

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, June 11, 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 1 (Foundational Statements) be approved in principle.

Staff Recommendation:

That Policy 3 (Role of the Trustee) be approved in principle.

Staff Recommendation:

That Policy 4 (Trustee Code of Conduct) be approved in principle.

Staff Recommendation:

That Policy 5 (Role of the Board Chair) be approved in principle.

Staff Recommendation:

That Policy 6 (Role of the Vice-Chair) 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 and Review) be approved in principle.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

No Items.

Policy 1

FOUNDATIONAL STATEMENTS

The Board of Education, in its role as governor and advocate for public education in our community, has developed the district's vision, mission, values and beliefs, and guiding principles to ensure students achieve their fullest potential. The guiding principles are meant to serve as lenses which will guide the decisions and actions of every person in our district. The Universal Guiding Principles apply to every sector and person associated with our district, from board member to student. The Operating Guiding Principles provide more focused direction in regard to specific areas of district operations.

Our Core Values

The Saanich School District has five interrelated core values that provide the foundation for our actions and decisions:

- Compassion: Being empathetic and helpful
- Fairness: Being just and equitable
- Honesty: Being truthful, open and sincere
- Responsibility: Being transparent, answerable and accountable
- Respect: Being considerate and receptive

Our Beliefs

The Board of Education, on behalf of and based on consultation with the broader community, is committed to acting on the following beliefs:

- Public education is fundamental to our democratic society and provides equity and equality of opportunity for all children
- Public schools have the responsibility to prepare young people to be active, participatory members of the community who contribute to a healthy, diverse, socially responsible and environmentally sustainable society
- Public education is the responsibility of the whole community. Policy decisions made locally by elected boards of education and provincially by government must reflect the values and aspirations of a democratic society
- Healthy relationships are the foundation of a successful public education system

Vision

Our vision is one of:

- A society that is inclusive, honouring and respectful
- A public education system that is responsive, relevant and resourced
- Education and society that operate in a pervasive partnership
- Learning experiences that create success for each child and constant learning for all
- Learning environments that are innovative, and that are built from strength

As stated in Board Policy 1010 – Education Philosophy, the philosophy and mission of the Saanich Board of Education are as follows:

Philosophy

Public education is fundamental to our democratic society and is a key institution which provides for the equality of opportunity for all citizens. Public education shares responsibility with parents for preparing our young people as citizens contributing to a cohesive, socially responsible society.

Mission

We are committed to:

- Preparing of our young people to realize their potential as educated, responsible citizens prepared to make quality choices and positive contributions in a democratic society;
- Helping students develop skill at learning, confidence in their ability to learn and attitudes that encourage life-long learning; and,
- Supporting the achievements of all students.

Strategic Plan Themes

1. Strategic Plan Theme 1 (Focus): Student Success
 - Goal 1.1: Academic Achievement and Social Responsibility
 - Goal 1.2: Engagement and Personalization
 - Goal 1.3: Modern Practices, Ingenuity and Innovation
 - Goal 1.4: Equity for Students
2. Strategic Plan Theme 2 (Support): Diversity and Inclusion
 - Goal 2.1: Support for Indigenous Learners
 - Goal 2.2: Support for Vulnerable or Unique Learners
 - Goal 2.3: Culture of Diversity and Inclusion
3. Strategic Plan Theme 3 (Support): Relationships and Partnerships
 - Goal 3.1: Parent Involvement
 - Goal 3.2: Partnerships
 - Goal 3.3: Community Engagement
 - Goal 3.4: Relationships and Culture
4. Strategic Plan Theme 4 (Support): Operational Excellence
 - Goal 4.1: Human Resources
 - Goal 4.2: Facilities
 - Goal 4.3: Finance
 - Goal 4.4: Technology
 - Goal 4.5: Board of Education

Board of Education Goals

Public education is fundamental to a democratic society and is key to providing equality of opportunity for all children. Educational decision-making in School District 63 (Saanich) is

guided by the principles of active learning and the values of compassion, fairness, honesty, responsibility and respect.

