



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

**May 28, 2018, 11:30 a.m.
Board Office**

**Committee Members
In Attendance:** Co-Chair Trustee Brown (Chair)
Trustee Helgesen (by phone)

Regrets: Co-Chair Trustee Ayling
Trustee McPhee

**Board/District Staff in
Attendance:** Trustee Bellina
Trustee Johns
Chairperson Lento
Brent Reimer, Director of Instruction/Human Resources
Rob Norum, Secretary Treasurer
Diane Casault, Director of Student Learning/Innovation
Jason Tichauer, Director of Student Learning/Aboriginal Education
Jennifer Roberts, District Principal/Tech. and Transformative Learn.
Darcy Verbeurgt, District Principal/Student Services
Janice Paetz, Executive Assistant (Recorder)

1. COMMENCEMENT OF MEETING

1.1. Call to Order

The Policy Committee meeting of May 28, 2018 was called to order at 12:56 p.m. by Co-Chair Brown.

1.2. Approval of the Agenda

POL-2018-07

Addition:

Policies passed since the last Board meeting:

- 1.17 Terms of Reference - Audit Committee
- 4.27 Professional Development Exempt Staff/Trustees

M/S that the revised agenda for the Policy Committee meeting of May 28, 2018 be approved.

1.3. Approval of the Minutes

POL-2018-08

M/S that the minutes of the Policy Committee meeting of April 23, 2018 be approved as circulated.

2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING

1.17 Terms of Reference - Audit Committee

3.11 Independent Directed Studies

4.27 Professional Development Exempt Staff/Trustees

3. BUSINESS ARISING FROM PREVIOUS MEETING

3.1 Independent Directed Studies (IDS) Summary

Discussion included:

- School summary:
 - ESS – have not offered IDS courses
 - FSS – Culinary Arts and Arts (2 over past 3 years)
 - JEJSS – have not offered IDS courses
 - MBSS – Art, Psychology, Wood Working (average 10 per year – 30+ over past 3 years)
 - SSS – have not offered IDES courses
- a copy of the summary will be sent to Trustees
- students would hear of these opportunities via school counsellors and/or the course selection handbook.

3.2 Board/Authority Authorized Courses (BAA)

Discussion included:

- as a result of the MBSS audit, we realized that not all BAA courses currently used have been authorized
- quite a few courses would now match Ministry courses so we will have less BAA courses going forward
- Mr. Tichauer will be reviewing all district BAA courses to determine if they are still being used and if they now match a Ministry course (a summer project)
- BAA courses that are being used will all require new outlines that match the redesigned curriculum
- one challenge is that the outlines are to match the reporting order and the reporting order has still not been finalized.

4. CORRESPONDENCE AND/OR NEW ITEMS

Draft Policy – Accumulated Surplus

Discussion included:

- the policy is a requirement of the Ministry and must be in place by June 30th
- our draft policy was a sample provided by the BCSTA and then modified to suit our District

- Section 2.1 - last paragraph – the minimum of 1.5% and maximum of 3.0% are just guidelines – variances outside of this range may very well initiate conversations about what is happening with certain budgets and why we are under/over
- there is talk that the Ministry may require districts to put any capital surplus funding towards building a new school
- we definitely need to review and synchronize all of our budgets going forward as the Ministry wants to know about all reserve and surplus funds
- Section 4.4 – 2nd bullet – change the Superintendent of Schools to Secretary Treasurer
- Section 4.4 – 3rd bullet - change Management and Finance Committee to Finance/ Operations Committee
- Unrestricted Operating Surplus in chart – maximum should go up from 1.5% to 3.00% - would give us more leeway
- Mr. Norum is not aware of any overseeing by any person/group to ensure policy is in place and adequate, but will check to make sure
- would it be beneficial to have a similar chart for restricted operating surplus (beneficial to share information but not to have it in the policy).

Recommendation A

M/S that the amended Policy 4.26 Accumulated Operating Surplus be approved by the Board of Education at the June meeting.

5. INFORMATION ITEMS

- 1.17 Terms of Reference – Audit Committee
- 4.27 Professional Development Exempt Staff/Trustees

These new policies will be posted to the website and sent out to partner groups once formatting has been finalized.

6. ADJOURNMENT

The meeting adjourned at 1:25 p.m.