



School District 19
(Revelstoke)

The Board of Education of
School District No. 19 (Revelstoke)
Regular Board Meeting
Wednesday, March 13th, 2024
5:00 p.m.

A G E N D A

1 CALL TO ORDER AND RECOGNITION OF TRADITIONAL TERRITORIES

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

Jodie Allen

2 ATTENDANCE

Trustees: _____

Sr. Admin.: _____

Principals/Vice Principals: _____

REGRETS:

3 APPROVAL OF AGENDA:

4 APPROVAL OF MINUTES:

Regular Meeting of February 21st, 2024

5 DELEGATIONS:

6 SPECIAL REPORTS:

7 BUSINESS ARISING:

8 NEW BUSINESS

8.1 ADMINISTRATION REPORTS:

8.1.1 SUPERINTENDENT KUBIK

- A) Superintendent's Administration Report
- B) 2024/2025 District Calendar
- C) Policy 2.1 Procedural Bylaw – First Reading
- D) Policy 3.7 Human Rights and Discrimination for approval
- E) Policy 3.8 Information Technology and MyEducation BC Usage and Access for circulation
- F) Policy 3.9 School Completion (Evergreen) Certificates for circulation
- G) Policy 4.11 Educational Heritage for circulation

8.1.2 **SECRETARY TREASURER TISDALE**

A)

8.2 **OTHER**

A)

8.3 **COMMITTEE REPORTS**

- A) Policy Review Committee Minutes of February 26th, 2024
- B) Education Advisory Committee Minutes of February 27th, 2024
- C) Indigenous Education Council Minutes of February 29th, 2024

8.4 **TRUSTEE REPORTS**

- A) British Columbia School Trustees' Association Provincial Council Meeting of February 24th, 2024
- B) British Columbia School Trustees' Association Thompson Okanagan Branch Meeting of March 1st and 2nd, 2024

8.5 **CORRESPONDENCE**

- A) Letter from the Begbie View Elementary School Parent Advisory Council regarding the restriction of cell phone use in schools

9 **FUTURE AGENDA ITEMS**

- A) Provincial Proficiency Scale for grade 8 and 9 reporting

10 **PUBLIC QUESTION PERIOD**

11 **RECESS**

_____ TIME: _____



School District 19
(Revelstoke)

Revelstoke Board of Education

Regular Board Meeting February 21st, 2024 Minutes

CALL TO ORDER

Board Chair Chell called the meeting to order at 5:00 p.m.

ACKNOWLEDGEMENT (Alan Chell)

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

Board Chair Chell noted that although Revelstoke does not have a band office, many activities take place in the district such as elder visits, teepee visits, making Bannock on a stick, hoop dancing, the floor map to name just a few this past month. Through these activities, students are living Indigenous experiences rather than just reading about them.

ATTENDANCE

Trustees:	Chell, Zimmer, Allen, Rota and Walsh
Senior Administration:	Superintendent Kubik and Secretary Treasurer Tisdale (by phone)
and:	Administrative Secretary Magarian
Guests:	Barry Rourke, RTA President; and CUPE President

APPROVAL OF AGENDA

24: R-06 Walsh/Allen

"THAT the agenda be approved with the addition of Item 8.4.b Transgender Children"

CARRIED

APPROVAL OF MINUTES

24: R-07 Zimmer/Walsh

"THAT the minutes of the Regular Board meeting of January 17th, 2024, be approved as presented."

CARRIED

DELEGATIONS

SPECIAL REPORTS

NEW BUSINESS

ADMINISTRATION REPORTS

SUPERINTENDENT KUBIK

Administration Report: Superintendent Kubik

Received as information. Superintendent Kubik presented her Administration Report noting the change in format and asked for trustee feedback. Trustees commented that although they liked

the presentation of the new format, they missed the listing of activities from the old format. It was suggested that perhaps the new and old formats could be merged. Superintendent Kubik then highlighted the Ono Cho visit that was thoroughly enjoyed by the students and chaperones from Ono Cho as well as the host families. There were tears when the Ono Cho group left Revelstoke. She also highlighted the Winter gathering and Pow Wow attended by nine of our grade 3 students from each of our three elementary schools. The grade 3 students had a wonderful time and enjoyed every minute. A few presentations of the Strategic Plan to the different groups have taken place and the feedback received so far has been positive.

Board Authority Authorized Course – Biopsychology 11

Superintendent Kubik presented the course.

24: R-08 Allen/Rota

“THAT the Revelstoke Board of Education approve Biopsychology 11 as a Board Authority Authorized Course.”

CARRIED

Board Authority Authorized Course – Volleyball 10/11/12

Superintendent Kubik presented the course.

24: R-09 Rota/Zimmer

“THAT the Revelstoke Board of Education approve Volleyball 10/11/12 as a Board Authority Authorized Course.”

CARRIED

Framework for Enhancing Student Learning Report - Feedback

Superintendent Kubik provided background on the Framework for Enhanced Student Learning Report submitted to the Ministry of Education and Child Care in the Fall. She reviewed the feedback provided by the Ministry and explained how the district will be meeting the recommendations given.

2024 September Estimated Enrolment Count

Superintendent Kubik noted that the estimated enrolment should have been 1122.

SECRETARY TREASURER TISDALE

2023/2024 Amended Annual Budget

Secretary Treasurer Tisdale presented the 2023/2024 Amended Annual Budget noting that it is a tight budget as the number of teachers and educational assistants in the district has increased as has the costs for teachers teaching on call and casual CUPE staff. Secretary Treasurer Tisdale thanked everyone for participating in the budget process and also thanked Celes Lucius for taking on the leadership role with the feeding futures program.

24: R-10 Allen/Zimmer

“THAT the Revelstoke Board of Education give first, second and third reading and adoption to the attached the 2023/2024 Amended Annual Budget Bylaw in the amount of \$20,576,204.”

CARRIED

OTHER

COMMITTEE REPORTS

Policy Review Committee Minutes of January 22nd, 2024

Trustee Zimmer presented the minutes noting that Michael Haworth, District Vice Principal Technology who is currently seconded to the Ministry of Education and Child Care came to the meeting to help with the revisions to Policy 3.8 Information Technology and MyEducation BC Usage and Access.

24: R-11 Zimmer/Allen

"THAT the minutes of the Policy Review Committee meeting of January 22nd, 2024 be received as presented."

CARRIED

Education Advisory Committee Minutes of January 30th, 2024

Trustee Walsh presented the minutes noting that Superintendent Kubik reviewed the student learning survey results. The Committee discussed activities for Black History Month.

24: R-11 Walsh/Rota

"THAT the minutes of the Education Advisory Committee meeting of January 30th, 2024 be received as presented."

CARRIED

Indigenous Education Advisory Committee Minutes of February 1st, 2024

Trustee Zimmer presented the minutes noting that she will be presenting the district's Strategic Plan at the February 29th, 2024 meeting. The Committee discussed the custom of giving gifts when visiting nations and what would be appropriate gifts. Trustees enjoyed the pictures which gave a visual representation of the many activities that have taken place.

24: R-12 Zimmer/Allen

"THAT the minutes of the Indigenous Education Advisory Committee meeting of February 1st, 2024 be received as presented."

CARRIED

District Parent Advisory Council Minutes of February 7th, 2024

Trustee Walsh presented the minutes noting that she presented the strategic plan to DPAC. Trustee Zimmer mentioned that if members of DPAC would like to make changes to the district's SOGI policy, to please reach out to the Policy Review Committee. Trustee Walsh added that the parents on DPAC wanted to pass on their position that they would like a complete ban of cell phones in schools.

24: R-13 Walsh/Rota

"THAT the minutes of the District Parent Advisory Council meeting of February 7th, 2024 be received as amended."

CARRIED

Finance and Facilities Committee Minutes of February 12th, 2024

Trustee Allen presented the minutes.

24: R-14 Allen/Rota

THAT the Report on Bills Paid for July and August 2023 in the amount of \$1,540,989.13 be approved."

CARRIED

24: R-15 Allen/Walsh

THAT the Report on Bills Paid for September and October 2023 in the amount of \$2,893,930.77 be approved."

CARRIED

24: R-16 Allen/Zimmer

THAT the Report on Bills Paid for November and December 2023 in the amount of \$3,514,253.72 be approved."

CARRIED

24: R-17 Allen/Rota

"THAT the minutes of the Finance and Facilities Committee meeting of February 12th, 2023 be received as presented."

