



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

April 23, 2024, 1:00 p.m.
Cranbrook Board Office

Members

Wendy Turner
Nicole Heckendorf
Sarah Madsen
Alysha Clarke

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Draft administrative procedure
6. **ACTION ITEMS FOR FUTURE MEETINGS**

6.1 Administrative Procedure 461 Casual Replacement Services for Support Staff

This AP will be removed from the Action Items for Future Meetings as there is no action required at this time.

6.2 Administrative Procedure 172 Creating Safe Schools

This AP will be removed from the Action Items for Future Meetings. There will be action at a later date for AP 172 but not in the immediate future.

6.3 Administrative Procedure 409 Workplace Bullying and Harassment

This AP will be removed from the Action Items for Future Meetings as there is no action required at this time.

6.4 Administrative Procedure 146 Social Media Use

This AP will be removed from the Action Items for Future Meetings. There will be action at a later date for AP 146 but not in the immediate future.

7. CORRESPONDENCE

8. QUESTION PERIOD

9. ADJOURNMENT

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



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

February 26, 2024, 1:00 p.m.

Cranbrook Board Office

Committee Members in Attendance: Co-Chair Trustee Wendy Turner (remotely)
Co-Chair Trustee Nicole Heckendorf (remotely)
Trustee Alysha Clarke

Regrets: Trustee Sarah Madsen

Board/District Staff in Attendance: Chairperson Doug McPhee
Co-Chair Trustee Bev Bellina (remotely)
Trustee Trina Ayling
Trustee Irene Bischler
Trustee Chris Johns
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
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Turner called the Policy Committee meeting of February 26, 2024, to order at 1:58 p.m.

1.2 Approval of the Agenda

Additions:

Moved/Seconded by Clarke/Heckendorf:

THAT the agenda of the Policy Committee meeting of February 26, 2024, be approved as circulated.

1.3 Approval of the Minutes

Errors:

Omissions:

Moved/Seconded by Heckendorf/Clarke:

THAT the minutes of the Policy Committee meeting of January 22, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 Transportation of Students in Severe Weather Administrative Procedure

Director Tichauer reviewed the draft administrative procedure attached to the agenda package.

Discussion included:

- Temperature cut off (i.e. -35 degrees Celsius) for bussing
- Drop off of students at bus stops without parents available for pick up
- No outdoor based activities in temperatures lower than -20 degrees Celsius
- Protocols for groups that are already outside when temperatures fall
- Process for bus drivers that have runs cancelled

5.2 Opioid Overdose Response Administrative Procedure

Director Tichauer reviewed the draft Opioid Overdose Response administrative procedure attached to the agenda package. There were two small corrections to this administrative procedure noted by Co-chair Trustee Turner.

5.3 Draft Generative Artificial Intelligence (AI) Policy

Secretary Treasurer Taylor explained the proposed draft Generative Artificial Intelligence policy attached to the agenda package.

Trustee Johns requested a presentation on Generative Artificial Intelligence to better understand the draft policy.

RECOMMENDATION A

Moved/Seconded by Heckendorf/Clarke:

THAT the draft Generative Artificial Intelligence Policy be distributed for public consultation prior to approval.

5.3.1 Draft Use of Generative Artificial Intelligence Administrative Procedure

Secretary Treasurer Taylor reviewed the draft administrative procedure. He explained that the City of Cranbrook's Artificial Intelligence administrative procedure was used to guide the development of this procedure.

6. ACTION ITEMS FOR FUTURE MEETINGS

- 6.1 Administrative Procedure 461 Casual Replacement Services for Support Staff**
- 6.2 Administrative Procedure 172 Creating Safe Schools**
- 6.3 Administrative Procedure 409 Workplace Bullying and Harassment**
- 6.4 Administrative Procedure 146 Social Media Use**

7. CORRESPONDENCE

Nil

8. QUESTION PERIOD

Nil

9. ADJOURNMENT

Moved/Seconded by Clarke/Heckendorf:

THAT the Policy Committee meeting of February 26, 2024, adjourn at 3:07 p.m.

