



**SD70 (ALBERNI) BOARD OF EDUCATION
PUBLIC AGENDA
7:00 pm – May 14, 2019
Administration Office, Port Alberni, B.C.**

Call to Order – Trustee Craig

Questions of Agenda/Approval of Agenda for May 14, 2019

Conflict of Interest Declaration

1.0 Adoption of Minutes of April 9, 2019

2.0 Announcements of the Chair

3.0 Good News from the Schools - Nil

4.0 Trustee Statements

5.0 Petitions/Delegations/Presentations

5.1 Medical Health Officer – *Dr. Paul Hasselback*

5.2 ADSS SAFE Club – *Anne Ostwald*

5.3 Port Alberni Air Quality Council – *Anna Lewis*

5.4 Early Years Centre – *Carrie Nahorney*

6.0 Staff Reports

6.1 Superintendent's Report
The Superintendent will provide his monthly report.

Greg Smyth

6.2 Aboriginal Education

Mr. Smyth and Mr. Maher will provide an update on Aboriginal Education.

Greg Smyth

6.3 Expenditures for March 2019

RECOMMENDATION

It is recommended that the expenditures for the month of March 2019 be approved as follows:

Description	March
Supplies and Services	\$657,566.63
Salaries and Benefits	\$3,382,948.78
	\$4,040,515.41

RATIONALE

Trustees have reviewed the cheque listings.

Lindsay Cheetham

6.4 2019-20 Capital Bylaw

The Secretary-Treasurer will present the 2019-20 Capital Bylaw for approval.

Lindsay Cheetham

6.5 Board/Authority Authorized Courses

RECOMMENDATION

It is recommended that the Board approve the following BAA courses:

- Leadership 11
- Psychology 11
- Psychology 12
- Forensic Psychology 12

RATIONALE

The four BAA courses require renewal and have been aligned with current curriculum structure.

Greg Smyth

7.0 Executive Committee Reports

7.1 April 24, 2019

8.0 Unfinished Business/New Business

8.1 2019/20 School Calendar – *Greg Smyth*

9.0 Policy Development

9.1 Policy Discussion – *Policy 341: Budget Development, Monitoring and Reporting*

This Policy was served Notice of Motion on April 9, 2019 and is now up for discussion.

Greg Smyth

9.2 Notice of Motion – *P110: Board Procedure*

RECOMMENDATION

It is recommended that the Board serve Notice of Motion to amend P110: Board Procedure.

RATIONALE

This Policy requires amending to reflect changes in start time to the Inaugural Meeting.

Greg Smyth

10.0 Correspondence – Action Required - Nil

11.0 Correspondence – For Information

11.1 copy of the Westerly News dated April 3, 10, 17, 24 and May 1, 2019.

11.2 copy of the Ha-Shilth-Sa News dated April 11 and 25, 2019.

12.0 Board Committees - Nil

13.0 Internal District Committees - Nil

14.0 External or Community Committees

14.1 Port Alberni Museum & Heritage Commission – *Trustee Craig*

15.0 Audience Question Period

Adjournment



Alberni
Air Quality
Society

*Port Alberni
Air Quality
Council*

April 19, 2019

Board of Education
School District #70
4690 Roger Street
Port Alberni, BC V9Y 3Z4

Attention: Pam Craig

Dear Pam,

I am writing on behalf of the Port Alberni Air Quality Council (AQC) to invite Trustee participation on the Council. The AQC is a Valley-wide stakeholder roundtable with a mandate to promote the cleanest and healthiest possible air quality for the Alberni Basin and all its inhabitants. The stakeholders meet in the spirit of open collaboration to further mutual air quality goals.

The AQC meets approximately 8 times per year. Typically, meetings are the first Thursday of the month, held in the board room of the regional district and begin at 2pm. Expectations of stakeholders include: a commitment to the principle of continuous improvement, reporting back to their respective constituency and provide comment on materials and projects and support where possible. Participating stakeholders include various levels of government, (municipal, regional and provincial), Island Health, First Nations Health Authority, local industry, members of the community at large and air quality advocates.

