

**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE
MEETING AGENDA
TUESDAY, MAY 11, 2021
12:30 PM (PT) – 2:00 PM (PT)**

Video Conference: [Zoom](#) - Meeting ID: 684 5368 8313 – Password: 953306

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. Insertions/Deletions to proposed Agenda

4. Adoption of Agenda

Proposed Resolution:

THAT the agenda for this May 11, 2021 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations

6. Opportunity for Comments by the Public

7. Consent Package: Nil

8. Adoption of Minutes (p. 3)

App. 8

Proposed Resolution:

THAT the minutes from the March 9, 2021 Governance & Policy Committee of the Whole meeting **BE ADOPTED**.

9. Old Business

10. New Business

A. Policy 410: School Choice and Catchment – Secretary-Treasurer McLellan (p. 7)

App. 10A

Proposed Resolution:

THAT updated Policy 410 **BE RECOMMENDED** to the Board for approval.

B. Section 800 Policies – Director of Technology (p. 11)

App. 10B

- Policy 810: Use of Information and Communications Technology
- Policy 820: Freedom of Information and Protection of Privacy
- Policy 830: Wireless Technology in Schools
- Policy 831: Cell Phones & Personal Electronic Devices
- Policy 840: Use of Video Surveillance
- Policy 850: Cyber-misconduct

- Policy 860: Social Networking-Media

Proposed Resolution:

THAT updated Policies 810, 820, 830, 831, 840, 850, and 860 **BE RECOMMENDED** to the Board for approval.

C. Strategic Planning – Superintendent Perkins

11. Policy Priority List/Annual Plan (p. 18)

App. 11

12. Question Period

13. Meeting Schedule & Reminders

The next meeting of the Committee will be scheduled for September 2021.

14. Adjournment of Meeting



**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE
MEETING MINUTES
HELD ON TUESDAY, MARCH 9, 2021**

BOARD:

L. Trenaman (*via video conference*)
S. Walsh (*via video conference*)
S. Chew (*via video conference*)
D. Lang (*via video conference*)
A. Gribbin (*via video conference*)
S. Nazaroff (*via video conference*)
B. Coons (*via video conference*)
C. Beebe (*via video conference*)

DISTRICT STAFF:

C. Perkins, Superintendent
M. McLellan, Secretary-Treasurer
N. Howald, Director of Information Technology
D. Holitzki, Director of Inclusive Education
C. Singh, Director of Human Resources
T. Montpelier, Manager of Human Resources (*via video conference*)
J. Schmidt, District Principal of International Education (*via video conference*)
R. Krulitsky, Executive Assistant

PARTNERS:

M. Bennett, CUPE (*via video conference*)
R. Bens, CUPE (*via video conference*)
N. Nazaroff, DPAC (*via video conference*)
E. DuPont, DPAC (*via video conference*)
C. Wilson, KLTF (*via video conference*)
J. Beddoes, KLPVPA (*via video conference*)
M. Doyle, KLPVPA (*via video conference*)

REGRETS:

B. Maslechko, Trustee

1. Call to Order

The meeting was called to order at 12:31 PM.

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. Election of the Chair of the Governance and Policy Committee of the Whole

The Board Chair called thrice for nominations. The sole nomination was accepted by Trustee Walsh.

4. Destruction of Ballots (Electronic Voting)



No ballots were used.

5. Insertions/Deletions to proposed Agenda

6. Adoption of Agenda

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

THAT the agenda for this March 9, 2021 meeting, **BE ADOPTED**, as circulated.

7. Receiving Presentations: Nil

8. Opportunity for Comments by the Public: Nil

9. Consent Package: Nil

10. Adoption of Minutes

It was noted that the attendance list from the November 10, 2020 meeting needed two updates:

- R. Bens should be listed as a guest
- E. DuPont was missing their partner group listing

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

THAT the minutes from the November 10, 2020 Governance & Policy Committee of the Whole meeting **BE ADOPTED**, as amended.

