1. Opening By Chair
   1.1 Call to Order
   1.2 Acknowledgement of Meeting Held on Traditional Secwepemc (Shuswap) Territory
   1.3 Approval of Agenda

   **Recommended Motion**
   THAT the agenda of the regular open meeting of the Board of Education be adopted as circulated.

2. Public Participation (Section 1)
   2.1 District Showcasing
      2.1.1 Nature Kindergarten - Joan Lozier and Sylvia Swift
      Teachers Joan Lozier and Sylvia Swift will present an overview of the start up of the new Nature Kindergarten.

      2.1.2 Trades / Careers
      Dave Corbett (Coordinator Career Programs), Shane Sliziak (Principal Alexis Creek School), and Linda Black (Rural Education) will showcase the welding program, house building program, and trades event that have occurred over the summer until now.
2.1.3  Soda Creek LEA Signing Ceremony

The Soda Creek Band (Xats'ull) and School District No. 27 (Cariboo-Chilcotin) are pleased to announce the successful negotiation of a Local Education Agreement. Both parties are invited to formally sign the document.

2.2  Public Input/Comment on Items ON the Agenda

How and when does public address the Board of Education?

Items ON the Agenda:

1. At the start of the agenda, the Board has allowed for a period of not more than 30 minutes total for public to address the Board (max 5 minutes each).
2. Address the Board Chair with COMMENTS only regarding items ON the agenda. The Board Chair will not enter into dialoge with the public as the Board has not debated the issue yet. Public comments will be considered when the Board addresses and debates the issue later in the agenda.
3. To be placed on the speakers' list, public members MUST fill out a card and identify themselves to the Secretary Treasurer PRIOR to the opening of the meeting.

Items NOT on the Agenda

1. There is a QUESTION period at the END of the agenda for items NOT on the agenda. Cards are not required. Here is a 15 minute maximum time allotment for all to speak.
2. Address the Board Chair. Other than answering simple questions of fact, the Board Chair will not normally act upon any concern or request brought forward at the same meeting.
3. Members of the Board will not enter into debate with members of the audience.
3. **Consent Agenda**

All items that are deemed to be non-controversial (such as the approval of previous minutes, motions to receive reports, proposals to change the agenda or add late items or motions to it, and other routine business) may be grouped together under "Consent Agenda."

At the request of any member, an item may be removed from the Consent Agenda for separate consideration.

After the Chair gives the opportunity to remove any items, the Chair shall take one vote on the items remaining on the Consent Agenda, and shall then proceed with the items (if any) that were removed from it for separate consideration.

**Recommended Motion**

THAT the Board of Education adopts and receives all items listed on the Consent Agenda [, with the exception of items (list by number)].

3.1 **Items for Approval**

3.1.1 **Adoption of Minutes**

**Recommended Motion**

THAT the minutes of the regular open meeting of the Board of Education, dated 27 September 2016, be adopted as circulated.

3.2 **Items for Information**

3.2.1 **Closed Meeting Report - 2016.09.27**

3.2.2 **Upcoming Meetings and Conferences List - November 2016**

3.2.3 **Outstanding Motions and Directions Report - 2016.09.29**

3.2.4 **Superintendent of Schools Report**

The Superintendent's Report included updates on the following:

1. Curriculum Implementation and Coding Support
2. Skills Training Access Grant
3. Trades Awareness Day in Alexis Creek
4. Horsefly Elementary/Jnr Secondary Farm to Cafeteria Grant
5. SOGI Policy Summit
6. Health and Safety
7. Meetings Attended and Upcoming
3.2.5 Secretary Treasurer Report

The Secretary Treasurer’s report included updates on the following:

1. Bussing
2. IT Department

3.2.6 Governance Committee Minutes - 2016.10.11

3.2.7 Other Trustee Liaison/Representative Meeting Reports

1. Trustee Dyment - Report of Activities

3.2.8 Staffing Update - Policy 4111 Recruitment and Selection of Staff

4. Action Items

4.1 Trustee Vacancy

Section 52 (2) of the School Act states:

*If a trustee is continuously absent from board meetings for a period of 3 consecutive months, unless the absence is because of illness or with the leave of the board, the office of the member is deemed to be vacant and the person who held the office is disqualified from holding office as a trustee until the next general school election.*

In accordance with the above legislation, the office of Zone 7 trustee, Joyce Cooper being absent from Board Meetings since 31 May 2016, is deemed to be vacant and Ms. Cooper is disqualified from holding office as trustee until the next general school election.

In accordance with the School Act (s. 36) the Board has 30 days to appoint a Chief Election Officer. As the next meeting of the Board is 35 days away, the Board must either call a special meeting (November 15th, 6:30 pm following the Governance Committee Meeting) or make the appointment tonight.

The Chief Election Officer must then set a general voting day for a trustee election, which must be a Saturday no later than 80 days after the date the Chief Election Officer is appointed. If the CEO is appointed tonight, the election must be called for on 31 December 2016. If a special meeting is called on 15 November, the general election day would fall on 28 January 2017.
Recommended Motion
THAT the Board of Education call a special open meeting on 18 November 2016, 6:30 pm for the purpose of appointing a Chief Election Officer for the by-election for trustee in Zone 7.

4.2 Policy 3519 Alcohol Protocols

At the 27 September 2016 meeting of the Board, the Board approved, in principle, new policy 3519 Alcohol Protocols. The Policy was circulated via the website to members of the public and to stakeholders via the Governance Committee. It should be noted that there were no stakeholder representatives in attendance at the 11 October 2016 meeting.

Input received from the public is attached.

In considering input from the public, District Staff recommends the addition of the word "sponsored" under regulations A.1 Definition of School Use. By adding the word sponsored, it clarifies that if the District/School is sponsoring (either financially, by donation, or collecting donations on behalf of etc.) the event would be considered under the control of the District.

Recommended Motion
THAT the Board of Education, after considering input from the public and receiving no input from the Governance Committee, adopts new Policy 3519 Alcohol Protocols as presented and revised.

4.3 Policy 1161 Trustee Remuneration

At the request of Trustee O'Neill, Policy 1161 Trustee Remuneration is brought forward for recommended changes.

Recommended Motion
THAT the Board of Education direct District Staff to revise Policy 1161 Trustee Remuneration to reflect a loss of remuneration for individual trustees who are absent from regular open and closed meetings of the Board, for reasons other than illness, at a rate of $75.00 for meetings lasting less than 4 hours and $120.00 for meetings lasting more than 4 hours.

5. Public Participation (Section 2)

5.1 Public Questions Regarding Items NOT On the Agenda
6. Adjournment

Recommended Motion

THAT the Board of Education adjourn the meeting at ___pm.
Tanya Guenther, Chair
Brice O’Neill, Vice-Chair
Sheila Boehm, Trustee
Christine Dyment, Trustee
Linda Nielsen, Trustee

Joyce Cooper, Trustee
Chris Pettman, Trustee

Mark Wintjes, Acting Superintendent
Kevin Futcher, Secretary Treasurer
Connee Newberry, Executive Assistant

Jerome Beauchamp, Director of Instruction
Rob Taylor, Director of Instruction
Sylvia Seibert-Dubray, Director of Instruction

1. Opening by Chair
   1.1 Call to Order
       The Chair called the meeting to order at 6:31 pm.

   1.2 Acknowledgement of Meeting Held on Traditional Secwepemc (Shuswap) Territory
       The Chair acknowledged that the meeting was being held on traditional Secwepemc (Shuswap) territory.

