

**WSÁNEĆ SCHOOL BOARD
POLICY/FINANCE COMMITTEE
TERMS OF REFERENCE**

The Policy/Finance Committee is a sub-committee of the WSÁNEĆ School Board of Directors.

Membership

The Policy/Finance Committee shall consist of the Administrator, Financial Controller, Human Resources Manager, Board Chairperson, and one representative Board member from each of the WSÁNEĆ First Nations Communities (Pauquachin, Tsartlip, Tsawout, and Tseycum).

Appointment of Committee

The Appointment of the Committee shall be the members of staff that occupy the positions of Administrator, Financial Controller, Human Resources Manager, the Chairperson (as elected by the Board of Directors), and one member from each represented community as appointed by the individual Chief and Councils.

If any one Committee member representing one of the First Nations Communities is unavailable for a scheduled meeting, the onus is on that community representative to notify an alternate.

Quorum of the Committee

The quorum of the Policy/Finance Committee shall be a minimum of three (3) representatives from the Board of Directors.

Note: Due to budget, honoraria will only be paid to only one rep from each FN

Term and Frequency of Meetings

The term of the Policy/Finance Committee is continuing until such time that the Board of Directors deems it redundant.

Meetings will be conducted on the Tuesday previous to a regular Board of Directors meeting, and may be required to convene for special meetings as needed from time to time.

Record of Meetings

The Committee shall ensure that written recording of each meeting is in place.

Staff Attendance

The Administrator is involved on each Committee. Other Staff may, at the Administrator's discretion or the Committee's request attend meetings as required.

Functions of the Committee

1. To receive reports from either of the Financial Controller, Administrator, and Human Resources Manager (depending on the issue) in regards to recommendations to forward to the Board.
2. To make recommendations from the Policy/Finance Committee on matters pertaining to finances and policy development. The Board of Directors is responsible for the final decision.
3. Recommendations will be forwarded to the Board of Directors as a recommendation forwarded by a majority vote of the Committee members from the Board of Director's

**WSÁNEĆ SCHOOL BOARD
LOCAL EDUCATION COMMITTEE
TERMS OF REFERENCE**

Purpose and Duties

The Local Education Agreement Committee (LEA) is a sub-committee of the WSÁNEĆ School Board of Directors and the Board of School District 63. The purpose of the LEA sub-committee is to meet according to the terms stipulated in the LEA.

Membership

The LEA Committee shall consist of the Administrator, Board Chairperson, Executive Assistant (for the purpose of recording meetings) and one representative Board member from each of the WSÁNEĆ First Nations Communities (Pauquachin, Tsartlip, Tsawout, and Tseycum).

Appointment of Committee

The appointment of the Committee shall be the members of staff that occupy the positions of Administrator, Executive Assistant, the Chairperson (as elected by the Board of Directors), and one Board member from each represented community as appointed by the individual Chief and Councils.

If any one Committee member representing one of the First Nations Communities is unavailable for a scheduled meeting, the onus is on that community representative to notify an alternate.

Quorum of the Committee

The quorum of the LEA Committee shall be a minimum of three (3) representatives from the Board of Directors.

Note: Due to budget, honoraria will only be paid to only one rep from each FN

Term and Frequency of Meetings

The Term of the LEA Committee is continuing until such time that the Board of Directors deems it redundant.

Meetings will be conducted on an as-needed basis in accordance to the stipulations in the LEA, and as required for an urgent issue.

Record of Meetings

The Committee shall ensure that written recordings of each meeting is in place.

Staff Attendance

The Administrator is involved on each Committee. Other Staff may, at the Administrator's discretion or the Committee's request attend meetings as required.

Functions of the Committee

1. To receive reports from the Administration of School District 63 in regards to First Nations programming, student statistics, and issues that require recommendations to be forwarded to the Board.
2. To Represent the W̱SÁNEĆ School Board and to bring forward any LEA amendments to the agreement, and to make recommendations from the LEA Committee. The Board of Directors is responsible for the final decision.
3. Recommendations will be forwarded to the Board of Directors as a recommendation forwarded by a majority vote of the LEA Committee.

