



**BOARD OF EDUCATION
POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE
MINUTES
TUESDAY, NOVEMBER 27, 2018**

A School District 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, November 27, 2018.

BOARD: L. Trenaman, S. Nazaroff, B. Maslechko, D. Lang, A. Gribbin, S. Walsh,
S. Chew, B. Coons (*via Video Conference*), C. Beebe (*via Video Conference*)

DISTRICT STAFF: C. Perkins, Superintendent
M. McLellan, Secretary-Treasurer
B. Eaton, Director of Inclusive Education
B. MacLean, Director of Operations
D. Holitzki, Director of Human Resource Services
N. Howald, Director of Information Technology
N. Ross, Acting Director of Innovative Learning Services
S. Whale, Executive Assistant

PARTNERS: S. Kalabis, KLPVPA
V. McAllister, KLPVPA
N. Latham, CUPE
M. Bennett, CUPE
D. Kunzelman, KLTF

REGRETS: E. Zdebiak, DPAC
J. Lih, DPAC
D. Sabourin, KLTF

1. **CALL TO ORDER**

Chair Trenaman welcomed new board and called the meeting to order at 12:32 pm.

2. **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.

3. **COMMITTEE PURPOSE**

Trustee Trenaman read out loud "The purpose of the Policy and Governance Committee of the Whole is to:

- to assist the Board in fulfilling its obligations by providing a focus on governing through policy that is intended to enhance the Board of Education's governance of the District.

Chair Trenaman inquired if any questions. Response: None.

Chair Trenaman welcomed all participants and asked everyone to introduce themselves.

4. **ELECTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE CHAIR**

Chair Trenaman explained that Position of Policy & Governance Committee of the Whole Chair is an annual assignment. All members of the Committee have voting privilege. Chair must be Board of Education Trustee.

Chair Trenaman called for nominations from the floor for the position of Policy & Governance Committee of the Whole Chair.

Trustee Nazaroff nominated Trustee Walsh.

Chair Trenaman called for further nominations two additional times and hearing no further nominations declared nominations closed.

Trustee Walsh accepted the nomination and was acclaimed as the Policy & Governance Committee of the Whole Chair.

Chair Walsh assumed the chair.

Chair Walsh thanked everyone and asked for assistance in this new role.

5. **DESTRUCTION OF BALLOTS**

Nil

6. **INSERTIONS/DELETIONS TO PROPOSED AGENDA**

Nil

7. **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 November 27, 2018 meeting, BE ADOPTED, as circulated.

8. **RECEIVING PRESENTATIONS/DELEGATIONS**

Policy and Governance Review - Chair Trenaman

Chair Trenaman provided a short overview of the policy and governance process. She explained that board hired a consultant for the policy process. Every policy was through the process, was reviewed, and has been modified and updated as needed. After this initial process is complete, all policy sections will be reviewed annually. The role of this committee is to review policies and make recommendations to the Board. With the exception of the Section 100 policies, all policies are delegated by the Board to the P&G Committee to review and make recommendations. The Section 100 policies are the exclusive work of Board. Administrative Procedures are the work of the Superintendent and staff.

9. **OPPORTUNITY FOR COMMENTS BY THE PUBLIC**

Nil

10. **CORRESPONDENCE**

Nil

11. ADOPTION OF MINUTES

Chair Trenaman clarified that on the last page of the minutes, it should read: "It is the EDCOW Committee of the Whole's turn to do the annual Student Symposium." This has been decided at Agenda Setting Meeting from November 20, 2018. Next time will be P&G Committee of the Whole's turn.

Moved by Trustee Trenaman, seconded by Trustee Nazaroff, **AND RESOLVED THAT:**

The Policy and Governance Committee of the Whole Minutes from the September 25, 2018 meeting, **BE ADOPTED**, as amended.

12. OLD BUSINESS

Chair Walsh acknowledged the hard work from previous board with updating these policies.

