



**POLICY DEVELOPMENT COMMITTEE**  
**December 3, 2024 @ 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 – November 5, 2024..... Page 2 P. Desjardins
- 4. Drafts to be discussed by Anne at this meeting.....Page 1 (PDF) A. Cooper
  - 5.1 Policy 2.20 Anti-Discrimination  
(with Administrative Procedures attached)..... Page 3
  - 5.2 Policy 1.21 Duties of the Board Chair and Vice-Chair..... Page 7
  - 5.3 Policy 1.80 Trustee Professional Engagement & Learning ..... Page 12
  - 5.4 Policy 1.71 Reimbursement for Expenses..... Page 15
  - 5.5 Policy 1.90 Board Performance Review..... Page 17
  - 5.6 AP A.1 Development of Administrative Procedures..... Page 18
- 5. Questions/Comments

Next Meeting: January 14, 2025  
4:30 – 6:00 pm  
Via Zoom Video Conference

ADJOURNMENT

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

**DRAFT MINUTES OF THE POLICY DEVELOPMENT COMMITTEE MEETING  
November 5, 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:**

April Hendrickson		IEC
Greg Lawley	Principal	FCPVPA
Wade Peary	Principal	FCPVPA
Lynne Marvell	Union President	FCTA
Megan Kempenaar	Teacher	FCTA

**District Staff:**

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

**Regrets:**

Shannon Dobson	CMAW
Cheryl Davidson	IEC

**1. Call to Order and Acknowledgment**

The meeting was called to order at 4:33 pm via Zoom conference call. Trustee Pattie Desjardins called in from Saskatchewan and shared the local school acknowledgement from Treaty 6 to open the meeting in a positive way.

**2. Approval of Agenda – November 5, 2024**

**COLMAN-LAWLEY/DESJARDINS**

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

**Carried**

**3. Approval of Previous Minutes – October 1, 2024**

**COLMAN-LAWLEY/DESJARDINS**

THAT the minutes of the Policy Development Committee meeting held on October 1, 2024, be approved as presented.

**Carried**

**4. Policy 2.80 - Use of Board Property for Child Care**

Balan went over the new policy with the committee and after discussion, it was decided that Policy 2.80 be sent to the Board of Education for 1<sup>st</sup> Reading at the November meeting.

**COLMAN-LAWLEY/HENDRICKSON**

THAT the Policy Advisory Committee recommends Policy 2.80 – Use of Board Property for Child Care – be sent to the Board of Education for 1<sup>st</sup> Reading.

**Carried**

**5. Anti-Discrimination Policy**

Balan shared the 16-month process that the sub-committee went through to get this drafted policy to the Policy Committee for review. The Committee was very appreciative of the subcommittee’s hard work updating and potentially combining Policies 5100 and 6205 to this newer, forward-thinking policy.

It was suggested that an addition to bullet four regarding accessibility be added to improve the policy.

A second suggestion was made that the name of the policy be updated to something more positive instead of the proposed title of Anti-Discrimination. The rationale behind the name suggestion is it would align more consistently with the content created for the updated policy.

After a lot of discussion, it was decided that the Anti-Discrimination Policy would be brought back for discussion at the December 5<sup>th</sup> meeting to give more time for review and to include the Admin Procedures in the December package.

**6. Policy 1.30 Delegation of Authority (NEW)**

Anne reviewed Policy 1.30 Delegation of Authority, which is a new policy.

After discussion, and some potential changes it was decided to bring this policy back to a future meeting for more discussion.

