

THE BOARD OF EDUCATION OF SCHOOL DISTRICT 68
SPECIAL BOARD MEETING
AGENDA

Wednesday, February 17, 2021, 5:00 PM
ONLINE MICROSOFT TEAMS MEETING

Policy 2.6 Meetings and Board Operations

Subject matter is restricted to salary negotiations; personnel matters- acquisition, sale, lease, exchange, legal matters, confidential communication

Policy 2.4 Role of the Chair and Vice-Chair

The Chairperson, or designate, shall be the official spokesperson to the news media for the Board.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order. With great respect and humility, we acknowledge and honour the lands of the Snuneymuxw people. The Snuneymuxw people maintain their profound, unique and spiritual connection to the land through ageless traditions, teachings, stewardship and expressions of reciprocity.

2. ADDITIONS

3. DELETIONS

4. CHANGE IN ORDER

5. APPROVAL OF THE AGENDA

That the Agenda be approved.

6. NEW BUSINESS

6.1. Trustee Barron

2

Re: Provincial Council Motions

7. ADJOURNMENT

That the meeting be adjourned.

BCSTA Provincial Council Business Meeting

Saturday, February 20, 2021
8:30am – 4:00pm (anticipated end time)
Location: via ZOOM

PROPOSED AGENDA

1. Adoption of Provincial Council Rules of Order Motion
2. Oral Report by Legislative Committee on Review of Motions
3. Adoption of Proposed Agenda Motion
4. Approval of minutes of October 24, 2020 Motion
5. **Oral Reports**
 - 5.1 President's Report Motion
 - 5.2 Chief Executive Officer's Report Motion
 - 5.3 CSBA Report Motion
 - 5.4 BCSTA Standing Committee Reports: Motion
 - Professional Learning Committee
 - Indigenous Education Committee
6. **Written Reports** Motion
 - 6.1 Minutes of the meetings of the Board of Directors held on 2020-09-18, 2020-10-23, 2020-11-26, 2020-12-15.
 - 6.2 Minutes of the meetings of the Professional Learning Committee held on October 22, 2021.
 - 6.3 Minutes of the meetings of the Indigenous Education Committee - none at this time.
 - 6.4 Minutes of the meetings of the Finance and Audit Committee held on 2020-09-25 and 2020-10-20.
 - 6.5 Minutes of the meetings of the Legislative Committee held on 2020-09-24, 2020-11-13 and 2020-12-17.
7. **Motion Tracking Database Updates** Motion
 - 7.1 Provincial Council Resolution Tracking
 - 7.2 Annual General Meeting Resolution Tracking
8. **Action Items**
 - 8.1 BCSTA 2021/2022 Draft Budget Motion
 - 8.2 BCSTA's *Policy on Travel Expenses* – Per Diem Rates Motion
 - 8.3 BCSTA's *Policy on Travel Expenses* – Dependant Care Motion
 - 8.4 BCSTA's *Policy on Travel Expenses* – Appeal Process Motion
 - 8.5 Thompson Okanagan Branch's Constitution and Bylaws Motion

9. Motions to Provincial Council

- | | | |
|-----|--|--------|
| 9.1 | Funding for Distributed Learning | Motion |
| 9.2 | COVID-19 Vaccine Priority for Workers in the Public Education Sector | Motion |
| 9.3 | Providing Accessible and Timely Information Regarding COVID-19 and School Safety | Motion |

10. Late Motions

- 10.1 To be determined on day of meeting*

11. Adjournment

Motion

BCSTA GUIDE TO PROVINCIAL COUNCIL

- I. PROVINCIAL COUNCIL: AN OVERVIEW**
- II. PREPARING FOR PROVINCIAL COUNCIL**
- III. TRAVEL AND ACCOMMODATION**
- IV. BCSTA PROVINCIAL COUNCIL RULES OF ORDER**
- V. AFTER PROVINCIAL COUNCIL**

Referenced

BCSTA Bylaws, Policies, & Operational Guidelines

Questions?

If you have questions regarding Provincial Council, please contact the BCSTA office and ask for:

Gordon Li or Audrey Ackah, if your question is in regard to policy issues, agenda items or the formulation of motions.

Zorica Jovic or Sara Hunter, if your question is in regard to registration for an upcoming meeting.

I. PROVINCIAL COUNCIL: AN OVERVIEW

History

BCSTA's Provincial Council was established in 1987. It was formed to ensure that the interests of all Boards are represented in the governance of BCSTA and to facilitate an ongoing dialogue around issues facing the Association and its member Boards across the province.

The usual format for fall and winter Provincial Council meetings starts with Standing Committee meetings on Thursday and Friday, a guest speaker on Friday evening, then oral Standing Committee reports and Provincial Council business on Saturday followed by our afternoon Issues Forum. Due to the COVID-19 outbreak, the February 2021 meeting will be limited to the Saturday business meeting only.

Membership

The Provincial Council consists of the Board of Directors (7) plus one representative elected by each member Board of the Association (60).

Election to the Council

At least once per year, each member Board elects one trustee as its Provincial Councilor and one trustee as its alternate. Councilors take office immediately following the election and hold office until successors are elected.

If at any time a Provincial Councilor either ceases to be a trustee or resigns from the Council, the Board must elect a new representative.

Powers and Duties

a) Provincial Council must approve:

- The annual budget of the Association, which reflects:
 - the total fees to be collected from member Boards and the criteria for the determination of individual fees (note: these criteria are to establish the individual fees for each member Board);
 - the payment of honoraria to the president, vice-president, directors and the immediate past president; and
 - the criteria for payment of out-of-pocket expenses of BCSTA officers, committee members, Provincial Council members and staff when incurred on Association business.

b) The Provincial Council has the power to:

- establish interim policies of the Association between general meetings;
- approve amendments to the constitutions and bylaws of BCSTA Branch Associations; and

- provide financial and other assistance to nonprofit organizations with goals and objectives similar to those of the Association.
- c) The Provincial Council may
- meet, adjourn and otherwise regulate its meetings as it sees fit;
 - authorize the Board of Directors to acquire or lease real or personal property;
 - direct the Board of Directors regarding the investment of funds in the forms permitted by Article 14a of the *BCSTA Bylaws* and establish limits on the Board of Directors' borrowing powers in accordance with Article 14b of the *Bylaws*:
- Article 14a) The Board of Directors shall have the power to invest funds of the Association in accordance with the policies of the Provincial Council, as such funds from time to time accumulate, in investments authorized under the Trustee Act.*
- Article 14b) The Board of Directors shall have the power to borrow from time to time and on the credit of the Association, amounts which at no time shall exceed in the aggregate a sum which can be fully secured by investments made in pursuance of bylaw 14.a) plus one-fifth (1/5) of the annual budget.*
- advise the Board of Directors with respect to its conduct of the business of any other organization of which it acts as Board of Directors.
- d) Should the office of Director on the Board of Directors fall vacant during the course of the year, the Provincial Council elects one of its members to fill this vacancy.

Meetings

The Provincial Council must meet at least three times a year: once in conjunction with the Annual General Meeting and twice between Annual General Meetings.

Additional Council meetings will be held if:

- a) called for by one-third (1/3) of Provincial Councilors; or
- b) called for by the Board of Directors.

Quorum for Provincial Council is two-thirds (2/3) of Councilors.

II. PREPARING FOR PROVINCIAL COUNCIL

Motions

Motions to Provincial Council may be submitted by member Boards, Branches, the Board of Directors, and the Professional Learning and Indigenous Education Committees. The motion submission deadline is set by the CEO and is communicated to members in advance.

Motions must be emergent and should clearly indicate an action requested of BCSTA, (rather than an action for some other body or organization). Wording should be as succinct as possible. BCSTA provides a template for drafting motions. Staff will also assist in preparing appropriate wording.

What is an Emergent Motion?

BCSTA's Bylaws define "emergent" as "business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy, or a public education issue." Please note that a motion may well be important but not meet the criteria for being emergent. Questions you may want to consider when deciding whether a motion is emergent include:

- Is there a deadline to provide input to government regarding this public policy issue? Is the deadline prior to the BCSTA AGM?
- Is the government considering legislation which will proceed through the Legislature prior to AGM?

The *BCSTA Motion Guide* includes the following example of an emergent issue:

- A bill relating to public education is being debated in the Legislative Assembly. The Legislature will conclude its consideration of the bill on or before November 30 (the last day of the Legislative session). A board submits a Provincial Council motion for consideration at the October Provincial Council meeting. The motion calls on the Association to express support for or opposition to the bill. If this motion is delayed until the next AGM, the bill will have already been passed or defeated by the Legislative Assembly and this will negatively impact the ability of the Association to influence government on this issue.

Further information about BCSTA motions is included in the *Motion Guide*, which is available in the BCSTA HUB.

Legislative Committee

The Legislative Committee's role is to "examine, correlate, amend, reject and report on motions." For Provincial Council meetings, the Legislative Committee determines whether the motions submitted to the Committee are emergent. If the Committee determines that a motion is emergent, it will be included in the proposed agenda for the Provincial Council meeting. Provincial Council will decide whether or not the Council agrees with the Committee's determination. As per the Association's bylaws, the Board of Directors may put forward motions to Provincial Council without receiving prior approval of the Legislative Committee or Provincial Council.

Late Motions to Provincial Council

The Provincial Council, rather than the Legislative Committee, will determine whether motions submitted after the motion submission deadline by member Boards, Branches, the Professional Learning Committee, or the Indigenous Education Committee are emergent. If Provincial Council approves the addition of a late motion to the meeting agenda, it will be debated at the conclusion of debate of the provincial council motions which were submitted by the motion submission deadline. Late motions are to be submitted to BCSTA at motions@bcsta.org.

Meeting Materials

Prior to Council, Councilors will receive an agenda package containing support materials. This package may include:

1. Agenda
2. Minutes of the previous Council
3. Committee Reports
 - Minutes of the meetings of the Board of Directors and Standing Committees
4. Miscellaneous
 - Tracking of past resolutions
 - Reports
5. Motions to Provincial Council

The Role of Provincial Councilors

Each Councilor serves as a representative of their Board. It is, therefore, essential that Councilors familiarize themselves with agenda items requiring discussion or action by the Council, and that they know their Board's positions regarding these issues. It may be worthwhile to consider making BCSTA business a standing agenda item at Board meetings so that a mechanism is set up for discussing issues and getting input from your Board.

Recording of Proceedings

As with past years, this meeting of Provincial Council will be recorded (audio and now video) for record keeping purposes.

III. TRAVEL AND ACCOMMODATION

Except when a Provincial Council meeting is held in conjunction with the Annual General Meeting or Academy, BCSTA normally assumes travel and accommodation expenses for attendance at these meetings. As the February 2021 meeting of Provincial Council will be a virtual event (i.e. hosted only via Zoom), there will be no in-person attendance and thus no travel or accommodation reimbursements will be paid.

IV. BCSTA PROVINCIAL COUNCIL RULES OF ORDER

Meetings of the Provincial Council are governed predominately by *Robert's Rules of Order*. Additional procedural details are provided by *BCSTA's Provincial Council Rules of Order*.

BCSTA Provincial Council Rules of Order are designed to facilitate progress of the Provincial Council of the British Columbia School Trustees Association, to include members in orderly debate and to ensure courtesy, fairness and equality for all.

1. **The Meeting:** Will be conducted in accordance with the *Constitution* and *Bylaws* of the Association, and any rules or order adopted by the assembly.
2. **Order of Business:** The Board of Directors will prepare a proposed agenda. Changes to the agenda are determined by Provincial Council.
3. **Speakers:** A delegate wishing to speak will indicate their desire to do so using the Raise Hand function in Zoom and will have their name added to the speakers' list by the Vice-Chair. The Chair may recognize speakers out of turn in order to deal with matters taking precedence, or to hear the opposite side of the debate where one side is predominating, or to hear opposing speakers in alternation. The mover of the motion is entitled to speak first and to close debate after others have done so except where there is a successful motion to immediately call the question.
4. **Debate:** Shall be limited to three (3) minutes for each speaker for each question. A delegate may speak only once on any motion.
5. **Comments or Questions:** Must be related to the pending motion or report.
6. **Amendments to Motions:** Shall be submitted in writing through BCSTA's online voting website. Amendments will be presented when the Vice-Chair recognizes the submitter from the speakers' list.

7. **Voting:** During electronic Provincial Council meetings, voting is done by using BCSTA's online voting system. Ballot voting is only used for an election to fill a vacancy on the Board of Directors between Annual General Meetings but will not take place during this meeting of Provincial Council.
8. **Electronic Devices:** All phones and other electronic devices shall be silenced during the meeting.
9. **Motions:** The Provincial Council may refer motions to the BCSTA Board of Directors if the Provincial Council is unable to finish debating all of the motions.
10. **Technical Requirements and Malfunctions:** During electronic Provincial Council meetings, each member is responsible for his or her audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
11. **Forced Disconnections:** During electronic Provincial Council meetings, the Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
12. **Quorum Calls:** During online Provincial Council meetings, the presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

Note: *An IT resource guide, as well as a participant practice session, will be provided to all registrants in advance of the Provincial Council meeting date. There will also be IT specialists on-hand to assist with any individual technical problems. It remains the responsibility of individual participants, however, to ensure they have the appropriate IT resources and training in place to participate effectively in the meeting.*

V. AFTER PROVINCIAL COUNCIL

Synopsis

A synopsis of the meeting, including the disposition of motions, will be distributed electronically following Provincial Council.

Evaluation

An on-line evaluation will be distributed to all Provincial Council representatives in the week following Provincial Council.

Reports to Your Board

Reporting back to your Board will ensure that the membership is kept well-informed of discussions and decisions, as well as new issues raised for future consideration by Provincial Council, committees or membership. This should also provide you with an opportunity to discuss and better understand the insights, suggestions and concerns of your Board.



PROVINCIAL COUNCIL MEETING MINUTES

Saturday, October 24, 2020

MINUTES OF THE MEETING OF THE PROVINCIAL COUNCIL OF THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION HELD VIA ZOOM ON OCTOBER 24, 2020

PRESENT:

PROVINCIAL COUNCILLOR ATTENDANCE – OCTOBER 24, 2020

Bev	Bellina	5	Southeast Kootenay	Debbie	Marten	53	Okanagan Similkameen
Jane	Fearing	6	Rocky Mountain	Frank	Farrell	54	Bulkley Valley
Sharon	Nazaroff	8	Kootenay Lake	Ron	Polillo	57	Prince George
Not	Present	10	Arrow Lakes	Gordon	Comeau	58	Nicola-Similkameen
Garry	Pendergast	19	Revelstoke	Travis	Jones	59	Peace River South
Darrel	Ganzert	20	Kootenay-Columbia	Erin	Evans	60	Peace River North
Tom	Williamson	22	Vernon	Ryan	Painter	61	Greater Victoria
Norah	Bowman	23	Central Okanagan	Allsion	Watson	62	Sooke
Not	Present	27	Cariboo-Chilcotin	Alicia	Holman	63	Saanich
Julie-Anne	Runge	28	Quesnel	Tisha	Boulter	64	Gulf Islands
Willow	Reichelt	33	Chilliwack	Shelley	Clarke	67	Okanagan Skaha
Phil	Anderson	34	Abbotsford	Lisa Marie	Barron	68	Nanaimo-Ladysmith
Not	Registration	35	Langley	Eve	Flynn	69	Qualicum
Laurae	McNally	36	Surrey	Larry	Ransom	70	Pacific Rim
Daniel	Boisvert	37	Delta	Janice	Caton	71	Comox Valley
Heather	Larson	38	Richmond	Susan	Wilson	72	Campbell River
Janet	Fraser	39	Vancouver	John	O'Fee	73	Kamloops/Thompson
Danielle	Connelly	40	New Westminster	Carmen	Ranta	74	Gold Trail
Jen	Mezei	41	Burnaby	Tracey	Loffler	75	Mission
Korleen	Carreras	42	Maple Ridge-Pitt Meadows	Cathy	Speth	78	Fraser-Cascade
Carol	Cahoon	43	Coquitlam	Barb	de Groot	79	Cowichan Valley
Mary	Tasi Baker	44	North Vancouver	Mike	Gilbert	81	Fort Nelson
Sheelah	Donahue	45	West Vancouver	Angela	Brand Danuser	82	Coast Mountains
Samantha	Haines	46	Sunshine Coast	Tennile	Lachmuth	83	North Okanagan-Shuswap
Doug	Skinner	47	Powell River	Arlene	Fehr	84	Vancouver Island West
Ian	Kent	48	Sea to Sky	Leighan	Wishart	85	Vancouver Island North
Crystal	Anderson	49	Central Coast	Not	Present	87	Stikine
Adeana	Young	50	Haida Gwaii	Nadine	Frenkel	91	Nechako Lakes
Katie	Jepsen	51	Boundary	Norman	Hayduk	92	Nisga'a
Kristy	Maier	52	Prince Rupert	Marie-Pierre	Lavoie	93	Conseil Scolaire Francophone

OBSERVERS**School District**

Sheri Walsh, Trustee, Alt. PC	SD08 (Kootenay Lake)
Lenora Trenaman, Board Chair	SD08 (Kootenay Lake)
Tony Goulet, Trustee	SD28 (Quesnel)
David Swankey, Trustee	SD33 (Chilliwack)
Kulvir Mann, Trustee	SD44 (North Vancouver)
Celeste Bickford, Trustee	SD48 (Sea to Sky)
Roxanne Gulick, Trustee	SD59 (Peace River South)
Helen Gilbet, Board Chair	SD60 (Peace River North)
Chaya Katrensky, Trustee	SD64 (Gulf Islands)
Dawn Lang, Trustee,	SD08 Kootenay Lake

BCSTA Board of Directors

Stephanie Higginson, President	SD68 (Nanaimo-Ladysmith)
Carolyn Broady, Vice-President	SD45 (West Vancouver)
Valerie Adrian, Director	SD74 (Gold Trail)
Tim Bennett, Director	SD57 (Prince George)
Mike Murray, Director	SD42 (Maple Ridge-Pitt Meadows)
Rick Price, Director	SD48 (Sea to Sky)
Donna Sargent, Director	SD38 (Richmond)
Mike Roberts, Chief Executive Officer	BCSTA

BCSTA STAFF

Jodi Olstead	Director, Finance & Human Resources
Audrey Ackah	Legal Counsel
Gordon Li	Education Director
Mark Regier	Director, Communications
Rachel Garrick	Media Relations and Design Specialist
Elaine Teng	Program Administrator
Zorica Jovic	Administrative Assistant

President Stephanie Higginson called the meeting to order at 8:30 am.

1. Adoption of Provincial Council Rules of Order

Moved: Sheelah Donahue SD45 That the Provincial Council Rules of Order be adopted as presented.

Sec: Erin Evans SD60

CARRIED Res.PC#20/2020

2. Oral Report by Legislative Committee on Review of Motions

Legislative Committee Chair Ryan Painter reported on the review of motions to Provincial Council by the Legislative Committee, including final recommendations.

3. Adoption of Proposed Agenda

Moved: Erin Evans SD60 That the agenda be adopted as presented.

Sec: Heather Larson SD38

CARRIED Res.PC#21/2020

4. Approval of minutes February 22, 2020 and April 17, 2020

Moved: Gordon Comeau SD58 That the Minutes of the meeting of the Provincial Council held on February 22, 2020 and April 17,

Sec: Laurae McNally SD36 2020 be adopted as presented.

CARRIED Res.PC# 22/2020

5. Oral Reports

5.1. President's Report

President Stephanie Higginson reported on BCSTA's work done over the past year. A full summary of the President's Report is included in the *BCSTA Provincial Council Synopsis*.

Moved: Larry Ransom SD70 That the President's oral report be received.

Sec: Alicia Holman SD63

CARRIED Res.PC# 23/2020

5.2. Chief Executive Officer's Report

Chief Executive Officer Mike Roberts provided an overview of the BCSTA adaptations during the pandemic. A full summary of the CEO's Report is included in the BCSTA Provincial Council Synopsis.

Moved: Erin Evans That the Chief Executive Officer's oral report be
SD60 received.
Sec: Gordon Comeau
SD58

CARRIED Res.PC# 24/2020

5.3. Canadian School Boards Association Report

Canadian School Boards Association Vice-President and BCSTA Director Carolyn Broady reported on the current activities of CSBA, including their recent October 2020 virtual meeting. A full summary of the CSBA Report is included in the BCSTA Provincial Council Synopsis.

Moved: Eve Flynn That the CSBA oral report be received
SD69
Sec: Phil Anderson
SD34

CARRIED Res.PC# 25/2020

5.4. BCSTA Standing Committee Reports

The Professional Learning Committee Chair Julie-Anne Runge, Rebecca Barley of the Indigenous Education Committee, Finance and Audit Committee's Mike Murray, and Legislative Committee Chair Ryan Painter delivered oral reports regarding the meetings of each committee prior to Provincial Council. A full summary of the oral reports is included in the BCSTA Provincial Council Synopsis.

Moved: Doug Skinner That the oral reports of the BCSTA Professional
SD47 Learning Committee, Indigenous Education
Sec: Janice Caton Committee, Finance and Audit Committee, and
SD71 Legislative Committee be received.

CARRIED Res.PC# 26/2020

6. Written Reports

The following written reports were received by Provincial Council.

- 6.1.** Minutes of the meetings of the Board of Directors held on 2020-01-16, 2020-01-27, 2020-02-03, 2020-02-21, 2020-03-16, 2020-03-23, 2020-03-31, 2020-04-16, 2020-05-22, 2020-06-05, 2020-06-19, 2020-08-20.
- 6.2.** Minutes of the meeting of the Professional Learning Committee held on 2020-04-27, 2020-05-11, 2020-05-18, 2020-05-28 and 2020-06-11.
- 6.3.** Minutes of the meeting of the Indigenous Education Committee held on 2019-10-24-25, 2020-02-20-21 and 2020-05-20.
- 6.4.** Minutes of the meetings of the Finance and Audit Committee held on 2020-01-17, 2020-02-21, 2020-03-17 and 2020-06-03.
- 6.5.** Minutes of the meetings of the Legislative Committee held on 2020-02-28, 2020-03-13, 2020-05-14 and 2020-07-10.

Moved: Marie Pierre Lavoie That the written reports (meeting minutes) of
SD93 the Board of Directors, Professional Learning
Sec: Garry Pendergast Committee, Indigenous Education Committee,
SD19 Finance and Audit Committee, and the
Legislative Committee be received.

CARRIED Res.PC# 27/2020

7. Tracking

The following on-line tracking reports were reviewed by Provincial Council.

7.1. Provincial Council Resolution Tracking

7.2. Annual General Meeting Resolution Tracking

Moved: Doug Skinner That the resolution tracking reports of Provincial
SD47 Council and AGM 2020 be received.
Sec: Nadine Frenkel
SD91

CARRIED Res.PC# 28/2020

8. Action Items

8.1. BCSTA Audited Financial Statements for the year ended June 30, 2020

Moved: Janice Caton That the October 2020 Provincial Council receive
SD71 the audited financial statements of the BC School
Sec: Lisa Marie Barron Trustees Association for the year end (June 30,
SD68 2020), as prepared by Smythe LLP Chartered
Professional Accountants.

