



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

**November 26, 2018, 11:30 a.m.  
Board Office**

**Committee Members  
In Attendance:** Co-Chair Trustee Turner (Chair)  
Co-Chair Trustee Ayling  
Trustee McPhee  
Trustee Whalen

**Regrets:**

**Board/District Staff in  
Attendance:** Chairperson Lento  
Trustee Bellina (by phone)  
Trustee Damstrom  
Trustee Johns  
Lynn Hauptman, Superintendent  
Brent Reimer, Director of Instruction/Human Resources  
Diane Casault, Director of Student Learning/Innovation  
Jason Tichauer, Director of Student Learning/Aboriginal Education  
Janice Paetz, Executive Assistant (Recorder)

**1. COMMENCEMENT OF MEETING**

**1.1. Call to Order**

The Policy Committee meeting of November 26, 2018 was called to order at 11:36 a.m. by Co-Chair Trustee Turner.

**1.2. Approval of the Agenda**

**POL-2018-13**

M/S that the agenda for the Policy Committee meeting of November 26, 2018 be approved as amended.

Addition:

5.1 Policies coming up for Review

### **1.3. Approval of the Minutes**

#### **POL-2018-14**

M/S that the minutes of the Policy Committee meeting of October 29, 2018 be approved as circulated.

### **2. POLICIES APPROVED BY THE BOARD SINCE LAST MEETING**

Nil

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

#### **4.1 Draft Policy/Regulations – Impairing Substances in the Workplace**

Mrs. Casault reviewed partner group feedback.

Discussion included:

- job that required a drivers' license day to day and/or expectations to hold a drivers' license
- the District is not interested in doing drug testing now or in the future
- regarding the employees' responsibility to disclose another employee's use and/or report their own use – we have a professional responsibility to ensure the safety and security of students and if an employee believes that student safety is in question they have a responsibility to report
- if a contractor doesn't have a similar policy in place, they will fall under our policy
- the policy and regulations will be shared with staff via staff meetings, which is how information is generally shared
- Will employees' have the ability to make the best choice if they are under the influence? We will not necessarily be relying on the employee to know or to make that decision.
- the policy template was provided by legal so the assumption is that all school districts will be implementing the same policy
- our practices for dealing with employees and impaired substances will not change – now we just have a policy in place
- the use of cannabis products is not allowed on site or in the workplace (i.e. buildings) (as per the Cannabis Act).

#### **Recommendation A**

*"M/S that the Board of Education approve Draft Policy 2.5 and Regulations 2.5R Impairing Substances in the Workplace."*

### **4. CORRESPONDENCE AND/OR NEW ITEMS**

Nil

### **5. INFORMATION ITEMS**

Policies that we will be reviewing in the coming months:

- 3.17 District Assessment
- 3.19 Locally Developed Courses
- 3.18 Scholarships/Awards

- 3.20 Summer School
- 3.21 Adult Education
- 3.33 Use of Cell Phones and Digital Devices
- 3.42 Students Registered for Distance Education
- 4.1 Participation in Community Fund Drives
- 4.5 Corporate Ethics
- 4.11 Fire Safety
- 4.15 Banking Services

Trustee Johns advised that Policies 3.3 Medical Alert and 3.4 Administration of Prescription Medication came up at a recent Highlands PAC meeting, as there appears to be a contradiction around Collective Agreements and what employees are allowed to do.

Mrs. Casault will review both policies and bring any required changes back to a future meeting.

## **6. ADJOURNMENT**

The meeting adjourned at 12:02 p.m.