

**BOARD OF EDUCATION
SCHOOL DISTRICT 41 - BURNABY
BOARD MEETING
AGENDA**

Tuesday, January 26, 2016, 7:00 pm
Burnaby Central Secondary School – Conference Room

Confirmation of Agenda

Delegation

1. Dr. Iqbal Bhuiyan, Mother Languages of the World Society B.C. International Mother Language Day, February 21

Good News

Approval of Minutes

1. Public Session – January 12, 2016

Board Chair Report

District Operations – Superintendent’s Report

1. Exploring the Possibilities of the Redesigned Curriculum in the Performing Arts

Correspondence

Committee Reports

1. Finance Committee
2. Policy Committee

District Operations – Administrative Services

1. Field Experiences

District Operations – Business Services

Unfinished Business

New Business

1. 2016 Trustee Committee Responsibilities
2. BCSTA AGM: Call for Motions

Question Period (Timed Item)

Adjournment



January 21, 2016

By email

Mr. Mohammad Aminul Islam
President
Mother Language Lovers of the World Society BC
16302 – 88th Avenue
Surrey, BC V4N 1B6

Dear Mr. Islam:

Board Delegation

Thank you for your email request to make a presentation to the Board of Education regarding International Mother Language Day.

This letter will confirm that we have arranged for Dr. Iqbal Bhuiyan to appear before the Board on Tuesday, January 26. The meeting will start at 7:00 pm and will be held at Burnaby Central Secondary School, 6011 Deer Lake Parkway. The presentation must be limited to a maximum of ten minutes.

If Dr. Bhuiyan will be making an audio-visual presentation, please ask him to bring a copy on a memory stick and meet with our Communications Manager, Jodie Wilson, in the Conference Centre (Room A206) at Burnaby Central at 6:30 pm in advance of the meeting. Please note, we are unable to accommodate delegations bringing their own computers or other equipment for presentations. We would also appreciate it if you would provide my assistant Sandra Brunner (Sandra.Brunner@sd41.bc.ca) with an advance copy of any material you would like to distribute at the meeting.

Yours very truly,

D. Greg Frank, CPA, CA
Secretary-Treasurer

Copy: Jodie Wilson, Communications Manager

16-01-21.1/GF/SB

Honorable Chairperson, Trustees

Board of Education, School District #41 (Burnaby)

Ref: Request for Delegation to include the "IMLD" in the Yearly Calender of Burnaby School District.

Dear Sir,

In 1999, UNESCO proclaimed 21st February as the "International Mother Language Day" (IMLD) to commemorate all mother languages and their speakers including official, non-official, First Nations, Aboriginal, Immigrants, even linguistic minorities, for example, Braille and Sign language speakers. Since then the day is being celebrated around the world.

In year 2015, we have achieved the heighest level of multicultural and multilingual recognition from the provincial government of BC. British Columbia has proclaimed 21st February as the IMLD, signed by its Lieutenant Governor Hon. Judith Guichon.

Meanwhile, most of the BC Municipal office has also proclaimed the IMLD on 21st February.

We know, our mother language is our identity. Children are the prime carrier of our sociolinguistic identity that passes from generation to generation.

Therefore, to celebrate and create awareness of our mother languages among our children, we would request the Trustees, Board of Education to include the "International Mother Language Day" on 21st of February in the Yearly Calender of the School District.

Please note, very recently the Vancouver School District and the Surrey School District have already recognized and declared the "Annual Recognition of International Mother Language Day - on February 21st".

Recently we have delegated to the Richmond School Board and also approached to the Langley School District in this respect. However as soon we get the date for the delegation date from you, will forward the detailed information and documents. Thanks.

Sincerely,

Mohammad Aminul Islam

President

Mother Language Lovers Of The World Society, BC

Phone: 778-895-4084 Email: aislam_telebangla@hotmail.com

**BOARD OF EDUCATION
SCHOOL DISTRICT 41 - BURNABY**

A Public Session meeting of the Board of Education of School District 41 - Burnaby was held in the Boardroom at 7:00 pm on Tuesday, January 12, 2016.

Present

Trustees Ron Burton (Chair), Katrina Chen, Meiling Chia, Larry Hayes, Baljinder Narang, Harman Pandher and Gary Wong; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Greg Frank, Assistant Superintendents Roberto Bombelli, Heather Hart and Wanda Mitchell, and Executive Assistant Sandra Brunner.

Agenda

It was moved by Larry Hayes and seconded by Harman Pandher:

THAT the agenda be approved, as presented.

Carried unanimously.

Delegation

Peggy Woodruff and Laurie Molstad appeared before the Board on behalf of the Burnaby Association for South East Side (BASES) Family Thrift Store. They presented a cheque in the amount of \$48,000 to be shared between the six Burnaby schools supported by the store: Edmonds, Stride Avenue, Twelfth Avenue and Byrne Creek Community Schools and Morley and Windsor Elementary Schools.

Representatives of the six schools accepted the cheque. Board Chair Ron Burton expressed thanks on behalf of the district and the community for the store's continuing support of students and families living in southeast Burnaby.

Good News

Katrina Chen presented Good News items from various Burnaby schools, as attached.

Minutes

It was moved by Baljinder Narang and seconded by Larry Hayes:

THAT the minutes of the Public Session meeting of December 8, 2015 be approved, as presented.

Carried unanimously.

Board Chair Report

Vice-Chair Harman Pandher commented on the number of options available to secondary school students as they consider their course selections for the coming school year.

It was moved by Harman Pandher and seconded by Baljinder Narang:

THAT the Board of Education receive and approve the Board Chair Report, as presented.

Carried unanimously.