CARRIED Res.PC# 29/2020

8.2. Grant Status Update as at June 30, 2020

Moved: Adeana Young That Provincial Council receive the status report on
SD50 BCSTA's external grants as of June 30, 2020, as
Sec: Carmen Ranta provided in BCSTA's 2019/2020 Audited Financial
SD74 Statements.

CARRIED Res.PC# 30/2020

8.3. 2021/2022 BCSTA Budget Planning

That Finance Committee Chair Director Mike
Murray provided the Finance Committee's report
on BCSTA's Budget Planning for 2021-2022.
Provincial Council discussed the update.

8.4. Metropolitan Branch Constitution and Bylaw changes

Moved: Bev Bellina That Provincial Council approve the amended
SD05 Constitution and Bylaws of the Metropolitan
Sec: Carol Cahoon Branch.
SD43

CARRIED Res.PC# 31/2020

8.5. Thompson Okanagan Branch Constitution and Bylaw changes

Moved: Ryan Painter That Provincial Council approve the amended
SD61 Constitution and Bylaws of the Thompson
Sec: Garry Pendergast Okanagan Branch.
SD19
CARRIED Res.PC# 32/2020

8.6. Vancouver Island Branch Constitution and Bylaw changes

Moved: Eve Flynn That Provincial Council approve the amended
SD69 Constitution and Bylaws of the Vancouver Island
Sec: Ryan Painter Branch.
SD61
CARRIED Res.PC# 33/2020

8.7. Planning Northern Interior Branch Constitution and Bylaw changes

Moved: Nadine Frenkel That Provincial Council approve the amended
SD91 Constitution and Bylaws of the Northern Interior
Sec: Erin Evans Branch.
SD60
CARRIED Res.PC# 34/2020

9. AGM MOTIONS TO PROVINCIAL COUNCIL**9.1. Climate Change Working Group**

Moved: Allison Watson That BCSTA establish a Climate Change Working
SD62 Group comprised of staff and trustees to:
Sec: Mary Tasi Baker • inform the BCSTA Board of Directors about the
SD44 ability of school districts, under the provincial
 government's current capital funding programs
 (including the Carbon Neutral Capital Program
 (CNCPP)), to meet the CleanBC goal for public
 buildings to reduce emissions by 50% by 2030;
 • consider examples of schools that demonstrate
 low/no emissions;
 • provide recommendations on how the 50%
 emissions reduction target could be achieved;
 and,
 • assist BCSTA in collaborating with the relevant
 provincial ministries to create and implement a
 plan to achieve the 50% emissions reduction
 target.
CARRIED Res.PC# 35/2020

9.2. Video Options for Winter Meetings

Moved: Darrel Ganzert That BCSTA consider enabling meeting
SD20 participants to attend meetings by video
Sec: Erin Evans conference.
SD60

CARRIED as Amended Res.PC# 36/2020

9.3. Safe Routes to Schools as part of the Provincial Active Transportation Strategy

Moved: Janet Fraser That BCSTA work with the Ministry of Education
SD39 and Ministry of Transportation and Infrastructure
Sec: Carol Cahoon on opportunities to include and improve Safe
SD43 Routes to Schools recommendations as a part of
 the new provincial Active Transportation Strategy.

CARRIED Res.PC# 37/2020

9.4. Funding for Trades

Moved: Korleen Carreras That BCSTA advocate for the Ministry of Education
SD42 and the Ministry of Advanced Education to provide
Sec: Rayan Painter funding for all students under the age of 19 years
SD61 who have graduated from secondary school to
 enable them to continue the trades program in
 which they were enrolled prior to graduation.

CARRIED Res.PC# 38/2020

9.5. Provincial Funding to Improve Access to Educational Programming in Correctional Facilities

Moved: Korleen Carreras That BCSTA request that the Ministry of Education
SD42 and Ministry of Public Safety and Solicitor General
Sec: Rayan Painter allocate special-purpose funding to school districts
SD61 that have correctional facilities in their districts to
 provide year-round educational services in
 provincial correctional facilities based on the level
 of service required in each community.

CARRIED as Amended Res.PC# 39/2020

9.6. Additional Supports for Letter of Permission Teachers and Non-Certified Teachers Teaching On-Call

Moved: Julie-Anne Runge SD28 That BCSTA advocate to the Ministry of Education for additional funding for districts to support teachers with Letters of Permission and non-certified teachers teaching on call by providing resources such as classroom management assistance, education assistants, and professional development.

Sec: Mike Gilbert SD81

CARRIED Res.PC# 40/2020

9.7. Timelier Response from Teacher Regulation Branch

Moved: Julie-Anne Runge SD28 That BCSTA advocate to the Ministry of Education to ensure that credential reviews by the Teacher Regulation Branch (TRB) are completed on a timelier basis.

Sec: Erin Evans SD60

CARRIED Res.PC# 41/2020

9.8. Aligning School Construction with Enrollment Projection

Moved: Ron Pollilo SD57 That BCSTA urge the Minister of Education and the Minister of Finance to request that capital funding for new schools and expansions, including seismic mitigation projects, be consistently provided on the basis of a ten-year projection for enrollment rather than on the current enrollment.

Sec: Nadine Frenkel SD91

CARRIED as Amended Res.PC# 42/2020

10. EMERGENT MOTIONS TO PROVINCIAL COUNCIL

10.1. That An Enhanced Co-Governance Approach for the Recovery Stage of the COVID-19 Global Pandemic

Moved: Lisa Marie Barron SD68 That BCSTA urge the Ministry of Education, in collaboration with BCSTA, to implement an enhanced co-governance approach which:

Sec: Eve Flynn SD69

- will strengthen communication and collaboration between the Ministry of Education, and boards of education; and,
- will provide additional opportunities with manageable timelines for boards of education to contribute input during the recovery phase of the COVID-19 emergency management cycle.

CARRIED Res.PC# 43/2020

10.2. Action on Anti-Black Racism

Moved: Jen Mezei SD41 That BCSTA advocates that the Ministry of Education:

Sec: Willow Reichelt SD33

- Investigate the root structural causes of anti-Black racism in the education system.
- Develop and implement mandatory anti-racism education for staff and students alike.
- Create a database to keep track of all incidents of racism in BC Schools against students and staff.
- Take immediate action to incorporate Canadian Black history into the BC K-12 curriculum for the next school year. The revised curriculum would include contributions of Black Canadians and a recognition of the adverse effects of policies and racism on Black Canadians. The curriculum development process would involve fulsome and meaningful consultation with Black-led organizations.

CARRIED Res.PC# 44/2020

10.3. Public Sector Executive Wage Freeze

Moved: Sheelah Donahue SD45 That That BCSTA advocate to the BC Public School Employers' Association, Public Sector Employers' Council and the Ministry of Finance to exempt the K-12 sector from the Public Sector Executive Compensation Freeze Policy.

Sec: Mary Tasi Baker SD44

CARRIED Res.PC# 45/2020

11. LATE MOTIONS CONSIDERED BY PROVINCIAL COUNCIL

11.1. Public Sector Executive Wage Freeze

Moved: Gordon Comeau That BCSTA support districts with a letter
SD58 addressed to Honourable Carol James, Minister of
Sec: Erin Evans Finance to reverse to *BC Public Sector Executive*
SD60 *Compensation Wage Freeze Policy* or minimize it
to one year.

Defeated not added to the agenda

11.2. Covered Outdoor Play Spaces and Outdoor Classrooms

Moved: Larry Ransom That BCSTA requests the Government of British
SD70 Columbia to work with the Ministry of Finance and
Sec: Janice Caton Ministry of Education to provide sufficient
SD71 targeted Capital Funds to all school districts for
the expedited construction of (All weather)
Covered Outdoor Play Spaces and Outdoor
Classrooms at all Public Schools in BC.

Furthermore that BCSTA urge the Government of
British Columbia to work with all levels of local
government to ensure full and inclusive
community access for all children to use these
facilities outside school hours.

Carried - added to the agenda Res.PC# 46/2020

LATE MOTIONS DEBATED BY PROVINCIAL COUNCIL

11.1 Covered Outdoor Play Spaces and Outdoor Classrooms

Moved: Allsion Watson That BCSTA requests the Government of British
SD62 Columbia to work with the Ministry of Finance and
Sec: Janice Caton Ministry of Education to provide sufficient
SD71 targeted Capital Funds to all school districts for
the expedited construction of (All weather)
Outdoor Play Spaces and Outdoor Classrooms at
all Public Schools in BC.

Furthermore, that BCSTA urge the Government of
British Columbia to work with all levels of local
government to ensure full and inclusive
community access for all children to use these
facilities outside school hours.

Defeated as Amended

1. Adjournment

Moved: Travis Jones
SD59

Sec: Erin Evans
SD60

That the Provincial Council meeting be adjourned.

CARRIED Res.PC# 47/2020

DRAFT

BOARD OF DIRECTORS' MEETING MINUTES

Date: Friday September 18, 2020

Time: 9:00 am – 3:00 pm

Fairmont Vancouver Airport Hotel

PRESENT:

Stephanie Higginson	President
Carolyn Brody	Vice President
Rick Price	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

Not in Attendance Valerie Adrian, Director

STAFF:

Audrey Ackah	Legal Counsel
Jody Olstead	Director, Finance & Human Resources
Gordon Li	Director, Education Services
Mark Regier	Director, Communications
Zorica Jovic	Administrative Assistant

1. **ADOPTION OF PROPOSED AGENDA**

Moved: Rick Price

Seconded: Donna Sargent

That the Board of Directors' meeting agenda be adopted as presented.

Status: CARRIED

Res. #45/2020

2. **APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS**

2.1 **Approval of Minutes of the Board of Directors Meeting held on August 20, 2020**

Moved: Rick Price

Seconded: Carolyn Brody

That the minutes of the August 20, 2020 Board of Directors' meeting be approved as presented.

Status: CARRIED

Res. #46/2020

3. ACTION / DISCUSSION ITEMS

3.1 School year start-up review

The board of directors discussed the school start-up process to date, including both the successes and challenges faced by school districts. The success of most school districts having 80-90% of students return to school was noted. The board of directors emphasized the need to continue to communicate with member boards and to identify key areas where BCSTA might support members going forward. There is significant concern regarding the challenges boards will likely face over the next 1-2 years, and BCSTA need to assist whenever possible.

Moved: Carolyn Broady

Seconded: Rick Price

That the Board of Directors write a letter to Ministry of Education regarding the Restart Steering Committee and working groups shifting their focus to supporting teaching and learning during the pandemic as we continue to move from planning to implementation.

Status: CARRIED Res #47/2020

3.2 CUPE request for support on Child Care Report

The Board of Directors received an update from Chief Executive Officer Mike Roberts on the CUPE request for support of their childcare in schools initiative. Directors discussed the possible implications of endorsing a single service model, that may have significant implications for current providers. Overall, however, our board supports the concept of expanded and improved childcare opportunities tied to schools and school districts. Guidance to the board is provided through past member motions in this regard. Directors suggested the need for a coordinated meeting of provincial childcare group.

Moved: Rick Price

Seconded: Tim Bennett

That the Board of Directors write a letter asking the Minister to form a sector advisory group to examine options and make recommendations regarding a comprehensive plan for inclusion of early learning options into K-12 education in British Columbia.

Status: CARRIED Res #48/2020

3.3 Provincial implementation of new FESL policy

Chief Executive Officer Mike Roberts provided an update on the next steps for the provincial implementation of the new Framework for Enhancing Student Learning (FESL) policy. Implementation of the new policy is moving forward in the current COVID-19 context, and focuses on requirements for boards of education (rather than school district staff). Directors had previously supported the FESL policy direction, which focuses on the importance of improving student outcome through quality district strategic planning. BCSTA will support this direction by creating resources to support individual boards. Presentations will also be included at upcoming BCSTA events and regional meetings. BCSTA has been invited to participate in future FESL planning and implementation meetings hosted by the Ministry of Education, and will continue to provide updates to members.

3.4 Draft BCSTA Resource Guide on Trustee Rights and Responsibilities

The Board of Directors received an update from Mike Roberts, Chief Executive Officer, regarding BCSTA's pending new Resource Guide on Trustee Rights and Responsibilities. The Board of Directors had previously formed a trustee working group to produce a report of suggested direction and resources on this topic. The pending new resource guide is based on the recommendations of the working group and was provided to Directors in draft for review. The Board of Directors supported the finalization of the document as presented, with an intended distribution date of October 15th at the BCSTA meeting of board chairs.

3.5 Planning for October 2020 Provincial Council

The Board of Directors reviewed the usual Provincial Council agenda, with the intent of streamlining the meeting for the required virtual setting. It was decided that the Friday evening program and Saturday discussion forum will not be held on this occasion as there will likely be a full day business meeting to address the submitted motions. Directors also agreed that reporting and presentations should be kept as short as possible. Staff will create a process guide for Provincial Councillors on how to fully participate in the on-line meeting. The guide as well as a premeeting training session will be made available to all participants in advance of the meeting. Directors will review detailed planning options during their upcoming informal discussions.

3.6 Planning future meeting with partner group executives

The Board of Directors agreed to have staff proceed with planning future liaison meetings with partner group executives. All such meetings will be held via Zoom at least for the foreseeable future.

3.7 BCSTA meeting of Board Chairs - agenda planning

The Board of Directors agreed to proceed with a half-day via meeting of board chairs on Thursday, October 15, 2020 as originally scheduled. The meeting to be conducted via Zoom. The full agenda and resource materials will be provided to board chairs in the near future, with a focus on emergent issues facing boards this school year.

3.8 Required policies for Boards of Education

BCSTA's Legal Services Department has prepared memoranda for a member boards regarding the policies and bylaws that boards of education are required to have in accordance with the School Act. BCSTA's CEO and Legal Counsel recommend highlighting these resources by circulating them to all member boards, discussing the policy and bylaw requirements with BCASBO. In addition, BCSTA could prepare information for members about policies/procedures that boards require under other school-related legislation and policies and procedures recommended (but not required) by the Ministry of Education. In addition, staff can offer to assist with BCSTA and BCASBO professional development related to bylaws and policies. The Board is supportive of staff pursuing the above-mentioned initiatives related to board of education policies, bylaws and procedures.

3.9 Expense Claim Submission Application Update

The Board of Directors received an update from the Finance and Audit Committee regarding BCSTA's Expense Claim Submission App. BCSTA contracted Claro Solutions Ltd to develop the app, which has been tested by members of the Board of Directors, Finance & Audit Committee and BCSTA staff and is now ready to be launched. A link to the Expense Claim Submission App, instructions for use, and video tutorials will be provided on the BCSTA HUB. BCSTA members will be informed in an upcoming edition of the BCSTA *Weekly*.

Moved: Mike Murray

Seconded: Stephanie Higginson

That the Board of Directors approve the launch of BCSTA's expense claim submission database.

Status: CARRIED Res #49/2020

3.10 BCSTA Financial Update

The Board of Directors received a financial update from staff. The Board was asked if it wanted to provide feedback to the Finance & Audit Committee regarding implementation of financial measures intended to alleviate costs to member boards of education in 2021/2022. The Board of Directors advised the Finance & Audit Committee to prepare a status quo budget draft and be prepared to adapt to issues as they arise.

4. REPORTS

4.1 President's Report

President Higginson provided an update regarding BCPSEA messaging on new exempt staff compensation limitations. She noted that while boards of education still have autonomy over superintendent compensation, they need to advocate constructively in regard to this authority. President Higginson suggested that BCSTA needs to have more an in-depth discussion on this topic and establish what course of action BCSTA will take moving forward. The BCPSEA exempt staff compensation issue is therefore to be referred to a future Board of Directors meeting. President Higginson reviewed the possibility of a BC election as well as BCSTA's previous election working group. President Higginson

requested that our communications department update previous advocacy and resource materials for member use during this potential election. President Higginson also discussed with Directors the rescheduling of bi-weekly informal update discussions within changing individual work schedules. Directors agreed on their regular meeting to be moved every other Thursday.

Moved: Tim Bennett

Seconded: Donna Sargent

That the Board of Directors receive the President's Report.

Status: Carried

Res. #50/2020

4.2 Chief Executive Officer's Report

Chief Executive Officer Mike Roberts provided an update regarding his participation on the Ministry of Education COVID response steering committee and the education programs working group. It was noted that the focus of the two groups was not longer centered on creation of a successful return to school plan, and needs now to focus on implementation. The board of directors will continue to receive weekly updates to facilitate BCSTA input to the restart process. CEO Roberts also updated Directors regarding BCSTA office operations returning to regular business hours and staff attendance.

Moved: Carolyn Broady

Seconded: Mike Murray

That the Board of Directors receive the CEO's Report.

Status: CARRIED

Res. #51/2020

4.3 Board of Directors Budget update

The Board of Directors reviewed their most recent budget update, including spending to date.

Moved: Rick Price

Seconded: Mike Murray

That the Board of Directors receive the budget update for the Board of Director and Advocacy budget lines as of September 9, 2020.

Status: CARRIED

Res. #52/2020

4.4 Committee Reports

4.4.1 **Professional Learning Committee** – Next meeting to be held in-person on Thursday, October 22nd. The agenda will focus on final planning for Academy 2020 in late November.

4.4.2 **Indigenous Education Committee** – Nothing to report - The next meeting to be determined.

4.4.3 **Finance and Audit Committee** – The next meeting of the FAC will be held on Friday September 25th. The committee is proceeding with implementation of its current strategic plan including preparation of the proposed 2021/2022 BCSTA budget.

4.4.4 **The Legislative Committee** – The Committee's next meeting is on September 24, 2020. For 2020-2021, the Committee's Work Plan focuses on: (1) continuing to assist boards of education with drafting effective motions for BCSTA governance meetings and for board of education business; (2) reviewing and updating the BCSTA Motion Guide; and, (3) reviewing the BCSTA Policy Book.

4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both Branches and individual Boards of Education.

4.6 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming and outgoing correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions database update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

The Board of Directors reviewed the BCSTA Provincial Council and AGM Resolutions database updates.

Moved: Tim Bennett

Seconded: Donna Sargent

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED Res #53/2020

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Donna Sargent

Seconded: Carolyn Broady

The Board of Directors receive the Directors' Meeting Decision Tracking Report.

Status: CARRIED Res #54/2020

6. FUTURE AGENDA ITEMS

- BCPC Exempt Staff
- UBCM
- Inclusive Working Group (TOR)

7. ADJOURNMENT

Moved: Rick Price

Seconded: Donna Sargent

That the Board of Directors' meeting be adjourned.

Status: CARRIED Res. #55/2020

BOARD OF DIRECTORS' MEETING MINUTES

Date: Friday October 23, 2020
Time: 10:00 am – 3:00 pm
Location: Via Zoom and Pan Pacific Hotel

Present:

Stephanie Higginson	President
Carolyn Brody	Vice President
Rick Price	Director
Valerie Adrian	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

BCSTA Staff:

Audrey Ackah	Legal Counsel
Jody Olstead	Director, Finance & Human Resources
Mark Regier	Director, of Communications
Gordon Li	Director, Education Services
Zorica Jovic	Administrative Assistant

1. ADOPTION OF PROPOSED AGENDA

Moved: Rick Price

Seconded: Carolyn Broadly

That the Board of Directors' meeting agenda be adopted as presented.

Status: CARRIED

Res. #56/2020

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

2.1 Approval of Minutes of the Board of Directors Meeting held on September 18, 2020

Moved: Tim Bennett

Seconded: Donna Sargent

That the minutes of the September 18, 2020 Board of Directors' meeting be approved as presented.

Status: CARRIED

Res. #57/2020

3. ACTION / DISCUSSION ITEMS

3.1 BCPVPA media release

The Board of Directors discussed last week's BCPVPA media release and the ongoing issue of standardized provincial contract inclusions. The board of directors emphasized the need to continue communication with members and provide support as needed, while recognizing the lead role of BCPSEA in this matter. Directors also noted the preference of all parties to reach a compromise, rather than the ongoing conflict and possible unionization of school based administrators. The Board of Directors will continue to monitor the situation and suggest solutions to all parties as appropriate.

3.2 BCPSEA Exempt Staff Compensation Freeze

The Board of Directors discussed the current limited-scope compensation freeze for senior district administrators as put forward by BCPSEA on behalf of PSEC. Directors identified the political nature of the freeze and the unfairness of singling out a small group of individuals during a time when we have called on them to work exceptionally hard due to the pandemic. The board of directors will raise our concerns with government once the election process has been completed. It was also noted that there is a motion to Provincial Council dealing with this topic, so further member guidance may be provided this coming weekend.

3.3 Inclusive Working Group revised Terms of Reference

The Board of Directors reviewed the updated draft terms of reference for the Inclusive Education Working Group, toward establishing another year of work for the group. It was noted that the initial goals of the group were not completed last year and that their important work should be supported through to conclusion. Directors are to further review the draft terms of reference and respond with final suggestions on wording and time span. The Board hopes to receive any work product before AGM 2021, so that actions may be planned accordingly, The Board of Directors referred this item to November Board of Directors meeting for finalization.

3.4 Preparations for Provincial Council meeting

The Board of Directors received an update from Chief Executive Officer Mike Roberts on the work being done to prepare for tomorrow's virtual Provincial Council meeting. This will be the first full meeting of Provincial Council conducted over Zoom. A number of contingencies have been put in place to deal with any issues that arise during the meeting. A post-event survey will also be sent out to gather participant information and feedback in order to refine our processes. The Zoom process used for this Provincial Council is intended to be the template for future meetings.

3.5 Establishment of new School Districts-Local Government Relations working group

The Board of Directors received a report from President Stephanie Higginson regarding next steps for establishing a new BCSTA working group on local government relations. A first meeting with the new President of UBCM is set for a next week. BCSTA will focus on developing a stronger relationship with UBCM, highlighting the importance of working together on areas of mutual interest, including school development projects and potential shared programming.

3.6 Student privacy in the K-12 public education system

The Board of Directors received an update from BCSTA Legal Counsel Audrey Ackah related to Student privacy in the K-12 public education system. Legal Counsel updated the Board on a recent report by the BC Freedom of Information and Privacy Association of BC about technology and student privacy. Legal Counsel also informed the Board about the supports that BCSTA and Focused Education Resources provides to help boards with school technology and student privacy. BCSTA's Legal department will continue to monitor this matter.

3.7 BCSTA transition plan for new government and minister

The Board of Directors discussed BCSTA's transition plan for a new government, including key communications and relationship building with the new minister of education. President Higginson noted that transition planning is in progress, and BCSTA will focus on building relationships to discuss such items as priorities as student mental health and funding model implementation. President Higginson also highlighted that the 2021 budget is an emerging concern. The Board of Directors discussed consultation, collaboration and co-governance with the Minister and Deputy Minister. BCSTA Directors will be meeting with the new Minister early in the new term.

4. REPORTS

4.1 President's Report

President Higginson provided an update on her regular meetings through the previous month, including the ongoing focus on Covid mitigation measures. President Higginson noted that improving COVID-19 communications to school districts was a key focus in recent week. A reminder regarding a previous BCSTA motion regarding school district educational assistants and the Ministry of Education developing standard practices was provided. BCSTA has been following up on this issue and will discuss with the new minister later this school year. The final item noted was our ongoing need to maintain good two-way communication with all member boards through this challenging time.

