



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

November 27, 2023, 1:00 p.m.

Cranbrook Board Office

Committee Members in
Attendance:

Co-Chair Trustee Bev Bellina
Co-Chair Trustee Nicole Heckendorf
Trustee Trina Ayling
Trustee Irene Bischler

Board/District Staff in
Attendance:

Chairperson Doug McPhee
Trustee Alysha Clarke
Trustee Chris Johns
Trustee Sarah Madsen
Trustee Wendy Turner
Superintendent Viveka Johnson
Secretary Treasurer Nick Taylor
Director of Instruction Human Resources Brent Reimer
Director of Student Learning and Indigenous Education Jason Tichauer
Director of Student Learning and Innovation Diane Casault
Operations Manager Joe Tank
District Principal Early Learning and Child Care Laura-Lee Phillips
District Principal Student Services Darcy Verbeurgt
Executive Assistant to Secretary Treasurer and Superintendent (recorder)
Jane Nixon

1. COMMENCEMENT OF MEETING

1.1 Call to Order

Co-Chair Trustee Bellina called the Policy Committee meeting of November 27, 2023, to order at 12:37 p.m.

1.2 Approval of the Agenda

Moved/Seconded by Heckendorf/Ayling:

THAT the agenda of the Policy Committee meeting of November 27, 2023, be approved as circulated.

1.3 Approval of the Minutes

Moved/Seconded by Bischler/Ayling:

THAT the minutes of the Policy Committee meeting of October 23, 2023, be approved as circulated.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

3. PRESENTATIONS

Nil

4. REPORTS

Nil

5. NEW BUSINESS

5.1 Policy 12 Appendix D

Changes to the current organizational chart, Policy 12, Appendix D, were clarified by Secretary Treasurer Taylor.

Secretary Treasurer Taylor suggested that due to the organizational chart being a 'living' document, it should be removed from the appendix of Policy 12 and a website link to the organizational chart be provided.

5.2 Policy 13 Appendix D

Changes to the current organizational chart, Policy 13, Appendix D, were clarified by Secretary Treasurer Taylor.

Secretary Treasurer Taylor suggested that due to the organizational chart being a 'living' document, it should be removed from the appendix of Policy 13 and a website link to the organizational chart be provided.

RECOMMENDATION A

Moved/Seconded by Ayling/Bischler:

THAT Appendix D be removed from Policy 12 and Policy 13. A link to the organizational chart will be provided as Appendix D in lieu of the actual chart.

5.3 Administrative Procedure 430 – Role of the Principal

Director Tichauer informed the Policy Committee of a minor change to Administrative Procedure 430 – Role of the Principal.

6. ACTION ITEMS FOR FUTURE MEETINGS

6.1 Administrative Procedure 461 – Casual Replacement Service for Support Staff

Director Tichauer and Director Reimer notified the Policy Committee that the language of Administrative Procedure 461 has been deemed contradictory to the CUPE 4165 Collective Agreement. This Administrative Procedure has been removed and will be revised to reflect current practice.

The members of the Committee requested that a demonstration of the new Powerschool Workboard software be added to the Finance Operations Personnel agenda for January 22, 2024.

6.2 Administrative Procedure 172 – Creating Safe Schools

6.3 Administrative Procedure 409 – Workplace Bullying and Harassment

6.4 Administrative Procedure 146 – Social Media Use

7. CORRESPONDENCE

Nil

8. ADJOURNMENT

Moved/Seconded by Bischler/Ayling:

THAT the Policy Committee meeting of November 27, 2023, adjourn at 12:53 p.m.

Have we channelled our data driven policies in directions that are positive, productive and equitable through our employees to our students?