Superintendent's Report

Career Education-Industry Training Programs

Paul Arthur, Program Consultant, Career and Transition Programs, provided an overview of the Accelerated Credit Enrollment in Industry Training, Industry Certification and Industry Connect programs that enable secondary school students to get a head start on their chosen careers with on-the-job training while in school.

Teachers Greg Barnard, Tim Bruderer and Kevin Ault outlined their respective programs and introduced some of their students. Kevlar Dupuis and Joseph Lopez (carpentry), Jenna Beselt, Leonardo Peronace and Misha Revenko (construction electrician), Kathy Feng, Jonathan Calvez and Michael Leung (digital sound production) described their experience with the programs and what they hoped to do in the future.

It was moved by Baljinder Narang and seconded by Harman Pandher:

THAT the Superintendent's Report be received, as presented.

Carried unanimously.

Committee Reports

Buildings and Grounds Committee

It was moved by Larry Hayes and seconded by Gary Wong:

THAT the Buildings and Grounds Committee Report be received, as presented.

Carried unanimously.

Education Committee

It was moved by Harman Pandher and seconded by Larry Hayes:

THAT the Education Committee Report be received, as presented.

Carried unanimously.

Youth and Community Services Committee

It was moved by Baljinder Narang and seconded by Larry Hayes:

THAT the Youth and Community Services Committee Report be received, as presented.

Carried unanimously.

District Operations – Administrative Services

It was moved by Harman Pandher and seconded by Meiling Chia:

THAT the Board receive and approve the Superintendent's District Operations – Administrative Services Report, as presented.

Carried unanimously.

New Business

Curriculum Implementation Days – Proposed Changes to the 2015/2016 School Calendar

Superintendent of Schools Gina Niccoli-Moen outlined the Ministry of Education's plan to support the new curriculum that was being phased in over the next three years. The support plan requires all school districts to schedule ten new hours of teacher training time or two additional non-instructional days within the 2015/016 school year to support teachers in implementing the redesigned curriculum. As the current 2015/2016 calendar has already been approved by the Board, it must now be amended to accommodate this change.

It was moved by Larry Hayes and seconded by Katrina Chen:

THAT the Board of Education amend the 2015/2016 school calendar to include two additional non-instructional days: Tuesday, April 26 and Friday, May 13, 2016, as presented.

Carried unanimously.

Question Period

Trustees and senior staff responded to a question from the floor.

Adjournment

It was moved by Larry Hayes and seconded by Meiling Chia:

THAT the meeting be adjourned at 8:18 pm.

Carried unanimously.

Ron Burton
Chair

D. Greg Frank, CPA, CA
Secretary-Treasurer

SUPERINTENDENT'S REPORT
Reporting to Public Session Tuesday, January 26, 2016

1. Exploring the Possibilities of the Redesigned Curriculum in the Visual and Performing Arts

Visual and Performing Arts programs throughout the Burnaby School District enrich the learning experience for students, and in some cases, provide pathways to future careers. Students within the district can choose from a wide array of courses within the Visual and Performing Arts Department such as dance, music, drama and the visual arts.

Visual images have the power to impact learning, emotion and understanding of the world around us. Within the redesigned British Columbia curriculum, students will be developing their ability to think critically and creatively across multiple disciplines. Through this medium, teachers and students have the opportunity to develop skills to represent their learning and themselves through visual art.

At Burnaby North, Visual Arts teachers offer unique programs such as Enriched Social Studies 9 and 10, Art for students in the ACCESS program, an Advanced Placement Studio Arts which is broken down into 2D, 3D, and Photography as well as Advanced Placement Art History. Art is a universal language that speaks to individuals in personalized ways.

This evening, Reg LaPlante, Program Consultant for the Visual and Performing Arts, will introduce Burnaby North Visual Arts teachers, Mia Letonin and Cecile Steudel, who will provide a snapshot of the depth and breadth of learning that occurs in their classrooms. Grade 10 through 12 students, Cassandra Nicolas, Diego Markowsky, Cassia Kitaoka, Carol Li, and Elsie Wang, will share ways in which experiences in the visual arts have impacted their lives.

Recommendation: THAT the Board of Education receive this information.

FINANCE COMMITTEE
Reporting to Public Session Tuesday, January 26 2016

The Finance Committee met on Tuesday, January 19, 2016 at 6:10 pm. In attendance were Trustees Ron Burton (Chair), Katrina Chen, Meiling Chia, Larry Hayes, Baljinder Narang, Harman Pandher and Gary Wong; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Greg Frank, Assistant Superintendents, Heather Hart and Wanda Mitchell, Assistant Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

1. Draft 2015/2016 Amended Operating Budget

Assistant Secretary-Treasurer Roy Uyeno provided the committee with an overview of the district's draft 2015/2016 amended operating budget. The district is updating its annual budget to reflect revised projections for enrolment, operating revenues and expenses for the current year. Budget estimates will be further refined and an updated draft budget will be brought to the next meeting. The 2015/2016 Amended Annual Budget will be presented to the February 22, 2016 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

2. Draft 2016/2017 Budget Process and Timelines

Secretary-Treasurer Greg Frank reviewed with the committee the draft 2016/2017 budget process and timelines. Key dates include:

- February 16, 2016 – Provincial government budget announcement
- February 22, 2016 – Board approval of the 2015/2016 Amended Annual Budget
- March 11, 2016 – anticipated Ministry announcement of the 2016/2017 preliminary operating grant funding
- April 25, 2016 – Board approval of the 2016/2017 Annual Budget
- April 29, 2016 – Budget Bylaw submitted to the Ministry of Education

The budget process will include use of the district's website to provide information on the district's budget process, budget details and related information and to seek input from the public on budget priorities and related issues. Partner group participation will play a key role in the budget development process. The Board will hold a public budget meeting in April and full details for this meeting will be made available in the near future.