WSÁNEĆ SCHOOL BOARD PERSONNEL COMMITTEE TERMS OF REFERENCE

Purpose and Duties

The Personnel Committee is a sub-committee of the WSÁNEĆ School Board of Directors. The purpose of the Committee is to meet prior to the Board of Directors meeting to discuss issues that are brought forward by the Board or Administration, and to make recommendations to the Board of Directors for Board approval.

Membership

The Personnel Committee shall consist of the Administrator, Human Resources Manager, Board Chairperson, and one representative Board member from each of the WSÁNEĆ First Nations Communities (Pauquachin, Tsartlip, Tsawout, and Tseycum).

Appointment of Committee

The appointment of the Committee shall be the members of staff that occupy the positions of Administrator, Human Resources Manager, the Chairperson (as elected by the Board of Directors), and one Board member from each represented community as appointed by the individual Chief and Councils.

If any one Committee member representing one of the First Nations Communities is unavailable for a scheduled meeting, the onus is on that community representative to notify an alternate.

Quorum of the Committee

The quorum of the Personnel Committee shall be a minimum of two (2) representatives from the Board of Directors.

Note: Due to budget, honoraria will only be paid to only one rep from each FN

Term and Frequency of Meetings

The term of the Personnel Committee is continuing until such time that the Board of Directors deems it redundant.

Meetings will be conducted on an as-needed basis, depending on the personnel issue that is required to be addressed.

Record of Meetings

The Committee shall ensure that written recording of each meeting is in place.

Staff Attendance

The Administrator is involved on each Committee. Other Staff may, at the Administrator's discretion or the Committee's request attend meetings as required.

Functions of the Committee

1. To receive personnel reports from the Administrator and/or the Human Resource Manager in regards to personnel issues that require recommendations to be forwarded to the Board.
2. To approve Leave requests, accept letters of resignation, and ratify positions of new hires
3. To make recommendations from the Personnel Committee on matters pertaining to personnel and human resources. The Board is responsible for the final decision.
4. Recommendations will be forwarded to the Board of Directors as a recommendation forwarded by a majority vote of the Committee members from the Board of Director's.

Decision Making Process

Due to Board of Directors meetings being held every two months, for approval of Leave requests (Educational, or Leave of Absence), acceptance of letters of resignation and ratification of new positions, the Administrator at his discretion can approve with or without the assistance of the Personnel Committee. The Chair will be advised, and a report to the Board will occur at the next scheduled Board of Directors Meeting.

Recommendations to the Board of Directors will be decided by a motion, seconded, and carried by a majority vote of the Committee.



WSÁNEĆ
School Board

Subject

BOARD: PHILOSOPHY

**Policy and
Procedures
Manual**

Section Revision Date Original Date

100

POLICY: PHILOSOPHY

1. That our SENĆOFEN culture must be maintained, perpetuated, and protected.
2. That along with the school: The SENĆOFEN people must be involved in the education of our youth.
3. That our children must attain the academic skills and spiritual and cultural values which will allow them to live successfully in a multi-cultural society; Also that the Non-Indian society be educated about the SENĆOFEN culture.
4. That the SENĆOFEN tribes control will enhance the education of our students.
5. That along with academic skills we must instill SENĆOFEN values.
 - 5.1 Family
 - 5.2 Self Respect
 - 5.3 Initiative
 - 5.4 Confidence
 - 5.5 Responsibility
 - 5.6 Respect for the rights and values of others
 - 5.7 Positive attitude and willingness to work hard
 - 5.8 Pride
 - 5.9 Honesty
6. That students have rights and responsibilities within the education program.
7. That a safe and suitable learning environment be provided.



**WSÁNEĆ
School Board**

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| Subject NAME & DESCRIPTION |
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**Policy and
Procedures
Manual**

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|---------|---------------|---------------|
| Section | Revision Date | Original Date |
| 101.1 | Feb. 13/12 | Nov. 12/92 |

POLICY: NAME & DESCRIPTION

The People of the WSÁNEĆ Nation whose ancestral territories include the Saanich Peninsula and adjacent lands and islands and more specifically the People of the Tsartlip, Tsawout, Pauquachin and Tseycum Bands affirm their right to determine education programs and policies for WSÁNEĆ People.

