

SCHOOL DISTRICT 63 (SAANICH)  
POLICY DEVELOPMENT COMMITTEE  
**Agenda**

Committee Members: Trustee Stelck - regrets  
Trustee Holman  
Trustee Martin – Chair

Staff Support: Dave Eberwein, Superintendent of Schools  
Jason Reid, Secretary Treasurer  
Leigh Glancie, Sr. Exec Admin Assistant

Partner Representatives: Michael MacEwan, STA  
Nola Welsh, CUPE  
Pete Westhaver, SAA  
Monique Hiltz, COPACS

Other Attendees:

**Tuesday, January 11, 2022  
1:00 pm**

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS FOR DISCUSSION**

1. Policy 7 (Board Committees)
2. Policy 9 (Board Operations)

**C. ITEMS FOR RECOMMENDATION**

1. Policy 18 (Recruitment & Selection of Personnel)

**Notice of Motion**

I, Trustee Martin provide notice that at the March 16, 2022 public meeting of the Board of Education, I will move the following motion:

That Policy 18 (Recruitment & Selection of Personnel) be approved.

**D. ITEMS FOR INFORMATION**

No Items.

**E. FUTURE AGENDA ITEMS**

That the following remain as policies pending a review by the Board about what portions of these programs the Board wishes to retain as policy:

- Policy 1 (Foundational Statements)
- Core French
- SENCOTEN Language (in conjunction with Strategic Plan)
- Evaluation Process for Secretary Treasurer
- Diversity & Inclusion
- Terminology for Referencing Consultation with First Nations

## Policy 7

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### **BOARD COMMITTEES**

As much as possible, the Board's business of governance will be conducted by the full Board of Trustees. The Board may establish committees of the Board when necessary to assist it with governance functions. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the *School Act*.

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized for individual issues. The Chair of the committee shall place all recommendations before the Board at a regular business meeting of the Board in the form of a proper motion.

Trustees not appointed to a committee may attend meetings of any committee of the Board and may be allowed to take part in any discussion or debate, after committee members have spoken, but may not vote. The Chair of a committee may make motions and speak to any question during committee meetings without leaving the chair.

#### Resource Personnel

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

#### **General Requirements**

1. The Board shall create standing committees, ad hoc committees and advisory committees as necessary and shall prescribe their purpose, powers and duties, membership and meetings.
2. The Board Chair shall act as an ex-officio non-voting member of all Board committees.
3. The Board Chair shall appoint the Chair and members of any standing, ad hoc or advisory committee.

#### **Standing Committees**

Standing committees are established to assist the Board with work of an ongoing or recurring nature. Trustees shall be appointed to Standing Committees at the annual Inaugural Meeting and subsequent Annual Meeting to serve at the pleasure of the Board, and thereafter, at any time determined by the Board.

Standing committees are usually established or confirmed annually at the Inaugural Meeting or subsequent Annual Meeting. The appointed member shall serve on the committee until they are unable to perform the duties assigned or until replaced by a subsequent appointment.

Items may be placed on the committee meeting agenda by notifying the Committee Chair and Secretary/Treasurer one week preceding the day of the meeting.

The Committee Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those Trustees present.

The number of trustees appointed to a committee other than the Committee of the Whole shall not constitute a quorum of the Board.

## 1. Human Resources Committee

### 1.1. Purpose

1.1.1. To review, generally in-camera, personnel matters.

### 1.2. Powers and duties

1.2.1. Make recommendations to the Board.

### 1.3. Members

1.3.1. The Committee will consist of three trustees. The Committee will be chaired by a member trustee.

### 1.4. Meetings

1.4.1. This Committee will meet prior to the regular meeting of the Board. The Chair of the Committee will report to the Board at its regular meetings.

### 1.5. Scope of Committee

- Staff recruiting and Selection
- Personnel – leaves, appointments, grievances
- Negotiations
- Provincial Liaison
- Contract Issues
- Labour Management Committee
- STA/CUPE Committee

## 2. Finance, Facilities, & Technology

### 2.1. Purpose

2.1.1. To review matters regarding finance, physical facilities, technology, busing, transportation systems, and safety, and make recommendations to the Board.

