



School District No. 51 (Boundary)

Regular Meeting of the Board of Education

May 13, 2014 at 6:00 p.m.

School Board Office

Agenda

Call to Order

Presentations/Delegations

- Mountie For a Day – Student Presentation

10 Minute Comment Period

Adoption of Agenda

Adoption of Minutes

April 15, 2014 – Regular Meeting Minutes

Report on In-Camera Meeting from April 15, 2014

The Board discussed personnel issues, properties/facilities and business items.

Correspondence

Business Items

1. Superintendent's Report

- Report for April 2014 (Attachment)
- School Fees (Attachments)

MOTION: “That the Board approve the School Fees for 2014-2015, as presented.”

2. Secretary-Treasurer's Report

- Report April 2014 (Attachment)
- Enrolment Report (Attachment)
- Expenditure Report (Attachment)

3. Director of Learning's Report

- Report for April 2014 (Attachment)

4. Annual Budget Bylaw

MOTION: “That the Board unanimously agrees to give the Annual Budget Bylaw 2014/2015 all three readings at this meeting of May 13, 2014.”

MOTION: “A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 51 (Boundary) (called the “Board”) to adopt the Annual Budget of the Board for the fiscal year 2014/2015 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the “Act”).

1. The Board has complied with the provisions of the *Act* respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 51 (Boundary) Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total Budget Bylaw amount of \$18,022,554 for the 2014/2015 fiscal year was prepared in accordance with the *Act*.
4. Statements 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2014/2015.

MOTION: “That the Board of Education of School District No. 51 (Boundary) approve the Annual Budget Bylaw 2014/2015 as read, a first, second and third time, passed and adopted.”

5. Trustee Long Service Awards

6 years – Vicki Gee	9 years -- Ken Harshenin
12 years -- Cathy Riddle	15 years – Teresa Rezansoff

6. Committee Reports

- Policy Committee (Attachment)
 - Respectful Workplace

MOTION: “That the Board approve and adopt the Respectful Workplace policy.”

- Other

7. Talking Break

- How do community-based learning experiences lead to student school connectedness?

8. Trustee Reports

- 2014 BCSTA AGM
- September Kootenay Boundary Branch Meeting Planning

9. Around the Boundary

10. Trustee Activities and Upcoming Events

Future Agenda Items

Next Board Meeting: June 9, 2014, School Board Office

Adjournment

QUESTION PERIOD

The purpose of this portion of the Agenda is to provide the opportunity to members of the public, press, radio and staff to ask questions or request clarification on items placed on this evening's Regular Meeting Agenda.

Questions which do not arise from the Agenda may certainly be addressed. Points may be raised before or after the meeting days by approaching the Executive Officers or Chairperson. If such queries require formal address by the Board, they can be submitted, in writing, and considered for placement on the Agenda for subsequent meetings. Such inquiries are welcomed as many routine questions can be handled by the staff.

School District No. 51 (Boundary)

Minutes of a Regular Meeting of the Board of Education of School District No. 51 (Boundary) held
Tuesday, April 15, 2014 at the Boundary Learning Centre

The Chairperson called the meeting to order at 6:00 p.m.

Present:	Mrs. T. Rezansoff	Chairperson
	Mr. K. Harshenin	Trustee
	Mr. D. Reid	Trustee
	Mrs. C. Strukoff	Trustee
	Mrs. R. Zitko	Trustee
	Mr. K. Argue	Superintendent
	Mrs. J. Hanlon	Secretary-Treasurer
	Mr. D. Lacey	Director of Learning

Absent:	Mrs. C. Riddle	Vice Chair
	Mrs. V. Gee	Trustee

Presentations/Delegations

Alexa Lucente, teacher at Boundary Central Secondary School, reported on the Culinary Arts Program.

Adoption of Agenda

MOVED Strukoff
2ND Reid

“That the Agenda for April 15, 2014 be adopted as circulated.”

CARRIED

Adoption of Minutes

MOVED Harshenin
2ND Zitko

“That the Minutes of the March 11, 2014 Board Meeting be adopted as circulated”

CARRIED

Report on In-Camera Meeting from March 11, 2014

The Board discussed personnel issues, properties/facilities, as well as business items.

Correspondence

Nil

Business Items

1. Superintendent’s Report

- The Superintendent reported on school visits and meetings attended in and out of the District.
- GFSS Victoria Music Trip was reviewed and the following motion was made:

MOVED Harshenin
2ND Reid

“That the Board give final approval for the 2014 GFSS Victoria Music Tour as presented, with no cost to the Board.”

