



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

MINUTES

School Board Office

Date: Tuesday November 8, 2016
7:00 pm

PRESENT

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

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

OTHERS: R. Bardati, J. Trainor

1. CALL TO ORDER:

L. Brekke called the meeting to order at 7:04pm

2. ADOPTION OF AGENDA:

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

CARRIED

3. ADOPTION OF MINUTES:

Moved by J. Struck seconded by R. Farrell that the minutes of the Regular Meeting of October 11, 2016 be adopted as presented.

CARRIED

4. PRESENTATIONS

Nil

5. DISPOSITION OF PREVIOUS PRESENTATIONS

Nil

6. FINANCIAL UPDATE:

a) October 31, 2016 Financial Reports presented by Susan Brenna-Smith (report attached)

7. QUESTIONS REGARDING FINANCIAL

Nil

8. REPORTS

a) **Chairperson:**
Report Attached

Board Chair L. Brekke recommended that the December Regular Meeting date change to the first Tuesday of December.

Moved by J. Struck, seconded by R. Farrell that the Board of Education approve a date change for the December meeting from December 13, 2016 to December 6, 2016

CARRIED

The Board has directed L. Brekke as Board Chair, to draft a letter to the Ministry of Education regarding initiating a timely By-Election process in light of the recent termination of two Boards of Education.

b) Education Partnership Committee

The following recommendations were first presented at the Education Partnership Committee (EPC) Meeting and were supported by the EPC.

Moved by R. Farrell, seconded by M. Teindl that the Board of Education approve the out-of-country Burton Academy Field Studies trips to Seattle and Pasco, WA, as presented in the Superintendent's Report at the Education Partnership Committee Meeting.

CARRIED

Moved by J. Struck, seconded by M. Teindl, that the Board of Education approve revision of the title of DRAFT Policy 301 to read "*Sexual Orientation, Gender Identity and Expression*".

CARRIED

c) Parent Advisory Council / Trustee Liaison Reports:

- i) Southern Zone
No report
- ii) Nakusp Elementary School (J. Struck)
 - AGM was held during the October meeting – do not have a full executive at this time
 - Successful school events include the Book Fair, and Pumpkin Carving night
- iii) Lucerne Elementary-Secondary School (R. Farrell)
 - Report attached
- iv) Nakusp Secondary School (M. Teindl)
 - Report attached
- v) District Parent Advisory Council
 - Meeting date is pending
- vi) CUPE/Board Liaison (L. Brekke)
 - Report attached
- vii) ALTA/Board Liaison Meeting (*R. Bardati*)

- Pro-D Update: Nov 14th Curricular Support Day / January 23rd plans are still in review
 - CA nearing completion – pending finalization of 4 Day LOU
 - Two teachers are planning to ‘champion’ the coding initiative within the district
 - Educational Transformation Committee will be meeting Nov 23, 2016
- viii) Occupational Health and Safety Committee (*L. Newman*)
- Reviewed first aid requirements and considered options for managing first aid ticket holder database
 - Presentation from A. Olson on capital projects and the relevant health and safety components of projects
 - Next meeting is scheduled for February 14, 2017
 - School inspections are in process
- ix) Chamber of Commerce
- Nakusp: No report
 - New Denver/Silverton: No report
- x) Strong Start Centres
- Eastern Zone report attached
 - Central Zone report attached
- xi) Arrow Lakes Aboriginal Educational Advisory Council (*L. Brekke*)
- Report attached
 - Proposed Dates: November 18 – December 5 – Advisory Committee to plan Aboriginal Day
- d) Branch / BCSTA / BCPSEA
- i) Branch: No report
- ii) BCSTA: 28th – 29th Provincial Council was attended by J. Struck
- iii) BCPSEA: Report attached (*L. Brekke*)
- 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:

Moved by R. Farrell, seconded by M. Teindl that the Board of Education of School District 10 (Arrow Lakes) approve new policy, *Policy 301 –Sexual Orientation, Gender Identity, and Gender Expression* at the Regular Meeting of the Board of November 8, 2016 as recommended by the Policy Committee and as presented.