       The Chair welcomed newly appointed Acting Superintendent, Mark Wintjes.

   1.3 Approval of Agenda
       O2016.09.27-01 It was duly moved and seconded:
       THAT the agenda of the regular open meeting of the Board of Education be adopted as circulated.

       CARRIED Unanimously

2. Public Participation (Section 1)
   2.1 Public Input/Comment on Items ON the Agenda - none

3. Consent Agenda
   The Chair gave opportunity for items to be removed from the Consent Agenda for separate consideration. The following motions and items were included on the Consent Agenda:
It was duly moved and seconded:
THAT the Board of Education adopts and receives all items listed on the Consent Agenda.

CARRIED Unanimously

3.1 Items for Approval

3.1.1 Adoption of Minutes
THAT the minutes of the regular open meeting of the Board of Education, dated 28 June 2016 be adopted as circulated.

3.1.2 Correspondence Report
THAT the Board of Education receive the correspondence as listed in the Open Correspondence Report dated 2016.09.14.

3.1.3 Unexpended Aboriginal Education Amount
Unexpended Funds in targeted accounts require special permission from the Minister to be carried forward in the next school-year.

THAT the Board of Education write to the Minister of Education and request permission to under spend the District's 2015-2016 targeted Aboriginal education funding in the amount of $159,720 as per section 106.4(2) of the School Act.

3.2 Items for Information

3.2.1 Closed Meeting Report – 2016.06.28

3.2.2 Upcoming Meetings and Conferences List – October 2016
3.2.2.1 Orange Shirt Day - 30 September 2016

3.2.3 Outstanding Motions and Directions Report – 2016.06.28

3.2.4 Superintendent of Schools Report
The Superintendent's Report includes updates regarding the following:
1. Opening Statement
2. PSO Closure
3. Administrative Meeting
4. Meetings and Events attended and upcoming

3.2.5 Secretary-Treasurer Report
The Secretary Treasurer's Report included updates on the following:
1. Capital Projects
2. IT Department
3. Bussing
4. Bus Driver Training Course
5. Break Ins
6. Vehicle Accident - LCSS (WL Campus)
7. Vehicle Insurance
8. Facilities - work completed over the summer

3.2.6 Preliminary Enrolment Report – 2016.09.19

3.2.7 Provincial Anti-Bullying Policies
The Board was advised that the District met the new Ministry requirements for anti-bullying within its current policy.

3.2.8 StrongStart and Kindergym Funding
In response to a question from the public, the Board was advised that there is different programs offered through the Ministry’s early years funding. The School District offers StrongStart and Kindergym.

4. Action Items

4.1 Board Governance
4.1.1 Strategic Plan
Board Chair presented the Strategic Plan.

O2016.09.27-03 It was duly moved and seconded:
THAT the Board of Education accept the final document of the Strategic Plan and that it be released to the public via the District’s website and shared with schools and staff.

CARRIED Unanimously

4.1.2 Trustee Code of Conduct Signing Ceremony
In December 2015 the Board of Education agreed to formally sign a document that acknowledges and accepts the terms outlined in the new Policy 1163 Trustee Code of Conduct. Trustees were invited to sign the document.

4.2 Finance
4.2.1 2015-2016 Audited Financial
The Secretary Treasurer presented the 2015-2016 Audited Financial Statements.

O2016.09.27-04 It was duly moved and seconded:
THAT the Board of Education receive the 2015-2016 Audited Financial Statements and submit the Statements to the Ministry of Education, as presented.

CARRIED Unanimously

4.2.2 Five Year Capital Plan
The Secretary Treasurer presented the Five Year Capital Plan.
O2016.09.27-05  It was duly moved and seconded:
THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2016-2017 Five Year Capital Plan as presented.

CARRIED Unanimously

4.2.3 Annual Facilities Grant Bylaw

O2016.09.27-06  It was duly moved and seconded:
THAT the Board of Education, considering this decision is required in bylaw form, rescinds the following motion made at the 26 April 2016 open meeting of the Board:

THAT the Board of Education approves the Annual Facilities Grant Expenditure Plan for the period 01 April 2016 - 31 March 2017, in the amount of $1,439,561.

CARRIED

O2016.09.27-07  It was duly moved and seconded:
THAT, in accordance with Section 68(4) of the School Act, the Board of Education unanimously agrees to give the School District No. 27 (Cariboo-Chilcotin) Capital Project Bylaw 127070 (2016-2017 Annual Facility Grant) all three readings at this meeting.

CARRIED Unanimously

O2016.09.27-08  It was duly moved and seconded:
THAT School District No. 27 (Cariboo-Chilcotin) Capital Project Bylaw 127070 (2016-2017 Annual Facility Grant) specifying a total maximum allocation of $1,519,172.00 be read a first time this 27th day of September 2016.

CARRIED Unanimously

O2016.09.27-09  It was duly moved and seconded:
THAT School District No. 27 (Cariboo-Chilcotin) Capital Project Bylaw 127070 (2016-2017 Annual Facility Grant) specifying a total maximum allocation of $1,519,172.00 be read a second time this 27th day of September 2016.

CARRIED Unanimously

O2016.09.27-10  It was duly moved and seconded:
THAT School District No. 27 (Cariboo-Chilcotin) Capital Project Bylaw 127070 (2016-2017 Annual Facility Grant) specifying a total maximum allocation of $1,519,172.00 be read a third time, passed and adopted this 27th day of September 2016.

CARRIED Unanimously
4.2.4 Funding Announcements

4.2.4.1 Transportation

O2016.09.27-11 It was duly moved and seconded: THAT the Board of Education endorse the application to the Ministry of Education to allocate $739,024 to improve student transportation within the District, with any remaining funds to be applied to the District's deficit.

CARRIED Unanimously

4.2.4.2 School Enhancement Program Funds

O2016.09.27-12 It was duly moved and seconded: THAT the Board of Education endorse the application to the Ministry of Education to allocate $398,073 from the School Enhancement Program (2016-2017) for facility projects as presented.

CARRIED Unanimously

O2016.09.27-13 It was duly moved and seconded: THAT the Board of Education write a letter to the Minister of Education praising the recognition of rural school districts' transportation funding costs and the supplemental school enhancement allocations to those districts.

CARRIED

4.3 Policy

4.3.1 Policy Review Plan

O2016.09.27-14 It was duly moved and seconded: THAT the Board of Education endorse the proposed schedule for cyclic policy review, to begin in January 2017, reflecting the third year of this term of the Board.

CARRIED Unanimously

4.3.2 NEW Policy Alcohol Protocols

A draft policy regarding alcohol protocols was presented by the Secretary Treasurer.

O2016.09.27-15 It was duly moved and seconded: THAT the Board of Education, approve in principle, new policy Alcohol Protocols, and that the proposed policy be brought to the Governance Committee and to the public for input via the District's website for input, with final adoption at the 18 October 2016 meeting of the Board.

CARRIED Unanimously
4.4 **Trustee Electoral Boundaries**

The Board discussed and considered information received from community consultation meetings.

