

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

**DRAFT MINUTES OF THE POLICY COMMITTEE MEETING
October 7, 2025**

PRESENT:

Board Representatives:

Pattie Desjardins	Trustee	Chair
Wendy Colman-Lawley	Trustee	Committee Member
Linda Kerr	Trustee	Committee Alternate
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
Lynne Marvell	Representative	FCTA

District Staff:

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

Regrets:

<i>Vacant</i>	Representative	FCTA
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	CMAW
<i>Vacant</i>	Representative	DPAC
<i>Vacant</i>	Representative	DPAC
<i>Vacant</i>	Representative	IEC
<i>Vacant</i>	Representative	IEC
<i>Vacant</i>	Representative	Student Rep
<i>Vacant</i>	Representative	Student
Bernard Klop	Representative	FCPVPA

1. Call to Order and Acknowledgment

The meeting was called to order at 4:32 pm via Zoom conference call. The Acting Chair acknowledged that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Sq'ewqel, Shxw'ōwhámél, Seabird Island, Nlaka'pamux and Chawathil people.

- 2. Introductions & Welcome New Members** – The Chair confirmed there were no new members present for the meeting.

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3. **Election of Chair:** The Secretary Treasurer called for nominations for the position of Chair of the Policy Committee for the 2025-2026 year.

Trustee Wendy Colman-Lawley nominated Trustee Pattie Desjardins (nomination accepted).

Hearing no further nominations, the Secretary Treasurer declared Trustee Pattie Desjardins elected by acclamation as Committee chair for the 2025-2026 year.

4. **Approval of Agenda – October 7, 2025**

COLMAN-LAWLEY/MARVELL

THAT the agenda of the Policy Committee meeting held on October 7, 2025, be approved as presented.

Carried

5. **Approval of Minutes – September 9, 2025**

COLMAN-LAWLEY/MARVELL

THAT the minutes of the Policy Committee meeting held on September 9, 2025, be approved as presented.

Carried

6. **Further Revisions to policies previously considered 1.1 Policy 2.20 – Commitment to Diversity, Equity, Inclusion and Accessibility**

An update on the status of this policy was provided. The Committee reviewed the proposed changes to the Policy. As requested by the Committee, the consultant agreed to review all current policies to ensure the word “stakeholder” is updated.

COLMAN-LAWLEY/DESJARDINS

THAT the Policy Committee recommend to the Board of Education that Policy 2.20 – Commitment to Diversity, Equity, Inclusion and Accessibility be approved by the Board with the changes recommended

Carried

7. Discussion regarding Section 3.0 Policy recommended for repeal, with content established as an Administrative Procedure(s) Discussion needed regarding key components of a potential policy:

2.1 Policy #5070 - Social Media

The Committee and the Consultant agreed the optimal approach is to review the existing policy with the aim of building an inventory of items which should be retained in a new draft Policy which the Consultant would table at the next Committee meeting. With a

new draft policy in place, the Consultant would then refer items for the District to develop as an Administrative Procedure.

The Committee reviewed the existing policy and determined it would be optimal to include existing statements which outline the benefits of Social Media. The Superintendent agreed to find out what social media platforms the schools are using overall and report back. The Committee agreed that the new policy should focus on the students. Staff related language would be included in the staff HR policies going forward.

The Committee agreed the bullying website referenced was outdated and should be removed in the new policy. The Committee agreed that procedures in terms of parental sign off and student permissions at the beginning of each school year would need to be clarified in the new administrative procedures. The Committee agreed the focus of the new policy should be less procedural, cover concepts around acceptable use and risks and how to seek assistance if an issue arises. There was no motion made with regard to the agenda item. Next steps would be for the Consultant to bring a new draft policy to the Committee for their next meeting November 4, 2025.

8. Ministry Policy Requirement:

3.1 Policy - 5.40 Unexpected Health Emergencies.

The Consultant provided an update on what the Ministry is requiring the provincial school districts to do. The Ministry has clarified that they would accept either a policy or an administrative procedure. The Consultant advised it is up to the Committee to determine the best approach. The Consultant's preference is to have a short policy and then an administrative procedure which covers the specifics. The Superintendent provided an update on their conversation with Fraser Health who were unable to provide specific guidance on how to develop the policy and administrative procedures.

The Assistant Superintendent advised the Committee how the "Good Samaritan Act" provided protections to bystanders to assist in a medical emergency. The Committee agreed that in order to meet the timelines prescribed by the Province to have an approved policy in place by December 31, 2025, we would circulate a revised draft policy to the Committee for feedback prior to the upcoming October 21 Boarding meeting. Once the Board reviews and approves the draft, it would go to public consultation for 30 days and be brought back to the Board for their December 16, 2025 Board meeting for final approval.

9. Organization of Section 4 Human Resources

The Consultant provided an overview of how the overall policy manual will be structured and how the HR policies would be organized.

Suggested Policy Number and Name	Previous Policy
4.10 Staff Expectations (to include confidentiality, conflict of interest, social media, personal boundaries)	NEW 6233 Substance Dependence/Impairment <i>BCPSEA-Impairing Substances Toolkit</i> Policy 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 Senior District Staff	6400 Recruitment & Appointment of Administrative Personnel

Current policy [6235 In-Service Death Benefits](#) is being reviewed carefully to determine its status.

10. Section 4 Policies that are recommended for repeal, to be replaced with an Administrative Procedure:

The consultant provided the following overview of the 6 existing policies that will be replaced with an Administrative Procedure:

Policy 6060 Employees Working Alone

Policy 6507 Criminal Record Search

Policy 6600 School Bus Drivers

Policy 6610 Non-Teaching Professional Development

Policy 6710 Reporting Employee Accidents

Policy 6542 On-Call Staff (TTOCs and Support) - Travel [can be incorporated into a subsequent section - Finances]

The District's Administrative Procedures are published on the website unless publishing adversely impacts the District's safety and security. It was confirmed that cross referencing of new policies, and administrative procedures with existing policies is happening.

COLMAN-LAWLEY/DESJARDINS

THAT the above six (6) policies be repealed and established as an administrative procedure

Carried

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

6.1 Policy 6530 Staff Participation – Student Activities

COLMAN-LAWLEY/DEJARDINS

THAT the Policy Committee recommended to the Board that Policy 6530 Staff Participation be repealed outright.

Carried

12. Draft Financial Policies for Initial Review

This item was deferred to the next meeting November 4, 2025.

13. Questions & Comments

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14. New Business

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

ADJOURNMENT

DESJARDINS/

THAT the meeting be adjourned at 6:02 pm