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

**Next Meeting:** December 3, 2024 - 4:30-6:00 pm  
Via Zoom conference call

**ADJOURNMENT**

**DESJARDINS/**

THAT the meeting be adjourned at 6:03 pm

BYLAW AND POLICY REVISION PROJECT

POLICY COMMITTEE – DECEMBER 3, 2024 – 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 1.11 Truth and Reconciliation (New)	<a href="#">2000 Belief Statements</a> & <a href="#">2010 Mission Statement</a> & 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 2.20 Anti-Discrimination (with Administrative Procedures attached)
- 2.2. Policy 1.21 Duties of the Board Chair and Vice-Chair
- 2.3. Policy 1.80 Trustee Professional Engagement & Learning
- 2.4. Policy 1.71 Reimbursement for Expenses
- 2.5. Policy 1.90 Board Performance Review

## **3. Discussion regarding Development and Communication of Administrative Practices**

- 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](#)

## **5. Future work**

- 5.1. Policy 1.30 Delegation of Authority - to be reviewed in conjunction with the Superintendent Role Description
- 5.2. Policy 1.20 Board Authority, Role & Responsibilities
- 5.3. Policy 1.70 Trustee Remuneration
- 5.4. Policy 1.10 Values and Beliefs
- 5.5. Policy 1.11 Truth and Reconciliation



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## **POLICY 2.20 – COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION**

We acknowledge that the conversation of racism, equity, inclusion, and cultural diversity is constantly evolving and changing. Under Canadian laws, all individuals have the right to their fundamental freedoms and protection from discrimination and racism. It is important to embrace positive change as a community, sharing the responsibility for creating a welcoming and inclusive environment that honours and respects everyone.

The Board of Education of the Fraser-Cascade School District is committed to the equitable treatment of all students, employees, Indigenous rights holders, and school district stakeholders, regardless of their ancestry, country of origin, ethnicity, cultural background, age, sexual orientation, gender identity and expression, physical and intellectual ability, or any other personal characteristic. The Board will ensure that all students, employees, Indigenous rights holders, and school district stakeholders are provided with a safe and respectful environment to work, learn, and prosper.

### **Commitments**

The Board is committed to developing and promoting positive values by:

- Ensuring inclusion of all students, employees, and their respective families, regardless of their ancestry, country of origin, ethnicity, cultural background, age, sexual orientation, gender identity and expression, physical and intellectual ability, or any other personal characteristic in all aspects of school life.
- Aligning our district code of conduct with appropriate expectations, language, behaviors, and actions to prevent discrimination or harassment based on ancestry, country of origin, ethnicity, cultural background, sexual orientation and expression, gender identity, physical and intellectual ability, or any other personal characteristic.
- Ensuring that complaints of discrimination or harassment based on real or perceived racism, sexism, ableism, homophobia, transphobia, or any other form of discrimination are taken seriously and dealt with expeditiously and effectively

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Related Legislation: BC *School Act* RSBC 1996, Sections, 65, 85, 177

*BC Human Rights Code*, RSBC 1996

*BC Multiculturalism Act*, RSBC 1996

*BC Workers' Compensation Act*, RSBC 2019

*BC Occupational Health Safety Regulations*, BC296/97

*Canadian Constitution Act*, 1982, with the *Canadian Charter of Rights and Freedoms*

*Canadian Human Rights Act*, RSC 1985

*Canadian Multiculturalism Act*, RSC 1985

*Criminal Code*, RSC 1985

Related Contract : Fraser-Cascade Teachers' Association Articles E.1, E.2, E.24, E.26

Construction, Maintenance and Allied Workers Bargaining Council Local 2423 Article 22

Adopted: **SD78 Policy Committee Meeting December 2024**

## Policy 2.20 - Commitment to Diversity, Equity and Inclusion

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through consistently applied policies and procedures as stated in our district code of conduct.

- Raising awareness, offering ongoing learning (including resources), and implementing practices that will support Truth and Reconciliation and celebrate the diverse communities within the Fraser-Cascade School District and our global community.

These values align with the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act, the BC Human Rights Code, and the Collective Agreement between the Fraser-Cascade School District, Occupational Health and Safety Regulations, the Fraser-Cascade Teachers' Association and the Construction, Maintenance and Allied Workers Canada.

This policy framework aims to comprehensively address various forms of discrimination, ensuring an inclusive and supportive environment for all individuals in the Fraser-Cascade School District.

