

POLICY COMMITTEE

January 6, 2026 @ 4:30pm
Via Zoom Video Conference

AGENDA

	Agenda Item	Reference	Presenter
	Part 1 – Policy Committee Administration (10 mins)		
1.	Call to Order and Acknowledgement		Chair
2.	Approval of Agenda		Chair
3.	Approval of Minutes from December 2, 2025 Policy Committee Meeting		Chair
	Part 2 – Policy Renovation Project with Anne Cooper, Consultant (80 mins) – Please refer to the January 6, 2026 meeting binder		A. Cooper
4.	Drafts within Section 4.00 Human Resources	Page 1	A. Cooper
5.	Overview of Section 5.00 Health and Safety	Page 1	A. Cooper
6.	Section 5 Policies that are recommended for repeal, to be replaced with an Administrative Procedure	Page 2	A. Cooper
7.	Section 5.00 Policies that are recommended to be repealed outright	Page 3	A. Cooper
8.	Draft Policy for Review – 4.40 Recruitment and Selection of Executive, Exempt and Educational Leadership Staff	Page 4	A. Cooper

BOARD OF EDUCATION

	Agenda Item	Reference	Presenter
9.	Questions & Comments		
10.	New Business		

ZOOM LINK:

Antigone Snider is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://ca01web.zoom.us/j/62059924697?pwd=sjcpYsQTSThETSXkxKwW0MsMbatqh.1&from=addon>

Meeting ID: 620 5992 4697

Passcode: 913842

One tap mobile

+17789072071,,62059924697# Canada

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Join instructions

<https://ca01web.zoom.us/join/62059924697/invitations?signature=Tj9bhLva7MN4WIFsppnBbQ0v5sLsoQDl7V0K2bGmiE>

Next Meeting: February 3, 2026
4:30pm to 6:00pm
Via Zoom Video Conference

2026 Meeting Dates (4:30pm to 6pm) - Virtual:

Scheduled Dates:	Proposed Additional Dates:
February 3, 2026	April 7, 2026
March 3, 2026	May 12, 2026
April 7, 2026	

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

**DRAFT MINUTES OF THE POLICY COMMITTEE MEETING
December 2, 2025**

PRESENT:

Board Representatives:

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

Special Guest:

Anne Cooper	Consultant
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Committee Representatives:

Greg Lawley	Representative	FCPVPA
Bernard Klop	Representative	FCPVPA
Belle Peters-Lepitre	Representative	Student
Jacqueline Harper	Representative	DPAC

District Staff:

Balan Moorthy	Superintendent
Gerry Slykhuis	Secretary-Treasurer
Renge Bailie	Assistant Superintendent
Deb McKinney	Executive Secretary
Antigone Snider	Executive Secretary

Regrets:

Coira Norwood	Representative	Student
<i>Vacant</i>	Representative	FCTA
<i>Vacant</i>	Representative	FCTA
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	DPAC
<i>Vacant</i>	Representative	IEC
<i>Vacant</i>	Representative	IEC

1. Call to Order and Acknowledgment

The meeting was called to order at 4:34 pm via Zoom conference call. The Chair 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 2, 2025

COLMAN-LAWLEY/KLOP

THAT the agenda of the Policy Committee meeting for December 2, 2025, be approved as presented.

Carried

3. Approval of Minutes – November 4, 2025

COLMAN-LAWLEY/DESJARDINS

THAT the minutes of the Policy Committee meeting held on November 4, 2025, be approved as presented.

Carried

4. Review Policy Feedback

3.10 Student Conduct Expectations

The Consultant provided a summary of the actions to date related to the draft policy. The Policy was reviewed at the November 18, 2025 Board meeting along with feedback received from a parent which was forwarded to the Board for consideration. The Board reviewed the feedback and referred the draft policy and the feedback received to the Policy Committee for additional review and discussion. The feedback included recommendations to change the language of the policy to emphasize the incident reporting requirements. The Committee discussed the feedback, how the policy relates to the restorative justice language in other conduct related policies and agreed to propose amending the policy as follows:

Page 1 Paragraph 6 Original Language:

Administrators may be required by law to contact appropriate district staff, police, or other agencies.

Page 1 Paragraph 6 Amended Language:

In some circumstances, administrators will be required by law to contact appropriate district staff, police, or other agencies.

