

1 BOARD OF EDUCATION

The Fort Nelson First Nation has always recognized education as a key goal for the future of the community. In 1982, the Nation established Chalo School to increase community involvement in the education of the community's children. In 1985, Chief and Council of the Fort Nelson First Nation signed a Band Council Resolution stating that the Fort Nelson First Nation Board of Education would have authority and responsibility for all Education Programs of the Nation.

The Board of Education will be accountable to the Fort Nelson First Nation membership.

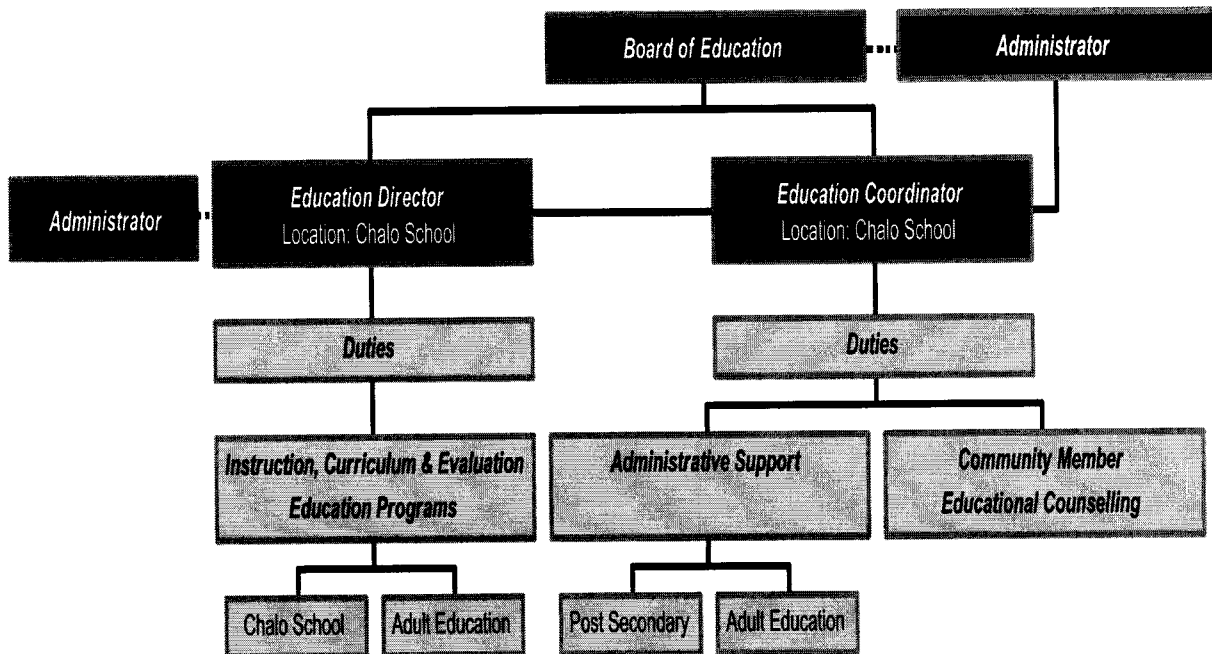
1.1 Board of Education Structure

The Fort Nelson First Nation Board of Education will consist of seven (7) members according to the following composition:

- a. five (5) community members
- b. two (2) Chief and Council appointed members

The seven-member Board administers all the Education Programs of the Nation, which include Chalo, pre-three year old to grade 12; Post Secondary; and Adult Education.

Education Authority Organizational Chart



1.2 Board of Education Member Selection Process

1.2.1 Community Members

The five (5) community members on the Board of Education will be selected according to the following procedure and criteria:

1. When a vacancy occurs in the Board of Education, the available position will be advertised. Letters of application will be requested from the community of the Fort Nelson First Nation outlining their reasons for applying.
2. The Board of Education will review all letters and the new member will be selected based on the following criteria and considerations:
 - a. Membership in the Fort Nelson First Nation
 - b. Demonstrated interest in education
 - c. Involvement in the community
 - d. Diverse representation from Fort Nelson First Nation families
 - e. Diverse representation from age groups ranging from youth to elder

1.2.2 Chief and Council Appointed Board Members

Chief and Council of the Fort Nelson First Nation will appoint two (2) Fort Nelson First Nation members to the Board of Education. The appointees will serve on the Board of Education for the duration of the Chief and Council's term. At the beginning of each term in office, the Chief and Council may select new members or extend the appointment of the previous Board Members.