We have just had an air emissions inventory completed, which will provide the technical backbone of our Airshed Management Plan. An Airshed Management Plan provides a blueprint to coordinate a collaborative community process to address cumulative impact of human activity on air quality. A component of the plan will be on the education of the public, including school aged children.

The quality of our shared airshed encompasses all of us who live here. There is no "safe level" of air pollution and any improvements to emissions locally will have a direct impact and improvement on public health. There are no clear jurisdictional or geographical boundaries to air, we feel it is important to have all Valley stakeholders at the table. We invite SD70 to participate on the Air Quality Council and to have a voice to lay the necessary groundwork for an Alberni Valley Airshed Management Plan.

Sincerely,

Anna Lewis, Chair
Port Alberni Air Quality Council

7.1

EXECUTIVE COMMITTEE MEETING

DATE: APRIL 24, 2019
LOCATION: CONFERENCE ROOM
TIME START: 9:00 AM **TIME END:** 9:14 AM

ATTENDANCE LOG

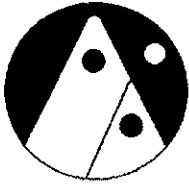
Greg Smyth	Peter Klaver	Lindsay Cheetham
Nancy Bell	Ken Zydyk	Barb Witte
Vera Kaiser	Jack Hitchings	Greg Roe

DISCUSSION ITEMS		
GS		N/A

INFORMATION		
VK	1.	Transition meetings taking place.
NB	2.	CUPE/Management negotiations are completed.
BW	3.	Noted that today is Administrative Professionals Day.
BW	4.	Working on Long Service/Retirement Reception for June 25 th .
GS	5.	Starting to short-list for Director of Inclusion position. Interviews will take place on May 1 st .
GS	6.	Year-end staffing underway.
GS	7.	Noted a change for 2019/20 Board Meetings – the Public meeting will start at 5:00pm.
GR	8.	Changes to water testing levels from VIHA will mean contractors will re-examine levels and present final reports by the end of the week.

NEXT MEETING: MAY 8, 2019

RECORDED BY: Barb Witte



ALBERNI DISTRICT TEACHERS' UNION

4913 Argyle Street, Port Alberni, B. C., V9Y 1V6

Telephone: 250 724-5021

FAX: 250 724-0442

Email: adtu@shawcable.com

April 9, 2019

Dr. Jack Hitchings
Director of Instruction – Learning Services
Board of Education of School District #70 (Alberni)
4690 Roger Street
Port Alberni, B.C.
V9Y 3Z4

Dear Dr. Hitchings:

As per the April 3, 2019 meeting, the A.D.T.U. Professional Development Committee would like to submit the following potential Professional Development Day dates to School District 70 for the 2019 - 2020 school year:

Friday, October 25, 2019	(PSA Day)
Monday, November 18, 2019	(School Based Day)
Friday, February 14, 2020	(School Based Day)
Friday, April 24, 2020	(LSA Day)
Monday, May 11, 2020	(School Based Day)

Thank you for your consideration.

Sincerely,

ALBERNI DISTRICT TEACHERS' UNION,

Stephanie Hopkins
Professional Development Chair

SH:cp/LEU/USW 2009

SCHOOL CALENDAR FORM - GENERAL

2019/2020 CALENDAR

JULY						
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28	29	30	31			

AUGUST						
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JUNE						
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■ Instructional
 ■ Non-Instructional
 ■ Vacation Period
 ■ Statutory Holiday



Ministry of
Education

341: BUDGET DEVELOPMENT, MONITORING AND REPORTING (P)

Approved:

POLICY

The Board of Education recognizes its responsibility for the effective use of funds received from the Ministry of Education and other sources. The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the goals of the Ministry of Education and the goals and priorities identified by the district. The School Act requires the Board to develop an annual operating budget, in the form and containing the content specified by the Ministry of Education.

The Board authorizes the Superintendent and the Secretary-Treasurer to develop and monitor the annual budget, and for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary-Treasurer is specifically responsible for the management of the budget and all financial reporting processes.

