



AGENDA

**REGULAR BOARD MEETING
FEBRUARY 18, 2014
SCHOOL BOARD OFFICE
7:00PM**

- 1) Call to Order
- 2) Opening Remarks
- 3) Adoption of Agenda
- 4) Minutes: Regular Meeting Minutes January 21, 2014
Synopsis In-Camera Meeting January 21, 2014
- 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 P. Michell Report Attached
 - c) Policy Committee L. Collingwood Report Attached
 - d) Trustee Report No Report
- 7) Unfinished Business
- 8) New Business
 - 8.1) 2013 – 2014 Draft Amended Annual Budget
- 9) Other Business
 - 9.1- Expenditure Summary – January 31, 2014
- 10) Reading File

January 2014 Enrolment Figures	Ltr frm SD27 to MOE re: Education Funding
Ltr. Frm SD39 to MOE re: Education Funding	Ltr from SD78 to L. Throness re: Literacy Funding
Ltr. Frm BCSTA: Announcement: New Director of Education Gaila Erickson	Ltr frm BVTU re: Calendar Committee –Two Week Spring Break 2015 and 2016

- 11) Closing Remarks
- 12) Next Board Meeting will be held on March 25, 2014 at the School Board Office 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 21, 2014
SCHOOL BOARD OFFICE, SMITHERS BC

PRESENT: Trustees: L. Kearns, F. Farrell, P. Michell, S. Yaremco, L. Collingwood, K. Martinsen

Regrets: J. McIntosh

Staff: C. van der Mark – Superintendent of Schools
M. McDiarmid – Assistant Superintendent of Schools
D. Margerm – Secretary Treasurer
B. Kingsmill – Recording Secretary

1. CALL TO ORDER

- The meeting was called to order at 6:04 pm

MOVED/SECONDED: F. Farrell / L. Collingwood

"That the Board meeting move In-Camera."

CARRIED

- The Board returned to Regular session at 7:03pm.

2. OPENING REMARKS

- Chairperson Kearns welcomed our guests: Ryan Jensen - Editor Interior News. Trustee McIntosh sends her regrets. Chairperson Kearns read a portion of a letter from Minister of Education Fassbender to Kiri Daust, congratulating him on his accomplishments thus far and wished him the best in Taiwan at the Twain International Science Fair competition. Mr. Daust is currently in Taiwan and School District #54 wish him the very best of luck.

3. ADOPTION OF AGENDA

MOVED/SECONDED F. Farrell / P. Michell

"That the agenda be accepted as amended!"

CARRIED

4. ADOPTION OF MINUTES

- The Chair asked if there were any corrections to the minutes of December 10, 2013; the Synopsis of the In-Camera Meeting minutes December 10, 2013. There being none, the minutes of: December 10, 2013 and the Synopsis of the In-Camera Meeting minutes December 10, 2013 were declared approved as presented.

5. ADMINISTRATION REPORT

Student Achievement

- Superintendent Chris van der Mark presented the student achievement report to the Board: Foundation Skills assessment planning is underway; The next Education Forum is coming up on February 4 (Smithers) & 6 (Houston), 2014 and it will be a discussion about changing our reporting practice and as a part of these changes, a discussion about the education value of letter grades on elementary report cards.

District Based Initiatives

- Superintendent Chris van der Mark presented the district based initiatives to the board: Faye Brownlie was back for her third of four planned sessions this year. Over 60 people attended on Thursday night ; PLC/NOII will have their next meeting on Feb 3; The calendar committee has been struck and received approximately 300 responses from parents, and 165 employees have complete the spring break survey that was sent out. The committee will be looking at a two week spring break for the 2014/2015 school year; School District #54 will be hosting a Productive Work Place Conversations session through the Justice Institute. This course will help our administrators deal with difficult conversations and situations they may face; The PVP mentorship group will be meeting again next week; School District #54 and NWCC are celebrating the completion of two new programs as the Intro to Trades and the Environmental Monitor Assistant Program wrap up this week. NWCC would like to run this program for two more additional years; School District#54 is looking into a possibility for expanding the trades in the district the potential to use Houston Secondary as a District and community trade training facility.

