

School District No. 48 (Sea to Sky)

COMMITTEE OF THE WHOLE MEETING

Nov 14, 2018
School Board Office
Squamish, BC
Time: 1.00pm

AGENDA
2018-11-14 CW-O

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A. Swearing in of Trustees	
2. ELECTION OF CHAIR & VICE CHAIR	
3. AGENDA	
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A. Series 200 Review - MA	
i. Overview of Name Change	
“Guiding Principles for the Board of Education”	
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iv. Renumbering of 200 Series

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11. ADJOURNMENT

Recommendation: **“THAT the meeting be adjourned.”**

School District No. 48 (Sea to Sky)

COMMITTEE OF THE WHOLE MEETING

Oct 10, 2018
School Board Office
Squamish, BC
Time: 1.15pm

MINUTES
2018-10-10 CW-O

The meeting was called to order at 1:16pm.

Attendance

Trustees: R. Price, R. Barley, L. Godfrey, I. Kent, R. Lythe

Staff: Superintendent McCullough, Assistant Secretary Treasurer Hughes, Assistant Superintendent Lorette, Assistant Superintendent Nicholson (2:06pm), Executive Assistant Biln

Regrets: Secretary Treasurer Azim, Trustee Westerholm, Trustee Vernon-Jarvis

1. AGENDA

MOVED/SECONDED: **“THAT the agenda of this meeting be approved.”**
CARRIED

2. MINUTES

MOVED/SECONDED: **“THAT the minutes of the Committee of the Whole meeting held Sep 12, 2018 be adopted.”**
CARRIED

3. TRUSTEE ITEMS

- A. BCSTA Update - None
- B. BCPSEA Update

Trustee Godfrey confirmed the CUPE agreement was ratified on September 28, 2018.

4. PRESENTATIONS

- A. Policy 204.8

Superintendent McCullough addressed that Secretary-Treasurer Azim would like to put into policy that the Finance Committee will also act as the Audit Committee. This policy has already been amalgamated and edited for format.

Further discussion on this policy has been tabled for discussion on the November 14th Board meeting.

5. INFORMATION ITEMS

- A. Trustee Calendars/Upcoming Events.

The Board reviewed the trustee calendar and updated School Improvement Plan meetings to ensure proper representation of both staff and trustees attend each site.

The Board confirmed there is no need for an extra Board meeting in October at this time.

The decision was made to remove the November 14th Education Session as one was recently done.

Executive Assistant Biln to ensure tickets are set aside for Trustee Kent and Superintendent McCullough to attend WE Day.

B. Implementation Day at DRM & WSS. Who will open?

It was decided to have Trustee Price attend Don Ross Middle School and Trustee Lythe attend Whistler Secondary School to open the Implementation Day. They will each do a one minute with some brief remarks.

C. Election Update

Michelle Butler and Nicole Sugden are currently running for the Village of Pemberton Trustee. All other Trustees have been acclaimed.

6. DISCUSSION ITEMS

A. District Orientation & BCSTA Trustee Academy

Superintendent McCullough stressed that the priority is to attend the District Orientation Day on November 28th over the BCSTA Trustee Academy on November 29th if only available for one day.

B. District Orientation Agenda Feedback

Superintendent McCullough asked the Board for feedback on items to include at the District Orientation Day. Suggestions were to ensure to discuss communication protocols, the different types of Board meetings, governance versus implementation and a thorough review of the 200 policy series. It was also suggested to remind everyone that trustees are working collective, not an independent for their ridings.

Superintendent McCullough reminded the Board that policy 204.1, How to Conduct Board Meeting has not been updated and no motion as been passed. The plan is to take this policy to the district orientation to work on and approve as a new Board.

It was stressed the importance that trustees know how to direct parents who are requesting answers to questions. Superintendent McCullough spoke about creating a flowchart in time for the district orientation on how to navigate this process.

7. ACTION ITEMS

A. Board Remuneration Motions for Consideration

Assistant Secretary Treasurer Hughes presented a report on Trustee Remuneration, outlining options to alter compensation formula to make up for loss in pay due to take home taxes. See Appendix 1 for details.

The options were to:

1. Let the new Board decide on remuneration increase
2. Leave Policy as is; or
3. Update policy to provide an increase prior to new Board entering term.

Upon checking with other districts close by, the findings were that there have been no remuneration changes at this time, with most districts waiting for their new Board to come into term.

The Committee of the Whole agreed to increase the trustee remuneration by 8.4% to offset the CRA regulation. A motion was drafted to present at the open Board meeting later today.

RECOMMENDATION: **“To increase the trustee annual remuneration by 8.4%, effective January 1st, 2019.”**

MOVED/SECONDED

CARRIED

B. 200 Series

Superintendent McCullough presented an addition to Policy 200.2, Trustee Role, outlining the protocol for trustees attending PAC meetings. Trustees felt the importance of stressing the wording around parents attending business related school meetings as a parent and not a trustee. Superintendent McCullough will input this additional wording and bring to Trustee Orientation for review prior to bringing to the December 12th Board Meeting.