### IMPLEMENTATION AND REVIEW

The District will continuously review and update this policy to ensure its effectiveness and alignment with current legal standards and community needs.

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Related Legislation: BC *School Act* RSBC 1996, Sections, 65, 85, 177

*BC Human Rights Code*, RSBC 1996

*BC Multiculturalism Act*, RSBC 1996

*BC Workers' Compensation Act*, RSBC 2019

*BC Occupational Health Safety Regulations*, BC296/97

*Canadian Constitution Act*, 1982, with the *Canadian Charter of Rights and Freedoms*

*Canadian Human Rights Act*, RSC 1985

*Canadian Multiculturalism Act*, RSC 1985

*Criminal Code*, RSC 1985

Related Contract : Fraser-Cascade Teachers' Association Articles E.1, E.2, E.24, E.26

Construction, Maintenance and Allied Workers Bargaining Council Local 2423 Article 22

Adopted: SD78 Policy Committee Meeting December 2024





## AP A.2 Anti-Discrimination -

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Legislative References: BC *School Act* RSBC 1996, Sections, 65, 85, 177

*BC Human Rights Code*, RSBC 1996

*BC Multiculturalism Act*, RSBC 1996

*BC Workers' Compensation Act*, RSBC 2019

*BC Occupational Health Safety Regulations*, BC296/97

*Canadian Constitution Act*, 1982, with the *Canadian Charter of Rights and Freedoms*

*Canadian Human Rights Act*, RSC 1985

*Canadian Multiculturalism Act*, RSC 1985

*Criminal Code*, RSC 1985

Policy Reference: 2.20 Anti-Discrimination

Collective Agreement References: Fraser-Cascade Teachers' Association Articles E.1, E.2, E.24, E.26  
Construction, Maintenance and Allied Workers Bargaining Council Local 2423 Article 22

Date: xxx

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### **Purpose**

The purpose of this Administrative Procedure is to set out specific elements of the implementation of Policy 2.20 Anti-Discrimination.

### **Professional Development and Staff Training**

- Providing opportunities for equity-based and ongoing professional development to new and existing staff members around anti-oppression, inclusivity, and intersectionality.
- Offering annual professional development sessions to district employees to raise awareness and equip them with the skills necessary to relate sensitively to people of different racial, ethnic, sexual, physical and intellectual backgrounds.
- Ensuring staff onboarding includes training on racial consciousness, Truth and Reconciliation, inclusivity, and intersectionality.

### **School Activities and Resources**

- Reviewing school activities, events, and classroom resources to encourage anti-racism, equity, inclusion and cultural diversity.
- Increasing visibility and awareness of cultural diversity by acknowledging national and international days of recognition (e.g., cultural celebrations, Truth and Reconciliation LGBTQ+ Pride Month, International Day of Persons with Disabilities).



- Reviewing and reflecting on curriculum, textbooks, novels, audiovisual, and other BC curriculum resource materials to ensure educational resources promote human rights, anti-discrimination, and cultural sensitivity.

### **Reporting and Addressing Discrimination**

- Providing and promoting a system for reporting incidents of discrimination through the School District Code of Conduct.
- Ensuring that alleged harassment by staff, students, parents/guardians and members of the public are investigated promptly, thoroughly, and in a sensitive manner, adhering to the principles of confidentiality and due process.

### **Curriculum and Educational Programs**

- Supporting curricular goals and learning objectives that provide students with the necessary knowledge, skills, and attitudes to contribute to a society free of discrimination.
- Encouraging the development and use of instructional materials that reflect the history and contributions of marginalized people in Canada.
- Promoting curriculum that supports anti-racism, equity, inclusion and cultural diversity

### **Community and Communication**

- Recognizing and acknowledging that communication between school and the local community requires cultural and historical considerations.
- Reducing language and cultural barriers by providing interpreter and translator services as needed.