The Board of Education's goals are:

- To build broad community support for public education and to advocate for adequate funding and decision making by elected public representatives.
- To prepare learners to be active citizens in building a society that is cohesive, socially responsible and environmentally sustainable.
- To recognize the importance of learners' achievements in a wide range of intellectual, aesthetic and physical domains, and to support their growth in emotional and physical well-being, and social responsibility.
- To support flexible and relevant learning experiences.
- To improve opportunities for early learners and to improve adult literacy.
- To demonstrate and foster strong, positive relationships among adults and with learners and to ensure that their voices are heard and respected.
- To ensure that the school district's capital assets are used to support educational needs and/or for public community uses.

The Logo Design and Use



Description

The logo is the property of the Saanich School District and shall only be used by external organizations with prior approval of the Superintendent.

Legal Name

The Board of Education of School District No. 63 (Saanich)

Operational Name

Saanich School District

Legal Reference: Sections 65, 75, 85 School Act

Policy 3

ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Government Act.

The role of the trustee is to contribute to the Board as it carries out its legislated mandate. The oath of office taken by each trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of public education. A trustee must first and foremost be concerned with the interests of the school Board.

The Board of Trustees is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. The School Act gives no individual authority to trustees. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate Board. School Board trustees collectively and individually have a public duty to carry out their responsibilities and the work of the school Board in good faith and with reasonable diligence. Trustees have one overarching responsibility – a shared public duty to advance the work of the school Board. A trustee's fiduciary duties are owed to the school Board (not to themselves, their family or friends) which is, in turn, accountable to the electorate.

A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District.

- The Board shall indemnify a trustee in accordance with Policy 18 Indemnification By-Law

Specific Responsibilities of Individual Trustees

The trustee shall:

1. Become familiar with District policies and procedures, meeting agendas and reports in order to participate in Board business.
2. Support a majority vote of the Board to advance the work of the Board and monitor progress to ensure decisions are implemented.
3. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community

member back to the teacher, Principal, or District Office personnel and will inform the Superintendent or designate of this action.

6. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the District.
7. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
8. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the District.
9. Attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner.
10. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
11. Participate in Board/trustee development sessions so that the quality of leadership and service in the District can be enhanced.
12. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
13. Continue to carry out duties with integrity and responsibility during an election period.
14. Become familiar with, and adhere to, the Trustee Code of Conduct.

Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and approved plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The District will offer an orientation program for all trustees following an election that provides information on:
 - 1.1 Role of the trustee and the Board;
 - 1.2 Organizational structures and procedures of the District;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing District initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 District programs and services;
 - 1.6 Board's function as an appeal body;

1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and

1.8 Trustee remuneration and expenses.

2. The District will provide financial support for trustees to attend British Columbia School Trustees Association sponsored orientation seminars.
3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for trustees. The Superintendent shall ensure each trustee has access to the Board Policy Handbook and Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.

Legal Reference: Sections 49, 50, 52, 65, 85 School Act
Local Government Act

Policy 3 – Appendix

SERVICES, MATERIALS AND EQUIPMENT
PROVIDED TO TRUSTEES

Policy 4

TRUSTEE CODE OF CONDUCT

The Board has a strong commitment to ethical conduct. This includes the responsibility of trustees to properly use authority and to conduct themselves with appropriate decorum and professionalism at all times.

Specifically

Trustees shall:

