

POLICY COMMITTEE
PUBLIC MEETING AGENDA

DATE: MONDAY, DECEMBER 12, 2022
11:00 AM

<https://sd38.zoom.us/j/63847597583>

Passcode: 6000

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

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Minutes of meeting held October 3, 2022
- 3. INTRODUCTIONS AND REVIEW OF COMMITTEE TERMS OF REFERENCE**
Attachment: Terms of Reference
- 4. DEI ADVISORY COMMITTEE POLICY UPDATE**
Attachment: Report from Assistant Superintendent Brautigam
- 5. POLICY 101 – Goals and Objectives**
Attachment: Report from the Superintendent
- 6. POLICY 201: Bylaw Board Operations**
Attachment: Report from the Superintendent
- 7. STATUS OF CURRENT AND ANTICIPATED ITEMS**
Attachment: Update to December 12, 2022.
- 8. NEXT MEETING DATE – Monday January 16, 2023 at 11 am**
- 9. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue
Richmond, BC V6Y 3E3

MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE

Date: Monday, October 3, 2022 at 11 am
Via Zoom Webinar

Present: Debbie Tablotney, Chairperson
Sandra Nixon, Vice Chair
Heather Larson, Member
Norman Goldstein, Alternate member
Scott Robinson, Superintendent
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, Richmond Teacher's Association
Tim McCracken, Richmond Teacher's Association
JW Cho, Richmond Teacher's Association
Ian Hillman, CUPE 716
Mike Murray, Richmond Association of School Administrators
Joyce Coronel, Executive Assistant (Recording Secretary)

The Chair called the meeting to order at 11:03 am.

1. ADOPT AGENDA

The agenda was adopted as circulated.

2. APPROVE MINUTES

The Minutes of the meeting held June 20, 2022 were approved as circulated.

3. POLICY 101- Goals and Objectives

The Superintendent spoke to his report as included in the agenda package and highlighted the need for a comprehensive revision of Policy 101 to align with the district's new strategic planning process and to include reference to the Ministry of Education's FESL planning and reporting process. There were no further questions or comments.

4. PHASE 2 – POLICY SECTION 700: FACILITIES

The Executive Director, Facilities Services requested that stakeholders disregard attachments pertaining to Policy 701.1 in his report and to refer to the correct policy attachments that were sent to attendees prior to the public meeting. He then explained that the revisions under Phase 2 of the Section 700 Policy Review include modernization of text and updating of policies to reflect current practices in the district.

The Committee agreed to forward the following **RECOMMENDATION** to the Board:

THAT the Chair of the Policy Committee brings forward a Recommendation to the Board of Education at the 12 October 2022 Public Meeting that Policies 702, 702.2, 702.6, 703, 703.3 and 703.4, Regulations 702-R, 702.2-R and 703.4-R, new Regulation 703.3-R and Administrative Guideline 703.3-G, and retirement of Policy 702.9 (collectively referred to as Phase 2 of the Section 700 Policy Review) be circulated to Stakeholders for input and feedback with a timeline of two months.

Trustee Nixon encouraged stakeholders to review the new regulation and administrative guidelines on Building and Grounds Security.

5. STATUS OF CURRENT AND ANTICIPATED ITEMS

An updated status document was provided with the Agenda package. Trustee Nixon suggested to add Policy 701.12 on Official School Opening as a new item on the Status document.

6. ADJOURNMENT

Prior to adjournment, the Superintendent thanked trustees on the Committee for their work in improving the policy creation and review process during their term.

The meeting adjourned at 11:20 am.

Respectfully Submitted,

*Deborah Tablotney, Chairperson
Policy Committee*

TERMS OF REFERENCE FOR POLICY COMMITTEE
From Policy 201 Bylaw: Board Operations

Policy Committee will:

- Periodically and systematically review Board policies with the intent of ensuring policies remain useful, understandable and up to date; and
- Present recommendations for new and revised policy for Board approval.

Report to the Policy Committee PUBLIC

DATE: December 12, 2022

FROM: Christel Brautigam, Assistant Superintendent

SUBJECT: **Policy Checklist from the Diversity, Equity and Inclusion Advisory Committee**

The following report is for information only. No further action is required at this time.

BACKGROUND

At the April 27, 2022 Public Meeting of the Richmond Board of Education, the following priority for the Diversity, Equity and Inclusion Advisory Committee was established:

Update and/or Develop District Policies and Regulations with Clearly Articulated DEI Principles and Consideration of the Intended Reading Audience

The DEI Advisory Committee, comprised of Trustee representatives, and stakeholders from CUPE, RTA, RASA, RDPA, RMAPS, Students and Executive Staff has reviewed the feedback from both the Bakau Consultants' report of November, 2021 and the subsequent work of the Diversity and Antiracism Working Group, to develop a policy checklist. The intention of the checklist, developed with a diversity, equity and inclusion lens, is for it to be applied to all existing policies as a guide through which to update existing policies and for the development of new policies.

Policies and regulations are the foundation from which the school district's values and commitment to equity and inclusion are articulated. It was identified in the Bakau report that many policies include outdated language that does not reflect today's evolving terminology. Due to the sometimes complex nature of policy language, if individuals are not familiar with reading policy, the sheer volume and complexities of how all these documents interact can pose barriers to understanding. They also suggested that when policies are reviewed and developed with DEI principles in mind it helps make the commitment to equity and inclusion more visible throughout the district because policies are foundational to our operations.

While the Policy Checklist provides a framework to apply to all policies in general, the report from Bakau Consulting identified additional specific recommendations for 22 existing policies, which will be analysed by a sub-committee of the DEI AC over the course of this year.

Please find a draft Policy Checklist developed by the DEI Advisory Committee for initial discussion and feedback.

Respectfully submitted,

Christel Brautigam
Assistant Superintendent

Policies Checklist for Policy Revision and Policy Development			
Policy Structure and Organization			
The Policy includes the following;	Yes	No	Notes (especially where yes/no is not clear)
The policy language is accessible to readers through use of plain language and a glossary of terms that is linked for ease of access			
If background information, or knowledge of another policy is required to understand the policy, it is linked			
The following is clear, identifiable and marked with a heading; <ul style="list-style-type: none"> • title • number • purpose of the policy • implementation procedures 			
This policy has text features such as; <ul style="list-style-type: none"> • headings • flow charts • bullet points • other visuals that support its readability. If a visual is used it is prominent (ie near the top of the policy document rather than at the bottom), and includes links to relevant sections of the policy 			
If other documents or policies are referenced, they are linked			
When an acronym is used, it is defined			
A link to accessibility features such as voiceover, and translation is provided			
Policy Content			
The Policy includes the following;	Yes	No	Notes (especially where yes/no is not clear)
The policy language uses inclusive terminology and is gender inclusive			
The intention of the policy is clear			
The policy is specific			
Applicable policy guidelines and policy regulations are linked throughout the policy document			

The policy promotes diversity, equity and inclusion as referenced in Strategic Priority 2			
The policy is aligned with DRIPA (Declaration on the Rights of Indigenous Peoples Act) and TRC (Truth and Reconciliation Commission) Calls to Action			
The policy is aligned with the District’s strategic priorities			
The policy is consistent with relevant legislation			
If the policy builds on other legislation, such as the School Act, Human Rights Code, etc. this is noted and linked			
The policy has gone through specific and equitable consultation processes with partner groups, and affected communities as applicable. A link to Policy 204-R is provided regarding the feedback process			
It is clear who is responsible for implementing this policy			
A description of the process for implementing the policy is included			

Additional Ways to Improve Policy Accessibility:

- How to access accessibility features such as voiceover, or translation is linked to each policy with an icon such as:



- A clear definition and rationale of policy, regulation and guidelines to be included on the policy page
- Include a robust search function (keywords, categories, policy number), and a description of how policies are organized to improve ease of locating policies
- Policies are made more accessible for student use such as how find district policy printed in student agendas and/or policies linked to school websites
- This checklist to be reviewed on a periodic basis to ensure it stays current and relevant
- Embedded links to be reviewed regularly to ensure functionality

Report to the Policy Committee PUBLIC

DATE: December 12, 2022

FROM: Scott Robinson, Superintendent of Schools

SUBJECT: **Policy 101 – Goals and Objectives**

This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

INTRODUCTION

The purpose of this report is to share the initial draft of the revised Policy 101 and proposed new Regulation for initial feedback from trustee members of the committee and stakeholder representatives.