O2016.09.27-16 *It was duly moved and seconded:* LN

THAT the Board of Education write to the Minister of Education requesting that, pursuant to section 30 (4) of the *School Act*, the Minister consider making a variation order that will combining Electoral Zones 5 and 6, electing 2 trustees at large with all other zones remaining unchanged.

**CARRIED**

O2016.09.27-17 *It was duly moved and seconded:*

THAT the Board of Education solicit the views of the City of Williams Lake, District of 100 Mile House, Cariboo Regional District, and Local First Nations, as appropriate, regarding the recommended variance to trustee electoral boundaries.

**CARRIED Unanimously**

6. **Public Participation (Section 2)**

6.1 Public Questions Regarding Items NOT On the Agenda - none

7. **Adjournment**

O2016.09.27-18 *It was duly moved and seconded:*

THAT the Board of Education adjourn the meeting at 8:04 pm.

**CARRIED Unanimously**

_________________________
Kevin Futcher
Secretary Treasurer

_________________________
Tanya Guenther
Chair
Record Pursuant to Section 72 of the School Act: Matters Discussed and Decisions reached at the Closed Meeting of the Board of Education held 27 September 2016 at the Board Office.

1. Opening by Chair
   1.1. Call to Order 3:38 pm
   1.2. Special Motion to hold a closed meeting
   1.3. Approval of Agenda

2. Consent Agenda
   2.1. Items for Approval
       2.1.1. Adoption of Minutes 2016.06.28, 2016.07.12, 2016.08.16, and 2016.09.14
       2.1.2. Receipt of Closed Correspondence listed on report dated 2016.09.14.
       2.1.3. LEA – Soda Creek Indian Band - decision
   2.2. Items for Information
       2.2.1. Secretary Treasurer Report
       2.2.2. Ad Hoc HR Committee Minutes: 2016.06.30, 2016.07.04 (4), 2016.07.20 (2), 2016.09.09, 2016.09.14
       2.2.3. Motions and Directions Report 2016.06.28
       2.2.4. Whistleblower Report – 2015.07.01 – 2016.06.30

3. Action Items
   3.2. PERSONNEL Exempt Staff
       3.2.1. Executive Compensation Disclosure and Compensation Philosophy - decision
       3.2.2. Secretary Treasurer Contract: Secretary Treasurer was excused for this item. Decision
       3.2.3. Principal / Vice-Principal Compensation Model – decision
       3.2.4. Superintendent Performance Review Presentation - direction

4. LEGAL: Trustee Issue - information

5. Adjournment 5:23 pm
# 2016-2017 Trustee Calendar

## October 16

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<th>SUNDAY</th>
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### October 16 Activities

- **10:00am FNEC (board room) - district calendar**
- **1:00pm IUOE Liaison**
- **1:30pm IUOE Liaison**
- **2:30pm Brd HR Ad Hoc**
- **3:30pm Canceled: SELC**

- **4:30pm Canceled: CCPVPA Liaison (committee room) - district calendar**

- **1:00pm CCTA Liaison PreMeet (committee)**
- **1:30pm CCTA Liaison**
- **3:30pm Gov Com**

- **4:30pm Canceled: CCPVPA Liaison (committee room) - district calendar**

- **Parent/Teach Short 1 hr - district calendar**
- **5:00pm SC Joint Com (Dist 100MH)**
- **3:30pm Clsd Brd Mtg**
- **6:30pm Brd Open Mtg**

- **Prov Partner Mtg (Vancouver) - district calendar**

- **BCSTA Brd Chair Mtg (Vancouver) - district calendar**

- **Trustee Exp Claim Due - district calendar**
- **10:00am Brd Budget In-Depth (committee)**

- **Stat Holdiay - district calendar**
- **BCPSEA Symposium (Vancouver) - district calendar**

