



NISGA'A SCHOOL DISTRICT NO. 92
BOARD OF EDUCATION
REGULAR MEETING
 Virtual: [Zoom Meeting](#)

TUESDAY, FEBRUARY 4, 2025 – 5:30 pm

A G E N D A

1. PROTOCOL			
2. CALL TO ORDER			
3. DECLARATION OF QUORUM			
4. APPROVAL OF AGENDA FOR FEBRUARY 4, 2024	Motion		
5. ADOPTION OF MINUTES OF PRIOR MEETING:			
5.1 Regular Meeting – January 7, 2025	Motion	Attachment	Page 1-4
5.2			
6. BUSINESS ARISING FROM THE MINUTES:			
6.1			
7. PRESENTATION:			
7.1 Inclusive Education – District Principal, Olga Jorda			
8. EDUCATION:			
SUPERINTENDENT			
8.1 Superintendent Update	Information	Attachment	Page 5-9
8.2 Indigenous Education Monthly Update	Information	Attachment	Page 10-12
8.3 Strategic Plan Update	Information	Verbal	
8.4 Roles & Responsibilities for Board of Education – infographic	Information	Attachment	Page 13-14
8.5 BCSTA Calls for Action on Climate Change in Schools	Information	Verbal	
8.5 BCSTA Calls for Action on Climate Change in Schools	Information	Attachment	Page 15-17
9. BUSINESS:			
SECRETARY-TREASURER			
9.1 Financial Statements	Information	Attachment	Page 18-19
9.2 TD Signing Authorities	Motion		
9.3			
10. POLICY DEVELOPMENT:			
10.1 Governance Policy Update	Information	Verbal	
11. TRUSTEE REPORTS:			
11.1 BCPSEA			
11.2 Provincial Council			
11.3 Chair Update	Information	Verbal	
12. STANDING COMMITTEE REPORTS:			
12.1 Business – Chair Update	Information	Verbal	
12.1.1 Terms of Reference	Motion	Attachment	Page 20-25
12.2 Education – Chair Update			
13. CORRESPONDENCE RECEIVED:			
13.1 BCPSEA Conflict of Interest for Trustees – Quorum	Information	Attachment	Page 26-29
14. PUBLIC QUESTION PERIOD:			
14.1 Review of Public Process and Participation	Information	Verbal	
15. ADJOURNMENT:			

Next Board Meeting: March 4, 2025



NISGA'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 5.1</u>			
Action:	X	Information:	
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	Minutes of the Regular Meeting of the Board – January 7, 2025		
Background/Discussion:			
Minutes as attached.			
Recommended Action:			
THAT the Minutes of the Regular Meeting of the Board held on January 7, 2025 be approved.			
Presented by: Board Chair			

**NISGA’A SCHOOL DISTRICT NO. 92
BOARD OF EDUCATION
REGULAR BOARD MEETING
VIRTUAL: Zoom**

TUESDAY, JANUARY 7, 2025 – 5:30 PM

In attendance: George Nelson, Chair Gingolx Trustee
Winnie Morven-Hansen Gitlaxt’aamiks Trustee
Danica Moore Laxgalts’ap Trustee
Carl Azak Gitwinksihlkw Trustee
Gary Cox

Also in attendance: Robert Clifton Superintendent of Schools
Paul Mercer Secretary Treasurer
Sharlene Grandison Recording Secretary

Absent:

1. **PROTOCOL:**
Trustee Morven-Hansen acknowledged the passing of family members of Wilps Duuk and Wilps Gwingyoo with a prayer and condolences to the families.

2. **CALL TO ORDER:**

The meeting was called to order at 5:31 pm.

3. **DECLARATION OF QUORUM:**
Board Chair declared quorum.

4. **APPROVAL OF AGENDA:**

R02-1614
That the Board of Education approve the January 7, 2025 Agenda as presented.

Trustee Morven-Hansen/Trustee Azak Carried

5. **ADOPTION OF MINUTES OF PRIOR MEETING:**

5.1 Minutes of December 10, 2024, Regular Meeting Minutes

R02-1615
That the Minutes of the Regular Meeting of the Board held on December 10, 2024, be approved as presented.

Trustee Morven-Hansen/Trustee Azak Carried

6. **BUSINESS ARISING FROM THE MINUTES:**
No business arising from the minutes.
7. **PRESENTATION:**
No presentation.
8. **EDUCATION:**
Superintendent
 - 8.1 Superintendent's Update
 - Superintendent Clifton highlighted three priorities: relationships and connections, strategic planning, and operational excellence.
 - Superintendent Clifton discussed the strategic planning process, with over 53 respondents so far.
 - Superintendent Clifton and team participated in the BCSSA conference, focusing on identity, leadership, and reconciliation action.
 - New staff additions include Bryce Recsky as Director of Instruction and Laura Ganyo as Principal and District Principal.
 - IT security measures, including multi-factor authentication, are being implemented.
 - Music program progress and community engagement were highlighted.
 - Resources for student mental health, wellness, and safety were provided.
 - 8.2 Indigenous Education Report
 - Tanya Azak's report on Indigenous education and early learning was received.
 - Work continues on the Indigenous Education Council and Local Education Agreements.
 - Strong Start and Ready Set Learn programs are being planned and staffed.
9. **BUSINESS:**
Secretary-Treasurer
No report.
10. **POLICY DEVELOPMENT:**
 - The Board of Education is proceeding with a review of governance policies.
 - A board retreat will kick off the policy review process.
11. **TRUSTEE REPORTS:**
 - 11.1 BCPSEA – No report
 - 11.2 BCSTA – Provincial Council – No updates at this time, next meeting is in March.
12. **STANDING COMMITTEES:**
 - 12.1 Business – Chair Update
The committee will hold its first meeting on January 21 to establish terms of reference.