BACKGROUND

Policy 101, last updated in 2005, outlines the Board's expectations regarding its overall 'educational goal' and includes reference to the developmental objectives. Given that the Board has replaced the developmental objective process with a new strategic planning process, and there is a new provincial expectation regarding board level strategic planning, it is necessary to engage in a comprehensive revision of Policy 101. The revised policy will need to reflect the planning process developed and implemented by the Board as well as the provincial level strategic planning framework.

SUMMARY OF PROPOSED REVISIONS

Proposed revisions to Policy 101 include the provincial legislative planning framework, the foundational statement that describes the Board's philosophical base that underpins the work of the District, and a statement on the importance of the alignment of planning. Revisions include information regarding the Ministry of Education and Childcare Framework for Enhancing Student Learning (FESL). Finally, the links between the FESL, district strategic plan and the school story process are included in the revised policy.

A new draft Regulation has also been developed that outlines in detail the specifics of the strategic planning process as well as the reporting process that has been developed to support the strategic plan.

TIMELINE

June 2022	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.
October 2022	Public Policy Committee meeting	Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives.
December 2022	Public Policy Committee meeting	Draft revised policy to be shared for preliminary feedback from trustee and stakeholder representatives.

January 2023	Public Policy Committee meeting	Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process.
January 2023	Public Board meeting	Potential Board approval for entry into stakeholder review process
February-March 2023	Stakeholder Review Process	
April 2023	Public Policy Committee	Final revisions based on stakeholder review process. Possible notice of motion to April Board meeting for final approval at May board meeting.
April 2023	Public Board meeting	Possible notice of motion for approval at May board meeting.
May 2023	Public Board meeting	Possible final approval of revised policy.

CONCLUSION

Policy 101 currently reflects an outdated Board planning process and requires significant revision in order to accurately reflect the Board's new strategic planning process. The process and timeline described in this report are intended to provide the necessary opportunities for trustee members of the committee and stakeholder representatives to fully engage in the revision process.

*Scott Robinson
Superintendent of Schools*

*Attachments:
Policy 101- District Philosophy- proposed revisions
Policy 101R- District Philosophy-proposed new regulation*

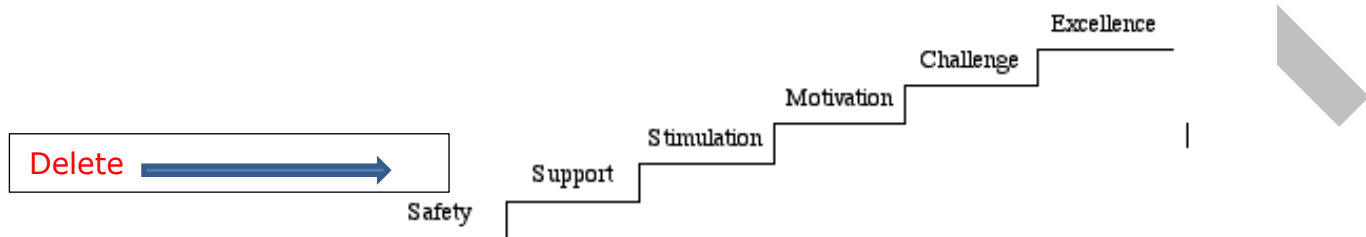
DISTRICT PHILOSOPHY

Policy 101

Goals and Objectives Strategic Planning

Overall Educational Goal

Schools will provide a safe, supportive environment for all students; and schools will provide a stimulating environment which motivates and challenges all students to intellectual, physical, emotional, social and vocational development in order that each student develops towards the ideal of the educated person, achieving at a level of personal excellence and formulating attitudes towards self, society and the world which will provide sound preparation for a productive and satisfying life.



Ideal of the Educated Person

The educated person is:

- thoughtful, able to learn and to think critically, and can communicate information from a broad knowledge base;
- creative, flexible, self-motivated and able to adapt to change;
- confident and capable of making independent decisions;
- skilled and can contribute to society generally, including the world of work;
- productive, gains satisfaction through achievement and strives for physical well-being;
- cooperative and respectful of others regardless of differences;
- principled and behaves ethically;
- aware of the rights and prepared to exercise the responsibilities of an individual within the family, the community, Canada and the world.

Supportive Goals

- Teaching and administration will be of high quality.
- Curriculum will be current and relevant to student needs
- There will be ongoing adaptation and enhancement of instruction.
- Programs will provide for the educational needs of the full range of students.
- Resources will be allocated equitably and utilized in a cost-effective manner.
- Management will be efficient, effective and responsive.
- The district will encourage and support the involvement of parents and the community as partners in the school system.

Developmental Objectives

~~The Board of Education (Richmond) will, at least annually, adopt by resolution a set of developmental objectives that complement the Overall Educational Goal and Supportive Goals by providing a focus for developmental work at the district and school level. The Superintendent will assign district resources as necessary to accomplish these developmental objectives and report to the board on progress towards them at least annually.~~

Supportive Documents

~~Developmental Objectives~~

~~Order in Council 1280/89: Statement of Education Policy Order (Mandate for the School System)~~

~~District Position Paper: Learning Services Framework~~

~~District Discussion Paper: Inclusion: What Constitutes Support?~~

~~District Discussion Paper: Supporting Diversity~~

~~District Discussion Paper: Role of the Educational Assistant~~

~~Parent Handbook: Learning Matters~~

Legislative Requirement

In accordance with the British Columbia Framework for Enhancing Student Learning (FESL) [Policy](#), Boards of Education are required to set, create and maintain a strategic plan, annually reporting on student outcomes. The strategic planning process provides the Board of Education and the District with a clear and evidence-based path forward that sets a plan in place to support student achievement. Effective planning ensures public resources entrusted to the Board of Education are used for optimal results in terms of student achievement.

Foundational Statement

The Board of Education is committed to supporting the educational journey of every student in the Richmond School District. We recognize that the world is in a state of continual change, and we must therefore adapt our learning environments to ensure that every student can thrive and be successful.

Equity and inclusion are foundational to learning and leading, and are critical to success, well-being, and fulfillment. It is our mission to ensure that all our students, families, and staff feel welcomed, are treated respectfully, and have a sense of belonging. We acknowledge our responsibility to support all learners so they may successfully complete their education with a sense of dignity, purpose, and options.

The Board also recognizes the critical importance of taking a central and active role in Truth and Reconciliation and is fully committed to ensuring that Indigenous Peoples' history, perspectives, and learning approaches are embedded within district planning and practices.

Through thoughtful planning and deliberate action, we believe that we can inspire and support everyone in our educational community to be lifelong learners who understand their role as global citizens. Every aspect of the strategic planning process is designed to support these foundational principles.

Alignment of Planning

The Board of Education believes that alignment amongst provincial, district and school level planning is crucial in order to ensure the continuous improvement of educational outcomes for all students. As such, district level strategic planning will incorporate and be aligned with the Provincial FESL policy and school level planning.

Adopted: 22 January 1990

Board Approval of Revisions: 07 November 2005

The District shall have an annual planning cycle that links the Framework for Enhancing Student Learning to the District Strategic Plan. The Strategic Plan is then linked to school stories. Areas of focus contained in school stories will be considered as part of the evidence gathered to inform the development and monitoring of the District Plan. District operational plans and the distribution of resources (human, financial and technological) will be aligned with the outcomes set out in the Strategic Plan.