6. ADJOURNMENT

MOVED/SECONDED: **“THAT the meeting be adjourned.”**

CARRIED

The meeting adjourned at 2:35pm.

Committee Chair

Secretary-Treasurer

Committee Representatives- 2018

	Finance	Policy	Public Relations Committee	DPAC	Ab Ed	Facilities & Services Committee	Board of Education	CUPE Bargaining	SSTA Bargaining	Ed Leave	ProD	SSTA Liaison	Media	BCPSEA Rep and Alternate	Recreation Pemberton	BCSTA Provincial Council and Alternate	BCSTA Legislative Committee (Vice Chair)	BCSTA Bylaw Review Committee	BCSTA Provincial Elections Committee	BCSTA South Coast Branch	MoE Fund Model Review	Vancouver Coastal Health	Winds Of Change	Pemberton Chamber of Commerce	Squamish Chamber of Commerce	Whistler Chamber of Commerce
Rick Price							Chair X		X			X	X			X	X	X								
Ian Kent	Chair X			X			Vice-Chair X									A			X	Chair X	X					
Laura Godfrey		Chair X			X					X				X												
Rachael Lythe	X				A									A												
Chris Vernon-Jarvis	X		X			X																X				
Patricia Westerholm		X						X															X			
Rebecca Barley		X			X				X						X											

- X 2017 Appointment
- A Alternate

Committee Representatives- Nov 2018

	Finance	Policy	Public Relations Committee	DPAC	Ab Ed	Facilities & Services Committee	Board of Education	CUPE Bargaining	SSTA Bargaining	Ed Leave	ProD	SSTA Liaison	Media	BCPSEA Rep and Alternate	Recreation Pemberton	BCSTA Provincial Council and Alternate	BCSTA Legislative Committee (Vice Chair)	BCSTA Bylaw Review Committee	BCSTA Provincial Elections Committee	BCSTA South Coast Branch	MoE Fund Model Review	Vancouver Coastal Health	Winds Of Change	Pemberton Chamber of Commerce	Squamish Chamber of Commerce	Whistler Chamber of Commerce
Rick Price																										
Ian Kent																										
Celeste Bickford																										
Rachael Lythe																										
Cynthia Higgins																										
Michelle Butler																										
Rebecca Barley					X																					

- X 2018 Appointment
- A Alternate

November 6, 2018

Tuesday

9:00 AM - 10:00 AM

Agenda Setting -- SBO Conference Room; SBO Trustee Events

November 14, 2018

Wednesday

All Day

Board Meeting Day/Education Session -- SBO Boardroom; SBO Trustee Events

11:55 AM - 12:45 PM

SSA/SSO Employee Recognition Lunch -- SSA

November 22, 2018

Thursday

All Day

WE DAY 2018 -- TBD

November 28, 2018

Wednesday

All Day

SD48 Trustee Orientation - Details TBD -- SBO Trustee Events; SBO Boardroom

November 29, 2018

Thursday

12:00 AM - 12:00 AM

Trustee Academy -- Hyatt Hotel Vancouver

November 30, 2018

Friday

All Day

Trustee Academy -- Hyatt Hotel Vancouver
Please See Above

12:00 AM - 12:00 AM

Provincial Council -- Sheraton Vancouver Airport Hotel

December 1, 2018

Saturday

12:00 AM - 12:00 AM

Trustee Academy -- Hyatt Hotel Vancouver
Please See Above

12:00 AM - 12:00 AM

Provincial Council -- Sheraton Vancouver Airport Hotel
Please See Above

December 4, 2018

Tuesday

9:00 AM - 10:00 AM

Agenda Setting -- SBO Conference Room; SBO Trustee Events

From: Jodi Olstead <jolstead@bcsta.org>
Sent: Friday, October 12, 2018 12:10 PM
To: Jodi Olstead <jolstead@bcsta.org>
Subject: 2018 Trustee Compensation Survey

Dear Secretary-Treasurers,

We are sending you BCSTA's 2018 Trustee Compensation Survey. As you may know, this is an annual service provided by BCSTA. The deadline for completion of this year's survey is Friday, November 9, 2018, after which the responses will be compiled and sent to all survey participants.

Please note that the survey results are confidential and are for internal Board use only. Other reproduction or circulation of the survey results is not authorized.

If you have any questions about the survey, please do not hesitate to contact me.

