



POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE

AGENDA

BOARD OF EDUCATION
School District No. 8 (Kootenay Lake)
570 Johnstone Road, Nelson, B.C.

TUESDAY, NOVEMBER 28, 2017

12:30 – 2:00 P.M.

1. **CALL TO ORDER**

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. **INSERTIONS/DELETIONS TO PROPOSED AGENDA** 

4. **ADOPTION OF AGENDA**

Proposed Resolution: 

The Policy and Governance Committee of the Whole Agenda for the November 28, 2017 meeting, BE ADOPTED, as circulated.

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

6. **ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES** (p. 5) App. A

Proposed Resolution: 

The Policy and Governance Committee of the Whole Minutes from the October 24, 2017 meeting, BE ADOPTED.

7. **OLD BUSINESS**

A. **Action**

a) **Cold or Extreme Weather** (p. 10) App. B

From the October 24, 2017 meeting:
The Cold or Extreme Weather policy will be added to the next November 28, 2017 Policy and Governance Committee of the Whole agenda with input from PVP after discussion at the PVP Leadership meeting.

Proposed Resolution: 

The proposed policy - Cold or Extreme Weather BE
REMOVED from the priority list.

- b) Draft Revision of Policy 210 – Tobacco and Electronic Smoking Devices (p. 14) App. C

From the October 24, 2017 meeting:
The Draft revision of Policy 210 – Tobacco and Electronic
Smoking Devices BE RECEIVED for information and will be
taken to PVP for input and brought back to the next meeting.

Proposed Resolution: 

The revised Policy 201 – Tobacco and Electronic
Smoking Devices be sent for field testing.

B. Information/Discussion

- a) Ad Hoc District Computer Network/Internet User Agreement Update – Trustee Nazaroff

Proposed Resolution: 

The November 28, 2017 Ad Hoc District Computer
Network/Internet User Agreement update BE
RECEIVED for information.

- b) Ad Hoc Code of Conduct Committee Update – Trustee Bendig

From the October 24, 2017 meeting:
The committee will be using the Don Ross Middle School (Sea
to Sky) code of conduct as a starting point, then will go out for
consultation, and will come back to the November 28, 2017
Policy and Governance committee of the whole meeting with
an update.

Proposed Resolution: 

The November 28, 2017 Ad Hoc Code of Conduct
Committee update BE RECEIVED for information.

c) Draft Administrative Regulation: Policy 546 – Supervisory Conflict of Interest – Superintendent Perkins

8. **FUNDRAISED MONIES FOR EXTRA CURRICULAR ACTIVITIES – PRO FORMA** (p. 15) App. D

The Board at its April 17, 2012 Regular meeting made the following resolution:



The matter of fundraised monies for extra-curricular activities be referred to the Policy Committee for creation of policy.

9. **REVISED POLICY NO. 102 – BOARD MEETING PROCEDURES** (p. 16) App. E

From the October 10, 2017 Regular Board meeting:
Superintendent Emeritus Jones – The Board is working on Series 100 but in the meantime, the consent agenda format needs to be addressed as a housekeeping item.

The revised Policy No. 102 – Board Meeting Procedures and District Committees be referred to the Policy and Governance Committee of the Whole for review.

Proposed Resolution:



That Revised Policy No. 102 – Board Meeting Procedures be sent for field testing.

10. **POLICY 721 – PESTICIDES/HERBICIDES** (p. 23) App. F



At the May 31, 2016 Regular Board meeting the Board made the following resolution:

The Pesticides/Herbicides Policy 721 Pro-forma be forwarded to the Policy & Governance Committee of the Whole for policy development.

11. **AMBIENT TEMPERATURE GUIDELINES FOR DISTRICT FACILITIES** (p. 25) App. G




At the May 19, 2016 Regular Board meeting the Board made the following resolution:

The Ambient Temperature Guidelines for District Facilities Pro-forma be forwarded to the Policy and Governance Committee of the Whole for policy development.

12. **POLICY NEXT ON PRIORITY LIST** (p. 27) App. H



13. **QUESTION PERIOD** 
An opportunity to ask for clarification.

14. **MEETING SCHEDULE** (p. 32)

App. I

The next Policy and Governance Committee of the Whole Meeting is scheduled for January 23, 2018 at Nelson Board Office.

15. **ADJOURNMENT**

A School District No. 8 (Kootenay Lake) Policy and Governance Committee of the Whole meeting was held Board Room, 570 Johnstone Road, Nelson, B.C., on Tuesday, October 24, 2017.

TRUSTEES PRESENT: S. Nazaroff, C. Bendig, D. Lang, B. Maslechko, B. Wright

REGRETS: L. Trenaman, Chair
H. Suttie, Vice-Chair
C. Perkins, Superintendent
K. Morris, Secretary-Treasurer
L. Brown, Director of Operations
D. Holitzki, Director of Human Resources
S. Walsh, DPAC
R. Gow, DPAC
D. Kunzelman, KLTF

ALSO PRESENT: J. Jones, Superintendent Emeritus
B. Eaton, Director of Independent Learning Services
L. Fehr, Director of Innovative Learning Services
D. Sabourin, KLTF
B. Cross, KLPVPA
V. McAllister, KLPVPA
M. Bennet, CUPE
N. Latham, CUPE

**VIA VIDEO CONFERENCE
IN CRESTON:** C. Beebe, Trustee

CALL TO ORDER

Committee Appointed Chair Nazaroff called the meeting to order at 12:30 p.m.