Provincial Level Planning

The provincial Framework for Enhancing Student Learning (FESL) combines accountability with evidence-based decision making to support a system wide program of continuous improvement. It brings a formalized approach to the planning and reporting expectations for all school districts with a focus on improving student learning and enhancing the intellectual, social and career development of all students in the K-12 public system.

District Level Planning

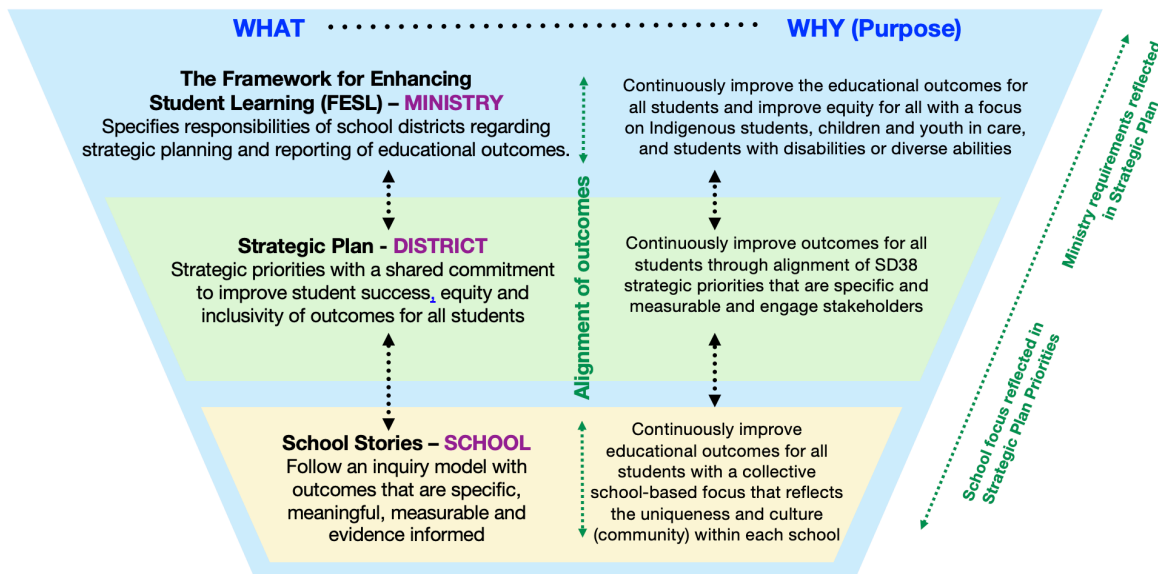
The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority. The plan will be based on feedback obtained from students, stakeholders, and community partners.

School Level Planning

Under the direction of the Superintendent or delegate, school principals shall, on an annual basis, update the school story for their school. The school story will follow an enquiry model with outcomes that are specific, meaningful, measurable, and evidence informed. Throughout the year, each school will engage in a process to continuously monitor and revise its school story to demonstrate how the school community is working on improving learning outcomes for students by setting a focus to improve student achievement based on a continual cycle of inquiry.

Strategic Alignment - Connecting the Dots

How are we working to put systems in place that continuously improve the educational outcomes for all students?



References

- Ministry of Education and Child Care Policy for Student Success

Adopted: 22 January 1990
Board Approval of Revisions: 07 November 2005

DISTRICT PHILOSOPHY**Policy 101-R****Strategic Planning:****Strategic Plan Development:**

The Board of Education shall, on a five-year cycle, develop and implement a strategic plan that identifies the higher-level strategic priorities of the district as well as more specific goals and objectives that support each strategic priority.

Communication:

Upon completion of the strategic plan, the Superintendent shall develop and implement a communications strategy advertising the strategic plan with members of the school district and the community. Part of that strategy shall include making provisions for the distribution of the strategic plan and its placement on the District website.

Consultation and Review

During the term of the strategic plan, the Board shall periodically consult with stakeholders to seek their input into adjustments to the plan that may need to be considered for the following school year. In the final year of the existing strategic plan, the Board shall engage in a comprehensive review and consultation process with students, stakeholders and community partners. Results of this process shall form the basis of the next strategic plan.

Operational Plans

Under the direction of the Superintendent, staff will create operational plans that reflect the five-year term of the strategic plan. Operational plans for each objective will include:

- a clear indication of the senior staff person responsible
- key actions to be taken to achieve each objective
- clear timelines for the achievement of each objective
- success indicators

Operational plans will reflect the fact that the objectives contained in the strategic plan are intended to be achieved over the five-year cycle of the plan.

Annual Reporting Cycle

Staff will report to the Board and stakeholders using a variety of methods over the course of each school year:

Annual Report to the Board:

Each September, staff will provide the Board with an annual report that includes two components:

1. Progress made on items scheduled for focus *in the previous 12 months*.
 - a. This will contain specific reference to the actions, outputs and success indicators relating to objectives scheduled to be focused on during the previous year:
2. Areas of focus *for the upcoming year*:
 - a. This will contain upcoming areas of focus identified by the Board within the existing Strategic Priorities and goals.

Quarterly Reports:

In addition to the Annual Report to the Board in September, staff will provide progress updates to the Board three times each year. Each strategic priority will be reported on once during each school year. These reports will be provided in public.

Standing Committee Updates:

As part of the usual workflow of standing committees, staff will provide reports and updates on a variety of topics. This will provide a venue for discussion and input amongst trustees, and where appropriate, stakeholders.

Annual Framework for Enhancing Student Learning (FESL) Report to the Minister of Education:

In accordance with requirements contained in the Enhancing Student Learning Reporting Order, districts are required to submit an annual report to the Minister of Education which outlines progress made in relation to a number of predetermined student outcomes. This report must be submitted by September 30th of each year. The report will be shared with the Board prior to submission, and trustees and stakeholders will have the opportunity to engage in discussion about the contents of the report at a public meeting of the Education Committee.

DRAFT

Report to the Policy Committee PUBLIC

DATE: December 12, 2022
FROM: Scott Robinson –Superintendent of Schools
SUBJECT: **Policy 201 -Board Operations**

This report is provided to the Policy Committee for information purposes. No further action on behalf of the committee is required at this time.

INTRODUCTION

The purpose of this report is to provide background information and a suggested process and timeline for revising Board Policy 201 Bylaw: *Board Operations*.

BACKGROUND

At a recent In-camera meeting of the Policy Committee, discussion occurred about whether Board policy regarding the district's meeting structure reflects current practice. It was agreed that staff would review Policy 201 *Board Operations* as well as its associated bylaw and report back to the committee. At a subsequent In-Camera meeting of the Committee, staff reported that although Policy 201-*Board Operations* refers to the establishment of committees and ad hoc meetings, it does not specifically contemplate advisory committees or working groups, which currently form a part of district meeting practice. Subsequently, it was agreed that Policy 201 and Policy 201 Bylaw be brought to the Committee for review and possible revision.

CURRENT RELEVANT POLICY LANGUAGE

Policy 201 was last revised in 2008 with minor revisions to Policy 201 Bylaw occurring in 2018. The policy refers to the establishment of "committees and ad hoc meetings" but does not define those committees or their terms of reference. There is no reference to either advisory committees or working groups in either the Policy or the Bylaw.

Policy 201 Bylaw contains language referencing "Special Committees", indicating that "The Board may establish special or ad hoc committees to study, investigate or report on specific matters". There is reference to the establishment of terms of reference for these special committees. In addition, membership on the committee is defined to include "a minority of Trustees holding office at the time of the committee's appointment, and...members of the Board's staff appointed to the Committee by the Chairperson of the Board...". There is also a provision for the Board to appoint members of the community.

