

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, February 5, 2019  
1:00 pm, Board Room

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS FOR DISCUSSION**

No Items.

**C. ITEMS FOR RECOMMENDATION**

1. Policy Review Structure

**Staff Recommendation:**

That the Committee approve the proposed Policy Review Structure and proceed with the selection of an outside consultant to facilitate and lead the review.

**Staff Recommendation:**

That, until the Board's Policy Review is completed, the Policy Committee will only meet to review any emerging or urgent Policy revisions.

**D. ITEMS FOR INFORMATION**

No Items.

**E. FUTURE AGENDA ITEMS**

No Items.

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## BRIEFING NOTE

**To:** Policy Review Committee

**Prepared By:** Dave Eberwein  
Superintendent of Schools

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**Subject:** Board Policy Review Structure

**Date:** January 22, 2019

The Board passed a motion at its December 19, 2018 meeting directing the Superintendent and Secretary-Treasurer to prepare a possible structure for a review of the Board's policies as well as the associated operational Administrative Procedures.

### Proposed Policy Review Structure

The Board, in conjunction with its senior staff, will conduct a thorough Policy Review with the following consultant requirements:

1. The Board will engage with an outside consultant to facilitate and lead a comprehensive review of both Policy and the associated operational Administrative Procedures;
2. The consultant will demonstrate a proven record of successful K-12 public education policy reviews within the Province of BC;
3. The consultant will have a pre-determined and thorough process for policy review that includes the active participation of the Board and senior staff;
4. The policy review will include the following elements:
  - a. Analysis of current Policies and their appropriateness to the role of Board governance;
  - b. Clear delineation of roles, responsibilities, accountabilities and relationship between the Board and Superintendent;
  - c. Identification of any missing or inappropriately placed policies;
  - d. Re-writing of policies under a common format;
  - e. The physical separation of Board Policy from operational Administrative Procedures;
  - f. Re-writing of Administrative Procedures, as necessary, to ensure effective and efficient operation of the district and schools;

This structure would be the foundation for a Terms of Reference, but the details would be determined with the advice of the external consultant once selected.

### Consultant Search

The Superintendent researched possible policy review consultants this past month. This included contacting both the BCSTA (British Columbia School Trustees' Association) and BCSSA (British Columbia School Superintendents' Association). This search resulted in six people who were suggested as possible candidates – five suggested by the BCSTA and one from a candidate themselves. The BCSSA did not offer any additional suggestions to the list.

The Superintendent contacted all but one of the candidates. The sixth candidate was not contacted due to a strong conflict of interest. All five candidates were all from a similar professional background (retired Superintendents and former Deputy Ministers of Education).

Only two of the candidates had any direct experience with a formal and comprehensive policy review.

**Recommendation**

That the Board approve the proposed Policy Review Structure and proceed with the selection of an outside consultant to facilitate and lead the review.

Submitted with respect,



Dave Eberwein  
Superintendent of Schools

DE/klg