

Mr. Richards provided information relating to the fleet insurance renewal noting that savings of over \$4,000 had been achieved.

The committee adjourned at 5:45 PM.

Date & Time of Next Meeting: 5:00 PM, March 5, 2013

Submitted by: K. Martinsen, A/Chairperson



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**COMMITTEE REPORT  
POLICY COMMITTEE MEETING  
February 5, 2013 3:00 PM – SBO**

**In attendance:**

**Committee Members:** Chair: F. Farrell, L. Collingwood, J. McIntosh  
**Ex officio** Les Kearns  
**Trustees (non-voting)**  
**Regrets** Les Kearns  
**Administration:** S. Richards, Secretary Treasurer; M. McDiarmid, Asst Superintendent;

**REPORT:**

1. 11.300 Student Travel – Supervision

The committee reviewed this policy on teacher supervision of students while on field trips or athletic travel. It was noted that this was more of an administrative regulation than a policy and could be deleted. ***The committee recommends that the Board delete this policy and incorporate it into administrative regulations.***

2. Funding Student Athletic Travel (11.300)

Mr. Richards noted that the board provides \$20,000 a year to secondary schools for athletic team travel. He noted that there was no distinct policy in this area and the committee may want to consider entrenching current practice into policy. Policy 11.300 will be revised and presented to the committee at its next meeting.

3. 11.140 Student Transportation

The committee discussed the current policy wording of 'employees only' driving the mini-busses. Administration will provide further information at the next meeting.

The meeting adjourned at approximately 3:40 pm.  
Date and time of Next Meeting: March 5, 2013 at 3:00 PM.  
Submitted by: F. Farrell, Chairperson, Policy Committee