



REGULAR MEETING OF THE BOARD OF SCHOOL DISTRICT 10 (Arrow Lakes)

MINUTES

School Board Office

Date: Tuesday December 6, 2016
7:00 pm

PRESENT

TRUSTEES: L. Brekke, Q. De Courcy, M. Teindl, J. Struck, R. Farrell

STAFF: T. Taylor, M. Grenier, L. Newman, S. Brenna-Smith

OTHERS: J. Trainor, J. McMurray, R. Bardati

1. CALL TO ORDER:

L. Brekke called the meeting to order at 7:30pm

2. ADOPTION OF AGENDA:

Moved by R. Farrell seconded by M. Teindl that the agenda be adopted as presented.

CARRIED

3. ADOPTION OF MINUTES:

Moved by J. Struck seconded by Q. De Courcy that the minutes of the Regular Meeting of November 8, 2016 be adopted as presented.

CARRIED

4. PRESENTATIONS

Nil

5. DISPOSITION OF PREVIOUS PRESENTATIONS

Nil

6. FINANCIAL UPDATE:

a) November 30, 2016 Financial Reports presented by Susan Brenna-Smith

The SOFI report has been submitted to the Ministry of Education and is available for viewing on the SD10 website: <http://sd10.bc.ca/wp-content/uploads/2013/11/SOFI-June-30-2106-Final.pdf>

7. QUESTIONS REGARDING FINANCIAL

Nil

8. REPORTS

- a) **Chairperson:**
Report attached
- b) **Education Partnership Committee: Summary and Recommendations**
No report
- c) **Parent Advisory Council / Trustee Liaison Reports:**
 - i) Southern Zone
 - Christmas Concert Dec 14 from 6-8pm
 - ii) Nakusp Elementary School
 - NES PAC still looking for a Chair and Vice Chair
 - Christmas concerts: Dec 13th – K-6 and Dec 14th Grade 7
 - iii) Lucerne Elementary-Secondary School
 - Meeting Dec 7, 2016
 - iv) Nakusp Secondary School
 - Report attached
 - v) District Parent Advisory Council
No report
 - vi) CUPE/Board Liaison
No report
 - vii) ALTA/Board Liaison Meeting
 - Meeting December 7, 2016
 - viii) Occupational Health and Safety Committee
No report
 - ix) Chamber of Commerce
 - Nakusp: No report
 - New Denver/Silverton: No report
 - x) Strong Start Centres
 - Report attached
 - xi) Arrow Lakes Aboriginal Educational Advisory Council
 - Report attached

- d) Branch / BCSTA / BCPSEA
 - i) Branch: *No report*
 - ii) BCSTA: *No report*
 - iii) BCPSEA: *No report*
- e) Superintendent/Secretary-Treasurer: (T. Taylor)
 - i. The Superintendent/Secretary-Treasurer Report was presented at the Education Partnership Committee Meeting. A copy of this report has been attached.

9. OLD BUSINESS:

- a) Policy Committee Updates: The following policies were presented at the November 8, 2016 Education Partnership Meeting and the Regular Meeting of the Board. These recommendations have been preceded by a Notice of Motion.

Moved by Q. De Courcy, seconded by R. Farrell, that the Board of Education of School District 10 (Arrow Lakes) approve the revisions to Policies 180 Trustee Indemnity, 510 Recruitment and Selection of Exempt Staff, 530 Creating Safe Schools, 532 Respectful Workplace at the December 6, 2016 Regular Meeting of the Board as recommended by the Policy Committee.

CARRIED

Moved by J. Struck, seconded by R. Farrell, that the Board of Education approve the abandonment of Policies 352 Libraries, 360 Challenge, and 648 Application of Pesticides and Herbicides at the December 6, 2016 Regular Meeting of the Board as recommended by the Policy Committee.

CARRIED

10. NEW BUSINESS:

- a) Election of Chairperson and Vice Chair

Call for nominations:

Chairperson

J. Struck nominated L. Brekke

Called 2nd time

Called 3rd and final time

L. Brekke acclaimed as Chair

Vice Chair

R. Farrell nominated Q. De Courcy

Called 2nd time

Called 3rd and final time

Q. De Courcy acclaimed as Vice Chair

b) Committee Structure

A draft committee structure for 2017 was presented by Board Chair L. Brekke. The committee assignments will be finalized in January.

c) December Office Closure

Moved by R. Farrell, seconded by J. Struck That the Board of Education approve the annual Christmas office closure for the dates of Monday December 19, 2016 through to Monday January 2, 2017 inclusive.

CARRIED

d) Education Transformation Committee Report (Q. De Courcy)

- i. An in-depth review of the MOE Jan Unwin presentation – *see presentation by T. Taylor*
- ii. Discussion was had on the roll out of the revised curriculum for grades 10-12

e) Shared Use Agreement Committee Report (Q. De Courcy)

- i. Reviewed a 25 year old agreement with the Arrow Lakes Art Council – a revised agreement was presented with a focus on clarity of roles and responsibility
- ii. Discussion was had regarding an inventory listing

11. NEXT MEETING DATES:

- a) Education Partnership Committee Meeting: January 10, 2017 @ 6:00pm
- b) Regular Meeting of the Board: January 10, 2017 @ 7:00pm

12. QUESTIONS FROM PUBLIC:

13. ADJOURNMENT:

M. Teindl adjourned the meeting at 8:18 pm

L. Brekke
Chairperson

T. Taylor
Superintendent/Secretary-Treasurer



**Board Meeting
December 6 2016**

Presented by: Susan Brenna-Smith, Director of Finance

1. a) 2016-2017 Operating Budget Review - November 30, 2016

Annual 2016/17 Operating Budget	\$ 7,822,158
International Expenses Decreased	(22,414)
School Budgets Adjusted for 1701s	(12,542)
Ab Ed Budget Adjusted for 1701s	(5,975)
Special Ed Budget Adjusted	(32,853)
Amended 2016/17 Operating Budget	<u>\$ 7,748,374</u>

b) Operating Budget Status (SDS Report #107)

Target: 67% remaining
Actual: 69% remaining

See Page 3 (November 2016) and Page 4 (November 2015)

2. Operating Surplus (Un-appropriated)

Available for appropriation by the Board	<u>\$ 644,273</u>
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3. 2016-2017 AFG Budget and Other Capital Funds

a) AFG (Annual Facilities Grant) – Operating Grant

AFG 2016-17 Operating Grant	67,770
Withheld by MOE for Capital Asset Management System & Next Generation Network	(15,948)
Expended to date 2016-17	(51,822)
Available AFG Operating Grant Funds	<u>\$ -</u>

b) AFG - Capital Grant (Bylaw)

AFG – 2016-17 Capital Grant	\$ 236,572
Less: Expended 2015-16	(11,605)
Available for 2016-17	224,967
Expended to date 2016-17	(72,650)
Available AFG Capital Grant Funds	<u>\$ 152,317</u>

c) School Enhancement Program Grant (Bylaw)

	Lighting Upgrade - NES, BO, Shop	Heating/Ventilation BAS & NES	Re-Roofing NES & NSS	Total
Routine Capital 2015-16 Grant Carryforward	\$ 70,962	-	\$ -	\$ 70,962
Routine Capital 2016-17 Grant	-	286,584	259,284	545,868
Interest Revenue	-	-	-	-
Expended to date 2016-17	70,962	-	259,284	330,246
Available Routine Capital Funds	\$ -	\$ 286,584	\$ -	\$ 286,584

Shareable Capital - SS (Capital Reserve)

- Ministry restricted capital reserve balance is \$ 271,001.

Non-Shareable Capital - NSC (Local Capital Reserve)

- Board restricted internal capital reserve is \$ 82,076.

4. Sick Leave Monthly Trend Analysis & Comparisons to Last Year

Incidences: Pages 5 & 6 indicate that July 2016 to November 2016 absences relating to sick, medical and dental reasons are reasonable as compared to the previous 5 years.

Budget Implications: 87% Replacement Budget remaining
\$42,909 spent on a \$318,943 Budget

5. Government & Other Reports Filed

Statement of Financial Information (SOFI) - filed with MOE and posted to SD10 website

School District No. 10
MONTHLY EXPENDITURE REPORT AT NOVEMBER 30, 2016
(Fund-Function-Object Level 1)

Fund : 0 General Operating

0	TITLE	NOV	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	320,389.68	1,089,810.98		3,855,303	2,765,492	72
2	Emp. Benefits/Allowances	68,084.44	266,171.66		977,639	711,467	73
3	Services	40,413.30	100,613.57		321,913	221,299	69
4	Services	2,838.48	8,718.92		39,900	31,181	78
5	Supplies And Materials	16,017.15	60,087.70	1,379.61	188,289	126,822	67
TOTAL FOR Function - 1		447,743.05	1,525,402.83	1,379.61	5,383,044	3,856,262	72
Function : 4 District Administration							
1	Salaries	34,598.93	163,610.32		412,509	248,899	60
2	Emp. Benefits/Allowances	6,431.36	33,268.20		96,952	63,684	66
3	Services	5,678.40	77,839.14		266,183	188,344	71
4	Services	3,413.94	23,658.60		57,000	33,341	58
5	Supplies And Materials	5,627.76	12,404.68		36,533	24,128	66
TOTAL FOR Function - 4		55,750.39	310,780.94	0.00	869,177	558,396	64
Function : 5 Operations & Maintenance							
1	Salaries	43,343.33	216,732.72		549,634	332,901	61
2	Emp. Benefits/Allowances	9,410.92	54,422.72		133,054	78,631	59
3	Services	172.76	421.20		15,100	14,679	97
4	Services	2,754.31	13,101.13		60,394	47,293	78
5	Supplies And Materials	39,656.14	148,589.07	15,045.68	397,299	233,664	59
TOTAL FOR Function - 5		95,337.46	433,266.84	15,045.68	1,155,481	707,168	61
Function : 7 Transportation & Housing							
1	Salaries	18,877.74	63,067.38		169,491	106,424	63
2	Emp. Benefits/Allowances	3,346.62	15,628.49		41,845	26,217	63
3	Services	2,433.50	12,766.90		37,681	24,914	66
4	Services	100.00	700.00		1,000	300	30
5	Supplies And Materials	6,342.55	15,652.91		90,655	75,002	83
TOTAL FOR Function - 7		31,100.41	107,815.68	0.00	340,672	232,856	68
TOTAL FOR Fund - 0		629,931.31	2,377,266.29	16,425.29	7,748,374	5,354,682	69
GRAND TOTAL		629,931.31	2,377,266.29	16,425.29	7,748,374	5,354,682	69

Current Year:

TARGETS:

10-month expenses (Functions 1 & 7)

70% remaining

12-month expenses (Functions 4 & 5)

58% remaining

Overall Target

67% remaining

Fund : 0 General Operating

O	TITLE	NOV	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	380,610.81	1,190,522.47		4,036,269	2,845,747	71
2	Emp. Benefits/Allowances	85,826.09	309,672.83		1,044,429	734,756	70
3	Services	28,012.19	102,490.87	249.48	340,837	238,097	70
4	Services	2,537.84	14,655.21		46,054	31,399	68
5	Supplies And Materials	16,803.15	63,096.58	7,475.90	327,147	256,575	78
TOTAL FOR Function - 1		508,714.40	1,680,437.96	7,725.38	5,794,736	4,106,573	71
Function : 4 District Administration							
1	Salaries	31,196.07	143,612.89		381,916	238,303	62
2	Emp. Benefits/Allowances	6,185.53	31,299.02		90,646	59,347	65
3	Services	6,900.30	77,549.53		249,350	171,800	69
4	Services	2,374.31	19,165.85		67,511	48,345	72
5	Supplies And Materials	2,035.38	11,103.96	541.07	26,450	14,805	56
TOTAL FOR Function - 4		48,691.59	282,731.25	541.07	815,873	532,601	65
Function : 5 Operations & Maintenance							
1	Salaries	52,626.71	262,746.07		534,925	272,179	51
2	Emp. Benefits/Allowances	11,109.86	64,203.27		131,084	66,881	51
3	Services	207.51	6,371.12		15,100	8,729	58
4	Services	2,137.16	41,129.68		60,394	19,264	32
5	Supplies And Materials	31,306.29	157,250.39		442,899	285,649	64
TOTAL FOR Function - 5		97,387.53	531,700.53	0.00	1,184,402	652,701	55
Function : 7 Transportation & Housing							
1	Salaries	12,346.85	31,412.55		168,717	137,304	81
2	Emp. Benefits/Allowances	2,039.77	7,516.89		41,644	34,127	82
3	Services	1,626.14	7,703.96		32,886	25,182	77
4	Services	60.00	865.00		1,000	135	14
5	Supplies And Materials	13,197.94	36,628.02		90,655	54,027	60
TOTAL FOR Function - 7		29,270.70	84,126.42	0.00	334,902	250,776	75
TOTAL FOR Fund - 0		684,064.22	2,578,996.16	8,266.45	8,129,913	5,542,650	68
GRAND TOTAL		684,064.22	2,578,996.16	8,266.45	8,129,913	5,542,650	68

Previous Year:

TARGETS:

10-month expenses (Functions 1 & 7)

70% remaining

12-month expenses (Functions 4 & 5)

58% remaining

Overall Target

67% remaining

School District #10 (Arrow Lakes)
Sick, Medical, Dental Absences

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2016-2017																
AO	0.00	0.00	0.00	1.00	7.20								8.20	1.37		6
Exempt	3.00	2.00	3.00	0.00	5.00								13.00	2.17		6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.21	5.29	9.36								16.86	2.81		6
Support Staff: Custodial	5.00	3.00	9.99	4.75	18.23								40.97	5.85		7
Support Staff: EA/PrA/SSC	0.00	0.00	11.29	11.54	18.45								41.28	2.29		18
Support Staff: Maintenance	0.00	0.00	0.00	1.44	1.75								3.19	1.60		2
Support Staff: Transportation	0.00	0.00	0.50	1.00	3.75								5.25	1.05		5
Teachers	0.00	0.00	10.38	24.80	38.06								73.24	2.03		36
TOTAL	8.00	5.00	37.37	49.82	101.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	201.99			86

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2015-2016																
AO	0.00	0.00	4.00	1.00	1.00	4.40	6.60	2.00	4.00	4.50	5.00	4.00	36.50	6.08		6
Exempt	1.00	5.00	1.00	1.00	0.00	1.00	0.50	12.50	0.00	2.00	1.00	1.00	26.00	4.33		6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.97	6.97	2.50	2.11	6.04	7.11	4.93	18.14	3.57	11.09	65.43	9.35		7
Support Staff: Custodial	13.50	11.43	1.00	12.63	24.25	26.38	6.48	7.69	6.14	6.50	5.88	3.38	125.26	17.89		7
Support Staff: EA/PrA/SSC	0.00	0.00	15.16	23.07	35.46	25.31	32.42	28.47	12.74	24.27	28.01	23.98	248.89	12.44		20
Support Staff: Maintenance	1.00	1.00	1.00	1.38	0.00	0.75	0.00	1.00	1.00	3.00	0.00	0.00	10.13	3.38		3
Support Staff: Transportation	0.00	0.00	0.00	1.13	2.50	1.38	1.69	3.25	0.50	2.81	2.63	0.63	16.52	3.30		5
Teachers	0.00	0.00	47.57	30.60	40.55	33.20	50.80	45.80	22.20	53.20	60.80	40.30	425.02	10.12		42
TOTAL	15.50	17.43	72.70	77.78	106.26	94.53	104.53	107.82	51.51	114.42	106.89	84.38	953.75			96

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2014-2015																
AO	0.00	0.00	0.00	0.00	2.00	1.00	1.00	1.00	2.00	1.00	1.00	4.00	13.00	3.25		4
Exempt	0.00	0.00	2.00	3.00	3.00	0.00	6.50	0.40	3.00	0.50	2.00	1.00	21.40	3.57		6
Support Staff: Clerical/Lib Clk	0.00	0.00	0.21	3.71	4.79	5.71	6.54	5.57	4.71	6.21	10.50	8.57	56.52	9.42		6
Support Staff: Custodial	1.00	2.83	1.00	13.20	7.30	2.99	5.02	6.00	9.06	13.36	12.21	12.03	86.00	12.29		7
Support Staff: EA/PrA/SSC	0.00	0.00	5.14	15.99	6.71	8.95	25.84	18.07	13.66	18.61	25.01	12.67	150.65	7.93		19
Support Staff: Maintenance	0.00	0.88	0.00	0.00	1.00	1.00	0.00	3.00	0.69	0.00	0.81	0.00	7.38	2.46		3
Support Staff: Transportation	0.00	0.00	1.25	0.50	0.00	2.19	6.00	14.94	22.13	24.56	9.94	10.25	91.76	18.35		5
Teachers	0.00	0.00	6.05	42.53	58.37	64.58	78.25	55.50	27.42	37.85	37.10	41.00	448.65	11.50		39
TOTAL	1.00	3.71	15.65	78.93	83.17	86.42	129.15	104.48	82.67	102.09	98.57	89.52	875.36			89