12.2 Education – Chair Update

The committee will hold its first meeting on February 18 to establish terms of reference.

13. **CORRESPONDENCE RECEIVED:**

No correspondence received.

14. **PUBLIC QUESTION PERIOD:**

No public questions, as the meeting was not streamed live.

15. **ADJOURNMENT:**

The meeting adjourned at 6:03 pm.

Trustee Cox/Trustee Azak

Carried

Certified correct,
George Nelson
Board Chair

Certified correct,
Paul Mercer,
Secretary Treasurer



NISGA'A SCHOOL DISTRICT NO. 92

MEETING AGENDA ITEM 8.1

Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	Superintendent Update – February 2025		
Background/Discussion: Superintendent Report – February 2025 attached.			
Recommended Action: For information only			
Presented by: Superintendent			

Superintendent's Monthly Update

February 2025



A Message from the Superintendent

Looking Ahead

As we step into February, I am reminded of the incredible sense of community that defines our schools and the shared commitment to foster safe, welcoming spaces for every student. This month brings the annual recognition of *Pink Shirt Day* on February 26, a powerful reminder of the role kindness and inclusion play in building positive school cultures. Across the district, students and staff are preparing activities and events that highlight the importance of standing up against bullying and promoting acts of kindness. These efforts not only reinforce the values we hold dear but also empower our learners to lead with empathy and respect in their daily lives.

In addition to Pink Shirt Day, February is shaping up to be an exciting month with various school activities, professional development opportunities, and community partnerships in action. With Family Day on February 17, we look forward to celebrating the strength of our connections with families and their critical role in supporting student success. I would also like to highlight ongoing work related to our strategic planning process and collective bargaining consultations, ensuring we continue to prioritize the well-being and success of students and staff. Thank you for your unwavering support in making our shared vision a reality.

T'ooyaksiy' niin!,

Robert Clifton
Superintendent of Schools



EdPlan Insight – Using Data To Support Learner Success



We are excited to rollout our new data dashboard EdPlan Insight, designed to support student success. EdPlan Insight is a technology platform designed to encourage and support a district-wide culture of data use. It allows our district to track, manage, and generate reports of student data to help us all better support learners. EdPlan Insight allows our district to safely and securely warehouse data for all for the district office and schools to use to support student learning and success. Our first phase will onboard district staff and school administrators to give on-demand access to visualizing data from MyEdBC which includes provincial testing, attendance records, and localized literacy and numeracy results. Data from MyEdBC is uploaded nightly, so it allows the end user up-to-date information. EdPlan Insight

offers a view of student progress and areas of need. It allows for the end-user to create a learner profile, or a classroom profile snapshot to get additional insights on what progress learner(s) are making. This data-driven approach is essential for identifying trends, targeting interventions, and making informed decisions to improve outcomes for all learners. With this tool, we can better support personalized learning and ensure every student can thrive. With the support of the IT department, we are in the process of testing and uploading three years of historical data and hope to complete that mid-February, with access and training given to senior leadership in March, followed by training for school administrators in April. For more information please visit : [EDPlan Insight Supports the Learning of Every Student in Canada - Better results mean brighter futures.](#) An attachment on the features and benefits is at the end of this report.

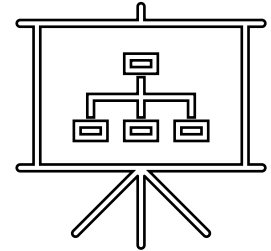
Superintendent's Monthly Update

February 2025

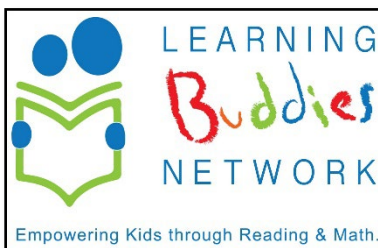


District Organizational Chart

The district's new organizational chart has been published and is now available on our website under the "Quick Links" section. This resource provides a clear overview of roles and areas of responsibility across the district, ensuring transparency and fostering collaboration among all partner groups. The chart reflects the addition of several new positions aligned with the Board of Education's strategic plan, designed to enhance support for our schools and ensure improved learning and success for all learners. By providing this information, we aim to strengthen communication and engagement with our community as we work together to achieve our shared goals. The organizational chart can be viewed and downloaded at the following link: [Nisga'a School District Org. Chart 2024-25](#)



Learning Buddies Network



The Learning Buddies Network is a non-profit organization dedicated to helping elementary school students develop essential literacy and math skills through free one on one, after school mentoring in a fun group setting. Their goals are to enhance self-esteem through improvement in academic skills, and to ignite a passion for learning in a safe and caring environment. Tanya Azak – Director of Instruction has been working with David Lee to bring this wonderful opportunity to schools in our district. For more information visit: <https://www.learningbuddiesnetwork.com>

Strategic Plan 2025 – Focus Groups and Community Engagements

The strategic planning cycle continues to make significant progress, with sixty thoughtful responses received through the online survey, providing valuable insights into priorities and perspectives. In February, the next phase of engagement will involve focused sessions with school principals, vice-principals, and staff, followed by community engagement evenings at the end of the month. These face-to-face, relational opportunities for listening and learning are critical to deepening our understanding of the desired state of education as expressed by key partners. By combining the rich, qualitative input gathered in these sessions with the survey data, we aim to develop a holistic view that informs and enhances our strategic planning process, ensuring it reflects the voices and aspirations of all stakeholders.