The Board will be provided with supporting materials, budget highlights and assumptions, implementation strategies and financial and business risks to assist in its understanding of the district's financial health prior to decision making. The budget will support the district's strategic priorities and operational plans.

The Board will ensure budget consultation and discussion takes place in a planned, collaborative and transparent manner, and will be responsible for monitoring the district's financial position at regular intervals throughout the year. The Board will also ensure that budgetary and financial information is available and that financial statements audited.

PROCEDURES

District staff will report to the Board of Education in a timely, accurate and understandable manner on matters related to the development and monitoring of the district's annual budget. An accompanying discussion and analysis will be provided, as necessary, to fully communicate financial position, assumptions and key risks.

1.0 Budget Development

- 1.1 The Board will receive input into the development of the district's annual budget through regular public Board meetings scheduled for March (Valley) and April (West Coast)

1. 2 Input will be received either in writing or through an in-person presentation according to Policy 110: Board Procedures
1. 3 District Staff will consider all budget submissions and presentations in the development of the preliminary annual budget

2.0 Budget Assumptions

All plans, assumptions and risks shall be fully disclosed with the Board prior to the Board approving budgets. These plans, assumptions and related risks should:

2. 1 Be disclosed in budget documents;
2. 2 Focus on planned changes from the previous school year; and
2. 3 Be realistic and consistent with the school district's vision, priorities and goals, as outlined in the district's Strategic Priorities.

At a minimum, these disclosures should include:

- Key budget assumptions, such as student enrolments, grant rate increases, salary increases, and inflation rates;
- Financial and business risks, such as increases in interest rates and increases in fuel prices; and
- Specific strategies explaining how the budget supports the school district's strategic plan.

3.0 Budgetary Controls

Clearly defined managerial responsibilities exist, whereby;

3. 1 Cost Centre Managers receive timely, accurate and understandable financial information to make student-focused decisions based on available resources, and
3. 2 Cost Centre Managers regularly monitor, analyze and provide feedback on variances; including;
 - a. A plan of action for individual budget sites;
 - b. Assigned responsibility for adhering to the budget;
 - c. Performance monitoring against the budget;
 - d. Plans for corrective action if results differ significantly from the budget;
 - e. Significant departures from the budget permitted only after approval by the Board; and
 - f. The investigation of unexplained variances from the budget.

Implementation of these processes and any future direction is at the discretion of the Board and reflects appropriate latitude for administration to implement based on the district's unique circumstances, risk profile and strategic priorities.

4.0 Quarterly Financial Reports

- 4.1 Actual results will be compared with trended budget amounts;**
- 4.2 Significant variances between the trended budget and actuals, including all significant revenues and expenses, will be clarified;**
- 4.3 Status reports for significant capital projects will outline progress on spending relative to budget, achievement of key milestones and risks related to delivering the project on time, on-budget and to identified project specifications;**
- 4.4 Changes to capital allocations/asset, unspent capital balances and accumulated operating surplus/deficit;**
- 4.5 Annual updates will be provided to the Board on local and capital reserves.**

110: BOARD PROCEDURE (P)

Approved: 01 09 11

Amended: 14 11 02

Amended: 17 06 13

Amended: 18 05 08

POLICY

The Board of Education will establish procedures and practices for the efficient, consistent operation of the District.

Adopted as a resolution, the Regulations to this Policy establish the operating procedures for all meetings of the Board, establish the Committee structure of the Board, and outline duties and responsibilities of the Chair and presiding officers of the Board, ensuring that such procedures are consistent with the School Act.

