

**Board of Education**  
**Special Public Board Agenda**

**Wednesday, June 24, 2026 – 6:00 pm**  
**via Zoom**

[https://sd38.zoom.us/webinar/register/WN\\_y3dgkbEhQe2aDWbWXeAnGg](https://sd38.zoom.us/webinar/register/WN_y3dgkbEhQe2aDWbWXeAnGg)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiṇəm language group on whose traditional and unceded territories we teach, learn and live.

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**1. Adoption of Agenda**

**2. Business Arising from Prior Minutes**

- (a) **RECOMMENDATION:** Draft rewrite of 204/204-R: Creation and Revision of Policy and Regulations:
1. Reorganize board policies, bylaws, regulations, administrative guidelines to board policies, bylaws, and administrative procedures as presented in Appendix A
  2. Retire current Policy 204/204-R: Creation and Revision of Policy and Regulations
  3. Approve a new policy: Development and Revision of Policies and Administrative Procedures
- Report from the Committee Chairperson attached.
- (b) **RECOMMENDATION:** Reorganization of Board Policies, Regulations, Administrative Guidelines, and Bylaws - Phase 1A:
1. Role of the Board
  2. Role of the Superintendent
  3. Board Delegation of Authority
- Report from the Committee Chairperson attached.

**3. Adjournment**

## Report to the Board of Education (Public)

**Date:** June 24, 2026

**From:** Debbie Tabolotney, Trustee, Chairperson of Policy Committee

**Subject:** **Draft Rewrite of Policy 204/204-R: Creation and Revision of Policy and Regulations**

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### RECOMMENDATION

THAT the Board of Education: **1)** reorganize board policies, bylaws, regulations, administrative guidelines to board policies, bylaws, and administrative procedures as presented in Appendix A; **2)** retire current *Policy 204/204-R: Creation and Revision of Policy and Regulations*, and **3)** approve a new policy: *Development and Revision of Policies and Administrative Procedures*.

### BACKGROUND:

The reorganization of board policies, regulations, administrative guidelines, and bylaws was initially presented to the Policy Committee on September 15, 2025, with a draft rewrite of Policy 204/204-R, attached to this report, and a reorganized list of board policies and administrative procedures under **Appendix A**.

At its meeting on October 14, 2025, the committee directed staff to consult with the BCSTA to identify a suitable consultant to lead a trustee workshop focused on policy reorganization. A revised timeline was shared with the committee on November 10, 2025, to align with this approach.

In January 2026, BCSTA issued a Board Policy Review Resource Guide to support school districts in their review of board policies and administrative procedures. Building on this work, BCSTA facilitated a trustee workshop on May 5, 2026, to support the board in policy reorganization. BCSTA highlighted the distinctions among policies, bylaws, and administrative procedures and explained the importance of these distinctions in:

- Maintaining the board's focus on strategy and outcomes;
- Preserving administrative authority and flexibility; and
- Strengthening accountability and clarity of roles

A rewrite of Policy 204/204-R is proposed as the initial step in the reorganization of the board's policies, bylaws, and administrative procedures, consistent with BCSTA guidance. Key elements of the draft rewrite include:

- a. Combining Policy 204 and 204-R into Policy 10: Development and Revision of Policies and Administrative Procedures
- b. Definitions of policy and administrative procedure; and
- c. A defined process for the development of administrative procedures

The board will continue to have oversight over the development and review of policies. The established processes for engaging with partner groups regarding new policies/bylaws or revisions of existing policies will remain unchanged.

While administrative procedures will not require board approval, the superintendent will ensure that any new administrative procedure, or a revision to existing regulations and administrative guidelines will be shared with the Policy Committee and the board for information before it is finalized and distributed to staff, as well as posted on the district website, as referenced in the flowchart attached to the draft rewrite of Policy 204/204-R. Staff will continue to engage with the appropriate partner group(s) in developing and revising administrative procedures.

Therefore, the final version of the administrative procedure shared with trustees for informational purposes will reflect a mutual understanding with partner groups.

#### **POLICY CONSIDERATIONS:**

The draft rewrite of Policy 204/204-R is guided by the superintendent's vision to reconfigure the board's policy manual in alignment with BCSTA's Board Policy Review Resource Guide. This work supports a transition from the board's current practice of adopting regulations and administrative guidelines to a model in which the superintendent develops administrative procedures that supplement board policies and serve as the primary written document by which the superintendent directs the work of staff.

In alignment with Policy 204/204-R, engagement with partner groups is not necessary for policies pertaining to board governance and legislative requirements.

#### **LEGISLATIVE CONSIDERATIONS:**

School Act - Section 85: Power and Capacity

For the purposes of carrying out its powers, functions, and duties under the School Act, a board has the power and capacity to determine local policy for the effective and efficient operation of schools in the school district.

#### **PROPOSED REVISED TIMELINE:**

| <b>Dates</b> | <b>Meeting</b>                  | <b>Comments</b>                                                                                           |
|--------------|---------------------------------|-----------------------------------------------------------------------------------------------------------|
| May 11, 2026 | Policy Committee<br>(In-camera) | Draft rewrite of Policy 204/204-R shared with the committee. Opportunity for trustee review and feedback. |

| <b>Dates</b>  | <b>Meeting</b>                             | <b>Comments</b>                                                                                                                                                                                                                                                                              |
|---------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 20, 2026  | Board Meeting<br>(In-camera)               | Draft rewrite of Policy 204/204-R shared with the board. Opportunity for trustee review and feedback.                                                                                                                                                                                        |
| June 8, 2026  | Policy Committee<br>(In-Camera and Public) | Draft rewrite of Policy 204/204-R incorporating trustee feedback submitted to Policy Committee (Public). Recommendation <u>not</u> to place into Partner Group Review process as this pertains to board governance. Recommendation for Notice of Motion at the June 17 public board meeting. |
| June 17, 2026 | Board Meeting<br>(Public)                  | Possible Notice of Motion for final approval at the proposed June 24 special public board meeting                                                                                                                                                                                            |
| June 24, 2026 | Special Board Meeting<br>(Public)          | Possible final approval by the board.                                                                                                                                                                                                                                                        |

*Respectfully submitted,*

*Debbie Tabolotney  
Trustee, Chairperson of Policy Committee*

*Attachments:*

- 1. Draft rewrite of Policy 204/204-R: Creation and Revision of Policy and Regulations*
- 2. Appendix A – Proposed reorganization of board policies and administrative procedures*

## GOVERNANCE

## Policy 10

[formerly Policy 204 and 204-R]

# Development and Revision of Policies and Administrative Procedures

## Governance

Policy and bylaw (the policy) development is a key responsibility of the board. Policies communicate the board's values, beliefs, and expectations, providing effective direction and guidance for the action of the board, superintendent, staff, students, and partners including families and third party organizations who engage with the district. Policies also serve as sources of information to all who may be interested in or connected with the operation of the school district.

Policies adopted by the board must be consistent with the *School Act* and its regulations, ministerial orders, and other federal and provincial legislation. Adoption or revision of board policies is solely the responsibility of the board.