The trustees and district leadership will be meeting with school staff for focus group sessions on : Feb 5 at – AAMES & NESS, Feb 6 – at NBES and Feb 11 at GED. The end of February school administration will host the community for engagement sessions with trustees and district leadership between February 24-27, 2025. Details will be shared with community partners in the coming weeks.

Superintendent's Monthly Update

February 2025



Meeting With Nisga'a Lisims Government



Superintendent Clifton, Secretary-Treasurer Mercer and Director of Instruction Azak met with Nisga'a Lisims Government (NLG) representatives Janice Angus – Acting Executive Director, Terry Holt – Chief Financial Officer, Akimi Okabe – Deputy Director, Finance. We discussed several critical priorities to advance education outcomes for Nisga'a students. Key topics included the Local Education Agreement (LEA), focusing on milestones aligned with provincial standards, graduation completion rates, as well as a pilot learning program in Laxgalts'ap. Discussions also centered on per-student funding allocations, budgetary considerations, and identifying areas requiring additional resources. We addressed discrepancies between enrollment and completion rates and explored ways to align our work with the ministerial order requirements under Bill 40, including reporting on student achievement, attendance, and graduation metrics. We also provided an update on the establishment of an Indigenous Education Council. This collaboration reinforces our shared commitment to student success and informed partnership with NLG. Our next steps will be to set meeting dates to begin the process of negotiating a LEA with representatives from NLG, Village Governments and the Nisga'a School District Board of Education representatives.

	<h3>Upcoming Dates</h3>
	<ul style="list-style-type: none"> Jan 30 & 31 – BCPSEA - AGM Feb 4 – Nisga'a Board of Education Public Meeting Feb 5 - Strategic Engagement with Staff– AAMES & NESS Feb 6 - Strategic Engagement with Staff -NBES Feb 11 - Strategic Engagement with Staff – GED Feb 17 - Family Day (no school) Feb 18 - Business Committee Meeting Feb 19 - District Hobiye at Nisga'a Elementary Secondary School Feb 24 - Trustee and District Community Engagement - GES Feb 25 - Trustee and District Community Engagement - NBES Feb 26 - Trustee and District Community Engagement – NESS Feb 26 – Pink Shirt Day Feb 27 - Trustee and District Community Engagement - AAMES

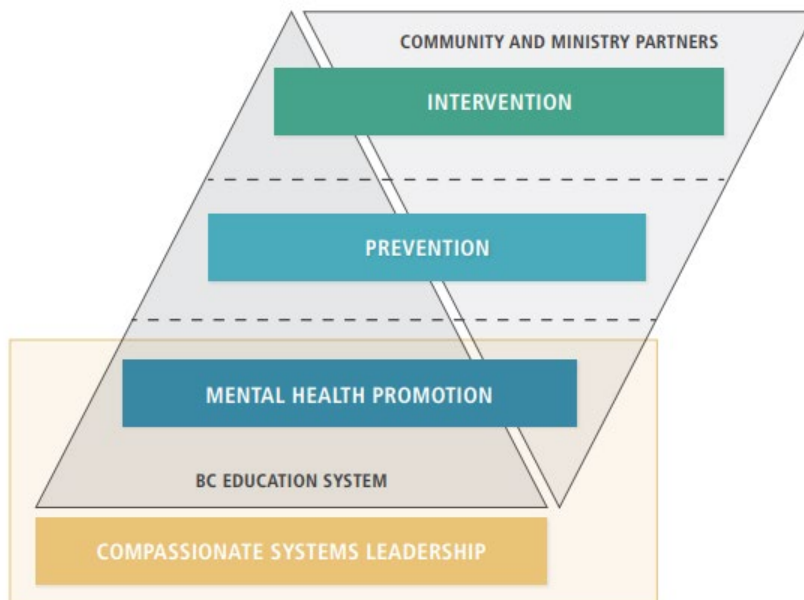
Superintendent's Monthly Update

February 2025



Mental Health in Schools Grant

Our district has received a Mental Health in Schools Grant for the 2024-25 school year. Superintendent Clifton, working with Director Azak and District Principal Jorda created an action plan that focuses on three key priorities: **Student Connection and Belonging**, **Cultural Competency**, and **Compassionate Systems Leadership & Adult Well-being**. Efforts to enhance student connection emphasize trauma-informed practices, land-based learning, and the integration of Nisga'a cultural practices, aiming to improve emotional resilience, engagement, and belonging despite challenges such as resource shortages and balancing priorities. Cultural Competency initiatives center on fostering inclusivity by embedding Nisga'a knowledge into education, providing staff training, and engaging community leaders, with outcomes including enhanced cultural pride and stronger school-community trust, though limited resources and resistance to change present barriers. Compassionate Systems Leadership prioritizes staff well-being and leadership development through reflective practices, leadership training, and approaches and tools to improve resilience, collaboration, and capacity for supporting students. We acknowledge the financial support of the Province of British Columbia through the Ministry of Education and Childcare that supports the district's efforts in these priority areas. For more information please visit: [Mental Health in Schools Strategy](#)





