

Regular Meeting
January 25, 2012

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January 25, 2012 Regular Meeting

Agenda Item 2

Adoption of Agenda Chairman Turanski

ACTION RECOMMENDED:

That the agenda of Regular Meeting, January 25, 2012 be adopted.

BACKGROUND:

Copy of agenda attached.

**School District No. 22 (Vernon)
Regular Meeting of The Board of Education**

Date: Wednesday, January 25, 2012
Time: 7:00 p.m.
Place: Drama Theatre, Charles Bloom Secondary School, Lumby

MEETING AGENDA

Copy of the agenda and attachments are available on the School District website:
<http://www.sd22.bc.ca/> (drop down under district, trustees, board minutes/agendas)

- 1. Call to Order**
- 2. Adoption of Agenda**
 - Additions, Amendments and Deletions
- 3. Adoption of Minutes**
 - 3.1 Regular Meeting, December 20, 2011
- 4. Recognition, Presentations & Delegations**
- 5. Business Arising From Minutes**
- 6. Superintendent's Business**
 - 6.1 Information Items
 - 6.2 Action Items
- 7. Secretary-Treasurer's Business**
 - 7.1 Information Items
 - 7.2 Action Items
- 8. Requests for Information**
- 9. Trustee Business**
 - 8.1 Aboriginal Education Committee
 - 8.2 BC School Trustees Association
 - 8.3 Greater Vernon Advisory Committee
 - 8.4 Parent Advisory Committee Reports
 - 8.5 Teachers' Collective Bargaining Progress

10. Correspondence

11. Upcoming Dates

12. Question Period

Note: this time is to afford members of the public the opportunity to ask questions or request clarification specific to topics on today's agenda. Questions or clarification of topics that are not on the current agenda will not be heard by trustees. A person wishing to speak is requested by the Chairman of the Board to state his/her name and provide, if possible, a written copy of the comments.

If you have topics that are not contained in today's agenda, please contact the Secretary-Treasurer's office to arrange for your questions to be addressed.

13. Adjournment

January 25, 2012 Regular Meeting

Agenda Item 3

Adoption of Minutes Chairman Turanski

ACTION RECOMMENDED:

That the minutes of Regular Meeting, December 20, 2012, be adopted.

BACKGROUND:

Copy of minutes attached.

**School District No. 22 (Vernon)
Regular Meeting of The Board of Education**

Date: Tuesday, December 20, 2011

Meeting Minutes

In attendance:

Chairman	Bill Turanski		
Trustees	Mollie Bono	Kelly Smith	Tami Ryder
	John Armstrong	Mitzi Fortin	Doris Squair
Superintendent	Bev Rundell		
Secretary-Treasurer	Randy Hoffman		
Directors	Diane Rhenisch, Don Wilcox		
Executive Assistant	Lynn Jameson		
Media & Partner Groups	K. Mortimer (Media), B. Cummings (VTA), M. Olsen (CUPE), L. Gibson (VPVPA)		

Staff and Public were also in attendance

Call to Order

Chairman Turanski called the meeting to order at 7 p.m. He welcomed the public to the first meeting of the new Board of Education and stated he was very proud of how hard they have worked with the steep learning curve ahead.

Adoption of Agenda

It was moved and seconded that the agenda of Regular Meeting, December 20, 2011 be adopted as amended. **The motion was carried.**

Adoption of Minutes

Regular Meeting, November 15, 2011

It was moved and seconded that the minutes of Regular Meeting, November 15, 2011 be adopted as printed. **The motion was carried.**

Trustee Smith asked clarification of the Superintendent who the members are for the Secondary School Restructuring Committee. The members are M. Reid, D. Balcombe, M. Jorgensen, J. Kersey, T Dolinar, and Joe Rogers.

Special meeting, December 5, 2011

It was moved and seconded that the minutes of Special Meeting, December 5, 2011 be adopted as printed. **The motion was carried.**

Recognition, Presentations & Delegations

Kekuli Project – Eric Mitchell

Presentation by Eric Mitchell -

Trustee Bono introduced Eric Mitchell to give his report on the kekuli project and show pictures from the project that he refers to as pit house.

He gave a history of the project that began back in 2007. The trees are douglas fir trees that are by far the best to use for that kind of structure and are in abundance in the area. Chairman Turanski presented Eric Mitchell with a district coffee cup, commending him for the accomplishments on this project.

Business Arising From Minutes

NIL

Superintendent's Business

Information Items

Student Registration and Transfer Planning for September

There will be advertisements placed in the local paper for Kindergarten and French Immersion as well as information on our transfer policy (referenced attached policy and procedure for trustee information).

Regular Meeting Minutes
December 20, 2011

Secondary School Restructuring: Public Forum Planning

The Superintendent advised trustees of the tentative dates for community consultation sessions. These tentative dates are January 30, February 6 and 13 with the location and dates to be confirmed.

Action Items

Field trip

It was moved and seconded that the Board of Education approve the WL Seaton band students to attend the Lionel Hampton Jazz Festival in Moscow Idaho February 23 to February 26, 2012. **The motion was carried.**

Digi Pen Academy – presentation by Malcolm Reid

It was moved and seconded that the Board of Education approve the DigiPen Video Game Programming Academy. **The motion was carried.**

During the presentation, trustees received information noting the math and science skills required for this program will encourage students in grade seven to attain the higher level of math and science skills. Principal Reid advised the district has dual credit acceptance with Thompson Rivers University (TRU) in Kamloops and state of Washington. Software licensing for the school is \$8500/year which is why the school is asking for this to be an academy and anticipates the per student fee to be around \$300/student plus a field trip to Kamloops and/or Washington. The \$8500 covers the four grade twelve courses for a school year, and Principal Reid noted the cost is per twelve month period so could be calendar year or school year.

