



POLICY DEVELOPMENT COMMITTEE

January 14, 2025 @ 4:30 p.m.

Via Zoom Video Conference

AGENDA

- 1. Call to Order and Acknowledgement..... P. Desjardins
- 2. Approval of Agenda..... Page 1 P. Desjardins
- 3. Approval of Minutes – December 3, 2024..... Page 2 P. Desjardins
- 4. Drafts to be discussed by Anne at this meeting..... Page 1 (PDF) A. Cooper
 - 4.1 Policy 1.10 Vision and Mission Page 3
 - 4.2 Policy 1.20 Board Authority, Role & Responsibilities Page 6
 - 4.3 Policy 1.70 Trustee Remuneration..... Page 7
- 5. Discussion regarding Development and Communication of Administrative Procedures
 - 5.4 AP A.1 Development of Administrative Procedures..... Page 11
- 6. Current Bylaws recommended to be repealed, and documentation established as an Administrative Procedure
 - 6.1 AP Administration 2 District Education Office Hours..... Page 14
- 7. Questions/Comments

Next Meeting: February 4, 2025
4:30 – 6:00 pm
Via Zoom Video Conference

ADJOURNMENT

**BOARD OF EDUCATION
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING
December 3, 2024**

PRESENT:

Board Representatives:

Pattie Desjardins	Trustee	Chair
Wendy Colman-Lawley	Trustee	Committee Member
Wendy Clark	Trustee	Alternate Committee Member
Andrea Hensen	Trustee	Non-Voting Observer
Linda Kerr	Trustee	Non-Voting Observer

Special Guest:

Anne Cooper	Consultant
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Committee Representatives:

Greg Lawley	Principal	FCPVPA
Wade Peary	Principal	FCPVPA

District Staff:

Balan Moorthy	Superintendent
Gerry Slykhuis	Secretary Treasurer
Renge Bailie	Assistant Superintendent
Crystal Medlock	Executive Secretary
Deb McKinney	Executive Secretary

Regrets:

April Hendrickson	IEC	
Shannon Dobson	CMAW	
Lynne Marvell	Union President	FCTA
Megan Kempenaar	Teacher	FCTA

1. Call to Order and Acknowledgment

The meeting was called to order at 4:31 pm via Zoom conference call. Trustee Pattie Desjardins acknowledged that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Sq'ewqel, Shxw'owhámél, Seabird Island, Nlaka'pamux and Chawathil people.

2. Approval of Agenda – December 3, 2024

COLMAN-LAWLEY/DESJARDINS

THAT the agenda of the Policy Development Committee meeting held on December 3, 2024, be approved as presented.

Carried

3. Approval of Previous Minutes – November 5, 2024

COLMAN-LAWLEY/DESJARDINS

THAT the minutes of the Policy Development Committee meeting held on November 5, 2024, be approved as presented.

Carried

4. Drafts up for review:

5.1 Policy 2.20 Anti-Discrimination Policy

Based on feedback from the previous meeting, the proposed name for Policy 2.20 has been updated to *Commitment to Diversity, Equity and Inclusion*. Anne went over the policy with the committee, and some additions were made to include additional language around disabilities and anti-ableism. The committee has agreed that Policy 2.20 is ready to be sent to the Board of Education for circulation and feedback from our stakeholders.

COLMAN-LAWLEY/LAWLEY

THAT the Policy Advisory Committee recommends Policy 2.20 – Commitment to Diversity, Equity and Inclusion – be sent to the Board of Education for consideration for the policy to be circulated and receive feedback from our stakeholders.

Carried

5.2 Policy 1.21 Duties of the Board Chair and Vice-Chair

After Anne reviewed the policy and some minor edits were made, the committee felt that Policy 1.21 – Duties of the Board Chair and Vice-chair - was ready to be sent to the Board of Education for circulation and feedback from our stakeholders.

COLMAN-LAWLEY/DESJARDINS

THAT the Policy Advisory Committee recommends Policy 1.21 – Duties of the Board Chair and Vice-Chair – be sent to the Board of Education for consideration for the policy to be circulated and receive feedback from our stakeholders.

Carried

5.3 Policy 1.80 Trustee Professional Engagement & Learning

After some discussion, the BCSTA Academy was added to the list of events/Pro-D and the budget amounts were adjusted to reflect this change. After these changes, the committee felt the policy was ready to be sent to the Board of Education for circulation and feedback from our stakeholders.

COLMAN-LAWLEY/DESJARDINS

THAT the Policy Advisory Committee recommends Policy 1.80 – Trustee Professional Engagement & Learning – be sent to the Board of Education for consideration for the policy to be circulated and receive feedback from our stakeholders.

