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## Administrative Memorandum

### Regular Board Meeting

**Date:** February 14, 2024  
**Topic:** Policy Committee Report February 2024  
**Submitted by:** Gary Tymoschuk, Chair, Policy Committee

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**Background:**

The Surrey Board of Education’s Policy Committee conducts policy review on a regular basis as an essential part of governance to ensure the effective, efficient, and economical delivery of educational and administrative programs and services. Trustee representatives on the Policy Committee include Vice-Chair Gary Tymoschuk (committee chair), and Trustees Bob Holmes and Shawn Wilson. The committee is supported by executive and senior staff.

At its February 7, 2024 meeting, the Policy Committee considered the policies and their corresponding procedures below. As a result of the policy updates several policies were also considered for elimination.

Policy	Summary
2601 Board-Staff Communications	Reviewed as part of the policy review process with minor edits and formatting. Corresponding procedure has been updated to current practice.
4000 Fiscal Responsibility	New policy as per Ministry requirements.
4010 Management of Operating & Capital Surplus	Brings policy in alignment with Ministry financial policy expectations. New and revised procedures have been developed to correspond with the policy.
4100 Internal Controls, Expenditure Management & Expenditure Reimbursement	As part of the policy review several policies and procedures have been amalgamated. This policy incorporates content from policies 4104, 4202, 4410, 4420 and 4660 which will be eliminated. Corresponding procedures have also been amalgamated into new 4100.1 and redundant procedures will be eliminated.
4105 Investment of Funds	Enhances the district’s flexibility in capitalizing on investment opportunities while maintaining its capital and risk tolerance.

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7110 Whistleblowing	Updated to reflect recent legislative amendment that removed the application of the PIDA to trustees. Corresponding procedures have also been updated.
7610 Terms and Conditions for Exempt Employees	Updated as part of policy review process.

**It is recommended:**

THAT the Board of Education receives Policies 2601, 4000, 4010, 4100, 4105, 7110 and 7610 as presented for information and consideration.

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