COLMAN-LAWLEY/KLOP

THAT In accordance with Policy 1.60 Policy Procedure & Development, the Policy Committee recommends Draft Policy 3.10 Student Conduct Expectations be forwarded to the Board for approval with the amendments made within the committee.

Carried

5. 6.11 Accumulated Operating Surplus – revised draft

The Consultant provided a summary of the actions to date related to the draft policy. The Policy was reviewed at the November 18, 2025 Board meeting and referred back to the Policy Committee in order to review and discuss amending the language related to budget surplus. The consultant summarized the feedback from the Board and proposed amending

the following sentence in paragraph 4 to read as follows:

To discharge this responsibility, the Board will maintain an unrestricted surplus of no less than 2% and no more than 5% of annual revenue, which shall be used to mitigate any negative impact such circumstances might cause.

COLMAN-LAWLEY/DESJARDINS

THAT In accordance with Policy 1.60 Policy Procedure and Development, the Policy Committee recommends Draft Policy 6.11 Accumulated Operating Surplus be forwarded to the Board for approval with the amendments made within the committee.

Carried

6. Review Draft Policy 4.20 – Respectful Working Environment

The consultant provided a summary of their approach to updating the existing policy. The revisions focused on modernizing the language and updating the scope of the policy to pertain to staff. The Committee reviewed the policy and made various syntax changes as well as reviewed the policy responsibilities and scope in detail. The Committee recommended that once the draft policy is finalized it should be included in the Human Resources onboarding training and reference materials provided to new staff. The consultant advised which areas of the existing policy would be moved to an administrative procedure. The consultant advised additional areas including the language relating to confidentiality that would move to the “Staff Expectations Policy”.

DESJARDINS/COLMAN-LAWLEY

THAT the Policy Committee recommend to the Board of Education that Policy 4.20 Respectful Working Environment – be forwarded to the Board for public notice and comment.

Carried

7. Questions & Comments

Nil

8. New Business

Nil

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

ADJOURNMENT

DESJARDINS

THAT the meeting be adjourned at 5:44 pm

DRAFT

BYLAW AND POLICY REVISION PROJECT

POLICY COMMITTEE – JANUARY 6, 2026

1. Drafts within Section 4.00 Human Resources

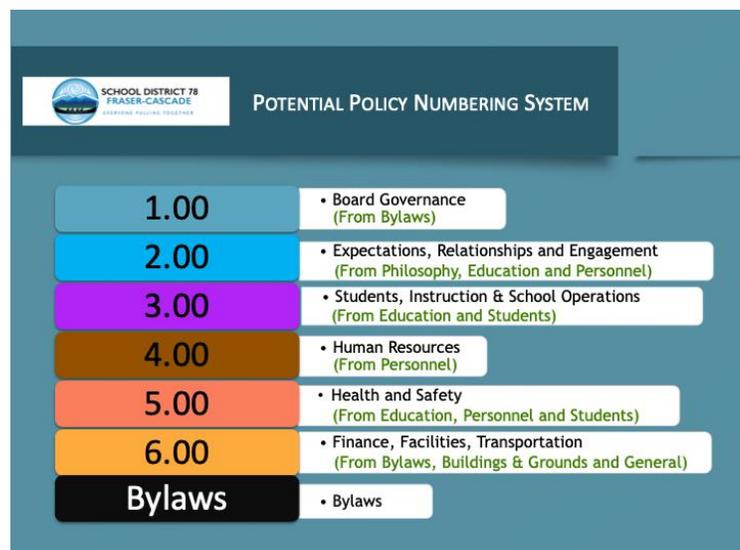
Drafts have been prepared for those policies highlighted in blue. Policies highlighted in green have been recommended to the board for the approval process.

Suggested Policy Number and Name	Previous Policy
4.10 Staff Expectations (NEW)	6233 Substance Dependence/Impairment <i>BCPSEA-Impairing Substances Toolkit</i> 6540 Absenteeism - Reporting by Staff
4.20 Respectful Working Environments	6215 Respectful Workplace
4.30 Protection of Employees from Violence	6050 Prevention of Violence in the Work-place for Employees
4.40 Employee Recognition	6255 Recognition of Long Service
4.50 Recruitment of Executive, Exempt & Educational Leadership Staff	6400 Recruitment & Appointment of Administrative Personnel
4.60 Employee Death Benefit	6235 In-Service Death Benefits

2. Overview of Section 5.00 – Health and Safety

For this meeting, a complete review of Section 5.00 is anticipated. The committee may recall our tentative organization for the overall policy manual, with Section 5.00 documentation to be considered at this meeting.

