



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

**May 31, 2021, 11:30 a.m.  
Meeting via Zoom**

Committee Members in Attendance: Co-Chair Trustee Turner

Co-Chair Trustee Ayling  
Trustee Whalen  
Trustee McPhee

Board/District Staff in Attendance: Chairperson Lento

Trustee Bellina  
Trustee Damstrom  
Trustee Johns  
Trustee Kitt  
Superintendent, S. Yardley  
Secretary Treasurer, A. Rice  
Director of Student Learning/Aboriginal Education, J. Tichauer  
Director of Instruction/Student Learning, D. Casault  
District Principal/Student Services, D. Verbeurgt  
Executive Assistant, J. Nixon (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

The Policy Committee meeting of May 31, 2021 was called to order at 12:05 pm by Co-Chair Trustee Turner.

**1.2 Approval of the Agenda**

M/S that the agenda for the Policy Committee meeting of May 31, 2021, be approved as circulated.

**1.3 Approval of the Minutes**

M/S that the minutes of the Policy Committee meeting of April 27, 2021 be approved as circulated.

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

### **2.1 Board Policy Handbook**

Superintendent Yardley updated the Policy Committee on the ongoing work on the School District 5 (Southeast Kootenay) Board Policy Handbook and the Administrative Procedures Manual.

She explained that the review and revision process for the Administrative Procedures Manual continues over several sessions. The entire process is estimated to take approximately 20 hours but is valuable and will provide functional documentation for the district, staff, and students.

Superintendent Yardley also reminded the Policy Committee that once the Administrative Procedures Manual and Board Policy Handbook are complete, both will be presented to the Board for approval.

Co-Chair Trustee Turner and Trustee McPhee thanked those involved in the process and reiterated that the work on both the Board Policy Handbook and Administrative Procedures Manual will be of great service to future Boards of Education.

## **3. PRESENTATIONS**

## **4. REPORTS**

## **5. NEW BUSINESS**

### **5.1 Transportation Policy**

Secretary Treasurer Rice gave an overview of the proposed Student Bus Service Policy. Changes to the policy include:

- Removal of kilometre limits from Ridership Eligibility (Administrative Procedures Handbook will have this information detailed by community)
- Removal of defined transportation assistance dollar amount
- Clarification of transportation services for courtesy riders and priority (approval and protocols for courtesy riders will be provided in the Administrative Procedures Handbook)

Secretary Treasurer Rice also advised the Committee that the administrative procedures for this policy will be reviewed later in the month of June.

Chairperson Lento stated that the Transportation Policy was flexible and long overdue. He also stated that the last sentence under the section, Ridership Eligibility, should be moved to the beginning of the section., *"The Board will pay transportation assistance to*

*the parents/guardians of students who qualify for transportation and for whom it is not cost effective, practical, or possible to provide bus service.”*

Trustee Bellina commented that the transportation policy was clear and concise and thanked Trustee Damstrom and Secretary Treasurer Rice for their work on the document.

Trustee Kitt questioned if the new Transportation Policy could be incorporated into the newly revised documents and then be approved at the time when the Board Policy Handbook and Administrative Procedures Manual are approved.

Chair Lento confirmed that Dr. Leroy Sloan would like the Board's consensus and endorsement on the Student Bus Service policy before adding the revision to the Board Policy Handbook.

Consensus was reached and the amended document with change will become part of the Board Policy Handbook.

#### **RECOMMENDATION A:**

**M/S that the Board of Education accept Policy 5.4, Student Bus Service, with the revision to the section Ridership Eligibility:**

##### Ridership Eligibility

The Board will pay transportation assistance to the parents/guardians of students who qualify for transportation and for whom it is not cost effective, practical, or possible to provide bus service.

There are inherent limitations transporting students, in accordance with the School Act, bus transportation for students is provided at the discretion of the Board. Consistency and transparency are critical to this policy. The routes will be reviewed and adjusted as needed through the Administrative Procedure Manual. It is recognized that bus transportation routes will not suit the requests of all parents/guardians.

Transportation services will be available for those students enrolled in the district and will be defined by community in the Administrative Procedure Handbook.

## **6. ACTION ITEMS FOR FUTURE MEETINGS**

### **6.1 Revised Policy 3.33 Use of Cell Phones and Digital Devices**

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

### **6.3 Child Care Policy**

Superintendent Yardley asked that all the above Action Items for Future Meetings be removed as these policies will be covered in the Board Policy and Administrative Procedures Handbook.

## **7. ADJOURNMENT**

The meeting adjourned at 12:22.