School Based Initiatives

- Superintendent Chris van der Mark presented the school based initiatives to the Board: Houston Secondary School has launched their new tweeter feed; WPS hosted their monthly breakfast & books program; WPS Grade 4 class held a giving day. It provided kids with a sense of citizenship and giving back.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - TSE – 40 +/- Grade 5-6 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on December 20, 2013. All Board requirements have been met for this trip.
 - TES – 45 +/- Grade 5-7 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on January 24 and January 30, 2014. All Board requirements have been met for these trips.
 - HSS – 40 +/- Grade 8-12 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on February 6, March 12 and March 26, 2014. All Board requirements have been met for these trips.
 - MME - 26 +/- Grade 5-6 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on March 5, March 12 and March 26, 2014. All Board requirements have been met for these trips.
 - SSS - 160 +/- Grade 8-9 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on January 27, February 28 and March 14, 2014. All Board requirements have been met for these trips.
 - TSE – 47 +/- Grade 4 and Grade 7 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on February 12 and March 11, 2014. All Board requirements have been met for these trips.
 - MME - 45 +/- Grade 6-7 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on March 6 and March 13, 2014. All Board requirements have been met for these trips.
- The following field trips require approval *in-principle* by the Board of Education:
 - SSS – 20 +/- Grade 9-12 Students to travel to France and Spain to live and learn about the countries cultures and to practice speaking the languages. The proposed field trip will take place during Spring Break 2015.

MOVED / SECONDED: S. Yaremco / L. Collingwood

“To approve the proposed field trip IN PRINCIPLE to France and Spain during spring break, 2015, subject to providing the District the necessary travel documentation and information required for travel to Europe. ”

CARRIED

- HSS – 15 +/- Grade 10-12 Outdoor Education Students to travel to Haida Gwaii to participate in a 4 day kayak trip and exploration of Haida Gwaii on April 28, 2014 to May 5, 2014.

MOVED / SECONDED: S. Yaremco / K. Martinsen

"To approve the proposed field trip IN PRINCIPLE to Haida Gwaii April 28 to May 5, 2014 subject to providing the District the necessary travel documentation."

CARRIED

OPERATIONS:

- Secretary Treasurer Margerm provided an operations report to the Board: Requests for 2014 – 2015 Enrollment projections have gone out to all schools; Mr. Margerm and Assistant Secretary Treasurer Perreault are working on the Amended Budget and it will be presented to the Operations Committee in February and then brought to the February board meeting for approval; Mr. Hildebrandt, Director, Facilities & Maintenance and Mr. Margerm will be starting the process of meeting with each school to discuss capital planning projects; School District # 54 recently purchased three new vehicles and will be procuring two buses in the near future.

6.a) COMMUNITY RELATIONS/ EDUCATION FORUM COMMITTEE

- Chairperson Trustee Farrell announced the February education forum will be held on February 4th in Smithers and February 6th in Houston. We will be discussing changing our reporting practices and the educational value of letter grades at the elementary report cards.

6.b) OPERATIONS COMMITTEE REPORT

- Chairperson Michell presented the Operations Committee's Report from the January 7, 2014 meeting; The committee discussed Capital Project Bylaw 115916 that allows the district to purchase two buses. Trustee Michell turned the chair over to Trustee Kearns.
- Chairperson Kearns asked for unanimous consent to do all three readings tonight for Bylaw # 115916. Unanimous consent was given.

MOTION/ SECOND K. Martinsen / F. Farrell

" The committee recommends that the Board give all 3 readings to the amended Bylaw 115916."

CARRIED

CAPITAL PROJECT BYLAW 115916

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.

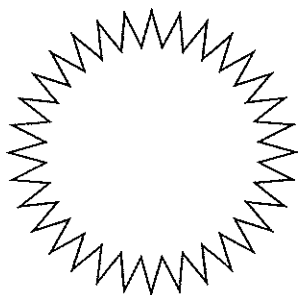
NOW THEREFORE the Board enacts as follows:

1. The capital project of the Board approved by the Minister and specifying a maximum expenditure of \$218,954 for Project No. 115916 is hereby adopted.
2. This Bylaw may be cited as "School District No. 54 (Bulkley Valley) Capital Project Bylaw No. 115916.

READ A FIRST TIME THE 21ST day of January, 2014.

READ A SECOND TIME THE 21ST day of January, 2014.

READ A THIRD TIME, PASSED AND ADOPTED THE 21ST day of January, 2014.



Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 54 (Bulkley Valley) Capital Project Bylaw No. 115916 adopted by the Board the 21ST day of January, 2014.

Secretary-Treasurer

- Assistant Superintendent McDiarmid provided an update on the progress of the Calendar Committee; Secretary Treasurer Margem provided a report on Employee Sick Time which results in an increasing percent of disposable operating budget; Superintendent van der Mark presented to the committee email correspondence from Patrick Witwicki from the Association des francophones et francophiles du Nord-Ouest to BV Canadian Parents for French representative Ms. P. Mahoney in regards to the French Immersion program at School District #54.

MOVED / SECOND: P. Michell / S. Yaremco

"A letter of response is to be written from the Board."

CARRIED

- Mr. Hildebrandt Director, Facilities and Maintenance provided an update on the Bulkley Valley Engineering Services request to purchase the Chandler Park Middle School gym floor.

MOVED / SECOND: P. Michell / F. Farrell

"To authorize the sale of the gym wood floor to Bulkley Valley Engineering Services."

CARRIED

- Secretary Treasurer Margerm updated the committee on the heating newly signed contract between the Village of Telkwa and School District #54. Mr. Margerm also informed the committee that NEWPRO would be closing until further notice due to 'poor market conditions.'

6.c) POLICY COMMITTEE REPORT

- On behalf of Chairperson McIntosh, Trustee Collingwood presented the Policy Committee Report from the January 7th, 2014 meeting: Remove from committee agenda Policy 6.209 Use of School Facilities by Child Care Providers; Policy 6.331 Disaster Recovery and Policy 11.140 Student transportation, a sub-committee was formed to discuss this policy and what services are required to be provided by School District #54; The committee discussed Policy 1.150 Community Relations as Community Relations has increasingly been seen as a function of Education Forum (1.15250) Administration will work on wording that will cover both Education Forum (1.15250) and Community Relations (1.150) without losing function.

6.d) TRUSTEE REPORT

- Trustee Reports were submitted by Trustee Kearns, Trustee Farrell, Trustee Michell and Trustee Collingwood on their trip to the Trustee Academy in Vancouver on December 5-6, 2013. Trustee Yaremco spoke on the highlights for her from the Trustee Academy.

7. UNFINISHED BUSINESS

- There was no unfinished business.

8. NEW BUSINESS

- There was no new business

9. OTHER BUSINESS

- 9.1 The December 31, 2013 expenditure summary was included in the Trustees Board Packages.

10. READING FILE

Ltr frm B.Bennett to T.Rezansoff re: BC Hydro Rate Increases	Ltr. frm Friends of the Smithers Library re: Digitizing Project
Dec 20, 2013 Enrollment	Ltr frm MOE re: Election Campaign Financing Act
Ltr frm MOE re: Changes to Distributed Learning	Ltr frm R. Woods to T. Rezansoff re: Restraint and Seclusion Consultation
Ltr frm OAG of BC re: Appointment of Auditors for Gov't Organizations	Ltr frm MOE to T.Rezansoff re: ERASE Provincial Advisory Council Invitation
SD05 to MOE re: Local Gov't Elections Legislation	SD08 to MOE re: Savings Plan
SD23 to MOE re: SSCFGS Recommendations	SD38 to MOE re: Priority Education Investment Fund
SD46 to MOE re: SSCFGS	SD70 to MOE re: SSCFGS Recommendations
SD71 to MOE re: Funding CUPE Wage Increase	SD73 to MOE re: Cost Pressures
Ltr frm T. Resansoff to MOE re: Seclusion & Restraint	Ltr from C. Marcotte re: Thank you

MOVED/SECONDED: L. Collingwood / S. Yaremco

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

CARRIED

11. NEXT BOARD MEETING

- The next regularly School Board meeting will be held on February 18th, 2014 commencing at 7:00 pm at the School Board Office in Smithers.

12. ADJORNED

- The Board meeting was adjourned at 7:57pm.

Les Kearns
Chairman of the Board of Education

Dave Margern
Secretary Treasurer

DRAFT



SYNOPSIS
OF
IN-CAMERA MEETING
SCHOOL DISTRICT #54 (Bulkley Valley)
JANAUARY 21, 2014
SCHOOL BOARD OFFICE , SMITHERS , B.C.