A. Action

a) Policy 251: Cannabis

No change and no comments. There was discussion around the reference to Policy 311 Use of Illegal Drugs and Alcohol, but no revision was agreed to.

b) Section 400 Policies

Policy 410: School Choice and Catchment - Following changes have been discussed:

3. Tie-breaking adjusted wording to, "When applications made otherwise have the same priority, the time and date of application will determine priority between them, unless changes in the School Act allow a determination to be made by the board, the superintendent or the superintendent's designate to determine priority."

9. Changed "Cross Boundary Transfer" to "Out of Catchment Transfer".

9.3 Director Holitzki agreed to provide correct wording. Changed to "The Out of Catchment Transfer form must be completed in full and hand-delivered, mailed or electronically sent to the Catchment School's Principal."

Last page removed "Yahk" and added the language to "Canyon-Lister".

Policy 411: Schools and Programs of Choice - Third paragraph changed to "Wildflower School and French Immersion Program"

Policy 412: Independent Homeschooler - No change

Superintendent Perkins clarified that this is a generic policy and that it will be reviewed in detail in the new year.

Policy 430: Fees, Deposits and Financial Hardship - 1.1 removed "School Planning Council" so it reads: "Principals shall establish a schedule of fees and deposits in consultation with the school Parent Advisory Council, with secondary students, and with staff."

Trustee Beebe requested to have an agenda item to discuss fees for consumables and non-consumables at the next Committee Meeting.

Policy 440: Extra-Curricular and Co-Curricular Activities - No change

Policy 441: Student Eligibility for Extra-Curricular Activities - No change

Policy 450: Student Services - first paragraph change to “diverse needs”

Policy 460: Language - first paragraph removed “grades 5 to 8”

Policy 480: Parent Advisory Councils/District Parent Advisory Council - 1.4 removed “School Planning Council”

Superintendent Perkins informed that regarding “2.4 The Board will appoint a trustee to represent the Board at meetings of the DPAC” Chair Trenaman will take care of this.

Policy 490: School Closure - No change. Discussed implementing admin procedure for “efforts”, which can be brought up in next meeting.

e) Section 800 Policies

Policy 810: Use of Information and Communication Technology - No change

Policy 820: Freedom of Information and Protection of Privacy - first paragraph Adjusted “believe” to “believes” and “appropriate” to “appropriate use”

Policy 840: Use of Video Surveillance - No change

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

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

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

Nil

13. NEW BUSINESS

A. Action

Nil

B. Information/Discussion

a) Section 200 Health & Safety review

Policy 230: Child Abuse and Neglect - There was discussion around process of who does investigation and report to the authorities. Current sentence in bullet point 6 can be misleading. Decision was made to delete "or" and change to, "requiring school officials to investigate and report to the police allegations of child abuse involving current and former school district employees, volunteers or contract service providers."

Policy 240: Anaphylaxis - no changes

Chair Trenaman informed that anaphylaxis used to be binder by itself. She thanked Superintendent Perkins that it has been narrowed down to 2 paragraphs.

Policy 250: Tobacco and Electronic Smoking Devices - no changes

Chair Trenaman commented that this policy will be connected to the Policy 251 Cannabis.

Policy 260: Scent Free Environment - no changes

Trustee Beebe inquired if any change for the better since policy in field testing. There is signage at Blewett and Mt. Sentinel. Issue has been passed on to HR to clarify if other schools need signage. Orders can be placed with Health, Wellness and Safety Officer Warwick.

There was discussion around use of scents for therapeutic use for particular students, but no revision was agreed on.

14. POLICY PRIORITY LIST/ANNUAL PLAN

Superintendent Perkins presented the attached priority list (included with the agenda) and pointed out a few items. She explained that all policy sections will be updated and reviewed. To propose a new policy or policy revision, a Policy Pro Forma (available on SD8 website) is to be completed. Steps to follow are found in Policy 160. Correction to the list: All dates to be updated for all Policy Section Reviews from 2018 to 2019.

15. QUESTION PERIOD

Nil


16. MEETING SCHEDULE AND REMINDERS

The next Policy and Governance Committee of the Whole Meeting is scheduled for January 8, 2019 at the Nelson Board Office.

17. ADJOURNMENT

The meeting adjourned at 2:04 pm


Chair


Secretary-Treasurer