CARRIED

Moved by J. Struck, seconded by M. Teindl, that the Board of Education of School District 10 (Arrow Lakes) approve the abandonment of policies 150 – School Planning Council, 531 – Workplace Discrimination, Bullying and Harassment, 691 – Evaluation of the Secretary Treasurer, 411 – Superintendent of Schools, and 690 Secretary Treasurer at the Regular Meeting of the Board of November 8, 2016 as recommended by the Policy Committee.

CARRIED

10. NEW BUSINESS:

- a) Policy Committee Updates

Notice of Motion: That the Board of Education of School District 10 (Arrow Lakes) approve revisions to Policies 180 Trustee Indemnity, Policy 510 Recruitment and Selection of Exempt Staff, Policy 530 Creating Safe Schools, and Policy 532 Respectful Workplace at the December 6, 2016 Regular Meeting of the Board as recommended by the Policy Committee.

Notice of Motion: That the Board of Education of School District 10 (Arrow Lakes) 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.

- b) Process for Committee Updates

A discussion was had by the Board regarding the process around 'other' Board Committees reporting to Regular Meetings.

11. NEXT MEETING DATES:

- | | | | |
|----|--|------------------|--------|
| a) | Education Partnership Committee Meeting: | December 6, 2016 | 6:00pm |
| b) | Regular Meeting of the Board: | December 6, 2016 | 7:00pm |

12. QUESTIONS FROM PUBLIC:

Nil

13. ADJOURNMENT:

M. Teindl adjourned the meeting at 8:01 pm

L. Brekke
Chairperson

T. Taylor
Superintendent/Secretary-Treasurer



**Board Meeting
November 8 2016**

Presented by: Susan Brenna-Smith, Director of Finance

1. a) 2016-2017 Operating Budget Review - October 31, 2016

Annual 2016/17 Operating Budget	\$ 7,822,158
International Expenses Decreased	<u>(22,414)</u>
Amended 2016/17 Operating Budget	<u>\$ 7,799,744</u>

b) Operating Budget Status (SDS Report #107)

Target: 77% remaining

Actual: 77% remaining

See Page 3 (October 2016) and Page 4 (October 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	<u>51,822</u>
Available AFG Operating Grant Funds	<u>\$ -</u>

b) AFG - Capital Grant (Bylaw)

AFG – 2016-17 Capital Grant	\$ 236,572
Less: Expended 2015-16	<u>11,605</u>
Available for 2016-17	224,967
Expended to date 2016-17	<u>47,496</u>
Available AFG Capital Grant Funds	<u>\$ 177,471</u>

c) Routine Capital / School Enhancement Program Grant (Bylaw)

	Lighting Upgrade - NES, BO, Shop	NES/NSS Re-roofing	Total
Routine Capital 2015-16 Grant Carryforward	\$ 70,962	\$ -	\$ 70,962
Routine Capital 2016-17 Grant	-	259,284	259,284
Interest Revenue	-	-	-
Expended to date 2016-17	67,072	259,284	326,356
Available Routine Capital Funds	\$ 3,890	\$ -	\$ 3,890



**Board Meeting
November 8 2016**

d) 2016/17 Bus Grant (Bylaw)

Bus 2015-16 Grant Carryforward	\$ 1,234
Bus 2017-18 Grant	126,249
Expended to date	<u>127,483</u>
Available Bus Grant Funds	<u>\$ -</u>

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 October 2016 absences relating to sick, medical and dental reasons are reasonable as compared to the previous 5 years.

