

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE AGENDA

Committee Members: Trustee McMurphy, Chairperson
Trustee Dunford
Trustee Stelck

Dave Eberwein, Superintendent of Schools
Jason Reid, Secretary Treasurer

Tuesday, September 10, 2019
12:00 pm, Board Room

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

No Items.

C. ITEMS FOR RECOMMENDATION

1. Policy Review

Staff Recommendation:

That Policy 7 (Board Operations) be approved in principle.

Staff Recommendation:

That Policy 8 (Board Committees) be approved in principle.

Staff Recommendation:

That Policy 9 (Board Representatives) be approved in principle.

Staff Recommendation:

That Policy 10 (Policy Making & Review) be approved in principle.

Staff Recommendation:

That Policy 15 (Recruitment & Selection) be approved in principle.

Staff Recommendation:

That Policy 17 (Bus & Van Transportation) be approved in principle.

Staff Recommendation:

That Policy 19 (Trustee Elections) be approved in principle.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

No Items.

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 BC Freedom of Information and Protection of Privacy (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, or in-camera.

1. Board Composition and Elections

- 1.1 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.

2. Inaugural and subsequent annual meetings of the Board

- 2.1. 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 1st 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.
- 2.2. The Secretary-Treasurer of the Board, or in his/her 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.

- 2.3. 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.
- 2.4. The Secretary-Treasurer shall direct 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.
- 2.5. The Secretary-Treasurer shall then declare such person as the chair of the Board for the ensuing year and shall vacate the chair.
- 2.6. 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.

3. Regular Meetings

- 3.1. 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.
- 3.2. A quorum shall be a majority of those trustees holding office.
- 3.3. Unless there be a quorum present within one-half hour after the appointed time, the meeting shall stand adjourned.
- 3.4. 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.
- 3.5. The time and dates for meetings for the ensuing year will be determined by the Board after consultation with the executive.
- 3.6. As soon after the hour of meeting as there shall be a quorum present the chair shall preside and call the meeting to order.
- 3.7. 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.
- 3.8. 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.
- 3.9. 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.
- 3.10. 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 to the case.

- 3.11. The chair shall have the same right of voting as the other members of the Board.
- 3.12. 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.
- 3.13. 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.
- 3.14. Should the chair decide to vacate the position of the chair for any purpose, he/she shall call upon the vice-chair to assume the responsibility in the interim.
- 3.15. Each trustee, prior to speaking on any question or motion, shall address him/herself to the chair.
- 3.16. When two or more trustees desire to speak at the same time, the chair shall name the trustee who shall speak first.
- 3.17. 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.
- 3.18. 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.
- 3.19. Each member of the Board shall confine himself/herself to the question under debate.
- 3.20. 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.
- 3.21. 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 he/she considers appropriate in the circumstances.
- 3.22. 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.
- 3.23. No person officially taking part in the Board meeting shall leave the Board room during a meeting without permission of the chair.
- 3.24. 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.
- 3.25. 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.
- 3.26. 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.
- 3.27. 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:
 - 3.27.1. Call to Order and Welcome
 - 3.27.2. Adoption of the Agenda
 - 3.27.3. Adoption of minutes of the last regular or special meeting or meetings

- 3.27.4. Business arising out of the minutes
- 3.27.5.
 - 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)
- 3.27.6. Report from the Chair
- 3.27.7. Report from the Superintendent of Schools
- 3.27.8. School Successes
- 3.27.9. Committee Reports
 - o Education Directions
 - o Finance, Facilities & Technology
 - o Human Resources
 - o Policy
- 3.27.10. Reports from Trustee Representatives
- 3.27.11. Correspondence
- 3.27.12. Question Period (from partner groups and members of the public)
- 3.27.13. Other business as admitted
- 3.27.14. For Information
- 3.27.15. Adjournment

*Questions must be on topics which are not normally dealt with by school district staff as a matter of routine. Normally, questions asked during the second question period relate to topics discussed during the Board meeting.

