

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MEETING
AGENDA**

**TUESDAY, JUNE 11, 2019
12:30 PM (PT) – 2:00 P.M. (PT)**

In person: School District 8 Kootenay Lake, Board Office, 570 Johnstone Road, Nelson, B.C. V1L 6J2
By video conference: Prince Charles Secondary, Room 104, 223 18 Ave S, Creston, BC, V0B 1G0

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 No. 8.

3. Insertions/Deletions to proposed Agenda

4. Adoption of Agenda

Proposed Resolution:

THAT the agenda for this June 11, 2019 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations: Nil

6. Opportunity for Comments by the Public

7. Consent Package: Nil

8. Adoption of Minutes (p. 3)

App. 8

Proposed Resolution:

THAT the minutes from the May 14, 2019 Policy and Governance Committee of the Whole Minutes meeting **BE ADOPTED**.

9. Old Business

Policy 540: Supervisory Conflict of Interest and New Policy 660: Child Care Providers in Schools will be addressed in the fall, 2019.

10. New Business:

A. Policy Pro Forma: Policy 321: Student Withdrawal (p. 6)

App. 10A

Proposed Resolution:

THAT the policy 321: Student Withdrawal, **BE RECOMMENDED** to the Board for approval.

B. Review of Policies (p. 8)

App. 10B

Section 600: Finance & Business Operations

Policy 610: Fiscal Management

Policy 615: Board Signing Authority

Policy 620: Budget Development, Monitoring and Reporting

Policy 621: Accumulated Operating Surplus

Policy 640: Acquisition-Disposal of Board Assets

Handout

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 & 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

Proposed Resolution:

THAT the above revised policies **BE RECOMMENDED** to the Board for approval.

11. Policy Priority List/Annual Plan (p. 31) App. 11

12. Question Period

13. Meeting Schedule & Reminders (p. 32) App. 13

The next meeting of the Committee is scheduled for September 10, 2019 at 12:30 pm at the Nelson Board Office (at Central Education).

14. Adjournment of Meeting

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MEETING
MINUTES**

TUESDAY, MAY 14, 2019

In person: School District 8 Kootenay Lake, Board Office, 570 Johnstone Road, Nelson, B.C. V1L 6J2

By video conference: Prince Charles Secondary, Room 104, 223 18 Ave S, Creston, BC, V0B 1G0

BOARD:

L. Trenaman
S. Nazaroff
B. Maslechko
D. Lang
A. Gribbin
S. Walsh
S. Chew,
B. Coons (*at 12:38 pm via Video Conference*)
C. Beebe (*at 1:00 pm via Video Conference at PCSS*)

DISTRICT STAFF:

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

PARTNERS:

N. Nazaroff, DPAC
D. Kunzelman, KLTF (*at 1:00 pm via Video Conference at PCSS*)
D. Sabourin, KLTF
S. Kalabis, KLPVPA
R. Bens, CUPE
B. Reimer, CUPE

REGRETS:

V. McAllister, KLPVPA
M. Bennett, CUPE

1. Call to Order

Committee Chair Walsh called the meeting to order at 12:37 pm.

2. Acknowledgement of Aboriginal Territory

3. Insertions/Deletions to proposed Agenda: Nil

4. Adoption of Agenda

Moved by Trustee Nazaroff, seconded by Trustee Maslechko, **AND RESOLVED:**

THAT the agenda for this May 14, 2019 meeting, **BE ADOPTED**, as circulated.

5. Receiving Presentations: Nil

6. Opportunity for Comments by the Public: Nil

7. Consent Package: Nil

8. Adoption of Minutes

Moved by Chair Trenaman, seconded by Trustee Chew, **AND RESOLVED:**

THAT the minutes from the April 9, 2019 Policy and Governance Committee of the Whole Minutes meeting **BE ADOPTED**.

9. Old Business

Review of Policies from previous Agenda

The Committee discussed every policy on the agenda individually and made additional changes to following policies:

- 441 Student Eligibility for Extra-Curricular Activities:
 - Added link to footer to BC School Sports policies.
- 450 Student Services:
 - Added link to Human Rights Code.
- 451 Physical Restraint and Seclusion in School Settings
 - Added the word “District” to read: “District administration will review Policy 451: Physical Restraint and Seclusion in School Settings annually for currency.”
- 460 Language:
 - Added “Distributed Learning at the schools” to read: “Other languages may be offered through Distributed Learning at the schools according to the associated Administrative Procedures.”
 - Added “English Language Learning (ELL)” instead of just “English” to read: “Identified as having special needs or are receiving English Language Learning (ELL) service.”
 - Changed to read: “1. All students ~~must~~ are encouraged to take a second language as part of the curriculum in grades 5-8”
- 480 Parent Advisory Councils District Parent Advisory Council:
 - Section 8 in footer under Related Legislation corrected to: “School Act [RSBC 1996, Part 2, Division 2, Sections 8 & 8.4]”
- 490 School Closure:
 - Admin procedures (re-numbered) section 2: Changed to read: “The formal decision to proceed with consideration of a school closure will be made at ~~next~~ a public meeting of the Board.”

