



AGENDA
Wednesday, February 12, 2025. 11:00 A.M.
Policy Committee – SD 64 (Gulf Islands)

Called to order:

- 1. Adoption of Agenda**
- 2. Approval of January 15, 2025 Summary** (*attachment*)
- 3. New Business: Policy Renovation**
 - a. Section 5.0 Overview (*attachment*)
 - b. Housekeeping – new numbers (reassignment of policy number)
 - i. *5.10 Financial Planning and Reporting (previously policy 6.10)* (*attachment*)
 - ii. *5.11 Accumulated Operating Surplus (previously policy 6.11)* (*attachment*)
 - iii. *5.80 Student Transportation (previously policy 410)* (*attachment*)
 - c. Policies/Procedures to be Repealed Outright
 - i. *Policy 600 Financial Practices (replaced by 5.10 and 5.11)*
 - ii. *Policy 615 Disposal of Equipment*
 - iii. *Policy 6200 Purchasing and Tendering*
 - iv. *Policy 6300 Retention /Destruction of Records*
 - v. *Policy 6480 School Petty Cash Funds*
- 4. Other Business / Business Arising**
 - a. 4.30 Severe Allergic Reaction – definition amendment (*attachment*)
- 5. Next Meeting:** April 23, 2025, Pender Islands School
- 6. Adjournment**



Summary
Policy Committee – SD 64 (Gulf Islands)
January 15, 2025 | 9:30 am

In attendance:

Committee: Deborah Luporini (committee chair), Tisha Boulter, Rob Pingle, Chaya Katrensky (chair, ex-officio)
Trustees: Jeannine Georgeson (trustee), Greg Lucas (trustee), Nancy Macdonald (trustee)
Staff: Jill Jensen (superintendent), Jesse Guy (secretary-treasurer), Boe Beardsmore (associate superintendent), Lyall Ruehlen (director of instruction), Lori Deacon (director of corporate services)
Guests: Adrian Pendergast (GIPVA), Ian Mitchell (GITA), Angela Thomas (CUPE)
Regrets:

The meeting was called to order at 9:56 a.m. by Committee Chair Luporini. Chair Luporini acknowledged that this meeting is held on the traditional territories of the Coast Salish peoples. – huy tseep q'u.

1. Adoption of Agenda

Adoption of agenda as presented by consensus.

2. Approval of Summary

Summary for the November 27, 2024 Policy Committee Meeting adopted by consensus. It was noted that the January Board meeting date indicated in the summary as January 15, 2025 has since changed to January 29th.

3. Policy Section

(a) Policy Renovation Project Overview, Section 4.0

Chair Luporini provided an overview of Section 4.0 Health and Safety. Policies and procedures being considered today will conclude the committee's work in this section.

(b) Section 4 Draft Renovated Policies

i. *4.10 Healthy and Safe Environments (to replace Policy 300 Health and Safety)*

Policy has been renovated to be clear and concise. Trustees discussed whether there is a need for this policy.

Action: The Policy Committee recommends Policy 4.10 Healthy and Safe Environments be brought to the January 29, 2025 Board Meeting for approval and replacement of current policy 300.

ii. *4.20 Student Physical Restraint and Seclusion in Emergency Circumstances (to replace policy and procedure 402).*

Boe Beardsmore presented an overview of the draft. This policy has been moved appropriately from the student policy section to the health and safety section and provides clear language as to



what physical restraint and seclusion is and what it is not, as well as clear expectations that seclusion and restraint are only used in emergency circumstances, and where student and staff health and safety is at risk. While not required by legislation, the policy is helpful for staff to know the board's recognition of safety standards and procedures. Boe Beardsmore highlighted the training provided to district staff on nonviolent crisis intervention.

Amendments to pare the policy down to retain the first three paragraphs, change “rarely necessary” to “used only as a last resort”, and include a statement requiring an annual report to the board and move the rest to an administrative practice

Action: Policy Committee recommends the amended Policy 4.20 be brought to the January 29, 2025 Board Meeting for Notice of Motion and circulation (replace current policy and repeal procedure 402 once approved). Staff will publish a supporting Administrative Practice for the amended policy.