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 Huscroft, seconded by Superintendent Emeritus Jones, AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Agenda for the October 24, 2017 meeting, BE ADOPTED, as circulated.

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES

Moved by Superintendent Emeritus Jones, seconded by Trustee Maslechko, AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the September 26, 2017 meeting, BE ADOPTED.

OLD BUSINESS

A. Action

a) Cold or Extreme Weather

Superintendent Emeritus Jones provided an overview of the history of the proposed Cold or Extreme Weather policy.

Discussion took place around the need for stating a threshold as to when children should be moved inside the school due to cold or extreme weather. Many other districts have a policy around this issue. Currently it is understood that it is a staffing issue with respect to supervision inside and outside. It was suggested that this proposed policy be brought forward to the Principals/Vice-Principals Leadership meeting for input regarding an appropriate course of action.

The Cold and Extreme Weather policy will be added to the next November 28, 2017 Policy and Governance Committee of the Whole agenda with input from PVP after discussion at the PVP Leadership meeting.

B. Information/Discussion

a) Ad Hoc Code of Conduct Committee Update

Trustee Bendig provided an overview of the initial work of the Ad Hoc Code of Conduct Committee. Trustee Bendig provided a presentation to the Committee on Code of Conduct. Code of Conduct is prescriptive with respect to legislation, and there isn't much flexibility. The committee will be using the Don Ross Middle School (Sea to Sky) code of conduct as a starting point, then will go out for consultation, and will come back to the November 28, 2017 Policy and Governance committee of the whole meeting with an update.

Director Fehr left the meeting 12:46 pm.

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

The October 24, 2017 Ad Hoc Code of Conduct Committee update BE RECEIVED for information.

b) Draft Administrative Regulation: Policy 540 – Hiring and Placement of Principals and Vice-Principals

Director Fehr returned to the meeting at 12:51 p.m.

Superintendent Emeritus Jones provided an overview of the draft administration regulation for Policy No. 540 – Hiring and Placement of Principals and Vice-Principals. Discussion took place around leadership development. The Ministry of Education is about to release a new document around leadership development and School District No. 8 will ensure they are aligned.

It was recommended that the Draft Administrative Regulation: Policy 540 – Hiring and Placement of Principals and Vice-Principals be reviewed at a Principal/Vice Principal Leadership meeting where revisions can be made and then it will be brought forward to the Board by the Superintendent.

Discussion took place around ensuring there is an eligible group in a pool ready to move forward as Principals/Vice Principals when a vacancy becomes available.

Moved by Trustee Huscroft, seconded by Trustee Lang, AND RESOLVED THAT:

The Draft Administrative Regulation: Policy 540 – Hiring and Placement of Principals and Vice-Principals BE RECEIVED for information.

c) Draft Administrative Regulation: Policy 208 – Employee Recognition

Superintendent Emeritus Jones provided an overview on the administrative regulations for Policy 208 – Employee Recognition. This regulation is specific to long service and retirement. Superintendent Emeritus Jones pointed out the amounts of the cash gifts being increased in the regulation.

It was determined that the regulation be revised in section 2 – to state that “the pin will be presented to the employee”.

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

The Draft Administrative Regulation: Policy 208 – Employee Recognition BE RECEIVED as amended.

d) Draft Administrative Regulation: Policy 546 – Supervisory Conflict of Interest

Superintendent Emeritus Jones provided an overview on the draft administrative regulation for Policy 546 – Supervisory Conflict of Interest.

Discussion took place relative to the collective agreement as it pertains to seniority regarding this regulation. It was determined that the policy and draft regulation will be sent for legal input and brought back to the committee.

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

The Draft Administrative Regulation: Policy 546 – Supervisory Conflict of Interest BE RECEIVED for information and it be recommended that the Policy and Administrative regulation be sent for a legal opinion and be brought back to the November Committee meeting and that it be an item on the labour management committee agenda.

e) Draft Administrative Regulation: Policy 301 – Student Attendance

Superintendent Emeritus Jones provided an overview and history of the draft administrative regulation for Policy 301 – Student Attendance. Discussion took place regarding item 2c relative to legality. It was determined that 2c could be removed in its entirety from the administrative regulation.

Moved by D. Sabourin, KLTF, seconded by B. Cross, KLPVPA, AND RESOLVED THAT:

The Draft Administrative Regulation: Policy 301 – Student Attendance BE RECEIVED for information as amended.

f) Draft Revision of Policy 210 - Tobacco and Electronic Smoking Devices

Superintendent Emeritus Jones provided an overview and history of the draft revision to Policy 210 – Tobacco and Electronic Smoking Devices. Discussion took place around cannabis and if it should be included in the policy. It was determined that until cannabis is legalized it would continue to sit in the drug policy. B. Cross will take the policy to PVP for further discussion and input.

Moved by Trustee Maslechko, seconded by B. Cross, KLPVPA, AND RESOLVED THAT:

The Draft revision of Policy 210 – Tobacco and Electronic Smoking Devices BE RECEIVED for information and that it be taken to PVP for input and brought back to the next meeting.

