

**POLICY PARTNER ADVISORY COMMITTEE
MEETING AGENDA**

TUESDAY, JANUARY 10, 2023

2:00 PM – 3:00 PM PST (3:00 PM – 4:00 PM 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 January 10, 2023 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 (p. 2)

App. 8

Proposed Resolution:

THAT the minutes from the December 13 Policy Partner Advisory Committee meeting **BE ADOPTED**.

9. Unfinished Business - Nil

10. New Business – Superintendent

A. Policies (p. 4)

App. 10A

Section 600 Review: Finance and Business Operations

- Policy 620: Budget Development, Monitoring and Reporting

- Policy 621: Accumulated Operating Surplus

11. Comments or Questions from the Public

12. Policy Schedule (p. 7)

App. 12

13. Meeting Schedule & Reminders (p. 9)

App. 13

The next meeting of the Committee is scheduled for March 14, 2023.

14. Adjournment of Meeting



**POLICY PARTNER ADVISORY COMMITTEE
MEETING MINUTES
TUESDAY, DECEMBER 13, 2022**

Board:

L. Trenaman, Chair
D. Lang, Vice-Chair (*via video conference*)
M. J. Blackmore
J. Bremner
S. Chew (*via video conference*)
K. Etheridge (*via video conference*)
A. Gribbin
S. Nazaroff
M. Shunter

District Staff:

T. Smillie, Superintendent
J. Glaudemans, Secretary-Treasurer
B. Eaton, District Director of Instruction – Innovative Learning
D. Holitzki, District Director of Instruction – Equity, Inclusion & Diversity
C. Kerr, Director of Operations (*via video conference*)
C. Singh, Director of Human Resources
S. Bruskowski, Executive Assistant

Partners:

M. Bennett, CUPE
A. Cavicchi, CUPE
E. DuPont, DPAC (*via video conference*)
N. Nazaroff, DPAC (*via video conference*)
K. Walgren, KLTF (*via video conference*)

Regrets:

S. Kalabis, KLPVPA
L. MacKay, KLPVPA

1. Call to Order

The meeting was called to order at 1:45 PM.

2. Acknowledgement of Aboriginal Territory

3. Changes to Proposed Agenda - Nil

4. Adoption of Agenda

UPON a motion duly made and seconded it was **RESOLVED:**

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 - Nil

7. Correspondence - Nil

8. Adoption of Minutes - Nil



9. Unfinished Business - Nil

10. New Business – Superintendent

A. Terms of Reference

The Superintendent presented the Terms of Reference for the Policy Partner Advisory Committee. These are standard for all Partner Advisory Committees as outlined in Policy 121. The Committee’s role is to provide advice to the Board of Education.

B. Process for Policy

The Superintendent presented the process for policy-making in School District 8 as outlined in the flow-chart in Policy 160.

A CUPE representative inquired what consultations had taken place prior to changes in the Field trip administrative procedure as well as the ATLAS Program. The Superintendent stated that consultations took place from November 2021 until fall 2022. Further questions would be addressed at the Public Meeting of the Board later the same day.

11. Comments or Questions from the Public - Nil

12. Policy Schedule

The Committee-Chair provided a high-level overview for the upcoming policy review over the course of the year. The Board Chair informed Trustees that policies in section 100 will not be part of the Policy Partner Advisory Committee work, as they will be addressed by the Board directly.

The Superintendent confirmed that the Policy Review Committee will meet on December 14, 2022.

One Trustee inquired about the members of the Policy Review Committee. The Board Chair clarified that the Board Chair, the Committee-Chair and one appointed Trustee are part of the committee.

13. Meeting Schedule & Reminders

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

14. Adjournment of Meeting

The meeting was adjourned at 1:59 PM.

Committee Chair

Secretary-Treasurer



POLICY 620: Budget Development, Monitoring and Reporting

The Board of Education of School District No. 8 (Kootenay Lake) believes that a fundamental aspect of the duties of the Board is to establish and monitor the District's annual budget.

The Board must receive sufficient information to fulfill its fiduciary responsibilities and be satisfied that revenues and expenditures are aligned with the strategic priorities of the Board. The Board must ensure that appropriate processes are established to maintain the fiscal integrity of the District.

The Board expects that Administration will not cause or allow any financial activity that materially deviates from the budget adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the expectations and strategic priorities the Board has established, or that places the long-term financial health of the organization in jeopardy.