Carried

5.4 Policy 1.71 Reimbursement for Expenses

After review with Anne the committee wanted to recommend Policy 1.71 – Policy Reimbursement for Expenses be sent to the Board of Education for circulation and feedback from our stakeholders.

COLMAN-LAWLEY/DESJARDINS

THAT the Policy Advisory Committee recommends Policy 1.71 – Policy Reimbursement for Expenses – be sent to the Board of Education for consideration for the policy to be circulated and receive feedback from our stakeholders.

Carried

5.5 Policy 1.90 Board Performance Review

Discussion ensued and it was decided to include resources offered by BCSTA as part of the policy. After this change, the committee agreed that Policy 1.90 was ready to be sent to the Board of Education for circulation and feedback from our stakeholders.

COLMAN-LAWLEY/DESJARDINS

THAT the Policy Advisory Committee recommends Policy 1.91 – Duties of the Board Chair and Vice-Chair – be sent to the Board of Education for consideration for the policy to be circulated and receive feedback from our stakeholders.

Carried

5. Questions/Comments – There were no additional questions or comments.

Next Meeting: January 14, 2025 - 4:30-6:00 pm
Via Zoom conference call

ADJOURNMENT

DESJARDINS/

THAT the meeting be adjourned at 6:08 pm

BYLAW AND POLICY REVISION PROJECT

POLICY COMMITTEE – JANUARY 14, 2025 – GOVERNANCE SECTION 1.00

1. Section 1.00 Policy Revisions – Status

Listed below is the tentative organization for Section 1.00 with [hyperlinks](#) for current bylaws and policies, for ease of reference. Policies that have been referred to the Board are highlighted in green and policies to be considered in this meeting are highlighted in purple.

Suggested Policy Number and Name	Previous Policy
1.10 Values and Beliefs	2000 Belief Statements & 2010 Mission Statement & Strategic Plan
1.20 Board Authority, Role & Responsibilities (New) 1.21 Duties of the Board Chair and Vice-Chair	5. Chairperson & Presiding Officers
1.30 Delegation of Authority (New)	12. Administration in the Absence of Policy
1.40 Trustee Code of Conduct 1.41 Addressing Breaches of the Trustee Code of Conduct 1.42 Trustee Conflict of Interest	17. Trustee Code of Conduct " 7. Conflict of Interest
1.50 Board Committees Draft Terms of Reference for Policy Committee 1.51 Board Liaison 1.52 Board Representation	15. Board Committees " 13. Membership
1.60 Policy Development and Currency	11. Policy Procedure & Development & 12. Administration in the Absence of Policy
1.70 Trustee Remuneration 1.71 Reimbursement for Expenses	8. Trustee Remuneration 9. Reimbursements for Expenses
1.80 Trustee Professional Engagement & Learning (New)	
1.90 Board Performance Review (New)	

2. Drafts to be discussed at this meeting

- 2.1. Policy 1.10 Values and Beliefs
- 2.2. Policy 1.20 Board Authority, Role & Responsibilities
- 2.3. Policy 1.70 Trustee Remuneration

3. Discussion regarding Development and Communication of Administrative Procedures

3.1. AP A.1 Development of Administrative Procedures

4. Current Bylaws recommended to be repealed, and documentation established as an Administrative Procedure

4.1. [Bylaw 20. Office Hours](#) - A draft Administrative Procedure is provided.



POLICY 1.10 VISION AND MISSION

The Board of Education has established a Vision Statement to guide the work within the district, in support of students:

Everyone Pulling Together to Improve the Achievement of all Learners

It is our vision that every student leave our school community more curious than when they arrived. It is of great importance that they are fully equipped to be lifelong learners, crossing the stage with dignity, pride, purpose and options. It is imperative that all of our students gain significant knowledge and understanding of inclusion, equity, authentic indigenous history and ways of knowing, and the importance of Truth and Reconciliation.

Further, the Board's Mission Statement is intended to focus efforts throughout the district and within the community.

At Fraser-Cascade, we commit to a learning community where everyone will reach their potential through an inclusive and caring environment that fosters a love of learning, personal growth, and respect for others.

POLICY

NO: **2010**

DATE: 2001-02-27

REVISED:

SUBJECT: **MISSION STATEMENT**

School District No. 78 (Fraser-Cascade), in cooperation with educational partners, through collaborative teamwork, promotes an environment that fosters a love of learning, personal integrity, a strong self-concept and respect for the dignity of every person, encouraging each student to reach his or her potential.