### **Hiring Practices**

- Ensuring that hiring practices are based on merit and consistent with the Human Rights Code, while also promoting the recruitment and retention of culturally, linguistically, and diversely abled staff members.
- Providing training for personnel selection committees to enhance their sensitivity to human rights issues.

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## **POLICY 1.21 DUTIES OF THE CHAIR AND VICE-CHAIR**

The role of the Board Chair and Vice-Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When trustees elect these positions, they are choosing a person who will conduct their official meetings, and a person who will represent them to rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.

The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

### Specific Responsibilities of the Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice-Chair, the Superintendent, and the Secretary-Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.
3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board Meeting Procedures Bylaw.
4. Appoint Board representatives to committees and liaison responsibilities in consultation with trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.

The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon.

Specific responsibilities of the Vice-Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.



## **POLICY BYLAW 5-1.21 DUTIES OF THE CHAIR AND VICE-CHAIR PERSON & PRESIDING OFFICERS**

~~The Board shall elect a Board Chair in September of each year except in an election year, when he/she will be voted in at the Inaugural meeting.~~

~~A majority of the Board may elect a new Board Chair at any time (School Act).~~

~~The interim Chair shall be the Secretary-Treasurer until such time as the Board Chair has been elected.~~

~~The interim Chair shall call for nominations for Board Chair three times and declare nominations closed. A ballot vote shall be held and that person receiving more than one-half of the total number of votes cast shall be declared elected. If no person receives a clear majority, that person with the least number of votes shall be dropped and a further ballot conducted. If a tie vote shall continue to occur, the meeting shall be adjourned for a period of not more than one week to a time when all members of the Board are able to be present.~~

~~Following the election of the Board Chair, that person shall assume the Chair.~~

~~The Board shall elect a Vice Chair in September of each year for a one year term, except in an election year when he/she will be voted in at the Inaugural meeting.~~

The role of the Board Chair and Vice-Chair are critical in ensuring effective meeting processes and in establishing a positive tone for the Board.

When trustees elect these positions, they are choosing a person who will conduct their official meetings, and a person who will represent them to rightsholders, their education partners and the general public. The Chair is often the designated public face of the Board, serving as its primary spokesperson in representing the decisions of the Board.

The Chair is an equal, with no more power or authority than any other trustee. Although the Chair assumes a leadership role, they must adhere to the Board's directions and may not act unilaterally. The Chair works closely with the Superintendent to ensure that the wishes of the Board are understood; and works with the Board to present and clarify any concerns of the senior leadership team.

### Specific Responsibilities of the Chair:

1. Establish agendas and notice of meetings for Board meetings in consultation with the Vice-Chair, the Superintendent, and the Secretary-Treasurer.
2. Ensure that members of the Board have the information needed for informed discussion of the agenda items.

3. Preside over meetings of the Board and Board deliberations, enforcing appropriate procedures and parliamentary processes in accordance with the Board Meeting Procedures Bylaw.
4. Appoint Board representatives to committees and liaison responsibilities in consultation with trustees.
5. Provide leadership to the Board in maintaining the Board's focus on the strategic plan.
6. Provide leadership to the Board in maintaining the Board's focus on the Board's vision, mission, core values, and operational priorities.
7. Sign all Board correspondence.
8. Represent the Board as necessary at Board, Community, Regional and Provincial events.
9. Act as the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board.
10. Assume other responsibilities as may be specified by the Board.

~~The Chair of the Board of Education shall preside at the board meetings and perform all duties imposed by Statute.~~

The Board Chair shall have the same rights as other members to offer resolutions, to offer motions, to decide questions and vote thereon. ~~The Board Chair will conduct the meetings in accordance with Robert's Rules of Order.~~

~~The Board Chair shall appoint all representative and committees of the Board, except where otherwise stated by bylaw, and shall be an ex-officio member of all committees.~~

Specific responsibilities of the Vice-Chair:

1. Participate in planning the Board meeting agendas.
2. Act on behalf of the Chair, in the latter's absence and have all the duties and responsibilities of the Chair. The Chair may, on an as needed basis, delegate the presiding officer task to the Vice-Chair.
3. Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
4. Serve as an alternate signing authority for the District.
5. Assume other duties and responsibilities assigned by the Board Chair.



