



**The Board of Education of  
School District No.5 (Southeast Kootenay)  
MINUTES - POLICY MEETING**

**August 28, 2023, 1:00 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Bev Bellina  
Trustee Trina Ayling  
Trustee Irene Bischler

Regrets: Co-Chair Trustee Nicole Heckendorf

Board/District Staff in Attendance: Chairperson Doug McPhee  
Trustee Alysha Clarke  
Trustee Chris Johns  
Trustee Sarah Madsen  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Instruction Human Resources Brent Reimer  
Director of Student Learning and Aboriginal Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault  
District Principal Student Services Darcy Verbeurgt  
District Principal Early Learning and Child Care  
Executive Assistant to Secretary Treasurer and Superintendent (recorder)  
Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

Co-Chair Trustee Bellina called the Policy Committee meeting of August 28, 2023, to order at 1:24 p.m.

**1.2 Approval of the Agenda**

Moved/Seconded by Ayling/Bischler:

THAT the agenda of the Policy Committee meeting of August 28, 2023, be approved as circulated.

### **1.3 Approval of the Minutes**

Errors:

Trustee Johns shows as committee member approving adjournment of the meeting.

Moved/Seconded by Ayling/Bischler:

THAT the minutes of the Policy Committee meeting of May 29, 2023, be approved as amended.

## **2. BUSINESS ARISING FROM PREVIOUS MEETING**

Nil

## **3. PRESENTATIONS**

Nil

## **4. REPORTS**

Nil

## **5. NEW BUSINESS**

### **5.1 Policy 21 Public Interest Disclosure**

#### **RECOMMENDATION A**

Moved/Seconded by Ayling/Bischler:

THAT the proposed changes with minor amendments to Policy 21, Public Interest Disclosures, be accepted and approved by the Board of Education.

### **5.2 Policy 4 Trustee Code of Conduct**

Chairperson McPhee reviewed the Board of Education's current Policy 4, Trustee Code of Conduct, and the associated Appendix.

The Policy Committee (and any other available trustees) will meet with Director Tichauer to review the School Trustees Code of Conduct Provincial Criteria Guidelines provided by the Ministry of Education and Child Care and the BCSTA. The purpose of this meeting will be to set out best practices and to provide guidelines for district trustees. The Committee will review the existing policy and will make recommendations to the existing policy if necessary. Travel for trustees to attend Board and Committee meetings will also be reviewed under Policy 4.

### **5.3 Administrative Procedure 260**

Director Tichauer reviewed *Section 6* of Administrative Procedure 260, Use of Private Vehicles. He explained the waiver (Form 260-5) attached to the agenda package.

Chairperson McPhee questioned the language in *Section 6.2*, "...should only be undertaken when completely necessary." The section will be re-worded to read, "this method of transportation should be undertaken with caution".

## **6. ACTION ITEMS FOR FUTURE MEETINGS**

Nil

## **7. CORRESPONDENCE**

Nil

## **8. ADJOURNMENT**

Moved/Seconded by Bischler/Ayling:

THAT the Policy Committee meeting of August 28, 2023, adjourn at 2:11 p.m.

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