11. Old Business

A. Policy 580: Discrimination and Harassment

The Director of Human Resources introduced Policy 580 by its proposed new name “Respectful Workplace”. A discussion ensued regarding the proposed changes. In addition to the proposed changes, several additional updates were made.

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

THAT updated Policy 580 **BE RECOMMENDED** to the Board for approval.

A discussion began about the Administrative Procedures for Policy 580. Ultimately, it was decided that this conversation could take place at a future CUPE Labour Management meeting.

12. New Business

A. 700 Policies

- Policy 720: Asbestos
The changes suggested in advance were accepted by the Committee.
- Policy 730: Pesticides
The changes suggested in advance were accepted by the Committee.
- Policy 740: Playground Equipment
The changes suggested in advance were accepted by the Committee.



- Policy 750: Heritage

The changes suggested in advance were accepted by the Committee.

In addition, the guidelines were removed.

A discussion ensued regarding the collection of historical heritage items. It was suggested that this would fall under a Communication policy.

- Policy 760: Animals on School District Property

The changes suggested in advance were accepted by the Committee.

Remove “person and/” from the sixth paragraph.

- Policy 770: Student Transportation

The changes suggested in advance were accepted.

- Policy 771: Transportation for Independent School Students

The changes suggested in advance were accepted.

- Policy 780: Transportation Assistance

The changes suggested in advance were accepted.

- Policy 790: Anti-Idling of School Vehicles

The changes suggested in advance were accepted by the Committee.

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

THAT updated Policies 720, 730, 740, 750, 760, 770, 771, 780, and 790 **BE RECOMMENDED** to the Board for approval, as amended.

B. Data Analysis

- Understanding School District Data

C. Running Effective Meetings and Dealing with Reputation: Issue & Crisis

The Superintendent noted that due to time constraints, these topics would not be discussed at this meeting, but deeply encouraged all Committee members to read the attachments and links provided.

- “How to Eat an Elephant: Linking with Owners” by J. Moore
- [“Reputation Risk as a Board Concern” by H. Ristuccia and M. Rossen](#) [linked]
- [Running Effective Meetings Guidebook](#) [linked]
- [A Guide to the Principals of Good Practice](#) [linked]



13. Policy Priority List/Annual Plan

The Committee Chair noted that policy 530 is awaiting further information from the Attorney General, bylaw 1 is awaiting legal review, and section 800 will be reviewed during the May 11, 2021 meeting.

14. Question Period

15. Meeting Schedule & Reminders

The next meeting of the Committee is scheduled for May 11, 2021 via video conference.

16. Adjournment of Meeting

The meeting was adjourned at 2:03 PM.



POLICY 410: School Choice and Catchment

The Board of Education for School District No. 8 (Kootenay Lake) has established that student admission to district schools is guided by the following principles:

- The admission process should maximize the number of students able to attend their catchment area school in accordance with their wishes.
- The admission process should maximize the student's and parent's ability to choose the school and education program which best meets the student's educational needs.
- The admission process should enable school and District staff to plan the allocation of space and instructional resources to best accommodate demand and to minimize the adjustments required at the beginning of the year.
- The board reserves the right to alter school catchment boundaries when deemed necessary.

1. Definitions

- 1.1. "catchment area student" means a person of school age and is ordinarily resident in the catchment area of the school.
- 1.2. "continuing student" means a school age student in attendance at the school or a designated feeder school who is expected to continue in the educational program for the succeeding school, but does not include a non-District student, a student who withdraws or transfers from the school or educational program before the end of the previous school year, or a student who attended the previous year on a disciplinary transfer.
- 1.3. "District choice programs" are unique programs approved by the Board, such as Late French Immersion, Outdoor Programs, and Academies which are offered at individual schools.
- 1.4. "feeder schools" are schools whose students would normally proceed to the next higher grade in a "receiving school."
- 1.5. "non-catchment area student" means a person of school age, resident in the School District who is not a resident in the catchment area of the school.
- 1.6. "non-district student" means a person of school age, resident in British Columbia who is not a resident in the School District.
- 1.7. "parent" means "(a) a parent or other person who has guardianship or custody of the student or child, other than a parent or person who, under an agreement or order made under the [Family Law Act](#) that allocates parental responsibilities, does not have parental responsibilities in relation to the student's or child's education, or (b) a person who usually has the care and control