1. Carry out their responsibilities as detailed in Policy 3 – Role of the Trustee with reasonable diligence.
2. Keep confidential any personal, privileged or confidential information obtained in his or her capacity as a trustee and not disclose the information except when authorized by law or by the Board to do so. Trustees shall not divulge the contents of closed (in-camera) meetings, recognizing that a disclosure could seriously harm the Board's ability to conduct its business.
3. Be fully conversant with Section 55 and 60 of the School Act. Disclose in open meeting prior to discussion of the subject matter which may place the trustee in conflict, the nature of any pecuniary interest, and may leave the room. In addition, such a trustee in conflict shall not discuss the matter outside the meeting with other trustees and shall not exert influence on the decision in which the trustee has a conflict of interest. The trustee is responsible for declaring himself/herself to be in possible conflict of interest, however, it is the fiduciary duty of all trustees, the Superintendent and the Secretary-Treasurer to protect the Board and they have a duty to point out apparent, potential or perceived conflict of interest when it appears. Additionally a trustee may request guidance from other trustees or the Board on this matter. Such declaration of conflict of interest shall be recorded in the minutes of the meeting and the trustee shall not in any way contact or discuss the associated topic at any time outside the Board table.
4. Not use their influence to obtain employment within the District for family members or friends and will not use their position for personal advantage or the advantage of friends and/or family.
5. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board. Trustees' interaction with the Superintendent or with staff shall recognize the lack of authority vested in individual trustees except when explicitly authorized by the Board;
6. Only the Corporate Board as opposed to individual Trustees shall exercise individual authority over the Superintendent. In particular; only the Corporate Board shall make judgments regarding the Superintendents performance.

7. Abide by the policies of the Board, all applicable legislation and regulations, in particular the School Act, the Oath of Allegiance and the Oath of Office.
8. Respect and abide by the majority decisions made by the Board in legally constituted meetings.
9. Endeavour to work with fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion which may arise during debate.
10. Ensure fiduciary responsibility to the Board supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs.
11. Represent the Board in all Board-related matters with proper decorum and respect for others.
12. Use discretion at all times to minimize the impression that the individual trustees' statements reflect the corporate opinion of the Board.
13. Ensure the use of electronic devices is for the purposes of the meeting.
14. Refrain from engaging in private communications while at Board meetings.
15. Consequences for the failure of individual trustees to adhere to the Trustee Code of Conduct are specified in Policy 4 Appendix – Trustee Code of Conduct Sanctions.

Legal Reference: Sections 49, 50, 55, 56, 57, 58, 59, 62, 65, 85, 94, 95 School Act

TRUSTEE CODE OF CONDUCT SANCTIONS

1. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.

Code of Conduct Sanctions other than a Failure of Security

2. A trustee who believes that a fellow trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
3. Conciliatory measures will normally include:
 - 3.1 The trustee who believes a violation has occurred will engage in an individual private conversation with the trustee affected.
 - 3.2 Failing resolution through the private conversation the parties will engage the Board Chair, Vice-Chair to gain resolution. If the concern is with the Board Chair, the concern is to be raised with the Vice-Chair.
 - 3.3 The Chair and at the Chair's option the Chair and Vice Chair will attempt to resolve the matter to the satisfaction of the trustees involved.
4. A trustee who wishes to commence an official complaint, under the Code of Conduct shall file a letter of complaint with the Board Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the trustee. The trustee who is alleged to have violated the Code of Conduct and all other trustees shall be forwarded a copy of the letter of complaint by the Board Chair, or where otherwise applicable in what follows, by the Vice-Chair, within five (5) days of receipt by the Board Chair of the letter of complaint. If the complaint is with respect to the conduct of the Board Chair, the letter of complaint shall be filed with the Vice-Chair.
5. When a trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all trustees; the filing, notification, content and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation of the Code of Conduct. Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
6. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other trustee must provide to the Board Chair within three (3) days of the notice in writing of the complaint being forwarded to all trustees, a letter indicating support for having the complaint heard at a Code of Conduct hearing. Any trustee who forwards such a letter of support shall not be disqualified from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.

7. Where no letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the complaint shall not be heard. The Board Chair shall notify all other trustees in writing that no further action of the Board shall occur.
8. Where a letter supporting a hearing is received by the Board Chair in the three (3) day period referred to in section 5 above, the Board Chair shall convene, as soon as is reasonable, a closed (in-camera) meeting of the Board to allow the complaining trustee to present their views of the alleged violation of the Code of Conduct.
9. At the closed (in-camera) meeting of the Board, the Board Chair shall indicate, at the commencement of the meeting, the nature of the business to be transacted.