Trustee Beebe joined the meeting at 1:14pm via video conference at PCSS.

Whereas the following Section 400: Instruction and School Organization policies were reviewed by the Committee:

Policy 411: Schools and Programs of Choice
Policy 412: Independent Homeschooler
Policy 440: Extra-Curricular and Co-Curricular Activities
Policy 441: Student Eligibility for Extra-Curricular Activities
Policy 450: Student Services
Policy 451: Physical Restraint and Seclusion of Students
Policy 460: Language
Policy 480: Parent Advisory Councils/District Parent Advisory Council
Policy 490: School Closure

Moved by Chair Trenaman, seconded by Trustee Chew, **AND RESOLVED:**

THAT the above policies, as revised, be recommended to the Board for approval.

Chair Trenaman reminded that any member at this table, not only trustees, can move a motion.

10. New Business:

Review of Policies

The Committee discussed every policy on the agenda individually and made additional changes to following policies:

- 520: Human Resources Employment Practices
 - Added “who” to read: “Employees who are so designated”
 - Added link to WorkSafeBC Legislation
- 521: Relocation Assistance for Senior Management
Moved Guidelines to Administrative Procedures
- 521: Relocation Assistance for Senior Management:
Moved Guidelines to Administrative Procedures
- 530: Whistleblower Protection
- Added word “any” to read: “The Board encourages ~~that~~ any employee who is aware of or witnesses any improper activity to bring the matter to the attention of the Superintendent or Board Chair.”
- 540: Supervisory Conflict of Interest:
Moved Guidelines to Administrative Procedures
It was decided that this policy needs further revision and was therefore removed from the agenda.
- 560: Appointment of Principals and Vice-Principals
Moved Guidelines to Administrative Procedures
- 570: Prevention of Violence in the Workplace
 - Moved Guidelines to Administrative Procedures
 - Added legislation from WorkSafeBC Working alone or in isolation.

Whereas the following Section 500: Human Resources policies were reviewed by the Committee:

Policy 510: Employee Recognition
Policy 520: Human Resources Employment Practices
Policy 521: Relocation Assistance for Senior Management
Policy 530: Whistleblower Protection
Policy 540: Supervisory Conflict of Interest (remains under revision)
Policy 550: Non-Contractual Leaves of Absence
Policy 560: Appointment of Principals and Vice-Principals
Policy 570: Prevention of Violence in the Workplace
Policy 580: Discrimination and Harassment

Moved by Trustee Holitzki seconded by Trustee Coons, **AND RESOLVED:**

THAT the above revised policies, except for policy 540, be recommended to the Board for approval as amended.

11. Policy Priority List/Annual Plan

12. Question Period

13. Meeting Schedule & Reminders

14. Adjournment of Meeting

The meeting adjourned at 1:46 pm.

Chair

Secretary-Treasurer

Policy Pro Forma

For more information on policy development and revision, please see Policy 160: Policy Development.

Title of proposed policy (new policy) or title of existing policy (policy revision):

Student Withdrawal Policy (new policy)

Purpose and rationale for the proposed new policy or the proposed policy revision:

It is a requirement of the Ministry of Education. Auditor's recommendation from the most recent (Spring 2018) Distributed Learning audit:
As all student withdrawals are to be undertaken in accordance with the policy of the Board, the District create a withdrawal policy consistent with the requirements of the Provincial Letter Grades Order.

Suggested wording:

The Board of Education understands there may be valid reasons for a student to withdraw from a program of studies or from a specific course. In such cases, at the request of the parent of the student or, when appropriate, the student, the school principal or vice-principal, may, following educational best practice, grant permission for a student to withdraw from a course or a program of studies.

Submitted by:

Rob Simpson

May 8, 2019

Name

Date

Please save and email your policy pro forma to stefanie.whale@sd8.bc.ca or print and mail to:
School District 8 Kootenay Lake, 570 Johnstone Road, Nelson, BC V1L 6J2

POLICY 321: Student Withdrawal

The Board of Education understands there may be valid reasons for a student to withdraw from a program of studies or from a specific course. In such cases, at the request of the parent of the student or, when appropriate, the student, the school principal or vice-principal, may, following educational best practice, grant permission for a student to withdraw from a course or a program of studies.

