SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Policy Committee DATE: February 6, 2019

CHAIRPERSON: Trustee L. Tiede STAFF CONTACT: K. Kaardal, Superintendent/CEO

Attendees:

Board of Education:
Trustee L. Tiede (Chairperson)
Trustee N. Bowman (Committee Member)
Trustee A. Geistlinger (Committee Member)
(*via teleconference*)
Trustee M. Baxter

Staff:
K. Kaardal, Superintendent of Schools/CEO
T. Beaudry, Deputy Superintendent
E. Sadlowski, Secretary-Treasurer
M. Essler, Executive Assistant (Recorder)

Partner Group Representation:

COPAC	No representative
COTA	Susan Bauhart, President (arrived at 4:08 pm)
COPVPA	Scott Sieben, President
CUPE	Shelley Yost, Clerical/Library Assistant Shop Steward
DSC	Theresa Schwab, Grade 12, Rutland Senior Secondary School

Agenda – Additions/Amendments/Deletions
The February 6, 2019 Agenda was approved as presented.

Report
The October 3, 2018 Public Policy Committee Report was approved as presented.

Discussion/Action Items

4:08 pm Susan Bauhart, President, COTA arrived.

1. **Annual Review of Committee's Mandate, Purpose and Function**
   Policy 168 – Policy Committee
   The Committee discussed Policy 168 – Policy Committee and specifically the Scope of Functions. In response to a query from Susan Bauhart, COTA President, the Committee reviewed Policy 110 – Policy Development and how a partner group can request the review of a Policy. If a partner group would like to recommend the review of a Policy, the request can be made under "Items for Future Policy Committee Meetings".
   The following amendments to Policy 168 – Policy Committee were recommended:
   Page 1 – Item 1.1.1
   "Three trustees, appointed by the full Board, with one trustee appointed Committee Chairperson, *usually* at the Board's inaugural or annual meeting."
   Page 2 – Item 3.3
   "Public meetings of the Committee shall be scheduled to occur on specific dates and times during the school year as determined by the Board resolution *usually* at the inaugural or annual meeting."
   Outcome:
   THAT: The amendments to Policy 168 – Policy Committee, as amended at the February 6, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.

2. **Amendments to Policy 115 – Inaugural and Annual Board Meetings**
   Amendments to Policy 140 – School Board Standing and Ad Hoc Committees
   At the September 12th Public Board Meeting, the Board of Education referred all Policies pertaining to the Inaugural Meeting, Annual General Meeting and initiation of a new Board, to the Policy Committee for review.

This review was requested as a result of the change in election dates. The Secretary-Treasurer/CFO reviewed all relevant Policies and is bringing forth recommended amendments to Policy 115 – Inaugural and Annual Board Meetings and Policy 140 – School Board Standing and Ad Hoc Committees. One further amendment was recommended:

Page 2 – Item 4.2

"~~Election~~ *Appointment* of Vice-Chairperson:….."

Outcome:

THAT: The amendments to Policy 115 – Inaugural and Annual Board Meetings and Policy 140 – School Board Standing and Ad Hoc Committees, as further amended at the February 6, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.

3. **Deletion of Policy 365 – Employee Discipline**

The staff recommendation coming forward to the Policy Committee is for the deletion of Policy 365 – Employee Discipline. The Superintendent of Schools/CEO advised that this recommendation is due to employee discipline being specified in Collective Agreement language and the grievance process. Susan Bauhart, President of COTA, spoke against the deletion of this Policy as it refers to 'remedial action' which is symbolic of discipline that is meant to be remedial as opposed to punitive. A discussion occurred on the removal of "Table 1" on the 2nd page of the Policy, removal of item 3, and referral of the remainder of the Policy to an Ad Hoc Committee for further review. Members of the Ad Hoc Committee were determined to be Trustee Tiede, Trustee Bowman, Trustee Geistlinger, Superintendent of Schools/CEO and a representative from each partner group.

Outcome:

An Ad Hoc Committee be formed to review Policy 365 – Employee Discipline.

4. **Amendments to Policy 525 – Field Trips – Curricular and Extra-Curricular**
Regulation 525R – Field Trips – Curricular and Extra-Curricular
Appendix 525A – Field Trip Activities
Form 525.1 – Field Trip Application
Form 525.2 – Field Trip Parent Permission
Form 525.3 – Transportation of School District No. 23 Students Vehicle Use and Authorized Driver's Statements
Form 525.4 – Student Using Vehicle for Field Trips – Curricular and Extra-Curricular

The amendments coming forward to the Policy Committee for review include the change of language from Field Trips to Field Studies. Field Studies indicate an educational outcome at the completion of the Study. The definitions of the Field Study levels in the Regulations will be updated to the same as the descriptors indicated in the Field Studies Guidelines.

