

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

TUESDAY, SEPTEMBER 10, 2019

12:30 PM (PT) – 2:00 P.M. (PT)

In person: School District 8 Kootenay Lake, Board Office, 811 Stanley Street, Nelson, B.C., V1L 1N8

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 September 10, 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 June 11, 2019 Policy and Governance Committee of the Whole Minutes meeting **BE ADOPTED**.

9. Old Business

A. Review of Policies (p. 6)

App. 9A

- Policy 540: Supervisory Conflict of Interest – D. Holitzki
- Policy 730: Pesticides – B. MacLean

Proposed Resolution:

THAT the policy 540: Supervisory Conflict of Interest and Policy 730: Pesticides **BE RECOMMENDED** to the Board for approval.

10. New Business:

A. Terms of Reference Review (p. 8)

App. 10A

Proposed Resolution:

THAT the Governance and Policy Committee of the Whole Terms of Reference **BE RECOMMENDED** to the Board for approval.

B. Review of Policies (p. 10)

App. 10B

Section 800 Information and Communications Technology

- Policy 810: Use of Information and Communications Technology

- Policy 820: Freedom of Information and Protection of Privacy
- Policy 830: Wireless Technology in Schools
- Policy 831: Cell Phones & Digital Devices

Handout 10C

Policy 840: Use of Video Surveillance → not included in this agenda, referred to next Board Meeting.

Proposed Resolution:

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

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

- A. 2019-2020 Annual Plan/Policy Priority List (p.)

Handout 11D

Proposed Resolution:

THAT the 2019-2020 Governance and Policy Committee of the Whole Annual Plan/Policy Priority List **BE RECOMMENDED** to the Board for approval.

12. Question Period

13. Meeting Schedule & Reminders (p. 13)

App. 13

The next meeting of the Committee is scheduled for October 22, 2019 at 12:30 pm at the Nelson Board Office.

14. Adjournment of Meeting

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

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

BOARD:

L. Trenaman
S. Nazaroff
B. Maslechko
D. Lang
S. Chew
A. Gribbin (*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
N. Howald, Director of Information Technology
N. Ross, Acting Director of Innovative Learning Services
S. Whale, Executive Assistant
C. Riehl, IT Technician

PARTNERS:

N. Nazaroff, DPAC
D. Sabourin, KLTF
V. McAllister, KLPVPA
R. Bens, CUPE
M. Bennett, CUPE
A. Early, CUPE

REGRETS:

S. Walsh, Trustee
B. Coons, Trustee
C. Beebe, Trustee
B. MacLean, Director of Operations
S. Kalabis, KLPVPA
B. Reimer, CUPE
D. Kunzelman, KLTF

1. Call to Order

Chair Trenaman called the meeting to order at 12:39 pm.

2. Acknowledgement of Aboriginal Territory

3. Insertions/Deletions to proposed Agenda

4. Adoption of Agenda

Moved by Trustee Maslechko, seconded by D. Sabourin, KLTF, **AND RESOLVED:**

THAT the agenda for this June 11, 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 Trustee Maslechko, seconded by A. Early, CUPE, **AND RESOLVED:**

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

9. Old Business

Superintendent Perkins reported that Policy 540: Supervisory Conflict of Interest and New Policy 660: Child Care Providers in Schools will be addressed in September, 2019.

10. New Business:

A. Policy Pro Forma: Policy 321: Student Withdrawal

Superintendent Perkins presented the Policy Pro Forma, which was prepared by District Principal Simpson, noting that it is a requirement of the Ministry of Education to have such a policy.

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

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

B. Review of Policies

Policy 650: Disposal of Real Property and Improvements

- Guidelines moved to Administrative Procedures except for the following sentence: "Prior to the disposition of surplus property, the Board of Education will give fair consideration to community input, and adequate opportunity for the community to respond to the Board of Education's plans for the property."

Policy 730: Pesticides and Herbicides

- Trustee Nazaroff raised concern about missing information about plant pesticides and not only animal pesticides. It was decided that the policy be held pending further internal review and brought back to Committee at a later date.

All other Policies didn't have any new revisions than suggested in the agenda package.

Whereas the following Section 600: Finance & Business Operations and Section 700: Facility Operations & Transportation policies were reviewed by the Committee:

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

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 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
(Policy 730: Pesticides and Herbicides will be reviewed further and brought back to Committee at a later date)

Moved by Trustee Chew, seconded by Secretary-Treasurer McLellan, **AND RESOLVED:**

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

11. Policy Priority List/Annual Plan

Superintendent Perkins presented the Policy Priority List for the following year and reminded the Committee that anyone can submit a Policy Pro Forma.

