



**The Board of Education of
School District No.5 (Southeast Kootenay)
Minutes – Policy Committee**

**February 22, 2016, 10:30 a.m.
Board Office**

Committee Members	Co-Chair Trustee Brown (Chair) Co-Chair Trustee Ayling
In Attendance:	Trustee Helgesen Trustee McPhee
Regrets:	nil
Board/District Staff in Attendance:	Trustee Bellina Trustee Blumhagen Trustee Johns Chairperson Lento Lynn Hauptman, Superintendent Diane Casault, Director of Student Learning/Innovation Janice Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of February 22, 2016 was called to order at 10:40 a.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2016-03

M/S that the agenda for the Policy Committee meeting of February 22, 2016 be approved as amended.

Add: Item 5.1 7.1Ra Employee Acceptable Use of ICT

1.3. Approval of the Minutes

POL-2016-04

M/S that the minutes of the Policy Committee meeting of January 25, 2016 be approved as circulated.

2. POLICIES DELETED BY THE BOARD SINCE LAST MEETING

Policy 6.2 School Planning Councils

Discussion regarding revisions to PAC policy. Trustees will be kept informed.

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 3.43R Legacy of Learning Regulations

Discussion included:

- Regulations look fine, however what is the year end procedure for schools to ensure items/information is being archived? And how is that done without it becoming a full time job with added costs.
- this is a conversation that needs to continue with schools and procedures will evolve as we proceed
- archiving is not necessarily only done at the end of the school year, but whenever you see/notice things throughout the year as well
- time capsules (maps/pictures of their locations)
- how much is physical vs digital (reference to gifting items but keeping digital records/copies)
- digital storage on our servers.

Regulations will be posted with the policy and work will continue on refining them as we go along.

3.2 Policy 4.8 Playground Equipment

A link to the District's Playground Handbook has been put at the bottom of the policy.

4. CORRESPONDENCE AND/OR NEW ITEMS

Nil

5. INFORMATION ITEMS

5.1 7.1Ra Employee Acceptable Use of ICT

The signature line at the bottom of the Regulations has been removed. It is assumed, that as with all other policies, staff will adhere to the Policy and Regulations without providing a signature.

6. ADJOURNMENT

The meeting adjourned at 10:53 a.m.