

A School District No. 8 (Kootenay Lake) Policy and Governance Committee of the Whole meeting was held in the Board Room, 570 Johnstone Road, Nelson, B.C., on Tuesday, April 24, 2018.

TRUSTEES PRESENT: L. Trenaman, B. Maslechko, S. Nazaroff, R. Huscroft, D. Lang, B. Wright, C. Beebe

REGRETS: C. Bendig, Trustee
H. Suttie, Trustee
J. Lih, DPAC
B. Cross, KLPVPA

ALSO PRESENT: C. Perkins, Superintendent
K. Morris, Secretary-Treasurer
B. MacLean, Director of Operations (12:42 pm)
D. Holitzki, Director of Human Resources
B. Eaton, Director of Independent Learning
L. Fehr, Director of Innovative Learning Services
N. Howald, Director of Information Technology
S. Shaw, Executive Assistant
E. Zdebiak, DPAC (12:46 pm)
D. Sabourin, KLTF
V. McAllister, KLPVPA
M. Bennett, CUPE
N. Latham, CUPE

VIA VIDEO CONFERENCE IN CRESTON: D. Kunzelman, KLTF

CALL TO ORDER

Secretary-Treasurer Morris called the meeting to order at 12:38 pm.

ELECTION OF POLICY & GOVERNANCE COMMITTEE OF THE WHOLE CHAIR

Secretary-Treasurer Morris called for nominations from the floor for the position of Policy & Governance Committee of the Whole Chair.

Trustee Nazaroff nominated Trustee Trenaman.

Secretary-Treasurer Morris called for nominations a second time.

Trustee Lang nominated Trustee Huscroft.

Secretary-Treasurer Morris called for nominations a third time and hearing no further nominations, declared the nominations closed.

Trustee Trenaman declined the nomination.

Trustee Huscroft accepted the nomination.

Trustee Huscroft was declared Policy & Governance Committee of the Whole Chair by acclamation.

Committee Chair Huscroft assumed the chair.

Trustee Huscroft thanked outgoing committee chair H. Suttie for her leadership on the committee.

ACKNOWLEDGEMENT OF ABORIGINAL TERRITORY

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.

INSERTIONS/DELETIONS TO PROPOSED AGENDA

Nil

ADOPTION OF AGENDA

Moved by Trustee Beebe and seconded by Trustee Nazaroff AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Agenda for the April 24, 2018 meeting, BE ADOPTED, as circulated.

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES

Moved by Trustee Trenaman and seconded by Director Fehr AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the February 27, 2018 meeting, BE ADOPTED.

OLD BUSINESS

A. Action

a) Policy 220 – District Computer Network/Internet User Agreement

Committee members discussed that this is a starting point and the Director of Information Technology will revisit this policy at a later date.

Moved by Superintendent Perkins, seconded by Trustee Trenaman AND
RESOLVED THAT:

Whereas no field testing comments were received, be it resolved:
That Policy 220 – District Computer Network/Internet User Agreement, be
recommended to the Board for approval.

b) Policy 300 – Code of Conduct

Moved by Superintendent Perkins, seconded by Trustee Beebe AND RESOLVED
THAT:

Whereas no field testing comments were received, be it resolved:
That Policy 300 – Code of Conduct, be recommended to the Board for
approval.

c) Policy 546 – Conflict of Interest

Moved by Superintendent Perkins, seconded by Trustee Beebe AND RESOLVED
THAT:

Whereas no field testing comments were received, be it resolved:
That Policy 546 – Conflict of Interest, be recommended to the Board for
approval.

Opposed: N. Latham, CUPE and M. Bennett, CUPE
Carried

d) Policy 721 – Pesticides/Herbicides

Moved by Superintendent Perkins, seconded by Director Fehr AND RESOLVED
THAT:

Whereas no field testing comments were received, be it resolved:
That Policy 721 – Pesticides/Herbicides, be recommended to the Board for
approval.

B. Information/Discussion

a) Policy 202 – Whistleblower Protection

Committee members discussed protection for a person bringing concerns of
wrongdoing that are in a position with less authority than the person they are

reporting on. No protections are noted in the draft policy. Director Holitzki added that whistleblower protection legislation exists and would apply to this policy.

