

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE AGENDA

Committee Members: Trustee Martin, Chair
Trustee Holman
Trustee Stelck

Dave Eberwein, Superintendent of Schools
Jason Reid, Secretary Treasurer

Tuesday, September 8, 2020
1:00 pm

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS FOR DISCUSSION

1. Motion passed from June Board meeting:

That the remainder of the Administrative Procedures be brought to the September Policy Committee (attached).

C. ITEMS FOR RECOMMENDATION

No Items.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

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

- Policy 24 (French Language)
- Policy 25 (Programs of Choice)
- Policy 26 (Specialty Academies)
- Policy 27 (International Students)

3. Administrative Procedures Review

Moved by TRUSTEE MARTIN

Seconded by TRUSTEE STELCK

That the remainder of the Administrative Procedures be brought to the September Policy Committee.

CARRIED.

Opposed: Trustee Holman

4. Receipt of Report

Moved by TRUSTEE martin

Seconded by TRUSTEE STELCK

That the Policy Committee report for the committee meeting held June 2, 2020 be received.

CARRIED.

13. REPORTS FROM TRUSTEE REPRESENTATIVES

14. CORRESPONDENCE

- (i) Letter from BCEd Access.

15. QUESTION PERIOD

16. OTHER BUSINESS AS SUBMITTED

1. 2020/21 Annual Budget Bylaw

- (a) First Reading of Annual Budget Bylaw for Fiscal Year 2020/21

Moved by TRUSTEE MARTIN

Seconded by TRUSTEE VANWELL

That the Board approve the first reading of the Annual Budget Bylaw in the amount of \$98,954,858.

CARRIED.

- (b) Second Reading of Annual Budget Bylaw for Fiscal Year 2020/21

Moved by TRUSTEE MARTIN

Seconded by TRUSTEE VANWELL

That the Board approve the second reading of the Annual Budget Bylaw in the amount of \$98,954,858.

CARRIED.

AP Number	Issue	Trustee
102 (Sch Plans & Results Reports)	in subsection (5) to clarify when the Superintendent will provide the Board with a summary. Linking school plans to Strategic Plan	Stelck Holman
110 (Parents Advisory Councils)	Add reference to COPACS Add Policy 1100 parent meeting	McMurphy VanWell
121 (Dvlpmt & Review of AP)	121, 4: Add: A request by “the board or” any stakeholder...	McMurphy
140 (Use of Tech & Info Systems)	Amend Paragraph 2 to read: “The district maintains infrastructure and an Internet connection to support learning, communication, educational and administrative functions of staff, trustees and students within and outside the district.”	McMurphy
153 (Dist of Info Through Schools)	Retain this as a Policy in order to clarify the Board’s view about access to students by commercial enterprises and advertisers.	McMurphy
155 (Event Protocol)	Events, how to ensure access for all	Holman
157 (Flag Protocol)	Pride Week - Flag raised	Holman
158 (Corporate Identity)	Does this AP mean that the “face”, the identity of our school district, is exclusively the responsibility of staff with no role for the Board? If not, then is there a cross reference somewhere to the Board’s role in approving?	McMurphy
166 (Pandemic Response)	add that the Superintendent will inform the Board as soon as practicable what the crisis response is...	Stelck
201 (Basic Inst Program)	Paragraph 2, second sentence: Who is “They”?	McMurphy
212 (French) moved to Policy 24 in BPH)	Why is it called EARLY French immersion?	McMurphy

212 (French) 220 (Prg of Choice) 221 (Special Acad) 303 (Int'l)	Moved to BPH 24, 25, 26 & 27	Stelck
219 (BAAs)	Linking Board Approved Courses to Strategic Plan	Holman
230 (Online Learning)	2 pages of policy statement and guiding principles has been subsumed completely into AP 230. Keep the policy part of this specialty program in policy as part of the Board's statutory requirement to evaluate educational programs, similar to French language programs, specialty programs and programs of choice, and the international program;	Stelck
260 (Field Trips)	Cross reference to AP 562 Field Trip/Extracurricular Travel?	Silzer
352 (Police Contact w/students)	Community Policing engagement in schools	Holman
406 (Staff, Wellness...)	Provide an annual report to Board via HR Committee	Holman
432 (Prof Grwth & Eval of P/VP)	Linking Administrator evaluations to Strategic Plan	Holman
520 (Fundraising in Schools)	Monetary Limits?	Holman
555 (Installation of Playground Equipment)	I question the delegation of authority to the Director of Facilities for final approval. Procedurally, his role may be key, but the way I read this, there is no reference to the over-arching authority of the Superintendent or Secretary Treasurer to have the final say. Does the current government policy/program to pay for new playgrounds affect this AP in any way?	Silzer