NISGA'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 8.2</u>			
Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	Indigenous Education Update – February 2025		
Background/Discussion:			
Indigenous Education Update for February 2025 attached.			
Recommended Action:			
For information only			
Presented by: Director of Indigenous Education & Early Learning			



Indigenous Education & Early Learning

Nisga'a School District

Tanya Azak – Director of Instruction, Indigenous Education & Early Learning

Indigenous Education Family

Buxwlaḡs 2025

Elder in Residence continued guidance, mentorship and leadership to all educators within the Nisga'a School District by

- ❖ Currently vacant.

Helping Teacher continues to promote inclusion of Nisga'a language and culture, while fostering inclusive and supportive learning environment for all students by

Traditional Wellness Week:

- ❖ The aspirations of the District Nisga'a Helping Teacher, District Counsellor & NVHA Traditional Wellness Coordinator are to provide ongoing collaborative offerings in the district for more outdoor/land-based learning opportunities throughout the year to absorb what Lisims has to offer for learning.
- ❖ An engaging and enriching partnership was designed to promote holistic balance with a focus on physical, mental, spiritual, and emotional well-being by exploring ancestral Nisga'a practices, cultural traditions, and natural ways to nurture health.
- ❖ The week combined fun, outdoor/land-based activities with educational experiences to inspire students to adopt healthy habits, connect with their cultural roots, and embrace a balanced lifestyle.
- ❖ The wellness team visited classrooms across the district to support classroom teachers and to model various outdoor activities that foster land-based learning and Nisga'a enhancement.



Indigenous Education: continue to provide leadership for Nisga'a enhancement by

- ❖ Coordination of the Indigenous Education Council (IEC) – 2nd invitations were sent out to Nisga'a Villages, due date January 31.
- ❖ An introduction meeting will be scheduled for February 2025
- ❖ Local Education Agreement (LEA) – currently in progress

Compassionate Systems: Foundations II (Mette Boll & Peter Senge)

- ❖ We are pleased to announce that we will be hosting a workshop, alongside the team at Centre for Systems Awareness, on key foundational concepts in compassionate systems. This series is designed as a capacity building offering for all alumni of the Foundations I – Introduction to the Compassionate Systems Framework workshops. Offering opportunities to deepen your practice and learn tools and practices alongside a global community of peers.
- ❖ The Foundations II for Systems Change– is a practical deep dive into Compassionate Systems tools and practices in education and workplace contexts.
- ❖ It will take place in the Nass Valley and the attendees will attend from all over the province and around world.



Nisga'a School District Hobiye

- ❖ Date: **February 19 @ 10:00 am**
- ❖ NESS will host the Hobiye this year, it has been decided that it will be hosted each year in the community that is hosting the Nisga'a Hobiye.
- ❖ Students from all four schools will attend and participate in cultural sharing of song and dance.



Nisga'a School District Cultural Sharing Days

- ❖ In the remainder of the school year each school will host a Cultural Sharing Day,
- ❖ A day to visit a school and share song and dance
- ❖ The objective is to increase the Nisga'a enhancement: cultural dancing, singing and building relationships between schools.

“The only wrong way to speak a language is not to speak it.”

T'ooyaksiy Nisim, Gabihl hiy.