Budget Implications: 89% Replacement Budget remaining
\$34,634 spent on a \$319,988 Budget

5. Government & Other Reports Filed

Government Reporting Entity (GRE) for Quarter Ended September 30 2016
Form 1530 FTE Employees by Program
Form 1601 Public School Data Collection
Form 1701 District Enrollment Data Collection
Annual Charities Return

Fund : 0 General Operating

O	TITLE	OCT	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	338,428.96	769,421.30		3,890,515	3,121,094	80
2	Emp. Benefits/Allowances	76,343.21	198,087.22		986,321	788,234	80
3	Services	35,764.20	60,200.27		338,326	278,126	82
4	Services	13.38	5,880.44	2,625.00	39,900	31,395	79
5	Supplies And Materials	21,635.28	44,070.55	1,824.45	183,277	137,382	75
TOTAL FOR Function - 1		472,158.27	1,077,659.78	4,449.45	5,438,339	4,356,230	80
Function : 4 District Administration							
1	Salaries	34,181.17	129,011.39		412,509	283,498	69
2	Emp. Benefits/Allowances	6,941.19	26,836.84		96,952	70,115	72
3	Services	12,418.84	72,160.74		266,183	194,022	73
4	Services	5,240.13	20,244.66		57,000	36,755	64
5	Supplies And Materials	6,920.63	6,776.92		36,979	30,202	82
TOTAL FOR Function - 4		65,701.96	255,030.55	0.00	869,623	614,592	71
Function : 5 Operations & Maintenance							
1	Salaries	43,041.48	173,389.39		549,634	376,245	68
2	Emp. Benefits/Allowances	10,173.15	45,011.80		133,054	88,042	66
3	Services	90.18	248.44		15,100	14,852	98
4	Services	2,254.38	10,346.82		60,394	50,047	83
5	Supplies And Materials	28,679.73	108,932.93	15,870.75	397,299	272,495	69
TOTAL FOR Function - 5		84,238.92	337,929.38	15,870.75	1,155,481	801,681	69
Function : 7 Transportation & Housing							
1	Salaries	18,117.48	44,189.64		169,491	125,301	74
2	Emp. Benefits/Allowances	4,197.07	12,281.87		41,845	29,563	71
3	Services	3,812.70	10,333.40		33,310	22,977	69
4	Services		600.00		1,000	400	40
5	Supplies And Materials	5,888.94	9,407.05		90,655	81,248	90
TOTAL FOR Function - 7		32,016.19	76,811.96	0.00	336,301	259,489	77
TOTAL FOR Fund - 0		654,115.34	1,747,431.67	20,320.20	7,799,744	6,031,992	77
GRAND TOTAL		654,115.34	1,747,431.67	20,320.20	7,799,744	6,031,992	77

Current Year:

TARGETS:

10-month expenses (Functions 1 & 7)

80% remaining

12-month expenses (Functions 4 & 5)