Saanich School District No. 63 - Disposition of Current Bylaws, Policies, and Administrative Procedures

June 2020

CURRENT BYLAWS, POLICIES, ADMINISTRATIVE PROCEDURES		NEW BOARD POLICY	NEW ADMIN PROCEDURE
TITLE			
Policies			
POLICY SECTION 1000 - GOVERNANCE AND COMMUNICATION			
Subsection – Fundamental Principles			
Policy 1000	Procedural Bylaw (May/18) Policy	BP 4, 5, 7, 9, 14	AP 514
Policy 1010	Educational Philosophy	BP 1	
Policy 1020	General Powers and Duties of the Board and Individual Trustees	BP 2, 3, 13	
Policy 1030	Framework for Policy Development and Implementation (Mar/10) (Nov/07)	BP 6	
Policy 1040	Public Involvement in Decision Making (Sept/14)	BP 17	
Policy 1050	Election Protocol	BP 12	
Subsection - Parents and Appeals			
Policy 1100	Parent Involvement (Feb/09)	BP 15	
Policy 1110	Parent/Student Appeals Bylaw (May/08) Policy	BP 16	
Policy 1120	School Planning Councils (Feb/13)		Delete
Subsection - Distribution of Information			
Policy 1210	Collection, Retention and Security of Student Records under Freedom of Information & Protection of Privacy Act (Nov/15)		AP 320
Policy 1220	Parental Access to Student Records and Student Information (Nov/15)		AP 320 App
Policy 1230	Distribution of Information through Schools (Feb/07)		AP 153
Subsection - Miscellaneous			
Policy 1300	BCSTA Membership (Nov/08)	BP 8	
Policy 1310	Delegation of Principal Authority (Oct/01)		AP 407
Policy 1320	District Grade Organization (May/07)		AP 200
Policy 1330	School and District Planning for Student Achievement (Feb/13)		AP 102
Policy 1340	Freedom of Information (May/07)		AP 180
Policy 1350	Human Rights and Discrimination (Jan/17)		AP 171/403
Policy 1360	Complaints regarding Personnel, Programs or Procedures (May/08)		AP 152
Policy 1370	Environmental Learning and Sustainability (Apr/11)	BP 20	AP 546
Policy 1380	Research in Schools and by the School District (Jan/17)		AP 290/290AP
Policy 1390	Employment Equity and Diversity in the Workplace (Apr/18)		AP 400

POLICY SECTION 2000 - FINANCE AND FACILITIES			
Subsection - Budget and Allocation			
Policy 2010	Multi-Year Funding (Apr/07)		AP 500
Policy 2020	Equitable Distribution of Resources to Schools (May/07)		AP 501
Policy 2030	Financial Support of Middle and Secondary School Groups representing the District at Provincial or National Level Competitions (Jun/01)	DELETE	
Policy 2040	Accounting Policy – Non-Public Funds (Apr/07)		AP 511
Policy 2050	Accumulated Operating Surplus Contingency Reserve (Jan/18)	BP 19	
Subsection - Indemnity and Expenses			
Policy 2100	Trustee Indemnity (May/18)	BP 11	
Policy 2110	Travel Expenses for Trustees and Personnel (Feb/16)	BP 9	AP 513
Subsection - Fund Raising Partnerships			
Policy 2210	External Funding through Donations or Partnerships (Nov/13)		AP 525
Policy 2220	Fund Raising in Schools (Mar/10)		AP 520
Subsection - Student Fees			
Policy 2300	School Fees (Jun/08)		AP 505
Subsection - Facilities			
Policy 2400	Community Use of Schools (Oct/2014)		AP 550
Policy 2410	Alcoholic Beverages and Illegal Drugs (Apr/07)		AP 163
Policy 2420	Site and Facility Capital Planning (Feb/2013)		AP 540
Policy 2430	Installation of Playground Equipment (Apr/07)		AP 555
Policy 2440	Naming of School Facilities (Oct/06)		AP 541
Policy 2450	Site Development (May/98)		AP 540 AP 540 App
Policy 2460	Use of Video Surveillance on SD 63 Property (Apr/07)		AP 181
Policy 2470	School Closures (Feb/06)	BP 23	
Policy 2480	Disposal of School Board Land or Improvements (Jan/11)	BP 22	AP 519
Policy 2490	Flags – Canada and British Columbia (May/15)		AP 157
Subsection - Miscellaneous			
Policy 2500	Purchasing (Oct/18)		AP 515 AP 516 AP 517
Policy 2510	Conflict of Interest (Oct/18)		AP 404

