



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

**November 25, 2013, 10:00 a.m.  
Board Office**

Committee Members in Attendance:	Co-Chair Trustee Ayling Trustee Brown Trustee Besanger
Regrets:	Co-Chair Trustee Damstrom
Board/District Staff in Attendance:	Trustee Bellina Trustee Johns Chairperson Lento Trustee Whalen L. Hauptman, Superintendent of Schools D. Casault, Director of Instruction/Student Learning D. Verbeurgt, District Principal/Student Services J. Skerik, Executive Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Policy Committee meeting of November 25, 2013 was called to order at 9:08 a.m. by Co-Chair Ayling.

**1.2. Approval of the Agenda  
POL-2013-013**

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

**CARRIED**

**1.3. Approval of the Minutes  
POL-2013-014**

M/S that the minutes of the Policy Committee meeting of October 28, 2013 were approved as circulated.

**CARRIED**

**2. POLICIES DELETED BY THE BOARD SINCE LAST MEETING**

Policy 2.10 District Health and Safety Program was sent to the Board of Education for deletion in error. The policy to be deleted is 4.13 Safety Program.

## **RECOMMENDATION A**

*“M/S that Policy 2.10 District Health and Safety Program be reinstated and Policy 4.13 Safety Program be sent to the Board of Education for deletion.”*

### **3. BUSINESS ARISING FROM PREVIOUS MEETING**

#### **3.1. Revised Policy 1.2 Procedural Bylaw**

The Draft School Board Operation Policy was integrated with Policy 1.2 Procedural Bylaw.

Additional changes to be made:

- 5.3 - delete 'by permission of a majority of the committee'
- 2.1 - reference should be made to Policy 1.15 Trustee Election Bylaw
- 3.13 - change the word guilty
- 4.1 - delete 'which are' and replace with 'may be'

## **RECOMENDATION B**

*M/S that the revised Policy 1.2 Procedural Bylaw be sent to the Board of Education for its first reading in December.*

Trustee Johns requested bouquets for Olivia, Patricia, Jean and Rob for their work on the revisions.

#### **3.2. Draft Policy Workplace Bullying and Harassment**

Discussion included:

- reporting should first be done to the employer
- if an employee feels the company has not done a good job handling their complaint, there is an online complaint form or they can phone their complaint in to WorkSafeBC (WorkSafeBC prefers employees to use the online form)
- anyone can complete a WCB Form 6a, however it is not the best way to handle these situations
- the WCB Form 6a is to report injury and/or loss of work (noted that bullying and harassment can cause mental illness and in turn, time off work)
- best practice is for employers to attempt to resolve the issue and only report to WorkSafeBC if it is felt that the employer did not do their job (or if the employer is the harasser i.e. CEO of the company)
- all employees will be trained on the policy and reporting procedures
- add phone number for District Health and Safety Officer to the Reporting Regulations
- District Safety officer could also contact WorkSafeBC if the employer has failed to do their job
- change 'workers' to 'employees' throughout the policy
- related bylaws, policies and regulations were added to bottom of policy to show those documents that cover the other groups listed in the mother statement

- make each of those documents a link in the policy
- add 'and submit to employer' to the Report Form
- #5 - change wording 'and you feel your employer has failed to'
- look at the possibility of online submission
- ERASE bullying link is on front page of the district website. The District receives a notification from the Ministry about any reported cases. Students have all been introduced and trained on how to access the site. Parents have also been given the information and have the ability to file a report.
- look at other policies to see where the ERASE bullying link could be added
- Trustee training for ERASE bullying still needs to be done

The revised draft policy will be sent to partner groups for feedback and brought back to the February meeting.

### **3.3. Revised Policy 1.12 School Board Policy Development**

Feedback was reviewed.

#### **Recommendation C**

*M/S that the revised Policy 1.12 School Board Policy Development be sent to the Board of Education for approval.*

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

### **4.1. Revised Policy 3.15 French Immersion**

Discussion included:

- difficulties with the previous protocol
- we should not be promoting or emphasizing how to 'get out' of the program

The revised policy will be sent to partner groups for feedback and brought back to the February meeting.

## **5. INFORMATION ITEMS**

## **6. ADJOURNMENT**

The meeting adjourned at 10:07 a.m.