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**MEETING OF THE POLICY COMMITTEE  
MINUTES  
Thursday, May 8, 2025**

**1. Call to Order**

*The meeting was called to order at 5:51 PM.*

**2. Additions and/or Deletions to the Agenda**

**3. Adoption of Agenda**

Upon a motion duly made and seconded, it was resolved:

**THAT** the Policy Committee hereby **ADOPTS** the agenda for this May 8, 2025, meeting, as circulated.

**4. Adoption of Minutes**

Upon a motion duly made and seconded, it was resolved:

**THAT** the Policy Committee hereby **APPROVES** the minutes from the Policy Committee meeting on April 3, 2025.

**5. Business**

A. Policy Committee Annual Plan

The Committee discussed its policy review plans. The Secretary-Treasurer noted that the Committee was on track to complete the goal of its terms of reference to finalize the review of all bylaws and policies nearly a year in advance of the end of the Board's four-year term.

Upon a motion duly made and seconded, it was resolved:

**THAT** the Policy Committee hereby **ADOPTS** the updated Policy Committee Annual Plan, as circulated.

B. Policies Review & Development

1. Policy 340 – Provision of Nutritious Food to Students
2. Policy 220 – Inquiries & Concerns
3. Policy 240 – Participation of Trustees at Public Meetings

The Committee reviewed Policy 340. It was noted that this was the third time the committee had looked at the policy. The policy has been discussed with the Partner Groups Advisory and at school PACs.

The Committee did some work on reviewing and updating Policies 220 and 240. It was decided to delay the recommendations to the Board to adopt an updated Policy 220 until the development of an associated District protocol and brochure are completed. The Board did not complete a review of Policy 240.

Upon a motion duly made and seconded, it was resolved:

**THAT** the Policy Committee hereby **RECOMMENDS** that the Board of Education amend the following policy(ies).

- Policy 340 – Provision of Nutritious Food to Students

**6. Next Meeting Dates**

- A. Policy Committee Meeting: June 5, 2025
- B. Board Meeting Open to the Public: May 20, 2025
- C. Partner Group Advisory Meeting: October 6, 2025 (TBD)
- D. [2024-2025 Board, Committee & PGA Meetings](#) are posted on the [Board Meetings Information Page](#)

**7. Adjournment**

*The meeting was adjourned at 6:48 PM.*

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S. Gascon  
Chairperson

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M. McLellan  
Secretary-Treasurer



# Policy Committee

## 2024 -2025 Annual Plan

*Updated: May 8<sup>th</sup>, 2025*

### Goals & Objectives

1. Create a framework/plan for the Committee to review all Board policies within the term of the current Board.
2. Review, update, create and adopt Board policies deemed a priority.
3. Align the policy manual structure to the new District Governance Model adopted by the District in October 2024.

### Policy Development and Review Priority List

Policy No.	Name	Timing/Status/Plan
<b>Priority Items</b>		
Policy 340	Provision of Nutritious Food to Students	NOM Feb 25 & April 15, 2025 Committee Review Mar 13, Apr 3 and May 8, 2025 PGA Review May 5, 2025 Adoption May 20, 2025
Policy 220	Inquiries & Concerns	NOM Feb 25, April 15 and May 8, 2025 Committee Review Apr 3, May 5 and Jun 12, 2025 Adoption June 17, 2025
Policy 240	Participation of Trustees at Public Meetings	NOM Feb 25, April 15 and May 8, 2025 Committee Review May 8, and Jun 12, 2025 Adoption June 17, 2025
Policy, Protocols & Procedures Structure Update		Committee Review Jun 5, 2025
Policy 301	SOGI	Last Amended March 9, 2021 Committee Initial Review Jun 5, 2025
Policy 305	School Closure & Reconfiguration	Committee to reassess requirements Jun 5, 2025.
Policy 320	Participation in Graduation Ceremonies	Last Amended May 31, 2016 Committee Initial Review Jun 5, 2025
Policy 330	Child & Youth Protection	Last Amended May 9, 2021 Committee Initial Review Jun 5, 2025
Policy 332	Physical Restraint & Seclusion in Schools	Adopted December 10, 2019 Committee Initial Review Jun 5, 2025
Policy 510	Recruitment and Selection of Exempt Staff	Last Amended January 19, 2021 Committee Review Jun 5, 2025
<b>Additional Policies to Review in Priority</b>		
TBD		
<b>Section Review</b>		
<b>Sections remaining to be reviewed during this Board term:</b>		
<i>Policies in the following sections that are outstanding to be reviewed will be reviewed first by operational priority and second by section.</i>		
Section 300s	Students & Learning	2025-2026 (Four policies remaining for review)
Section 500s	Personnel	2025-2026 (One policy remaining for review)
Section 600s	Business & Operations	2025-2026
<b>Sections that have been reviewed during this Board term:</b>		
Bylaws	Bylaws	Completed.
Section 100s	Governance	Completed.
Section 200s	Community Relations	To be concluded May 2025.
Section 400s	District Administration	Completed.