REGULATIONS

A. TYPES OF MEETINGS

1.0 REGULAR MEETINGS (PUBLIC MEETINGS)

- 1.1 A regular meeting will normally be held on the second Tuesday of the months September to June inclusive. Regular meetings may be rescheduled by the Chair provided the Board meets at least once every three months. Meetings on the first Tuesday in July and the last Tuesday in August shall be held as necessary at the discretion of the Chair.
- 1.2 All regular meetings of the Board shall be open to the public and no person shall be excluded except for improper conduct. If in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed to the public.
- 1.3 The Chair or presiding officer shall be the sole judge as to what constitutes improper conduct and may expel or exclude from a Board meeting any person considered guilty of improper conduct.
- 1.4 The order of business at all regular meetings, unless varied by motion shall be as follows:
 - Call to Order
 - Questions of Agenda/Approval of Agenda
 - Conflict of Interest Declaration

1. Adoption of Minutes
 2. Announcements of the Chair
 3. Good News from the Schools
 4. Trustee Statements
 5. Petitions
 6. Staff Reports
 7. Board & Committee Reports
 8. Executive Committee
 9. Unfinished Business/New Business
 10. Policy Development
 11. Correspondence – Action Required
 12. Correspondence – For Information
 13. Internal District Committees
 14. External or Community Committees
 15. Audience Question Period of the Public Agenda
- Adjournment

- 1.5 The Minutes for the Regular meetings shall be posted on the district web site.

2.0 IN CAMERA MEETINGS

- 2.1 The Board may convene In-Camera meetings without the public present to discuss and resolve issues of a confidential nature.
- 2.2 Trustees and staff shall not disclose to the public the decisions or discussions of an In-Camera meeting.
- 2.3 Minutes of an In-Camera meeting shall be circulated to Trustees and District Administration.
- 2.4 The minutes of the meeting shall be adopted at the subsequent In-Camera meeting.
- 2.5 The agenda of the meeting shall be similar to that of a Regular Board meeting as appropriate.
- 2.6 The confidential topics to be discussed and resolved by the Board at In-Camera meetings generally relate to matters of land, labour (personnel), litigation, and student discipline. The following are typical topics:
- 2.6.1 Acquisition/disposal of properties during the negotiation period.
- 2.6.2 Personnel matters (salary, benefits, discipline, Board approved leaves of absence, evaluations) of employees.

- 2.6.3 Negotiation, application and administration of teacher and support staff employee collective agreements. Where a collective agreement is ratified, the highlights of the agreement including salary and benefit details will be announced at the next public meeting and trustees will have an opportunity to comment on the agreement.
- 2.6.4 Salaries of specific Management, Excluded and Administrative Officer employees. The parameters for these salary adjustments will be discussed and adopted at a public meeting, usually as part of the annual budget process. When the specific salary adjustments are determined In-Camera, the information will be announced at the next public meeting and trustees will have an opportunity to comment on the adjustments.
- 2.6.5 Accident claims and matters pertaining to the safety, security or protection of school property where liability claims may arise.
- 2.6.6 Matters pertaining to individual pupils including conduct, discipline, suspension or expulsion of pupils, truancy, and indigent pupils.
- 2.6.7 Correspondence where individual staff or students are named.

3.0 SPECIAL MEETINGS

- 3.1 A special meeting of the Board may be called by the Chair or, upon written request of a majority of the trustees, shall be called by the Secretary-Treasurer.
- 3.2 Written notice of a special meeting and an agenda shall be sent electronically to each trustee at least 48 hours in advance of the meeting.

B. MEETING PROCEDURES

1.0 RULES OF ORDER

- 1.1 The Rules and Practices of the Roberts Rules of Order shall, so far as applicable and unless otherwise indicated in the Policy, govern in all meetings of the Board. Where both these rules and Roberts Rules of Order are silent, the Standing Orders of the British Columbia Legislature shall be followed. In all cases, the School Act and Regulations will not be violated.
- 1.2 The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the trustees present.

- 1.3 The rules may be amended by resolution, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
- 1.4 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in paragraph B.1.1.
- 1.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of trustees present. When an appeal is successful it does not necessarily set a precedent.
- 1.6 All questions shall be decided by a vote on motion.