CARRIED

TRUSTEE REPORTS

British Columbia School Trustees' Association and Ministry of Education and Child Care Partner Liaison Meeting of February 8th and 9th, 2024

Board Chair Chell explained that on the Thursday, meetings were held with Board Chairs, Secretary Treasurers and Superintendents, then on the Friday everyone met. The focus of the Ministry of Education and Child Care is to provide students with skills for the future. Having a growth mindset is key. Sessions were held on safe and inclusive schools, artificial intelligence, and Bill 40 legislation implementation. Board Chair Chell noted that under Bill 40 each district will be required to have an Indigenous Education Council.

Transgender Students

Trustee Zimmer expressed concern regarding the recent legislation passed in Alberta and the impact far right positions are having on transgender students. Superintendent Kubik has had meetings with the RSS Leadership Team and staff members to discuss the matter. RSS has had a "Rainbows and Allies" student group for a few years.

The Board agreed that it will make a statement of support for students. Superintendent Kubik and Trustee Zimmer will draft the statement.

CORRESPONDENCE

PUBLIC QUESTION PERIOD

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

ADJOURNMENT

The meeting adjourned at 6:03 p.m. on the motion of Trustee Allen.

CLOSED BOARD ITEMS

- Student Suspensions to February 13th, 2024

Chair

Secretary Treasurer

DATED: February 21st, 2024



Superintendent Report to the Board

March 13, 2024

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

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

Hello & Welcome to March!

We find ourselves amidst a late winter season, offering us the perfect opportunity to revel in the beauty of freshly fallen snow and the alpen glow that graces our evenings. Last weekend saw the return of the Revelstoke Winter Carnival, a cherished event that brings joy and excitement to our community.

For this month's report, I am delighted to share with you exciting updates from our schools and community.

As we transition into March, preparations for the upcoming school year are well underway. I am thrilled to announce that our Kindergarten registration, as of March 5, indicates a warm welcome for 79 eager Kindy's who will join us this September. Additionally, Revelstoke Senior Secondary has successfully completed course selections for the next school year, marking a significant milestone in a student's educational journey.

Featured on the RSS website are student links to the grade 8 MDI (Middle Years Development Instrument) Survey and grade 11 YDI (Youth Development Instrument Survey). These invaluable survey instruments, developed in collaboration with valued partners including the Human Early Learning Partnership (HELP) at UBC, offer profound insights into our students' social and emotional well-being. By listening to student voices, we gain a deeper understanding of their experiences and perspectives, enabling us to tailor programs and practices that foster their holistic development.

Our commitment to student well-being is reflected in the Enhancing Student Learning Report, where data from the MDI and YDI informs our efforts to cultivate a sense of belonging and connectedness within our school community. While our data continues to surpass provincial averages, we remain vigilant, noting a slight decline in grades 5 and 8 MDI data over the past year. Rest assured, we are dedicated to investigating further and implementing interventions to address any areas of concern.

Once again, I invite you to closely examine Goal number 3 of our Strategic Plan, as we actively seek community feedback to shape the direction of our new Strategic Plan. Your invaluable input will guide us as we endeavor to create an educational environment where every student not only thrives but flourishes. Please take a moment to explore the online feedback form and contribute to this important endeavor.

As we look forward to the approaching March break, I wish each of you a fulfilling and rejuvenating period ahead. Let us continue to embrace the spirit of learning and collaboration as we work together to empower our students and enrich our community.

Thank you for your unwavering dedication to the success of our schools.

Warm regards, Roberta Kubik (she/her) | Superintendent of Schools

Strategic Plan: Goal 1 We believe that engaged learners will achieve successes that reflect their passions and interests in safe, equitable learning environments.

- Encourage student engagement in setting direction for their learning

STRONG START HITS THE ROAD



Strategic Plan: Goal 2 We optimize the sustainability of our school system

- maintain and improve technological capabilities that support student learning and access to quality instructional tools

SD19 now has a 3D printer! The Robo E3 printer is making its way out to classrooms for students to get a chance to design their own 3D models and to see the 3D printing process in action. Teachers will have the opportunity to book the 3D printer for a demo or class project to help *build* another piece of students' technology skills and understanding.



Strategic Plan: Goal 3 We believe in communication strategies that foster school and community engagement

Community engagement with new Strategic Plan

2024-2027 Strategic Plan Feedback

We want to hear from you! We invite all parents and caregivers to take a few moments to complete our web-based survey on the future of the school district's strategic plan. Your valuable feedback will play a crucial role in shaping the future of our educational initiatives and ensuring a collaborative and effective learning environment for our students.

Feedback submissions accepted until March 11, 2024.

<https://sd19.bc.ca/our-district/policies-reports/district-strategic-plan/>

Complete the Feedback Form

The Board of Education is embarking on a new Strategic Plan. The Board has crafted draft belief statements and student learning goal to guide the vision and work of the district

As well, the Board reviewed district data, student and parent voice, and some research to determine a focus area for our student learning goal.

The Board is in the process of listening to collecting diverse voices from across the community to ensure a comprehensive understanding of the educational landscape and promote equity and inclusivity in education.

The Board is seeking feedback and input on the draft Belief statements and Student Learning goal by presenting at PAC, district committee, partner groups meetings and an online feedback form.

DRAFT	
Board of Education. We believe in a school district that: <ul style="list-style-type: none">☑ nurtures a joy for learning.☑ strives for the physical, mental and emotional wellbeing for all.☑ supports the development of diverse communication skills and creative, critical and reflective thinking.☑ improves equity and outcomes for Indigenous students and students with disabilities/diverse abilities.☑ upholds the ideals of social and environmental responsibility at both the individual and societal levels.	Our Goal Student Learning Goal We will create purposeful learning environments that seamlessly incorporate the three core competencies into every facet of the curriculum. This will prepare students to enter the next stage of their lives with career life choices, flexibility of understanding and sense of self worth.

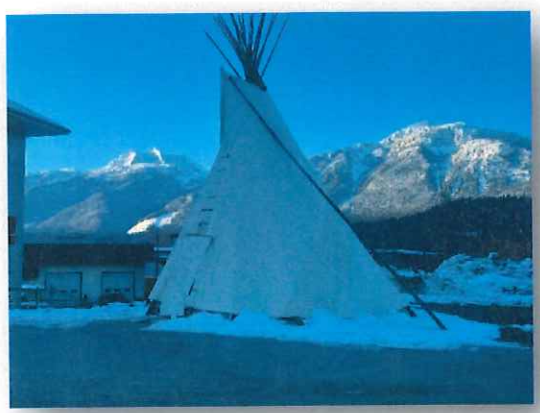
Strategic Plan: Goal 4 We acknowledge the responsibility of our school community to learn the truth about, and honour Indigenous cultures, languages, and histories, and our responsibility to work through the Reconciliation process.

Snow on the ground means that it is storytelling time. This winter season we are thrilled to have the lodge (tipi) in its long-term home by the Board office. This location allows us to have more room and a small fire inside. This month, schools are invited for a fire and stories in the lodge. Last month 28 classes visited the lodge.

My last visit to the lodge with CPE grade one students, I leant about warming a drum, materials used for building a canoe and the various types of home design by Indigenous peoples across territories. We ended the day by settling into a cozy spot to listen to a beautiful story.



Students gather in the lodge



Inspire Passion Joy for Learning		
TRUSTEE UPCOMING DATES		
Date(s)	Time	Event
March 16 th to April 1 st , 2024		Spring Break
April 18 th to 20 th , 2024		BC School Trustees Association Annual General Meeting in Vancouver
April 24 th , 2024	4:30 pm	School Tour of Columbia Park Elementary School
	5:00 pm	School Board Meeting at Columbia Park Elementary School
May 15 th , 2024	4:30 pm	School Tour of Begbie View Elementary School
	5:00 pm	School Board Meeting at Begbie View Elementary School

Partner meetings

Attended the RECDC meeting hosted in the Board room

Attended the Social Development Committee meeting
Strategic Plan presentation

All Superintendent Conference call with Ministry of
Education

Budget recap

Attended Thompson Okanagan Trustee Branch meeting

Attended dinner with District Principal Wallach to welcome
Donovan Timentwa from the Colville Sinixt Nation.

Donavan is a fluent Nsyilxcən speaker and is teaching introductory Nsyilxcən to our students. Donavan will travel from Colville a few times a month to visit Revelstoke Elementary schools

Attended PAC meeting at RSS

Attended an Early Learning Mid-year check in meeting with District Principal Tedesco.

