



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

**January 27, 2014, 9:00 a.m.
Board Office**

Committee Members in Attendance:	Co-Chair Trustee Brown Trustee Ayling Trustee Besanger
Regrets:	Co-Chair Trustee Damstrom
Board/District Staff in Attendance:	Trustee Bellina (by phone) Trustee Johns Trustee Whalen Chairperson Lento L. Hauptman, Superintendent of Schools R. Norum, Secretary Treasurer D. Casault, Director of Instruction/Student Learning D. McPhee, Director of Instruction/Aboriginal Education/Safety Officer J. Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of January 27, 2014 was called to order at 9:08 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

Addition: 4.3 Social Media Policy

POL-2014-01

M/S that the agenda for the Policy Committee meeting of January 27, 2014 be approved as amended."

CARRIED

1.3. Approval of the Minutes

POL-2014-02

M/S that the minutes of the Policy Committee meeting of November 25, 2013 be approved as circulated.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1. Revised Policy 1.2 Procedural Bylaw

Brief discussion ensued on the current draft policy (a revision of Policy 1.2 Procedural Bylaw and parts from the proposed draft School Board Operation policy).

Changes from today:

- 3.9 change **guilty** to **whose conduct is considered inappropriate**
- 3.14.5 move **specific** in front of personnel and students
- 5.1 change designate the **Committee Co-Chairs**
- 5.3 delete **by permission of a majority of the committee**

Changes from the November meeting:

- 2.1 add reference to Policy 1.15 Trustee Election Bylaw
- 4.1 delete **which are** and replace with **may be**

The new draft policy, with the revisions noted above, will be sent to partner groups for feedback and brought back to the April meeting. Information will be included in the Thoughtstream explaining that the policy is a combination of revisions to Policy 1.12 Procedural Bylaw and the proposed draft School Board Operation policy.

3.2. Policy 3.1 Student Registration, Enrolment and Placement

As per the policy, the Board has set the enrolment deadline date for February 28th. There still needs to be conversation with District Management to work through different scenarios with regards to the different priority bands.

Other items that need to be reviewed:

- Policy 3.27 Student Lockers
- Parental Consent
- Social Media

Discussion included:

- concerns from LMS regarding tighter enrolment/boundary guidelines
- boundaries have not changed (map of boundaries posted in Board Office)
- have had to tighten up boundaries as certain schools have started filling up
- School Locator is on front page of the District website (as per Baragar)
- putting an extra link and/or information on the District website for the month of February showing catchment areas
- grey area in Gold Creek (KOES & HES both includes this area in their boundaries)
- we are dealing with immediate enrolment problems for this year, however there needs to be work on the bigger picture encompassing all schools and boundaries
- on-line registration – can we post something that tells parents to go in to their school to complete request for transfer documents

This item will be brought back to the February meeting.

3.3. Revised Policy 3.32 Allergies and Life Threatening Allergies in School

The only revision to the policy is when the 2nd dose should be administered - changed from 10-15 minutes to 5-15 minutes.

No feedback is required from partner groups as this is a legislative change from the Ministry. The updated policy will be sent to all partner groups advising them of the change. Principals will be directed to share this information with staff and parents.

Recommendation A

"That the revised Policy 3.32 Allergies and Life Threatening Allergies in Schools be sent to the Board of Education for approval.

3.4. Draft Policy Advertising in Schools

Mrs. Casault is currently working on a draft policy. There are more and more situations arising in schools where guidelines are needed. Any items, ideas and/or information from Trustees and staff can be sent to her for review.

This item will be brought forward to the February meeting.

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1. Revised Policy 3.2 Creating Safe Schools

Mr. McPhee reviewed changes to the policy.

Discussion included:

- collateral affect
- Threat Violence Reporting Flowchart
- links to WCB forms included in policy
- policy pertains to staff - perhaps change in title to clarify that
- we are starting to separate policy from regulations

An updated version of the policy along with all attachments will be brought to the February meeting.

4.2. Housekeeping Items

Going forward:

- Revisions recorded at bottom of policies – include first approved date and the last 2 revisions
- we will be separating policy from protocol/procedures

- feedback from partner groups is not required for changes made as a result of legislative, legal and/or Ministry changes, or any housekeeping/grammatical/formatting changes that do not change the intent of the policy

4.3. Social Media Policy

Discussion included:

- Superintendent suggested reviewing the Code of Conduct policy to see if concerns are addressed there. Social media is already referred to in several policies - might have to strengthen other policies instead of creating a new one
- create a Social Media policy (easier for parents to find), which could then direct staff/parents to the other pertinent policies
- District is working with DPAC/CFTA to create a letter for parents regarding the proper use of social media

This item will be brought back to the February meeting.

6. ADJOURNMENT

The meeting adjourned at 10:10 a.m.