



**The Board of Education of  
School District No. 19 (Revelstoke)  
Regular Board Meeting  
Wednesday, October 16<sup>th</sup>, 2024  
5:00 p.m.**

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**A G E N D A**

**1 CALL TO ORDER AND RECOGNITION OF TRADITIONAL TERRITORIES**

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

**Sarah Zimmer**

**2 ATTENDANCE**

Trustees: \_\_\_\_\_

Sr. Admin.: \_\_\_\_\_

Principals/Vice Principals: \_\_\_\_\_

**REGRETS:**

\_\_\_\_\_

**3 APPROVAL OF AGENDA:**

\_\_\_\_\_

**4 APPROVAL OF MINUTES:**

Regular Meeting of September 26<sup>th</sup>, 2024

**5 DELEGATIONS:**

\_\_\_\_\_

\_\_\_\_\_

**6 SPECIAL REPORTS:**

\_\_\_\_\_

\_\_\_\_\_

**7 BUSINESS ARISING:**

**8 NEW BUSINESS**

**8.1 ADMINISTRATION REPORTS:**

**8.1.1 SUPERINTENDENT KUBIK**

- A) Superintendent's Administration Report
- B) 2024-2025 Enrollment
- C) Strategic Plan Report
- D) 2024-2025 Committee and Representative Appointments

8.1.2 **SECRETARY TREASURER TISDALE - Nil**

8.2 **OTHER - Nil**

8.3 **COMMITTEE REPORTS**

- A) District Parent Advisory Council Minutes of October 2<sup>nd</sup>, 2024
- B) Indigenous Education Council Minutes of October 3<sup>rd</sup>, 2024
- C) Finance and Facilities Committee Minutes of September 26<sup>th</sup>, 2024
- D) Policy Review Committee Minutes of September 23<sup>rd</sup>, 2024

8.4 **TRUSTEE REPORTS**

- A) British Columbia School Trustees' Association
- B) British Columbia Public School Employers' Association Conflict of Interest Guidelines for Trustees'
- C) British Columbia School Trustees' Association Thompson Okanagan Branch Meeting of October 5<sup>th</sup>, 2024

8.4.1 **TRUSTEE ROUNDTABLE**

8.5 **CORRESPONDENCE**

- A) Email from Jade Berrill Re: Outdoor Learning Series

9 **FUTURE AGENDA ITEMS**

10 **PUBLIC QUESTION PERIOD**

11 **RECESS**

\_\_\_\_\_ TIME: \_\_\_\_\_



School District 19  
(Revelstoke)

## Revelstoke Board of Education

Regular Board Meeting  
September 26<sup>th</sup>, 2024

### Minutes

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#### **CALL TO ORDER**

Trustee Chell called the meeting to order at 5:01 p.m.

#### **ACKNOWLEDGEMENT** (Jodie Allen)

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

*Jodie Allen: With September 30<sup>th</sup>, being National Truth and Reconciliation Day I wanted to express what the day means for me. To me, truth and reconciliation represents a journey toward healing and understanding. It's about acknowledging the painful histories and injustices faced by Indigenous peoples while committing to listen, learn, and support their narratives. This process is not just about recognizing past wrongs, but actively working towards building meaningful relationships based on respect, equity, and mutual understanding. It's an invitation for all of us to engage in conversations that foster empathy and action, ensuring that we create a future where everyone's story is valued and heard.*

#### **ATTENDANCE**

Trustees:	Chell, Zimmer, Allen, Rota and Walsh
Senior Administration:	Superintendent Kubik and Secretary Treasurer Tisdale
and:	Executive Assistant Fowlie
Guests:	Barry Rourke, RTA President

#### **APPROVAL OF AGENDA**

24: R-65 Walsh/Rota

"THAT the agenda be approved as presented with the 2023-2024 Audited Financial Statements report from BDO Canada being moved to the first Administration Report under Secretary Treasurer Tisdale in order to accommodate the Auditor's Schedule."

CARRIED

#### **APPROVAL OF MINUTES**

24: R-66 Allen/Chell

"THAT the minutes of the Regular Board meeting of June 26<sup>th</sup>, 2024, be approved as presented."

CARRIED

**DELEGATIONS - Nil**

**SPECIAL REPORTS - Nil**

**NEW BUSINESS - Nil**

**ADMINISTRATION REPORTS – Nil**

**SECRETARY TREASURER TISDALE**

2023/2024 Audited Financial Statements

Board Chair Chell introduced Angie Spencer, Partner with BDO Canada noting that Ms. Spencer met early with the Board at the Board's Finance and Facilities meeting during which she provided a high-level review the 2023/2024 Audited Financial Statements.

Ms. Spencer presented the audited 2023/2024 Financial Statements advising that it was a clean and unqualified audit of the Financial Statements for 2023/2024 as of June 30<sup>th</sup>, 2024, in accordance with the *Budget Transparency and Accountability Act*.

Trustees thanked Ms. Spencer and the BDO Canada staff as well as Secretary Treasurer Tisdale and staff.

24: R-67      Allen/Walsh

"THAT the Board of Education of School District No. 19 (Revelstoke) approve the 2023/2024 Audited Financial Statements as presented."

CARRIED

2025/2026 Minor Capital Plan

Secretary-Treasurer Tisdale presented the 2025/2026 Minor Capital Plan noting the summary of project requests for the 2024/2025 Capital Plan and updates to the noted numbers. The Replacement Bus will be \$199,157 instead of the \$202,980 noted in the original memo. The final Minor Capital Plan total will be updated (to include the new numbers for the bus replacement) from \$1,367,380 to \$1,313,557 for approval.

24: R-68      Allen/Zimmer

"THAT the Board of Education of School District No. 19 (Revelstoke) approve the 2025/2026 Minor Capital Plan noted above in the amount of \$1,313,557."

CARRIED

Angie Spencer of BDO Canada left the meeting at 5:16 pm.

**SUPERINTENDENT KUBIK**

Administration Reports: Superintendent Kubik

Received as information.

Superintendent Kubik presented her Administration Reports to the Board, highlighting the appointment of Jillian Fransoo as the Vice Principal of Inclusion and Naomi Ford as the Vice Principal of Early Learning, she noted that there was a very strong field of candidates for the



position and thanked all the applicants for their time and effort. She also highlighted the 2023/2024 Framework for Enhancing Student Learning Report, she will bring the district learning focuses to the next meeting as they are important and deserve their own spotlight.