DRAFT

Related Legislation: School Act [RSBC 1996, Part 4, Division 24]
Related Contract Article: Nil
Adopted: xxx

POLICY 610: Fiscal Management

The Board of Education of School District No. 8 (Kootenay Lake) recognizes its responsibility to ensure that the School District's fiscal management complies with the requirements of the Ministry of Education and Public Sector Accounting Standards.

Further, the Board supports the Taxpayer Accountability Principles established by government that strengthen accountability, cost effectiveness, and commitment to operate in the best interest of taxpayers. These principles include:

- efficiency
- accountability
- appropriate compensation
- service
- respect
- integrity

Guidelines [Move reminder to administrative procedures](#)

1. The Secretary-Treasurer will be responsible to ensure the District's fiscal management system complies with Ministry requirements, is modelled after the best generally accepted accounting practices (GAAP) and is maintained in a current status.
2. The Secretary-Treasurer will provide, for the information of the Board, monthly financial statements showing the financial condition of the School District as at the previous month, as well as other financial records, as determined by the Board.

POLICY 620: Budget Development, Monitoring and Reporting

The Board of Education of School District No. 8 (Kootenay Lake) believes that a fundamental aspect of the duties of the Board is to establish and monitor the District's annual budget.

The Board must receive sufficient information to fulfill its fiduciary responsibilities and be satisfied that revenues and expenditures are aligned with the strategic priorities of the Board. The Board must ensure that appropriate processes are established to maintain the fiscal integrity of the District.

The Board expects that Administration will not cause or allow any financial activity that materially deviates from the budget adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the expectations and strategic priorities the Board has set-out, or that places the long-term financial health of the organization in jeopardy.

Guidelines [Move remainder to administrative procedures](#)

1. All plans, assumptions, implementation strategies, and risks are to be fully-disclosed with the Board prior to approval of budget documents. At a minimum, these disclosures should include:
 - 1.1. key budget assumptions, such as student enrolments, grant rate changes, salary increases and inflation rates;
 - 1.2. financial and business risks, such as changes in interest rates and changes in fuel prices; and
 - 1.3. specific strategies explaining how the budget supports the school district's strategic plan/direction
2. Budget update materials should be prepared monthly and provided to the Board in a timely manner.
 - 2.1. The updates should include a comparison to the original budget and forecasts to the end of the school year in the following areas:
 - 2.1.1. revenues
 - 2.1.2. expenses
 - 2.1.3. accumulated operating surplus or deficit
 - 2.2. The updates should also include an explanation of significant variances, such as variances greater than 10%.
 - 2.3. The budget updates should be formally received by the board, and Administration should review the changes with trustees to make sure they are aware of the current situation and the impact of the changes on the fiscal plan.
3. The Secretary-Treasurer will establish effective budgetary controls including:

Related Legislation: School Act [RSBC 1996, Part 8, Division 402, Section 111] and Budget Transparency and Accountability Act [RSBC 2000]

Related Contract Article: Nil

Adopted: January 14, 2003

Amended: October 25, 2010

Amended: October 9, 2018

- 3.1. clearly defined managerial responsibilities
- 3.2. plans for individual budget sites
- 3.3. responsibility for adhering to the budget
- 3.4. monitoring performance against the budget
- 3.5. corrective action if results differ significantly from the budget
- 3.6. permitting significant departures from the budget with the approval by the board
- 3.7. investigating unexplained variances from the budget

Related Legislation: School Act [RSBC 1996, Part 8, Division 402, Section 111] and Budget Transparency and Accountability Act [RSBC 2000]

Related Contract Article: Nil

Adopted: January 14, 2003

Amended: October 25, 2010

Amended: October 9, 2018

POLICY 621: Accumulated Operating Surplus

The Board of Education for School District No. 8 (Kootenay Lake) believes that adequate surplus levels are important in achieving educational goals and addressing financial health, stability and risk; and, the allocation of surplus funds supports long-term planning by mitigating changes in revenue and making provision for contingencies for unexpected events.

The Board of Education is responsible for ensuring the district is protected financially from [forecasting forecasted](#) risk and unforeseen circumstances that could negatively impact resources available for the education of students.

The Board's accumulated operating surplus will serve as:

- a contingency reserve for the risks associated with unexpected increases in expenses and/or decreases in revenues;
- one-time costs not included in the annual operating budget; and
- intermittent projects and initiatives.

The Accumulated Operating Surplus will align with and consider:

- District Vision and Mission Statement;
- District Strategic Plan;
- District Facilities Plan; and
- Current and projected financial health of the district.

Definitions [move remainder to administrative procedures](#)

Unrestricted Surplus: the accumulated operating surplus built up in the School District's operating fund that has not been designated for specific uses.

Restricted Surplus: the accumulated operating surplus built up in the School District's operating fund that has been designated for specific uses.