### 2.2. Powers and Duties

2.2.1. Make recommendations to the Board.

2.2.2. Serve as the Audit Committee of the Board. In that capacity the committee will:

- 2.2.2.1. Review the audited financial statements and once satisfied recommend Board approval of their submission to the Minister of Education and publication of the audited statements;
- 2.2.2.2. Review the Statement of Financial Information, specifically the compensation and expenses for employees;
- 2.2.2.3. Oversee the internal control structure with a focus on safeguarding district assets;
- 2.2.2.4. Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- 2.2.2.5. Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- 2.2.2.6. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school district's financial reporting;
- 2.2.2.7. Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- 2.2.2.8. Meet as necessary with the external auditors at an in-camera meeting, without staff members present;
- 2.2.2.9. Meet annually with the external auditor to review the financial statements;
- 2.2.2.10. Have a separate agenda and terms of reference which reflect best practice for audit committees.

### 2.3. Members

2.3.1. This committee will consist of three trustees.

2.3.2. The committee will be chaired by a member trustee.

Note: Representatives of COPACS, SAA, STA, and CUPE are invited to attend these meetings. Other resource persons will be invited to attend as deemed appropriate by the committee.

### 2.4. Meetings

2.4.1. This committee will meet prior to the regular meeting of the Board. The Chair of the Committee will report to the Board at regular meetings of the Board.

### 2.5. Scope of Committee

- Financial matters
- Risk Management
- Budget Planning/Internal Controls
- Audit Committee
- Capital Planning

- Long Range Facilities Planning
- Facility Operations and Maintenance
- Technology
- Transportation
- Student Safety
- Community Use
- Occupational Health and Safety

If policies call for routine approvals or routine advice to the Board on finance, facilities and technology matters, these will be reviewed by this committee for recommendation to the Board.

### 3. Policy Development Committee

#### 3.1. Purpose

- 3.1.1. To assist the Board in keeping the Board Policy Handbook current and reflective of the Board's direction.

#### 3.2. Powers and Duties

- 3.2.1. Review all policies in the Board Policy Handbook at least once in a four-year term of office for currency and accuracy and to ensure the will of the Board is reflected in the contents of the Board Policy handbook.
- 3.2.2. Review perceived need for new Board policies as and when referred to the committee by the Board and oversee the development of new policies for possible recommendation to the Board for approval.
- 3.2.3. Review Board minutes at least annually to identify any motions which have continuing force for possible inclusion in existing policies or which would require additional policy development.
- 3.2.4. Review changes, deletions or additions to Administrative Procedures if referred by the Board for advice.

#### 3.3. Membership

- 3.3.1. The Committee will consist of three trustees. The Committee will be chaired by a member trustee.

Note: Representatives of COPACS, SAA, STA, and CUPE are invited to attend these meetings. Other resource persons will be invited to attend as deemed appropriate by the committee.

#### 3.4. Meetings

- 3.4.1. This committee will meet prior to the regular meeting of the Board. The Chair of the Committee will report to the Board at regular meetings of the Board.

#### 3.5. Scope of Committee

- Review existing policies
- Initiate the development of new policies
- Initiate policy changes and processes

- Review new or revised policies and make recommendations to the Board

#### 4. Education Directions Committee

##### 4.1. Purpose

- 4.1.1. To discuss and make recommendations to the Board on the general directions for education in the district and to be the vehicle for regular reports to the Board on educational programs.

##### 4.2. Powers and Duties

- 4.2.1. Monitor and review progress on implementation of provincial and local educational programs, and make recommendations to the Board as appropriate.
- 4.2.2. Review educational issues referred to the committee by the Board.
- 4.2.3. Consider proposals for future educational programs.

##### 4.3. Membership

- 4.3.1. Three trustees shall constitute the committee,

Note: Representatives of COPACS, SAA, STA, and CUPE are invited to send non-voting representatives to attend these meetings. Other resource persons will be invited to attend as deemed appropriate by the committee.

- 4.3.2. The Committee will be chaired by a member trustee.

##### 4.4. Meetings

- 4.4.1. This committee will meet prior to the regular meeting of the Board. The Chair of the Committee will report to the Board at regular meetings of the Board.