Moved: Carolyn Brody

Seconded: Donna Sargent

That the Board of Directors receive the President's Report.

Status: Carried

Res. #58/2020

4.2 Chief Executive Officer's Report

Chief Executive Officer Mike Roberts provided an update on the recent meetings of the Ministry of Education Covid response steering committee, including the review of transition programs. At present, it is anticipated that individual school districts will remain in control of how and when their student transition programs are wound down. The Ministry of Education continues to work directly with the Provincial Health Office (PHO) and is taking their advice regarding how schools should operate during the current Covid outbreak. PHO noted that schools remain relatively very safe and that almost all instances of Covid in children and youth result from community, and not school, exposure. The CEO

reviewed his schedule of upcoming meetings and events. Chief Executive Officer Mike Roberts also provided an update to board of directors on his upcoming time away from the office.

Moved: Rick Price

Seconded: Mike Murray

That the Board of Directors receive the CEO's Report.

Status: CARRIED Res. #59/2020

4.3 Board of Directors Budget update

The Board of Directors reviewed their most recent budget update, including spending to date.

Moved: Donna Sargent

Seconded: Rick Price

That the Board of Directors receive the budget update for the Board of Director and Advocacy budget lines as of October 15, 2020.

Status: CARRIED Res. #60/2020

4.4 Committee Reports

4.4.1 Professional Learning Committee - At the meeting held on October 22nd. Director Val Adrian reported that The Professional Learning Committee (PLC) is pleased to report that we will be well under budget for current commitments and expenditures for this fiscal year. Director Val reported on member update on elections for the changes of committee Chair and Vice Chair. Julie-Anne Runge is no longer represents branch. Lenora Trenaman has step aside and Jenny Massey her alternate. Working group is a currently focus on Academy event with emphasis on communications related to mental health planner and that the agenda also included work towards April AGM preparation. Thompson Okanagan is following BCSTA in changing their working group name to Professional Learning. Lisa Ward is the new PLC Chair and Katie Toy new Vice-Chair. The group is working on a new Trustee professional learning building skill, strategic planning, leadership series. Group also discussed funding currently available.

4.4.2 Indigenous Education Committee – The Committee's October meeting was held via Zoom with the main focus on the established work plan, strategic plan and supporting sub-committees. Key work will be to develop resources for member boards, including materials to support the implementation of the BCTEA. Director Sargent overviewed the work done to date in that regard. The committee's next meeting is scheduled for November.

- 4.4.3 **Finance and Audit Committee** – Mike Murray, Chair of the Finance & Audit Committee, discussed the Committee's upcoming presentation of three agenda items at the October 24, 2020 Provincial Council:
1. BCSTA's 2019/2020 Audited Financial Statements
 2. BCSTA's Grant Status Update as of June 30, 2020
 3. Budget Planning for 2021/2022
- The Board was also provided with an update on BCSTA's Carbon Footprint Audit.

- 4.4.4 **The Legislative Committee** – Director Rick Price informed the directors that the Legislative Committee is scheduled to meet on October 30th and November 20th and these upcoming meetings will focus on updating the BCSTA Motion Guide and the BCSTA Policy Book. The Committee is also working on ways to further help boards with motion writing.

4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both Branches and individual Boards of Education.

4.6 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming and outgoing correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions database update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

The Board of Directors reviewed the BCSTA Provincial Council and AGM Resolutions database updates.

Moved: Tim Bennett

Seconded: Donna Sargent

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED Res #61/2020

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Tim Bennett

Seconded: Valerie Adrian

The Board of Directors receive the Directors' Meeting Decision Tracking Report.

Status: CARRIED Res #62/2020

6. FUTURE AGENDA ITEMS

- UBCM liaison structure and focus
- Further review of Inclusive Working Group revised Terms of Reference
- AGM 2021 construct and focus

7. ADJOURNMENT

Moved: Carolyn Broady

Seconded: Rick Price

That the Board of Directors' meeting be adjourned.

Status: CARRIED Res. #63/2020

BOARD OF DIRECTORS' MEETING MINUTES

Date: Thursday, November 26, 2020

Time: 9:00 am – 3:00 pm

Location: Via Zoom

PRESENT:

Stephanie Higginson	President
Carolyn Brody	Vice President
Rick Price	Director
Valerie Adrian	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

STAFF:

Audrey Ackah	Legal Counsel
Jody Olstead	Director, Finance & Human Resources
Mark Regier	Director, of Communications
Gordon Li	Director, Education Services
Rachel Garrick	Media Relations and Design Specialist
Zorica Jovic	Administrative Assistant

1. ADOPTION OF PROPOSED AGENDA

Moved: Carolyn Brody

Seconded: Donna Sargent

That the Board of Directors' meeting agenda be accepted as amended.

Status: CARRIED

Res. #64/2020

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

2.1 Approval of Minutes of the Board of Directors Meeting held on October 23, 2020

Moved: Tim Bennett

Seconded: Mike Murray

That the minutes of the October 23, 2020 Board of Directors' meeting be approved as presented.

3. ACTION / DISCUSSION ITEMS

3.1 Further review of Inclusive Working Group revised Terms of Reference

The Board of Directors discussed how our Inclusive Working Group Terms of Reference might best be updated under the current context. Directors agreed the group work should focus on the requested outcomes within its current terms of reference, toward completing all projects before our April AGM. The Board agreed that BCSTA will need hire an external consultant to support the working group with that process. CEO Roberts will work with our president and vice-president to do the final revisions to the terms of reference as well as to secure an external consultant to assist with finalization of the project work, and report back to the board at our next meeting.

3.2 AGM 2021 construct and focus

The Board of Directors received a presentation from CEO Mike Roberts regarding possible considerations for AGM 2021, knowing the event will likely have to be virtual. Directors agreed staff should begin planning the April 2021 AGM as a virtual event, with a final decision to be made by the board in December. The Board of Directors will also establish any specific recommendations or guidelines at December meeting for provision to our Professional Learning Committee. It was noted that in order to plan AGM 2021 effectively, any board input should be received in December. Changes in direction or focus at later dates will be problematic to putting on a quality event.

3.3 School Sports Governance update

Shelley Carter, BCSTA's trustee representative to BC School Sports, provided an update on proposed changes to the BCSS governance structure. The school sports association is in the process of updating its antiquated governance policies and processes, and is looking for feedback from sector partner groups. BCSTA current has a trustee representative on the BCSS governing group. Directors are to review the proposed new governance structure for BCSS, and provide any feedback to President Higginson as soon as possible. Any consolidated feedback from BCSTA to sent to BCSS by no later than December 2020.

3.4 Provincial Council location and structure - February 2021

The Board of Directors received an update from Chief Executive Officer Mike Roberts on planning for our February meeting of Provincial Council. CEO Roberts recommended we follow the same format as for the October 2020 meeting, and the board agreed. Directors also supported consolidating the meeting into just Saturday (rather than over two days). Any invited speakers or issues forum would take place on the same day as the business meeting.

3.5 Media and Social Media Update

In 2019 the board approved a strategic plan to raise our media profile and build our social media audience. Part of that plan included periodic reviews and evaluations of our tactics and strategies. The last report was delivered in December 2019, with plans to issue another update in September 2020, which was delayed due to the COVID-19 pandemic. Rachel Garrick reported on our media and social media activity over the past year, noting that we have met the targets and objectives originally set out in our initial strategic communications plan. New and ongoing media and social media goals will be re-visited and re-evaluated by the communications department going forward.

3.6 Website and HUB Review

Board of directors received an update from Mark Regier, Director of Communications. BCSTA's web presence has undergone significant changes over the past several years; one of the most significant being the separation of member-only content and public facing content. The board was asked to provide their feedback and suggestions on the current arrangement of both the public website (bcsta.org) and the HUB (bcstahub.org). No major changes were suggested, but recent changes were reviewed and approved. It was noted that communications department is working on ways to further improve and help boards to navigate BCSTA's websites and that continuous improvement is an ongoing work

3.7 PC motion regarding virtual attendance at BCSTA meetings

The Board of Directors discussed the motion that was passed at our October meeting of Provincial Council directing that "the Board of Directors consider virtual attendance at BCSTA events". CEO Roberts reviewed the complexity of this motion in considering the wide variety and size of BCSTA meetings, and requested the board do a thorough review before making any final decisions. Directors agreed that BCSTA should be mindful as well as transparent with members that BCSTA in considering all of the implications including costs, contractual complications, and technical planning. There was, however, broad acknowledgement that provision of opportunities for virtual attendance was an important consideration especially for more remote or rural boards and trustees. This item is deferred to December Board of Directors meeting for further discussion.

3.8 Legal Services Operating Procedures

Legal Counsel Audrey Ackah, in consultation with the CEO, developed a Legal Operating Procedures regarding the provision of legal advice to BCSTA member boards. Establishing Legal Operating Procedures will help to educate members about the how BCSTA provides legal advice to members. In addition, it will help members to understand which projects are well-suited to BCSTA's Legal Department and which projects are better suited to external counsel.

Moved: Mike Murray

Seconded: Donna Sargent

That the Board of Directors approve the Legal Operating Procedures regarding advice to member boards of education.

Status: CARRIED

Res. #66/2020

3.9 Privacy Report

The Board of Directors received a written and verbal update from Legal Counsel Audrey Ackah on BCSTA privacy program for the period of April 1, 2019 to October 31, 2020.

Moved: Mike Murray

Seconded: Carolyn Broady

That the Board of Directors received Legal Counsel's report related to BCSTA's privacy program for the period of April 1, 2019 to October 31, 2020.

Status: CARRIED

Res. #67/2020

3.10 JCAM Targeted funding policy presentation

Chief Executive Officer Mike Roberts provided a review of the recent annual JCAM meeting, which included a discussion of policy changes for Indigenous Education funding. The review included a detailed look at the proposed new MoE policy. BCSTA has been asked to provide input to the draft policy by no later than early January. More information is requested from the MoE staff who attended the JCAM meeting. This item will also be brought to the attention of our Indigenous Education Committee for review and input. All school districts were represented at the JCAM meeting by their superintendent, so there is an opportunity for individual boards to also provide input.

3.11 COVID-19 Working Group initial report

The Board of Directors received an update from Vice-President Carolyn Broady and director Tim Bennett on the working group's upcoming report. Initial conclusions obtained from the member survey focused on five specific areas: youth mental health, vulnerable students, financial uncertainty, food services, and connectivity. All member boards have provided input, and the final report will be done by mid-December. President Higginson noted the need for BCSTA to focus our advocacy going forward on clear short and long-term goals. The final COVID-19 working group report will be reviewed on a future agenda, and will be provided to members as soon as possible.

3.12 BCSTA Response to Chilliwack Trustee Comments

The Board of Directors discussed concerns regarding public comments made by Chilliwack trustees Barry Neufeld and Darrell Furgason. Directors agreed that BCSTA will provide an additional statement of concern at the Academy opening. The focus will be on the harm done to both groups of students and the reputation of school boards in general. BCSTA will also continue to support the Chilliwack board of education through this challenging situation, recognizing the statements came from individual trustees and not the board as a whole.

4. REPORTS

4.1 President's Report

President Higginson provided an update on her regular meetings through the previous month, including the ongoing focus on Covid-19 mitigation measures. Sector presidents met November 19th with Ministry representatives to discuss data regarding current Covid safety measures and overall work to keep students in school. Stephanie and Mike have a meeting set up with MOE representatives regarding ministry/BCSTA policy decisions including school district financial reserves. President also had an initial meeting with the new BCSSA president Kevin Kaardal. The need for BCSSA and BCSTA to continue to work collaboratively was emphasized by both parties. The final item noted was that financial planning decisions related to COVID funding would have to wait for the new minister to be named. It is expected that the pending provincial budget will present many challenges for the province and school districts.

Moved: Carolyn Broady

Seconded: Rick Price

That the Board of Directors receive the President's Report.

Status: Carried

Res. #68/2020

4.2 Chief Executive Officer's Report

Chief Executive Officer Mike Roberts provided an update on the recent COVID-19 steering committee meetings. The provincial Covid response steering committee remains focused on ways to keep all children safely in school. While addressing the variety of district and school level concerns that are arising. CEO Roberts also reviewed for the board the recent legal opinion obtained by BCSTA that details potential liabilities to individual boards which implement unilateral interventions regarding Covid. The legal option is being shared with all board chairs as well as district senior staff contacts. A review of current BCSTA office staffing and work tracking was also provided. The CEO's report concluded with a thank you to all staff as well as directors involved in putting on our very successful Academy 2020.

Moved: Rick Price

Seconded: Valerie Adrian

That the Board of Directors receive the CEO's Report.

Status: CARRIED

Res. #69/2020

4.3 Board of Directors Budget update

The Board of Directors reviewed their most recent budget update, including spending to date.

Moved: Mike Murray

Seconded: Rick Price

That the Board of Directors receive the budget update for the Board of Director and Advocacy budget lines as of October 31, 2020.

Status: CARRIED

Res. #70/2020

4.4 Committee Reports

- 4.4.1 **Professional Learning Committee** - Gordon Lee Education Director provided a report that at the Professional Learning Committee (PLC) Trustee Academy event being ready for a start tomorrow morning with a programs of New Trustee professional learning building skill and strategic planning, leadership series. Since last PLC reporting we had two informal meetings related to Academy and townhall moderation meeting.
- 4.4.2 **Indigenous Education Committee** – The Committee will meet after Academy. An update report will be provided at the next Board of Directors meeting.
- 4.4.3 **Finance and Audit Committee** – Jodi Olstead, Director, Finance & Human Resources, notified the Board of that the Board of Directors' Honouraria Review Committee will be sending a questionnaire to the Board which will be used to help inform the Committee's decisions.
- 4.4.4 **Legislative Committee:** - The next Legislative Committee meeting will take place on December 17. Director Rick Price informed the directors that the Legislative Committee welcomed two new members trustee B. MacFarlane and C. Sacre. The Committee is working on improving the BCSTA Motion Guide to further help boards with motion writing. The Committee is also working on reviewing the BCSTA Policy Book
- 4.4.5 **BCPSEA Coordinated Legal and Arbitration Support Services Advisory Committee:** Legal Counsel, Audrey Ackah, provided an update to the board related to a last week's BCPSEA Coordinated Legal and Arbitration Support Services Advisory Committee meeting.

4.5 Branch / School Board Contacts

Directors provided individual updates on their recent meetings and contacts with both Branches and individual Boards of Education.

4.6 External Committees and Working Groups Reports

The Board members provided updates on their recent external committees and working group meetings and activities.

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Correspondence

The Board of Directors reviewed its recent incoming and outgoing correspondence.

5.2 BCSTA Provincial Council and AGM Resolutions database update

5.2.1 Provincial Council Resolution Tracking

5.2.2 Annual General Meeting Resolutions Tracking

The Board of Directors reviewed the BCSTA Provincial Council and AGM Resolutions database updates.

Moved: Donna Sargent

Seconded: Tim Bennett

The Board of Directors receive the BCSTA Provincial Council and AGM Resolutions database update.

Status: CARRIED Res #71/2020

5.3 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Rick Price

Seconded: Donna Sargent

The Board of Directors receive the Directors' Meeting Decision Tracking Report.

Status: CARRIED Res #72/2020

6. FUTURE AGENDA ITEMS

- Inclusive Working Group revised Terms of Reference
- Options for virtual attendance at BCSTA meetings
- Mental Health Working Group Report
- AGM 2021 construct and focus
- Review the PC motions

7. ADJOURNMENT

Moved: Donna Sargent

Seconded: Valerie Adrian

That the Board of Directors' meeting be adjourned.

Status: CARRIED Res. #73/2020

BOARD OF DIRECTORS' MEETING MINUTES

Date: Tuesday December 15, 2020

Time: 9:45 am – 12:00 pm

Location: Via Zoom

PRESENT:

Stephanie Higginson	President
Carolyn Brody	Vice President
Rick Price	Director
Tim Bennett	Director
Mike Murray	Director
Donna Sargent	Director
Mike Roberts	Chief Executive Officer

Not Present:

Valerie Adrian	Director
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STAFF:

Mark Regier	Director, of Communications
Gordon Li	Director, Education Services
Mark Regier	Director, Communications
Sara Hunter	Program Assistant
Zorica Jovic	Administrative Assistant

1. ADOPTION OF PROPOSED AGENDA

Moved: Tim Bennett

Seconded: Donna Sargent

That the Board of Directors' meeting agenda be accepted as proposed.

Status: CARRIED

Res. #74/2020

2. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETINGS

2.1 Approval of Minutes of the Board of Directors Meeting held on November 26, 2020

Moved: Mike Murray

Seconded: Rick Price

That the minutes of the November 26, 2020 Board of Directors' meeting be approved as presented.

Status: CARRIED

Res. #75/2020

3. ACTION / DISCUSSION ITEMS

3.1 Inclusive Education Working Group revised Terms of Reference

President Stephanie Higginson provided an update to the Board on the updated Terms of Reference for the Inclusive Education Working Group. The general terms of work for the group were not changed, but their timeline for completion of assigned work was extended to April 2021 (due to implications of the current pandemic). President Higginson also noted that trustee Ryan Painter is no longer a member of the working group and that trustee Jen Mezei is the new member. Director Tim Bennet noted that an external consultant will support the group's writing project. The working group will set their meeting schedule in the new year.

3.2 Options for virtual attendance at BCSTA meetings

Chief Executive Officer Mike Roberts provided the board with initial recommendations for virtual attendance of BCSTA meetings as well as a schedule for a more complete analysis over the coming months. BCSTA as well as many other organizations have had to adapt meeting processes due to the Covid-19 pandemic. BCSTA had significant success in hosting our October Provincial Council meeting, November Trustee Academy, and a range of board, committee and working group meetings virtually over the past eight months. Chief Executive Officer Mike Roberts provided initial recommendations to the board on virtual vs. in-person attendance at BCSTA meetings. Staff will review the stated objectives as well as implications this spring, and will present the final report to the board in March.

Moved: Donna Sargent

Seconded: Tim Bennett

That the Board of Directors approve all initial staff recommendations for virtual and/or blended attendance at BCSTA meetings, including Provincial Council (February and April), AGM, Board Chairs, Partner Liaison, committees, working groups and the board of directors.

Status: CARRIED Res #76/2020

3.3 Mental Health Working Group Report

The Board of Directors reviewed the initial Mental Health Working Group report. Directors agreed to a more comprehensive review of the report in January, in order to develop a comprehensive advocacy strategy to address the noted goals. This item is deferred to the next Board of Directors meeting in January.

Moved: Donna Sargent

Seconded: Mike Murray

The Board of Directors receive the Mental Health Working Group report.

Status: CARRIED Res #77/2020

3.4 COVID-19 Working Group Report

Vice-President Carolyn Broady and Director Tim Bennett updated the Board of Directors on the work of the BCSTA COVID-19 Response Working Group. The group's work has focused on issues and strategies directly related to the decisions by Boards of Education. The Board discussed several important areas of focus where they can prioritize short medium, and long-term goals such as 1. Reviewing CSBA advocacy opportunities, 2. Developing an advocacy 'map' for BCSTA and boards, 3. Following-up with PHO on K-12 issues, 4. Continuation of bi-weekly information calls with board chairs, and 5. provide further update reports to BCSTA members.

Moved: Carolyn Broady

Seconded: Donna Sargent

That the Board of Directors receive the BCSTA COVID-19 Working Group initial report.

Status: CARRIED Res #78/2020

3.5 Draft Facility Lifecycle discussion paper

The Board of Directors received a report from Director Mike Murray regarding the Facility Lifecycle discussion paper. Director Murray noted that such papers provide very accurate and compelling information for boards on such issues, and asked the Board for permission to send this paper (with a provided recommendation) to the board chairs and trustees in early January. With a new government in place, it would be a good opportunity for boards to have discussions with MLAs and provide this paper as evidence to help with the discussion. The Board of Directors suggested the draft paper be formatted by the BCSTA communication department and then distributed to the members in early January. There would also be an accompanying request for feedback and further ideas.

Moved: Rick Price

Seconded: Donna Sargent

That the Board of Directors receive the Draft Facility Lifecycle discussion paper report, and approve its distribution to member boards in January 2021.

Status: CARRIED Res #79/2020

3.6 AGM 2021 construct and focus

The Board of Directors received a report regarding the possible construct and focus of AGM 2021 from Chief Executive Officer Mike Roberts and staff member Sara Hunter. They reported that hotel contracts and costs were reviewed, and that moving to a virtual format could be completed without any financial penalty. The current deposit for AGM 2021 would simply be carried forward to 2022. The February Provincial Council hotel contract had already been cancelled without penalty.

The Board of Directors discussed the advantages, disadvantages and realities of our April 2021 AGM being held virtually, recognizing that the matter may be out of BCSTA's control in any case. It is also likely that the program for our AGM (business meeting and professional learning) will have to be altered. One suggestion was to spread the business meeting over two days. Members will be informed of all decisions about AGM through the BCSTA *Weekly* publication.

Moved: Caroline Broady

Seconded: Donna Sargent

That the BCSTA 2021 AGM being held virtually.

Status: CARRIED Res #80/2020

3.7 Mom's Against Racism - correspondence

President Higginson updated the Board on correspondence from the *Mom's Against Racism* initiative. President Higginson noted that it is a very thoughtful and constructive letter, and that BCSTA will respond with a formal thank you letter. The Board of Directors also determined it will consult with our Indigenous Education Committee to ask for their feedback on the initiative.

Moved: Caroline Broady

Seconded: Mike Murray

That BCSTA will reply to the correspondence from *Mom's Against Racism* with a formal thank you.

Status: CARRIED Res #81/2020

3.8 Local media engagement guide for trustees

The Board of Directors received an update from Mark Regier, Director of Communications, regarding a proposal to develop a local media engagement guide for trustee. BCSTA's communication department asked the Board for its approval to proceed with the creation of local media engagement guide for both board chairs and trustees. The goal is to provide a 'road map' on how to more effectively engage with local media outlets. The guide will utilize portions of the current BCSTA Learning Guide, but will also draw on staff expertise.

Moved: Donna Sargent

Seconded: Tim Bennett

That BCSTA staff proceed with creation of a local media engagement guide for trustee use.

Status: CARRIED Res #82/2020

3.9 Review of PC motions

The Board of Directors received an update from Chief Executive Officer Mike Roberts regarding communication and follow-up from our October 2020 Provincial Council motions. The board was informed that BCSTA had a meeting with the Deputy Minister and his staff to review all of the motions and potential next steps. Chief Executive Officer Mike Roberts and President Higginson will again review the motions regarding appropriate future direction. This would include establishment of a new Climate Action working group as well as assignment of work to other BCSTA committees and groups. Copies of all formal correspondence regarding Provincial Council motions will be provided in BCSTA publications and added to our motion tracking data base.

3.10 Report of the Advocate for Children and Youth - December 2020

President Stephanie Higginson provided a review of the recent Advocate for Children and Youth - December 2020 report on the impact of the Covid pandemic on vulnerable youth. President added that BCSTA will review the report and also include the report in the BCSTA *Weekly*. Although the report does not deal specifically with K-12 education, the information provided may be helpful to Boards of Education responding to the current Covid outbreak. The report will also be sent to the Inclusive Education working group for consideration in their recommendations to BCSTA.

