



**The Board of Education of
School District No.5 (Southeast Kootenay)**

MINUTES - POLICY MEETING

**August 29, 2022, 12:00 p.m.
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Trina Ayling
Trustee Patricia Whalen
Trustee Doug McPhee

Regrets: Co-Chair Trustee Wendy Turner

Board/District Staff in Attendance: Trustee Bev Bellina (remotely)
Trustee Krista Damstrom
Trustee Chris Johns
Trustee Kathryn Kitt (remotely)
Chairperson Frank Lento
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Student Learning and Aboriginal Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault
Executive Assistant (Recorder) Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Policy Committee meeting of August 29, 2022 was called to order at 10:50 by Co-Chair Ayling.

1.2 Approval of the Agenda

Addition: 5.1 Dissection of Administrative Procedures

Moved/Seconded by Whalen/McPhee:

THAT the agenda for the Policy Committee meeting of August 29, 2022 be approved as amended.

1.3 Approval of the Minutes

Moved/Seconded by McPhee/Whalen:

THAT the minutes of the Policy Committee meeting of May 30, 2022 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 Dissection of Administrative Procedures

Director Tichauer advised the Committee that current Administrative Procedures will be reviewed and updated by the District Management team. The team will ensure that correct terminology is used in all Administrative Procedures. Once the review of Administrative Procedures is complete, Director Tichauer will review the revisions with the Committee.

Policies in the Board Policy Handbook that are affected by these changes will be brought to the Policy Committee for discussion and recommendation.

6. ACTION ITEMS FOR FUTURE MEETINGS

District Management to review Administrative Procedures and Board Policy Handbook for procedures and policies requiring updated terminology. Any required Policy changes will be brought to the Committee for discussion and recommendation.

7. CORRESPONDENCE

Nil

8. ADJOURNMENT

Moved/Seconded by McPhee/Whalen:

THAT the Policy Committee meeting of August 29, 2022 be adjourned at 10:56 a.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?