School District #10 (Arrow Lakes)
Sick, Medical, Dental Absences

	2013-2014												Average		Employee Head Count
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Per Employee	
AO	2.00	0.00	10.00	23.00	5.00	2.00	3.00	2.00	0.50	0.20	3.25	1.00	51.95	10.39	5
Exempt	22.00	21.00	2.00	0.00	2.00	0.00	3.29	1.00	0.00	5.00	0.00		56.29	18.76	3
Support Staff: Clerical/Lib Clk	0.00	0.00	0.57	7.79	6.66	4.86	8.54	2.93	0.00	9.84	10.87	2.86	54.92	7.85	7
Support Staff: Custodial	12.45	18.13	3.81	4.25	6.76	6.31	9.59	10.70	26.28	23.49	5.15	2.38	129.30	21.55	6
Support Staff: EA/PrA/SSC	0.00	0.00	8.24	15.39	10.49	14.46	27.23	33.01	18.94	23.74	31.51	26.24	209.25	12.31	17
Support Staff: Maintenance	0.00	0.00	2.88	2.88	0.00	2.00	1.44	0.63	2.38	1.00	0.00	2.63	15.84	5.28	3
Support Staff: Transportation	0.00	1.00	1.00	1.38	0.38	1.09	2.75	0.00	2.38	3.06	1.00	2.50	16.54	3.31	5
Teachers	0.00	3.00	43.95	64.20	56.62	52.04	45.88	38.36	18.40	21.39	31.14	28.82	403.80	10.91	37
TOTAL	36.45	43.13	72.45	118.89	87.91	82.76	101.72	88.63	68.88	87.72	82.92	66.43	937.89		83

	2012-2013												Average		Employee Head Count
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Per Employee	
AO	0.00	0.00	2.00	8.80	13.00	16.00	17.00	11.50	17.50	4.50	1.00	1.30	92.60	18.52	5
Exempt	1.00	2.00	1.00	2.00	1.00	1.71	2.00	1.00	0.00	4.00	8.00	20.00	43.71	14.57	3
Support Staff: Clerical/Lib Clk	0.21	0.57	2.22	10.40	10.94	7.47	3.77	6.86	3.93	4.14	3.83	5.71	60.05	8.58	7
Support Staff: Custodial	15.64	15.69	4.44	20.36	29.95	11.44	4.21	7.70	2.25	5.56	11.59	4.56	133.39	22.23	6
Support Staff: EA/PrA/SSC	0.00	0.00	10.73	16.54	26.74	16.95	26.40	43.22	27.13	19.98	24.08	12.77	224.54	13.21	17
Support Staff: Maintenance	1.00	1.00	0.00	4.00	2.00	4.81	0.00	2.88	1.81	0.00	1.00	0.00	18.50	6.17	3
Support Staff: Transportation	0.00	0.00	0.25	1.38	7.00	0.38	0.38	1.13	1.75	1.38	1.00	0.00	14.65	2.93	5
Teachers	0.00	2.00	17.52	29.63	35.12	35.32	32.76	56.05	34.85	41.50	40.85	35.35	360.95	9.76	37
TOTAL	17.85	21.26	38.16	93.11	125.75	94.08	86.52	130.34	89.22	81.06	91.35	79.69	948.39		83

	2011-2012												Average		Employee Head Count
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Per Employee	
AO	0.00	0.00	2.00	2.00	7.00	0.22	4.00	4.90	1.75	4.00	4.00	4.00	33.87	6.77	5
Exempt	3.00	1.00	6.04	3.70	2.00	5.00	2.00	3.28	2.00	0.00	1.00	1.50	30.52	10.17	3
Support Staff: Clerical/Lib Clk	0.00	0.00	6.56	6.41	6.91	11.81	35.01	23.17	1.20	3.11	5.19	5.75	105.12	15.02	7
Support Staff: Custodial	4.00	3.38	7.94	11.74	10.12	5.33	6.38	5.31	27.36	16.09	18.50	6.94	123.09	17.58	7
Support Staff: EA/PrA/SSC	0.00	0.00	8.66	14.83	20.37	27.91	24.80	19.79	26.19	26.56	20.86	25.18	215.15	11.32	19
Support Staff: Maintenance	3.69	0.00	0.00	5.00	1.00	1.00	0.00	1.00	1.81	17.56	0.00	0.00	31.06	10.35	3
Support Staff: Transportation	0.00	0.00	0.50	0.00	1.13	2.00	1.00	0.00	1.00	0.00	1.00	1.38	8.01	1.60	5
Teachers	0.00	0.00	16.25	38.29	44.51	26.68	40.89	34.43	25.27	25.82	45.27	50.24	347.65	9.40	37
TOTAL	10.69	4.38	47.95	81.97	93.04	79.95	114.08	91.88	86.58	93.14	95.82	94.99	894.47		86

BOARD CHAIR REPORT – Dec 6, 2016

The Board is continuing the Policy – we last met at the end of October and will start again in January. Our goal is to have the Policy manual updated by the end of the school year.

We started planning a review to our strategic plan in August, and met at the end of November and have come up with a timeline.

A reminder that all trustees and the secretary treasurer are to file a financial disclosure form by January 15, as per the Financial Disclosure Act. Forms are available online, and can be turned into the secretary treasurer between the 1st and 15th of January.

Schools will be busy with end of year Christmas concerts activities and the Board each year gives appreciation to the staff. Any ideas on what to give this year? Traditionally, we have given the schools and office oranges and chocolates, and donated to the Food Banks in Nakusp and New Denver.

I wish everyone a festive season and look forward to seeing you all next year for another exciting year.

Correspondence:

Copies of letters from School Districts to the Provincial Government, Ministry of Education have been received.

We received a letter from the Ministry of Transport regarding priority boarding for the school bus at the Fauquier-Needles ferry, no approval for this. Hopefully with the change of bussing schedules, it will not be an issue.

CUPE Board Liaison

No meeting.

The next meeting will be on January 10.

BCPSEA:

Updates on the Supreme Court decision regarding the BCTF. Meetings began on November 30 and continue this week between the BCTF, BCPSEA, PSEC(Public Sector Employers Council) and the Ministry of Education

DPAC:

There are now reps for each zone and hopefully a plan for a meeting will be set for January.

Submitted by: Lora Lee Brekke, Board Chair

NSS PAC – November 28, 2016

Still looking for a secretary for the PAC, right now they are using a rotating system. Parents asked to have Mr. Gajda to evaluate the effectiveness of the advisory blocks. Funds were requested and approved for the yearbook club and a LGBT pride group run by Sheena DeLong that will be making t-shirts with hopes of taking part in a gay pride parade in the community as well as hoping to approach the village to put in a rainbow sidewalk in our community. Peter will be buying a pay as you go phone that can be signed out for field trips.

Chambers of Commerce - Nakusp

Nothing to report

Aboriginal Education – December 5th, 2016

Small group met to discuss plans for Aboriginal day 2017. Much of the discussion is still in the early stages but sounds like we have a concrete plan for the makings of a great day. Plan is to run the day much like last year with stations and event will take place at NES once again. Next meeting will be on February 6, 2017 to discuss our plan again and then full meeting will be on February 20 2017.

SZ Strong Start Program

Coordinating our Outreach program is a rewarding job. I feel blessed to be able to support our isolated families. This fall has brought some new families to our 3 communities and we have many return children as well. This school year has been the most dynamic with many support needs. SZSSTART Centers are the young family hubs and prove to be extremely important to the well-being of our youngest members. Between the 3 communities we have 22 children enrolled in the SZ Strong Starts. Burton has a constant group of 8-12 each week and Fauquier has a committed group of 6. Edgewood Strong Start attendance fluctuates from 2 to 10. We had the travelling dental hygienist visit our program. Mara Sands educated the parents, did oral exams and offered a protective coating to the children's teeth. She is wonderful with the families and the kids are always happy with their goody bags of tooth care products, stickers etc. to take home. Thank you for giving me the opportunity to update you on this lovely piece our district offers. Jodi McLean ECE FRP

Report: SZ Strong Start Program

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Jodi McLean
ECE
FRP



World Class Learning in a Rural Environment

December 6, 2016

Superintendent/Secretary Treasurer Report

*Presented at the Education Partnership Committee,
and Regular Meeting of the Board of Education*

My Education BC: Student Enrollment Numbers														
As of:	Nov 29-16													
Grade:	Gr.K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	Gr.7	Gr.8	Gr.9	Gr.10	Gr.11	Gr.12	TOTALS
BAS														0
DL	3	2	3	2	2	3	2	1	2	3	2	2	9	36
EES	1	1	1	1	8	3	4	4						23
LESS	8	3	10	5	9	9	5	5	6	8	5		6	79
NES	14	22	19	18	24	22	17	32						168
NSS									27	30	23	25	39	144
TOTAL Per Grade	26	28	33	26	43	37	28	42	35	41	30	27	54	
District Total														450

1. Enrollment notes – Up 4 students overall since October, and 10 since September 30th count

- Two new Grade 2 students at NES
- One K and one Grade 2 student transferred from DL to Lucerne
- Two Grade 9s transferred from NSS to ALDL School
- One new Grade 9 student at Lucerne
- Two new students at EES, bringing school total to 23 (4 primary class; 19 intermediate class)
- We are still awaiting the five children from the refugee family moving to New Denver

2. Professional Learning Update

- **Another very successful Curriculum Support Day – November 14th**
 - Thanks to the teacher leaders who facilitated the Environmental Education sessions, and to our PVPs who facilitated session on the draft Grade 10-12 curriculum, student communication and learning
 - Thanks also to Director of Learning, Lorna Newman, for facilitating Non-Violent Crisis Intervention training for our CUPE Education Assistants during the afternoon session

3. Fresh Grade – Student Progress and Reporting/ePortfolio software

- Our IT Manager has now integrated MyEducation BC and Fresh Grade so that teachers can import student class lists, connect evidence of learning over time
 - As a follow up to the Fresh Grade ePortfolio session, the district has invited a Vice Principal and teacher from SD 53 who have been using the software for two years in their school to share practices and provide step by step support in after school sessions (as requested by teachers)
 - Fresh Grade professional learning will take place in the new year
 - K-9 Communication and Reporting on Student Learning
 - District Environmental Education Initiative

4. Maker Day/Skills Exploration Day set for January 4, 2017

- Our first district Maker Day is planned at the start of the new year, facilitated by Dr. Susan Crichton,

Superintendent's Report – December 6, 2016

- Director of the Innovative Learning Centre at UBC-Okanagan and former SD 10 teacher
- Grade 7s from Lucerne and Edgewood will attend along with Grades 8-12 students from NSS, Lucerne and the DL School
- The students will learn about trades and technology careers and engage in design thinking, human-centred design and create prototypes and solutions to real world problems
- Dr. Crichton has worked with both the ITA (Industry Trades Authority) in BC
<http://www.itabc.ca/events/maker-day> and Skills Alberta Canada
<http://www.skillsalberta.com/sites/default/files/Skills%20Exploration%20Days%20Teacher%20Guide.pdf> to create toolkits for educators to host Maker Days

5. Burton Academy School Outdoor Education and Entrepreneurship students and teachers travel to Washington State

- November 27th to December 3rd is the 16th annual Enterprise Week in Pasco, Washington and three students from BAS have been invited to attend along with former NSS principal and Rotary President, Kees van der Pol
- Over 1000 students attend this event focused on business development; they are formed into 16-17 teams who work on financial, business plans and marketing skills and share their work at a final competition
- Teacher, Dorian Boswell was invited to be keynote speaker at the Enterprise Week conference
- Congratulations to both Mr. Boswell and the Burton Academy students

6. SOGI (Sexual Orientation and Gender Identity) Update

- All school Codes of Conduct and relevant district policies have been reviewed and revised to comply with Human Rights legislation
- Conversations and discussions at schools and PACs about protecting the human rights of all students regardless of sexual orientation or gender identity or expression have been fruitful
- At present only one school has a gender neutral washroom – the “Humans” bathroom at EES

7. Enrolment Audit – February 2017

- During the week of February 6th, the Ministry of Education audit team will be reviewing documentation, records and files related to student enrolment at three district schools: Nakusp Secondary, Burton Academy and Lucerne Elementary-Secondary will all be audited
- School and district staff are preparing for the audit team’s visit

8. Presentations at Learning Forward Conference

- Superintendent attended the international Learning Forward conference in Vancouver Saturday, December 2 to Monday, December 5th
- On Sunday, December 4th, at the Transforming Education in BC with Jim Iker from the BCTF, Rod Allen, formerly ADM at the Ministry of Education, and Dr. Leyton Schnellert from UBC-Okanagan, the Superintendent was invited to be part of a Round Table and panel on rural education innovation, sharing SD 10’s Growing Innovation projects
- On Monday, December 5th, she presented on SD 10’s Collaborating to Engage All Learners professional learning team as part of the 16 BC districts in the Inquiring Districts consortium led by lead researcher, University of Victoria’s Dr. Catherine McGregor

