



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

### POLICY COMMITTEE NOTES

Held on November 28<sup>th</sup>, 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; 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, at 10:59 a.m. The meeting was called to order prior to the scheduled start time as all committee members were present.

#### 1. Surplus Policy

Secretary-Treasurer Weswick reported that the ministry, in partnership with the Financial Health Working Group, had developed materials to support boards with financial accountability. In this area, the ministry has directed all boards to develop and adopt a surplus policy by June 2018. Additional information and supporting materials are available at <https://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/school-district-financial-reporting/financial-health-working-group>.

The committee reviewed the ministry's direction for the development of a surplus policy, as well as the district's own priorities for use of unrestricted surplus. The committee suggested the district's priorities could be adapted to be included in a policy. Other suggestions included:

- Including a dollar or percentage for the financial provision,
- Acknowledging that procedural direction for public consultation is already in place as broad consultation for inter-fund transfers could be difficult to implement,
- Defining unrestricted and restricted surplus clearly, and
- Including a procedure to approve spending as needed on unforeseen costs.

Trustee Younghusband and Secretary-Treasurer Weswick agreed to work together to develop a draft policy to be discussed at a future meeting

2. Positive Language Edits (Policies 5.2, 11.7, 13.8, 13.9)

Suggested changes to Policies 5.2 and 11.7 were reviewed and modified by the committee.

**RECOMMENDATION:**

The committee recommended the following changes:

*Policy 5 – Role of Board Committees*

5.2        *Shall support the work of the Board and will only speak or act for the Board if given the authority for specific, time-limited purposes*

*Policy 11 – Role of the Superintendent*

11.7        *Promote and ensure a harassment-free and intimidation-free environment for all employees, students, volunteers, families or community members while on school district-related business. Harassment or intimidation will not be tolerated.*

The committee suggested changes to Policy 13 – Budget Development as a result of timeline constraints that took place in the 2016-17 school year. The following changes were recommended:

13.8        *In the spring, a balanced budget shall be presented to the board in a public information session prior to adoption on or before June 30<sup>th</sup> at a public board meeting.*

13.9        *Struck and remainder of policy renumbered*

The full edits are attached to these notes for reference.

3. Chair's Update – Point of Privilege

Board Chair Betty Baxter announced that she would be stepping down from the role of chair due to an upcoming medical leave. Vice-Chair Pratt will assume the role of Chair until the regularly scheduled elections take place at the board's December public meeting. Chair Baxter thanked trustees, senior administration and staff for their support.

The meeting adjourned at 12:16 p.m.

**NEXT MEETING:** January 23<sup>rd</sup> from 11:30-1:00 pm at the School Board Office

## 5 ROLE OF BOARD COMMITTEES

Consequently, committees:

### 5.2

Shall not interfere with the wholeness of the Board's job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.

- | Shall support the work of the Board and will only speak or act for the Board if given the authority for specific, time-limited purposes.
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## 11 ROLE OF THE SUPERINTENDENT

Consequently, the superintendent shall:

### 11.7

Tolerate no form of harassment or intimidation of any employee, volunteer, student, family or community member while on school district-related business.

- | Promote and ensure a harassment-free and intimidation-free environment for all employees, students, volunteers, ....~~Be inclusive and accepting of any employee, volunteer, student, familiesy or community members while on school district-related business. Harassment or intimidation will not be tolerated.~~
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## 13 ANNUAL BUDGET DEVELOPMENT

### 13.8

In April, the Secretary-Treasurer shall present a balanced budget to the Board, which will also be presented in a public information session prior to the May Public Board Meeting.

- | ~~In the spring, the Secretary Treasurer shall present a balanced budget shall be presented to the board, which will be presented in a public information session prior to adoption at the end of the school year at on or before June 30<sup>th</sup> at a public board meeting.~~

### 13.9

~~The final preliminary budget will be prepared for Board adoption by the May Public Board Meeting.~~

~~The final preliminary budget will be prepared for the Board before the end of the school year at a public board meeting for adoption.~~