

**COMMITTEE REPORT OF THE
EDUCATION-POLICY COMMITTEE
School Board Office
December 5, 2023 – 6:00 p.m.**

Present: Allison Watson, Trustee (Committee Chair)
Cendra Beaton, Trustee (Committee Member)
Russ Chipps, Trustee (Committee Member)
Christina Kempenaar, STA
Betty-Lou Leslie, CUPE
Georgette Walker, SPVPA
Nevada Kaludjar, SPEAC
Scott Stinson, Superintendent/CEO
Paul Block, Deputy Superintendent
Dave Strange, Associate Superintendent
Monica Braniff, Associate Superintendent

Guests: Fred Hibbs, Cynthia Berenyi

CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES

We are honoured to be meeting on the traditional territories of the Coast Salish: T'Sou-ke Nation and Sc'ianew Nation and Nuu-chah-nulth: Pacheedaht Nation. We also recognize some of our schools reside on the traditional territory of the Esquimalt Nation and Songhees Nation.

1. Opening Remarks from Chair, Allison Watson

Chair Watson honoured and celebrated the selected name for the academy school, QELENSÉN Á,LEN Secondary School, and gave appreciation to the Nation for the gifting of the name. She also recognized the work of Lou Leslie and her contributions to the Education-Policy committee specifically, and the full district overall. Lou is retiring at the end of December and has given to the district in many ways, including as CUPE representative for Education-Policy. Chair Watson also took this opportunity to acknowledge Scott Stinson in his final Education-Policy meeting and shared thanks for his support as Superintendent. As we move into the new year, Chair Watson thanked the full committee for their work and encouraged members to reach out with any feedback on the committee.

2. a. COMMITTEE REPORT of Nov. 7, 2023 Education-Policy Committee meeting

The committee report for the Nov. 7, 2023 Education-Policy Committee meeting was received by the committee. No errors or omissions were noted.

b. Presentation - Research Project Approval Follow-Up – Berenyi, Cynthia – “Investigating Social-Emotional and Mindfulness Techniques to Enhance Learning, Development and Well-Being for Children”

Cynthia Berenyi's research project is grounded in her work with students who struggle with regulation, and in her own experiences with mindfulness. Her research focused on the impact of mindfulness on students' academic and social-emotional learning. Her methodology involved directly teaching students about mindfulness and social-emotional strategies over the course of 3-4 weeks. Her research involved pre and post surveys with students to reflect their responses to mindfulness, academic focus, social-emotional learning, and overall wellbeing at school. Data showed that students became more reflective about their focus and listening, maintained stronger friendships, improved emotional awareness, and reported feeling more confident and peaceful. Results showed students' growth in personal awareness and their greater ability to be present in the moment. Her recommendation is to embed mindfulness into the curriculum and support teachers in approaching the material with confidence and comfort. Appreciation was given for her work in the district and for bringing the findings back to this committee.

3. BAA COURSE PROPOSALS

There were no BAA course proposals for this meeting.

4. REVIEW OF POLICIES/REGULATIONS

- a. Draft Revised Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection" – Fred Hibbs

Fred Hibbs, Executive Director of Human Resources reviewed the legislation and related regulations that came into effect for school districts on December 1, 2023. Substantial changes to Policy E-158 are being proposed to reflect the revised legislative requirements under the Act. A ten-minute training video is included in the material to facilitate a thorough understanding of the legislation and required actions.

The proposed changes to Policy and Regulations E-158 are designed to reflect updated language and to support those needing to report a concern under the *Public Interest Disclosure Act* (PIDA). The regulations include a template that will guide a person through the steps involved in reporting a concern. The revisions also clearly identify the person responsible for overseeing the policy and for reviewing any complaints that are brought to the district. In addition, the definition of "wrongdoing" is also expanded to reflect the type of significant issues that may occur and be brought forward as a complaint under PIDA policy. The final change is the inclusion of comprehensive language that defines processes regarding urgent disclosures. These high-risk disclosures are ones that cannot be delayed through the process of investigation.

