



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

**September 28, 2020, 11:30 a.m.
Cranbrook Board Office**

Committee Members in
Attendance:

Co-Chair Trustee Turner
Co-Chair Trustee Ayling
Trustee McPhee
Trustee Whalen

Board/District Staff in
Attendance:

Chairperson Lento
Trustee Bellina (by Zoom)
Trustee Damstrom
Trustee Johns
Trustee Kitt
Superintendent, S. Yardley
Secretary Treasurer, A. Rice
Director of Instruction/Human Resources, B. Reimer
Director of Student Learning/Aboriginal Education, J. Tichauer
Director of Student Learning/Innovation, D. Casault
District Principal/Student Services, D. Verbeurgt
District Principal/Transformative Learning, J. Roberts (by Zoom)
Executive Assistant, J. Nixon (Recorder)

1. COMMENCEMENT OF MEETING

1.1 Call to Order

The Policy Committee meeting of September 28 was called to order at 11:32 a.m. by Co-Chair Turner.

1.2 Approval of the Agenda

M/S that the agenda for the Policy Committee meeting of September 28, 2020 be approved as circulated.

1.3 Approval of the Minutes

M/S that the minutes of the Policy Committee meeting of February 24, 2020 be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Revised Policy 3.33 (Use of Cell Phones and Digital Devices)

Director of Student Learning, Diane Casault reviewed Revised Policy 3.33. She explained that cell phones and other digital devices may be used in class for instructional purposes. Cell phones and digital devices are not to be taken into changerooms or washrooms.

Mrs. Casault also expressed the need to understand when the use of cell phones is inappropriate and when it is appropriate for students and staff. Many School District 5 (Southeast Kootenay) staff (i.e. Aboriginal Education Support Workers, Youth Care Workers, teachers and Educational Assistants) carry cell phones and digital devices for both safety and emergency purposes.

Trustee Johns raised questions on when devices would be confiscated if used in violation of the policy (see Policy 3.33, Staff, 3). He also discussed the need for TTOC's to carry cell phones with them to accept call-out positions from the automated system.

Trustee Bellina asked for clarification of the term Kahoot (this term was used in feedback from District Student Advisory Council (DSAC). Mrs. Casault explained Kahoot is user-generated multiple-choice quizzes that can be accessed via a web browser or the Kahoot app.

Trustee McPhee felt after reviewing Policy 3.33, that under Staff, points 1 and 2 should be reversed. Cell phones and other digital devices may be used during instructional times to support student learning should be first.

Trustee Kitt suggested that the word only should be removed from the statement "non-instructional time only" when describing when cell phones and digital devices may be used. Mrs. Kitt also questioned if there should be an age limit to when students may carry cell phones and digital devices at school (i.e. do elementary students need cell phones at school?) Superintendent Yardley explained that we cannot dictate an age level for students carrying digital devices or cell phones as it is a parent choice.

Superintendent Yardley also added that the first paragraph of Policy 3.33 needs to be revised to state, ..."The ordinary use of cell phones and digital products during instructional time may be disruptive to the educational environment however, cell phones and other digital devices may be used during instructional time..."

Chairperson Lento suggested that Policy 3.33 needs a Guiding Principles section. The Guiding Principles would include appropriate usage, inappropriate usage, disciplinary action, etc. These principles would then guide and clarify Policy 3.33.

CFTA Representative, Shelley Balfour, suggested that it is important to state under Staff, point 2 that "Digital devices may be used during instructional times to support student learning and or in case of emergency.

Co-Chair Turner reiterated Chairperson Lento's position of creating guiding principles on the use of digital and cellular phones. These principles will highlight policy versus practice and the courtesy protocols. The principles will also provide specific information and clarity.

Trustee Ayling also expressed the need for students to have cell phones at school for parent contact and safety. She used the example of texting a child to remind of an upcoming appointment.

Trustee Johns asked if there had been a comparison of School District 5 (Southeast Kootenay) Policy 3.33 to other jurisdictions.