## Policy 1.21 Duties of the Chair and Vice-Chair

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~~The Vice Chair shall have the powers and duties of the Board Chair in the Chair's absence, and such other powers and duties as the Board may determine from time to time. In the event that neither the Board Chair nor the Vice Chair is able or willing to take the Chair, the presiding officer shall be such person as the Board may elect for that meeting.~~

## **POLICY 1.80 TRUSTEE PROFESSIONAL ENGAGEMENT AND LEARNING**

Trustees shall, each year, to the best of their ability, attend the following as a part of the normal business of the Board, and the Board’s normal expectations of Trustees.

BCSTA Fraser Valley Branch Meetings	All Trustees
BCSTA Annual General Meeting	All Trustees
BCSTA Provincial Council	Appointed Trustee
BCPSEA Symposium	Appointed Trustee
BCPSEA Annual General Meeting	Appointed Trustee
Ministry Provincial Board Chairs’ Meetings	Board Chair

The Board also expects trustees to participate in appropriate conferences, workshops, and seminars, recognizing the need for, and the value of, taking advantage of learning activities available to trustees. The BCSTA Trustee Academy is one such conference. For this purpose, individual trustees are provided with a \$3000.00 annual allocation within the district budget.

Trustees attending conferences, workshops and training shall make a report to the Board within one month and will make available any relevant conference or workshop materials.

### GUIDELINES

1. Attendance for activities require prior approval through the submission of a pre-registration form, a minimum of thirty days prior to the activity.
2. The annual allocation will be pro-rated in an election year.
3. Publications, equipment and supplies related to a trustee’s duties can be reimbursed from a trustee’s professional development budget.
4. If trustees are uncertain of the applicability of a learning opportunity, they can seek the advice of the Board.
5. Unspent professional development funds can be carried over from year to year. An account will be reset to zero when a trustee retires from the Board or is not re-elected.



**TRUSTEE PROFESSIONAL LEARNING TRAVEL EXPENSES  
PRE-REGISTRATION FORM**

Please submit this form to the Secretary-Treasurer **a minimum of 30 days before the event.**  
Once approved, you will be registered at the event and accommodations reserved, and confirmation sent to you as proof of registration.

After the event, you will need to fill out the blue form in order to be reimbursed for your expenses. Your maximum claim for the fiscal year (July 1- June 30) will remain **\$3000**, including registration and all expenses, except for the election year, in which it will be pro-rated July to October to **\$1000**. If re-elected, your claim amount will be **\$2000** (Nov. 1 - June 30.)

NAME OF TRUSTEE: \_\_\_\_\_

PROPOSED ACTIVITY: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_

**ESTIMATED EXPENSES:**

REGISTRATION FEE: \_\_\_\_\_ \$ \_\_\_\_\_

MEALS: NUMBER OF DAYS \_\_\_\_\_ MEALS AWAY COST \$ \_\_\_\_\_ TOTAL MEAL COST \$ \_\_\_\_\_

TRAVEL (estimation of mileage, parking, tolls) TOTAL TRAVEL COST \$ \_\_\_\_\_

ACCOMMODATION: Supply information (hotel, event codes, etc.)

NUMBER OF NIGHTS \_\_\_\_\_ TOTAL ACCOMM COST \$ \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

OTHER COSTS: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL ESTIMATED COST OF ACTIVITY** \$ \_\_\_\_\_

ACCOUNT CODE TO BE CHARGED (circle one): **Regular Travel** **Pro D**

SIGNATURE: \_\_\_\_\_

TRUSTEE

THIS DOCUMENT will inform the EXECUTIVE ASSISTANT that she proceed with securing event registration and accommodations. Once these are confirmed, she will send the confirmations to the trustee, who may then attend the event. Once back from the event, the trustee will fill out the regular travel expenses and submit as usual.