Mareen Dockendorf lead the meeting to review actionable steps coming from the Environmental Scan

Attended an All-Superintendent Meeting with the Ministry of
Education and Child Care

Building on Strengths and Next Steps for B.C.'s Learning
Transformation

2021/22 Aboriginal How Are We Doing Report

Contributing to a society we can thrive in: Dismantling systemic
racism in education

Attended the Partner Liaison Meeting with Board Chair Alan
Chell and Secretary Treasurer Tisdale

School Trustees Codes of Conduct

Young People as Allies in Educational Transformation



SD 19 meetings

Regular scheduled meeting with CUPE President Celes Lucius and CUPE VP Yvette Pendergast

Regular scheduled meeting with RTA President Barry Rouke
Selection of teacher for BCTC (British Columbia Teacher Council)

Review postings

Met with District Principal Tedesco, Secretary Treasurer Tisdale
Review final agreement for a Dual credit program with North Okanagan- Shuswap School District (83) for an Early Childhood Assistant 3 Course package

Met with District Principal Tedesco and District Principal Wallach

Review calendars and events

Attended the Indigenous Education Committee

Information appears later in the agenda

Attended the Educational Advisory Committee

Information appears later in this agenda

SD 19 Mentorship meeting

Visited the mentorship meeting. The mentorship program is designed for master teachers to mentor new teachers and teachers new to an assignment.

SD19 School Plan Design with Salt and Cedar

Attended a DPAC meeting. Information appears later in the agenda
BC Adolescent Survey, School Learning Survey and Cash Online



Framework for Enhancing Student Learning

Met with RSS Student Leadership

Strategic Plan presentation and feedback session | Coordinate students' presentation to RSS for new Strategic Plan

Commenced a February and March leadership meeting. Highlights from the meeting

- School Learning Plan Review
- Explore the Ministry of Education and Child Care Power BI site. This site gives access to Power BI is a site that gives access to the How Are We Doing Report, FSA, Student Learning Survey, School Completion rates, and Graduation Assessment findings.
- Global Trends and High Performing Schools
- Cell phone messaging from Province
- UNDRIP – DRIPA, Truth and Reconciliation Calls to Action, BCTC Standard 9, First Peoples' Principles of Learning

Attended a Numeracy Plan meeting

This meeting has a cross section of teachers, district staff and school principals and vice principals for discussion and actionable steps to design a Numeracy plan from K to 12 with a future extension to pre school ages.



Schools Visits



RSS school visits

Check in with new RSS Learning Support Team teacher

Student Leadership at RSS

CPE student visit in the lodge (tipi)

AHE school visit for Battle of the Books with CPE, AHE and BVE

BVE school visits

CPE school visit with Mr. Kieller - grade 5/6 class

- Outdoor learning from the work of Ojibwe Canadian author and poet Richard Wagamese
- Sustainably fire building and sharing of food cooked over fire



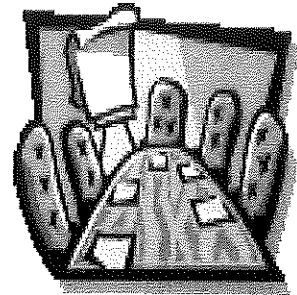
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: March 13th, 2024

ACTION: 2024/2025 District Calendar



The draft 2024/2025 District Calendar was circulated for feedback to the Revelstoke Teachers' Association, CUPE Local 5150, DPAC and school PACs and was posted to the district's website. The Revelstoke Teachers' Association provided feedback on the placement of the professional development days and the placement of Spring Break. The 2024/2025 calendar must be approved by the Board and submitted to the Ministry of Education for its approval by March 31st, 2023.

This calendar includes the two-week Spring Break, moves two non-instructional days into the "summer break" in order to increase the days students are in session by two days, and has a balance of professional development days that will provide opportunities for local collaboration as well as regional and provincial events. As trustees are aware, the bookends of Labour Day and June 30th shift every year resulting in days of instruction annually varying from 181 to 185 for students.

This calendar also includes the federal statutory holiday, the National Day of Truth and Reconciliation on Monday, September 30th, 2024.

The proposed calendar meets the Ministerial requirements, will provide opportunities for early dismissal times during the year to facilitate communication with parents, and includes a shortened first day of school which allows for a smooth start to the school year for staff and students.

Recommendation:

"THAT the Revelstoke Board of Education adopt the 2024/2025 District Calendar as presented."



School District 19
(Revelstoke)

SCHOOL DISTRICT NO. 19 (REVELSTOKE) SCHOOL CALENDAR – 2024/2025

Month	Statutory Holidays	Closures	Non-Instructional Dates	Total Days in Session	Days of Instruction	
August	British Columbia Day Monday, August 5 th		School Planning Day Wednesday, August 28 th Professional Development Thursday, August 29 th	2	0	
September	Labour Day Monday, September 2 nd First day of school is Tuesday, September 3rd National Day of Truth and Reconciliation, Monday, Sept 30 th ,			19	19	
October	Thanksgiving Day Monday, October 14 th		Professional Development Day (Provincial Day) Friday, October 25 th	22	21	
November	Remembrance Day Monday, November 11 th		Professional Development Friday, November 8 th	20	19	
December	Christmas Day Wednesday, December 25 th Boxing Day, Thursday December 26 th	Christmas Break December 23 rd , 2024 - January 5 th , 2025 (incl.)		15	15	
January	New Year's Day, Wed, January 1 st First day back, Monday, January 6th			20	20	
February	Family Day Monday, February 17 th		Professional Development Friday, February 14 th (Okanagan Zone)	19	18	
March		Spring Break March 17 th – 28 th (incl.)		11	11	
April	Good Friday, April 18 th Easter Monday, April 21 st			20	20	
May	Victoria Day Monday, May 19 th		Professional Development Friday, May 16 th	21	20	
June			Administrative Day June 27 th	20	19	
Total				189	182	
School	Start Time	Recess / Break	Lunch	Afternoon Break	Regular Dismissal	Revelstoke Secondary School Off-Time Table Instruction
Arrow Heights Elementary	8:30 am	10:00 – 10:20 am	12:00 pm – 12:50 pm		2:30 pm	Tues – Weds - Thurs 3:30 – 4:30 pm
Begbie View Elementary	8:30 am	10:00 – 10:20 am	12:00 pm – 12:50 pm		2:30 pm	
Columbia Park Elementary	8:30 am	10:00 – 10:20 am	11:50 am – 12:40 pm		2:30 pm	
Revelstoke Secondary	8:45 am	10:05 – 10:15 am	11:35 am – 12:25 pm	1:45 – 1:55 pm	3:10 pm	

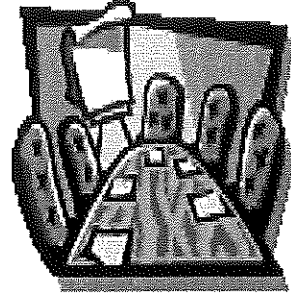
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: March 16th, 2024

ACTION: Policy 2.1 Procedural Bylaw – Change to paragraph 2.4. 8.4 – “Trustee Reports” to add “Trustee Roundtable” as 8.4.A



Trustees have agreed to add “Trustee Roundtable” to Board Agendas as a regular board item. In order to add this item to board agendas on a regular basis, Policy 2.1 Procedural Bylaw must be amended and have a first, second and third reading and approval. The revised Policy 2.1 Procedural Bylaw is attached and submitted for the first reading.

Recommendation:

“THAT the Revelstoke Board of Education approve the following change to paragraph 2.4.8.4 of Policy 2.1 Procedural Bylaw. The new wording of paragraph 2.4.8.4 will be:

8.4A Trustee Roundtable

AND THAT the Revelstoke Board of Education give first reading to Policy 2.1 Procedural Bylaw.”



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

2.1 Procedural Bylaw

A BYLAW TO ESTABLISH REVISED PROCEDURES TO BE FOLLOWED IN CALLING AND CONDUCTING MEETINGS, ESTABLISHING COMMITTEES, AND ADOPTING BYLAWS.