67% remaining

Overall Target

77% remaining

Fund : 0 General Operating

O	TITLE	OCT	YEAR TO DATE	ENCUMBERED	FULL YEAR BUDGET	AVAILABLE	PERC
Function : 1 Instruction							
1	Salaries	370,165.54	809,911.66		4,036,269	3,226,357	80
2	Emp. Benefits/Allowances	86,871.85	223,846.74		1,044,429	820,582	79
3	Services	52,530.13	74,478.68	249.48	340,837	266,109	78
4	Services	3,555.18	17,193.05		46,054	28,861	63
5	Supplies And Materials	20,473.19	46,293.43	13,704.62	327,147	267,149	82
TOTAL FOR Function - 1		533,595.89	1,171,723.56	13,954.10	5,794,736	4,609,058	80
Function : 4 District Administration							
1	Salaries	29,613.10	112,416.82		381,916	269,499	71
2	Emp. Benefits/Allowances	6,444.96	25,113.49		90,646	65,533	72
3	Services	22,705.32	70,649.23	1,680.00	249,350	177,021	71
4	Services	2,720.64	16,791.54		67,511	50,719	75
5	Supplies And Materials	3,835.07	9,068.58		26,450	17,381	66
TOTAL FOR Function - 4		65,319.09	234,039.66	1,680.00	815,873	580,153	71
Function : 5 Operations & Maintenance							
1	Salaries	48,107.69	210,119.36		534,925	324,806	61
2	Emp. Benefits/Allowances	10,534.19	53,093.41		131,084	77,991	59
3	Services	207.73	6,163.61		15,100	8,936	59
4	Services	21,481.52	38,992.52		60,394	21,401	35
5	Supplies And Materials	20,473.43	125,944.10	52,343.46	442,899	264,611	60
TOTAL FOR Function - 5		100,804.56	434,313.00	52,343.46	1,184,402	697,746	59
Function : 7 Transportation & Housing							
1	Salaries	9,915.77	19,065.70		168,717	149,651	89
2	Emp. Benefits/Allowances	2,173.24	5,477.12		41,644	36,167	87
3	Services	1,202.59	6,077.82		32,886	26,808	82
4	Services	80.00	805.00		1,000	195	20
5	Supplies And Materials	5,493.87	23,430.08		90,655	67,225	74
TOTAL FOR Function - 7		18,865.47	54,855.72	0.00	334,902	280,046	84
TOTAL FOR Fund - 0		718,585.01	1,894,931.94	67,977.56	8,129,913	6,167,004	76
GRAND TOTAL		718,585.01	1,894,931.94	67,977.56	8,129,913	6,167,004	76

Previous Year:

TARGETS:

10-month expenses (Functions 1 & 7)

80% remaining

12-month expenses (Functions 4 & 5)

67% remaining

Overall Target

77% remaining

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

<u>2016-2017</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
AO	0.00	0.00	0.00	1.00									1.00	0.17	6
Exempt	3.00	2.00	3.00	0.00									8.00	1.33	6
Support Staff: Clerical/Lib Clk	0.00	0.00	2.21	5.29									7.50	1.25	6
Support Staff: Custodial	5.00	3.00	9.99	4.75									22.74	3.25	7
Support Staff: EA/PrA/SSC	0.00	0.00	11.29	11.54									22.83	1.27	18
Support Staff: Maintenance	0.00	0.00	0.00	1.44									1.44	0.72	2
Support Staff: Transportation	0.00	0.00	0.50	1.00									1.50	0.30	5
Teachers	0.00	0.00	10.38	24.80									35.18	0.98	36
TOTAL	8.00	5.00	37.37	49.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.19		86

<u>2015-2016</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
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

<u>2014-2015</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>	<u>Average</u> <u>Per</u> <u>Employee</u>	<u>Employee</u> <u>Head</u> <u>Count</u>
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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2013-2014																
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	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	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	7.85	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	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	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	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	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	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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2012-2013																
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	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	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	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	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	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	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	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	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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Average		Employee Head Count
														Per Employee	Per Employee	
2011-2012																
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	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	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	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	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	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	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	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	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

Nov. 8, 2016

October was a busy month. I attended an Elections Committee meeting, to discuss plans to make public education a large focus of the upcoming provincial election. The slogan "Public Education is the Key" has been developed.

At the end of the month, I attended the Sexual Orientation and Gender Identification workshop – lots of information.

On October 26, attended the joint liaison between the Ministry of Education and Board Chairs and Superintendents and Secretary-Treasurers. SD10 presented at this event on how SD10's goals and plans align with the Ministry's 4 pillars service plan. Well received presentation in sharing our great work in the district. October 27 was the annual meeting of Board Chairs, with a review of the Ministry meeting, an update by Ministry staff on policy for Capital Projects, presentation by BC Sports, Aboriginal Education and PSEC (Public Sector Employer Council)

We also received information on the Canadian School Board Association annual meeting – in July of 2017 it is being held in BC at Whistler, and all trustees are welcome to attend.

The Policy Committee is still working hard at updating the Policy Manual. A couple of notes on this: Policy 310: Student Conduct and Discipline

– Housekeeping update only at this time to include updated language from the Code

There is a footer problem with the dates in the policies and is being corrected.