The official name of the governing education authority shall be “The WSÁNEĆ School Board”.

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| <u>Original Policy:</u> First Reading: Nov. 12/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
MISSION STATEMENT

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 101.2 | Feb. 13/12 | Nov. 12/92 |

POLICY: MISSION STATEMENT

Our mission is to work in a life-long partnership with WSÁNEĆ People to assure the continuing use of the SENCÓFEN Language and the maintenance of the cultural identity of our Nation while giving students the knowledge, skills and attitudes as citizens to enable them to successfully meet the social economic and political challenges of life.

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| <u>Original Policy:</u> First Reading: Nov. 12/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
GUIDING PRINCIPLES

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 102.1 | Feb. 13/12 | Nov. 12/92 |

POLICY: SKÁLS (GUIDING PRINCIPLES)

The future of the WSÁNEĆ Nation will be determined by a partnership of students, elders, parents and leaders working with educators to ensure our youth become confident, caring and capable adults.

We affirm that Saanich Peninsula and environs are the ancestral homeland of the WSÁNEĆ People that has sustained us since time beyond history and beyond memory and that we must ensure that our traditional values and culture and SENĆOFEN language continues as a living legacy promoted and strengthened by our instructional programs.

We declare that we are First Nations citizens of Canada and of the World and we will seek mutual understanding and respect with all cultures and races. We seek a partnership with those who come to our homeland and we seek to give our people the abilities and skills to successfully travel and work outside the boundaries of our homeland should they so choose.

We believe that our elders represent a living link between our past and the children who are our future and that youth cannot have a sense of the future without appreciating and understanding the richness of their heritage. Education must promote dialogue and understanding between generations.

We believe that education must promote and practice understanding and equity between men and women and that if children learn to honour and respect themselves they will learn to honour and respect differences between the sexes and thus become capable of achieving a partnership that benefits themselves, their families and our Nation.

We believe that the spiritual development of our children will contribute to their success as adults and that our religious differences are part of our spiritual riches. Promoting respect for and knowledge of various forms of spiritual belief will enhance the spiritual development of our students.

We believe that we are custodians and protectors on land and sea of a homeland that has been passed on to us by our forefathers who lived in harmony with the environment and its animals and we must raise our children with the skills and wisdom to live with

appreciation of and respect for the environment that they may pass it on intact to their children.

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| <p>Original Policy: First Reading: Nov. 12/92 Second Reading: Dec. 9/92</p> | <p>Revised Policy: First Reading: Feb. 13/12 Second Reading: Feb. 13/12</p> |
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**WSÁNEĆ
School Board**

Subject
BOARD COMPOSITION

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.1 | Feb. 13/12 | Nov. 12/92 |

POLICY: BOARD COMPOSITION

The Tsartlip, Tsawout, Tseycum and Pauauchin Chief and Councillors shall be, by virtue of their election, designated as Trustees of the WSÁNEĆ School Board.

Individual Councils may in writing appoint a replacement Trustee. An appointee will have the same rights as the WSÁNEĆ School Board member whom he/she replaces until their Council terminates the appointment in writing.

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| Original Policy: First Reading: Nov. 12/92 Second Reading: Dec. 9/92 | Revised Policy: First Reading: Apr. 12/99 Second Reading: May 10/99 | 2 nd Revision: First Reading: Jan. 10/00 Second Reading: Feb. 14/00 | 3 rd Revision: First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
BOARD OF GOVERNANCE

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.2 | Jan. 16/17 | Nov.12/92 |

POLICY: BOARD CHAIR

1. The Chair of the WSÁNEĆ School Board shall be chosen by majority secret ballot at the last regularly scheduled meeting of each school year.
2. The term of the Chair shall be one year (or less if the designated Chair resigns or is replaced by election in her or her home Band).
3. In the event of the Chair leaving office, the Vice-Chair will carry out the duties of the Chairman for the balance of the term, or in the absence of both, the Board shall by majority secret ballot designate an Interim Chair to remain in office for the balance of the term.
4. In the event of the absence of the Chair at a Board or Committee meeting, the Vice-Chair will carry out the duties of the Chair. In the event of the absence of both, the Board shall by majority vote designate an Interim Chair for the meeting.
5. The Chair of the WSÁNEĆ School Board will preside at all regular and special meetings of the Board. He or she may introduce motions, but may vote only to resolve a tie vote from the members present.