- **Parent/Teach Short 1 hr - district calendar**

- **Parent/Teach Short 1 hr - district calendar**

- **Non-I Day - district calendar**

- **Prov Partner Mtg (Vancouver) - district calendar**

- **BCSTA Prov Coun (Vnc) - district calendar**
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<th>Sunday</th>
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<td>1:00pm IUOE Liaison PreMeet (committee)</td>
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<td>10:00am FNEC (board room) - district calendar</td>
<td>Trustee Exp Claim Due - district calendar</td>
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<td>4:30pm CCPVPA Liaison (committee room) - district calendar</td>
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**Note:** The calendar includes various meetings and events throughout the weeks of November 16 and December 16.
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<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Agenda Item</th>
<th>Assigned To</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Open</td>
<td>2011.02.22</td>
<td>From Previous Board Meetings</td>
<td>kevin futcher, mark thiessen</td>
<td>with IT</td>
<td>2011.02.22 50.11 THAT the Board of Education accept the recommendation of the Environmental Stewardship Committee and create an electronic listing of surplus equipment and learning resources by facility to encourage the sharing of resources amongst schools. ACTION: Develop Electronic Listing of surplus equip etc.</td>
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<td>Open</td>
<td>2013.10.22</td>
<td>Five Year Capital Plan</td>
<td>kevin futcher</td>
<td>HOLD</td>
<td>O-13 THAT the Board of Education continues, since 2001.01.25, to place the replacement of 100 Mile House Elementary School as priority one, predicated on approval of capital expansion funding.</td>
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<td>Open</td>
<td>2015.02.24</td>
<td>Outdoor Education</td>
<td>mark thiessen</td>
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<td>07 THAT the Board of Education, in the spirit of providing more educational choices for students, approves, in principle, District Staffs pursuit of providing more outdoor education programming to the students of the Cariboo-Chilcotin, bearing in mind the Boards fiscal responsibility.ACTION: Supt to proceed research</td>
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<td>Open</td>
<td>2015.02.24</td>
<td>Trustee Election Report</td>
<td>connee newberry, kevin futcher</td>
<td>COMPLETE</td>
<td>09  THAT the Board of Education is in support of reviewing Electoral Zone Boundaries for trustee elections, as per the Chief Election Officers 2014 Report to the Board, and directs District Staff to begin a preliminary investigation into the process and report back to the Board no later than February 2016.ACTION: Look at process AND bring back by Feb 2016</td>
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<td>Open</td>
<td>2015.02.24</td>
<td>Trustee Election Report</td>
<td>connee newberry, kevin futcher</td>
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<td>10  THAT the Board of Education agrees that a review is necessary of its election bylaw and use of polling stations as defined in the Chief Election Officer’s 2014 Election Report and that this review should occur upon completion of the Board’s review of the Electoral Zone Boundaries.ACTION: review polling stations and bylaw Feb 2016</td>
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<td>Open</td>
<td>2015.03.31</td>
<td>100 Mile House Elementary School</td>
<td>connee newberry</td>
<td>HOLD</td>
<td>By consesus the Board won’t act on soliciting Niebourhood of Learning opportunities until further into the approval process regarding funding for the 100 Mile House Elementary new build.ACTION: hold for future meeting</td>
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<td>Open</td>
<td>2015.06.23</td>
<td>Wildwood Elementary School</td>
<td>kevin futcher, connee newberry</td>
<td>COMPLETE</td>
<td>13 THAT the Board of Education direct District Staff to engage the Ministry of Education to request assistance with closing and possible demolition of the Wildwood Elementary School facility.</td>
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<td>Meeting</td>
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<td>Open</td>
<td>2015.09.22</td>
<td>Nature Kindergarten</td>
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<td>04 - THAT the Board of Education endorse an Outdoor Education Kindergarten Program, with a budget amount of $145,000 to be included in the 2016-2017 budget, as a pilot program to be reviewed in the first operating year.ACTION: review in March 2017</td>
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<td>Open</td>
<td>2015.12.15</td>
<td>Policy 1163 Trustee Code of Conduct, Roles and Relationships</td>
<td>connee newberry, COOPER, PETTMAN</td>
<td></td>
<td>11 - THAT the Board of Education, in the spirit of Policy 1163 Trustee Code of Conduct, Roles and Relationships, agrees to sign a document that acknowledges and accepts the terms carried within.ACTION: prepare for signature; bring to Board Meeting</td>
</tr>
<tr>
<td>Open</td>
<td>2016.06.28</td>
<td>2016 Rural Education Plan</td>
<td>shannon augustine, mark thiessen</td>
<td>In progress</td>
<td>09 - THAT the Board of Education accepts the 2016 Rural Education Plan as presented by the Superintendent of Schools and that it be released publicly, through presentations at meetings such as: Principals/Vice- Principals Meeting, the Superintendent's Education Liaison Committe and First Nations Education Committee and that it be placed on the District's website.ACTION: Change HFES-150 Mile km; Advise Committees, post</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Unexpended Aboriginal Education Amount</td>
<td>connee newberry</td>
<td>COMPLETE</td>
<td>02 - THAT the Board of Education write to the Minister of Education and request permission to under spend the District's 2015-2016 targeted Aboriginal education funding in the amount of $159,720 as per section 106.4(2) of the School Act.ACTION: send letter</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Strategic Plan</td>
<td>connee newberry, shannon augustine, mark wintjes</td>
<td>In progress</td>
<td>03 - THAT the Board of Education accept the final document of the Strategic Plan and that it be released to the public via the District's website and shared with schools and staff.ACTION: Distribution - committees/liaison/schools/website</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>2015-2016 Audited Financial</td>
<td>kevin futcher, connee newberry</td>
<td>COMPLETE</td>
<td>04 - THAT the Board of Education receive the 2015-2016 Audited Financial Statements and submit the Statements to the Ministry of Education, as presented.ACTION: Submit</td>
</tr>
<tr>
<td>Meeting</td>
<td>Date</td>
<td>Agenda Item</td>
<td>Assigned To</td>
<td>Comments</td>
<td>Description</td>
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<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Five Year Capital Plan</td>
<td>kevin futcher</td>
<td>COMPLETE</td>
<td>05 - THAT the Board of Education of School District No. 27 (Cariboo-Chilcotin) approve the 2016-2017 Five Year Capital Plan as presented. ACTION: submit</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Annual Facilities Grant Bylaw</td>
<td>connee newberry</td>
<td>COMPLETE</td>
<td>10 - THAT School District No. 27 (Cariboo-Chilcotin) Capital Project Bylaw 127070 (2016-2017 Annual Facility Grant) specifying a total maximum allocation of $1,519,172.00 be read a third time, passed and adopted this 27th day of September 2016. ACTION: Submit</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Transportation</td>
<td>kevin futcher</td>
<td>COMPLETE</td>
<td>11 - THAT the Board of Education endorse the application to the Ministry of Education to allocate $739,024 to improve student transportation within the District, with any remaining funds to be applied to the District's deficit. ACTION: submit</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>School Enhancement Program Funds</td>
<td>kevin futcher</td>
<td>COMPLETE</td>
<td>12 - THAT the Board of Education endorse the application to the Ministry of Education to allocate $398,073 from the School Enhancement Program (2016-2017) for facility projects as presented. ACTION: submit</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>School Enhancement Program Funds</td>
<td>connee newberry</td>
<td></td>
<td>13 - THAT the Board of Education write a letter to the Minister of Education praising the recognition of rural school districts' transportation funding costs and the supplemental school enhancement allocations to those districts. ACTION: write letter</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Policy Review Plan</td>
<td>connee newberry</td>
<td>COMPLETE</td>
<td>14 - THAT the Board of Education endorse the proposed schedule for cyclic policy review, to begin in January 2017, reflecting the third year of this term of the Board. ACTION: initiate process</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>NEW Policy Alcohol Protocols</td>
<td>connee newberry</td>
<td>COMPLETE</td>
<td>15 - THAT the Board of Education, approve in principle, new policy Alcohol Protocols, and that the proposed policy be brought to the Governance Committee and to the public for input via the District's website for input, with final adoption at the 18 October 2016 meeting of the Board. ACTION: Gov/Web/Brd Mtg</td>
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<tr>
<th>Meeting</th>
<th>Date</th>
<th>Agenda Item</th>
<th>Assigned To</th>
<th>Comments</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Trustee Electoral Boundaries</td>
<td>connee newberry, kevin futcher</td>
<td></td>
<td>16 - THAT the Board of Education write to the Minister of Education requesting that, pursuant to section 30 (4) of the School Act, the Minister consider making a variation order that will combining Electoral Zones 5 and 6, electing 2 trustees at large with all other zones remaining unchanged. ACTION: collect info as per the Variation Regulations to submit to the Minister</td>
</tr>
<tr>
<td>Open</td>
<td>2016.09.27</td>
<td>Trustee Electoral Boundaries</td>
<td>connee newberry</td>
<td></td>
<td>17 - THAT the Board of Education solicit the views of the City of Williams Lake, District of 100 Mile House, Cariboo Regional District, and Local First Nations, as appropriate, regarding the recommended variance to trustee electoral boundaries. ACTION: write letters</td>
</tr>
</tbody>
</table>
Superintendent’s Report - Open

To the Board of Education

18 October 2016

Curriculum Implementation and Coding Support

As announced in June 2016, government is providing the education system $6 million to support curriculum implementation, including a new mandatory coding requirement. Our District will receive $62,630.00 to support our implementation efforts, including staff training, train-the-trainer activities, improved rural access, and student/teacher curriculum resources. The expectation from the Ministry was that the superintendent and the local union president work together and agree how best to use the curriculum allocation for the district. We have until June 2018 to use the allocation, with the Ministry requiring status reports in June 2017 and June 2018. I have agreed with the CCTA president that the district will take the “train-the-trainer” approach and will utilize the Technology Committee and the Curriculum Committee to develop best approaches to having teachers of students in grades 6 through 9 trained for full implementation in September 2018.

In consultation with Jerome Beauchamp, Director of Instruction – Education Services, Silvia Dubray, Director of Instruction – Student Support Services, as well as Mike Franklin – principal GROW/Skyline, Geoff Butcher, principal PSO, and Gregg Gaylord, principal – Lake City Secondary, two teachers have been selected to be the Lead Teachers, being Linda Black and Isabella Macquarrie, and two teachers have been selected to be their alternates, being Michael Cebuliak and John Murray. The initial training, to take place regionally, will be held between November 2016 and March 2017.

Skills Training Access Grant

Dave Corbett, working alongside Bree Odd, submitted an application for a $5000.00 grant, which is intended as a supplement to districts’ investments in supporting and facilitating student access to career-related training, specifically SSA or WEX placements, and ACE-IT or other dual credit programming. Up to 30 districts will receive the grant.

