

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

POLICY COMMITTEE
Thursday, August 25th, 2011
School Board Office, Squamish, BC

MINUTES
11-08-25 PC-O

Present: Christine Buttkus, Chairperson
Chris Vernon-Jarvis, Vice-Chairperson
Dave Walden, Trustee
Dallas Cristofoli, Acting Superintendent of Schools
John Hetherington, Secretary-Treasurer
Nancy K. Edwards, Consultant
Linda Arnold, Executive Assistant

The meeting was called to order at 10:00 am.

1. Agenda
MOVED/SECONDED **“THAT the agenda of this meeting be approved.”**
CARRIED
2. Minutes
MOVED/SECONDED **“THAT the minutes of the Policy Committee held on June 29th 2011 be accepted.”**
CARRIED
3. Overview of Policy Manual Master List
 - John Hetherington noted that at the last Policy Committee meeting there had been a large number of items on the review list and that he had retained Nancy Edwards to aid with reviewing the status of all the policies listed.
 - Ms. Edwards gave an overview of the Policy Manual Master list she had generated, which represents the entire policy book.
 - Nancy Edwards described the format, which includes a comment section where she traced back when the policy had first come to the Policy committee list. The yellow highlighted portions are the policies listed at the June 29th meeting. Items highlighted in orange are policies that have been identified as needing review during development of the Policy Manual Master List.
 - Ms. Edwards commented that 40 policies have been completed since 2008.
 - Ms. Edwards reviewed the list with the Committee, detailing each highlighted policy. Policy 200.1 was given a Priority 3 designation for review. Policy 200.3 will be moved to Committee of the Whole discussion for further direction.
 - Policy 204.9 is approved to the Board for 1st and 2nd reading.
 - The orange highlighted policies are job descriptions that will be reviewed after the hiring of a new Superintendent.
 - It was noted that Policy 302.1 requires the development of job descriptions for Administrative officers and has been designated at Priority 2.
 - Policy 400.2 has had no work done on it and Nancy suggested that staff contact Vancouver and New Westminister School Districts to research their employee conduct policies and report back to the Board. Priority 3.
 - Vancouver Coastal Health have new directives coming out this fall, so it is unadvisable to do Policies 405.7 and 405.8 until after the new directives are provided. These policies are given Priority 1 in the fall.

- Nancy Edwards addressed Policy 501.2, and stated that although this policy has been approved to go to the Board for 1st and 2nd reading it still has issues with timelines and boundary descriptions which need to be reviewed. John Hetherington noted that if further review is needed it could be sent out to the Principals and Vice Principals for comment.
- Policies 501.4, 501.5, 501.7 and 502.4, revised by Rose MacKenzie, are ready for Superintendent review. Staff will check into the status of Policies 504.3 and 504.4 with Harris and Co. These policies will be given Priority 1. Nancy Edwards noted that she couldn't find any work that had been done on 504.4 since it was brought forward as requiring review in June 2008 and it will be reviewed at next meeting.
- Regarding Policy 602.2, given a Priority 1, the Superintendent and Marilyn Caldwell recommend that it be left as it is and to follow Ministry guidelines.
- Policy 604.3, Acceptable Use of Computers has had some work done on it and it was designated a Priority 1. It was noted that there should be two parts to this subject, a student part and an employee part. A suggestion was made that a second policy for employees, to address the misuse of computers by employees, may be necessary under the Staff Personnel section (401.4).
- It was noted that rather than assigning policy work to Principals that it should be the responsibility of the Superintendent.
- Policies 605.3 and 605.4 were noted to no longer be priority items.
- Policy 701.3 has been sent to the Board for approval.
- Policy 903.4 Emergency Preparedness has been placed under the responsibility of the Superintendent and Secretary-Treasurer.
- Policies 903.5 and 903.6 are on the agenda for approval.
- Policy 1001.1 Communication Plan has been prioritized at a #2 and it was noted that this has not progressed in the last few years.
- Policy 1005.1 School Planning Councils has been put on Priority #2 and it was noted that it wasn't consistent with Ministry sites.
- Dallas Cristofoli commented that the Protocols for Trustee Issues are already somewhat dealt with in Policy 204.6. Committee members noted that the previous Superintendent had introduced this policy idea and they were reluctant to create rules that control trustees' abilities to deal with issues. Priority 2 or 3. It will be left for the new Superintendent to review.
- Nancy Edwards suggested the Board may wish to review a Policy on Confidentiality, to decide whether it was necessary. Dallas Cristofoli suggested a policy in the 200 section.
- Dallas Cristofoli noted that several principals have requested a review of the field trip policy 603.2 due to the onerous form requirements.