It does not appear that the Special Committees referred to in the current Bylaw are intended to serve the same purpose as Board established advisory committees. The description of these special committees has some similarities to the current Board working group structure.

CURRENT PRACTICE

Board Established Advisory Committees

Currently, the Board has several Advisory Committees which were established via Board motion. These include the Aboriginal Education Enhancement Agreement Advisory (AEEA) Committee, the Diversity, Equity and Inclusion Advisory Committee and the SOGI Advisory Committee. It should be noted that the Aboriginal

Education Enhancement Agreement Advisory Committee will cease to exist in the near future as the planning structure for Indigenous Education matters has moved from the AEEA process to the Indigenous Equity Scan process. It is anticipated that a new Board-established Indigenous Education Advisory Committee may be created as a result of the Equity Scan process which will be discussed at an upcoming meeting of the Education Committee

Non- Board Established Stakeholder Committees

Currently, there are several committees which include stakeholder representatives but were not established via Board motion. These include:

- The Richmond Sustainability Action Committee (RSAC)
- The District Calendar Committee
- The Inquiry and Innovation Committee:
- The Technology Advisory Committee (TAC) (referred to as the Technology Committee)

In addition to the above staff established stakeholder committees, there are three operational stakeholder committees which are required through collective agreement. These are the District Health and Health and Safety Committee, the Educational Implementation Committee and the RSD/RTA Joint Pro-D Committee.

Working Groups

Working groups have tended to be assigned a specific time-limited task by the Board in relation to issues such as the creation of the SOGI Policy and the Diversity, Equity and Inclusion Review. There are currently no Board established working groups.

NEXT STEPS

It is recommended that the Committee consider adding a section on advisory committees and working groups to the Bylaw with a clearly defined process for the establishment of these committees or working groups and an expectation that terms of reference, including the role of trustee members, be included.

PROPOSED TIMELINE

October 2022	In-camera Policy Committee meeting	Initial discussion by members of Policy Committee including feedback on proposed timeline and potential scope of revisions.
December 2022	Public Policy Committee meeting	Initial public report outlining rationale for policy revision and timeline. Opportunity for preliminary feedback from trustee and stakeholder representatives.
February 2023	Public Policy Committee meeting	Revised policy reflecting preliminary feedback shared with committee. Possible referral to Board for entry into stakeholder review process.
February 2023	Public Board meeting	Potential Board approval for entry into stakeholder review process
March-April 2023	Stakeholder Review Process	
May 2023	Public Policy Committee	Final revisions based on results of stakeholder review process. Possible notice of motion to May Board meeting for final approval at June board meeting.
May 2023	Public Board Meeting	Possible notice of motion for approval at June board meeting.
June 2023	Public Board meeting	Possible final approval of revised policy.

CONCLUSION

Policy 201 does not currently contemplate Board established advisory committees or working groups, therefore leaving the possibility of confusion and a lack of consistency. In practice, both advisory committees and working groups form important parts of the committee structure in the Richmond School District. It is therefore recommended that the Policy Committee revise Policy/Bylaw 201 in order to bring alignment between Board policy and practice. The process and timeline described in this report are intended to provide the necessary opportunities for trustee members of the committee and stakeholder representatives to fully engage in the revision process.

Scott Robinson
Superintendent of Schools

Attachments:
Policy 201- Board Operations
Policy 201 Bylaw

GOVERNANCE

Policy 201

Board Operations

The Board of Education of School District No. 38 (Richmond) will relinquish none of its statutory authority, since it believes that, as much as possible, decision-making control over children's learning should be in the hands of local citizens. The Board supports the preservation of the powers and responsibilities of locally elected boards as separate corporate bodies, distinct from municipal councils or regional districts.

Policy-making is the fundamental process by which the Board will exercise its legitimate authority and responsibility. Through policy, the Board will establish goals and give direction to the local school system.

The Board of Education will operate as an open, democratic corporate body that models respect for individuals and strengthens relationships within the education community. The Board is committed to discharging its duties in a fair, efficient and effective manner and will conduct itself within an organized framework. The main business of the Board will be through regularly scheduled meetings of all trustees where they will hear delegations, consider reports and decide by democratic vote on bylaws or motions presented by their members. Meetings of the Board will be presided over by a chairperson, with the assistance of a vice-chairperson, both elected annually from its members.

Because the Board believes it has a fundamental obligation to preserve and enhance the public trust in public education, and because it believes the public and, in particular its education partners, must be able to contribute to the educational process, meetings will be held in public as much as possible and an opportunity will be given at each meeting to hear the public.

However, there are times when the Board believes the public interest is best served by private discussions of specific issues in closed "in-camera" sessions. To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as individual student or employee matters, legal concerns, or negotiating collective agreements, contracts, or the sale or purchase of land. Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

It is the intent of the Board that both trustees and stakeholders be allowed time and opportunity to become informed, and given adequate notice to prepare and present their views on impending items. The Board may establish committees and hold ad hoc meetings to provide opportunities for trustees and interested parties to meet to discuss issues in a more open, prolonged, and informal manner than is normally allowed at a regular Board meeting. Such meetings should enable participants to fully explore all aspects of a topic, to determine the need for further research, and to propose recommendations. Committees and meetings will not be legally constituted as Board Meetings in that the voting trustee complement will always be less than a majority and committee reports and recommendations will be reported to the full Board for decision.

GOVERNANCE

Policy 201 BYLAW

Bylaw: Board Operations

1. Inaugural Post Election Meeting

1.1 The Secretary-Treasurer shall convene an inaugural meeting of the Board on the second Wednesday in November of a school election year. The purpose of this meeting is for elected trustees to swear an oath, and to elect a board chairperson and vice-chairperson, and representatives and alternates to the BCSTA Provincial Council and to the BCPSEA for the ensuing year, as well as to invite trustee interest in membership on committees.

1.2 The Secretary-Treasurer shall announce the results of trustee elections and administer the prescribed oath of office, or oath of solemn affirmation for each trustee present, as specified in the *Manual of School Law*. Alternate arrangements for swearing the oath/affirmation will be made for a trustee who does not attend the inaugural meeting or who is elected in a by-election, and the secretary treasurer must confirm the oath has been taken before that trustee may act in the position.

1.3 The Superintendent shall appoint a returning officer and scrutineers, then call for nominations for a board chairperson by ballot, confirm acceptance of each person nominated and conduct a vote by ballot. The person receiving a clear majority shall be elected Board Chairperson for the ensuing year. If no person receives a clear majority, further ballots shall be taken until a majority is achieved. The Secretary Treasurer or any trustee may then call for destruction of ballots.

1.4 The Chairperson so elected shall assume the chair.

1.5 The Board shall proceed to elect a vice-chairperson for the ensuing year in the same manner as the election of the Chairperson.

1.6 The Chairperson shall call for a show of interest for the positions of BCSTA representative to Provincial Council as well as an alternate representative. If there is more than one trustee interested in being the representative and no concession as to who will be the representative and who will be the alternate, then the Chairperson will conduct an election by ballot and the person receiving a majority of votes will be declared the representative. The runner up will be appointed alternate.

1.7 The positions of BCPSEA representative and alternate will be chosen in the same manner as in 1.6.

1.8 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.

1.9 The Board will authorize its signing authorities, as set out in Policy 603.5.1 and 603.5.1-R: *Authorized Signatures* for the ensuing year, at its Inaugural or Organizational Meeting.

