



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
Minutes – Policy Committee**

**February 25, 2019, 11:30 a.m.  
Board Office**

<b>Committee Members In Attendance:</b>	<b>Co-Chair Trustee Ayling (Chair) Co-Chair Trustee Turner Trustee McPhee</b>
<b>Regrets:</b>	<b>Trustee Whalen</b>
<b>Board/District Staff in Attendance:</b>	<b>Chairperson Lento Trustee Bellina (by Zoom) Trustee Damstrom Trustee Johns Trustee Kitt Lynn Hauptman, Superintendent Brent Reimer, Director of Instruction/Human Resources (11:49) Diane Casault, Director of Student Learning/Innovation Jason Tichauer, Director of Student Learning/Aboriginal Education Darcy Verbeurgt, District Principal/Student Services Jennifer Roberts, District Principal/Transformative Learning Janice Paetz, Executive Assistant (Recorder)</b>

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Policy Committee meeting of February 25, 2019 was called to order at 11:03 a.m. by Co-Chair Trustee Ayling.

**1.2. Approval of the Agenda**

**POL-2019-03**

M/S that the agenda for the Policy Committee meeting of February 25, 2019 be approved.

**1.3. Approval of the Minutes**

**POL-2019-04**

M/S that the minutes of the Policy Committee meeting of January 28, 2019 be approved as circulated.

## 2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

- 3.32 Allergies and Life Threatening Allergies in Schools
- 3.44 Challenge of a Learning Resource

## 3. BUSINESS ARISING FROM PREVIOUS MEETING

- 3.1 Revised Policy/Regulations 3.40 Learning Resources

The policy did not pass at the last Board meeting.

Discussion included:

- Trustee Turner expressed concerns about the Board now being responsible for evaluating and recommending learning resources
  - there doesn't seem to be a local process in place
  - very onerous process for teachers to have to search for resources, especially for new teachers
  - if a new curriculum is rolled out by the Ministry and expectations are that teachers will teach in a meaningful way, the employer is then responsible to provide a list of recommended resources that teachers can utilize
- need guidelines while still allowing flexibility for teachers
- there are still groups of teachers who are responsible for reviewing resources for ERAC
- big companies like Pearson and Nelson have specifically created resources around the BC redesigned curriculum (many schools are in the process of reviewing these)
- schools have the option of using their school growth plan funding and department head time to allow teachers time to review resources
- we have left many of the curricular days for school level discussions and a lot took this time to review resources either by school, grade level, and/or departments
- our district still supports the DRC which is very rare in districts today
- we are sending three staff to ERAC this summer in July, which will provide another opportunity to review resources
- the policy was written by a provincial working group
- the concerns with the implementation will be added to the next Advocacy Committee agenda for further discussion.

### **Recommendation A**

*"M/S that the Board of Education approve Revised 3.40 Learning Resources."*

- 3.2 Revised Policy/Regulations 3.3 Medical Alert

Mrs. Casault explained the restructuring of the policy and regulations.

Discussion included:

- HR confirmed there are no contradictions between this policy and the two collective agreements (this will be shared with the PVP group). It was then clarified that Article D24 was in regards to Policy 3.4 Administration of Prescription Medication.
- medications are usually kept in the office and given by the PVP and/or clerical staff

- information is not posted in public locations in the school unless a parent specifically requests that it is
- Medical Planning Form – we will add a section under training where additional information can be shared, should a parent make such a request.

**Recommendation B**

*“M/S that the Board of Education approve Revised Policy 3.3 Medical Alert.”*

3.3 Revised Policy/Regulations 3.4 Administration of Prescription Medication

Mrs. Casault explained the restructuring of the policy and regulations.

Discussion included:

- teacher responsibilities with regards to handing out medications
- procedures need to be followed i.e. forms filled out, conversations with parents/staff, medication stored at the office, etc.
- procedures will be reviewed with PVP’s at the April meeting
- training can take anywhere from one day up to a month, depending on availability of the trainer
- add ‘training’ to the last sentence, last paragraph, in the regulations
- add ‘for non-life threatening conditions’ to the end of the first sentence in the policy
- doesn’t need to go to partner groups for feedback as structural changes only
- change Medical Alert Planning form to match Policy 3.3 Medical Alert.

**Recommendation C**

*“M/S that the Board of Education approve Revised Policy 3.4 Administration of Prescription Medication.”*

3.4 Revised Policy/Regulations 5.5 Curricular Field Studies/Extra Curricular Field Trips

The new and old policies were provided so Trustees could see the changes.

Discussion included:

- Youth Safe Outdoor committee has mostly been focused on planning, checklists, etc. for teachers - designed to help teachers feel comfortable and confident when planning their outings
- authorizations levels were not changed except for authorization at the school level – we added ‘or those considered to be higher care outings’ – information on these outings must now be sent to the Superintendent’s office
- there is still a lot of work to be done on the Regulations as well as our volunteer policy
- accommodation for parents – there needs to be consideration for students who have inclusions and/or special needs on outings
- parents ‘accompanying’ on a trip vs being an actual chaperone
- need a couple of checks going in to the states to address medical marijuana for students and chaperones
- Criminal record checks for volunteers is crucial
- CRC can be done for free for our volunteers (if you are not being paid)

- need a formal process to approve some of the larger trips (the Board should be approving these)
- we need to really look at the applications/regulations to ensure all relevant information is included when schools apply
- applications should come through the Advocacy Committee.

The policy/regulations will now be sent to partner groups for feedback (along with information explaining how/why we are splitting the policy and regulations)

#### **4. CORRESPONDENCE AND/OR NEW ITEMS**

##### **4.1 Revised Policy/Regulations 7.1 Acceptable Use of Information and Communication Technology (ICT) and Technology Services**

Discussion included:

- no changes were made to the Policy or 7.1a Employee Use
- Changes made to 7.2b Student Use – added #4 and extra sentence in last paragraph
- change wording on Page 39 to “I will not access sites”

##### **Recommendation D**

*M/S that the Board of Education approve Revised Policy 7.1 Acceptable Use of Information and Communication Technology (ICT) and Technology Services.”*

#### **5. INFORMATION ITEMS**

Nil

#### **6. ADJOURNMENT**

The meeting adjourned at 12:16 p.m.

"What have we done at this meeting to help our students become more interested in school and to support them in their personal learning journey?"