Mr. Frank highlighted key budget issues with the committee, including the impact of potential changes to operating grant funding due to increased enrolment provincially, potential new costs and inflationary cost pressures.

Recommendation: THAT the Board of Education receive this information.

3. Contract Award – Alpha Secondary School Seismic Upgrade

In accordance with Policy 3.80 Purchasing Goods and Services, Mr. Frank provided the committee with a report on the award of a contract for the provision of architectural services for the Alpha Secondary School capital project. The contract has been awarded to Thinkspace Architecture Planning Interior Design.

Recommendation: THAT the Board of Education receive this information.

4. Adjournment

The Chair adjourned the meeting at 7 pm.

POLICY COMMITTEE
Reporting to Public Session Tuesday, January 26, 2016

The Policy Committee met on January 18, 2016 at 5:00 p.m. In attendance were Trustees Gary Wong (Chair), Harman Pandher and Katrina Chen, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Greg Frank and Jen Mezei, Chair, Burnaby DPAC.

1. Policy No. 5.05 Admissions and Placement of Students into the Burnaby School System

The committee was updated regarding processes and timing regarding Policy 5.05 Admission and Placement of Students into the Burnaby School System, and the district's annual Cross-District and Transfer Application process. Policy 5.05 remains in circulation as Notice of Motion until February 5. The district's cross-district application process begins February 1. To provide clarity for families, Policy 5.05, and recommended revisions, have been posted on the front page of the district website. It is important to note that while some of the admission categories and priority order for student placement are under review, the application process for families will remain unchanged. The Cross-District Transfer Application Form and the District Language Program Form can be completed by parents and returned to their child(ren)'s school, February 1-29.

Recommendation: THAT the Board of Education receive this information.

2. Policy No. 4.35 Retirement Gratuities for Teachers

The committee was presented with a revised draft of Policy 4.35 Retirement Gratuities for Teachers. The policy has been updated to adjust the retirement gratuity to a maximum of two thirds of one month's salary. The policy has been updated to reflect the budget decision previously made by the Board of Education in April, 2015 which was part of the 2015/2016 budget process.

The committee recommends that as the Board had previously approved the adjustment to the gratuity through the public budget consultation process and that no further changes are being proposed to the policy that the revised policy as drafted should be approved at this time. In order for the Board to approve the policy the following two motions are recommended:

Recommendation: That the Board of Education waive the requirement to circulate revised draft policy 4.35 Retirement Gratuities for Teachers as a Notice of Motion.

Recommendation: That the Board of Education approve revised policy 4.35 Retirement Gratuities for Teachers as presented.

3. Regulations and Procedures No. 5.15.01 Student and Other School Records, Access, Storage and Transfer

Staff brought forward a revised draft of Regulations and Procedures 5.15.01 Student and Other School Records, Access, Storage and Transfer. The revised draft included minor edits to reflect the Ministry of Education's move from the BCeSIS to MyEducationBC student information system. The committee discussed the policy in detail and, due to the fact that additional edits may be required with the provincial change in systems, the committee determined that it would be best to review the policy and regulations and procedures once implications of the new system have been realized.

Recommendation: THAT the Board of Education receive this information.

4. Policy 4.00 and associated Regulations and Procedures No. 4.00.01 Collection, Management, Security of and Access to Information Records.

The committee reviewed revised draft Policy 4.00 and Regulations and Procedures 4.00.01 Collection, Management, Security of and Access to Information Records. Minor edits reflect a name change in the reference of the policy and recognition of employee responsibilities. No substantive changes have been made to the policy or regulations and procedures and it is recommended the policy and regulations be approved at this time as housekeeping changes only.

Recommendation: THAT the Board of Education approve changes to Policy 4.00 and Regulations and Procedures 4.00.01 Collection, Management, Security of and Access to Information Records as presented.

5. Regulations and Procedures No. 3.05.01 Transportation of Students

The committee reviewed revised draft Regulations and Procedures 3.05.01 Transportation of Students. Minor edits reflect changes to noted liability coverage as requested by the Schools Protection Branch. No substantive changes have been made to the regulations and procedures.

Recommendation: THAT the Board of Education approve the changes to Regulations and Procedures No. 3.05.01 Transportation of Students as presented.

Adjournment

The meeting was adjourned at 5:25 p.m.

7. Date of Next Meeting

The date of the next Policy Committee meeting is to be determined.

POLICY #4.35

RETIREMENT GRATUITIES FOR TEACHERS

POLICY

ANY TEACHER OR SCHOOL ADMINISTRATOR WHO RETIRES PURSUANT TO THE TEACHERS' PENSION PLAN AND WHO HAS BEEN IN THE EMPLOY OF THE BOARD FOR ELEVEN FULL-TIME EQUIVALENT YEARS OF SERVICE OR MORE SHALL BE AWARDED 1/10-1/15th OF A MONTH'S SALARY FOR EACH FULL-TIME EQUIVALENT YEAR OF SERVICE IN EXCESS OF TEN YEARS. THE MAXIMUM GRATUITY SHALL NOT EXCEED TWO THIRDS OF ONE MONTH'S SALARY.

OBJECTIVE

To reward teachers for long service with the Board.

Date Adopted: 1983-12
Date Revised:

Cross References:
Other: Policy 4.32.00

POLICY #4.00

COLLECTION, MANAGEMENT, SECURITY OF AND ACCESS TO INFORMATION RECORDS

PREAMBLE:

The management of information required by due process, legislation or regulation is an important consideration for administrators and staff of the Burnaby School District. On November 3, 1994 the Provincial Government extended coverage under the Freedom of Information and Protection of Privacy Act to "local public bodies", including schools and school boards. The Board recognizes its responsibility to ensure compliance with the Act, including:

- I. A right of access to records held by the Board
- II. A right to personal information about themselves by employees, including the right to request a correction:
- III. Specifying limited exceptions to the right of access;
- IV. Preventing unauthorized collection, use and disclosure of personal information.