(c) Emergency Response Plan

Jill Jensen briefed the committee on staff’s work to update and centralize emergency procedures and protocols. A comprehensive manual will be compiled to include quick reference guides and checklists for site-based staff to ensure clear guidance during an emergency and would replace the following emergency response policies and procedures:

- Procedure 3050 Emergency Management and Response
- Form 3050-1 Student Release - Information Form
- Form 3050-2 Student Release – Action Form
- Procedure 3051 Fire Management and Response
- Procedure 3052 Earthquake Management and Response
- Policy and Procedure 3056 Unwelcome Visitors/Intruders

Action: The Policy Committee recommends the above policies and procedures be brought to the Board for consideration of repeal at such time as the Emergency Response Plan Manual is ready for publication.

(d) Policies and Procedures to be Repealed in Favour of Administrative Practices

- i. *Procedure 3053 Critical Incident Management and Response*
Procedures are already contained with AP S2 Critical Student Incidents.
- ii. *Policy and Procedure 3054 Search and Seizure*
This policy and procedure will be replaced by AP S8 Search and Seizure
- iii. *Policy and Procedure 3055 Weapons and Dangerous Objects*
The probable cause language in the procedures is now contained with AP S6 Search and Seizure.
The rest covered in APS2 Critical Student Incidents.
- iv. *Policy and Procedure 3060 Emergency School Closures*
This policy and procedure will be replaced by AP F1 Unscheduled School Closures
- v. *Policy and Procedure 3100 Intoxicating and Controlled Substances*
This policy and procedure will be replaced by AP F2 Intoxicating and Controlled Substances



- vi. *Procedure 3150 Severe Allergies / Anaphylaxis (and form 3150-1)*
These procedures will be replaced by AP S7 Severe Allergic Reaction
- vii. *Procedure 3650 Monitoring for the Safety and Security of People and Property*
This procedure will be replaced by AP I12 Video Surveillance
- viii. *Policy and Procedure 4250 Student Medical Care Plan and Medication (and forms -1,-2,-3,-4)*
This policy and procedure will be replaced by AP S6 Student Medical Care Plan and Medication.

Action: The Policy Committee recommends Policies and Procedures above (items d.i - d.viii) be brought to the January 29, 2025 public meeting for the Board's consideration to repeal in favour of an Administrative Practices.

- ix. *Policy and Procedure 3550 First Aid and Accident Reports*
- x. *Policy and Procedure 4260 Student Illness/Injury*

Action: The Policy Committee recommends Policies/Procedures 3550 and 4260 be brought to the Board for consideration of repeal at such time as Administrative Practices are ready to be published to replace them.

(e) Policies and Procedures to be Repealed Outright

These policies and procedures have been identified for repeal. Specifically, items i. to v. contain little guidance or relevant language outside of what is being considered already in the associated procedure. Items vi. to viii. are not necessary and are not being used to guide district operations. Other authorities provide clear guidance for school districts around management and control of communicable diseases, pests, and headlice. In the future, if a need for district-specific guidance is identified, staff can quickly publish an administrative practice to address the need.

- i. *Policy 303 Accident Prevention and Safety Procedures*
- ii. *Policy 3050 Emergency Management and Response*
- iii. *Policy 3051 Fire Management and Response*
- iv. *Policy 3052 Earthquake Management and Response*
- v. *Policy 3053 Critical Incident Management and Response*
- vi. *Policy and Procedure 3120 Communicable Diseases*
- vii. *Policy and Procedure 3700 School Pest Management*
- viii. *Policy 3850 Pediculosis (Head Lice)*

Action: The Policy Committee recommends that the Policies and Procedures above be brought to the January 29, 2025 meeting for the Board's consideration to repeal.