Original Policy:

First Reading: Nov. 12/92
Second Reading: Dec. 9/92

Revised Policy:

First Reading: Apr. 12/99
Second Reading: May 10/99

2nd Revision to Policy:

First Reading: Feb. 13/12
Second Reading: Feb. 13/12

3rd Revision:

First Reading: Jan. 16/17
Second Reading: April 19, 2017



**WSÁNEĆ
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Subject
BOARD OF GOVERNANCE

**Policy and
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| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.3 | Jan. 16/17 | Apr. 12/99 |

POLICY: BOARD VICE-CHAIR

1. The Vice-Chair of the WSÁNEĆ School Board shall be chosen by majority secret ballot at the last regularly scheduled meeting in of each school year.
2. The term of the Vice-Chair shall be one year (or less if the designated Vice-Chair resigns or is replaced by election in his or her home band).
3. In the event of the Vice-Chair leaving office, the Board shall by majority secret ballot designate an Interim Vice-Chair to remain in office for the balance of the term.
4. In the absence of the Chair, the Vice-Chair of the WSÁNEĆ School Board will preside over the meeting. He or she may introduce motions but may vote only to resolve a tie vote from the members present.
5. In the absence of the Chair and the Vice-Chair, the Board may by majority vote designate an Acting Chair for the duration of the meeting.

Original Policy:

First Reading: Apr. 12/99

Second Reading: Apr. 12/99

Revised Policy:

First Reading: Feb. 13/12

Second Reading: Feb. 13/12

2nd Revision:

First Reading: Jan. 16/17

Second Reading: Apr. 19/17



**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

Subject
BOARD: BOARD POWERS & DUTIES

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.4 | Feb. 13/12 | Nov.12/92 |

POLICY: BOARD POWERS AND DUTIES

Without prejudicing the authority of First Nations Sovereignty, the WSÁNEĆ School Board will generally govern with laws consistent with the Laws of Canada and the Province of British Columbia.

The WSÁNEĆ School Board identifies its functions within these broad areas:

1. **Legislation and Policy Making:** The Policies of the Board are Board Laws to instruct the Chief Executive Officer and staff on the conduct of Board business.
2. **Appraisal:** The Board is responsible for appraising the effectiveness of its staff and operations.
3. **Financial Resources:** The Board is responsible for adopting a budget, which will allocate staff and financial resources to enable the Board to efficiently achieve its policies and goals.
4. **Public Relations:** The Board is responsible for providing adequate means for ensuring two-way communications with Band members and staff.
5. **Education Planning and Evaluation:** The Board is responsible for establishing education goals and approving a strategic plan which will guide the Board and staff to work cooperatively for the continuing improvement of programs.
6. **Contract and Agreements:** The Board or its designated employees may enter into agreements with governments, agencies and individuals for goods and services.

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| <u>Original Policy:</u> First Reading: Nov. 12/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

**Policy and
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Subject
BOARD: BOARD MEMBER AUTHORITY

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.5 | Feb. 13/12 | Nov.12/92 |

POLICY: BOARD MEMBER AUTHORITY

The power of the WSÁNEĆ School Board originates in its collective authority as elected representatives of the Saanich People. A legal Board meeting occurs only when a quorum (majority of members) is present. Members of the public who wish to determine Board policy must do so through seeking support from the Board. Individual members exercise authority of Board actions only through motions and voting at legal Board meetings. Only an act or proceeding decided by majority decision at a legal Board meeting is binding.

An individual Board member has authority only when the Board by means of a recorded decision or Board policy has delegated authority to him or her.

Individual Board Members shall:

1. Refer queries or issues not covered by existing Board policy of the Board as a whole for discussion and resolution.
2. Refer queries of an administrative nature to the Chief Executive Officer.
3. Assist the Chief Executive Office with counsel and advice giving the Chief Executive Officer the benefit of their judgment, experience and knowledge of the community and families they represent.