3.11 2020 Trustee Academy Post-Event Survey

The Board of Directors received details of Academy 2020 post-event survey from Gordon Li, Education Director. Feedback from conference attendees was very positive, particularly in regard to well-chosen content and their appropriateness in current context. Directors recognized the hard work of staff given the circumstances of holding a virtual event for the first-time. Gordon also noted informal survey of the staff is available. Board of Directors provided some foresight on how future events may take place. Board recommended for Professional Learning Committee to share survey report to members after the event.

4. REPORTS

4.1 President's Report

President Higginson provided a review of her meetings over the past two weeks, including with FNEESC to discuss our proposed MOU. One of the considerations is differentiating the role of BCSTA from Boards of Education. The intent, however, is to do everything possible to establish a MOU with FNEESC before AGM 2021. President Higginson also reviewed a large number of meetings with partner groups, where dominant discussions were around the Covid crisis and how best to address emerging needs for September.

Moved: Mike Murray

Seconded: Tim Bennett

That the Board of Directors receive the President's Report.

Status: Carried

Res. #83/2020

4.2 Chief Executive Officer's Report

Chief Executive Officer Mike Roberts provided a brief update on his work over the past two weeks, including input to the MoE Covid Response Working Group. Emphasis is turning to how the K-12 system should plan for September 2021. CEO Roberts also reviewed the great work of the BCSTA staff in meeting member needs as well as Board direction during this difficult time. The BCSTA office remains open with in-person services five full days each week.

Moved: Carolyn Broady

Seconded: Mike Murray

That the Board of Directors receive the CEO's Report.

Status: CARRIED

Res. #84/2020

4.3 Board of Directors Budget update

The Board of Directors reviewed their most recent budget update, including spending to date.

Moved: Mike Murray

Seconded: Carolyn Broady

That the Board of Directors receive the budget update for the Board of Director and Advocacy budget lines as of November 30, 2020.

Status: CARRIED

Res. #85/2020

4.4 Committee Reports

4.4.1 Indigenous Education Committee

The Board of Directors received an update report from Director, Dona Sargent. Reported on that the Indigenous Education Committee discussed the challenges on developing a resource for trustees that highlights the key aspect of the BCSTEA and how to move forward. The committee concluded it would be beneficial to hire a consultant to develop and create this guide like other BCSTA resources that have been recently released. The committee made the following motion to initiate this project: Indigenous Education Committee request the BCSTA to fund a consultant to create a resource guide to summarize the BCTEA agreement in collaboration with the Indigenous Education Committee.

Moved: Donna Sargent

Seconded: Mike Murray

The Board of Directors received the Indigenous Education Committee report.

Status: CARRIED

Res. #86/2020

5. INFORMATION / ADMINISTRATION ITEMS

5.1 Board of Directors Decision Tracking Report

The Board of Directors reviewed its Decision Tracking Report.

Moved: Mike Murray

Seconded: Tim Bennett

The Board of Directors receive the Directors' Meeting Decision Tracking Report.

Status: CARRIED Res #87/2020

6. FUTURE AGENDA ITEMS

- BCSTA Strategic Plan update and review
- Options for virtual attendance at BCSTA meetings – final report
- Mental Health Working Group final report
- Implementation of Provincial Council Motions - update
- Establishment of BCSTA Climate Change working group

7. ADJOURNMENT

Moved: Tim Bennett

Seconded: Mike Murray

That the Board of Directors' meeting be adjourned.

Status: CARRIED Res. #88/2020



Professional Learning Committee Minutes

October 22nd, 2020, 8:30am to 3:30pm

Hybrid In-person/Zoom conference

Oceanview 3 & 4
Pan Pacific Vancouver
999 Canada Pl #300, Vancouver, BC

Julie-Anne Runge, Chair
Leah Ward, Vice-Chair

Northern Interior Branch
Thompson Okanagan

Pam Craig
Lenora Trenaman
Carol Cahoon
Kate Toye
Pamilla Ruth
Pascale Shaw
Gordon Li

Vancouver Island Branch
Kootenay-Boundary Branch
Metro Branch
North West Branch
South Coast Branch
Fraser Valley Branch
BCSTA, Education Services

Regrets: Valerie

<i>Time</i>	<i>Item</i>	<i>Lead Person</i>
Welcome	Welcome members to Zoom meeting <ul style="list-style-type: none"> Recognize traditional territory 	Julie-Anne
Adoption of Agenda	Moved by Pam <ul style="list-style-type: none"> Seconded by Pamilla Carried 	Julie-Anne
Approval of Minutes	Approval of minutes up to June 11th, 2020 Moved by Pam <ul style="list-style-type: none"> Seconded by Leah Carried 	
New Business	Recognize Julie-Anne's work as Chair	Leah
Regional Updates	Greetings and Introductions <i>Metro: Branch meeting yesterday Planning ahead to work with new government, Finance outlook for the near future COVID and other COVID safety in schools; exposures in the news</i>	Julie-Anne

	<p>Gradual return plans in school “99% of students are 100% safe” Professional Learning & new formats for delivery Kootenay/Boundary: new elections: Becky Coons rep, Jaime Massey alt Start-up has gone extremely well North West: New Superintendent Andrew Start-up w/COVID main concern 1 course all day for 5 weeks Students are back; 2% yet to return South Coast: Branch meeting tonight Option 1: normal attendance Option 2: registered but not attend VISTA: Anthony McClean spoke on Racism Challenged us; BCSTA technical support Return to schools went well, challenges in some areas Cost associated with extra staffing Fraser Valley: haven’t had a Branch meeting for some time Set up school on First Nations land to serve students on reserve Constantly in the news because we’re in Fraser Health Thompson Okanagan: Branch meeting Oct 3 Created new PLC in district Connections, equity, promise fulfilled.... How to develop relationships in online setting Financial literacy Upcoming Academy; how to engage and provide feedback Northern Interior: Branch only get together twice a year outside of Academy and other BCSTA events Missing school in a quarterly system leads to huge struggles Mental Health and burn-out rate a concern Wifi connectivity has emerged as a huge concerns; Charge for wifi cost Everything is COVID</p> <p>Burning Questions MoE Curriculum building on Racism Richmond putting together working group Townhall on Thursday topic Kevin Godden article Summer reading program: titles</p>	
Trustees Academy 2020	<p>Structure and communications,,, How to move through the Conference Communications plan must begin soon.... a. Program i. Plenary sessions Michael Fullan Irvine Carvery Jesse Hirsch Mental Health Panel: MoE, BCSTA MHWG, Dist. Prog. Coord. ii. Concurrent sessions Discuss locally, share regionally, trend provincially Key Questions Townhall Flipped Classroom Panel b. Program Run-Through c. To Do’s prior to event Communications</p>	Gordon

	<p><i>Promotion</i> <i>Clear directions for event navigation</i> <i>d. PLC Members' roles at the Academy</i> <i>Script for each PLC members</i> <i>e. Attendee Engagement Prior to event</i> <i>Weekly updates with contents to seed discussion</i> <i>f. Others</i></p>	
Student Presentations	<ul style="list-style-type: none"> • Indigenous welcome • National Anthems • Other performances 	Discussion
Committee Elections	<p>Committee Elections Nominations for Chair: Leah, Kate, Carol Election: Leah Ward, Chair Nomination for Vice-Chair: Kate, Carol Election: Kate Toye, Vice-Chair</p>	Gordon
BCSTA/PLC Strategic Planning	<p>Governance Crisis management Corporate board operational Policy, procedures, skills BCSTA Strategic Planning 2 <ul style="list-style-type: none"> • Advocacy • Leadership • Relationship Provincial Scan, policy review of other districts</p>	Discussion
Trustee Professional Learning	<ul style="list-style-type: none"> • Skill building for Board Chairs Corporate decision making • Strategic planning Policy & management • Tools to bridge leadership and community concerns • Managing difficult situations and/or personalities in corporate setting 	Leah
Next Meeting	<ul style="list-style-type: none"> • Informal meetings after Academy Saturday, November 28, 4-5pm Thursday, January 12, 12-1pm (w/Chair& Vice-Chair) • Thursday, January 28, 3pm-5pm • Saturday, February 6, 9am-12pm 	Leah
Adjournment	3:30 pm	



FINANCE & AUDIT COMMITTEE MEETING MINUTES

Friday, September 25, 2020

Via Zoom

10:00 am - 12 noon

PRESENT:

Mike Murray
Nadine Frenkel
Dawn Lang
Allison Watson

Finance & Audit Committee Chair, Board of Directors
SD91 (Nechako Lakes)
SD08 (Kootenay Lake)
SD62 (Sooke)

GUEST:

Renee Martin

Smythe LLP, Chartered Professional Accountants

STAFF:

Jodi Olstead

Director, Finance & Human Resources

REGRETS:

Rob Pingle

SD64 (Gulf Islands)

1. ADOPTION OF AGENDA

Moved: Frenkel
Seconded: Watson

That the proposed agenda be adopted.

Status: Carried Res. #01/2020-2021

2. APPROVAL OF MINUTES

Moved: Lang
Seconded: Frenkel

That the minutes of the June 3, 2020 Finance & Audit Committee meeting be approved.

Status: Carried Res. #02/2020-2021

3. ACTION AND DISCUSSION ITEMS

3.1 2019/2020 BCSTA Draft Audited Financial Statements

Moved: Watson
Seconded: Frenkel

That the Finance & Audit Committee approve BCSTA's 2019/2020 draft audited financial statements, as submitted by Smythe LLP Chartered Professional Accountants, for receipt by the Board of Directors and Provincial Council and circulation to member boards.

Status: Carried Res. #03/2020-2021

3.2 Accounts Payable Payments in Excess of \$5,000

Moved: Lang
Seconded: Frenkel

That the Finance & Audit Committee review the report listing accounts payable payments in excess of \$5,000 issued for the months of May through August 2020.

Status: Carried Res. #04/2020-2021

3.3 August 2020 Financial Statements

Moved: Frenkel
Seconded: Watson

That the Finance & Audit Committee receive the August 2020 financial statements.

Status: Carried Res. #05/2020-2021

3.4 Finance & Audit Committee Budget Update

Moved: Lang
Seconded: Frenkel

That the Finance & Audit Committee receive its budget update report for September 25, 2020.

Status: Carried Res. #06/2020-2021

3.5 Report on Member Equity

Moved: Frenkel
Seconded: Watson

That the Finance & Audit Committee receive the 2019/2020 member equity update.

Status: Carried Res. #07/2020-2021

3.6 2020/2021 Meeting Schedule

Moved: Lang
Seconded: Frenkel

That the Finance & Audit Committee set the following meeting dates for 2020/2021:

Friday, September 25 (Zoom)
Meeting in advance of October 2020 Provincial Council - TBD
Monday, October 26 (Zoom)
Thursday, January 15 (Zoom)
Friday, February 19 (Zoom/TBD)
Saturday, February 20 (Zoom/TBD)
Friday, April 16 (Zoom/TBD)
Saturday, April 17 (Zoom/TBD)
Monday, May 31 (Zoom/TBD)

Status: Carried as amended Res. #08/2020-2021

3.7 2021/2022 Budget Planning

The Finance & Audit Committee reviewed an initial analysis report identifying factors that are expected to impact or possibly impact BCSTA's 2021/2022 operating budget. The Finance & Audit Committee will present its financial assessment to the October 2020 Provincial Council and will request feedback from Councillors to facilitate preparation of BCSTA's Draft 2021/2022 Budget. The first budget draft will be presented to the February 2021 Provincial Council for review and receipt. Councillors will be provided with an opportunity to provide additional feedback before the final budget is adopted by the April 2021 Provincial Council.

3.8 Expense Submission App - Update

The Finance & Audit Committee discussed the upcoming launch of BCSTA's Expense Claim App. Access to the app, written instructions and video tutorials will be posted in the BCSTA HUB. This information will be sent to Boards of Education in the October 1, 2020 edition of the BCSTA *Weekly*.

3.9 Board of Director Honouraria Review

Finance & Audit Committee Chair, Mike Murray, excused himself from the meeting so the Board of Director Honouraria Review Committee could discuss a process for conducting a Board of Director Honouraria Review. Dawn Lang, SD08 (Kootenay Lake), agreed to act as Chair.

The structure of the Committee will depend on whether or not Rob Pingle, SD64 (Gulf Islands), who was not in attendance, will be able to participate in the Board of Director Honouraria Review Committee. If not, the role of Chair will be a voting position; otherwise, it will not.

The Committee requested staff to provide additional comparator information for its analysis, to confirm Rob Pingle's participation in the Committee, and to set up a meeting date and time for the Committee to conduct its review of Board of Director honouraria.

4. OTHER BUSINESS

4.1 Next Meeting

As the Board of Directors changed its Friday, October 23 meeting to a full-day meeting, the Finance & Audit Committee must reschedule its October 23 meeting. Staff will send a Doodle Poll so the Committee can find a suitable date/time for its meeting.

5. ADJOURNMENT

There being no further business, the meeting was adjourned.



FINANCE & AUDIT COMMITTEE MEETING MINUTES

Friday, October 20, 2020

Via Zoom

10:00 am - 12 noon

PRESENT:

Mike Murray
Nadine Frenkel
Allison Watson

Finance & Audit Committee Chair, Board of Directors
SD91 (Nechako Lakes)
SD62 (Sooke)

STAFF:

Jodi Olstead

Director, Finance & Human Resources

REGRETS:

Dawn Lang
Rob Pingle

SD08 (Kootenay Lake)
SD64 (Gulf Islands)

1. ADOPTION OF AGENDA

Moved: Frenkel
Seconded: Watson

That the proposed agenda be adopted.

Status: Carried Res. #09/2020-2021

2. APPROVAL OF MINUTES

Moved: Watson
Seconded: Frenkel

That the minutes of the September 25, 2020 Finance & Audit Committee meeting be approved.

Status: Carried Res. #10/2020-2021

3. ACTION AND DISCUSSION ITEMS

3.1 Accounts Payable Payments in Excess of \$5,000

Moved: Watson
Seconded: Frenkel

That the Finance & Audit Committee review the report listing accounts payable payments in excess of \$5,000 issued for the month of September 2020.

Status: Carried Res. #11/2020-2021

3.2 September 2020 Financial Statements

Moved: Frenkel
Seconded: Watson

That the Finance & Audit Committee receive the September 2020 financial statements.

Status: Carried Res. #12/2020-2021

3.3 Finance & Audit Committee Budget Update

Moved: Watson
Seconded: Frenkel

That the Finance & Audit Committee receive its budget update report for October 13, 2020.

Status: Carried Res. #13/2020-2021

3.4 October 2020 Provincial Council – Audited Financial Statement Discussion

The Finance & Audit Committee reviewed speaking notes for its presentation of BCSTA's June 30, 2020 audited financial statements to the October 2020 Provincial Council.

3.5 October 2020 Provincial Council – Grant Status Update as at June 30, 2020

The Finance & Audit Committee reviewed speaking notes for its presentation of the June 30, 2020 grant status update to the October 2020 Provincial Council.

3.6 October 2020 Provincial Council – 2021/2022 BCSTA Budget Planning

The Finance & Audit Committee reviewed speaking notes for its 2021/2022 BCSTA Budget Planning discussion with the October 2020 Provincial Council.

3.7 October 2020 Provincial Council – Finance & Audit Committee Slides

The Finance & Audit Committee reviewed slides for its presentation of the October 2020 Provincial Council agenda items 8.1 through 8.3.

3.8 BCSTA's Carbon Footprint Audit - Update

The Finance & Audit Committee received an update on BCSTA's Carbon Footprint Audit and discussed options for procuring information regarding BCSTA's building energy usage and waste disposal.

4. OTHER BUSINESS

4.1 Next Meeting

The next meeting of the Finance & Audit Committee is scheduled from 10:00 to 10:30 am on Thursday, October 29, contingent upon receiving feedback on BCSTA's 2021/2022 draft budget.

5. ADJOURNMENT

Moved: Frenkel
Seconded: Watson

That the meeting be adjourned.

Status: Carried Res. #14/2020-2021



LEGISLATIVE COMMITTEE MEETING MINUTES

September 24, 2020

Online

3 PM to 6 PM

PRESENT:

Ryan Painter	<i>Chair</i>
David Swankey	<i>Vice-Chair</i>
Janet Fraser	
Rick Price	

REGRETS:

Ravi Parmar

STAFF:

Audrey Ackah	<i>Legal Counsel</i>
Maryke Peter	<i>Program Assistant, Legal</i>

1. APPROVAL OF PROPOSED AGENDA

Moved:	Fraser
Seconded:	Swankey

That the agenda be approved as presented.

Status:	Carried
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2. APPROVAL OF MINUTES OF THE JULY 10, 2020 MEETING

Moved:	Price
Seconded:	Swankey

That the minutes of the July 10, 2020 meeting be approved as presented.

Status:	Carried
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3. LEGISLATIVE COMMITTEE BUDGET UPDATE

Moved:	Fraser
Seconded:	Swankey

That the Legislative Committee receive the Budget Update report for September 24, 2020.

Status: Carried

4. REVIEW OF PROVINCIAL COUNCIL MOTIONS

The Legislative Committee reviewed the following Provincial Council motions that were submitted on or before the motion submission deadline:

No.	MOTION TITLE	SUBMITTED BY
A	An Enhanced Co-Governance Approach for the Recovery Stage of the Covid-19 Global Pandemic	SD68 (Nanaimo-Ladysmith)
B	Canadian Black History Education	SD39 (Vancouver)
C	Incidents of Racism Database	SD39 (Vancouver)
D	Action on Anti Black Racism	SD41 (Burnaby)
E	Public Sector Executive Wage Freeze	SD45 (West Vancouver)

The Legislative Committee asked staff to contact SD68 (Nanaimo- Ladysmith) to ask clarifying questions and suggest revisions to the motion.

The Legislative Committee recommended that motions: (B) Canadian Black History Education; (C) Canadian Black History Education; and (D) Action on Anti Black Racism be merged into one motion. Staff will prepare a merged motion and contact the motion sponsors to request their feedback on merging the motions.

The Legislative Committee asked staff to contact SD45 (West Vancouver) to request clarification and propose revisions to motion (E) Public Sector Executive Wage Freeze. The Legislative Committee suggested adding background information about executive compensation for the benefit of trustees with limited knowledge of the issue. Staff may also contact BCPSEA to obtain additional background information and clarifications about the exempt staff compensation matter.

The Legislative Committee Chair will present the committee's verbal report to Provincial Council on Saturday, October 24, 2020.

5. STATUS UPDATE ON RECENT LEGISLATIVE COMMITTEE REPORTS/RECOMMENDATIONS TO THE BOARD OF DIRECTORS

(a) Legislative Committee Work Plan

The Board of Directors has approved the 2020-2021 Work Plan which was developed by the committee.

(b) 2020 AGM Motions

The Legislative Committee reviewed a document which sets out what will happen to each motion which was approved for debate at the 2020 AGM. The following eight 2020 AGM motions will be considered during the October 24, 2020 Provincial Council meeting.

No.	MOTION TITLE	SUBMITTED BY
7	Climate Change Working Group	Metropolitan Branch and SD62 (Sooke)
11	Video Options for Winter Meetings	Kootenay Boundary Branch
14	Safe Routes to Schools As part of the Provincial Active Transportation Strategy	SD39 (Vancouver)
19	Funding for Trades	SD42 (Maple Ridge- Pitt Meadows)
22	Provincial Funding to Improve Access to Educational Programming in Correctional Facilities	SD42 (Maple Ridge- Pitt Meadows)
26	Additional Supports for Letter of Permission Teachers and Non-Certified Teachers Teaching On-Call	SD60 (Peace River North)
27	Timelier Response from Teacher Regulation Branch	SD60 (Peace River North)
35	Aligning School Construction with Enrollment Projection	SD57 (Prince George)

6. LEGISLATIVE COMMITTEE'S 2020-2021 WORK PLAN

The Committee discussed the 2020-2021 Work Plan.

- Supporting Motion Sponsors:** The Legislative Committee recommended that in conjunction with the Professional Learning Committee, they provide a motion writing workshops for branches and boards. The Committee would like to consider whether BCSTA can create a motion guide for boards to use at the local board level. The Legislative Committee Chair will send a message to branch presidents and board chairs to inform them of the motion-writing support available through the Legislative Committee. BCSTA staff will help to facilitate this initiative by connecting the Legislative Committee and Professional Learning Committee.
- Motion Guide:** The Legislative Committee would like to finish updating the BCSTA Motion Guide prior to the November 2020 Trustee Academy so that the Guide can help members as they prepare motions for the 2021 AGM. The committee will meet in October to review the BCSTA Motion Guide.
- BCSTA Policy Book:** The Legislative Committee would like to schedule a meeting this fall to work on the Policy Book. The Committee will consider whether there are topics that members regularly submit motions on that the Association should consider adding to the Policy Book. The committee would like to consider and review policies of other school board associations (like the Manitoba School Boards Association). The Committee would also like to consider Indigenous governance, decision-making and knowledge when reviewing and revising the Policy Book.

7. FUTURE MEETINGS

The Legislative Committee will meet in October and/or November to work on the Motion Guide and Policy Book. Staff will send a Doodle Poll with possible meeting dates.

8. OTHER BUSINESS

September 24, 2020 is Janet Fraser's last Legislative Committee meeting. The committee thanked Trustee Fraser for her contribution to the Legislative Committee. Staff will contact the Board of Directors to confirm who the new committee member will be.

As AGM 2020 was canceled, the Committee did not have an opportunity to provide members with a report detailing the work the committee did during the 2019-2020 year. The Committee decided to prepare a report of the 2019-2020 year and submit it to the October 24, 2020 Provincial Council meeting. Staff will distribute a draft report to the committee the week of September 28, 2020.

9. ADJOURNMENT

The Committee adjourned the meeting.

LEGISLATIVE COMMITTEE MEETING MINUTES

November 13, 2020

Online

9 AM to 12 PM

PRESENT:

Ryan Painter	<i>Chair</i>
David Swankey	<i>Vice-Chair</i>
Rick Price	<i>Board of Directors</i>
Christie Sacré	
Bill MacFarlane	

STAFF:

Audrey Ackah	<i>Legal Counsel</i>
Maryke Peter	<i>Program Assistant, Legal</i>

1. APPROVAL OF PROPOSED AGENDA

Moved:	Sacré
Seconded:	Swankey

That the agenda be approved as presented.

Status:	Carried
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2. APPROVAL OF MINUTES OF THE SEPTEMBER 24, 2020 MEETING

Moved:	Swankey
Seconded:	MacFarlane

That the minutes of the September 24, 2020 meeting be approved as presented.

Status:	Carried
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3. LEGISLATIVE COMMITTEE BUDGET UPDATE

Moved:	Sacré
Seconded:	MacFarlane

That the Legislative Committee receive the Budget Update report for October 23, 2020.

Status:	Carried
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4. LEGISLATIVE COMMITTEE WORK PLAN REVIEW

The Legislative Committee reviewed the Work Plan for the 2020-2021 year. In addition to the duties the Legislative Committee set out in [BCSTA's Bylaws](#), the Committee goals for the 2020-2021 year are as follows:

1. Continue to assist boards of education with drafting effective motions for BCSTA governance meetings and for board of education business.
2. Review and update the BCSTA Motion Guide.
3. Review the BCSTA Policy Book.