For students with special needs, the concern was the math skills and the school administration is working on the math assessment so aptitude will play into it; i.e. what they are capable of doing and some kids with special needs are very capable with math and administration will also look at what support could they be given. Regarding availability to all schools, Principal Reid reported it is site based for the \$8500 but Fulton would take applications from within the district as well as outside the district.

Superintendent's Report on Student Achievement

Superintendent Rundell reviewed her report with trustees.

Trustee Smith recommended deferring the report until trustees have had more time to review. This action item is deferred to the January 25 board meeting.

Secretary-Treasurer's Business

Information Items

Election Results

Dennis Bristow, Chief Election Officer, was present and explained his report contained in the agenda package. He advised the report on the election and summary of ballots was a requirement. He included notes that were meant to enlighten but may have confused some readers. Dennis provided context to his notes regarding the type of voter turnout and response between a school trustee and elected city official. 30% of City of Vernon ballots were left blank for school trustee.

Re-calculation of 2011-2012 Ministry of Education Grants Announcement

The Secretary-Treasurer explained the primary dollars comes directly from the number of students in the district and that the district missed our enrolment projection by eight-six (86) students. He spoke to enrolment decline, and the grant structure related to this and explained how funding protection works. The re-calculation insures we will have the same level of funding if we experience declined enrolment. The province and ministry has tinkered substantially with some of these categories such as Annual Facilities Grants (AFG) in past years. Our first good look at where we are expenditure wise will be our estimate and we will begin the latter part of January where we are expenditure wise and the cycle of where and how we are funded should become clearer for trustees. The Secretary-Treasurer recognized Assistant Secretary-Treasurer Bernie Weiss for his analysis.

In response to trustees, the Secretary-Treasurer provided explanation around budget monies give to schools for September enrolment when at the end of the year those

students aren't present and how the district accommodates for drastic fluctuations in schools: the district works hard to get accurate enrolment figures as that drives the springtime staffing, although the challenge last year was full day kindergarten as we didn't achieve the numbers anticipated. He further advised the district builds two contingency funds: one to allow for teacher staffing and another one for certified education assistant staffing in addition to class size and composition to manage class size legislation but it is money that could go for something else that is needed.

Chairman Turanski added the Minister recently made a speech saying he had developed new categories.

Funding Announcement 2012/2013

Trustees reviewed information provided:

- BCSTA report on recommendations to the Minister, which the Minister has referenced in his letter and the news release.
- From the backgrounder of the news release, the following information provided:
 - ✓ Community Link funding for our district is approximately \$644,000
 - ✓ Student location factor is new and replaces supplement for transportation and housing
 - ✓ Small community supplement – we are not sure if it is only for this or all the supplements which total \$2.2 million each year
 - ✓ Low enrolment supplement does not apply to us
 - ✓ Funding protection background is included

The Secretary-Treasurer further explained the full impact on the district will not be known until the Ministry provides districts with the rules and the cost estimates in the new year. Decision is based on feedback Ministry received from districts through BCSTA to tweak funding allocation system. In the agenda package was information from the Minister and news release backgrounder. BCSTA public document was attached in addition to the Board's letter to the BCSTA to hopefully reflect in the recommendations. There was some concern on our part what the Minister announced as it relates to us. In the Ministry news release they talked about adding three million to the overall pot. With that extra money and some re-jigging they tried to attempt to address the concerns they feel exist in the districts and also related from BCSTA. In our case they talked about vulnerable student money which we now have as Community Connections money. We aren't concerned about losing more money. Student location factor supplement funding is new words to us, but we would have referred to this as transportation moneys. They have come up with a new title and new formula which we have not yet seen and this is a worry to us. We have no idea how this will roll out. In our district transportation money and the service level has been and is a concern to us. Small community supplement is something we don't fit into although we do see a bit of money due to Cherryville. Low enrollment factor does not apply to us and the last one is funding protection. In order to make all this work they have taken money out of the funding protection pot. It implies there will be less money available to us as long as we remain under funding protection due to declining enrollment. We don't know the exact impact on our district but in early January the calculation document should be available to us.

Action Items

Trustee Indemnity Board Policy 1.0.1

Board Policy provides for an increase to the trustee indemnity by an amount of 2.8% as determined by the BC Consumer Price Index, and that one third of the trustee indemnity be considered an allowance for expenses incidental to the discharge of trustees official duties.

Trustees are guided by the School Act, Section 71 and Board Policy 1.0.1 and related regulations. The approved budget for board remuneration was 0.9%. This recommended increase is \$297.00 per trustee for the next twelve months and amended base will become \$10,897.00 rounded to the nearest dollar.

It was moved and seconded that the Board receive zero (0) percent indemnity adjustment.
The motion was carried.

Notices of Motion

NIL

Requests for Information

NIL

Trustee Business*Committee Appointments*

Secretary-Treasurer Hoffman noted the relevant governing board policy is 1.0.3 Committees Internal and 1.0.4 Board Representation to other public bodies.

Also governing committee appointments are bylaws for BCSTA. The election of a trustee representative and alternate is according to Bylaw No. 6 of the BCSTA. This organization requires representatives to be elected with terms as follows:

- ✓ BCSTA – Provincial Council, term starting December 15, 2011

It was moved and seconded that the Board of Education elect one (1) representative and one (1) alternate for the school district to the Provincial Council of the British Columbia School Trustees Association effective December 1, 2011. **The motion was carried.**

Trustee Tami Ryder was acclaimed as the representative and Trustee Mitzi Fortin will be the alternate.