Without limiting what appears below, the Board Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 9.1 The Code of Conduct complaint shall be heard at a Code of Conduct hearing, at a closed (in-camera) Board meeting convened for that purpose. All preliminary matters, including whether one (1) or more trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining trustee.
- 9.2 The sequence of the Code of Conduct hearing shall be:
 - 9.2.1 The complaining trustee shall provide a presentation which may be written or oral or both;
 - 9.2.2 The respondent trustee shall provide a presentation which may be written or oral or both;
 - 9.2.3 The complaining trustee shall then be given an opportunity to reply to the respondent trustee's presentation;
 - 9.2.4 The respondent trustee shall then be provided a further opportunity to respond to the complaining trustee's presentation and subsequent remarks;
 - 9.2.5 The remaining trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 9.2.6 The complaining trustee shall be given the opportunity to make final comments; and
 - 9.2.7 The respondent trustee shall be given the opportunity to make final comments.
- 9.3 Following the presentation of the respective positions of the parties, the parties and all persons other than the remaining trustees who do not have a conflict of interest shall be required to leave the room, and the remaining trustees shall deliberate in private, without assistance from administration. The Board may, however, in its discretion, call upon legal advisors to assist them on points of law or the drafting of a possible resolution(s).
- 9.4 If the remaining trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess or, if necessary, an adjournment of the Code of Conduct hearing to a later date.
- 9.5 In the case of an adjournment, no discussion by trustees whatsoever of the matters heard at the Code of Conduct hearing may take place until the meeting is reconvened.

- 9.6 The remaining trustees in deliberation may draft a resolution(s) indicating what action, if any, may be taken regarding the respondent trustee.
 - 9.7 The presiding Chair shall reconvene the parties to the Code of Conduct hearing.
 - 9.8 All documentation that is related to the Code of Conduct hearing shall be returned to the Superintendent immediately upon conclusion of the Code of Conduct hearing and shall be retained in accordance with legal requirements.
 - 9.9 The presiding Chair shall call for a resolution(s) to be placed before the Board.
 - 9.10 The presiding Chair shall declare the closed (in-camera) Board meeting adjourned.
10. A violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 10.1 Having the Board Chair write a letter of censure marked "personal and confidential" to the offending trustee, on the approval of a majority of those trustees present and allowed to vote at the closed (in-camera) meeting of the Board;
 - 10.2 Having a motion of censure passed by a majority of those trustees present and allowed to vote at the closed (in-camera) meeting of the Board;
 - 10.3 Having a motion to remove the offending trustee from one (1), some or all Board committees or other appointments of the Board passed by a majority of those trustees present and allowed to vote at the closed (in-camera) meeting of the Board.
 11. The Board may, in its discretion, make public its findings where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or where there has been a withdrawal of the complaint or under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

Failure of Security

12. The Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
 - 12.1 The Board Chair shall request that the Superintendent (as head of the District under the Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
 - 12.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Superintendent.
 - 12.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
 - 12.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal

and Confidential” is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.

- 12.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

Legal Reference: Sections 49, 50, (Part 5 Sections 55-64), 65, 85, 94, 95 School Act

Policy 5

ROLE OF THE BOARD CHAIR

At its November Meeting the Board shall elect one (1) of its members to serve as Board Chair, to hold office at the pleasure of the Board. In accordance with the School Act, a majority of the Board may elect a new Chair at any time. In the event of the office becoming vacant during the year, a new Board Chair shall be elected in a manner similar to that followed in the election of the Board Chair at the November Meeting.