WHEREAS the School Act authorizes the Revelstoke Board of Education to make by-laws relative to the organization of meetings of the Board;

NOW, THEREFORE, the Revelstoke Board of Education enacts as follows:

1. INAUGURAL MEETINGS

- 1.1 The Board shall meet within 30 days from the date that the new Board begins its term of office.
- 1.2 The Chair of the inaugural meeting shall be the Secretary-Treasurer until such time as the Board Chair has been elected.
- 1.3 The Swearing of Oaths and the taking of Declarations shall be done by the Secretary-Treasurer.
- 1.4 The interim Chair shall announce results of Trustee elections and confirm that new Trustees have completed the Declaration as required by the School Act, following which the Board Chair shall be elected.
- 1.5 The interim Chair shall call for nominations, moved and seconded, for Board Chair and conduct a vote by secret ballot in which the person receiving a clear majority shall be elected Board Chair. If no person receives a clear majority, the person receiving the least number of votes shall be dropped from the ballot and further ballots shall be taken until a Board Chair is elected by clear majority.

1.6 Following the election of Board Chair, the order of business shall be:

- a) A motion to destroy the secret ballots;
- b) Election of Vice-Chair;
- c) Appointment of time and place for meetings;
- d) Appointments and Trustees' preferences to serve on Committees or be a representative of the Board;
- e) As soon as possible after the election of the Board Chair, the following shall be determined:
 - i) the date/time for all Committee meetings;
 - ii) the Board's signing authorities.

1.7 The election or rotation of Vice-Chair shall be determined by Board resolution.

2. BOARD MEETINGS

Regular Board Meetings

2.1. Board meetings are scheduled for Wednesday evening, every third week, unless so determined by the Board, or in the case where such policy is revised, on such other day or such other hour as the Board may decide at its inaugural meeting. Additional meetings shall be held as the Board may decide.

2.2. The quorum for a regular meeting shall be a majority of Trustees holding office at that time.

2.3 At the appointed time for commencement of a meeting, the presiding officer shall ascertain that a quorum is present before proceeding to the business of the meeting. If a quorum has not been made within one-half hour after the appointed time, the meeting shall stand adjourned until the next regular meeting date or until another meeting shall have been called in accordance with these bylaws.

2.3.1 After a meeting has commenced, if notice is drawn to a lack of quorum, the presiding officer shall ascertain whether there is a lack of quorum and, if so found, adjourn the meeting to a time certain or to the next regular meeting date, at their discretion.

2.4 The order of business at all regular meetings, unless varied by motion, shall be as follows:

- 1) Call to Order and Recognition of Territory.
- 2) Attendance
- 3) Approval of Regular meeting agenda
- 4) Approval of Minutes, including a report of closed items

- 5) Delegations
- 6) Special Reports
- 7) Business Arising
- 8) New Business
 - 8.1) Administration Reports
 - 8.2) Other
 - 8.3) Committee Reports
 - 8.4) Trustee Reports
 - 8.4A Trustee Roundtable
 - 8.5) Correspondence
- 9) Future Agenda Items
- 10) Public Question Period
- 11) Recess
- 12) Resumption of Meeting
- 13) Attendance
- 14) Approval of Closed Meeting Agenda
- 15) Approval of Closed Minutes
- 16) Business Arising
- 17) Personnel
- 18) Contracts and Property
- 19) Liability, Legal Matters, Finance
- 20) Students
- 21) Questions and Answers
- 22) Confirmation of Confidential Items
- 23) Adjournment

- 2.5 An addition to the agenda of any item not listed on the agenda requires that the item be of an emergent nature and requires the consent of a simple majority.

A change to the prescribed order of business may be proposed by any Trustee and shall require the consent of a simple majority, without debate.

Reports to the Board

2.6. Committee Reports

Committee reports shall be made in writing.

- a) The Chair of a Board Committee will review the minutes of the previous Committee meeting(s) and will ask that the report "be received as circulated, or as reviewed". This action has the effect of acknowledging the efforts of a Committee and making the assembly responsible for actions of a Committee. Recall that a Committee is not in a position to exercise the rights, duties, and powers of the Board.

- b) After having received the report, the Chair of the Committee will then put forward the recommendations as determined by the Committee for action as identified in the minutes in the form of Board motions for debate and approval. Each recommendation will be dealt with individually.

2.7. Trustee Reports/Administration Reports

At the discretion of the Board, Trustee and Administration reports may be written or oral in nature. They may or may not contain recommendations for Board consideration.

- a) There will be no motion to accept or receive these reports.
- b) A trustee will move and second a recommendation that is made within the report.

- 2.8 The agenda shall be prepared by the Superintendent under the direction of the Chair and/or Vice-Chair. Limited copies of the agenda will be available for the public.

The proposed agenda shall be available at the Board Office by 4:00 p.m. of the Friday preceding the regular Board meeting.

- 2.9 The Secretary-Treasurer of the Board shall ensure that minutes of the proceedings of all meetings of the Board are maintained in compliance with the School Act.
- 2.10 All meetings shall stand adjourned at three hours after their commencement unless a resolution is passed by a simple majority to extend the hour of adjournment.
- 2.11 All meetings of the Board shall be open to the public and no person shall be excluded, except for improper conduct. If, in the opinion of the Board, the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees or persons other than Trustees and officers.
- 2.12 The presiding officer may expel and exclude from a Board meeting any person whom they consider has been guilty of improper conduct.

Special Board Meetings

- 2.13 A special meeting of the Board may be called by the Chair or, upon written request of a majority of the Trustees, may be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.
- 2.14 Notice shall be given of a special meeting and an agenda shall be given to each Trustee at least 24 hours in advance of the meeting. Provision of a written notice and the agenda may be waived by a majority vote, provided all reasonable steps have been taken to notify all Trustees of the meeting.

Delegations

- 2.15 Citizens are welcome to address a Board meeting to express community views, make a presentation or seek Board support on a particular matter. Citizens wishing to address the Board may be placed on the agenda by notifying the Secretary-Treasurer in writing at least one week prior to the meeting or by resolution of the Board.
- 2.16 Delegations should file a written brief with the Secretary-Treasurer by noon on the Wednesday prior to the Board meeting.
- 2.17 The Board will recognize an official spokesperson from each delegation. The spokesperson will be permitted 10 minutes to present the main issue to the Board. Trustees may ask questions of the delegation for purposes of clarification or gathering more information. The Board will consider the delegation's request and will communicate its decision as soon as possible.
- 2.18 Once the issue has been considered by the Board or committee, a response may be made, communicated in writing to the delegation and announced at a future Regular Board Meeting.
- 2.19 Decisions on requests made by a delegation are not normally made at the meeting at which the delegation is heard. However, if the Board believes the matter is emergent, it may consider the matter during the new business portion of the meeting.

Public Question Period

- 2.20 At the end of the Regular meeting agenda, a public question period of up to fifteen (15) minutes shall be held. Comments and questions may only deal with items that are on the agenda of that meeting.

Closed Board Meeting

- 2.21 The Board may convene a closed meeting without the public at which matters of a confidential nature shall be discussed. A closed meeting is when individuals are excluded by motion as described in the School Act. The Secretary-Treasurer or designate must be present at the time a decision of the Board is rendered and must record any decision. No one shall disclose to the public the proceedings of a closed meeting unless a resolution has been passed at the closed meeting to allow disclosure.
- 2.22 Minutes of a closed meeting shall be kept in the same manner as a regular meeting, but shall be approved only by the Board in a closed meeting and shall not be filed with the minutes of regular meetings.
- 2.23 Unless otherwise determined by the Board, the following matters shall be considered in a closed meeting:
- a) Salary claims and adjustments and the consideration of requests of employees and Board officers with respect to collective bargaining procedures;
 - b) Accident claims and other matters where Board liability may arise;
 - c) Legal opinions respecting the liability or interest of the Board;
 - d) The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - e) Medical Examiners or examinations and medical reports;
 - f) Matters pertaining to individual pupils, including the conduct, discipline, suspension or expulsion of pupils, truancy and indigent pupils;
 - g) Staff changes, including appointments, transfers, resignations, promotions and demotions;
 - h) Purchase of real property, including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
 - i) Lease, sale or exchange of real property prior to finalization thereof;
 - j) Such other matters where the Board decides that the public interest so requires.
- 2.24 All other matters shall be considered in public session.

- 2.25 In the event that a decision from the Board is deemed to be immediately required, the matter shall be referred to the Chair by the Trustee(s) or Administrator(s) concerned.

The Chair or designate must then:

- i) inform or ensure that each Trustee is aware of the particulars of the situation as soon as possible;
- ii) indicate that a verbal poll is being taken regarding the Trustees' position on a course of action related to the matter;
- iii) tally the approval or disapproval of the course of action;
- iv) the concept of a quorum and simple majority will be applied;
- v) report back to each Trustee regarding the result of the poll.

