

SCHOOL DISTRICT 54

(Bulkley Valley)

POLICY COMMITTEE MEETING

March 8th, 2022

3:00 PM

School Board Office

Voting Members	Administration
F. Krishan, Chair F. Farrell, Alternate J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
Regrets: E. Quinlan	

The meeting was conducted from 3:00 – 4:23 pm.

Welcome: *“Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit’suwit’en Nation, traditional territory of the Gidmt’en - Bear Wolf Clan.”*

Reports

PREVIOUS MEETING OF February 8th, 2021

Policy	Description	Type	Status	Consultation
	Trustee Orientation	New	In-committee	Yes
	Board Self-Evaluation	New	In-committee	Yes
	Trustee Manual	Revision	In-committee	No

NEW BUSINESS

Policy	Description	Type	Status	Consultation
	Trustee Orientation	New	In-committee	Yes
	Board Self-Evaluation	New	In-committee	Yes
	Board Reading File	New	In-committee	Yes
	Trustee Manual	Revision	In-committee	No

Type: New, Revision, Deletion
 Status: In-committee, on-going, approved
 Consultation: Yes, Not required, Complete, Rejected

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1. Trustee Orientation Policy

The committee worked on a draft policy for trustee orientation. The Committee discussed a need to have an informational session prior to prospective candidates submitting their paper work for elections. An all-candidates forum should be held before elections and candidates may need information for that meeting. After elections, an in-depth trustee orientation should be held shortly after the election. There was some discussion in regards to whether it should be noted that candidates can run in any electorate zone no matter where they reside.

General topics for orientation:

1. Governance
2. Roles of board and individual trustees
3. Management structure and organization
4. Policy development
5. Strategic planning
6. Financial oversight
7. Agenda development process
8. Programs and services in the District
9. Other areas as required or requested by trustees

Recommendation: Mr. Margerm will draft policy based on discussions to bring to April committee meeting for review.

2. Board Evaluation Policy

The Committee discussed process and resources for a retreat meeting with the Board to discuss a Board Evaluation Policy. A package of resources will be sent out for review by Trustees. Trustees should attend the retreat with their top four resources for advising a new policy. There should also be a comment section for Trustees to note their thoughts. A retreat will be set for May 17th, 2022. Policy may want to cover:

- Board evaluation
- Board Chair feedback
- Trustee self-reflection

Recommendation: Ms. Williams, or designate, will organize a package for distribution to trustees for the retreat meeting on May 17th, 2022.

3. Board Reading File

The Committee discussed the framework for receiving and documenting communications on the board reading file. Should there be a policy to govern the board reading file? Should communications that are sent directly to trustees be included in the reading file? Does the Executive Assistant need to be in receipt of a copy of the communications for it to be noted on the reading file? It could be necessary to have criteria for recording communications on the board reading file.

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Recommendation: Mr. Margerm will research whether there are any policies on board reading files in other districts and report to committee meeting in April for review.

4. Trustee Handbook

Committee members should review sections 1 & 2 of the Trustee Handbook for April Committee meeting.

Date & Time of Next Meeting: April 12th, 2022 at 3:00pm

Type: New, Revision, Deletion
Status: In-committee, on-going, approved
Consultation: Yes, Not required, Complete, Rejected