5. MOTION GUIDE REVIEW AND UPDATE

The Committee reviewed the BCSTA Motion Guide and discussed possible revisions. After the meeting, Committee members may share further feedback about the Motion Guide by email. Staff will provide the Committee with a revised Motion Guide for the Committee to review at the next meeting. The Committee's goal is to submit the revised Motion Guide to the Board of Directors for consideration at the January 2021 Board meeting.

6. POLICY BOOK REVIEW PROJECT

The Committee reviewed the process which was used to revise the BCSTA Policy Book in 2012. The Committee discussed how to approach the 2020-2021 Policy Book Review Project. The Committee identified background information that would assist with the Policy Book review including:

- Topics addressed in recent BCSTA advocacy motions
- Policy information from other school board associations (including the Manitoba School Boards Association policy book)
- List of recent BCSTA committees and working groups
- Staff recommendations regarding possible revisions to the Policy Book

Staff will provide the above-noted information to the Committee.

7. FUTURE MEETINGS

The Legislative Committee will schedule another meeting for November or December of 2020. The Committee also plans to schedule meeting dates to review February 2021 PC motions and 2021 AGM motions. Staff will send Doodle Polls with possible meeting dates.

8. OTHER BUSINESS

No further business was discussed.

9. ADJOURNMENT

The Committee adjourned the meeting.

LEGISLATIVE COMMITTEE MEETING MINUTES

December 17, 2020

Online

2 PM to 5 PM

PRESENT:

Ryan Painter	<i>Chair</i>
Rick Price	<i>Board of Directors</i>
Christie Sacré	
Bill MacFarlane	

REGRETS:

David Swankey	<i>Vice-Chair</i>
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STAFF:

Audrey Ackah	<i>Legal Counsel</i>
Maryke Peter	<i>Program Assistant, Legal</i>

1. APPROVAL OF PROPOSED AGENDA

Moved:	Price
Seconded:	Sacré

That the agenda be approved as presented.

Status:	Carried
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2. APPROVAL OF MINUTES OF THE NOVEMBER 13, 2020 MEETING

Moved:	MacFarlane
Seconded:	Sacré

That the minutes of the November 13, 2020 meeting be approved as presented.

Status:	Carried
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3. LEGISLATIVE COMMITTEE BUDGET UPDATE

Moved:	Sacré
Seconded:	Price

That the Legislative Committee receive the Budget Update report for December 1, 2020.

Status: Carried

4. LEGISLATIVE COMMITTEE WORK PLAN REVIEW

The Legislative Committee reviewed the Work Plan for the 2020-2021 year.

5. MOTION GUIDE REVIEW AND UPDATE

The Committee further revised the Motion Guide.

Moved: Sacré

Seconded: Price

That the revised Motion Guide be submitted to the Board of Directors for consideration at the January 2021 Board meeting.

Status: Carried

The Committee reviewed revisions made to the BCSTA Motion Guide.

6. POLICY BOOK REVIEW PROJECT

The Committee reviewed staff's report regarding the policy review project and discussed how to approach the project. Staff's report identified 12 themes arising from recent motions which have been passed by BCSTA. As per the Committee's request, under each theme, staff will identify concerns that arise out of the relevant motions and helpful notes or suggestions related to effectively addressing those concerns in policy.

7. FUTURE MEETINGS

The Committee is scheduled to meet online on the following dates:

- January 21, 2021 from 9 am – 12 pm to review Provincial Council motions
- March 4, 2021 from 9 am – 12 pm to conduct initial review of 2021 AGM motions
- March 5, 2021 from 9 am – 12 pm to conduct initial review of 2021 AGM motions
- March 12, 2021 from 9 am – 12 pm to conduct final review of 2021 AGM motions

8. OTHER BUSINESS

No further business was discussed.

9. ADJOURNMENT

The Committee adjourned the meeting.

PROVINCIAL COUNCIL MEETING: February 20, 2021

8.1 BCSTA 2021/2022 Draft Budget

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council receive the BCSTA 2021/2022 Draft Budget and provide feedback to the Finance & Audit Committee prior to March 17, 2021.

BACKGROUND:

At the October 2020 Provincial Council meeting, the Finance & Audit Committee reviewed several factors expected to impact BCSTA's 2021/2022 operating budget and requested input for development of the budget draft. Based on responses received, the Finance & Audit Committee has prepared a status quo budget that addresses projected increases and decreases in several budget lines. A summary of this information is provided on page eight of the budget draft. Highlights are shown below:

Projected cost pressures

- FTE student enrollment, based on data provided by the Ministry of Education in December 2020, decreased by 196 FTE students as of September 30, 2020. Member fee revenue, which is based on FTE student enrollment, is decreased \$3,174 as a result. Additional information on the *Member Fees* budget line is shown on pages one, 13 and in Appendix I.
- Interest revenues are projected to decrease by approximately \$11,000 in 2021/2022, based on the 2020 decline in interest rates.
- Speaker, audio-visual and meal costs for AGM 2021 have increased approximately \$11,000. Additional information on the AGM revenue and expenditure budget lines can be found on pages two, 13 and 14.
- Board of director honouraria has increased by approximately \$4,000. This increase is based on the Board of Directors' Honouraria Review Committee's recommendations that:
 - Consistent with current practice, honouraria for the vice-president and directors be increased by the rolling five-year average of Vancouver's Consumer Price Index, or 2.1 percent for 2021/2022.
 - Based on the workload and level of responsibility required of the association's president, honouraria for that position be increased from \$17,303 to \$20,000 per year. Additional information on the *Board of Directors* budget line is shown on pages three, 14 and 15.
- The *Legal Counsel* budget line has increased \$8,000 to address an increase in legal fees as well as an increase in the number of legal inquiries received by the association.

8.1 BCSTA 2021/2022 DRAFT BUDGET

- The *Salaries/Benefits* budget line has been increased \$24,000 to address a salary-grid increase of two percent, effective July 1, 2021, movement on the staff salary grid and a projected increase in benefit costs.
Additional information on the *Salaries/Benefits* budget line is shown on pages six and 18.

Projected offsets

- The inflationary member fee increase for 2021/2022, based on the most recent five-year average of the Vancouver Consumer Price Index of 2.10 percent, totals \$44,081 for 2021/2022. This inflationary increase will be fully funded from the 2019/2020 year-end surplus, per Provincial Council resolution.
Additional information on the inflationary member fee increase is shown on pages two and three and in Appendix I.
- BCSTA has signed contracts with conference hotels for events through to December 2025. This has enabled the association to mitigate the effects of inflation on hotel room and meal costs.
- An allocation of \$10,000 in grant funds has been allocated to the *AGM* revenue budget line.
Additional information on grants is shown on page seven of the draft budget.
- The *Communications/Publications* budget line has been reduced by \$5,000 to reflect a cost reduction in media monitoring services.

Details on all budget lines are found on pages 12 through 19 of the draft budget.

Changes to the first draft of BCSTA's 2021/2022 budget may occur after receipt by the February 20, 2021 Provincial Council, based on:

- Feedback from member boards
- Interest rates that are further adjusted prior to submission of the final budget draft to the April 2021 Provincial Council.

The Finance & Audit Committee, Board of Directors and staff continue to focus on the prudent spending of member dollars. While BCSTA was required to adopt an online meeting and event-hosting platform with the onset of the COVID-19 pandemic in order to maintain the operations of the Association, it is anticipated that 2021/2022 will see a return to in-person meetings and events. The Association will, however, continue to take advantage of changes made during the pandemic by reducing the number of in-person meetings that board and committee members were previously required to attend. This will be done by offering online meetings where feasible and by otherwise offering hybrid meetings.

The Finance & Audit Committee anticipates that, in addition to a reduction in BCSTA's carbon footprint, some savings will result from the association's ongoing use of Zoom, BCSTA's online meeting platform. The Committee will therefore monitor the Board and standing committee budget lines in 2021/2022 to determine if savings can be incorporated into BCSTA's 2022/2023 operating budget.

8.1 BCSTA 2021/2022 DRAFT BUDGET

The Finance & Audit Committee has developed a balanced budget draft for 2021/2022, with the entire annual inflationary member fee increase funded from BCSTA's 2019/2020 year-end surplus. As shown in Appendix I, changes in member fees for 2021/2022 are therefore solely the result of changes in FTE students and have resulted in a member fee decrease of \$3,174.

The *BCSTA 2021/2022 Draft Budget* has been submitted to the February 2021 Provincial Council for receipt only. The final budget will be adopted by the April 2021 Provincial Council. Councillors are encouraged to provide the Finance & Audit Committee with any feedback their school board may have on the draft budget prior to March 17, 2021. Feedback can be submitted to:

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director, Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org

BCSTA 2021/2022 Draft Budget

BCSTA 2021/2022 Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page ten, the Finance & Audit Committee requested feedback from the October 2020 Provincial Council to assist in preparing BCSTA's 2021/2022 draft budget. The first budget draft is presented to the February 2021 Provincial Council for review and receipt and will ultimately be adopted by the April 2021 Provincial Council.

Budget Considerations

At the October 2020 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that are expected to impact BCSTA's 2021/2022 operating budget. Those factors have been updated, where applicable, based on additional information available as of January 1, 2021.

1. Member Fees

BCSTA member fees are based on student full-time equivalent (FTE) enrolment data as of September 30 of each year. This data, which is provided by the Ministry of Education, is used to calculate member fees for the following fiscal year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999. September 30, 2020 FTE student enrollment numbers are therefore used to calculate member fees for 2021/2022. As FTE student enrollment numbers decreased as of September 30, 2020, member fees have also decreased. The reduction of approximately 196 FTE students has resulted in a decrease in member fees of approximately \$3,174. This information is shown in Appendix I.

In accordance with the February 2017 Provincial Council directive "that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year," member fees are increased by 2.10 percent for 2021/2022. This increase totals approximately \$44,081, as shown in Appendix I.

BCSTA member fees are therefore increased a total of \$40,907 in 2021/2022:

Member fee reduction resulting from reduced FTE students	< \$ 3,174 >
Inflationary member fee increase	<u>44,081</u>
Total member fee increase	<u>\$ 40,907</u>

This increase will be used to partially offset the \$11,000 loss of interest revenues projected for 2021/2022, as shown on page two; the \$24,000 increase in salaries and benefits, shown on page six; as well as inflationary cost increases to other budget lines, such as *Legal Counsel*, shown on pages two through seven.

All 60 boards of education are members of BCSTA in the 2020/2021 fiscal year and it is anticipated that BCSTA will also have full membership in 2021/2022. Should there be member board withdrawal in 2021/2022, member equity may be used to fund the resultant loss of fee revenue.

BCSTA 2021/2022 Budget

2. Member Equity

The February 2017 Provincial Council directed that annual inflationary member fee increases, as shown under *1. Member Fees* on page one, be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA's 2019/2020 fiscal year ended with a surplus of approximately \$69,000, the 2021/2022 inflationary member fee increase of \$44,081 will be fully funded. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students. As shown under *1. Member Fees* and in Appendix I, changes in FTE students resulted in a fee reduction of \$3,174.

The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the board of directors may elect to:

- a. Restrict the surplus for the Board's future use, including implementation of work needed to fulfill the Board's annual strategic plan, based on direction and/or feedback from the membership.
- b. Undertake a specific, unbudgeted project or projects.
- c. Reduce member fees.
- d. Reduce registration fees for AGM or Academy.

Member equity may also be used to offset emergent, unbudgeted expenses and, as noted under *1. Member Fees*, to compensate for the loss of revenue for the first year of member board withdrawal from the association.

3. Interest Revenue

This budget line was increased by \$4,000 in 2019/2020 to reflect a slight increase in interest rates. As interest rates declined slightly during the 2019/2020 fiscal year, no changes were made to the *Interest* budget line in 2020/2021. Given the further decline in interest rates with the onset of the COVID-19 pandemic, an \$11,000 decrease to this budget line is recommended for 2021/2022.

4. BCSTA Event Contracts

BCSTA has signed hotel contracts for the AGM and Academy through to December 2025. This will enable BCSTA to keep hotel room and meal costs for these events at a minimum. Additionally, these contracts will ensure that rooms are available at conference hotels for registrants attending these events.

5. AGM

Despite a projected decrease in attendance for the 2021 Annual General Meeting, the *AGM* expense budget line has been increased as a result of rising meal, speaker, and audio-visual costs. Meal costs have been kept as low as possible by entering into multiple-year contracts with conference hotels, as shown in *4. BCSTA Event Contracts*. A grant allocation of \$10,000 has been included in the *AGM* revenue budget line to offset increased costs, as shown under *20. Grants* on page seven.

BCSTA 2021/2022 Budget

6. **Academy**

The *Academy* revenue and expense budget lines are both expected to decrease in 2021/2022 due to a projected reduction in attendance, consistent with attendance levels in the year prior to a municipal election.

7. **Board of Directors**

In 2011/2012, the Board of Directors' Honouraria Review Committee recommended that board of director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. In 2020/2021, the Board of Directors' Honouraria Review Committee, a sub-committee of the Finance & Audit Committee, undertook another review of board honouraria.

The committee compared BCSTA's honouraria amounts with those of other provincial school board associations, the Canadian School Boards' Association (CSBA), the Principals' and Vice-Principals' Association (BCPVPA), the BC Public School Employers' Association (BCPSEA) and member boards of education.

The committee also provided a questionnaire to the members of the board of directors to get a better understanding of the workload of each of the positions on the board (president, vice-president, and director) as well as the travel time requirements for individual board members.

Based on the comparator information, the levels of responsibility, workload and time commitment of the president, vice-president, and directors, the committee determined that the level of compensation for the directors and the vice-President was appropriate. The committee also determined that the honourarium of the president was comparatively low, recognizing the complexity and hours of work needed to build and maintain relationships with education partners; to manage BCSTA's co-governance relationship with the Ministry of Education; to act as chair and facilitator at BCSTA meetings and events and to represent the association in the media.

A one-time increase to the president's honourarium in recognition of that position's workload and level of responsibility is therefore recommended for 2021/2022, with an increase to honouraria amounts for the vice-president and directors to be based on the five-year rolling average of the Vancouver Consumer Price Index (CPI).

8. **Standing Committees**

As a means of reducing meeting costs, committees utilize online meeting formats whenever feasible, rather than in-person. Cost savings are also achieved by holding mixed-format meetings.

No changes to any of the standing committee budget lines are projected for 2021/2022.

BCSTA 2021/2022 Budget

9. **Provincial Council**

No change to this budget line is projected for 2021/2022.

10. **CSBA**

This budget line was increased in 2020/2021, as follows:

Increase in CSBA member fees	\$2,000
Rising travel costs	<u>4,000</u>
Total increase	<u>\$6,000</u>

No change to this budget line is projected for 2021/2022.

11. **In-District/Professional Development Services**

The *In-District Professional Development Services* budget line did not require an increase in 2020/2021, based on the number of service requests received from individual boards of education. Prior to the onset of the COVID-19 pandemic, however, the Finance & Audit Committee was carefully monitoring this budget line to determine if an increase may be required in 2021/2022. As service requests during the pandemic have decreased, no change to this budget line is recommended for 2021/2022; instead, the Finance & Audit Committee will continue to monitor this budget line to determine if an increase will be required in future.

12. **Board Chairs' Meeting**

This budget line was increased by \$8,000 in 2020/2021 to include speaker costs and to reflect rising hotel and meal costs.

No change to this budget line is projected for 2021/2022.

13. **Communications/Publications**

This budget line has been reduced in 2021/2022 to show a reduction in media monitoring services costs contracted by the association.

14. **Legal Services**

An increase to this budget line is recommended for 2021/2022, based on an increase in the cost of legal fees as well as the rising number of legal inquiries received by the association each year.

15. **Building**

BCSTA's current lease agreement with SD39 (Vancouver), which came into effect on September 1, 2019 for a period of nine years, has a number of lease rate increases that are to be applied during the term of the lease. As the next increase does not take effect until 2022/2023, no change to this budget line is required in 2021/2022.

BCSTA 2021/2022 Budget

16. Depreciation

The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are replaced on an as-needed basis such that equipment is not replaced until it becomes problematic, fails or becomes obsolete.

This budget line will be affected in 2021/2022 by the following capital asset purchases:

- 2017/2018 replacement of workstations and monitors:
With an estimated useful life of five years, these assets will be fully depreciated in 2022/2023.
- 2017/2018 update of backup infrastructure:
This hardware has an estimated useful life of five years and will be fully depreciated in 2022/2023.
- 2017/2018 leasehold improvements:
These leasehold improvements have an estimated useful life of 10 years and will be fully depreciated in 2027/2028.
- 2019/2020 photocopier replacement:
BCSTA's photocopier was fully depreciated in 2018/2019 but was not replaced until it failed in 2019/2020. With an estimated useful life of five years, the new photocopier will be fully depreciated in 2024/2025.
- 2020/2021 furniture replacement:
BCSTA's office chairs, which are approximately 20 years old, have been failing for a number of years; however, BCSTA had been able to have them repaired. It has become increasingly difficult to find parts for the chairs and, as the level of wear and tear requires more extensive and therefore more expensive repairs, the decision was made to replace them. With an estimated useful life of 10 years, these chairs will be fully depreciated in 2030/2031.
- 2020/2021 cell phone refresh:
BCSTA's cell phones have an estimated useful life of three years and will be fully depreciated in 2023/2024.

BCSTA 2021/2022 Budget

- 2021/2022 server and server software replacement:
BCSTA purchased its current server in 2017/2018 and estimated its useful life to be five years; however, BCSTA was notified in May 2020 that Microsoft will not support MS Server 2016, the version of server software BCSTA is running, beyond January 11, 2022. As it is not practical to update the server software on BCSTA's current server, BCSTA must replace its server one-year ahead of schedule, which means replacement in 2021/2022 instead of 2022/2023. The new server will be fully depreciated in 2026/2027.

An increase to the *Depreciation* budget line is required in 2021/2022 to address the 2020/2021 and 2021/2022 capital asset purchases.

17. Financial

BCSTA undertakes a five-year contract with its audit firms. The Finance & Audit Committee conducted a review of audit firms in 2018/2019 and contracted with Smythe LLP Chartered Professional Accountants through 2022/2023. An increase to this budget line to reflect inflationary increases through to the end of this period was applied in 2019/2020. No change to this budget line is therefore recommended for 2021/2022.

18. Equipment Maintenance

This budget line was increased a total of \$5,000 in 2020/2021 to support increased equipment and software costs, including the replacement of BCSTA's network switches in 2020/2021. As network switches are not replaced annually, this budget line can be reduced in 2021/2022.

19. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. The most recent teachers' current collective agreement, which covers the period from July 1, 2019 to June 30, 2022, provides for a two-percent salary increase on July 1, 2021. BCSTA's staff salary grid will therefore be increased by two percent effective July 1, 2021.

Other factors expected to impact this budget line in 2021/2022 are:

- Movement on the staff salary grid.
- Changes in benefit costs.

A \$24,000 increase to the *Salaries/Benefits* budget line is therefore recommended for 2021/2022.

BCSTA 2021/2022 Budget

20. Grants

BCSTA has received a number of grants, the details of which are reported out annually at the fall Provincial Council meeting.

The Finance & Audit Committee and board of directors are mindful of the importance of making impactful use of grant funds received by the association, within the parameters restricting the use of those funds. In accordance with restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

- Support for boards to attend rural education regional meetings.
- Support for BCSTA's annual general meeting and/or Academy.
- Support for trustee learning opportunities.
- Support for trustee leadership development.
- Development of the *Trustee Learning Guide*.
- Development of a digital version of *the Guide to Schools' Legislation*.

Although BCSTA has been reducing its reliance on government grants to support its annual operating budgets, with increasing costs and decreased attendance projected for the annual general meeting in 2021/2022, an allocation of \$10,000 in grant funds has been included to the *AGM* revenue budget line for 2021/2022, as referenced under 5. *AGM* on page three.

BCSTA 2021/2022 Budget

Budget Impact Summary

As shown on pages one through seven, BCSTA is facing cost pressures in a number of budget lines in 2021/2022, summarized as follows:

- FTE Student enrollment, based on data provided by the Ministry of Education in December 2020, decreased by 196 FTE students as of September 30, 2020. Member fees, which are based on FTE student enrollment, are decreased \$3,174 as a result.
- Interest revenues are projected to decrease by approximately \$11,000 in 2021/2022, based on the 2020 reduction in interest rates.
- Speaker, audio-visual and meal costs for AGM 2021 have increased approximately \$11,000.
- Board of director honouraria has increased a total of approximately \$4,000. This increase is based on the Board of Directors' Honouraria Review Committee recommendations to:
 - Increase the vice-president's and directors' honouraria by the rolling five-year average of Vancouver's Consumer Price Index of 2.1 percent.
 - Increase the president's honourarium, based on the workload and level of responsibility required of that position, to \$20,000 per year.
- The *Legal Counsel* budget line has increased \$8,000 to address an increase in legal fees as well as the increase in the number of legal inquiries received by the association.
- The *Depreciation* budget line has been increased \$3,000 to reflect depreciation on capital assets purchased in 2020/2021 and server and server software to be purchased in 2021/2022.
- The *Salaries/Benefits* budget line has been increased \$24,000 to address a salary-grid increase of two percent, effective July 1, 2021; movement on the staff salary grid; and a projected increase in benefit costs.

The 2021/2022 cost pressures noted above have been offset as follows:

- The inflationary member fee increase for 2021/2022, based on the most recent five-year average of the Vancouver Consumer Price Index of 2.10 percent, totals \$44,081 for 2021/2022. This inflationary increase will be fully funded from the 2019/2020 year-end surplus, per Provincial Council resolution.
- Despite rising audio-visual, speaker and meal costs for the 2021 Academy, expenses are expected to be reduced by approximately \$5,000 due to a projected decrease in attendance for this event.
- BCSTA has signed contracts with conference hotels for events through to December 2025. This has enabled the association to mitigate the effects of inflation on hotel room and meal costs.
- An allocation of \$10,000 in grant funds has been allocated to the AGM revenue budget line.
- The *Communications/Publications* budget line has been reduced by \$5,000 to reflect a cost reduction in media monitoring services.
- The 2020/2021 *Equipment Maintenance* budget line included funds to replace BCSTA's network switches. As this was a one-time, rather than an annual cost, this budget line has been reduced by \$3,000 in 2021/2022.

Budget details are shown on pages 12 through 19 of this budget draft.

BCSTA 2021/2022 Budget

Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students; annual inflationary increases to maintain or improve service levels; use of member equity to offset annual inflationary member fee increases; and approved increases or decreases to specific budget lines that would impact the budget as a whole. For instance, in 2008/2009 BCSTA eliminated the position of associate executive director and decreased BCSTA's staff complement from 12.6 to 11.6 FTEs*. Should member needs require the association to increase its staff complement the additional costs could exceed what is provided for by member fees under the existing fee formula. A member fee increase in excess of what is provided by the annual inflationary member fee increase may therefore be required.