It is understood that the results of the poll will be binding and that the Chair will ensure that the decision reached is formalized by motion at the next Board meeting.

3. CHAIR, PRESIDING OFFICER AND MEMBERS OF THE BOARD

- 3.1 The Chair shall preside at all meetings of the Board but may vacate the Chair in order to enter debate or propose or second a motion.
- 3.2 The Vice-Chair shall preside in the absence of the Chair or when the Chair vacates the Chair.
- 3.3 In the event that neither the Chair nor the Vice-Chair is able or willing to take the Chair, the presiding officer shall be such person as the Board may elect for that meeting.
- 3.4 A majority of the Board may elect a new Chair or Vice-Chair at any time.
- 3.5 The presiding officer shall rule on all points of order and shall state their reasons and the authority for ruling when making a ruling. The presiding officer's ruling shall be subject to appeal by the Board. An appeal may only be requested immediately after a ruling and before resumption of business.
- 3.6 The Chair shall vote in accordance with paragraph 7.3.
- 3.7 A statement describing the role of the Chair shall be maintained.
- 3.8 A statement describing a code of conduct for individual Trustees shall be maintained.

4. RULES OF ORDER

- 4.1 Where these rules are silent and where not inconsistent with these rules, Roberts Rules of Order shall apply to the conduct of meetings. Where there is an inconsistency between these rules and the School Act, the School Act shall apply over the rule in question.
- 4.2 A quorum of the Board is a majority of the Trustees holding office at the time of the meeting of the Board. The Board may adopt a procedural rule for one or more meetings by resolution of a majority of two-thirds of the Trustees present at the meeting. A rule other than the requirement for notice of meetings may be suspended by unanimous consent of the Trustees present.
- 4.3 The Rules may be amended by bylaw only, at a meeting of which notice of intention to propose the amendment has been given at the previous meeting.
- 4.4 The presiding officer's ruling on a point of order shall be based on Rules of Order as stated in paragraph 4.1 herein.
- 4.5 An appeal of a ruling of the presiding officer shall be decided without debate by a majority vote of Trustees present. When an appeal is successful, it does not necessarily set a precedent.
- 4.6 All questions shall be decided by a vote on motion.
- 4.7 These rules shall be applicable to all regular, special, and closed meetings of the Board.
- 4.8 A copy of these bylaws would be attached to the Board minutes where it is adopted.

5. MOTIONS

- 5.1 The presiding officer shall allow a sufficient period of time for discussion, before a motion is made, so that the issue is clearly understood. Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result. All motions shall be stated in the positive. The preamble does not form part of a resolution when passed.
- 5.2 The presiding officer may divide a motion containing more than one subject if they feel this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.

- 5.3 No motion other than to postpone consideration of a question, or a procedural motion, shall be repeated during the calendar year except by the reconsideration process.
- 5.4 All motions must be seconded in order that they may be recognized by the Chair and allow debate to proceed.
- 5.5 All motions are debatable except the following:
- a) Motion for adjournment of debate or for adjournment of a meeting unless such a motion contains a time for recommencement of debate or for a new meeting;
 - b) Motion to fix time for adjournment of a meeting;
 - c) Motion to proceed to the next business;
 - d) Motion to go into Committee-of-the-Whole or closed session.
- 5.6 All motions shall be subject to amendment except the following:
- a) Motion that the question be now put;
 - b) Motion for adjournment of debate or adjournment of a meeting;
 - c) Motion to table unless such a motion contains a date for further consideration of the matter tabled;
 - d) Motion to refer to Committee;
 - e) Motion to proceed to next business.
- 5.7 An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed and this shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way, or be contrary to, the principle embodied in the main motion.

Reconsideration

- 5.8 A motion may be reconsidered only if notice of a request for reconsideration has been given at the previous meeting and if reconsideration is approved by three (3) votes in the affirmative. It must be made by one who voted with the prevailing side.

Postponement

- 5.9 The practice of School District No. 19 (Revelstoke) will be to use postponement for delaying action to a certain time either in the current meeting or to a specific meeting in the future to provide further clarification on a matter. This motion requires a mover and seconder and will be debatable.

Tabling

- 5.10 The practice of School District No. 19 (Revelstoke) will be to use tabling for delaying action beyond this meeting. It has the effect of making a main motion ineligible for a vote if the motion for tabling occurs before the final vote is called for by the Chair on the main motion. This motion requires a mover and seconder and will not be debatable.

6. DEBATE

- 6.1 Debate shall be strictly relevant to the question before the meeting and the presiding officer shall warn speakers who violate this rule.
- 6.2 No Trustee shall speak until recognized by the Chair.
- 6.3 No Trustee shall speak for a period in excess of five minutes at one time. The Chair may caution a Trustee who persists in tedious and repetitious debate and may direct him/her to discontinue if they/them persists.
- 6.4 A matter or privilege (a matter dealing with the rights or interests of the Board as a whole or of a Trustee personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- 6.5 No Trustee shall interrupt another Trustee who has the floor except to raise a point of order or a point of privilege.
- 6.6 The original mover of the motion shall have the opportunity to close debate.

7. VOTING

- 7.1 All Trustees present at a meeting must vote on each motion with the following exceptions:
- a) A Trustee will abstain from voting in the case where they have a conflict of interest by reason of a direct or indirect pecuniary interest in a vote. If the vote is taking place in an open meeting, the Trustee must declare the general nature of their interest and then refrain from entering the discussion on the question. The Trustee in conflict cannot influence the outcome of the decision in any fashion. If the meeting is not open to the public and a matter is to be dealt with that a Trustee is in conflict with,

they must leave the room. At the next public meeting following this meeting, they will provide disclosure of their action.

- b) A Trustee may abstain from voting on an issue for personal reasons, but it is felt that the reasons should be provided. Should a Trustee abstain from voting, then they must abstain from debate and/or influencing the outcome of the decision. Finally, no vote will be recorded for someone that abstains so it will be recognized that abstaining will support the majority position. A motion will be lost if there is no majority position.
- 7.2 Voting shall be by a show of hands and only the results recorded unless a Trustee requests recording of names. Where names are recorded both positive and negative votes shall be recorded.
- 7.3 The Chair shall vote at the same time as the other members of the Board and, in the case of equality of votes for and against a motion, the question is resolved in the negative and the Chair shall so declare.
- 7.4 All questions shall be decided by a majority of the votes of the Trustees present and voting save as otherwise provided by these bylaws or the School Act.

8. COMMITTEES

- 8.1 The Chair shall discuss their recommendations individually with each Trustee regarding appointments to standing committees and other organizations which require representation from the Board of School Trustees.

These recommendations shall then be presented to the Board for approval at the first meeting following the inaugural meeting.

- 8.2 A list of standing committees and terms of reference for each committee shall be appended to, and shall form part of, the Procedural Bylaw.
- 8.3 During the year, the Chair may appoint representatives to Ad Hoc Committees.
- 8.4 Members of the Board may attend meetings of any of its committees and may take part in any discussion or debate but may not vote unless they are members of the committee.
- 8.5 The rights, powers, duties and liabilities of the Board rest only with the legally constituted Board and not with committees of Trustees or individual Trustees.
- 8.6 Committees will set their own composition, determine their own operating procedures, frequency and time of meetings, agendas and aspects governing its operation and request Board approval of its governance structure.

Committees will include this policy on the first meeting agenda of the year, and record in the minutes the request to the Board for approval.

- 8.7 All committees shall take minutes of its meetings and shall submit these minutes to the Board. The Board shall promptly respond to any requests or recommendations and communicate any decisions reached by the Board to the affected parties.
- 8.8 The deliberations of a committee shall not be complete until its recommendations have been submitted to the Board.

9. BYLAWS AND RESOLUTIONS

- 9.1 All matters shall be dealt with by resolution or bylaw. A bylaw shall have three readings, a policy resolution shall have two readings, and an ordinary resolution shall have only one reading.
- 9.2 The following matters shall only be resolved by bylaw:
- a) Amendments to bylaws;
 - b) The rules of procedure of the Board and rules relative to the organization of meetings of the Board;
 - c) Regulation and control of the use of property owned and administered by the Board;
 - d) Where required by the School Act.
 - e) Exceptions to the bylaws.
- 9.3 Policy resolutions define the beliefs and/or long-term objectives of the Board. Upon final approval, these resolutions become part of the Board's Policy Manual.