CARRIED

2. Secretary-Treasurer’s Report

The Secretary-Treasurer reported on operations/transportation items as well as presented the month end expenditure and enrolment reports.

3. Director of Learning Report

The Director of Learning reported on March school visits, District meetings as well as District learning initiatives. He also reported on Aboriginal Education events for March.

4. Talking Break

Multiple levels of support and student choice were discussed.

5. AFG Bylaw

MOVED Reid
2ND Zitko

“That the Board of Education unanimously agrees to give the Capital Project Bylaw No. 126767 all three readings at this meeting of April 15, 2014.”

CARRIED

MOVED Strukoff
2ND Harshenin

“A BYLAW by the Board of Education of School District No. 51 (Boundary) (hereinafter called the “Board”) to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the School Act, R.S.B.C. 1996, c. 412 as amended from time to time (called the “Act”). WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the “Minister”) has approved Capital Project No. 126767.

NOW THEREFORE the Board agrees to the following:

- (a) Upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the project substantially in accordance with the Project Agreement;
- (b) Observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) Maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$444,317 for Project No. 126767 is hereby adopted.
2. This Bylaw may be cited as “School District No. 51 (Boundary) Capital Project Bylaw No. 126767.

CARRIED

MOVED Zitko
2ND Strukoff

“That the Board of School District No. 51 (Boundary) approve the Capital Project Bylaw No. 126767 as read a first, second and third time, passed and adopted the 15th day of April 2014.”

CARRIED

6. Committee Reports

• **Finance/Operations**

The Secretary-Treasurer reported on the public meetings held April 7 & 8, 2014.

7. Trustee Reports

• **Columbia Institute – Leading Change Forum**

Trustee Zitko reported out.

• **BCSTA Extraordinary Motions**

The Board reviewed the Extraordinary Motions.

- 8. Around the Boundary March 2014**
Around the Boundary for March 2014 was presented.

Meeting adjourned at 7:20 p.m.

Chairperson

Secretary-Treasurer

DRAFT

Kevin Argue
SD51 Superintendent of Schools
Month-End Report
May 13, 2014



School Visitations

- Boundary Central Secondary School
 - Meeting with Principal regarding Strike Action and supervision
- Hutton Elementary School
 - Meeting with Principal regarding Strike Action
 - Recess supervision coverage
- Perley Elementary School
 - Meeting with Principal regarding Strike Action
 - Daily recess supervision coverage
 - Meeting with Principal regarding District Elementary Track Meet
- Grand Forks Secondary School
 - Meeting with Principal
- Greenwood Elementary School
 - Participated in 4 School VP interview process
- West Boundary Elementary School
 - Met with Principal regarding Strike Action and supervision planning
 - Attended GES/WBES Reading Link Challenge

District Planning

The Four Goals of the SD51 Achievement Contract are:

1. To embed the Inquiry Process into teaching and learning throughout SD51
 2. To improve student achievement in Reading, Writing and Numeracy
 3. To implement emerging technologies in teaching and learning in all classrooms for all students in School District 51
 4. To develop a District-shared vision to embed Health Promoting Schools initiatives into the schools and classrooms of School District 51
- Initial staffing levels for schools have been determined
 - Budgeting plans for 2014/15 are being completed
 - Secondary assignments and elementary configurations were reviewed
 - Budget opportunity reviewed

Ministry Initiatives

- Nothing to update

Meetings in District

- District Leadership Team GoTo Meeting re BCTF job action
- District Leadership Team GoTo Meeting re NID
- MYEducationBC meeting
- Ministry of Forests – Vienna Woods
- Regional Superintendents GoTo Meeting
- August Days Planning Meeting
- 4 School VP interviews
- Meeting and update with Karly Olsen SD51 – Health Promoting Schools Coordinator

Meetings out of the District**BCSSA – Spring Conference**

- Ron Berger of Expeditionary Learning presentation

BCSTA – AGM

- Sean Slade – ASCD – Whole Child Program
- Project Based Learning Sessions – Victoria and Coquitlam