The committee's conversation reflected appreciation for the detail and alignment of the policy with Ministry requirements. Clarification was asked about what protection there is for the privacy of individual workers: All areas of the PIDA process are guided by the parameters defining Freedom of Information and Privacy. Mr. Hibbs communicated a late Ministry change to the legislation which states that School Board Trustees are not covered by this legislation as they are not considered employees of the district.

Recommended Motion

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Procedural Regulations E-158 "Public Interest Disclosure - Whistleblower Protection".

- b. Draft New Policy and Regulations E-205 "Recruitment and Selection of Administrative Personnel" – Scott Stinson

Through work of the Governance Committee, staff reviewed the processes of recruitment and selection of administrative personnel. The current proposed policy and regulations was worked on through the

Governance Committee and presented today for Notice of Motion. The policy reflects clear descriptors and processes for areas such as hiring pools and posting practices for excluded and administrative personnel. Draft Policy and Regulations E-205 also include a hiring matrix that outlines these processes and establishes accountability for the outlined steps.

Questions from the committee were brought forward around the equity hiring language included in the policy and regulations and how we will understand potential barriers and biases that potentially impact a hiring process.

Recommended Motion

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations E-205 "Recruitment and Selection of Administrative Personnel".

6. NEW BUSINESS

a. Bakau Report Summary – Monica Braniff

Associate Superintendent Braniff reviewed the Information Note outlining the preliminary results and findings of the Bakau analysis. She reviewed the purpose of the Diversity, Equity and Inclusion (DEI) analysis and outlined the methodology used by this consulting team. Recommendations from Bakau were grouped in 4 themes: Leading & Listening, Processes & Policies, Staff Support & Education, and Student Support & Education. Next steps will be to receive the final report, review the recommendations with a DEI committee, determine our district direction, and create an implementation plan that may then have budget implications for the 2024/25 school year. A robust conversation at the committee table expressed appreciation for this work in SD62 and a strong interest in hearing more about the district direction as determined through a DEI committee.

7. FOR INFORMATION

a. Research Project Approval – Roden, Keely – "Investigating Literacy Intervention Strategies for Primary Students, Including Those With Autism: An Action Research Study"

Superintendent Stinson drew attention to the new addition on research application packages that asks those seeking research approval whether they are amenable to reporting back to the committee.

This research will support our understanding of the K-12 literacy approach, particularly at the elementary level and for students with an autism diagnosis.

8. FOR FUTURE MEETINGS

9. ADJOURNMENT AND NEXT MEETING DATE: Jan. 11, 2023 at 6 p.m. Please note the shift from Tuesday to Thursday for January's meeting.

Adjournment was at 7:45 pm.

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

Dec. 19, 2023

Draft revised Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft revised Policy and Regulations E-158 "Public Interest Disclosure – Whistleblower Protection".

School District #62 (Sooke)

PUBLIC INTEREST DISCLOSURE - WHISTLEBLOWER PROTECTION	No.: E-158
	Effective: Jan. 26/21 Revised: Reviewed: Nov 3/20; Nov. 24/20; Jan. 26/21; Dec. 5/23; Dec. 19/23

School Board Policy

The Board of Education of School District No. 62 (Sooke) is committed to the highest standards of ethical conduct, integrity and accountability **in its operations, programs and services, and to promoting a culture of openness and transparency.**

The Board of Education has a responsibility for the stewardship of the District. In order to ensure compliance with the *Public Interest Disclosure Act (PIDA)* the Board encourages and supports employees to report, while acting in good faith, and consistent with their applicable Code of Ethics, in any situation that they reasonably believe to be substantive improper activity **or unlawful conduct without fear of retaliation or reprisal.** Where it is alleged that an improper activity by District officers or employees has occurred, the principles and processes outlined in this Regulation shall govern.

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

All activities undertaken within this Policy will be in compliance with the requirements of the Freedom of Information and Protection of Privacy Act (FOIPPA) – see [Board Policy D-330](#).

