



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

**IN ATTENDANCE - COMMITTEE MEMBERS**

**Co Chair Trustee Ayling**

Trustee Ellis  
Trustee Gordon-Hooker  
Glenn Dobie, Director of Student Learning  
Janice McElwee, Executive Assistant (Recorder)

**REGRETS**

Co Chair Trustee Damstrom

**IN ATTENDANCE – BOARD/DISTRICT STAFF**

Trustee Bellina  
Trustee Lento  
Trustee Johns  
Trustee Mildenberger  
Bonnie Spence-Vinge, District Principal of Special Education  
Rob Norum, Secretary Treasurer

**1.0 CALL TO ORDER**

The meeting was called to order at 10:20 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**

Policy 4.23 – Application of Pesticides to District Buildings/Grounds

#### **5.0 ITEMS FORWARDED FROM PREVIOUS MEETING**

##### **5.1 Field Trip Application – MBSS, LMS & PMS – China/Hong Kong (Spring 2012)**

###### **Recommendation A**

*“That Mt. Baker Secondary, Parkland Middle and Laurie Middle Schools’ Field Trip Application to China/Hong Kong in the spring of 2012, be sent to the Board of Education for approval.”*

Staff/students will do a short presentation to the Board upon the completion of their trip.

Discussion regarding changes to the policy which will include a requirement for a safety/worst case scenario contingency plan to be included with the Field Trip Application Checklist and a list of students, contact names/emergency numbers, which will be kept at the Board Office in case of an emergency.

##### **5.2 Revised Policy 3.1 – Student Registration, Enrolment & Placement**

No feedback was received from partner groups.

###### **Recommendation D**

*“That the revised Policy 3.1 Student Registration, Enrolment & Placement be sent to the Board of Education for approval.”*

##### **5.3 Draft Policy – Access to Information/Protection of Privacy**

No feedback was received from partner groups.

###### **Recommendation E**

*“That the Draft Policy Access to Information/Protection of Privacy be sent to the Board of Education for approval.”*

##### **5.4 Revised Policy – Disposal of Land or Improvement**

Deferred to the September meeting.

## 5.5 Draft Policy – Budget

Discussion/changes included:

- wording should be consistent ie. specific to SD5 throughout the policy
- 1.6 – The Budget Committee ‘**shall**’ recommend a budget . . .
- 4.2 – ‘**A**’ manager ‘**with**’ expenditure accounts . . .
- 4.3 – Principal’s ‘**shall**’ share school budget (must be included in Section 1)
- 5.2 – delete ‘**in accordance with the Chart of Accounts**’
- process for handling over expenditures
- 7.1 – ‘**staff control**’ document
- 8.2 – When ‘**the Secretary Treasurer**’ has projected that the approved ‘**annual**’ budget will . . .
- Should the Ministry background be included in the policy?

### Motion

*“That a public information session be conducted on an annual basis to explain the School District’s budget for all stakeholders (DPAC, PAC and Unions).”*

It was suggested that the wording of the motion could be added to Section 1 of the policy.

Mr. Norum will reword the policy and bring it back to a future meeting.

## 6.0 CORRESPONDENCE AND/OR NEW ITEMS

### 6.1 Field Trip Application – MBSS – Italy (Spring 2012)

#### Recommendation B

*“That Mt. Baker Secondary School’s Field Trip Application to Italy in the spring of 2012 be sent to the Board of Education for approval.”*

Staff/students will do a short presentation to the Board upon the completion of their trip.

### 6.2 Field Trip Application – SSS – Belize (Spring 2012)

#### Recommendation C

*“That Sparwood Secondary School’s Field Trip Application to Belize in the spring of 2012 be sent to the Board of Education for approval.”*

Staff/students will do a short presentation to the Board upon the completion of their trip.

### **6.3 Revised Policy 4.2 – Travel Allowance per Diem**

The revised policy will now be sent to partner groups for feedback and brought back to the September meeting.

## **7.0 INFORMATION ITEMS**

### **7.1 Revised Policy 3.13 – Student Records**

Ms. Spence-Vinge answered questions from the last meeting:

- a district process has been established for signing out student files and will form part
- of the policy
- the 55 year retention part for PR cards is from the School Act
- Retaining accumulative student records (7 years) – the language was taken from a legal opinion from the Surry school district. Their policy was to keep the files for 3 years after a student turns 19. This district decided to retain the files for 7 years. There is no law that dictates the length of time. As long as we follow what is written in policy, we are covered legally.
- Storage – current practice is paper (electronic storage would require additional staff/software to be hired to convert the files)

The revised draft policy will now be sent to partner groups for review/feedback.

### **7.2 Policy 5.5 – Extra Curricular/Curricular Field Trips**

- A Coaches Orientation Manual is currently being developed.
- BC School Sports in revising their regulations which will require all community coaches to undergo certification. A one day course is currently being developed. District Policy will have to mirror these changes as in order to take part in any BC School Sports sanctioned events, all coaches will have to be certified.

### **7.3 Revised Policy 2.9 – School Closure**

- Updates/revisions requested from the last meeting have not been completed.
- Questions from PAC's were answered.
- Discussion needed regarding a separate policy on reconfiguration.
- Protocol for School Closure, Item f) Look at the timing of letters being sent to parents and the release of information to the media.

### **7.4 Draft Policy – Distribution of Union/Political Information**

The draft policy is still under review.

Meeting adjourned at 11:50 p.m.