



**BOARD OF EDUCATION  
POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE  
MINUTES  
TUESDAY, SEPTEMBER 25, 2018**

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, September 25, 2018.

**TRUSTEES PRESENT:** L. Trenaman, S. Nazaroff, B. Maslechko, R. Huscroft

**REGRETS:** B. Wright, Trustee  
C. Beebe, Trustee  
H. Suttie, Trustee  
D. Lang, Trustee  
M. McLellan, Secretary-Treasurer  
N. Ross, Acting Director of Innovative Learning Services  
E. Zdebiak, DPAC  
J. Lih, DPAC  
S. Kalabis, KLPVPA

**ALSO PRESENT:** C. Perkins, Superintendent  
B. Eaton, Director of Inclusive Education  
B. MacLean, Director of Operations  
D. Holitzki, Director of Human Resource Services  
N. Howald, Director of Information Technology  
S. Shaw, Executive Assistant  
  
D. Sabourin, KLTF (12:41 pm)  
V. McAllister, KLPVPA  
N. Latham, CUPE  
B. Reimer, CUPE

**GUESTS:** S. Chew

**VIA VIDEO CONFERENCE  
IN CRESTON:** D. Kunzelman, KLTF

**CALL TO ORDER**

Committee Chair Huscroft called the meeting to order at 12:32 pm

**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**

Add: 10.B.a) Section 100 Policies

**ADOPTION OF AGENDA**

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

The Policy and Governance Committee of the Whole Agenda for the September 25, 2018 meeting, BE ADOPTED, as amended.

### RECEIVING PRESENTATIONS/DELEGATIONS

Nil

### OPPORTUNITY FOR COMMENTS BY THE PUBLIC

S. Chew: attending to gain an understanding of the meeting procedures and agendas.

### CORRESPONDENCE

Nil

### ADOPTION OF MINUTES

Moved by Trustee Maslechko, seconded by V. McAllister, KLPVPA, AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the June 26, 2018 meeting, BE ADOPTED.

### OLD BUSINESS

#### A. Action

a) Section 200 Policies

No field testing feedback received.

b) Section 300 Policies

Received feedback from a staff member concerned about abandoning Policy 306: International Students; The new District Code of Conduct represents all students.

c) Policy ~~307~~ 451: Physical Restraint and Seclusion in School Settings

Received feedback around implementing the policy; The new policy is required and in line with the Ministry's Provincial Guidelines on Physical Restraint and Seclusion in School Settings.

d) Section 500 Policies

Received feedback from a teacher concerned about abandoning policies pertaining to teachers, including Criminal Record Checks; Keeping Policy 550: Non-Contractual Leaves of Absence and each additional concern falls under another Ministry Act.

Committee members discussed:

Policy 550: Non-Contractual Leaves of Absence does not address partial leaves. This is a topic for the bargaining table.

Administration determines what is considered "Exceptional Circumstance" in Policy 550: Non-Contractual Leaves of Absence. Appeal process is available through to the Superintendent.

Policy 560: Appointment of Principals and Vice-Principals includes guidelines regarding advisory input at each stage of hiring.

e) Section 600 Policies

No field testing feedback received.

f) Section 700 Policies

Received feedback asking who reviews the management plan for asbestos; Reviewed by the Health, Wellness and Safety Officer.

Received request to change “endeavor to maintain” to “maintain”; Not feasible for District to guarantee.

**Moved** by V. McAllister, KLPVPA, seconded by Director Holitzki, AND RESOLVED THAT:

That the following policies be recommended to the Board for approval:

**Section 200: Health and Safety**

Policy 220: Maintenance of Order

Policy 230: Child Abuse and Neglect

Policy 240: Anaphylaxis

Policy 250: Tobacco and Electronic Smoking Devices

Policy 260: Scent Free Environment

**Section 300: Students**

Policy 310: Code of Conduct

Policy 311: Use of Illegal Drugs and Alcohol

Policy 320: Student Attendance

Policy 330: Sexual Orientation / Gender Identity

Policy 340: Discrimination and Harassment

**Section 400: Instruction and School Organization**

Policy 451: Physical Restraint and Seclusion in School Settings

**Section 500: Human Resources**

Policy 510: Employee Recognition

Policy 520: Human Resources Employment Practices

Policy 521: Relocation Assistance for Senior Management

Policy 540: Supervisory Conflict of Interest

Policy 550: Non-Contractual Leaves of Absence

Policy 560: Appointment of Principals and Vice-Principals

Policy 570: Prevention of Violence in the Workplace

**Section 600: Finance and Business Operations**

Policy 610: Fiscal Management

Policy 620: Budget Development, Monitoring and Reporting

Policy 621: Accumulated Operating Surplus

Policy 640: Acquisition-Disposal of Board Assets

Policy 641: Gifts

Policy 642: Procurement and Purchasing

Policy 650: Disposal of Real Property and Improvements

Policy 680: Business Community Advertising Sponsorship

**Section 700: Facility Operations and Transportation**

Policy 720: Asbestos

Policy 730: Pesticides and Herbicides  
Policy 740: Playground Equipment  
Policy 750: Heritage  
Policy 760: Animals on School District Property  
Policy 770: Student Transportation  
Policy 771: Transportation for Independent School Students  
Policy 780: Transportation Assistance  
Policy 790: Anti-Idling of School Vehicles