4. In-Camera Board Meetings

- 4.1. 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.
- 4.2. The order of business at all In-Camera sessions, unless varied by motion, shall be as follows:
 - 4.2.1. Call to Order and Welcome
 - 4.2.1.1. In Camera Motion
 - 4.2.2. Adoption of Agenda
 - o Consideration of Late Items
 - o Adoption of Agenda
 - 4.2.3. Adoption of In Camera Minutes
 - 4.2.4. Business Arising out of the Minutes
 - 4.2.5. Report from Board Chair
 - 4.2.6. Report from Superintendent of Schools
 - 4.2.7. Presentations
 - 4.2.8. Committee Reports

- Education Directions
 - Finance, Facilities & Technology
 - Human Resources
 - Policy
- 4.2.9 Reports from Trustee Representatives
- 4.2.10 Correspondence
- 4.2.11 Question Period
- 4.2.12 Other Business as Submitted
- 4.2.13 For Information
- 4.2.14 Motion to Rise and Report
- 4.2.15 Adjournment

5. Special Meetings

- 5.1. 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.
- ~~5.2. Written notice of any special meeting of the Board may be waived provided that reasonable steps shall have been taken to notify all trustees of the meeting and that not less than the number of trustees required to make a quorum agree to the waiving of the written notice.~~

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

6. Minutes

- 6.1. The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 6.2. The minutes shall record:
- 6.2.1. Date, time and place of meeting;
 - 6.2.2. Type of meeting (inaugural, regular or special);
 - 6.2.3. Name of presiding officer;
 - 6.2.4. Names of those trustees and administration in attendance;
 - 6.2.5. Approval of preceding minutes;
 - 6.2.6. 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;
 - 6.2.7. Points of order;
 - 6.2.8. Appointments;
 - 6.2.9. Notices of motion;
 - 6.2.10. Recommended motions proposed by Committees; and,

6.2.11. Trustee conflict of interest declaration pursuant to Section 58 of the School Act.

6.3. The minutes shall:

6.3.1. Be prepared as directed by the Superintendent;

6.3.2. Be considered an unofficial record of proceedings until such time as adopted by the Board; and

6.3.3. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.4. The Secretary Treasurer shall ensure that appropriate signatures are affixed to the concluding page of the minutes.

6.5. 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.

6.6. 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.

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

7. Rules of Order

7.1. All motions shall be in writing, if so required by the chair.

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

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

7.4. 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.

7.5. 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.

7.6. 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.

7.7. 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.

7.8. 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.

7.9. Whenever the chair is of the opinion that a motion is contrary to the rules and privileges of the Board, he/she shall apprise the trustees thereof immediately, and shall cite the rule or authority applicable to the case without any argument or comment.

7.10. Whenever any matter of privilege or order arises, it shall immediately be taken into consideration.

8. Procedures for Delegations to Board

8.1. 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.

8.2. 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.

8.3. If a delegation appears before the Board, the following procedures will be followed:

8.3.1. The time allotted for the delegation's presentation will normally be five minutes;

8.3.2. Board members may direct questions for clarification through the chair to the spokesperson for the delegation; however, the matter will not be debated;

8.3.3. Normally, the matter will not be considered by the Board at the meeting at which the delegation appears.

8.3.4. 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.

9. Audio/Video Recording Devices

9.1. 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.

10. Trustee Participation in Meetings through Electronic Means

10.1. 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.

10.2. Trustees participating in a meeting of the Board by electronic means or other communication facilities are deemed to be present at the meeting.

10.3. 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.

10.4. 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.

10.5. 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.

11. 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.

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

Chair - \$18,470

Vice-Chair - \$16,955

Trustees - \$15,777

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

12. Trustee Expense Reimbursement

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

12.1. Per Diem:

The per diem allowance shall be the same as used by the BC School Trustees' Association (BCSTA). This per diem allowance is currently \$53.00 per full day on Board business. If meals are provided by the registration fee or otherwise, deductions shall be at the following rates: \$11.00 for breakfast, \$17.00 for lunch, \$25.00 for dinner.

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

12.2. 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.

12.3. Lodging:

When selecting lodging, district personnel will consult and use either British Columbia 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.

12.4. 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.

12.5. Reimbursement Rates:

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

May 1, 2019: \$0.55 per kilometer

12.6. 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.

12.7. 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.

12.8. 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.

12.9. Trustee Expenses:

Trustees are understood to incur Board-related expenses related to holding office, which are reimbursed by the indemnity 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.

13. Conflict of Interest

13.1. 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.

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

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

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

13.2.3. 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.

13.3. 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.

13.4. 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

Policy 8

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 may appoint Standing Committees and Ad Hoc Committees 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 of any standing, ad hoc committee 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 s/he is unable to perform the duties assigned or until replaced by a subsequent appointment.