### 2023/2024 Framework for Enhancing Student Learning Report

#### ***Equity Lens Highlights***

- Indigenous students met or exceeded FSA literacy expectations at a rate higher than non-Indigenous students in three of the past five years at grade 4, two of the past five years in grade 7, and in one of the past five years in grade 10.
- While data cannot be made public, our internal review showed that Indigenous students in grade 10 met or exceeded numeracy expectations at a higher rate than non-Indigenous students for the past four years. In grades 4 and 7, Indigenous students met or exceeded FSA numeracy expectations at a rate equal or higher than non-Indigenous students in three of the five years.
- Grade 10 Numeracy Grade assessment – Students with Designations performed higher than All Resident Student
- Grade 11 to 12 transition rates Students with Designation above provincial average.
- Grade 10 to 11 transition rates for Students with Designation and Indigenous Students above provincial average
- Students with Designations and Indigenous Students above provincial average with 2 or more adults who care
- Students with Designation above provincial average with transition rate to BC Post Secondary Institutions within 3 years

#### ***Intellectual Development***

##### Literacy:

- Grade 4 FSA - All Resident student above provincial average / Indigenous masked
- Grade 7 FSA - Designated and Indigenous students and All Resident Students above provincial average
- Grade 10 Grad Assessment Literacy –Students with Designations and All Resident Students above provincial average

##### Numeracy:

- Grade 4 FSA and Grade 7 FSA – All Resident above provincial average
- Grade 10 Grad Numeracy assessment –Students with Designation and Indigenous Students and All Resident Students above provincial average

##### Transition Rates:

- Grade 10 to 11 transition rates for Students with Designation, Indigenous Students and All Resident Students above provincial average
- Grade 11 to 12 transition rates Students with Designation and All Resident Students above provincial average. Indigenous masked

## ***Human and Social Development***

Feel Welcome, Safe, and Connected:

- All Resident student in grade 3, 7 and 10 above provincial average

Sense of Belonging

- Students with Designations and All Resident Student above provincial average

Two or more Adults Care

- Students with Designations, Indigenous Students and All Residents Students above provincial average

## ***Career Development:***

Achieved Dogwood within 5 years

- Students with Designations, Indigenous Students and All Residents Students above provincial average

Transition rate to BC Post Secondary Institutions

- Students with Designations and All Resident student below provincial average. Of note is that students from Revelstoke go to Alberta or east for PSI or work a year to enhance finance for PSI away from home

Transition rate to BC Post Secondary Institutions within 3 years

- Students with Designation above provincial average. All Resident student below provincial average

## ***Stretches:***

- Overall literacy rates for "All Resident Students" are higher than those for students with designations

While support ratios are high and students with diverse abilities have excellent levels of support, further collaboration needs to address the reason for the challenges still seen. Through the work done with the Learning Support teams, it has highlighted the need for differentiated classroom instruction.

- Indigenous Students Student reported below Student with Designations and All Residents Student for a Sense of Belonging

## ***Moving Forward:***

Numeracy Next Steps: Many great efforts in numeracy have been planned. The creation of a Numeracy committee, plan and allocating support to Numeracy are all things that the district is doing to address Numeracy learning in our district. In addition, the focus on numeracy for the district learning day was a step forward in helping educators learn more about effective numeracy instruction. A district-wide focus on core competencies in the new strategic plan aims to enhance instructional strategies that promote reasoning and thinking. We have a positive outlook for all students as we know that with dedicated time and resources we can move learning forward for all students in this area.

### ***Human and Social Development:***

- Starting Open Parachute this year. The Mental Health in Schools grant supported a 0.2 Mental Health Lead position in each elementary school for the past four years, building capacity so teachers to feel comfortable with the curriculum. Open Parachute will support teachers, students, and families with accessible curriculum.
- We are planning to run a monthly parent educational series based on the feedback from parents last year, expanding on topics to meet their needs.
- Communication – using the new website to make it easier for parents, teachers, and students to find resources.
- Use the Shane Safir model to gather street data directly from youth to inform decision making.

24: R-69      Allen/Rota

“THAT the Revelstoke Board of Education approve the Enhancing Student Learning Report September 2024.”

CARRIED

### 2024/2025 Committee and Representative Appointments

Trustees were provided with the draft list and asked to review and provide any preferences/changes to Superintendent Kubik by October 7<sup>th</sup>, 2024, for approval at the October 16<sup>th</sup>, 2024, board meeting.

### Election of BC School Trustees' Association Provincial Council Representative and Alternate Representative

It was explained that the BCSTA requires that each district annually elect their Provincial Representative and an Alternate. There was a call for nominations.

24: R-70      Zimmer/Allen

“THAT Wendy Rota be nominated as BC School Trustees Association Provincial Council Representative.”

CARRIED

There were no other nominations. Trustee Rota was appointed as the BCSTA Provincial Council Representative by acclamation.

24: R-71      Walsh/Rota

“THAT Sarah Zimmer be nominated as BC School Trustees Association Provincial Council Alternate Representative.”

CARRIED

There were no other nominations. Trustee Zimmer was appointed as the BCSTA Provincial Council Representative Alternate by acclamation.

### **OTHER - Nil**

## **COMMITTEE REPORTS - Nil**

## **TRUSTEE REPORTS**

### **8.4 A) TRUSTEE ROUNDTABLE**

BCSTA Portal, vape detection is becoming available for schools. The cost is huge currently, but an interesting item too look at in the future.

Personal Digital Devices Draft Policy Public meeting is scheduled for October 22<sup>nd</sup>, 2024, at RSS at 6:30 pm at the MacPherson Court (on the second floor by the main office). Everyone is welcome!

Trustee Zimmer reviewed the PAC meeting noting that the new foosball table at the high school is a huge success.

### **8.5 B) BRANCH MEETING REVIEW**

Trustee Rota reviewed the plans for the upcoming BCSTA Branch Meeting which the Revelstoke School District is hosting on October 4<sup>th</sup> to 6<sup>th</sup> at the Hillcrest Hotel.

## **CORRESPONDENCE – Nil**

## **PUBLIC QUESTION PERIOD**

Trustee Chell invited members of the audience to ask questions related to items on the agenda.

RTA President Stevens asked clarifying questions regarding the remediation for Classroom Enhancement in the Financial Discussion and Analysis Report from Secretary-Treasurer Tisdale. He also requested information on the literacy/numeracy report in the Strategic Plan which Superintendent Kubik reported on during her report to the board.

## **ADJOURNMENT**

The meeting adjourned at 5:55 p.m. on the motion of Trustee Allen/Zimmer.

## **CLOSED BOARD ITEMS – Nil**

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Chair

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Secretary Treasurer

DATED: September 26, 2024

# Superintendent's Report to the Board\_October 16, 2024

## Community Partner Engagement

Attended the Social Development Committee meeting. Highlights from meeting,

- Revelstoke Heat Emergency Response Plan - Follow Up
- Community Economic Development Staffing Update
- Living Wage BC - new calculation requirements - 3 tiers of calculations



Attended the All-Superintendents Virtual meeting with the Ministry of Education and Childcare. Highlights from meeting,

- Indigenous Education Councils
- Status of Election Transition
- Framework for Enhancing Student Learning
- Childcare on School grounds
- Cell phones
- Access Zones and School Safety
- Preliminary Enrolment



Attended the Thompson Okanagan Branch BCSTA Meeting. Highlights included,

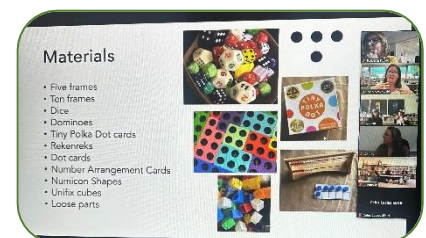
- Welcome Ceremony and School Tour
- ***Roots of Resilience: Exploring History, Land, and Well-Being***  
Presenters: Jade Berrill, Director of Learning for Outdoor learning school and store Tomo Fujimura, Selkirk Tangiers Ski Guide, ACMG/ Canadian Avalanche Association, Avalanche professional
- **History, Process and Timelines for Bargaining with CUPE and BCTF, Okanagan Labour Relations Council** Presenter: Tammy Sowinski, Executive Director OLRC

Participated in the Truth and Reconciliation Walk hosted by the Indigenous Friendship Society

## SD 19 District Meetings

Conducted regular scheduled meetings with:

- CUPE President Celes Lucius and CUPE VP Yvette Pendergast.
- RTA President Jason Stevens.
- BCTF Health and Wellness consultants.



Participated in Regional Branch preparation meetings and set up with Trustee Rota.