12. Question Period

Superintendent Perkins encouraged all Committee Members to contribute more actively and inquired if another format would be helpful to achieve more participation. A discussion ensued, with representatives of each partner group offering their opinions and ideas in turn.

Superintendent Perkins inquired how the representatives share the information from the Committee meetings. A representative from each partner group reported how they distribute the information.

Board Chair Trenaman thanked everyone for their time and contribution to this Committee.

13. Meeting Schedule & Reminders

Superintendent Perkins presented the draft schedule of all Board and Committee Meetings for next year. She noted that Board decided to change from a 2-week cycle to a 3-week cycle with an additional short Board Meeting after each set of Committee meetings.

14. Adjournment of Meeting

The meeting adjourned at 1:33 pm.

Committee Chair

Secretary-Treasurer

POLICY 540: Supervisory Conflict of Interest

The Board of Education of School District No. 8 (Kootenay Lake) prohibits employment situations where employees occupy positions where a Direct Supervisory Relationship exists between family ~~or~~ significant others or close associates. Exceptions to this policy will only be considered in rare and extraordinary circumstances where staff shortages exist. This policy will not affect such working relationships that were established prior to August 1, 2014, however any transfers or promotions of these employees will be subject to the new policy.

Remainder moved to Admin. Procedures (AP 540.1)

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 and weed problems will be conducted using through an Integrated Pest and Weed ~~Management~~ approach.

An Integrated Pest and Weed Management approach is the best combination of behavioural, chemical, cultural, biological, mechanical and genetic methods to reduce pest and weed populations to acceptable levels. ~~for the most effective control of pests.~~ under which non-toxic or lower-toxic methods shall be given priority to other methods where possible.

~~POLICY AND GOVERNANCE~~ AND POLICY COMMITTEE OF THE WHOLE

2019/2020 TERMS OF REFERENCE

Adopted: September 10, 2019

I. PURPOSE

The purpose of the Policy and Governance Committee of the Whole is to assist the Board in fulfilling its obligations by providing a focus on governing through policy that is intended to enhance the Board of Education's governance of the District.

II. COMPOSITION AND OPERATIONS

A. The Committee shall be composed of all trustees of the Board, Directors, Superintendent and Secretary-Treasurer and two representatives from each of the KLTF, KLPVPA, CUPE Local 748 and the Kootenay Lake DPAC.

B. The Committee will be chaired by a trustee elected at the first Committee meeting ~~each~~ every second year following the inaugural meeting of the Board.

C. The Committee quorum will consist of the Trustee Committee Chair or Chair designate, Superintendent or designate, and a minimum of 4 (four) trustees and one member from any two of the stakeholder groups.

D. Committee members are voting members of the Committee.

E. The Committee will strive to make decisions by consensus; failing consensus, committee decisions will be made by a majority of votes cast.

F. The Committee shall operate in a manner that is consistent with Board [Policy 121: Committee Structure](#) and Board [Policy 160: Policy Development](#).

G. ~~As scheduled by the Board~~ The Committee will meet periodically during the school year, ~~with the exception of March and December.~~ An annual schedule of meetings will be provided by the Board to the Committee following the adoption of the Board's annual Board meeting schedule.

(i) Additional meetings will be scheduled as necessary;

(ii) Special meetings may be held at the discretion of the Board Chair and the Committee Chair or upon the written request to the Board Chair from a majority of the Committee members.

(iii) Confidential matters such as: property, personnel, litigation or situations involving individual staff or students (i.e., appeals) will not be discussed by the Committee.

H. The Committee will establish an Annual Plan/[Policy Priority List](#) at the first committee meeting of the school year which includes:

(i) Goals and objectives for the year

(ii) Strategies and structures to achieve goals

(iii) Communication strategies

(iv) Schedule of meeting dates

I. The Annual plan/[Policy Priority List](#) will be developed and approved by the committee and then be submitted to the Board for approval.

- J. The Committee may create ad hoc sub-committees which will report to the Policy and Governance Committee of the Whole.
- K. The Policy and Governance Committee of the Whole Terms of Reference, Annual Plan/Policy Priority List and meeting minutes will be posted on the District website.