Trustee Ayling also queried how other districts were managing their cell phone and digital devices policies. Mrs. Casault advised that information and other districts' policies were referenced when creating this policy. The original Policy 3.33 was too strict on usage of cell phones and digital devices. It is for this reason that Policy 3.33 is being revamped.

Further discussions ensued regarding how devices will be monitored (i.e. who will supervise students taking devices into changerooms and bathrooms) and how the district will need to ensure that devices are not used for bullying and harassment.

Chairperson Lento reminded the Policy Committee that the need for revisions to this Policy was brought forth at a PAC meeting. He suggested the Policy Committee have patience and tolerance to work on getting Policy 3.33 and the Guiding Principles correct. The Guiding Principles must contain all the required information including exemptions for staff as well as reasons for the exemptions (i.e. safety, emergency, curriculum); clear and concise responsibilities for cell phone and digital device usage for all (student, staff and parents); the disciplinary actions and the appeal process. Once drafted, Chairperson Lento also suggested that the policy and principles be reviewed by legal counsel.

2.2 Revised Policy 3.42 (Student Registration for Distance Education)

Director of Student Learning, Diane Casault reviewed the limited feedback that was received for this policy. This feedback was received before the influx of students registering for Distance Education and Continuing Education. Mrs. Casault explained that there was not much needing updating in Policy 3.42.

Chairperson Lento expressed that he was not a fan of the term Distance Learning and questioned if it should be called E-Learning. Chairperson Lento felt the term E-Learning was more easily understood by parents and students. He also queried if the Policy needs to clearly define the terms Distance Education and Continuing Education.

Trustee Kitt discussed the influx of registrations and wondered if there were lessons learned from the high number of students.

Director of Student Learning, Jason Tichauer explained that the wording for continuity of education had been returned at a provincial level therefore it was necessary for the policy to reflect this. He also explained that both Policy and Regulations 3.42 need to be studied and revised.

Director of Student Learning, Diane Casault further added that the Ministry of Education is moving toward specific learning sites for the 2021-2022 academic year.

2.3 Policy 3.18 Scholarships/Awards

Director of Student Learning, Diane Casault explained the amended policy. The original policy acknowledged excellence in a variety of learning fields based on provincial exam results. As there are no longer provincial examinations, the Board of Education will annually establish a Provincial District/Authority Scholarship Committee and provide reports to the Ministry of Education through the Superintendent's office.

Director of Student Learning, Jason Tichauer explained the policy changes to reflect that there will be a district committee established annually.

Trustee Kitt discussed the make up of the committee. It was determined that the committee be made up of district staff and trustees.

Chairperson Lento stated that there should be follow up on awards and questioned who was responsible for this.

RECOMMENDATION A:

M/S that Policy 3.18 Scholarships/Awards be forwarded to the Board for approval with amendments.

3. PRESENTATIONS

4. REPORTS

4.1 Review Partner Feedback

Partner feedback was reviewed and discussed for Policies 3.33, 3.42, 3.18. Notations of discussions found under 2.0 Business Arising.

5. NEW BUSINESS

5.1 Policy Manual Index

Discussion regarding revising the Policy Manual Index to reflect all sub-headings, Board approved documents, bylaws and relevant policy resolutions.

This reorganization and review project will be the responsibility of Executive Assistant, Jane Nixon.

5.2 Childcare Programs - Ministerial Order

The Ministerial Order requires boards to include additional information in their childcare policies and will be further discussed. Director of Student Learning, Diane Casault explained that all Boards of Education must have a policy to support childcare programs. This includes after school care. School District 5 (Southeast Kootenay) is currently in the process of assessing needs and the procedures for licencing. The current district policy requires work.

Secretary Treasurer Alan Rice explained that the childcare program policy will be on the labour agenda.

6. RECOMMENDED ACTIONS - APPENDIX A

Items to remain on Appendix A for review:

Exempt Travel/Pro-D Policy is pending the meeting of Trustee Johns and Secretary Treasurer Alan Rice.

Health Promoting Schools

Regulations for Extra Curricular Field Studies and Trips

District Assessment

Volunteers

7. ADJOURNMENT

The meeting adjourned at 12:24 p.m.