POLICY

THE BURNABY SCHOOL BOARD RECOGNIZES ITS RESPONSIBILITIES IN COLLECTING INFORMATION, PROVIDING ACCESS TO INFORMATION WHILE PROTECTING PRIVACY WITHIN THE SCOPE OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (~~FOIPOP~~) (FIPPA) AND OTHER RELEVANT LEGISLATION. THE BOARD WILL RESPOND TO ORAL AND WRITTEN REQUESTS FOR INFORMATION ON AN INFORMAL AND VOLUNTARY BASIS, AND WILL RESPOND TO FORMAL REQUESTS FOR INFORMATION UNDER (~~FOIPOP~~) FIPPA, PROVIDING INFORMATION WHERE APPROPRIATE WHILE TAKING THE NECESSARY MEASURES TO ENSURE PRIVACY.

OBJECTIVES

1. To clarify the Board's position regarding collection, management, access to and security of information under its control in compliance with the ACT (~~FOIPOP~~) (FIPPA) and other relevant legislation.
2. To provide governing and administrative authority for administrative staff of the Board to ensure compliance with the Act (~~FOIPOP~~) (FIPPA).
3. To provide for continued informal and voluntary access to information held by the Board and to implement a formal process to provide information which may not be available through other avenues while specifying limited exceptions to that right to access under the Act (~~FOIPOP~~) (FIPPA).

Date Adopted: 1995-04-11

Cross References: Statutory: Freedom of Information and **Protection of Privacy Act**
Other:

Date Revised:

REGULATIONS AND PROCEDURES #4.00.01 COLLECTION, MANAGEMENT, SECURITY OF AND ACCESS TO INFORMATION RECORDS

GOVERNING AND ADMINISTRATIVE AUTHORITY

POLICY

THE BURNABY SCHOOL BOARD RECOGNIZES ITS RESPONSIBILITIES IN COLLECTING INFORMATION, PROVIDING ACCESS TO INFORMATION WHILE PROTECTING PRIVACY WITHIN THE SCOPE OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (~~FOIPOP~~) (FIPPA) AND OTHER RELEVANT LEGISLATION. THE BOARD WILL RESPOND TO ORAL AND WRITTEN REQUESTS FOR INFORMATION ON AN INFORMAL AND VOLUNTARY BASIS, AND WILL RESPOND TO FORMAL REQUESTS FOR INFORMATION UNDER FOIPOP FIPPA, PROVIDING INFORMATION WHERE APPROPRIATE WHILE TAKING THE NECESSARY MEASURES TO ENSURE PRIVACY.

ADMINISTRATIVE REGULATIONS

1. The Burnaby School Board passed resolutions designating administrative staff who will ensure compliance with the Act in accordance with guidelines and regulations provided by the Ministry of Government Services.
2. The Board designates the Secretary-Treasurer as the official “head” of the School District for the purposes of the Act.
3. The Board designates the ~~Director of Employee Relations~~ Assistant Secretary-Treasurer as the Freedom on Information Co-ordinator, responsible for the administration of the Act.

Date Adopted: 1995-04-11
Date Revised:

Cross References: Statutory: Freedom of Information and Protection of Privacy Act
Other:

REGULATIONS AND PROCEDURES #4.00.02

COLLECTION, MANAGEMENT, SECURITY OF AND ACCESS TO INFORMATION RECORDS

INTERNAL FORMAL PROCESS

POLICY

THE BURNABY SCHOOL BOARD RECOGNIZES ITS RESPONSIBILITIES IN COLLECTING INFORMATION, PROVIDING ACCESS TO INFORMATION WHILE PROTECTING PRIVACY WITHIN THE SCOPE OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (~~FOIPOP~~) (FIPPA) AND OTHER RELEVANT LEGISLATION. THE BOARD WILL RESPOND TO ORAL AND WRITTEN REQUESTS FOR INFORMATION ON AN INFORMAL AND VOLUNTARY BASIS, AND WILL RESPOND TO FORMAL REQUESTS FOR INFORMATION UNDER FIPPA, PROVIDING INFORMATION WHERE APPROPRIATE WHILE TAKING THE NECESSARY MEASURES TO ENSURE PRIVACY.

ADMINISTRATIVE REGULATIONS – INTERNAL FORMAL PROCESS

1. The extension of the Freedom of Information and Protections of Privacy Act (~~FOIPOP~~) (FIPPA) to “local public bodies” including schools and school boards, requires the Board to establish an administrative framework to bring existing systems into compliance with the Act.
2. Provide a formal process for managing written applications for information held by the Board made under the act.
 - I. All written applications for information made under the Act will be directed to the Freedom of Information Co-ordinator’s attention for registration, tracking, decision and correspondence.
 - II. Decisions to grant complete or partial access, or deny a request, will be made by the designated official “head” in consultation with the “co-ordinator” guided by the relevant sections of the Act and the time frame specified.
 - III. In the event that a response to an application cannot be completed within the time frame, a written notice of extension will be drafted setting out
 - a) The length of the extension,
 - b) The reason(s) for the delay,
 - c) The right of appeal to the ~~FOIPOP~~ FIPPA Commissioner.
 - IV. A log will be kept by the Freedom of Information Co-ordinator to track formal access requests for information under the Act. The number of formal requests made under the Act by any individual may be limited as such action should normally be the avenue of last resort for those requesting information held by the Board.
 - V. The log will include an identification number for each request; pertinent contact

information; request and receipt dates; type of information requested, i.e. general or personal; date response is due; extension information and new due date as required; copies of all correspondence; copies of appeals and appeal results.

