

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE

Report to Board Meeting of February 12, 2025

Committee Members:	Trustee VanWell, Chair Trustee Elder Trustee McMurphy - regrets
Staff Support:	Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer
Partner Representatives:	Don Peterson, STA Candace Whitney, CUPE Suzanne Chisholm, SAA COPACS - regrets
Other Attendees:	Chair Dunford, Vice Chair Silzer, Trustee Hickman, Trustee Vandall & Carly Hunter

Committee Meeting

Tuesday, February 4, 2025

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

Policy 7 (Board Committees)

C. ITEMS FOR RECOMMENDATION

1. Policy 28 (Languages)

Notice of Motion:

I, Trustee VanWell provide notice at the April 23, 2025 public meeting of the Board of Education, I will move the following motion:

That revisions to Policy 28 (Languages) be approved.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

Policy 9 – Mar 2025
Policy 16 – Apr 2025
Policies 2, 3, 4, 5 – May 2025
Policies 1, 6, 8 – June 2025
Policies 10, 14 – Sept 2025
Policies 11, 12, 13 – Oct 2025
Policies 15, 17 – Nov 2025
Policies 20, 21 – Jan 2026
Policies 22, 23 – Feb 2026
Policies 24, 25, 26 – Mar 2026
Policies 18 – Apr 2026
Policies 19 – May 2026
Policies 27, 29 – June 2026

POLICY 7 - BOARD COMMITTEES

As much as possible, the Board's business of governance will be conducted by the full Board of Education. 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 shall create standing committees, ad hoc committees and advisory committees as necessary 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 and members of any standing, ad hoc 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 they are 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, generally in-camera, personnel matters.

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 to include, but not limited to:

~~1.5.0~~

~~1.5.1 Labour Relations~~

~~1.5.1.1 Contract Negotiations~~

~~1.5.1.2 Labour Management issues~~

~~1.5.1.3 Grievances and Arbitrations~~

~~1.5.2 Employee Issues~~

~~1.5.2.1 Recruitment and Retention~~

~~1.5.2.2 Discipline matters~~

~~1.5.3 BCPSEA~~

~~1.5.3.1 Board Liaison direction~~

~~1.5.3.2 Provincial contract negotiations~~

~~1.5.3.3 Other Provincial matters~~

~~Staff recruiting and Selection~~

~~1.2. Personnel—leaves, appointments, grievancees~~

~~1.3. Negotiations~~

~~1.4. Provincial Liaison~~

~~1.5. Contract Issues~~

~~1.6. Labour Management Committee~~

~~1.7. STA/CUPE Committee~~

2 Finance, Facilities, & Technology

2.1 Purpose

2.1.1 To review matters regarding finance, physical facilities, technology, busing, transportation systems, and safety, and make recommendations 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 their 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.

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 to include, but not limited to:

2.5.1 Finance

2.5.1.1 Financial matters

2.5.1.2 Risk Management

2.5.1.3 Budget Planning / Internal Controls

2.5.1.4 Audit Committee

2.5.2 Facilities

2.5.2.1 Capital Planning

2.5.2.2 Long Range Facilities Planning

2.5.2.3 Facility Operations and Maintenance

2.5.2.4 Building Accessibility

2.5.2.5 Transportation

2.5.2.6 Community Use

2.5.2.7 Occupational Health and Safety

2.5.3 Technology

2.5.3.1 Technology Plan

2.5.3.2 Privacy and Data Security

- ~~Financial matters~~
- ~~Risk Management~~
- ~~Budget Planning/Internal Controls~~
- ~~Audit Committee~~
- ~~Capital Planning~~
- ~~Long Range Facilities Planning~~
- ~~Facility Operations and Maintenance~~
- ~~Technology~~
- ~~Transportation~~
- ~~Student Safety~~
- ~~Community Use~~
- ~~Occupational Health and Safety~~

~~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.~~

3 Policy Development Committee

3.1 Purpose

3.1.1 To assist the Board in keeping the 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 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.
- 3.2.4 Review changes, deletions or additions to Administrative Procedures if referred by the Board for advice.

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 to include, but not limited to:

- 3.5.1 Review existing policies
- 3.5.2 Initiate the development of new policies
- 3.5.3 Initiate policy changes and processes
- 3.5.4 Review new or revised policies and make recommendations to 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 make recommendations to the Board as appropriate.
- 4.2.2 Review educational issues referred to the committee by the Board.
- 4.2.3 Consider proposals for future educational programs.

4.3 Membership

- 4.3.1 Three trustees shall constitute the committee,
Note: Representatives of COPACS, SAA, STA, and CUPE are invited to send non-voting representatives 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 to include, but not limited to:

- Monitoring of Strategic Plan progress
- Curriculum, Instruction, Assessment and Evidence-based Learning

- Inclusive Education
- Instructional materials
- BAA Courses
- School Year Calendar
- School Fees
- Field Trips
- Research
- Scholarships
- Assessment
- Learning Services
- Instructional materials

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

BOARD POLICY 28 – LANGUAGES

The Board of Education believes that learning languages enriches students' lives, enhances their understanding of other cultures, and celebrates diversity. The Board also recognizes the cognitive, social and career benefits of learning languages.

