

**POLICY PARTNER ADVISORY COMMITTEE
MEETING AGENDA**

TUESDAY, DECEMBER 13, 2022

1:45 PM – 2:45 PM PST (2:45 – 3:45 MST)

In person: School Board Office, 811 Stanley Street, Nelson BC

Via video conference: [Zoom](#) Webinar ID: 657 3277 9733 – Password: 495118

1. Call to Order

2. Acknowledgement of Aboriginal Territory

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District No. 8.

3. Changes to Proposed Agenda

4. Adoption of Agenda

Proposed Resolution:

THAT the agenda for this December 13, 2022 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations - Nil

6. Opportunity for Comments by the Public regarding items on this Agenda

The public may post comments or questions in the Q&A area on the webinar. These will be read aloud during the meeting.

7. Correspondence - Nil

8. Adoption of Minutes - Nil

9. Unfinished Business - Nil

10. New Business – Superintendent

A. Terms of Reference (p. 2)

App. 10A

B. Process for Policy (p. 3)

App. 10B

11. Comments or Questions from the Public

12. Policy Schedule (p. 4)

App.12

13. Meeting Schedule & Reminders (p. 6)

App. 13

The next meeting of the Committee is scheduled for January 10, 2023.

14. Adjournment of Meeting



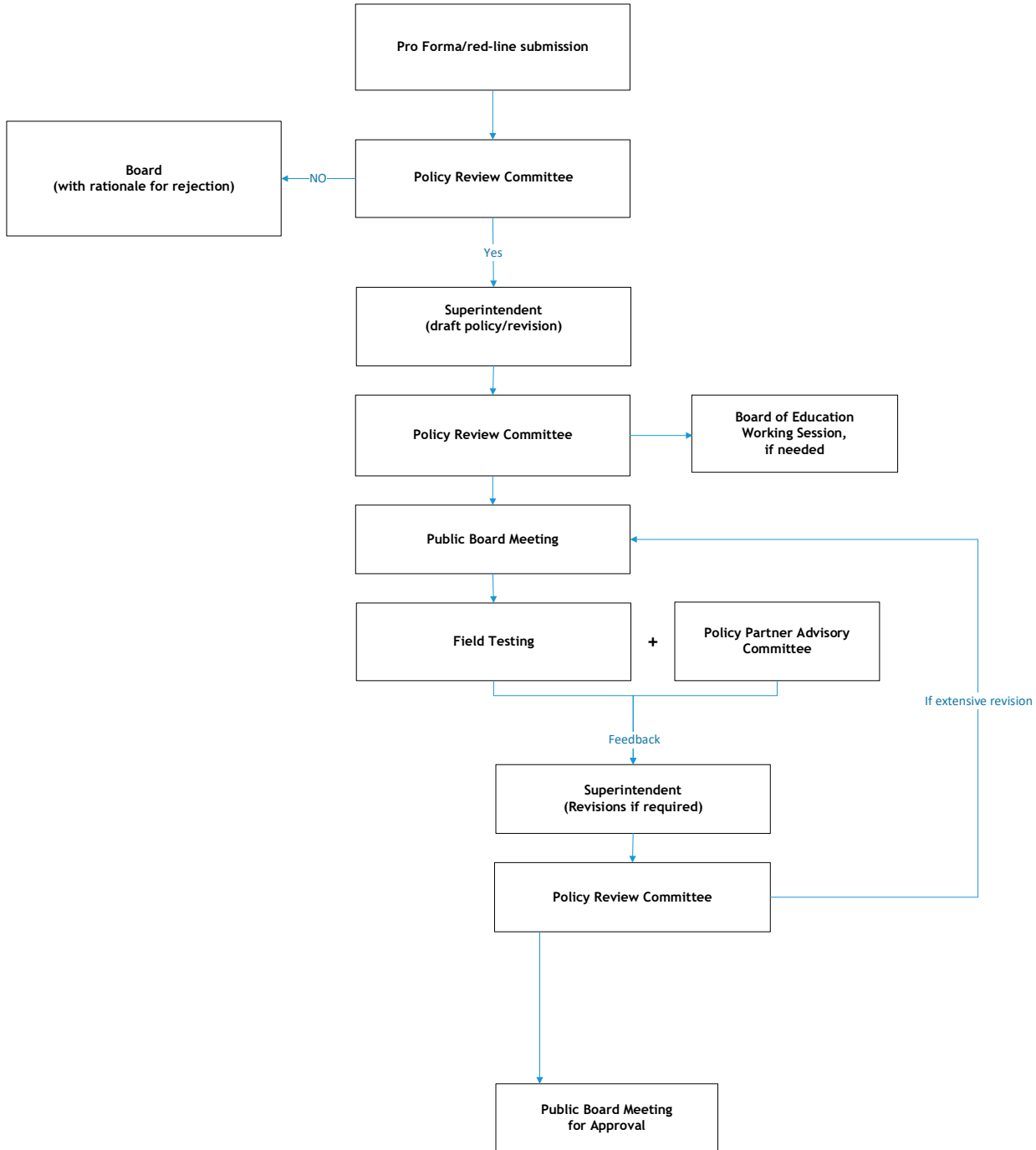
POLICY PARTNER ADVISORY COMMITTEE
2022-2023 TERMS OF REFERENCE

I. PURPOSE

1. The Policy Partner Advisory Committee is an advisory group and is chaired by the elected Trustee. In the absence of the elected Trustee the Board Vice-Chair will assume the chair.
2. The purpose of the Policy Partner Advisory Committee is to bring together, on an ongoing basis, partner groups, senior staff, and the Board of Education to have informal discussions about how to support the district and provide advice to Board.
3. The Policy Partner Advisory Committee will offer a venue for parties to discuss ways to work together in support of students, the school district and public education, building trust and sustaining strong functional relationships, and strengthening communication and information sharing. The discussions will be purposeful, constructive and team building in nature.
4. Policy Partner Advisory Committee input will be considered in all matters related to the district but will not replace the accountability of district management and the Board of Education in decision making.
5. An annual schedule of meetings will be developed by the Chair of the committee, in collaboration with the Board Chair. An agenda will be developed for each meeting. To facilitate open discussion, summary minutes shall be recorded, following the minute-taking standards in Policy 124.
6. Labour relations or personnel matters will be addressed through district labour management meetings.