4. Other Business / Business Arising

5. Next Meeting: February 12, 2025, Microsoft Teams

6. Adjournment: 10:58 a.m.

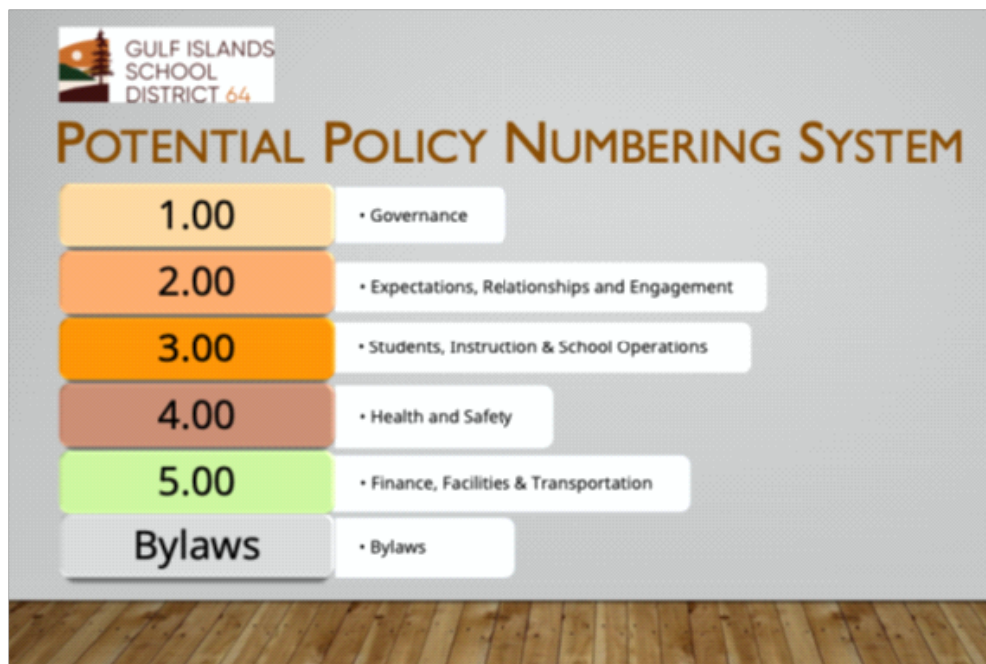
SD 64 (GULF ISLANDS) POLICY REVISION PROJECT



POLICY RENOVATION WORKING SESSION FEBRUARY 12, 2025

A. SECTION 5.00 FINANCE, FACILITIES & TRANSPORTATION – ANALYSIS AND INITIAL ORGANIZATION

As a result of work to date, we can now publish all remaining policies within one section as summarized to the right. This reduces the number of sections to five and makes for easy reference within the system. Section 5.00 content is to be considered at this meeting.



All current policies have been reviewed and those that would be suitable for Section 5.00 Finance, Facilities & Transportation have been identified. Current documents exist in Sections 200, 400, 600, and 6000. The suggested organization of policies to be retained within this section is outlined below.

For this meeting, we also wish to have a discussion regarding the prevalence of documents within current policy and procedures that can be repealed or established as Administrative Practices.

Groupings have been made with the first decimal place flagging a key topic. *Current procedures are noted in italics.* Green highlighting indicates previously developed policies that have been approved by the Board, and only need renumbering. Policies for consideration at this meeting have blue highlighting with the corresponding current documents hyperlinked in the right column.

Suggested Policy Number and Name	Previous Policy or Procedure
5.10 Financial Planning and Reporting 5.11 Accumulated Operating Surplus	6.10 Financial Planning and Reporting 6.11 Accumulated Operating Surplus
5.12 Annual Budget	605 Annual Budget 606 Budget Monitoring and Reporting
5.20 Student Fees and Financial Hardship	6700 Student Financial Assistance 6750 School Fees <i>6750 School Fees</i>
5.30 Reimbursement of Expenses	6500 Travel Expenses <i>6500 Travel Expenses</i>
5.40 Donations and Gifts	630 Education Trust Fund <i>630 Education Trust Fund</i>
5.60 School Closure 5.61 Disposal of Land and Improvements	635 Permanent School Closure <i>635 Permanent School Closure</i> 616 Disposal of Land or Improvements <i>616 Disposal of Land or Improvements</i>
5.80 Student Transportation	410 Student Transportation
2.90 Employee Conflict of Interest	108 Conflict of Interest: Employees and Trustees

