

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE  
**Report to Board Meeting of October 23, 2024**

Committee Members:	Trustee VanWell, Chair Trustee Elder Trustee McMurphy
Staff Support:	Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer
Partner Representatives:	Kristen Sinats, STA Candace Whitney, CUPE Suzanne Chisholm, SAA Monique Hiltz, COPACS
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee Hickman & Trustee Vandall

**Committee Meeting**

Tuesday, October 15, 2024

**A. PRESENTATIONS AND QUESTIONS**

No Items.

**B. ITEMS DISCUSSED**

1. Review of Board Policies

**Motion:**

The Committee recommends and I, Trustee VanWell move,

1. That the Superintendent be directed to begin a process of bringing 1-2 policies every month to the Policy Development Committee meeting for its consideration and discussion.

**C. ITEMS FOR RECOMMENDATION**

No Items.

**D. ITEMS FOR INFORMATION**

1. Review of Board Motions

**E. FUTURE AGENDA ITEMS**

No Items.

# BRIEFING NOTE

**To:** Policy Committee

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

**Subject:** Review of Board Policies

**Date:** October 8, 2024

## Background

*Policy 6 – Policy Making and Review* provides guidance to the Board regarding the regular evaluation of its policies. Specifically, *Policy 6.4 – Evaluation* reads:

*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.*

As this Board’s term expires in October 2026, a process needs to commence for the Board to consider policies which have not yet been reviewed in the Board’s current four-year mandate.

## Policies Reviewed This Term

**Table 1: Policies Reviewed This Term** provides you with a listing of all Board policies and includes:

- Policies that have come before the Board during the current term (Nov 2022 – present);
- A summary of any actions arising from these discussions;
- Policies created or reviewed during the previous term of the Board (Oct 2018 – Sept 2022).

Policy	Board Review (2022-Present)	Discussion / Action	Previous Board (2018-2022)
1 – Foundational Statements			New Policy approved Jun/19
2 – Role of the Board App A – Annual Work Plan  App B – Advocacy for Public Education	Sept 2023 & 2024	Amendments – housekeeping  New Appendix	
3 – Role of the Trustee	Jan 2024	Amendments to #16 – financial support for various associations (VISTA, BCSTA, BCPSEA)	New Policy approved Jun/19

<b>Policy</b>	<b>Board Review (2022-Present)</b>	<b>Discussion / Action</b>	<b>Previous Board (2018-2022)</b>
4 – Role of the Board Chair			New Policy approved Jun/19
5 – Role of the Vice-Chair			New Policy approved Jun/19
6 – Policy Making & Review	Mar 2023	6.4 – Evaluation of Policies	New Policy approved Oct/19
7 – Board Committees			New Policy approved Jun/19
8 – Board Representatives			New Policy approved Jun/19
9 – Board Operations	Nov 2023  Nov 2024	Amendments to Trustee Attendance at Bd Mtgs  Amendments to #7 – Delegations to Board	
10 – Delegation of Authority			New Policy approved Nov/20
11 – Indemnification			New Policy approved Nov/20
12 – Trustee Elections App A – Elections Bylaw			New Policy Sept/19
13 – Trustee Code of Conduct App – Code of Conduct Sanctions			New Policy approved Jun/19
14 – Role of the Superintendent			Reviewed May 2019
15 – Parent/Guardian Involvement			New Policy approved Jan/20
16 – Appeals Bylaw	Feb 2024	Policy re-write	
17 – Public Consultation			New Policy approved Jan/20
18 – Recruitment & Selection of Personnel App A – Criteria for Principals App B – Criteria for Vice-Principals			New Policy approved Oct/19
19 – Accumulated Operating Surplus			New Policy approved Nov/20
20 – Environmental Sustainability			Approved Jan/20

<b>Policy</b>	<b>Board Review (2022-Present)</b>	<b>Discussion / Action</b>	<b>Previous Board (2018-2022)</b>
21 – Student Transportation	Feb 2024	Policy re-write	
22 – Disposal of Land & Improvements			New Policy approved Jan/20
23 – School Closures			New Policy approved Oct/19
24 – Programs of Choice			New Policy approved Apr/21
25 – International Student Program			New Policy approved May/21
26 – Online Learning			New Policy approved Sep/21
27 – Sexual Orientation, Gender Identity			New Policy approved Dec/21
28 – Core French	Jan 2024	Future Amendments	
29 – Diversity & Inclusion	Dec 2022	New Policy	

**Staff Recommendation**

That the Committee direct the Superintendent to begin a process of bringing 1-2 policies every month to the Policy Development Committee meeting for its consideration and discussion.

Respectfully submitted,



Dave Eberwein  
Superintendent of Schools

DE/klg

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To: Policy Committee

Prepared By: Jason Reid, Secretary Treasurer

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Subject: Review of Board Motions

Date: October 9, 2024

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### Purpose

The purpose of this briefing note is to report the results of the annual review of Board minutes to identify any motions which having continuing force.

### Background

As reflected in the following Board Policy, decisions (motions) made during the year with continuing effect should be reflected in policy:

- [Policy 2 \(Role of the Board\)](#) includes that the Board shall “Ensure Board decisions which are intended to have continuing effect are integrated into existing or new policy statements” (paragraph 5.5)
- [Policy 7 \(Board Committees\)](#) includes within the powers and duties of the Policy Development Committee “Review Board minutes at least annually to identify any motions which have continuing force for possible inclusion in existing policies or which would require additional policy development.” (paragraph 3.2.3)

This annual review of minutes is included in the Board Annual Work plan in September, but as it was omitted from the September Policy Committee Agenda it is being completed in October.

### Review of Minutes

I reviewed all Board minutes from September 2023 to June 2024 (see attachment), and there were no motions identified with continuing effect (excluding those to adopt policy).

Respectfully submitted,



Jason Reid  
Secretary Treasurer

JR/klg

Attachment: List of Board Minutes Reviewed

## Attachment: Board Minutes Reviewed for Motions with Continuing Effect

<b>Date</b>	<b>Meeting</b>	<b>Motions with Continuing Effect?</b>
Sept 7, 2023	Special In-Camera Meeting	No
Sept 20, 2023	Regular Meeting	No
Sept 20, 2023	In-Camera Meeting	No
Oct 25, 2023	Regular Meeting	No
Oct 25, 2023	In-Camera Meeting	No
Nov 6, 2023	AGM	No
Nov 27, 2023	Special In-Camera Meeting	No
Nov 29, 2023	Regular Meeting	No
Nov 29, 2023	In-Camera Meeting	No
Dec 6, 2023	Special In-Camera Meeting	No
Jan 17, 2024	Regular Meeting	No
Jan 17, 2024	In-Camera Meeting	No
Jan 30, 2024	Special In-Camera Meeting	No
Feb 14, 2024	Regular Meeting	No
Feb 14, 2024	In-Camera Meeting	No
Mar 13, 2024	Regular Meeting	No
Mar 13, 2024	In-Camera Meeting	No
Apr 24, 2024	Regular Meeting	No
Apr 24, 2024	In-Camera Meeting	No
May 8, 2024	Special Budget Meeting	No
May 15, 2024	Regular Meeting	No
May 15, 2024	In-Camera Meeting	No
May 23, 2024	Special In-Camera Meeting	No
June 11, 2024	Special In-Camera Meeting	No
Jun 19, 2024	Regular Meeting	No
Jun 19, 2024	In-Camera Meeting	No