POLICY

NO: **2000**

DATE: 2006-11-14

REVISED:

SUBJECT: **BELIEF STATEMENTS**

The Board of Education for School District No. 78 (Fraser-Cascade) believes that core values are useful in delineating the culture of an organization and serve to animate practice. The board believes that:

All students can develop social, emotional, physical, and intellectual capacity when supported by caring, capable adults who work collaboratively to sustain student learning;

Inclusive teaching that consistently provides engaging, relevant learning opportunities is an effective way to improve learning for all students;

Age, race, culture, special needs, individual talents, and gender are positive assets that enrich the learning context in a diverse learning culture;

A safe and caring learning environment treats all people respectfully as individuals with understood expectations, roles and responsibilities;

The school district is a learning community that both shapes and remains responsive to changing student characteristics and learning needs;

Community involvement in quality of education decisions and school governance supports student learning through the responsible analysis of data for the purposes of setting goals for continuous improvement, and celebrating successes; and,

Learning is a lifelong activity to be fostered at all levels of education from the classroom to the boardroom.

POLICY 1.20 BOARD AUTHORITY, ROLE AND RESPONSIBILITIES

The Board of Education's authority is established within the *School Act* and its regulations. The authorities and responsibilities of the Board rest only with the legally constituted Board, and not with committees of Trustees or individual Trustees.

The Board has, as its primary role, the governance of the school district and is responsible for the improvement of student achievement in the district. The Board fulfills this role, in part, through the development of a strategic plan that establishes the direction for the district and aligns the work of staff and directs district resources.

The Board also has foundational responsibilities to actively protect the interests, image and integrity of the district; to ensure its financial viability; and to act in accordance with all applicable laws, regulations and policies.

SPECIFIC RESPONSIBILITIES

1. The Board functions as a corporate Board and speaks with one voice.
2. The Board makes decisions with the benefit of the whole district in mind.
3. The Board operates in an open and transparent manner, and debate on agenda items is conducted within Board meetings.
4. The Board establishes a strategic plan, provides clear direction through bylaws, policies and an annual budget.
5. The Board monitors results through reporting from staff through the Superintendent.
6. The Board acts in the interests of all learners in the district, advocating for students, their learning and their well-being with the communities, the municipalities and the province.



POLICY 1.70 TRUSTEE REMUNERATION

The role of Trustee is complex and requires a significant time commitment. While Trustees provide their service and time willingly because of their belief in the public education system, the Board of Education recognizes that Trustees should receive financial recognition by means of remuneration for their service.

In accordance with the provisions of the *School Act*, the Board may authorize the payment of remuneration to the Chair, Vice-Chair and other trustees.

Annual remuneration for the period January 1, 2024 to December 31, 2024 shall be as follows:

Chair	\$28,845.23
Vice-Chair	\$26,490.46
Trustee	\$25,313.16

An annual remuneration adjustment shall be made to the trustee remuneration effective January 1st of each year. The adjustment will be based upon Vancouver Consumer Price Index.

In addition, an annual communication allowance of \$480.00 will be paid to Trustees to assist with the cost of internet service.

The annual remuneration shall be paid to each trustee in twelve equal instalments.

GUIDELINES

1. In accordance with the *School Act*, a Trustee is considered “disqualified” when that Trustee is absent, except for illness or the Board has given leave, from a legally called special or regular meeting of the Board for a period of three consecutive months. The Board, by resolution, may grant a leave beyond three months to any Trustee for any reason deemed acceptable to the Board.
2. Accordingly, Trustees shall to the best of their ability:
 - 2.1. Inform the Secretary-Treasurer if they are unable to attend any meeting.
 - 2.2. Notify the Board in writing if they expect to be absent from the district or otherwise unable to attend any Board meeting for a period of more than 30 days.



- 2.3. After a 30-day absence from Board in camera, regular or special meetings, and committee meetings, the honorarium of a Trustee may be reduced by Board resolution. This reduction would be calculated by prorating the number of in camera, regular, special and committee meetings missed by the total number of meetings.
- 2.4. The calculation of time shall be 30 days from the last attended special or regular Board meeting.
3. Trustee attendance at meetings during term of office shall be posted on the website (Board and standing committee meetings)



POLICY 1.70 ~~BYLAW 8~~ TRUSTEE REMUNERATION

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In addition, an annual communication allowance of \$480.00 will be paid to Trustees to assist with the cost of internet service.

The annual remuneration shall be paid to each trustee in twelve equal instalments.