2.0 MOTIONS

- 2.1 Motions shall be phrased in a clear and concise manner to express an opinion or achieve a result. A preamble does not form part of the resolution when passed.
- 2.2 The presiding officer may divide a motion containing more than one subject if it is believed this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
- 2.3 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.
- 2.4 All motions are debatable except the following:
 - 2.4.1 Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new
 - 2.4.2 Motion to fix time for adjournment of a meeting;
 - 2.4.3 Motion to proceed to the next business;
 - 2.4.4 Motion to go into or out of In-Camera, or Committee of the Whole format.
 - 2.4.5 Motion to table or to take from the table.
- 2.5 All motions shall be subject to amendment except the following:
 - 2.5.1 Motion that the question be now put;
 - 2.5.2 Motion for adjournment of debate or adjournment of a meeting;

- 2.5.3 Motion to table unless such a motion contains a date for further consideration of the matter tabled;
- 2.5.4 Motion to proceed to next business.
- 2.5.5 An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and the same shall be dealt with before the amendment is declined. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
- 2.5.6 A question may be considered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by a two-thirds majority.

3.0 DEBATE

- 3.1 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this rule.
- 3.2 No trustee shall speak until recognized by the Chair.
- 3.3 No person shall speak more than once to a question except the mover of a motion, who shall have the right to make a reply when all other trustees who wish to speak have spoken. No trustee shall speak for a period in excess of five minutes at one time. The Chair may caution a trustee who persists in tedious and repetitious debate and may direct the trustee to discontinue.
- 3.4 A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 3.5 No trustee shall interrupt another trustee who has the floor except to raise a point of order or a point of privilege.

4.0 VOTING

- 4.1 All trustees present at the time of voting must vote, providing the trustees follow the conflict-of-interest rules described in the School Act. A trustee present at the meeting, but who is absent from the meeting at the time of the vote is considered absent and the quorum thus adjusted.

- 4.2 Voting shall be by show of hands except when a trustee who is eligible to vote does not raise a hand, the trustee will be deemed to have voted in the affirmative. The result of the vote is recorded and either carried or defeated.
- 4.3 Where a trustee requests the recording of names, both affirmative and negative votes shall be recorded.
- 4.4 The Chair shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chair shall so declare.
- 4.5 All questions shall be decided by a majority of votes of the trustees present and voting save as otherwise provided by this policy or the School Act.

5.0 COMMITTEE OF THE WHOLE

- 5.1 By resolution, the Board may move into Committee-of-the-Whole format at any time during the Regular or In-Camera meeting.
- 5.2 By definition, the entire Board is resolved into a committee under a chair that may be a trustee other than the regular Chair. Its purpose is to facilitate discussion by ameliorating the rules applicable in a formal session.

6.0 QUORUM

- 6.1 The quorum for a meeting shall be a majority of trustees holding office at that time.
- 6.2 A trustee who is unable to attend a meeting in person may participate by electronic means (telephone). A trustee participating by electronic means may fully participate in the meeting, be counted in the quorum, and vote.
- 6.3 At the appointed time for commencement of a meeting the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with this policy.
- 6.4 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date.

7.0 AGENDA AND NOTICE

- 7.1 The agenda and notice of meetings shall be prepared by the Secretary-Treasurer in consultation with the Superintendent of Schools.
- 7.2 Written notice of each meeting, together with the proposed agenda, must be sent at least 48 hours in advance to each trustee.
- 7.3 At least 48 hours in advance of a Regular Meeting, the agenda will be sent electronically and/or posted on the website to the Principals' & Vice-Principals' Association, Alberni District Teachers' Union, Canadian Union of Public Employees, District Advisory Council and the Media.
- 7.4 Prior to the meeting, the Secretary-Treasurer may propose to add items to the agenda and upon adoption of the agenda by the Board, these additional items are formally included in the agenda.
- 7.5 A change to the order of business as outlined on the agenda may be proposed by any trustee and shall require unanimous consent, without debate.