##### 4.5. Scope of Committee

- Curriculum
- Field Trips
- Research
- Scholarships
- Assessment
- Learning Services
- Instructional materials

#### Ad Hoc Committees or Advisory Committees

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each committee will be established by Board motion at the time of the formation. Such committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the committee.

Legal Reference: Sections 65, 85 School Act

## Policy 9

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### BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, and enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when the BC Freedom of Information and Protection of Privacy Act (FOIPPA) legislation requires or when the Board determines that public interest is best served by private discussion of specific issues in "in-camera" sessions.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, or special meetings.

The Board of Education for the school district is comprised by legislation of a total of seven (7) trustees elected from the following trustee electoral areas:

- Two (2) trustees from Central Saanich
- Two (2) trustees from Saanich
- Two (2) trustees from North Saanich
- One (1) trustee from Town of Sidney

The Board has adopted specific policy governing Board operation and the conduct of its formal meetings.

#### 1. Inaugural and subsequent annual meetings of the Board

- 1.1. The first or Inaugural meeting of the Board of Education in the year of trustee elections shall be held at the hour 7:00 o'clock post meridian on the first Monday after November 1<sup>st</sup> in the Board room of the administration building and shall be in accordance with Sections 45, 46, 49, 50, 51, 52, 53 and 54 of the School Act.



- 1.2. The Secretary Treasurer of the Board, or in their absence, the acting Secretary Treasurer, shall call the meeting to order and shall preside at such meeting until a Chair shall have been elected. Upon calling the Inaugural meeting to order the Secretary Treasurer shall proceed to read the returns of elections to the Board as certified to him/her by the returning officer and shall report that the necessary oaths and declarations have been completed in accordance with Section 50 of the School Act.
- 1.3. During the years in which there is not a trustee election an annual meeting shall be held at the hour of 7:00 o'clock post meridian on the first Monday in November in the Board room of the administrative building.
- 1.4. The Secretary Treasurer shall conduct the election of a Chair for the ensuing year. Nominations shall be made and a vote upon the persons nominated, if more than one, shall forthwith be taken by secret ballot. The person who receives the majority of votes of the trustees present shall be declared elected. If upon the first ballot no person receives a majority of votes, successive ballots will be taken until one of the persons nominated shall receive a majority. A majority of the Board may elect a new Chair or Vice-Chair at any time in accordance with Section 87.4 of the School Act.
- 1.5. The Secretary Treasurer shall then declare such person as the Chair of the Board for the ensuing year and shall vacate the Chair.
- 1.6. The Chair shall then forthwith call for nominations for Vice-Chair for the ensuing year or portion thereof, and shall conduct such proceedings in the same manner as enumerated in paragraph 2.4 above.

## 2. Regular Meetings

- 2.1. Each regular and special meeting of the Board shall ordinarily adjourn at the hour of 11:00 o'clock post meridian unless it is decided by a two-thirds majority of the trustees present to continue such meeting.
- 2.2. A quorum shall be a majority of those trustees holding office.
- 2.3. Unless there be a quorum present within one-half hour after the appointed time, the meeting shall stand adjourned.
- 2.4. The Secretary Treasurer shall ensure that each trustee receives a notice of meeting together with the agenda at least three days prior to the regular Board meeting date. Such agenda shall state all business to be transacted or considered thereat, and no other business shall be considered unless members of the Board agree by majority.
- 2.5. The time and dates for meetings for the ensuing year will be determined by the Board after consultation with the executive.
- 2.6. As soon after the hour of meeting as there shall be a quorum present the Chair shall preside and call the meeting to order.
- 2.7. In case the Chair is not present within fifteen minutes after the appointed time, the Vice-Chair shall preside, call the meeting to order, and continue until the arrival of the Chair.

- 2.8. Immediately after the meeting has been called to order the minutes of the preceding meeting or meetings shall be adopted as circulated, or corrected if necessary. Subsequently they shall be certified as correct by the Secretary Treasurer and signed by the Chair or Vice-Chair as the case may be.

## 2.9. Meeting Agenda

Items may be placed on the agenda in one of the following ways:

- By notifying the Chair by the Monday of the week preceding the day of the meeting.

- By notice of motion at the previous Regular Meeting of the Board.

- As a request from a Committee of the Board.

- The Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those Trustees present.