1.2.3 Board of Education Member Resignation

A Board Member may resign his/her office by giving written notice to the Chairperson. The notice will be presented and circulated to the remaining Board Members.

1.2.4 Disqualifications

Subject to this Act, a person who:

- a. is an employee of the Board
- b. has a business interest in the Education Programs of the Nation
- c. is under the age of 18

is disqualified from holding office as a member of the Board of Education.

1.3 Board Operation, Function, and Rules of Operation

- a. The Members appointed under this Act, and their successors in office, shall constitute the Board of Education of the Fort Nelson First Nation and shall be a corporation with perpetual succession, having rights, powers, duties and liabilities set out in this Act.
- b. The rights, powers, duties and liabilities of the Board rest only with the legally constituted Board and not with the individual member. All decisions of the Board must be made by resolution (proposer, seconded, and majority vote in favour).
- c. A quorum of the Board is a majority of the members holding office at the time of the meeting.
- d. The Board shall have its first meeting before September 1 of each year at which time it shall elect one Board Member as Chairperson of the Board and one Board Member as Vice-Chairperson. The Chairperson shall preside, when present, at all meetings and shall fulfill all the duties performed by a Chairperson.
- e. The minutes of all meetings shall be recorded and certified correct by the Board. Copies of the minutes from each open meeting shall be made available to the Nation.

1.4 Duties

The Board of Education will determine policy directions in education and manage education services for the Nation. The Board will ensure the effective and efficient operation of the Nation's Education Programs, and when necessary, shall delegate those administrative duties that require delegation to employees of the Board. The Board will oversee and hold final approval of the following:

- a. establishment and management of schools;
- b. management of school property;
- c. establishment of education programs and curriculum for schools, subject to the requirements agreed to in the Canada-First Nations Jurisdiction Agreement;
- d. establishment of First Nations Language and Culture programs for schools;
- e. development of the school calendar;
- f. appointment of employees, including teachers and administrative staff, to secure the efficient and effective operation of the Nation's Education Programs; fix wages; and by lawful process, dismiss a person so appointed.

- g. establishment of written procedures regarding storage, retrieval, transfer and appropriate use of student records; ensure privacy for students and their families;
- h. establishment and management of school budgets and provide regular financial reports to the Fort Nelson First Nation Chief and Council;
- i. communication with the Central Education Authority and with other education agencies;
- j. cooperation with other agencies in the integrated delivery of social services to students on reserve;
- k. establishment of agreements with the province, school boards and other external education agencies for the delivery of education services; and,
- l. submission of an annual report to the community as determined by the First Nation Board of Education. The annual report will include: i) student achievement data; ii) what is being done to continue to improve the quality of education; iii) financial report. The report may include other information as agreed to by the Board of Education.

1.5 Responsibilities of Board Members

Acting under the authority of the Fort Nelson First Nation, Board Members are representatives of the community, whose duty it is to foster and protect the welfare of the community through the Nation's Education Programs. The Board Members shall acquaint themselves with the Nation's Education Programs.

The community has the right to expect that each Board Member will:

- a. abide by the Fort Nelson First Nation oath of confidentiality;
- b. take his/her responsibility seriously;
- c. keep in constant touch with the Nation's Education Programs;
- d. ensure Nation money is spent wisely and make a full disclosure of all expenditures in the Education Programs once a year to Chief and Council and Nation public;
- e. regard himself/herself as a representative of the Nation and respect the Nation's interests; and
- f. act broad-mindedly and impartially for the benefit of the Nation.

To support Board unity, a member should:

- a. subordinate personal interests;
- b. adhere to the policy-making and legislative functions of the Board and not interfere with the day-to-day running of the Nation's Education Programs;
- c. accept and support the majority decisions of the Board;

- d. refuse to speak or act publicly on educational matters independent of Board action; and
- e. assist others in working effectively.

To support courageous action, a member should:

- a. be able to weather criticism;
- b. maintain firm convictions; and
- c. share responsibility for Board decisions.

1.6 Expectations of Board Members

1.6.1 Attendance at Meetings

All Board of Education meetings have compulsory attendance and only under exceptional circumstances should they be missed. These meetings include:

- a. Regular Board meetings
- b. Special Board meetings

In the event that a Board of Education Member cannot attend a meeting or fulfill his/her obligation, he/she is to contact the Education Coordinator as soon as possible. If a Board Member has absented himself from three consecutive board meetings, of which he/she has received proper notice, his/her seat is declared vacant.

1.6.2 Preparation

It is each Board Member's responsibility to ensure that they have done the necessary reading and background work to ensure that they are familiar with issues to be discussed at Board meetings.