The Board delegates to the Chair the following powers and duties:

1. Act as the official spokesperson for the Board, except for those instances where the Chair has delegated this role to another individual. In doing so the spokesperson shall refrain from expressing personal viewpoints when speaking for the Board as a whole.
2. Determine liaison assignments and assign trustee representatives to external committees.
3. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the School Act and the policies and procedures as established by the Board, and where those are silent, Robert's Rules of Order.
4. Prior to each Board meeting confer with the Superintendent, Vice Chair and Secretary Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
5. Perform the following duties during Board meetings:
 - 5.1 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 - 5.2 Ensure that all issues before the Board are well-stated and clearly expressed.
 - 5.3 Display firmness, courtesy, tact, impartiality and willingness to give everyone an opportunity to speak on the subject under consideration in order that collective opinion can be developed and a corporate decision reached.
 - 5.4 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question or is repetitive, remind members that they must speak to the question and provide new information.
 - 5.5 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Board Chair may speak to points of order in preference to other members and shall decide questions of order, subject to an appeal to the Board by any member duly moved.
 - 5.6 Submit motions or other proposals to the final decision of the meeting by a formal show of hands.

- 5.7 Extend hospitality to trustees, officials of the Board, the media and members of the public.
6. Keep informed of significant developments within the District.
7. Assist with the Board's orientation program for new trustees.
8. Keep the Board and Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the District.
9. Be in regular contact with the Superintendent to maintain a working knowledge of current issues and events.
10. Convey directly to the Superintendent such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the District.
11. Manage the CEO contract on the Board's behalf by bringing any relevant matters to the Board's attention in a timely manner. In addition, each month the Chair shall sign off the Superintendent expenses as well as vacation and sick leave, days earned, taken and accumulated.
12. Bring to the Board all matters requiring a corporate decision of the Board.
13. Act as ex-officio non-voting member of all committees appointed by the Board.
14. Act as a signing officer for the District.
15. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
16. Ensure that inappropriate trustee behavior is addressed by the chair or taken to the Board for resolution.
17. Ensure the Board engages in regular assessments of its effectiveness as a Board.

Legal Reference: Sections 65, 67, 69, 70, 85 School Act

Policy 6

ROLE OF THE VICE-CHAIR

The Vice-Chair shall be elected at the November Meeting of the Board. The Vice-Chair shall hold office at the pleasure of the majority of the Board.

Specific Responsibilities

1. The Vice-Chair shall act on behalf of the Board Chair, in the latter's inability to act or absence and shall have all the duties and responsibilities of the Board Chair. The Board Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
2. The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures.
3. The Vice-Chair may be assigned other duties and responsibilities by the Board Chair.
4. Act as signing officer for the District.
5. Prior to each Board meeting confer with the Superintendent, Chair and Secretary-Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.

Legal Reference: Sections 65, 67, 85 School 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. Committees of the Board shall never interfere with delegation of authority from Board to Superintendent. 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 by permission of a majority of the committee, but may not vote. The Chair of a committee may make motions and speak to any question during committee meetings without leaving the chair. The rules applying to regular or special meetings of the Board shall be observed in Board Education and Business Committee, ad-hoc and in standing committees so far as they are applicable and not altered by the provisions of this bylaw.

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 Chair may appoint the Chair of any standing or ad hoc 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.

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.

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. This committee will also 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 approval by the board 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.

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.

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.

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.

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 are invited to attend these meetings. Students, CUPE members and 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.

Ad Hoc 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.

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.

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

1. British Columbia School Trustees Association (BCSTA) Provincial Council

1.1 Purpose of the Provincial Council

- 1.1.1 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.
- 1.1.2 Discuss, and/or develop, policy issues for submission at the Annual General Meeting.
- 1.1.3 Establish interim policies of the Association between general meetings.
- 1.1.4 Address matters as outlined in BCSTA bylaws, including Association budget approval.
- 1.1.5 Act on action requests from BCSTA Board of Directors.

1.2 Powers and Duties of the Board Representative

- 1.2.1 Attend Provincial Council meetings.
- 1.2.2 Represent the Board's positions and interests at the provincial level.
- 1.2.3 Communicate to the Board the work of the Provincial Council.