~~1. The Board of Education shall annually review the scale of remuneration and payment schedules set for the Board Chair, Vice Chair, and other Trustees; and may authorize changes to that scale. [SA s.71].~~

~~2. Effective January 1, 2019 the allowance shall be as follows:~~

~~2.1. Board Chair—annual indemnity of \$24,500.00~~

~~2.2. Vice Chair—annual indemnity of \$22,500.00~~

~~2.3. Trustees—annual indemnity of \$21,500.00~~

GUIDELINES

1. ~~Under Section 52(2) of~~In accordance with the *School Act*, ~~[SA s.52(2)]~~, a Trustee is considered “disqualified” when that Trustee is absent, except for illness or the Board has given leave, from a legally called special or regular meeting of the Board for a

period of three consecutive months. The Board, by resolution, may grant a leave beyond three months to any Trustee for any reason deemed acceptable to the Board.

~~1.~~

~~2.—~~

~~3.2.~~ Accordingly, Trustees shall to the best of their ability:

~~3.1.2.1.~~ Inform the Secretary-Treasurer if ~~a Trustee is~~ they are unable to attend any meeting.

~~3.2.2.2.~~ Notify the Board in writing if they expect to be absent from the district or otherwise unable to attend any Board meeting for a period of more than 30 days.

2.3. After a 30-day absence from Board in camera, regular or special meetings, and committee meetings, the honorarium of a Trustee may be reduced by Board resolution. -This reduction would be calculated by prorating the number of in camera, regular, special and committee meetings missed by the total number of meetings.

~~3.3.2.4.~~ The calculation of time shall be 30 days from the last attended special or regular Board meeting.

~~4.—~~

~~5.3.~~ Trustee attendance at meetings during term of office shall be posted on the website (Board ~~meetings and~~; standing committee meetings, ~~committee of the whole meetings and AEC meetings~~.)



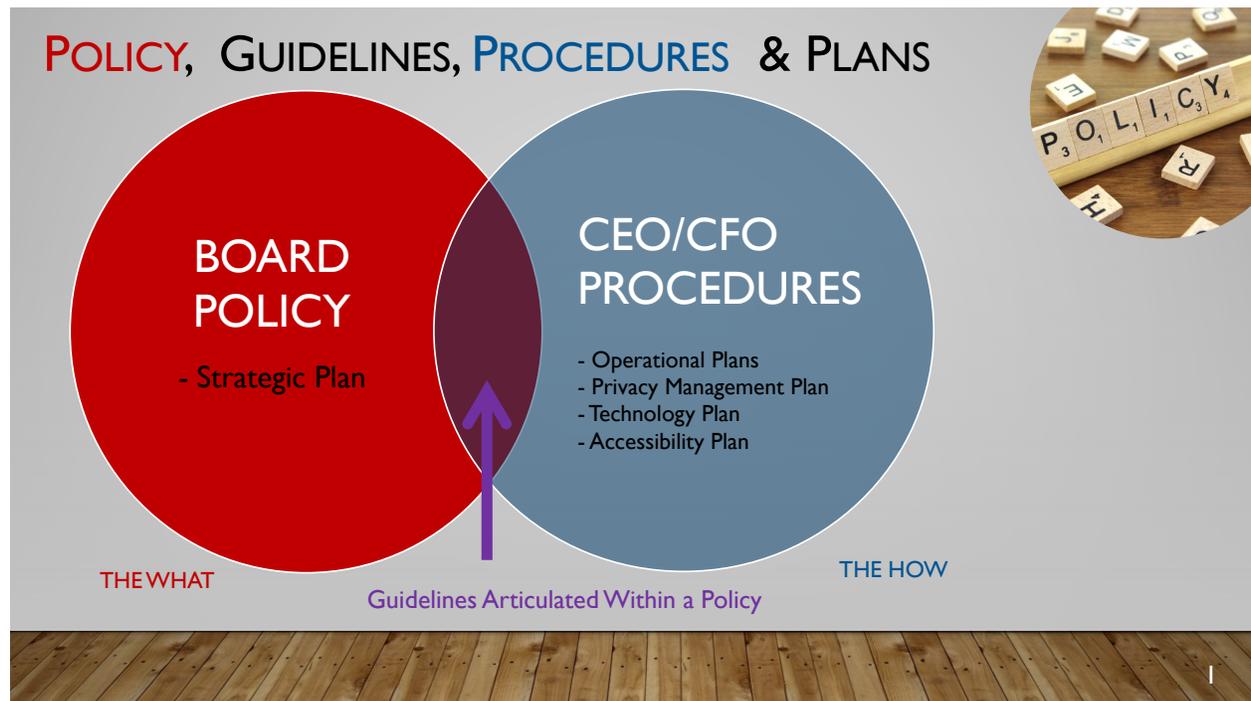
AP Administration 1 Development of Administrative Procedures

Legislative References: None
 Policy Reference: 1.60 Policy Development and Currency
 Collective Agreement References: None
 Date: xxx

Purpose

The purpose of this Administrative Procedure is to set out the process for the development and communication of Administrative Procedures.