1.6.3 Behaviour

As a representative of the public, it is mandatory that at all times, a Board Member present himself/herself to the public and to staff in a responsible manner.

1.6.4 Responsibilities

The Chairperson, as the elected representative of the Board Members, is responsible for monitoring the attendance, preparation and behaviour of his/her colleagues and in the event a Board Member acts irresponsibly, the Chairperson is to take action.

In the event that the Chairperson is the Board Member at fault, it becomes incumbent upon the Vice-Chairperson to take the necessary action.

1.6.5 Consequences

Board Members who do not adhere to the above policy and expectations will face consequences relevant to the offence. On an initial breach of policy and expectations, the Board Member will receive one written warning from the Chairperson of the Board. A second breach of policy and expectations will result in the immediate dismissal of the Board Member.

All complaints against Board Members must be supported with written proof and verified by the Chairperson of the Board.

In the event that the Chairperson is the Board Member at fault, it becomes incumbent upon the Vice-Chairperson to take the necessary action.

1.7 Board Compensation Policy

Board members shall receive an annual indemnity of \$1,000 (one thousand dollars), subject to increase upon approval by the Fort Nelson First Nation public.

The indemnity is paid in two installments of \$500 (five hundred dollars). Payment is based on attendance at meetings and Board Members are not paid for meetings that they do not attend.

Members who travel on Board business will be reimbursed for travel and accommodation and receive a per diem as per Nation policy for meals and miscellaneous expenditures.

1.8 Board Meetings Policy

The Board shall sit at regular Board meetings a minimum of 20 times per year (usually 2 sittings per month). The Nation is invited and welcomed to all Board meetings; however, where affairs are deemed confidential, a special or closed meeting of the Board will be held.

- a. The Board will direct the Education Coordinator to set up a calendar for Board meetings during the school year.
- b. Meetings will be held as public meetings in an open manner.
- c. Closed special meetings of the Board may be held “where the public interests so require.” For example, review of post-secondary applications and personnel issues.
- d. Minutes will be kept at all Board meetings.

1.8.1 Minutes

- a. The minutes of all meetings of the Board shall be certified as correct by the Board.
- b. The minutes of all regular Board meetings must be made available to the Nation public. Minutes will be housed in Chalo School.
- c. In closed sessions, minutes shall be taken but such minutes shall not become available for the Nation public.

Agenda items from the education programs should be submitted to the Education Coordinator by noon on the Monday before a Board meeting.

1.9 Appeals

If a Fort Nelson First Nation member wishes to appeal a decision of the Board of Education, he/she may forward a request in writing to the Fort Nelson First Nation Appeals Committee. The Appeals Committee will address the request in accordance with the appeal policy.

2 BOARD PERSONNEL

2.1 Employees

The Board of Education may employ those persons that the Board of Education considers necessary for the conduct of its operations.

All matters of staff hiring, discipline, terminations, leave and other such employee related issues, are administered pursuant to the Fort Nelson First Nation Personnel Policy and staff contracts.

2.2 Education Director

The Board hereby establishes the position of Education Director for the Nation's Education Programs. The Director reports to and takes direction from the Board of Education. The Director will:

- a. provide leadership and initiative that fosters educational excellence in all education programs;
- b. monitor performance of the education programs by establishing evaluation procedures; and
- c. provide direction to education programs.

2.2.1 Duties of the Education Director

The Director shall:

- a. administer the Education Programs of Chalo School and Adult Education;
- b. assist in making effective this Act, in carrying out regulations and in carrying out a system of education in conformity with policy established by the Board;
- c. implement the direction and decisions of the Board;
- d. advise and recommend actions to the Board to address current and emerging issues;
- e. ensure effective and efficient delivery of the Nation's Education Programs;
- f. evaluate education programs and staff;
- g. facilitate and monitor the Local Education Agreement with School District 81;
- h. attend all meetings and deliver a report on the Nation's Education Programs including planning, policies, expectations and student achievement; and
- i. prepare an annual budget for timely presentation to the Board.

The Board of Education may employ a person as Education Director if that person is certified according to the standards set by the First Nations Central Education Authority.

2.3 Education Program: Chalo School

All Chalo School Staff work towards:

- a. promoting the Nation's vision, goals and objectives;
- b. providing each student with the opportunity for a quality education.

2.3.1 Chalo School Principal

The Board of Education may employ a person as Principal if that person is certified according to the standards set by the First Nations Central Education Authority. The Chalo School Principal will act as the Education Director.