Guidelines

~~1. The Accumulated Operating Surplus will align with and consider:~~

- ~~• District Vision and Mission Statement;~~
- ~~• District Strategic Plan;~~
- ~~• District Facilities Plan; and~~

Related Legislation: School Act [RSBC 1996, Part 8, Division 8]

Related Contract Article: Nil

Adopted: October 9, 2018

~~● Current and projected financial health of the district.~~

2. The Secretary-Treasurer shall be responsible to:
 - Recommend the appropriate balances to be maintained in both the unrestricted and restricted accumulated operating surpluses;
 - Recommend the necessary increases/decreases and transfers from Restricted and Unrestricted Operating surpluses;
 - Secure Board approval for the transfer of surplus operating funds; and
 - Benchmark actual surplus balances with other school districts and with pre-determined targets on an ongoing basis to gauge whether financial health is being achieved.
3. Annual and/or periodic increases to the restrictions on the Accumulated Operating Surplus shall be specific to each category of restriction, as approved by the Board through the School District's annual financial planning/budgeting process.
4. Accumulated Operating Surplus balances and changes will be reported in the Annual Financial Statements.

POLICY 640: Acquisition-Disposal of Board Assets

The Board of Education of School District No. 8 (Kootenay Lake) recognizes that all sites, buildings and equipment (excluding consumable supplies) are assets of the School District.

~~The Secretary-Treasurer will establish procedures for the acquisition and disposal of equipment and supplies.~~

Equipment purchased by outside groups/organizations such as: Parent Advisory Councils, service clubs and community organizations, that are placed in a school or District facility, or on school or district property, will become the property of the School District.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 9, 2001
Amended: October 9, 2018

POLICY 641: Gifts

The Board of Education of School District No. 8 (Kootenay Lake) values the contribution from our communities and welcomes gifts of materials, equipment and funds (money) to the School District in accordance with the [associated administrative procedures following guidelines](#).

Guidelines [move to administrative procedures](#)

1. Ownership

- 1.1 All gifts of materials, equipment and money, when accepted, will become the property of the Board. The donor may designate to which school or for which purpose the gift will be given.

2. Approval

- 2.1 All offers of gifts, materials, equipment and money must be approved by the Superintendent/CEO, the Secretary-Treasurer or a designate, in consultation with the Principal(s)/Supervisor(s) of the receiving school(s)/department(s), prior to the acceptance of the gift. If there is any doubt to the usefulness or appropriateness of the gift, or if there is any concern that the Board may incur additional costs for liability as a result of the gift, the gift may be declined.
- 2.2 All materials, books, equipment, etc. donated must meet the same standard as selection criteria (educational, safety, etc.) applied to all School District purchases.

3. Receipt for Tax Purposes

- 3.1 If donors request a receipt for tax purposes, the following will apply:
 1. Tax receipts will not be issued for donations of less than twenty-five dollars (\$25).
 2. Cash donations must be made payable to School District No. 8 (Kootenay Lake) and forwarded to the School Board Office for receipt. The donations will be allocated to the school or program for which they were intended.
 3. Donations in kind will be evaluated by a person or persons knowledgeable in that area, designated by the Secretary-Treasurer, prior to a receipt being issued.
 4. Tax receipts will not be issued to parents/guardians for payment of fees or donations that benefit their own child(ren).

4. Disposal

- 4.1 As the equipment donated becomes obsolete or has completed its useful life, it may be disposed of, in accordance with Board policy.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 9, 2001
Amended: June 24, 2003
Amended: October 9, 2018

POLICY 642: Procurement and Purchasing

The Board of Education of School District No. 8 (Kootenay Lake) has, as its over-arching purchasing objective, to satisfy the operational needs of the School District while realizing overall best value for goods and services using best practice and professional judgement. The Board assigns to the Secretary-Treasurer responsibility for those judgements.

The Board of Education of School District No. 8 (Kootenay Lake) will tender banking and audit requirements every three (3) years.

The Board values the District's purchasing function's contribution to educational and operational programs through:

- Application of specialized professional knowledge
- Development of district-wide experiential knowledge
- Utilization of public purchasing standards
- Efficiency of acquisition of goods and services
- Realization of best value in acquiring goods and services

The District's procurement activities must be conducted with integrity and the highest standard of ethical conduct. All individuals involved with the District's procurement activities must act in a manner that is consistent with the principles and objectives of this policy.

The Board believes the school district should participate with other public authorities in a cooperative way and take full advantage of shared opportunities and services, when appropriate.