Review of Board Meeting Dates

Chairman Turanski noted currently the business meetings of the Board are every third Tuesday of the month. In reviewing known meeting dates that occur in the evenings for days of the week other than Tuesday the outcome based on Parent Advisory Council meetings:

It was moved and seconded the shop talk meetings (trustee in-service) will be scheduled for the second Wednesday of the month and the in-camera and public meetings will be scheduled for the fourth Wednesday of the month. **The motion was carried.**

Statement of Board of Education

It was moved and seconded that the Board of Education intends to address the boards' concerns about the lack of progress in achieving a teacher collective agreement in early January to government bargaining agencies and education partners. **The motion was carried.**

The Board further stated "we as the new Board of Education are very aware of concerns surrounding recess and therefore the Board is committed in January to review, discuss and understand the decision of recess and possible outcomes".

Trustee Code of Ethics – policy amendments

It was moved and seconded to defer code of ethics review of policy to the January meeting. **The motion was carried.**

Trustees felt they needed time to review proposed amendments in order to be able to speak to any changes that are needed at that time. It was recommended trustees refer to the School Act, Part 6 – Boards of Education, especially Successful Governance: a Resource Manual for Boards of Education

Aboriginal Education Committee

Chairman Turanski reported on AEC meeting December 15th.

BC School Trustees Association

NIL

Greater Vernon Advisory Committee

NIL

Parent Advisory Committee Reports

Reports were received from Trustees Smith, and Turanski.

Regular Meeting Minutes

December 20, 2011

Correspondence

- Ministry of Education, December 9, 2011
- Darin Johaneson, December 3, 2011

Upcoming Dates

December 20	last day for students
December 28-29	district office closed to the public
January 4	schools re-open
January 25, 2012	Public Board Meeting – Charles Bloom Secondary - Lumby

Question Period

Chairman Turanski reminded the public this time is to afford members of the public the opportunity to ask questions or request clarification specific to topics on today's agenda. Questions or clarification of topics that are not on the current agenda will not be heard by trustees. A person wishing to speak is requested by the Chairman of the Board to state his/her name and provide, if possible, a written copy of the comments.

VTA President Bruce Cummings requested clarification to the motion regarding teacher bargaining wondering if trustees were talking about the Board at a public meeting discussing how to move bargaining forward? Trustee Armstrong reread the motion (above), to put forward lack of progress to government and bargaining agencies.

President Cummings further requested clarification if trustees were talking about some discussions locally or talking about presentations to which Trustee Armstrong advised trustees will look at the process in early January. President Cummings continued with clarification request as to the structure of the process and once again Trustee Armstrong advised the Board will be meeting to draft correspondence and that specific details haven't been formatted yet.

The VTA President also requested clarification around trustees stating they were going to discuss recess but that was an announcement not a motion. He wondered if this would be another discussion that will take place at a public meeting. Chairman Turanski responded that the Board hasn't set limits on it yet; it is a discussion. President Cummings noted Chairman Turanski is the BCPSEA representative and wonder how that happened and whether his being a representative was just ongoing. Chairman Turanski advised that it can be an appointment and it was an appointment this time further to Board agreement as there weren't others interested at this time.

CUPE President Mark Olsen welcomed the previous trustees who have returned and to the new ones as well extended a welcome. His question was regarding the restructuring and who is in the community groups for upcoming presentations as he didn't see VTA or CUPE listed. Superintendent Rundell advised these partner groups will be invited as well.

President Olsen had questions regarding the Ministry announcement in regards to Charles Bloom Secondary (small community funding) wondering how does that factor in with Grade 7 students in Bloom; are they secondary school age? The Secretary-Treasurer advised the grade 7 students are not counted as secondary students for the purposes of this grant.

In regards to his statement that the numbers are confusing for student achievement regarding reading the Superintendent advised it is surprising and she will dig into that a bit more. As well the Superintendent advised our schools do wonderful reading programs in classrooms and interests for kids, but student achievement on reading is a real concern.

The final question came from CUPE President Olsen regarding the six year completion rates, specifically wondering if there have been any indicators identified to date or anything done to target those groups as he felt it wasn't effective to just monitor. The Superintendent responded we have only been monitoring for about three years at this point, so we are looking at if kids can read at grade level, they are more successful in school.

Teacher Barry Dorval sought clarity on the announcement around recess. He asked if the decision to move away from recess was a board decision. Chairman Turanski responded that trustees have requested a review of the recess matter.

Teacher Barry Dorval asked a follow-up question regarding recess: would trustees be in a position to make a decision to reinstate recess at the next meeting and if so what would the procedural matters be? Chairman Turanski advised trustees are seeking a better understanding of the recess situation.

Trustee Fortin called point of order, noting it is not on our agenda so we should not be discussing the matter.

Teacher Lisa Laboucane wondered if between now and the January meeting trustees will be responding to the letter written from Seaton Secondary math head to which the Superintendent advised there are tours planned for trustees to visit schools and dates will be out to schools.

Adjournment

It was moved and seconded to adjourn the meeting at 9:00 pm. **The motion was carried.**

Chairman Turanski wished everyone a Merry Christmas.

Adopted this 25 day of January, 2012

CERTIFIED CORRECT

Board Chairman

Secretary-Treasurer

January 25, 2012 Regular Meeting

Agenda Item 6

Superintendent's Business Superintendent Rundell

Information Items:

Secondary School Restructuring – Public Forum Planning

January 30, 2012 7-9 p.m. parents

February 6, 2012 7-9 p.m. business community

February 13, 2012 7-9 p.m. aboriginal community

Action Items:

Superintendent's Report on Student Achievement

ACTION RECOMMENDED:

That the Board of Education accept the Superintendent's report as presented.

