



Memorandum

Date: April 17, 2026
To: Board of Education
From: Jon Rever, Superintendent of Schools
Action Item: **Review and Revision of the Current Board of Education Policy Manual**

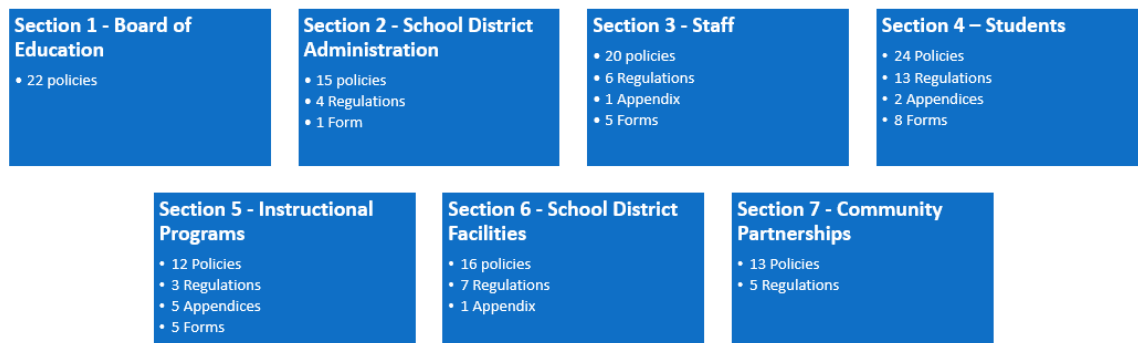
1.0 ISSUE STATEMENT

Boards of Education in B.C. are legally responsible for governing the school district and for the improvement of student achievement. Relevant, up-to-date policies are how the Board sets direction, delegates authority, and ensures accountability without micromanaging day-to-day operations.

An effective Policy Framework and Manual is value-based, concise, and focused on the governance of a school district. It states the Board values and provides direction; it does not repeat operational procedures, collective agreement language or legislative and statutory requirements. The clear separation between governance and operations helps the Board lead “the why and the what” (student success, equity, fiscal stewardship) while empowering the Superintendent of Schools to manage “the how”. This is consistent with B.C. governance guidance for Boards provided by the British Columbia School Trustees Association (BCSTA).

The diagram titled **The Current Policy Framework** summarizes the sections, policies, regulations and appendices that comprise the current Policy Manual.

The Current Policy Framework



The current Policy Manual is comprised of 122 policies that consists of a mixture of governance, operational procedures, and human resource related content. A comparative scan of K–12 school district Policy Manuals in B.C. indicate that the average number of Board policies is typically in the range of 30 – 50 policies. This suggests that the current Policy Framework may not be aligned with the characteristics of an effective Policy Manual that is clearly focused on Board governance.

The proposed sections of the modernized Policy Manual are:

- Board Governance
- Superintendent/School Board Relations
- Operational Expectations
- Student Achievement, Learning & Well-Being (Results)

The current Administrative Procedures are divided into the following sections:

- Business Finance
- Community Partnerships
- Critical Incidents
- Human Resources
- Instructional Programs
- Operations/Facilities
- Students
- Technology

The Administrative Procedures are categorized into the following:

- **Public** - available to view on the District website for all public.
- **Staff** - available for staff to view.
- **Administration** - available for administration only.

2.0 RELEVANT BOARD MOTION/DIRECTION

25P–084 - October 15, 2025 Public Board Meeting

THAT: The Board of Education intends to review and revise the Policy Manual beginning with a Board audit of the current Policy Manual;

AND THAT: The Board of Education direct the Superintendent of Schools to develop a plan to work with the Board of Education to conduct the review, to be presented at the November 5, 2025 Policy Committee Meeting.

November 5, 2025 Policy Committee Meeting

Outcome – Recommendation to the Board of Education:

THAT: The Board of Education approve the revised Phase 1 of the Policy Framework and Manual Review Project plan, as discussed at the November 5, 2025 Policy Committee Meeting, to incorporated the policy mapping work previously completed by staff;

AND THAT: The results of the Board’s work during Phase 1 will be submitted for discussion at the January 14, 2026 Policy Committee Meeting.

25P-094 - November 12, 2025 Public Board Meeting

THAT: The Board of Education approve the revised Phase 1 of the Policy Framework and Manual Review Project plan, as discussed at the November 5, 2025 Policy Committee Meeting, to incorporated the policy mapping work previously completed by staff;

AND THAT: The results of the Board’s work during Phase 1 will be submitted for discussion at the January 14, 2026 Policy Committee Meeting.