Guidelines [move remainder to administrative procedures](#)

1. The Secretary-Treasurer will be responsible for ensuring that purchasing procedures are established so that all supplies, services and equipment required for the operation of the School District's schools and educational programs are obtained at the best price available with free opportunity, whenever practicable, for all interested vendors to make proposals for supply.
 - 1.1. The School District will purchase locally, whenever and wherever possible; however, the School District's first consideration must be value for money spent. For this reason, local suppliers and contractors will be given preference only as other conditions are comparable.
 - 1.2. The Board will, whenever practical, join in cooperative purchasing with other School Districts or agencies to take advantage of lower prices for bulk purchasing and to reduce the administrative costs in tendering.
 - 1.3. The Secretary-Treasurer will provide to the Board a monthly printout of all expenditures in excess of ten thousand dollars (\$10,000) for information.
2. The Secretary-Treasurer will be responsible for ensuring that tendering procedures are established (see Accounting Procedures Manual) for the District.
 - 2.1. Tender calls will be made in accordance with the B.C. Government Public Sector purchasing requirements.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 9, 2018

- 2.2. Tender calls for banking services will be invited from financial institutions within the School District that can comply with the Ministry of Education requirements for banking.
- 2.3. Tender calls for audit services will be invited from accounting firms within the School District that hold a chartered accountant designation and can comply with the Ministry of Education requirements for auditing school districts.

POLICY 650: Disposal of Real Property and Improvements

The Board of Education of School District No. 8 (Kootenay Lake) seeks to ensure ownership of real property and improvements are managed in the best interest of the District.

In order to reduce operating costs and utilize facilities effectively, the Board will consider the disposal of its surplus properties in accordance with Ministry policy, orders and regulations, provided that there is not an anticipated need for the use of the space to attend to future educational and/or operational purposes.

For the purposes of this policy, any lease for a term, including the cumulative total of all options and rights to extend or renew the lease for a period of more than ten years and/or which provide for an option or right to purchase, shall be treated as a disposal.

Guidelines [move remainder to administrative procedures](#)

1. Prior to the disposition of surplus property, the Board of Education will:
 - 1.1. Consider future enrolment growth in the District, including Kindergarten to Grade 12, adult programs, and early learning;
 - 1.2. Consider alternative community use of surplus space in school buildings and other facilities;
 - 1.3. Give fair consideration to community input, and adequate opportunity for the community to respond to the Board of Education's plans for the property;
 - 1.4. Complete full title search;
 - 1.5. Request an independent appraisal of the property; and
 - 1.6. Seek approval from the Minister as required.
2. The method of disposition of surplus properties will be through a public process that may include:
 - 2.1. Public advertising;
 - 2.2. Public tender;
 - 2.3. Public auction;
 - 2.4. Request for proposals; or
 - 2.5. Listing with real estate agencies.
3. The Board will apply the following criteria regarding disposals:

Related Legislation: School Act [RSBC 1996, Part 7, Division 1, Section [946](#)]
Related Contract Article: Nil
Adopted: February 26, 2008
Amended: January 14, 2014
Amended: October 9, 2018

- 3.1. The decision to sell or lease the property is consistent with Ministry policy, orders and regulations;
- 3.2. The business case for selling the property is demonstrable and supportable after consideration of future enrolment growth, alternative community use and input, environmental issues, title searches, independent appraised value, and offers;
- 3.3. The disposition will be at fair market value, except as set out below. Fair market value means the amount, price, consideration or rent that would be obtained by the Board of Education in an arm's length transaction in the open market between willing parties acting in good faith;
- 3.4. That considerations regarding market value and highest and best use could be superseded at the discretion of the Board of Education if:
 - 3.4.1. The property could generate ongoing funding for the district through an educational partnership, or the property could generate ongoing funding, savings, or provide shared services to the District through partnership with other public bodies (e.g. lease arrangement with BC Transit),
 - 3.4.2. The property has a history of a community relationship and past-usage with a committed organization in the community,
 - 3.4.3. The property is the only public facility in the community that is suitable for community use;
 - 3.4.4. The planned use of the property would have significant positive effect on a large number of citizens that could not be gained in other ways;
 - 3.4.5. The property would be used by another Board of Education (including the Conseil Scolaire Francophone) or independent school for educational purposes; or local government or community organization for alternative community use.
- 3.5. The Board of Education will adopt a by-law approving the disposition;
- 3.6. The Board of Education will provide the Minister of Education with a copy of the Disposition By-law and written notification of the disposition and allocation of the proceeds.
4. Subject to section 5, if the Board of Education receives funds in respect of the disposition of any asset that was the subject of a capital expenditure, the funds must be allocated between the Board of Education and the minister according to the Board of Education's contribution and the minister's contribution to the capital expenditure.
5. The Minister may allocate the money between the minister and the Board of Education if:
 - 5.1. The minister is not able to determine the Board of Education's contribution or the minister's contribution to the capital expenditure, or

Related Legislation: School Act [RSBC 1996, Part 7, Division 1, Section [946](#)]
Related Contract Article: Nil
Adopted: February 26, 2008
Amended: January 14, 2014
Amended: October 9, 2018

- 5.2. In the opinion of the minister, the allocation is not appropriate in the circumstances.
6. Money allocated to the minister must be used by the Board of Education only
 - 6.1. for capital projects, and
 - 6.2. with the minister's approval.
7. Money allocated to the Board of Education must be used by the Board of Education only for capital projects, and allocated by Board motion.
8. The Board of Education of Education may allocate money received in respect of a lease to either operating or capital expenditures if the lease
 - 8.1. is for a term, including the cumulative total of all options and rights to extend or renew the lease, of not more than ten (10) years, and
 - 8.2. does not provide for an option or right to purchase.