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 74.1\]](#)

Related Contract Article: Nil

Adopted: May 27, 2003

Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020



of the student or child.”¹

- 1.8. “ordinarily resident,” for purposes of this policy, a student’s place of residence is deemed to be that of the student’s parent unless evidence is produced that the student’s ordinary place of residence during the school year is elsewhere.
- 1.9. “previous school year” means the school year previous to the school year for which the student is applying to enroll in an educational program.
- 1.10. “school district student” means a catchment area student or a non-catchment area student who is ordinarily resident within the boundaries of the School District.

2. Determination of Available Space and Facilities

- 2.1. The School Act establishes priorities for enrolment to apply If the Board determines space and facilities are available in a school.
- 2.2. For the purposes of the School Act, space and facilities are available to enroll a student if:
 - 2.2.1. there is capacity to provide the student with an educational program appropriate to the student’s needs;
 - 2.2.2. there are both physical and educational resources after reasonable enrollment projections have been made, to allow for accommodating of continuing students and district programs located in the school; and,
 - 2.2.3. if applicable, there is a Kindergarten program adequate to accommodate the projected enrollment of catchment area students.
- 2.3. The Board of Trustees delegates to the Superintendent of Schools or their designate, the decisions whether space and facilities are available in individual schools and educational programs for the purposes of the School Act, in accordance with paragraphs 2.1. and 2.2.
- 2.4. Decisions will be made in consultation with the Principal of the affected school and will be based on program capacity, including consideration of the following factors in order:
 - 2.4.1. the operating capacity of the school, as defined by the Ministry of Education;
 - 2.4.2. staff assigned to the school by the District;
 - 2.4.3. the physical space in which instructional programs operate in the school;
 - 2.4.4. the number of diverse needs students already enrolled in a class;

¹ [School Act \[RSBC 1996, Part 1\]](#) (linked)



- 2.4.5. the ability of the school to provide an appropriate educational program for the applicant and other students; and,
 - 2.4.6. the needs of other programs located in the school.
 - 2.5. Notwithstanding 2.4 above, in particular instances where the welfare of the student is perceived to be at risk, every effort will be made to accommodate a transfer request.
 - 2.6. If space and facilities are determined to be available, enrollment in educational programs at the school will be offered in the following priority order and deadlines, provided that application deadlines and other application requirements are met:
 - 2.6.1. Firstly, any students in attendance in the previous year at a school or continuing on to the secondary or middle school from the feeder elementary school;
 - 2.6.2. Secondly, new catchment area students or siblings of students who were in attendance in the previous year at a school or continuing on to the middle or secondary school from the feeder elementary school;
 - 2.6.3. Thirdly, new non-catchment area students, provided they have made their application between 9:00 AM (PT) on the first Monday in January and 4:00 PM (PT) on the last Friday in March;
 - 2.6.4. Fourthly, new non-district students provided they have made their application between 9:00 AM (PT) on the first Monday in January and 4:00 PM (PT) on the last Friday in March;
 - 2.7. Students who apply after the deadlines will still be considered in priority order after students who registered prior to the set deadlines have been placed.
 - 2.8. Waitlists will be established for those not accepted, to be maintained until September 30th.
 - 2.9. Re-evaluation of space availability will take place periodically from March 30th until the Friday of the first week of school to ensure maximum numbers of requests are met at the earliest time possible.
 - 2.10. Applicants for enrolment in K-12 programs and District choice programs will be separately prioritized.
3. Tie-breaking

When applications made otherwise have the same priority, the time and date of application will determine priority between them, unless changes in the School Act allow a determination to be made by the Board, the Superintendent or the Superintendent's designate to determine priority.

4. Guarantee of an Educational Program

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 2, Section 74.1\]](#)
Related Contract Article: Nil
Adopted: May 27, 2003
Amended: October 12, 2010 - December 11, 2019 - April 23, 2019 - June 9, 2020



School District students who apply for enrolment in an educational program will be provided with an educational program in the District, unless a parent of the student consents to a placement outside the School District.