Trades Awareness Day in Alexis Creek

I received the following from Bree Odd – Our Program Facilitator, Career Programs

“Wanting to give you a follow up to our Trades Awareness Day at the Alexis Creek Elementary Secondary School on October 4th. All schools invited (Alexis Creek, Naghtaneqed, Dog Creek, Tatla Lake, Distance Learning, Horsefly) were able to attend the day-long event. Students had a fun, safe, hands on learning experience learning about the trades. All students built and took home a boot scraper (welding), bannock (cooking), tool box (carpentry), and extension cord (electrical).

The day also included a Mini Maker session, provided by Linda Black and Jerome Beauchamp for grade 6/7 students from Horsefly. Using Little Bits Technology students built hypno wheels and cooling

“Learning, Growing and Belonging Together”
campfires. They also problem solved to make spaghetti, tape and marshmallow towers and built a mouse trap catapult.

The positive feedback below comes from a parent and a teacher.

**Parent** “First of all, just wanted to let you know how pleased I was as a parent yesterday when my daughter came home just glowing about the day in Alexis Creek. She was so proud of her extension cord, tool box, boot cleaner, and bannock. She was really pleased that she got to work with (her friend) from Alexis Creek - making bannock. She thought that (her friend) knew some good tips about making bannock and shared those with her. This morning (my daughter) gave me glowing reports about the day in Alexis Creek and how well it was organized. I'll pass this message on to (the principal). Thanks for giving my daughter and our students this wonderful learning opportunity!”

**Teacher** “I thought the day was well done from start to finish---the students were engaged and well behaved. I think the activities---actually, coming away with more than one finished product was the best. The instructors were very good with the students---top-notch!”

Career Programs would like to send out a huge THANK YOU to everyone who assisted and volunteered their time during the event.”

**Horsefly Elementary/Junior Secondary Farm to Cafeteria Grant**

Holly Zurak, former principal at Horsefly applied for a $10,000.00 grant from The Social Planning and Research Council of British Columbia Society (SPARC BC). Kelly McLennan, the present principal of Horsefly has finalized the agreement with the society, after securing appropriate district level authority, and is now awaiting receipt of the funds to run the program.

**SOGI Policy Summit**

Silvia Dubray and myself will be attending this summit on October 25th in Richmond, BC. The Ministry, in partnership with the ARC Foundation, will be hosting this full day to support Education Leaders with the foundational knowledge and tools to establish anti-bullying policies with a focus on SOGI (Sexual Orientation and Gender Identity). It will be facilitated by Dianne Turner, Chief Educator.

**Health and Safety**

I Met with Alex Telford, Rob Gudbranson, Nicole Pittman, Rob Taylor and Jennifer Loewen to discuss the district’s approach to health and safety and implications for WCB. We also discussed the “Violent Incident Report” form and its implications for WCB. Although Silvia Dubray was out of town for the meeting, she was informed of our meeting discussions given her role with DTAT, the District Threat Assessment Team and V-TRA, the Violence Risk Assessment Team.
Meetings attended

CCPVPA – October 3, 2016
District Leadership Team – October 4, 2016
Senior Management – October 5, 2016
DPAC – October 5, 2016
CCTA Consultative Liaison Meeting – October 11, 2016
Governance – October 11, 2016

Community Meetings Attended

Mary’s Lunch – Dog Creek, October 6, 2016

Upcoming meetings

District Leadership Team – October 19, 2016
SOGI Policy Summit – October 25, 2016
2nd Annual Partner Liaison meeting with Ministry of Education – October 26, 2016
S.E.L.C – November 1, 2016
DPAC in 100 Mile House – November 2, 2016
1. **Bussing**
   District staff arranged for ICBC to conduct a safety review at Cataline Elementary School early in October. This was in response to the large volume of traffic at the school during peak periods. The review has been completed and District staff anticipate that a written report will be completed in the near future.

2. **IT Department**
   IT staff began the installation of NGN (next generation network) at School District sites in the first week of October. The one location that will not receive NGN access right away is Naghtaneqed School in the Nemiah Valley, due to its remote location. However District staff are working with the Ministry of Education and the NGN teams to search for a cost effective way to provide NGN access to that school.
Tuesday, October 11, 2016
Committee Room

Committee Members Present
Christine Dyment, Trustee, Committee Chair
Linda Nielsen, Trustee
Brice O'Neill, Trustee
Tanya Guenther, Ex-Officio

Regrets
Mike Franklin, CCPVPA Rep
Murray Helmer, CCTA Rep
Alice Tresierra, IUOE Rep
DPAC Rep
Andrea Boyce, FNEC Rep
LCSS Student Rep
PSO Student Rep

Staff Present
Mark Wintjes, Superintendent
Kevin Futcher, Superintendent
Connee Newberry, Executive Assistant

1. **Opening by Committee Chair**
   1.1 **Call to Order**
   The Committee Chair called the meeting to order at 3:47 pm.

   As no stakeholders were present, the meeting adjourned. All relevant items from the agenda will be forwarded to the next meeting of the Committee.

2. **Agendas and Minutes**
   2.1 **Approval of Agenda**
   2.2 **Adoption of Minutes**

3. **Business of the Committee**
   3.1 **Education**
   3.1.1 **Strategic Plan**
   3.1.2 **Rural Education Plan**
   3.2 **Business**
   3.2.1 **2015-2016 Audited Financial Statements**
   3.3 **Policy**
   3.3.1 **NEW Policy: Alcohol Protocols**

4. **Ad Hoc Committee - NONE**
5. **Closed Business of the Committee - NONE**

6. **Adjournment**
The meeting be adjourned at 3:49 pm.
Welcome back to a new school year, and an exciting one at that! I am looking forward to hear all the wonderful things happening with the new curriculum.

As part of the HR Ad Hoc Committee, we have met several times during the summer with the CCPVPA. Talks are continuing.

**July** – Joint Use meeting in 100 Mile House

**August** - Special Board meeting

**September** – HR Ad Hoc pre-meet before a Special Board meeting

Sheila, Linda and I travelled to Terrace for a Joint Fall meeting with the Northern Interior Branch and the Northwest Branch. We were entertained by a wonderful First Nations singing and drumming group. Most of us got to attempt different kinds of heavy duty machinery using a simulator. Representatives from BCPSEA and BCSTA were there to give updates. Sheila gave an update on all the good things happening in SD#27. There was some discussion about possibly having the BCSTA Winter Academy and the AGM rotating throughout the province.

Closed and Open Board meetings

Orange Shirt Day in Boitanio Park was a huge success with an overwhelming turnout!

**October** – As the trustee rep for BCPSEA, I participated in a conference call on October 3rd. BCSTA trustee members of the BCPSEA Advisory Committee was seeking input regarding issues to be discussed at their advisory meeting on October 7th. Topics covered on the conference call included: Committee Membership, Association Activity, Health and Safety Issues, Shared Services, Exempt Compensation, Make a Future, BCPSEA Budget Process, Symposium and AGM, and 2019 Teacher Bargaining.