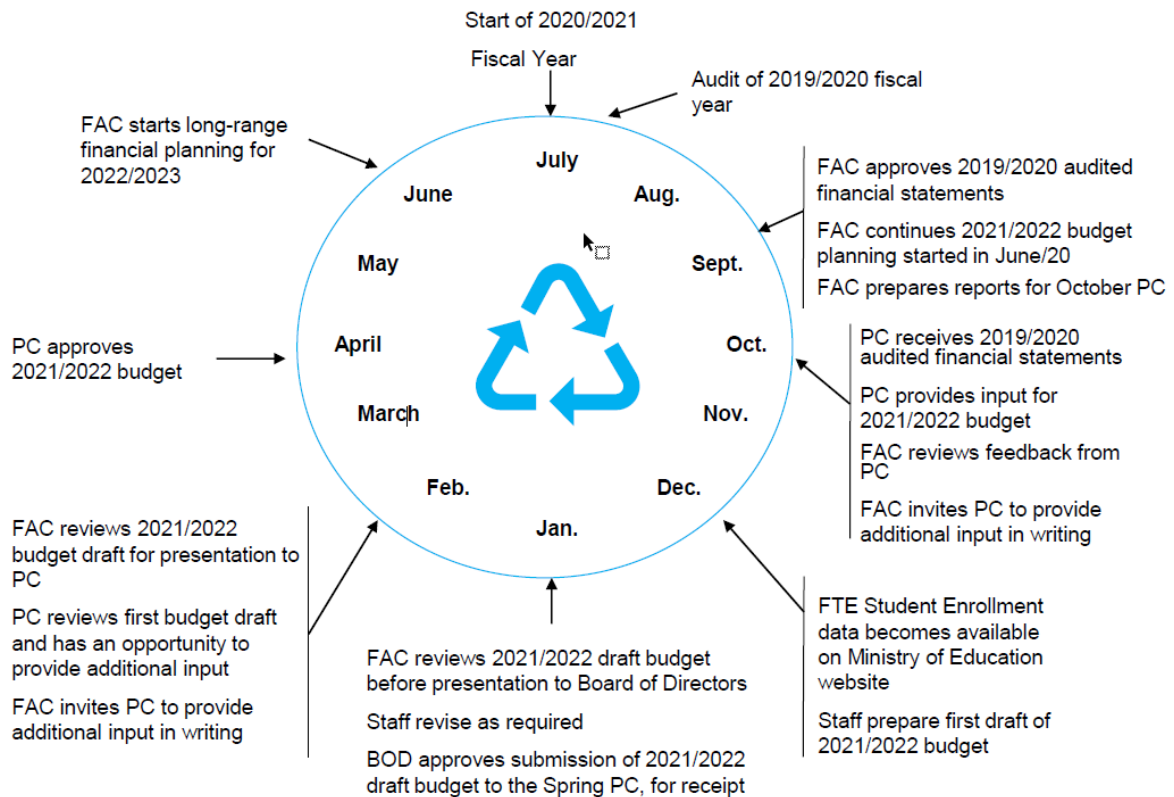
*Note: BCSTA staff complement was subsequently reduced to 10.8 FTEs.

For 2021/2022, the Finance & Audit Committee has prepared a balanced draft budget that includes an **inflationary member fee increase of 2.10 percent**, in accordance with the February 2017 Provincial Council directive to apply an annual member fee increase equivalent to the most recent five-year rolling average of the Vancouver CPI, as of January 1 of each year.

Also, in accordance with direction from the February 2017 Provincial Council, as shown on pages two and eight, and in Appendix I, the inflationary member fee increase of \$44,081 for 2021/2022 will be fully funded from BCSTA's 2019/2020 year-end surplus of \$69,000. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students.

BCSTA 2021/2022 Budget

2021/2022 Budget Cycle



BCSTA 2021/2022 Budget

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of four categories. At the February 2001 Provincial Council, category 4 was adjusted to address an inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = (\$6.10 x FTEs + 2,600) x 0.9955
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 0.9955
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 0.9955
Category 4	Fees = (\$0.3333 x FTEs + 55,000)
Category 5	Fees = (\$0.30 x FTEs + 57,500)

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = (\$6.10 x FTEs + 2,600) x 1.0462
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 1.0462
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 1.0462
Category 4	Fees = (\$0.3333 x FTEs + 55,000) x 1.0508
Category 5	Fees = (\$0.30 x FTEs + 57,500) x 1.0508

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

BCSTA 2021/2022 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2019/2020	Budget 2020/2021	Budget 2021/2022	Dollar Change
Member Fees	2060	2102	2143	+ 41
AGM	209	211	224	+ 13
Interest	86	86	75	- 11
Academy	209	229	222	- 7
Grant Admin/ Entrepreneurial	13	13	14	+ 1
Total	2577	2641	2678	+ 37

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
Core Services	923	962	975	+ 13
Office	292	298	298	--
Salaries	1362	1381	1405	+ 24
Total	2577	2641	2678	+ 37

BCSTA 2021/2022 Budget

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
R1	Member Fees*	2060	2102	2143	+ 41
R2	AGM*	209	211	224	+ 13
R3	Interest*	86	86	75	- 11
R4	Academy*	209	229	222	- 7
R5	Grant Administration/ Entrepreneurial*	13	13	14	+ 1
	Total	2577	2641	2678	+ 37

- R1. *Member Fees* is **increased \$41,000** in 2021/2022. This reflects a decrease of approximately \$3,174 resulting from a decrease in student enrollment of 196 FTE students as well as an inflationary member fee increase of \$44,081, based on the most recent five-year average of the Vancouver Consumer Price Index, or 2.10 percent.

As the inflationary member fee increase for 2021/2022 will be fully funded from the 2019/2020 year-end surplus of \$69,000, in accordance with Provincial Council resolution, the only changes in fees for 2021/2022 will be solely the result of changes in FTE students, as shown on pages two and eight and in Appendix I.

- R2. The *AGM* revenue budget line is **increased \$13,000** to reflect a grant allocation of \$10,000 to partially offset speaker costs for this event, plus an increase in registration fees, needed to offset increased audio-visual and meal costs.
- R3. As interest rates have seen a significant decrease in 2020 resulting from the economic downturn brought about by the COVID-19 pandemic, an **\$11,000 decrease** in the *Interest* budget line is recommended for 2021/2022.
- R4. The *Academy* budget line is **decreased \$7,000** to reflect a projected decrease in attendance, consistent with attendance at this event in the fourth year of the election cycle.
- R5. The *Grant Administration/Entrepreneurial* budget line is **increased \$1,000**, to more accurately reflect actual revenue.

BCSTA 2021/2022 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	46	46	--
A1(c)	AGM*	194	200	211	+ 11
A1(d)	Provincial Council	98	98	98	--
A1(e)	Board of Directors*	95	96	100	+ 4
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	571	584	599	+ 15

A1(c). The AGM budget line is **increased \$11,000** to reflect an increase in meal, audio-visual, and speaker costs.

A1(e). In 2006/2007, the Board of Director Honouraria Review Committee recommended that board of director honouraria be reviewed annually, with increases to be based on Vancouver's Consumer Price Index (CPI).

In 2011/2012, the review committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

- Budget issues do not arise in future years resulting from a need to implement large increases required to bring honouraria amounts in line with market levels.
- Trustees with an interest in serving on the board of directors will not be excluded from doing so for financial reasons.

BCSTA 2021/2022 Budget

As shown on page three under 7. *Board of Directors*, in 2020/2021 the Review Committee examined the workload and levels of responsibility for each of the three positions on the board of directors: president, vice-president, and director, and determined that the president's honouraria was comparatively low. The review committee therefore recommended that the five-year rolling average of Vancouver's CPI be applied to the vice-president's and directors' honouraria, and that the president's honourarium be increased to \$20,000 per year to more fairly address the workload and level of responsibility required of that position.

Recommended Board of Director honouraria increases for 2021/2022 are:

President:	\$ 17,303	to	\$ 20,000/year	=	\$2,697/year
Vice-President:	\$ 8,650	to	\$ 8,832/year	=	\$182/year
Director:	\$ 6,180	to	\$ 6,310/year	=	\$130/year

As a result, the board of director budget line is **increased \$4,000** in 2021/2022.

BCSTA 2021/2022 Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
A2(a)	Academy*	192	210	205	- 5
A2(b)	In-District/Pro-D Services	45	45	45	--
A2(c)	Board Chairs' Meeting	20	28	28	--
A2(d)	Communications/Publications	30	30	25	- 5
A2(e)	Legal Counsel*	65	65	73	+ 8
	Total	352	378	376	- 2

A2(a). The *Academy* budget line is **decreased \$5,000** to reflect a projected decrease in attendance at this event, consistent with year four in the four-year election cycle.

A2(d). The *Communications/Publications* budget line is **decreased \$5,000** to reflect the cancellation of one of BCSTA's media monitoring services.

A2(e). The *Legal Counsel* budget line has been **increased \$8,000** to address increased legal fees and an increase in the number of legal inquiries received by the association.

TOTAL CORE SERVICES (A1 – A2)	923	962	975	+ 13
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BCSTA 2021/2022 Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
B1	Building	135	136	136	--
B2	Equipment Maintenance*	65	70	67	- 3
B3	Office Administration	19	19	19	--
B4	Financial	54	54	54	--
B5	Depreciation*	19	19	22	+ 3
	Total	292	298	298	--

- B2. The *Equipment Maintenance* budget line was increased a total of \$5,000 in 2020/2021 to support increased hardware and software costs, including the replacement of BCSTA's network switches. As the replacement of network switches was a one-time, rather than an annual cost, this budget line is **decreased \$3,000** in 2021/2022.
- B2. The *Depreciation* budget line is **increased \$3,000** to reflect increased depreciation resulting from the replacement of BCSTA's cell phones and chairs in 2020/2021 and the requirement to replace BCSTA server and server software in 2021/2022.

BCSTA 2021/2022 Budget

STAFF SALARIES

(All amounts are in thousands of dollars)

S – STAFF SALARIES					
No.	Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
S1	Total Salaries/Benefits*	1362	1381	1405	+ 24

TOTAL POSITIONS (FTEs)	10.8	10.8	10.8	--
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S1. This budget line is **increased \$24,000** in 2021/2022 to address the following factors:

- A two-percent staff salary-grid increase, consistent with the teachers' current collective agreement.
- Movement on the staff salary grid.
- A projected increase in benefit costs.

TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)	2577	2641	2678	+ 37
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BCSTA 2021/2022 Budget

GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Budget 2019/20	Budget 2020/21	Budget 2021/22	Dollar Change
<u>Revenue</u>				
Grants	--	--	--	--
Contracts	13	13	14	+ 1
Total	13	13	14	+ 1
<u>Expenditures</u>				
Grants	--	--	--	--
Contracts	--	--	--	--
Total	--	--	--	--
Net Contribution	13	13	14	+ 1

APPENDIX I
2021/2022 BCSTA FEE REVENUE COMPARED TO 2020/2021 FEE REVENUE
(Annual Inflationary Member Fee Increase of 2.10%)

No.	School District	Total FTE Pupils Sep 30/19	Total FTE Pupils Sep 30/20	Difference	Category	2020/2021 Fees (1.67% Inc.)	2021/2022 Fees (0% Inc.)	Difference (based on FTE changes)	2.10% Member Fee Increase*	Total 2020/2021 Member Fees
5	Southeast Kootenay	5,670.81	5,548.63	(122.2)	2	35,827.80	35,616.02	(211.78)	747.94	36,363.96
6	Rocky Mountain	3,310.44	3,303.44	(7.0)	1	27,246.38	27,195.34	(51.04)	571.10	27,766.44
8	Kootenay Lake	4,791.88	4,661.56	(130.3)	2	34,304.38	34,078.52	(225.86)	715.65	34,794.17
10	Arrow Lakes	461.19	514.03	52.8	1	6,470.72	6,856.04	385.32	143.98	7,000.02
19	Revelstoke	1,007.56	1,022.31	14.8	1	10,454.68	10,562.23	107.55	221.81	10,784.04
20	Kootenay-Columbia	3,980.06	3,880.75	(99.3)	1	32,129.04	31,404.89	(724.15)	659.50	32,064.39
22	Vernon	8,525.50	8,486.50	(39.0)	2	40,775.71	40,708.11	(67.60)	854.87	41,562.98
23	Central Okanagan	23,056.19	23,139.63	83.4	3	64,626.21	64,758.86	132.65	1,359.94	66,118.80
27	Cariboo-Chilcotin	4,592.31	4,413.31	(179.0)	2	33,958.49	33,648.24	(310.25)	706.61	34,354.85
28	Quesnel	2,971.69	2,926.75	(44.9)	1	24,776.35	24,448.68	(327.67)	513.42	24,962.10
33	Chilliwack	13,851.41	13,973.91	122.5	3	49,992.32	50,187.07	194.75	1,053.93	51,241.00
34	Abbotsford	19,609.81	19,428.13	(181.7)	3	59,147.11	58,858.27	(288.84)	1,236.02	60,094.29
35	Langley	20,890.00	21,170.88	280.9	3	61,182.37	61,628.91	446.54	1,294.21	62,923.12
36	Surrey	72,522.25	71,936.88	(585.4)	4	95,057.50	94,823.25	(234.25)	1,991.29	96,814.54
37	Delta	15,491.16	15,759.09	267.9	3	52,599.22	53,025.19	425.97	1,113.53	54,138.72
38	Richmond	19,661.69	19,697.94	36.3	3	59,229.59	59,287.22	57.63	1,245.03	60,532.25
39	Vancouver	48,679.63	48,451.25	(228.4)	4	85,516.24	85,424.84	(91.40)	1,793.92	87,218.76
40	New Westminster	6,484.25	6,517.25	33.0	2	37,237.70	37,294.90	57.20	783.19	38,078.09
41	Burnaby	23,875.41	23,644.00	(231.4)	3	65,928.62	65,560.72	(367.90)	1,376.78	66,937.50
42	Maple Ridge-Pitt Meadows	14,815.63	15,008.69	193.1	3	51,525.25	51,832.18	306.93	1,088.48	52,920.66
43	Coquitlam	30,888.81	31,175.38	286.6	4	78,396.76	78,511.44	114.68	1,648.74	80,160.18
44	North Vancouver	15,317.00	15,331.56	14.6	3	52,322.34	52,345.49	23.15	1,099.26	53,444.75
45	West Vancouver	6,996.94	6,945.13	(51.8)	2	38,126.32	38,036.51	(89.81)	798.77	38,835.28
46	Sunshine Coast	3,270.00	3,199.56	(70.4)	1	26,951.53	26,437.93	(513.60)	555.20	26,993.13
47	Powell River	2,487.81	2,928.81	441.0	1	21,248.11	24,463.72	3,215.61	513.74	24,977.46
48	Sea to Sky	5,158.44	5,266.25	107.8	2	34,939.73	35,126.59	186.86	737.66	35,864.25
49	Central Coast	222.13	230.63	8.5	1	4,727.56	4,789.54	61.98	100.58	4,890.12
50	Haida Gwaii	448.06	439.75	(8.3)	1	6,375.01	6,314.40	(60.61)	132.60	6,447.00
51	Boundary	1,238.31	1,240.63	2.3	1	12,137.22	12,154.08	16.86	255.24	12,409.32
52	Prince Rupert	1,967.13	1,831.00	(136.1)	1	17,451.45	16,458.88	(992.57)	345.64	16,804.52
53	Okanagan-Similkameen	2,290.25	2,290.81	0.6	1	19,807.56	19,811.66	4.10	416.04	20,227.70
54	Bulkley Valley	1,943.63	1,931.00	(12.6)	1	17,280.10	17,188.04	(92.06)	360.95	17,548.99
57	Prince George	13,092.00	12,848.31	(243.7)	3	48,785.01	48,397.59	(387.42)	1,016.35	49,413.94
58	Nicola-Similkameen	2,046.28	1,958.75	(87.5)	1	18,028.63	17,390.38	(638.25)	365.20	17,755.58
59	Peace River South	3,621.81	3,558.06	(63.8)	1	29,516.82	29,051.97	(464.85)	610.09	29,662.06
60	Peace River North	6,121.06	6,029.63	(91.4)	2	36,608.20	36,449.72	(158.48)	765.44	37,215.16
61	Greater Victoria	19,647.72	19,351.94	(295.8)	3	59,207.39	58,737.15	(470.24)	1,233.48	59,970.63
62	Sooke	11,113.63	11,254.75	141.1	3	45,639.76	45,864.12	224.36	963.15	46,827.27
63	Saanich	7,122.25	7,405.75	283.5	2	38,343.52	38,834.90	491.38	815.53	39,650.43
64	Gulf Islands	1,476.69	1,430.81	(45.9)	1	13,875.36	13,540.86	(334.50)	284.36	13,825.22
67	Okanagan Skaha	5,710.88	5,533.94	(176.9)	2	35,897.24	35,590.57	(306.67)	747.40	36,337.97
68	Nanaimo-Ladysmith	14,284.75	14,303.50	18.8	3	50,681.26	50,711.07	29.81	1,064.93	51,776.00
69	Qualicum	4,153.44	4,225.56	72.1	2	33,197.81	33,322.82	125.01	699.78	34,022.60
70	Alberni	3,806.00	3,726.69	(79.3)	1	30,859.84	30,281.52	(578.32)	635.91	30,917.43
71	Comox Valley	8,551.88	9,487.69	935.8	2	40,821.42	42,443.43	1,622.01	891.31	43,334.74
72	Campbell River	5,464.31	5,418.88	(45.4)	2	35,469.89	35,391.13	(78.76)	743.21	36,134.34
73	Kamloops/Thompson	14,831.50	14,765.63	(65.9)	3	51,550.49	51,445.76	(104.73)	1,080.36	52,526.12
74	Gold Trail	1,102.38	1,042.06	(60.3)	1	11,146.01	10,706.24	(439.77)	224.83	10,931.07
75	Mission	6,145.00	6,188.94	43.9	2	36,649.69	36,725.85	76.16	771.24	37,497.09
78	Fraser-Cascade	1,678.94	1,638.50	(40.4)	1	15,350.09	15,055.24	(294.85)	316.16	15,371.40
79	Cowichan Valley	8,144.42	8,111.23	(33.2)	2	40,115.19	40,057.67	(57.52)	841.21	40,898.88
81	Fort Nelson	670.50	634.81	(35.7)	1	7,996.94	7,736.72	(260.22)	162.47	7,899.19
82	Coast Mountains	4,140.31	3,831.13	(309.2)	2/1	33,175.06	31,043.04	(2,132.02)	651.90	31,694.94
83	N. Okanagan-Shuswap	6,431.06	6,425.06	(6.0)	2	37,145.51	37,135.11	(10.40)	779.84	37,914.95
84	Vancouver Island West	474.38	380.88	(93.5)	1	6,566.87	5,885.11	(681.76)	123.59	6,008.70
85	Van. Island North	1,289.88	1,205.38	(84.5)	1	12,513.20	11,897.05	(616.15)	249.84	12,146.89
87	Stikine	151.06	168.06	17.0	1	4,274.74	4,333.36	58.62	91.00	4,424.36
91	Nechako Lakes	3,478.56	3,580.50	101.9	1	28,472.29	29,215.58	743.29	613.53	29,829.11
92	Nisga'a	373.44	370.38	(3.1)	1	5,830.87	5,808.54	(22.33)	121.98	5,930.52
93	Francophone Ed. Auth.	6,228.19	6,461.50	233.3	2	36,793.88	37,198.27	404.39	781.16	37,979.43
TOTALS		547,829.64	547,633.70	(195.94)		2,102,262.35	2,099,088.53	(3,173.82)	44,080.86	2,143,169.39
				(195.94)						
						174,924.04			3,673.40	178,597.45

*Note: As the inflationary member fee increase of 2.1 percent will be fully funded from the 2019/2020 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2021/2022 member fee invoices.

Table 2B: Enrollment-Based Funding*
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

Maximum Fee per Provincial Council Resolution PC80/88:
5% of 2020/2021 total fees: \$ 107,158.47

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2020/2021 total fees \$ 4,286.34

<https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/k12funding/20-21/operating-grant-tables-december-2020.pdf>



PROVINCIAL COUNCIL MEETING: February 20, 2021

8.2 BCSTA's *Policy on Travel Expenses* – Per Diem Rates

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council update *Item 4. Meals* of BCSTA's *Policy on Travel Expenses* to reflect the following changes:

Breakfast	\$12.00 – from \$11.00
Lunch	\$17.00 - no change
Dinner	\$26.00 – no change
Full Day	\$55.00 - from \$54.00

BACKGROUND:

The Finance & Audit Committee reviews BCSTA's per diem rates annually. At its January 14, 2021 meeting, the Committee compared BCSTA's diem rates with those of the Ministry of Education, the BC Public School Employers' Association (BCPSEA) the BC Principals' and Vice-Principals' Association (BCPVPA) and the BC Teachers Federation (BCTF). School district rates not tied to BCSTA's rates were also considered. Comparison information is attached.

In accordance with BCSTA Bylaw 7g, shown below, the Provincial Council is responsible for determining the criteria for reimbursement of out-of-pocket expenses:

The Provincial Council shall approve payment of honoraria to the President, Vice-President, Directors, and the immediate past President, and shall approve the criteria for payment of out-of-pocket expenses of BCSTA officers, Provincial Council members and staff when incurred on Association business.

Any changes to *BCSTA's Policy on Travel Expenses* must therefore be submitted to the Provincial Council for approval.

BCSTA's per diem rates were last revised by the February 22, 2020 Provincial Council:

Breakfast	\$11.00 – no change
Lunch	\$17.00 - no change
Dinner	\$26.00 - from \$25.00
Full Day	\$54.00 - from \$53.00

Based on its review, the Committee determined that a small increase in breakfast per diem amounts was appropriate. As a larger increase to the breakfast per diem amount would result in BCSTA's full-day rate exceeding \$55.00, which is higher than the member board average, as well as the Ministry of Education, BCPSEA and BCTF rates, the Finance & Audit Committee recommends that the breakfast per diem amount not be increased above \$12.00.