1.10 The meeting will adjourn.

2. Annual Organizational Meeting

- 2.1 An organizational meeting of the Board shall be held the second Wednesday in November each year in which there is no municipal election. The purpose of this meeting is to elect a board chairperson and vice-chairperson, and representatives and alternates to the BCSTA Provincial Council and to the BCPSEA for the ensuing year, as well as to invite trustee interest in membership on committees.
- 2.2 The current Chairperson shall call the meeting to order, and may give an annual report.
- 2.3 The Superintendent (or designate) shall take the chair and proceed with the election of a chairperson according to the procedure in 1.3
- 2.4 The Chairperson so elected shall assume the chair, and proceed with the election of a vice chairperson in the same manner as the election of the Chairperson.
- 2.5 The Chairperson shall call for a show of interest for the positions of BCSTA Provincial Council representative and alternate in the same manner as in 1.6.
- 2.6 The positions of BCPSEA representative and alternate will be chosen in the same manner as for BCSTA.
- 2.7 The Chairperson will request trustees declare their interest in membership on committees by mid November and will announce committee appointments in December.
- 2.8 The Board will authorize its signing authorities for the ensuing year as in 1.9.
- 2.9 The meeting will adjourn.

3. Regular Meetings

- 3.1 The Board of Education shall meet on the second and fourth Wednesday of each month unless otherwise determined by Board resolution. Regular meetings of the Board of Education shall be held not less than once in every three months. The first regular meeting in November will commence upon adjournment of the Inaugural or Organizational meeting. In-camera sessions will generally commence at 17:30 or at the call of the Chair. The public session will begin at 19:00. If in-camera business is not completed by 18:55, the in-camera session will be recessed and reconvened upon adjournment of the public session. Commencement times of public meetings may be altered by Board resolution.
- 3.2 A quorum of the Board is a majority of the trustees holding office at the time of the meeting. If a quorum has not been made within one-half hour after the appointed time for a meeting, or if a quorum should cease during a meeting, the meeting shall stand adjourned until the next regular meeting date or until another meeting is called by the Chair.
- 3.3 The Chairperson will develop the meeting agendas in consultation with the Superintendent, Vice-Chair and Secretary-Treasurer.
- 3.3.1 Written notice of each meeting, together with the proposed agenda must be given at least 48 hours in advance to each trustee. The package delivered should include all supporting documents. Non-receipt by a trustee shall not void the proceedings.

3.3.2 Public notice of regular meetings and proposed agendas shall be posted on the district website, emailed to trustees and to chairpersons of employee groups and the district parent association as soon as possible (and no later than 30 minutes prior to board office closing on the Friday prior to the regular Board meeting). Persons or groups known to have particular interest in an agenda item may be alerted by email or telephone if possible. Supporting documents for the meeting may be posted on the district website and available at the district office no later than 30 minutes prior to the Friday office closing.

3.3.3 Briefs and presentations by the public may be placed on the agenda by notifying the office of the Secretary-Treasurer in writing by 09:00 on the Thursday prior to a meeting. The notice must identify the topic to be presented.

3.3.4 Trustees may place items on the agenda by:

- Notice of Motion at the meeting prior to anticipated consideration,
- Notifying the Chair or office of the Secretary-Treasurer by 09:00 the Thursday prior to the meeting, or
- A request to the Chair immediately prior to approval of the agenda.

3.3.5 Every effort should be made to ensure that items are entered on the agenda by the Thursday deadline. However, because issues that require Board attention may arise after the agenda has been distributed, the Chair shall ask the Superintendent and trustees at the meeting for additions to or deletions from the agenda prior to Board approval of the agenda. Additions and deletions will be at the Chair's discretion and are subject to challenge.

3.3.6 Trustees may request that an agenda item be moved from the in-camera to the public agenda, or the reverse.

3.3.7 Once an agenda is accepted, the meeting will be limited to items on the agenda.

3.4 The order of business at in-camera and public regular meetings shall be:

- Recognition of visitors, announcements, trustees' updates
- Adoption of agenda
- Closure of the in-camera meeting in compliance with the School Act
- Presentations, briefs, special recognition
- Questions from the Public (public only)
- Executive
- Approval of minutes of prior meetings
- Business arising from prior minutes
- New business
- Questions from the Public (public only)
- Standing committee reports
- Board committee and representative reports
- Correspondence
- Adjournment

The Board will generally call a short break prior to the first Questions from the Public session. Additional recesses may be permitted by the Chair as requested by any trustee and agreed to by unanimous consent.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

3.4.1 Changes to the order of business may be proposed by any trustee and shall require unanimous consent or a two-thirds vote without debate.

3.4.2 Individuals or delegations presenting a brief will be allowed up to 10 minutes for their presentation.

3.4.3 Questions from the Public will be limited to 30 minutes.

3.4.4 The Board may agree by vote to extend the time allotted for a presentation or Questions from the Public.

3.5 Minutes of the proceedings of all meetings shall be recorded in a minute book and signed as correct by the Secretary-Treasurer and the Chairperson or trustee presiding at the meeting recorded.

Public and in-camera minutes will include:

- The nature of the meeting (regular, special, in-camera, inaugural, organizational); the date, time, place, Board members present and absent, staff members assisting, and the approval of the preceding meeting's or meetings' minutes.
- A record of all motions passed or defeated by the Board, together with the names of trustees making and seconding the motions, as well as the names of those abstaining due to conflict, and those voting against a motion if so requested.
- A record of the disposition of all matters on which the Board considered but did not take action, and a record of communications received by the Board.
- A summary of the general nature of remarks or concerns raised by trustees, guests and the public on agenda items.

3.6 In-camera minutes will be presented in the public minutes of the Board meeting in the form of a general statement as to the nature of the matters discussed and the general nature of the decisions reached. Public minutes shall be open for inspection at all reasonable times by any person.

3.7 All meetings shall stand adjourned at four hours after their commencement unless a resolution has been passed by a two-thirds vote to extend the hour of adjournment.

3.8 The Secretary-Treasurer or designate must be present at all meetings of the Board. The Board may excuse its officials during discussion of any matter, but the Secretary-Treasurer or designate must record and be present at the time of each Board decision.

3.9 The Chairperson presiding at a meeting may expel any person except a trustee who is acting improperly and disrupts the meeting. A majority of the trustees present at a meeting of the Board may expel a trustee from the meeting for improper conduct.

4. Special Meetings

4.1 A special meeting of the board may be called by the Chairperson or, upon written request by a majority of the trustees, shall be called by the Secretary-Treasurer. No business other than that for which the meeting was called shall be conducted at the meeting.

4.2 Where possible, written notice of a special meeting, an agenda and supporting documents will be delivered to each trustee at least 48 hours in advance of the meeting.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

When it is likely that trustees might not be reading email routinely, as on a weekend or holiday, or if a meeting must be held within 48 hours, trustees will also be notified by telephone.

4.3 Notice of a special public meeting will be posted on the district web site and emailed to the chairpersons of employee groups and the district parent association and to persons or groups with particular interest in the item as soon as possible.

5. Addressing The Board

The public is welcome to attend regular public Board meetings and to address the Board through the following processes.

5.1 Members of the public may ask a question or make a brief statement regarding an item on the agenda during either of the two Question Periods at the meeting.

5.2 An individual or a spokesperson for a delegation may present a brief to the Board.

5.2.1 To be allotted time on a meeting agenda, notify the office of the Secretary-Treasurer in writing by 09:00 the Thursday prior to the Board meeting you wish to present at and include a brief description of the issue you wish to raise. Briefs are usually heard during the first hour of the public meeting that begins at 19:00. The content of a brief presented in public should be public in nature. Complaints or concerns that identify an individual student, parent, or employee, or deal with the purchase of land or with legal issues will be directed by the Chairperson to a closed meeting of the Board.

5.2.2 Persons presenting a brief will be called to the presenters' table, asked to introduce themselves and members of their delegation then given a maximum of 10 minutes to make their presentation. The Chair may limit the number of delegations and questions at a meeting unless otherwise directed by the Board.

5.2.3 Trustees will listen to the presentation and may ask questions of the presenter or staff regarding data, policy, Board direction or other relevant matters.