**Section 800: Information and Communications Technology**

Policy 830: Wireless Technology in Schools  
Policy 831: Cell Phones & Digital Devices

**B. Information/Discussion**

Nil

**NEW BUSINESS**

**A. Action**

a) Terms of Reference Review

Terms of Reference reviewed annually.

Policy 121: Committee Structure will be updated to include all Directors as members of the Committees of the Whole.

**By consensus** The Policy and Governance Committee of the Whole Terms of Reference be recommended to the Board for approval.

b) Annual Plan Review

New policies will be added to the Annual Plan as arise and Committee will determine priority. Will review a Policy Section monthly, after policies listed as a priority are addressed.

**Moved** by Trustee Maslechko, seconded by Director MacLean, AND RESOLVED THAT:

The 2018-2019 Policy and Governance Committee of the Whole Annual Plan be recommended to the Board for approval, as amended.

c) Policy 251: Cannabis

New policy. Falls under Bill 30 - 2018: Cannabis Control and Licensing Act.

Committee members discussed:

Proposed to include "cannot be eaten."

Considered whether to include "THC" instead of "Cannabis." Will run by legal.

Policy is in line with the information from BCSTA.

Suggested link to Extracurricular Policy.

The District has the right and responsibility to suspend a staff member if appear under the influence and initiate an investigation. Cannot test staff. Can only note staff's presentation and how they appear to be.

Medical prescriptions will be handled as the issue arises.

d) Section 400 Policies

Committee members discussed:

Policy 420: Distributed Learning, is being drafted with recommendations from the Audit Report and is not included at this time.

Policy 430: Fees, Deposits and Financial Hardship. Will add 2.4 Schools may establish fees for consumable and non-consumable.

The District intends to provide a more detailed breakdown for school fees.

Policy 441: Student Eligibility for Extra-Curricular Activities. Will add 6. All decisions about participation are at the Principal's / Superintendent's discretion.

Policy 480: Parent Advisory Councils/District Parent Advisory Council. PACs have authority over themselves.

e) Section 800 Policies

Committee members discussed:

Policy 810: Use of Information and Communication Technology. Will add a sentence to confirm if someone brings device to school and it is somehow damaged, it's not school's responsibility.

Policy 820: Freedom of Information and Protection of Privacy. Legal requirement to acknowledge we are following the policy.

Will add links from Forms to the relevant Policies.

Policy 840: Use of Video Surveillance. Will fix typo from "FIPPA" to "FOIPPA."

**Moved** by Trustee Trenaman, seconded by Director MacLean, AND RESOLVED THAT:

That the following policies be sent for field testing:

**Section 200: Health and Safety**

Policy 251: Cannabis

**Section 400: Instruction and School Organization**

Policy 410: School Choice and Catchment

Policy 411: Schools and Programs of Choice

Policy 412: Independent Homeschooler

Policy 430: Fees, Deposits and Financial Hardship

Policy 440: Extra-Curricular and Co-Curricular Activities

Policy 441: Student Eligibility for Extra-Curricular Activities

Policy 450: Student Services

Policy 460: Language

Policy 480: Parent Advisory Councils/District Parent Advisory Council

Policy 490: School Closure

**Section 800: Information and Communications Technology**

Policy 810: Use of Information and Communication Technology

Policy 820: Freedom of Information and Protection of Privacy

Policy 840: Use of Video Surveillance

**B. Information/Discussion**

a) Section 100

D. Kunzelman, KLTF, requested to bring Policy 121: Committee Structure to the Policy and Governance Committee of the Whole.

Committees are at the purview of the Board in all School Districts.

To request a structural change, need to contact the Board Chair and provide a written request to bring this to the Board for consideration.

**POLICY PRIORITY LIST**

It is the Policy and Governance Committee of the Whole's turn to do the annual Student Symposium. Superintendent evaluation is underway.

**QUESTION PERIOD**

Question regarding who the Distributed Learning Policy is assigned to; District Principal Simpson.

**MEETING SCHEDULE AND REMINDERS**

The next Policy and Governance Committee of the Whole Meeting is scheduled for November 27, 2018 at the Nelson Board Office.

**ADJOURNMENT**

The meeting adjourned at 2:11 pm

  
Chair

  
Secretary-Treasurer