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 personnel matters referred to it by the Board In Camera.
- 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

2. Finance, Facilities, & Technology

- 2.1. Purpose
 - 2.1.1. To review matters referred to it by the Board regarding: finance, physical facilities, technology, busing, transportation systems, and safety. and for making recommendations to the Board. 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.
- 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 the 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

3. Policy Development Committee

3.1. Purpose

3.1.1. To assist the Board in keeping 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 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.

3.3. 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

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 recommend approvals to the Board as appropriate.

4.2.2. Review educational issues referred to the committee by the Board.

4.2.3. Planning for future educational programs will also be done by this Committee.

4.3. Membership

4.3.1. Three trustees shall constitute the committee,

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.

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

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 ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

Policy 9

BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the District and other organizations.

The Board will determine the terms of reference for each representative. The Board shall be guided by the following principles when naming representatives to other organizations:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is governance, rather than administration;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

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

The following organizations/committees will have Board representation as identified normally at the annual Inaugural Meeting or alternatively at a subsequent meeting of the Board.

External Committees as described below

1. British Columbia School Trustees' Association (BCSTA) Provincial Council. The purpose of the Provincial Council is to:
 - Act as a forum for discussion of relevant, timely and emerging issues identified from individual Boards, BCSTA Board of Directors, Ministry of Education and other sources.
 - Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
 - Establish interim policies of the Association between general meetings.
 - Address matters as outlined in BCSTA bylaws, including Association budget approval.
 - Act on action requests from BCSTA Board of Directors.
- 1.1 Powers and Duties of the Board Representative
 - Attend Provincial Council meetings.
 - Represent the Board's positions and interests at the provincial level.
 - Communicate to the Board the work of the Provincial Council.
 - Bring recommendations to the Board as and when necessary.
 - Build positive relationships.
- 1.2 Membership
 - One (1) trustee; one (1) alternate.

1.3 Meetings

- As called by Provincial Council. (Usually 4 per year, one at the AGM)

2. British Columbia Public School Employers' Association (BCPSEA). The purpose of BCPSEA is to:

- Act as the accredited bargaining agent for the BCSTA's members.
- Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
- Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.

2.1 Powers and Duties of the Board Representative

- Attend the BCPSEA meetings as required.
- Represent the Board's positions and interests at BCPSEA meetings.
- Communicate to the Board the work of BCPSEA.
- Bring recommendations to the Board as and when necessary.
- Build positive relationships.

2.2 Membership

- One (1) trustee; one (1) alternate.

2.3 Meetings

- As called by BCPSEA.

3. Vancouver Island School Trustees Association (VISTA). The purpose of VISTA is to:

- Receive reports from the BCSTA Board of Directors.
- Discuss and/or develop policy issues for submission at the Annual General Meeting.
- Act as a forum for discussion of VISTA issues.
- To provide trustee learning and development.

3.1 Powers and Duties of the Board Representatives

- Attend VISTA committee Meeting; Branch Chairs Committee Meeting, Aboriginal Education Representatives Meeting, Resolutions Committee Meeting, and Professional Learning Committee Meeting
- Represent the Board's positions and interests at VISTA meetings.
- Communicate to the Board the work of the VISTA branch.
- Bring recommendations to the Board as and when necessary.
- Build positive working relationships with other Boards.

3.2 Membership

- Any trustee may attend the VISTA meeting; however, one (1) trustee is assigned as representative to VISTA.

3.3 Meetings

- Four (4) meetings per year or as called by VISTA as scheduled.

4. The Board seeks to have a mutually beneficial relationship with municipal authorities and other external organizations when common purpose can be identified. To that end the Board welcomes invitations to have District representation on such committees.

If such committees deal only with administrative matters the Board of Education shall be represented by administrative staff selected by and reporting to the Superintendent. Where trustee representation is required, the terms of reference for the representative shall be as follows:

4.1 Purpose

- Represent the Board's positions and interests to the committee

4.2 Powers and Duties

- Communicate to the Board the work of the committee
- Bring recommendations to the Board as and when necessary including any need for the Board to establish positions on specific issues.
- Build productive relationships which advance the interests of the Board.