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| <u>Original Policy:</u> First Reading: Nov. 12/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
BOARD: BOARD MEMBER HONORARIA

**Policy and
Procedures
Manual**

Section Revision Date Original Date
111.6 April 12/21 Nov. 26/92

POLICY: BOARD MEMBER HONORARIA

Compensation shall be paid to Board Members, Trustees, or appointed Reps for attending authorized Board Meetings, workshops, conferences, special committees and other sanctioned events where Board business is conducted.

1.Duly convened Meeting:

Payment shall be made as follows:
Up to four (4) hours attendance: \$200
Each additional hour is prorated to \$25.00
The compensation shall be at a maximum of \$400 per day.

2.Lateness:

Lateness will be deducted to a maximum of \$20 for the first hour. For under an hour, the amount deducted will be prorated as follows:

- 15 minutes = \$5.00
- 30 minutes = \$10.00
- 45 minutes = \$15.00

3.Duly convened Meeting with No Quorum

The compensation for Duly convened Meetings with No Quorum will be \$50 after a 30 minute waiting period.

The Committee members will be required to record their arrival time on an official Sign in Sheet at every Committee meeting.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Jan. 16/95 Second Reading: Jan. 19/99 | <u>2nd Revision:</u> First Reading: May 10/04 Second Reading: Jun 28/94 |
| <u>3rd Revision:</u> First Reading: Feb. 5/07 Second Reading: Feb. 5/07 | <u>4th Revision:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 | <u>5th Revision:</u> First Reading: Jun. 16/14 Second Reading: Dec. 15/14 |
| <u>6th Revision:</u> First Reading: April 12, 2021 Second Reading: April 12, 2021 | | |



**WSÁNEĆ
School Board**

Subject
BOARD: CONFLICT OF INTEREST

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.7 | Feb. 13/12 | Nov.12692 |

POLICY: CONFLICT OF INTEREST

The condition of “conflict of interest” exists when a trustee or a member of his or her immediate family will benefit by a Board decision that the trustee may affect. The benefit may be of a financial nature or a personal matter.

A conflict also exists when a trustee has access to information that is not readily available to the public.

Except for in-camera meetings all discussions and decisions of the WSÁNEĆ School Board shall be recorded and made available to the public.

A trustee shall declare a conflict of interest when the trustee believes that a conflict may exist and shall exclude him/herself from discussion and decisions until the issue is resolved.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
BOARD: VOTING

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.8 | Feb. 13/12 | Nov. 26/92 |

POLICY: VOTING

Trustees shall vote on all motions unless excused by the Chair prior to the discussion of the motion. The Chair will excuse a member from voting only because of a conflict of interest as defined by policy.

Votes shall be recorded as “passed” or “defeated” according to majority vote. A vote of abstinence shall be counted as a negative vote.

Members may request a record of their affirmative or negative vote in the minutes. A vote of abstinence shall not be recorded.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

**Policy and
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Subject
BOARD: POLICY DEVELOPMENT

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.9 | Feb. 13/12 | Nov.26/92 |

POLICY: POLICY DEVELOPMENT

Written policies shall constitute the law of the WSÁNEĆ School Board and shall be readily available to the staff and public as a record of how the Board exercises leadership in all aspects of education.

Board policies will be developed within the following framework:

1. The development and adoption of new policies and the revision of existing policies is the responsibility of the Board.
2. The Board may establish a sub-committee to develop policy and delegate to the Administrator the responsibility for consulting staff who will be effected, researching, drafting and developing appropriate language for Board policies and for advising the Board on possible conflict with existing Board policies or conflicting provincial and federal law.
3. All policies shall be written, clearly defined and consistent with the Board's Mission Statement and Guiding Principles.
4. Before becoming law, all new policies – or policy revisions – must be passed with a first and second reading. It is recommended that first and second readings be done at two Board meetings to ensure that Band Council's has the opportunity to consider the full implication of the policy.
5. If a first and second reading must be passed at one Board meeting, a motion will be required to approve this procedure.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Jan. 10/00 Second Reading: Feb. 14/00 | <u>2nd Revision:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

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| Subject |
| BOARD: POLICY RECORDING/INTERPRETATION |

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| Section | Revision Date | Original Date |
| 111.10 | Feb. 13/12 | Nov.26/92 |

POLICY: RECORDING/INTERPRETATION

The Chief Executive Officer will establish and maintain an orderly plan for recording and making accessible the policies adopted by the Board and will develop regulations and administrative procedures required to implement them.