POLICY 680: Business Community Advertising Sponsorship

The Board of Education of School District No. 8 (Kootenay Lake) acknowledges that businesses and service groups may from time to time choose to support, financially and materially, public school activities through sponsorships or partnerships. The Board supports the development of sustainable education-business relationships between the Board, its schools and the community, and encourages community groups, businesses, corporations, labour groups, civic organizations, industries, government agencies, colleges, universities and others to join in developing education-business relationships with the Board and /or its schools through various types of sponsorship/partnership arrangements for the benefit of the school community.

Acceptable sponsorship/partnerships provide benefits to the educational, cultural, artistic or athletic programs of students through the donation/contribution of products, services or money to a school or the district. The Board wishes to secure sponsorships/partnerships that are consistent with the values, principles and objectives of the District. Revenues acquired through sponsorships will be used to complement and not replace public funding for education.

It is the obligation of the Board to protect the welfare of School District #8 (Kootenay Lake) students and the integrity of the learning environment. When working together, schools, community groups and businesses must ensure that educational values are not distorted in the process. These relationships must be ethical and structured in accordance with the following principles:

1. Will not lead to the exploitation of the students;
2. Minimizes the implication that the Board of Education or the school endorses particular businesses, organizations, products or services;
3. Offers significant educational, cultural, artistic or athletic benefits or social values for students;
4. Expected acknowledgement is dignified, modest, reasonable and consistent with this policy;
5. Must be structured to meet an identified educational need;
6. Ensures protection against claims that are false or misleading;
7. Involves minimal intrusion into instructional time;
8. [The receiving School](#) or District has sufficient resources to pay for cost of installation, on-going maintenance, repairs and training.
9. Donated goods and services are held to the same standard used for the selection and purchase of curriculum materials.

Definitions

Related Legislation: Nil
Related Contract Article: Nil
Adopted: October 26, 2004
Amended: January 10, 2017
Amended: October 9, 2018

- A. **Advertising:** Advertising is the oral, written or graphic statement made in any manner in connection with the solicitation of business by promoting goods and/or services to encourage the public to buy or to patronize in exchange for financial payment.
- B. **Sponsorship:** Sponsorship is an agreement between an individual school, the Board of Education and an individual group, organization or community-based group in which the sponsor provides financial or resource support in exchange for the recognition.
- C. **Partnership:** is a collaborative relationship between the Board and an organization or business wherein the resources of the Board and the partner are combined to enhance the quality and relevance of the educational program provided by the Board.
- D. **Donation:** refers to a gift or contribution of money, goods or services, voluntarily transferred to a school or the school district which is given without expectation of something of value in return.

Advertising or sponsorship is not the sale of good/services to the district, the school or the parent advisory councils for market value where items have brand names, trademarks, logos or tags for product/service identification. These shall be governed by the purchasing policies of the district, the schools or the parent advisory councils.

POLICY 720: Asbestos

The Board of Education of School District No. 8 (Kootenay Lake) endeavors to maintain an asbestos free school environment. When this is not possible, a containment and labeling program shall be established and monitored by the Health, Wellness & Safety Officer.

Related Legislation: Occupational Health and Safety Regulation 6.1-6.32
Related Contract Article: Nil
Adopted: March 27, 1998
Amended: October 9, 2018

POLICY 730: Pesticides and Herbicides

The Board of Education of School District No. 8 (Kootenay Lake) values the environment and aims to keep grounds safe, healthy and accessible for all. In the interest of health and safety of staff and students, school grounds maintenance and pest problems will be conducted using ~~through~~ an Integrated Pest ~~Management~~ approach.

An Integrated Pest Management approach is the best combination of behavioural, chemical, cultural, biological, mechanical and genetic methods to reduce pest populations to acceptable levels. ~~for the most effective control of pests.~~

Related Legislation: Nil
Related Contract Article: Nil
Adopted: July 14, 1998
Amended: May 8, 2018
Amended: October 9, 2018

POLICY 740: Playground Equipment

The Board of Education of School District No. 8 (Kootenay Lake) believes that all playground equipment must be of a safe nature. Accordingly, district staff shall approve the construction and location of all playground equipment.

