



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - POLICY MEETING**

**September 25, 2023, 1:00 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Bev Bellina  
Co-Chair Trustee Nicole Heckendorf  
Trustee Trina Ayling  
Trustee Irene Bischler

Board/District Staff in Attendance: Chairperson Doug McPhee  
Trustee Alysha Clarke  
Trustee Chris Johns  
Trustee Sarah Madsen  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Instruction Human Resources Brent Reimer  
Director of Student Learning and Indigenous Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault  
District Principal Student Services Darcy Verbeurgt  
District Principal of Early Learning and Child Care Laura-Lee Phillips  
Executive Assistant to Secretary Treasurer and Superintendent (recorder)  
Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-Chair Trustee Heckendorf called the Policy Committee meeting of September 25, 2023, to order at 1:31 p.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Bischler/Ayling:

THAT the agenda of the Policy Committee meeting of September 25, 2023, be approved as circulated.

**1.3 Approval of the Minutes**

Moved/Seconded by Bischler/Ayling:

THAT the minutes of the Policy Committee meeting of August 28, 2023, be approved as circulated.

**2. BUSINESS ARISING FROM PREVIOUS MEETING**

**2.1 Policy 4 Trustee Code of Conduct**

A date for review of Policy 4 (Trustee Code of Conduct) with Dr. Leroy Sloan will be set in the near future. The revised Trustee Code of Conduct is due April 2024.

Chairperson McPhee reviewed the process for revising Policy 4 Trustee Code of Conduct.

**3. PRESENTATIONS**

Nil

**4. REPORTS**

Nil

**5. NEW BUSINESS**

**5.1 Administrative Procedure 157**

Director Tichauer reviewed the changes to Administrative Procedure 157 (Flying of Flags by Schools).

Discussions included:

- Procedures for flying flags at half-mast or during periods of mourning
- Flag protocols
- Days for automatically having flags at half-mast

This Administrative Procedure will be amended by District Management as discussed.

**5.2 Administrative Procedure 490**

Director Tichauer reviewed the changes to Administrative Procedure 490 (Volunteers). The District Orientation Manual for Volunteers will be reviewed by Director Tichauer to ensure it is up to date.

**6. ACTION ITEMS FOR FUTURE MEETINGS**

Nil

**7. CORRESPONDENCE**

Nil

**8. ADJOURNMENT**

Moved/Seconded by Bischler/Bellina:

THAT the Policy Committee meeting of September 25, 2023, adjourn at 2:01 p.m.

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