B. POLICIES/PROCEDURES THAT OFFER LITTLE GUIDANCE AND ARE RECOMMENDED TO BE REPEALED OUTRIGHT:

B.1 Policy [600 Financial Practices](#) – replaced by 5.10 and 5.11

B.3 Policy [615 Disposal of Equipment](#)

B.4 Policy [6200 Purchasing and Tendering](#)

B.5 Policy [6300 Retention /Destruction of Records](#)

B.6 Policy [6480 School Petty Cash Funds](#)

C. POLICIES/PROCEDURES THAT ARE RECOMMENDED FOR REPEAL IN FAVOUR OF ESTABLISHING THE CONTENT AS AN ADMINISTRATIVE PRACTICE:

The current policies and procedures below are recommended to be repealed and the content moved to an Administrative Practice to provide the necessary guidance to the system. References to related 'written guidance' is provided in *red italics*, as a hyperlink, to assist with drafting of administrative practices.

D.1 *Procedure 410 Student Transportation* – Practice is current, reformat and publish

D.2 *Procedure 615 Disposal of Equipment*

A Guide to Tangible and Intangible Asset Disposals in the Government of British Columbia

D.3 *Procedure 6200 Purchasing and Tendering*

Government Policy re: Procurement

D.4 *Procedure 6300 Retention /Destruction of Records*

D.5 *6450 School-Generated Funds*

Procedure 6450 School-Generated Funds

D.6 *Policy 6850 Public Use of School Facilities/Joint Use*

Procedures 6850 Public Use of School Facilities/Joint Use

6850-1 Schedule of Fees, Facility Use Form

6850-2 Application for Use of SD62 Facilities

6850-3 Application for Use of the District Board Room Form

6850-4 User Emergency Procedures Form

6850-5 Administrative Approval - Facilities Access User Form

D.7 *Policy 6900 Outdoor Play Areas*

Procedure 6900 Outdoor Play Areas

Children's Outdoor Play Space Plan Child Care

D.8 *Policy 203 Property Control*

Procedure 203 Property Control Procedure

D.9 New Administrative Practice regarding Student Boarding Provisions

Policy 56.10 Financial Planning and Reporting

The Board believes that establishing strategic priorities and associated operational plans will enhance student educational outcomes. The Board also believes that aligning funding and resources to those strategic priorities, and engaging in multiyear financial planning, are crucial for the effective operation of the school district and provision of quality educational programs and learning environments for students and staff. This policy responds to the Ministry of Education requirement for financial planning, as stipulated within Ministry policies.

The Board will develop, implement and provide to the Ministry of Education a *Financial Plan* spanning three years. This *Financial Plan* will outline financial strategies to address long-term financial goals, including how funding and resources will be used to support the strategic plans and operational needs of the district. Prominent among these strategic plans and operational needs will be enhancing student educational outcomes.

The Board represents the community and will be open and transparent on the resource allocations, along with seeking community input on those allocations. To support meaningful engagement and promote transparency, materials and reports will be developed in a manner that will enhance readers' understanding of the school district's financial position and changes to its financial position.

Management is responsible to the Board for outlining performance measures to evaluate achievement of the objectives and the risks inherent in the *Financial Plan*. Management is also responsible for establishing internal controls over spending and providing regular financial reporting.

Financial Plan Principles

- a. The Board commits to develop the *Financial Plan* in a consultative and open manner with appropriate engagement of schools, staff and education partners. In addition, the engagement of local First Nations and Métis Nation BC will be sought.
- b. The Board will establish an engagement process to receive input from staff, education partner groups, local First Nations and Métis Nation BC, and the community on the strategic objectives, resource priorities and allocation options.



- c. When developing the *Financial Plan*, the Board will ensure that information and engagement opportunities are provided throughout the process. Specific dates and times will be published about key opportunities for staff, education partner groups, local First Nations and Métis Nation BC, and the community to receive information, provide input and raise questions.
- d. Throughout the fiscal year, management will provide regular financial reporting. This reporting will compare actual and forecasted expenditures to the budget plan and progress to the achievement of the operational plans.
- e. Management will produce a Financial Statement Discussion and Analysis report to assist readers in understanding the financial position, financial performance and cash flows presented in the financial statements. This report is one element of the robust annual school district financial reporting framework established by the Ministry of Education to address the reporting requirements, as specified in the *School Act* and to align with the *Budget Transparency and Accountability Act*.
- f. The Board will amend the budget plan as conditions change and will formally approve an annual budget plan by June 30 and amended budget plan by February 28.
- g. Twice annually, the management will report on the alignment of resources with strategic goals.
- h. The Board will report annually to education partner groups, local First Nations and Métis Nation BC, and the community on the progress towards meeting Board objectives as outlined in the *Financial Plan*.
- i. The Board will evaluate the financial and budget planning processes on an annual basis, identifying lessons learned and revisions for future consideration.