Grand Forks Secondary
School Fees
 2014 - 2015

Our school has fees	Y	x	N	
	Amount			
ELEMENTARY				
• Bus Trips (in District)				\$
• Bus Trips (out of District)				\$
• School Agenda				\$
• Ski Program				\$
• Swim Program				\$
• Other				\$
SECONDARY				
Student Council Fee				\$20
Elective Course Fees:				\$
Other Optional Expenses:				
• Locks				\$8
• Grad Ceremony Fee				\$25
• Sports Team Uniform Deposit				\$60 to \$100
• Yearbook				\$40
• Band				\$Varies
• Hockey Academy				\$100
• Sports Team Fees				\$35/75/125
• Other				\$
<p>Financial Hardship Information:</p> <p>GFSS has recommended the following fee structure with the understanding that no student will be prevented from participation due to financial hardship. A fund is created each year by the school to assist those students in need. Any request for support should be directed to either the school Principal or Athletic Director.</p>				
<p>Comments:</p> <p>(Sport team fees are based on a tier system which is designated by the level of team travel and tournament participation. Fees cover costs associated with tournament entry fees, refereeing and minor official costs, team first aid supplies, BC School Sports registration fees, sport specific team equipment, and uniform replacements where needed. These fees may be supplemented by team fundraising and school athletic account where needed. Tier designation will be determined in discussion with the coaching staff, Athletic Director and school Principal. These fees do not cover costs for student accommodations on trips)</p>				
Signature:			Date: April 30, 2014	



Dr. D.A. Perley Elementary
School Fees
2014 - 2015


Our school has fees	Y	N	
	Amount		
ELEMENTARY			
• Bus Trips (in District)			\$1.00-\$2.00
• Bus Trips (out of District)			\$3.00-\$5.00
• School Agenda			\$7.00
• Ski Program			\$42.00-\$99.00
• Swim Program			\$17.00
• Other			\$
SECONDARY			
Student Council Fee			\$
Elective Course Fees:			\$
Other Optional Expenses:			
• Locks			\$
• Grad Ceremony Fee			\$
• Sports Team Uniform Deposit			\$
• Yearbook			\$
• Band			\$
• Hockey Academy			\$
• Sports Team Fees			\$
• Other			\$
Financial Hardship Information: No students are ever denied participation. If they are unable to pay, the school covers the cost.			
Comments: We have had several comments/complaints (to PAC and school) about the cost of programs. From paying for bussing for field trips to cost of skiing, several parents are unhappy with the amount of money they have to pay.			
Signature:		Date: <i>April 30/2014</i>	



John A. Hutton Elementary

School Fees

2014 - 2015


Our school has fees	Y		N	
	Amount			
ELEMENTARY				
• Bus Trips (in District)	\$2.00 maybe			
• Bus Trips (out of District)	\$			
• School Agenda	\$8.00			
• Ski Program	\$35.00max			
• Swim Program	\$13.00			
• Kindergarten for cooking and crafts	\$10.00			
SECONDARY				
Student Council Fee	\$			
Elective Course Fees:	\$			
Other Optional Expenses:				
• Locks	\$			
• Grad Ceremony Fee	\$			
• Sports Team Uniform Deposit	\$			
• Yearbook	\$			
• Band	\$			
• Hockey Academy	\$			
• Sports Team Fees	\$			
• Other	\$			
Financial Hardship Information:				
No child is ever prevented from participating in any event due to financial hardships.				
Comments:				
If bus trips are planned the fees usually come out of either ABED or the sports program or it is a planned event that has been paid through fundraising. PAC also contributes greatly to our programs.				
Signature: 		Date: May 7, 2014		



CHRISTINA LAKE ELEMENTARY SCHOOL

School Fees

2014 - 2015


Our school has fees	Y	x	N	
	Amount			
ELEMENTARY				
• Bus Trips (in District)	\$ --			
• Bus Trips (out of District)	\$ --			
• School Agenda	\$ n/c			
• Ski Program	\$27-\$99			
• Swim Program	\$ n/c			
• Field trip – Kootenay (6/7)	\$140			
• Field trips – other (primary, 4/5)	\$10-50			
• Band – monthly rental	\$15-50			
• Sports Team Uniform Deposit (6/7)	\$60			
SECONDARY				
Student Council Fee	\$			
Elective Course Fees:	\$			
Other Optional Expenses:				
• Locks	\$			
• Grad Ceremony Fee	\$			
• Sports Team Uniform Deposit	\$			
• Yearbook	\$			
• Band	\$			
• Hockey Academy	\$			
• Sports Team Fees	\$			
• Other	\$			
Financial Hardship Information: All students are included regardless of ability to pay. Parent Advisory Council provided monetary assistance where necessary.				
Comments:				
Signature: 			Date: April 30, 2014	



BIG WHITE COMMUNITY SCHOOL

School Fees

2014 - 2015

Our school has fees	Y		N	x
	Amount			
ELEMENTARY				
• Bus Trips (in District)	\$			
• Bus Trips (out of District)	\$			
• School Agenda	\$			
• Ski Program	\$			
• Swim Program	\$			
• Other	\$			
SECONDARY				
Student Council Fee	\$			
Elective Course Fees:	\$			
Other Optional Expenses:				
• Locks	\$			
• Grad Ceremony Fee	\$			
• Sports Team Uniform Deposit	\$			
• Yearbook	\$			
• Band	\$			
• Hockey Academy	\$			
• Sports Team Fees	\$			
• Other	\$			
Financial Hardship Information:				
Comments:				
Signature: 	Date: April 30, 2014			