School District #62 (Sooke)

PUBLIC INTEREST DISCLOSURE - WHISTLEBLOWER PROTECTION	No.: E-158
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PROCEDURAL REGULATIONS

1.0 Authority

- 1.1 **As the Designated Officer for PIDA**, the responsibility for the day-to-day administration and enforcement of this policy rests with the Superintendent and CEO as authorized by the Board of Education. **The Superintendent may delegate their authority in writing to other members of the School District's Executive Team to act as a Designated Officer.**
- 1.2 The provisions of this policy are independent of and supplemental to the provisions of collective agreements between the Board of Education and its Unions relative to the grievance procedures, and to any other terms and conditions of employment.

2.0 Definitions

- 2.1 Board – is the Board of Education of School District No. 62 (Sooke).
- 2.2 **Designated Officer - the Superintendent and any other member of the School District's Executive Team designated under this policy by the Superintendent from time to time.**
- 2.3 **Disclosure - a report of Wrongdoing made under this policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA.**
- 2.4 Employee - ~~applies to all~~ **past and present** trustees, officers, directors and employees of the District ~~as well as to other stakeholders having an interest in the District including suppliers, consultants, and contractors.~~
- 2.5 Good Faith - is evident when a report is made without malice or consideration to personal benefit and the employee has a reasonable basis to believe that the report is true.
- 2.6 Employer – ~~applies to~~ the Board of Education of School District 62 (Sooke).
- 2.7 **Ombudsperson - the [Ombudsperson of British Columbia](#).**

2.8 Protection Official means:

- a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the Emergency Program Act, or
- in any other case, a police force in British Columbia.

2.9 Reprisal - the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought advice, made a complaint about a Reprisal or participated in an investigation related to PIDA.

2.10 Respondent - a person against whom allegations of Wrongdoing or a complaint of Reprisal is made.

2.11 Supervisor – A person who supervises a person or activity.

2.12 Urgent Risk - arises when there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

2.13 Wrongdoing refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

3.0 Reportable Activities

~~3.1 Reportable Activities~~ **A wrongdoing** may include, but are **is** not limited to:

- f. an unlawful act, civil or criminal.
- g. abuse or an imbalance of power.
- h. action detrimental to students or staff of the District.
- i. questionable accounting practices.
- j. falsifying District records.
- k. theft of cash, goods, services, time or fraud.
- l. inappropriate use of Board funds or assets.
- m. decision making for personal gain.
- n. dangerous practices likely to cause physical harm, or damage to District property.
- o. retaliation, repercussion or reprisal for reporting under the **this** policy.

4.0 Duty to Disclose

4.1 The Board of Education encourages any Employee who is aware of or witness to any ~~improper activity~~ **Wrongdoing to make a Disclosure to any of the**

following:

- a. that person's Supervisor;**
- b. the Superintendent;**
- c. a Designated Officer other than the Superintendent; or**
- d. The Ombudsperson.**

to bring the matter to their direct Supervisor. If the matter involves the Employee's direct Supervisor it should be reported to the Superintendent and CEO. The District will investigate the matter and take actions appropriate to the circumstances. Employees can expect that matter will be treated in confidence, unless disclosure of the information is authorized or required by law [for example under the Freedom of Information and Protection of Privacy Act (**FOIPPA**) or Court subpoena].

4.2 Reports received from members of the public or from Employees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the policy and the associated procedural regulation.

5.0 Protection of Employee and Employer

Employee

- 5.1 Any Employee shall not be subject to discipline or Reprisal for bringing forward a complaint **Disclosure** to a Supervisor if they:
 - a. believe it to be substantively true.
 - b. provides information in Good Faith.
 - c. does not act maliciously or make false allegations.
 - d. does not seek any personal or financial gain.
- 5.2 All reports under this policy will be handled with strict confidentiality and personally identifiable information from the report will only be shared to the extent necessary to conduct a complete and fair investigation according to the law.
- 5.3 If an investigation reveals that the report was frivolously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.

Employer

- 5.4 Nothing in this policy shall be deemed to diminish or impair the rights of the District to manage its employees under any policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of the information.

6.0 Reporting **Making** a Complaint **Disclosure**

- 6.1** ~~Employees and stakeholders may submit a complaint about any Reportable Activities to their Direct Supervisor or the Superintendent at the School Board Office, in writing via email or by written letter submitted in confidence.~~ **A Disclosure must be submitted in writing using the Disclosure Form (see Appendix A) and include the following information, if known:**
 - a. a description of the Wrongdoing;**

- b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
- c. the date or expected date of the Wrongdoing;
- d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
- e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.

- 6.2 Per Section 11.1 of the ~~Public Interest Disclosure Act~~ An Employee who is considering making a Disclosure may request advice from:
- a. the Employee's union representative or employee association representative, as applicable,
 - b. a lawyer,
 - c. the Employee's Supervisor,
 - d. a Designated Officer of the relevant ministry, government body or office in respect of the employee, or
 - e. the Ombudsperson.

- 6.3 A Disclosure may be submitted to the School District on an anonymous basis but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit an investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to an Employee under this policy or PIDA will not be provided to an anonymous person, except at the discretion of the Superintendent or Designated Officer and where the person has provided contact information. It is important for employees or stakeholders making a complaint **Disclosure** to understand that the investigation of a complaint **Disclosure** will be most effective if they have provided their name and contact information, when submitting a complaint.

- 6.4 PIDA permits Employees to make public disclosures if the Employee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment. Before making a public disclosure of an Urgent Risk the Employee must:
- a. consult with the relevant Protection Official;
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure;
 - c. refrain from disclosing, publishing or otherwise sharing personal information except as necessary to address the Urgent Risk;
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege; and

- e. seek appropriate advice if uncertain about what personal information, privileged or other information may be disclosed as part of a public disclosure.
- f. notify the Superintendent or other Designated Officer.

6.5 If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

7 Investigation

7.1 Every person who receives a Disclosure under this policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the Superintendent or appropriate Designated Officer as follows:

- a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the policy and this Procedure to any other Designated Officer;
- b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

7.2 Every person involved in receiving, reviewing and investigating Disclosures must carry out those functions in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.

7.3 The School District shall seek to complete all investigations within ninety (90) calendar days of receipt of a Disclosure, but the Superintendent or Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.

7.4 Upon receiving a ~~complaint~~ **Disclosure**, the Superintendent **or Designated Officer** will record the receipt of the ~~complaint~~ **Disclosure** and determine whether the matter is, in fact, a **Wrongdoing** Reportable Activity under this policy. If the Superintendent **or Designated Officer** determines that the ~~complaint~~ **Disclosure** is a legitimate ~~Wrongdoing~~ Reportable Activity, the Superintendent or delegate **Designated Officer** will open a file and commence an investigation.

7.5 The investigation generally will include, but will not be limited to, discussions with the reporting Employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent **Reprisal** retaliation against anyone making a **Disclosure in** Good Faith report or participating in an investigation.

7.6 The Superintendent or Designated Officer may expand the scope of any investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an investigation is

investigated.

- 7.7 The Superintendent or delegate **Designated Officer** may enlist Senior Management and/or legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
- 7.8 The Superintendent or Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the Employee who made the Disclosure.**
- 7.9 The Superintendent or Designated Officer may refuse to investigate or postpone or stop an investigation if the Superintendent or Designated Officer reasonably believes that:**
- a. the Disclosure does not provide adequate particulars of the Wrongdoing;**
 - b. the Disclosure is frivolous or vexatious, has not been made in Good Faith, has not been made by a person entitled to make a Disclosure under this policy or PIDA, or does not deal with Wrongdoing;**
 - c. the investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;**
 - d. the investigation of the Disclosure would serve no useful purpose because the subject matter of the Disclosure is being, or has been, appropriately dealt with;**
 - e. the Disclosure relates solely to a public policy decision;**
 - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;**
 - g. the investigation may compromise another investigation; or**
 - h. PIDA otherwise requires or permits the School District to suspend or stop the investigation.**
- 7.10 Subject to the School District's obligations under FOIPPA and this procedure, the Employee making a Disclosure and the Respondent(s) will be provided with a summary of the School District's findings, including:**
- a. notice of any finding of Wrongdoing;**
 - b. a summary of the reasons supporting any finding of Wrongdoing;**
 - c. any recommendations to address findings of Wrongdoing.**
- 7.11 It is the obligation of all Employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and review any violations of the law or the Board's policies.
- 7.12 If an investigation establishes that an Employee has engaged in improper ~~activity~~ **Wrongdoing** ~~Reportable Activity~~, the Board will take immediate and appropriate corrective action.