- VI. Notification requirements will include acknowledgement of requests for access under the Act; requests for clarification; requests for extension of response; notice to third parties as required; approval or denial of access; notice of partial access; notice of fee changes estimate.
3. Any disputes between the Freedom of Information Co-ordinator and other departments will be forwarded to the designated "head" for resolution.

Date Adopted: 1995-04-11

Cross References: Statutory: Freedom of Information and **Protection of Privacy Act**

Date Revised:

Other:

REGULATIONS AND PROCEDURES #4.00.03

COLLECTION, MANAGEMENT, SECURITY OF AND ACCESS TO INFORMATION RECORDS

EXTERNAL FORMAL PROCESS

POLICY

THE BURNABY SCHOOL BOARD RECOGNIZES ITS RESPONSIBILITIES IN COLLECTING INFORMATION, PROVIDING ACCESS TO INFORMATION WHILE PROTECTING PRIVACY WITHIN THE SCOPE OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (~~FOIPOP~~) (FIPPA) AND OTHER RELEVANT LEGISLATION. THE BOARD WILL RESPOND TO ORAL AND WRITTEN REQUESTS FOR INFORMATION ON AN INFORMAL AND VOLUNTARY BASIS, AND WILL RESPOND TO FORMAL REQUESTS FOR INFORMATION UNDER ~~FOIPOP~~ FIPPA, PROVIDING INFORMATION WHERE APPROPRIATE WHILE TAKING THE NECESSARY MEASURES TO ENSURE PRIVACY.

ADMINISTRATIVE REGULATIONS – EXTERNAL FORMAL PROCESS

1. The collection, security, management and access regarding information records will comply with the intent of the Act (~~FOIPOP~~) (FIPPA).
2. The Freedom of Information Co-ordinator will, to the best of his abilities and knowledge, ensure the accuracy of that information, its use and seek to maintain confidentiality of personal information.
3. Acknowledgement letter – The Freedom of Information Co-ordinator will prepare an acknowledgement letter detailing the date received and a short description of the information requested, the identity or registration number assigned to the request and pertinent details of the person at the Board responsible for handling the request.
4. Clarification of Access Request – When the request for information requires clarification the Co-ordinator will contact the requester by letter or telephone detailing the date of receipt of the request, the identity or registration number assigned to the request, the specific information required.
5. Notification of Time Extension – As permitted under Section 10 of the Act (~~FOIPOP~~) (FIPPA), the Co-ordinator will contact the requester by letter detailing the reason for the delay, the additional time required, the new due date for a response and the right of appeal to the ~~FOIPOP~~ FIPPA Commissioner to review the extension.
6. Notification of Transfer of Request to another institution – When the information requested is not available through the Board under Section 11 of the Act, the Co-ordinator will write to the requester detailing the original request and the name of the institution to which the request has been transferred.

7. Approval of Access Request or Approval of Partial Access Request – When the request for information has been approved, the Co-ordinator will write to the requester detailing where, when and how access will be accorded.
8. Denial of Access – When the request for information has been denied, the Co-ordinator will write to the requester detailing the reasons why under the Act the Board is not able to disclose the information requested and the right of appeal to the ~~FOI/OP~~ FIPPA Commissioner for a review of the decision.

Date Adopted: 1995-04-11

Cross References: Statutory: Freedom of Information and ~~Protection of~~
Privacy Act

Date Revised:

Other:

REGULATIONS AND PROCEDURES #4.00.04 COLLECTION, MANAGEMENT, SECURITY OF AND ACCESS TO INFORMATION RECORDS

FEEES

POLICY

THE BURNABY SCHOOL BOARD RECOGNIZES ITS RESPONSIBILITIES IN COLLECTING INFORMATION, PROVIDING ACCESS TO INFORMATION WHILE PROTECTING PRIVACY WITHIN THE SCOPE OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (~~FOIPOP~~) (FIPPA) AND OTHER RELEVANT LEGISLATION. THE BOARD WILL RESPOND TO ORAL AND WRITTEN REQUESTS FOR INFORMATION ON AN INFORMAL AND VOLUNTARY BASIS, AND WILL RESPOND TO FORMAL REQUESTS FOR INFORMATION UNDER ~~FOIPOP~~ FIPPA, PROVIDING INFORMATION WHERE APPROPRIATE WHILE TAKING THE NECESSARY MEASURES TO ENSURE PRIVACY.

ADMINISTRATIVE REGULATIONS – FEES

1. Fees charged by the Board for information provided under the Act (~~FOIPOP~~) (FIPPA) will follow the schedule of maximum fees outlined in the ~~FOIPOP~~ FIPPA Policy and Procedures Manual, Volume II, Appendix 6.
2. Decisions to charge fees for services for formal requests made under Part 2, Section 5 of the Act will depend on the type of request and the cost of providing the information.
3. An estimate of fee costs will be provided by the Co-ordinator to the requester prior to performing the service.
4. Applicants who seek access to their own personal information will NOT be charged a fee.
5. Fees set by Regulations under the Act may be charged for a formal request under the following circumstances:
 - Locating, retrieving and producing records;
 - Preparing the record for disclosure;
 - Shipping and handling the record, and
 - Providing a copy of the record.

Fees may involve hourly charges for staff time and charges for computer time.

6. Fee charges will not apply to:
 - The first three (3) hours spent locating and retrieving records;
 - Time spent severing information from the record;
 - Time spent reviewing the formal request to determine whether an exception applies; and

- Time spent to determine whether to sever a part of the record.
7. Fee charges may be waived by the Secretary-Treasurer as designated “head”.