(BCSS)
School Fees
2014 - 2015

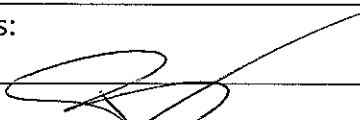
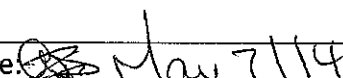
Our school has fees	Y X		N	
	Amount			
ELEMENTARY				
• Bus Trips (in District)	\$			
• Bus Trips (out of District)	\$			
• School Agenda	\$			
• Ski Program	\$			
• Swim Program	\$			
• Other	\$			
SECONDARY				
Student Council Fee- this fee supports school events, dances, etc	\$10.			
Elective Course Fees:	\$			
Other Optional Expenses:				
• Locks	\$5.00			
• Grad Ceremony Fee	\$			
• Sports Team Uniform Deposit	\$			
• Yearbook	\$30-40			
• Band	\$			
• Hockey Academy	\$			
• Sports Team Fees – helps to cover the cost of tournament registration and general cost o athletic trips. This fee does not cover the cost of student accommodation on trips.	\$30.			
• Other	\$			

Financial Hardship Information: BCSS understands that there may be students who, because of financial hardship would have difficulty paying the fees. BCSS will assist those students in need in consultation with coaches and administration.

Comments: General course fees will not be charged. However, in cases where students choose to use materials other than what is provided for their use by the school, they may be requested to cover those costs.

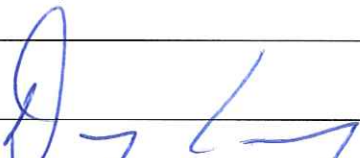


4 Schools
School Fees
2014 - 2015

Our school has fees	Y	N
	Amount	
ELEMENTARY		
• Bus Trips (in District)	\$	
• Bus Trips (out of District)	\$	
• School Agenda	\$ 6.00	
• Ski Program	\$30.00/time	
• Swim Program	\$ 5.00	
• Other – Mystery Trip	\$ 5.00	
SECONDARY		
Student Council Fee	\$	
Elective Course Fees:	\$	
Other Optional Expenses:		
• Locks	\$	
• Grad Ceremony Fee	\$	
• Sports Team Uniform Deposit	\$	
• Yearbook	\$	
• Band	\$	
• Hockey Academy	\$	
• Sports Team Fees	\$	
• Other	\$	
Financial Hardship Information:		
Comments:		
Signature: 	Date: 	



Walker Development Centre
School Fees
2014 - 2015

Our school has fees	Y	<input checked="" type="radio"/> N
	Amount	
ELEMENTARY		
• Bus Trips (in District)	\$	
• Bus Trips (out of District)	\$	
• School Agenda	\$	
• Ski Program	\$	
• Swim Program	\$	
• Other	\$	
SECONDARY		
Student Council Fee	\$	
Elective Course Fees:	\$	
Other Optional Expenses:		
• Locks	\$	
• Grad Ceremony Fee	\$	
• Sports Team Uniform Deposit	\$	
• Yearbook	\$	
• Band	\$	
• Hockey Academy	\$	
• Sports Team Fees	\$	
• Other	\$	
Financial Hardship Information:		
Comments:		
Signature: 	Date: May 11/14	



SECRETARY-TREASURER'S REPORT

J. Hanlon, Secretary-Treasurer

April 2014

Public Budget Meetings

During the month of April, we held two public Finance Meetings, one in Midway and another in Grand Forks. There was a review of enrolment: historic, projected and current. There was an overview of our budget process as well as an outline of our three year projections. The Board continues to look for opportunities available to our District if declining enrolment and reduced funding continues to be a challenge.

Operations/Finance

The Finance/Operations Committee looked at a three year plan for the Annual Facilities Grant and Local Capital. The 2014/2015 Plan has been submitted to the Ministry along with the bylaw passed last month by the Board. The highlights of the plan are boiler and roof top unit replacement, an upgrade for the Hutton Library and replacement of flooring at Greenwood Elementary. There will be some painting and cement work done in the District as well.



Transportation

Bus Route #5 Texas Point-Christina Lake-Grand Forks will be changing in September 2014. As there will no longer be students on Texas Point and East Lake Road, the bus will now go up Highway 3 to Caitlin Road in the English Ridge Estates subdivision. There will be no service on East Lake Road.