HR Ad Hoc Committee meeting

CCTA meeting

Governance meeting (cancelled due to no stakeholders attending)

**Upcoming:** BCPSEA Symposium in Vancouver, In-depth Budget discussion, October closed and open board meetings.
BACKGROUNDER

TO:       Board of Education
          Open Board Meeting

FROM:    Mark Wintjes
         Acting Superintendent of Schools

DATE:    2016.10.18

RE:      Staffing Report – Policy 4111 Recruitment and Selection of Staff

Recruitment of Teachers Teaching On Call continues to be a challenge for the School District. Large lower mainland school districts are now facing the same problem as we have in the past. The pressures are being created as the province has seen an increase in student population, due to immigration, migration, as well as the general birthrate. The number of graduates from university programs is not meeting the needs of the province. HR is ensuring the district is visible at university career fairs and recruitment events. HR will be attending UVIC on November 19 to talk with graduating Teachers, as well as events at other universities in the spring.

We employ 892 individuals across all of our service areas. The largest group is our Teachers totaling 346, followed by our Education Assistants with 125. First Nations classroom support/liaison workers are represented with 31. There are 32 Principals/Vice-Principals working with 67 clerical/accounting staff as well as 84 Noon Hour Supervisors. We have 107 workers in transportation and maintenance and 48 working in custodial capacities.

The District saw 10 Teachers, 15 Support Staff, and 1 Principal retire over the past year.

The Teachers spring staffing process, which concluded in late August, saw over 85 postings that generated over 700 applications. 4 TTOCs have been hired recently with 2 more in process. We currently have 26 TTOCs available on a full time basis.

There were 45 educators that showed up to the Peer Mentoring meeting, which included new teachers as well as seasoned teachers willing to help.

:MW
Q2 Can you foresee any difficulties posed by the implementation of this policy? If so, explain why.
Answered: 7  Skipped: 12

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<th>Responses</th>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>No</td>
<td>10/11/2016 7:12 PM</td>
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<tr>
<td>2</td>
<td>Yes. When it comes to retirement dinners and staff parties at homes as well as Christmas parties in a rented facility. The wording in this policy under Regulations A) Definitions indicates that &quot;activities authorized, organized and supervised by the District or School and be for the primary benefit of School District Employees, parents or the community at large&quot;. Considering this, the above mentioned activities appear to be in conflict. How will this be enforced?</td>
<td>10/11/2016 10:03 AM</td>
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<td>3</td>
<td>Yes. The Central Cariboo has an extreme shortage of versatile arts and culture venues. These policies seem to make it very difficult for the public to make use of SD 27’s beautiful facilities for anything not school-related. The BC Liquor Control and Licensing Branch certainly does an adequate job of ensuring that events organizers handle alcohol (and more importantly their guests) responsibly. Added stipulations like a custodian present seem entirely superfluous and costly, making School District facilities much less viable (consider that Arts on the Fly uses the field; is a custodian really necessary?). It seems not being able to store alcohol on any school premise would make it impossible for Arts on the Fly Festival to have a beer garden. Without a sanctioned facility for festival goers to have a beer, we are incidentally encouraging them to sneak their own alcohol into the venue, or drink outside the grounds, thus pushing the issue outside of our control, and onto the greater community. Especially in our last year, the Liquor Control board, along with the RCMP and our community of volunteers, has been tremendous in helping for Arts on the Fly cultivate a safe and respectful environment, while not being a nuisance to our community. Arts on the Fly has attempted to arrange with alternate facilities in the past, but we keep coming back to the school due to logistical difficulties with other potential venues. The Horsefly School field offers everything we need to host the festival; I hope the School Board will continue to work with us to make a fantastic, safe, responsible community event.</td>
<td>9/29/2016 3:35 PM</td>
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<tr>
<td>4</td>
<td>No</td>
<td>9/28/2016 6:00 PM</td>
</tr>
<tr>
<td>5</td>
<td>Yes, expectations for each type of user group need to be detailed.</td>
<td>9/28/2016 5:21 PM</td>
</tr>
<tr>
<td>6</td>
<td>no</td>
<td>9/28/2016 3:29 PM</td>
</tr>
<tr>
<td>7</td>
<td>no</td>
<td>9/28/2016 3:06 PM</td>
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**Q3 Will the proposed policy put unreasonable demands on people or resources? If so, in what way?**

Answered: 7  
Skipped: 12

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<td>1</td>
<td>Yes most functions using the schools are non profit groups fundraising events that support typically youth groups. You basically take away from the nonprofit supports for your community.</td>
<td>10/11/2016 7:12 PM</td>
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<td>2</td>
<td>I think this is an important policy regarding the conflict with students and alcohol in schools and offices (etc). I do not see this being of issue for the demands on people and resources in the context of user groups within district buildings.</td>
<td>10/11/2016 10:03 AM</td>
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<td>3</td>
<td>I believe having a custodian on premise for the duration is entirely unreasonable. I am the administrator of the Central Cariboo Arts Centre, and I could not imagine making such a demand of a prospective renter. I believe policies like these put huge limitations on the School District's ability to integrate with the community. The schools are beautiful facilities, and I don't see why their use to the community at large should be so limited.</td>
<td>9/29/2016 3:35 PM</td>
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<tr>
<td>4</td>
<td>No</td>
<td>9/28/2016 6:00 PM</td>
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<td>5</td>
<td>How will the reservation of tables and chairs be managed? What costs would be incurred? The policy should include a deposit for clean up in situations where janitorial staff would need to be hired due to a user group not cleaning adequately.</td>
<td>9/28/2016 5:21 PM</td>
</tr>
<tr>
<td>6</td>
<td>no</td>
<td>9/28/2016 3:29 PM</td>
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<tr>
<td>7</td>
<td>no</td>
<td>9/28/2016 3:06 PM</td>
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Q4 Do you have ideas to make the policy more effective? Please indicate the intent of these suggestions.

Answered: 7  
Skipped: 12

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<tr>
<td>1</td>
<td>Extra charges for non profit groups that support children and youth shouldn't be charged extra.</td>
<td>10/11/2016 7:12 PM</td>
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<td>2</td>
<td>The policy is confusing to me as it touches on staff and general public. I read it as a prohibition on all staff activities but with an emphasis on penalties for user groups. It would be helpful to clearly articulate what the policy does not touch on (i.e. staff parties which are planned by staff but held offsite - this is still for the sole benefit of staff but really shouldn't be included in the policy)</td>
<td>10/11/2016 10:03 AM</td>
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<tr>
<td>3</td>
<td>Any signs of alcohol being present after the event should be removed immediately. I've worked many functions and people get tired and may not be careful to get everything. All alcohol should be removed right after the function as some groups hope to do it the next morning.</td>
<td>10/2/2016 7:38 PM</td>
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<td>4</td>
<td>It is completely understandable that the School Board does not want alcohol present during school related functions, when students will be present. However the guidelines for non-school related events seem redundant at best. BC Liquor Control Board and Licensing Branch already exists to make sure events organizers are being safe and responsible. Please consider limiting these policies to school-related events only, when students are in a classroom-like setting. If liability is a concern, research into a proper rental agreement should be done.</td>
<td>9/29/2016 3:35 PM</td>
</tr>
<tr>
<td>5</td>
<td>None</td>
<td>9/28/2016 6:00 PM</td>
</tr>
<tr>
<td>6</td>
<td>See above comments.</td>
<td>9/28/2016 5:21 PM</td>
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<tr>
<td>7</td>
<td>no</td>
<td>9/28/2016 3:29 PM</td>
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Q5 **Please indicate any proposed wording changes and your intent for these changes.**

Answered: 3  Skipped: 16

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<td>No</td>
<td>10/11/2016 7:12 PM</td>
</tr>
<tr>
<td>2</td>
<td>Under the policy paragraph (second paragraph) there should be a clarification of ‘operated by the Board of Education’. Applying this paragraph to the definition under regulations, the second bullet leads me to believe that staff organized events which are outside of the district (i.e. at homes but organized by staff for staff benefit, retirement parties for staff benefit but private rental (which could be seen as operated by the Board of Education) are no longer allowed. If they are not allowed, what are the intended ramifications for staff? Will there be an employment policy to deal with the potential staff ramifications?</td>
<td>10/11/2016 10:03 AM</td>
</tr>
<tr>
<td>3</td>
<td>none</td>
<td>9/28/2016 3:29 PM</td>
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Preamble

Under the School Act, the Board of Education is obligated to provide facilities and grounds sufficient to conduct School Age education programs.

