



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

**February 24, 2014, 10:00 a.m.
Board Office**

Committee Members in Attendance:	Co-Chair Damstrom Trustee Besanger
Regrets:	Co-Chair Brown Trustee Ayling
Board/District Staff in Attendance:	Trustee Bellina Trustee Johns Chairperson Lento Trustee Whalen L. Hauptman, Superintendent of Schools B. Reimer, Director of Instruction/Human Resources D. Casault, Director of Instruction/Student Learning D. McPhee, Director of Instruction/Aboriginal Educ./Safety Officer J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of February 24, 2014 was called to order at 10:10 a.m. by Co-Chair Damstrom.

1.2. Approval of the Agenda

POL-2014-03

M/S that the agenda for the Policy Committee meeting of February 24, 2014 be approved as circulated."

CARRIED

1.3. Approval of the Minutes

POL-2014-04

M/S that the minutes of the Policy Committee meeting of January 27, 2014 be approved as circulated.

CARRIED

2. POLICIES PASSED BY THE BOARD SINCE LAST MEETING

Policy 3.32 Allergies and Life Threatening Allergies in School

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1. Revised Policy 3.15 French Immersion

Feedback from partner groups was discussed.

Discussion included:

- feedback will be discussed at the next French Language Committee meeting
- need to address Thoughts 5 & 6 regarding language requirements and TTOC's. Trustees Besanger and Brown can report back to the Advocacy/Education Committee after the French Language Committee in April.
- change *regular program* to *English program*

Recommendation A

"M/S that the revised Policy 3.15 French Immersion be sent to the Board of Education for approval."

3.2. Draft Policy Workplace Bullying and Harassment

Feedback from partner groups was reviewed.

Discussion included:

- confusion regarding the 'mother statement' with regards to the other groups mentioned but not covered by policy (this policy is strictly for employees being harassed in their workplace)
- add another sentence i.e. *Although this policy deals with employees, policies pertaining to other groups are referenced below.*
- delete *sponsors* from mother statement
- lack of reference to CFTA's role and their Collective Agreement
- already noted that references to the collective agreements need to be added
- legal representative from Harris & Co. is reviewing the documents - a teleconference is scheduled for next week to discuss their feedback
- WCB is very clear that the original harassment should be reported to the employer. Form 6A should be completed if you have missed work due to a harassment/bullying claim.
- Investigation Regulations - *appropriate personnel* changed to *Superintendent*
- #6 – add SD5 website in brackets
- Reporting Regulations - How to Report - phone number is currently the main phone number for the Board Office due to changes in senior management/roles not yet finalized
- below mother statement, add *For parents, look at Policy 1.9, for students look at . . .* and then put each group in brackets beside their relevant policy at the bottom
- Reporting Regulations – #1 – change *Workers* to *School District 5 employees*

- change *alleged target* and *alleged offender - complainant* and the *offender* (change throughout policy and regulations)
- safety of teachers when threatened by a parent who is not cooperating with the investigation (investigation proceeds even if parent is not willing to participate)
- individuals can be served with Section 177 of the School Act which states *A person must not disturb or interrupt the proceedings of a school or an official school function*

The revised policy and any advice/direction from legal counsel will be brought back to the next meeting.

3.3. Revised Policy 3.1 Student Registration, Enrolment and Placement

Discussion included:

- policy and regulations have been separated
- currently have situations where catchment area schools are overcrowded (TMES/KOES in particular)
- revised policy makes options very clear for parents
- there will be a random selection process for late French Immersion at IDES (do we need something similar for the hockey program?)
- students who are currently out of their catchment area do not have to move - refers to new students to the district, new kindergarten students entering the system and students who are transitioning to higher grades
- on-line registration is not currently available - notification of the policy will be done prior to January 15th, this might be the place to mention on-line registration
- Regulations - page 42 b) change *main office* to *main offices*
- school locator is available for parents on the website
- potential boundary movement next year - need to review boundaries on a regular basis in the future
- Student Placement Form - will be available on the website with registration package (old form currently available under the policy manual)
- Policy - Late FI paragraph - change *admission* to *registration*
- change *limited* to *oversubscribed*
- add random selection *draw*
- Regulations - move Catchment Area paragraph up to Catchment Area definition
- policy information will be added to the registration newspaper ads that already go out in January in order to reach those parents who don't already have children in the school system

The revised policy will be sent to partner groups for feedback (a marked up version and a clean version will be included) and brought back to the April 28th meeting.

3.5. Draft Policy Advertising in Schools

Mrs. Casault advised she is still reviewing information and hopes to bring a draft policy forward to the April or May meeting.

3.6. Draft Policy - Social Media

Mrs. Casault advised she has pulled policies from other districts to review. She will also be collaborating with personnel from SD6 to develop a draft policy.

Trustee Johns, on behalf of Trustee Ayling, raised the issue of student photo releases pertaining to schools and/or PAC's. It was suggested that Trustee Ayling and Ms. Therrien meet to discuss further as clarification is needed as to the origin of the question/situation.

3.4. Revised Policy 3.2 Creating Safe Schools

Tracey Benoit from WorkSafeBC recently reviewed our draft documents to see how closely we aligned with their regulations. As a result some minor changes were made to the policy and flowchart.

Discussion included:

- What is mandatory response? Mandatory response does not include placing yourself or others at risk.
- sentence added to reference our Emergency Procedures Handbook for appropriate levels of response
- Flowchart changes - classroom management (first column), formal discipline referral (2nd column), lock down - making a real threat (3rd column), how do we deal with a situation that has been threatening (4th column).
- we should only be using WorkSafeBC forms
- if a supervisor deems a situation to be threatening, an investigation is conducted and form 52E40 is completed, even if the employee doesn't file a form 6A
- Who completes the 52E40? Can it be used as a reporting form? Need further clarification. (CFTA)
- Site based Health and Safety Committee is not mentioned on the flowchart, but it is included on the form and in legislation - further clarification required. (CFTA)

The revised policy will now be sent to partner groups for feedback and brought back to the April 28th meeting.

4. CORRESPONDENCE AND/OR NEW ITEMS

Nil

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The Policy Committee meeting adjourned at 11:36 a.m.