Procedure on Bylaws

- 9.4 Every non-financial bylaw will be dealt with in the following fashion:
- a) Notice of motion (or first reading) will be given at one Board meeting and will not be debatable;
 - b) Second and third (final) reading will be completed at the next Board meeting following the one where the notice is given. At this meeting, the proposed bylaw or bylaw change is fully debatable.

2.1 Procedural Bylaw cont.

Financial bylaws may be given first, second and third (final) reading in one motion of adoption provided a written copy is available and all the members of the board present at the meeting unanimously agree to give the bylaw all three readings at that meeting.

9.5 The Procedural Bylaw shall be reviewed at least every three years.

Date of First Reading March 13th, 2024

Date of Second Reading

Date of Third Reading

Date of Adoption

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

APPENDIX "A"

FINANCE AND FACILITIES COMMITTEE – TERMS OF REFERENCE

Introduction

The Board recognizes the important trust it has been given with responsibility for public resources and therefore the Finance and Facilities Committee is a standing committee of the Board of Education.

POLICY

Membership

- 1.1 The Committee is a Committee of the Whole of the Board of Education, with one Trustee appointed as Committee Chairperson at the Board's inaugural or annual meeting.
- 1.2 The Superintendent and Secretary Treasurer are non-voting members.

Scope of Functions

- 2.1 Provide recommendations to the Board related to Budget Governance and Audit.
- 2.2 Function as the Audit Committee.

Budget Governance

- 3.1 The budget document identifies the financial resources appropriated by the Board to provide human and material resources to meet the district's educational and operational objectives. The Board provides appropriate flexibility in budget management to enable administration to make the most effective use of fiscal resources within the approved budget.

The Superintendent is responsible for the overall management of the educational and operational programs that are supported by the annual budget. The Secretary Treasurer is responsible for the financial reports and for the financial management of the budget.

3.2 The Committee shall:

- 3.2.1 Provide oversight in the budget development process and recommend the annual budget to the Board.
- 3.2.2 Monitor the use of accumulated surpluses.
- 3.2.3 Provide oversight related to budget performance, including reviewing interim budget reports provided by management.
- 3.2.4 Recommend the report on bills paid to the Board.
- 3.2.5 Provide oversight related to capital project identification and implementation, including reviewing project status reports provided by management.

Audit

4.1. The objective of the audit function is to ensure that the district's internal controls and financial reporting support the overall achievement of district goals.

4.2 The Committee shall:

- 4.1.1 Provide oversight to the audit process stipulated in Board *Policy 4.2 Accounting, Reporting and Audit*.
- 4.1.2 Provide oversight related to risk management and internal controls.
- 4.1.3 Recommend the annual Audited Financial Statements to the Board.

Meetings

5.1 Meetings shall be held on a minimum quarterly basis.

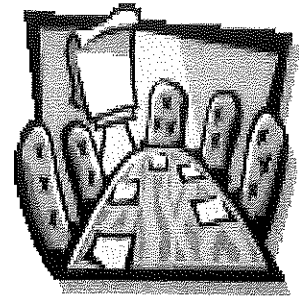
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: March 13th, 2024

ACTION: Policy 3.7 Human Rights and Discrimination



As trustees may recall, the above-noted policy was reviewed by the Board and was circulated for feedback. The Policy Review Committee did not receive any feedback and has reviewed the policy once more. The policy is now ready for board approval.

Recommendation:

"THAT in accordance with Board Policy 2.4 District Policy Development and Review the Revelstoke Board of Education approve the Policy 3.7 Human Rights and Discrimination."



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

3.7 Human Rights and Discrimination

The Board believes that safe, inclusive and diverse school environments are necessary for the success of all members of the school community. As such, the Board is committed to creating and maintaining an environment that is free from all forms of discrimination and recognizes the rights of all individuals.

For purposes of this policy, discrimination means the subordination of groups or individuals because of Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, socioeconomic status, physical or mental disability, sex, sexual orientation, gender identity or expression, age or because a person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

Discriminatory behaviour includes, but is not limited to harassment, negative or adverse conduct, comment, gesture or contact, micro/macro aggressions, and systemic barriers based on the above grounds. It includes any behaviour that is known, or reasonably should be known, to be offensive. Such conduct is harmful and can create a working or learning environment that is intimidating, humiliating, or uncomfortable.

Discrimination is an infringement of rights and acts as a barrier to full participation in our school community and society at large. The Board aims to create an inclusive environment through the elimination of all forms of discrimination; this is done in part by recognizing and celebrating the diversity of our school community while embracing the belief that each individual contributes to the richness of our school culture. We all share the responsibility for nurturing a responsive, compassionate and inclusive environment in which everyone is honoured and respected.

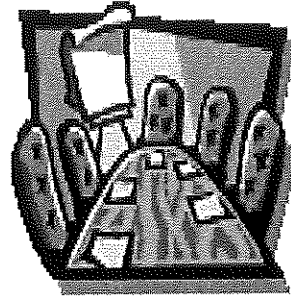
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: March 13th, 2024

ACTION: Policy 3.8 Information Technology and
MyEducationBC Usage and Access



The Policy Review Committee and Michael Haworth, District Vice Principal Technology (seconded to the Ministry of Education and Child Care) have reviewed Policy 3.8 Information Technology and MyEducationBC Usage and Access. The policy now contains references to and a definition of Artificial Intelligence (A.I.) as well as the addition of paragraphs 1.8, 1.9 and 1.10 which cover the purchase or donation of equipment for the district, possible monitoring of systems and accounts if complaints are made and the financial obligations of the district. The Committee would like to circulate the policy for feedback.

Recommendation:

"THAT the Revelstoke Board of Education circulate Policy 3.8 Information Technology and MyEducationBC Usage and Access, for feedback."



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

3.8 Information Technology and MyEducationBC Usage and Access

The Revelstoke Board of Education believes that information technology resources provide a range of benefits to our students, staff, and community. Information technology resources including computers, mobile devices, wireless networking, and software applications are all components of the district learning and working environment. In addition to devices and services, digital citizenship is a critical skill for effectively, safely, and ethically using the tools provided by information technology systems.

The Revelstoke Board of Education believes that access to these systems enhances learning and understanding. They are intended to provide students with the knowledge and skills to fully participate in a digital learning and working environment. The Board is committed to promoting a safe and welcoming district environment.

Guidelines

1. General

- 1.1. Information technology system resources or access are provided only for educational and / or administrative purposes and for conducting School District No. 19 (Revelstoke) business.
- 1.2. Use of information technology system resources is acceptable when it is consistent with the goals and policies of School District No. 19 (Revelstoke), and when it respects the rights of others and the laws of British Columbia and Canada.
- 1.3. Access to information technology system resources is a privilege, not a right and may be restricted or revoked as necessary by School District No. 19 (Revelstoke) to ensure the performance, security and operational efficiency of the District's information technology.
- 1.4. Personal or mobile devices (whether owned by the individual or district) must be used in a socially acceptable and ethical manner that does not potentially damage the school district's reputation or leave the school district open to liability.

3.8 Information Technology and MyEducationBC Usage and Access cont.

- 1.5. Standards of conduct and digital citizenship must be demonstrated by students and staff at all times during and after school hours. This conduct must exemplify safe, ethical, and appropriate use of information technology systems, including acknowledgement of copyright, intellectual property rights, and attribution of sources. This description of digital citizenship extends to students and staff use of Artificial Intelligence (A.I.) systems.
- 1.6. Use of social media by School District No. 19 (Revelstoke) students and staff must respect the rights of others, be appropriate, and reflect the expectations of the community and adhere to provincial and federal laws.
- 1.7. Students and staff must actively protect their own and the privacy and security of other students, staff, and community, and others and be in compliance with Freedom of Information and Protection of Privacy laws. This includes protecting the security of all information technology systems, and associated user accounts by not sharing or using others usernames and / or password information.
- 1.8. All equipment purchased or donated must be coordinated with the School District No. 19 (Revelstoke) Technology Department prior to purchase or use.
- 1.9. Use of the district technology may be routinely monitored, and all systems, accounts, and files reviewed in-depth if concerns or complains of misuse are raised.
- 1.10. Financial obligations of School District No. 19 (Revelstoke) extends only to services authorized and purchased by the school district.

2. Staff

- 2.1. Ensure that personal use of information technology resources neither interferes with, nor distracts from, the duties and responsibilities of the employee.
- 2.2. Use of information technology systems in contravention of policy or the Employee Internet Use Approval Form may result in disciplinary action and/or the involvement of outside agencies.