2.3.1.1 Duties of the Chalo School Principal

The Chalo School Principal:

- a. develops and implements a school vision and school goals and objectives;
- b. demonstrates effective leadership;
- c. monitors curriculum and instructional practice;
- d. encourages optimal student learning and growth;
- e. conducts instructional evaluation;
- f. implements a process of supervision of instruction;
- g. promotes effective parent and community communication and relations;
- h. facilitates staff development;
- i. participates in a continuous program of personal professional development;
- j. assigns personnel effectively;
- k. administers personnel practices effectively;
- l. assigns, supervises and evaluates the work of office and other support staff;
- m. administers school operations and routines smoothly;
- n. develops and manages the school budget; and

- o. manages school buildings in cooperation with the capital works department.

2.3.2 Chalo School Vice-Principal

The Board shall, as required, after considering the recommendations of the Chalo School Principal, authorize the appointment of a Vice -Principal, and enter into a contract with him/her.

The Chalo School Vice-Principal reports to and takes direction from the Chalo School Principal. The Vice-Principal's role is to support and collaborate with the Chalo School Principal on the duties outlined above.

The Board of Education may employ a person as Vice-Principal if that person is certified according to the standards set by the First Nations Central Education Authority.

2.3.3 Chalo School Staff

The Board shall, as required, after considering the recommendations of the Chalo School Principal, authorize the appointment of certified teachers and enter into contracts with them. Educational Assistants, custodial staff, school secretary, youth care worker and bus driver will follow the Fort Nelson First Nation's recruitment and hiring process.

The school staff takes direction from and reports to the Chalo School Principal. School staff responsibilities may include, but are not limited to, designing, supervising and assessing educational programs; providing instruction to individual students and groups of students; and participating in all normal school activities. Job descriptions will exist for all school staff positions.

2.4 Education Program: Adult Education Program

2.4.1 Adult Education Instructor

The Adult Education Instructor supports community members with upgrading and pre-employment skills. The Adult Education Instructor reports to and takes direction from the Education Director.

2.4.1.1 Duties of the Adult Education Instructor

The Adult Education Instructor will:

- a. teach students using a systematic plan of lectures, demonstrations, discussion groups, seminars, field assignments and independent or group projects;
- b. develop curriculum and prepare teaching materials and outlines for courses;
- c. prepare, administer and mark tests and papers to evaluate students' progress;

- d. advise students on program curricula and career decisions;
- e. establish links with all adult education program students, strive to maintain consistent contact and encourage the use of all relevant Fort Nelson First Nation support services;
- f. provide individualized tutorial/remedial instructions;
- g. supervise independent or group projects, field placements and hands-on training;
- h. provide input into the budget for the Adult Education Program;
- i. serve on committees concerned with matters such as budgets, curriculum revision, and course and diploma requirements; and
- j. any other duties as described by the Education Director.

2.5 Education Coordinator

The Board hereby establishes the position of Education Coordinator for the Nation's Education Programs. The Coordinator reports to and takes direction from the Board of Education. The Coordinator will:

- a. provide a range of group and one-on-one support to community members continuing their education,
- b. provide administrative support to the Nation's Education Programs, and
- c. administer INAC-funded education programs (except Chalo School).

2.5.1 Duties of the Education Coordinator

The Education Coordinator will:

- a. Provide one-to-one educational guidance to Fort Nelson First Nation registrants and clients by assisting in developing individual educational plans, conducting CAAT tests, and including all relevant factors such as program selection, financial sources, school location, etc.
- b. Support the Adult Education Programs of the Fort Nelson First Nation by a) providing administrative assistance to the Adult Education Instructor, b) serving as the responsible party for the Meyosin Learning Center.
- c. Prepare the nominal role.
- d. Administer the Post Secondary Registry.
- e. Administer INAC-funded educational programs (except Chalo School) including the student services budget, according to all applicable guidelines. Ensure review of all work by the Administrator of Fort Nelson First Nation prior to submission.

- f. Maintain up-to-date and accurate files, statistics and program records as relevant (i.e., number of people returning to school, completing programs, certificates/diplomas earned, etc.), and according to all applicable program requirements.
- g. Submit all required internal and external reports accurately and on a timely basis, including those for INAC, NENAS, and any other outside reports, as well as monthly reports. Ensure review of all reports by the Administrator of Fort Nelson First Nation prior to submission.
- h. Celebrate educational successes, both individually and on the community level, by organizing and participating in student recognition ceremonies (convocation, graduation, etc.) in consultation with other FNFN departments.
- i. Assist staff in their professional development by providing information on training opportunities to improve individual skill levels and FNFN programs; promote continuing education and lifelong learning.
- j. Seek opportunities to increase funding for existing adult education programs and obtain additional sources of funding for new initiatives.
- k. Build relationships with First Nations departments at post secondary institutions.
- l. Serve as the Fort Nelson First Nation's representative for the First Nations Education Steering Committee.
- m. Other duties as assigned by Board of Education.