Met with Indigenous Friendship Society in preparation for the upcoming Trustee Branch meeting.

Met with Vice Principal Ford to review the Provincial Early Learning reporting tool

Attended the Finance and Facilities meeting. Information appears later in the agenda

Attended the DPAC meeting. Information appears later in the agenda

Met with kindergarten teacher Meaghan Doebert to review her Leadership role with numeracy circles

District Principal Wallach and I met with VP Ford and VP Fransoo to review duties and responsibilities

Met with office support staff met to review staffing process



### Framework for Enhancing Student Learning

Attended the Community of Practice with school district Early Learning and Child Care Leads Welcome Back Zoom meeting with Vice Principal Ford

Attended a ZOOM Numeracy Learning Burst by Jancie Novakowski. Elementary educational assistants, teachers and principal and VP Ford attended the Learning Burst.

Attended the BCSSA Virtual Learning Series session on Strategic Plan Alignment throughout Departments

Attended a BCSSA mentorship session.

Commenced two Leadership Meeting. Key highlights:

- FNEsc and OMRIE sessions for Indigenous Education staff, Mentorship, Provincial Student Success slide deck

Supporting Student Success and Continuous Improvement slide Deck, Mental Health Strategies and FESL

Attended the RSS Senior Student assembly on Racism

### School Visits

Engaged in a variety of school activities, including:

- Participating in a BVE field trip to the Revelstoke Ambulance Station with kindergarten classes led by Jenna Evans and Meaghan Doebert. The paramedics offered an interactive experience, setting up stations that encouraged student exploration. Big shout out the Paramedics!
- Along with Board Chair Chell, Secretary Treasurer Tisdale, and RTA President Stevens, we served popcorn at the Roxy Theater for AHE students.
- Visiting CPE and RSS for morning sessions and RSS Breakfast Program and senior assembly
- Attending demo lessons at BVE, where guest presenter Kendra Jacobs conducted several numeracy sessions. Staff from CPE and AHE also joined to participate in the learning experience.



These initiatives underscore our continued dedication to fostering a supportive environment for students, staff, and the community, aligned with the goals of the new Strategic Plan's Student Learning Pathways.



**Upcoming Trustee Dates  
October to December 2024**

October 22<sup>nd</sup>, 2024 – Personal Digital Device Policy Community Consultation at RSS

October 25<sup>th</sup> to 26<sup>th</sup>, 2024 – Provincial Council Meeting BCSTA

November 5<sup>th</sup>, 2024 – Board Meeting

November 7<sup>th</sup>, 2024 – Fall Symposium BCPSEA

November 14<sup>th</sup> to 15<sup>th</sup>, 2024 – Fall Conference BCSSA

November 19<sup>th</sup>, to 20<sup>th</sup>, 2024 – Fall Conference BCASBO

November 21<sup>st</sup> to 23<sup>rd</sup>, 2024 – Trustee Academy

November 26<sup>th</sup>, 2024 – Board Meeting

December 17<sup>th</sup>, 2024 – Board Meeting

December 12<sup>th</sup> to 13<sup>th</sup>, 2024 – FNEESC



# THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: October 16, 2024

INFORMATION/ Enrollment  
ACTION:

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School	Enrollment
Revelstoke Senior Secondary	438 (includes 22 CSF students and 18 International students)
Columbia Park Elementary	227
Begbie View Elementary	275
Arrow Heights Elementary	214
Total	1154

Grateful for the privilege to live and learn on the unceded traditional territories of the Sinixt, Ktunaxa Sylix Okanagan who have been stewards of this land since time immemorial

Weý (Nsyilxcen), Weyt-K (Secwepenemc), Kiᑭsuᑭ kyukyit (Ktunaxa), Taanishi (Michif), Hello

## Our school district believes in:

The pursuit of excellence while nurturing a joy for lifelong learning.

Fostering the physical, mental, and emotional well-being of our school community.

Supporting the development of diverse communication skills, creative thinking, and critical reasoning.

Living the journey of Truth and Reconciliation.

Upholding the ideals of social and environmental responsibility at both the individual and societal levels.



**Student Learning Focus and Pathways** We will create purposeful learning environments that incorporate the Core Competences into every facet of the curricula.

We will prepare students to enter the next steps of their lives as educated citizens equipped with resilience, self-worth, and pathways for a fulfilling future.

## Indigenous Informed Pedagogy Highlight

Incorporates land-based, holistic, experiential connections to self, family, community, and a broader sense of purpose.

The learning journey towards Truth and Reconciliation creates space and time for decolonized practices and Indigenous Ways of Knowing to enhance social emotional wellness, a sense of personal and cultural identity, and connections to one another.

### Working with Susan Leslie on Numeracy Circles

- Susan Leslie is a former Director of Instruction of Indigenous Education and held past positions of classroom teacher and Coordinator of Literacy and Numeracy. When Susan started to develop the Numeracy Circles, she met with Indigenous community members and Elders to guide the process. The process helped with the scripting of the pre and post assessment and ways to weave First Peoples Principles of Learning pedagogy within the Math labs.

### What is a Numeracy Circle?

- Embeds the pedagogy of First Peoples Principles on Knowing in Being within the Numeracy circle and classroom activity. (centers/labs)
- Addresses the heart and mind of the child – looking at the whole child – creating a community of learners.
- It offers various entry points for our young mathematicians to build confidence in themselves as a learner.
- It has pre and post assessment. Similar to the assessments we currently use.
- The class starts in circle then goes to math stations/labs and ends in a reflective circle.
- It aligns with the BCTF Professional Standard 9, Calls to Action of Truth and Reconciliation and DRIPA

Meaghan Doeberth will be leading the Numeracy Circle project this year

### Timeline

September	Meaghan met with Susan Leslie
November	Teacher check-ins by Meaghan
February	Meaghan will co teach Numeracy Circles with AHE and CPE teachers
March	Meaghan will meet with Susan Leslie
April	Susan Leslie will do a residency and demo lessons
In Progress	Numeracy Kits for each school



## SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: October 16<sup>th</sup>, 2024

SUBJECT: 2024/2025 Committee and Representative Appointments

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As Trustees have now had an opportunity to review the draft 2024/2025 Committee and Representative Appointments and provide their preferences, attached is the final list of the Revelstoke Board of Education's Committee and Representative Appointments for the 2024/2025 school year.

### RECOMMENDATION:

"THAT the 2024/2025 Committee and Representative Appointments be received as presented."