Outcome:

THAT: The amendments to Policy 525 – Field Trips – Curricular and Extra-Curricular, Regulation 525R – Field Trips – Curricular and Extra-Curricular, Appendix 525A – Field Trip Activities, Form 525.1 – Field Trip Application, Form 525.2 – Field Trip Parent Permission, Form 525.3 – Transportation of School District No. 23 Students Vehicle Use and Authorized Driver's Statements, Form 525.4 – Student Using Vehicle for Field Trips – Curricular and Extra-Curricular, as further amended at the February 6, 2019 Policy Committee Meeting, be forwarded to the Board for approval.

5. **Review of Policy 390 – Conflict of Interest and Confidentiality**

The Superintendent of Schools/CEO recommended an Ad Hoc Committee be formed to review the current Policy 390 – Conflict of Interest and Confidentiality as well as other School District's Policies on Conflict of Interest.

Outcome:

An Ad Hoc Committee be formed to review Policy 390 – Conflict of Interest and Confidentiality.

6. **Review of Policy 480 – Raising the Bar: The Three-Year Rule**
   Appendix 480A – Raising the Bar: The Three Year Rule (Appendix A)
   Application for Exemption of the Three-Year Rule
   Appendix 480A – Raising the Bar: The Three Year Rule (Appendix B)
   Appeal of Decision to Deny Three-Year Rule Exemption Application

   Raising the Bar: The Three-Year Rule was developed to encourage students entering grade 10 to strive to complete graduation requirements within three years. In certain extenuating circumstances this may not always be possible. Students who do not complete graduation requirements within the three years are notified in the spring of their third year and provided with an information package on programs and opportunities to complete graduation outside their neighbourhood school, as well as an Application for Exemption of the Three-Year Rule. The Superintendent of Schools/CEO will review and bring forth amendments to the Policy. Amendments may include the removal of reference to an application process, that learning/support processes will be developed for individual students at the school level to complete their graduation, and also supports in place for special needs students to continue in school until transition to Community Living supports.

   Outcome:

   The Superintendent of Schools/CEO will review and bring forward to the Policy Committee suggested amendments to Policy 480 – Raising the Bar: The Three-Year Rule, Appendix 480A – Raising the Bar: The Three Year Rule (Appendix A) Application for Exemption of the Three-Year Rule, Appendix 480A – Raising the Bar: The Three Year Rule (Appendix B) Appeal of Decision to Deny Three-Year Rule Exemption Application.

7. **Review of Policy 405 and Regulations 405R – Student Placement**

   The Review of Policy 405 and Regulations 405R – Student Placement was referred to the Policy Committee from the Education and Student Services Committee on May 2, 2018 for clarification of the Board's role. For example, 3.1 of the Regulations states that "Decisions related to capping will be made by the appropriate area Assistant Superintendent…..". Trustee Moyra Baxter stated that the Assistant Superintendents may make the decision to cap a *grade* (which must be brought forward to the Board as information), but the capping of a *school* is a decision of the Board of Education.

   Outcome:

   The Superintendent of Schools/CEO will review and bring forward to the Policy Committee suggested amendments to Regulations 405R – Student Placement to clarify the Board's role in the capping of schools.

<u>Information Items:</u>

1. **Policy 470 and Regulations 470R – Transportation Services Management**
   Policy 475 and Regulations 475R – Transportation: Authority and Responsibility

   The topic of transportation of students will have significant changes and challenges for the School District due to the opening of a new middle school, expansion of the French Immersion Programs on the Westside, bus routes at capacity and an increase demand for courtesy riders. The Planning and Facilities Committee will be having further discussions on the topic of transportation.

2. **Policy 650 and Regulations 650R – Public Use of School Facilities**
   Appendix 650A – Public Use of School Facilities Schedule of Rental Fees

   The Public Use of School Facilities is brought forward to the Policy Committee to discuss the inclusion of the use of alcohol for special occasions for District activities/events. The Superintendent of Schools/CEO's office will review Policies from other Districts. This item will be brought forward to a future Policy Committee meeting for further review.

Items for Future Policy Committee Meetings

- Policy 365 – Employee Discipline
- Policy 390 – Conflict of Interest and Confidentiality
- Policy, Regulations and Appendix 480 – Raising the Bar: The Three-Year Rule
- Policy 405 and Regulations 405R – Student Placement
- Policy 650 Regulations 650R and Appendix 650A – Public Use of School Facilities
- Review of Central Okanagan Public Schools Policies (in relation to the Board of Education) relative to School District No. 83 (North Okanagan-Shuswap) Policies

Future Policy Committee Meetings

Wednesday, May 1, 2019 at 4:00 pm
Wednesday, October 2, 2019 at 4:00 pm

Questions – Please Contact:

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Kevin Kaardal, Superintendent/CEO	**Phone: 250-470-3256**	**email: kevin.kaardal@sd23.bc.ca**
Eileen Sadlowski, Secretary-Treasurer	**Phone: 250-470-3216**	**email: eileen.sadlowski@sd23.bc.ca**

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Lee-Ann Tiede, Chairperson