4.3 Membership

One trustee

4.4 Meetings

- At the call of the external committee chair

Legal Reference: Sections 8.4, 8.5, 22, 65, 74, 85 School Act
Ministry of Education website

The following external committees will have Board representation:

1. Local Education Agreement First Nations
2. COPACS
3. Victoria Family and Youth Justice Committee
4. Peninsula Crossroads Community Justice Program Liaison

Municipal Committees

- North Saanich • District of North Saanich Liaison
 - Sidney • Town of Sidney Liaison
 - Central Saanich • District of Central Saanich Liaison
 - Saanich • District of Saanich Liaison
 - Arts, Culture & Heritage Advisory
 - Healthy Saanich Advisory
 - Parks, Trails & Recreation
5. North Saanich • Memorial Park Society
 6. Sidney/North Saanich Memorial Park Society

Policy 10

POLICY MAKING AND REVIEW

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District will be operated and communicate the Board's values, beliefs and expectations. Policies provide direction and guidelines for the action of the Board, Superintendent, staff and students. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the District. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the School Act and provincial as well as federal legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the District and the opportunity for the Superintendent to exercise professional judgment in the administration of the District.

The Board will utilize the Policy Committee in carrying out its policy role.

The Board believes in the establishment and review of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

2. Development

The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy in a timely manner in order to determine if it is meeting its intended purpose. The Board shall review its

policies following a schedule that results in all policies in the Board Policy Manual being reviewed at least once in a Board term of office.

Specifically

1. Any trustee, employee, parent, student or other community member may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Superintendent will inform the Board of the request for policy development/revision. The Board will determine the action to be taken including the option of referring the matter to the Policy Committee
3. When appropriate, the Superintendent shall seek legal advice on any policy matter.
4. Policy drafts shall be brought by the Superintendent to the policy committee for consideration and possible recommendation to the Board.
5. The Board will determine whether further information or consultation is required, but in general invites consultations with and feedback from partner groups on any proposed policy.
6. Once comments have been considered and any information needs satisfied (if so determined), the policy will be recommended to the Board for approval.
7. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
8. In the absence of existing policy, the Board may make decisions, by resolution, on matters affecting the administration, management and operation of the District. Such decisions carry the weight of policy until such time as specific written policy is developed.
9. If the Board adopts a motion which has continuing applicability the Board shall seek means to include the direction of such motion as part of an existing policy or to develop a free-standing policy to reflect the direction contained in the motion.
10. The Board may request the Superintendent to change an administrative procedure to a draft Board policy.
11. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District.
12. The Board may also delete a policy and subsequently delegate to the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
13. The Superintendent must inform the Board of any new administrative procedure or substantive changes to administrative procedures as an information item in a Board agenda.

14. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District's website, in a timely manner, for staff and public access.
15. The Board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

Legal Reference Sections 65, 74, 85 School Act

RECRUITMENT AND 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.

Specifically

1. Selection and Appointment of Senior Executive Staff

- 1.1. The Superintendent shall make a recommendation to the Board regarding the 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 involvement in the interview and selection processes. 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.
- 2.2. 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.
- 2.3. The Superintendent shall annually review principal assignments and make recommendations for reassignments where deemed warranted.
- 2.4. Where the Board approves the filling of a 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 and CUPE 441 will be asked to provide oral feedback and depart. The representative of the SAA will then do the same.

- 2.5. 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 to consider the recommendation.
- 2.6. Criteria for Principals as contained in Appendix A shall be considered as a guide by the shortlisting/interview panel.
- 2.7. 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 as assigned by the Superintendent. 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 and CUPE 441 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 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 appropriate 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 British Columbia 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 records check through the Criminal Records Review Program (Ministry of Public Safety and Emergency Services).

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 School Act

CRITERIA FOR PRINCIPALS

Educational Leadership

The Saanich School District requires that principals have knowledge and experience appropriate to their school assignment including an understanding of the major components of the educational programs offered in the school to which they are assigned. It requires its principals to have a Master's Degree in an appropriate educational field.

Further, a principal will have demonstrated during their career in education:

- commitment to supporting the interests of the Board and District;
- proven examples of a collaborative, consensus seeking leadership style;
- highly effective and respectful interpersonal, communication and conflict resolution skills;
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty;
- proven record of positive working relationships with students, parents, employee groups and the broader community;
- demonstrated understanding and respect for Indigenous learning and learners as well as knowledge of the W̱SÁNEĆ First Nations;
- demonstrated excellence as a teacher and as an instructional leader at the school and district level;
- evidenced leadership in the supervision of learning;
- leadership promoting curriculum and current teaching pedagogy including the use of appropriate educational technology;
- creation of innovative practices within an inquiry-based teaching and learning environment;
- have knowledge of and experience with leading initiatives in support of students with special needs;
- thorough understanding of effective assessment and evaluation practices