**School District 19**  
(Revelstoke)

## Revelstoke Board of Education

**2024-2025**

### Committee and Representative Appointments

	NAME	MEETING DATES	REPRESENTATIVES	
Board Committees	Policy	4 <sup>th</sup> Monday (Oct – May)	Sarah Zimmer, Chair Superintendent RTA President	Jodie Allen Principal Rep. CUPE Rep.
	Finance/Facilities Committee of The Whole	September, November, January, March, May, and as required	All Trustees – (Jodie Allen, Chair) Secretary Treasurer Superintendent	
	Education	4 <sup>th</sup> Tuesday (Oct – May)	Sasha-Emily Walsh (Chair) Wendy Rota Superintendent Principal Rep. RTA Rep.	DPAC/Parent Rep. CUPE Rep. Student Reps. Dist. Vice Principal of Technology
	Audit	TBD	Jodie Allen (Chair of F&F) Secretary Treasurer	Alan Chell Superintendent
Board Personnel Committees	RTA Bargaining	As required	Trustee Secretary-Treasurer	Superintendent
	PVP / Management	As required	Jodie Allen Superintendent	Alan Chell
	Okanagan Labour Relations Council		Alan Chell Secretary Treasurer	
Board Representation on Committees	District Scholarship		Wendy Rota Sasha-Emily Walsh	
	Early Childhood Development		Alan Chell	Superintendent
	Screen Smart		Wendy Rota District Principal of Student Learning and Inclusion	
	District Parent Advisory Council	First Wednesday of the month (Oct – June)	Sasha-Emily Walsh Superintendent	
	Performing Arts Centre Advisory Committee		Sasha-Emily Walsh Superintendent	Alan Chell, Alternate RSS Principal
Board Representation on Local/Regional Organizations	Chamber of Commerce		Jodie Allen Alternate – Secretary Treasurer	
	Okanagan College Advisory Board		Wendy Rota	
Board Representation on Trustee Associations	BCPSEA		Jodie Allen	
	BCSTA - Provincial Council		Wendy Rota Sarah Zimmer, Alternate	
	BCSTA Thompson Okanagan Branch		Alan Chell, Branch Liaison Jodie Allen – Professional Learning Committee Sarah Zimmer – Indigenous Education Committee	

as of September 26<sup>th</sup>, 2024



**School District 19**  
(Revelstoke)

**Revelstoke Board of Education**  
**District Parent Advisory Council Meeting**  
**October 2<sup>nd</sup>, 2024**

**Minutes**

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1. **Call to Order and Acknowledgement**

Call to order 12:00 pm

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

2. **Attendance**

Britt Hunchak (RSS), Colette Poirier (CPE), Stacey Lamont (BVE), Austin Luciw (BVE), Courtney Beruschi (AHE), Roberta Kubik (Superintendent), Mireille Dufour (CSF)

Regrets: Erica Fairley (RSS), Amy McGiven (AHE), Sasha-Emily Walsh (School Board Trustee), Sheena Wells (CPE) and Angela Korsá (CSF)

3. **Agenda Additions - Nil**

4. **Review of Minutes of Last Meeting – June 5<sup>th</sup>, 2024**

Accepted as presented – no errors or omissions.

5. **Correspondence**

BCSTA Teachers Magazine. Received as information.

6. **Treasurer's Report**

Fund totals in the Regular and Gaming accounts will be presented at the next meeting on November 6<sup>th</sup>, 2024, as the treasurer is absent.

7. **Board of Trustees/District Administration News**

7.1 New contact at the School Board Office – Amanda Fowlie, Executive Assistant Replacing Jeanette.

DPAC members were introduced to Amanda Fowlie, the new Executive Assistant for the School Board. Members were provided her contact information and a bit about her background. Members welcomed her to the district.

## 7.2 Strategic Plan

R. Kubik introduced the new Strategic Plan that was created in collaboration with community, parent, teacher and students feedback during an 18-hour consultation. Participants connected through story, beginning with a book "Going Places" by Peter and Paul Reynolds which was equated to the core competencies (which consist of 3 main components with a total of 7 subcategories). The board gathered the feedback which was incorporated into the core competencies and in every part of the curriculum.

## 7.3 Restriction of Digital Devices

The draft restriction of digital devices policy will be going out for public consultation on October 22<sup>nd</sup>, 2024, at Revelstoke Secondary School at 6:30 PM (second floor atrium by the main office). The timeline for the policy has been shared with Students, Staff, Parents and Trustees. The hope is to have the policy adopted in December 2024.

## 8. **Old Business – Nil**

## 9. **New Business**

The Provincial Election is taking place next month. The BCSTA Trustees AGM is taking place in November in Vancouver.

Reports will be shared from Amy, Britt and Stacey.

Britt can't be chair, DPAC will support for this year.

There are Chair, Secretary Treasurer spots available.

Review the DPAC Policy.

Add signature pages for the new board members at the next meeting.

### EDG

- AGM in September with an open-door BBQ
- Hot lunches with the Neighbourhood Kitchen
- Run Club great to be included
- Hosting French School meeting in Revelstoke at Blanket Creek at the end of the year.
- Coffee fundraiser, Holm Coffee, all schools will be attending
- Christmas dinner is still being organized, details to come

## 10. **PAC News**

### AHE

- Yearbook, Grades 5-7 are to help
- Gaming money spent on gaga ball
- Money for Teachers \$150 for each classroom
- Teacher appreciation lunch at the end of last year
- Grade 7 speeches good but long – 24 students
- Dylan Murray is the new Indigenous Educator
- October 23<sup>rd</sup> and 24<sup>th</sup> Book Fair
- Craft Fair is December 13<sup>th</sup>, 2024

### BVE

- Run club has started – a District run will be held on October 3<sup>rd</sup>, 2024

- Book fair will be before Christmas
- Green Christmas Thursday before break
- Not doing a harvest festival, doing dances instead
- Hot lunches have started

#### CPE

- Sheena stepping down
- Few teacher changes
- Andy Pfeiffer is glad to be back
- Weekly emails to families
- Elections
- Fabel book fair in the spring of 2025
- Terry fox run
- Run club is on-going

#### RSS

- Hannah Beach
- Gave out shirts from DPAC funding
- Leadership program funded for inclusive activities
- Welcome back BBQ
- Greg glad to be back
- Counsellors and scheduling 2 weeks prior to school starting, they are now busy

#### 11. **Adjourned: 1:03 pm**

##### **Next meeting dates:**

All meetings will be held at the school board office upstairs meeting room at noon

- November 6<sup>th</sup>, 2024
- December 4<sup>th</sup>, 2024
- February 5<sup>th</sup>, 2025
- March 5<sup>th</sup>, 2025
- May 7<sup>th</sup>, 2025
- June 4<sup>th</sup>, 2025





## Revelstoke Board of Education

### Indigenous Education Council Meeting October 3<sup>rd</sup>, 2024

#### Minutes

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***We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.***

Called to order at 4:06 pm

In attendance: Jodi Wallach, Sarah Zimmer, Marlene Krug, Erin England

1. Agenda Additions - Nil
2. A review of the May 2<sup>nd</sup>, 2024, Indigenous Education Council Meeting Minutes: No errors or omissions.
3. Review of the Legislative Amendments to Indigenous Education Councils

#### Setting up an IEC

- Last year we sent invitations to Sinixt, Secwépemc, Ktunaxa, and Syilx Okanagan Nations. This summer an invitation was sent to the Salmon Arm Métis Association.
- Can we represent other organizations if working for the school district?
  - Lisa Moore – Friendship Society
  - Marlene Krug – Parent
- Important to note that we can still run the IEC if we do not have representation from local First Nations

#### Terms of Reference

- Reviewed the template provided and will update current Terms of Reference

#### Operationalization of an IEC - consultation

- Procedures for hiring and recruiting staff working with Indigenous students
- Activities/ Resources National Day for Truth and Reconciliation and National Indigenous Peoples Day.
- ProD days – Note: the ProD committee has asked if we would like to plan the May ProD day again this year.
- How to integrate language, culture, customs, protocols, traditions, practices, or history of local first nations and worldviews into the learning
- FESL, Ministry reporting, board policies that have direct impact on Indigenous students.

#### Secretariat and Administrative Support – Board responsibility

- Admin support – reasonable costs of holding meetings (space, travel, food, honorarium)
- Secretariat support – agenda setting, tech support, meeting space planning
- Reviewed the Indigenous Education Councils Funding document from the Ministry

#### 4. Terms of Reference

Discussion during review of the Legislative Amendments. We will update our Terms of Reference using the template provided. Initial discussions:

- All four of us are either members of the board, or district staff. Can we wear our other hats at the meeting?
- The Chair and Vice-chair must be voting members, but can ask for support from a non-voting member
- Meetings – as we all meet regularly, we recommended three IEC meetings per year: Fall, Winter and Spring.