On November 1, attended the introductory meeting of the Support and Wellness Initiative, a program that we are sharing a coordinator with 4 other districts.

And last, due to some date conflicts, I would like to look into changing the date of the December meeting from December 13 to December 6.

Correspondence:

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

A number of Boards are writing to the Ministry to ask for by-elections for the school districts who's Boards of Educations were fired this year. I am wondering if our Board is interested in this.

CUPE Board Liaison

The Board met with CUPE this afternoon, Nov. 8

Discussions included WorkSafeBC, Personal Care, Attendance Wellness Support program, Strong Start centres, and Pro-D issues for part time employees. The meetings planned for the second Tuesday of each month to tie in with Board meetings are working for everyone, so we will continue with this plan. The next meeting will be on January 10.

BCPSEA:

BCPSEA held their annual Symposium Oct. 13 and 14.

There were several interesting sessions, including leadership in times of change, Harnessing the Power of Change, FIPPA (privacy) in the workplace, and a couple of legal presentations.

DPAC:

There are now reps for each zone and hopefully a plan will be set up soon.

Submitted By: Lora Lee Brekke

Report to SD10 School Board – November 8, 2016

LESS PAC Meeting, November 1, 2016 - The PAC held their AGM, followed by a regular meeting. There was change in the executive, which includes a new vice chair. The principal reported that the Remembrance Day ceremony will be November 9. They are in the process of updating the Code of Conducting with student involvement. Students in grades 4 to 12 are divided into teams and each team has come up with a lot of good points; there is a clear progression of consequences as kids pass through the grades. They are discussing the LGBTQ2IA++ Policy with the secondary students on November 4, and are also looking for parent involvement; invitation to parents to come and observe what the teams are up to. Trish will forward the student ideas to the PAC chair and he will pass on to parents for comment.

A parent proposed a motion for seat belts on school buses in the district. Lora Lee suggested that they request Art Olson to attend the next PAC meeting to discuss. Scott (PAC chair), will invite Art.

There was discussion around the PAC web page and whether Michelle can update the LESS website as it does not seem to have the most current information and there does not seem to be anyone else who can do that.

There was some discussion around the abandonment of Policy 150, Student Planning Councils. The concern is that this will take the parent voice regarding school planning in the future. They passed a motion: "That the LESS PAC values having had a voice in School Growth Plans in the past and would like to see an avenue for parents to have continued input into the process". They were assured by both Lora Lee and myself that there are still the same opportunities for parental input and that the Board values their involvement.

Next meeting will be in December.

Slocan Lake Chamber of Commerce – they are asking that everyone spread the word, far and wide, that the Slocan Community Health Center in New Denver is actively recruiting nurses.

Respectfully submitted,

Rhonda Farrell

NSS – Met on October 24th. 9 parents (including 2 trustees) 1 student and the principal. Open house November 3rd. New Webpage Design should be ready for Nov 7th. Newsletter, primarily student produced. Cougar snacks will offer more nutritious options. Going through the library to remove old books is almost done, there will be a re-design of Library and students will be helping to pick what kind of books they would like in Library. Wednesday Soup and Lunches have started. Boys are currently away at soccer provincials.

Ab Ed – First meeting was Nov 7th. 14 people in attendance which included teachers, principals, union rep, museum representatives, COIN members, Superintendent and myself. We reviewed the EA vision, Mission, and purpose and goals as well as review of aboriginal enrollment data. There are currently 31 elementary students and 29 Secondary students. We heard from Kristen and Sheena and heard what they are doing with their students. Currently students have taken part in oral storytelling, talking circles, blanket project, medicine wheel redfish and viewing of the 8th fire. It was decided that an advisory group will be formed to plan aboriginal day. Next meeting will be February 20th.

Chambers – Nakusp – nothing to report

Submitted By: Melissa Teindl

Oct. 18th, 2016

SD10 Board Report - New Denver StrongStart

Attendance:

Our morning sessions are averaging between 5-8 families per day and afternoon sessions average 2-4 families per day.