The policies shall be easily accessible to employees of the Board, Band members, parents and students. As public documents the policies will be accessible on request to the media, other governing bodies and the public at large.

Questions on the interpretation of policies shall be addressed to the Chief Executive Officer and in the event of a perceived error or misinterpretation shall be referred to the Chair who may decide to bring the matter before the Board.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

Subject

BOARD: ADMINISTRATION WITHOUT POLICY

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.11 | Feb. 13/12 | Nov.26/92 |

POLICY: ADMINISTRATION WITHOUT POLICY

Where immediate action is required and no Board policy exists, the Chief Executive Officer is authorized to act in accordance with the best-established practice.

In doing so the Chief Executive Officer shall use the following criteria:

- The action is in keeping with the Board's Mission Statement and Guiding Principles.
- The Action meets legal requirements.
- The action is consistent with the best-established practice of other educational authorities; and, or appears appropriate for the Board.

If the action has the potential to cause controversy or problems, the Chief Executive Officer shall brief the Chair in writing and seek policy direction at the next meeting of WSÁNEĆ School Board.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb 13/12 |
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**WSÁNEĆ
School Board**

**Policy and
Procedures
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Subject

BOARD: CHIEF EXECUTIVE OFFICER

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.12 | Feb. 13/12 | Nov.26/92 |

POLICY: CHIEF EXECUTIVE OFFICER

The Board shall appoint a Chief Executive Officer who shall be accountable for implementing Board policy at all levels and for all matters affecting Board operations.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
BOARD: QUORUM

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.13 | May 18/12 | Jun 30/94 |

POLICY:

QUORUM

A quorum of the Board consists of eight (8) Board members, or alternate delegates designated by a Council.

In the event that one or more band council's are not present, refer to Policy #111.14: Board Meetings, with respect to the fourth paragraph.

(The Chair shall ensure that all reasonable efforts are taken to ensure that all trustees are informed when meetings are called and decisions made at Board meetings shall not be considered legally binding if there is evidence that any trustee was intentionally excluded from participation).

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| <u>Original Policy:</u> | <u>1st Revision to Policy:</u> | <u>2nd Revision to Policy:</u> |
| First Reading: Jun. 30/94 | First Reading: May 20/03 | First Reading: Feb. 5/07 |
| Second Reading: Dec. 8/97 | Second Reading: Jul 14/03 | Second Reading: Feb. 5/07 |
| <u>3rd Revision to Policy:</u> | | |
| First Reading: Feb. 12/12 | | |
| Second Reading: May 18/12 | | |



**WSÁNEĆ
School Board**

**Policy and
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Subject
BOARD: BOARD MEETINGS

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.14 | Feb. 13/12 | Nov.26/92 |

POLICY: BOARD MEETINGS

The WSÁNEĆ School Board will schedule regular meetings on the second Monday of every month in a designated Board Room unless otherwise decided by trustees.

Board meetings will adjourn at 10:00 P.M. unless a motion to continue is passed supported unanimously by the trustees present.

Special meetings may be scheduled by a majority decision of trustees. Special meetings may be called by the Chair providing two days written notice is give to all Board members stating the agenda for the meeting.

The Chair shall ensure that all reasonable efforts are taken to ensure that all trustees are informed when special meetings are called, and decisions made at Board meetings shall not be considered legally binding if there is evidence that any trustees was intentionally excluded from participation.

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| <u>Original Policy:</u> | <u>Revised Policy:</u> | <u>2nd Revision to Policy:</u> |
| First Reading: Nov. 26/92 | First Reading: Jun 7/93 | First Reading: Feb. 13/12 |
| Second Reading: Dec. 9/92 | Second Reading: Jul 12/93 | Second Reading: Feb. 13/12 |



**WSÁNEĆ
School Board**

**Policy and
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Manual**

Subject

BOARD: BOARD MEETING RECORDS

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.15 | Feb. 13/12 | Nov.26/92 |

POLICY: BOARD MEETING RECORDS

All regular and special meetings of the WSÁNEĆ School Board shall be open to Band members, the media and the public at large.