8 Annual Report

- 8.1 The Superintendent shall submit to the Board, in an in-camera meeting, an annual summary of actions taken under this Policy. **Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, investigations undertaken and findings of Wrongdoing. All reporting under this policy will be in compliance with the requirements of FOIPPA.** The summary will include reports received and acted upon during the school year, July 1st to June 30th.

DRAFT

Appendix A

E-158 Public Interest Disclosure Policy - Disclosure Form

INSTRUCTIONS

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure Policy and Procedures <insert link>. Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by:

email to: pida@sd62.bc.ca

or

mail to:

Attn: Superintendent
School District #62 (Sooke)
3143 Jacklin Road
Langford, BC V9B 5R1

PRIVACY STATEMENT

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Superintendent at pida@sd62.bc.ca or (250) 474-9811.

CONFIDENTIALITY

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

COMPLETING THE DISCLOSURE FORM

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

PUBLIC INTEREST DISCLOSURE REPORT

1. Are you a current employee of School District #62 (Sooke)?

Yes No

2. Were you an employee of School District #62 (Sooke) when the alleged wrongdoing occurred or was discovered?

Yes No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	HOME ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- a serious misuse of public funds or public assets;
- gross or systemic mismanagement;
- knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or procedure of School District #62 (Sooke). <Insert Link to District Policies>.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING

6. Have you previously reported the wrongdoing to School District #62 (Sooke)?

Yes No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO

7. Please describe any other steps or actions that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTIONS TAKEN

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

OTHER INVESTIGATIONS

POLICY AND REGULATIONS ADOPTION

School District #62 (Sooke)

Dec. 19, 2023

Draft new Policy and Regulations E-205 "Recruitment and Selection of Administrative Personnel" are now ready for Notice of Motion.

NOTICE OF MOTION:

That the Board of Education of School District 62 (Sooke) give Notice of Motion to draft new Policy and Regulations "Recruitment and Selection of Administrative Personnel".

School District #62 (Sooke)

Recruitment and Selection of Administrative Personnel	No.: E-205
	Effective: Revised: Reviewed: Dec. 5/23; Dec. 19/23

SCHOOL BOARD POLICY

The Board of Education believes strong leadership and administration at the district and school levels are essential to the effective and efficient operation of the school system. The Board of Education and superintendent seek to recruit and hire highly qualified employees to provide exceptional leadership, educational services, and inclusive services that align to the Board’s Strategic Plan and legislated responsibilities.

The Board of Education is committed to hiring individuals that are representative of the broad community served by the school district and will participate in a Human Rights Special Program that aims to improve the lives of disadvantaged individuals or groups in the province. The School District will not permit any discriminatory processes or practices to influence the recruitment and hiring process and will use processes that provide for the fair and equitable treatments of all candidates.

The Board of Education serves a governance role in the selection of Principals and Vice-Principals and non-school based positions, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment and selection procedures for all Executive Staff, Principals, Vice-Principals and other management exempt positions.

The Board of Education is responsible for the recruitment and selection of the Superintendent, subject to the requirements outlined in the *School Act*.

The Superintendent is further responsible for the process to recruit and select all other positions for the School District, in accordance with any collective agreements with the School District.