Date Adopted: 1995-04-11

Cross References: Statutory: Freedom of Information and Protection of
Privacy Act

Date Revised:

Other:

POLICY 3.05.01

TRANSPORTATION OF STUDENTS

ADMINISTRATIVE REGULATIONS

1. Scheduled School Bus Service (District-owned or Contracted Vehicles)
 - a. Vehicles shall have valid school bus permits issued by the British Columbia Motor Vehicle Department and conform to all municipal, provincial and federal legislation, regulations and standards governing school bus transportation.
 - b. Vehicle operators shall have the appropriate valid driver's license.
 - c. Current passenger lists shall be maintained.
 - d. Sufficient liability insurance coverage shall be in place. Specifically:
 - i. For district-owned buses, the minimum liability insurance coverage purchased by the district shall be \$1 million for each vehicle. Insurance coverage under the Ministry of Education Insurance Program provides liability coverage ~~in the amount of \$49 million~~ in excess of \$1 million on district-owned vehicles.
 - ii. For buses under contract to the Board, the Ministry of Education Insurance Program maintains ~~\$50 million~~ non-owned automobile insurance coverage protecting the Board should an accident occur and a court of law find the Board negligent in some manner. Additionally, the contractor shall carry appropriate levels of third-party liability and comprehensive liability insurance.
2. Scheduled Taxi Service

Taxis are required to abide by the provisions of the School Bus Regulations contained in the British Columbia Motor Vehicle Act, (as well as all child restraint requirements as set out in the Motor Vehicle Act).
3. Transfer Assistance Payments (Home-to-school-to-home)

If the Board makes transportation assistance payments for regular home-to-school-to-home travel in lieu of providing school bus service, the full responsibility for safe transportation and for insurance coverage rests with the vehicle owner.
4. School Board-authorized Curricular or Extracurricular Transportation (District-owned, Leased or Contract Vehicles)
 - a. If contract vehicles are used, there shall be a formal written contract for the transportation required.
 - b. In the event of a district approved contract carrier subsequently sub-contracting out to other carriers for the transportation required, the school principal shall advise the District's Purchasing Services of this arrangement. Purchasing Services will review the licensing and adequacy of the liability insurance coverage with the approved carrier, and approve the sub-contract of the transportation.

- c. The school principal shall exercise Board authority and carry overall responsibility for the arrangements and supervision of the transportation, as well as the curricular or extracurricular activity.
- d. Passenger and vehicle loading lists shall be filed in the school.
- e. Contractors shall carry the appropriate levels of third-party liability and comprehensive liability insurance.

5.a. School-authorized activities using privately-owned vehicles

- i. Any school-authorized activity requiring transportation shall be approved by the principal(s) involved.
- ii. A supervisor or designate shall be identified by the school principal.
- iii. The supervisor or designate shall ensure that any special safety requirements connected with the trip are met.
- iv. Where privately-owned motor vehicles are used to transport students to and from school or district-sponsored activities, they shall have a minimum third-party liability of \$1 million. The private vehicles shall meet all the requirements of the British Columbia Motor Vehicle Act and Regulations, and be considered reasonably suited for this purpose. The school principal or designate shall also satisfy himself/herself that the drivers are reasonably suited for this purpose.

5.b. Seat Belts, Booster Seats and Child-Restraint seats in Privately-Owned Motor Vehicles

- i. All students shall be secured in the appropriate child restraint seats, booster seats and/or seat belts as set out in the British Columbia Motor Vehicle Act.
- ii. Students under 20kg (44 lbs) are to be secured in a commercial child seat. It is the responsibility of the school administrator to ensure that parents are aware of this requirement and that parents provide the required child seat or provide confirmation that the student's weight is greater than 20kg.
- iii. Students over 20kg are required to be secured in a commercial booster seat until their 9th birthday or until they reach a height of 145cm (4' 9"), whichever comes first. It is the responsibility of the school administrator to ensure that parents are aware of this requirement and that parents should provide the required booster seat or provide confirmation that the student's height is greater than 145 cm.

.....
Date Adopted: 1976-11
Date(s) Revised: 2003-03
2008-05

Cross References: School Act (Section 102)
Regulations (9)

DISTRICT OPERATIONS – ADMINISTRATIVE SERVICES
Reporting to Public Session Tuesday, January 26, 2016

The following routine report, based upon administration of the Board's policies, is presented for the period up to January 26, 2016.

- Field Experiences

Recommendation: THAT the Board receive and approve the report presented in the Superintendent's District Operations – Administrative Services Report dated January 26, 2016.

FIELD EXPERIENCES REPORT
January 26, 2016

A. FINAL APPROVAL

1. School: Aubrey Elementary
Grades: 7
Destination: Camp Elphinstone, Gibsons, B.C.
Dates: June 20-22, 2016
No. of Students: 58
No. of Teachers: 3
No. of District Support Staff: nil
No. of Volunteers/Parents: 5
Funding: Est. Pupil Cost: \$265.00
Est. TOC Cost: nil
Est. School Fund Cost: nil
Est. Total Cost: \$15,370.00
Purpose & Objectives: To enrich students with an outdoor experience that includes archery, rope course, kayaking, canoeing and team building activities.

2. School: Clinton Elementary
Grades: 7
Destination: Camp Elphinstone, Gibsons, B.C.
Dates: October 5-7, 2016
No. of Students: 33
No. of Teachers: 1
No. of District Support Staff: nil
No. of Volunteers/Parents: 4
Funding: Est. Pupil Cost: \$200.00
Est. TOC Cost: nil
Est. School Fund Cost: nil
Est. Total Cost: \$6,600.00
Purpose & Objectives: To enrich students with an outdoor experience that includes archery, canoeing, hiking, low ropes and team building activities.