POLICY NEXT ON PRIORITY LIST

QUESTION PERIOD

An opportunity to ask for clarification.

Nil

MEETING SCHEDULE


The next Policy and Governance Committee of the Whole Meeting is scheduled for November 28, 2017 at the Nelson Board Office.

ADJOURNMENT

The meeting adjourned at 1:54 p.m.

Chair

Secretary-Treasurer

HISTORY: Drafts:		POLICY TITLE: Cold or Extreme Weather	POLICY NO. Page 1 of 1
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POLICY

The safety of students and staff during periods of inclement weather or when other hazards arise is of paramount importance to the Board of Education of School District #8 (Kootenay Lake) . While the Board expects that schools will remain open on all prescribed school days and during approved school hours, it realizes that extreme weather and unusual circumstances may make the transportation of students and/or their attendance at school unsafe requiring school closure and/or the cancellation of bus routes.

REGULATIONS

1. .
- 2.

DRAFT revision of Policy 210 – Tobacco and Electronic Smoking Devices

In accordance with Section 2.2 of the Tobacco and Vapour Products Control Act, in effect September 1, 2016, the use of tobacco and vapour products is banned on all public and private kindergarten to Grade 12 schools in British Columbia. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/activated e-cigarettes in or on school property.

This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

The Board believes in providing welcoming, safe and sustainable facilities that enhance the learning and teaching environment and is committed to its fundamental responsibility of enforcing a tobacco and vapour products free environment, as required under the legislation and this policy.

Administrative Regulations

Definitions

“e-substance” is a solid, liquid or gas that when heated by the element in the electronic cigarette, produces a vapour for use in the device.

“Reasonable distance” ranges from a minimum of fifty (50) meters from the school property up to several blocks from the school. Determination will be site-specific.

“Smoke-free or Vape-free zone” is an area within the vicinity of a school where smoking, electronic cigarettes, and the use of tobacco or vapour products is prohibited. This area will encompass school buildings and properties and extend a reasonable distance from school property. The “smoke-free or vape-free zone” is in effect for students at all times they are under the school’s jurisdiction.

“Vapour Product or Electronic Cigarette” is a device that contains an electronic or battery-powered heating element that can vapourize an e-substance.

1. All School District property will be designated as smoke and vape-free, with smoking and vaping prohibited at any time for all employees, students and visitors.
 - a. School property is defined as all school buildings, grounds and properties including School District offices and facilities, and any properties owned or leased by, or operated under the authority of the Board.
 - b. Smoking and vaping will not be permitted in private vehicles on school property, in School District owned vehicles and equipment, and in any vehicle used to transport students.
2. All employees are expected to comply with the smoking and vaping restrictions described in Policy 210: Tobacco and Electronic Smoking Devices on Board Premises and to assist with the enforcement of these restrictions.
3. In accordance with the legislative requirements, the Superintendent and principals must demonstrate that reasonable care and diligence have been taken to prevent a contravention of

the smoking and vaping ban. In exercising due diligence, the Superintendent and principals will inform the public of this smoke and vape-free policy and provide appropriate signage and website information.

4. The policy will be communicated to existing and new employees.
5. Rentals Organizations and persons using, renting or leasing School District property shall not be permitted to smoke or vape on that property. Adherence to this policy and the Tobacco and Vapour Products Control Act will be a condition of use, rental, or lease of the facility. It is the responsibility of the contract holder to inform any prescribed groups of Policy 210: Tobacco and Electronic Smoking Devices on Board Premises.

Community members or groups who violate this policy while renting or otherwise using school district buildings or properties may be subject to:

- a. A charge of \$50.00 per hour (minimum charge \$50.00) to clean the residue or garbage left by people smoking on District property;
 - b. A warning that future violations of this policy will result in withdrawal of use of the building or property;
 - c. Withdrawal of the privilege of using district buildings or properties.
6. The only exception permitted under this policy is the ceremonial use of tobacco if approved by the Board and it is performed in relation to a traditional aboriginal cultural activity.

3. No smoking or vaping is permitted in any school district vehicle at any time.

4. No smoking or vaping is permitted in any vehicle while on school district property at any time.

5. After consultation with students, staff, parents and nearby residents and businesses, school principals will establish and monitor a “smoke-free, vape-free zone” that is a reasonable distance from school property. The area of this zone will be determined by the principal after considering student safety, monitoring capabilities, topography, ground cover, traffic frequencies and patterns, street configurations, proximity and density of housing and commercial developments, student/staff/parent/community support, and any other factors that may be relevant.

6. Any changes to a “smoke-free, vape-free zone” may only be made after going

through a consultation process as outlined in Regulation 5.

7. Elementary school students will not smoke, vape or use tobacco or vapour products while under the jurisdiction of the school.

8. Secondary students will not smoke, vape or use tobacco or vapour products while on school property at any time; within the established “smoke-free , vape-free zone” for each school while under the school’s jurisdiction; or at any time while on school field trips, competitive events, extracurricular activities or any other school-related activity.

HISTORY: Adopted Sept.22/98 for Implementation Sept.1/99 Revised April 8/08		TOBACCO FREE ENVIRONMENT	POLICY NO. 210 Page 1 of 1
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POLICY:

The Board recognizes the health hazards of tobacco products.