#### 5. New Website

<https://ied.sd19.bc.ca/>

#### 6. Staff and Knowledge Holder Updates

Donovan is working with his council to see if he can continue teaching language once per month

#### 7. Adjourned: 4:45

#### Future Meeting Dates:

- ~~November 7<sup>th</sup>, 2024~~
- ~~November 28<sup>th</sup>, 2024~~
- February 6<sup>th</sup>, 2025
- ~~March 13<sup>th</sup>, 2025~~
- ~~April 3<sup>rd</sup>, 2025~~
- ~~May 8<sup>th</sup>, 2025~~
- June 5<sup>th</sup>, 2025



School District 19  
(Revelstoke)

## Revelstoke Board of Education

### Finance/Facilities Committee of the Whole September 26<sup>th</sup>, 2024

#### Minutes

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#### **Call to Order**

Trustee Allen called the meeting to order at 4:04 p.m.

*We would like to respectfully honour the four nations on whose land we live and learn:  
The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

#### **Attendance**

Trustees: Allen, Chell, Rota, Walsh and Zimmer  
Senior Administration: Superintendent Kubik and Secretary Treasurer Tisdale  
Guest(s): Angie Spencer, CPA, CA, of BDO Canada

#### **Audit - Nil**

#### **Agenda Additions - Nil**

#### **New Business**

##### Draft 2023-2024 Audited Financial Statements and Draft Audit Final Report

- Draft 2023-2024 Audited Financial Statements
- BDO Draft Management Letter
- Independent Auditors Final Report to the Board of Education Trustees – June 30<sup>th</sup>, 2024

Angie Spencer from BDO Canada provided a general overview of the audit and highlighted their approach. She discussed the scope of the report and whether there were any issues.

In summary, the Independent Auditor's Report is a clean and unqualified report.

Trustees thanked Ms. Spencer and the BDO Canada staff as well as Secretary Treasurer Tisdale and staff.

#### **Trustees agreed to recommend:**

“THAT the 2023/24 Audited Financial Statements be brought forward to the next regular board meeting for approval”.

#### **Adjournment**

The meeting adjourned at 4:41 p.m. on the motion of Trustee Rota/Walsh.

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School District 19  
(Revelstoke)

# Revelstoke Board of Education Policy Review Committee September 23<sup>rd</sup>, 2024 Minutes

*We would like to respectfully honour the four nations on whose land we live and learn: The Sinixt, the Secwépemc, the Ktunxa, and the Syilx Okanagan.*

## **Attendance**

Trustee Zimmer, Trustee Allen, RTA President Stevens, Secretary Treasurer Tisdale, District Vice Principal Technology Michael Haworth

Regrets: Superintendent Kubik, Principal Representative Ariel McDowell, CUPE Representative Clara Maltby

Meeting called to order at 3:47 p.m.

## **1. Status of policies undergoing review.**

Policy # - Policy Name	Status	Timeline
1.1 Guiding Principles	Bring forward to next meeting	Fall 2024
2.2 Revelstoke Board of Education – Composition, Roles and Conduct	Completed	Spring 2024
3.8 Information Technology and MyEducation BC Usage and Access	To board for approval for circulation	Fall 2024
3.9 School Completion (Evergreen) Certificates	To board for approval for circulation	Fall 2024
4.11 Educational Heritage	To board for approval for circulation	Fall 2024
New Cell Phone Use	Draft Policy	Fall 2024
5.9a Video Surveillance - Buses	Being circulated for feedback	Spring 2024
7.1 School / Student Expectations and Codes of Conduct	Revisions to policy to be reviewed by Committee and sent to Board for approval for circulation	Spring 2024
Section 4 Fiscal/Facilities	Reviewed summary	N/A

All policies are currently either out for feedback or are new and under review.

New draft Cell Phone Use Policy (Restriction of Personal Digital Devices Policy):

- Timeline for Policy Development
  - September 22, 2024 – Policy Meeting
  - October 16<sup>th</sup>, 2024 – Board Meeting with a Verbal Report
  - October 22<sup>nd</sup>, 2024 – Community meeting to gather feedback
  - October 28<sup>th</sup>, 2024 – Policy Committee meeting to review updated version.
  - November 5<sup>th</sup>, 2024 – Board meeting – request permission from the Board to circulate policy
  - November 25<sup>th</sup>, 2024 – Policy Meeting – final review of feedback post circulation
  - December 17<sup>th</sup>, 2024 – Board Meeting – adoption of final policy.

- Review of draft Restriction of Personal Digital Device Policy (Cell Phone Policy)
  - Initial draft of the policy which was written in consultation with several other districts, individuals and stakeholders.
  - It was noted that the policy should also address “emotional safety” in addition to physical and mental safety.
  - Discussion that enforcement of the policy can cause difficulty for staff in some situations.
  - Expectations of even enforcement of the new policy need to be clear and strongly encouraged.
  - Policy may assist with equity issues of have vs. have not with technology
  - Request for contractual language regarding autonomy in the classroom requested to help inform policy development – RTA to provide
  - Noted that laptops are not explicitly identified in current policy draft
  - Suggestion that the policy be reviewed to possibly include laptops, iPads, and phones for notetaking – research will be done to find out what are other schools are doing
  - Discussion of Fitbits vs. Smart watches and whether they need to be included
  - Policy on the school day, bell to bell at this time
  - Storage of devices in the student’s locker (RSS) or backpack (elementary)
  - Expectations #2 & #3 – policy will be drafted at the district level broadly, but with expectations that schools will create school specific policy to clarify items such as “continues to use” and “repeated infractions” to provide flexibility and usability of the policy at each school.
  - Sarah Zimmer to investigate the use of “Yondr Pouches” further to know which districts are using these pouches and bring back to policy committee.
  - Sarah Zimmer to update draft to reflect the policy committee discussions

## **2. Letter to Families Regarding Cellphone Use**

Committee members reviewed the letter that was sent to the families on May 8<sup>th</sup>, 2024.

## **3. Community Survey on Personal Digital Device Use in School**

Committee members reviewed the survey results that were collected. 40% of survey respondents were concerned about the mental health effects of personal digital device use.

**Meeting Dates for 2024/2025** (4<sup>th</sup> Monday of each month at 3:45 pm) at the School Board Office

- October 28<sup>th</sup>, 2024
- November 25<sup>th</sup>, 2024
- January 27<sup>th</sup>, 2025
- February 24<sup>th</sup>, 2025
- April 28<sup>th</sup>, 2025
- May 26<sup>th</sup>, 2025

Meeting adjourned at 4:50 PM.

## **DRAFT Personal Digital Device Policy (Section 5 Health and Safety)**

The Revelstoke Board of Education believes that equitable and safe access to technology is an integral part of our students' education. While acknowledging the important role that technology can play in enhancing learning opportunities, the Revelstoke Board of Education also must make all efforts to promote optimal learning environments, while at the same time ensuring the physical, mental and emotional safety of our students. Restricting the use of students' personal digital devices in schools ensures that our schools are environments that support cognitive development, foster healthy social interactions and promote self-regulation.