4. Prioritization of Board-Initiated Items (yellow highlight) Policy Manual Master List Worksheet

- Dallas Cristofoli provided the Committee members with a Prioritization of Policy Development/Revision worksheet in table format to prioritize the policies highlighted in yellow.
- The Committee members went through the Master list again and prioritized the policies for future review.
- In regard to Policy 903.4 Emergency Preparedness it was decided to rate the Policy as a Priority 1 and the leave the Regulation and AP 903.4 as a Priority 2.

5. Policy Revisions

A. Policy & Regulation 401.1 EMPLOYMENT PRACTICES

MOVED/SECONDED

“To approve the revised Policy and Regulation 401.1 and forward to the Board for approval.” CARRIED

- This policy has been updated to agree with present practice.

B. Policy & Regulation 602.4 FRENCH IMMERSION PROGRAMS

MOVED/SECONDED **“To approve revisions to Regulation 602.4 as presented and forward to Board for approval.”** CARRIED

- This policy has been revised to show current schools where French Immersion is offered.
- This policy revision is carried with the amendment in the last sentence of “Howe Sound” to “Sea to Sky” School District

C. Policy & Regulation 805.1 RETENTION AND DISPOSAL OF SCHOOL DISTRICT DOCUMENTS

MOVED/SECONDED **“To approve revised Policy and Regulation 805.1 and forward to Board for 1st and 2nd reading.”** CARRIED

D. Policy, Regulation & Administrative Procedure 903.5 VIDEO SURVEILLANCE - BUILDINGS

MOVED/SECONDED **“To approve revised Policy, Regulation and Administrative Procedure 903.5 and forward to Board for 1st and 2nd reading.”** CARRIED

- Nancy Edwards noted that these policies were reviewed because the legislation has changed. One of the main issues was that the school must now have the approval of the School Planning council for installation of video surveillance cameras.
- The Superintendent must conduct an annual review as to whether the equipment is accomplishing the purposes of the regulation and report to the school board on the use of such equipment on an annual basis.

E. Policy, Regulation & Administrative Procedure 903.6 VIDEO SURVEILLANCE - SCHOOL BUSES

MOVED/SECONDED **“To approve revised Policy, Regulation and Administrative Procedure 903.6 and forward to Board for 1st and 2nd reading.”** CARRIED

6. Housekeeping Changes to Policies, Regulations and Administrative Procedures

MOVED/SECONDED **“THAT the following changes be made through the Policies, Regulations and Administrative Procedures for School District No. 48:**

- 1) All references to the “Board of School Trustees” be changed to “Board of Education”.
- 2) All references to School District name “Howe Sound” be changed to “Sea to Sky”,
- 3) All references to “Howe Sound Teachers ‘Association” be changed to Sea to Sky Teachers’ Association,
- 4) All references to Administrative Officer(s) (AO) be changed to Principal(s) (P) and Vice Principal(s)

7. Next Meeting: September 14th, 2011
Time to be announced.

The Secretary-Treasurer thanked Nancy Edwards for her work on the Policy Book.

8. Adjournment
MOVED/SECONDED **“THAT the meeting be adjourned.”** CARRIED

The meeting was adjourned at 11:45 am.

Chairperson

Secretary-Treasurer