As employer, the Board has a duty to ensure the safety of the workplace. As an educational authority, the Board has a responsibility to provide educational leadership and its employees have a responsibility to act as positive role models while in the workplace.

Therefore, to ensure a safe and healthy educational environment for students, employees, and others, School District No. 8 (Kootenay Lake) will prohibit smoking and the use of other tobacco products in all District facilities, grounds and vehicles.

REGULATIONS:

1. Schools may establish their own regulations in the school rules regarding smoking off the school property.
2. Educational programs on healthy choices and lifestyles shall be implemented at each school.

Fundraised Monies for Extra Curricular Activities - History

Board Referral

New policy

The following Resolution was adopted at the April 17, 2012 Board of Education Meeting:

The matter of fund raised monies for extra-curricular activities be Referred to the Policy Committee for creation of policy.

November 23, 2012

Need to set policy for school trust accounts – fundraised funds left over

Handling of fundraised funds – legal risk and liability.

By consensus, it was agreed that the Secretary-Treasurer be asked to attend the next meeting to advise of finance policy gaps and policies that have been implemented.

Fund Raised Monies for Extra Curricular Activities

December 21, 2012, January 11, 2013, February 22, 2013

Secretary-Treasurer Morris has been invited to attend the meeting.

April 19, 2013


Kim Morris joined the meeting.

What happens when funds are raised:

There are several scenarios. Kim: Right now, once the money is in the school trust account it is at the discretion of the school principal - hopefully with an agreement with PAC regarding the purpose of the funds. Is the PAC making a contribution in general, or for a specific purpose? Many districts in the province do have policy around fundraising and the PAC relationship with the school. Any policy we contemplate shouldn't conflict with PAC constitutions. If the funds are in the school's account, it is the school's money. When a fundraising event occurs, there should be an agreement regarding the purpose of the funds, and an agreement regarding any surplus amounts. Any change to district property or structures should be at the discretion of the Board...if you make a big purchase, such as a playground...it becomes the property of the Board. Surplus...One policy spoke to having on the PAC agendas a discussion about what to do with surplus. Any monies in a school trust account are under the discretion of the Principal.

ACTION

Jeff and Kim will develop a draft policy relative to school budgets/trust accounts and bring to a future meeting.

<p>HISTORY: Revised: November 28, 2017 Adopted: May 22, 2001 Revised: October 29/08, May 12/08, Feb. 23/09, May 12/09 Adopted: June 2/09; Revised: Feb.12/10</p>		<p style="text-align: center;">MEETING PROCEDURES and DISTRICT COMMITTEES</p>	<p>POLICY NO. 102 (Policy #117 Board Committees Incorporated) Page 1 of 7</p>
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POLICY:

It is the policy of S.D. 8 Kootenay Lake that School Board meetings shall be conducted in a democratic and expeditious manner, with an intent to serve students and the public.

1. Inaugural meeting and election of Board Officers

- 1.1 The inaugural meeting of the Board of School Trustees of School District No. 8 Kootenay Lake shall be held on the first Tuesday after December 2 of the election year.
- 1.2 The Secretary Treasurer or designate shall call the meeting to order and shall preside until a Chair has been elected.
- 1.3 The Secretary Treasurer or designate shall administer the Oath of Office to the newly elected Trustees as required by the School Act.
- 1.4 The Secretary Treasurer or designate shall call for nominations for the position of Board Chair for the next year. After all nominations are received, the Secretary Treasurer or designate will request each candidate to accept or decline their nomination. The nominees shall be invited to make a brief statement.
- 1.5 The Secretary Treasurer or designate shall then conduct a vote by secret ballot. The Secretary Treasurer may designate two or more staff members as scrutineers to count the ballots. A person receiving a clear majority of votes cast shall be elected Board Chair. If no person receives a majority, further ballots shall be taken, with the person with the fewest votes being dropped from the ballot. If a tie should occur, the vote will be repeated. If a tie occurs twice more, the election shall be decided by drawing of lots. The Secretary Treasurer or designate shall declare the duly elected Chair of the Board for the ensuing year and shall vacate the Chair.
- 1.6 Upon assuming the chair, the Board Chair shall call for nominations for Vice-Chair, and then for the BCSTA Provincial Councillor and the BCPSEA representative (and their alternates) for the ensuing year and shall conduct each election in the same manner as described in 1.4 and 1.5 above.
- 1.7 The ballots shall be destroyed by motion of the Board.
- 1.8 In the years when no inaugural meeting is required, the Secretary Treasurer or designate shall preside as Chair at the first Regular Board meeting in December until a Board Chair is elected. The Chair shall then proceed as per 1.6 above.
- 1.9 When the elections are completed, the Board will proceed with its Regular Board Meeting.

2. Regular Board Meetings

- 2.1 Regular Meetings of the Board are open to the public and shall be held according to a schedule to be published by June 30th of each school year. The order of business at all regular Meetings shall generally be as follows:

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- Call to order
- Adoption of Agenda
- Correspondence
- Acceptance of Previous Board Minutes (Regular and Closed)
- Receipt of record(s) of Previous Closed meeting(s)
- Presentations
- Consent Package
- Public Question Period
- Board Business
- Action Items
- Discussion/Information Items
- Trustee Reports
- Public Question Period
- Announcement of Date of next Regular Meeting
- Adjournment

After the agenda has been adopted by majority vote of the Board, the order of business may be varied by unanimous consent or by a resolution of the Board, requiring 2/3 majority vote.

