

## SCHOOL DISTRICT No. 23 – BOARD COMMITTEE REPORT

COMMITTEE: Policy Committee DATE: October 2, 2019

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

### Attendees:

#### Board of Education:

Trustee L. Tiede (Chairperson)  
Trustee N. Bowman (Committee Member) (arrived at 4:02)  
Trustee A. Geistlinger (Committee Member)  
Trustee C. Desrosiers  
Trustee R. Cacchioni

#### Staff:

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

### Partner Group Representation:

COPAC	Cherylee Morrison, Co-President
COTA	Susan Bauhart, President Lori Dawson Bedard, 1 <sup>st</sup> Vice-President
COPVPA	Scott Sieben, President (arrived at 4:16)
CUPE	Shelley Yost, Clerical/Library Assistant Shop Steward
DSC	Max Steinberg, Grade 10, Okanagan Mission Secondary School

### Agenda – Additions/Amendments/Deletions

The October 2, 2019 Agenda was approved as distributed.

### Report

The May 29, 2019 Public Policy Committee Report was approved as presented.

### Discussion/Action Items

#### 6.1 **New Policy 437 – Physical Restraint and Seclusion in School Settings**

The Ministry of Education required Districts to ensure they had a Policy on physical restraint and seclusion in school settings. Accordingly, an Admin Procedure was prepared and submitted to the Deputy Minister to ensure the Admin Procedure met the requirements for a Policy. The Superintendent of Schools/CEO is awaiting a response from the Ministry.

#### **Outcome:**

**Defer the approval of the new Policy 437 – Physical Restraint and Seclusion in School Settings pending a response from the Ministry of Education.**

#### 6.2 **New Policy 438 – Provision of Menstrual Products to Students**

The Ministry of Education amended the Support Services for Schools Order requiring school districts to provide free menstrual products to students in school washrooms in a manner that protects student privacy. The proposed new Policy was prepared from a template provided by the British Columbia School Trustees Association to School Districts. Once the Policy has been approved, an Admin Procedure will be prepared as stated in the last paragraph of the draft Policy.

**Outcome:**

**New Policy 438 – Provision of Menstrual Products to Students, as attached to the Agenda and as presented at the October 2, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.**

**6.3 Amendments to Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R - Principals and Vice-Principals: Selection, Appointment and Transfer (*Regulations*)**

The suggested amendments to Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R – Principals and Vice-Principals: Selection, Appointment and Transfer are housekeeping and also to clarify the roles and responsibilities of the Board of Education in the selection, appointment and/or transfer of Principals and Vice-Principals. The Committee discussed the current practice of the Board of Education approving the placement of a Principal and/or Vice-Principal. The Committee referred the suggested amendments to the Policy and Regulation to an Ad Hoc Policy Committee.

**Outcome:**

**An Ad Hoc Policy Committee be formed by the Superintendent of Schools/CEO including representatives from the Central Okanagan Principals and Vice-Principals' Association and Board of Education.**

**The Amendments to Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R - Principals and Vice-Principals: Selection, Appointment and Transfer (*Regulations*) be forwarded to the Ad Hoc Policy Committee for further discussion.**

**6.4 Amendments to Policy 351 – Respectful Workplace and Regulations 351R – Respectful Workplace (*Regulations*)**

The amendments to Policy 351 – Respectful Workplace and Regulations 351R – Respectful Workplace (*Regulations*) have been recommended by the District Health & Safety Manager and to bring the Policy into alignment with the amendments to the Admin Procedure on Bullying and Harassment. The amendments to the Admin Procedure were approved by WorkSafe BC.

**Outcome:**

**THAT: The amendments to Policy 351 – Respectful Workplace and Regulations 351R – Respectful Workplace (*Regulations*), as attached to the Agenda and as presented at the October 2, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.**

**6.5 Amendments to Policy 470 – Transportation Services Management**

In February of 2019, the Board of Education approved amendments to Policies and Regulations to amend "Field Trips" to read "Field Studies". The suggested amendments to Policy 470 – Transportation Services Management is to bring this Policy into alignment with the change to Field Studies.

**Outcome:**

**THAT: The amendments to Policy 470 – Transportation Services Management, as attached to the Agenda and as presented at the October 2, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.**

## 6.6 Amendments to Policy 455 – Discipline

The amendments to Policy 455 – Discipline is to bring this Policy into alignment with the change from Field Trips to Field Studies.