Administrative History

A principal must have demonstrated during their career in education:

- successful experience in an administrative capacity, preferably as a principal or vice-principal;
- successful experience in implementing innovative strategies to meet the needs of all learners

Management Skills

A principal will have demonstrated during their career in education:

- strong organizational and management skills, including financial planning and control;

- skill in dealing with human resource issues including an understanding and implementation of collective agreement language;
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation; effective leadership during critical incidents and other stressful conditions;

CRITERIA FOR VICE-PRINCIPALS

Administrative Experience

The Saanich School District normally requires its vice-principals to have a Master's degree in an appropriate educational field. However, for short-term assignments (less than one year), postings for vice-principal positions will include a preference rather than a requirement for a Master's degree or progress toward a Master's degree.

A vice-principal will have demonstrated during their career in Education:

- commitment to supporting the interests of the Board and District;
- proven examples of a collaborative, consensus seeking leadership style;
- highly effective and respectful interpersonal, communication and conflict resolution skills;
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty;
- proven record of positive working relationships with students, parents, employee groups and the broader community;
- demonstrated understanding and respect for Indigenous learning and learners as well as knowledge of the W̱SÁNEĆ First Nations;
- demonstrated excellence as a teacher and as an instructional leader at the school or district level;
- evidenced leadership in the supervision of learning;
- leadership promoting curriculum and current teaching pedagogy including the use of appropriate educational technology;
- creation of innovative practices within an inquiry-based teaching and learning environment;
- successful support of students with special needs within their classroom or program;
- thorough understanding of effective assessment and evaluation practices

Management Skills

A vice-principal will have demonstrated during their career in education:

- strong organizational skills including any operational or financial issues dealing with their classroom or program;
- skill in dealing with personnel issues including an understanding of collective agreement language;
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation;
- effective leadership during critical incidents and other stressful conditions;

Policy 15

RECRUITMENT AND 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.

Specifically

1. Selection and Appointment of Senior Executive Staff

- 1.1. The Superintendent shall make a recommendation to the Board regarding the 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 ~~after soliciting input from partner groups and school administrators~~, (2) an advertisement for the position and (3) a recommended recruitment plan. The recruitment plan shall include ~~(1)~~ provision for Board involvement in the interview and selection processes. 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. ~~Assignment and~~ 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 with appropriate input from ~~representatives of school staff and school PAC / parent representatives, students and the community~~ during the selection process. ~~Principals report to and are directly accountable to the Superintendent.~~

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

~~2.1.1.1. 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.~~

2.2. 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

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to the district and shall be assigned or reassigned to specific school assignments by Board motion.

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~~2.2. Where a principal position becomes vacant, the Superintendent shall develop an ideal candidate profile after soliciting input from partner groups, school staff and parent representatives.~~

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~~2.3. Reassignments of principals shall be completed before vacancies are filled through competition.~~

2.4-2.3. The Superintendent shall annually review principal assignments and make recommendations for reassignments where deemed warranted.

2.5-2.4. Where the Board approves the filling of a principal position by competition, the shortlisting/interview panel will determine the short-list, ~~determine interview questions~~ and conduct the interviews, at the end of which the representatives of COPACS, STA and CUPE 441 will be asked to provide oral feedback and depart. The representative of the SAA will then do the same.

2.6-2.5. 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, ~~within which a majority of trustees must be in agreement.~~ ~~Should a meeting of the Board not be scheduled to occur within two days, a~~ A special meeting of the Board will may be called to consider the recommendation. ~~The Superintendent shall facilitate the recruitment process as per the above.~~

2.7-2.6. Criteria for Principals as contained in Appendix A shall be ~~utilized~~ considered as a guide by the shortlisting/interview panel.

2.8-2.7. Due to time constraints or emergent factors, the ~~Board Superintendent~~ may from time to time create appoint an acting term 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, ~~and appoint the person the Board determines to be best suited to the role pending the full processes contemplated by this policy.~~

3. ~~Assignment and~~ 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. ~~Vice-principals report to and are directly accountable to the principal.~~

3.1. Vice-principals report to and are directly accountable to the principal.

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3.1-3.2. The vice-principal shall function as part of a District administrative team and play a leadership role in District initiatives as assigned by the Superintendent. Vice-principals shall be appointed to the district and shall be assigned or reassigned to specific school assignments by Board motion.

~~3.2.3.3.~~ Vice-principals ~~are can to~~ be viewed as ~~potential~~ principals ~~in training~~ and are to avail themselves of opportunities for training and experience so as to become a strong candidate for future principal appointments.