BACKGROUND:

This report which is attached is presented in accordance with the provisions of the School Act Sections 79.3 and 22(i)(b.1).

On receipt of a report submitted by a superintendent of schools the Board must, on approval of the report, submit the report to the Minister of Education.

Field Trip – VSS

ACTION RECOMMENDED:

That the Board of Education approve the Vernon Secondary students to attend the Junior Girls' Basketball Camp at Gonzaga University, Spokane, Washington USA June 19 – 22, 2012.

BACKGROUND:

Attached field trip application.

Superintendent's Report on Student Achievement December 2011

Section 22 of the *School Act* includes the following:

"A board must appoint a superintendent of schools for a school district who, under the general direction of the board...,

(b.1) must, on or before December 15 of a school year, prepare and submit to the board a report on student achievement in that district for the previous year."

Section 79.3 goes on to say:

"On receipt of a report submitted by a superintendent of schools under section 23(1) (b.1), the board must, on approval of the report,

- (a) immediately, and in any event no later than January 31 of the school year in which the board receives the report, submit that report to the minister, and
- (b) As soon as practicable, make the report available to the public."

The report is intended to serve two main purposes:

- Ensure transparency and accountability for each school district in terms of its responsibility for improving student achievement;
- Provide information that will facilitate subsequent planning for continuing improvement of student achievement at the school and school district levels as subsequent school plans and district achievement contracts are developed.

The report should be focussed on student achievement results in the school district. Specific evidence and measures of student achievement in literacy and school completion are required. In addition, student achievement indicators for students of aboriginal descent must be reported. Districts may report additional areas of student achievement arising from the 2011 achievement contract. Data and evidence used to report student achievement should include provincial and local measures. Local data could include a number of district wide instruments commonly used, district designed measures such as school assessments and teacher classroom assessments.

The Superintendent's report should answer the following questions for each School District.

Improving areas of student achievement

- What is improving?
- What evidence confirms this area of improvement?

Challenging Areas

- What trends in student achievement are of concern to you?
- What evidence gives rise to this concern?

AREAS OF IMPROVEMENT	EVIDENCE SOURCES
<p>1. Six Year Completion Rate, Aboriginal students: Our six year completion rate for Aboriginal students continues to be above the provincial average. The provincial average (all schools) is 53.7%, Vernon is 61.1%. Although we are proud of this progress, we still have work to have the six year completion rate for Aboriginal students at the same level as that of non-Aboriginal students.</p> <p>2. FSA Grade 4, 7 Writing</p> <p>3. Mathematics 10, Foundations and Apprenticeship and Workplace our district pass results were slightly higher than the provincial As well our Science 10 pass results were above the provincial average.</p> <p>4. The accomplishments of our students in Fine Arts and athletics continue to excel.</p>	<p>Ministry Reports</p> <p>Ministry Reports</p> <p>Ministry Reports</p> <p>Zone / Provincial Banners Music / Drama competition and performances</p>

CHALLENGING AREAS	EVIDENCE SOURCES	ACTIONS
<p>1. Aboriginal students' grade to grade Transitions</p> <p>2. While our six year completion rate for our Aboriginal students is higher than the provincial average, we continue to be concerned and focused on these students and in particular our male Aboriginal students.</p> <p>3. Our six year completion rate for all students is slightly lower than the province and has remained in the 78 % - 79% range</p>	<p>Ministry Reports</p> <p>Ministry Reports</p> <p>Ministry Reports</p>	<p>Several structures and initiatives have been implemented to support learning.</p> <p>Continue to monitor and track progress.</p> <p>Review individual student data with schools to see who (male/female) is not completing, with possible reasons why?</p>

1. Provide commentary or explanatory notes regarding these results.

All Students

	2007/08		2008/09		2009/10		2010/11	
Six-Year Completion Rate	78		78		79		79	
English 10	Exam	Course	Exam	Course	Exam	Course	Exam	Course
Avg. Exam & Course Mark	70	70	70	74	71	74	70	72
*FSA Gr. 4 Reading Meeting-Exceeding	72		63		71		66	

Aboriginal Students

	2007/08	2008/09	2009/10	2010/11
Six-Year Completion Rate	60	62	61	61.1
*FSA Gr. 4 Reading Meeting-Exceeding	68	50	58	61

Six year completion rate:

We will continue to monitor these results and continue our work with our schools to identify those students who may be at risk of not graduating and work to support their successful graduation.

Completion Rate	Six-Year Completion Rate		
% of Students Completed	2008/09	2009/10	2010/11
All Students	78	78	79
Female	78	84	82
Male	79	73	77
Aboriginal - included in all students	64	62	61

In 2011 we have disaggregated the data so that we can see where we need to look to provide extra support.

Six-Year Completion Rate						
Student Group	2009/10	2010/11	2011/12	2012/13	2013/14	2011/15
All Students	79%	79.3%				
Male		76.6%				
Female		81.9%				
Aboriginal		61.1%				

2. Comment on progress made with respect to goals and targets set out in your last achievement contract citing evidence of this progress.

PM Benchmarks

	2008/09	2009/10	2010/11	2011 Target
Grade 1	60%	65%	67%	85%
Grade 3	74%	73%	67%	85%

WCRA (Whole Class Reading Assessment)

All Students	2008/09	2009/10	2010/2011	2011 (Target)
Grade 4	63.69%	71.27%	68%	75%
Grade 7	74.53%	74.65%	56.6%	75%

WCRA

Aboriginal Students	2008/09	2009/10	2010/2011	2011 (Target)
Grade 4	57%	57%	40%	65%
Grade 7	66.1%	61%	40%	65%

The results from 2010 /2011 are being re examined to determine the cause of this decline.