Statutory Requirements:
British Columbia School Act: Sect. 22 Responsibilities of the Superintendent

Policy:
E-110: Job Descriptions

School District #62 (Sooke)

Recruitment and Selection of Administrative Personnel	No.: E-205
	Effective: Revised: Reviewed: Dec. 5/23; Dec. 19/23

ADMINISTRATIVE REGULATIONS

1. Superintendent

- 1.1. The Board has the sole authority to recruit and select an individual for the position of Superintendent and anyone expected to act in the place of the Superintendent for a period in excess of thirty (30) days.
- 1.2. The Board may choose to engage an external consultant to provide executive search services.
- 1.3. The Board shall have sole responsibility for initiating the advertising process and shall make reasonable effort to ensure that all current district employees are made aware of the vacancy.
- 1.4. The Board shall constitute the selection committee.
- 1.5. The Board will invite representatives from Executive Staff and district stakeholder groups (CUPE, STA, SPVPA, and SPEAC) to advise the selection committee during the interview process.

2. Executive Staff

The following process shall be used for executive staff positions, specifically, Deputy Superintendent, Associate Superintendent, Secretary-Treasurer, Executive Director of Human Resources and the Executive Director of Digital Solutions.

- 2.1. The Superintendent is delegated authority to recruit and establish shortlisting and interview processes, within the limitations of legislation, budget allocations and collective agreements.
- 2.2. Prior to commencing a search for an Executive Staff position a current, written role description shall be prepared.
- 2.3. Input to the recruitment criteria shall be provided by the Board and may be sought from district stakeholder groups prior to the recruitment being initiated.
- 2.4. The Personnel Committee of the Board, Superintendent, and Executive Team Representatives appointed by the Superintendent shall constitute the short listing and selection committees for these positions.
- 2.5. The selection committee shall seek representation from other members of the Executive Staff and stakeholder groups to participate as an advisory committee to the selection committee during the interview process. Feedback and recommendations from the advisory committee will be recorded as reference material for the selection committee. Advisory committee members, comprised of stakeholder representative, shall withdraw at the conclusion of this feedback process.

2.6. Recommendations by the selection committee shall be brought forward to the Board of Education for ratification.

3. Principals and Vice-Principals

At the discretion of the Superintendent and within the constraints of this policy, principal or vice-principal vacancies shall be filled through either: Principal or Vice-Principal mobility, selection from the Principal/Vice-Principal hiring pool; or through competition for a posted vacancy.

Principals and Vice-Principals are hired to the district and placed in assignments.

3.1. Principal and Vice-Principal Mobility:

3.1.1. The Board believes that changes in Principal and Vice-Principal assignments can be positive for professional growth and the strengthening of system leadership.

3.1.2. The Superintendent is delegated authority for determining such changes in assignment.

3.1.3. Consideration for mobility transfers may be initiated at the request of either the Principal/Vice-Principal or the Superintendent. Normally, such consideration shall be given after the Principal/Vice-Principal has held an appointment for a reasonable period of time and there is value to be gained by a transfer.

3.1.4. Once mobility transfers have been completed the Superintendent shall inform the Board of the new assignments.

3.2. Principal/Vice-Principal Hiring Pool:

3.2.1. The District shall maintain an eligible administrator pool for the positions of elementary principal, elementary, middle and secondary vice-principal.

3.2.2. The Superintendent or designate may call for a competition of candidates who may be assigned to a district hiring pool for up to two (2) years.

3.2.3. Candidates are accepted into the eligible administrator pool pending the outcome of the recruitment and interview process.

3.2.4. Applicants may remain in the pool for two (2) years. After two (2) years, candidates are reviewed and references are checked. Positive references may allow candidates to remain in the eligibility pool for one (1) more year.

3.2.5. Information regarding successful pool candidates will be communicated to the Board.

3.3. Competition for a Posted Vacancy for Principal or Vice-Principal Positions:

3.3.1. The Superintendent is delegated full authority for all aspects of the selection processes for the positions of Principal and Vice-Principal, except as may otherwise be provided in this policy.

3.3.2. This delegated authority includes, but is not restricted to, establishing and carrying out a consultation process, recruitment, advertising, reviewing applications, short-listing, developing interview processes, communications with candidates, chairing the interview process, determining the preferred candidate, making the appointment, and ensuring appropriate contractual arrangements.

3.3.3. The Superintendent shall inform the Board of Principal/Vice-Principal appointments, including to the eligible administrator pool.

4. Non-School Based Positions

The following process shall be followed for senior district management positions including Director and Manager.