~~3.3.3.4.~~ 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.

~~3.4.~~ ~~Where a vice-principal position becomes vacant, the Superintendent shall develop an ideal candidate profile after soliciting input from partner groups, school staff and parent representatives.~~

3.5. Where the Board approves the filling of a ~~vice~~-principal position by competition, the shortlisting/interview panel will determine the short-list, ~~determine interview questions~~ and conduct the interviews, at the end of which the representatives of COPACS, STA and CUPE 441 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 ~~utilized~~ 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, ~~within which a majority of trustees must be in agreement.~~ ~~Should a meeting of the Board not be scheduled to occur within two days, a~~ A special meeting of the Board ~~will~~ may be called to consider the recommendation.

~~3.8.~~ ~~The Superintendent shall facilitate the recruitment process as per the above.~~

~~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.~~

~~3.9.~~ ~~Due to time constraints or emergent factors, the Board may from time to time create a term vice-principalship of specified duration, and appoint the person the Board determines to be best suited to the role pending the full processes contemplated by this policy.~~

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 appropriate 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. ~~Employment~~ Selection and Appointment of Non-Teaching Staff

The Board of ~~School Trustees~~ and its administration subscribe to the provisions and principles of the ~~Industrial Relations~~British Columbia Employment Standards Act of British Columbia (Part 1, Sections 2 and 3) and the BC Human Rights Code, ~~of British Columbia and the Board commits to maintaining an employment environment that is free from discrimination against any potential employee.~~

- 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 records check through the Criminal Records Review Program (Ministry of Public Safety and ~~Solicitor General~~Emergency Services).

Legal Reference: Sections 15, 19, 20, 21, 22, 23, 24, 65, 85 School Act

CRITERIA FOR PRINCIPALS

Educational Leadership

The Saanich School District requires that principals have knowledge and experience appropriate to their school assignment including an understanding of the major components of the educational programs offered in the school to which they are assigned. The Board requires its principals to have a Master's Degree in an appropriate educational field.

Further, a principal must will have demonstrated during her/his/their career in eEducation:

- commitment to supporting the interests of the Board and District;
- proven examples of a collaborative, consensus seeking leadership style;
- highly effective and respectful interpersonal, communication and conflict resolution skills;
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty;
- proven record of positive working relationships with students, parents, employee groups and the broader community;
- demonstrated understanding and respect for Indigenous learning and learners as well as knowledge of the WSÁNEĆ First Nations;
- demonstrated excellence as a teacher and as an instructional leader at the school and district level;
- evidenced leadership in the supervision of learning;
- leadership promoting curriculum and current teaching pedagogy including the use of appropriate educational technology;
- creation of innovative practices within an inquiry-based teaching and learning environment;
- have knowledge of and experience with leading initiatives in support of students with special needs;
- thorough understanding of effective assessment and evaluation practices;

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- a commitment to the Principles of Learning and to the Principles of Inclusive Schools
- a commitment to a consultative, collaborative, teamwork approach involving students, parents, school staff and the community
- a commitment to supporting the interests of the Board and the District
- a recent record of teaching excellence and leadership
- an understanding of the important role a full range of educational programs play in the growth and development of students
- a strong advocacy for students with special needs
- a commitment to the concept of a "healthy school"
- ability as a motivator of staff and an advocate for staff development based on school needs
- a commitment to ongoing personal and professional development
- strong support for a healthy and effective Parent Advisory Council and School Planning Council
- ability to implement a strong community communications program for a school

- ability to establish and maintain a positive, cooperative, caring environment in a school
- ability to implement and maintain an environment that supports positive student behaviour
- patterns of successful experience in different educational settings

Administrative History

A principal must have demonstrated during her/his/their career in eEducation:

- successful experience in an administrative capacity, preferably as a principal or vice-principal;
- successful experience in implementing innovative strategies to meet the needs of all learners
- attributes that demonstrate effective problem-solving, conflict management and mediation in relations with all members of the school community
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty
- attributes that demonstrate respect for children and others and generate respect in return
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation

Management Skills

A principal must will have demonstrated during her/his/their career in eEducation:

- strong organizational and management skills, including financial planning and control;
- skill in dealing with human resource issues and labour management including an understanding and implementation of collective agreement language;
- excellent interpersonal, communication and listening skills
- skill in dealing with crisis situations
- skills in establishing and maintaining a close working relationship with all members of the school community
- essential skills in technological literacy
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation;
- effective leadership during critical incidents and other stressful conditions;