Grade 7 Whole Class Reading Assessment (WCRA)

Student Group	2011	2012	2013	2014	2015
All Students	53.1%				
Male	42%				
Female	65%				
Aboriginal Male	44%				
Aboriginal Female	55%				

Foundation Skills Assessment - Writing

Foundation Skills Assessment - Grade 4 - Writing				
	Writing			
Meeting or Exceeding Expect. %	2008/09	2009/10	2010/11	2011/12
All Students	59	67	72	
Female	65	72	80	
Male	53	62	65	
Aboriginal - included in all students	44	52	66	

Foundation Skills Assessment - Grade 7 - Writing				
	Writing			
Meeting or Exceeding Expect. %	2008/09	2009/10	2010/11	2011/12
All Students	60	62	82	
Female	66	72	88	
Male	54	52	76	
Aboriginal - included in all students	54	46	81	

Many of our schools have had a focus on writing, they have grade wide writes. The District has brought teachers together for district wide write training and marking session.

Transition Rates

Grade to Grade Transitions						
	Grade 9 to Higher Grade		Grade 10 to Higher Grade		Grade 11 to Higher Grade	
Successful Transition %	2008/09	2009/10	2008/09	2009/10	2008/09	2009/10
All Students	94	97	92	90	86	86
Female	93	97	93	91	88	88
Male	95	96	92	90	84	85
Aboriginal - included in all students	90	94	84	87	80	72
Province – all students	95	96	92	91	85	86

We are concerned of the trend of lower transition rates from grade 11 to grade 12. We will begin to disaggregate the data to show aboriginal male and female. We will continue to track and monitor our transition rates to look for patterns and ways to support our students successfully transitioning from grade to grade. The data for 2010 – 2011 is not currently available.

3. Discuss the connectedness of the Achievement Contract, Superintendent’s Report, District Literacy Plan, Early Learning Plan and Aboriginal Enhancement Agreement.

Improving students’ competency in literacy remains one of our primary goals. We work closely with our regional literacy coordinator and have strong roots in the community. We also have strong connections with the community Early Childhood Development Coalition that supports the work of our StrongStart Centres. Our district literacy lead teachers has provide in-service for early childhood providers in the community. We have offered a summer reading program for at risk grade one and two students, 2 hours day, 4 days week of intensive reading instruction, at no cost to the parents. It has been successful in raising the reading levels of these students. We have offered after school reading programs at our four most vulnerable schools. Early results are indicating that the reading levels for these students has increased.

Although we do not have an Enhancement Agreement in place at present, each school has commitment statements that support our Aboriginal learners. We currently have three Aboriginal lead teachers who work with schools and individual teachers to embed Aboriginal learning across the grade level and curriculum. Our thirteen Aboriginal support workers also support our Aboriginal learners academically and culturally.

Traditionally we offer support to our teachers in after and during school workshops focussing on improving learning. These sessions are very well attended by teachers and administrators.

While this statistical information provides some indicators of accountability for the Vernon School District, it falls short of describing the complete offerings and accomplishments of our District. Our schools offer a wide range of courses to support our learners varied learning needs and work diligently to improve learning.

In the 2010- 2011 school year the District undertook community input sessions to help guide the development of our new achievement contract. The new contract has one goal:

To achieve a 100% completion rate for both aboriginal and non-aboriginal students (Dogwood diploma or Meaningful school completion).

Supporting this goal are six objectives:

1 Early Learning

By the end of grade three all students who can read, will read at grade level (PM benchmark 38)

2 Literacy

Increase the number of students who meet or exceed expectations in reading and writing at all levels

3 Numeracy

Increase the number of students who meet or exceed expectations in numeracy at all levels

4 Aboriginal

Increase the number of students successfully transitioning from grade to grade, especially from grade 9 to grade 10

Increase Aboriginal completion rates

5 Completion rates

Increase the number of grade 10 students successfully transitioning to grade 11

Increase the aboriginal six year completion rates

6 Social Responsibility

We recognize that social responsibility is one of the foundations of our school system. Over the next year we will work with our schools and community to look at how we define and measure this objective. This objective supports the attributes of a graduate of School District # 22.

The contract has new baseline data and future Superintendent’s Report on Student Achievement will reflect this goal and data.

4. Report on the implementation of Recommendation #5 of the Representative of Children and Youth regarding Children in Care.

	Yes/No	Comment
Is a person appointed in each school to monitor the success of children in care (CIC) and promote appropriate interventions?	Yes	Our vice principals have taken on this task.
Have initial rosters of CIC been updated in consultation with local MCFD offices?	Yes	We have a good working relationship with our MCFD.
Is information shared between district, schools and MCFD in a manner consistent with the interests of CIC?	Yes	Our Director of Student Support Services meets regularly with our local manager of MCFD
Are children in temporary care arrangements, by agreement or in the home of a relative included in monitoring and support functions?	Yes	We are beginning the conversation with MCFD and our schools.

What further steps and activities is the district planning to undertake to make effective the Representative’s recommendation?

Our Director of Student Support services meets regularly with MCFD staff. District staff, in their regular visits to schools, ask principals for progress updates for Children in Care.

- Schools meet with students in continuing custody a minimum of three times a year
- MCFD care plans and IEP or educational plans are reviewed
- Foster parent, social worker invited to and attend planning meeting to review all progress reports and other data

What measures and evidence will be used to monitor the educational attainment of Children in Care in your School District?