An analysis has been completed of all remaining documents within the current policy manual to consider all policies that relate to Health and Safety. The review concluded that policies that impact health and safety exist in Sections 4000, 5000, 6000 and 7000 of the current policy manual.



The suggested organization of those policies recommended to be maintained is outlined in the table below, with [hyperlinks](#) to current policies for ease of reference. Once again, suggestions have been

made with respect to the groupings and order of policies within the section, with new numbering in place. Again, we will use the “tenths place” to flag a key topic, with the “hundredths place” to flag a policy with related and/or supporting content. Policies that were completed ‘out of order’ are highlighted in green.

Suggested Policy Number and Name	Previous Policy
5.20 Provision of Menstrual Products	7315 Provision of Menstrual Products
5.30 Severe Allergic Reaction	7340 Allergies and Life-threatening Allergies in Schools
5.40 Unexpected Health Emergencies (NEW)	

3. Section 5.00 Policies that are recommended for repeal, to be replaced with an Administrative Procedure:

The policies noted below (hyperlinked) are informed by Provincial Legislation, Ministry of Education and Child Care Policy, Provincial Guidelines, Fraser Health guidance and WorkSafe BC resources. They are recommended for repeal in favour of establishing the current content necessary to provide direction as an Administrative Procedure. They will be created ‘intact’ for the time being. References, if any, to related ‘written guidance’ which will be helpful in updating the Administrative Procedure are provided in *red italics*, as a hyperlink.

- 3.1. [5080 Unauthorized Visitors in Schools](#)
Provincial Guidelines: Maintenance of Order under section 177 of the School Act
- 3.2. [7008 Student Threat Assessment](#)
ERASE Resources
Principal's Checklist for Immediate Threat/High-Risk Behaviour
WorkSafe BC Assessing Risks
- 3.3. [7300 Treatment of Students with Medical Conditions](#)
Fraser Health Resources for Medical Conditions at School
Interior Health Resources (good detail and forms)
- 3.4. [7330 Pupils - Illness or Accident at School](#)
Fraser Health Illness in the classroom
- 3.5. [7400 Student Involvement w/Alcohol, Intoxicants & Illegal Drugs](#) (Incorporate within Overarching procedure regarding Interventions)

4. Section 5.00 Policies that are recommended to be repealed outright:

The policies noted below (hyperlinked) offer little beyond the Provincial Legislation, Ministry of Education and Child Care Policy, Provincial Guidelines, Fraser Health guidance and WorkSafe BC resources and are recommended for repeal outright. Provincial resources are provided in *red italics*, as a hyperlink.

4.1. [4010 Emergency Plan](#)

*Emergency Management Planning for Schools, Districts and Authorities
Emergency Planning Guide*

4.2. [4033 Smoking, Tobacco, and the Use of Vapour Products](#)

*Tobacco and Vapour Products Control Act
Tobacco and Vapour Products Control Regulation
Fraser Health Enforcement*

4.3. [5500 Head Lice](#)

*Fraser Health Head Lice
Interior health Resource Package (good detail)*

4.4. [6225 Maintenance of Order and Protection of Pupils](#)

Provincial Guidelines: Maintenance of Order under section 177 of the School Act

4.5. [6700 District Health and Safety Practices](#)

*Creating and Managing a Healthy and Safe Workplace
WorkSafe BC Health & Safety Programs
Managing Safety from the Supervisor's Perspective
WorkSafe BC Health & Safety Programs
FCTA Collective Agreement Article D.26*

4.6. [7320 Communicable Diseases](#)

Fraser Health Communicable Disease

4.7. [7350 Nutrition in Schools](#)

*BC School Food Toolkit
MECC Healthy Schools Policy
Healthy Schools BC Resources*



POLICY 4.40 RECRUITMENT AND SELECTION OF EXECUTIVE, EXEMPT AND EDUCATIONAL LEADERSHIP STAFF

The Board of Education believes that the recruitment and selection of qualified and suitable staff is essential for the provision of leadership and support for the district.

The recruitment, selection and appointment of the Superintendent shall be at the sole discretion of the Board.