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For office use only:

\_\_\_\_\_  
SECRETARY-TREASURER

\_\_\_\_\_  
BOARD CHAIR

Remaining Funds in Trustee's account: \$ \_\_\_\_\_

## **TRUSTEE EXPENDITURE GUIDELINES**

### **Chairperson**

Any events attended at the request of the Ministry of Education or other designated authority as the Chair will be reimbursed from the travel budget.

### **BCPSEA Representative**

Any events attended to vote as a Board representative will be reimbursed from the travel budget (ie. AGM).

### **BCSTA Representative**

Any events attended to vote as the Board Representative will be reimbursed from the travel budget (ie. Provincial Council).

### **BCSTA Branch Representative**

Any events attended to represent the Board at a Branch meeting will be reimbursed from the travel budget.

### **BCSTA AGM**

Expenses will be reimbursed from the travel budget.

### **GENERAL GUIDELINES:**

- In-district events will be covered under the travel budget
- Out of district events will be covered by individual trustees' Professional Learning Budget. These events include: BCPSEA Symposium, BCSTA Trustee Academy, SCBA, workshops, and courses chosen by individual trustees.
- Specific requests for equipment or supplies by individual trustees will come from their own Professional Learning Budget
- Supplies and equipment purchases for all trustees (ie. iPads) will come out of regular Trustee supplies account.

Basically, if you CHOOSE to attend something of particular interest to you, expenses related to that event will come out of your own Professional Learning Budget.

If you are obliged to attend an event in your role as a trustee or a trustee representative, expenses for that event will come out of district travel.



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## **POLICY 1.71 REIMBURSEMENT FOR EXPENSES**

To enable trustees to fulfill their roles and responsibilities, it is expected that all trustees participate in all required functions of the Board to the greatest extent possible.

The Board of Education believes trustees engaged in duly authorized District business are entitled to reimbursement for reasonable and necessary expenses incurred.

The Board authorizes reimbursement for in-district and out of district activities in accordance with BCSTA rates and policy.

### GUIDELINES

1. The Board expects that trustees travelling on District business will exercise the same economy as a prudent person travelling on personal business and will differentiate between business and personal expenditures.
2. Trustees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense claim, together with supporting receipts as required by the Secretary-Treasurer.



## POLICY 1.71 ~~BYLAW 9~~ REIMBURSEMENT FOR EXPENSES

~~In view of the~~To enable trustees to fulfill their roles and responsibilities ~~for Trustees established by legislation and the policies of the Board~~, it is expected that all trustees participate in all required functions of the Board to the **greatest** extent possible.

The Board of Education believes ~~that personnel and~~ trustees engaged in duly authorized ~~School~~ District business are entitled to reimbursement for reasonable and necessary expenses incurred.

The Board authorizes reimbursement for in-district and out of district activities in accordance with BCSTA rates and policy.

### GUIDELINES

1. The Board expects that ~~personnel and~~ trustees travelling on District business will exercise the same economy as a prudent person travelling on personal business and will differentiate between business and personal expenditures.
2. Trustees ~~and personnel~~ who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense claim, together with supporting receipts as required by the Secretary-Treasurer.

~~Expense Claim Form – Agassiz/Harrison~~

~~Expense Claim Form – Hope~~

~~Expense Claim Form – Boston Bar~~

Related Legislation: Nil

Related Contract Article: Nil

Adopted: 1996-12-02

Amended: 2004-08-24, 2006-02-28, 2018-01-16, 2019-09-17



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## **POLICY 1.90 BOARD PERFORMANCE REVIEW**

The Board of Education is committed to being governing effectively and will review its performance at least twice during the term of office.

The Board will determine any resources necessary to support the performance review, and the nature of the process.

A performance review will be convened in an In Camera Board Meeting, at a scheduled time and place such that all trustees are present.