- Report card information
- PM Benchmarks
- Whole Class Reading Assessment
- Ministry Assessments
- Attendance /Lates



SCHOOL DISTRICT NO. 22 (VERNON)

Student Field Trip - Application

(To be completed by supervising teacher(s) and submitted to the Principal prior to activity). Keep on file for Levels One, Two and Three. Forward to Superintendent as notification for Level Four trips. Level Five trips must be submitted to the Superintendent for Board approval.

Description and Objectives of Activity:

Level: 5

Junior Girls' Basketball Camp at Gonzaga University, Spokane, Washington USA

Activity fits into the Athletics curriculum.

Date(s) of Activity: June 19 - 22, 2012

Cost of Activity: Approximately \$400.00 per student includes camp, TOC &

Source of Funds: Transportation - Students paying individually

Planned Lead-Up Activities:

- Parent Meetings
- Spring Practices
- Team Building Meetings

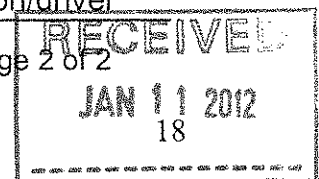
Planned Follow-up Activities:

- Following Season - Winter 2012-2013 - Team Development

Names of Supervisors	Qualifications	Responsibilities
Mike Bertram -	Teacher/coach	coaching/supervision
Tracey Lorenson	Parent	supervision
Tom Fugel	Parent	supervision/driver

Student Field Trip Application

PR 9.8.0 Student Travel



Student Behavioral Expectations: It is expected that students will:

Students must obey all rules of the camp and all rules of Vernon Secondary School as set out in our Code of Conduct. To represent Vernon Secondary in a positive manner and to follow all rules and regulations of team travel.

Number of students participating: 10-15 Grades: 9 & 10

Teacher Coordinator: Mike Bertram

Number of Students per Supervisor: 5

Parent permission forms will be distributed on: After Spring Break 2012

Returned by (date): April 20, 2012

Parents notified of risks involved: Yes No

For Level 5 trips complete below and submit to the office of the Superintendent of Schools.

Request prepared by:
Mike Bertram
(sponsoring teacher(s))

Recommended for Board
Approval by the Superintendent
(or designate).
Yes No

[Signature]

Request approved by:
[Signature]
(school principal)

Approved by the Board of School
Trustees:

_____ Date

Level Five Field Trip Checklist

**Submitted to the School – Based Administrator, Superintendent and School Board Trustees
(at least 6 months prior to the fieldtrip)**

Destination: Gonzaga University Spokane Wa

Date: June 19-22, 2012

The Field Trip...

Any student field trip involving an absence for six or more instructional days; periods of travel in excess of two weeks; out of province travel including International travel.

The Teacher/Supervisor must...

- submit the Student Field Trip Application to the principal or designate for preliminary approval **prior** to any fund raising or collection of money for a specific trip,
- meet with the parents, informing of the specific nature of the activity and the hazards, inherent risks and potential consequences, must take place. Also included will be information relative to cost of the trip and fundraising or fee expectations of the student, accommodation, transportation, contact information and an itinerary as well as the field trip's place in the school curriculum.
- obtain signed copies of the Student Field Trip - Informed Parent Consent form for each student involved, including any medical concerns, allergies and medication requirements;
- ensure there are both female and male supervisors on all co-ed trips. This could include a parent/adult supervisor. If it is not possible to have supervisors of both genders, parents must give informed consent for their individual child to participate. The principal must also be informed by the teacher/supervisor.
- ensure that Criminal records authorizations have been completed per policy 5.7.0 in advance of the trip commencing for any volunteers.
- ensure that at least one supervisor has a current St. John's Emergency First Aid Certificate, or equivalent for urban field trips; current St. John's Standard First Aid Certificate, or equivalent for outside urban area field trips where ambulance response is available within one hour; and a current Basic Wilderness First Aid Certificate (36-40 hours) for backcountry field trips where emergency response is more than one hour away.
- ensure that students are appropriately prepared for specific activities and that they are aware of all expectations including knowledge of risks involved;
- take a copy of the signed Student Field Trip Informed Parent Consent form for each student on the trip and leave the original forms in the school office. A manifest of participants and the itinerary must be left in the school office.
- confirm that adequate out-of-province/country medical coverage is obtained. Supervisors are required to carry a copy of the medical coverage plan and policy number with them for each and every student.. This information should also contain the policy contact number.
- provide alternative meaningful "in-school" experiences for students who do not participate in the field trip.

N/A

Level One – Five Field Trips: Other Considerations

- ☑ Student contributions of \$500.00 - \$1000.00: a minimum of five months notice prior to the trip and two months prior to any installment payment. *N/A.*
- ☑ Student contributions above \$1000.00: a minimum of twelve months notice in advance of the trip and four months prior to any installment payment. *N/A.*
- ☑ The principal and teacher responsible must report to the students and guardians the financial outcomes of the school field trip. *to be when NUMBER OF STUDENTS ARE DETERMINED*
- ☑ An adult supervisor must be available to students at all times (24 hours per day) on all student travel.
- ☑ Consideration shall be given to taking a cellular phone, or a satellite phone on field trips that include destinations beyond the reach of cellular phone service, on each student field trip. Factors such as destination, route being traveled, road conditions, time of day and time of year shall be included in such consideration.
- ☑ The teacher/supervisor in charge of a student field trip is responsible to carry a list of the following on each field trip:
 - a) Names of participants
 - b) Telephone contact numbers for participants
 - c) British Columbia Care Card numbers for participants
 - d) Medication and medical alert needs for participants, as needed
 - e) Correspondence, which enables the emergency filling of a prescription of medication, on behalf of each trip participant who is using prescribed medication.
- ☑ Students participating in student field trips to destinations outside Canada shall provide evidence to demonstrate that appropriate out- of-country medical coverage has been obtained.
- ☑ The teacher/supervisor in charge of a student field trip is authorized to change field trip plans in the event of an emergency.
- ☑ The teacher/supervisor responsible for planning and supervising a student field trip shall ensure that, where necessary, a first aid kit is available for use in response to an emergency medical situation.