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

What are the strengths of this policy (i.e. things that you wouldn't want to see lost or taken out)?	What does this policy not address? This includes the wording of the policy. Is it clearly understood?	Do you have any further comments/suggestions?
	I think as a parent we have NO idea what you are talking about. Using real word examples and demonstrate how AI will be used in a manner that doesn't just site various unknown programs??	What is the risk/cost/benefit breakdown? FSS doesn't even have a basic level of tech to support the students at this point so why are we spending money on AI when we don't even have available laptops for students?
Acknowledgement of benefits and issues around generative AI, the need for training of staff and students on proper use	Will EAs receive training, or just teachers? Can staff and students sign up for AI accounts for using school district email accounts?	
Human confirmation of all outputs, continual risk assessment	Third Party information collection, AI supplier control of District/student information, photos, video.	Any AI platforms/programs etc. should have consultation and risk assessment with RCMP/Communications Security Establishment Canada or appropriate partner prior to usage
Transparency	who is supposed to assess what 'fairness and bias' in Generative AI means. Currently some AI when asked for a picture of German soldiers in 1945 produces an image of african appearing humans in german uniforms...	It's important to understand and educate our students on the implications of AI, glad you are doing this work
Stop completely	Stop completely	Stop completely
Guidance from IT and focus on human oversight	The policy does not address utilizing AI for the purpose of improving education. The policy is clearly understood and creates restrictions and focuses however doesn't discuss how it will be utilized with education specifically.	No
Anything done by AI must be human verified	How and when staff and students will be trained and educated in this area	
Correctly ambiguous, progressive	Privacy policy when interacting with corporate AI models? Also, checking if work is AI gen is NOT something an LLM can do.	I work with AI professionally, I'm one of the cutting edge researches in the field, please get in touch!
Seems relatively straightforward	Seems relatively straightforward	Generative AI is going to be a major disruption for the careers of todays students. At its core these tools are able to learn. I have colleagues that use chat to generate programs to accomplish tasks or incorporate into larger projects, reduce lengthy emails to action items. We are also investigating the use of gen AI for engineering design of complex problems. GenAI will have broad impact and this policy should produce action and be more than an admin checkbox activity
		Bring back cursive writing
Teachers should teach students, not AI. I don't see any strengths of this policy	It is so unclear, that doesn't make any sense	No AI in the school.
Point 1.4 is critical to ensure that outputs are proofed and accepted by the author of the document.	When the output is communicated to or affects a student, the parent(s) should be notified to ensure that they are in agreement with the computer generated report/statements.	Will you be adding terminology to cover student use of generative AI for the purpose of homework or assignments. How do they effectively cite sources/avoid plagiarism when using generative AI?.
addresses pros and cons	its very technical sounding, for someone who does not have computer knowledge it would be hard to understand	an explanation as to why we need to this policy, how it impacts my student and expectations of my student so I can ensure they understand and are following expectations
	How much of it will be used strictly for administrative purposes, or educational purposes	Students need to be educated on how AI functions and what it can be used for, it does not need to replace employees.
I do not consent to my child using AI tech.	I do not consent to my child using AI tech.	I do not consent to my child using AI tech.
Recognizing generative AI is here and can be useful.	Specifically what generative AI tools have been approved for use under the policy and NOT a general example statement. I think it should be very clear what AI tools are approved for use by staff and students.	I wasn't able to add to the above field: how will users be audited to ensure the policy is followed. Is there a review committee for adding AI tools to use, as well as ensuring proper use of the tools. And if found to not be using the tools appropriately what are next steps.

Relocation Expenses Reimbursement

Background

Where an employment candidate must relocate from another community, province, country, etc. to accept a position the district considered “hard to fill” in School District 5, they shall be offered reasonable reimbursement for relocation expenses as an inducement to accept the position in School District 5. Such reimbursement shall be for expenses incurred related to moving or relocating to School District 5 as set out below.

Procedures

1. To be eligible for relocation expense reimbursement, an employment candidate must be required to relocate within School District 5 and must incur related moving expenses to assume a position the School District determines “hard to fill”. The eligibility for reimbursement for relocation expenses will be noted in the job posting.

A list of the type of related relocation expenses that may be reimbursed under this administrative procedure is included as Schedule “A.”

2. Eligible employment candidates shall have the relocation expenses reimbursement offered to them in their offer of appointment. If the employment candidate accepts the offer and commences work for the district, they are entitled to reimbursement for reasonable relocation expenses as set out in this administrative procedure.
3. Proof of expenses incurred (receipts) is required for reimbursement submitted within six (6) months from the start date of the accepted position.
4. The maximum amount to be reimbursed as a moving allowance is \$5,000.

SCHEDULE A

1. the cost of house-hunting trips to the new location, including child care and pet care expenses while the employee is away
2. traveling costs (including a reasonable amount spent for meals and lodging) while the employee and members of the employee's household were moving from the old residence to the new residence
3. the cost to the employee of transporting or storing household effects while moving from the old residence to the new residence
4. costs to move personal items such as automobiles, boats, or trailers
5. charges and fees to disconnect telephones, television or aerials, water, space heaters, air conditioners, gas barbecues, automatic garage doors, and water heaters
6. fees to cancel leases
7. the cost to the employee of selling the old residence (including advertising, notarial or legal fees, real estate commission, and mortgage discharge penalties)
8. charges to connect and install utilities, appliances, and fixtures that existed at the old residence
9. adjustments and alterations to existing furniture and fixtures to arrange them in the new residence, including plumbing and electrical changes in the new residence
10. legal fees and land transfer tax to buy the new residence
11. the cost to revise legal documents to reflect the new address
12. reasonable temporary living expenses while waiting to occupy the new, permanent accommodation
13. long-distance telephone charges that relate to selling the old residence
14. amounts you paid or reimbursed for property taxes, heat, hydro, insurance, and grounds maintenance costs to keep up the old residence after the move, when all reasonable efforts to sell it have not been successful

Reference:

Approved: