



**The Board of Education of
School District No. 5 (Southeast Kootenay)
MINUTES - EDUCATION/POLICY MEETING
January 24, 2011, 10:30 a.m.
Board Office**

IN ATTENDANCE - COMMITTEE MEMBERS

Co-Chair Trustee Gordon-Hooker

Co Chair Trustee Ayling

Trustee Ellis

Trustee Damstrom

Bill Gook, Superintendent of Schools

Janice McElwee, Executive Assistant (Recorder)

REGRETS

IN ATTENDANCE – BOARD/DISTRICT STAFF

Trustee Bellina (by phone)

Trustee Lento

Trustee Hall

Trustee Mildenberger

Doug McPhee, District Safety Officer

Cynthia Stuart, Director of Instruction/Human Resources

1.0 CALL TO ORDER

The meeting was called to order at 9:13 a.m.

2.0 ADDITIONS TO OR DELETIONS FROM THE AGENDA

Nil

3.0 PRESENTATIONS

Nil

4.0 POLICIES PASSED BY THE BOARD SINCE LAST MEETING

2.1 Tobacco Free District

5.0 ITEMS FORWARDED FROM PREVIOUS MEETING

5.1 Pesticide Update

Trustee Johns is absent and will provide an update at the February meeting.

5.2 Revised Policy 2.10 – District Health/Safety Program

- The policy now includes a reference to WCB's guidelines/authority which was requested at the last meeting.
- The revised policy will be sent back to partner groups for feedback and brought back to the March meeting.

5.3 Draft Policy – Students Registered for Distance Education

- A request was received at the last Committee meeting for clarification in the policy on how parents of students attending the Kootenay Discovery School (KDS) become aware of activities/opportunities happening at schools. Schools will now forward information on activities to the teacher at KDS who will then share that information with parents.
- It was noted that further information/recommendations have been received from the PAC at KDS. This information will be forwarded Mr. McPhee for review/consideration and the policy will be brought back to the February meeting.

5.4 Draft Policy- Distribution of Union Information

- The policy was sent back from the December Board Meeting to the Policy Committee and was to go to partner groups for feedback (has not been sent to partner groups yet).
- Discussion ensued regarding suggested changes to the policy, however no changes were actually made.
- The draft policy will now be sent to partner groups and will be brought back to the March meeting.

5.5 Curricular and Extra-Curricular School Trips

- Changes to 1st paragraph under Supervision:
*All curricular and extra-curricular school trips must have at least one **responsible adult-School District 5 employee** who ~~has undergone a criminal record check and has successfully completed the-an~~ orientation program under the ~~auspices of the-School-District-office of the~~ **respective school**. This person is responsible for the safe conduct of the students involved in the activity.*
- Field Trip Application Check List – (Criminal Record Check must be completed) has been added behind the Non Staff Chaperones line. Who will pay for the checks?
- An additional line will be added to confirm that the orientation program has been successfully completed by the SD5 employee.

- The revised policy and checklist will be sent back to partner groups for feedback and brought back to the March meeting.

5.6 School Closure

- Changes under Administrative Procedures:
 - 4. include Xmas and spring break with July and August
 - 5. after two community forums, insert (per school considered for closure)
- How would this work if there is more than one school being considered for closure? Mr. Gook will discuss with Mr. Dobie for clarification.
- Discussion regarding 'fair' consultation (1st paragraph, 2nd sentence). Delete 'fair' and put in 'full and comprehensive'.
- The revised policy, with changes from today, has been tabled to the February meeting to allow Trustees more time to review.

5.7 Draft Policy – Access to Information and Protection of Privacy

- Debbie Therrien, DPAC Rep., raised concerns regarding what student information can be used for (i.e. signing the registration form seems to allow student information to be used for other purposes not listed on the form such as Edudata and failure reports)
- The draft policy has been tabled to the February meeting.

6.0 CORRESPONDENCE AND/OR NEW ITEMS

6.1 Policy 3.1 – Student Registration, Enrolment and Placement – Update

Changes to the policy will be forthcoming once the Kootenay Orchards Elementary boundary issues have been resolved.

6.2 Language Review Committee – Update

This item has been tabled to the February meeting.

7.0 INFORMATION ITEMS

7.1 Playground/Garden Installation

- These are procedures as outlined by the Operations Department (not policy) and were written as a result of issues with the Amy Woodland Elementary playground installation.
- Concerns were raised by DPAC regarding the wording which states that the school district 'reserves the right to specify the manufacturer' as it may limit the PAC's of

getting the best deal they can when purchasing. As long as the equipment is CSA approved, there should be no liability issues for the District.

- Change wording to ‘it reserves the right of final approval of the manufacturer’.
- Discussion of ways to save money (i.e. thickness of gravel, washed gravel, etc.)
- Guidelines should be sent to PACs for feedback.
- Discussion of ‘volunteers must be utilized’. Can’t always get volunteers and in some cases it doesn’t make sense to have volunteers doing the work.
- Change wording to ‘maximum of \$5,000 to assist the manufacturer with the installation of such equipment and incidentals’.
- Delete last sentence, ‘Volunteers must be utilized to keep the install costs reasonable’.
- Add an additional bullet about informing CUPE of equipment changes so when they do their inspections they have up-to-date information.
- Blue-Imp should be used as an example – there are other reputable companies that can be used.
- Mr. Gook will follow-up.

7.2 Criminal Records Checks

Research is still being done on a draft Criminal Records Check policy. A draft may be ready for the February meeting.

Meeting adjourned at 10:30 a.m.