



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

**January 28, 2019, 11:30 a.m.
Board Office**

**Committee Members
In Attendance:** **Co-Chair Trustee Turner (Chair)
Co-Chair Trustee Ayling
Trustee McPhee
Trustee Whalen**

Regrets:

**Board/District Staff in
Attendance:** **Chairperson Lento
Trustee Bellina (by Zoom)
Trustee Damstrom
Trustee Johns
Trustee Kitt
Lynn Hauptman, Superintendent
Brent Reimer, Director of Instruction/Human Resources
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)**

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of January 28, 2019 was called to order at 11:51 a.m. by Co-Chair Trustee Turner.

1.2. Approval of the Agenda

POL-2019-01

M/S that the agenda for the Policy Committee meeting of January 28, 2019 be approved.

1.3. Approval of the Minutes

POL-2019-02

M/S that the minutes of the Policy Committee meeting of November 26, 2018 be approved as circulated.

2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

2.5 Impairing Substances in the Workplace

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 Revised Policy/Regulations 3.40 Learning Resources

Mrs. Casault reviewed the feedback from partner groups.

Discussion included:

- 3.40R - change Traditional Lands to Homelands
- concerns about the downloading from the province on to districts to determine what is acceptable – what is our process to address this?
- There are a number of groups to vet resources through (i.e. Elder’s Council, CBEEN, Wildsite, ERAC)
- ERAC does still approve at the provincial level and there is the option to send resources to them for review
- there is also a Ministry course on the ERAC website to vet a local resource.

Recommendation A

“M/S that the Board of Education approve Revised Policy 3.40 Learning Resources.”

3.2 Draft Policy/Regulations 3.44 Challenge of a Learning Resource

Mrs. Casault reviewed the feedback from partner groups.

Discussion included:

- if a learning resource is challenged by a parent, that particular student will not participate until the review has been completed – if the learning resource is found to be unacceptable, then no one would use it going forward
- there will be a written statement explaining how the final decision was reached.

Recommendation B

“M/S that the Board of Education approve Draft Policy 3.44 Challenge of a Learning Resource.”

4. CORRESPONDENCE AND/OR NEW ITEMS

4.1 Policy 3.3 Medical Alert

4.2 Policy 3.4 Administration of Prescription Medication

Discussion included:

- the two policies are somewhat connected - we are going to make some minor changes so the forms are the same in both formatting and content
- the old policies will be broken out in to policy and regulations, as per our current practice
- suggestion to provide additional space for parents to provide information
- Do the policy and/or regulations contradict the contract language for teachers and/or CUPE staff? (Article D24 in teacher contract)
- student service teachers sometimes handle this – never become an issue

- usually the principal and/or secretary delivers the prescription medication
- Epi-pen training is given to all staff (part of first aid as per Good Samaritans Act)
- CUPE staff does receive annual training from Interior Health – considered a delegated service
- Mr. Reimer will review the contract language and provide clarification at the next meeting.

These policies will be brought back to the February meeting, along with noted revisions and clarifications.

4.3 Policy 3.32 Allergies and Life Threatening Allergies in Schools

Discussion included:

- questions were raised from clerical staff regarding posting of confidential information
- information does need to be posted in the medical room/medical binder
- it *may be posted* in other places (i.e. classroom) at the request of the parents (see 2.9 in the Regulations)
- the policy will be broken out in to policy and regulations as well.

Recommendation C

“M/S that the Board of Education approve Revised Policy 3.32 Allergies and Life Threatening Allergies in Schools.”

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

Discussion included:

- we recently created a Youth Safe Outdoors (YSO) committee
- the name of the policy was changed to ‘curricular field studies’ to show that it is a trip tied to the curriculum
- the health and safety of staff and students is always a concern (provides teachers with a risk assessment tool)
- there are options for students who are unable to participate
- a new bullet (3rd) has been added under Authorization at the School Level (for higher risk trips)
- the regulations will be created at a later date
- the next YSO working session is February 13th
- we will also need to review Policy 6.3 Volunteers
- five committee members went to Salmo for a presentation (the information is forever adapting/changing)
- YSO has amazing documentation for teacher preparation for any activity (the YSO link will be sent to Trustees)
- we have purchased a district license so all teachers have access
- staff training will be rolled out in the near future
- Given our revised curriculum, place-based learning, three authorization levels – are we now putting more impediments in front of school staff for field trip authorization or is the process still the same?
- In essence, we are approaching it as a way to support teachers who may not be as comfortable/experienced. There will still be blanket field trip forms for walking trips, etc., but more checks/balances for teachers when planning higher risk activities so they know they’ve done due diligence.

- YSO does not replace our school district policies/regulations
- we need to ensure specific learning outcomes are being addressed/met
- would like to see more detailed language

The revised policy will be brought back to the February meeting, along with the original policy so Trustees can see the changes.

5. INFORMATION ITEMS

Nil

6. ADJOURNMENT

The meeting adjourned at 12:33 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?"