

**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY COMMITTEE MEETING  
January 14, 2025**

**PRESENT:**

**Board Representatives:**

|                   |         |                            |
|-------------------|---------|----------------------------|
| Pattie Desjardins | Trustee | Chair                      |
| Wendy Clark       | Trustee | Alternate Committee Member |
| Andrea Hensen     | Trustee | Non-Voting Observer        |
| Linda Kerr        | Trustee | Non-Voting Observer        |

**Special Guest:**

|             |            |
|-------------|------------|
| Anne Cooper | Consultant |
|-------------|------------|

**Committee Representatives:**

|                   |                 |        |
|-------------------|-----------------|--------|
| Greg Lawley       | Principal       | FCPVPA |
| April Hendrickson |                 | IEC    |
| Lynne Marvell     | Union President | FCTA   |

**District Staff:**

|                 |                          |
|-----------------|--------------------------|
| Balan Moorthy   | Superintendent           |
| Gerry Slykhuis  | Secretary Treasurer      |
| Renge Bailie    | Assistant Superintendent |
| Crystal Medlock | Executive Secretary      |
| Deb McKinney    | Executive Secretary      |

**Regrets:**

|                     |           |                  |
|---------------------|-----------|------------------|
| Wendy Colman-Lawley | Trustee   | Committee Member |
| Wade Peary          | Principal | FCPVPA           |
| Shannon Dobson      |           | CMAW             |
| Megan Kempenaar     | Teacher   | FCTA             |

**1. Call to Order and Acknowledgment**

The meeting was called to order at 4:33 pm via Zoom conference call. Trustee Pattie Desjardins acknowledged that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Sq'ewqel, Shxw'owhámél, Seabird Island, Nlaka'pamux and Chawathil people.

**2. Approval of Agenda – January 14, 2025**

**DESJARDINS/CLARK**

THAT the agenda of the Policy Committee meeting held on January 14, 2025, be approved as presented.

**Carried**

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**3. Approval of Previous Minutes – December 3, 2024**

**DESJARDINS/CLARK**

THAT the minutes of the Policy Committee meeting held on December 3, 2024, be approved as presented.

**Carried**

**4. Drafts up for review:**

**4.1 Policy 1.10 Vision and Mission**

Anne reviewed the Board of Education's current Vision and Mission Statement with the committee and it was confirmed that Policy 1.10 would be discussed at an upcoming Board of Education Strategic Planning Meeting before being brought back to the committee.

The committee discussed and agreed that Policy 2000 – Belief Statement and Policy 2010 – Mission Statement should be repealed to support the ongoing work by the Board of Education to update these statements.

**DESJARDINS/CLARK**

THAT the Policy Committee recommends to the Board of Education that Policy 2000 – Belief Statement and Policy 2010 – Mission Statement be repealed with the intent that they will be replaced in the future with Policy 1.10 Vision and Mission.

**Carried**

**4.2 (NEW) Policy 1.20 Board Authority, Role and Responsibilities**

After Anne reviewed the policy, the committee worked together to make some edits to make it easier to read and understand the role and responsibilities of the Board of Education.

Following discussion and edits, the committee felt that Policy 1.20 – Board Authority, Role and Responsibilities - was ready to be sent to the Board of Education for Public Notice and Comment from our Stakeholders.

**DESJARDINS/CLARK**

THAT the Policy Committee recommends to the Board of Education that Policy 1.20 – Board Authority, Role and Responsibilities be authorized for consultation and circulated for a thirty-day period for public comment and feedback.

**Carried**

#### 4.3 Policy 1.70 Trustee Remuneration

The committee determined that item number 3 – *Trustee attendance at meetings during term of office shall be posted on the website* – should be removed from the Policy going forward.

It was also noted that the current remuneration amounts listed in Policy 1.70 will need to be adjusted soon using the Vancouver Consumer Price Index which is expected to be released closer to February 2025. Once the updated amounts are released, the Trustee Annual Remuneration Rates will be updated within the policy, and thereafter each January/February as rates fluctuate.

After these changes, the committee felt the policy was ready to be sent to the Board of Education for Public Notice and Comment from our Stakeholders.

#### CLARK/HENDRICKSON

THAT the Policy Committee recommends to the Board of Education that Policy 1.70 – Trustee Remuneration be authorized for consultation and for the policy to be circulated for a thirty-day period for public comment and feedback.

**Carried**

### 5. Discussion regarding the Development and Communication of Administrative Procedures:

#### 5.4 AP A.1 Development of Administrative Procedures

Highlights from the discussion:

- Anne went over the purpose, responsibilities and importance of developing Administrative Procedures for when we want to provide direction
- It is very important to use plain language and define ALL acronyms
- We must be transparent about communicating updates to staff, partners and rightsholders and it is important updates are communicated to the appropriate people
- Administrative Procedures will be published on the website
- Administrative Procedures are intended to help bring consistency in the district when dealing with various situations that arise
- When a policy gets changed to a procedure it will be communicated as described within the Administrative Procedure Administration 1

### 6. Current Bylaws recommended to be repealed, and documentation established as an Administrative Procedure: **Bylaw 20 – Office Hours**

Anne helped the committee understand why Bylaw 20 – Office Hours should be repealed and replaced with an Administrative Procedure.

The committee discussed and agreed that Bylaw 20 – Office Hours should be repealed as a policy but replaced with **AP Administration 2 District Education Office Hours**.

**DESJARDINS/CLARK**

THAT the Policy Committee recommends to the Board of Education that Bylaw 20 be repealed, to be replaced with an Administrative Procedure – AP Administration 2 District Education Office Hours.

**Carried**

7. **Questions/Comments** – There were no additional questions or comments.

**Next Meeting:** February 4, 2025 - 4:30-6:00 pm  
Via Zoom conference call

**ADJOURNMENT**

**DESJARDINS/**

THAT the meeting be adjourned at 6:15 pm