



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BUSINESS COMMITTEE  
PUBLIC MEETING  
INFORMATION SHEET**

DATE: June 14, 2023  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Policy Committee Update

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### **Background**

The development, monitoring and updating of policy is a primary responsibility of the Board of Education. Policies are detailed expression of intent and should reflect the Board's own Strategic Plan and statements of Mission and Vision.

This Information Sheet outlines the work of the Policy Committee for the 2022-23 school year. It will also highlight some policies for consideration for the 2023-24 work plan.

### **Discussion**

#### ***2022-23 Workplan***

The 2022-23 Workplan is attached. The status update is as follows:

Policy 1.3 – Continuous Improvement of Instruction and Assessment:

This update is being driven by Deputy Superintendent Laura Tait and the Policy Committee will receive an update in fall of 2023 on its status.

Policy 2.0 – Inclusion

This update is being driven by Executive Director of Human Resources Shawn Johnston with the assistance of the District's external consultant Chanelle Tye. Currently, the District is in the process of receiving the outcome of a District "environmental scan" on issues associated with Justice, Equity, Diversity and Inclusion that will assist in informing change.

Policy 2.13 – Superintendent Review  
Policy 3.7 – Role and Responsibility of Superintendent

The Policy Committee is recommending combining these two policies and the Superintendent and the Policy Committee are currently working on this item which will be brought to the Board for further discussion. There is also work required to review references to the role of the Superintendent in some other policies to ensure consistency and potentially to amalgamate other currently existing policies in overarching policy.

### New – Role of Secretary Treasurer

The Policy Committee has been provided with an outline of the potential options for a policy. Currently, the role reports only to the Superintendent with a few matters that come directly to the Board. Nevertheless, the Board assists the Superintendent in choosing the ST. A draft policy will require a direct Board discussion will be required that will also involve the Superintendent. At this time, there is insufficient time to engage the Board in this work.

2.8 – Aboriginal Education - This update is being driven by Deputy Superintendent Laura Tait and the Policy Committee will receive an update in fall of 2023 on its status.

### New – Childcare –

Currently, staff are drafting a childcare policy based on the feedback of the Policy Committee for consideration and presentation to the Board in fall of 2023. At this time, the focus is moving the policy aspects that are currently embedded in the Administrative Procedure into Policy.

### 3.8 Transportation –

Currently staff are finalizing changes to the Transportation Policy for presentation to the Board in September. The changes will highlight the decision making process for transportation decision (e.g. the Board will decide the long term inclusion or collapsing of routes with Board motion, staff will determine short term changes, stops etc.). The Committee will also be recommending the expansion of the Policy to include active transportation and safe access to schools.

### Completed work:

In addition to the work in progress, the Committee has completed a number of important policies over the year either in response to the work plan or due to statutory requirements. For instance:

#### 2.21 - Financial Planning and Reporting

This Policy along with minor changes to Policy 2.5 have largely addressed the financial policies including in the workplan with the exception of the Budget Process. Notably, this Policy is responsive to Ministry requirements.

#### 2.5 - Board Committees Representation and Annual Workplan (Renamed and updated)

This work was completed (aligned with Policy 2.6) in time to welcome the new Board and has been functioning well.

#### 2.6 - Board Meeting Procedures

See the note under 2.5

#### 3.1 - Privacy Policy

This policy was intended to align with the new requirements in the *Freedom of Information and Protection of Privacy Act*. It was also aligned with a suite of Administrative Procedures to be responsive to legislative requirements.

**The 2023-24 Workplan**

In addition to the Policies currently being worked on the Policy Committee has highlighted a number of addition Policies to be contemplated including:

Policy 2.3.2 – Code of Conduct

BCSTA has just released a guidance document. While an initial review appears to align well with the current Code a review is warranted.

New – Catchment and Student Enrollment

While there is an AP that addresses some of the issues associated with catchment and student enrollment staff recommend a Board Policy to guide future decisions.

New - Student Voice

Given the interest of the Board in the issue and the successful sessions currently organized the Board may wish to contemplate a policy for consistency and to ensure a sharing of information

Staff continue to review Administrative Procedures to align Policy and APs. Specifically, there have been instance of Administrative Procedures that do not find authority from Policy or APs that contain policy statements. It is understood that some of the misalignment comes from previously completed work.

It should be noted that the Board can request that the Policy Committee review policies following the creation of its annual work plan and by motion at any time.

Policy Committee Work Plan 2022/2023		
<b>1.0 – Foundation &amp; Direction</b>		
2017		Continuous Improvement of Instruction & Assessment – 1.3
<b>2.0 - Governance &amp; Management</b>		
2016	In progress	Inclusion Policy – 2.0
2012		Role & Responsibility of Superintendent – 3.7
2012		Superintendent Review – 2.13 <i>Combine these into 1 policy</i>
New		Role of Secretary Treasurer
2012		Aboriginal Education – 2.8
<b>3.0 - Operational Expectations</b>		
New		Childcare
2016		Transportation – 3.8
<b>Other</b>		
New		Fiscal Accountability <i>Audit Committee</i> <i>Risk Management</i> <i>Internal Audit</i> <i>Budget Monitoring &amp; Performance</i> <i>Budget Process</i>