



**The Board of Education of  
School District 5 (Southeast Kootenay)  
MINUTES - EDUCATION/POLICY MEETING  
November 28, 2011, 10:30 a.m.  
Board Office**

**IN ATTENDANCE - COMMITTEE MEMBERS**

**Co-Chair Trustee Ayling**  
Co-Chair Trustee Damstrom  
Bill Gook, Superintendent of Schools  
Diane Casault, Director of Instruction/Student Learning  
Janice McElwee, Executive Assistant (Recorder)

**REGRETS**

Trustee Gordon-Hooker  
Trustee Ellis

**IN ATTENDANCE – BOARD/DISTRICT STAFF**

Trustee Bellina (by phone)  
Trustee Johns  
Trustee Lento  
Director of Instruction/Human Resources, Brent Reimer  
Director of Instruction/Human Resources, Cynthia Stuart  
Secretary Treasurer, Rob Norum  
District Principal of Student Services, Darcy Verbeurgt

**1.0 CALL TO ORDER**

The meeting was called to order at 10:45 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 3.13 – Student Records

Policy 5.5 – Extra Curricular/Curricular Field Trips

Policy 5.5d – Field Trip Application

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

#### **5.1 Draft Policy - Disposal of Land or Improvements**

There was no feedback from partner groups.

Discussion included:

- concerns that point #4 doesn't include consultation for other than alternative community use, such as private industry
- concerns that land (Mountain View Elem. School) was leased for community use but then used for private industry with no consultation with the Board
- Insert 'or otherwise' in Point #4
- Wording regarding community use/private industry would be included in the lease agreement, not policy. The Board will review the lease to determine what wording was used.

#### **Recommendation A**

*"That the Draft Policy Disposal of Land or Improvements, with the noted change in #4, be sent to the Board of Education for approval."*

#### **5.2 Draft Policy - Budget**

There was no feedback from partner groups.

#### **Recommendation B**

*"That the Draft Policy Budget be sent to the Board of Education for approval."*

#### **5.3 Draft Policy - Child Abuse**

Mr. Verbeurg reviewed the draft policy and Interagency Protocol for Reporting and Investigation of Child Abuse and Neglect in School District No. 5 (Southeast Kootenay).

Discussion included:

- school staff members are orientated every September and reminded of the importance of relationships with the other community partners in the agreement
- 1<sup>st</sup> bullet - delete 'Identify and'
- 3<sup>rd</sup> bullet – add 'as per the Interagency Protocol
- availability of the handbook referred to in the Interagency Protocol (The BC Handbook for Action on Child Abuse and Neglect for Service Providers – 2007)
- Mr. Verbeurgt will send copies of the handbook to all schools for DPAC to have as a resource.

The Draft Policy will now be sent to partner groups for feedback and brought back to the January meeting.

## **6.0 CORRESPONDENCE AND/OR NEW ITEMS**

### **6.1 Field Trip Application – Mt. Baker Secondary – New York**

Discussion included:

- Mr. Gook expressed concerns about this trip as it is during regular school days and not during the spring break which is normally when these trips take place
- Trustees would like to see what plans are in place to make up the instructional time lost
- is the reduced cost the only reason they have planned to travel during regular instructional days?

The application has not been approved. The onus will be on Mrs. Empson, Principal of Mount Baker, to make arrangements to meet with the Board to discuss further.

### **6.2 Policy 5.5 Extra Curricular/Curricular Field Trips 5.5d – Field Trip Application – Board Approval 5.5e – Field Trip Application – Superintendent Approval 5.5f – Field Trip Summary**

The requirement to have a school district employee on our field trips has caused more concerns from schools already.

Discussion included:

- interpretation of the wording regarding supervision and the Principal determining adequate supervision (Page 2)
- legal counsel's advice that ideally, we would have a SD5 employee present (but not necessarily possible)
- District doing the most to ensure that the 'responsible adult' is up to-date on orientation, etc.
- sending back to legal counsel for further advice

- possibly splitting the policy into a ‘curricular’ and an ‘extra-curricular’ policy
- In the interim, schools should proceed with the view that the Principal determines adequate supervision.

Trustees would like a standard form sent out for partner groups to put feedback on, as well as confirmation from all persons that they have read the policy even if there is no feedback. They would like to receive copies of all individual feedback forms.

The Field Trip Application form is now required for both Board approval (5.5d) and Superintendent approval (5.5f) trips.

A new summary form (5.5f) has been created which is required for all multi-day trips (2 nights or more). The form will also indicate that the Board has the option to request a presentation from the school after the completion of the trip.

The three Policy 5.5 addendums (5.5d, 5.5e and 5.5f) will now be sent to partner groups for feedback.

## **7.0 INFORMATION ITEMS**

Nil

Meeting adjourned at 12:15 p.m.