### **Outcome:**

**THAT: The amendments to Policy 455 - Discipline, as attached to the Agenda and as presented at the October 2, 2019 Policy Committee Meeting, be forwarded to the Board of Education for approval.**

## **Information Items:**

### 7.1 **Review of Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity**

The review of Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity was referred to the Policy Committee from the Finance and Audit Committee. At the June 19, 2019 Finance and Audit Committee Trustee Baxter queried where other complaints can be heard and questioned whether or not Board Policy should be updated to include the reporting of other allegations. The Superintendent of Schools/CEO confirmed that there were other platforms for reporting complaints dependent upon the nature of the complaint. For example, if a criminal matter, the complaint should be directed to the RCMP, Crime Stoppers or Ministry for Children and Family Development. If a Human Rights issue, there are Board Policies and Regulations outlining the process (ie Board Policy 350 and Regulation 350R – Human Rights and Board Policy 351 and Regulations 351R – Respectful Workplace).

### **Outcome:**

**THAT: The review of Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity be deferred to the next Policy Committee Meeting.**

### 7.2 **Review of Policy 625 – Sites, Facility and Equipment Enhancements**

At the June 19, 2019 Finance and Audit Committee, the Committee discussed the requirements and parameters for memorial items and requested that a review of Policy 625 – Sites, Facility and Equipment Enhancements be conducted to evaluate the criteria and ongoing commitment for memorial items at schools. The purpose of the memorial items are to help the school and community heal in the loss of a student, teacher or Principal/Vice-Principal. The memorial items requested by schools vary from the planting of a tree/bush, memorial plaque or bench, and painting on school walls. The discussion entailed the possible setting of parameters for the length of a memorial item to be erected for, age appropriate memorials, and the proper types of memorials. The involvement of an external advisor/consultant was also discussed. The Committee recommended Policy 625 – Sites, Facility and Equipment Enhancements be forwarded to the Ad Hoc Policy Committee for further review, and that a member of the Critical Incidence Response Team be involved in the review.

### **Outcome:**

**Policy 625 – Sites, Facility and Equipment Enhancements be forwarded to the Ad Hoc Policy Committee for further discussion.**

## **Recommendations to the Board of Education**

- New Policy 438 – Provision of Menstrual Products to Students
- Amendments to Policy 351 – Respectful Workplace and Regulations 351R – Respectful Workplace (*Regulations*)
- Amendments to Policy 470 – Transportation Services Management
- Amendments to Policy 455 – Discipline

### **Recommendations to Ad Hoc Policy Committee**

- Amendments to Policy 220 – Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R - Principals and Vice-Principals: Selection, Appointment and Transfer (*Regulations*)
- Review of Policy 625 – Sites, Facility and Equipment Enhancements

### **Items for Future Policy Committee Meetings**

- Review of Central Okanagan Public Schools Policies (in relation to the Board of Education) relative to School District No. 83 (North Okanagan-Shuswap) Policies
- Policy 390 – Conflict of Interest and Confidentiality
- Amendments to Policy 480 – Raising the Bar: The Three-Year Rule, Deletion of Appendix 480A – Application for Exemption of the Three-Year Rule, Deletion of Appendix 480A – Appeal of Decision to Deny Three-Year Rule Exemption Application – feedback from Central Okanagan Parent Advisory Council.
- Amendments to Policy 650 – Public Use of School Facilities and Amendments to Regulations 650R – Public Use of School Facilities (Regulations) – feedback from partner groups
- Review of Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity
- New Policy 437 – Physical Restraint and Seclusion in School Settings

### **Future Policy Committee Meetings**

To be determined by the Board of Education at their November 13, 2019 Public Board Meeting.

### **Questions – Please Contact:**

**Lee-Ann Tiede, Chairperson**

**Kevin Kaardal, Superintendent/CEO**

**Ryan Stierman, Secretary-Treasurer**

**Phone: 250-763-4650**

**Phone: 250-470-3256**

**Phone: 250-470-3216**

**email: [lee-ann.Tiede@sd23.bc.ca](mailto:lee-ann.Tiede@sd23.bc.ca)**

**email: [kevin.kaardal@sd23.bc.ca](mailto:kevin.kaardal@sd23.bc.ca)**

**email: [ryan.stierman@sd23.bc.ca](mailto:ryan.stierman@sd23.bc.ca)**

---

Lee-Ann Tiede, Chairperson