

SCHOOL DISTRICT NO. 63 (SAANICH)

POLICY DEVELOPMENT COMMITTEE
Report to Board Meeting of May 14, 2025

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| Committee Members: | Trustee VanWell, Chair Trustee Elder – regrets Trustee McMurphy – regrets |
| Staff Support: | Dave Eberwein, Superintendent of Schools Jason Reid, Secretary Treasurer |
| Partner Representatives: | Shannon Toronitz, STA CUPE - regrets Suzanne Chisholm, SAA COPACS – regrets |
| Other Attendees: | Chair Dunford, Vice Chair Silzer, Trustee Hickman, Trustee Vandall & Mel Paas – Assistant Superintendent |

Committee Meeting
Tuesday, May 6, 2025

A. PRESENTATIONS AND QUESTIONS

No Items.

B. ITEMS DISCUSSED

Policy 2 (Role of the Board)

- Appendix A – Board Annual Work Plan
- Appendix B – Advocacy for Public Education

Policy 3 (Role of the Trustee)

Policy 4 (Role of the Board Chair)

Policy 5 (Role of the Vice-Chair)

C. ITEMS FOR RECOMMENDATION

1. Policy 7 (Board Committees)

Motion:

As the required Notice of Motion has been provided on March 4, 2025, I, Trustee VanWell move that revisions to Policy 7 (Board Committees) be approved.

D. ITEMS FOR INFORMATION

No Items.

E. FUTURE AGENDA ITEMS

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 2 - ROLE OF THE BOARD

The Board is charged with the responsibility of providing a public education system that is organized and operated in the best interests of the students and community it serves for the purpose of preparing citizens for participation in a democratic society. It exercises this responsibility through setting and assessing clear strategic directions and the allocation of resources in alignment with the strategic plan and district goals.

Specific Areas of Responsibility

1. Accountability to the provincial government

The Board shall:

1. Act in accordance with all statutory requirements of provincial legislation to implement educational standards and policies.
2. Perform Board functions required by governing legislation and existing Board policy.
3. Provide advice to the Ministry of Education and Childcare.

2. Improvement of student achievement and individual success

The Board shall:

1. Ensure Board agendas reflect the Board's commitment to improving student achievement and individual success.
2. Ensure the Saanich Strategic Plan references student learning key results and strategies for assessment.
3. Ensure resources for approved initiatives to improve student outcomes are included in the annual operating budget.
4. Ensure the effectiveness of the Superintendent's leadership in improving student outcomes is assessed annually.
5. Support measures that promote student well-being.

3. Accountability to and engagement of community

The Board shall:

1. Make decisions that address the needs of the student population in the district.
2. Establish transparent processes and provide easily accessible opportunities for community and partner group engagement.
3. Report District outcomes including student outcomes to the community at least once annually.
4. Develop procedures for and hear appeals as required by statute and/or Board policy.
5. Model a culture of respect, integrity and inclusion.
6. Engage and consult with the WSÁNEĆ First Nation.
7. Whenever possible, beyond the provision of mandatory education for students, make school district facilities available to the community.

8. Promote the use of Board property for the purpose of providing childcare programs between the hours of 7am and 6pm on business days.
 9. Engage the community, on an ongoing basis, in an assessment of the need for childcare programs on Board property, and of how the Board will support the principles of Indigenous reconciliation in childcare, and inclusive childcare.
4. Strategic planning and reporting
The Board shall:
 1. Provide overall direction for the District by establishing foundational statements.
 2. Set District priorities and key results to be included in the District's Strategic Plan.
 3. Evaluate annually the effectiveness of the District in achieving established priorities and key results.
 4. Approve the District's Strategic Plan and any adjustments.
5. Policy development, implementation and evaluation
The Board shall:
 1. Identify how the Board is to function.
 2. Delegate authority to the Superintendent and define commensurate accountabilities.
 3. Make the final decision as to the approval of all policies.
 4. Develop, assess, review and revise policies as required to ensure intended results are being achieved and that policies are consistent with legislation.
 5. Ensure Board decisions which are intended to have continuing effect are integrated into existing or new policy statements.
 6. Review all policies at least once in a term of office.
 7. Review Administrative Procedures which are developed, deleted or significantly amended to ensure they are in alignment with Board policy and advise accordingly.
6. Board/Superintendent relations
The Board shall:
 1. Select the Superintendent.
 2. Provide the Superintendent with clear Board direction.
 3. Delegate in writing administrative authority and identify responsibility subject to the provisions and restrictions in provincial legislation and regulations.
 4. Evaluate the Superintendent's performance.
 5. Set and review the Superintendent's compensation.
 6. Respect the authority of the Superintendent to implement Board decisions and legislated directions and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
 7. Ensure all Board members interact with the Superintendent in a respectful and professional manner.