BRITISH COLUMBIA BOARDS OF EDUCATION
Trustee Compensation - Meals
2020 Survey (Compiled by BCSTA as of April 28, 2020)

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

Board of education	Meal Allowance (if \$10.00 enter 10)				Meal allowance tied to:	Other (please specify)	Are meals provided by your district? (eg) before or during board meetings.	Comments on meal allowance:
	Breakfast	Lunch	Dinner	Full Day				
SD05 (Southeast Kootenay)	\$ 20.00	\$ 25.00	\$ 35.00	\$ 80.00	Board approved for all employees		Yes, in certain circumstances	No meal allowance provided when meals available
SD06 (Rocky Mountain)	\$ 13.00	\$ 15.00	\$ 19.00	\$ 39.00	In-District per diem	Policy 3800, Expenses on Board of Education Business	Yes, light snack for video conference meetings (Trustees only travel within their zone), light meal for in person meetings (Trustees may have to travel outside their zone)	To claim breakfast must leave before 7:00 am, lunch must leave before noon, dinner leave before 6 pm
SD06 (Rocky Mountain)	\$ 16.00	\$ 19.00	\$ 25.00	\$ 50.00	Out-of-District per diem	Policy 3800, Expenses on Board of Education Business		
SD23 (Central Okanagan)	\$ 15.00	\$ 20.00	\$ 30.00	\$ 65.00	District Set		Yes	
SD27 (Cariboo-Chilcotin)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Board Policy		Yes	
SD33 (Chilliwack)	\$ 11.00	\$ 17.00	\$ 25.00	\$ 53.00	Pro-D		Yes	
SD35 (Langley)	\$ 13.00	\$ 17.00	\$ 30.00	\$ 70.00			before board meeting	
SD36 (Surrey)	\$ 18.00	\$ 24.00	\$ 33.00	\$ 75.00				
SD37 (Delta)								
SD38 (Richmond)	\$ 11.00	\$ 17.00	\$ 25.00	\$ 53.00	attending conferences, conventions, etc outside of Richmond		Yes	
SD39 (Vancouver)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Expenses necessarily incurred in the discharge of their duties	50 US per diem for international travel	Yes	Provided for Board and Board Standing Committee meetings
SD 41(Burnaby)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	Board Policy		Provided when Board meetings are in the evening. Committee meetings are scheduled earlier in the evening	No meal allowance provided when meals available
SD42 (Maple Ridge-Pitt Meadows)	\$ 10.00	\$ 14.00	\$ 30.00	\$ 54.00	Policy 4410: Travel Expenses		Yes	
SD43 (Coquitlam)				\$50	Board Policy		Yes	
SD45 (West Vancouver)	\$ 19.00	\$ 20.00	\$ 28.00	\$ 39.00	BC gov't rates - gov't core policy manual		dinner before - for trustees & senior staff	
SD47 (Powell River)	\$ 15.00	\$ 17.00	\$ 23.00	\$ 55.00	District admin procedure		only the committee meetings which sometimes span lunch	
SD59 (Peace River South)	\$ 15.00	\$ 20.00	\$ 25.00	\$ 60.00	policy		yes	
SD60 (Peace River North)	\$ 11.00	\$ 19.00	\$ 26.00	\$ 56.00		International - \$75.00 Full Day	Only under special circumstances	
SD62 (Sooke)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	District Administrative Procedures		Yes	

Board of education	Meal Allowance (if \$10.00 enter 10)				Meal allowance tied to:	Other (please specify)	Are meals provided by your district? (eg) before or during board meetings.	Comments on meal allowance:
	Breakfast	Lunch	Dinner	Full Day				
SD63 (Saanich)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Board Policy		Yes - when Board meetings are scheduled to begin before 6pm or when they continue over the lunch hour	
SD68 (Nanaimo-Ladysmith)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	SD68 Administrative Procedures		No	Paid if submitted and approved.
SD73 (Kamloops-Thompson)	\$ 15.00	\$ 17.50	\$ 27.50	\$ 60.00	Other (please specify)	Annual review of BCSTA Trustee Meal Allowance Rates	Meal provided if a committee meeting takes place in afternoon prior to the In-camera Board meeting	No meal allowance provided when meals available
SD74 (Gold Trail)	\$ 10.00	\$ 12.00	\$ 18.00	\$ 40.00	In-District per diem		Before Board Meeting	
SD74 (Gold Trail)	\$ 15.00	\$ 18.00	\$ 27.00	\$ 60.00	Out-of-District per diem			
SD78 (Fraser-Cascade)	\$ 11.50	\$ 17.25	\$ 28.75		flat rate per meal or receipt amount		Snacks during Board meeting, no meals or snack for committee meetings, and full reimbursement if business related	
SD79 (Cowichan Valley)	\$ 10.00	\$ 15.00	\$ 25.00	\$ 50.00	N/A	\$7 for incidentals if full day	No	
SD81 (Fort Nelson)	\$ 10.00	\$ 17.00	\$ 23.00	\$ 50.00	Travel		Periodically	
SD83 (North Okanagan-Shuswap)	\$ 12.00	\$ 18.00	\$ 30.00	\$ 60.00	n/a - not tied to anything	District Regulation 4020.04	Yes, dinner is provided between the In-camera Meeting and Regular Board Meeting	
SD84 (Vancouver Island West)	\$ 15.00	\$ 17.00	\$ 25.00	\$ 57.00	Same as employees			
SD85 (Vancouver Island North)	\$ 15.00	\$ 20.00	\$ 30.00	\$ 65.00	Board Policy	Misc. \$ 5.00 per day	Yes	na
SD87 (Stikine)	\$ 14.00	\$ 19.00	\$ 27.00	\$ 60.00				
SD92 (Nisga'a)	\$ 11.00	\$ 17.00	\$ 25.00	\$ 53.00	out of town meetings when not provided		Yes	
SD Average	\$ 12.85	\$ 17.59	\$ 26.14	\$ 55.31				
Ministry of Education	12.50	14.50	25.00	52.00	Group 1 Rates (bargaining unit positions) B&L = \$27.00; B&D = \$37.50; L&D = \$39.50			
BCPSEA	22.75	22.75	30.50	51.50	B&L = \$33.25; B&D = \$41.00; L&D = \$41.00			
BCVPA	13.00	15.00	25.00	53.00	\$6.00/day for snacks if travelling all day			
BCTF	14.00	16.00	26.00	56.00				
Average	15.56	17.06	26.63	53.13				
Average with SD	13.16	17.53	26.20	55.05				
BCSTA	11.00	17.00	26.00	54.00				per diem is not paid where meals are provided

PROVINCIAL COUNCIL MEETING: February 20, 2021

8.3 BCSTA's *Policy on Travel Expenses* – Dependant Care

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council approve the following update to BCSTA's *Policy on Travel Expenses*:

5. ~~CHILD-DEPENDANT~~ CARE COSTS – Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

5.1 The definition of dependant is a person who is dependent upon an individual for their care and support and who is:

- a. the individual's spouse; or
- b. the child or grandchild of the individual or the individual's spouse; or
- c. the parent, grandparent, brother or sister of the individual or the individual's spouse.

BACKGROUND:

BCSTA received a request from a member trustee regarding whether or not *BCSTA's Policy on Travel Expenses* includes reimbursement of costs for adult children who require care. As this is not the case, the Finance & Audit Committee was asked to look into the issue of reimbursement of dependant care costs.

BCSTA's current *Policy on Travel Expenses* provides for reimbursement of child care costs as follows:

Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

The Finance & Audit Committee reviewed expense policies from education partners to determine if dependant care costs were reimbursed.:

- The BC Public School Employers' Association (BCPSEA) does not reimburse for either child or dependant care costs.
- The Ministry of Education does not include adult children in its Core Policy and Procedures Manual (see attachment).
- The BC Teachers' Federation (BCTF) does include adult children if they are "dependent upon an individual for their care and support" (see attachment).

Although education partners treat dependant care differently, the Committee determined that reimbursement of dependant care costs on the same basis as reimbursement of child care costs was reasonable.

APPROVED AND SUBMITTED BY: Mike Murray, Chair, Finance & Audit Committee, Board of Directors

PREPARED BY: Jodi Olstead, Director, Finance & Human Resources

Ministry expense authority officers are to exercise care, and use sound judgement when authorizing discretionary ministry expenditures that are not required to meet program objectives. Examples include, but are not limited to: bottled water, plants, flowers for funerals, festive decorations, etc.

As expense authority officers are accountable for effective financial management, due regard must be given to the spirit and intent of the government's management and financial policies. Expense authority officers should be aware of the public perception with respect to the purchase of such items, and use the utmost discretion prior to initiating the expenditure.

To determine if unique circumstances exist that may warrant the purchase, any discretionary expenditure should be made in consultation with the ministry chief financial officer.

C.20 Childcare Expenses

Additional childcare expenses are reimbursed in accordance with Article 27.24 of the British Columbia Government Employees' Union (BCGEU) Master Agreement. For the purposes of this Article, "course" refers to training through a series of lectures or demonstrations where the employee registers their attendance and where some tuition fee is paid by or on behalf of the employee.

Tuition fees may not be involved if the trainer or course is produced in-house. However, training is not staff meetings, conferences or retreats where Ministry staff gather to discuss, plan or learn about ministry operations or objectives.

"Additional" childcare expenses mean those childcare expenses over and above those expenses normally incurred while the employee is at work from day to day. The intention is not to reimburse for normal childcare expenses incurred during normal work hours even though the employee may be out of town.

Note: Childcare Expenses apply to all employees except Statutory Term, Locally Engaged and OIC Category C (who are not employed in a minister's Office).

Employee Attends Activities as Requested/Required by Employer

Additional childcare expenses incurred as a result of attending employer- endorsed education, training and career development activities, or employer-sponsored activities that are not included in the normal duties of the employee/appointee's job, and are outside their headquarters or geographic location will be reimbursed up to \$60.00 per day upon production of a receipt.

The supporting receipt must be a signed statement indicating the date(s) being charged, the hourly rate of pay, the total hours of care provided, the caregiver/agency and the total amount charged.

Employees will complete the [Travel Voucher form \(FIN 10\) \(PDF\)](#) (government access only) and record the childcare cost per day in Field 23 (MISCELLANEOUS COLUMN). Enter "Child Care Expense" in Field 24 (DESCRIPTION) of the travel voucher form to identify the miscellaneous cost.

STOB 5725 will be used for childcare expenses incurred while on travel status and charged to the employee's payroll number.

This reimbursement is not considered a taxable benefit, rather, a reimbursement of reasonable travelling expenses of the employee. (This amount must not be claimed as a childcare expense on an individual's personal income tax return).

Employee Attends a Course Approved By the Employer

The additional childcare expenses as a result of attending a course approved by the employer outside the employee/appointee's normal scheduled work day will be reimbursed up to \$30.00 per day upon production of a receipt. This reimbursement shall not exceed fifteen days per calendar year.

The supporting receipt must be a signed statement indicating the date(s) being charged, the hourly rate of pay, the total hours of care provided, the caregiver/agency and the total amount being charged.

Employees will complete a [cheque requisition form \(FIN 188\) \(PDF\)](#) (government access only) and attach the supporting receipt.

Charge STOB 5215 on the cheque requisition form (Field 17) and supplier code to the employee's payroll number (Field 11).

This reimbursement is considered to be a taxable T4 benefit. One extra copy of the cheque requisition form must be photocopied and forwarded to the ministry payroll office for recording on the employee's master payroll record. (The ministry payroll office will input the taxable benefit onto the employee's master payroll file using DOE code "ZB").

C.21 Reimbursement of Incidental Expenses

- [C.21.1 Licensing and Professional Dues \(except Legal Counsel and Salaried Physicians\)](#)
- [C.21.2 Medical/Dental Travel Expenses](#)
- [C.21.3 Boot Allowance \(Safety Toe Footwear\)](#)

Incidental expenses as outlined below may be claimed for reimbursement by completing the [Reimbursement of Incidental Expenses form \(BCPSA 97\) \(PDF\)](#). Attach the supporting receipt as evidence of payment and submit to the appropriate expense authority officer for approval. Once approved, the documentation will be forwarded to the ministry Payroll Office for processing via the Corporate Human Resource Information and Payroll System (CHIPS).

C.21.1 Licensing and Professional Dues (except Legal Counsel and Salaried Physicians)

Refer to the applicable Master Agreement for BCGEU (Article 27.26), PEA (Article 3.05), Nurses (Article 3.02) or Terms and Conditions of Employment for Excluded Employees (BCPSA Chapter 5.5) to determine eligibility for licensing and professional membership dues.

Eligible financial positions are included on the [Professional Dues Reimbursement Matrix \(XLSX\)](#) (government access only). Ministry Chief Financial Officers approve all changes and additions to the matrix, which is maintained by the Financial Management Branch, Office of the Comptroller General. An expense authority cannot approve the reimbursement of accounting membership dues unless the position in question is listed on the Reimbursement Matrix.

Reimbursement forms that are approved by the employee's expense authority require forwarding to the ministry Payroll Office for processing.

Reimbursement is for regular employees only. Refer to the applicable agreement/terms and conditions of employment for direction on the reimbursement of part-time employees.



British Columbia Teachers' Federation A Union of Professionals
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 bctf.ca
604-871-2283 1-800-663-9163 

EXPENSE VOUCHER 2020-21

Please PRINT in INK or TYPE.

Member/portal login (6 digits)

Expenses less than \$100 can be reimbursed in cash.

Received cash

Is this a new address? Yes ☐ No ☐

Name _____
Last name First name

Program Co-ordinator _____

Address _____

Program GL Code Subcode (if any)

City _____ Postal code _____ Local No. _____

Expenses in connection with: _____ Dates _____

	\$	¢
TRANSPORTATION (Note 1 overleaf)		
Automobile (km) x 54¢ from _____ to _____ + return		
Bicycling (km) x 26¢ from _____ to _____ + return		
Airport tax/Highway tolls		
Transit		
Shared accommodation incentive (Note 3 overleaf)		
MEALS Please do not claim for meals on days when you attend an organized event where meals are provided.		
breakfasts @ \$14 on (dates) _____		
lunches @ \$16 on (dates) _____		
dinners @ \$26 on (dates) _____		
SUBMIT RECEIPTS for all expenses below this line (NOTE: originals preferred, copies acceptable)		
Parking (receipts required for amounts over \$25)		
Airfare from _____ to _____ + return		
Hotel (see note 2 overleaf) _____ nights @ _____		
Automobile rental (see note overleaf)		
Taxi fares		
Baggage fees*		
Ferry* from _____ to _____ + return*		
Dependant care (see note 4 overleaf)		
<input type="checkbox"/> check box if provider is a relative (payments to relatives may be considered a taxable benefit—see note 4 overleaf)		
hours of care @ \$ _____ - OR - days (24 hrs) @ \$ _____		
OTHER EXPENSES (itemize and include receipts)		
*Receipts for baggage fees and ferry fares are required only on one-way portion of the trip, but you may claim for the total return cost.		
TOTAL EXPENSES		
ADVANCES (_____)		
AMOUNT DUE \$ _____		

MEMBER MUST SUBMIT ALL REQUIRED RECEIPTS AND SIGN THIS FORM.

Date _____ Signature _____ Approved by _____

FOR ACCOUNTING USE ONLY

DESCRIPTION	NAV CODE	AMOUNT

BCTF Expense Policy (revised July 1, 2020)

(for more information, please see the *BCTF Travel Information Booklet*)

<https://www.bctf.ca/myBCTF/content.aspx?id=45494>

Notes

1. Members should use the fastest and most economical mode of transportation and book air travel in advance with W.E. Travel Ltd.
2. Members should preferably stay at one of the hotels in the *BCTF Accommodation Guide*. Claims should be for single rates only. When staying with friends and relatives, members may claim \$30 per night in lieu of hotel costs.
3. Where members attending a BCTF meeting choose to share accommodation with another unrelated member, each member shall be eligible to receive \$20 per night. No receipts are necessary.
4. Due to attendance at BCTF meetings, members incurring dependant* care expenses **that would not otherwise have been incurred** may claim reimbursement. Receipts from the provider containing the hours, the amount, the name and address (including postal code) of the caregiver and the caregiver's signature are required. Receipts written by the member will no longer be accepted. Allowable rates are \$18 per hour to a maximum of \$240 in any 24-hour period. Amounts above these maximums require prior approval of program co-ordinator. Please advise if the provider is a relative as the dependant allowance may be considered a taxable benefit. Deducting taxes owed and reporting to Canada Revenue Agency may be required.

*For definition of "dependant," please see *Members' Guide* 10.1.28.

Receipts

Original receipts are preferred; however, copies of the receipt or credit card statement showing the expense are acceptable. Supporting documentation from the business establishment is required for the following items: airfare, automobile rental, hotel, dependant care, taxis, baggage fees*, ferry fares*, parking over \$25 and other expenses.

*Receipts are required for one way only, but you may claim the total return cost.

Vouchers without supporting receipts will result in a processing delay.

Vouchers must be submitted within three months of the relevant event but within two months after the year-end (June 30).

Automobile rental

Approval of the program co-ordinator must be obtained **before** renting an automobile. The least expensive car available should be rented. A copy of the rental agreement and the receipt for payment must be submitted with the expense claim. Expense claims for supplemental insurance offered by the car rental agency will not be reimbursed. The BCTF has insurance coverage and will take responsibility for any charges resulting from an accident. If you do have an accident, please report the details immediately to the Office of the Treasurer and CFO.

Use of own automobile

Staff and members must carry their own automobile insurance. The BCTF will not reimburse anyone for losses incurred from accidents, parking violations, or traffic violations. No one will be entitled to any personal gain or profit arising out of the use of an automobile on BCTF business.

Vouchers and reimbursement procedure

After being approved by the program co-ordinator, expense vouchers are to be submitted to the BCTF Accounting Department and reimbursement will be made either by cheque or electronic funds transfer (EFT). Staff and members are encouraged to sign up for EFT reimbursement by downloading the form at [bctf.ca/uploadedFiles/Public/Forms/EFT-Form.pdf](https://www.bctf.ca/uploadedFiles/Public/Forms/EFT-Form.pdf). The Accounting Department will pay expense claims up to \$100 in cash but is unable to cash members' expense cheques.

Reporting all income

Individuals are responsible for reporting all income on their tax returns, whether or not they receive a T4A recording the payment. The BCTF issues T4As to individuals who are not employed by the BCTF but who receive a fee for services rendered. Some examples of this type of payment are daily TTOC rate for work on committees, honorariums, presentation fees, hourly rates for services provided, per diems, etc.

hardship. Non-metro delegates would also be provided with accommodation on Saturday night, when travel home is not possible, in accordance with Procedure 10.1.06.

b. In so far as possible, the RA agenda be structured with a later start time and a correspondingly later end time on the first day, in order to accommodate travel on the first morning and ensure no overall reduction in the available meeting time. (Jan 12 Ex, p. 4)
(May 14 RA, p. 4)

12. Sharing of accommodation

That the Federation encourage sharing of accommodation at BCTF-sponsored meetings. (May 81 Ex, p. 29)
(Jan 13 Ex, p. 11)

13. Definition of Metro

That for the purposes of this procedure, Metro be defined as the area in which the destination is able to be reached by public transit within 90 minutes. For example:

1. that for travel to the BCTF building, Metro shall be defined as Anmore, Burnaby, Coquitlam (excluding the northern and eastern neighbourhoods of Burke Mountain, Lincoln Park, and Westwood Plateau), Delta, Lions Bay, New Westminster, North Vancouver, Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey (excluding the eastern neighbourhood of Cloverdale), Vancouver, West Vancouver, and White Rock.

2. that for travel to the Pacific Gateway Hotel for Representative Assemblies, Metro shall be defined as Burnaby, Delta, New Westminster, North Vancouver, Port Moody, Richmond, Surrey (excluding the eastern neighbourhood of Cloverdale, Fleetwood, and Guildford), Vancouver, West Vancouver, and White Rock. (June 14 Ex, p. 5)
(Apr 16 Ex, p. 3)

10.1.08—Meeting Expenses

At each meeting members should complete their expense vouchers and submit them to the staff person responsible for making the meeting arrangements. After being approved by the program co-ordinator, the vouchers will be submitted to the BCTF Accounting Department and a reimbursement cheque will be mailed to the member within the next seven days. The Accounting Department is unable to pay expense claims in excess of \$100 in cash, or cash members' expense cheques. (May 86 RA, p. 8)
(May 08 RA, p. 48)

10.1.10—Vouchers

1. A letter detailing expenses is acceptable whenever a regular voucher form is not available.

2. That if a voucher amount reimbursed is different than the amount claimed, a copy of the voucher be sent with the cheque to the member. (May 86 RA, p. 8)
(Dec. 99 Ex, p. 9)

3. Vouchers must be submitted within three months of the relevant event but within two months after the year-end (June 30). (Feb 10 Ex, p. 8)
(Apr 17 Ex, p. 2)

10.1.12—Travel Advances and Reservations

1. Members travelling long distances, on an extended basis or for any situation in which they cannot await reimbursement of their expenses by cheque may obtain a travel advance from the BCTF's Accounting Department. Arrangements for travel advances should be made through the staff person responsible for the committee and the request should be submitted, if at all possible, two weeks prior to the travel date. Travel reservations and accommodation may be booked through the BCTF office. (May 86 RA, p. 8)
(June 07 RA, p. 3)

2. That W.E. Travel be used for BCTF-related business. (Apr 07 Ex, p. 9)

3. That all air travel arrangements for BCTF business be booked through the BCTF travel agent. (Jan 03 Ex, p. 18)
(June 07 RA, p. 3)

10.1.14—Teachers on Call

All school boards have been requested to bill the BCTF directly for the cost of a teacher teaching on call when a regular teacher is absent from duty on BCTF business. No individual claims should therefore be made for teachers on call.

The Federation meets not only the salary costs but also the travel costs for teachers on call for members on Federation business in districts that provide for payment of both to teachers on call.

(Oct 77 RA, pp. 46-50)
(May 86 RA, p. 8)

10.1.16—That the BCTF fund all delegates to the AGM in the same manner as it funds the attendance of local representatives. (83 AGM, p. 25)

Executive Committee

10.1.20—That the normal rates paid for all Executive Committee meetings apply to the Executive Committee meeting section of the Summer Conference. (Aug 74 Ex, p. 35)
(Reviewed Dec 78 Ex, pp. 16-17)

10.1.22—That eligible travel expenses for Executive Committee members attending meetings and events consist of costs associated with one return trip from home to the meeting or event unless the Executive Committee member is a resident in Metro and commuting daily to the meeting. (Aug. 09 Ex, p. 7)

Bargaining Team

10.1.24—1. That the BCTF second bargaining team members, normally on a school term basis.

2. That the bargaining team members be provided with a reasonable amount of release time as determined by the full-time table officers, prior to return to teaching duties.

3. That summer work:

- must be approved by the Executive Committee;
- be beyond summer training or meeting times;
- be compensated on the basis of one/one hundred and eight-nine (1/189) of actual salary. (Nov. 96 Ex, p. 6-7)

Dependant Care

10.1.28—1. The definition of dependant is a person who is dependent upon an individual for their care and support and who is:

- the individual's spouse; or
- the child or grandchild of the individual or of the individual's spouse; or
- the parent, grandparent, brother or sister of the individual or of the individual's spouse.

2. Where permitted by community care licensing regulations the BCTF will provide daycare services for delegates' families at the AGM and for other meetings and conferences, as designated by the BCTF Executive Committee. (Jan 09 RA, p. 6)
(Apr 16 Ex, p. 9)

3. When on-site daycare is provided, these services be utilized by conference attendees wherever feasible. For dependants other than children, outside care, if required, is permitted. Those living outside the Lower Mainland are not required to bring dependants to on-site daycare facilities. Lower Mainland members should obtain approval of the program co-ordinator before using outside daycare services.