Once placed on school property, all playground equipment shall become the property of School District No. 8 (Kootenay Lake) and the maintenance of such equipment shall be under the supervision of district operations staff.

POLICY 750: Heritage

The Board of Education of School District No. 8 (Kootenay Lake) supports the retention and preservation of educational artifacts and archival records that document the historical heritage of schooling in the School District [No. 8](#) (Kootenay Lake) area.

Guidelines [move to administrative procedures](#)

1. The School District will encourage the compilation, collection, restoration and preservation of significant records, major reports, textbooks, school and classroom furnishings and objects and any other items that have relevance to education in this region.
2. Identified Items will be screened by a qualified external resource, to be selected by the Superintendent or designate, to determine historical value and appropriate means for storage.
3. Space in a school district facility may be designated for the safekeeping of relevant educational artifacts and records.
4. The District will support the efforts of historical societies and museums in all communities served by the District to preserve and maintain the educational heritage of the area.

POLICY 760: Animals on School District Property

The Board of Education of School District No. 8 (Kootenay Lake) is responsible for maintaining a safe and healthy learning environment at all schools and School District sites.

In School District No. 8 (Kootenay Lake), Municipal and Regional District of Central Kootenay bylaws, with respect to animal control, will apply to all School District property and school sites.

~~Specifically, all dogs must be kept on a leash with a person on the other end of the leash, and under the immediate and effective control of a responsible person on school district property. In the event a dog defecates on school district property, the responsible person in control of the dog must immediately remove and dispose of the defecated matter in a sanitary manner.~~

Assistance dogs may be brought into schools, subject to [Administrative Procedure 760.1: Assistance Dogs](#).

Animals may be brought into schools, subject to [Administrative Procedure 760.2: Animals in Schools](#).

Notwithstanding this policy, under the School Act, the principal of the school has the authority to remove any person / animal which poses a safety or health concern to the school learning environment.

Information which may support local school conversations and planning can be found at:

[The City of Nelson Animal Regulation and Control Bylaw](#)
[Town of Creston Animal Care and Responsibility Bylaw](#)
[Regional District of Central Kootenay Dog Control Bylaw](#)

~~[Move remainder to administrative procedures - maybe add the following to both AP 760.1 and AP 760.2?](#)~~

~~[Specifically, All dogs must be kept on a leash with a person on the other end of the leash, and under the immediate and effective control of a responsible person on school district property. In the event a dog defecates on school district property, the responsible person in control of the dog must immediately remove and dispose of the defecated matter in a sanitary manner.](#)~~

POLICY 770: Student Transportation

The Board of Education of School District No. 8 (Kootenay Lake) will establish and maintain a system of pupil transportation, as required, that will qualify for the funding provided by the Ministry of Education.

The Board expects the system to be efficiently scheduled and functioning with clean, safe vehicles operated by qualified approved drivers.

Related Legislation: [School Act \[RSBC 1996, Part 6, Division 1, Section 71\] nil?](#)
Related Contract Article: Nil
Adopted: November 20, 2001
Amended: October 9, 2018

POLICY 771: Transportation for Independent School Students

The Board of Education of School District No. 8 (Kootenay Lake) may provide transportation to students who attend independent schools located within the boundaries of the School District.

Guidelines [move to administrative procedures](#)

1. Students who attend independent schools may ride District buses provided that there is room on the bus, and the school that the student attends pays a monthly fee, linked to the fee charged on public transit, payable to School District No. 8 ([Kootenay Lake](#)).
2. Fees will be assessed annually and communicated to schools by March 15th.
3. Busing requests from individual parents or students must be channeled through the independent school.
4. In the event that space becomes unavailable, the independent school will determine which of its students will continue to ride the bus.
5. Students who ride the buses must abide by the rules set out by the District and are subject to Board bus discipline procedures.
6. Supervision of students while waiting for a bus is the responsibility of the parents or the independent school.

Related Legislation: Nil
Related Contract Article: Nil
Adopted: February 26, 2002
Amended: April 21, 2009
Amended: October 9, 2018

POLICY 780: Transportation Assistance

The Board of Education of School District No. 8 (Kootenay Lake) may provide transportation assistance to parents or guardians who transport students where no District transportation is available.

[Move remainder to administrative procedures](#)

To qualify for transportation assistance a pupil must: live within the boundaries of the School District; live beyond the walk limits from the nearest School District No. 8 school in their attendance area; have no District pupil transportation services provided; live beyond 2.5 kilometers from the nearest bus stop; and, be normally in full time attendance at a School District No. 8 school.