## Definitions

| Structures                                 | Who's Responsible | What                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Policy</b>                              | Board             | A policy sets out the principles, expectations, and rules guiding how a school district is governed and operates. A policy is not mandated but it articulates board values and guides decision making.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Standing/<br/>Operational<br/>Bylaw</b> | Board             | <ul style="list-style-type: none"> <li>A formal board of education decision requiring three (3) separate readings before adoption under the <i>School Act</i> (Section 3, Joint Rights and Duties).</li> <li>A standing (procedural) bylaw is a type of policy with a higher level of process attached to it.</li> <li>A bylaw cannot be easily changed and requires a robust approval process as outlined in <i>School Act</i>.</li> <li>Guide decisions mandated by law <ul style="list-style-type: none"> <li>Some decisions must be made by passing a bylaw</li> </ul> </li> </ul> |

|                                 |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 |       | <ul style="list-style-type: none"> <li>• There are two different types of bylaws standing (procedural) bylaws and operational bylaws. <ul style="list-style-type: none"> <li>- <b>STANDING (PROCEDURAL) BYLAWS:</b> Standing Bylaws are used to establish procedures to be followed for certain matters</li> <li>- <b>OPERATIONAL BYLAWS:</b> Operational Bylaws are bylaws adopted by the board to establish procedures and administrative requirements necessary to fulfill the board's legal and operational obligations under applicable legislation and regulations.</li> </ul> </li> </ul> |
| <b>Administrative Procedure</b> | Staff | Administrative procedures are detailed rules, guidelines, and processes developed by the superintendent or senior administration that guides the day-to-day operations of the school district.                                                                                                                                                                                                                                                                                                                                                                                                   |

## Policy Development

Policies should be developed in consultation with those who are affected by them. Policy 201 Bylaw: 13. Standing Committees (13.2.5 Policy Committee) - details that the board will initiate the development and revision of policies via the Policy Committee. It may do so at the suggestion of the superintendent or any other individual or group, or on its own volition. Policy 201 Bylaw (13.3 Membership) - addresses representation of partner groups<sup>1</sup> on Standing Committees.

The superintendent, via the Policy Committee, will provide the board with a clear assessment of the need for new or revised policy, and possible alternatives to fulfill the need.

Policy development and revision is an ongoing process. Policies will be reviewed periodically by the Policy Committee and revised, if necessary, to meet changing needs.

The superintendent will consult with all those affected by a policy, where appropriate, in the process of developing a recommendation for consideration by the board.

Prior to board approval of a policy, a statement of need, an analysis of implications and alternatives, and a copy of the proposed policy should be circulated to those affected by it for comment, unless, in the opinion of the board, the new policy, or the revision to an existing policy, is too minor to require this process.

Notice of Motion for any adoption, amendment, or suspension of a policy will be submitted at the regular public board meeting prior to the meeting at which the change will be considered.

If a situation arises in which the board must act quickly, the chairperson may, with the consent of the board, waive the requirement of prior notice and the board may propose, discuss, and adopt a policy at a single meeting. However, it is the practice of the board to review such emergency policies after they have been in force for several months to ensure that the policy is well considered and remain appropriate for continued use.

The formal adoption of policies shall be recorded in the minutes of the public meeting of the board at which the adoption vote was taken. Only such written record shall constitute the policies of the board.

All board policies shall be recorded on the district website in the appropriate section of the online policy manual and, in each case the date of board approval and revision shall be shown.

The superintendent shall ensure that notice of new or revised policy is provided to affected parties (partner groups, employees, students, parents and/or the public) as appropriate to the topic.

### **Administrative Procedure Development**

As outlined in the attached flowchart, the superintendent will ensure the following steps are taken:

1. Feedback is sought from partner groups
2. The new administrative procedures will be shared for information at an in-camera Policy Committee meeting.
3. The new administrative procedures will be shared for information at the subsequent public Policy Committee meeting.
4. The new administrative procedures will be shared for information at the next in-camera board meeting.
5. The new administrative procedures will be shared for information at the next public board meeting.

<sup>1</sup> In the Richmond School District, the term "partner groups" includes our Indigenous rights holders and all officially recognized education partner representatives for Canadian Union of Public Employees (CUPE) 716, Richmond Association of School Administrators (RASA), Richmond District Parents Association (RDPA), Richmond Management and Professional Staff (RMAPS), and the Richmond Teachers' Association (RTA). Official representatives from partner groups participate on behalf of their members in committee meetings, engagements, and other activities to provide valuable input, feedback, and advice to the district. The Richmond School District values input from partner groups and voice from all members of the school community, including students, parents/guardians, and employees. Where appropriate, the Richmond School District will provide opportunities for public engagement to ensure all individuals can provide input to the district.

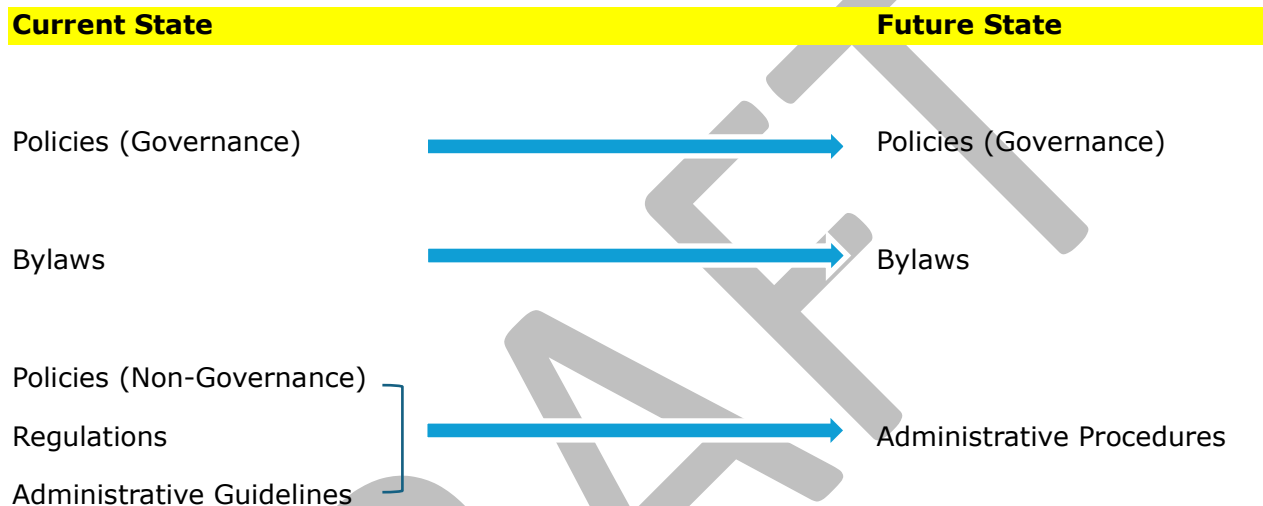
## Required Steps for New Policy or Amendments to Existing Policy