- 2.10. The Chair shall preserve order and decorum, and decide questions of order, subject to an appeal to the Board, and in the absence of the Chair, the Vice-Chair shall have the same authority while presiding as the Chair would have, if present.
- 2.11. Whenever the Chair is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and the Chair shall cite the rule or authority applicable and state his or her reasons when making a ruling.
- 2.12. The Chair shall have the same right of voting as the other members of the Board.
- 2.13. All questions shall be decided by a majority of votes but in the case of an equality of votes for and against the motion, the question is resolved in the negative and the Chair shall so declare.
- 2.14. In the absence of the Chair and the Vice-Chair from any meeting of the Board, the trustees present shall elect one of their number to act as Chair.
- 2.15. Should the Chair decide to vacate the position of the Chair for any purpose, they shall call upon the Vice-Chair to assume the responsibility in the interim.
- 2.16. Each trustee, prior to speaking on any question or motion, shall address themselves to the Chair.
- 2.17. When two or more trustees desire to speak at the same time, the Chair shall name the trustee who shall speak first.
- 2.18. When the Chair is putting the question, or when a member is speaking, no trustee shall interrupt except to raise a point of order, or for the purpose of explanation.
- 2.19. A trustee called to order by the Chair shall immediately cease speaking but may afterwards explain; if there is no appeal, the decision of the Chair shall be final.
- 2.20. Each member of the Board shall confine himself/herself to the question under debate.
- 2.21. Any trustee may require the question or motion under discussion to be read at any time during the debate but not in such a manner as to interrupt a member while speaking.

- 2.22. No trustee shall speak more than twice on the same question and not more than two (2) minutes each time unless the Chair determines the need to do otherwise or the Board moves for informal consideration of the question as per Robert's Rules of Order. The Chair may permit members of staff and partner groups to speak on the question as they consider appropriate in the circumstances.
- 2.23. The Chair shall declare the result of all votes, and in the case of a trustee wishing to be recorded as opposed it shall be so recorded in the minutes provided that such trustee states his/her wishes at the time that the vote is taken.
- 2.24. No person officially taking part in the Board meeting shall leave the Board room during a meeting without permission of the Chair.
- 2.25. All petitions, communications, accounts and reports within the jurisdiction of a standing committee may, on presentation to the Board, be referred to the proper committee or official by the Chair without motion.
- 2.26. A notice of motion shall be required to amend or suspend any standing order, policy, bylaw or rule of the Board. Such notice of motion may be submitted to any regular or special meeting of the Board for information and shall be voted upon at a subsequent regular meeting.
- 2.27. All meetings of the Board shall be, unless otherwise herein prescribed, governed by Robert's Rules of Order, except when these rules are in conflict with the School Act or Regulations.

**2.28 All correspondence for the attention of the Board or the Chair shall be provided to the Board.**

#### 2.28. Order of Business

The Secretary Treasurer in conjunction with the Superintendent of Schools and after consultation with the Chair of the Board shall prepare a proposed agenda for each regular meeting of the Board as follows:

- 2.28.1. Call to Order and Welcome
- 2.28.2. Adoption of the Agenda
- 2.28.3. Adoption of minutes of the last regular or special meeting or meetings
- 2.28.4. Business arising out of the minutes
- 2.28.5.
  - a. Presentations (pre-booked and for Board receipt)
  - b. Delegations (pre-booked and for possible Board deliberation)
  - c. Questions (from partner groups and members of the public)
- 2.28.6. Report from the Chair
- 2.28.7. Report from the Superintendent of Schools
- 2.28.8. School Successes
- 2.28.9. Committee Reports
  - o Education Directions
  - o Finance, Facilities & Technology

- Human Resources
- Policy
- 2.28.10. Reports from Trustee Representatives
- 2.28.11. Correspondence
- 2.28.12. Question Period (from partner groups and members of the public)
- 2.28.13. Other business as admitted
- 2.28.14. For Information
- 2.28.15. Adjournment