4.1. The Superintendent is delegated authority to recruit and select senior staff and district management positions within the limitations of legislation, budget allocations and collective agreements.

4.2. These positions shall have a written job description and shall be compensated within the BCPSEA compensation guidelines.

5. Recruitment and Reporting Process

5.1. All Administrative Personnel positions captured within this policy, shall be approved by the Board, for the Superintendent and Executive Staff ,or the Superintendent for all other positions.

5.2. The Superintendent shall establish a recruitment process for all positions that provide an unbiased and objective process.

5.3. The Superintendent shall ensure that practices designed to improve the lives of disadvantaged individuals or groups as defined in the BC Human Rights Code are utilized as expressly permitted under a special program application to the BC Human Rights Commissioner.

5.4. Input into selection criteria:

5.4.1. The Superintendent shall, in collaboration with Executive Staff and others as appropriate, develop recruitment criteria for vacant positions.

5.4.2. The criteria shall reference duties and responsibilities, education and experience, and district leadership competencies.

5.5. Shortlisting

5.5.1. The Superintendent or designate will convene a selection panel comprised of three (3) representatives of the Superintendent's Office and one (1) representative of the Human Resources Department to determine shortlisted candidates for any posted, excluded position.

5.5.2. At the time of shortlisting, the committee will review the qualifications for the position, the approximate number of openings, the number of individuals to be interviewed, the process to be followed in examining the supporting material submitted by candidates, and the interviewing procedures.

5.5.3. The Superintendent or designate will contact shortlisted candidates and will arrange for interview times. Candidates will be briefed on the process prior to the interview. The shortlist of candidates will be kept confidential.

5.6. Interview Panels:

- 5.6.1. Where the Superintendent or designate determines that a single vacancy or hiring pool vacancy exists, an application process will be done with selection committee consisting of three (3) representatives of the Superintendent's Office and one (1) representative of the Human Resources Department.
- 5.6.2. Prior to the interview being held, the selection committee will agree on a presentation and questions that they will ask the candidates. Each candidate will be asked the same questions to ensure consistency and equity.
- 5.6.3. The Superintendent or designate will invite representatives from district stakeholder groups (CUPE, STA, SPVPA, and SPEAC) to advise the selection committee during the interview process.

5.7. Role of the Human Resources Department with Administrative Personnel

- 5.7.1. Appropriate representatives from the Human Resources Department will assist and support the work of filling administrative vacancies.
- 5.7.2. The Human Resources Department will facilitate completion of recruitment, interview and completion of offer and acceptance of employment processes.

- 5.8. The Superintendent will provide a report to the Board providing information on the appointment of successful candidates for all principal and vice-principal, and non-school based positions, outlining the skills, experience and relevant information of the selected candidate.

6. Hiring Matrix and Stakeholder Participation:

Position Recruited	Recruitment Criteria Input	Shortlisting	Interview	Hiring Approval	Reporting
Superintendent	Board May request from: Executive Staff, SPVPA, STA, CUPE, SPEAC, Indigenous Rights Holders	Board	Board, supported by the Executive Team	Board	Board informs community
Executive Staff	Board and Superintendent May request from: Executive Staff, SPVPA, CUPE, STA, SPEAC, Indigenous Rights Holders	Personnel Committee of the Board, Superintendent, and Executive Team Members appointed by the Superintendent	Personnel Committee of the Board, Superintendent, and Executive Team Members appointed by the Superintendent	Board and Superintendent	Board and Superintendent inform community
Principals, Vice-Principals	Superintendent May request from: Executive Staff, SPVPA, CUPE, STA, SPEAC, Indigenous Rights Holders	Superintendent and selection committee	Superintendent and established panel	Superintendent	Superintendent informs Board
Non-School Based Staff	Executive Staff and Direct Reports	Executive Staff and selection committee	Executive Staff and established panel		Executive Staff Member informs Superintendent and Board
Other Exempt Staff	Directors, Manager May request from: direct reports	Director, Manager	Director, Manager, supervisor	Director or Manager	Director or Manager informs Executive lead