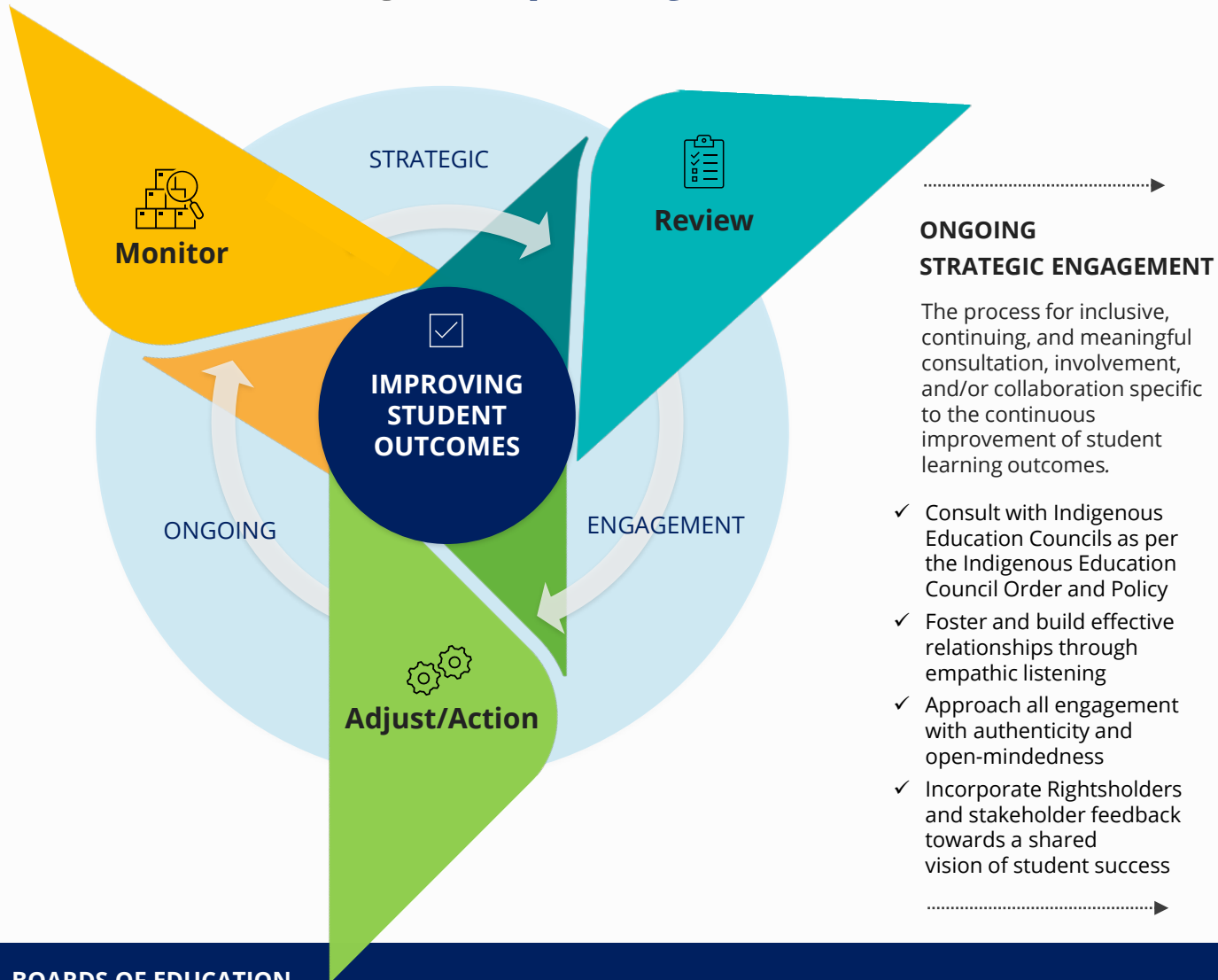


NISGA 'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 8.4</u>			
Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	Roles & Responsibilities for Board of Education – Infographic		
Background/Discussion:			
Roles & Responsibilities for Board of Education – Infographic attached.			
Recommended Action:			
For information only			
Presented by: Superintendent			

Roles + Responsibilities for Boards of Education

→ Focusing on *Improving Student Outcomes*



ONGOING STRATEGIC ENGAGEMENT

The process for inclusive, continuing, and meaningful consultation, involvement, and/or collaboration specific to the continuous improvement of student learning outcomes.

- ✓ Consult with Indigenous Education Councils as per the Indigenous Education Council Order and Policy
- ✓ Foster and build effective relationships through empathic listening
- ✓ Approach all engagement with authenticity and open-mindedness
- ✓ Incorporate Rightsholders and stakeholder feedback towards a shared vision of student success

CONTINUOUS IMPROVEMENT

The ongoing practice of understanding and addressing local and societal context, which includes reviewing and refining district and school practices to identify and respond to learning needs and improve equity of outcomes.

Review

- Ensure policies are reviewed to achieve priorities in the strategic plan driving student success
- Identify and understand key data and evidence sources
- Review district data and evidence – asking relevant questions

Adjust/Action

- Align policies to achieve priorities in the strategic plan driving student success, accountability, and transparency
- Consult and cooperate with Indigenous Education Councils to improve Indigenous student outcomes
- Address systemic barriers for inequity of outcomes for priority populations
- Utilize data and evidence to inform decision-making
- Oversee fiscal resources to align with strategic plans and help improve student outcomes
- Align actions with evidence

Monitor

- Use evidence-informed approaches to monitor the achievement of strategic plan priorities and improve student learning outcomes
- Ensure the district is responding proactively to diverse and cultural learning needs of all students
- Maintain a focus on Indigenous students, children and youth in care, and students with disabilities or diverse abilities

Ongoing Strategic Engagement

BOARDS OF EDUCATION

set a strategic direction for the district; evaluate policy implementation & outcomes; attend to local and societal context; and oversee fiscal resources to ensure optimum learning through quality teaching, quality leading, and supportive learning environments.



NISGA'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 8.5</u>			
Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	BCSTA Calls for Action on Climate Change in Schools		
Background/Discussion:			
<p>BCSTA Calls for Action on Climate Change in Schools: New Report on Achieving CleanBC Emission Targets attached.</p>			
Recommended Action:			
Presented by: Superintendent			

The BCSTA Calls for Action on Climate Change in Schools: New Report on Achieving CleanBC Emissions Targets

[Vancouver, BC – January 15, 2025] – The British Columbia School Trustees Association (BCSTA) is pleased to announce the release of its Climate Action Working Group (CAWG) report, “*Sustainability as Part of Board of Education Governance*,” a comprehensive call to action for school districts in British Columbia to prioritize climate change mitigation and adopt sustainable, impactful strategies. This report urges school boards across the province to embrace climate action as a core part of their governance and into their strategic priorities, in alignment with the provincial *CleanBC* goal of reducing greenhouse gas emissions by 50% by 2030.