5. Commitment

5.1. Students may apply for more than one educational program but may only be enrolled in one. When a student is offered and accepts enrollment in an educational program (in or out of the District), applications for the other programs become invalid.

5.2. The Superintendent or designate is authorized to enter into reciprocal agreements with other School Districts to review waitlists and enrollment information in order to enforce this policy.

6. Program Requirements

Applicants for enrolment must meet all program requirements for the requested educational program and will be subject to any selection process established for that program.

7. Discretionary Acceptances: Suspended or Expelled Non-District Students

7.1. Enrolment applications from non- District children may be refused, if the child is: under suspension from a B.C. public school or School District and has been refused an educational program by a B.C. public school under s.85 (3) of the School Act for refusing to comply with the code of conduct and other rules and policies of the Board, or has failed to apply themselves to their studies.

7.2. Such application will be referred to the Superintendent or designate for a decision on admission. Admissions may be made subject to terms and conditions.

8. Communication

Application periods and enrolment dates will be communicated to the school communities and to the community at large and may also be communicated to other communities within and outside the School District.



POLICY 810: Use of Information and Communications Technology

The Board of Education of School District No. 8 (Kootenay Lake) believes in the benefits of Information and Communications Technology (ICT). The Board believes that ICT can be used to enhance communication and learning in schools, as well as to support District operating activities.

This Policy is applicable to all persons using ICT resources while studying, working or visiting District facilities. Staff, trustees, students, parents, guardians and educational partners using ICT resources are expected to do so in a responsible, ethical manner in accordance with Board Policies and procedures. Access to ICT is a privilege and not a right and may be withdrawn if individuals do not comply with Board Policies.

The Board understands that access to ICT may expose items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to use ICT to further educational goals and objectives, individuals may find ways to access other materials as well. Controls are in place but are not capable of blocking 100% of the inappropriate material. The Board believes the benefits of ICT, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

All individuals who are given access to District ICT are required to know and abide by this Policy in order to ensure that ICT is being used in a safe and responsible manner. The use of personal devices connected to District ICT is also subject to this Policy.

Students are fully responsible for lost or damaged personal devices.

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POLICY 820: Freedom of Information and Protection of Privacy

The Board of Education of School District No. 8 (Kootenay Lake) has the legal obligation to safeguard the confidentiality of personal information pertaining to its staff and students. As the custodian of this information, the Board believes that the storage, retrieval and appropriate use of these records should ensure confidentiality and privacy of the information.

Personal information may only be obtained as authorized by the Freedom of Information and Protection of Privacy Act (FIPPA)¹ and used [only](#) for the purposes for which it is gathered.

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¹ FIPPA contains provisions that regulate the public's access to information and governs the responsibilities to protect personal information from unauthorized access, use or disclosure.

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Related Legislation: [Freedom of Information and Protection of Privacy Act \(FIPPA\) \[RSBC 1996\]](#)
Related Contract Article: Nil
Adopted: December 11, 2018
Amended: September 10, 2019



POLICY 830: Wireless Technology in Schools

The Board of Education of School District No. 8 (Kootenay Lake) is committed to providing and improving technology to support teaching and learning. The Board believes that technology contributes to keeping our schools current in a communications-rich environment and that wireless networks allow schools to offer enhanced learning opportunities in a flexible environment. As such, the Board recognizes that mobile devices support student engagement and can provide seamless access to web-based technologies, instead of periodic use of technology in dedicated computer labs or single user classroom stations.

The Board supports the potential for staff members and visitors to work in environments where wireless networks provide access to web-based technologies, data and information.

Radio frequency energy levels from Wi-Fi (wireless) equipment in all areas accessible by students, staff and the public are required to meet Health Canada's safety guidelines (Safety Code 6). Decisions about the installation of wireless networks will be made in accordance with the safety standards set by Health Canada. School District No. 8 follows the current medical guidance provided by the Province, which indicates that Wi-Fi does not constitute a threat to the health of B.C. residents. Please see this B.C. Government article for more information on Wi-Fi use in schools.