The regular meeting was called to order at 6:04 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 10, 2013. There being none, the In-Camera meeting minutes of December 10, 2013 declared approved as presented by the Chairperson.
- Administration reported on routine staffing issues.
- The Operations Committee reported on: Labour relations matters and real property issues.

The Board returned to regular session at 6:37p.m.

SCHOOL DISTRICT 54

(Bulkley Valley)

REPORT FROM ADMINISTRATION

to the
Board of Education
February 18, 2014

- **Legacy :** School District #54 was saddened to hear of the passing of Gisday'way, Alfred Joseph. From speaking with Ms. Markert, Gisday'way was critical in helping with the history book and we are fortunate to have had the opportunity to listen to, record and learn from his stories and those of the Wet'suwet'en Nation.

Our thoughts are with his wife, Dora, and the Wet'suwet'en People.

Below is an article community members might be interested in.

<http://rabble.ca/blogs/bloggers/tylermccreary/2014/02/remembering-one-heroes-alfred-joseph>

Student Achievement

- **Big Band Concert:** On Saturday, February 15th, 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.
- **Semester Change:** For high school students the semesters have recently changed. Please ensure you contact the school if you have any questions or concerns regarding any final marks that might exist so that interventions and assistance can be provided in a timely fashion where possible. Please keep in touch with your child's teacher(s) regarding progress.

INNOVATION / INITIATIVES

- **Professional Learning Community/ Network of Inquiry and Innovation:** On February 3rd, educators from across the district met to share the inquiry projects and talk about how their work deepens student learning. Educators are working through John Hattie's, *Visible Learning for Teachers*, an excellent study of the critical components for effective teaching and learning.
- **Education Forum:** On Tuesday and Thursday, February 4 and 6, the District hosted Education Forums in Smithers and Houston to discuss "Communicating Student Learning".
- **Construction Foundation of BC:** The School District, in partnership with NWCC and Industry in Houston, has put forth an extensive grant application to transform Houston Secondary into a community and industry training facility. We intend to partner extensively with NWCC and industry in the coming years and are committed to overcoming student transportation issues that sometimes restricts student choice. We will find out soon if we have been successful in our application.

SCHOOL DISTRICT 54

(Bulkley Valley)

- **NWCC Pilot Courses Completed:** The provinces only EMAP program had a successful graduation with 16 SD#54 students completing this engaging program. Similarly, the Intro to Trades program completed its first cohort. Congratulations to all the students and big thanks to NWCC for being an outstanding partner. We look forward to expanding these opportunities in the near future.

District Based Initiatives

- **Kindergarten Registration:** Kindergarten registration takes place **February 17th to 21st**. Notices have gone out to the radio, paper and through schools. We are asking that all parents planning on enrolling kindergarten students for September 2014 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 who are planning to retire, to give us notice in writing on, or before, April 1, 2014. This notice is valuable in order to better plan and meet our staffing requirements.
- **Elementary Basketball:** Twain Sullivan and Silverthorne co-host the elementary basketball event on Thursday, February 27. Thanks in advance to Mr. Fehr and Mr. Bird for organizing, and to the coaches and students.
- **FSA:** School's in the Bulkley Valley have nearly completed 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: Matthew Fowler, Lindsey Nielson, Jenny Hidber, Danielle Irvine, Sonja Worsfold, Megan Lowe, Alison MacDougall.
- **High School Course Selections:** Students have begun to be informed about potential options existing for the 2014/15 school year, particularly at the grades 10-12. We encourage parents to be involved, especially as more choices are provided. New dual credit courses, such as Millwright/Mechanic as well as Professional Cook 1 and Carpentry will be options. These courses range between \$3,000-\$6,000 if students pursue them after school. They are very inexpensive if completed while in high school and provide employment ready skills. We will also provide scheduling flexibility for students to access the successful Environmental Monitor (EMAP) and Introduction to Trades courses through NWCC.

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- **Walnut Park:** On Wednesday, February 12, Walnut Park continued their Breakfast and Books, monthly event. Thanks to parents, staff and SCSA for making this wonderful start to the day for our students possible.