3. Closed Board Meetings

3.1 Closed Board meetings will normally be conducted on the day of Regular Meetings.

3.2 The order of business will be as follows:

- Call to order
- Adoption of Agenda
- Correspondence
- Review of Previous Closed Meeting Minutes and Record
- Presentations
- Consent Package
- Board Business
- Action Items
- Information/Discussion Items
- Committee of the Whole Suggested Agenda Items
- Trustee Reports
- Question Period
- Next Meeting
- Adjournment

After the agenda has been adopted by majority vote of the Board, the order of business may be varied by unanimous consent or by a resolution of the Board, requiring 2/3 majority vote.

3.3 Matters to be discussed at Closed Meetings shall be limited to the following:

- property
- personnel
- litigation
- situations involving individual students (i.e. appeals)
- items decided by the Board to be of a sensitive nature

3.4 All discussions at Closed meetings will be confidential unless indicated by the Board Chair or CEO.

4. **Special Meetings**

- 4.1 Special Meetings are any Board meetings held between the regularly scheduled meetings.
- 4.2 Special Public or Closed meetings may be called:
 - by the Board Chair
 - by the Chief Executive Officerand shall be called upon the written request to the Chair of a majority of the Trustees.
- 4.2 Special meetings will be open to the public except when dealing with items defined in 3.3 above.

5. **General Procedures for Meetings**

- 5.1 The agenda shall be established at a meeting of the Board Chair, Vice Chair, and CEO and Secretary Treasurer.
- 5.2 Material to be included in the agenda must be submitted to the CEO/Superintendent of Schools no later than 12:00 noon on the Monday of the week preceding a Board meeting. The agenda and accompanying material shall be ready for distribution on the Wednesday preceding a Board Meeting. Agenda packages and weekly correspondence will be distributed to trustees, senior management, partner groups and the media. Confidential materials will be circulated to trustees and Senior Management only.
- 5.2 Correspondence received after the agenda is distributed will be noted at the meeting, and distributed in the next package.
- 5.3 Meetings of the Board shall be conducted using Robert's Rules of Order with the following exceptions:
 - 5.3.1 Each member including the Chair has a right to speak twice on the same question but may not speak a second time until everyone who wishes to speak has spoken.
 - 5.3.2 Notice of motion may be used to provide for consideration and public notice. It may be given orally and will be recorded and circulated as part of the minutes of the meeting. The notice should reflect the substance of the motion to be served at the next meeting, but may not be the exact wording.
 - 5.3.3 An amendment must not be contrary to the intent of the main motion.
 - 5.3.4 Items may be placed on the agenda for discussion without requiring a motion.
 - 5.3.5 A consensus decision may be accepted if there is no objection by any Trustee.
 - 5.3.6 All three readings of a bylaw may occur at one meeting if there is unanimous approval of a motion to proceed to third reading.
 - 5.3.7 By prior arrangement with the Chair, one or more trustees may participate and be counted as part of the quorum in a meeting, or part of a meeting, from a distant site, by telephone or electronic connection, so long as the connection is not disruptive to the meeting.
- 5.4 Meetings shall not exceed two hours unless a motion to extend a meeting is passed by a 2/3 majority vote.
- 5.5 Abstentions from voting will not be counted in the affirmative or the negative. A majority of votes cast shall be sufficient to pass a motion.

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5.6 A tie vote is a defeated motion.

6. Delegations/Presentations

- 6.1 Delegations shall be allocated up to a 10 minute time period, followed by a maximum of 5 minutes for discussion. In special circumstances, the Board may schedule additional time for presentations. A maximum of 2 presentations per meeting.
- 6.2 Individuals or delegations wishing to make a presentation at a Board Meeting shall make their request to the CEO who will consult with the Board Chair and schedule the presentation at the earliest practicable Board Meeting. Presentations on behalf of groups will be presented by the Spokesperson(s) of that group, who will be identified on the agenda.
- 6.3 Presenters are encouraged to provide written materials to be circulated with the agenda, as per 5.2 above.

7. Public Question Period

- 7.1 All questions shall be directed to the Chair, who may call upon individual Trustees or Senior Management to answer the question.
- 7.2 No matter pertaining to complaints about District Personnel shall be heard at a public meeting; these shall be dealt with under Board Policy 206 - Communications, Concerns and Complaints
- 7.3 The Chair shall rule on when a question has been given sufficient time and ask that the next question proceed.

8. Committees and Representatives

- 8.1 The Board establishes committees and appoints committee members for a variety of purposes. Each committee will review its purpose, decision making model, input process, and decision making/voting procedure at its initial meeting each year. The Board recognizes that each committee may need to follow different processes to work within its mandate and terms of reference.
- 8.2 At the first Regular Board Meeting in January following the Board's inauguration, the Chair shall announce the members and representatives to active committees for the ensuing 18 months. At the last meeting in June of the following year, the Chair shall announce the new committee and representative appointments for the remaining 18 months of the Board's electoral term.
SEE APPENDIX A FOR CURRENT COMMITTEES.
- 8.3 The Chair may appoint an ad hoc committee of the Board where deemed advisable. Such committees will report back to the entire Board.
- 8.4 Trustees who are not appointed members of a Board committee may attend as observers.
- 8.5 Minutes of Board committee meetings shall be made available to all Trustees.
- 8.6 The Board may meet as a Committee of the Whole for in depth discussions on topics prior to bringing them to Regular, Closed or Special meetings. Committee of the Whole meetings will be open to the public except when dealing with items defined in 3.3 above.
- 8.7 A consent package be added to the Finance and Operations Committee of the Whole agenda.