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Policy Initiated or Amended</b>                                                | New policy or revisions to existing policy may be initiated by the superintendent on behalf of the board. Once a new policy is identified or changes to an existing policy are required, it comes to Policy Committee for discussion.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>2 Policy Reviewed by Policy Committee</b>                                        | <p>If the Policy Committee is satisfied with the proposed policy and determines it is either a minor revision (e.g., housekeeping) or policy change that does not require partner group input (e.g., legislative mandate, board governance) proceed to Step 5.</p> <p>If the Policy Committee determines that partner group consultation is required, the chair of the Policy Committee prepares a recommendation to the board for circulation to partner groups for input and feedback with a timeline.</p>                                                                                                                                                      |
| <b>3 Policy Draft or Revision Circulated to Partner Groups for Input and Review</b> | The draft proposed policy or revision is sent out for circulation to partner groups for input and feedback with a timeline attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>4 Input on the Response Draft Reviewed By Policy Committee</b>                   | Policy Committee makes revisions to the response draft as necessary, based on the input received and if further discussion is needed. Once the Policy Committee is satisfied with the proposed policy or revision to policy, it is attached to the Policy Committee minutes for reference and proceeds to Step 5: Notice of Motion process.                                                                                                                                                                                                                                                                                                                       |
| <b>5 Notice of Motion</b>                                                           | <p>The chair of the Policy Committee prepares a Notice of Motion that a recommendation will be coming to the board for consideration and final approval of the new/revised proposed policy. A copy of the proposed policy is attached to the Policy Committee minutes with the Notice of Motion and also to the recommendation at the following board meeting, to allow all board members opportunity for final review and comment.</p> <p>This is the final opportunity for board input. If there are additional revisions being considered at this stage, other than minor changes to the proposed policy, the board should send the policy back to Step 4.</p> |
| <b>6 Board Approves Policy</b>                                                      | The chair of the Policy Committee presents a recommendation for final approval of the new/revised policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>7 Communication of approved policy</b>                                           | Following board approval, the new/revised policy is uploaded to the district website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## Transition period from current policy structure to reorganized policies and administrative procedures

During the transition phase to a new online policy manual, the Policy Committee will prioritize on an ongoing basis, revisions of existing policies, regulations, and administrative guidelines, to align with the BCSTA Framework. Source: BCSTA's Policy Review for Boards of Education: Board Policy Review Advisory Committee [January 2026] resource document.

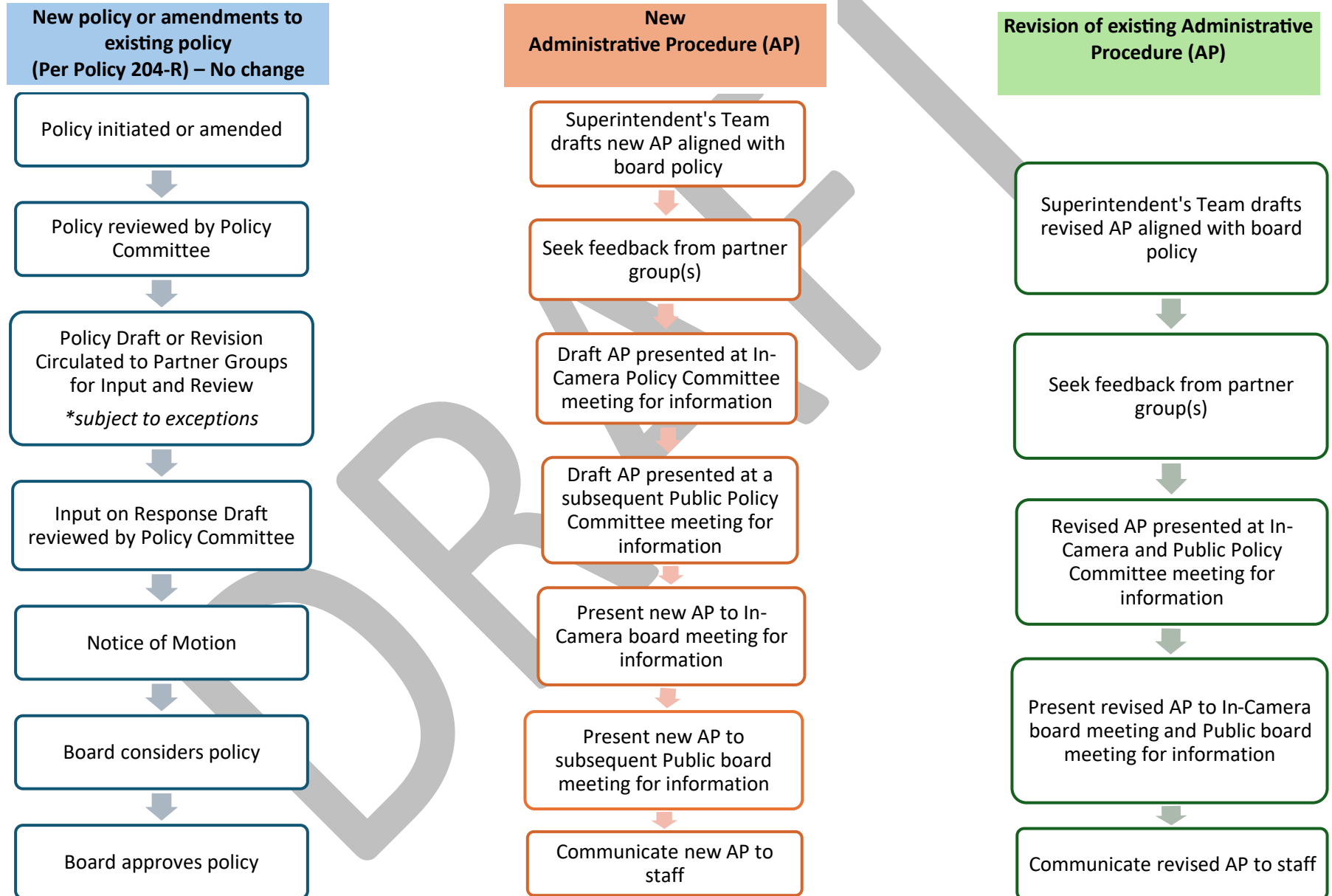


## Definitions (Current State):

**Administrative Guidelines** are developed and maintained by the superintendent to complement policies and regulations developed by the board by providing additional or more detailed procedures and expectations when that is deemed necessary by either the superintendent or the board.

**Regulations** define required actions. They indicate how and by whom the board requires things to be done.

## Flowchart for adoption and revision of board policies and administrative procedures



## Appendix A

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## Appendix A

# Proposed reorganization of board policies and administrative procedures

## Policies and Bylaws

| Proposed Board Policies                                                                                                                                                                                                                               | Existing SD 38 Board Policy & Bylaws                                                                                                                                                                                                        | Comments                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Policy 1: Foundational Statements <ul style="list-style-type: none"><li>Vision, Mission, Values</li><li>Collaboration and Community</li><li>District Code of Conduct</li></ul>                                                                        | Policy 100 & 100-R: Vision, Mission, Values<br>Policy 103: Collaboration and Community<br>Policy 105 & 105-R: District Code of Conduct                                                                                                      | Imbedded in a number of policies listed |
| Policy 2: Role of the Board <ul style="list-style-type: none"><li>Strategic Planning</li><li>Trustee Role, Responsibilities and Code of Ethics</li><li>Board Operations</li></ul>                                                                     | Policy 101: Strategic Planning<br>Policy 200: Trustee Role, Responsibilities and Code of Ethics<br>Policy 201: Board Operations<br>Policy 300/300-R (A): Administration                                                                     | Imbedded in a number of policies listed |
| Policy 3: Role of the Trustee <ul style="list-style-type: none"><li>Trustee Role, Responsibilities, and Code of Ethics</li><li>Trustee Orientation</li><li>Trustee Stipend and Expenses</li><li>Trustee Professional Development and Travel</li></ul> | Policy 200: Trustee Role, Responsibilities, and Code of Ethics<br>Policy 200-R1: Trustee Orientation<br>Policy 203, 203- R & 203-G: Trustee Stipend and Expenses<br>Policy 205, 205- R & 205-G: Trustee Professional Development and Travel | Imbedded in a number of policies listed |
| Policy 4: Trustee Code of Conduct <ul style="list-style-type: none"><li>Trustee Code of Ethics Breaches and Sanctions</li></ul>                                                                                                                       | Policy 200-R2: Trustee Code of Ethics Breaches and Sanctions                                                                                                                                                                                |                                         |

