



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

**September 26, 2022, 12:00 p.m.  
Cranbrook Board Office**

Committee Members in Attendance: Co-Chair Trustee Trina Ayling  
Trustee Patricia Whalen  
Trustee Doug McPhee

Regrets: Co-Chair Trustee Wendy Turner

Board/District Staff in Attendance: Chairperson Frank Lento  
Trustee Bev Bellina (remotely)  
Trustee Krista Damstrom  
Trustee Chris Johns  
Trustee Kathryn Kitt (remotely)  
Superintendent Viveka Johnson  
Secretary Treasurer Nick Taylor  
Director of Student Learning and Aboriginal Education Jason Tichauer  
Director of Student Learning and Innovation Diane Casault  
Executive Assistant (Recorder) Jane Nixon

**1. COMMENCEMENT OF MEETING**

**1.1 Call to Order**

The Policy Committee meeting of September 26, 2022 was called to order at 11:32 a.m. by Co-Chair Trustee Ayling.

**1.2 Approval of the Agenda**

Moved/Seconded by McPhee/Whalen:

THAT the agenda for the Policy Committee meeting of September 26, 2022 be approved as circulated.

**1.3 Approval of the Minutes**

Approval of the minutes from August 29, 2022.

Moved/Seconded by Whalen/McPhee:

THAT the minutes of the Policy Committee meeting of August 29, 2022 be approved as circulated.

**2. BUSINESS ARISING FROM PREVIOUS MEETING**

**2.1 Review of Administrative Procedures**

Director Tichauer reported that the district management team will start to work on reviewing and updating existing administrative procedures to reflect current language. The Board will be notified of changes made to procedures and will also be advised accordingly of policies within the Board Policy Handbook that require updating.

**3. PRESENTATIONS**

Nil

**4. REPORTS**

Nil

**5. NEW BUSINESS**

Nil

**6. ACTION ITEMS FOR FUTURE MEETINGS**

**6.1 Ongoing update of terminology in Board Policy Handbook and Administrative Procedures**

**7. CORRESPONDENCE**

Nil

**8. ADJOURNMENT**

Moved/Seconded by McPhee/Whalen:

THAT the Policy Committee meeting of September 26, 2022 be adjourned at 11:40 a.m.

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