APPENDIX A – DISTRICT BOARD COMMITTEES

COMMITTEE	MEMBERS	MANDATE	TERMS OF REFERENCE
Aboriginal Committee On Education (ACE)	<ul style="list-style-type: none"> - Superintendent or designate - 1 Trustee - 1 Principal or Vice-Principal - 1 Teacher - 1 CUPE - Coordinator of Aboriginal Education 	Role is to provide a venue for shared decision making, goal setting and communication between all Aboriginal communities and S.D. #8.	Chaired by Coordinator of Aboriginal Education.
Ad Hoc Committees	As determined by the Board and collective agreements, and Policy 221.	As determined by the Board.	As determined by the Board.
Education Committee	<ul style="list-style-type: none"> - Director of Student Learning - Up to 4 trustees - 2 Principal or vice-principal reps - 2 DPAC reps - 2 Teacher reps - 2 CUPE reps 	To provide direction for learning and achievement in the District and to support and promote student achievement initiatives.	Chaired by a trustee elected by members of the committee Makes recommendations to District staff and the Board.
Employee & Family Assistance Program (EFAP)	<ul style="list-style-type: none"> - Trustee - Principal - 2 Teacher reps - 2 CUPE reps - 1 Excluded staff rep 	Responsible for issues related to the Employee and Family Assistance Program.	Chaired by a member of the committee selected by the committee.
Finance Committee Of The Whole	<ul style="list-style-type: none"> - Superintendent - Secretary Treasurer - District staff - All trustees - 2 Principal or Vice-principal reps - 2 DPAC reps - 2 Teacher reps - 2 CUPE reps 	To monitor significant financial planning, management and reporting matters of the District; to make recommendations and deliver reports to the Board of Education; and serve as the Board's Audit Committee.	Chaired by Board Chair Makes recommendations to the Board. SEE SCHOOL DISTRICT #8 FINANCE COMMITTEE OF THE WHOLE TERMS OF REFERENCE.
French Advisory Committee	<ul style="list-style-type: none"> - Director of Student Learning - Coordinator of French Programs 	Responsible for issues related to French Immersion; make recommendations to	Chaired by the Director of Student Learning.

	<ul style="list-style-type: none"> - 1 Trustee - 1 Principal or Vice-principal from each French Immersion school - 1 Canadian Parents for French rep - 1 Teacher rep from each FI school - 2 Parents of FI students from each FI school 	District staff and the Board as necessary.	
Healthy Lifestyles Committee	<ul style="list-style-type: none"> - Superintendent or designate - 2 Trustees - 2 Students - 2 Parents - 1 Public Health - 1 CUPE - 2 Principals or Vice-principals - 2 Teachers 	To work collaboratively to support and provide leadership related to initiatives that enhance the physical and emotional well-being of students.	Chaired by member of committee, selected by the committee.
Joint Safety Advisory Council	<ul style="list-style-type: none"> - Director of Operations or designate. - District Safety Officer or designate. - -Manager of Operations - 2 Trustee reps (non-voting) Principal or vice-principal rep - 2 Teacher reps - 2 CUPE reps 	Responsible for dealing with issues related to employee safety at the work site and making recommendations to District staff and the Board as necessary.	Chaired by a member of the committee on a three year rotating basis through employee groups. Worksafe BC Regulations guide decision making process.
Labour Management Committee	<ul style="list-style-type: none"> - Director of Human Resources - Manager of Human Resources - Director of Student Services - 1 Trustee - 1 Principal or Vice-Principal - Director of Operations - Supervisor of Operations - Up to 4 CUPE members 	To discuss and attempt to settle all disagreements that may arise out of the Collective Agreement, and to settle any interpretation of differences that may arise, excepting cases where grievance procedures have been instituted.	Chaired by Director or Manager of Human Resources.
Policy Committee	<ul style="list-style-type: none"> - Superintendent or designate 	Responsible for review, development and field	Chaired by a trustee elected by members of the committee.

	<ul style="list-style-type: none"> - Up to 4 trustees - Principal or Vice-principal reps - DPAC rep - Teacher rep - CUPE rep 	testing of District policy and procedures for Board approval and adoption.	Makes recommendations to the Board. Policy 230 – POLICY DEVELOPMENT AND REVISION.
Wellness Committee	<ul style="list-style-type: none"> - Superintendent or designate - 2 Trustees - 2 Principal or Vice-principal reps - 2 Teacher reps - 2 CUPE reps - 1 Excluded staff rep 	To encourage wellness practices in School District 8.	Chaired by the Superintendent or designate.