8.0 MINUTES

- 8.1 The Secretary-Treasurer shall ensure that the minutes of meetings are legibly recorded. Such minutes shall be concise and detail the proceedings of the Board, but not the contents of speeches.
- 8.2 The minutes shall show trustees present, trustees present by electronic means, and trustees absent.
- 8.3 The minutes are to be certified as correct by the Secretary-Treasurer or other designated employee under paragraph B.8.7 below, and signed by the Chair or other trustee presiding at the next meeting at which the minutes are adopted.
- 8.4 Except for minutes of a meeting from which persons other than trustees or officers of the Board, or both, were excluded, the minutes shall be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.
- 8.5 The Secretary-Treasurer shall ensure that a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at an In-Camera meeting where persons other than trustees or officers of the Board or both were excluded, and the record shall be open for inspection at all

reasonable times by any person, who may make copies and extracts on payment of a fee set by the Board.

The Secretary-Treasurer or another employee designated by the Board under paragraph B.8.7 must be present at the time that a decision of the Board is rendered and must record any decision.

- 8.6 If the Secretary-Treasurer is unable to attend a meeting or if the meeting concerns the work performance or employment of the Secretary-Treasurer, the Board may designate another employee of the Board to attend the meeting in place of the Secretary-Treasurer at the meeting.
- 8.7 Meetings of the Board may be electronically recorded to provide an accurate record of the meeting. The Regular (Public) Meetings may be recorded when practical, and In-Camera meetings may be recorded upon a resolution of the Board. The recordings will be destroyed after the minutes have been adopted.

9.0 PETITIONS/DELEGATIONS

- 9.1 Petitions may be received at both Public and In-Camera meetings. In-Camera petitions are appropriate where the topic includes personnel matters, employee or student names.
- 9.2 Petitions must be submitted in writing by noon Wednesday preceding the meeting and to include the name(s) of the presenters, the general nature and viewpoint of the petition, and the specific action requested. Copies of the written Petition will be circulated to the Board with the agenda on Friday afternoon.
- 9.3 On approval of the Board Chair, emergent Petitions arising after noon on Wednesday preceding the Board meeting may be presented at the Board meeting. The Petition must be submitted in writing to the Board when making the presentation.
- 9.4 The Board Chair may limit the number of Petitions to be presented at any single meeting.
- 9.5 Petitions are directed to the Board of Education as a corporate body, not individual trustees.
- 9.6 Petitions are not accepted from individuals or entities soliciting business from the Board.
- 9.7 Petitions shall be limited to ten minutes unless the Chair, prior to the commencement of the Petition, approves an extended time frame.

- 9.8 The Board will hear the Petition, ask questions for clarification and refer the Petition to the Unfinished Business/New Business section of the agenda.
- 9.9 The Board may also receive a Delegation at a Public or In-Camera meeting. A delegation differs from a Petition in that there is no specific request to the Board. The guidelines for a Delegation shall generally follow those of a Petition described above.

10.0 ADJOURNMENT

- 10.1 Board meetings will normally stand adjourned after 4 hours. Where the meeting continues past 4 hours a trustee may move that the meeting be adjourned, and with the motion being adopted by a simple majority, the meeting will be adjourned.

C. INAUGURAL MEETING

1.0 CALLING THE INAUGURAL MEETING

- 1.1 After the general local election of trustees, the Secretary-Treasurer shall convene an inaugural meeting of the Board at ~~7:00 p.m.~~ on the second Tuesday of the month following the general local election.

D. CHAIR/VICE-CHAIR

1.0 GENERAL

- 1.1 A Chair shall, and a Vice-Chair may be elected pursuant to paragraphs D.2.0 and D.3.0 below.
- 1.2 Where at the inaugural meeting following the general election, the Board determines not to elect a Vice-Chair, the Chair shall appoint trustees to serve as Vice-Chair on an equal-time, rotating basis.
- 1.3 The Chair shall preside at all public meetings of the Board but may vacate the chair in order to enter debate or propose or second a motion.
- 1.4 The Vice-Chair shall preside at In-Camera meetings, and in the absence of the Chair or when the Chair temporarily vacates the chair during the meeting.
- 1.5 In the event that neither the Chair nor the Vice-Chair is able or willing to take the chair, the presiding officer shall be such person as the Board may elect for that meeting.

- 1.6 The presiding officer shall rule on all points of order and shall state the reasons and the authority for ruling when making a ruling.
- 1.7 The presiding officer's ruling shall be subject to appeal to the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 1.8 The presiding officer shall vote at the same time as other members of the Board.