- 1.2.4 Bring recommendations to the Board as and when necessary.
 - 1.2.5 Build positive relationships.
 - 1.3 Membership
 - 1.3.1 One (1) trustee; one (1) alternate.
 - 1.4 Meetings
 - 1.4.1 As called by Provincial Council. (Usually 4 per year, one at the AGM)
- 2. British Columbia Public School Employers' Association (BCPSEA)
 - 2.1 Purpose of the BCPSEA
 - 2.1.1 Act as the accredited bargaining agent for the BCSTA's members.
 - 2.1.2 Assist in carrying out any objectives and strategic directions established by the Public Sector Employers' Council.
 - 2.1.3 Coordinate collective bargaining objectives, benefit administration, human resource practices and out-of-scope compensation matters amongst members.
 - 2.2 Powers and Duties of the Board Representative
 - 2.2.1 Attend the BCPSEA meetings as required.
 - 2.2.2 Represent the Board's positions and interests at BCPSEA meetings.
 - 2.2.3 Communicate to the Board the work of BCPSEA.
 - 2.2.4 Bring recommendations to the Board as and when necessary.
 - 2.2.5 Build positive relationships.
 - 2.3 Membership
 - 2.3.1 One (1) trustee; one (1) alternate.
 - 2.4 Meetings
 - 2.4.1 As called by BCPSEA.
- 3. BCSTA Vancouver Island Branch
 - 3.1 Purpose of the BCSTA Vancouver Island Branch
 - 3.1.1 Receive reports from the BCSTA Board of Directors.
 - 3.1.2 Discuss and/or develop policy issues for submission at the Annual General Meeting.
 - 3.1.3 Act as a forum for discussion of Vancouver Island Branch issues.
 - 3.1.4 To provide trustee learning and development.
 - 3.2 Powers and Duties of the Board Representatives
 - 3.2.1 Attend BCSTA Vancouver Island Branch committee Meeting; Branch Chairs Committee Meeting, Aboriginal Education Representatives Meeting, Resolutions Committee Meeting, and Professional Learning Committee Meeting

- 3.2.2 Represent the Board's positions and interests at BCSTA Vancouver Island Branch meetings.
- 3.2.3 Communicate to the Board the work of the BCSTA Vancouver Island Branch.
- 3.2.4 Bring recommendations to the Board as and when necessary.
- 3.2.5 Build positive working relationships with other Boards.

3.3 Membership

- 3.3.1 Any trustees may attend the Branch Meeting; however, one (1) trustee is assigned as representative to the Branch Committee.

3.4 Meetings

- 3.4.1 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

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

4.2 Powers and Duties

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

4.3 Membership

- 4.3.1 One trustee

4.4 Meetings

- 4.4.1 At the call of the external committee Chair

A list of civic committees which have Board representation together with the name of the Board's representative is contained in the Appendix to Policy 9.

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

Policy 9 - Appendix

1. Local Education Agreement First Nations
2. COPACS
3. Family and Youth Court
4. Peninsula Crossroads Community Justice Program Liaison
5. Municipal Committees
 - 5.1. North Saanich • District of North Saanich Liaison
 - 5.2. Sidney • Town of Sidney Liaison
 - 5.3. Central Saanich • District of Central Saanich Liaison
 - 5.4. Saanich • District of Saanich Liaison
 - Arts, Culture & Heritage Advisory
 - Healthy Saanich Advisory
 - Parks, Trails & Recreation
 - 5.5. 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, students, electors and other agencies. 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 may choose to 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 Board for consideration and possible approval.
5. The Board will determine whether further information or consultation is required.
6. If further consultation is required, comments and suggestions on the policy draft will be reviewed by the Superintendent and the Board.
7. Once comments have been considered and any information needs satisfied (if so determined), the policy will be recommended to the Board for approval.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
9. 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.
10. 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.
11. The Board may request the Superintendent to change an administrative procedure to a draft Board policy and will in such an instance provide the rationale for same.
12. 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.
13. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
14. The Superintendent must inform the Board of any substantive changes to administrative procedures as an information item in a Board agenda.

15. 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.
16. 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