4. A maximum claim of \$200 per 24-hour day will be paid for outside daycare services. Where care is required for less than a full day, the amount paid will be based on the number of hours of daycare at \$15 an hour. The BCTF will only reimburse members for dependant costs that would not otherwise be incurred by the member. Members must submit a receipt with the expense voucher showing the name and address of the caregiver and amount expended. Members must obtain the approval of the program co-ordinator before incurring daycare costs in excess of the maximum to be reimbursed by the BCTF. (May 14 RA, p. 11)
(May 17 RA, p. 4)

5. That where permitted by community care licensing regulations, the BCTF provide onsite childcare at all provincial meetings when extended beyond the working day. (May 11 RA, p. 16)
(Nov 16 RA, p. 6)

6. That the Federation expand childcare services currently provided for BCTF delegates attending the AGM by including childcare services during lunch and dinner breaks, with parents bearing the responsibility for meals, to facilitate attendance at presentations and meetings. (Nov 13 Ex, p. 8-9)



PROVINCIAL COUNCIL MEETING: February 20, 2021

8.4 BCSTA's *Policy on Travel Expenses* – Appeal Process

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council approve the addition of the following appeal process to BCSTA's *Policy on Travel Expenses*:

Appeal Process:

Where a claim, in full or in part, is not approved by BCSTA because it does not comply with *BCSTA's Policy on Travel Expenses* as approved by Provincial Council, the claimant may submit an appeal. Appeals must be submitted to BCSTA in writing within 30 days of notification that all or a portion of the claim has not been approved for payment. Claims are to be submitted, via the Director, Finance & Human Resources, to the next meeting of the Finance & Audit Committee for the Committee's review and ruling.

BACKGROUND:

The Finance & Audit Committee included in its work plan for 2020/2021, as approved by the Board of Directors at its June 19, 2020 meeting, the development of "an appeal process for expense claims, to be submitted to Provincial Council for approval".

The Committee recognizes that staff are required to ensure that all expense claims are compliant with *BCSTA's Policy on Travel Expenses* as set by Provincial Council. Staff are therefore required to deny all or part of any expense claim that is not compliant with the *Policy*. Staff have no authority to make exceptions for individual circumstances. As there may be individual circumstances that warrant consideration, the Finance & Audit Committee developed an appeal process enabling trustees to request an appeal where all or part of an expense claim has not been approved for payment.

APPROVED AND SUBMITTED BY: Mike Murray, Chair, Finance & Audit Committee, Board of Directors

PREPARED BY: Jodi Olstead, Director, Finance & Human Resources

BCSTA's Policy on Travel Expenses

Generally, all expenses are paid by the claimant at the time incurred. The claimant then submits an expense claim form to the Association for reimbursement. Original receipts* or legible copies of receipts must be provided. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit expense form within one week after expenses are incurred, but no later than two months** after expenses are incurred.

*Note: toll and bus fare receipts are not required

****Note: EXPENSE CLAIMS SUBMITTED MORE THAN TWO MONTHS AFTER EXPENSES ARE INCURRED WILL NOT BE PROCESSED.**

When filling in the expense claim form, please note the following:

1. **TRAVEL COSTS** – Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and, with the exception of toll and bus fare receipts, attach all invoices, receipts and/or ticket stubs. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. BCSTA is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.
2. **MILEAGE COSTS** – Claim \$0.59/km for private automobile costs. Mileage reimbursement is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be similarly calculated. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by BCSTA staff. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.
3. **HOTEL** – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30.00 per night. BCSTA will not be responsible for accommodation that exceeds the minimum required to conduct business on behalf of the Association.
4. **MEALS** – Claim \$54.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$11.00 for breakfast, \$17.00 for lunch, \$26.00 for dinner. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount will be reimbursed upon submission of receipts.
5. **CHILD CARE COSTS** – Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.

6. **OTHER EXPENSES** – Claim expenditures made necessary by being away from home in the performance of duties on behalf BCSTA, such as internet or long-distance charges.

PLEASE NOTE: The Association will reimburse only expenses listed in items 1 through 6 of this policy.

For each expense item listed, please clearly identify the PURPOSE of each expense. For instance, attendance at a specific standing or ad hoc committee meeting, Provincial Council, etc.

Appeal Process:

Where a claim, in full or in part, is not approved by BCSTA because it does not comply with *BCSTA's Policy on Travel Expenses* as approved by Provincial Council, the claimant may submit an appeal. Appeals must be submitted to BCSTA in writing within 30 days of notification that all or a portion of the claim has not been approved for payment. Claims are to be submitted, via the Director, Finance & Human Resources, to the next meeting of the Finance & Audit Committee for the Committee's review and ruling.



British Columbia
School Trustees
Association

British Columbia School Trustees Association

4th Floor, 1580 West Broadway, Vancouver, BC V6J 5K9

Telephone: (604) 734-2721

Fax: 1-844 887-1195

E-mail: bcsta@bcsta.org



8.5 THOMPSON OKANAGAN BRANCH CONSTITUTION AND BYLAWS

SUBMITTED BY: *Thompson Okanagan Branch*

BE IT RESOLVED:

That Provincial Council approve the amended Constitution and Bylaws of the Thompson Okanagan Branch.

RATIONALE:

In accordance with BCSTA Bylaw 19, the Thompson Okanagan Branch is requesting Provincial Council's approval of the Thompson Okanagan Branch's amended Constitution and Bylaws.

At the Thompson Okanagan Branch's November 27, 2020 General Meeting, the Branch passed the following resolution:

"THAT the name of the Education Committee Chair be changed to the Professional Learning Committee Chair"

Attached please find the proposed Bylaw amendment.

BCSTA Legal Counsel has reviewed the amended Thompson Okanagan Branch's Constitution and Bylaws and confirmed that they comply with BCSTA's bylaws.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

CONSTITUTION

- I. These Articles comprise the Constitution and By-laws of:

THOMPSON OKANAGAN BRANCH
A DISTRICT BRANCH ASSOCIATION
(hereinafter called "the Branch")

AFFILIATED WITH
THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
FORMED IN ACCORDANCE WITH SECTION 9 OF
THE BRITISH COLUMBIA SCHOOL TRUSTEES ASSOCIATION
INCORPORATION ACT, 1956
AND ARTICLE 19 OF THE ASSOCIATION'S BY-LAWS
(hereinafter called "the Association")

- II. The objectives of the Branch are:

- (a) to promote effective trusteeship, utilizing any means compatible with the Constitution and By-laws of the Association;
- (b) to meet and discuss matters of mutual interest and concern in education;
- (c) to cooperate with the Association in furthering the objectives of the Association; and
- (d) to provide a link whereby the concerns of the member boards may be most effectively conveyed to the Association.

- III. The composition of the Branch shall be those school districts so specified in Article 19 of the Association's By-laws, so long as they are members of the Association.

BY-LAWS

1. MEMBERSHIP

- (a) Membership in the Branch shall be open to all boards of school trustees eligible under Article 19 of the Association's By-laws.
- (b) Life membership in the Branch may, by ordinary resolution, be conferred upon the President upon expiration of office.
- (c) Honourary life membership in the Branch may, by extraordinary resolution requiring not less than two-thirds (2/3's) majority for approval, be conferred upon any person for distinguished service within the branch.
- (d) Superintendents of Schools, Secretary-Treasurer's and other administrative personnel of member boards may be associate members, without vote. Such members shall be encouraged to attend all general meetings and participate in discussion.

2. BRANCH EXECUTIVE

- (a) The Executive of the Branch shall consist of:
 - President
 - Vice-President
 - Branch ~~Education~~ Professional Learning Committee Chairperson
 - Immediate Past President (for the period of one year after presidency)
 - and up to two Members at Large or
 - three Members at Large when there is no immediate Past President

Members of the Branch Executive shall be trustees and shall cease to hold office at the time they cease to be trustees of member boards.

- (b) The President, Vice-President, Branch ~~Education~~ Professional Learning Committee Chairperson and Members at Large shall be elected at the Branch Annual General Meeting for a one year term.
- (c) An individual may hold more than one of the executive positions concurrently.
- (d) The Branch Executive shall select a Branch Secretary-Treasurer to act in an advisory and resource role to the Branch. The Branch Secretary-Treasurer shall be appointed by the Branch Executive to perform such duties as deemed necessary by the Branch Executive; the appointee in any year may be the Secretary-Treasurer of the same Board of which the President is a member.
- (e) For general meetings, the Superintendent of Schools of the host Board of Education, in consultation with the Executive Committee, will be responsible for the educational program of the meeting.
- (f) In the event of a vacancy occurring on the Branch executive, the remaining members of the Executive shall have the power to appoint a trustee to fill the term of the vacancy.

3. **DUTIES AND POWERS OF BRANCH EXECUTIVE AND OFFICERS**

- (a) The Branch Executive shall carry out such duties as the Branch shall from time to time assign.
- (b) The President shall preside at every meeting and shall be ex-officio member of all committees. In the absence of the President, the Vice-President shall act on his/her behalf.
- (c) The Branch ~~Education~~ Professional Learning Committee Chairperson should attend all meetings of the BCSTA Professional Learning Committee and Branch Executive and report on activities of an educational concern and fulfill all duties of branch ~~education~~ Professional Learning ~~e~~Committee ~~e~~Chairperson under BCSTA bylaws.
- (d) Members at Large should attend all meetings of the Branch Executive and perform such duties as the Branch Executive or Branch may require from time to time.
- (e) The Branch Secretary-Treasurer shall send notices for all general, special, annual and Executive meetings when directed to do so; have charge of and maintain the records of the Branch and perform such other duties as the Branch Executive or the Branch may require from time to time; shall make reimbursements by cheque, signed by any two of the following: President, Vice-President or Secretary-Treasurer for all properly invoiced amounts.

4. **MEETINGS**

- (a) The annual meeting of the Branch shall be held during the BCSTA annual general meeting on such dates and places as fixed by the Branch Executive.
- (b) Not less than three (3) general meetings shall be held during the year on such dates and places fixed by the Branch Executive, one of which will be considered the AGM of the Branch.
- (c) Not less than fourteen (14) days notice of general, special, and annual meetings shall be given to all member boards.
- (d) Special general meetings may be called by the Branch Executive, and shall be called upon the request in writing of two (2) member boards stating the business to be transmitted; not less than fourteen (14) days notice shall be given in writing to the Secretary-Treasurer of the member boards specifying the place, date and the hour of the meeting and the general nature of the business.
- (e) No business other than the business, the general nature of which has been specified in the notice of meeting, may be transacted at a special general meeting.
- (f) At any general meeting an ordinary motion, duly seconded, shall be decided on a show of hands unless a ballot vote is called for by any ten (10) trustees attending such a meeting.
- (g) The quorum of a general meeting shall be established when two thirds of the member boards are represented.

- (h) Each attending trustee shall be entitled to one (1) vote. The chairperson of the meeting shall have one (1) vote.
- (i) In the case of equality of votes, whether by a show of hands or ballot, the question shall be resolved in the negative. The chairperson of the meeting shall vote when the vote is called.
- (j) Between general meetings, the Branch Executive may poll each member Board to determine their views on a particular subject.

5. **ELECTIONS**

- (a) Elections shall be by ballot vote (simple majority) of the trustees present at the annual meeting of the Branch.
- (b) The Immediate Past President or designate of the Branch shall conduct the election of officers.
- (c) Prior to the calling of elections, the Past President or designate shall appoint three persons to serve as scrutineers to handle the balloting and counting procedure; the results of balloting for president and in subsequent balloting shall be given in confidence to the Past President or designate for announcement.
- (d) A nominating committee of three (3) persons who are not members of the Branch Executive, shall be appointed by the Branch Executive no later than two (2) months prior to the annual meeting. The nominating committee shall obtain nominations for the offices of:

President)
 Vice-President) (every year)
 Branch ~~Education~~ Professional Learning Committee
 Chairperson)
 and up to two (2) Members at Large)
 three Members at Large when there is no immediate Past President)

The Nominating Committee shall appoint its own chairperson and publish the names of candidates offering themselves for office fourteen (14) days prior to the annual meeting; and the chairperson of the Nominating Committee shall report to the membership at the annual meeting.

- (e) Nominations shall also be called for from the floor at the annual meeting prior to the voting on each office.
- (f) Before any ballot is taken, any person nominated may decline office or withdraw his/her name.
- (g) A motion to destroy the ballots shall be in order after all voting has been concluded.

6. **BALLOT VOTES SHALL BE USED**

- (a) For election of officers;
- (b) An amendment to the Constitution and By-laws;

- (c) On the taking of a vote on an ordinary motion when called for by any ten (10) trustees.

7. ANNUAL DUES

- (a) The Branch Executive shall prepare a proposed budget for submission to the member boards attending the annual meeting.
- (b) The Branch shall, by resolution, determine the amount of the annual dues to be levied by the member boards.
- (c) The fiscal year of the Branch is July 1st to June 30th.

8. AUDITORS

The auditor shall be elected for a one-year term at the annual general meeting of the Branch. The accounts of the Branch shall be audited prior to and for presentation at the annual meeting of the Branch.

9. AMENDMENT OF BY-LAWS

The Constitution and By-laws of the Branch shall not be altered or added to except by extraordinary resolution passed by a majority of two-thirds (2/3's) of such members entitled to vote as are present at a general meeting. Notice of intent to change, alter or amend the Constitution and By-laws shall be given fourteen (14) days prior to the general meeting.

All amendments to the Constitution and By-laws are subject to approval by the Provincial Council.

10. CEASING TO FUNCTION

In the event of the Branch ceasing to function, the minute books, books of account, financial records, other documents of the Branch and any monies of the Branch shall become the property of and be duly transferred to the Association.

11. RULES OF ORDER

In all cases not provided for under these By-laws, Robert's Rules of Order shall govern.

12. REGULATIONS

The Branch may make regulations that may be altered or amended by ordinary resolution passed by a simple majority of such members entitled to vote as are present at a general meeting. Notice of intention to change, alter, or amend the Regulations shall be given fourteen (14) days prior to the general meeting.

REGULATIONS CONCERNING THE BRANCH

REGULATION 1.0 – GENERAL MEETINGS

- 1.1 General Meetings of the member boards shall be held not less than three (3) times a year, one of which being the annual meeting.
- 1.2 The Branch Executive may whenever it thinks fit and shall upon requisition in writing by member boards, convene a special meeting.
- 1.3 Fourteen (14) days notice of every general meeting specifying the place, the date and the hour of the meeting, and in the case of special meetings the general nature of business, shall be given to all member boards, but accidental omission to give notice to any member boards or non-receipt of notice by any member boards does not invalidate any proceedings of any such meeting.
- 1.4 All general and special meetings shall be held in the Province of British Columbia.
- 1.5 In computing the number of days of notice of a general or special meeting required under these Regulations, the day on which the notice is deemed to have been received and the day of the meeting shall be counted.

REGULATION 2.0 – PROCEEDINGS AT GENERAL MEETINGS

- 2.1 All business shall be deemed special that is transacted at a general meeting, with the exception of the consideration of accounts and election of members to the Branch Executive, or of any special meetings.
- 2.2 Save as in these Regulations otherwise provided, no business shall be transacted at a general meeting or a special meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business. The quorum of a general meeting shall be four (4) voting member boards.
- 2.3 If within one half (1/2) hour from the time appointed for a general or special meeting a quorum is not present, the meeting shall stand adjourned.
- 2.4 The President of the Branch shall be the chairperson of all general or special meetings or in his/her absence from the meeting or in case he/she shall vacate the chair, the Vice-President or in the absence of both, the Branch Executive shall select an acting chairperson.
- 2.5 The order of business at a general, special or annual meeting shall be that as published and circulated to the membership, subject to such alterations as may be deemed advisable by the majority of those present.
- 2.6 At any general or special meeting a resolution by the vote of the meeting shall be decided on a show of hands unless a ballot vote is demanded by any ten (10) voting members.
- 2.7 In the case of equality in votes, whether on a show of hands or ballot, the question shall be declared defeated.

REGULATION 3.0 – VOTES

- 3.1 On a vote of a general nature, each attending trustee shall have one (1) vote.
- 3.2 On a ballot vote, each attending trustee shall have one (1) vote.
- 3.3 A motion to destroy the ballots shall be in order after all voting has been concluded.

REGULATION 4.0 – BRANCH EXECUTIVE OF THE DISTRICT BRANCH ASSOCIATION

- 4.1 At each annual meeting of the Branch, all members of the Branch Executive shall retire from office and the members shall elect a new Branch Executive. A retiring member of the Branch Executive shall be eligible for re-election.
- 4.2 The Branch may, by the affirmative vote of the member boards of not less than two-thirds (2/3's) remove any member of its Executive before expiration of his/her term of office and appoint another member in his/her place, to hold office until the next annual general meeting.
- 4.3 A quorum for meetings of the Branch Executive is two where the Branch Executive consists of three (3) members; three (3) where the Branch Executive consists for four (4) or five (5) members; four (4) where the Branch Executive consists of six (6) members.
- 4.4 At meetings of the Branch Executive all matters shall be determined by a simple majority. The chairperson shall have one vote.
- 4.5 In the case of equality in votes, whether on a show of hands or ballot, the question shall be declared defeated.
- 4.6 The Branch Executive may:
 - (a) Meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit, and shall meet when any four (4) member boards give to the other members not less than fourteen (14) days notice of a special meeting.
 - (b) Employ or contract for and on behalf of the Branch, such agents and servants as it thinks fit in connection with the objectives, control, management and administration of the Branch.
 - (c) Subject to any restriction imposed or direction given at a general meeting, delegate to one or more of its members such of its powers and duties as it thinks fit, and at any time revoke such delegation.
 - (d) Approve payment of out-of-pocket expenses of the officers, employees and consultants when incurred in Branch business.
 - (e) Prepare a proposed budget for submission to the membership at the annual meeting.

4.7 The Branch Executive shall:

- (a) Keep minutes of its proceedings.
- (b) Cause minutes to be kept of general, special and annual meetings.
- (c) Cause proper books of account to be kept in respect of all sums of money received and expended by it and the matter in respect of which receipts and expenditure take place.
- (d) Prepare or cause to be prepared proper accounts relating to all monies of the Branch and the income and expenditure thereof, for each annual meeting.
- (e) Prepare a proposed budget for submission to the member boards at the annual meeting.
- (f) On application of a member board, or any person authorized in writing by the member board, make the books of account available for inspection at all reasonable times.
- (g) File with the Association minutes of meetings and financial statements of each and every reporting to the member boards.
- (h) Fix the honorarium of the Secretary-Treasurer and any other personnel warranted.

4.8 Any act performed in good faith by a member of the Branch Executive shall be considered valid, even if subsequently it is discovered that the appointment or continuance in office is in error.

REGULATION 5.0 – DUTIES OF THE ASSOCIATION TO THE BRANCH

5.1 The Association shall:

- (a) Maintain a constant and continuous liaison with each and every district Branch association.
- (b) Receive and report to the Provincial Council, in each and every instance, notice of changes, alterations or amendments to Branch By-laws and Regulations; and convey Provincial Council resolutions to the respective Branch.
- (c) Receive and report to the Provincial Council information of concern, or direction from the Branch Executive, whether in brief or person.

REGULATION 6.0 – BRANCH RESOLUTION COMMITTEE

6.1 Timeline for the Resolution Committee to approve minor changes to Branch motions:

- (a) Submit AGM motions for consideration to Branch by December 1.
- (b) Motions to be distributed to Boards to review and respond to Branch by January 31.
- (c) Report on result of motions approved to winter Branch meeting.
- (d) Process for PC or emergent motions – submit by individual districts only; not for Branch approval.

- 6.2 Thompson Okanagan Branch Resolution Committee, along with the Branch President, have license to amend branch resolutions to reflect input from the BCSTA Legislative Committee while maintaining the original intent of the Branch resolutions as per April 25, 2014 Business minutes.
- 6.3 The Branch and the individual board will receive the amended motion prior to submission to the BCSTA Legislative Committee.

9.1 Funding for Distributed Learning

SUBMITTED BY: *The Board of Education of School District No. 79 (Cowichan Valley)*

BE IT RESOLVED:

that BCSTA request the Ministry of Education increase Distributed Learning funding to the standard per full time equivalent (FTE) funding level.

RATIONALE:

This motion is emergent because the Ministry is currently preparing funding allocations for the 2021/2022 school year.

This motion is needed because the lower level of funding per FTE Distributed Learning student at 80% does not provide sufficient funding to staff the programs to meet the criteria and accountability required for personalized quality education for the students. With increased numbers of Distributed Learning students, the challenge to provide excellent education to many students and the shortfall in overall budget is significant. As education moves to provide more online learning, adequate funding is absolutely necessary.

REFERENCES:

- [Ministry of Education Policy -Distributed Learning – Active](#)
- [Ministry of Education Policy- Distributed Learning - Funding](#)

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

9.2 COVID-19 Vaccine Priority for Workers in the Public Education Sector

SUBMITTED BY: *The Board of Education of School District No. 72 (Campbell River)*

BE IT RESOLVED:

that BCSTA request the Ministry of Health assign high priority to the vaccination of workers in the public education sector when the COVID-19 vaccine becomes available.

RATIONALE:

This motion is emergent due to the rapidly changing situation around vaccine development, availability, and prioritizing of recipients. We believe this is an important, emergent issue that should be discussed at Provincial Council, rather than waiting an additional two months until the AGM. Leaving the motion until AGM would mean a loss of valuable time to advocate for our staff. Our board believes that this motion is worth pursuing at this time, if only to make a statement of support.

Workers in the public education system who are essential to the functioning of the sector are in contact with large numbers of students on a daily basis. While safety precautions have been put in place, students can be subject to the same risks of community spread as the general population, and it is important to protect our essential workers against infection from the COVID-19 virus.

In late November, the government announced its priorities for rolling out vaccines. Educators were not considered a priority. Since then, conditions continue to change. With the emergence of mutant strains of the COVID-19 virus it becomes even more crucial to protect our educational staff who work with children. With the uncertainty of the vaccine supply, and revisions to the roll-out schedule, it is appropriate to bring this motion forward now while decisions are necessarily being revised.

REFERENCE:

- [BC Centres for Disease Control - BC's COVID-19 Immunization Plan](#)

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.

9.3 Providing Accessible and Timely Information regarding COVID-19 and School Safety

SUBMITTED BY: *The Board of Education of School District No. 38 (Richmond)*

BE IT RESOLVED:

that BCSTA urge provincial and local health authorities to provide timely, easy access to information about COVID-19 and school safety so school districts can make this information available to families and staff.

RATIONALE:

This motion is emergent because the COVID-19 pandemic is a current and ongoing situation which is constantly evolving and affecting the BC school system. The need for more easily understandable and accessible information regarding school safety is urgent to help prevent undue anxiety and fear in our school communities.

Despite repeated assurances by public health authorities that schools are safe, there are some parents and staff members who have stated that they do not believe that to be true.

Current inconsistencies and gaps in communication are leading to high levels of fear and anxiety amongst some parents, students and staff members.

In some districts, particularly in Metro Vancouver, large numbers of parents continue to keep their children at home either enrolled in home schooling, distributed learning or transitional learning programs as a result of fear and anxiety.

There is significant evidence to suggest that children and youth, particularly those who are vulnerable, benefit from being in school for a wide variety of reasons including having access to social-emotional and mental health supports.

Public health briefings serve the purpose of providing higher level data-based information to the public but do not provide parents with access to the specific information they need in order to make informed decisions.

It is preferable for teachers and staff to receive their information through the expert sources, like the health authorities, rather than relying on other sources that may not be accurate.

Parents and staff members need access to factual information that is timely, easy to understand, consistent and available in multiple formats such as video, print, and infographics.

This is an action motion and does not change or contradict any existing Foundational or Policy Statement.