

**POLICY COMMITTEE MEETING**

April 9, 2025

Location: Pemberton Secondary School (Library)/Virtual (Meeting will be live streamed [here](#). Refer to [SD48 website](#) for additional information)

Time: 1:15 pm

**MINUTES**

25-04-09 PC-O

**"We would like to acknowledge that we are privileged to meet on the unceded and ancestral territories of the Skwxwú7mesh and St'át'y'emc Nations."**

The meeting was called to order at 1:17 pm.

**Attendance:**

Trustees: R. Barley, C. Higgins, M. Ronayne, A. Lowe, C. Bickford (via Zoom), L. Turpin (via Zoom), R. Lythe (via Zoom)

Staff: Superintendent Nicholson, Secretary Treasurer Haverstock, Assistant Superintendent Lorette, Administrative Assistant Benipal

**1. AGENDA**MOVED/SECONDED: **"That the agenda of this meeting be approved."**

CARRIED

**2. MINUTES**MOVED/SECONDED: **"That the [minutes of the Policy Committee meeting held on March 12, 2025](#) be adopted."**

CARRIED

**3. TRUSTEE ITEMS - Nil****4. PRESENTATIONS - Nil****5. INFORMATION ITEMS**A. [Policy Review Schedule](#) - D. Haverstock

No changes were made to the attached policy review schedule since the last Board meeting.

**6. DISCUSSION ITEMS**A. [Policy 401 Senior Management and District Organization](#) - C. Nicholsona. [Track Changes](#)

Superintendent Nicholson briefed the Board on key revisions to the attached policy. The changes clarify that the Superintendent is the sole employee of the Board, and the Secretary-Treasurer (ST) reports directly to the Superintendent, not jointly to the Board and Superintendent. However, the Board and Superintendent will continue to share responsibility for the hiring of the ST.

Some trustees requested that the ST's performance evaluations be reported back to the Board in summary form, given the ST's significant role in financial oversight and budget management. This feedback will be incorporated into the policy.

MOVED/SECONDED: **"THAT the Policy Committee recommend the Board of Education approves Policy 401 Senior Management and District Organization, with changes as discussed in section 2.2 as well as housekeeping changes, as discussed."**

CARRIED

B. [Policy 109 Environmental Sustainability](#) - C. Nicholsona. [Track Changes](#)

Superintendent Nicholson walked the Board through the attached Policy 109 Environmental Sustainability. A few additional changes were suggested and will be incorporated into the policy.

MOVED/SECONDED: **"THAT Policy Committee recommend the Board of Education adopts Policy 109 Environmental Sustainability, with housekeeping changes as discussed."**

CARRIED

C. [Operational Policy 401.8 District Occupational Health & Safety Committee](#) - L. Turpina. [Operational Policy 401.9 Protection of Employees from Violence in the Workplace](#) - L. Turpin

Trustee Turpin brought forward Policy 401.8 and 401.9 and requested for a more comprehensive review of the policies, especially in light of recent provincial advocacy efforts. Superintendent Nicholson suggested that the Board considers scheduling an education session to learn more about this topic.

## 7. ACTION ITEMS - Nil

## 8. QUESTIONS OF CLARIFICATION FROM THE PUBLIC - Nil

## 9. ADJOURNMENT

Seeing no objection from trustees, the Board Chair concluded the meeting adjourned.

The meeting was adjourned at 2:13 pm.

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Board Chair-----  
Secretary Treasurer