Highlights:

- * A Fall collaboration with the Lucerne School Green Thumbs Garden Club throughout September in the school garden.
- * A puppet showed performed by a Secondary DL Student who is a Peer Tutor in our class.
- * A Big Buddy from the 4/5/6 class spends Friday mornings helping out and reading stories.
- * Visiting the Kindergarten class for playtime every Thursday from 2 pm – 3 pm.
- * A visit from our Child Care Resource & Referral Outreach Consultant to meet families and talk about their Toy Lending Library. A program called Stars for Success will pay membership fees for low income families.
- * Last but not least our StrongStart Review! The research team was incredibly professional and personable...we truly felt at ease with all of them. Parents showed great support for the program and engaged in the research process with enthusiasm. An unexpected highlight for myself was time spent with Kristi Hibberson and Lorna Newman who rolled up their sleeves and helped out in the room while parents attended the focus group.

Thanks to the board for all their support!

Sincerely,

Charlene Alexander, ECE

NES StrongStart Early Learning Centre Monthly Report

8

- As the end of November 8th, 2016 I have 59 students enrolled. Last week I just registered 5 new students.
- NES StrongStart hours are: Monday/Wednesday/Friday from 8:45 - 11:45 am and Tuesday/Thursday from 12:30 to 3:30 pm.
- Our morning sessions are really busy with an average of 17 - 23 children and between 11 - 17 parents, and afternoons 3-5 parents. Afternoons are much busier than last year!
- Our daily schedule consists of free play, arts and craft, clean up, snack, gym, circle time, library time, music in the gym with the primary classes, play and good byes.
- Monday and Friday we have gym time from 10:10 to 10:40 am.
- Wednesday's we have library time at 11:00 am.
- Friday's at 11:00 am we will be participating in Music time in the gym with the primary classes.
- On Thursday November 10th at Pitter Patter, Mara Sand from Interior health will be coming to do lift the lip screening for ages 0 - 2 $\frac{1}{2}$ years of age. Pitter Patter has been busy also with lots of babies.
- On Monday October 19th we had our monthly visit from the Childcare Resource and Referral from Nelson. They will also be coming to StrongStart on the 21st of this month. When they come, they bring supplies, toys to borrow, and who will lend toys to families, and will help with childcare and subsidy.
- The Early Years face book page is being used all the time, and just seems like a great way to get info out to the parents.
- On October 31st, StrongStart partnered with CBAL, CAPC, Success by 6 and Children First to have a Halloween luncheon at

Strongstart. Hot lunch was provided to all families and we had 32 children and 25 parents and 3 facilitators.

Respectfully written by Nancy Bone
November 8th, 2016.



World Class Learning in a Rural Environment

November 8, 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 7-2016

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	1	3	2	2	9	35
EES	1	1	1	1	8	3	4	4						23
LESS	8	3	10	5	9	9	5	5	7	7	5		6	79
NES	14	22	19	18	24	21	17	32						168
NSS									27	32	23	25	39	146

**TOTAL
Per
Grade**

25 27 30 26 43 37 28 43 35 42 31 27 54

District Total

451

Notes: Grade not applicable to school
 BAS is currently not showing cross enrollment numbers in My Ed BC

1. Enrollment notes

- Three new students have enrolled at EES as well as NES this week, and one student transferring from DL to LESS
- We are still awaiting the five children from the refugee family moving to New Denver

2. Professional Learning Update

- November 14th is our next district day of professional learning, this one focused on support for the redesigned curriculum
 - Faye Brownlie, internationally recognized literacy expert, launches this day as educators examine models of collaboration and ways to use collaboration in formative assessment
 - Four teacher-led sessions will follow:
 - Fresh Grade and ePortfolios
 - Revised Grade 10-12 Curriculum Drafts
 - K-9 Communication and Reporting on Student Learning
 - District Environmental Education Initiative