The Board commits to offering a K-8 Languages program, which will be primarily Core French and may include SENĆOŦEN where available. This is above and beyond the provincial requirement which mandates additional language instruction from grades 5-8.

Guiding Principles

1. All students, except those who are in the French Immersion Program, will be enrolled in the K-8 Languages program. The Languages program will be offered to:
 - 1.1. All Kindergarten to Grade 5 students at all district neighbourhood elementary schools, with the main objective of developing basic verbal fluency;
 - 1.2. All Grade 6-8 students at all district neighbourhood middle schools, to further develop verbal fluency and introduce written language.
2. The Board believes that students who pursue a language as an elective beyond Grade 8 will have an opportunity to achieve a high standard of language development and advance their skills in the areas of listening, speaking, reading and writing.
3. The Board supports the inclusion of all students in language programs and expects that students with unique learning needs, including students with Ministry designations, will be supported appropriately. Students identified with language-based needs in their Individual Education Plans and/or by the school based team will participate in alternative learning activities designed to support their individualized specific long range goals.

Policies Revised During Board Term

Motion: That during the last two years of the term, the Board conduct a review of policies not previously reviewed by this Board, pursuant to Policy 6 – Policy Making & Review

Policy	Board Review - 2022-Present	Action/Discussion	Previous Board 2018-2022	Recommendation
1 – Foundational Statements			New Policy approved Jun/19	
Recommendation <ul style="list-style-type: none"> ▪ Defer review to coincide with development of next Strategic Plan 				
2 – Role of the Board App A – Annual Work Plan App B – Advocacy Public Education	Sept 2023 / 2024	Spring/21 changes were made to align with legislative changes / ministerial order for childcare (3.9)		No changes recommended
3 – Role of the Trustee	Jan 2024	Reviewed Jan/24 – changes made to para16 to support for ProD	New Policy approved Jun/19	No changes recommended
4 – Role of the Board C			New Policy approved Jun/19	No changes recommended
5 – Role of the Vice-Chair			New Policy approved Jun/19	No changes recommended
6 – Policy Making & Review	Mar 2023	6.4 – Evaluation of Policies	New Policy approved Oct/19	No changes recommended
7 – Board Committees			New Policy approved Jun/19	
Recommendation <ul style="list-style-type: none"> ▪ HR 1.5 – What is STA/CUPE Committee? ▪ FFT 2.5 – Student Safety? ▪ Ed Dir 4.5 Should early learning & childcare programs be included in the scope of the Ed Directions Committee? ▪ FFT 2.2.2 May want to review Audit Committee Responsibilities as there is a Future Agenda Item to review audit committee guidance 				
8 – Board Representatives			New Policy approved Jun/19	No changes recommended
9 – Board Operations	Nov 2023 Nov 2024	Nov/23 – revisions relating to Trustee Attendance at Bd Mtgs Nov/24 – revisions section 7 (public participation) and 'clean up' amendments		No changes recommended
10 – Delegation of Authority			New Policy approved Nov/20	No changes recommended
11 – Indemnification			New Policy approved Nov/20	Legal Review
12 – Trustee Elections App A – Elections			New Policy Sept/19	No changes recommended

13 – Trustee Code of Conduct App – Code of Conduct Sanctions			New Policy approved Jun/19	No changes recommended
14 – Role of the Superintendent			Reviewed May 2019	No changes recommended
15 – Parent/Guardian Involvement			New Policy approved Jan/20	No changes recommended
16 – Appeals Bylaw	Feb 2024	Policy re-write		No changes recommended
17 – Public Consult.			New Policy approved Jan/20	No changes recommended
18 – Recruitment of Personnel App A App B			New Policy approved Oct/19	No changes recommended
19 – Accumulated Operating Surplus		Revisions made in 2021/22 response to Ministry direction re approval of internal restrictions and fund transfers	New Policy approved Nov/20	No changes recommended
20 – Environmental Sustainability			Approved Jan/20	No changes recommended
21 – Student Transp.	Feb 2024	Revision following extensive community consultation		No changes recommended
22 – Disposal of Land & Improvements			New Policy approved Jan/20	No changes recommended
23 – School Closures			New Policy approved Oct/19	No changes recommended
24 – Programs of Choice			New Policy approved Apr/21	No changes recommended
25 – Int'l Student Program			New Policy approved May/21	No changes recommended
26 – Online Learning			New Policy approved Sep/21	No changes recommended
27 – Sexual Orient. Gender Identity			New Policy approved Dec/21	No changes recommended
28 – Core French	Jan 2024	Committee provided direction for future policy revisions		To be reviewed
29 – Diversity & Incl.	Dec 2022	New Policy		No changes recommended