



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

**April 25, 2023, 12:00 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Bev Bellina (remotely)  
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 Wendy Turner (remotely)  
Superintendent Viveka Johnson (remotely)  
Secretary Treasurer Nick Taylor  
Director of Student Learning and Aboriginal Education Jason Tichauer  
District Principal Student Services Darcy Verbeurgt  
Executive Assistant to Secretary Treasurer (recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-Chair Trustee Bellina called the Policy Committee meeting of April 25, 2023, to order at 11:42 a.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Bischler/Heckendorf:

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

**1.3 Approval of the Minutes**

Moved/Seconded by Bischler/Heckendorf:

THAT the minutes of the Policy Committee meeting of February 27, 2023, be approved as circulated.

## 2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

## 3. PRESENTATIONS

Nil

## 4. REPORTS

Nil

## 5. NEW BUSINESS

### 5.1 Administrative Procedure 208 (Draft)

District Principal Verbeurgt reviewed the draft administrative procedure on School-Based Teams. He discussed the purpose and direction of Administrative Procedure 208.

Chairperson McPhee suggested clarifying the language in the administrative procedure. The administrative procedure should clearly state that the School Based Team meeting is not an Inclusive Education Plan (IEP) meeting. CDTA President Balfour requested clarification on responsibilities of the referring teacher.

Trustee Heckendorf recognized that the numbering of this administrative procedure was incorrect. This new administrative procedure will be Administrative Procedure 208 School-Based Teams.

### 5.2 Administrative Procedure 560 (Draft)

Secretary Treasurer Taylor reviewed the draft administrative procedure on Transportation of Students.

Chairperson McPhee suggested there was ambiguity in the draft administrative procedure that should be addressed. Secretary Treasurer Taylor advised the Committee that this administrative procedure is intended to support the Transportation Department. This administrative procedure will be used across the entire District (in all communities).

Trustee Clarke suggested that the administrative procedure specify per family for the transportation assistance (i.e. \$20 per day per family).

Other discussions included:

- Safety of bus drivers (violence in the workplace)
- Behavioural and safety issues for students
- Definition of reasonable walking distance
- The division of Procedure Item 2 – this should be divided into two separate serialiations
- Consideration of play dates and unregistered riders
- Wildlife dangers in rural communities
- Definition of courtesy riders - these are specifically School District 5 (Southeast Kootenay) enrolled students
- Equipment on buses should be listed in centimetres rather than imperial
- Transportation of adult riders to/from school

- Discussion of transportation of students and adults specifically for extra-curricular and co-curricular trips

**6. ACTION ITEMS FOR FUTURE MEETINGS**

Nil

**7. CORRESPONDENCE**

Nil

**8. ADJOURNMENT**

Moved/Seconded by Heckendorf/Bischler:

THAT the Policy Committee meeting of April 25, 2023, adjourn at 12:34 p.m.

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