3. Shoulder Tapper Grant

- We hope to be successful in attaining a \$17,500 Shoulder Tapper Grant. If so, we will:
 - Connect students with local tradespeople, makers and builders through the district-wide Design Thinking Initiative (13 local artists, makers and builders)
 - Enhance support to students with Aboriginal ancestry through collaboration with our Aboriginal Education Council and Elders, as well as create deep learning experiences with local and regional Aboriginal tradespeople and artists
 - Integrate coding in elementary and secondary classrooms through partnerships with SET-BC and GLOWS; involvement in RoboGames in 2017

Superintendent's Report – November 8, 2016

- Hold a district Maker Day in 2017 with support from Dr. Susan Crichton at UBC-O
<http://www.itabc.ca/events/maker-day>

4. Coding Curriculum Funding Application

- Application for \$29,563 for coding curriculum support was submitted to Ministry of Education October 31st
- Two coding Lead teachers: Keith Greenhalf from NES and Scott Kipkie from Lucerne are leading the project
- ALTA President, Superintendent and Lead teachers are working closely together to bring strong coding curriculum practices and resources forward for our student and professional learners
- Our aim is to embed coding and computational thinking across diverse areas of the curriculum from K-12, with prototypes of implementation ready this school year, and Ministry-required 15 hours of coding in Grades 6-9 in place by September 2018

5. Senior Boys Soccer to Provincials

- November 6th-10th sees our Senior Boys Soccer team travelling to Provincial Championships in Surrey
- The boys have had a great season so far this year, and look forward to playing their best at Provincials
- Congratulations to all the boys on the team and their hard-working coach, Rod Morrison

6. SOGI (Sexual Orientation and Gender Identity) Update

- Board Chair Lora Lee Brekke and Superintendent attended a Ministry of Education workshop October 25th aimed to help districts become better prepared to enact the new SOGI Human Rights requirements under the recent legislation
- Processes and practices to promote and support inclusion of all students were shared by members of Out in Schools as well as other district teachers, principals, directors and superintendents
- In SD 10, we look forward to meeting with students from both secondary schools and discussing the new Sexual Orientation and Gender Identity and Expression policy and protocols as well as encourage our PACs to discuss the new policy and protocols

7. 2nd Annual Partner Liaison Meeting October 26th

- Ministry of Education held its 2nd annual Partner Liaison meeting October 26th in Vancouver
- Board Chairs, Superintendents and Secretary-Treasurers attended from across BC
- Many items were discussed including the Framework for Enhancing Student Learning, the new K-9 Curriculum and district "Financial Health" indicators
- Superintendent presented a 10 minute overview of how SD 10's goals and plans strategically align with the Ministry four pillars in the Service Plan (attached)

8. Fauquier School Update

- Re-application to the ALR (Agricultural Land Reserve) for the Fauquier School property has been made by the Director of Finance as additional information was requested
- To clarify, the Board's intent, the school district has not made any arrangements to sell the Fauquier property once it is subdivided to a particular community organization
- The intent of the Board of Education is to ensure that the building and land remains as a community facility for the community of Fauquier
- The community of Fauquier, once the property is finally subdivided, will be able to choose the best way to ensure long term access to the building and property for the good of all Fauquier residents
- The old school is a valuable community asset, and the district looks forward to working alongside the community

9. Solar Panel Project - Request for Information

- A member of the public has requested that the district provide access to data from the solar panels on a public website

- The district IT Manager advises concern and states opening up solar panel and other infrastructure equipment to the internet is not advisable from a security perspective.
- Almost all large scale DDoS (Distributed Denial of Service) attacks that have happened over the last few months across the world have been initiated from people gaining access to infrastructure devices (heating control, security camera, lighting fixtures,...) and using them for nefarious purposes.
- Once Grade 7-9 Science and Math students at Lucerne have completed analysis of the solar panel data, they will share this information at a public meeting of the Board of Education