2014/15 Budget

A balanced budget will be presented at the May Board Meeting. Staying within the legislation for class size, the number of divisions at the elementary schools will remain the same, even though we are down in enrolment. The Board has added blocks at GFSS to facilitate a new grade eight rotation with a pairing of competencies that will allow students to have more consistent teaching staff throughout the year. This is similar to the middle school model.

BCSS staffing will remain the same as well. Multiple courses are being taught within blocks, along with providing learning support time for students. Class sizes will be small, but we are encouraging staff to utilize this year to build capacity and incorporate inquiry and project based learning into their curriculum.



We are anticipating that more of our elementary schools will be facing the challenge of 3-grade blended classrooms. We have budgeted support for teachers to visit 3-grade blends within our District and in surrounding Districts to prepare for these upcoming challenges.

Additions to the budget include monies for training for the implementation for the new student database, My EducationBC. Funding is also available for teachers to conference with students to develop learning plans similar to those that are done with all AbEd students.

Other Activities and Reports for April

- Third quarter GRE (Government Reporting Entity)
- EDAS file
- Carbon Neutral Action Report (CNAR) - final submissions
- Staff Planning for 2014-2015
- Supervision

School District No. 51 (Boundary)
Enrolment
As of April 30, 2014

Head Count

	30-Apr-14	31-Mar-14	Increase (Decrease)	30-Sep-13
GFSS	340	340	-	342
Perley	255	254	1.0000	264
Hutton	246	245	1.0000	241
CLES	78	77	1.0000	85
BCSS	124	123	1.0000	123
MES	32	30	2.0000	32
GWD	33	32	1.0000	31
WBES	111	109	2.0000	107
BES	9	10	(1.0000)	10
Big White	24	31	(7.0000)	27
Walker	22	25	(3.0000)	22
Total	1274	1276	-2.0000	1284

Expenditure Report

Object	Title	April	YTD	ENCUMBERED	BUDGET	Remaining	%
10	Principal & Vice Principal Sal	82,566.25	809,865.73		995,249	185,383	19
11	Teacher Salaries	574,617.27	4,549,734.93		5,750,161	1,200,426	21
12	Non-Teachers Salaries	258,566.72	2,235,080.40		2,879,075	643,995	22
13	Management Salaries	32,589.83	325,898.30		403,401	77,503	19
14	Substitute Salaries	29,678.19	287,636.79		489,159	201,522	41
19	Trustees Indemnity	6,268.40	62,684.00		75,223	12,539	17
21	Statutory Benifits	74,169.52	442,682.15		573,573	130,891	23
22	Pension Plans	120,595.87	1,035,817.71		1,327,038	291,220	22
23	Medical And Life Benifits	53,251.63	477,080.87		614,496	137,415	22
31	Services	18,883.51	366,336.44	29,033.45	592,517	197,147	33
33	Student Transportation	4,599.53	62,507.90	918.75	83,105	19,678	24
34	Training & Travel	11,829.91	185,995.98	4,121.78	229,810	39,692	17
36	Rentals & Leases	2,794.00	27,940.00		33,528	5,588	17
37	Dues And Fees	166.76	59,123.44		71,790	12,667	18
39	Insurance		61,417.00		67,400	5,983	9
51	Supplies	32,251.50	649,215.72	34,467.38	1,075,192	391,508	27
54	Electricity	3,605.20	201,929.53		283,000	81,070	29
55	Heat	7,383.80	127,756.62		143,000	15,243	11
56	Water And Sewage	67.18	13,200.07		21,000	7,800	37
57	Garbage And Recycling	1,209.93	11,086.73		17,000	5,913	35
Totals		1,315,095.00	11,992,990.31	68,541.36	15,724,717.00	3,663,183.00	23



April 2014 Report

Doug Lacey
Director of Learning

School Visits

- No classroom visitations during the month of April.

Aboriginal Education

- **Osoyoos Powwow:** The annual Osoyoos Powwow was April 25. Students in grades 4/5 from Hutton, Greenwood and West Boundary elementary schools and Mrs. Grey's dance class students from GFSS attended. This is a teaching powwow designed to teach students the protocol and traditional customs of the Aboriginal people.
- **Cindy Alblas Fused Glass Workshops:** Grade 4 - 7 students from CLES, Perley, Hutton, Greenwood, and West Boundary elementary schools produced fused glass pendants and medicine wheel coasters while they learned about the importance of balance in their lives and how to work with glass. It was great fun and it captivated all of the students in the class for the full 2 ½ hours. Cindy is of Blackfoot heritage.
- April 16 - Chaired the School District Aboriginal Education Advisory Council Meeting



Special Education

- April 11 - All District special education and learning assistant teachers as well as Child and Youth Care Workers attended a day-long session on the facilitation of Integrated Case Management meetings (ICMs). Members of other service providers attended the session which was facilitated by Amy Allan.