5.2.4 The Board may refer the matter to staff or an appropriate committee for further discussion or to prepare a response.

5.2.5 The Board will not answer a brief at the meeting where it is presented. Delegations will be acknowledged in writing soon after the meeting and informed of any process whereby their brief may be considered further, and whether their attendance may be requested at subsequent committee meetings.

5.2.6 The Board Chairperson in consultation with the Superintendent will provide a response to the brief within 60 days of its presentation to the Board.

6. Chairperson And Vice-Chairperson

6.1 A chairperson and vice-chairperson shall be elected at the first meeting of the Board in November according to the procedure outlined in 1.3.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

6.2 The Board entrusts to its Chair primary responsibility for safeguarding the integrity of the Board's processes and representing the Board to the broader community. The Chairperson shall act as chief spokesperson for the Board by stating positions consistent with Board resolution and policies.

The Chairperson's duties shall include:

6.2.1 Presiding at meetings of the Board and generally fulfilling the duties usually performed by a chairperson.

6.2.2 Regularly consulting with the Superintendent to convey concerns or issues of trustees or arising in the community, and to learn of emerging issues and events within the District or province that may require Board action,

6.2.3 Bringing to the Board all matters requiring a corporate decision of the Board,

6.2.4 Acting as ex-officio member of all Board committees,

6.2.5 Acting as signing officer for the District,

6.2.6 Supplying trustees with a copy of all correspondence written on behalf of the Board, and

6.2.7 Representing the Board at official functions or designating another trustee to do so.

6.3 The Chairperson may vacate the chair to enter debate or propose or second a motion, in which case the Vice-Chairperson shall preside.

6.4 If the Chairperson is absent or unable to act at a meeting, the Vice-Chairperson shall preside. If the Vice-Chairperson is absent or unable to act, the trustees present shall elect one of their members to preside at the meeting.

6.5 The Chairperson has the same right to vote as any other trustee and must vote to break a tie.

6.6 The Vice-Chairperson shall assist the Chairperson in ensuring the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board, and shall serve in the absence of the Chairperson and otherwise shall perform such duties as assigned by the Chairperson or designated by resolution of the Board.

6.7 Rulings of the Chairperson can be challenged by motion and vote of trustees.

6.8 A majority of the Board may elect a new chairperson or vice-chairperson at any time.

7. Rules Of Order

7.1 The current edition of Robert's Rules of Order shall govern, as far as applicable, in all cases not specifically provided herein or in the School Act.

7.2 All powers of the Board will be exercised either by resolution or by bylaw, except where the School Act requires a bylaw.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

7.3 A rule, other than the requirement for notice of meetings, may be suspended or an additional rule adopted temporarily for one or more meetings by unanimous consent or by a two-thirds vote of the trustees present.

7.4 Notwithstanding 7.3, the rules in this bylaw shall be amended by bylaw only. A Notice of Motion stating the proposed amendment must be given at the previous meeting and in the notice of the meeting.

7.5 When a trustee raises a Point of Order or Point of Privilege, the Chair will give it precedence over all other items of business.

7.6 Any decision of the Chair is open to appeal by a trustee moving a motion to challenge the Chair and giving the reasons for the challenge. If the motion is seconded, the Vice-Chair will preside and the Chair, having stepped down, will then justify the decision. The Vice-Chair will ask the question "Shall the Chair be sustained?" and trustees will vote without further debate whether to sustain the Chair. A majority or tie vote sustains the Chair. A successful challenge does not necessarily set a precedent.

7.7 During a meeting the Board may, by motion, resolve itself into a Committee of the Whole to discuss any matter on the agenda. A committee of the Whole is designated for an allotted time and does not have to adhere to the formal Rules of Order. The Chairperson may vacate the chair and the Board may ask any person present to facilitate the ensuing discussion by acting as Chairperson of the Whole. The discussion may involve anyone present the Board wishes Upon completion of the discussion (whose time allotted may be extended by vote of the Board), the Committee of the Whole is said to Rise and Report, whereupon the facilitator or Chairperson of the Whole reports on the findings of the Committee to the reassembled Board for the minutes.

8. Bylaw Procedure

8.1 Written Notice of Motion to propose or amend a bylaw shall be given at the meeting prior to first reading and in the notice of the meeting where the bylaw or amendment is to be proposed.

8.2 Every bylaw shall be dealt with in the following stages:

- a) First reading: no debate or amendment;
- b) Second reading: discussion of the principle of the bylaw;
- c) Committee stage: if the second reading passes, the bylaw may be referred to a Committee of the Whole or to a standing committee for detailed consideration.
- d) Third reading: consideration of amendments made in committee, if any, and final decision.

8.3 When a bylaw has been amended in committee, it shall be reprinted as amended and distributed to the public before further action proceeds. This may be waived by a two-thirds vote.

8.4 The first reading must be read in full. Subsequent readings may consist of a description of the bylaw by its title and a summary of its contents, providing trustees and the public have a written copy of the bylaw and any amendments.

8.5 The Board shall not give a bylaw more than two readings at any one meeting unless trustees present unanimously agree to give the bylaw all three readings at that meeting.

8.6 A bylaw may be withdrawn at any stage with unanimous consent of the Board.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

9. Motions

9.1 The Board may only make decisions, give direction or determine policy by voting in the majority on a motion presented by a trustee and seconded by another trustee. A motion is a stated proposal for action.

The bulk of Board business will be conducted through the process of trustees posing a motion, debating the merits of the motion then voting to defeat or pass (carry) the motion. However, when a report, brief or presentation is presented to the Board at a meeting, trustees may first ask questions to clarify understanding or may make brief statements to correct facts or state opinions. If a motion on an issue is moved, trustees may ask questions of clarification of the mover and staff before debate begins or during the debate.

9.2 A motion should be worded in a concise, unambiguous and complete form and, if lengthy or complex, should be submitted in writing. A motion once moved should be stated by the Chairperson to ensure it has been heard and understood. Once moved, seconded and repeated by the Chairperson a motion belongs to the Board and may only be altered, directed or withdrawn by vote of the Board.

9.3 The Chairperson may divide a motion containing more than one subject or a trustee may request such a division and it shall be voted on in the form in which it is divided.

9.4 A motion may be amended before the vote. An amendment is a motion to modify the wording of a pending motion. An amendment must be germane, that is, closely related to or having a bearing on the subject of the motion to be amended. A motion can be amended more than once. However, there can be only one amendment on the floor at a time and it shall be voted on before another amendment is presented or the original motion is voted on. An amendment to an amendment must be germane to the first amendment and cannot be amended. If an amendment is acceptable to both the mover and seconder, the amendment shall be accepted without formal vote.

9.5 A motion passed by a vote of the Board becomes known as a resolution.

9.6 A resolution passed by the Board shall not be reconsidered during the year following its acceptance except by order of a two-thirds vote of the Board, with the following exemption. Any question decided by the Board at a meeting where a bare quorum was present may be reconsidered by order of a simple majority vote of the Board.

9.6.1 A Notice of Motion must be given of an intention to reconsider a resolution passed by the Board in the previous year.

9.6.2 Only a trustee who voted on the prevailing side when the resolution was first adopted may move to reconsider the resolution during the following year, except that any trustee who was not in office at the time a decision was reached on a resolution may move the reconsideration of any resolution dealt with by the Board during the previous year.

9.6.3 A motion to reconsider may be seconded by any trustee.

9.6.4 A motion to reconsider is debatable if the motion proposed to be reconsidered is debatable and the debate can be on the merits of the original question. No question can be reconsidered twice.