3. Students

- 3.1. Personal use of electronic communications systems must neither interferes with, nor distracts from, their learning or the learning of others.

- 3.2. Use of electronic and social media communication that violates the terms outlined in policy, the Student Internet Use Approval Form, or School Code of Conduct may result in consequences including suspension and/or the involvement of outside agencies.

4. MyEducationBC

- 4.1. All use of MyEducationBC may be monitored. Use of these systems by any individual may be reviewed by School District No. 19 (Revelstoke) or British Columbia Ministry of Education system administrators without prior notice.
- 4.2. Use of MyEducationBC and the data and information contained within the system must be in done within the requirements of the duties of the employee. No other uses of these systems or data is permitted.
- 4.3. Users of MyEducationBC must actively protect the privacy and security of students, staff, community, and others and be in compliance with Freedom of Information and Protection of Privacy laws.

Authorization for student access to information technology resources is granted only when the parent(s) / guardian(s) and caregiver(s) of the student have signed an Internet Use Approval Form. Authorization for staff, contractor, or required adult community member will be granted only when the individual has signed an Internet Use Approval Form. Signing denotes acceptance and agreement to be bound by this policy and any further rules and regulations respecting information technology resource use that are instituted by School District No. 19 (Revelstoke).

Information technology systems used within School District No. 19 (Revelstoke) may be managed to ensure availability of resources for all system users and compliance with the statutes of the *School Act* and *Freedom of Information and Personal Privacy Act*.

Definitions

Digital Citizenship - appropriate, responsible behaviour with regard to technology use.

Digital Footprint - the data trace or trail left by someone's activity in a digital environment.

Educational Purposes - purposes that directly support student learning.

Social Media - the use of web-based and mobile technologies to turn communication into interactive dialogue.

Artificial Intelligence (A.I.) - The science and development of computer systems able to perform tasks that normally require human intelligence and includes language prediction. This definition is subject to change with the development of technology.

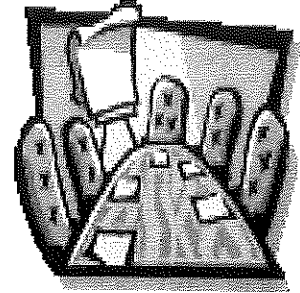
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: March 13th, 2024

ACTION: Policy 3.9 School Completion (Evergreen)
Certificates



The Policy Review Committee has reviewed the policy. The Committee has updated the policy to ensure that the policy and the language aligns with best practices. The Committee would like to circulate the policy for feedback.

Recommendation:

“THAT the Revelstoke Board of Education circulate 3.9 School Completion (Evergreen) Certificates for feedback.”



School District No. 19 (Revelstoke)

Policy Manual

3.9 School Completion (Evergreen) Certificates

The Revelstoke Board of Education is responsible for providing educational programs to all students including students with special needs who are on an individualized education program. Most students will meet the criteria for a Dogwood diploma; in rare circumstances when appropriate and in consultation with the student and their parent/guardian/caregiver, a School Completion (Evergreen) Certificate may be more appropriate.

The Board may request the Ministry of Education to issue a School Completion Certificate for those students who have met the goals and objectives of their individual educational program.

The principal will consult with parents prior to putting a student on a School Completion Certificate pathway, and must advise the parents that a student on this pathway will not meet the criteria for a Dogwood Diploma.

Guidelines

To be eligible to receive a School Completion (Evergreen) Certificate, students must, in addition to completing the goals and objectives in their Individual Education Plan (IEP), meet the following criteria:

1. Show the evidence of participating in physical activity in school, home or the community;
2. Show evidence of completing work experience or volunteer experience, which could be in school, supported work experience in the community or independent work experience; and
3. Complete a transition plan that outlines the post-secondary options considered and that describe the roles of work, leisure, family and support networks in building the transition plan.

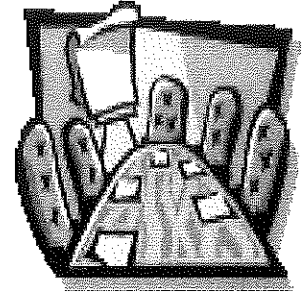
THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 19 (REVELSTOKE)

TO: All Trustees

FROM: Roberta Kubik, Superintendent of Schools

DATE: March 13th, 2024

ACTION: Policy 4.11 Educational Heritage



The Policy Review Committee has reviewed the policy. The Committee would like to circulate the policy for feedback.

Recommendation:

“THAT the Revelstoke Board of Education circulate 4.11 Educational Heritage for feedback.”



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Manual

4.11 Educational Heritage

The Board of Education supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling in the Revelstoke area.

Guidelines

1. The district will encourage the compilation, collection, restoration and preservation of some selected significant records, major reports, textbooks, school and classroom furnishings and objects and any other item that has relevance to education in this region since public schools were established in 1889.
2. Space in a school district facility may be designated for the safekeeping of relevant educational artifacts and records.
3. The district will support the mission of the Revelstoke Museum and Archives Association, through the Revelstoke Museum and Archives in maintaining the educational heritage of the area. The Curator of the Revelstoke Museum and Archives will judge the value of items for inclusion in its collections.
4. Items for resale, auction or other disposal are to be screened for heritage value, by the school principal or other interested appointee (s).
5. The school district may create a liaison contact with the Revelstoke Museum and Archives.



School District 19
(Revelstoke)

Revelstoke Board of Education

Policy Review Committee
February 26th, 2024

Minutes

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

Attendance

Trustee Zimmer, Trustee Allen, Principal Representative Ariel McDowell, RTA President Rourke, CUPE Representative Clara Maltby, and Michael Haworth, District Vice Principal Technology (seconded to the Ministry of Education and Child Care)

Regrets: Superintendent Kubik

1. Status of policies undergoing review.

Policy # - Policy Name	Status	Timeline
2.2 Revelstoke Board of Education – Composition, Roles and Conduct	Reviewed policy and revisions made	In place by April 30, 2024
3.7 Human Rights and Discrimination	To Board for final approval	Winter 2024
3.8 Information Technology and MyEducation BC Usage and Access	To Board for approval for circulation	Spring 2024
3.9 School Completion (Evergreen) Certificates	To Board for approval for circulation	Spring 2024
4.11 Educational Heritage	To Board for approval for circulation	Spring

1. Policy No. 2.2 Revelstoke Board of Education – Composition, Roles and Conduct
The policy and the Ministry of Education and Child Care and BC School Trustees' Association School Trustees Codes of Conduct: Provincial Criteria Guidelines document and the policies of other districts were reviewed and revisions to the district's policy were made. The draft policy with the revisions will be emailed to Committee members for their review and feedback. The policy will be approved by the Board at its April 24th, 2024 meeting.
2. Policy 3.7 Human Rights and Discrimination
The policy was reviewed a final time. As no feedback was received, no changes were made and the policy will now go to the Board for approval.

3. Policy No. 3.8 Information Technology and MyEducation BC Usage and Access
The revisions were reviewed. The Committee discussed cell phone usage and determined that cell phone usage in schools will be a separate policy which Michael Haworth, District Vice Principal Technology will draft.
4. Policy No. 3.9 School Completion (Evergreen) Certificates
The revisions were reviewed and further revisions made. The policy will now go to the Board for approval for circulation.
5. Policy No. 4.11 Educational Heritage
The policy was reviewed and only a minor change made. The policy will now go to the Board for approval for circulation.

Dates for 2023/2024 (4th Monday of each month at 3:45 pm) at the School Board Office

- April 22nd, 2024
- May 27th, 2024



School District 19
(Revelstoke)

School District 19 (Revelstoke)
Education Advisory Committee Meeting
February 27th, 2024
held at the School Board Office

Minutes

1. Called to Order and Acknowledgement

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

2. Attendance:

Sasha-Emily Walsh, Chair
Wendy Rota, Trustee
Michael Haworth, District Vice Principal Technology
Barry Rourke, RTA President
Celes Lucius, CUPE President
Melonie Jensen, Parent Representative
Mandy McQuarrie, Parent Representative
Seoha Lee, Grade 12 Student Representative

Alex Hardy, Grade 11 Student Representative

Autumn Baechler, Grade 9 Student Representative
Hazel Peet, Grade 8 Student Representative
Roberta Kubik, Superintendent of Schools

Regrets: Jody Castillo/Quinn Castillo, Vanessa Morrow and Helen Kondos,
Parent Representatives, and Owen Bibby, Meya Musséau, and
Maya Howe-Short, Student Representatives

3. Agenda Additions

- Reporting Order
- Cell Phones
- Purpose of the Education Advisory Committee for the April 30th, 2024 meeting

4. Review Minutes of January 30th, 2024 meeting

- No errors or omissions.