## Appendix A

| Proposed Board Policies                                                                                                                      | Existing SD 38 Board Policy & Bylaws                                | Comments                     |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------|
| Policy 5: Role of the Board Chairperson and Board Vice Chairperson <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul> | Policy 201 Bylaw: Board Operations                                  | Imbedded in Policy 201 Bylaw |
| Policy 7: Board Operations <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>                                         | Policy 201 & 201 Bylaw: Board Operations                            | Imbedded in Policy 201 Bylaw |
| Policy 8: Board Committees <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>                                         | Policy 201 & 201 Bylaw: Board Operations                            | Imbedded in Policy 201 Bylaw |
| Policy 9: Board Representatives <ul style="list-style-type: none"> <li>Bylaw: Board Operations</li> </ul>                                    | Policy 201 Bylaw: Board Operations                                  | Imbedded in Policy 201 Bylaw |
| Policy 10: Policy Development <ul style="list-style-type: none"> <li>Creation and Revision of Policy and Regulations</li> </ul>              | Policy 204 & 204-R: Creation and Revision of Policy and Regulations |                              |
| Policy 11: Board Delegation of Authority                                                                                                     |                                                                     |                              |
| Policy 12: Role of the Superintendent                                                                                                        |                                                                     |                              |
| Policy 13: Appeals Policy and Procedures Bylaw <ul style="list-style-type: none"> <li>Complaints by Students, Parents, and Public</li> </ul> | Policy 103 Bylaw: Complaints by Students, Parents, and Public       |                              |
| Policy 14: School Closure <ul style="list-style-type: none"> <li>School Closure and/or Consolidation</li> </ul>                              | Policy 704 & 704-R: School Closure and/or Consolidation             |                              |

## Appendix A

| Proposed Board Policies                                                                                                                                                                                       | Existing SD 38 Board Policy & Bylaws                                                              | Comments                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Policy 15: Recruitment and Selection of Personnel <ul style="list-style-type: none"> <li>Recruitment and Selection of Management and Administrative Personnel</li> </ul>                                      | Policy 401: Recruitment and Selection of Management and Administrative Personnel                  |                                                                                        |
| Policy 16: By-Law No. 3 (I) – Indemnification <ul style="list-style-type: none"> <li>Indemnification</li> <li>Officer / Employee Indemnification</li> </ul>                                                   | Policy 202 Bylaw: Indemnification<br>Policy 400-R6: Officer / Employee Indemnification (Bylaw #1) | Imbedded in a number of policies listed                                                |
| Policy 17: Sexual Orientation, Gender Identity and Gender Expression <ul style="list-style-type: none"> <li>Sexual Orientation and Gender Identity</li> </ul>                                                 | Policy 106: Sexual Orientation and Gender Identity                                                |                                                                                        |
| Policy 18: Naming of Board-Owned Facilities <ul style="list-style-type: none"> <li>Naming of Board-Owned Facilities or Parts of Board-Owned Facilities</li> <li>Renaming of Board-Owned Facilities</li> </ul> | Policy 701.11-R Naming of Board-Owned Facilities or Parts of Board-Owned Facilities               | Renaming of Board-Owned Facilities (to be developed and included as part of Policy 18) |
| Policy 19: Student Admission, Registration, Placement and Transfer                                                                                                                                            | Policy 501.8, 501.8-R & 501.8- G: Student Admission, Registration, Placement and Transfer         |                                                                                        |
| Policy 20: Accumulated Operating Surplus <ul style="list-style-type: none"> <li>Accumulated Operating Surplus and Capital Reserves</li> </ul>                                                                 | Policy 631 & 631-R: Accumulated Operating Surplus and Capital Reserves                            |                                                                                        |
| Policy 21: Disposal of Land or Improvements <ul style="list-style-type: none"> <li>Disposal of School Board Land or Improvements</li> </ul>                                                                   | Policy 704.1 & 704.1-R: Disposal of School Board Land or Improvements                             |                                                                                        |

## Appendix A

| Proposed Board Policies                                                                                                                                                      | Existing SD 38 Board Policy & Bylaws                                                                                   | Comments                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|                                                                                                                                                                              |                                                                                                                        |                                         |
| Policy 22: Anti-Racism and Non-discrimination <ul style="list-style-type: none"> <li>Diversity, Equity, and Inclusion</li> </ul>                                             | Policy 102: Diversity, Equity, and Inclusion                                                                           |                                         |
| Policy 23: Child Care Services in District Facilities <ul style="list-style-type: none"> <li>Community Use of District Facilities</li> </ul>                                 | Policy 804.1 & 804.1-R: Community Use of District Facilities                                                           | Imbedded in a number of policies listed |
| Policy 24: Public Interest Disclosure <ul style="list-style-type: none"> <li>Freedom of Information and Protection of Privacy</li> <li>Public Interest Disclosure</li> </ul> | Policy 311 & 311-R: Freedom of Information and Protection of Privacy<br>Policy 402 & 402-R: Public Interest Disclosure | Imbedded in a number of policies listed |

## Appendix A

### Administrative Procedures

The five categories of Administrative Procedures (AP) below align with the School Act.

#### 100 General Administration

| Proposed AP Number  | Existing SD 38 policy, regulation or guidelines                                                                                                                                                                    | Comments            |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Organization</b> |                                                                                                                                                                                                                    |                     |
| AP 101              | 101-R: Strategic Planning                                                                                                                                                                                          |                     |
| AP 102              | 103-R (A) & 103- G: Foundations of Learning                                                                                                                                                                        |                     |
| AP 103              | 104, 104-R, 104-G: Acceptable Use of Information and Communication Services<br>104-G (A): Acceptable Use of Student and Personal Digital Devices                                                                   |                     |
| AP 104              | 106-R & 106-G: Sexual Orientation and Gender Identity                                                                                                                                                              |                     |
| AP 105              | 300-R (A): Administrative Responsibilities<br>300-G (A): Lines of Authority<br>300-G (B): Leadership Guidelines                                                                                                    | Needs to be revised |
| AP 106              | 310 & 310-R: Emergency Management                                                                                                                                                                                  |                     |
| AP 107              | 311-R: Freedom of Information and Protection of Privacy<br>311-G (A): Privacy Impact Assessment<br>311-G (B): Critical Incident and Privacy Breach Procedure<br>311-G (C): Personal Information Management Program |                     |
| AP 108              | 501.8, 501.8-R & 501.8- G: Student Admission, Registration, Placement and Transfer                                                                                                                                 |                     |
| AP 109              | 505.1: Use of Student Records                                                                                                                                                                                      |                     |
| AP 110              | 502.1: Maintenance of Orderly Conduct                                                                                                                                                                              |                     |
| AP 111              | 511.2: School Calendar                                                                                                                                                                                             |                     |
| AP 112              | 605.3: Student Records - UNDER REVISION                                                                                                                                                                            |                     |
| AP 113              | 701.11 & 701.11-R: Naming of Board Owned Facilities or Parts of Board Owned Facilities                                                                                                                             |                     |
| AP 114              | 701.12 & 701.12-G: Official School Openings                                                                                                                                                                        | Needs to be revised |
| AP 115              | 706: Smoke Free Environment                                                                                                                                                                                        |                     |
| AP 116              | 804.8 & 804.8-R: Commercialism                                                                                                                                                                                     |                     |