Field Trip Proposals

- The following field trips have been approved by the Assistant Superintendent:
 - **LKS** – 24 +/- Grade 6-7 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on January 23 and February 6, 2014. All Board requirements have been met for this trip.
 - **SSS** – 10 Grade 9-12 Students to travel to Edmonton to participate in a wrestling tournament on January 30 to February 2, 2014. All Board requirements have been met for this trip.
 - **WPS** – 40 +/- Grade 7 Students to travel up to Hudson Bay Mountain to participate in ski and snowboard lessons on: February 26, March 5 and March 12, 2014. All Board requirements have been met for these trips.
- The following field trip require *final* approval by the Board of Education:
 - **SSS** – 59 Grade 10-12 Students travelling to Cuba to take part in the "Performance Tour of Cuba" for the SSS Sr. Concert Band and SSS Sr. Jazz Band during the period of April 25th – May 3, 2014. All Board requirements have been met for these trips.

OPERATIONS

- **Reporting** - 1701 Certificate of Excellence has been granted to SD54 by the Ministry. This is achieved when the September enrollment submission has no errors – quite an accomplishment! Much of the acclamation goes to Ms. Nora Kerr who oversees the 1701 process and works with many districts to provide accurate data.

February 1701 is currently being completed and will be sent to Ministry in next two weeks.



School District No. 54 (BULKLEY VALLEY)

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

Education Forum Report February 4 and February 6, 2014

On Tuesday February 4th in Smithers and Thursday February 6th in Houston, I had the chance to Chair the Education forum, delving in a community discussion on alternatives to conventional grading and reporting in the school system.

The Smithers forum was held at the Walnut Park Training Centre while the Houston Secondary School Library was the venue for the Houston forum. Both events had plenty of brainstorming and was attended by Educators, Administrators, Trustees and parents. It offered a plethora of ideas of how a non-grading evaluation system would work, particularly in the elementary school level.

There appeared to be a general consensus that any changes to the grading system would have to be well planned and communicated to all stakeholders, particularly students. Such a departure in conventional measurement of achievement would come in a team concept where educators would work with parents and student to offer a collaborative perspective on their learning. Use of portfolios along with student lead presentations of their learning were discussed. Pitfalls included time, changing students mind sets at higher levels, along with whether the evaluation process at the senior high school level would fit seamlessly in post-secondary studies, or for that matter grad requirements.

Assistant Superintendent Michael McDiarmid led the discussion in Smithers and Superintendent van der Mark in Houston, and they offered a video of an educator in the Maple Ridge School District relaying their experiences in non-grading student achievement. Overall the feedback was positive to enter into at least a pilot arrangement with one school to capture the successful formula for success district wide.

Overall it was refreshing to have all perspectives give feedback on how it could work in our District. Thanks to the aforementioned presenters and the audience who offered ideas that will be tabled for further discussion at the administration level.

Frank Farrell
Education Forum Chair
School District #54 (Bulkley Valley)

SCHOOL DISTRICT 54
(Bulkley Valley)

OPERATIONS COMMITTEE MEETING

February 4th, 2014 5:00 PM

School Board Office

Members	Administration
P. Michell , Chair K. Martinsen (Alternate), S. Yaremco (acting chair) L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance
Regrets: P. Michell, K. Martinsen	

The regular meeting convened at 5:40 pm and continued to 6:23 pm.

***** There was no quorum of the committee *****

***** Please read background information to allow for discussion and any recommendations *****

Operations Committee Regular Report

Amended budget (Bylaw)

Mr. Margerm presented information in regards to the amended budget. There is an operating surplus of \$0 so far this year with overall deficit of \$172,547 due to deficit in capital account. The capital deficit has increased as compared to preliminary budget by \$109,300 due to purchase of two buses and three fleet trucks. ***Amended budget will need 3 readings at February Board meeting.***

Calendar update

Based on committee work with consulting users, there are four recommendations:

1. *The board approve a calendar with a two week spring break for 2014/15 school year*
2. *The board approve that spring break be tied to Easter*
3. *The board approve that the calendar pattern of a two week break placed next to Easter be followed for two consecutive years 14/15 and 15/16*
4. *A board request to the BVTU to consider moving a NID to the end of August*

The Board will wait for the BVTU to respond and then options for next year's calendar will be discussed.

Amended information: The BVTU has responded that they will not agree to move a non-instructional day to the end of August.

Report Card update

The report card conversation continues at the Education Forums this Tuesday, February 4th at 7 pm (Smithers) and Thursday, February 6 at 5 pm (Houston).