5. Strategic Plan

- Trustee Sasha-Emily Walsh reviewed the Strategic Plan
- Trustee Sasha-Emily Walsh highlighted the “Educated Citizen” and spoke to sections that resonated with each committee member
- Students felt the “Educated Citizen” review made sense as to what schools do to prepare students for navigating the world

6. Enrolment Estimates Collection

- Superintendent Kubik provided the estimated enrolment count for September of 2024 of 1,122
- She also provided the following information:
 - Snapshot of 2023-2024 enrolment as of February 14th, 2024 was 1,092
 - Snapshot of 2023-2024 enrolment in September of 2023 was 1,082
 - In June of 2023 there was an increase of enrolment of 21 students
 - In 2023-2024 there are 68 grade 12 students
 - As of February 21st, 2024 there are 78 students registered for Kindergarten for September of 2024
 - The current enrolment of Kindergarten students in the 2023-2024 school year is 87
 - Enrolment number for the past 4 years were:
 - 1,013 in September 2020
 - 1,027 in September 2021
 - 1,063 in September 2022
 - 1,082 in September 2023 (with an increase of 10 students since September it is now 1,092)

7. Reporting Order

- Hazel Peet, Grade 8 Student Representative) noted that there was a bit of confusion for some in changing to a reporting scale compared to marks.

8. Cell Phones

- Sasha-Emily Walsh noted that some teachers have students use their cell phones.
- The senior students at Revelstoke Secondary School self-regulate their cell phone usage.
- Grade 8 and 9 students at Revelstoke Secondary School are experimenting with cell phone "hotels".

9. Adjourned

2023/2024 meeting dates (all at 3:30 pm at the School Board Office):

- April 30th, 2024
- May 28th, 2024



Revelstoke Board of Education

Indigenous Education Advisory Committee Meeting February 29th, 2024

Minutes

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

Called to order at 4:04 pm

In attendance: Asa Kenyon, Erin England, Sarah Zimmer, Jodi Wallach, and Roberta Kubik

Regrets: Lisa Moore, Marley McAstocker, Marlene Krug, Jessica Stewardson, Kathryn Kokotailo Waterer

1. **Agenda Additions**
2. **A review of the February 1st, 2024 Indigenous Education Advisory Committee Meeting Minutes**(now known as the Indigenous Education Council):
 - No errors or omissions
3. **Development of the District's new Strategic Plan** (presented by Sarah Zimmer)
 - Sarah shared the Board's "placemat" and took notes from the group discussion.
 - Here is the link to the webpage [Strategic Plan](#)
4. **Staffing and Knowledge Holder updates**
 - Jessica Stewardson is opening her new photography studio at 111 Connaught Ave. As this will be a full-time commitment, Jessica will no longer be with us at SD 19. We are sad to see her go but are so excited for her new adventures.
 - No internal applications have been received for Jessica's position, so it has now been posted externally. Marlene Krug is increasing her hours until Spring Break and will now be at all three elementary schools.
 - Donovan Timentwa, a certified Teacher of the Nsyilxcən language, spent three days in our elementary schools from February 13-15. Some of the feedback received was: "The children (grade 3/4) were very enthusiastic and liked his lesson.", "My class loved him. He taught us counting 1-10 and the bluebird song."

5. Website, logo, committee name, and art installations

- Website
 - Colours – cranberry/red because this is the colour that the ancestors can see best.
 - Language links
- Committee Name
 - Indigenous Education Council (IEC) instead of Indigenous Education Advisory Committee
 - Invitations to Sinixt, Secwépemc, Ktunaxa, and Syilix Okanagan Councils re participation in future IEC meetings. They should be paid for this time. Kristi from the Ktunaxa has already shared with her director and would like to virtually attend April 4th, and potentially in person for May 2nd.
- Art Installations
 - Delréé Dumont will start her first mural at Begbie View Elementary School in March.

6. District Updates:

- Marlene Krug
 - Tipi Lessons (Campfire, winter homes, seasons, furs, food, importance of stories, song, games, feather drop)
 - The visit of Donovan Timentwa who came to teach students the Nsyilxcən language.
 - Elder Randy Williams visit making arrowheads or multi-tools, songs and stories.
 - Gym games to Arrow Heights Elementary School teacher Adam Cadegan.
 - Arrow Heights Elementary School did announcements in three languages.
- Lisa Moore
 - My highlights have been two students who struggle to pay attention in class; one came up with an amazing way to show his family tree on a salmon and is doing it for a Mother's Day project and the other student actually came to our office to tell me he got his assignment done in class. He was so pleased with himself it made me really happy for him.
 - Maya Howe-Short's work on the first Black History Month celebration at Revelstoke Secondary School. Maya developed a bulletin board with library staff and delivered Kahoot quizzes to 9 senior humanities classes. These sessions led to good discussions, but at times were difficult for her as some students are not culturally sensitive in their comments. Overall, it was a positive experience but highlighted the need for further education.
- Jessica Stewardson
 - Visits from Elder Randy Williams and Donovan Timentwa
 - Tipi programs
 - Outdoor games
 - Hoop dancing

7. Adjourned:
Meeting adjourned at 4:57 pm.

Next meeting dates (all at 4:00 pm at the School Board Office, Upper Meeting Room):

- April 4th, 2024
- May 2nd, 2024





Attention: Superintendent Roberta Kubik and the Revelstoke Board of Education Trustees: Allan Chell, Sarah Zimmer, Sasha-Emily Walsh, Wendy Rota, Jodie Allen

The BVE PAC supports the BC Government's concrete action to restrict the use of cell phones and connected devices in schools. Research shows that frequent cell phone interruption in the classroom, social media platforms with addictive algorithms, and predators who seek to exploit young people, all present significant risks to young people. Studies have found that children's mental health and physical safety can suffer as a result of body-image distortion, cyberbullying, images shared without consent, and disturbing instances of sextortion.

BVE PAC wants to support the Revelstoke school district as it works to develop a robust policy by the start of the next school year to restrict students' cellphone use in the classroom. To facilitate this process we have created a list of practical recommendations that we would like to see considered in the new policy as follows:

- Cell phones and connected devices brought from home are prohibited for educational activities including: research such as google search engine; games such as Kahoot; communication apps such as WhatsApp; note taking such as camera and video apps unless specifically allowed in a student's IEP or safety plan;
- Use of cell phones and connected devices brought from home are prohibited in classrooms and all learning spaces including the gymnasium and outside gym classes, theatre, drama and art studios, library etc.
- There will be designated areas free of cell phones and connected devices brought from home, including common eating areas, bathrooms, change rooms, hallways;
- There will be areas where cell phones and connected devices brought from home will be permitted such as lockers, exterior non-learning spaces, and entry hallways;
- Clear signage will indicate where cell phones and connected devices brought from home are prohibited and where they are permitted;
- Designated storage for personal connected devices will be provided in secure areas such as lockers, cell phone hotels, or office;
- Clearly articulated and outlined consequences for students who use personal cell phones and connected devices in the areas where use is prohibited;
- All technology used in schools, which is required for learning outcomes, should be provided by the schools, in order to ensure every student has the same learning experience regardless of socio-economic background.
- Policies around personal cell phones and connected devices in the schools should be school-wide (i.e., rather than at the discretion of individual classrooms).

BVE PAC recognizes the importance technology plays in education and lifelong learning. However, it is important that we also recognize the substantive qualitative and quantitative research that shows how cell phones can negatively affect student well-being, mental health and learning outcomes. We believe that this list of recommendations for a School District-wide

policy will help to create a fair and safe environment where students can learn that is free from the distractions of cell phones.

This committee understands that there may need to be different policies for elementary and high school students. We also commend the current cell phone policy at Begbie View Elementary which states: *'Student cell phones and other personal electronic devices are not to be brought to school. If a student must have a cell phone with them for their activities after the school day, any cell phone brought to school must be placed in Airplane Mode in a designated area for the day (usually the teachers' desks).'*

Thank you for taking the time to read these recommendations and we look forward to your response.

Sincerely,

BVE PAC