## Appendix A

| Proposed AP Number | Existing SD 38 policy, regulation or guidelines                      | Comments                                             |
|--------------------|----------------------------------------------------------------------|------------------------------------------------------|
| AP 117             | 804.8.2: Access to District Mail System                              |                                                      |
| AP 118             | 804.8.4: Media Productions Using School Facilities                   |                                                      |
| AP 119             | 805.4-R: Money Raising Activities in the Schools                     |                                                      |
| AP 120             | 805.5 & 805.5-R: Participation in Community Fund Drives              |                                                      |
| AP 121             | 806.1 & 806.1-R: Educational Twinning                                |                                                      |
| AP 122             | 807 & 807-R: District Educational Heritage                           |                                                      |
| AP 123             | 808, 808-R. & 808-G: Volunteers in Schools                           |                                                      |
| <b>Community</b>   |                                                                      |                                                      |
| AP 124             | 801.2: Releases to News Media Internal School News and Board Matters |                                                      |
| AP 125             | 802 & 802-R: Citizens' Involvement in Decision-Making                |                                                      |
| AP 126             | 802.1 & 802.1-R: District Advisory Council                           |                                                      |
| AP 127             | 802.3-R: Communications and Recommendations from the Public          |                                                      |
| AP 128             | 802.4 & 802.4-R: Parents' Advisory Council                           |                                                      |
| AP 129             | 802.5 & 802.5-R: School Planning Councils                            | Dated - no longer supported/mandated by the ministry |
| AP 130             | 803.1: Participation in Community Life                               |                                                      |
| AP 131             | 800: Community Relations Statement of Guiding Principles             |                                                      |
| AP 132             | 801 & 801-R: Public Communications                                   |                                                      |
| AP 133             | 801.1-R: Community Relations                                         |                                                      |

## Appendix A

### 200 Instructional Programs and Materials

| Proposed AP Number | Existing SD 38 policy, regulation or guidelines                            | Comments                                                |
|--------------------|----------------------------------------------------------------------------|---------------------------------------------------------|
| AP 201             | 510: Statement of Guiding Principles for the Educational Program           |                                                         |
| AP 202             | 511.1: Type of School Organization                                         |                                                         |
| AP 203             | 511.3 & 511.3-R: Scheduled Staff Development Days (Non-Instructional Days) |                                                         |
| AP 204             | 512.10 & 512.10-R: Distance Education Courses                              |                                                         |
| AP 205             | 512.11 & 512.11-R: Adult Education (Continuing Education)                  |                                                         |
| AP 206             | 512.14: Curriculum Development                                             |                                                         |
| AP 207             | 512.14.1 & 512.14.1-R: Environmental Stewardship                           |                                                         |
| AP 208             | 512.15 & 512.15-R: Pilot or Innovative Projects                            |                                                         |
| AP 209             | 512.2: Basic Instructional Program                                         |                                                         |
| AP 210             | 512.3 & R: Locally Developed Courses                                       | Dated term - currently Board/Authority Authorized (BAA) |
| AP 211             | 512.4 & 512.4-R: French Programs                                           |                                                         |
| AP 212             | 512.5 & 512.5-R: Summer School                                             |                                                         |
| AP 213             | 512.6-R: Special Education                                                 |                                                         |
| AP 214             | 512.6.1: Hospital and Homebound Education                                  |                                                         |
| AP 215             | 513.1: Pupil and Teacher Ratio                                             |                                                         |
| AP 216             | 513.2 & 513.2-R: Field Trips (Off-site Learning Experiences)               |                                                         |
| AP 217             | 513.3 & 513.3-R: Homework                                                  |                                                         |
| AP 218             | 513.4, 513.4- R, 513.4-G: Selection of Learning Resources                  |                                                         |
| AP 219             | 513.5-R: Reconsideration of Learning Resources                             |                                                         |
| AP 220             | 513.6 & 513.6-R: External Resources                                        |                                                         |
| AP 221             | 514.2-R & 514.2-G: Health Guidance                                         |                                                         |
| AP 222             | 517, 517- R & 517-G: Assessment and Reporting                              |                                                         |
| AP 223             | 520: Auxiliary Services                                                    |                                                         |

## Appendix A

### 300 Students

| Proposed AP Number | Existing SD 38 policy, regulation or guidelines                                    | Comments |
|--------------------|------------------------------------------------------------------------------------|----------|
| AP 301             | 501.1 & 501.1-R: Student Attendance Requirements                                   |          |
| AP 302             | 502: Student Behaviour and Discipline                                              |          |
| AP 303             | 502.1.2, 502.1.2- R & 502.1.2-G: Dress Code                                        |          |
| AP 304             | 502.2 & 502.2-R: Student Suspension or Exclusion from School                       |          |
| AP 305             | 502.3 & 502.3-R: Student Possession of Weapons                                     |          |
| AP 306             | 502.4-R: Smoking Alcohol Consumption and Drugs                                     |          |
| AP 307             | 503.6 & 503.6-R: Interscholastic Competitions and Contests                         |          |
| AP 308             | 504: Student Health and Safety                                                     |          |
| AP 309             | 504.10-R: Fire Earthquake Disaster Drills                                          |          |
| AP 310             | 504.11-R: Bomb Threats                                                             |          |
| AP 311             | 504.12, 504.12-R & 504.12-G: Physical Restraint of Students                        |          |
| AP 312             | 504.2: Exclusion for Communicable Diseases                                         |          |
| AP 313             | 504.3 & 504.3-R: Injury or Illness at School                                       |          |
| AP 314             | 504.3.1, 504.3.1- R & 504.3.1-G: Administering Prescribed Medications for Students |          |
| AP 315             | 504.3.2 & 504.3.2 -R: Personal Safety of Students (Child Abuse)                    |          |
| AP 316             | 504.3.3 & 504.3.3-R: Anaphylaxis                                                   |          |
| AP 317             | 504.4 & 504.4-R: Provision of Menstrual Products to Students                       |          |
| AP 318             | 504.6 & 504.6-R: School Safety Patrols                                             |          |
| AP 319             | 505.5 & 505.5-R: Interrogations of Students by Outside Agencies                    |          |
| AP 320             | 505.7: Assistance to Students                                                      |          |
| AP 321             | 506, 506-R & 506-G: Health Promotion                                               |          |
| AP 322             | 522 & 522-R: Transportation                                                        |          |