7. Political Advocacy / Influence

The Board shall:

1. Make decisions regarding BCSTA and BCPSEA issues.
2. Advance District positions and priorities including through the BCSTA and VISTA, where applicable.
3. Act as an advocate for public education and the District.
4. Develop an annual plan for advocacy including focus, key messages, relationships and mechanisms.
5. Promote regular meetings and maintain timely, frank and constructive communication with provincially and locally elected officials and staff as appropriate.
6. Arrange meetings with elected provincial/federal government officials to communicate and garner support for priorities and directions.

8. Board development:

The Board shall:

1. Assess the Board's effectiveness and performance.
2. Develop a plan once a term with accountability measures aligned with District priorities and Board evaluation outcomes and use a Board planning day to review progress

9. Fiscal accountability

The Board shall:

1. Approve budget consultation plan including timelines at the outset of the budget process.
2. Approve the annual budget and allocation of resources in alignment with the Strategic Plan to achieve desired results.
3. Annually approve the District's updated five year Capital Plan.
4. Appoint or re-appoint the auditor and approve the terms of engagement.
5. Review annually the audit report and management letter and approve those recommendations to be implemented.
6. Make decisions regarding ratification of any memoranda of agreement in local bargaining
7. Approve the acquisition and disposition of District land and buildings.
8. Approve the annual spending plan for the Annual Facilities Grant.
9. Approve the amended annual budget.
10. Monitor the fiscal management of the district through receipt of monthly fiscal accountability reports (January through June).
11. Approve borrowing for capital expenditures within provincial restrictions.
12. Approve transfer of funds to/from restricted and non-restricted surplus funds.

Additional Responsibilities

The Board shall:

1. Approve annual district calendar in accordance with legislation and Collective Agreements.
2. Approve Board Authority Authorized Courses.
3. Annually set limits for International students.
4. Name or rename educational facilities and land.
5. Recognize students, staff and community members for significant accomplishments.
6. Approve contracts and agreements as required by legislation.
7. Approve changes to student fee schedule.
8. Hear unresolved student or staff complaints of discrimination or harassment that cannot be heard by the Superintendent.
9. Approve the implementation and cessation of district programs and approve any imposition of or changes in fees for programs that charge fees.
10. Approve parameters for negotiations after soliciting advice from the Superintendent and ratify Memoranda of Agreements with bargaining units.
11. Review and approve Board compensation and expense rates.
12. Approve catchment areas for schools and district programs.
13. Approve changes in grade configurations.
14. Approve the reopening of a closed school.
15. Dispose and acquire district property and buildings.
16. Annually review student enrolment and staffing report.
17. Approve changes to the Strategic Plan.
18. Annually review and approve the Annual Board Work Plan.
19. Approve Corporate Identity.
20. Determine the composition of and select the Executive Committee.

BOARD ANNUAL WORK PLAN

SEPTEMBER

Regular Board Meeting Agenda Items

- Review the audit report and management letter
- Approve the audited financial statements, fund transfers and appropriation of accumulated surplus
- Approve Framework for Enhanced Student Learning (FESL) Report
- Approve Annual Board Work Plan
- In an election year – approve orientation program for trustees following the Board elections
- Recognize Truth & Reconciliation Day
- Consider Policy implications of motions of previous year which have continuing force, if any

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Attend monthly COPACS meeting