Guidelines

1. All plans, assumptions, implementation strategies, and risks are to be fully disclosed to the Board prior to approval of budget documents. At a minimum, these disclosures should include:
 - 1.1. key budget assumptions, such as student enrolments, grant rate changes, salary increases and inflation rates;
 - 1.2. financial and business risks, such as changes in interest rates and changes in fuel prices; and
 - 1.3. specific strategies explaining how the budget supports the school district's strategic plan/direction
2. Budget update materials should be prepared monthly and provided to the Board in a timely manner.
 - 2.1. The updates should include a comparison to the original budget and forecasts to the end of the school year in the following areas:
 - 2.1.1. revenues
 - 2.1.2. expenses
 - 2.1.3. accumulated operating surplus or deficit
 - 2.2. The updates should also include an explanation of significant variances, such as variances greater than 10%.
 - 2.3. The budget updates should be formally received by the Board, and Administration should review the changes with trustees to make sure they are aware of the current situation and the impact of the changes on the fiscal plan.
3. The Secretary-Treasurer will establish effective budgetary controls including, but not limited to:

Related Legislation: School Act [RSBC 1996, Part 8, Division 2, Section 111] and [Budget Transparency and Accountability Act \[RSBC 2000\]](#)

Related Contract Article: Nil

Adopted: January 14, 2003

Amended: October 25, 2010; October 9, 2018; November 10, 2020; December 14, 2022



- 3.1. clearly defined managerial responsibilities,
 - 3.2. plans for individual budget sites,
 - 3.3. responsibility for adhering to the budget,
 - 3.4. monitoring performance against the budget,
 - 3.5. corrective action if results differ significantly from the budget,
 - 3.6. permitting significant departures from the budget with the approval by the board, and
 - 3.7. investigating unexplained variances from the budget.
4. A report summarizing human resources issues with potential liability risks to the school district be provided twice annually by the Secretary-Treasurer to the Board of Education.

Related Legislation: School Act [RSBC 1996, Part 8, Division 2, Section 111] and [Budget Transparency and Accountability Act \[RSBC 2000\]](#)

Related Contract Article: Nil

Adopted: January 14, 2003

Amended: October 25, 2010; October 9, 2018; November 10, 2020; December 14, 2022



POLICY 621: Accumulated Operating Surplus

The Board of Education for School District No. 8 (Kootenay Lake) strives to achieve the recommendation of the Ministry of Education and Child Care of a targeted surplus level of 3-5% which is important in achieving educational goals and addressing financial health, stability and risk; and, the allocation of surplus funds supports long-term planning by mitigating changes in revenue and making provision for contingencies for unexpected events.

The Board of Education is responsible for ensuring the district is protected financially from forecasting risk and unforeseen circumstances that could negatively impact resources available for the education of students.

The Board's accumulated operating surplus will serve as:

1. a contingency reserve for the risks associated with unexpected increases in expenses and/or decreases in revenues;
2. one-time costs not included in the annual operating budget; and
3. intermittent projects and initiatives.

The Accumulated Operating Surplus will align with and consider:

- District Vision and Mission Statement;
- District Strategic Plan;
- District Facilities Plan; and
- Current and projected financial health of the district.



**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 | Update proposed for January 10 |
| 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 140 | Communication Protocol for Trustees | Update | |
| Policy 150 | Professional Learning for Trustees | Update to Trustees, clarifying senior leadership | Update proposed for January 10 |
| Policy 190 | Temporary Superintendent Succession | Not aligned to ministry policy | Update proposed for January 10 |
| Policy 251 | Cannabis | No longer applicable, look at combining with Policy 250 | Request to rescind 251 and 250 (covered in administrative procedures) |
| 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 |



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|-------------|---|------------------------|------------------------|
| 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 | Reviewed January 2023 |
| 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 |



2022-2023 Board & Committee Meetings Calendar

| 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 | 11:00 – 12:30 pm | Board Office, Nelson | Education Partner Advisory Committee | |
| | 1:00 – 2:30 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 | |
| January 24, 2023 | 9:00 – 10:00 am | Board Office, Nelson | Agenda Setting | |
| February 14, 2023 | 1:00 – 2:30 pm | Board Office, Nelson | O&F Partner Advisory Committee | |
| | 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> |
| February 28, 2023 | 9:00 – 10:30 am | Board Office, Nelson | Agenda Setting | |
| 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 | |
| March 15, 2023 | 9:00 – 10:00 am | Board Office, Nelson | Agenda Setting | |
| <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 | |
| April 25, 2023 | 9:00 – 10:30 am | Board Office, Nelson | Agenda Setting | |
| 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 | |
| May 23, 2023 | 9:00 – 10:00 am | Board Office, Nelson | Agenda Setting | |
| 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> | | | | |