January 25, 2012 Regular Meeting

Agenda Item 7

Secretary-Treasurer's Business Secretary-Treasurer Hoffman

Information Items:

Action Items:

Board Policy Amendments

ACTION RECOMMENDED:

That the Board of Education adopt amendments to Bylaw No. 13 through the following motions:

That the Board of Education approve three (3) readings of this bylaw amendment.

And Further;

That the Board of Education adopt the amended Bylaw No. 13 as first, second, and third readings.

BACKGROUND:

This amendment reflects trustees' decision on December 20, 2011 to set regular board meetings to allow for all trustees to attend. For the balance of this school year the regular meetings will be the fourth Wednesday each month. Trustees will be determining when the March regular meeting could take place since the fourth Wednesday is during spring break.

In order to achieve three readings of this bylaw trustees are required to give unanimous consent to give three (3) readings of the bylaw.

School District No. 22 (Vernon)

BYLAW

Please file in By-Laws, Policy & Procedure Manual

No. 13

Adopted: May 18, 2010
Amended: January 25, 2012

RULES OF PROCEDURE BYLAW

1. REGULAR MEETINGS OF THE BOARD

- 1.1 The Board will publish a calendar of regular meeting dates at the beginning of each school year in non election years and within sixty (60) days following the election date in election years. Regular meetings of the Board shall be held not less than once each month while district schools are in session.
The Regular meeting of the Board shall be held in the Board Room of the Board Offices, except where the Chairperson has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time.
- 1.2 A regular meeting of the Board shall start at 7:00 pm and adjourn not later than 9:30 p.m. unless a resolution to proceed beyond that time is passed.

2. CLOSED MEETINGS OF THE BOARD

- 2.1 In-Camera (Closed) meetings of the Board may be held with the public and others excluded as provided for in the School Act. As part of the motion for adoption of the agenda of the closed meeting, the minutes will specifically acknowledge that the Board is of the opinion that the items on the agenda are of such a confidential nature that they require to be addressed in the absence of the public. Only the following matters may be considered at such meetings:

Personnel matters

- a) Salary claims and negotiations
- b) Efficiency, discipline or retirement of employees
- c) Employee transfer, promotion, appointment, demotion and termination;

Legal matters

- a) Accident claims
- b) Legal actions brought by or against the Board
- c) Legal opinions respecting any matters which are to be considered in private session

Student matters

- a) Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;

Property matters

- a) Regarding purchase, exchange, lease or sale of real property prior to finalization thereof;
- b) Future site planning and designation;
- c) Matters pertaining to the safety, security of protection of Board property;

Investigations regarding possible school closures

Auditors' management letter

Medical matters respecting individual students or employees

Such other matters where the Board, by motion, decides that the public interest so requires.

- 2.2 The Board will publish a calendar of regular closed meeting dates at the beginning of each school year in non election years and within sixty (60) days following the election date in election years. Regular closed meetings of the Board shall be held not less than once each month while district schools are in session.

The Regular closed meeting of the Board shall be held in the Board Room of the Board Offices, except where the Chairperson has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time.

Regular closed meetings of the Board shall be scheduled on not less than once each month. Closed meetings may be called at other times by following the notice of procedures set out in this Bylaw.

- 2.3 As the first item of business the question is asked if any items on the agenda should be moved to the public meeting. If there is consensus the item would then be moved to the public meeting. If there is a difference of opinion then it should be governed by a majority vote to determine whether it should be moved to the public meeting or remain in the closed meeting.

3. SPECIAL MEETINGS OF THE BOARD

- 3.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
- 3.2 A special meeting of the Board may be called by the Chairperson or, where the Chairperson is not available, by the Vice-Chairperson, the Secretary-Treasurer, upon written request of a majority of the trustees holding office, a majority of the Board at a meeting of the Board.
- 3.3 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting

Trustees.

- 3.4 No special meeting shall continue for longer than two and one half hours unless a resolution is passed by the majority of Trustees present to continue longer.

4. NOTICE AND AGENDA

- 4.1 Forty-eight hours notice in writing shall be given of any meeting of the Board.
- 4.2 Written notice of any meeting shall be waived provided that reasonable steps have been taken to notify all Trustees of the meeting and that two-thirds of the sitting Trustees agree to the waiving of the written notice.
- 4.3 Prior to each meeting, Administration, in consultation with the Chairperson and Vice - Chairperson, shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 4.4 Every effort shall be made to deliver the agenda and all supporting material to Trustees at least three working days prior to the time of the Board Meeting.
- 4.5 Where material is introduced at a Board meeting which has not been made available to Trustees in accordance with section 4.4, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered prior to the next Board meeting.
- 4.6 The agenda and supporting material for each open Board meeting will be available for public inspection at the Board Office and the school district web site on the next working day following delivery of the material to the Trustees. Every effort will be made to make complete packages available to interested news media at that time.