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Related Legislation: Nil
 Related Contract Article: Nil
 Adopted: April 22, 2014
 Amended: October 9, 2018
 Amended: September 10, 2019



POLICY 831: Cell Phones and Personal Electronic Devices

The Board of Education of School District No. 8 (Kootenay Lake) recognizes that students, employees and guests may bring their own [electronic](#) devices to schools [and](#) worksites. Personal Electronic Devices will be used in a way that is supportive of the learning environment and consistent with the District and School Codes of Conduct. [Use of Personal Electronic Devices is subject to all Board Policies including Policy 810: Use of Information and Communications Technology.](#)

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Related Legislation: Motor Vehicle Act [\[RSBC 1996, Part 3.1, sections 214.1 to 214.6\]](#)
Related Policies: 580: [Respectful Workplace](#), 310: Code of Conduct, [810: Use of Information and Communications Technology](#)
Adopted: February 26, 2008
Amended: February 2, 2010
Amended: October 9, 2018
Amended: September 10, 2019

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Regulation Chapter 318/

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POLICY 840: Use of Video Surveillance

The Board of Education of School District No. 8 (Kootenay Lake) authorizes the use of video surveillance equipment on School District property as necessary to enhance the health, safety and security in our School District to the extent that the benefits outweigh the impact on the privacy of those being surveilled.

The Board recognizes that privacy is a critical value in a democratic society and emphasizes that this video surveillance policy, and the practical use of video surveillance, must be guided by a commitment to the privacy and safety of staff, students, volunteers and the public. To ensure the privacy of individuals, the use of video surveillance and the video recordings will be subject to the provisions of the British Columbia [Freedom of Information and Protection of Privacy Act](#) (FIPPA).

In dealing with such surveillance of students, the Board recognizes that it has a legal obligation to provide appropriate levels of supervision in the interests of student safety, and further recognizes that students have privacy rights that are reduced, but not eliminated, while the students are under the supervision of the school. The Board also [acknowledges](#) that video recordings will not be used for disciplinary actions against employees or volunteers unless a criminal act, violation of a Board policy, Workers Compensation Act, or contract term has been committed.

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Related Legislation: [Freedom of Information and Protection of Privacy Act \[RSBC 1996\]](#), [School Act \[RSBC 1996, Part 6, Division 2, Section 74.01\]](#)

Related Contract Article: Nil
Adopted: December 11, 2018
Amended: October 22, 2019



POLICY 850: Cyber-misconduct

Cyber-misconduct refers to the use of information and communications technology to bully, embarrass, threaten or harass others. It also includes the use of information and communications technology to engage in conduct or behavior that is racist, derogatory, defamatory, degrading, illegal, and/or abusive.

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School District No. 8 (Kootenay Lake) will not tolerate the publication, via computer and/or other multi-media devices of materials that creates, or is likely to create an environment which negatively impacts or causes significant disruption to the school and/or:

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1. Is abusive, demeaning, hateful or insulting, or
2. Is threatening, bullying or intimidating, or
3. Incites harmful behavior towards others, or
4. Discriminates, or harasses on the basis of race, religion, sex, sexual orientation, disability or for any other reason set out in the Human Rights Code of British Columbia.

The District will investigate and take action, as appropriate, in situations where such materials are published:

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1. Through networks hosted by the School District
2. Through other networks and electronic communication devices if, in the opinion of the District, the behavior will have an impact on the District environment.

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Students who violate this are subject to consequences as outlined in School Codes of Conduct and Policy 310: Code of Conduct.

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Related Legislation: [Human Rights Code \[RSBC 1996\]](#)
 Related Contract Article: Nil
 Related Policies: [130: Trustee Conduct and Code of Ethics](#), [310: Code of Conduct](#)
 Adopted: October 22, 2019



POLICY 860: Social Networks and Other Digital Media

The Board of Education of School District No. 8 (Kootenay Lake) recognizes that it is important that staff, trustees, students, parents and guardians engage, collaborate, learn and share in the digital environment. School District No. 8 (Kootenay Lake) supports safe and secure two-way communication between the District and its community, and between its schools and their communities (staff, students, parents, guardians and trustees), by providing guidelines for effective digital participation.