OCTOBER

Regular Board Meeting Agenda Items

- Recognize World Teachers' Day
- Review report on District Enrolment and approve related budget amendments
- Assess the effectiveness of the Board's self-assessment plan utilized the past year and approve the Board self-assessment plan for the upcoming year
- Appoint or re-appoint the external auditor, if applicable
- Represent Board at BCSTA VISTA Branch Meeting
- Energy Plan Annual Presentation to Finance, Facilities & Technology

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Attend monthly COPACS meeting
- Annual Parent Involvement Meeting

NOVEMBER

- Annual General Meeting
- In an election year – commence orientation sessions
- Election of Chair/Vice-Chair
- Review Report on International Program Enrolment
- Attend Remembrance Day Ceremonies
- Attend BCSTA Trustee Academy
- Represent Board at BCPSEA Symposium

Committee & Events

- Attend monthly COPACS meeting

DECEMBER

- Regular Board Meeting and/or Annual Planning Day

Regular Board Meeting Agenda Items

- Approve budget development timelines, process and guiding principles
- Approve Statement of Financial Information (SOFI)
- Approve policy positions for submission to BCSTA Provincial Council Meeting

Committee & Events

- Attend monthly COPACS meeting

JANUARY

Regular Board Meeting Agenda Items

- Provide direction through our Board representative to BCPSEA Annual General Meeting regarding provincial policy matters
- Review Fiscal Accountability Report
- Review Executive Annual Growth Plans

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Budget Advisory Committee meeting
- Attend monthly COPACS meeting

FEBRUARY

Regular Board Meeting Agenda Items

- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Approve policy positions for submission to BCSTA Annual General Meeting
- Approve final Amended Budget for current fiscal year
- Approve draft Budget Development process and circulate to stakeholders
- Approve Board budget priorities
- Review Fiscal Accountability Report
- Risk Management Accountability Report

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Budget Advisory Committee Meeting
- Attend monthly COPACS meeting

MARCH

Regular Board Meeting Agenda Items

- Approve District calendar
- Represent Board at BCSTA VISTA Branch Meeting
- Review Fiscal Accountability Report

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Attend monthly COPACS meeting

APRIL

Regular Board Meeting Agenda Items

- Attend BCSTA Trustee AGM
- Review Fiscal Accountability Report
- Approve Board Authority Authorized Courses
- Approve Capital Plan Bylaw (from Ministry Capital Plan Response letter)
- Approve spending plan for Annual Facilities Grant
- Review Report on International Program Enrolment

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Two Budget Advisory Committee Meetings
- School Communities and Public Budget meeting
- Attend monthly COPACS meeting

MAY

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report
- Approve proposed Trustee calendar for Board and Standing Committee meetings and related functions
- Approve budget for upcoming fiscal year

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee
- Special Public Budget Meeting of the Board
- Attend monthly COPACS meeting

JUNE

Regular Board Meeting Agenda Items

- Review Fiscal Accountability Report
- Approve Board Development Plan
- Approve Long Range Facilities Plan
- Approve Five Year Capital Plan submission
- Approve Advocacy Plan
- Approve School Plans
- Review Trustee remuneration

Committee & Events

- Attend Human Resources Committee, Finance, Facilities & Technology Committee, Policy Committee, Education Directions Committee

- Conduct annual facilitated Board self-evaluation
- Attend Graduation ceremonies
- Attend monthly COPACS meeting

ONGOING

- Attend trustee development/orientation sessions
- Attend school and district functions
- Review progress on the Strategic Planning results
- Approval of changes to specialty school fees
- Approval of changes to Community Use fees
- Approve changes to facility lease/license fees
- Hear appeals as required
- Ratify memoranda of agreement with bargaining units
- Make disbursements from Capital Reserve Fund
- Declare facilities surpluses to general school needs
- Approve disposition of real property (lands and buildings)
- Advance Board positions through BCPSEA
- Represent Board at BCSTA VISTA Branch Meeting
- Meetings with elected officials at other levels of government
- Board Planning Day
- Local Education Agreement
- Enhancement Agreement
- Review ongoing community childcare needs

Policy 2 – Appendix B: Advocacy for Public Education

The Board's advocacy for public education is based on respect for democratic processes and has the long-term goal of building support for Saanich schools, and a healthy public education system in general, specifically through the provision of adequate funding and strengthening equality and equity within the system.