5. BOARD PROCEEDINGS

- 5.1 As soon after the time set for a meeting as there is a quorum present, the Chairperson shall, if present, call the meeting to order.
- 5.2 Where the chairperson is absent, the Vice-Chairperson shall take the chair and call the meeting to order.
- 5.3 Where both the Chairperson and the Vice-Chairperson are absent and a quorum is present, the Secretary-Treasurer shall call the Trustees to order and the Trustees shall choose a Trustee to chair the meeting until the arrival of the Chairperson or Vice-Chairperson.
- 5.4 If a quorum is not present within thirty minutes of the time appointed for the meeting, then the meeting shall stand adjourned.
- 5.5 No question shall be determined by the Board unless upon a motion of a Trustee seconded by another Trustee.
- 5.6 A Trustee shall not speak other than on the motion under debate; a Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks which may have been misunderstood or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate.
- 5.7 The Chairperson may enter into debate and vote as any other trustee.

In all meetings of the Board of Trustees, procedures shall be guided by Robert's Rules of Order, except where provisions of the bylaws of the Board or the *School Act* may conflict, in which case the latter shall prevail.

6. DELEGATIONS AND CORRESPONDENCE

- 6.1 The Board welcomes and encourages delegations from students, parents, teachers, support staff and others at Board meetings.
- 6.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall:
 - Provide a written request and an outline of the presentation to the Secretary-Treasurer at least fourteen days prior to the time of the meeting
 - Consideration of the request is subject to clause 4.3 of this bylaw for placement on the agenda of the regular or "closed" meeting
 - A request to present at a regular Board meeting will require a brief written submission, including the purpose (information, request for action, etc.) of the presentation seven days in advance of the scheduled Regular Board Meeting for distribution to trustees as part of their agenda package
 - The presentation will be listed as a "Delegation" on the agenda of the Regular or "Closed" Board meeting
 - Trustees, by majority vote, may place on the agenda any presentation dealing with an urgent issue
 - Each presenter or delegation will usually be limited to ten minutes, followed by questions or comments from trustees
 - The Board will not respond to any presentation requiring Board action at the meeting in which it is presented. A response will be deferred to a later date in order to allow trustees an opportunity to review, consult and prepare a response
- 6.3 During the "Question" period, persons may ask questions of the Board or individual Trustees about items on the agenda only.
- 6.4 The Chair shall rule on the propriety of all presentations and questions and may terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 6.5 Any questions asked during the question period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.
- 6.6 District and School Presentations shall not be subject to time restrictions, but attempts should be made to keep such presentations to approximately 10 minutes.
- 6.7 The Board may hold Town Hall meetings where there are no restrictions on the number of speakers, the number of times someone can speak or the length of time someone may speak. Such Town Hall Meetings are to be on a specific topic or issue as determined by the Board.

- 6.8 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.
- 6.9 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular Board meeting together with whatever recommendation for Board action Administration deem appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".
- 6.10 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by Administration, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".

7. STANDING COMMITTEES AND SPECIAL COMMITTEES

- 7.1 At the first regular meeting after the Inaugural meeting of the Board or at such other meeting as may be deemed appropriate, the Chairperson shall establish, with the consent of a majority of Trustees, standing committees or special committees of the Board, and shall appoint members thereto.
- 7.2 The Chairperson shall be an ex-officio member of all committees and in the absence of the Chairperson; the Vice-Chairperson shall have the same ex-officio privileges.
- 7.3 A quorum of a committee shall be the majority of the members of that committee.
- 7.4 Only Trustees may serve on a standing committee, but special committees may have members who are not Trustees.
- 7.5 The mandate of each committee shall be established by the Board as it deems appropriate.
- 7.6 Unless reappointed, all committees shall be deemed to have terminated their mandate at the first meeting after the Inaugural meeting following their establishment.
- 7.7 Except as provided herein or by the Board in establishing a committee mandate, the meeting schedule and operating procedure of a committee shall be determined by the Chairperson of that committee, subject to the consent of the majority of the members of that committee.

8. MISCELLANEOUS PROVISIONS

- 8.1 All points of procedure not provided for in this Bylaw shall be decided in accordance with Robert's Rules of Order.
- 8.2 If any part of this Bylaw is held to be invalid by the decision of a court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.
- 8.3 Any provision of this Bylaw may be waived by a two-thirds vote of the Trustees holding office.
- 8.4 This Bylaw may be cited as the "School District No. 22 (Vernon) Procedure Bylaw" and all previous procedure Bylaw and resolutions, and amendments

thereto, are hereby repealed.

8.5 Minutes shall be kept of all Board meetings and shall be ratified at the next meeting of the Board.

8.6 The Board shall indemnify a Trustee

a) against a claim for damages arising out of performance of his/her duties;
or

b) where an inquiry or other proceedings involves the administration and conduct of the business of the School District; and, in addition, shall pay legal costs incurred in proceedings arising out of the claim or inquiry or other proceeding.

January 25, 2012 Regular Meeting

Agenda Item 9

Trustee Business
Chairman Turanski

January 25, 2012 Regular Meeting

Agenda Item 10

Correspondence Chairman Turanski

- ✓ Letter received by Anne Dorval, teacher

January 25, 2012 Regular Meeting

Agenda Item 11

Upcoming Dates Chairman Turanski

January 30	7 p.m.	Secondary School Restructuring, WL Seaton
February 6	7 p.m.	Secondary School Restructuring, WL Seaton
February 13	7 p.m.	Secondary School Restructuring, WL Seaton
February 22	7 p.m.	Public Board Meeting, District Office

January 25, 2012 Regular Meeting

Agenda Item 4

Presentations

Chairman Turanski

White Valley Parks and Recreation Master Plan – Tanis Nelson, Community Development coordinator, Regional District North Okanagan

International Student Program – Charles Bloom Secondary Students