



**BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

COMMITTEE OF THE WHOLE NOTES
Held on Tuesday, October 22, 2013 at 9:30 a.m.
At the School Board Office – Gibsons, BC

PRESENT: TRUSTEES: Silas White (Chair), Betty Baxter, Greg Russell, Dave Mewhort,
Lori Pratt, Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Nicholas Weswick, Greg Kitchen, Celia Fisher,
Fran Heppell, Ruth Emerson, Erica Reimer (Recording Secretary)

REGRETS: Trustee Lori Dixon

The meeting was called to order at 9:36 a.m.

1) Policy Review

Chair White provided an introduction to the topic, indicating that the items being addressed at the meeting were those that were set as priorities at the September 2013 Committee of the Whole meeting. He further clarified that the first priority highlighted an overlapping of items found in policies and regulations, in addition to a “lack of matches” in the policies governing the roles of the superintendent and secretary-treasurer.

a) Priority #1: *“Correct the lack of matches between policies and regulations, as listed in the Policy review document in the meeting package”*

Trustees discussed a number of overlapping items that had been packaged together in a proposed motion, included in the meeting package, which would bring language from redundant policies into regulations to create a cohesive, amalgamated package.

Trustees discussed the proposed changes and agreed to the following:

- The committee recommended that a definition of “policy”, “regulation” and “bylaw” would help to differentiate between the three terms and provide clarity.
- The committee highlighted the need to update the references to board policies in any changed regulations as appropriate. It was agreed that there must be policy to guide the regulation – if none exists then the current language should be retained in the policy document.
- It was requested that the merged policies and regulations be provided for approval at a future meeting (the proposed changes are attached to these notes).
- If the proposed merging of documents occurs, the policy titled “Stewardship” could be moved to a preamble alongside the definitions recommended by the committee.

The committee discussed the suggested changes to the policy governing the role of the superintendent provided in the meeting package and agreed to the changes. Trustees also agreed that the word “significant” should be removed from the newly numbered **11.17 (Commit the Board to significant legal action only with the approval of the Board)** as any legal action would be considered “significant.” The proposed policy is attached to these notes.

The committee discussed the proposed changes to the policy governing the role of the secretary-treasurer. It was noted that the changes addressed a gap in regulations and would delegate responsibility for school district facilities and vehicles to the secretary-treasurer. The committee further agreed to allow Secretary-Treasurer Weswick to provide additional language to the board for approval. The proposed policy, including Secretary-Treasurer Weswick’s additions, is attached to these notes.

- b) Priority #2: *Review the “Role of the Trustee”, specifically addressing conflict of interest, donations and volunteerism.*

The committee discussed proposed changes to the policy governing the role of the trustee, provided in the meeting package:

- Regarding the proposed changes to **3.16 “Avoid exerting any influence on any school district issue when in conflict of interest...”**, it was agreed that the policy should be reworded to move the final phrase “...always disclosing the nature of any conflict to the Board” to the beginning of the policy.
- Regarding the proposed language for **3.17 “Refrain from sitting on the board or executive of any corporation or organization that receives funding from School District No. 46 (Sunshine Coast)”**, it was noted that under the previous policy the definition of conflict of interest was narrower in its scope and would have allowed board members to sit on boards of other organizations receiving funding from the school district. However, in reaction to recent legal action involving trustees to the Island Trust, it was felt that a more specific policy should be created.
- Regarding the proposed language for **3.18 “Refrain from sitting on any specific school-related or program-related group in the district, including Parent Advisory Councils except specifically as a liaison for the Board”**, clarification was made that this language would not preclude trustees from volunteering for events within the district. Further guidance on individual volunteerism will be developed and addressed in the Trustee Handbook.
- Regarding the proposed language for **3.19 “Refrain from making any financial or “in kind” donations or gifts to, or in honour of, organizations receiving funding from the school district, schools, PACs, programs, employees of specific bursaries/scholarships”**, it was noted that any donations made in previous years by trustees were governed by the policy of the day. It was further clarified that purchasing a fundraising product - for instance, cookies from a bake sale - would not be considered a donation, as goods were being exchanged.

It was noted by Trustee Russell that no trustee had spoken to him directly regarding concerns about his conduct as a trustee. He further indicated that if trustees take issue with the conduct of a fellow trustee that both parties should speak directly. Trustee Baxter responded that she had raised concerns with Trustee Russell directly.

The proposed policy, including the recommended change, is attached to these notes.

Next meeting:

- Continuation of Policy Review
 - Priority #3: *Review the “Role of Board Committees”, including the addition of a Policy Committee and related term of reference.*
- Policy Committee

The meeting adjourned at 12:05 p.m.