9.6.5 A motion to reconsider cannot be applied to action that cannot be reversed, such as entering into a contract.

9.7 No motion (or motions so similar that they pose the same question) can be considered twice at the same meeting.

9.8 Consideration of a motion, provided it has been moved and seconded, may be postponed by a resolution to a specific time and date. A motion to postpone:

- requires a simple majority vote,
- precludes further discussion until the stated time and date,
- may be amended as to time and place; and
- is debatable only as to the advisability of the proposed delay.

9.9 A Notice of Motion must be given for presenting motions to adopt, amend, suspend or rescind any bylaw, policy or regulation.

10. Debate

10.1 Debate shall be strictly relevant to the motion under consideration. The Chairperson shall warn speakers who violate this rule.

10.2 In order to speak, a trustee must be recognized by the Chairperson.

10.3 The mover of the motion shall be given the first and last opportunity to speak on the motion.

10.4 Each trustee has the right to speak twice on the same motion on the same day but cannot make a second speech so long as any trustee who has not spoken on that motion wishes to speak. No trustee shall speak for more than ten minutes in total.

10.5 A statement raising a Point of Order (conduct of the meeting) or Privilege (dealing with the rights or interests of the Board as a whole or of a trustee personally) may be made at any time and shall be given precedence and dealt with immediately.

10.6 No trustee shall interrupt another trustee who has the floor except to raise a point of order, a point of privilege or to disclose a conflict of interest.

10.7 It is the role of the Chairperson to maintain the appearance of fairness and refrain from vigorous debate. However, once all trustees have spoken and before the mover closes debate, the Chair may speak on the motion. The Chair may also move a motion or engage more actively through the course of the debate by stepping down and having the Vice-Chair preside.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

10.8 Debate may be closed by:

- the Chair after all trustees have spoken twice, finishing with the mover;
- a trustee calling the Question whereupon the Chair asks if a trustee wishes to speak further and if not, conducting the vote; or
- a motion to end debate, which is not debatable and requires a two-thirds vote.

11. Voting

11.1 All trustees present at a meeting are expected to vote; although a trustee must abstain in the event of a declared conflict of interest of a pecuniary nature. The Chair has the right to vote and must vote if there is a tie.

11.2 Voting shall be by show of hands except where a ballot is required by policy, bylaw or the School Act. The Chairperson shall declare whether the motion was defeated or carried, abstentions, and the names of negative voters if requested.

11.3 All questions shall be decided by a majority of the votes of the trustees present and voting unless otherwise provided by policy, bylaw or the School Act. In the case of a tie vote, the motion shall be resolved in the negative.

12. Conflict Of Interest

12.1 If a trustee has any pecuniary interest in any matter as defined by the School Act and is present at a meeting of the board at which the matter is considered, the trustee shall:

- disclose his or her pecuniary interest and the general nature of the pecuniary interest at the meeting;
- not take part in the discussion of or vote on any question in respect of the matter; and
- not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

“Pecuniary interest” shall be taken to include an indirect pecuniary interest.

12.2 If the meeting is not open to the public, in addition to complying with requirements in 12.1 the trustee shall immediately leave that part of the meeting during which the matter is considered.

12.3 If the pecuniary interest of a trustee is not disclosed as required above because the trustee is absent from the meeting, the trustee shall disclose the pecuniary interest and otherwise comply with the requirements at the next meeting attended by the trustee.

12.4 A trustee is expected to be conversant with relevant sections of the School Act, to file disclosure forms under the Financial Disclosure Act and to be responsible for declaring a personal conflict or a conflict of a spouse, parent or child. A trustee who votes on an issue in which s/he is in conflict may lose office and may not be indemnified by the Board.

12.5 Decisions of the Board must be made with integrity and be procedurally fair. A trustee who votes on an issue with which s/he has a conflict may cause the decision of the Board to be viewed as biased and place the Board at risk of judicial review and the resulting legal and court costs.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

Therefore if a trustee is concerned s/he may have a personal conflict with a matter about to come before the Board, the trustee should:

- seek the advice of the Superintendent or Secretary-Treasurer,
- consult with the Chairperson, or
- seek advice from the BCSTA, or request that the Chairperson or Superintendent seek legal advice.

If a trustee is concerned that a fellow trustee is in conflict, s/he should speak with or ask the Chairperson to speak with the trustee believed to have a conflict.

12.5.1 If the question is not resolved prior to the meeting at which the matter in conflict arises, and the trustee thought to be in conflict does not declare a conflict:

- the trustee may declare for the record the reason s/he believes there is no conflict and the discussion may proceed to a vote; or
- the Board may resolve to postpone the discussion of the issue and seek legal advice.

12.5.2 If legal advice confirms there is a high probability a trustee has a disqualifying conflict:

- the Board may resolve that the trustee be disqualified from voting with reasons given. In this case, the Chairperson will then ask the trustee whether s/he intends to vote on the matter in conflict and if the trustee declares a continued intent to participate:
- the Board may resolve to take legal proceedings to obtain a court declaration regarding the trustee's disqualification and that the matter be postponed, or
- the Board may proceed to vote on the matter and then determine whether to censure the trustee for participation.

Such actions can be divisive and should be avoided in favour of more amicable resolution, provided liability to the district is minimized.

12.6 If a meeting is open to the public, every disclosure of pecuniary interest and the general nature of it shall be recorded in the minutes of the meeting. If a meeting is not open to the public, the fact that a disclosure of pecuniary interest was made, but not the general nature of that interest, shall be reported to and recorded in the minutes of the next meeting that is open to the public.

13. Standing Committees

13.1 Standing Committees exist to provide an opportunity to deliberate on issues of ongoing importance to the District in an open, prolonged, inclusive and informal manner. The Board will establish an Audit Committee, Education Committee, Facilities and Building Committee, Finance and Legal Committee and a Policy Committee, and any other standing committees it deems appropriate for the routine conduct of its business.

13.1.1 Meetings may be public or, where warranted, in camera.

13.1.2 A standing committee will consider matters referred to it by the Board, and may consider items suggested by staff, committee representatives or members of the community.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

13.2 Terms of Reference

13.2.1 *Audit Committee* will assist the Board in fulfilling its governance and oversight responsibilities and may consider matters pertaining to:

- Financial reporting;
- Internal control, information systems and risk management;
- External audit; and
- Internal audit.

13.2.2 *Education Committee* may consider matters pertaining to:

- Provision of educational programs for students, including curriculum instruction and assessment;
- Teaching methodology;
- Student learning;
- Learning resources;
- Research on teaching and learning;
- Showcase district programs and effective teaching practices; and
- Other matters referred to it by the Board.

13.2.3 *Facilities and Building Committee* may consider matters pertaining to:

- Building purchase, construction and sale, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long-term plans for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Community use of school facilities;
- Naming and renaming of board properties; and
- Other matters referred to it by the Board.

13.2.4 *Finance and Legal Committee* will:

- Consider and make recommendations to the Board on the district's operating, special purpose and capital budgets;
- Consider and make recommendations to the Board on the school district's business and accounting services;
- Provide advice and information to the Board to support the efficient and effective fiscal management and operations of the school district;
- Where applicable to receive, consider and discuss input from stakeholder groups regarding finance and budget matters referred to the committee;
- Consider, recommend and provide advice and information to the Board on contracts, collective agreement negotiations/bargaining and legal matters pertaining to school district's business and operations; and
- Consider such other matters as may be referred by the Board and make recommendations thereon as required.

13.2.5 *Policy Committee* will:

- Periodically and systematically review Board policies with the intent of ensuring policies remain useful, understandable and up to date; and
- Present recommendations for new and revised policy for Board approval.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

13.3 Membership

In December of each year the Chairperson of the Board shall appoint up to three Trustees to each standing committee after consultation with Trustees. If an appointed Trustee is absent from a committee meeting, the Board Chairperson may act as an alternate committee member.

The Superintendent or designate shall be an ex officio member of all standing committees. In addition, members of the Board's staff may be invited to assist a committee with its business.