### 3. In-Camera Board Meetings

- 3.1. If in the opinion of the Board or a standing committee of the Board, the public interest so requires, the Board or the standing committee shall adopt the procedure of moving into an "In-camera" session pursuant to section 69(2) of the School Act.
- 3.2. The order of business at all In-Camera sessions, unless varied by motion, shall be as follows:
  - 3.2.1 Adoption of Agenda
    - Consideration of Late Items
    - Adoption of Agenda
  - 3.2.2 Adoption of In-camera Minutes
  - 3.2.3 Business Arising out of the Minutes
  - 3.2.4 Report from Board Chair
  - 3.2.5 Report from Superintendent of Schools
  - 3.2.6 Presentations
  - 3.2.7 Committee Reports
    - Education Directions
    - Finance, Facilities & Technology
    - Human Resources
    - Policy
  - 3.2.8 Reports from Trustee Representatives
  - 3.2.9 Correspondence
  - 3.2.10 Question Period
  - 3.2.11 Other Business as Submitted
  - 3.2.12 For Information
  - 3.2.13 Motion to Rise and Report

### 4. Special Meetings

- 4.1. Special meetings of the Board may be called by the Chair at any time. Any trustee may request a special meeting, such request to be made to the Secretary Treasurer and shall include the names of three other trustees who have agreed to the need for such a special meeting. Prior to a special meeting being called, all trustees must be notified of the meeting and its purpose.

Robert's Rules clarifies that written notice includes electronic communication such as email.

## 5. Minutes

- 5.1. The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 5.2. The minutes shall record:
  - 5.2.1. Date, time and place of meeting;
  - 5.2.2. Type of meeting (inaugural, regular, in-camera or special);
  - 5.2.3. Name of presiding officer;
  - 5.2.4. Names of those trustees and administration in attendance;
  - 5.2.5. Approval of preceding minutes;
  - 5.2.6. Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution;
  - 5.2.7. Points of order;
  - 5.2.8. Appointments;
  - 5.2.9. Notices of motion;
  - 5.2.10. Recommended motions proposed by Committees; and,
  - 5.2.11. Trustee conflict of interest declaration pursuant to Section 58 of the School Act.
- 5.3. The minutes shall:
  - 5.3.1. Be prepared as directed by the Secretary Treasurer;
  - 5.3.2. Be considered an unofficial record of proceedings until such time as adopted by the Board; and
  - 5.3.3. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 5.4. The Secretary Treasurer shall ensure that appropriate signatures are affixed to the concluding page of the minutes.
- 5.5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain

effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

5.6. The approved minutes of a regular or special meeting shall be posted to the website as soon as practicable following approval. The Superintendent is responsible to post the approved minutes.

5.7. Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

**5.8. Minutes of In-Camera meetings to follow the School Act Section 72 (3):**

**A board must prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than trustees or officers of the board, or both, were excluded, and the record must be open for inspection at all reasonable times by any person, who may make copies and extracts on payment of a fee set by the board.**

6. Rules of Order

6.1. All motions shall be in writing, if so required by the Chair.

6.2. Any motion to be operative shall require a seconder before any debate is permitted.

6.3. A motion having been made and seconded, shall be deemed to be in possession of the Board.

6.4. While a question is under debate no motion shall be received unless to refer it, to amend it, to table it, to postpone it definitely or indefinitely, to adjourn, to consider the question informally, or to move the previous question.

6.5. The previous question, until it is decided, shall preclude all amendments of the main question and shall be put without debate in the following words, "That this question be now put"; if this question be resolved in the affirmative, the original question shall be put forthwith, without any amendment or debate but if the previous question is resolved in the negative, the main question may be debated and amended.

6.6. Amendments shall be put in the reverse order to that in which they are moved, and shall be decided or withdrawn before the main question is put to the vote. Only one amendment shall be allowed to an amendment and any amendment more than once must be on the main question.

6.7. When the question under consideration contains distinct propositions, upon the request of any member of the Board, the vote upon each proposition shall be taken separately.

6.8. After the question is finally put by the Chair, no trustee shall speak to the question nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Chair as to whether the question has finally been put shall be conclusive.

- 6.9. Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Board, they shall apprise the trustees thereof immediately, and shall cite the rule or authority applicable to the case without any argument or comment.
- 6.10. Whenever any matter of privilege or order arises, it shall immediately be taken into consideration.