Partnership Meetings

- April 28 - Participated in BISM Meeting
- April 29 - Participated in BC CASE Regional Directors Meeting

Ongoing Projects and Other

- Coordination of implementation of MyEducationBC for August 2014.
- Budgeting and staffing for 2014/15 school year
- Planning for support levels for students with special needs for 2014/15 school year
- Four Schools Vice Principal Interview Committee

SCHOOL DISTRICT NO. 51 (BOUNDARY)
P O L I C Y

SECTION	TITLE	NO.
HEALTH/SAFETY	<u>Respectful Workplace</u>	

DATE ADOPTED:
DATE AMENDED:

A fair, collaborative, inclusive and respectful workplace is a critical prerequisite to the Board of Education's commitment to delivering high quality public education and cultivating a reputation of excellence. Therefore the Board is committed to creating and maintaining a respectful learning and working environment free from harassment and bullying where people respect one another regardless of their roles or levels of responsibilities and are treated and treat each other respectfully and professionally in their interactions.

The Board does not tolerate bullying or harassment and encourages all employees, parents, volunteers, contractors or other adults involved in the working or learning environment to speak up if they feel like they are being treated disrespectfully or subjected to bullying or harassment. The intent of this policy is to ensure that the problems individuals are facing are accurately identified as early as possible and resolved in a timely, respectful and effective manner.

Everyone is responsible for a respectful workplace.

The definition of bullying and harassment:

- Includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated, or offended or intimidated, but
- Excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

R E G U L A T I O N S

1. The Board of Education is responsible for:

- 1.1. Supporting an environment respectful of human rights and free from bullying and harassment; and

- 1.2. Ensuring that the policy is reviewed and updated as required.

2. The Superintendent and Senior Management Team are responsible for:

- 2.1. Implementing this policy and ensuring that the provisions of this policy are communicated to all stakeholders such that;
 - 2.1.1. A consistent understanding and expectation is developed regarding respectful and appropriate behaviour in dealing with others, including the ability to speak or act without offending.
 - 2.1.2. If bullying or harassment occurs, the process to resolve it is understood and utilized to resolve the problem in a timely and effective manner.
- 2.2. Ensuring appropriate training is provided to all employees on the policy and regulations.
- 2.3. Participating in investigations and the administration of corrective disciplinary action as appropriate.
- 2.4. Reviewing and recommending updates to the policy as required.
- 2.5. Determining if the complaint is best handled under this policy, or if it is a matter better dealt with through other Board or Collective Agreement processes such as, but not limited to, performance management, professional misconduct and progressive discipline or harassment complaints under the Teacher Collective Agreements.
- 2.6. Conducting investigations, or assisting in the investigation of complaints.
- 2.7. Providing or arranging for training in Respectful Workplace Procedures.

3. Principals and Managers are responsible for:

- 3.1. Communicating and reviewing this policy and related procedure with the staff they supervise or manage;
- 3.2. Formulating, communicating and enforcing work requirements and behavioural expectations;
- 3.3. Conducting or arranging for investigations into complaints under this policy;

- 3.4. Mediating or arranging for mediation for resolution of complaints as appropriate and
- 3.5. Administering corrective disciplinary action.

4. All employees are responsible for:

- 4.1. Being aware of, and sensitive to issues of bullying and harassment, and taking proactive steps to encourage respectful, courteous behaviour with staff and students;
- 4.2. Demonstrating professional and positive behaviour consistent with individuals who are responsible for the safety, learning and well-being of staff and students;
- 4.3. Conducting themselves in a professional manner that meets the accepted standards of practice and the spirit and intent of this policy, including the use of electronic communication;
- 4.4. Accessing the complaint procedure if they observe or experience bullying or harassment in the working or learning environment;
- 4.5. Co-operating in the investigating of complaints, and working to achieve resolution at the earliest possible stage.

5. Application

- 5.1. This policy covers all individuals involved in the working or learning environment regardless of their role or function. This includes School District employees, students, parents, volunteers, third parties doing business with the School District and members of the general public who interface with the School District. It is the expectation of the School District that all employees and persons invited to or visiting Board property will strive to maintain the highest level of professional and personal courtesy when interacting with Board employees.
- 5.2. For School District employees, this policy does not supersede any provision of an applicable Collective Agreement.
- 5.3. Inappropriate behaviour by an adult toward a student is not covered by this policy. The *School Act*, the Ministry of Education – Teacher Regulation Branch, *Child, Family and Community Service Act* and the District's Collective Agreements will define and govern the standard of behaviour required by adults when dealing with students.