POLICY 3000 - EDUCATIONAL PROGRAMS AND SERVICES		
Subsection - Programs		
Policy 3000	Special Education (Apr/10)	AP 213
Policy 3010	French Language Programs (May/2010)	BP 24 BP 24 App
Policy 3020	Library Policy (Jan/04)	AP 250
Policy 3030	School Counsellors (May/13)	AP 240
Policy 3040	Field Trips (June/14)	AP 260
Policy 3050	Physical Education Adaptation/Modification (Jan/16)	AP 218
Policy 3060	Programs of Choice and Speciality Academies (Nov/08)	BP 25 BP 26
Policy 3070	Saanich International Student Program (June/12)	BP 27
Policy 3080	Distance Learning (Sept/14)	AP 230
Subsection - Instructional Materials and Resources		
Policy 3100	Selection of Learning Resources (Sept/07)	AP 251
Policy 3110	Board/Authority Authorized Courses (May/04)	AP 219
Policy 3120	Challenge of Learning Resources (Feb/07)	AP 252
Policy 3130	Use of Technology and Information Systems (Jan/16)	AP 140
Subsection - Assessment and Reporting		
Policy 3200	Assessment/Evaluation and Reporting (May/97)	AP 360
Policy 3210	Earning Credits through Challenge, Equivalency, External Credentials and Post-Secondary Credits (May/08)	AP 365 AP 366
Subsection - Transportation		
Policy 3300	School Bus Transportation (Aug/16)	BP 21
Policy 3310	Use of Commercial Buses (May/07)	AP 563
Policy 3320	Leasing or Renting Vans/School Buses for Transporting Students (Sept/08)	AP 562
POLICY 4000 - STUDENTS		
Subsection - Attendance		
Policy 4000	Student Enrolment and Choice (Jan/12)	AP 305
Policy 4020	Residency Entitlement to a Tuition Free Public Education Program (Nov/12)	AP 300
Existing	Provision of Menstrual Products to Students	AP 313

Subsection - Discipline/Suspension		
Policy 4100	School Codes of Conduct and Supporting Responsible Student Behavior (Jan/17)	AP 350
Policy 4110	Student Discipline on School Buses (May/07)	AP 351
Policy 4120	Possession or Use of Alcohol/Non-Medical Drugs (Mar/17)	AP 356
Policy 4130	Formal Student Suspensions (Jan/14)	AP 355
Policy 4140	Guidelines for Police Contact with Students at School (Jun/04)	AP 352

POLICY SECTION 5000 – STAFF			
Subsection – Appointments			
Policy 5000	Employment of Non-Teaching Staff (Sept/04)		AP 440
Policy 5010	Assignment and Selection of Principals (Feb/16)	BP 18	
Policy 5020	Assignment and Selection of Vice-Principals (Feb/16)	BP 18	
Policy 5040	Selection and Appointment of Senior Executive (Mar/05)	BP 18	
Policy 5050	Selection and Appointment of Departmental Managers (Apr/16)	BP 18	
Subsection – Evaluation of Staff			
Policy 5110	Written Reports on Teachers (Jan/17)		AP 422
Policy 5120	Evaluation of Principals and Vice Principals (Mar/14)		AP 432
Subsection – Leaves			
Policy 5200	School Board Employees Seeking Public Election Who Are Not Covered By Collective Agreements (Jun/07)		AP 411
Policy 5220	Teacher Leaves of Absence requiring Board Approval (Nov/04)		AP 424
Policy 5230	Teacher Leave of Absence to Attend University Summer School (Jun/07)		AP 425
Policy 5240	Attendance at Court for Employees Not Covered by a Collective Agreement (Jun/07)	DELETE	
Policy 5250	Leaves of Absence for Exempt Employees (Nov/15)		Delete
Policy 5260	Maternity Leave for Employees Not Covered by a Collective Agreement (Jul/90)		Delete
Policy 5270	Excluded Staff Time Reporting (Feb/2013)		AP 419
Policy 5280	Expense Reimbursement and Request for Cheques (Feb/2013)		AP 513
Subsection – Volunteers			
Policy 5300	Volunteer Coaches in Interschool Athletics (Jun/07)		AP 491
Subsection – Retirement			
Policy 5400	Normal Retirement Age for School District Employees (Jun/08)		Removed due to Employment Standards Act
Policy 5410	Recognition of Long Service at Time of Retirement (Jun/07)		AP 415
Subsection – Miscellaneous			
Policy 5500	Teacher Exchange (May/08)		Under Review
Policy 5510	School Bus Drivers – Medical Certificates (Jun/07)		Collective Agreement Issue
Policy 5520	Complaints Related to a Member of the Management Team (Jan/06)		AP 451
Policy 5530	Harassment (Apr/15)		AP 403
Policy 5540	Criminal Record Reviews (May 2018)		AP 400 app