Best regards,
Jodi

JODI OLSTEAD, CPA CGA
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On Oct 9, 2018, at 9:16 AM, Hugh Blackman <hblackman@BCSTA.ORG> wrote:

BCSTA Leadership Development Program Forums

To BCSTA Branch Presidents, BCSTA Board Chairs, Superintendents and Secretary-Treasurers,

BCSTA will be hosting twelve regional learning forums for trustees and senior management staff this spring. The learning forums will focus on three key themes: Board governance and oversight responsibilities, strategic planning, and fiscal planning and management for boards. These sessions are intended to provide reasonably in-depth learning for trustees, combined with an opportunity to discuss local needs and priorities with their senior leadership team who are also invited to attend. BCSTA will be offering travel and accommodation subsidies to all school district teams wishing to participate.

Materials for workshops will be based on Learning Guide resources and recent Financial Health resources. A PowerPoint and workbook will be created with the intention that boards can continue their learning after the two-day sessions. The workshops will be offered by two facilitators, utilizing their experience as former Superintendents and Secretary/Treasurers, with BCSTA staff assistance. BCSTA Education Services is working with Joan Axford (BCASBO mentor and consultant) and Anne Cooper (BCSSA mentor and consultant) to develop the learning resources.

These regional workshops are in addition to all the other education services BCSTA provides: Trustee Academy, Joint BCPSEA/BCSTA Academy, AGM Pro D, Board Performance Reviews and facilitations and the Learning Guide resources. It is the goal of the BCSTA to provide the resources necessary for trustees to become strong members of their school boards.

To keep the costs down for these regional sessions I will be reaching out to Branch Presidents and school districts in each location to arrange use of a school district or community venue. We anticipate that there will be 40-60 attendees for each session. Below is a list of tentative locations. We will strive to create webinars and will post all workshop materials so members of the boards who cannot attend will have access to the resources.

Regional locations (tentative)
Abbotsford
Vancouver
Victoria
Campbell River
Nanaimo
Kamloops
Kelowna
Cranbrook
Prince Rupert
Prince George
Castlegar
Fort St. John

More information will be sent out about the regional workshops in the next month. I look forward to providing useful education resources for board members and as always, I appreciate your feedback. All the best for the new school board!

Hugh Blackman
Director, Education Services
BC School Trustees Association (BCSTA)
P (604)235-2298| M (604)341-1641| W bcsta.org
1580 W. Broadway, 4th floor
Vancouver, BC V6J 5K9

In accordance with Bylaw 200.2-2016, Section 13.1, the Board of Education, School District No. 48 (Sea to Sky), can form a committee to study, investigate or report on any matter. The Board has formed a Standing Committee on Board Policy.

Guidelines for the operation of the Standing Committee on Board Policy:

Objective

The principle objective of the Board Policy Committee is to make recommendations to the Board on matters within the jurisdiction of the Board Policy Committee including:

1. Development of new Board Policies
2. Review and revision of Board Policies
3. Other matters referred to the Committee by the Board

Composition of Committee

- 3 Trustees (One to be elected Chair by the committee)
- Secretary-Treasurer
- Superintendent of Schools
- Other resource persons as required by the committee

Meetings

There shall be an annual election for Chair at the June Committee meeting.

Written notice of the Board Policy Committee meeting and agendas shall be available for all Trustees at least two days before the standing committee meeting date.

Preparation of the agenda for the Board Policy Committee shall be the responsibility of the Chairperson, in consultation with the Secretary-Treasurer and Superintendent. Any Trustee may attend the standing committee meeting and participate in the discussion, but only appointed Trustee members may vote on questions before the committee. All committee recommendations and minutes will be brought forward to a scheduled Board meeting, allowing time for review and preparation of the materials for the presentation.

Recommendations that require immediate action will be brought forward to the next scheduled Board meeting upon advisement of the Board Policy Committee Chairperson.

The Chairperson shall preside at all committee meetings. In the absence of the chairperson, one of the other committee trustees shall preside. The Board Policy Committee shall not meet when fewer than two trustee committee members are present.

A final Committee report shall be presented annually, at the Regular June Board meeting.

Adopted: February 8, 2012
Reviewed: March 14, 2018, November 7, 2018

	Board Policy Series 200
	Guiding Principles for the Board of Education
Old No:	New:
	Bylaws
201.1-2016	200.1-2016 Trustee Elections Bylaw
204.1-2016	200.2-2016 Procedure for Governing School Board Meetings
	Board Policies
200.1	201 Statement of Guiding Principles for the Board of Education
200.2	202 Trustee Role
202.1	203 Chairperson and Vice Chairperson
200.3	204 Trustee Code of Conduct
204.3	205 Definitions of Board Meetings
204.4	206 Board Meeting Agendas, Minutes, Delegations, and Media Coverage
203.1	207 Formulation of Policy and Regulation
204.8	208 Standing Committee on Board Policy
204.7	209 Standing Committee on Finance
205.3	210 Trustee Remuneration
205.4	211 Trustee Expenses
200.4	212 Evaluation of Board of Education
	204.6 Protocol regarding concerns about personnel or situations within the School District