



School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world."

PO Box 758
Smithers, BC
V0J 2N0
Ph (250) 877-6820
Fax (250) 877-6835

VIA: Email

October 19, 2020

Dear SD54 Parents &/or Guardians and Policy Stakeholders,

Consultation on Policy Revisions

Policy revision continues to be ongoing focus of the board of education and the board values the consultative input of its stakeholders throughout the process.

Attached you will find the following new policy which has undergone multiple draft revisions by the policy committee. We would appreciate your consideration and comment with respect to this new policy.

1) Policy # 1.310 - Administrative Regulations

Policy 1. 310 is an amended policy intended as a framework for implementing administrative procedures for supporting policy direction and district procedures.

We would appreciate receiving your comments prior to Friday, November 27th, 2020. It is our hope to present final draft revisions to the Policy Committee on Tuesday January 12th, 2021 (there are no committee meetings in December.) and seek board approval at the January 26th, 2021 board meeting. You would be welcome to attend both committee and board meetings.

Should you have any questions, please do not hesitate to contact myself directly at 250-877-6825.

Yours truly,

Dave Margerm
Secretary Treasurer
School District #54(Bulkley Valley)

/bk

Attachments

cc: M. McDiarmid, Superintendent of Schools
M. Monkman, Assistant Superintendent
Policy Committee

SCHOOL DISTRICT 54
(Bulkley Valley)

ADMINISTRATIVE REGULATIONS

1.310

POLICY

The Board of School Trustees recognizes the importance of having specific and detailed instructions in writing for the guidance and decision-making of its personnel. To ensure that the administration of day-to-day matters throughout the School District are in accordance with the School Act, the Board of Trustees requires that Administrative Regulations be formulated and compiled. All regulations will be based on policy statements adopted by resolution at official Board meetings. It shall be the responsibility of the Superintendent of Schools as the Chief Executive Officer to ensure that these resolutions are carried out.

VALUES

The Board respects the responsibility associated with the Superintendent to oversee and manage the operations of the school District.

GUIDELINES

1.0 Definition

An Administrative Regulation outlines specific and detailed instructions which:

- (a) derive from a policy statement adopted by motion of the Board of School Trustees,
- (b) are consistent with such policy statement from which they derive,
- (c) make the policy statement operative,
- (d) enables personnel, to whom day-to-day administration of the School District has been delegated, to make decisions commensurate with the intent of the policy statement adopted by the Board of School Trustees.

2.0 Formulation and Compilation

Following adoption of new policy statements, or amendments or deletion of existing policy statements, by the Board of School Trustees, the Superintendent of Schools, in the capacity of Chief Executive Officer, shall be responsible for the formulation and compilation of such new or amended administrative regulations, or deletion of existing administrative regulations, as required which:

- (a) shall be fully consistent with such policy statements adopted by the Board of School Trustees in order to make them operative, and
- (b) shall conform to the School Act.

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3.0 Presentation

The Administrative Regulations shall be presented in writing by the Superintendent of Schools or designate, to the Board Agenda setting meetings consisting of the Chairperson, Vice-Chairperson, Superintendent and Secretary-Treasurer as "information items" only unless:

- (i) the administrative regulation content involves a direct monetary attachment requiring authorization by the Board of School Trustees, in which case a motion must accompany the administrative regulation for Board action,

or

- (ii) the advice of the Superintendent of Schools is that a particular administrative regulation should receive special consideration of the Board of School Trustees, in which case a motion must accompany the administrative regulation for Board action.

4. The Board Agenda setting meeting shall, following its review and determination of readiness for presentation to the Board, include the item on the Agenda for information or consideration of the Board of School Trustees at its next regular meeting at which the Board may:

- (a) in the case of an "information item", direct any changes it deems necessary and, in the absence of any directions, the item is deemed to be accepted, or

or

- (b) in the case of an administrative regulation requiring adoption by motion.

Minor Updating Process

From time to time minor updating of regulations is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated regulation to the Board. The Board will be advised in writing of any such material updates for their information. This process will not change the intent of any documents.

Adopted: XXXXXX