3. School: Gilpin Elementary
 Grades: 7
 Destination: Camp Jubilee, North Vancouver, B.C.
 Dates: June 1-3, 2016
 No. of Students: 27
 No. of Teachers: 3
 No. of District Support Staff: 1
 No. of Volunteers/Parents: 4
 Funding: Est. Pupil Cost: \$160.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$4,320.00
 Purpose & Objectives: To enrich students with an outdoor experience that includes high/low ropes, rock climbing, canoeing, archery, kayaking and team building activities.
4. School: Lakeview Elementary
 Grades: 4-5
 Destination: Cypress Mountain, West Vancouver, B.C.
 Dates: March 1, 2016
 No. of Students: 54
 No. of Teachers: 2
 No. of District Support Staff: 1
 No. of Volunteers/Parents: 4
 Funding: Est. Pupil Cost: \$30.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$1,620.00
 Purpose & Objectives: To enrich students with an outdoor experience – cross country skiing.
5. School: Lakeview Elementary
 Grades: 6-7
 Destination: Camp Jubilee, North Vancouver, B.C.
 Dates: May 16-18, 2016
 No. of Students: 78
 No. of Teachers: 3
 No. of District Support Staff: 4
 No. of Volunteers/Parents: 9
 Funding: Est. Pupil Cost: \$200.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$15,600.00
 Purpose & Objectives: To enrich students with an outdoor experience that includes rock climbing, hiking, high and low rope course, archery and team building activities.

6. School: Marlborough Elementary
 Grades: 7
 Destination: Quebec City & Montreal, Quebec
 Dates: June 17-24, 2016
 No. of Students: 44
 No. of Teachers: 2
 No. of District Support Staff: nil
 No. of Volunteers/Parents: 4
 Funding: Est. Pupil Cost: \$2,520.00
 Est. TOC Cost: \$1,500.00
 Est. School Fund Cost: \$1,500.00
 Est. Total Cost: \$110,880.00
 Purpose & Objectives: To enrich students with an opportunity to experience the francophone culture, develop appreciation of bilingualism and increase the understanding of history and geography.
7. School: South Slope Elementary
 Grades: 6-7
 Destination: Mount Seymour, North Vancouver, B.C.
 Dates: March 3, 2016
 No. of Students: 52
 No. of Teachers: 2
 No. of District Support Staff: 3
 No. of Volunteers/Parents: 4
 Funding: Est. Pupil Cost: \$25.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$1,300.00
 Purpose & Objectives: To enrich students with an outdoor experience – snowshoeing.
8. School: Alpha Secondary
 Grades: 10-12
 Destination: New York City, New York
 Dates: March 11-18, 2016
 No. of Students: 30
 No. of Teachers: 3
 No. of District Support Staff: nil
 No. of Volunteers/Parents: 1
 Funding: Est. Pupil Cost: \$2,489.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$74,670.00
 Purpose & Objectives: To enrich students with an opportunity to visit Gershwin Theatre, various museums, Central Park, National September 11 Memorial, Radio City Music Hall and attend three Broadway musicals.

9. School: Alpha Secondary
 Grades: 10-11
 Destination: France, Monaco & Spain
 Dates: March 13-22, 2016
 No. of Students: 9
 No. of Teachers: 1
 No. of District Support Staff: nil
 No. of Volunteers/Parents: 1
 Funding: Est. Pupil Cost: \$4,125.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$37,125.00
 Purpose & Objectives: To enrich students by learning the cultures, histories and languages of other countries.
10. School: Burnaby Central Secondary
 Grades: 9-12
 Destination: Italy & Spain
 Dates: March 14-22, 2016
 No. of Students: 18
 No. of Teachers: 1
 No. of District Support Staff: 2
 No. of Volunteers/Parents: nil
 Funding: Est. Pupil Cost: \$3,500.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$63,000.00
 Purpose & Objectives: To enrich students with an opportunity to explore the cultural diversity, literature, art and foods of different countries.
11. School: Burnaby Mountain Secondary
 Grades: 9-12
 Destination: New York City, New York
 Dates: March 10-18, 2016
 No. of Students: 13
 No. of Teachers: 2
 No. of District Support Staff: nil
 No. of Volunteers/Parents: 2
 Funding: Est. Pupil Cost: \$2,489.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$32,357.00
 Purpose & Objectives: To enrich students with an opportunity to experience the impact drama has on others and themselves. Will visit Statue of Liberty & Ellis Island, Metropolitan Museum, Ground Zero Memorial, Harlem, Greenwich Village, Metropolitan Opera & Radio City Music Hall tours and attend 4 Broadway plays.

12. School: Burnaby Mountain Secondary
 Grades: 10-12
 Destination: Spain
 Dates: March 14-24, 2016
 No. of Students: 17
 No. of Teachers: 3
 No. of District Support Staff: nil
 No. of Volunteers/Parents: nil
 Funding: Est. Pupil Cost: \$3,841.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$65,297.00
 Purpose & Objectives: To enrich students with an opportunity to explore art, historical context, architecture and culture of different countries.
13. School: Burnaby North Secondary
 Grades: 9-12
 Destination: Italy
 Dates: March 11-20, 2016
 No. of Students: 11
 No. of Teachers: 2
 No. of District Support Staff: nil
 No. of Volunteers/Parents: 1
 Funding: Est. Pupil Cost: \$4,102.00
 Est. TOC Cost: nil
 Est. School Fund Cost: nil
 Est. Total Cost: \$45,122.00
 Purpose & Objectives: To enrich students with an opportunity to explore the history and cultures of the ancient civilization of Italy.
14. School: Moscrop Secondary
 Grades: 8-9
 Destination: Loon Lake Camp, Maple Ridge, B.C.
 Dates: February 21-23, 2016
 No. of Students: 40
 No. of Teachers: 1
 No. of District Support Staff: nil
 No. of Volunteers/Parents: 5
 Funding: Est. Pupil Cost: \$200.00
 Est. TOC Cost: \$300.00
 Est. School Fund Cost: \$300.00
 Est. Total Cost: \$8,000.00
 Purpose & Objectives: To enrich students with the opportunity to participate in a band retreat that also includes wall climbing, archery and orienteering.