<p>HISTORY: Draft – March, 2002 Adopted April 23, 2002, Revised January 11/11, Revised February 21, 2012</p>		<p>POLICY TITLE: POLICY DEVELOPMENT & REVISION</p>	<p>POLICY NO. 230 Page 4 of 5</p>
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**SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)
 POLICY PRO-FORMA**

Title of Proposed Policy:

Policy 721 – Pesticides/Herbicides


Purpose and rationale for the proposed Policy:

I am proposing a revision of the existing policy to allow for the use of herbicides during the months of July and August, as well as during spring break. Presently, school grounds are overrun with weeds and other invasive species, and the maintenance crew have no way to control them.

Suggested wording:

In the interest of health and safety of staff and students pests will be controlled using alternative methods wherever possible. The use of herbicides **is only allowed during the non-school months of July and August, as well as during spring break**. Pesticides for insect and rodent control will be strictly controlled and supervised in School District No. 8 (Kootenay Lake).

Submitted by: Rob Simpson – Principal-Erickson Elementary School

HISTORY: Drafts: July 14/98: Adopted		PESTICIDES/HERBICIDES	POLICY NO. 721 Page 1 of 1
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POLICY

In the interest of health and safety of staff and students pests will be controlled using alternative methods wherever possible. The use of herbicides is prohibited. Pesticides for insect and rodent control will be strictly controlled and supervised in School District No. 8 (Kootenay Lake).

REGULATIONS

1. Rodent and Insect Control:

- 1.1 The product must be approved for domestic use only.
- 1.2 The request for the application of such product must be submitted in writing to the Maintenance Supervisor by the principal.
- 1.3 The staff, students and parents must be aware of the product being used, the handling procedures of said product, the location and time of application.
- 1.4 Before applying such a product, the school shall be notified 5 days in advance of the application and said products will not be applied during regular classroom hours.
- 1.5 In extreme circumstances a commercial product may be applied by a licensed applicator provided that all of the procedures are followed regarding notification of school staff.

SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE) POLICY PRO-FORMA

Title of Proposed Policy:

Ambient Temperature Guidelines For District Facilities

Purpose and rationale for the proposed Policy:

Currently in School District 8 there are no guidelines outlining safe ambient temperatures for district facilities. Depending on the year, facilities may see internal temperatures climb into the high twenties and in some cases into the low 30's, starting in the late spring and continuing into the early fall. These high temperatures have an adverse effect on the employees working within the facility and also have a negative effect on the ability for students to learn.

At the other end of the temperature scale, there needs to be a low temperature limit established, below which makes working unsafe for the employees and students.

Suggested wording:

(adapted from Columbia University policy on Indoor Space Temperature Guidelines:
<http://policylibrary.columbia.edu/indoor-space-temperature-guidelines>)

Building Heating and Cooling Indoor Space Temperature Guidelines

Heating Season

The heating season generally is from late-September to mid-May. Heat will be provided to maintain interior temperatures at approximately 20° C during normal occupied hours. In implementing this policy, Facilities seeks to ensure that all heated spaces are as close to 20° C as possible. In practical terms, this means temperatures may be in the 19-22° C range. During off-hours (when building is unoccupied), temperatures may be allowed to drop to as cold as 13° C. A temperature of 20° C has been researched by American Society of Heating, Refrigerating and Air-Conditioning Engineers ASHRAE (Standard 55 - Thermal Environmental Conditions for Human Occupancy) to be comfortable for most people (10% dissatisfaction rate) who are dressed appropriately for the season. Temperature readings are taken at the thermostat or desk level.

Cooling Season

The cooling season generally is from May to October. Cooling is provided to maintain air conditioned facilities at 24° C during normal occupied hours. During off-hours, temperatures may rise above this level.

In implementing this policy, Facilities seeks to ensure that all air conditioned spaces are as close to 24° C as possible without being higher than that threshold. In practical terms, this means temperatures may be in the 23-26° C range.

Temperatures in the 23-26 ° C range should be comfortable for most people (10% dissatisfaction rate) who are dressed appropriately for the season, as researched by ASHRAE (Standard 55 - Thermal Environmental Conditions for Human Occupancy). Temperature readings are taken at the thermostat or desk level.

Submitted by: __Paul Boscarol NDTA President & JSAC Committee _____

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		
102	Board Meeting Procedures & District Committees	Oct 7/14 Board referral – Top Priority Change of governance & committee structure – referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
115	Communication Protocols	Oct 7/14 Board referral – Top Priority referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
220	District Computer Network/Internet User Agreement	Nov 2017 – Ad Hoc District Computer Network/Internet User Agreement update	Board Referral	
461	School Choice & Catchment	Dec 13/16 – policy waived for 17/18 registration with 2 amendments: “continuing student” and transfer opening date change to January Draft Policies prepared – waiting for Ad Hoc Catchment/Boundary Committee to complete its work	Board Referral	
462	Schools and Programs of Choice	Dec 13/16 – policy waived for 17/18 registration with 2 amendments: “continuing student” and transfer opening date change to January Draft Policies prepared – waiting for Ad Hoc Catchment/Boundary Committee to complete its work	Board Referral	
Bylaw #2	Local School Calendar	May, 2015 - Bylaw #2 Local School Calendar Proposed Resolution: It be recommended to the Board that review of Local School Calendar Bylaw #2 be included in the Board's review of Policy 100 series and existing bylaws.	Board Referral 613	
	Section 177	April 2017 – School Act Section 177 Guidelines became Polity 213 - Maintenance of Order	Board Referral	Trustee & P&G COW Chair Suttie
	Freedom of Information	October 4/13 – Focus a whole meeting to review FOI, expression policies - Jeff will develop a process	?	