9. Fauquier School Update

- Our district application for ALR exclusion (Agricultural Land Reserve) for the Fauquier School property has now been approved at the Regional District level and is now at the ALR level, awaiting review of our application

10. Communication and Student Reporting

- Ministry of Education issued an Interim Reporting Order in early fall indicating two options for schools and districts to report and communicate student learning: Option A and Option B
https://curriculum.gov.bc.ca/sites/curriculum.gov.bc.ca/files/pdf/updates/educator_update_student_pr

[ogress_k-9.pdf](#)

- Option B is for schools and districts which are following the previous reporting order which included three formal written reports and two informal reports to parents on student progress. Letter grades are required on report cards along with descriptive comments. Basically a “status quo” approach.
- Option A describes alternative forms of reporting student learning including student led conferencing, communication through ePortfolios such as Fresh Grade, student demonstrations of learning, interviews with parents, and other means as well as a final summative report at year end. There may or may not be letter grades in Grades 4-9 on reports on student learning prior to the final report. Parent consultation is a key part of Option A.
- Across BC, there are many schools and districts that have been following Option A for a long time. For example, in the Gulf Islands, there have been “comment only” reports on learning for over 10 years. Schools in SD 70 Campbell River, 71 Courtenay, 37 Delta, and 36 Surrey, have likewise, after parent consultation been following the Option A guidelines long before they formally existed.
- In SD 10, our approach has been to honour the diverse ways that schools and individual teachers and classrooms in consultation with parents choose to report on student learning. Although most schools are within the Option B realm, a growing number of classrooms particularly at elementary, are using a comment only approach to written reports. Student led conferences have long been a part of our district and school culture and there are many teachers exploring and some using Fresh Grade to report on student learning.
- Our work in this area will continue to evolve and with this year’s focus on assessment on our Pro-D days, is supported by the district. Continued conversations with our students and parents is key as we move forward and do the best we can to give valuable and timely reports on learning to our parents and as students increasingly gain skills in representing their learning and self assessing their goals, growth and progress and next steps in learning.

11. Rural Engagement Strategy

- All rural students, parents, teachers and community members are invited to participate in the Rural Engagement survey available through the Ministry of Education at <http://engage.gov.bc.ca/ruraleducation/>
- The Ministry is actively seeking input on rural education and a report will be prepared by end of June 2017 using this input and other focused conversations
- Please add your voice to this conversation – deadline is January 9, 2016

12. Congratulations to Ruby Zoll at Lucerne School!

- SD 10 has a big presence in the annual Kootenay Kids KSCU 2017 calendar
- Not only was Odin at EES’s artwork chosen for the calendar, but Ruby Zoll a Grade 6 student at Lucerne also has her art featured in the calendar
- 2/13 pages come from School District 10 students – with more than 1300 entries from over 25 schools to the calendar contest, this is pretty impressive!

13. NSS Science teacher wins Stewards of the Future award

- Julia Flesaker has won a grant for her Environmental Science 11/12 class’ research into water quality and stewardship
- The Stewards of the Future program recognizes secondary school classes working to preserve and study biodiversity and get outside in the environment as they learn
- All fall, Ms. Flesaker’s 11/12 Environmental Science class along with a few Grade 8s have embarked on field studies trips, testing water and learning about the environment in a range of locations from Cody Caves to the Nakusp Hot Springs and many spots in between

14. Welcome to our new PE teacher at NSS!

- Paul Wright is the new PE teacher at Nakusp Secondary School, starting Monday December 5th
- With connections in the Kootenays and most recently teaching in Victoria, Paul looks forward to moving to Nakusp with his family

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

190 – Trustee Indemnity

1.0 General

- 1.1 The Board will pay an annual indemnity to each trustee who is a member of the Board.
- 1.2 Trustee indemnity will be reviewed in the January prior to the Trustee election, and consideration for increases will be tied to the Provincial Consumer Price Index and a review of comparable school districts in the region.

2.0 Regulations

- 2.1 The annual indemnity paid to a trustee will be \$10,600.
- 2.2 The annual indemnity paid to the Vice-Chairperson will be \$11,600.
- 2.3 The annual indemnity paid to the Chairperson will be \$13,100.
- 2.4 The indemnity will be paid once per month.
- 2.5 As per Income Tax Interpretation Bulletin IT-292, one-third (1/3) of the annual indemnity will be considered as a nontaxable expense allowance and two thirds (2/3) as taxable salary.
- 2.6 The taxable portion of the annual indemnity will be subject to Canada Pension Plan deductions but not Unemployment Insurance Commission deductions as per the Revenue Canada Taxation Booklet of premium tables.
- 2.7 Income tax will not be deducted from the taxable portion of the annual indemnity unless specifically requested by an individual Trustee.

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

510 – Recruitment and Selection of Exempt Staff

1.0 General

- 1.1 The Board of Education believes that in order to achieve the best possible educational outcomes for students, it is essential to recruit, select and retain highly qualified, dedicated and caring employees.
- 1.2 In accordance with the BC Human Rights Code provisions, selection of staff shall be free from discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or because that person has been convicted of a criminal or summary conviction offense that is unrelated to the employment or to the intended employment of that person.
- 1.3 The Board, in the case of the Superintendent, will assume sole responsibility for initiating the recruitment process. The Superintendent, in all other instances, will assume sole responsibility for initiating staffing processes. The Superintendent of Schools may delegate staffing responsibilities to other administrative staff.
- 1.4 The Board values input from staff and parents to aid in developing criteria for the selection of employees, and, where appropriate, opinions regarding candidate suitability. All committee members participating in the selection process must adhere to confidentiality and provisions of the FOIPPA.
- 1.5 The Board accepts that a periodic change of assignments of principals and vice-principals may be beneficial to the individuals and to the school district as a whole. The Board further believes that each principal/vice-principal has specific administrative/supervisory strengths and a transfer of a principal/vice-principal may enable a school to benefit from these strengths.
- 1.6 Recognizing that an indicator of performance is past performance, the Board expects that references are thoroughly canvassed. It shall be the Superintendent's responsibility to ensure that candidates' credentials are verified.
- 1.7 The Superintendent of Schools will notify the Board of all appointments of teachers and support staff as soon as possible after appointments are made.