3 STUDENT AND PARENTS/GUARDIANS

3.1 Education Program: Chalo School

3.1.1 Student Rights and Duties

A person is eligible to enroll in an Education Program provided by the Board of Education if the person:

- a. is of school age (age 3 by December 31 of the current school year), and
- b. meets the Chalo School Enrollment Policy.

A person must:

- a. enroll in an education program provided by the Board of Education or otherwise by the province of British Columbia in the year the person reaches the age of 5, and
- b. participate in an education program provided by the Board of Education or otherwise by the province of British Columbia until he or she reaches the age of 16 years.

A person must comply with the code of conduct and other rules and policies of the Board of Education.

The Board may prohibit a person from attending Chalo School if the person fails to apply himself/herself to his/her studies or fails to comply with the rules and regulations of the school, and does not after due warning, make, in the opinion of the Board of Education, a reasonable effort to reform.

3.1.2 Parent/Guardian Rights and Duties

A parent/guardian of a school-aged student must enroll that student in an education program provided by the Board of Education or otherwise by the province of British Columbia.

A parent/guardian of a student attending Chalo School is entitled:

- a. to be informed of the student's progress, attendance and behaviour in school, and
- b. to participate in a school advisory body.

3.1.3 Examination of Student Records

A student and the parents/guardians of the student are entitled to examine all student records kept by the school pertaining to that student, and to receive a copy of any record.

3.2 Education Program: Adult Education

A person is eligible to enroll in an adult education program provided by the Board of Education if the person:

- a. is 19 years of age, and
- b. has First Nation Status.

3.3 Education Program: Post Secondary Education

All students who are funded with INAC post-secondary funding must:

- a. meet the eligibility requirements outlined in the National Post-Secondary Education Program Guidelines, and
- b. meet the requirements and deadlines of the Fort Nelson First Nation Post-Secondary Program Policies.

3.4 Appeals

If a Fort Nelson First Nation member wishes to appeal a decision of the Board of Education, he/she may forward a request in writing to the Fort Nelson First Nation Appeals Committee. The Appeals Committee will address the request in accordance with the appeal policy.

4 FINANCE

4.1 Federal Funding

Education funds allocated to the First Nation, in accordance with the First Nations-Canada Agreement, will be used solely for education purposes.

4.2 Nation Funding

The Board of Education will meet with Chief and Council to request Nation funding to support Education Programs if required.

4.3 Annual Budget

- a. By February 15 of each year, the Education Director will draft for the Nation's Education Programs a preliminary budget for the next fiscal year.
- b. By February 28 of each year, the Education Director will present to the Board of Education a preliminary budget for the next fiscal year.
- c. By March 15 of each year, the Board of Education will submit to the Chief and Council of the Fort Nelson First Nation a preliminary budget for the next fiscal year.
- d. By May 15 of each year, the Fort Nelson First Nation Public will approve a final budget for the next fiscal year, subject to receiving the necessary funding from Canada.

4.4 Student Funding

Tuition fees for students who are resident on reserve and who are attending First Nation schools will be funded by the Board of Education in accordance with agreements between First Nations and Canada.

Tuition fees for First Nation students who are resident on reserve and who are attending public schools will be funded by the Board of Education in accordance with agreements between the First Nation and school districts.

Tuition fees for off-reserve students attending First Nation schools will be funded by the Province in accordance with agreements between First Nations and the Province.

4.5 Insurance

The Board of Education will maintain insurance in accordance with the education laws described here.

4.6 Accounts and Audits

The expenses of the Board of Education must be designated and classified in the records of the Authority.

Funds allocated to the Board of Education must be accounted for in a manner consistent with recognized accounting practice.

By May 1 of each year, the Chief and Council will appoint an auditor to audit the accounts and transactions of the Board of Education.

Not later than September 30 of each year, the Board of Education must forward to Chief and Council a copy of the financial statements together with the auditor's report.

Not later than December 30 of each year, the Board of Education will forward an annual report to Canada. This annual report will include a copy of the audited financial statements.

4.7 Funding Policies

The Board of Education may establish funding policies it deems necessary for the management of Education Programs.