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
200 & 203	Prevention of Violence in the Workplace Discrimination and Harassment Policy	Dec 13/16 – P&G COW determined Section 177 needs new policy Became Policy 213 Maintenance of Order June 14/16 – placed on Priority List	Ministry of Education referral Section 177	
	Human Rights Code and School Codes of Conduct	Dec 13, 2016 – placed on Priority List	Board Referral	Jeff
302	Student Services	September 2017 – New Policy 307 – Physical Restraint and Seclusion in School Setting – sent for field testing. May 16/17 – Director Eaton will provide guidelines at next meeting. “hands off” legislation update	Board Referral	Ben
743	Anti-idling of School District Vehicles	September 2017 – Field Testing	Board Referral	
	Cold or Extreme Weather	May 16/17 – Policy Statement to be drafted for next meeting. Jan 27/15 Prioritized	Board Referral	
	Ambient Temperature Guidelines for District Facilities		Board Referral May 19, 2015	
721	Pesticides/Herbicides	June 14/16 – placed on Priority List	Board Referral – Pro forma	
	Fund Raised Monies for Extra Curricular Activities	policy for a future meeting	Board Referral New policy	Jeff & Kim
	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Jeff to draft policy.
NEW	Procurement and Purchasing	Prioritized by P&G Feb 7/17	Board Referral New policy	

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
110	Speaking on Behalf of the Board 1996	Apr 4/14 Include all 3 paragraph statements from Policy 110 & 111 as policy statements with no regulation, and it be forwarded for field testing.	Review	Apr 7/15 Board Working Session
203	Discrimination & Harassment 2008	Policy to be reviewed by HR & BCPSEA Changes to definition of harassment	Review	
200	Prevention of Violence in the Workplace 2009	Changes to definition of harassment	Review	
300	Student Conduct & Discipline 2004	Field test for feedback: relevancy and alignment	Review	
430	Extra and Co-Curricular Activities	May 3, 2016 Meeting - Prioritized Feb 9/16 Pro forma from JSAC Feb 7/17 DPAC Pro-Forma re Transparency	Board Referral	
205	Fees, Deposits & Financial Hardship 1999	Values and operational practices discussion Feb 7/17 DPAC Pro-Forma re Transparency	Review	
304	Student Records 2002	Field test for feedback: practice and alignment	Review	
204	Criminal Records	Housekeeping: College of Teachers Amended Policy to be reviewed by HR & BCPSEA	Review	
323	Cell Phones & Digital Devices 2010	Review Policy	Review	
207	Child Abuse & Neglect 2001	<ul style="list-style-type: none"> • Trilateral agreement • Changes to teacher to report 	Review	Jeff & Ben
440	Distributed Learning 2009	<ul style="list-style-type: none"> • Consult with DL staff • Combine with #442 	Review	Jeff & Ben
502	Personnel Files 1998	Recommendations from HR	Review	Jeff & Deanna
504	Confidential Medical Records 2006	Recommendations from HR	Review	Jeff & Deanna

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
711	Playgrounds	Should include construction and current practices Recommendations from Operations	Review	Jeff, Kim, Larry
111	Board Representatives 1997	See #110 notes	Review	Apr 7/15 Board Working Session
311	Head lice 2008	Change Reg. #4 regarding volunteer checks and #6 students can attend after treatment	Review	
730	Pupil Transportation 2001	<ul style="list-style-type: none"> • Combine with #731 and #732. • Have these 3 the only agenda item. • Ask Larry Brown to attend. 	Review	
731	Bus Transportation for Independent School Students 2009	See #730 notes	Review	
732	Transportation Assistance 2010	See #730 notes	Review	
740	Care/Handling of Sick or Injured Students at School 2003	Review for current	Review	
541	Administrative Mobility 1998	<ul style="list-style-type: none"> • Specific language for distance of transfers • Consult PVPA 	Review	
515	Teacher-Administrator Exchanges	Change wording of Reg. #1	Review	
710	Overnight Accommodation 1999	External organizations use of school facilities; costs etc.	Review	
720	Asbestos 1998	Update for current.	Review	
612	School Inventories 2002	Align practice and policy	Review	
216	Police Investigations in Schools 2001	Review for current	Review	

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	
	Board/Chair Evaluation & Monitoring Plan	Nov 4/14 Prioritized	Board Referral – New Policy	
	Superintendent Evaluation Process & Monitoring Plan	Nov 4/14 Prioritized	Board Referral – New Policy	

2017-2018 Board Calendar

DATE	TIME	BOARD MEETING	COMMITTEE of the WHOLE MEETING	OTHER
September 12	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
September 26	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
October 10	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
October 24	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
November 14	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
November 28	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
December 12	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
January 9				Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
January 23	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	

DATE	TIME	BOARD MEETING	COMMITTEE of the Whole Meeting	Other
February 13	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
February 27	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
March 13	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
April 10	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
April 24	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
May 8	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
May 22	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
June 12	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
June 26	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	