2.0 ELECTION AT THE INAUGURAL MEETING

- 2.1 At the inaugural meeting the Board shall elect a Chair and may elect a Vice-Chair from among its members.
- 2.2 The interim Chair of the Inaugural meeting shall be the Superintendent of Schools until such time as the Board Chair has been elected.
- 2.3 The interim Chair shall announce results of trustee elections and confirm that new trustees have completed the declaration as required by the School Act, following which the Board Chair shall be elected.
- 2.4 The interim Chair shall call for nominations for Board Chair and conduct a vote by ballot in which that trustee receiving a clear majority shall be elected Board Chair. If no person receives a clear majority, further ballots shall be taken until the same is achieved or, if a tie shall occur, the election shall be decided by drawing of lots.
- 2.5 The election of a Vice-Chair as determined by the Board shall be conducted in the same manner as the election of a Chair.

3.0 ELECTION AT OTHER TIMES

- 3.1 The Board, at the inaugural meeting, shall elect a Chair and may elect a Vice-Chair from among its members.
- 3.2 The Board, by two-thirds majority vote, may serve notice of motion that an election for Chair or Vice-Chair be held at the next Regular meeting of the Board and an election shall then be held.
- 3.3 The elections as described in paragraph D.3.1 and D.3.2 shall be conducted by the interim Chair as described in paragraphs D.2.2 and D.2.4 and D.2.5 above.

E. COMMITTEES

1.0 ESTABLISHMENT OF COMMITTEES

- 1.1 Each year, prior to appointing trustees to committees, the Board shall review the organization of the committees as described and make appropriate changes by a resolution of the Board.

2.0 COMMITTEE STRUCTURE

- 2.1 The committees are established as necessary by the Board and listed in Appendix A.

3.0 APPOINTMENT TO COMMITTEES

- 3.1 The Chair of the Board shall:
 - 3.1.1 convene a caucus meeting of trustees to receive trustee input on committee assignment;
 - 3.1.2 name committee members and committee chairs;
 - 3.1.3 present a list of committee membership to the Board at the first regular meeting of the calendar year, or as soon thereafter as possible.

4.0 DUTIES OF THE COMMITTEE CHAIR

- 4.1 The committee chairs shall:
 - 4.1.1 ensure that a meeting agenda is prepared and circulated to all trustees at least twenty-four hours prior to each meeting;
 - 4.1.2 chair the meeting of the committee and determine the procedures to be followed by the committee;
 - 4.1.3 ensure that any trustee not on the committee may attend any committee meeting, take part in the discussion or debate, but not vote on any issue;
 - 4.1.4 ensure that the conclusions of the committee are presented as recommendations to the next Board meeting;
 - 4.1.5 provide each committee member opportunity to report the business of the committee to the meetings of the Board.

5.0 COMMITTEE REPORTS TO THE BOARD

- 5.1 The chair of the standing committees will ensure that a formal written report is provided at each Regular Board meeting following the respective committee meeting.

- 5.2 The Chair of the Employee Liaison Committees and the Internal District Committees will ensure that written reports are provided to the Board as appropriate.
- 5.3 Trustee members of other committees will report to the Board at its next scheduled meeting.

F. RESOLUTIONS, POLICY STATEMENTS, BY-LAWS

All matters shall be dealt with by resolution, policy statement or by-law.

1.0 RESOLUTIONS

- 1.1 A resolution shall have only one reading.

2.0 POLICY STATEMENT

- 2.1 Policy and Regulations Development shall be effected pursuant to Policy 113.

3.0 BY-LAWS

- 3.1 A by-law shall have three readings.
- 3.2 The following matters shall be resolved by by-law:
 - 3.2.1 where required by the School Act; and
 - 3.2.2 amendments to by-laws.
- 3.3 The following procedure shall be followed when presenting a by-law:
 - 3.3.1 Written notice of intention to propose a by-law shall be given at the meeting prior to first reading;
 - 3.3.2 every by-law shall be dealt with in the following stages:
 - i) First reading - no debate or amendment;
 - ii) Second reading - discussion of the principle of the by-law;
 - iii) Committee - if the question for second reading passes, the by-law shall automatically be referred to the committee-of-the-whole for
 - iv) detailed consideration unless a motion is passed for referral to a standing committee for detailed consideration;

- v) Third reading - consideration of amendments made in committee.