- 5.4. The conduct of the Board of Education is addressed in Board Policy 1110 Trustee Code of Ethics.
- 5.5. This policy excludes the legitimate exercise of management rights and any reasonable action taken by the District or supervisor relating to the management and direction of employees or the place of employment including supervisory decisions involving work direction, evaluation, investigations and disciplinary action.
- 5.6. This policy excludes the reasonable exercise of parent and student rights in bringing forward concerns about the treatment of students by employees when done in a respectful manner.
- 5.7. This policy does not cover interpersonal conflicts or interpersonal relations, unless they are threatening or abusive.

6. Expected Respectful Behaviour

Members of the school community will:

- 6.1. Respect and value the contributions of all members of our school community, regardless of status or role in the organization;
- 6.2. Treat one another with respect, civility and courtesy;
- 6.3. Work honestly, effectively and collegially with employees and others;
- 6.4. Respond promptly, courteously, and appropriately to requests from others for assistance or information;
- 6.5. Use conflict management skills, together with respectful and courteous verbal communication to effectively manage disagreements among employees;
- 6.6. Encourage and support all employees in developing their individual conflict management skills and talents;
- 6.7. Have an open and cooperative approach in dealings with employees, recognizing and embracing individual differences;
- 6.8. Recognize that differing social and cultural standards may mean that behaviour that is acceptable to some may be perceived as unacceptable or unreasonable to others;

- 6.9. Abide by applicable rules, regulations, legislation, policies and collective agreement provisions, and address any dissatisfaction with, or violation of, these policies and procedures through appropriate channels;
- 6.10. Demonstrate commitment to a culture where all employees cooperate and collaborate in using best practices to achieve high work-related outcomes;
- 6.11. Model civility for others and clearly define expectations for how employees treat each other, and are responsive to complaints when they are brought forward.

7. Early/Site Based Resolution of Complaint

- 7.1. Parties to a complaint are encouraged to attempt to resolve concerns at the earliest possible stage. Early/site based resolution is a process that provides an opportunity for parties to resolve a dispute in a respectful manner, without unnecessary escalation. In many cases the person may not have realized their actions or comments were being taken as harassing or bullying and will stop if it is brought to their attention.
- 7.2. Any individual who believes that they have been bullied or harassed may choose to:
 - 7.2.1. Attempt to resolve the issue by directly approaching the person(s) involved, stating clearly that the behaviour or actions are objectionable and must be stopped; and/or
 - 7.2.2. If, having chosen to approach the person(s) involved, the complainant finds that the behaviour does not stop or that the behaviour escalates; OR if the individual does not wish to address the person(s) involved directly, they may;
 - 7.2.3. Contact their supervisor; school Principal, Superintendent, Secretary-Treasurer, or union representative for advice and possible courses of action including possible mediation.
- 7.3. Where a site based resolution has been found, supervisors, managers or administrators will follow up by monitoring the situation, and as necessary, conducting subsequent meetings to ensure resolution is maintained.
 - 7.3.1. No written records of early/site based resolutions will be kept in the employee's personnel files.

8. Formal Complaint

- 8.1. If the early/site based resolution process was not successful in resolving the complaint or the parties have decided not to make use of them, a formal complaint can be directed to the Supervisor who has responsibility for the area. In the event that the complaint is about parent or student behaviour, the complaint should be directed to the school Principal.
- 8.2. If the Supervisor is the cause of the complaint, the complaint would be directed to that person's Manager/Director.
- 8.3. If the Superintendent is the cause of the complaint, the complaint would be directed to the Chair of the Board of Education and the CEO of BCPSEA, subject to the Collective Agreement provisions.
- 8.4. All parent complaints about an employee of the Board should be directed first to the school Principal. If the complaint is about the school Principal or Vice Principal it should be directed to the Superintendent.
- 8.5. Any behaviour of a violent, threatening or criminal nature will be reported and a formal complaint filed.
- 8.6. Any behaviour which results in an employee filing for a WorkSafeBC claim must be reported to the Secretary-Treasurer and a formal complaint filed. The employee should also be advised to seek medical support.

