



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

**February 26, 2024, 1:00 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Wendy Turner (remotely)  
Co-Chair Trustee Nicole Heckendorf (remotely)  
Trustee Alysha Clarke

Regrets: Trustee Sarah Madsen

Board/District Staff in Attendance: Chairperson Doug McPhee  
Co-Chair Trustee Bev Bellina (remotely)  
Trustee Trina Ayling  
Trustee Irene Bischler  
Trustee Chris Johns  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Instruction Human Resources Brent Reimer  
Director of Student Learning and Indigenous Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault  
District Principal Student Services Darcy Verbeurgt  
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 February 26, 2024, to order at 1:58 p.m.

**1.2 Approval of the Agenda**

Additions:

Moved/Seconded by Clarke/Heckendorf:

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

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

Errors:

Omissions:

Moved/Seconded by Heckendorf/Clarke:

THAT the minutes of the Policy Committee meeting of January 22, 2024, be approved as circulated.

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

Nil

## **3. PRESENTATIONS**

Nil

## **4. REPORTS**

Nil

## **5. NEW BUSINESS**

### **5.1 Transportation of Students in Severe Weather Administrative Procedure**

Director Tichauer reviewed the draft administrative procedure attached to the agenda package.

Discussion included:

- Temperature cut off (i.e. -35 degrees Celsius) for bussing
- Drop off of students at bus stops without parents available for pick up
- No outdoor based activities in temperatures lower than -20 degrees Celsius
- Protocols for groups that are already outside when temperatures fall
- Process for bus drivers that have runs cancelled

### **5.2 Opioid Overdose Response Administrative Procedure**

Director Tichauer reviewed the draft Opioid Overdose Response administrative procedure attached to the agenda package. There were two small corrections to this administrative procedure noted by Co-chair Trustee Turner.

### **5.3 Draft Generative Artificial Intelligence (AI) Policy**

Secretary Treasurer Taylor explained the proposed draft Generative Artificial Intelligence policy attached to the agenda package.

Trustee Johns requested a presentation on Generative Artificial Intelligence to better understand the draft policy.

**RECOMMENDATION A**

Moved/Seconded by Heckendorf/Clarke:

THAT the draft Generative Artificial Intelligence Policy be distributed for public consultation prior to approval.

**5.3.1 Draft Use of Generative Artificial Intelligence Administrative Procedure**

Secretary Treasurer Taylor reviewed the draft administrative procedure. He explained that the City of Cranbrook's Artificial Intelligence administrative procedure was used to guide the development of this procedure.

**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 Clarke/Heckendorf:

THAT the Policy Committee meeting of February 26, 2024, adjourn at 3:07 p.m.

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