As our planet faces mounting climate challenges, school districts are on the front lines, directly impacted by rising temperatures, extreme weather events, and the ever-growing need for sustainable practices in education. The BCSTA's CAWG calls for urgent support to help school districts address these environmental challenges and meet critical emission reduction targets. This report provides actionable recommendations to guide schools and provincial ministries toward effective climate action.

Key Recommendations and Areas of Focus:

1. Enhanced Governance and Support for Climate Action

The report highlights the need to advocate for sustainable funding, promote leadership and collaboration with provincial ministries, and make climate action a strategic advocacy priority. Clear policies and strategies must be developed to enable school boards to meet the CleanBC emissions reduction targets.

2. Impact of Climate Change on School Districts

School districts are facing significant challenges from climate change, including rising costs for mitigation, impacts on student and staff health, and regional differences between rural and urban areas. The priority is advocating for predictable funding, educating boards on climate risks and mitigation strategies, and ensuring region-specific climate action plans to address these diverse challenges.

3. Recommendations for Future Planning

To strengthen climate action in education, the BCSTA advocates for increased and predictable funding, including emergency response funds, while educating boards on climate impacts, risk management, and mitigation strategies, with regular input from rights holders and partner groups, including students.

It is essential to ensure region-specific responses, addressing the unique needs of rural and urban areas, and building a comprehensive database of climate-related disruptions to support future advocacy is in place. Additionally, the BCSTA urges the province, ECC, and other ministries to develop a framework for assessing and measuring the impacts of climate change on schools, districts, and student outcomes.

4. Growth in Climate Action

Significant progress has been made in climate action among school districts. The number of districts adopting climate action plans has increased dramatically from 2 to 23 out of 60 districts. The BCSTA celebrates this progress and calls for continued growth, emphasizing sustainable building upgrades, energy-efficient transportation strategies, and incorporating climate action into district strategic plans.

As we approach the critical target of reducing emissions by 50% by 2030, the BCSTA calls upon all school boards, governments, and ministries to unite in this vital cause. The time to act is now, and the future of B.C. students depends on our commitment today.

“Climate action is not just an environmental responsibility – it is a fundamental duty to safeguard the health, well-being, and future of our students and staff. We must prioritize sustainability as a core element of governance in every school district, ensuring we create a resilient, green, and equitable future for all. The BCSTA is committed to advocating for the resources and support necessary to make this vision a reality,” said Carolyn Broady, President of the Board of Directors for the BCSTA.

For further information on the BCSTA’s Climate Action Working Group report and to access the full document, please visit: <https://bcsta.org/news/reports/>

Please contact Monique Atwal, Manager of Advocacy and Public Relations at matwal@bcsta.org with any questions or media inquiries.



NISGA'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 9.1</u>			
Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	Financial Statements – December 10, 2024		
Background/Discussion:			
Financial Statements – December 10, 2024 attached.			
Recommended Action:			
For information only			
Presented by: Superintendent			

Operating Fund

Revenue	2022-2023		2023-2024		Current Budget	Actuals	
					2024-2024	July -December 31, 2024	
Provincial Grants (MECC)	\$	727,045	\$	200,298	\$	570,903.00	-
LEA		11,141,704		10,929,134		9,694,234	\$ 6,143,640.00
Provincial Grants Other		7,560		15,158		36,000	242,953
Rentals & Leases		165,188		209,587		140,000	112,356
Investment Income		269,614		317,461		250,000	117,832
Amortization Capital Assets		524,598		619,029			
Total Revenue	\$	12,835,709	\$	12,290,667	\$	10,691,137.00	\$ 6,616,780.98
Expense							
Principals & Vice Principals	\$	1,127,506	\$	1,071,956	\$	1,248,360	\$ 586,937
Teachers		1,562,139		1,753,062		2,134,160	1,149,563
Education Assistants		246,661		245,472		257,500	141,576
Support Staff		1,081,772		1,222,327		1,404,920	507,815
Other Professionals		956,891		1,315,545		1,195,356	526,418
Teachers on Call		250,158		237,590		240,000	92,384
Total Salaries		5,225,127		5,845,952		6,480,296	3,004,693
Employee Benefits		1,060,022		1,224,319		1,459,144	522,867
Total Salary & Benefits	\$	6,285,149	\$	7,070,271	\$	7,939,440	\$ 3,527,560
Services							
Professional Services	\$	610,405	\$	905,193	\$	652,500	\$ 419,094
Transportation & Housing				1,494,213		20,000	203,837
Professional Development & Travel		295,752		384,345		380,097	152,425
Rentals and Leases		13,500					
Dues and Fees		31,098		34,502		36,600	13,711
Insurance		22,694		22,126		25,500	31,748
Utilities		335,777		266,896		323,000	159,585
Housing Supplies							
Supplies		1,278,498.00		1,351,264		1,036,500	338,584
Furniture and Equipment Replacement		1,963,268.00		1,338,026		187,500	120,604
Computer Equipment Replacement		8,905.00		65,218		90,000	97,225
Total Expenses	\$	10,845,046	\$	12,932,054	\$	10,691,137	\$ 5,064,373
Total Revenue minus Total Expense		1,990,663		641,387		-	1,552,408



NISGA'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 12.1.1</u>			
Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	Business Committee Terms of Reference – Draft 2		
Background/Discussion:			
Business Committee Terms of Reference – Draft 2 attached.			
Recommended Action:			
Presented by: Superintendent			



January 24, 2025 – Draft 2

1. Committee Name

Business Advisory Committee - As per Section 65 of the School Act, a board may establish committees and specify the functions and duties of these committees. Committees of trustees or individual trustees may not exercise the rights, duties and powers of the board. Unless expressly required to be exercised by bylaw, all powers of a board may be exercised by a bylaw or by resolution.