Moved by Superintendent Perkins, seconded by Trustee Trenaman AND
RESOLVED THAT:

Policy 202 – Whistleblower Protection be re-drafted with consultation from
CUPE and KLTf.

b) Policy 210 – Smoking and Vaping Free Environment

Superintendent Perkins advised to wait until the cannabis law is passed to include it in a policy. Committee members discussed that once cannabis is considered legal, this policy may cover it, or could draft another policy if required.

Moved by Trustee Trenaman, seconded by Trustee Beebe AND RESOLVED THAT:

Policy 210 – Smoking and Vaping Free Environment, be recommended to
the Board for approval.

NEW BUSINESS

a) Section 500 Policies

Superintendent Perkins advised that all policies are considered a priority, with a goal to update all section 100 – 700 policies by Fall 2018, and prioritized section 500 this meeting because they are ready for review.

Director Holitzki advised that

- Section 500 Policies have been reviewed in consultation with A Z Cooper Consulting; Some have been renumbered from Section 200 based on the purpose the policy serves for the district; and
- Suggested revisions are as follows:
 - Policy 510 (former 208) – Minor revisions; detailed procedures are included in administrative procedures.
 - Policy 520 (former 502) – Minor revisions; the board cannot make recommendations relative to compensation for unionized or non-unionized staff and must go through a bargaining process.
 - Policy 521 (former 543) – Minor revisions; suggestion to remove “Assistant Superintendent” since SD8 does not have this position.
 - Policy 530 (former 202) – Addressed in Old Business.
 - Policy 540 (former 546) – Minor revisions.

- Policy 560 (former 540) – Minor revisions; Principals and Vice-Principals go through the same hiring process; all Principals and Vice-Principals are hired to the District and the Superintendent determines placement in schools.
- Policy 570 (former 200) – Substantial revisions; the Joint Safety Advisory Committee is covered by legislation and WorkSafeBC; strong language is needed to protect our staff in all situations; violent acts are reported to Director of Independent Learning and responded to immediately; Director of Operations responds to certain violent acts and there are processes that would be enacted; Violence Threat Risk Assessment training is being hosted to maximize success so everyone feels safe at school.
Concern was raised that not all staff members receive email communications regarding fire drills and other safety issues; all staff should receive these email communications and this issue will be fixed.
- Policy 541 – Incorporated into new 560.
- Policy 240 – Recommend abandon as covered by Criminal Records Review Act; there are administrative procedures that identify specific details; administrative procedures govern what we do in the district and don't necessarily need to be tied to a policy number; suggestion that payment for criminal record checks for trustees be included in section 100 policies.
- Policy 504 – Recommend abandon; covered by Freedom of Information and Protection of Privacy Act (FOIPPA) and other legislation.
- Policy 501 – Recommend abandon; covered by CUPE and KLTF collective agreements.
- Policy 503 – Recommend abandon; covered by CUPE and KLTF collective agreements.
- Policy 510 – Recommend abandon; covered by CUPE and KLTF collective agreements; personal leaves of absences are referred to in collective agreements.
- Policy 515 – Recommend abandon; covered by CUPE and KLTF collective agreements.
- Policy 545 – Recommend abandon; covered by expense reimbursement policy and practice; legislation and regulations take precedence over policies.

Moved by Trustee Wright, seconded by Trustee Beebe AND RESOLVED THAT:

The Policy Manual Revisions – Section 500, BE RECEIVED, as presented.

b) Dogs on School District Property – Pro Forma

By consensus, the Dogs on School District Property Pro Forma, referred by Superintendent Perkins on April 24, 2018, be placed in the 700's on the Policy Priority List.

POLICY NEXT ON PRIORITY LIST

By consensus, Section 700 Policies will be top priority at the next Policy and Governance Committee of the Whole meeting.

QUESTION PERIOD

Nil

MEETING SCHEDULE

The next Policy and Governance Committee of the Whole Meeting is scheduled for May 22, 2018 at the Nelson Board Office.

ADJOURNMENT

The meeting adjourned at 1:57 pm



Chair



Secretary-Treasurer