Policy 1.60 Policy Development and Currency recognizes that Administrative Procedures provide valuable administrative direction. Administrative Procedures fall within the jurisdiction of the Superintendent.



- Administrative Procedures are developed to provide direction when :
- the area involves legislative responsibilities (example: privacy management).
 - the task is lengthy or complex (example: weather related school closures, transportation processes)



- is routine, but it is essential that everyone follows rules (example: child abuse reporting processes)
- demands consistency (example: animals in schools).
- involves documentation (example: investigation or discipline of a staff member).
- has serious consequences if done wrong (example: safety processes).

Scope & Responsibility

Administrative Procedures may be drafted by any department. All Administrative Procedures will be approved by the Superintendent, irrespective of the department developing same.

Responsibilities of Staff

All staff have a responsibility to comply with Administrative Procedures.

Development of Administrative Procedures

1. Step One – Gather Information and Clarify Requirements
 - 1.1. Gather information on the processes required, pay particular attention to current Board policy references and implications, legislation and Ministry of Education and Child Care policy
 - 1.2. Research best practice from content experts (legal or other) as well as others who hold key information (identify long time staff members, partners, technical staff, and those who will use the procedure)
2. Step Two – Preparation of a First Draft
 - 2.1. Include all references to Board Policy and provincial legislation, use hyperlinks where available
 - 2.2. Use plain language.
 - 2.3. Define all acronyms
 - 2.4. Incorporate flow charts, diagrams etc. as needed
3. Step Three – Engagement and Finalization of the Draft
 - 3.1. For Administrative Procedures that have broad effect, consult with one, or more of:
 - 3.1.1. Construction, Maintenance and Allied Workers Local 2423
 - 3.1.2. District Parent Advisory Council
 - 3.1.3. Exempt staff
 - 3.1.4. Fraser Cascade Principal and Vice-Principal Association



- 3.1.5. Fraser Cascade Teachers' Association
- 3.1.6. Indigenous Education Council
- 3.2. Finalize draft, and seek approval from the Superintendent

- 4. Step Four – Communication
 - 4.1. For Administrative Procedures that have narrow effect, and where those in 3.1 were engaged with the draft, the Executive Assistant will publish the Administrative Procedure.
 - 4.1.1. In some cases, where the procedure has arisen from matters discussed at the Board table, the Board will be advised of the new or updated procedure.

 - 4.2. For Administrative Procedures that have broad affect and flow from a policy, the Executive Assistant will publish the Administrative Procedure, and the Superintendent will provide a brief overview of the procedure for the Board through the Superintendent's report.

 - 4.3. For Administrative Procedures that have broad affect and are replacing existing policy, and represent a significant change to policy or procedure, the Superintendent will provide an overview, or a walk-through of the procedure, with the Policy Committee of the Board.

 - 4.4. Staff, partners and Rightsholders will be advised, and provided a copy of the Administrative Procedure



AP Administration 2 District Education Office Hours

Legislative References: None
Policy Reference: none
Collective Agreement References: None
Date: xxx

Purpose

The purpose of this Administrative Procedure is to set out the ~~office~~ hours for ~~staff~~ public access to ~~working at~~ the District Education Office.

Days and Hours of Operation

1. The ~~School~~ District Education Office shall ~~generally~~ be open to the public between the hours of 8:30 am and 4:00 pm.
2. ~~2.~~ The District Education Office ~~office~~ will be closed for ~~a period of six weeks commencing mid July to the last week of August, and the two week~~ six weeks in Summer (commencing mid July to late August) Winter Break, and ~~two week~~ Spring Break.
- ~~3.~~ ~~3.~~ Summer hours from the last day of June, to the last day prior to school opening in September, when the School District Education Office is open shall be 8:30 am to 3:30 pm.
- ~~4.~~ ~~3.4.~~ To ensure coverage throughout the working day, staff will be deployed on a flexible schedule as organized by the Superintendent ~~of Schools~~ and the Secretary-Treasurer.

SCHOOL OFFICE HOURS

- ~~5.~~ School office hours shall be set by individual schools and such hours shall be reported to the Superintendent of Schools and Secretary-Treasurer for reference.
- ~~6.~~ To ensure coverage throughout the working day, staff will be deployed on a flexible schedule as organized by the principal of the school.
- ~~7.~~ Parents shall be advised of the school office hours through the normal school communication procedures.