



**The Board of Education of
School District 5 (Southeast Kootenay)
MINUTES - EDUCATION/POLICY MEETING
October 24, 2011, 10:30 a.m.
Board Office**

IN ATTENDANCE - COMMITTEE MEMBERS

Trustee Chris Ellis
Trustee Gordon-Hooker
Bill Gook, Superintendent of Schools
Diane Casault, Director of Instruction/Student Learning
Janice McElwee, Executive Assistant (Recorder)

REGRETS

Co-Chair Damstrom
Co-Chair Ayling

IN ATTENDANCE – BOARD/DISTRICT STAFF

Trustee Bellina
Trustee Johns
Trustee Lento

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

2.1 Move 5.5 Draft French Immersion Policy to 5.1

3.0 PRESENTATIONS

Nil

4.0 POLICIES PASSED BY THE BOARD SINCE LAST MEETING

4.1 Policy 4.2 - Travel Per Diem Allowance

5.0 ITEMS FORWARDED FROM PREVIOUS MEETING

5.1 Draft French Immersion Policy

Trustee Gordon-Hooker advised that a set of protocols will become an attachment to the policy, and will include steps for transitioning students in and out of the French Immersion Program. The T.M. Roberts School procedures will form the basis for the protocols.

The draft policy, along with the protocols, will be sent to partner groups for feedback.

5.2 Revised Policy 3.13 - Student Records

Mrs. Casault reviewed some of the feedback that was received.
Discussion included:

- who pays for the new file folders?
- timelines and a process for implementation
- consistency throughout the District
- concerns from Mount Baker School
- what is included in CUM and RED files (4.13 & 4.14 from Partners Handbook)

Recommendation A

“That the revised Policy 3.13 Student Records be sent to the Board of Education for approval.”

5.3 Revised Policy 2.9 - School Closure

Revisions from the April/May Committee meetings have been made, as well as the creation of a flow chart, which outlines the process, and a School Closure Input form.

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

5.4 Revised Policy 5.5 - Extra Curricular/Curricular Field Trips Revised Policy 5.5d - Field Trip Application form

A newer version of the policy was distributed as there were minor changes made since the agenda was sent out.

Discussion included:

- the policy was not split into two separate policies as there is so much overlap
- the volunteer orientation package is for everyone and the coaches manual is specific to those volunteers who are coaching
- there is no orientation package for teachers as they are already aware of regulations, protocols, etc.

Changes:

- include the requirement of a first aid kit with a cell phone on Page 2
- Move Authorization section on Page 2 to Page 1.

Recommendation B

“That the revised Policy 5.5 Extra Curricular/Curricular Field Trips and 5.5d Field Trip Application, with the changes noted today, be sent to the Board of Education for approval.”

5.5 Draft Policy – Child Abuse

Mrs. Casault advised that the Ministry requires school districts to have a policy. We now have a protocol which is being signed by various agencies. There will also be a separate protocol specific to the Ktunaxa Nation.

Discussion included:

- having someone in the school act as an advocate for the child (someone they feel safe with – not necessarily the Principal) (MCFD protocol states that a child can have an advocate)
- there is currently mandatory training for staff members regarding reporting abuse/
- access to students within the school from other stakeholders (the way children have been removed from the school without any warning to the school/teacher). MCFD does have the authority to come in and remove a child.
- teachers reporting an issue and then their names being passed on (supposed to be anonymous)
- ensuring there is a system in place to allow for an annual review of the protocols
- can the Board request MCFD to handle things sensitively when pulling children out (i.e. having an advocate there for the child, accessing the child in a private manner)
- the District needing to be fully aware of the MCFD protocols to ensure MCFD is following them correctly
- include the Child Protection Policy Checklist (without the yes/no column) as part of the policy
- Mrs. Casault will look at training pieces for PVP and building relationships with MCFD
- Need wording regarding advocates for child. Mrs. Casault will compare to the wording in the protocol and bring back to the November meeting.

6.0 CORRESPONDENCE AND/OR NEW ITEMS

Nil

7.0 INFORMATION ITEMS

Nil

Meeting adjourned at 11:55 a.m.