The District encourages schools and Board departments to communicate information and activities by developing and maintaining websites and social media accounts.

All digital environments related to this Policy are the property of the District and must adhere to Board Policies.

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**GOVERNANCE AND POLICY COMMITTEE OF THE WHOLE
2020-2021 ANNUAL PLAN**

Goals & Objectives

1. Completion of two-year Policy update and complete legal review of all policies including:
 - a. Remaining sections 500-700;
 - b. Policy 100.
2. Governance training for all district partner leaders (G & P Committee and DPAC/PAC Presidents)

Strategies & Structures to achieve Goals

1. Governance Training and Leadership Development
2. Strategic Plan – guiding all decisions (preparation for next Strategic Plan)
3. Legal Review

Communication Strategies

4. Governance and Policy Committee Meetings
5. Media, website and other digital media
6. DPAC/PAC meetings
7. Staff Meetings
8. Meetings w/ community partners as needed

1. Policy Priority List

Policy No.	Policy Name	Status	Originating	Assignment
Policy 580	Discrimination and Harassment	Review March 2021	Board	G&P Committee
Section 800	Information & Communications Technology	Review May 2021	Board	G&P Committee
Policy 530	Whistleblower Protection	Review Fall 2021 (pending Attorney General)	Board	G&P Committee
Policy 100	Reconciliation	Review Pending. Assigned by Board in November 2019	Board Referral - New policy	G&P Committee
Bylaws	Bylaw #1	Review Pending	Board	Board
Policy 540	Supervisory Conflict of Interest	Completed September 2019 – left from May 2019 Review	Board	G&P Committee
Policy 730	Pesticides	Completed September 2019 – left from June 2019 Review	Board	G&P Committee
Section 800	Information and Communications Technology	Completed September 2019 - Review	Board	G&P Committee



Bylaws	Bylaw #3, #4	Completed October 2019	Board	G&P Committee
Policy 840	Use of Video Surveillance	Completed October 2019	Board	G&P Committee
Policy 210	Provision of Menstrual Products to Students	Completed November 2019	Ministry - New Policy	G&P Committee
Policy 850	Cyber-misconduct (from Director Howald)	Completed November 2019	Board Referral – New Policy	G&P Committee
Policy 860	Social Networking-Media	Completed November 2019	Board Referral – New Policy	G&P Committee
Bylaws	Bylaw #2	Repealed	Board	Not Applicable
Policy 270	Memorials for Deceased Students or Staff	Completed December 2019	SafeSchools – New Policy	S. Rothermel (Manager Safe School)
Section 900	Distributed Learning	Completed December 2019	New policies	G&P Committee
Policy 660	Child Care Providers in Schools	Completed December 2019	New policy	M. McLellan
-	Annual Student Symposium	Completed February 2020. O&F Committee to Host in 2021.		G&P Committee hosted in 2019/20
Section 200	Health & Safety	Completed March 2020	Board	G&P Committee
Section 300	Students	Completed April 2020	Board	G&P Committee
Section 400	Instruction and School Organization	Completed June 2020	Board	G&P Committee
Section 500	Human Resources	Completed September 2020	Board	G&P Committee
Section 600	Finance and Business Operations	Completed November 2020	Board	G&P Committee
Section 700	Facility Operations and Transportation	Completed March 2021	Board	G&P Committee

2. Governance Topics

- a. Terms of Reference – Completed September 22, 2020
- b. Review Annual Plan – Completed September 22, 2020
- c. Emotional Skills for the Board Room: Know the Rules – Completed November 10, 2020
- d. The Ethical Imperative and the Environment, Social and Governance Imperative – Completed November 10, 2020
- e. Data Analysis – March 9, 2021
- f. Running Effective Meetings and dealing with reputation: Issue & Crisis – March 9, 2021
- g. Strategic Planning – May 11, 2021
- h. Establishing priorities and financial commitments – May 11, 2021

