

Policy Committee Meeting

Date: April 18, 2017
Time: 4:37 to 6:19 p.m.
Location: Abbotsford School District Administration Office

TRUSTEES IN ATTENDANCE: Cindy Schafer, Committee Chair
Phil Anderson
Freddy Latham
Rhonda Pauls

REGRETS: Stan Petersen
Preet Rai
Shirley Wilson

STAFF IN ATTENDANCE: Kevin Godden, Superintendent
Ray Velestuk, Secretary-Treasurer
Cheryl McLeod, Recording Secretary

1.0 CALL TO ORDER

Chair Schafer called the meeting to order at 4:37 pm.

2.0 APPROVAL OF THE MINUTES

2.1 Minutes of the Policy Committee Meeting held February 7, 2017.

The Minutes of the Policy Committee Meeting held February 7, 2017 were approved to be presented at the Regular (Public) Meeting of May 2, 2017 as amended.

3.0 POLICY DEVELOPMENT PLAN

3.1 Joint Framework on Exempt Staff Evaluation

The Superintendent reviewed the history behind the Joint Framework on Exempt Staff Evaluation. BCPSEA requires evidence of the District's formal evaluation process to move management employees forward on the grid. An Administrative Procedure, including criteria for evaluation and expected standards of performance for compensation steps will be completed for return to Policy Committee in the Fall.

4.0 GOVERNANCE POLICIES

4.1 Policy 13 - Recruitment and Selection of Personnel

Secretary-Treasurer Velestuk advised this Policy is being reviewed as part of the review cycle. He provided policy samples from two other Boards with similar governance strategies for comparison. The Committee reviewed the Policy and made amendments to 4.1 as follows:

Director: Three Board representatives, Superintendent, Secretary Treasurer or designate, one to three Assistant Superintendents;

District Principal or Vice-Principal: Two Board representatives, Superintendent or designate, one to three Assistant Superintendents, the Director to whom the position reports;

School Based Administrator: Two Board representatives, three Assistant Superintendents.

Staff responded to a question regarding whether it is acceptable for the District policy to include language that asks for documentation from a candidate to certify they are medical fit for a position. The Secretary-Treasurer agreed to provide further information at the next Policy Meeting.

4.2 Audit Committee

The Secretary-Treasurer reported this item was referred to the Policy Committee by the Board on October 4, 2016. The Committee agreed to start with an internal Audit Committee of the Whole which may be expanded to include external representation at a future date. Secretary-Treasurer Velestuk will bring a draft policy on Audit Committee Terms of Reference specific to Abbotsford School District to the May 16 Policy Committee Meeting. Three meetings of Audit Committee will be scheduled next school year, with the first one held before the Financial Statements are presented.

5.0 ADMINISTRATIVE PROCEDURES

No administrative procedures were discussed.

6.0 CORRESPONDENCE

There was no correspondence presented.

7.0 ISSUES FOR FUTURE DISCUSSION

No issues for future discussion were presented.

8.0 ADJOURNMENT

There being no further business, the meeting adjourned at 6:19 pm.