Personal digital devices will not be used by students on school property between school commencement and end-of-day bells. Therefore, student personal digital devices will not be used in any school space: hallways, bathrooms, lockers, classrooms, indoor and outdoor common areas etc, at any time between the hours of: 8:30am-2:30pm for elementary school and 8:45am-3:10pm for highschool. If personal digital devices are brought onto school property, the expectation is that students will keep their personal digital devices turned off or on airplane mode and stored in their lockers and out of sight during school hours.

### **Exceptions:**

- Exceptions will be made for students with documented medical conditions that require the use of a personal digital device.
- Exceptions will be made for students with relevant documentation or an Individualized Education Plan (IEP) that outlines the necessity of device use for the student's health and wellbeing, or accessibility. These accommodations will be reviewed and approved on a case-by-case basis.
- Students with approved accommodations are required to adhere to specific guidelines that ensure appropriate use of their devices during school hours.
- Students who wish to take notes on a personal laptop will be allowed to do so provided that the device is used solely for note taking only, all social media, messaging and web surfing functions must be turned off. If this condition of use is not followed, laptop note taking privileges will be withdrawn.

## **Guidelines:**

Each school will develop guidelines that define the steps that will be taken to enforce compliance with this policy. Those steps will be clearly communicated to students, staff and the community.

Schools are expected to:

- Establish a tiered approach for addressing non-compliance, such as verbal warnings, parent/guardian notification, and escalating consequences for repeated violations.
- Provide guidelines for staff on how to consistently enforce the policy and handle exceptions (e.g., educational use, medical needs).
- Regularly communicate the enforcement plan to students, staff, and the broader school community through school meetings, newsletters, and other appropriate channels.
- Review and update the enforcement procedures annually to ensure alignment with evolving technology and student needs.

School hours should be dedicated to learning, personal growth, and fostering connections among students, peers, and adults in our school community. Recognizing the negative impact that misuse or overuse of personal digital devices can have on both education and mental health, the Revelstoke Board of Education is committed to creating a learning environment that offers a break from the pressures and distractions associated with constant access to these devices.

## **Glossary**

**Personal Digital Device-** includes but is not limited to cell phones, smart watches, smart glasses, portable gaming devices and tablets/IPads.

## **Feedback Sheet**

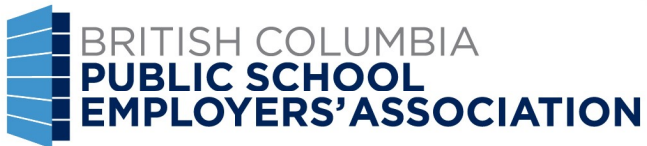
**1.What are your thoughts on the proposed personal digital device policy?**

**2.What aspects of the policy do you think will be the most beneficial or effective?**

**3.Are there any areas of the policy that you think need improvement or further clarification?**

**4. Are there any additional suggestions or ideas you'd like us to consider as we finalize this policy?**





# Conflict of Interest for Trustees

Guidelines for matters related to collective bargaining  
or the administration of a collective agreement

October 8, 2024

- |  |  |
|--|--|
| <input type="checkbox"/> Do NOT distribute this bulletin                           | <input checked="" type="checkbox"/> Distribute to full Board |
| <input type="checkbox"/> Distribute to Board members not in conflict               | <input type="checkbox"/> Distribute to local unions          |
| <input checked="" type="checkbox"/> Distribute to school district management staff | <input type="checkbox"/> Distribute publicly                 |
| <input type="checkbox"/> Distribute to all employees                               |  |

## Overview

Conflict of interest prohibits an elected official from taking part in a decision in which they have an interest that could give rise to the perception of bias. The purpose of this document is to provide guidance to school districts and Trustees regarding conflict of interest for matters related to collective bargaining or the administration of a collective agreement.

### Legal tests

For Trustees of a Board of Education (Board) in British Columbia, there are two sources of rules relating to conflict of interest: the *School Act* and common law.

- Pursuant to the *School Act*, a Trustee is prohibited from participating in or influencing decisions of the Board in respect of which the Trustee has a “pecuniary interest”. The *School Act* defines pecuniary interest as a direct or indirect interest that could monetarily affect the Trustee or their spouse, parent, or child, but excludes interests that are so remote or insignificant that they could not reasonably be regarded as likely to influence the Trustee.
- At common law, the test for a conflict of interest is whether or not a reasonably well-informed person – viewing the matter realistically and practically and having thought the matter through – would conclude that a Trustee’s decision-making could be influenced by the Trustee’s personal interest in a matter.

A conflict of interest exists if the threshold for either test is met.

Note that the law makes no distinction between *actual* and *perceived* conflicts of interest. Neither test requires that a Trustee’s decision-making be *actually* affected by a personal interest; rather, a conflict of interest exists if circumstances exist whereby the Trustee *could* be influenced by a personal interest (as prescribed by the *School Act* or as determined by a judge based on the reasonable person test at common law).

### Application

Questions on Trustee conflict of interest may arise at the local Board level or at the provincial BCPSEA level through the application of BCPSEA’s constitution and bylaws.

#### **Board level**

At the Board level, a Trustee in a conflict of interest must not take part in the discussion of, vote on, or otherwise attempt to influence voting on the matter in-question.

Responsibility for determining whether a Trustee is in conflict for the purposes of a matter before a Board falls jointly upon the Trustee and the Board; BCPSEA’s role is advisory only.

### **BCPSEA level**

At the BCPSEA level, pursuant to BCPSEA's constitution and bylaws, a Trustee in a conflict of interest may not be elected to the BCPSEA Board of Directors, be designated as their Board's BCPSEA Trustee Representative, or represent a Board at a BCPSEA general meeting or any other BCPSEA function.

Responsibility for determining whether a Trustee is in conflict for the purposes of applying BCPSEA's constitution and bylaws rests with BCPSEA.

## **Guidelines**

### **Interests of concern**

The legal framework of labour relations in British Columbia contemplates that the interests of employers and unions are likely to be adverse to one another. When it comes to matters related to collective bargaining or the administration of a collective agreement, a conflict of interest is likely to arise where a Trustee may have a personal interest (unrelated to their role as Trustee) in collective bargaining outcomes or in the interpretation and application of a collective agreement.

#### **1. Involvement with a union within the K-12 public education sector**

Involvement (as an employee, elected official, or other form of active affiliation) of a Trustee with a union that represents teachers or support staff in the K-12 public education sector is a clear conflict of interest for matters related to collective bargaining or to the administration of a collective agreement.

In such cases, the conflict of interest arises from the individual's competing duties of loyalty to the union and to the Board. This conclusion is true regardless of whether or not the Trustee's involvement is accompanied by a monetary benefit.

#### **2. Unionized employment within the K-12 public education sector**

A Trustee employed by a union within the K-12 public education sector is another clear conflict of interest for matters related to collective bargaining or to the administration of a collective agreement.

In such cases, the conflict of interest arises from the potential impact to the Trustee's terms and conditions of employment. Courts have found that, due to the interconnected nature of collective bargaining in the K-12 public education sector, collective bargaining outcomes in one school district are likely to impact collective bargaining outcomes in other school districts: *Wynja v. Halsey-Brandt*, 1993 CanLII 593 (BC CA).

### **3. Unionized employment outside of the K-12 public education sector**

A Trustee employed by a union outside of the K-12 public education sector may also be a conflict of interest for matters related to collective bargaining or to the administration of a collective agreement where: i) the Trustee's employer is subject to oversight by the Public Sector Employers' Council (PSEC) Secretariat, or ii) the Trustee's union is connected with a support staff union in the K-12 public education sector: CUPE, Teamsters, IUOE, BCGEU, WVMEA, CMAW, USWA, Trades Bargaining Council, NTSA.