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Special Requirements

~~The Saanich School District requires that principals have knowledge and experience appropriate to their school assignment. Therefore, the principal must possess:~~

- ~~an understanding of the major components of the educational programs offered in the school to which they are assigned~~
- ~~an understanding of educational processes appropriate to the stage of development of the students in the schools to which they are assigned~~

CRITERIA FOR VICE-PRINCIPALS

Administrative Experience

The Board-Saanich School District normally requires its vice-principals to have ~~or be actively working toward a~~ Master's degree in an appropriate educational field. However, for short-term assignments (~~less than one year~~) (~~less than one year~~), postings for vice-principal positions will include a preference rather than a requirement for a Master's degree or progress toward a Master's degree.

A vice-principal will have demonstrated during her/his/their career in Education:

- commitment to supporting the interests of the Board and District;
- proven examples of a collaborative, consensus seeking leadership style;
- highly effective and respectful interpersonal, communication and conflict resolution skills;
- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty;
- proven record of positive working relationships with students, parents, employee groups and the broader community;
- demonstrated understanding and respect for Indigenous learning and learners as well as knowledge of the WSÁNEĆ First Nations;
- demonstrated excellence as a teacher and as an instructional leader at the school or district level;
- evidenced leadership in the supervision of learning;
- leadership promoting curriculum and current teaching pedagogy including the use of appropriate educational technology;
- creation of innovative practices within an inquiry-based teaching and learning environment;
- successful support of students with special needs within their classroom or program;
- thorough understanding of effective assessment and evaluation practices

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- ~~a commitment to the Principles of Learning and to the Principles of Inclusive Schools~~
- ~~a commitment to a consultative, collaborative, teamwork approach, both in the school and at the district level~~
- ~~a recent record of teaching excellence and leadership~~
- ~~an understanding of the important role a full range of educational programs play in the growth and development of students~~
- ~~a strong advocacy for students with special needs~~
- ~~a commitment to the concept of a "healthy school"~~
- ~~a commitment to ongoing personal and professional development~~
- ~~strong support for a healthy and effective Parent Advisory Council and School Planning Council~~
- ~~ability to support a positive, cooperative, caring environment in a school~~
- ~~ability to support and maintain relationships that encourage positive student behaviour~~

A vice-principal must have demonstrated during her/his career in Education:

- attributes that demonstrate friendliness, good humour, flexibility, enthusiasm, accessibility, forthrightness, openness and honesty
- attributes that show respect for children and others and generate respect in return

Management Skills

A vice-principal must will have demonstrated during their career in education:

- strong organizational skills including any operational or financial issues dealing with their classroom or program;
- skill in dealing with personnel issues including an understanding of collective agreement language;
- attributes that demonstrate good judgement in assessing the strengths and needs of a school's organization and operation;
- effective leadership during critical incidents and other stressful conditions;
- organizational and management skills
- excellent interpersonal, communication and listening skills
- skill in dealing with crisis situations
- skills in establishing and maintaining a close working relationship with all members of the school community
- facility in the use of information technology as an educational and a management tool

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Notes

Selection and appointment of senior executive staff—5040, Policy, Guiding Principles, and Administrative Procedures.

References to the Board directing other than the Superintendent have been removed.

Policy 17

BUS AND VAN TRANSPORTATION

The Superintendent shall establish an efficient and effective student transportation system to provide for the transportation of students to and from their nearest catchment school. Student safety shall be the highest priority in the provision of student transportation by the district.

The Transportation System shall be provided in accordance with the following Guiding Principles:

1. Routes will be established to ensure transportation for those students living outside the following walk limits by traveled road or walkway from the nearest school in their catchment area:
 - 1.1 Kindergarten – Grade 5 Students: 4.0 kilometers.
 - 1.2 Students of Grades 6 – 12 inclusive: 4.8 kilometers
2. When it is necessary to address a concern of safety or to serve a district program catchment area, additional school transportation may be provided.
3. The transportation routes shall be established to operate within the operating budget established by the Board. Bus routes shall be published in August of each school year.
4. Consideration shall be given to providing service when a student is directed to attend a school other than the nearest school in their catchment area.
5. Courtesy riders are district students not otherwise addressed in guiding principles 1 to 4, and may be transported if the legal capacity of the bus provides for available seating.
6. The Superintendent shall establish and keep current procedures for safety for the district's transportation system and for the rental of commercial buses or vans for the transportation of students. Passenger vans shall be limited to 10 passengers.