Transportation assistance will be paid for the entire distance from the student(s') residence to the nearest bus stop, if the nearest bus stop is more than 2.5 kilometers from the residence. Transportation assistance will be paid for the entire distance from the student(s') residence to the nearest school if the distance from the residence to the nearest school in their attendance area exceeds the walk limits and no District pupil transportation services are provided.

For the purposes of this policy, walk limits are 2.5 km for primary students and 3.0 km for intermediate and secondary students. These distances are measured by the nearest passable road, which is defined as a street, road, highway, lane or walkway, that has been established as a pedestrian or vehicular route by the Municipality or the Province of British Columbia.

Guidelines

1. Payments will be made only to individual parents or guardians.
2. The transportation assistance paid will be based on current District rate/kilometer to a maximum of \$12.00/family for each day that the student(s) is in attendance.
3. Application for transportation assistance shall be made annually to the Secretary-Treasurer on the prescribed form.
4. The school that the student attends shall submit a monthly attendance record to the Secretary-Treasurer in order for the assistance to be paid.
5. Transportation assistance will not be paid retroactively beyond 30 days prior to the receipt of the application at the Board office.

POLICY 790: Anti-Idling of School Vehicles

The Board of Education of School District No. 8 (Kootenay Lake) seeks to reduce student and driver exposure to exhaust particulate matter, reduce the environmental impact of school district operations and reduce fuel expenses; by limiting unnecessary idling of all School District [No.#8](#) owned, leased or rented vehicles.

Related Legislation: Occupational Health and Safety Regulation 6.1-6.32
Related Contract Article: Nil
Adopted: April 10, 2018
Amended: October 9, 2018

**POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE
POLICY PRIORITY LIST**

Policy No.	Policy Name	Status	Originating	Assignment
Section 300	Students	January 2019 - Review	Board	P&G Committee
Section 400	Instruction and School Organization	April & May 2019 - Review	Board	P&G Committee
Section 500	Human Resources	May 2019 - Review	Board	P&G Committee
Section 600	Finance and Business Operations	June 2019 - Review	Board	P&G Committee
Section 600	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of District	Recommended by our Legal Counsel, Ron Bogusz.	New policy	Michael
Section 700	Facility Operations and Transportation	June 2019 - Review	Board	P&G Committee
Policy 540	Supervisory Conflict of Interest	September 2019 - Review	Board	P&G Committee
Section 600	Child Care Providers in schools	September 2019 - Board Referral	Board Referral New policy	Michael
Section 800	Information and Communications Technology	September 2019 - Review	Board	P&G Committee
Section 900	Distributed Learning	October 2019 - Onboard by P&G Committee	New policies	P&G Committee
Section 200	Health & Safety	November 2019 - Review	Board	P&G Committee
-	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		P&G Committee to host 2019/20

2019-2020**BOARD & COMMITTEE MEETINGS SCHEDULES***Meetings are held every 3rd week (13 Meeting Days)*

DATE	TIME	LOCATION	MEETINGS	COMMENT
September 10, 2019	12:30 pm – 6:00 pm	Board Office, Nelson	Committees of the Whole	
	6:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	Audited Financials Approved
October 1, 2019	1:00 pm – 7:00 pm	Board Office, Nelson	Closed & Open Board Meetings	Working Session
October 22, 2019	12:30 pm – 6:00 pm	PCSS, Creston	Committees of the Whole	
	6:00 pm – 7:00 pm	PCSS, Creston	Open Board Meeting	
November 12, 2019	1:00 pm – 7:00 pm	Board Office, Nelson	Closed & Open Board Meetings	Working Session
December 3, 2019	12:30 pm – 6:00 pm	Board Office, Nelson	Committees of the Whole	
	6:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Winter Break</i>				
January 28, 2020 (tbc)	12:30 pm – 6:00 pm	Board Office, Nelson	Committees of the Whole	
	6:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	Amended Budget
February 18, 2020	1:00 pm – 7:00 pm	Board Office, Nelson	Closed & Open Board Meetings	Working Session
March 10, 2020	12:30 pm – 6:00 pm	Board Office, Nelson	Committees of the Whole	
	6:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	
<i>Spring Break</i>				
April 7, 2020	1:00 pm – 7:00 pm	PCSS, Creston	Closed & Open Board Meetings	Working Session
April 28, 2020	12:30 pm – 6:00 pm	Board Office, Nelson	Committees of the Whole	
	6:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	
May 19, 2020	1:00 pm – 7:00 pm	Board Office, Nelson	Closed & Open Board Meetings	Budget Approval, Working Session
June 9, 2020	12:30 pm – 6:00 pm	Board Office, Nelson	Committees of the Whole	
	6:00 pm – 7:00 pm	Board Office, Nelson	Open Board Meeting	
June 23, 2020	1:00 pm – 7:00 pm	Board Office, Nelson	Closed & Open Board Meetings	Working Session
<i>Summer Break</i>				