Policy

The Board of Education recognizes that schools are primarily for the use of children and supports the philosophy that this use is incompatible with the consumption of alcohol on school district property or at school events where students are present. Therefore, serving or consumption of alcohol upon properties owned or operated by the Board of Education is prohibited, unless special permission is granted.

Regulations

A. Definitions

1. School/District Use: For the purpose of this policy, “School/District Use” refers to use for:

   - Activities sponsored, authorized, organized and/or supervised by the District, School, District Parent Advisory Council, or Parent Advisory Council and be for the primary benefit of School District students and be at no cost to the students or be a fundraiser with all monies going to a School District or PAC/DPAC bank account for the primary benefit of School District students.

   - Activities sponsored, authorized, organized and/or supervised by the District or School and be for the primary benefit of School District employees, parents or the community at large.

   - Meetings of School District employee association’s or union’s membership, held on School District properties (owned or operated).

2. User(s) of a Facility: For the purposes of this policy, “User(s) of a Facility” is defined as any individual, organization or business renting a facility.

B. School / District Use

1. Serving or consumption of alcohol upon properties owned or operated by the Board of Education is prohibited.

2. Consumption of alcohol is not permitted on student field trips or any off-site school event where students are present.
3. Storing of alcohol upon properties owned or operated by the Board should not occur. It is recognized that on occasion it may become necessary to temporarily store alcohol on school district premises. The School Principal or Building Manager must be made aware that there is alcohol on the premises. A plan, authorized by the School Principal/Building Manager, must be in place to ensure any alcohol being stored on the premises is in a secured space where students have absolutely no access.

4. At no time shall alcohol be transported or consumed in any school district owned or leased vehicle (the definition of district vehicle includes school buses).

5. The School District will not benefit from the sale of alcohol at events/functions or at fundraisers. No permission will be granted for any District or school specific fundraising events. This includes events sponsored by Parent Advisory Councils.

C. User(s) of a Facility

1. The Secretary Treasurer has authority to approve the serving of alcohol on school district properties when extenuating circumstances arise. (e.g. where no other non-school district facilities are available).

2. Applications will only be approved where appropriate steps have been taken to mitigate to the greatest extent possible the Board’s exposure to liability.

3. All restrictions expressed and implied by the BC Government Liquor Act are applicable. Special Occasion Licenses are issued under the Liquor Control and Licensing Act to authorize the selling or serving of alcohol at the place designated in the license. A valid certificate issued under the Responsible Beverage Service training program is mandatory.

4. At minimum, at least one School District custodian must be present at all times at events where alcohol is served and consumed. More staff may be assigned at the discretion of the Secretary Treasurer.

5. Consuming alcohol during times of regular District operation (i.e 7:00 am – 6:00 pm, Monday – Friday) or at any time students are present, will not be permitted.

6. For special permission to be granted, applications must be in writing to the Secretary Treasurer, received a minimum of three (3) weeks in advance of the event, and include:
   a. Clear acknowledgement that approval is conditional on the appropriate license issued by the Liquor Control and Licensing
Branch (LCLB) is obtained and that a copy of the license will be provided to the Secretary Treasurer at least one week prior to the event.

b. Clear acknowledgement that approval is conditional on the appropriate valid certificate issued under the LCLB Responsible Beverage Service training program naming the person responsible for the serving of alcohol at the event is obtained and that a copy will be provided to the Secretary Treasurer at least one week prior to the event.

c. Clear acknowledgement that approval is conditional on the appropriate liability insurance in the minimum amount of two million dollars ($2,000,000) with a Host Liquor Liability clause is obtained and that a “Certificate of Insurance” is provided to the Secretary Treasurer at least one week prior to the event.

d. An adequate plan for the security and control of the function.

7. Additional fees will be assessed and are due one week prior to the event:
   a. A refundable damage deposit in the amount of at least 50% of the rental value.
   
   b. $30.00 per hour fee for each school custodian assigned to monitor the event.

8. Any user group failing to comply with the foregoing requirements, or being deemed guilty of any misuse of Board permission, shall be refused further use of school facilities and grounds.
Preamble
The Board of Education recognizes that the role of a school trustee is that of a public servant and is not a paid position. However, not all meetings that trustees are required to attend occur outside of normal working hours. This can cause loss of gainful employment to a trustee or cause a trustee not to be employable. The Board of Education does not want this to be a deterrent for any potential candidates to run in a trustee election.

Policy
The Board of Education believes trustees should receive remuneration in recognition of service to the School District in the discharge of their duties. Generally, meetings and activities that trustees choose to do in their role as trustee are covered by the stipend, while activities that are required (such as committee and board meetings) may have legitimate expense claims for out of pocket expenses.

Regulations
A. Remuneration
1. Pursuant to section 71 of the School Act, the Board shall authorize annually, remuneration to trustees to include stipend, expenses incurred in the discharge of their duties and travel expense allowance for one regular meeting per month. In recognition of the additional responsibilities of their roles, the Chair and Vice Chair of the Board will be allotted a higher annual stipend than that of a regular trustee position.

2. Pursuant to the section 81 of the Income Tax Act the stipend shall be divided into two parts for tax purposes. Two thirds shall be taxable remuneration. One third shall be non-taxable and considered as a non-accountable allowance for expenses incurred in the performance of trustee duties.

3. Stipends shall be paid by electronic funds transfer on a monthly basis, with a mid-month advance.

4. Stipends shall be applied to remunerate trustees in recognition of service to the School District in the discharge of their duties and for attendance at regularly scheduled meetings including Board, Committee, and Liaison that are scheduled for less than 4 hours per day. Specially called meetings or meetings that are scheduled for greater than 4 hours will receive extra remuneration based on attendance.
5. Annual base stipends shall be paid based on the following:
   a. Chair $16,000
   b. Vice Chair $13,500
   c. Trustee $12,500
   d. Board Committee Chair (no additional remuneration provided where a trustee is Chair for more than one Board Committee.) $25.00 per meeting
   e. Acting Chair $50.00 per meeting
      Any trustee, who serves as Acting-Chair on Board Day, in the absence of the Chair and Vice-Chair, shall be compensated.

