The Board of Education of

School District No.5 (Southeast Kootenay)

MINUTES - POLICY MEETING

April 23, 2024, 1:00 p.m.
Cranbrook Board Office

Committee Members in Attendance:	Co-chair Trustee Wendy Turner (out at 1:20 p.m.) Trustee Alysha Clarke (Acting Co-chair after 1:20 p.m.)
Regrets:	Co-chair Trustee Nicole Heckendorf Trustee Sarah Madsen
Board/District Staff in Attendance:	Chairperson Doug McPhee (*Ex-officio member*) Trustee Trina Ayling Trustee Irene Bischler Trustee Chris Johns Superintendent Viveka Johnson Secretary Treasurer Nick Taylor Director of Instruction Human Resources Brent Reimer District Principal Student Services Darcy Verbeurgt District Principal of Early Learning and Child Care Laura-Lee Phillips District Vice Principal of Human Resources and Health & Safety Jaslene Atwal Operations Manager Joe Tank Executive Assistant to Secretary Treasurer and Superintendent (recorder) Jane Nixon

1. **COMMENCEMENT OF MEETING**

    1.1 **Call to Order**

    Co-chair Trustee Turner called the Policy Committee meeting of April 23, 2024, to order at 1:16 p.m. Co-chair Trustee Turner then requested that Trustee Clarke take over the role of Co-chair.

    1.2 **Approval of the Agenda**

    Moved/Seconded by Turner/McPhee:

    THAT the agenda of the Policy Committee meeting of April 23, 2024, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Turner/McPhee:

THAT the minutes of the Policy Committee meeting of February 26, 2024, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

2.1 Generative Artificial Intelligence (AI) Policy

Secretary Treasurer Taylor reviewed the feedback received on the Generative Artificial Intelligence (AI) Policy included in the agenda package.

Discussion included:

- Ongoing input from the Information Technology Department to ensure that the Policy continues to be relevant moving forward
- Presentation on AI at the BCSTA Annual General Meeting
- Utilization of AI to make education better
- Ongoing communication with DPAC and continued discussion on the AI Policy at upcoming community engagement nights
- Ongoing education of staff and students

Trustees Ayling and Clarke suggested that there should be an addition of a simple summary prior to the release of the AI Policy. There should also be a media release to inform stakeholders.

RECOMMENDATION A:
Moved/Seconded by McPhee/Clarke:

THAT the Generative Artificial Intelligence (AI) Policy be approved by the Board of Education.

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 Administrative Procedure 422 Moving Allowance

Trustee Ayling requested that the items be reorganized, moving the numbering of Item 8 to Item 6.

There was discussion regarding the definition of hard to fill positions. It was requested that there be documentation on hard-to-fill criteria moving forward.

A copy of the revised administrative procedure will be emailed to all trustees once it is posted to the website.

6.   **ACTION ITEMS FOR FUTURE MEETINGS**

    6.1   Administrative Procedure 461 Casual Replacement Services for Support Staff

    6.2   Administrative Procedure 172 Creating Safe Schools

    6.3   Administrative Procedure 409 Workplace Bullying and Harassment

    6.4   Administrative Procedure 146 Social Media Use

7.   **CORRESPONDENCE**

Nil

8.   **QUESTION PERIOD**

Nil

9.   **ADJOURNMENT**

Moved/Seconded by McPhee/Clarke:

THAT the Policy Committee meeting of April 23, 2024 adjourn at 1:43 p.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?