## 7. Procedures for Delegations to Board

- 7.1. A delegation wishing to appear must submit to the Secretary Treasurer a request in writing stating the matters they wish to bring before the trustees and, if a brief is to be presented, a copy of the brief and the name of the spokesperson for the delegation.
- 7.2. If the request is to appear before the Board, the request and all supporting material must be received by the Secretary Treasurer (preferably electronically), prior to 16:30 hours on the Wednesday before the Board meeting.
- 7.3. If a delegation appears before the Board, the following procedures will be followed:
  - 7.3.1. The time allotted for the delegation's presentation will normally be five minutes;
  - 7.3.2. Board members may direct questions for clarification through the Chair to the spokesperson for the delegation; however, the matter will not be debated;
  - 7.3.3. Normally, the matter will not be considered by the Board at the meeting at which the delegation appears.
  - 7.3.4. The Chair of the Board may waive the notice requirement and permit a delegation to appear before a Board meeting if the Chair of the Board considers the matter to be an emergent item.

## 8. Audio/Video Recording Devices

- 8.1. The Board requires that anyone wanting to use recording devices at a public Board meeting must obtain prior approval of the Board Chair. This shall be communicated by the Board Chair at the beginning of the Regular or Special Meeting.

## 9. Trustee Participation in Meetings through Electronic Means

- 9.1. A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.
- 9.2. Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.
- 9.3. The Chair of the Board may refuse to allow a Trustee to participate in a meeting by electronic means or other communication facilities where the required electronic equipment is not available or where Special meetings are held in private and or for the

purpose of hearing appeals or conducting hearings related to employee matters, or any Board matters which attract the principles of natural justice.

- 9.4. Notwithstanding the requirements of these procedures, a Trustee cannot attend more than three (3) consecutive Regular meetings of the Board electronically without being authorized by resolution of the Board to do so.
- 9.5. Trustees who connect to a meeting of the Board by video conference, teleconference or other means of electronic transmission will be considered in attendance at the meeting and form part of the quorum.

#### 10. Trustee Remuneration

In accordance with the *School Act* a Board may authorize the payment of remuneration and reasonable allowance for expenses incurred by trustees in the discharge of their duties.

- 10.1. The Board authorizes that the Chair, Vice-Chair and other Trustees be paid Trustee remuneration effective November 5, 2018, as follows:

Chair - \$18,470

Vice-Chair - \$16,955

Trustees - \$15,777

These remunerations will be reviewed annually and will increase by no less than the economic increase to CUPE support staff wages in any year.



## 11. Trustee Expense Reimbursement

Travel and related expenses incurred by Trustees and district personnel will be reimbursed as follows:

### 11.1. Per Diem:

The per diem allowance shall be the same as used by the BC School Trustees' Association (BCSTA).

These allowances will be paid in US Funds when incurred in the United States.

### 11.2. International Travel:

Travel to international locations may result in costs that are higher than established per diem amounts for Canadian travel. All reasonable business travel costs will be reimbursed.

For the purposes of this policy, travel to international locations is defined as travel outside of Canada and the United States.

### 11.3. Lodging:

When selecting lodging, district personnel will consult and use either BC Government approved accommodation or accommodation at an equivalent or lower cost unless there are extenuating circumstances approved by a supervisor. All overnight accommodation on Board business is to be charged directly to School District No. 63 if possible, less any personal calls or items charged. Should it be necessary for the claimant to pay for lodging, a receipt is required to support reimbursement.

### 11.4. Mileage Rates:

Trustees and district personnel will be reimbursed at the rates noted below. The maximum amount claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

### 11.5. Reimbursement Rates:

Reimbursement rate will be consistent with the rate set out in the teachers' collective agreement.

### 11.6. Travel Costs:

Whenever possible travel arrangements should be made through and billed directly to the Board Office and should be booked in advance so as to take advantage of any fare reductions that are available. Arrangements should be structured such that any benefits that accrue from group bookings (for example, loyalty points or free travel benefits) go to the Board.

BC Government corporate supply arrangements open to school districts (for example for rental cars) should be used where economical.

Should the claimant pay transportation costs, the amount paid may be claimed provided receipts or tickets are attached to the claim form.

### 11.7. Incidental Expenses:

Parking, taxi fares, telephone calls, ferry fares, etc., will be paid for by the Board when those expenses are necessary for Board business and when supported receipts. Expenses under \$5.00 will be reimbursed provided a short description of items is included on the claim form.