## Appendix A

| Proposed<br>AP Number | Existing SD 38 policy, regulation or guidelines  | Comments |
|-----------------------|--------------------------------------------------|----------|
| AP 323                | 522.7 & 522.7-R: Student Conduct on School Buses |          |

## Appendix A

### 400 Personnel and Employee Relations

| Proposed AP Number | Existing SD38 policy, regulation or guidelines                                                                                                                                                                                                                                           | Comments |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| AP 401             | Policy 103-R (B): Complaints and Appeals by Staff                                                                                                                                                                                                                                        |          |
| AP 402             | 400 & 400-G: Human Resources<br>400-R1: Conflict of Interest<br>400-R2: Criminal Records Review<br>400-R3: Equal Opportunity Employment<br>400-R4: Secondment<br>400-R5: Smoking, Vaping, Alcohol and Drug Consumption / Misuse on Board-Owned and Leased Property and In Board Vehicles |          |
| AP 403             | 400-R6: Officer / Employee Indemnification                                                                                                                                                                                                                                               |          |
| AP 404             | 401-R & 401-G: Recruitment and Selection of Management and Administrative Personnel                                                                                                                                                                                                      |          |
| AP 405             | 402-G: Public Interest Disclosure                                                                                                                                                                                                                                                        |          |
| AP 406             | 703.5 & 703.5-R: Health and Safety                                                                                                                                                                                                                                                       |          |
| AP 407             | 703.6 & 703.6-R: Protection of Employees from Violence in the Workplace                                                                                                                                                                                                                  |          |
| AP 408             | 703.1: Accident Prevention and Safety Procedure                                                                                                                                                                                                                                          |          |
| AP 409             | 703.2: First Aid and Accident Reports                                                                                                                                                                                                                                                    |          |
| AP 410             | 703.7, 703.7- R & 703.7-G: Closure of Schools Due to Emergent Conditions                                                                                                                                                                                                                 |          |

## Appendix A

### 500 Business Administration

| Proposed AP Number | Existing SD 38 policy, regulation or guidelines                                                                       | Comments |
|--------------------|-----------------------------------------------------------------------------------------------------------------------|----------|
| <b>Finance</b>     |                                                                                                                       |          |
| AP 501             | Policy 600: Financial Management                                                                                      |          |
| AP 502             | 601 & 601-R: Budget                                                                                                   |          |
| AP 503             | 602 & 602-R: Charges for Goods and Services - UNDER REVISION<br>602-G: Annual Schedule of School Charges and Deposits |          |
| AP 504             | 606: Insurance - UNDER REVISION                                                                                       |          |
| AP 505             | 606.1 & 606.1-R: Selection of an Insurance Agent for Board Owned Fleet of Motor Vehicles - UNDER REVISION             |          |
| AP 506             | 609 & 609-R: Selection of Legal Counsel - UNDER REVISION                                                              |          |
| AP 507             | 610 & 610-R: Selection of Benefit Consultant - UNDER REVISION                                                         |          |
| AP 508             | 611.1 & 611.1-R: General Banking                                                                                      |          |
| AP 509             | 611.2 & 611.2-R: Investments                                                                                          |          |
| AP 510             | 611.3 & 611.3-R: Revenue Generation                                                                                   |          |
| AP 511             | 611.4 & 611.4-R: Purchasing Good and Services                                                                         |          |
| AP 512             | 611.4.1-R: Methods to Acquire Goods and Services                                                                      |          |
| AP 513             | 611.4.2-R: Competitive Bidding Process                                                                                |          |
| AP 514             | 611.4.3-R: Selection of Vendor Bids and Proposals                                                                     |          |
| AP 515             | 611.5 & 611.5-R: Procurement Cards                                                                                    |          |
| AP 516             | 611.5.1-R: Procurement Cards Usage and Responsibility                                                                 |          |
| AP 517             | 611.6 & 611.6-R: Travel Expenses                                                                                      |          |
| AP 518             | 611.7 & 611.7-R: Charitable Donations                                                                                 |          |
| AP 519             | 612 & 612-R: Authorization                                                                                            |          |
| AP 520             | 613: Financial Audit                                                                                                  |          |
| AP 521             | 613.1 & 613.1-R: Internal Audit                                                                                       |          |
| AP 522             | 621 & 621-R: Financial Planning and Reporting                                                                         |          |

## Appendix A

| Proposed AP Number | Existing SD 38 policy, regulation or guidelines              | Comments                         |
|--------------------|--------------------------------------------------------------|----------------------------------|
| AP 523             | 621.1 & 621.1-R: Financial Reporting - School Based Funds    |                                  |
| AP 524             | 641 & 641-R: Enterprise Risk Management                      |                                  |
| AP 525             | 804.9 & 804.9-R: Donations to Schools                        |                                  |
| AP 526             | Disposal of Obsolete Equipment or Assets                     | Placeholder - AP to be developed |
| <b>Facilities</b>  |                                                              |                                  |
| AP 527             | 700: Statement of Guiding Principles for District Facilities |                                  |
| AP 528             | 701 & 701-R: Facilities Planning and Development             |                                  |
| AP 529             | 701.13: School Facilities Survey                             |                                  |
| AP 530             | 701.2 & 701.2-R: Capital Project Design Review Process       |                                  |
| AP 531             | 702 & 702-R: Facilities Maintenance and Operations           |                                  |
| AP 532             | 702.2 & 702.2-R: Installation of Adventure Playgrounds       |                                  |
| AP 533             | 702.6: Inventory                                             |                                  |
| AP 534             | 703: Safety Program (Buildings and Grounds)                  |                                  |
| AP 535             | 703.3, 703.3-R & 703.3-G: Building and Grounds Security      |                                  |
| AP 536             | 703.4 & 703.4-R: Vandalism                                   |                                  |
| AP 537             | 705 & 705-R: Telephones                                      |                                  |
| AP 538             | 707 & 707-R: Post Disaster Procedures                        |                                  |
| AP 539             | 708, 708-R & 708-G: Video Surveillance                       |                                  |
| AP 540             | 804.1 & 804.1-R: Community Use of District Facilities        |                                  |
| AP 541             | 804.2: Use of School Facilities for Private Profit           |                                  |
| AP 542             | 804.4: Fees for Use of District Facilities                   |                                  |
| AP 543             | 804.6-R: Use of School Facilities Weekend and Holiday Use    |                                  |
| AP 544             | 804.7-R: Use of School Facilities - District Resource Centre |                                  |

## Report to the Board of Education (Public)

**Date:** June 24, 2025

**From:** Debbie Tabolotney, Trustee, Chairperson of Policy Committee

**Subject:** **Reorganization of Board Policies, Regulations, Administrative Guidelines, and Bylaws – Phase 1A**

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### RECOMMENDATION 1:

THAT the Board of Education approve new policy: *Role of the Board*.

### RECOMMENDATION 2:

THAT the Board of Education approve new policy: *Role of the Superintendent*.

### RECOMMENDATION 2:

THAT the Board of Education approve new policy: *Board Delegation of Authority*.

### BACKGROUND:

In January 2026, BCSTA issued a Board Policy Review Resource Guide to support school districts in their review of board policies and administrative procedures. BCSTA recommends the policy review to be divided into the following phases:

Phase 1A: Update and/or develop the core 3 out of 13 foundational policies.

Phase 1B: Update and/or develop the remaining foundational policies.