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(Bulkley Valley)

Quick School Plaque

District administration will locate the plaque, and remove to board office if not already done. The Board will discuss Mr. Haslett's request at the February Board meeting.

Date & Time of Next Meeting: March 4th, 2014

SCHOOL DISTRICT 54
(Bulkley Valley)

REPORT
POLICY COMMITTEE MEETING

February 4th, 2014 3:00 PM School Board Office

Members	Administration
L. Collingwood, Chair J. McIntosh (Alternate) F. Farrell L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance
Regrets:	

The regular meeting convened at 3:04 pm and continued to 5:00 PM.

REPORT POLICY COMMITTEE

REVIEW OF PREVIOUS MEETING OF January 7th, 2014

Policy	Description	Type	Status
11.140	Student Transportation	Revision	On-going
9.950	Student Choice	Revision	In-committee
1.150	Standing Committees	Revision	In-committee
1.1525	Education Forum	Deletion	In-committee

NEW BUSINESS

Standing Committees (1.150) & Education Forum (1.1525):

There was a discussion around embedding the Education Forum within the Community Relations Committee to reflect ongoing practice. ***Table for discussion at next Policy Committee meeting.***

IT Systems & Information Security - Disaster Recovery (6.330)

Mr. Margerm provided a draft of the adjustment necessary to add the IT Data Recovery Program to the Systems & Information Security Policy given the request from the Auditor General. Mr. Margerm also went through the new IT Data Recovery Program created by Mr. Malkinson and Mr. Margerm. ***The Committee recommends a motion approving the changes to the Systems & Information Security Policy and the acceptance of the District 54 IT Data Recovery Program as presented by Mr. Margerm.***

Purchasing Policy (6.340)

Mr. Margerm reviewed suggested changes to Policy 6.340 – Purchasing Policy. District administration is recommending the increase from \$250 to \$1000 for the purchase of equipment subject to providing two quotes and the signature of the Secretary Treasurer. The administration finds the historical \$250 amount unrealistically low in today's values which consume inordinate administrator or secretarial time procuring quotes and a Secretary Treasurer signature. This would also allow for less confusion between quotes and a required ST

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation Yes, Not required, Complete

SCHOOL DISTRICT 54 (Bulkley Valley)

signature for supplies versus equipment. The new changes to policy would outline that 2 quotes and Secretary Treasure signature for any purchase over \$1000. ***The committee recommends the approval of the changes, outlined by Mr. Margerm, to the Purchasing Policy by increasing the \$250 to a \$1000 threshold for 2 quotes and Secretary Treasurer's signature for equipment.***

Student Choice (9.950):

Committee continued discussion on transportation policy around catchment areas, bussing and after-school transportation. Mr. Margerm reported back in regards to trustee requests last committee meeting involving legal liability of location of dropping students off and transporting students without permission forms (secondary). The School Protection Program advised us that the school district is not responsible for students after dropping them off, but we are legally responsible for students on the bus. Therefore, permission forms are necessary for students being transported.

There was discussion in regards to after-school transportation to non-residence locations. Some consensus that district should not be a public service for transporting students around to different locations after school – especially on a regular basis – if creating complexity or safety issues. (independent schools, places of business, day-care...) The issue of short Thursdays was also raised as to whether the 1:45 dismissal also adds to transportation complexity. Increased transportation complexity also increases safety issues as all parents should have knowledge of their children being transported. Some support for the irregular, one-time bussing requests (eg. birthday parties), but even these requests can have some implications for exceeding seating capacity. These requests seem to have been working out fine at elementary schools.

It was also noted about implications for bus drivers. Policy should inform bus drivers to allow them to make decisions, especially around safety issues (eg. Special circumstances – whether a bus driver can pick up a student standing on side of road in severe cold). Moreover, the policy should not complicate routines for bus drivers too much.

Table for discussion at next committee meeting

Student Trustee:

The committee discussed several aspects of the possible student trustee policy. The committee proposed several questions:

- should a subcommittee deliberate the idea of a school trustee policy?
- should this be a policy or a structure for student representation?
- should we solicit high school representation?
- are students even interested Board representation?
- Forum for discussion?
- Why are we doing this?

Propose continuing this discussion in March committee meeting. ***Table for discussion***

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation Yes, Not required, Complete

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C. Date & Time of Next Meeting: March 4th, 2014

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation Yes, Not required, Complete