15. School: Alpha, Burnaby Central, Burnaby Mountain, Burnaby North, Burnaby South, Byrne Creek, Cariboo Hill and Moscrop Secondary
- Grades: 8-12
- Destination: Mount Seymour, North Vancouver, B.C.
- Dates: February 24-27, 2016
- No. of Students: 12
- No. of Teachers: 2
- No. of District Support Staff: nil
- No. of Volunteers/Parents: 2
- Funding: Est. Pupil Cost: nil
- Est. TOC Cost: nil
- Est. School Fund Cost: nil
- Est. Total Cost: nil
- Purpose & Objectives: To enrich the Aboriginal Youth Leadership program students with an overnight camping trip that includes leadership/team building activities and snowshoeing.
16. School: Alpha, Burnaby Central, Burnaby Mountain, Burnaby North, Burnaby South, Byrne Creek, Cariboo Hill and Moscrop Secondary
- Grades: 10-12
- Destination: Vancouver, B.C.
- Dates: March 11-13, 2016
- No. of Students: 6
- No. of Teachers: 2
- No. of District Support Staff: nil
- No. of Volunteers/Parents: nil
- Funding: Est. Pupil Cost: \$195.00
- Est. TOC Cost: nil
- Est. School Fund Cost: nil
- Est. Total Cost: \$1,170.00
- Purpose & Objectives: To enrich the United Nation Club students with the opportunity to attend the Canadian High School Model United Nations Conference.
17. School: BC School for the Deaf, South Slope Elementary & Burnaby South Secondary
- Grades: K-12
- Destination: Vancouver, Washington
- Dates: March 9-10, 2016
- No. of Students: 6
- No. of Teachers: 1
- No. of District Support Staff: 1
- No. of Volunteers/Parents: nil
- Funding: Est. Pupil Cost: \$30.00
- Est. TOC Cost: nil
- Est. School Fund Cost: nil
- Est. Total Cost: \$180.00
- Purpose & Objectives: To enrich students by participating, for the first time, at the Flying Hands ASL Literature Competition.

18. School: International Education
Grades: 8-12
Destination: Banff, Alberta
Dates: March 12-15, 2016
No. of Students: 45
No. of Teachers: nil
No. of District Support Staff: 1
No. of Volunteers/Parents: 5
Funding: Est. Pupil Cost: \$375.00
Est. TOC Cost: nil
Est. School Fund Cost: nil
Est. Total Cost: \$16,875.00
Purpose & Objectives: To enrich students with a cultural experience that includes snow-tubing, ice-skating, visiting Lake Louise, Mount Revelstoke & Glacier National Parks.

NEW BUSINESS
Public Session, Tuesday, January 26, 2016

1. 2016 Trustee Committee Responsibilities

In accordance with the Board's Procedural Bylaw:

“The Chairperson and member Trustees of each standing committee shall be appointed annually by the Board on the recommendation of the Chairperson of the Board at the second meeting within the month of January after the Chairperson has had time to consult with the other Trustees.”

The list of 2016 Committee Responsibilities will be presented by the Board Chair for approval at this meeting.

Recommendation: THAT the Board of Education approve the Trustee Committee Responsibilities, as presented.

2. BCSTA AGM: Call for Motions

BCSTA's Bylaws require that extraordinary motions be submitted to BCSTA no later than 70 days before the opening of the AGM and substantive motions no later than 60 days before the opening.

BCSTA's AGM is scheduled for April 14-17, 2016. The deadline for the submission of extraordinary motions (those intended to change or add to BCSTA Bylaws or Foundational Statements within BCSTA's Policies) is Thursday, February 4; the deadline for the submission of substantive motions is Sunday, February 14. Motion templates are attached.

Recommendation: THAT the Board of Education receive this information.

Attachments - 2



EXTRAORDINARY MOTION TO AGM SUBMISSION FORM

Deadline for submission: Thursday, February 4, 2016

TITLE

[BRIEF TITLE]

SPONSOR

Please select your Board, Branch, or Committee from the menu.

Please indicate if the proposed resolution relates to an existing Bylaw, Foundational Statement or Policy Statement.

- Relates to Bylaw [#] _____
- Relates to Foundational Statement No. [#] _____
- Relates to Policy Statement No. [#] _____
- Propose to make this resolution a new Bylaw.
- Propose to make this resolution a new Foundational Statement.

MOTION

An extraordinary motion is submitted to change or add to *BCSTA's Bylaws* or the Foundational Statements within *BCSTA's Policies*.

That BCSTA...

RATIONALE

Provide a succinct description of why this motion is needed, plus any relevant background information.

This motion is needed because...

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc.

[Provide references here.]



SUBSTANTIVE MOTION TO AGM SUBMISSION FORM

Deadline for submission: Sunday, February 14, 2016

TITLE

[BRIEF TITLE]

SPONSOR

Please select your Board, Branch, or Committee from the menu.

Please indicate if the proposed resolution relates to an existing Foundational Statement or Policy Statement in *BCSTA's Policies*.

- Relates to Foundational Statement No. [#] _____
- Relates to Policy Statement No. [#] _____
- Propose to make this resolution a new policy statement.
- This is an action resolution and does not change or contradict any existing Foundational or Policy Statement.

MOTION

That BCSTA...

RATIONALE

Provide a succinct description of why this motion is needed, plus any relevant background information.

This motion is needed because...

OPTIONAL REFERENCES

Provide references to additional background material, e.g., legislation, websites, etc.

[Provide references here.]