Phase 2: Review and update local policies.

Phase 3: Develop a workplan for ongoing review and update of policies.

The goal is for boards of education to review and modernize board policies listed in Phase 1A of the documents by June 2026, complete the review of the remaining foundational policies by October 2026, where feasible, and continue updating policy manuals through the 2026-2030 term.

As noted in the BCSTA Board Policy Review Resource Guide, the following policies need to be developed and/or reviewed under Phase 1A:

1. Role of the Board
2. Role of the Superintendent



### 3. Board Delegation of Authority

An updated timeline for Phase 1A of the policy review, based on BCSTA's Board Policy Review Resource Guide, is outlined below.

In alignment with Policy 204/204-R, engagement with partner groups is not necessary for policies pertaining to board governance and legislative requirements.

#### PROPOSED REVISED TIMELINE FOR PHASE 1A:

| Dates          | Meeting                                    | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 13, 2026 | Policy Committee<br>(In-camera)            | <p>Revised timeline on reorganization of the core 3 out of 13 foundational policies under Phase 1A shared with Policy Committee:</p> <ul style="list-style-type: none"><li>• Role of the Board</li><li>• Role of the Superintendent</li><li>• Delegation of Authority</li></ul> <p>Note: The remaining foundational policies under Phase 1B, and local policies under Phase 2, along with administrative procedures, are targeted for completion by October 2026.</p> |
| May 11, 2026   | Policy Committee<br>(In-camera)            | <p>Draft board policies under Phase 1A shared with the committee:</p> <ul style="list-style-type: none"><li>• Role of the Board</li><li>• Role of the Superintendent</li><li>• Delegation of Authority</li></ul> <p>Opportunity for trustee review and feedback.</p>                                                                                                                                                                                                  |
| May 20, 2026   | Board Meeting<br>(In-camera)               | <p>Draft board policies under Phase 1A shared with the board. Opportunity for trustee review and feedback.</p>                                                                                                                                                                                                                                                                                                                                                        |
| June 8, 2026   | Policy Committee<br>(In-Camera and Public) | <p>Draft policies under Phase 1A incorporating trustee feedback submitted to Policy Committee (Public). Recommendation <u>not</u> to place into Partner Group Review process as these policies are board governance responsibilities.</p> <p>Recommendation for Notice of Motion at the June 17 Board Meeting.</p>                                                                                                                                                    |
| June 17, 2026  | Board Meeting<br>(Public)                  | <p>Possible Notice of Motion for final approval at the proposed June 24 special board meeting</p>                                                                                                                                                                                                                                                                                                                                                                     |

| <b>Dates</b>  | <b>Meeting</b>                    | <b>Comments</b>                       |
|---------------|-----------------------------------|---------------------------------------|
| June 24, 2026 | Special Board Meeting<br>(Public) | Possible final approval by the board. |

*Respectfully submitted,*

*Debbie Tabolotney  
Trustee, Chairperson of Policy Committee*

*Attachments:*

- 1. Draft Policy: Role of the Board of Education*
- 2. Draft Policy: Role of the Superintendent*
- 3. Draft Policy: Board Delegation of Authority*

## ROLE OF THE BOARD OF EDUCATION

The Board of Education of School District No. 38 (Richmond) is the corporate entity established under the *British Columbia School Act* ("the Act") and is governed by seven trustees elected by the public for a term defined in the Act.

As a corporate body, the board holds the full legal capacity of a natural person, enabling it to govern the affairs of the school district, including entering into contracts, owning property, and managing its operations in accordance with provincial legislation.

The board's core mandate is to govern the school district in alignment with the duties and responsibilities set out in the *School Act*. This includes in part, setting the strategic direction, establishing policies, approving budgets, and monitoring the performance of the district to ensure the improvement of student achievement in the school district.

The board provides oversight of the district's operations through the superintendent of schools. The superintendent ensure that board decisions are effectively implemented across the district.

The board's governance role is distinct from the operational responsibilities of management. While the board establishes policy, defines strategic priorities, approves the annual budget and makes decisions required by law, it does not engage in the daily operations and management of the school district or staff. That responsibility lies with the superintendent, who is accountable to the board.

The board acts collectively and exercises its authority through formal meetings and decisions. Outside of these meetings, individual trustees hold no greater authority than any other member of the public, unless specific authority has been delegated to them by the board. Individual trustees must not direct or interfere with the work of the superintendent or other staff members.

This governance framework ensures that the board fulfills its legislative mandate while maintaining a clear separation between governance and administration, in accordance with sections 65 and 85 of the *School Act*.

Specific areas of responsibility of the board of education are:

### **1. Accountability to Government**

- 1.1 Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies.
- 1.2 Perform board functions required by governing legislation and existing board policy.

### **2. Accountability to the Community**

- 2.1 Make decisions that reflect the Richmond School District's vision, mission, values, and represent the broad interests of the community.

- 2.2 Establish processes and provide opportunities for community engagement.
- 2.3 Report district results at least annually.
- 2.4 Develop procedures for and hear appeals as required by statute and/or board policy.
- 2.5 Model a culture that reflects the board's code of ethics and shared community values.
- 2.6 Provide for two-way communication between the board, Indigenous communities, and partner groups.
- 2.7 Meet as needed with municipal government and other governing authorities in educational/public service or business to assist in achieving educational goals.

### **3. Strategic Planning**

- 3.1 Provide overall direction for the district by establishing the mission, vision, values, and foundational statements.
- 3.2 Approve the district's long-term strategic plan.
- 3.3 Set strategic goals and monitor key results, particularly the progress of student achievement.
- 3.4 Annually approve the district budget.
- 3.5 Approve other plans as required by the *School Act*.
- 3.6 Monitor and evaluate the district's communication strategy.

### **4. Policy Development**

- 4.1 Identify the reason and/or intended purpose before creating a new policy.
- 4.2 Make the final decision regarding the approval of all policy statements.
- 4.3 Evaluate policy impact to determine if policy has created the desired change or results.
- 4.4 Establish policies that outline how the board and/or school district will function.
- 4.5 Delegate authority to the superintendent and define responsibilities.

### **5. Board and Superintendent Relations:**

- 5.1 Select and hire the superintendent.
- 5.2 Provide the superintendent with clear board direction.
- 5.3 Delegate in writing, administrative authority and identify responsibilities subject to the provisions and restrictions in provincial legislations and regulations.
- 5.4 Respect the delegated authority of the superintendent to carry out executive actions and support those actions which are exercised within the discretionary powers of the position.
- 5.5 Evaluate the superintendent and review the contract of employment at least annually.

### **6. Political Advocacy and Responsibility**

- 6.1 Consider the priorities and focus for advocacy, key messages, and advocacy mechanisms.
- 6.2 Provide input to the British Columbia School Trustees Association, and British Columbia Public Sector Employers' Association.
- 6.3 Advance board/district positions and priorities through local/community and provincial organizations as deemed appropriate.

## **7. Board Development**

- 7.1 Evaluate the board's performance and effectiveness at least annually.
- 7.2 Actively participate in board professional development.