The Superintendent will collaborate with the Board regarding the recruitment, selection and appointment of the Secretary-Treasurer and Assistant Superintendent.

The recruitment and selection of all other exempt and school leadership staff is the responsibility of the Superintendent.

GUIDELINES

1. Selection criteria and a selection committee will be established for each executive position prior to the commencement of the recruitment process.
 - 1.1. Input will be sought from representatives of the Fraser-Cascade Principals/Vice-Principals Association; District Parent Advisory Council; Indigenous Education Council; the Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423; and the Fraser-Cascade Teachers' Association
2. For Principal and Vice-Principal positions, the Superintendent will inform the Board if a vacancy is to be filled through an open competition or through the reassignment of existing personnel.
3. The Board Chair shall present formal job offers to the successful candidate for Superintendent. All other formal job offers shall be presented by the Superintendent.



POLICY 4.40 RECRUITMENT AND SELECTION AND APPOINTMENT OF ADMINISTRATIVE PERSONNEL OF SENIOR DISTRICT EXECUTIVE, EXEMPT AND EDUCATIONAL LEADERSHIP STAFF

The Board of Education believes that ~~in order to achieve and maintain an outstanding educational program,~~ the recruitment and; appointment selection and retention of highly qualified; ~~well trained and committed suitable administrative personnel is essential~~ staff is essential for the provision of leadership and support for the district.

The recruitment, selection and appointment of the Superintendent shall be at the sole discretion of the Board.

The Superintendent will collaborate with the Board regarding the recruitment, selection and appointment of the Secretary-Treasurer and Assistant Superintendent.

The recruitment and selection of all other exempt and school leadership staff is the responsibility of the Superintendent.

TRANSFER

~~THE BOARD OF EDUCATION SUPPORTS THE CONCEPT THAT A PERIODIC CHANGE OF ASSIGNMENTS OF PRINCIPALS AND VICE-PRINCIPALS FROM THEIR PRESENT SCHOOLS TO ANOTHER MAY BE BENEFICIAL TO THE PRINCIPALS/VICE-PRINCIPALS AS WELL AS TO THE SCHOOL DISTRICT AS A WHOLE, BUT THAT TOO FREQUENT A CHANGE OF THE ADMINISTRATION OF A SCHOOL MAY BE DETRIMENTAL TO THE SCHOOL OR THE INDIVIDUAL.~~

~~THE BOARD FURTHER BELIEVES THAT EACH PRINCIPAL/VICE-PRINCIPAL HAS SOME EXCEPTIONAL QUALITIES AND ADMINISTRATIVE/SUPERVISORY STRENGTHS. A TRANSFER OR REASSIGNMENT OF THE PRINCIPAL/VICE-PRINCIPAL ENABLES MANY SCHOOLS TO BENEFIT FROM THESE QUALITIES AND STRENGTHS.~~

~~THE BOARD THEREFORE DIRECTS THAT THE SUPERINTENDENT PERIODICALLY REVIEW PRINCIPAL/VICE-PRINCIPAL ASSIGNMENTS AND BRING FORWARD TO THE BOARD RECOMMENDATIONS REGARDING POSSIBLE TRANSFERS OF SCHOOL-BASED PRINCIPAL/VICE-PRINCIPALS.~~

REGULATIONS

GUIDELINES

1. Selection criteria and a selection committee will be established for each executive position prior to the commencement of the recruitment process.

1.1. Input will be sought from representatives of the Fraser-Cascade Principals/Vice-Principals Association; District Parent Advisory Council; Indigenous Education Council; the Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423; and the Fraser-Cascade Teachers' Association

~~recruitment, selection and appointment a) The recruitment, selection and appointment of the Superintendent of Schools, the Secretary-Treasurer and the Assistant Superintendent shall be at the sole discretion of the Board of Education.~~

~~The Board Chairperson shall present formal job offers to the successful candidate for Superintendent of Schools. All other formal administrative job offers shall be presented by the Superintendent of Schools.~~

~~b) The recruitment and selection of Directors of Instruction, Supervisors, Principals and Vice-Principals, Coordinators and Head Teachers is the responsibility of the Superintendent of Schools in consultation with the Board of Education.~~

~~c) All appointments shall be pursuant to the School Act and its Regulations.~~

~~2. Administrative Procedures~~

~~1. a) The interview committee shall consider the following criteria for all candidates short-listed for administrative positions:~~