By majority decision the Board may vote to move IN-CAMERA to discuss confidential matters that are related to staff, students, or Board members and which violate legal confidentiality if discussed publicly.

Board decisions and resolutions resulting from IN-CAMERA discussions will be recorded and made public unless protected by legal confidentiality, although the discussion will not be recorded or made public.

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| <u>Original Policy:</u> First Reading: Nov. 26/92 Second Reading: Dec. 9/92 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

**Policy and
Procedures
Manual**

Subject
BOARD: PERSONNEL COMMITTEE

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.16 | Feb. 13/12 | Aug. 16/93 |

POLICY: PERSONNEL COMMITTEE

The Board shall name a standing Personnel Committee made up of one representative per Band Council.

The purpose of the committee shall be to:

- Determine hiring processes through working with the Administrator to shortlist, interview and select candidates for WSÁNEĆ School Board positions, or to delegate hiring to administrative staff;
- Recommend job descriptions and salary/wages for Board approval;
- Review staff conflicts or problems that are referred to the committee by the Board Administrator and to make appropriate recommendations.

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| <u>Original Policy:</u> First Reading: Aug. 16/93 Second Reading: Nov. 5/93 | <u>Revised Policy:</u> First Reading: Jan. 10/00 Second Reading: Feb. 14/00 | <u>2nd Revision to Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 14/12 |
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**WSÁNEĆ
School Board**

Subject
BOARD: SELECTION & HIRING

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.17 | Feb. 13/12 | Aug. 16/93 |

POLICY: HIRING PROCESS

All positions available with the WSÁNEĆ School Board shall be posted at offices of the WSÁNEĆ Bands. When it's believed that candidates may not be found locally, notice may be given in local and regional newspapers, and posted in other locations.

Within two weeks of the passing of a competition deadline, a Hiring Committee shall be convened. This committee shall either be the Personnel Committee or others named and delegated to act on behalf of the Personnel Committee. Operating by majority decision, the Hiring Committee shall review each application to determine if they meet criteria and shortlist applicants for interview. The Committee shall then draft questions based on job description for interviews.

Shortlisted candidates will be interviewed. The Hiring Committee shall establish a list of qualified candidates, and shall determine by majority decision which candidate shall be selected.

Where candidates of equal qualifications are available the Board shall give preference to First Nation's candidates. Among First Nations candidates the Board shall give preference to members of the WSÁNEĆ Bands.

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| <u>Original Policy:</u> First Reading: Aug. 16/93 Second Reading: Nov. 5/93 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 |
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**WSÁNEĆ
School Board**

Subject
CHEQUE SIGNERS HONORARIA

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.18 | April 2/21 | FEB. 5/07 |

POLICY: CHEQUE SIGNERS HONORARIA

Compensation shall be paid to Board Members who are authorized signatories of the WSÁNEĆ School Board accounts when they are required to sign cheques.

PROCEDURES:

The compensation shall be paid as follows:

Every second time a signatory is required to sign cheques the signatory will be paid \$100.00.

(Please note that this honoraria is provided in order to compensate for mileage and the time that the signatory is contributing.)

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| <u>Original Policy:</u> First Reading: Feb. 5/07 Second Reading: Feb. 5/07 | <u>Revised Policy:</u> First Reading: Feb. 13/12 Second Reading: Feb. 13/12 | <u>2nd Revision:</u> First Reading: Second Reading: |
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**WSÁNEĆ
School Board**

Subject
SIGNING OF BCRs

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 111.19 | | Dec. 17, 2012 |

POLICY: SIGNING OF BAND COUNCIL RESOLUTIONS

The WSÁNEĆ School Board of Directors support funding proposals submitted to agencies to secure the necessary revenue to run programs and support budgets in the various departments of the organization. Normally, BCRs are signed at duly convened Board of Directors meetings, however, this is not always possible.

INTENT

This policy and its associated guidelines are intended to outline the process for the signing of Band Council Resolutions (BCR) by the Board of Directors, outside of Band Council Meetings or Board of Director meetings, in order to meet the various deadlines of funding proposals.