## Policies Adopted, Revised or Rescinded During the Term

Policy No.	Name	Adoption
<b>Bylaws</b>		
Bylaw No. 2	Charitable Trust Fund	Rescinded June 20, 2023
Bylaw No. 16	Board Organization & Operations	Adopted Jun 21, 2022
Bylaw No. 17	Trustee Elections	Adopted Jun 21, 2022
Bylaw No. 18	To Rescind Bylaw No. 2	Adopted June 20, 2023
Bylaw No. 19	Board Organization & Operations	Adopted April 16, 2024, Rescinded
Bylaw No. 20	Board Organization & Operations	Adopted December 17, 2024
<b>Section 100s - Governance</b>		
Policy 110	The Board's Purpose & Values	Amended December 19, 2024
Policy 120	Governance	Amended January 16, 2024
Policy 121	Trustees' Code of Conduct	Amended April 15, 2025
Policy 125	Role of the Chairperson & Vice-Chairperson	Amended December 17, 2024
Policy 130	Board – CEO Relationship	Amended January 16, 2024
Policy 131	Executive Limitations	Rescinded November 21, 2024
Policy 140	Policy Development	Amended January 21, 2025
Policy 190	Trustee Remuneration	Amended Apr 19, 2022
<b>Section 200s – Community Relations</b>		
Policy 210	Communications & PR	Amended April 15, 2025
Policy 220	Inquiries & Concerns	To be Amended May 20, 2025
Policy 230	Public Participation at Meetings	Amended June 18, 2024
Policy 240	Participation of Trustees at Public Meetings	To be Amended May 20, 2025
Policy 250	Community Use of District Facility	Amended June 20, 2023
<b>Section 300s – Students &amp; Learning</b>		
Policy 300	Student Registration & Catchments	Adopted March 28, 2023
Policy 302	School Calendars	Adopted April 16, 2024
Policy 305	School Closure	Adopted April 16, 2024
Policy 310	Expectations for Student Conduct	Amended June 18, 2024
Policy 316	Personal Digital Devices	Adopted May 21, 2024
Policy 321	Board Awarded Bursaries & Scholarships	Amended April 16, 2024
Policy 331	Medication Administration & Anaphylaxis	Amended November 17, 2024
Policy 370	Field Trips	Amended January 21, 2025
<b>Section 400s – District Administration</b>		
Policy 410	Role of the Superintendent	Adopted January 16, 2024
Policy 412	Evaluation of the Superintendent	Adopted January 16, 2024
Policy 415	Role of the Secretary-Treasurer	Adopted January 16, 2024
Policy 421	Evaluation of Exempt Staff	Adopted January 16, 2024
<b>Section 500s - Personnel</b>		
Policy 501	New: Staffing, Class Size & Complexity in Classrooms	Adopted June 20, 2023
Policy 501	Old: Staffing, Class Size & Complexity in Classrooms	Rescinded May 16, 2023
Policy 520	Workplace Health & Safety	Adopted October 22, 2024
Policy 532	Respectful Workplace & Employee Code of Conduct	Adopted April 15, 2025
Policy 540	Public Interest Disclosure Act	Adopted Nov 21, 2023
Policy 542	Whistleblower Protection	Rescinded December 19, 2024



Section 600s – Business & Operations		
Policy 610	Signing Officers	Amended Nov 21, 2023
Policy 621	Financial Accounting, Audit & Reporting	Amended Jun 21, 2022
Policy 622	Accumulated Operating Surplus	Amended Jun 21, 2022
Policy 630	Child Care	Adopted Dec 14, 2021
Policy 680	Student Transportation	Adopted March 28, 2023

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