In such cases, the conflict of interest arises from the potential impact to the Trustee's terms and conditions of employment due to the interconnected nature of collective bargaining in British Columbia.

## **Family or other personal relationships**

The above-noted interests of concern can also give rise to a conflict of interest where they involve family members or other personal relationships of a Trustee.

### **1. Spouse, parent or child**

Section 57 of the *School Act* deems the pecuniary interests of a Trustee's spouse, parent, or child as one and the same as those of the Trustee for the purpose of determining conflict of interest. These terms are defined broadly to extend beyond biological or formalized legal relationships and include relationships established through marriage (stepchildren and parents-in-law) and close relationships akin to those categories (including common-law spouses).

### **2. Extended family and close personal relationships**

Pecuniary or other benefits to extended family or other close personal relationships can also trigger conflict of interest concerns for a Trustee at common law. Whether or not a particular set of circumstances crosses the common law threshold for conflict of interest is likely to depend upon the nature of the benefit and the nature of the relationship. The more significant and direct the potential benefit to the individual and the more proximate the relationship between the Trustee and the individual, the more likely it is that a court would conclude that a reasonable person would believe that the Trustee's decision-making could be influenced by their personal interest in a matter. In terms of assessing the proximity of the relationship, consideration would be given to length of time, geographic proximity, frequency of communication, and financial dependence.

## Common scenarios

BCPSEA has prepared the table below outlining a number of common scenarios that could give rise to a conflict of interest. The purpose of this table is to guide Boards in assessing potential conflicts of interest at the Board level and to provide transparency about BCPSEA criteria for assessing eligibility to participate in BCPSEA matters pursuant to BCPSEA's constitution and bylaws.

Scenario	Participation in Board matters	Participation in BCPSEA matters
1. Trustee or their spouse (including common law) or their parent or child (including in-laws) is employed by a school district in a unionized position within the K-12 public education sector.	<b>Clear conflict of interest</b>	<b>Not permitted</b>
2. Trustee or their spouse (including common law) or their parent or child (including in-laws) is an elected official of, employed by, or otherwise actively involved in a union that represents teachers or support staff in the K-12 public education sector.		
3. Trustee is employed in a unionized position outside the K-12 public education sector, but within the broader BC public sector subject to the PSEC Secretariat mandate.	<b>Likely conflict of interest</b>	<b>Not permitted</b>
4. Trustee is employed in a unionized position outside the K-12 public education sector, but which union also represents support staff in the K-12 public education sector: CUPE, Teamsters, IUOE, BCGEU, WVMEA, CMAW, USWA, Trades Bargaining Council, NTSA.		
5. Trustee is an elected official of, employed by, or otherwise actively involved in a union outside the K-12 public education sector, but within the broader BC public sector subject to the PSEC Secretariat mandate.		
6. Trustee's spouse, parent, or child (including in-laws and common-law relationship) is employed in a unionized position outside the K-12 public education sector, but within the broader BC public sector subject to the PSEC Secretariat mandate.	<b>Should be disclosed by Trustee to Board</b>  <b>To be considered by Board and Trustee on a case-by-case basis</b>	<b>Must be disclosed by Trustee to BCPSEA</b>  <b>To be considered by BCPSEA on a case-by-case basis</b>
7. Trustee's spouse (including common law) or their parent or child (including in-laws) is employed in a unionized position outside the K-12 public education sector and that union also represents support staff in the K-12 public education sector: CUPE, Teamsters, IUOE, BCGEU, WVMEA, CMAW, USWA, Trades Council, NTSA.		
8. Trustee's spouse (including common law) or their parent or child (including in-laws) is an elected official of, employed by, or otherwise actively involved with a union outside the K-12 public education sector, but within the broader BC public sector subject to the PSEC Secretariat mandate.		
9. A close personal relationship of the Trustee is an elected official of, employed by, or otherwise actively involved in a union that represents teachers or support staff in the K-12 public education sector or is employed in a unionized position in the K-12 public education sector. Close personal relationships may include siblings, grandparents, grandchildren, cousins, aunts, uncles, and other extended family relationships, as well as close friendships and romantic relationships.		

For more information, please refer to the Frequently Asked Questions section at the end of this document.

# Processes for Boards

## Duty of confidentiality

All Trustees, whether in-conflict or not, have a duty not to use or disclose confidential information, including confidential information related to collective bargaining or the administration of a collective agreement.

## Responsibility of Trustees in-conflict

Pursuant to section 58 of the *School Act*, if a Trustee has a pecuniary interest in any matter and is present at a meeting at which the matter is being considered, the Trustee must:

- a. disclose their pecuniary interest and the general nature of the pecuniary interest;
- b. not take part in the discussion of or vote on any question in respect of the matter; and
- c. not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

In addition, if a meeting is not a public meeting, the Trustee who has a pecuniary conflict of interest must leave the portion of the meeting during which the matter is under consideration.

The same responsibilities apply for common law conflicts of interests.

## Risk and liability

Pursuant to section 62 of the *School Act*, Members of the public can make a court application if they believe that a Trustee has taken part in the discussion or vote of a matter while in a conflict of interest or otherwise contravened the requirements of section 58 of the *School Act*.

- If a court finds a Trustee has knowingly breached the *School Act* provisions, the court must vacate the Trustee's seat and may order the Trustee to pay financial restitution. Further, the Board may declare that the decision in question be declared void.
- If a court finds a Trustee has participated in a decision contrary to the common law rules relating to conflicts of interest, the court may set aside the Board's decision in that matter.

The process and potential outcomes would be of the same kind for common law conflicts of interest.

## Assessing potential conflicts of interest

Where a Board is concerned that a Trustee may have a disqualifying conflict of interest, the Board should obtain information about the apparent conflict, refer to the guidance in this document, review their Trustee Code of Conduct, and, where necessary, seek legal advice.

Based on the information, the Board may decide to:

- prevent the Trustee from participating in the decision-making process; or
- continue with the knowledge that there is a potential conflict of interest.

Boards may consider ways to mitigate potential conflicts of interest, however, please note that mitigation is not a legal defence to a conflict of interest complaint.

## Removing a Trustee in-conflict

A Board can, by resolution, prohibit a Trustee from participating in a debate or voting on a matter in respect of which the Board is of the view that the Trustee has a conflict.

Alternatively, section 70 of the *School Act* provides that a majority of the Trustees present at a meeting of the Board may expel a Trustee from the meeting for improper conduct, which can include participating in discussions or otherwise influencing the vote on a matter in which the Trustee has a conflict of interest or disqualifying bias.

Any decision to prohibit or expel a Trustee must be made through a fair process.

## Quorum

If the number of Trustees able to participate in a meeting is insufficient to constitute a quorum due to conflict of interest concerns, the Board may apply to the Court to allow it to proceed.

Note that, through such an application, the Court does not rule on the existence or absence of a conflict interest – it simply empowers the Board to consider, discuss, and vote on the specific matter by either relieving the legal requirement for quorum or by temporarily relieving the application of the *School Act* and/or the common law with respect to conflict of interest.

## Questions

Trustees should direct questions regarding conflict of interest to their school district's Secretary Treasurer or Superintendent, or to the BC School Trustees Association.

Secretary Treasurers and Superintendents with questions regarding conflict of interest for Trustees may contact Chris Beneteau, Executive Director, Labour Relations (LR Liaison and Legal Services) at [chrisb@bcpsea.bc.ca](mailto:chrisb@bcpsea.bc.ca).

