



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

**October 28, 2013, 10:00 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 Trustee Johns Chairperson Lento Trustee Whalen L. Hauptman, Superintendent D. Casault, Director of Instruction/Student Learning J. Paetz, Exec. Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Policy Committee meeting of October 28, 2013 was called to order at 10:25 a.m. by Co-Chair Brown.

**1.2. Approval of the Agenda**

**POL-2013-011**

M/S that the agenda for the Policy Committee meeting of October 28, 2013 is approved as circulated."

**1.3. Approval of the Minutes**

**POL-2013-012**

M/S that the minutes of the Policy Committee meeting of September 23, 2013 are approved as circulated.

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

Policy 1.4 Terms of Reference - Policy Committee  
Policy 1.6 Terms of Reference - Advocacy/Education Committee  
Policy 1.12 Terms of Reference - Student Services Committee  
Policy 2.13 Alcohol - Buildings, Grounds and Functions

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

#### **3.1. Policy 3.1 Student Registration, Enrolment and Placement**

The policy was being brought forward for the Board to set enrolment deadline dates; however, it is much larger than that. District Management needs to meet to discuss a number of items related to the policy before proceeding. Item is deferred until further notice.

#### **3.2. Revised Policy 1.2 Procedural By-Law / Draft Policy School Board Operations**

Trustee Johns advised that he met with Mr. Norum last week. It was agreed that Trustee Johns would represent the original sub-committee formed to deal with the draft School Board Operation policy, and that he will meet with Mr. Norum to work through the two policies.

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

#### **4.1. Draft Policy Bullying, Harassment and Intimidation**

Work Safe BC has mandated that by November 1<sup>st</sup>, policy and procedures must be in place to address workplace bullying, harassment and intimidation.

Discussion included:

- a training power point is available to train staff (training could start as early as mid-November)
- policy and regulations are separate to avoid continuous policy revisions when minor changes are required
- the regular WCB form would be used for these situations
- could the policy make reference to the district's EFAP program?
- initial paragraph speaks to many different people/positions, whereas the following pages only refer to workers
- clarification that the policy is meant to only deal with workplace bullying, harassment and intimidation
- what about social media bullying?
- is there a course of action for parents who are bullied, harassed or intimidated?
- District Code of Conduct covers students
- don't want to lose the context of the first paragraph regarding other groups

It was agreed to bring all policies, regulations and procedures dealing with these issues to the November meeting to review.

It was noted that the ERASE overview for Trustees as not happened yet.

#### **4.2. Policy 2.10 District Health and Safety Program**

Mrs. Casault advised Policy 4.13 Safety Program should be deleted as the newer Policy 2.10 District Health and Safety Program has incorporated everything in 4.13, as well as additional information.

**RECOMMENDATION A**

***"That Policy 4.13 Safety Program be sent to the Board of Education for deletion."***

**4.3. Policy 2.1 Tobacco Free District**

Discussion on whether or not the current policy needs to be changed due to the recent information from Interior Health regarding electronic cigarette products. It was agreed that these new products are covered by the current policy.

**4.4. Policy 3.16 Correspondence Courses**

Correspondence courses no longer exist; therefore this policy should be deleted.

**RECOMMENDATION B**

***"That Policy 3.16 Correspondence Courses be sent to the Board of Education for deletion."***

**5. INFORMATION ITEMS**

Nil

**6. ADJOURNMENT**

The meeting adjourned at 10:58 a.m.