



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

**January 25, 2021, 11:30 a.m.  
Meeting via Zoom**

Committee Members  
in Attendance: Co-Chair Trustee Turner (by Zoom)  
Co-Chair Trustee Ayling (by Zoom)  
Trustee McPhee (by Zoom)  
Trustee Whalen (by Zoom)

Board/District Staff in  
Attendance: Chairperson Lento (by Zoom)  
Trustee Bellina (by Zoom)  
Trustee Damstrom (by Zoom)  
Trustee Johns (by Zoom)  
Trustee Kitt (by Zoom)  
Superintendent, S. Yardley (by Zoom)  
Secretary Treasurer, A. Rice (by Zoom)  
Director of Student Learning/Aboriginal Education, J. Tichauer (by Zoom)  
Director of Student Learning/Innovation, D. Casault (by Zoom)  
District Principal/Student Services, D. Verbeurgt (by Zoom)  
District Principal/Transformative Learning, J. Roberts (by Zoom)  
Executive Assistant, J. Nixon (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

The Policy Committee meeting of January 25, 2021 was called to order at 12:18 pm by Co-Chair Trustee Wendy Turner.

**1.2 Approval of the Agenda**

M/S that the agenda for the Policy Committee meeting of January 25, 2021 be approved as circulated.

**1.3 Approval of the Minutes**

M/S that the minutes of the Policy Committee meeting of November 23, 2020 be approved as circulated.

**2. BUSINESS ARISING FROM PREVIOUS MEETING**

**3. PRESENTATIONS**

**4. REPORTS**

**5. NEW BUSINESS**

**5.1 Report on Policy Model and Administrative Procedures**

An initial meeting with Dr. Leroy Sloan will need to be arranged to discuss the proposed policy process and administrative procedures for School District 5 (Southeast Kootenay).

Chairperson Lento will connect with Dr. Sloan to set up the initial session in February. This will be a virtual session as an in-person meeting will not be feasible due to COVID 19 restrictions.

Trustee Bellina briefly queried Dr. Sloan's billing structure and Secretary Treasurer Rice explained the billing format will be a charge for his time with no other travel incidentals (such as airfare and hotel).

**5.2 Enrolment and School Transfer Process**

Director Casault reviewed the proposed modifications to the Family Request for Student Placement Form. This form has been modified due to COVID-19. The proposed new format will allow parents to download the form from the School District 5 website and will not require school principals to sign the document before it is emailed to the Board Office. This is a temporary change to the process due to COVID-19 restrictions.

Co-Chair Trustee Ayling recommended that changes to the Family Request for Student Placement Form be approved for use while COVID protocols remain in place.

**RECOMMENDATION A:**

Amendments to the "Family Request for Student Placement" form be utilized while COVID-19 protocols remain in place.

**6. RECOMMENDED ACTIONS FOR FUTURE MEETINGS APPENDIX A**

**6.1 Childcare Programs**

**6.2 Revised Policy 3.33 Use of Cell Phones and Digital Devices**

**6.3 Revised Policy 3.42 and 3.42R Students Registered for Distance Education and Continuing Education**

**7. ADJOURNMENT**

The meeting adjourned at 12:30 pm.