Developing this support may occur through a variety of outreach avenues, such as lobbying the provincial government and local MLAs, building awareness and developing informed allies among local governments and community groups, and positioning the district as an engaged and cooperative community resource.

Internally, the Board's advocacy should be focussed on continuing to build respectful awareness and support and strong two-way communication links with district parent and employee groups, building relationships through a practice of continuous engagement.

Focus 2023-24

Objective:

To secure adequate provincial funding through a revised finance formula that meets actual costs, including inflationary increases, for 2023-24 and beyond.

Strategies:

1. Continue building awareness and informed relationships with internal and external groups and agencies.
2. Arrange meetings with the Minister of Education and Child Care, various Ministry officials, and local MLAs to demonstrate the need for a revised funding formula and increased levels of support.
3. Seek leadership and support from provincial bodies such as BC School Trustees' Association (BCSTA), BC School Superintendents' Association (BCSSA), BC Association of School Business Officials (BCASBO) and BC Confederation of Parent Advisory Councils (BCCPAC).
4. Demonstrate and share successes and challenges, and encourage internal allies to advocate for increased funding
5. Provide opportunities for meetings with local community governments and community agencies such as Beacon Community Services to exchange information and support common interests.

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 of Education as it carries out its legislated mandate. The oath of office taken by each trustee when they assume 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 Board.

The Board of Education 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. Board of Education 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 Board. A trustee's fiduciary duties are owed to the Board, not to themselves, their family or friends.

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 11](#) (Indemnification).

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 and operational matters to the Superintendent.
5. Upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, refer as appropriate the parent, staff member or community member back to the teacher, Principal, or District Office personnel and 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 their 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, 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.
15. Ensure continuity and facilitate a smooth transition from one Board to the next following an election, by being adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and approved plans in an orientation session(s).

The District will provide financial support for trustees to attend BC School Trustees' Association, Vancouver Island School Trustees' Association and BC Public School Employers' Association sponsored seminars, and one trustee selected professional development opportunity subject to budgetary limitations.

The Chair, Vice-Chair, Superintendent and Secretary Treasurer 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.

POLICY 4 – 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 to:

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. After consultation with all trustees will determine liaison assignments and assign trustee representatives to external agencies.
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 Secretary Treasurer and Superintendent 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:
 1. Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated.
 2. Ensure that all issues before the Board are well-stated and clearly expressed.
 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.
 4. Ensure that debate is relevant. The Chair, in keeping with their responsibility to ensure that debate must be relevant to the question, shall, when they are 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. 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.
 6. Submit motions or other proposals to the final decision of the meeting by a formal show of hands.
 7. Extend welcome to trustees, officials of the Board, the media and members of the public.
 - 8.
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 and Secretary Treasurer to maintain a working knowledge of current issues and events.
10. Convey directly to the Superintendent concerns raised 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 allegations of inappropriate trustee behaviour are addressed by the Chair or taken to the Board for resolution, in accordance with the Code of Conduct Policy.
17. Ensure the Board engages in regular assessments of its effectiveness as a Board.
18. Attend regularly scheduled meetings with the Vice-Chair, Superintendent and Secretary Treasurer.
19. Delegate responsibilities to Vice-Chair as necessary.

POLICY 5 – 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. In the absence of the Chair, act as signing officer for the District.
5. In the absence of the Chair confer with the Secretary Treasurer on the items to be included on the Board meeting agenda, the order of these items and become thoroughly familiar with them.
6. Attend regularly scheduled meetings with the Chair, Superintendent and Secretary Treasurer

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 Meetings.

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 includes, but not limited to:

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

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;

2.3 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 includes, 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
- 2.5.1.5 Budget Advisory 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

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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 includes, but not limited to:

- 3.5.1 Existing policies
- 3.5.2 New Policies
- 3.5.3 Policy Changes and Processes

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. 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.

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 includes, 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
- Research

5. Ad Hoc Committees or Advisory Committees

These Committees may be established to assist the Board for 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, the members and the Chair of the Committee.

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 |

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|--|----------|--|-------------------------------|------------------------|
| 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 |