2.0 Guidelines for Selection of Staff

- 2.1 Selection of the Superintendent of Schools/Chief Executive Officer:
 - 2.1.1 A committee composed of all available Board members and chaired by the Board Chairperson will meet to discuss the recruitment process and

develop the desired qualifications, skills and characteristics for the position.

- 2.1.2 The Board may choose to hire a consultant to assist in the recruitment and selection process.
- 2.1.3 The Board will seek input from DPAC, PAC, Principal, Teaching and Support staff representatives.
- 2.1.4 The Board will assess the district succession plan, and make a determination as to its impact on the recruitment process.
- 2.1.5 Should circumstances warrant, the position may be advertised locally, provincially, and nationally.
- 2.1.6 Subsequent to advertising, a short-list committee will examine all applications and decide on a short-list of applicants based on the criteria established and the qualifications and characteristics of the candidates. References for the short-listed candidates will be thoroughly canvassed.
- 2.1.7 The short-listed candidates will be provided with detailed school and district information.
- 2.1.8 The short-listed candidates will be invited into the district, at Board expense. The candidates will have the opportunity to:
 - 2.1.8.1 Tour the district and meet with staff.
 - 2.1.8.2 Meet with the out-going Superintendent, if suitable.
 - 2.1.8.3 Attend informal social events.
 - 2.1.8.4 Participate in onsite interview(s) by the Board of Education, representatives from the PAC, ALTA, CUPE and ALELA will be given the opportunity to provide input.
- 2.1.9 The Trustees will then meet in a closed session to select the new Superintendent of Schools.

2.2 Selection of District and School Based Staff:

- 2.2.1 The Superintendent will establish a suitable selection process in consultation with the Board.
- 2.2.2 The Board will assess the district succession plan, and make a determination as to its impact on the recruitment process.
- 2.2.3 Criteria will be established for positions and where appropriate, through consultation with stakeholders, including: PAC, ALELA and ALTA and/or CUPE.
- 2.2.4 The Superintendent will be responsible for determining suitable posting and advertising.
- 2.2.5 In the event that a position for principal or vice-principal is posted, the Superintendent will endeavor to ensure that consultation with staff and parents takes place. These measures for input may include forms of consultation such as staff and parent input to criteria setting, participation on an interview committee, and candidates meeting with PAC and staff at the school.
- 2.2.6 References shall be thoroughly canvassed and interviews structured to determine the most suitable candidate.

3.0 Transfers of Administrative Staff

- 3.1 From time to time, the Superintendent will review principal/vice principal assignments and make recommendations to the Board regarding possible transfers.

- 3.2 Where a transfer is being effected, the selection processes outlined above will not apply.

1.0 General

- 1.1 Creating safe and caring environments for all students and staff is a priority of the Board of Education.
- 1.2 All staff members and students have a right to work and learn in a safe and caring environment.
- 1.3 The Board believes that high standards of respect and responsibility for oneself and others will lead to safe, and caring school cultures that foster inclusion, equity, and citizenship.
- 1.4 To this end, the Board expects that persons will:
 - 1.4.1 Comply with all applicable federal, provincial and municipal laws and with district policy and procedures.
 - 1.4.2 Value and encourage learning and working environments that are inclusive and respectful of the diverse individual, collective, social and cultural needs of our communities.
 - 1.4.3 Treat one another with dignity and respect.
 - 1.4.4 Refrain from engaging in, standing by, or encouraging, acts of violence, bullying or harassment, or discrimination in any form.
 - 1.4.5 Show care and respect for school property and the property of others.
 - 1.4.6 Intervene and take appropriate measures to help those in need.
 - 1.4.7 Will respect and value actions or interventions that foster a safe and caring environment.
- 1.5 Responsibility for building positive school culture is shared among many partners including the district, schools, students, parents/guardians, community, social agencies, and the RCMP. The Board promotes understanding and collaboration between all partners to achieve safe and caring schools.

2.0 Code of Conduct

- 2.1 Safe and caring school environments are free of:
 - 2.1.1 Bullying, cyberbullying, harassment, threats, intimidation, verbal or written abuse, racism, homophobia and other forms of discrimination of any kind (including but not limited to, real or perceived socio-economic status, race, skin colour, appearance, ethnicity, gender, sex, disability, sexual orientation, gender identity or expression, religion, culture, age or any other distinguishing characteristic). This is not intended to be an exhaustive listing of unacceptable behaviours.
 - 2.1.2 Any form of violence.
- 2.2 Safe and caring school environments do not tolerate:
 - 2.2.1 Intoxicating or banned substances.

2.2.2 Weapons (or replica weapons) and explosives.

2.2.3 Theft or property damage.

2.3 A school code of conduct will be followed by students, staff, parents/guardians, and visitors:

2.3.1 while on school premises;

2.3.2 going to and returning from school;

2.3.3 during designated breaks in the school day;

2.3.4 online; and

2.3.5 at all school-organized or sponsored activities, games and functions, whenever and wherever they are held.

This also includes any behaviour beyond these times that negatively impacts the school and students.

2.4 Principals have the right to regulate student conduct in order to preserve student and staff safety and to avoid disruption of the rights of other students. This includes taking all reasonable steps to prevent retaliation against a person or persons who have made a complaint of a breach of the school code of conduct.

SCHOOL DISTRICT NO. 10 (ARROW LAKES) POLICY MANUAL

532 - Respectful Workplace

1.0 General

- 1.1 A fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board of Education's commitment to delivering high quality public education and cultivating a reputation of excellence.
- 1.2 The Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.
- 1.3 Adherence to the BC Human Rights Code is essential, with procedures and culture in place that ensure a workplace free from discrimination on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or class of persons.