SCOPE

The Board of Directors Signing of Band Council Resolutions Policy will cover the Board of Directors for the WSÁNEĆ School Board, which operates for Pauquachin, Tsartlip, Tsawout and Tseycum First Nation.

GUIDELINES

1. The manager will draft a memo with necessary information regarding the proposal and meet with the Administrator, and the Chairman, about the funding proposal and BCR.
2. If these two parties support the proposal, a letter is drafted asking for the support from the WSÁNEĆ Chief and Councils.
3. The manager circulates the BCR to the bands' Chiefs and/or band administrators who would arrange to circulate the BCR to their Chief/Council for signing. Tsartlip, Tsawout and Tseycum Chief and Councils will initially sign BCRs for Post-Secondary proposals. Pauquachin will then sign in support of decision made because they administer their own post-secondary funding (providing it is not in conflict with their Post-Secondary proposals).
4. This signing must adhere to the time frame indicated by the WSÁNEĆ School Board Chairman/Administrator to meet the proposal's deadline.

5. If at this time the band councils have questions specific to the proposal, the manager would be responsible to answer questions while cc'ing their response to the Chairman/Administrator.

Original Policy:

First Reading: April 2012

Second Reading: December 17, 2012



**WSÁNEĆ
School Board**

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Subject
BEREAVEMENT LEAVE

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 200.4 | Jun. 16/14 | Aug. 16/93 |

POLICY: BEREAVEMENT LEAVE

In the event of the death of an immediate family member, an employee shall be entitled to five (5) working days without loss of pay. An employee may request additional bereavement leave. Any leave beyond the five (5) working days requires the written approval of the Administrator.

Immediate Family refers to:

Spouse, parent, brother, sister, son, daughter, grandparent or grandchild (also includes in-laws and steps in these categories), and any person permanently residing in the employee’s household.

In the event of the death of an Extended family member, an employee shall be entitled to three (3) working days without loss of pay. An employee may request additional bereavement leave. Any leave beyond the three (3) working days requires the written approval of the Administrator.

Extended Family refers to:

Uncle, aunt, niece, nephew or first cousin (also includes in-laws and steps in these categories.)

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| <u>Original Policy:</u> 1 st Reading: Aug. 16/93 2 nd Reading: Nov. 5/93 | <u>Revised Policy:</u> 1 st Reading: Feb. 14/00 2 nd Reading: May 8/00 | <u>2nd Revision to Policy:</u> 1 st Reading: Feb. 13/12 2 nd Reading: Feb. 13/12 |
| <u>3rd Revision</u> 1 st Reading: Jun. 16/14 2 nd Reading: Feb. 16/15 | <u>4th Revision:</u> 1 st Reading: May 2/16 2 nd Reading: May 2/16 | |



**WSÁNEĆ
SCHOOL BOARD**

Subject
Christmas Bonuses

**Policy and
Procedures
Manual**

| Section | Revision Date | Original Date |
|---------|---------------|---------------|
| 200.19 | | Dec. 15, 2014 |

POLICY: CHRISTMAS BONUSSES

Each year at the conclusion of the mid-year budget review, following the September 30th Nominal Roll count, the WSÁNEĆ School Board finance department will evaluate its financial ability to award Christmas bonuses. Whether or not Christmas bonuses are awarded in a given year is dependent on this financial evaluation and will be at the discretion of the Administrator and Financial Controller, who may, in their complete discretion, decide that no Christmas bonuses will be awarded.

Staff Eligibility:

If Christmas bonuses are awarded, all full-time, part-time continuing, and term/temporary staff members will be eligible for a Christmas bonus. At the discretion of the Supervisors, long serving on-call staff may be considered.

Employees that are currently on leave when bonuses are distributed are not eligible.

Board Eligibility:

If Christmas bonuses are awarded, all Board of Directors, appointed community members and proxy members that are current members at time of distribution are eligible for a bonus.

Amount:

The bonus amount, if any, is dependent on the financial position of the WSÁNEĆ School Board, and may differ from year to year. The bonus amount will be at the discretion of the Administrator and Financial Controller, but will not exceed \$100.

Original Policy:

1st Reading: December 15, 2014

2nd Reading: February 16, 2015