#### 11.8. Travel Advances:

A travel advance, in an amount not exceeding the estimated expenses to be incurred, may be made on request. To clear the outstanding advance, the claim form together with applicable receipts is to be forwarded to the Board Office for processing within seven days of the completion of the business or journey.

#### 11.9. Trustee Expenses:

Trustees are understood to incur Board-related expenses related to holding office, which are reimbursed by the remuneration paid to each trustee. Those Board-related expenses include mileage to and from regularly scheduled Board and Committee meetings and general expenses such as the portion of residential or cellular phones, internet costs and computer costs related to Board business. Additionally, trustees may claim reimbursement for one printer cartridge per year and additional vehicle insurance costs for business use of an automobile. Cell phone costs may be claimed by the Chair and Vice-Chair of the Board.

### 12. Conflict of Interest

12.1. The Board of Education (the "Board") directs its members not only to adhere to all laws regarding conflicts of interest but also to be alert to situations that have the appearance of a conflict of interest and to avoid actions that might be detrimental to themselves or to the Board.

12.2. If a trustee has any pecuniary interest in any matter, or a deemed pecuniary interest as defined in Part V of the School Act, and is present at a meeting of the Board at which the matter is considered, the trustee:

12.2.1. Shall at the meeting disclose his or her pecuniary interest and the general nature of the pecuniary interest;

12.2.2. Shall not take part in the discussion of or vote on any question in respect of the matter; and

12.2.3. Shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

12.3. If the meeting is not open to the public, in addition to complying with the above the trustee shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

12.4. If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If the meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to, and recorded in the minutes of, the next meeting that is open to the public.

Legal References: 50, 56, 57, 58, 59, 66-71, 71(1), 72 School Act  
Financial Disclosure Act  
Income Tax Act

## RECRUITMENT & SELECTION OF PERSONNEL

The Board reserves the sole authority to recruit and select an individual for the position of Superintendent. Further the Board has designated the Superintendent of Schools as Chief Executive Officer for the District. The Superintendent of Schools/CEO has sole authority for recruiting and selecting all other staff within existing legislation, budget allocations and collective agreements and within the following parameters, except for the **Senior Executive Staff** (Secretary Treasurer, Assistant Superintendent and Directors of Instruction).

### Specifically

#### 1. Selection and Appointment of Senior Executive Staff (**Secretary Treasurer, Assistant Superintendent and Directors of Instruction**)

- 1.1 The Superintendent shall make a recommendation to the Board regarding the **creation or** filling of any senior executive position. The recommendation shall be accompanied by a formal role description. Where the Board approves the filling of such a position, the Superintendent shall develop: (1) an ideal candidate profile, (2) an advertisement for the position and (3) a recommended recruitment plan. The recruitment plan shall include provision for Board and partner group involvement, as appropriate, in the interview and selection processes. **The Board shall retain authority for procedures and decisions related to the appointment of senior executive staff.** Upon approval of the plan, the Superintendent shall facilitate the execution of the recruitment process.
- 1.2 Subsequent to hiring, the Superintendent shall ensure current job descriptions are in place for each member of the senior administrative team and that appropriate performance evaluations are completed in a timely manner.

#### 2. Selection and Appointment of Principals

The Board believes that the first consideration in the assignment of principals must be for the administrative needs of the district and its schools in support of student achievement. The Board also believes that consideration must be given to the benefits that a change in assignment will provide individual principals in the district and of the expertise and leadership that such principals will bring with them. In the assignment of a principal to a school, therefore, the Board will consider principals who are currently in the district. Once assignments of current principals have been finalized, any remaining vacant principalships shall be advertised. If the particular school location is known, the Superintendent will solicit appropriate input from school staff and school PAC / parent representatives during the selection process.

##### 2.1 Principals report to and are directly accountable to the Superintendent.

- 2.1.1 The principal shall function as part of a District administrative team and play a leadership role in District initiatives as assigned by the Superintendent. Principals shall be appointed to the district and shall be assigned or reassigned to specific school assignments by Board motion.

