

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Policy Committee DATE: January 4, 2017  
CHAIRPERSON: Trustee D. Butler STAFF CONTACT: K. Kaardal, Superintendent/CEO

### Attendees:

Trustee M. Baxter  
Trustee R. Cacchioni  
Trustee D. Butler (Chairperson)  
Trustee J. Fraser (absent)  
Trustee C. Gorman (absent)  
Trustee L. Mossman  
Trustee L. Tiede (arrived at 4:40 pm)

### Staff:

K. Kaardal, Superintendent of Schools/CEO  
T. Beaudry, Assistant Superintendent  
L. Paul, Secretary-Treasurer  
M. Essler, Executive Assistant (Recorder)

### Partner Group Representation:

|        |                                                  |
|--------|--------------------------------------------------|
| COPAC  | Shelley Courtney, President (arrived at 5:26 pm) |
| COTA   | Susan Bauhart, President                         |
|        | April Smith, First Vice-President                |
| COPVPA | Nina Ferguson, Executive Member                  |
| CUPE   | David Tether, Acting President                   |
| DSC    | No representative                                |

### Agenda

Trustee Mossman and Trustee Baxter were nominated as Acting Committee members as the Committee Members for Board Standing Committees will be nominated at the January 11<sup>th</sup>, 2017 Board of Education Meeting.

The January 4, 2017 Agenda was approved as distributed.

### Discussion/Action Items

#### 1. New Policy 168 – Policy Committee

At the Incamera Board of Education meeting held on Wednesday, November 30, 2016, the Board of Education agreed to form a new Board Standing Committee – Policy Committee starting January of 2017. Policy 140 – School Board Standing and Ad Hoc Committees states:

"2.4 Composition, Scope and Function

The composition, scope and function of each Standing Committee shall be established in a separate Policy for each Committee."

Each Board Standing Committee will continue to be responsible to "review and evaluate all policies pertaining to the (name of Committee) function at least once every three years" as stated in all Board Standing Committee Policies. The Coordinating Committee will determine the process for new, amended or affirmed Policies from Committees on whether they will be forwarded directly to the Board for approval or to the Policy Committee for further review.

#### Outcome:

**The Policy Committee recommends to the Board of Education:**

**The Board of Education approve new Policy 168 – Policy Committee as attached to the Agenda and as presented at the January 4, 2017 Public Policy Committee Meeting.**

#### 2. Start Time for Future Policy Committee Meetings

The start time of 4:00 pm for future Policy Committee Meetings is being proposed to allow the start time of the Education and Student Services Committee which takes place following Policy Committee Meetings to be 6:00 pm.

**Outcome:**

**The Policy Committee recommends to the Board of Education:**

**The Board of Education approve the start time for future Policy Committee Meetings be set at 4:00 pm.**

**3. Amendments to Policy 387 – Freedom of Information and Protection of Privacy**

The suggested amendments to Policy 387 – Freedom of Information and Protection of Privacy are to align the Policy to meet the requirements under the WorkSafe Bulletin issued in May of 2013. These amendments include the addition of information on "Requirements Related to Student Privacy and Worker Health and Safety". The Workers Compensation Act requires that employers inform their workers about all known or reasonably foreseeable health and safety hazards, including workplace violence. The disclosure of personal information within an organization is allowed by FOIPPA "if the information is immediately necessary for the protection of the health or safety of the...employee". Disclosure is required if the answer is 'yes' to the question "Is disclosing this information necessary to help protect this worker's safety?"

Trustee Tiede was nominated as an Acting Committee Member in place of Trustee Baxter.

The Committee discussed the addition of further contents of the WorkSafe Bulletin.

**Outcome:**

**The Policy Committee recommends to the Board of Education:**

**The Board of Education approve the amendments to Policy 387 – Freedom of Information and Protection of Privacy as attached to the Agenda and as amended at the January 4, 2017 Public Policy Committee Meeting.**

**4. Draft Rewrite of Policy 515 – Family Life Education Program**

The Committee discussed the contents of the draft rewrite of Policy 515 – Family Life Education Program and specifically which portions would form the development of an Admin Procedure. The Admin Procedure will contain information on the operation of the Family Life Education Program.

5:28 – Trustee Mossman left the meeting.

5:30 – Trustee Mossman returned to the meeting.

The suggested amendments, including the changing of the title from *Sexual Health Education Program* to *Healthy Relationship and Sexual Health Education Program*, will be brought back to the next Policy Committee Meeting (February 1, 2017) for further review.

**Information Items:**

**1. Amendments to 650A – Public Use of School Facilities Schedule of Rental Fees (Appendix)**

The amendments to Appendix 650A – Public Use of School Facilities Schedule of Rental Fees are to reflect the adjusted charges to fees for use of school facilities by outside agencies.

**Recommendations/Referrals to the Board/Coordinating Committee/Other Committees**

**Public Board Meeting Action Item**

- New Policy 168 – Policy Committee
- Start Time for Future Policy Committee Meetings
- Amendments to Policy 387 – Freedom of Information and Protection of Privacy

**Public Board Meeting Information Item**

- Amendments to 650A – Public Use of School Facilities Schedule of Rental Fees (Appendix)

**Items for Future Policy Committee Meetings**

- Draft Rewrite of Policy 515 – Family Life Education Program

**Future Policy Committee Meetings**

Wednesday, February 1, 2017 at 4:00 pm

Wednesday, May 3, 2017 at 4:00 pm

Wednesday, October 4, 2017 at 4:00 pm

**Questions – Please Contact:**

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Deb Butler, Chairperson