The objectives of the performance review may include an assessment of how the Board:

- meets its statutory requirements.
- fulfills the Board's roles and responsibilities.
- adheres to Board policy, and where warranted, develops new policy and/or revises existing policy.
- has established effective and productive meetings.
- engages and communicates with rightsholders, employees, and partners.
- maintains constructive and effective working relationships with district staff and each other.

In addition, the performance review will assess Board accomplishments during the previous year. Discussion will also include any actions the Board might take to enhance their governance function.

Upon conclusion of the performance review, the Board will provide a summary to the public.

## AP A.1 Development of Administrative Procedures

Legislative References: None

Policy Reference: 1.60 Policy Development and Currency

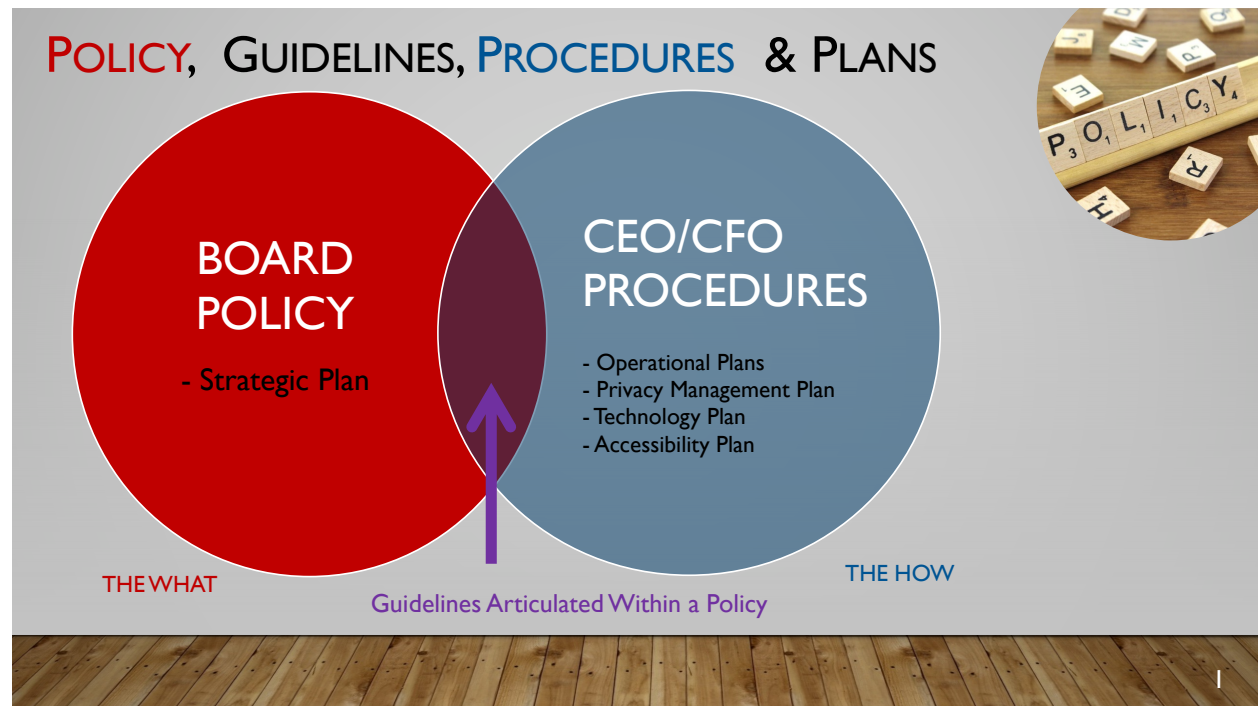
Collective Agreement References: None

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 of Schools.



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: payroll 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 of Schools, 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 2428
    - 3.1.2. District Parent Advisory Council
    - 3.1.3. Fraser Cascade Principal and Vice-Principal Association
    - 3.1.4. Fraser Cascade Teachers' Association
    - 3.1.5. 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.

4.1.2. Staff, partners and Rightsholders will be advised, and provided a copy of the Administrative 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.