Only trustees, District staff and invitees may attend in-camera sessions. Where there are public sessions of a standing committee, the following groups will be invited to appoint a representative:

- Richmond Association of School Administrators
- Richmond District Parents' Association
- Richmond School Board Employees Union, CUPE Local 716
- Richmond Teachers' Association
- Richmond Management and Professional Staff

Student representation may be invited as appropriate.

13.4 Conduct

13.4.1 The Trustee named first to a committee shall preside as Chairperson. In the absence of the Chairperson, the second Trustee named to the standing committee shall preside.

13.4.2 No committee shall meet when fewer than two appointed Trustee committee members are present.

13.4.3 All committee members and attendees are able to participate fully in discussion. However, only trustees appointed to the committee will vote on recommendations to the Board.

13.4.4 The dates, times and places of public and in-camera committee meetings shall be established at each committee's first regular meeting following the appointment of committee members in December.

13.4.5 Written notice of committee meetings and agendas shall be available for all Trustees and representative members at least three days before committee meeting dates.

13.4.6 The preparation of the agenda and minutes for a committee meeting shall be the responsibility of the committee's Chairperson in cooperation with staff named to assist that committee. Preference on the agenda will be given to items referred by the Board.

13.4.7 Standing committees shall report to the Board matters for action and information. Committee recommendations shall be made in writing. In the event a committee recommendation is not unanimous, a Trustee member of the committee may attach a minority report.

14. Special Committees

14.1 The Board may establish special or ad hoc committees to study, investigate or report on specific matters.

14.2 The Board shall determine a period within which a special committee shall present a report to the Board.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

14.3 The purpose and terms of reference of a special committee shall be defined in writing and approved by the Board before members of the committee are named except when the Board asks the committee to recommend its own terms of reference for Board approval. The recommendations of a special committee shall be confined to its terms of reference.

14.4 Membership on a special committee shall be limited in number to a minority of Trustees holding office at the time of the committee's appointment, and to members of the Board's staff appointed to the committee by the Chairperson of the Board, in consultation with the Superintendent. In addition, the Board may appoint members of the community who, in the Board's judgment, may assist the committee in its work.

14.5 The first Trustee named to a special committee shall be its Chairperson. The Chairperson shall preside at all special committee meetings. In the absence of the Chairperson, the second Trustee named shall preside.

14.6 Dates, times and places for meetings will be determined by members of the committee. Notice of meeting and agenda will be given to members at least three days prior to the meeting.

14.7 A record will be kept of items discussed and recommendations made and will be available to committee members and the Board.

15. School Liaison Trustees

In order to enhance communication between the Board of Education and local schools, trustees will be assigned to liaise with specific schools.

The Chairperson will assign each trustee a group of secondary and elementary schools at the first meeting in December each year. The assignment shall be one year's duration unless otherwise determined by the Board. Groups of schools will be rotated among trustees.

Assigning each trustee only a portion of the District's schools, helps trustees manage their limited time and increases the likelihood that trustee visits will be effectively dispersed across the District's schools. The purpose of liaison assignments is to enable trustees to attend social functions at the schools, to experience in a focused manner educators and children working and learning together over the school year, to connect with Parent Advisory Committees and to become more familiar with schools and their operation. It is not intended that this bylaw will restrict trustees from participating in functions at any other schools in the District or from visiting any other schools in the District. It is also recognized that trustees will visit when they are able, they are not obligated to attend on any routine basis.

Consistent with the corporate and policy-making role of the Board, the liaison trustee carries no administrative responsibility or Board-delegated authority. It is not intended that trustees become involved in the internal operation of the schools, nor is it intended that trustees use this contact as an avenue for bringing routine administrative matters directly to the Board.

Adopted: 02 June 2008

Board Adoption with Amendments: 17 November 2008

Board Adoption with Amendments: 10 October 2018

POLICY COMMITTEE: STATUS OF CURRENT AND ANTICIPATED ITEMS

	POLICY	STATUS	DATE/TIMELINE
1	Policy 101: Goals and Objectives	Requires revision upon completion of District Strategic Plan.	Oct 3 2022 – Report from the Superintendent Dec 12 2022 - Draft revised policy for preliminary feedback from trustees/stakeholder representatives
2	Policy 102: Diversity and Inclusion	Requires revision	Dec 12 2022: DEI Advisory Committee Policy Update
3	Policy 103 Bylaw: Complaints by Students, Parents & the Public	Requires revision	2022
4	Policy 105-R: District Code of Conduct: How we Learn and Work Together Personal Use of District Supplies, Equipment and Facilities	Requires revision	Feb 8 2021 – Executive Director presented Report and proposed Draft revised Regulation to Policy Committee. Guideline and Policy were reviewed at the Nov 18, 2020 F&L Committee meeting, that advised it be brought to Policy for review.
5	Policy 201: Bylaw Board Operations	Requires revision	Dec 12 2022 - Initial public report outlining rationale for policy revision and timeline; Opportunity for preliminary feedback from trustees/stakeholder representatives
6	Policy 502: Student Behaviour and Discipline Policy 502.1: Maintenance of Orderly Conduct Policy 502.2/502.2-R: Student Suspension or Exclusion from School Policy 502.3/502.3-R: Student Possession of Weapons	Requires revision	Jan 18 2021 – Update provided by Deputy Superintendent. Policies and regulations will be updated in with District Code of Conduct and brought back to the Committee for further review and feedback.
7	Policy 522/522-R: Transportation	Requires revision	2022
8	Policy 701.11/701.11-R: Naming and Renaming of Board Owned Facilities or Parts of Board Owned Facilities	Requires revision	Mar 7 2022 - Update for information from the Deputy Superintendent To be aligned with the Diversity & Anti-racism Working Group Report

Updated to December 12, 2022

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9	<p>Policy 701.12/701.12-G: Official School Openings</p>	<p>Removed from Phase 1 Section 700 Policies package; under review</p>	<p>To be re-submitted in Spring 2023</p>
10	<p>PHASE 2 - Policy Section 700: Facilities:</p> <p>Policy 702/702-R – Maintenance and Operations</p> <p>Policy 702.2/702.2-R – Installation of Adventure Playgrounds</p> <p>Policy 702.6 – Inventory</p> <p>Policy 703 – Safety Programme Buildings and Grounds</p> <p>Policy 703.3/703.3-R (new)/703.3-G (new) – Building and Grounds Security</p> <p>Policy 703.4 – Vandalism</p> <p>Retirement of 702.9 – Life Cycle Analysis of Physical Plant</p>	<p>Requires revision</p>	<p>Mar 7 2022 – Report from the Executive Director, Facilities Services</p> <p>Oct 3 2022 – Recommendation from the Executive Director, Facilities Services that the Committee recommend to the Board that Phase 2 Section 700 Policy Review be circulated to stakeholders for input and feedback (approved by the Board on Oct 12 2022)</p> <p style="color: red;">Nov to Dec 2022 – Stakeholder review process</p>
11	<p>PHASE 3 - Policy Section 700: Facilities:</p> <p>Policy 703.1 - Accident Prevention and Safety Procedure</p> <p>Policy 703.2 - First Aid and Accident Reports</p> <p>Policy 703.5 and Regulation 703.5-R - Health and Safety</p> <p>Policy 703.6 and Regulation 703.6-R - Protection of Employees from Violence in the Workplace</p> <p>Policy 705 and Regulation 705-R - Telephones</p> <p>Policy 706 - Smoke Free Environments</p> <p>Policy 703.7 and Regulation 703.7-R - Closure of Schools Due to Emergent Conditions</p>	<p>Under review</p>	<p>To be submitted in Spring 2023</p>

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	Policy 707 and Regulation 707-R - Post Disaster Procedures Policy 708 and Regulation 708-R - Video Surveillance		
12	Document Management Policy	On hold	

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