## **8. Fiscal Accountability**

- 8.1 Approve the annual district budget aligned with the strategic plan.
- 8.2 Approve the budget guiding principles and decision-making criteria for the development of the annual budget.
- 8.3 Approve the process and timelines for budget deliberations.
- 8.4 Annually appoint the auditor and approve the terms of engagement.
- 8.5 Annually review the audit report and management letter.
- 8.6 Annually approve the audited financial statements.
- 8.7 Provide direction regarding the mandate for employee negotiations.
- 8.8 Ratify memoranda of agreement with bargaining units.
- 8.9 Approve the acquisition and disposition of district land and buildings.
- 8.10 Approve construction projects in excess of one million dollars (\$1,000,000).
- 8.11 Annually approve the five-year capital plan and review the facilities masterplan.
- 8.12 Review and monitor all accumulated surpluses and reserve funds to ensure financial health and stability.
- 8.13 Provide for adequate budget consultation processes with the community, Indigenous communities and partner groups.
- 8.14 Regularly monitor fiscal management of the district.
- 8.15 Regularly monitor the Enterprise Risk Management Plan (ERMP).

## **9. Additional Responsibilities**

- 9.1 Approve annual local school calendars in accordance with legislation.
- 9.2 Approve Board/Authority Authorized Courses.
- 9.3 Hear appeals on the reconsideration of resource materials which are challenged.
- 9.4 Approve the process for and the naming/renaming of educational facilities, school district properties, and portions thereof.
- 9.5 Approve school catchment areas.
- 9.6 Approve district partnerships and associated contracts.
- 9.7 Approve the purchase of board memberships in non-educational associations.
- 9.8 Approve other matters as required.

## **ROLE OF THE SUPERINTENDENT**

The board recognizes the need for one (1) person to be in charge of the management of the district in order to provide coordinated leadership. Therefore, the board designates the superintendent responsibility for the overall effective administration of the district.

The superintendent ensures that leadership is the shared responsibility of everyone within the organization and builds leadership capacity within a team-oriented, collaborative environment.

The superintendent provides reports to the board that focus on governance implications and is accountable to the corporate board for the conduct and operation of the district and for ensuring compliance with the *School Act*, Regulations, and related Ministerial Orders.

All board authority delegated to the staff of the district is delegated through the superintendent.

Specific areas of responsibility of the superintendent are:

### **1. Student Well-Being**

- 1.1 Ensures that all students are supported in a safe, anti-racist, and caring environment that fosters and maintains respectful and responsible behaviours.
- 1.2 Ensures that learning environments contribute to the development of skills and habits necessary for life-long learning, post-secondary studies, the world of work, and citizenship.
- 1.3 Ensures the safety and welfare of students while participating in school programs, or while being transported to or from school programs on transportation provided by the district.
- 1.4 Ensures that facilities adequately accommodate district students.

### **2. Educational Leadership**

- 2.1 Provides leadership in all matters relating to education in the district.
- 2.2 Ensures students in the district have the opportunity to meet the standards of education established by the Ministry of Education and Child Care.
- 2.3 Implements education policies established by the Ministry of Education and Child Care and the Board of Education.
- 2.4 Provides support and advises principals and vice-principals on matters related to school operations.

### **3. Fiscal Responsibility**

- 3.1 Ensures the fiscal management of the district, in collaboration with the secretary-treasurer is in accordance with the terms or conditions of any funding received by the board under the *School Act* or any other applicable act or regulation.
- 3.2 Ensures the district operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

## **4. Personnel**

- 4.1 Holds overall authority and responsibility for all personnel-related matters, except those matters precluded by law, legislation, collective agreements, or board policy.
- 4.2 Promotes at all times a high standard of collaborative professional leadership, effective human relationships, and a spirit of educational innovation throughout the district.
- 4.3 Provides leadership in the supervision and evaluation of administrators, teachers, and other staff, with the intent of improving performance.
- 4.4 Establishes organizational roles for staff and arranges the employment of staff necessary to conduct the affairs of the district.

## **5. Policy and Administrative Procedures**

- 5.1 Provides leadership in the planning, development, implementation, and evaluation of board policies.
- 5.2 Develops, maintains, and communicates administrative procedures that are consistent with board and provincial policies, regulations, and procedures.

## **6. Superintendent and Board Relations**

- 6.1 Establishes and maintains positive, professional working relations with the board.
- 6.2 Respects and honours the board's role and responsibilities, and facilitates the implementation of that role as defined in board policy.
- 6.3 Keeps the board informed as appropriate of district matters (especially controversial and/or highly sensitive issues) in a timely manner.
- 6.4 Demonstrates mutual respect and support, which is conveyed to the staff, partner groups, and community, including Indigenous communities and First Nations on whose traditional territories our schools operate.

## **7. Strategic Planning and Reporting**

- 7.1 Oversees strategic planning processes.
- 7.2 Implements plans as approved by the board.
- 7.3 Involves the board in the establishment of strategic priorities and key results indicators.
- 7.4 Reports regularly on progress and results.

## **8. Organizational Management**

- 8.1 Demonstrates effective organization skills resulting in district compliance with all legal, ministerial, and board mandates/timelines.
- 8.2 Establishes an organizational structure and promotes a district culture which facilitates positive results.
- 8.3 Ensures that emergency management plans are in place system-wide in preparation for crisis situations to be responded to in a team-oriented, collaborative, and cohesive fashion.

## **9. Communications and Community Relations**

- 9.1 Ensures that open, transparent, positive internal and external communications are

- developed and maintained with partner groups.
- 9.2 Ensures that parents and students have a high level of satisfaction with the services provided and the responsiveness of the district.
- 9.3 Maintains effective relationships with the communities served by the district, including Indigenous communities and First Nations on whose traditional territories our schools operate.
- 9.4 Acts as or designates responsibility for oversight of the *Freedom of Information and Protection of Privacy Act*.
- 9.5 Serves as a district spokesperson when appropriate (in consultation with the board chair and director of communications), with the media and public in order to ensure district messaging is consistent and accurate.
- 9.6 Acts as a champion for the district and for public education.

## **10. Leadership Practices**

- 10.1 Models leadership that is viewed positively throughout the district.
- 10.2 Develops and maintains positive and effective relationships with provincial and municipal government departments, external agencies, and provincial organizations.
- 10.3 Ensures that meaningful collaboration arises from relationships built on trust, honesty, and mutual respect.



## **BOARD DELEGATION OF AUTHORITY**

1. The Board of Education of School District No. 38 (Richmond) is authorized under the *School Act* to delegate specific and general administrative and management duties to others.
2. The board hereby delegates to the Superintendent of Schools the authority to perform any act or exercise any power that the board is authorized or required to do, except for:
  - a. Those matters reserved to the board by this or any other board policy: and
  - b. Those matters that cannot be delegated.
3. Notwithstanding the above, the board also reserves the authority to make decisions on any matters within its authority under the *School Act* or in accordance with board policies.
4. Further, the board requires that any new provincial, federal, regional or local initiatives must be brought to the board discussion and determination of decision making authority.
5. The superintendent is directed to develop an administrative procedure to fulfill board obligations created by any federal or provincial legislation.
6. In the absence of board policy, if an immediate administrative response is required the superintendent shall:
  - a. Inform and/or consult with the board chair as soon as possible; and
  - b. Inform the board as soon as practicable or at the next board meeting on the nature of the issue, action taken, and the need for future policy or administrative procedure.

### References

School Act, R.S.B.C., 1996, c. 412.