Timelines and Engagement Opportunities for Financial Planning and Reporting

September	Open Board Meeting	Audited Financial Statements, Financial Statement Discussion and Analysis Report
November	Open Board Meeting	Annual Budget update. Financial Plan amendments, if any.
January	Facilities and Finance Committee	Summary of changes to the Annual Budget and highlights within the amended draft budget.
February	Open Board Meeting	Adoption of Amended Budget. Financial Plan amendments, if any.
April	Facilities and Finance Committee	Subsequent year Annual Budget discussion. First draft of multiyear financial plan.
May	Facilities and Finance Committee	Subsequent year budget discussion. Draft Financial Plan for consideration. Draft Framework for Enhancing Student Learning.
June	Open Board Meeting	Approval of Financial Plan and adoption of Annual Budget. Approval of Framework for Enhancing Student Learning.



Policy 56.11 Accumulated Operating Surplus

The Board is required by legislation to prepare a balanced annual budget. As stipulated within the *School Act*, boards of education are not permitted to incur a deficit of any kind and therefore must plan appropriately. Estimated spending in the annual budget must not exceed estimated revenue plus any allocation of accumulated operating surplus.

An accumulated operating surplus represents the extent to which revenue from all previous years exceeds expenditures from all previous years. The use of an operating surplus enables the Board to engage in long-term planning, mitigate financial risk and support programs and services for students. Surplus balances provide flexibility to absorb future year one-time costs, unforeseen expenditures or reduced revenue due to declining enrolment. To support long-term financial planning the Board can restrict operating surplus for use in future years.

This policy ensures accountable and transparent financial planning; establishes procedures that guide the accumulation, spending and reporting of operating surplus funds; and outlines how the Board will engage with local community and education partner groups, including local First Nations and Métis Nation BC. This policy aligns with and ensures compliance with the Ministry of Education's [Accumulated Operating Surplus Policy](#) and [Financial Planning and Reporting Policy](#).

To increase transparency, surplus appropriations require a Board motion in a public meeting, save for motions that are appropriately made in a closed Board meeting, such as matters related to land, legal or personnel matters.

The reporting of surpluses and inter-fund transfers are publicly provided through both the financial statement and budget reporting processes. The district budget reporting processes will outline the initial plan for surpluses and transfers. The financial statements will report on the actual surpluses and transfers in any given budget year.

Guidelines

1. **Consultation and Engagement**

Prior to approval of the Annual Budget, the Board of Education will consult and engage with education partners and local First Nations and Métis Nation BC on proposed uses of the accumulated operating surplus. This engagement will be consistent with the consultation processes outlined within the Board's financial

planning and reporting policy. Information regarding these processes will be provided on the district website.

Specifically, the Board will consult and engage local communities, education partner groups, local First Nations and Métis Nation BC about:

- where, when and how there will be opportunities to provide input, feedback and ask questions regarding the Board's annual budget and Board's operating surplus accumulation, reporting and planned use;
- how the feedback will be used; and
- any specific opportunities to provide feedback.

2. **Categories of Operating Surplus**

The Board uses the following categories to manage operating surplus.

2.1. Internally Restricted Operating Surplus

The Board can make restrictions for items that are identified by the Board, have defined timelines, are directly related to the Board's goals outlined in its strategic, operational and financial plans or meet the specified needs of the school district. The three streams of internally restricted operating surplus are:

- restricted due to the nature of constraints on the funds;
- restricted for anticipated unusual expenses identified by the Board; and
- restricted for operations spanning multiple school years.