9. Filing a Complaint

- 9.1. Any individual who believes that they are being bullied or harassed may file a formal complaint. A formal complaint must:
 - 9.1.1. Explain the nature of the complaint in writing providing as much detail as possible as to the nature of the events and when they occurred and be signed and dated.
 - 9.1.2. Specify the name(s) of the person(s) involved if known;
 - 9.1.3. Where appropriate, indicate the steps taken by the complainant to attempt to resolve the matter, prior to filing a formal complaint; and
 - 9.1.4. Formal complaints must be filed no later than six months after the last event which caused the complaint.

- 9.1.5. Anonymous complaints will not be investigated. The District is committed to safeguarding all employees willing to come forward from retaliation or reprisal.
- 9.1.6. Frivolous or vexatious complaints will be dealt with in an appropriate manner and could result in a finding of a violation of the policy leading to discipline.

10. Investigating the Complaint

- 10.1. The Superintendent or designate will conduct a confidential investigation of the complaint in order to determine the facts and assess whether this policy has been breached.
- 10.2. Once a complaint has been received by the District, the Superintendent or designate will review the complaint and contact the complainant within two business days.
- 10.3. The Superintendent or designate will determine the appropriate investigator for the complaint which may include an outside investigator. Only those who need to know will be contacted and provided with sensitive information to the extent necessary to resolve the complaint adequately. The investigator will discuss the complaint with the complainant, review details and gather supporting information.
- 10.4. Any individual named as a respondent in a complaint will be provided with a copy of the written complaint prior to their interview and, in addition to being interviewed, is encouraged to reply in writing to the allegations.
- 10.5. The investigation will proceed as quickly as possible and will not normally exceed four (4) weeks from the date of filing of the formal complaint.
- 10.6. The complainant and the respondent(s) will have a right to representation during the investigation process.
- 10.7. Both the complainant and the respondent(s) will receive copies of the findings from the investigation. No consequence or discipline will be included in the findings.
- 10.8. If the complaint involves School District employees, any resulting discipline will be retained in accordance with the provisions of the respective Collective Agreements.
- 10.9. If the finding is that there has been no breach of the policy, the record will be expunged unless otherwise requested by the respondent.

10.10. Complaints will not be considered under more than one Board policy or procedure.

11. Resolution

When a formal complaint of bullying or harassment has been made, subject to the specific situation the following actions may be taken subsequent to investigation and findings:

- Training for one or both parties
- Counseling for one or both parties, including referral to the Employee and Family Assistance Program
- Strategies to restore a positive and respectful workplace and learning environment
- Restorative measures
- Transfer for one or both parties, subject to Collective Agreement language
- Disciplinary actions
- Exclusion from Board property – in the case of a parent/guardian, visitor, contractor or other third party
- Termination of contract – for contractors
- Civil or criminal proceedings
- Where the complaint is not upheld, no further action and expunging of the record.

12. Retaliation

It is also considered a breach of this policy to take retaliatory action against a person who raises a concern or files a complaint under this policy.

Examples of Bullying and Harassment

All employees of the School District are expected to refrain from any form of bullying or harassment. In order to provide further guidance, some examples of bullying and harassment are included below. While some of these actions, individually, may or may not constitute bullying or harassment, when taken in context of a whole situation they may qualify as a breach of the policy.

- Use of threatening or abusive language, profanity or language that is intended to be, or is perceived by others to be, demeaning, humiliating or offensive towards another person;
- Displaying unnecessary shows of temper or anger towards another person, particularly in front of others;
- Making threats of violence, retribution, litigation, financial or social harm; shouting or engaging in other speech, conduct or mannerisms that are reasonably perceived by others to represent intimidation or harassment;

- Throwing tools, office equipment, instruments, or other items as an expression of anger, criticism, or threat, or in an otherwise disrespectful or abusive manner;
- Spreading malicious rumours, gossip or innuendo about a person;
- Making insulting or humiliating comments about the performance of an employee, in public or private, or via e-mail or social media;
- Patterns of deliberate exclusion, isolation or alienation of an employee from normal work interaction, such as intentionally excluding them from meetings;
- Repeatedly undermining an employee, including encouraging others to “gang up” on them;
- Personal insults and name calling;
- Impeding a person’s work;
- Withholding necessary information or purposefully giving wrong information;
- Making jokes that a reasonable person would find offensive by spoken word, gestures, on paper or through electronic communication;
- Intruding on a person’s privacy by spying or stalking;
- Criticizing another person persistently;
- Tampering with another person’s belongings or work equipment;
- Persistently excluding or isolating someone socially;
- Retaliation;
- Addressing individual work performance issues in a public setting where others are present;
- Setting unachievable and unrealistic work expectations;
- Unfairly assigning unpleasant or undesirable tasks to one person on an ongoing basis.