10. Burton Academy Field Studies Trips

- Burton Academy School continues to grow their business plan in the Entrepreneurship part of their program
- On January 16th -24th, the students will attend the Vancouver Boat Show and from January 24th – February 7th, students will attend the Seattle Boat Show
- In late November, three Burton Academy students plan to participate in a Rotary entrepreneurship event in Pasco, Washington
- Recommendation: *That the Board of Education approve the out of country Burton Academy Field Studies trips to Seattle and Pasco as presented by the Superintendent.*

11. Attendance and Wellness Program Launches

- On November 2nd, Shari Featherstone met with both CUPE and ALTA as well as district staff to provide more information and planning for Attendance and Wellness Support programs
- Shari is the Attendance and Wellness Consultant hired through the OLRC
- SD 10 is in a good starting place as we already track data (eg on monthly Financial Reports) and work collaboratively with our union partners to support employee health and wellness
- There are two main reasons for the initiative aside from a requirement to do so by the Ministry:
 - 1) to improve and support our employees' health and wellness and
 - 2) to reduce costs resulting from employee absences so that more resources can support the classroom

12. Congratulations to Odin Brynjolfson at EES!

- Big congratulations to Odin from Edgewood School
- His Grade 3 artwork from Ms. Momeyer's class at EES last year, has been chosen as 1/13 images for the 2017 Kootenay Kids Calendar
- Over 1300 entries were received, so Odin's success is most notable!
- EES students have had great success over the years with work published in this annual calendar
- Get your copy in late December and early January of the annual KSCU Kootenay Kids calendar with Odin's painting displayed

13. Learning Advisory Board

- Superintendent is serving on a new committee providing input and feedback to the Ministry on numerous initiatives
- The Learning Advisory Board meets every two months with Assistant Deputy Ministers, Ministry Directors and the Deputy Minister as required

14. Ministry visit to SD 10

- On November 1st and 2nd, Talya Christbason, Director of Sector Strategic Initiatives in the Service and Technology Division of the Ministry of Education visited the district
- Talya was interested in seeing examples of co-teaching, collaboration and teachers integrating curricular areas in their practice
- She visited EES, NES, NSS and Lucerne and was very impressed with the enthusiasm and passion of our teachers as well as their innovative practices with students
- Thanks to all our teachers and students for opening their classrooms during the visit

SCHOOL DISTRICT NO.10 (ARROW LAKES) POLICY MANUAL

301– Sexual Orientation, Gender Identity and Gender Expression

1.0 General

- 1.1 The Board of Education (the “Board”) is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and working environment for all members of the school community, regardless of real or perceived sexual orientation, gender identity, and gender expression, which includes, lesbian, gay, bisexual, trans, Two-Spirit, queer, questioning, intersex, and asexual (LGBT2QIA+).
- 1.2 The Board will provide a safe environment, free from harassment and discrimination, while also promoting pro-active strategies and guidelines to ensure that LGBT2QIA+ students, employees and families are welcomed and included in all aspects of education and school life and treated with respect and dignity.
- 1.3 The Board believes that all LGBT2QIA+ students, staff and families have the right to:
 - 1.3.1 have their confidentiality protected and respected;
 - 1.3.2 self-identification and determination; and
 - 1.3.3 have their unique identities, families, cultures, and communities included, represented, valued, and respected within all aspects of the school environment.

2.0 Support and Communications

- 2.1 The Board is committed to constructive and open dialogue with LGBT2QIA+ communities to increase cooperation and collaboration among home, school and the community.
- 2.2 The Board will acknowledge through its communication to students, staff, and the community that some students are LGBT2QIA+ and/or live in LGBT2QIA+ families and need to be positively recognized and included as such.
- 2.3 All schools are encouraged and supported in establishing and maintaining Gay or Queer/Straight Alliance clubs, groups or programs.
- 2.4 Schools and staff are encouraged to incorporate school in-service, individual professional development, and group staff development activities as opportunities to enhance the school and work place as tolerant and diverse learning environments.

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.

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

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.

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.

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