APPENDIX A: Policy Flow Chart



**DRAFT POLICY REVIEW COMMITTEE MEETING
2022-2023 Policy Priority List**

Policy No.	Policy Name	Reason for Revision	Status
2022-2023 Policy Review Plan			
Policy 124	Minutes for Board and Committee Meetings	Include AP as part of Policy 124	
Policy 131	Trustee Indemnity	As per resolution, review with new Board	Information to be discussed on Meeting of the Board held in public (December 13, 2022)
Policy 132	Trustee Expenses	Alter per diem/mileage as per current rates	Amounts are updated to update Board Office location
Policy 150	Professional Learning for Trustees	Update to trustees, clarifying senior leadership	
Policy 190	Temporary Superintendent Succession	Not aligned to ministry policy	
Policy 251	Cannabis	No longer applicable, look at combining with Policy 250	Request to rescind 251 and 250 (covered in administrative procedures)
Policy 140	Communication Protocol for Trustees	Update	
Policy XX	Executive Management	New policy	
Section 500	Human Resources <ul style="list-style-type: none"> • Policy 510: Employee Recognition • Policy 520: Human Resources Employment Practices • Policy 521: Relocation Assistance for Senior Management • Policy 530: Whistleblower Protection • Policy 540: Supervisory Conflict of Interest • Policy 550: Non-Contractual Leaves of Absence • Policy 560: Appointment of Principals and Vice-Principals • Policy 570: Prevention of Violence in the Workplace • 580 Respectful Workplace 	Regular Review 2022-23	Last completed September 2020



Section 600	<p>Finance & Business Operations</p> <ul style="list-style-type: none"> • Policy 610: Fiscal Management • Policy 615: Board Signing Authority • Policy 620: Budget Development, Monitoring and Reporting • Policy 621: Accumulated Operating Surplus • Policy 640: Acquisition and Disposal of Board Assets • Policy 641: Gifts • Policy 642: Procurement and Purchasing • Policy 650: Disposal of Real Property and Improvements • Policy 660: Provision of Child Care • Policy 680: Business, Service Group, and Community Sponsorship and Partnerships 	Regular Review 2022-23	Last completed November 2020
Section 700	Facility Operations & Transportation		Completed March 2021
Section 800	Information & Communications Technology		Completed May 2021
Section 900	Online Learning		Completed October 2021
Section 200	Health & Safety		Completed October 2021
Section 300	Students		Completed March 2022
Section 400	Instruction and School Organization		Completed June 2022



DATE	TIME (PST)	LOCATION	MEETINGS	COMMENT
September 13, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
September 27, 2022	1:30 – 2:30 pm	Board Office, Nelson	Closed Board Meeting	
	3:00 – 4:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	<i>Audited Financials Recommendation</i>
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	<i>Audited Financials Approval</i>
October 11, 2022	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
November 8, 2022	1:00 – 2:30 pm	Board Office, Nelson	Inaugural Meeting	<i>Elect Chair and Vice-Chair</i>
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	<i>Growth Plan presentation</i>
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
December 13, 2022	10:30 – 12:00 pm	Board Office, Nelson	Education Partner Advisory Committee	
	12:30 – 2:00 pm	Board Office, Nelson	Policy Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
<i>Winter Break (December 19 – January 2)</i>				
January 10, 2023	9:30 – 10:30 pm	Board Office, Nelson	Education Partner Advisory Committee	
	11:00 – 12:30 pm	Board Office, Nelson	Policy Partner Advisory Committee	
	1:00 – 2:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
February 14, 2023	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	<i>Amended Budget Recommendation</i>
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	<i>Amended Budget Approval</i>
March 14, 2023	11:00 – 12:30 pm	Board Office, Nelson	Policy Partner Advisory Committee	<i>Annual Budget Consultation Plan</i>
	1:00 – 2:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
<i>Spring Break (March 20 – 31)</i>				
April 11, 2023	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
May 9, 2023	9:30 – 11:00 am	Board Office, Nelson	Education Partner Advisory Committee	<i>Strategic Plan</i>
	11:30 – 12:30 pm	Board Office, Nelson	Policy Partner Advisory Committee	
	1:00 – 2:30 pm	Board Office, Nelson	O&F Partner Advisory Committee	<i>Annual Budget</i>
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 – 7:00 pm	Board Office, Nelson	Public Board Meeting	
June 13, 2023	1:30 – 2:30 pm	Board Office, Nelson	Education Partner Advisory Committee	
	3:00 – 4:30 pm	Board Office, Nelson	Closed Board Meeting	
	5:00 pm – 7:00 pm	Board Office, Nelson	Public Board Meeting	<i>Strategic Plan Approval</i>
<i>Summer Break</i>				