January 14, 2026 Policy Committee Meeting

The Policy Committee reviewed the results of the Board’s work during Phase 1.

March 4, 2026 Policy Committee Meeting

Outcome – Recommendation to the Board of Education:

THAT: The Board of Education adopt the Policy and Administrative Procedures categories as presented at the March 4, 2026 Policy Committee Meeting.

THAT: The Board of Education implement the results of the Policy Manual Mapping and sorting Process completed by Trustees as presented at the March 4, 2026 Policy Committee Meeting.

3.0 BACKGROUND

The last comprehensive review of the current Policy Framework and Manual was in November of 2002. The current Policy Manual is comprised of 7 sections and 122 policies that consist of a mixture of governance, operational procedures and human resource related content.

The review of the current Policy Framework and Manual included the assessment of the Governance Framework and each individual policy to determine if the policy meets the definition of governance (high-level statement of intent or principle that guides decision-making) or is operational (guides day-to-day operations and ensures consistency in routine tasks).

Trustees met on several occasions to review the current Policy Manual and conduct the Policy mapping process. Subsequently, the 10-12 policies from the review which were deemed to be in the gray area for categorization were reviewed at the Policy Committee Meeting on January 14, 2026 and were determined to be either Policy (Board governance) or Administrative Procedure (operational).

On April 13, 2026, at the request of the Policy Committee, the proposed updates to the Policy Manual and Administrative Procedures were posted on the District website – *Board Policy Modernization: Phase 1*. The Board of Education values transparency and community engagement and welcomes public interest in this important milestone.

4.0 POINTS FOR CONSIDERATION

The process to review, amend and create new policy is governed by Board Policy 105 – Policy and Board Policy 110 – Policy Development. The proposed Policy Framework and Manual Review Project Plan will continue to be aligned with the requirements of these policies. These policies determine the process for the review and impact the timelines and the time required for the Board to complete this process.

The British Columbia School Trustees Association (BCSTA) recently requested School Districts to review their policies to ensure policy language is updated and formatted, and to ensure there is a clear policy review cycle.

The timeline suggested by BCSTA is:

Phase One – Update or create the key Policies.

- Prior to the October 2026 municipal election.

Phase Two – Update or create the other priority Policies.

- Three groupings of Policies were identified.

Phase Three – Completing the remaining Policies.

- Ensure that Administrative Procedures are refined and removal of any outdated policies or administrative procedures.

The BCSTA provided the following Policy Development Process:

1. Review of the District Policy Manual
2. Update and develop the remaining policies
3. Develop a workplan for ongoing review and update of policies

The BCSTA recommendations are for Boards of Education who have not commenced a review of their Board Policies and Administrative Procedures. The current review commenced by the Board of Education is in Phase One of the BCSTA above policy review cycle.

5.0 OPTIONS FOR ACTION

1. Adopt the Policy and Administrative Procedures categories and implement the results of the Policy Manual Mapping and Sorting Process as completed by the Board of Education.
2. Amend the Policy and Administrative Procedures categories and implementation of the results of the Policy Manual Mapping and Sorting Process as completed by the Board of Education.
3. Request additional information on the adoption of the Policy and Administrative Procedures categories and implementation of the results of the Policy Manual Mapping and Sorting Process.

6.0 SUPERINTENDENT OF SCHOOLS' COMMENTS

A comparative scan of K–12 school district Policy Manuals in B.C. indicates that the average number of Board policies is typically in the range of 30 – 50 policies. This suggests that the current Policy Manual is an “outlier” when compared to other school districts and may not be clearly aligned with the characteristics of an effective Policy Framework and Manual, with a focus on Board governance.

An effective Policy Framework and Manual is value-based, concise and focused on the governance of a school district and will ensure that the current and future Boards are engaged in effective governance practices.

7.0 RECOMMENDATION

THAT: The Board of Education adopt the Policy and Administrative Procedures categories as presented at the April 22, 2026 Public Board Meeting.

THAT: The Board of Education implement the results of the Policy Manual Mapping and Sorting Process completed by Trustees as presented at the April 22, 2026 Public Board Meeting.

8.0 APPENDICES

- A. Board Policy 105 – Policies
- B. Board Policy 110 – Policy Development