TRUSTEE ELECTIONS

The Board of Education recognizes that during a period of trustee elections caution must be exercised to ensure that trustee candidates cannot have nor be perceived to have any unfair advantages due to connections to schools. This goes for candidates currently serving as trustees and candidates who might otherwise have connections to the schools where those connections may provide them with privileged opportunities to engage in election-related discussions or be perceived as providing an unfair advantage during campaigning.

The Board of Education supports fair campaigning during trustee elections and as such supports the use of school facilities for community led events such as all-candidates meetings. The Board is committed to the principle that other than through all-candidates meetings it is inappropriate for any trustee candidate, including sitting trustees, to undertake any campaigning or campaign related work in schools or on school property during an election campaign.

- For the purposes of this policy trustee candidates include sitting trustees who are running for re-election.
- Trustee candidate visits to schools are not considered appropriate during an election campaign unless for non-election purposes.
- A trustee candidate who is in a school for non-election purposes should not engage in election-related conversations or processes, and should only be introduced by name, although a sitting trustee may be introduced as a trustee.
- Campaign events such as all-candidates meetings may be held in schools but only if organized through the community use department by community agencies or district partner groups.
- The Board supports the hosting of all-candidates meetings by student groups in support of students learning about the democratic process and issues related to public education governance.
- The Board is committed to there being no board election campaign materials of any kind posted in schools or on school property, or distributed through any school communication, although it is appropriate to share information about the election and to encourage people to become informed and vote.

TRUSTEE ELECTIONS BYLAW

BYLAW NO. XXX

TRUSTEE ELECTIONS

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 63 (SAANICH)

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under the School Act, a Board of education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 63 (Saanich), trustee elections are held in the following trustee electoral areas:

TEA #	Trustee electoral area description:	# of trustees
1	District of North Saanich And Outer Gulf Islands	Two
2	Town of Sidney	One
3	District of Central Saanich	Two
4	District of Saanich and Juan De Fuca (Willis Point) and District of Highlands (Durrance Lake Road)	Two

The Board of Education of School District No. 63 (Saanich) wishes to establish various procedures and requirements under the authority of the School Act for trustee elections.

The Board of Education of School District No. 63 (Saanich) in an open meeting of the Board, enacts as follows:

1. Definitions

The terms used in this bylaw shall have the meanings assigned by the School Act, the Local Government Act, and the Local Elections Campaign Financing Act, except as the context indicates otherwise.

“Board” means the Board of Education of School District No. 63 (Saanich).

“by-election” means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the School Act.

“election” means a trustee election.

“general voting day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“Minister” means the Minister of Education.

2. Application

This bylaw applies to both general school elections and by-elections, except as otherwise indicated in this bylaw.

3. Order of Names on the Ballot

The order of names of candidates on the ballot will be alphabetical.

4. Resolution of Tie Vote after Judicial Recount

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the Local Government Act.

5. Application of Local Government Bylaws

(a) In Trustee Electoral Area #1, if the District of North Saanich and/or the Capital Regional District conducts all or a part of the trustee election, the elections bylaws of District of North Saanich and/or the Capital Regional District, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the local government bylaws may not by law apply to a trustee election.

(b) In Trustee Electoral Area #2 the election bylaws of the Town of Sidney apply to trustee elections conducted by the Town of Sidney, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the local government bylaws may not by law apply to a trustee election.

(c) In Trustee Electoral Area #3 the election bylaws of the District of Central Saanich apply to trustee elections conducted by the District of Central Saanich, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the local government bylaws may not by law apply to a trustee election.

(d) In Trustee Electoral Area #4, if the District of Saanich conducts all or a part of the trustee election, the elections bylaws of District of Saanich, as they may be amended from time to time, apply to that trustee election or part of the trustee election, except for any bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, or any other matter on which the local government bylaws may not by law apply to a trustee election.

11. Title

This bylaw may be cited as 'School District No. 63 (Saanich) Trustee Elections Bylaw No. 1002.'

12. Repeal of Bylaw from Previous Election

School District No. 63 (Saanich) Trustees Elections ByLaw No. 1001 is hereby repealed.

Date of first reading: _____

Date of second reading: _____

Date of third reading and adoption: _____

Chairperson of the Board

(Corporate seal)

Secretary-Treasurer