6. Remuneration for attendance at meetings of the Board (as defined in the Procedural Bylaw) called for a special purpose (over and above the regularly scheduled meetings) will be as follows:
   a. Meetings lasting:
      i. Greater than 4 hours: $120.00
      ii. Less than 4 hours: $75.00
   b. Where more than one meeting is held on the same day and both of the meetings are specially called, the combined duration of the meetings exceeds four hours, the meetings are remunerated at the greater than four hour rate.
   c. Where more than one meeting is held on the same day and one of the meetings is specially called, extra remuneration will be paid based on the length of the specially called meeting.
   d. Where a trustee leaves a meeting before adjournment, the meeting shall only be eligible for extra remuneration at the partial day rate. The Chair may waive this requirement where extenuating circumstances exist. If a trustee will be receiving the lower rate of remuneration pursuant to this clause, the Chair will advise the Secretary Treasurer of the same.
   e. Where a trustee attends a meeting by means of electronic communications, extra remuneration shall be at the normal rate for that meeting.
   f. Extra remuneration for meetings not described above must be approved by the Board. For new committee appointments, the Board will determine remuneration at the time appointments are made.
7. Extra remuneration will be paid as per A.6.a. to attend the following meetings/conferences:
   a. BCSTA Annual General Meeting
   b. BCSTA Academy
   c. BCSTA New Trustee Orientation
   d. BCSTA Provincial Council Meetings (designated trustee(s))
   e. BCSTA Northern Interior Branch Meetings
   f. BCPSEA AGM and Required Meetings (designated trustee(s))

There will be no remuneration paid for trustees to attend special interest conferences, unless special recommendation is made by the Board of Education.

8. Remuneration for Travel Time
   a. Travel time remuneration shall apply to:
      i. All travel by the Board Chair or Vice-Chair when representing the Board of Education.
      ii. Travel by trustees to meetings/events outside the trustee’s electoral zone authorized by the Board of Education.
      iii. Travel by trustees outside the trustee’s electoral zone for regularly scheduled meetings and specially called meetings which remuneration for attendance is paid.
   b. Travel time remuneration is based on $0.20 per kilometer driven in any one day.
   c. Commercial travel remuneration is $20.00 per hour to a maximum of $120.00 per day calculated from the time of departure (usually from home) to the time of arrival at destination, and the reverse for the return trip. For clarity, travel by personal vehicle to the airport is calculated on a per hour basis rather than a per kilometer basis.

9. Time Sheet
   a. A time sheet for extra remuneration must be submitted to the Secretary Treasurer’s office on a monthly basis, on a date to be determined for payroll purposes. Late claims will not be considered.

B. Expenses
   Trustees will be reimbursed for reasonable expenses incurred while discharging the duties of office in accordance with rates established in Policy 4133 Employee Travel and the following:

1. a. A travel allowance shall be established and paid with the trustee stipend on a monthly basis equivalent to one round trip kilometrage from the trustee’s home to the Administration Office, located at 350 North 2nd Avenue, Williams Lake, BC, times the current mileage rate as prescribed in Policy 4133 Employee Travel.
b. This travel allowance will also be subject to section 81 of the Income Tax Act and shall be 1/3 non-taxable.

c. Payment of the above allowance will be pursuant to trustee attendance at the regular open and/or closed meetings each month.

d. Attendance by telephone or web cast is NOT considered “in attendance” for the purposes of clause B.1.c.

e. Kilometrage will be provided to the Secretary Treasurer immediately after the trustees’ inaugural meeting each term.

2. Transportation Costs

a. Whenever practical, trustees are encouraged to travel by the most direct route and use the most economical means of transportation, taking into consideration the travel time involved as well as associated ground transportation costs.

b. Personal vehicle expenses will be paid on a per kilometer rate set by Board Policy, for the use of the trustee’s personal vehicle for travel as per the following:

i. It is recognized that electoral areas vary geographically throughout the District. For trustees visiting schools, attending PAC meetings or events in the trustee’s electoral area (limited to once per month) for distances exceeding 30km per round trip, personal vehicle expenses may be claimed. For clarity if the trip from the trustee’s normal residence to a school is 100km return the calculation would be 100km – 30km = 70km claimed.

ii. To attend regularly scheduled meetings and

iii. To attend specially called meetings that remuneration for attendance is paid.

iv. To attend other meetings or conferences as authorized by the Board of Education.

v. It is expected that trustees be familiar with all schools in the District. Travel expenses to visit schools outside of trustee’s electoral area will be paid on the basis of one trip to each school within each elected term of office. Visiting schools should be limited to a specific purpose and, wherever possible to reduce costs, travel should be coordinated with a staff member or other trustees visiting the school(s).
3. Accommodation Costs
   a. Trustees shall be reimbursed for the actual cost of commercial accommodation to attend any approved meeting or conference for which remuneration is paid. Original receipts are required.

   b. Trustees who utilize non-commercial facilities for overnight accommodation will be paid a private accommodation rate as per Board Policy 4133.
4. Meal Expenses
   a. Expenses for meals will be paid as per Board Policy 4133.

   b. Meal expenses may only be claimed for times when a trustee is attending an activity, regularly scheduled meeting, or specially called meeting where remuneration is paid for attendance. Where meals are provided, no meal expense may be claimed unless extenuating circumstances occur (i.e. food allergies).

5. Other Expenses
   a. The $6.00 incidental rate for out of District travel (as per Policy 4133) applies to days in excess of half a day.

   b. Child care expenses, as per the Income Tax Act, may be claimed for times when a trustee is attending an activity, regularly scheduled meeting, or specially called meeting where remuneration is paid to attend and immediate family (spouse or older sibling) is not available to tend to child(ren). Original receipts are required.

   c. Technological Costs
      A $50.00 per month expense reimbursement will be given to each trustee to compensate for any extra expenses incurred for technology such as internet and cell phone costs.

      i. A school district cell phone is provided to each trustee; therefore phone charges may not be claimed. Personal use, within reason, is allowed. Trustees wishing to forward their school district phone number to their private phone number must inform the Secretary Treasurer and return the district phone. Out of country use of the school district cell phone will be considered on a pre-approved case by case basis.

      ii. A laptop computer is provided to each trustee and is to be used for Board business. Personal use, within reason, is allowed. It is expected that trustees have internet access in their normal residence. However, if internet access is not available in their resident area and special satellite equipment is required, the Board will assist in the one-time costs associated with the purchase and installation of such equipment to a maximum of $250.00. Original receipts are required.

   d. Expenses for paper, ink, home office equipment etc. is considered part of the tax-free portion of the stipend and should not be claimed.

6. Expense claim forms are to be submitted to the Secretary Treasurer's office on a monthly basis.
### POLICY INITIATION and REVISION PROFORMA

<table>
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<tr>
<th>Date:</th>
<th>Initiator:</th>
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<tbody>
<tr>
<td>Oct 3 2016</td>
<td>Bruce O'Neill</td>
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**Title of Policy:**

Trustee Renumeration

**Reasons for this Policy and/or Change in Policy:**

Trustee renumeration is awarded as compensation for work done and time spent in service of the district. The current policy awards stipend regardless of attendance at meetings. When this policy is abused by trustees not attending meetings and being compensated as if they had, it directly conflicts the board's fiscal responsibility.

**Essential Elements:**

I ask that the board direct district staff to develop regulations with regards to renumeration of absent trustees.

A trustee who is not present at meetings cannot present the views of the constituency they represent. A trustee who is not present cannot vote on motions and/or policies that directly affect the constituency. A trustee who continuously is absent from open meetings where the public can monitor participation can cause a loss of trust in them self. The board can also facilitate loss of public trust by offering tax dollars in way of renumeration for not doing the job they were elected to do.