III. DUTIES AND RESPONSIBILITIES

The Committee has the responsibility to:

- A. Facilitate the review annually, for Board approval, Board policies, and bylaws by under which the Board will operate, with the exception of Section 100 policies, which will be reviewed and updated by the Board of Trustees alone.
- B. Develop District Board of Education Board policies for the District that relate to the governance of the District. Specifically:
 - (i) Any person in the District may request development of a policy or policy revisions by submitting a Policy ~~160~~ Pro Forma to the Board of Education;
 - (ii) Board approved Policy Pro Formas will be referred to the Committee for consideration;
 - (iii) Drafting of a policy and revisions will be the Superintendent's responsibility;
 - (iv) The Committee will determine whether further information or consultation is required; and.
 - (v) Once stakeholder comments have been taken into account, the policy will be finalized and recommended by the Committee to the Board for approval.
- C. Support the Board in the alignment of policy and governance.
- D. Review Committee may review d Draft Administrative ~~on~~ ProceduresRegulation and provide input when requested by the Board.

IV. Accountability

All meetings will be open to the public. The Committee shall report its discussions to the Board by maintaining minutes of its meetings.

All approved Policy and Governance Committee of the Whole meeting minutes and all Board policies and procedures will be posted to the District's website in a timely manner.

POLICY 810: Use of Information and Communication Technology

The Board of Education of School District No. 8 (Kootenay Lake) believes in the benefits of Information and Communications Technology (ICT) and how ~~they-it~~ may be used to enhance communication, learning in schools, and support the district's operating activities.

Staff, students, parents/guardians and educational partners using ICT resources are expected to do so in a responsible, ethical manner in accordance with Board Policies and procedures. Access to ICT is a privilege and not a right and may be withdrawn if individuals do not comply with Board Policies.

The Board understands that access to ICT may expose items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to use ICT to further educational goals and objectives, individuals may find ways to access other materials as well. Controls are in use but are not capable of blocking 100% of the inappropriate material. The Board believes the benefits of ICT, in the form of information resources and opportunities for collaboration exceed any disadvantages.

All individuals who are given access to the ICT are required to know and abide by this Policy in order to ensure that ICT is being used in a safe and responsible manner. The use of personal devices connected to ICT is also subject to this Policy.

Students are 100% responsible for lost or damaged personal devices.

POLICY 820: Freedom of Information and Protection of Privacy

The Board of Education of School District No. 8 (Kootenay Lake) has the legal obligation to safeguard the confidentiality of personal information pertaining to its staff and students. As the custodian of this information, the Board believes that the storage, retrieval and appropriate use of these records should ensure confidentiality and privacy of the information.

Obtaining Personal information may only be obtained as authorized by the Freedom of Information and Protection of Privacy Act (FOIPPA)¹ and used for the purposes for which it is gathered.

~~FOIPPA contains provisions that regulate the public's access to information and governs the responsibilities to protect personal information from unauthorized access, use or disclosure.~~

¹ *FOIPPA contains provisions that regulate the public's access to information and governs the responsibilities to protect personal information from unauthorized access, use or disclosure.*

POLICY 830: Wireless Technology in Schools

The Board of Education for School District No. 8 (Kootenay Lake) Education is committed to providing and improving technology to support teaching and learning, and which keeps our schools current in a communications-rich environment. Wireless networks allow schools to offer enhanced learning opportunities in a flexible environment and ~~Further,~~ the Board recognizes that mobile devices support student engagement ~~in flexible ways~~ and can provide seamless access to web-based technologies, ~~instead of rather than through~~ periodic use of technology in dedicated computer labs or single user classroom stations. ~~It is understood that wireless networks allow schools to offer enhanced learning opportunities in a flexible environment.~~

The Board acknowledges the potential for staff members and visitors to work in environments where Wireless networks will support access to web-based technologies, data and information.

~~Radio~~ ~~It is expected that radio~~ frequency energy levels from Wi-Fi (wireless) equipment in all areas accessible by students, staff and the general public are required to meet Health Canada's safety guidelines (Safety Code 6). Decisions about the installation of wireless networks ~~will~~ ~~must~~ be made in accordance with the safety standards set by Health Canada. School District No. 8 follows the current medical guidance provided by the Province, which indicates that WiFi does not constitute a threat to the health of B.C. residents. (link to article: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/radiofrequency-and-health/do-cell-phones-cause-cancer?keyword=wifi>)

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2019-2020
BOARD & COMMITTEE MEETINGS SCHEDULES

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 19, 2019	1:00 pm – 7:00 pm	Board Office, Nelson	Closed & Open Board Meetings	Working Session
December 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	
<i>Winter Break</i>				
January 28, 2020	3:30 pm – 5:00 pm	Board Office, Nelson	Operations & Finance Committee of the Whole	
	5:30 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>				