POLICY SECTION 6000 – HEALTH AND SAFETY		
Subsection – Students		
Policy 6000	Child Abuse Prevention (Mar/10)	AP 325
Policy 6020	School Bus Accident Procedures (Sept/07)	AP 568
Policy 6030	Administering Medication to Students (Jun/04)	AP 316
Policy 6040	Anaphylaxis in Schools (Nov/08)	AP 317
		AP 317 App A/B
Policy 6050	Safe, Caring and Orderly Schools (Oct/16)	AP 173
Subsection – Staff and Students		
Policy 6105	Physical Restraint & Seclusion of Students (Jan/16)	AP 354
Policy 6100	Critical Incident Response (Oct/13)	AP 165 App A
Policy 6110	Prevention of Violence, Intimidation and Harassment (Apr/15)	AP 171
Policy 6120	Weapons (Apr/09)	AP 357
Policy 6130	Occupational Health and Safety (Mar/08)	AP 160
Policy 6131	Management of Blood-borne Diseases (Sept/04)	AP 161
Policy 6132	Standard Precautions (Sept/04)	AP 161 App
Policy 6140	Earthquakes (Jan/14)	AP 165 App D
Policy 6150	Sexual Orientation & Gender Identity (June/12)	AP 176
Policy 6160	Internet Safety and & Digital Citizenship (June/12)	AP 140
Policy 6170	Maintenance of Order Under Section 177 of the School Act (Nov/16)	AP 156 App
Policy 6180	Staff Health, Wellness and Attendance (Nov/16)	AP 406
Subsection – Public Health		
Policy 6200	Smoking (Mar/17)	AP 162

New Board Policies

Policy	Title
2 App B	Board Self Evaluation Process
3 App 10	Services, Material and Equipment provided to Trustees Delegation of Authority
13 App	Trustee Code of Conduct Sanctions

New Administrative Procedures

AP 100	Five Year Strategic Plan
AP 101	Annual Reports
AP 110	Parents' Advisory Councils
AP 120	Policy and Procedures Dissemination
AP 121	Development and Review of Administrative Procedures
AP 131	Variation of School Day
AP 132	Suspension of Classes because of Weather or Other Causes
AP 151	Media Relations
AP 154	Political Electioneering
AP 155	Event Protocol
AP 158	Corporate Identity
AP 162 App	Cultural Ceremonies
AP 165	Emergency Preparedness
AP 165 App B	Fire Drills
AP 165 App C	Bomb Threats
AP 165 App E	Violent Threat Risk Assessment
AP 166	Pandemic Response
AP 172	
AP 185	Records Management
AP 185 App	Schedule of Retention Periods
AP 190	Use of Copyrighted Materials
AP 190 App	Fair Dealing Guidelines
AP 200	Organization for Instruction
AP 201	Basic Instructional Program
AP 211	English Language Learner Program
AP 216	Career Preparation Programs
AP 313	Provision of Menstrual Products to Students (from a previous AP)
AP 395	Office of the Ombudsperson Referral
AP 403	Responding to Allegations of Intimidation and Harassment
AP 506	Financial Hardship
AP 510	Financial Accountability and Audits
AP 516	Purchasing Cards
AP 517	Honorariums
AP 531	Student Accident Insurance
AP 540 App B	Enrollment Projections
AP 546	Environmental Learning and Sustainability