2.0 Roles and Responsibility

- 2.1 The Board of Education:
 - 2.1.1 supports an environment respectful of human rights and free from discrimination, bullying and harassment;
 - 2.1.2 understands and communicates with members of the community about the *Respectful Workplace* policy;
 - 2.1.3 ensures that the policy is reviewed annually and updated as required.
- 2.2 The Superintendent and Senior Management:
 - 2.2.2 implement the *Respectful Workplace* Policy and ensure that the provisions of this policy are communicated to all stakeholders such that:
 - 2.2.2.1 A consistent understanding and expectation is developed regarding respectful and appropriate behaviour in dealing with others, including the ability to speak or act without offending.
 - 2.2.2.2 If discrimination bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
 - 2.2.3 ensure appropriate training is provided to all employees on the *Respectful Workplace Policy* and Procedure;
 - 2.2.4 participate in investigations and the administration of corrective disciplinary action as appropriate;
 - 2.2.5 reviewing annually and recommending updates to the policy as required.

2.3 Principals and Managers:

- 2.3.1 communicate and review this policy and related procedure with the staff they supervise or manage;
 - 2.3.2 formulate, communicate and enforce work requirements and behavioral expectations;
 - 2.3.3 conduct or arrange for investigations into complaints under the *Respectful Workplace* policy;
 - 2.3.4 mediate or arrange for mediation for resolution of complaints as appropriate;
 - 2.3.5 administer corrective disciplinary action.
- 2.4 Human Resources:
- 2.4.1 Providing consultative services to Superintendents, Principals and Managers in managing Respectful Workplace complaints.
 - 2.4.2 Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board or Collective Agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the teacher collective agreement.
 - 2.4.3 Conducting investigations, or assisting in the investigation of complaints.
 - 2.4.4 Providing or arranging for training in Respectful Workplace Procedures
- 2.5 All Employees:
- 2.5.1 Being aware of, and sensitive to issues of discrimination, bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students.
 - 2.5.2 Demonstrating professional and positive behaviour consistent with individuals who are responsible for the safety, learning and well-being of staff and students.
 - 2.5.3 Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including in the use of electronic communication.
 - 2.5.4 Accessing the complaint procedure if they observe or experience discrimination, bullying or harassment in the working or learning environment.
 - 2.5.5 Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.

3.0 Definitions

- 3.1 Bullying and Harassment is defined as per the WorkSafeBC Occupational Health and Safety Regulation:
 - 3.1.1 Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated, or offended or intimidated.
 - 3.1.2 Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
- 3.2 Discrimination is defined as per the BC Human Rights Code includes conduct described in sections 7, 8 (1) (a), 9 (a) or (b), 10 (1) (a), 11, 13, (1) (a) or (2), 14 (a) or (b), or 43 of [the BC Human Rights Code](#).

- 3.3 Mediation – involves an unbiased third party acting as facilitator in direct communication between the parties who voluntarily agree to this process. It is an opportunity to resolve disputes in a mutually respectful manner at the Early/Site based resolution phase of a complaint.
- 3.4 Confidentiality – information about a complaint will be shared only with those who need to know in order to facilitate the investigation process. The respondent(s) will be provided with a copy of the complaint and both parties will be provided with a copy of the findings at the end of the investigation. All participants in the investigation process are to keep the information in the process confidential and not disclose it to anyone other than their union representatives.
- 3.5 Standard of Proof – the standard of proof to be applied as to whether the reported event(s) occurred is the balance of probabilities. This means that on the evidence provided, the occurrence of the event was more likely than not. The standard used to determine what is reasonable in the policy is the *Black's Law Dictionary, Ninth Edition* definition of a reasonable person which is as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

4.0 Application

- 4.1 This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons invited to or visiting Board property will strive to maintain the highest level of professional and personal courtesy when interacting with Board employees.
- 4.2 For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
- 4.3 Inappropriate behaviour by an adult toward a student is not covered by this policy. The *School Act*, The Ministry of Education – Teacher Regulation Branch, *Child, Family and Community Service Act* and the District's Collective Agreements will define and govern the standard of behaviour required by adults when dealing with students.
- 4.4 The conduct of the Board of Education is addressed in Board Policy 200 (2.3 Code of Conduct).
- 4.5 This policy is not intended to address issues where the cause of the conflict or behaviour is based on a personal characteristic that is protected under the *BC Human Rights Code*. For example, if the inappropriate behaviour towards

another person is based on homophobic or racist views, Board Policy 310 – Student Conduct and Discipline is the appropriate area to seek resolution.

- 4.6 This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including supervisory decisions involving work direction, evaluation, investigations and disciplinary action
- 4.7 This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
- 4.8 This policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.

5.0 Expectations of Respectful Behaviour

- 5.1 Every employee working with the School District has the right to a respectful workplace and learning community.
- 5.2 In order to promote and sustain a workplace and learning community where all employees are treated and treat others with respect and dignity, regardless of their status or position, each employee is expected to abide by the following values and standards of interpersonal behaviour, communication and professionalism.
 - 5.2.1 We respect and value the contributions of all members of our community, regardless of status or role in the organization.
 - 5.2.2 We treat one another with respect, civility and courtesy.
 - 5.2.3 We work honestly, effectively and collegially with employees and others.
 - 5.2.4 We respond promptly, courteously, and appropriately to request from others for assistance or information.
 - 5.2.5 We use conflict management skills, together with respectful and courteous verbal communication, to effectively manage disagreements among employees.
 - 5.2.6 We encourage and support all employees in developing their individual conflict management skills and talents.
 - 5.2.7 We have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences.
 - 5.2.8 We recognize the differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as unacceptable or unreasonable to others.
 - 5.2.9 We abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of, these policies and procedures through appropriate channels.
 - 5.2.10 We demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes.

- 5.2.11 If we are in leadership positions, we model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.
- 5.2.12 We adhere to the provisions of the BC Human Rights Code.