- 2.1.2 The Superintendent shall annually review principal assignments and make recommendations for reassignments where deemed warranted.
- 2.1.3 Where the Board approves the filling of a principal position by competition, the shortlisting/interview panel will determine the shortlist, determine interview questions and conduct the interviews. The panel will consist of the Superintendent, two senior staff selected by the Superintendent, three Trustees and invited representatives from the SAA, COPACS, STA and CUPE. At the end of the interviews the representatives of COPACS, STA, CUPE 441 and **WSANEC School Board** will be asked to provide oral feedback and depart. The representative of the SAA will then do the same.
- 2.1.4 The selection committee made up of the Superintendent, two senior staff selected by the Superintendent, and three Trustees will review all available information and make a consensus recommendation which will then be sent to the Board for a decision. Should consensus not be achieved the recommendation will be determined by majority vote of the committee. A special meeting of the Board may be called, if necessary to consider the recommendation.
- 2.1.5 Criteria for Principals as contained in Appendix A shall be considered as a guide by the shortlisting/interview panel.
- 2.1.6 Due to time constraints or emergent factors, the Superintendent may from time to time appoint an acting principalship of a specified duration, but in all cases no more than one year in length. The Superintendent will select the person to fill this temporary position and inform the Board as soon as practicable.

### 3 Selection and Appointment of Vice-Principals

The Board believes that the first consideration in the assignment of vice-principals must be for the administrative needs of the district and its schools in support of student achievement. The Board also believes that consideration must be given to the benefits that a change in assignment will provide individual vice-principals as well as the expertise and leadership that such vice-principals will bring with them to new assignments. In the assignment of a vice-principal to a school, the Board will consider vice-principals who are currently in the district. After any reassignment of current vice-principals, further vacancies will be posted.

- 3.1 Vice-principals report to and are directly accountable to the principal.
- 3.2 The vice-principal shall function as part of a District administrative team and play a leadership role in District initiatives. Vice-principals shall be appointed to the district and shall be assigned or reassigned to specific school assignments by Board motion.
- 3.3 Vice-principals can be viewed as potential principals and are to avail themselves of opportunities for training and experience so as to become a strong candidate for future principal appointments.
- 3.4 The Superintendent shall annually review vice-principal assignments and make recommendations to the Board for reassignments where deemed warranted. Such review shall include discussions with or input from vice-principals regarding career plans and desires.

- 3.5 Where the Board approves the filling of a vice-principal position by competition, the shortlisting/interview panel will determine the short-list and conduct the interviews, at the end of which the representatives of COPACS, STA, CUPE 441 and **WSANEC School Board** will be asked to provide oral feedback and depart. The representative of the SAA will then do the same.
  - 3.6 Criteria for vice-principals as contained in Appendix B shall be considered as a guide by the shortlisting/interview panel.
  - 3.7 The selection committee made up of the Superintendent, two senior staff selected by the Superintendent, and three Trustees will review all available information and make a consensus recommendation which will then be sent to the Board for a decision.
  - 3.8 Should consensus not be achieved the recommendation will be determined by majority vote of the committee. A special meeting of the Board may be called, if necessary to consider the recommendation.
  - 3.9 Due to time constraints or emergent factors, the Superintendent may from time to time appoint an acting vice-principalship of a specified duration, but in all cases no more than one year in length. The Superintendent will select the person to fill this temporary position and inform the Board as soon as practicable.
- 4 Selection and Appointment of District Management Staff
    - 4.1 The Board of Education delegates to the Superintendent of Schools the authority for procedures and decisions related to the appointment of district management staff.
    - 4.2 The Board encourages input and involvement in the selection processes from school administrators and partner group representatives as appropriate.
    - 4.3 From time to time and when necessary, the Superintendent may appoint an individual to an interim position pending the outcome of a recruitment and selection process.
    - 4.4 As vacancies occur, the Board will be informed of the vacancy and may make any change in the position or the assignment the Board feels is appropriate before commencement of a competition.
- 5 Selection and Appointment of Non-Teaching Staff

The Board and its administration subscribe to the provisions and principles of the BC Employment Standards Act and the BC Human Rights Code.

    - 5.1 The Superintendent shall provide for the recruitment and selection of non-teaching staff in accordance with applicable legislation and collective agreements.
    - 5.2 All offers of employment shall be conditional on the successful applicant providing a criminal record check through the Criminal Records Review Program (Ministry of Public Safety and Emergency Services).