2. Mandate

The mandate of the Business Advisory Committee is to provide oversight and recommendations on the financial, business, operational, and related policy matters of the district. This includes ensuring that the district's resources, budgets, and operations are managed effectively and efficiently, and that financial, operational, and policy practices comply with legal, ethical, and governance requirements and follow the financial provisions of the **School Act** and all related **Ministry regulations**. The committee is also responsible for reviewing and developing policies that align with the district's strategic goals and priorities. Its work is guided by the overarching objective of maximizing the district's ability to support student success and address community needs.

3. Duties and Responsibilities

The Business Committee will make recommendations for Board approval and/or deliver reports relative to the annual operating, special purpose and capital budgets.

a. Budget and Financial Management

- Oversee the annual budget process including receiving budget input from education partners and the public.
- Review and recommend approval of the annual operating and capital budgets.
- Review and make recommendations regarding improvements to annual budgeting process.
- Ensure recommendations are aligned with the Board of Education's strategic plan and Framework for Enhancing Student Learning for inclusion in the Financial Statement Discussion & Analysis Report.

- Commit to administrative and operational efficiencies and appropriate management of risk including the provision of safe and healthy learning environments and sustainable environmental practices.
- Protect reserves and contingency in times of constraints.
- Consider long term financial planning and three-year budget forecasts.

b. Financial Reporting

- Review quarterly and annual financial statements to ensure accuracy and transparency.
- Provide recommendations to the Board based on financial reports and any significant variances or issues.
- Review the internal and external audits.

c. Policy Development and Review

- Review policy and recommend revisions or additions to Board policy.
- Review and recommend updates to existing policies related to budgeting, procurement, and asset management.

d. Capital Planning

- Oversight of capital expenditures and annual capital budget preparations.
- Review and recommend prioritization of capital projects, ensuring alignment with the district’s strategic goals.
- Provide recommendations for funding strategies for capital expenditures, including maintenance and construction projects.
- Foster excellence by recommending continuous improvement in administrative and operational practices while effectively managing risks to ensure safe, healthy, and culturally responsive learning environments.
- Promote sustainability by integrating environmentally responsible practices that align with the values and priorities of the Nisga’a School District.

e. Other Duties

- Perform any other duties assigned by the Board related to financial and business operations.

4. Objectives

The Business Committee aims to:

Advise the Board of Education on strategic financial, operational, and policy decisions to align with the district's strategic goals and priorities.

Ensure transparency and accountability in the management of public funding, operations, and resources to uphold community trust and confidence.

Support the effective, efficient, and ethical use of resources to maximize the district's ability to achieve its educational and operational objectives.

Review and recommend policies that strengthen financial governance, operational efficiency, and alignment with the district's mission to support student success.

Provide oversight of financial and operational practices to ensure compliance with legal, regulatory, and ethical standards.

5. Membership

a. Trustee Representatives

- An elected representative of the Board of Education, who will assume the responsibilities to chair the committee.
- An elected representative of the Board of Education, who will assume the responsibilities as the alternate chair of the committee.

b. School District Staff

The school district representatives on the committee will consist of:

- The **Secretary-Treasurer** will serve as a key resource and provide necessary financial reports, updates, and advice to the committee.
- The **Manager of Finance** provides detailed financial data and analysis.
- The **Superintendent** provides guidance to improve student success by connecting financial decisions to the district's strategic vision.
- Additional members may include **district staff** (e.g., Directors of Instruction, District Principals, Managers) as required for their expertise or specific issues.

c. Additional Participants

- Additional participants may include **district staff** (e.g., Directors of Instruction, District Principals, Managers) as required for their expertise or specific issues.
- Inclusion of **additional trustees** if requested, to participate in meetings where agenda items would benefit from additional board input.

d. Committee Support

- The **Executive Assistant to the Secretary-Treasurer and Superintendent**, or alternate will provide administrative support, including preparing agendas, taking meeting minutes, and facilitating communication under the supervision of the Secretary-Treasurer.

6. Meetings

- The committee is advisory in nature and reports to the Board of Education.
- The committee will meet four **(to six?)** times a year, or as needed for special meetings, based on financial cycles or pressing issues.
- The committee will establish a regular meeting schedule and publish agendas at least two weeks in advance of each meeting.
- Agendas and minutes will be posted on the district website.
- Meetings will be held virtually, or in-person, as determined by the committee.
- Quorum for meetings where recommendations to the board will be made, a majority (three out of four) committee members must be present.
- The committee does not made decisions. The advisory committee will strive to make recommendations by **consensus** where possible; failing consensus, committee discussions with opposing views will be communicated to the board.
- Confidential matters, such as property, personnel, litigation, will not be discussed by the committee.