- ~~i) academic preparation~~
- ~~ii) professional preparation~~
- ~~iii) perception of position~~
- ~~iv) working relationships~~
- ~~v) experience~~
- ~~vi) knowledge of system~~
- ~~vii) personal qualities~~

~~The Board Chairperson shall present formal job offers to the successful candidate for Superintendent of Schools. All other formal administrative job offers shall be presented by the Superintendent of Schools.~~

~~b) For the positions of Superintendent of Schools or Secretary-Treasurer, the interviewing committee shall be comprised of:~~

- ~~i) all Trustees~~
- ~~ii) the Superintendent and/or the Secretary-Treasurer~~
- ~~iii) the Assistant Superintendent~~

Policy 4.50 Recruitment of Senior District Staff

~~— iv) a representative from the Fraser-Cascade Administrators' Association~~

~~— Selection input shall also be considered from representatives of the District Parent Advisory Council, Aboriginal Education Council, the Construction, Maintenance and Allied Workers Bargaining Council, Local Unit 2423 and the Fraser-Cascade Teachers' Association.~~

~~— c) For the positions of Assistant Superintendent of Schools, Personnel Relations Officer or Director of Instruction, the interviewing committee shall be comprised of:~~

~~— i) all Trustees~~

~~— ii) the Superintendent~~

~~— iii) the Secretary-Treasurer~~

~~— iv) a representative from the Fraser-Cascade Administrators' Association~~

~~— Selection input shall also be considered from representatives of the District Parent Advisory Council, Aboriginal Education Council, the Construction, Maintenance and Allied Workers Bargaining Council Local 2423 and the Fraser-Cascade Teachers' Association.~~

~~— Advised) For Principal and Vice-Principal positions, the Superintendent of Schools, in consultation will inform the Board with the Board, shall decide if a vacancy is to be filled through an open~~

2. competition or through the reassignment of existing personnel.

3. The Board Chair shall present formal job offers to the successful candidate for Superintendent. All other formal job offers shall be presented by the Superintendent.

~~— i) (a) For positions filled through open competition, selection input shall be considered from representatives of the school Parent Advisory Council, Aboriginal Education Council, and the school teaching and support staff. The hiring committee shall be comprised of:~~

~~— a. two or more Trustees~~

~~— b. the Superintendent~~

~~— c. Secretary-Treasurer~~

~~— d. the Assistant Superintendent~~

~~— e. a representative from the Fraser-Cascade Administrators' Association~~

~~— (b) The hiring committee will:~~

Policy 4.50 Recruitment of Senior District Staff

- ~~— a. create a short list from administration's long list~~
 - ~~— b. in the case of a secondary school, seek input from students in the senior grades to support the development of interview questions~~
 - ~~— c. interview and recommend preferred candidate(s) to the Superintendent~~
 - ~~— (c) Final hiring decision will be made by the Superintendent of Schools~~
 - ~~— ii) For positions to be filled through reassignment of existing personnel:~~
 - ~~— (a) All current Principals/Vice-Principals will be informed about current vacancies or potential vacancies.~~
 - ~~— (b) Principals/Vice-Principals will be invited to inform the Superintendent of their interest in transferring to the potential vacancies.~~
 - ~~— (c) For Superintendent initiated transfers, the Superintendent will consult with the Principal/Vice-Principal affected prior to discussing the transfer decision with the Board.~~
 - ~~— (d) The Superintendent, will make any transferring decisions and will discuss those decisions with the Board prior to enacting them. Transfers will be based upon principal preferences, employee leadership and management skills, and the school needs as determined by the Superintendent of Schools.~~
 - ~~— (e) Where possible, transfers will be finalized by May 30 of the year in which the transfer is to take effect.~~
 - ~~(f) For all other Administrative positions, the Superintendent shall establish an interviewing committee, which shall consist of the individual who will make the hiring recommendation and other interested persons who may be able to provide useful input and perceptions into the hiring decision. Depending on the level of responsibility, scope, location and nature of the job, the process may include other interested persons including trustees, district staff, teachers, support staff, parents, union representatives and students.~~
- 3. Reimbursement of Expenses**
- ~~a) Out of district candidates short-listed for positions referred to in these regulations shall be reimbursed for necessary expenses in accordance with Policy 6000.~~
 - ~~b) Expense claims must be submitted to the Superintendent of Schools for approval.~~