



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

**POLICY COMMITTEE NOTES**

Held on October 23, 2017 from 11:30-1:00 p.m.  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: Christine Younghusband (Committee Chair), Betty Baxter,  
Dave Mewhort, Lori Pratt, Greg Russell, Pammila Ruth,

STAFF/OTHERS: Patrick Bocking, Superintendent; Paul Bishop, Director of  
Instruction; Nicholas Weswick, Secretary-Treasurer; Erica Reimer, Executive  
Assistant (Recording Secretary)

REGRETS: Lori Dixon, Trustee

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The meeting was called to order at 11:41 a.m.

1. Role of the PAC/DPAC

The committee discussed feedback from various PAC meetings and DPAC, including a suggestion from DPAC that the policy clearly state that both PAC and DPAC meetings are open to all parents. Trustees reported that reactions to the draft policy were positive and agreed to add language to the policy to clarify that all parents are welcomed at these meetings.

Trustees discussed a review of PAC constitutions undertaken by DPAC in recent years and noted some inconsistencies in the DPAC constitution. Trustees suggested hosting a professional development session for interested PACs to assist in running meetings, developing elections and passing motions.

**RECOMMENDATION:**

"That the following new policy be created:

*Role of PAC/DPAC*

*The Board of Education of School District No. 46 (Sunshine Coast) believes that parents are partners in our educational system. The Board believes that parent engagement contributes to a positive learning environment, provides input to school planning, and promotes an open, two-way communication between parents, schools, and the District. Parental input, advice and feedback are essential elements in the development of positive relationships between home, school, and the District. The Board encourages that all schools have a Parent Advisory Council (PAC) and representatives from these PACs form the District Parent Advisory*

*Council (DPAC), as per Section 8 of the School Act. All parents are welcome to attend PAC and DPAC meetings.*

**RECOMMENDATION:**

“That the board support PACs in running meetings, developing elections, passing motions and other governance processes”

2. Annual Appeals Bylaw

The committee reviewed the appeals bylaw and discussed in particular items related to the board’s role in the appeals process, timelines for review and the benefit of an annual review of the bylaw. Trustees debated the board’s role in the decision making process in an appeal and determined that the current language of 70.8 was appropriate. Recommendations for changes to 70.5 and 70.3 were considered and will be put forward to the November board meeting for consideration. Secretary-Treasurer Weswick agreed to request legal advice on the timelines for review of an appeal to ensure that the recommended language is in accordance with *School Act*.

**RECOMMENDATION:**

That the Appeals Bylaw be updated as follows:

**70 APPEALS BYLAW**

*The School Act requires that the Board set up a procedure enabling a student or his/her parents/guardians to appeal any decision made by an employee of the Board that significantly affects the education, health or safety of the student. The Board expects its employees to make any necessary decisions regarding students but appreciates that those affected may not always agree, hence the need to provide for appeals. For the purpose of this bylaw, the failure to make a decision may be considered as a decision in that a non-decision may have a significant effect on a student.*

Objectives

- *To provide a means of appealing decisions.*
- *To safeguard the rights of students and their parents and to ensure their fair treatment.*
- *To ensure that procedural and administrative fairness and due process have been adhered to and conform to Board policy.*

70.1 *The Board requires that an appeal of any decision made by its employees which significantly affects the education, health or safety of a student be heard first at the school level and then, if necessary, at the district administrative level on a consultative basis per administrative regulations.*

- 70.2 If the Administrative Regulation 5350 (How to Communicate with Us) fails to satisfy the student and/or parent/guardian bringing the appeal, he/she/they may appeal to the Superintendent of Schools. The basis of the appeal to the Superintendent is to be filed in writing.
- 70.3 If the appeal to the Superintendent cannot be resolved to the satisfaction of the complainant, the Board will review the complaint ~~and listen to the appeal within 45 days of its official receipt at a board meeting, as per Section 11(7) of the School Act.~~
- 70.4 The Superintendent or designate will prepare a report for the School Board concerning the matter and will provide a copy to the complainant.
- 70.5 The appeal will be heard in-camera at ~~the next~~ a Special Closed Meeting of the Board and render a decision within 45 days as per Section 11(7) of the School Act and render a decision within 45 days as per Section 11(7) of the School Act.
- 70.6 The complainant and/or his/her advocate have the right to appear before the Board. At least forty-eight (48) hours prior to the meeting the complainant must notify the Superintendent of who will be attending the meeting.
- 70.7 The Board may request the presence of the complainant or any person who was involved in the matter giving rise to the appeal before the Board or in the dispute resolution efforts to date. At least forty-eight (48) hours prior to the meeting the complainant will be advised who will be attending the meeting.
- 70.8 The scope of the review shall be based on the criteria that:
- (a) the policies of the School Board have been followed;
  - (b) the administrative regulations of the school district have been followed;
  - (c) relevant information was considered by administration and the decision under appeal has been based on that evidence;
  - (d) the procedures followed have been fair to the complainant.
- 70.9 The Board will deliberate in the absence of all persons who were involved in the dispute or dispute resolution efforts to date.
- 70.10 The Board shall make a decision on the matter in question as soon as feasible after listening to the appeal and shall give written reasons for the decision to the complainant. Such decision shall be final.
- 70.11 No person shall penalize or otherwise discriminate against a person who brings a complaint, gives evidence or otherwise assists in the investigation, inquiry or reporting of a complaint to the administration or Board.
- 70.12 Information about the appeals procedure provided to a complainant and/or their advocates shall contain information about how to access the office of the Ombudsman and when it is appropriate to do so.

*70.13 The Board shall conduct an annual review of this bylaw.*

The meeting adjourned at 12:58 p.m.

**NEXT MEETING:** November 28<sup>th</sup> from 11:30-1:00 pm at the School Board Office