7. Reporting and Accountability

- Meetings will not be open to the public.
- The chair of the committee shall report to the Board of Education at the next public or in-camera board meeting, providing summaries of discussions, key findings, and recommendations, where necessary, this will be supported by a briefing document.
- All committee recommendations will be submitted to the Board for approval.

- The committee will maintain a record of meeting minutes and decisions, which will be available to Board members and the public as appropriate.

8. Review of Terms of Reference

- The **Terms of Reference** will be reviewed at least once every two years to ensure that they remain relevant and aligned with the district’s goals and priorities.
- Any proposed changes to the **Terms of Reference** will be submitted to the Board of Education for approval.

9. Trustee Appointment

- Committee members will serve a term of **one year**, with the possibility of reappointment.
- Appointment to the committee will be made during the annual cycle of board appointments.
- OR The committee’s trustee representative – Chairperson and Alternate Chairperson will be appointed annually each June by the board chair.
- Trustees who are not appointed to this committee are permitted to attend and may take part in any discussion or debate with the prior consent of the Committee Chairperson prior to the meeting.

10. Conflict of Interest

- Committee members are expected to disclose any potential conflicts of interest related to their duties on the committee.
- Any member with a conflict of interest on a particular agenda item will recuse themselves from that discussion and decision.

11. Signatories and Approval

- The **Board of Education** will approve the Terms of Reference.
- The **Chair of the Board of Education** and **Secretary-Treasurer** will sign the approved Terms of Reference.

Board Chair

Secretary-Treasurer

Approved: February 4, 2025



NISGA 'A SCHOOL DISTRICT NO. 92

<u>MEETING AGENDA ITEM 13.1</u>			
Action:		Information:	X
Meeting:	Regular	Meeting Date:	February 4, 2025
Topic:	BCPSEA Conflict of Interest Trustees - Quorum		
Background/Discussion:			
BCPSEA Conflict of Interest Trustees - Quorum attached.			
Recommended Action:			
Presented by: Superintendent			

Conflict of Interest for Trustees

Guidance regarding quorum requirements



January 20, 2025

Collective bargaining is either underway or soon to start in all school districts, and boards of education will need to ensure that they have quorum to ratify new collective agreements.

Legal requirements

Quorum

Pursuant to section 65 of the *School Act*, a board of education is a corporation and, as such, may only act on matters by resolution of its members. Section 66 of the *School Act* sets out the requirement for a quorum:

Quorum

66 A quorum of a board is a majority of the trustees holding office at the time of the meeting of the board.

Where a trustee position on the board is vacant, quorum is calculated on the basis of the number of remaining trustees.

Conflict of interest

Part 5 of the *School Act* deals with conflict of interest for trustees and provides that a trustee in a conflict of interest must disclose their personal interest, must not participate in the discussion or vote on the matter, and must not attempt to influence the voting of any other member on the matter. For more information, please refer to BCPSEA's *Conflict of Interest for Trustees: Guidelines for matters related to collective bargaining or the administration of a collective agreement*.

Remedy for lack of quorum due to conflict of interest

Section 61 of the *School Act* prescribes the process for a board to follow where it is unable to constitute quorum because of trustees disqualified from participating due to conflict of interest:

Remedy for lack of quorum

- 61 (1) When the number of trustees who, because of this Part, are disqualified from participating in a meeting is such that at that meeting the remaining trustees are not of sufficient number to constitute a quorum, the board may apply to the court without notice to any person for an order authorizing the board to give consideration to, discuss and vote on the matter out of which the pecuniary interest arises.
- (2) The court, on application under subsection (1) and after giving any direction as to service considered appropriate, may declare that section 58 does not apply to the board in respect of the matter in relation to which the application is brought, and the board may then give consideration to, discuss and vote on the matter in the same manner as though none of the trustees had any pecuniary interest in the matter, subject only to the conditions and directions that the judge may consider appropriate and so order.

The above section specifically contemplates that a trustee in a conflict of interest does not count for the purposes of constituting quorum.

A quorum must be present and comprised of trustees eligible to vote on a matter for the vote on that matter to be valid. If a board is unable to constitute quorum to debate and ratify a collective agreement, then the board must make an application to the court to allow it to do so.

Obtaining a court order

Boards should review BCPSEA's *Conflict of Interest for Trustees: Guidelines for matters related to collective bargaining or the administration of a collective agreement* to assess whether there are any potential concerns about constituting quorum to ratify an eventual collective agreement. If the board determines that it cannot constitute quorum, it should retain legal counsel to prepare an application to the court.

To streamline this process and minimize legal expenses, boards should collect the following information to properly instruct legal counsel:

- The identity of the trustee.
- The nature of the interest of concern, e.g. employment in a unionized position, or office, employment, or other involvement with a union.
- If the interest of concern belongs to someone other than the trustee, the trustee's relationship with that individual, e.g. spouse, parent, child, or other close personal relationship.

With this information, legal counsel can prepare affidavits to support the application to court. These affidavits will need to be sworn or affirmed before a commissioner for taking oaths in British Columbia (usually a lawyer or a notary public), so time will be of the essence to ensure arrangements can be made for the individual swearing the affidavit (usually a trustee and the secretary treasurer). These applications can be brought without notice to third parties and so can be made quickly to obtain the required order so that the vote may proceed.

Questions

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

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