3.3.3 When a by-law has been amended in committee, it shall be reprinted as amended and shall not be further proceeded with until the amended version has been distributed except by vote of a two-thirds majority.

3.3.4 Every by-law shall receive three readings on different days. A by-law may be advanced two or more stages in one day by trustees present at the meeting giving unanimous consent to give all three readings at a single meeting.

3.3.5 The Secretary-Treasurer shall certify on a copy of each by-law the readings and the times thereof and the context of any amendment passed in committee.

3.3.6 The trustee who introduced a by-law may withdraw the same at any stage with unanimous consent.

3.4 By-Laws are considered adopted when the following resolution is adopted:

"Be resolved as having been read a first, second and third time as provided for in the by-laws that the Board Chair and the Secretary-Treasurer be authorized to execute this By-law on behalf of the Board and that the corporate seal of the board be affixed thereon."

G. PRESS RELEASES AND PUBLICITY

- 1.1 Press releases and publicity concerning incidents which may occur in the conduct of the schools and which may result in publicity shall be issued from the School Board Office.
- 1.2 Principals shall advise the Superintendent of Schools immediately by telephone of details of such incidents and shall submit a full written report immediately thereafter.
- 1.3 All matters that have a significant legal or political implication shall be brought to the attention of Board members as soon as practicable.
- 1.4 The Board Chair or designate shall be the spokesperson on behalf of the Board.

H. CORRESPONDENCE

- 1.1 Correspondence to an individual Trustee in a sealed envelope marked "Private and Confidential" is forwarded unopened to the Trustee.

- 1.2 Correspondence to an individual Trustee and not marked "Private and Confidential" is opened by the Secretary-Treasurer or designate. The Secretary-Treasurer or designate will forward it to the Trustee, and may provide a staff response, or place it on the next Board agenda.
- 1.3 Correspondence to The Board of Education is opened by the Secretary-Treasurer or designate. The Secretary-Treasurer or designate will either place the correspondence on the next Board agenda, or copy the correspondence to each Trustee with the response prepared by staff, or copy the correspondence to each Trustee.
- 1.4 General mail, advertisements and business solicitations which are directed to the Board, but do not require specific action as determined by the Secretary-Treasurer or designate, are routed to the appropriate staff member or discarded.

COMMITTEE STRUCTURE

1. STANDING COMMITTEES

1.1 Executive Committee

Policy 200 Executive Committee outlines the mandate, membership and operating procedures of this committee.

2. LIAISON COMMITTEES

- 2.1 BCPSEA Representative Council
- 2.2 BCSTA Provincial Council/VISTA
- 2.3 HR (ADTU, CUPE, MGMT)

3. DISTRICT COMMITTEES

- 3.1 Aboriginal Education Advisory Committee
- 3.2 Teacher Pro D
- 3.3 SSEAC
- 3.4 DPAC
- 3.5 Occupational Health & Safety (In Camera)

4. EXTERNAL/COMMUNITY COMMITTEES

- 4.1 Port Alberni Advisory Planning Commission
- 4.2 Port Alberni Museum and Heritage Commission
- 4.3 Port Alberni Advisory Traffic Committee
- 4.4 Alberni Valley Chamber of Commerce
- 4.5 Port Alberni Twinning Society (Abashiri)
- 4.6 Agriculture Development Committee of the ACRD
- 4.7 City of Port Alberni
- 4.8 Clayoquot Biosphere Trust
- 4.9 District of Ucluelet & Tofino

5. AD HOC COMMITTEES

- 5.1 The Board or the Board Chair may at any time appoint Ad Hoc Committees and set their terms of reference and duration.
- 5.2 Trustees may not represent the Board on any committees until the Board's involvement has been formally ratified.