# Frequently Asked Questions

## BCPSEA level questions

1. **If I am in a conflict of interest position, can I be my Board's BCPSEA Trustee Representative?**

No, you cannot be the BCPSEA Trustee Representative for your Board of Education.

2. **If I am in a conflict of interest position, can I be elected to BCPSEA's Board of Directors?**

No, you cannot be elected to BCPSEA's Board of Directors.

3. **If I am in a conflict of interest position, what is my involvement in collective bargaining?**

You will be made aware of process and timeline updates, as well as bargaining outcomes. You cannot be involved in planning, discussion, execution, or ratification.

4. **If I am in a conflict of interest position, what is my involvement in labour relations?**

You cannot be involved in labour relations issues.

5. **If I am in a conflict of interest position, what communications will I receive from BCPSEA?**

You will receive communications that are public in nature. You will not receive communications related to labour relations issues, including implementation of collective agreements, dispute management, grievances and arbitrations, and collective bargaining planning and execution.

## Clarifying questions

6. **What is a "child" for the purposes of conflict of interest under the *School Act*?**

"Child" includes a biological or adopted children and any person whom the trustee has demonstrated a settled intention to treat as a member of his or her family. In most circumstances, "child" would include a "step-child". It is important to note that case law makes no distinction between a dependent child and an adult independent child.

7. **What is a "spouse" for the purposes of conflict of interest under the *School Act*?**

"Spouse" means a person who is:

- married to a trustee, or
- who is living with the trustee in a marriage-like relationship and has lived as such for a continuous period of at least two years.

A person is not a "spouse" if they are separated and living apart from the trustee and they have entered into a separation agreement or there is a court order recognizing the separation.



**8. Is it a conflict of interest if a Trustee is involved in a union?**

Possibly. Whether or not a Trustee's involvement in a union (including membership, employment, or other forms of active participation) results in a conflict of interest for matters related to collective bargaining or the administration of a collective agreement will depend upon the connection that union has with the K-12 public education sector and/or the BC broader public sector. Please see the common scenarios table in the Guidelines (page 5) for guidance on specific scenarios.

**9. Is it a conflict of interest if a Trustee has a family member who is involved in a union?**

Possibly. A child, parent, or spouse of a Trustee involved in a Union would be assessed in the same manner as if the Trustee was involved. For extended family members or close personal relations, whether or not their involvement in a union results in a conflict of interest for matters related to collective bargaining or the administration of a collective agreement would depend upon nature of the relationship and the degree of connection of the union with the K-12 public education sector. Please see the common scenarios table above for guidance.

**10. Is it a conflict of interest if a Trustee or their family member is a retired teacher or support staff employee?**

Normally no. If the Trustee or their family member has retired long enough ago that a retroactive wage settlement would not result in the receipt of any payments, then the fact that they were previously employed in the K-12 public education sector is unlikely to give rise to a conflict of interest provided there are no immediate plans to return to employment in the public sector.

**11. Is there any distinction in how conflict of interest applies when it comes to provincial bargaining vs. local bargaining?**

No. If a Trustee is in a conflict of interest with respect to provincial bargaining, then they would also be in conflict with respect to local bargaining (and vice versa).

**12. Is there any distinction in how conflict of interest applies when it comes to collective bargaining vs. application of a collective agreement?**

No. If a Trustee is in a conflict of interest with respect to collective bargaining, then they would also be in conflict with respect to the application of a collective agreement (and vice versa).

**13. Does conflict of interest apply to school district management staff?**

Conflict of interest, as the concept exists for Trustees under the *School Act* and at common law, does not apply to school district employees. Rather, school district employees have a contractual and, in some cases, a fiduciary duty of loyalty to the school district and must at all times act in the best interests of the school district as their employer. Failure to do so can result in disciplinary action up to and including termination of employment. The Board may, at its discretion, establish specific policies setting out when an employee may be required to disclose a conflict-like interest and/or when an employee may be precluded from exercising their duties due to a conflict-like interest.

**From:** Jade Berrill <jade@outdoorlearning.com>

**Sent:** Saturday, October 5, 2024 7:39 AM

**To:** Wendy Rota <wrota@sd19.bc.ca>; Roberta Kubik <rkubik@sd19.bc.ca>

**Subject:** School Board Trustees Meeting Follow Up

Dear Wendy and Roberta,

Thank you again for having me to share with this important group of education decision makers. I am deeply honoured to be a satellite in our School District solar system and if there is anything I can ever do to support you or the team here I will gladly do so.

I am so grateful that you are the leadership in our education spaces.

If you could please share the following message (and attachments) with attendees, I would be so grateful:

Dear School Board Trustees,

If you are interested in learning more about the academic, social, physical and emotional benefits of outdoor learning please do not hesitate to reach out to me personally: [jade@outdoorlearning.com](mailto:jade@outdoorlearning.com) or visit the [Outdoor Learning School and Store](#) page to learn more.

Educators, administrators and all folks are welcome to attend our **free virtual workshops!** With some of the greatest movers and shakers in outdoor, environmental and Land based learning we reach over 30,000 people with these.

We have three virtual [Indigenous Language Learning Courses](#) coming up - these are open to everyone to encourage Indigenous Language revitalization.

Our [4 Seasons of Indigenous Learning](#) truth and reconciliation training begins Oct. I can offer you, your team, staff or members a 20% discount if you register before Oct 15 (image attached). There are three consecutive 'seasons' (school years) of learning, and they help people progressively deepen their connection to place, Land and Indigenous people.

We have other amazing professional learning opportunities including our [National Outdoor Learning Conference](#), [Seasonal Virtual Outdoor Learning Courses](#) and a 30 hour [Outdoor Learning Certification](#) for educators which is self-paced online and offers training in risk assessment, communication and pedagogy.

It was a great pleasure to meet you all and I hope to stay connected,

Take Care,

Jade

Jade Berrill, Director of Learning

[The Outdoor Learning School & Store - A Charitable Non-profit](#)

[Registration is open for our Fall Outdoor Learning Online Courses!](#)

*I am a non-Indigenous person living in the traditional and unceded territory of the Sinixt. Deeply grateful for the cedar and water medicines surrounding me on the banks of sn̓x̌w̓n̓tkw̓tkw̓ 'swift river'.*

*This place has importance, stories, food and resources for the Secwepemc, Okanagan Syilx and Ktunaxa First Nations. These mountains and valleys are also a chosen home for many Métis people.*

*Lm Imxt, hu sukił ǫukni and kukwstsétsemc to my mentors, language teachers and friends who are sharing their knowledge and time with me.*



# Fall Outdoor Learning Online Courses

## Nêhiyawêwin (Cree) Language Course

Starts Oct 16 - with Rollin Baldhead and Nêhiyaw Elders

## Naturally Inclusive - Engaging Children of all Abilities Outdoors

Starts Oct 21 - with Dr. Ruth Wilson & Karen Lai

## Outdoor Learning Certification Program

Self-paced - with Take Me Outside

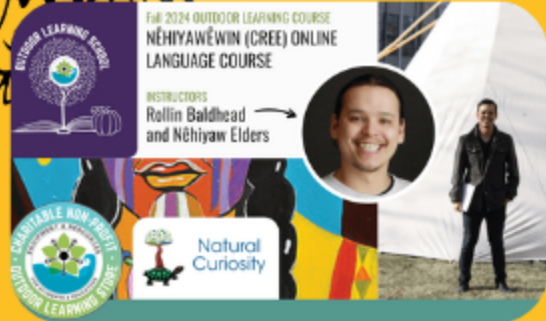
## Introductory Michif Language Course

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