2.2. Unrestricted Operating Surplus (Contingency)

The Board of Education is responsible for ensuring the district is protected financially from forecasted financial risk and unforeseen circumstances that could negatively impact the education of students. The district may require emergency funds from time to time or need contingency funds available for unexpected increases in expenses and/or decreases in anticipated revenues. To support effective planning that includes risk mitigation strategies, the Board will maintain a reasonable amount of unrestricted operating surplus. When this occurs, the Board will need to have access to enough funds to continue to provide educational services and operate the district.

To mitigate financial risk while ensuring that operating funds are used for the purpose they were meant to be used for (support programs and services for all students), the amount of Unrestricted Operating Surplus at the end of a fiscal year should be no less than 2% and no more than 5% of total operating budget.

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When use of the contingency reduces the balance below what is determined to be sufficient, the district will adopt strategies for replenishing the contingency reserve.

2.3. Restricted for Future Capital Cost-Sharing

To support major capital projects that are identified in the Boards' five-year Capital Plan and approved by the Ministry for concept plan or business case development, the Board may restrict operating surplus to satisfy capital project cost-share expectations at the time the project is brought forward for funding approval.

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2.4. Local Capital

Local Capital will include the Board's portion of any proceeds from the disposition of capital assets, transfers from operating funds and interest earned on Local Capital funds restricted for the purchase of tangible capital assets. Capital projects that are not supported by the government through the Ministry of Education's Capital Plan funding need to be funded through school district funds.

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2.5. Special Purpose Funds

The Board of Education will maintain a surplus within a Special Purpose Fund where it is beneficial to do so in achieving the intent of that fund.

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3. Reporting Requirements

The Board will provide the Ministry with an annual report on its budget allocation decisions (including operating surplus and Local Capital), demonstrating that approved allocations support the Board's strategic objectives.

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Policy ~~410-5.80~~ Student Transportation

Rationale:

The District student transportation system is intended to provide safe, economical transportation for its students in accordance with the *School Act*, the *Motor Vehicle Act*, and the Board's own policies and practices.

Policy:

While transportation of students to and from school is, ultimately, the responsibility of parents, the Board of Education endeavours to provide transportation and assistance with transportation costs under certain circumstances. Transportation assistance is not provided to students traveling to and from school by ferry, as student ferry travel is provided free of charge by the ferry service.

Student transportation services may be provided for K-3 students who reside more than 4.0 kms from school, and Grades 4-12 students who reside more than 4.8 kms from the school, or in other situations where the safety of students walking to school is determined, by the Board, to be at risk. Walk limit restrictions will not apply for determining transportation assistance for students with physical challenges.

Students using district services to travel to and from school must use the Board approved manifest system; shall comply with school and district behavioural expectations; and must be aware and adhere to all transportation safety practices outlined by the Board.



Policy 4.30 Severe Allergic Reaction

The Board of Education recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The Board also recognizes that this responsibility is shared among the student, parents, the school system and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving the severely allergic student of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

While the Board cannot guarantee an allergen-free environment, the Board will take reasonable steps to provide an allergy-safe, allergy-aware and supportive environment for students with life-threatening allergies.

The Superintendent is responsible to develop Administrative Practices designed so that:

- students at risk are identified,
- records are kept for each identified anaphylactic student,
- emergency procedure plans and education plans are established,
- strategies are in place to minimize the potential for accidental exposure,
- storage and medication administration processes are established
- staff and key volunteers are trained consistent with the Anaphylactic Framework
- processes are in place for principals to monitor and report information about anaphylactic incidents to the board in aggregate form

Principals are responsible for ensuring that schools create and maintain as safe, healthy, and inclusive an environment as possible for students who suffer from life-threatening allergies that can result in an anaphylactic reaction.

Definitions

Anaphylaxis means a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken; **anaphylactic** has a corresponding meaning.

Anaphylactic Framework means the current policy entitled “Anaphylactic and Child Safety Framework” approved by the Minister and issued by the Ministry of Education and Child Care. ~~Anaphylaxis refers to a collection of severe allergies affecting multiple systems~~



~~in the body. The most dangerous symptoms include breathing difficulties and a drop in blood pressure or shock, all of which are potentially fatal.~~