

SCHOOL DISTRICT 54
(Bulkley Valley)

Report
POLICY COMMITTEE MEETING
February 4th, 2014 3:00 PM School Board Office

Members	Administration
L. Collingwood, Chair J. McIntosh (Alternate) F. Farrell L. Kearns (ex officio)	C. van der Mark, Superintendent D. Margerm, Secretary Treasurer M. McDiarmid, Assistant Superintendent E. Hildebrandt, Director, Facilities and Maintenance
Regrets:	

The regular meeting convened at 3:04 pm and continued to 5:00 PM.

REPORT POLICY COMMITTEE

REVIEW OF PREVIOUS MEETING OF January 7th, 2014

Policy	Description	Type	Status
11.140	Student Transportation	Revision	On-going
9.950	Student Choice	Revision	In-committee
1.150	Standing Committees	Revision	In-committee
1.1525	Education Forum	Deletion	In-committee

NEW BUSINESS

Standing Committees (1.150) & Education Forum (1.1525):

There was a discussion around embedding the Education Forum within the Community Relations Committee to reflect ongoing practice. ***Postpone for discussion at next Policy Committee meeting.***

IT Systems & Information Security - Disaster Recovery (6.330)

Mr. Margerm provided a draft of the adjustment necessary to add the IT Data Recovery Program to the Systems & Information Security Policy given the request from the Auditor General. Mr. Margerm also went through the new IT Data Recovery Program created by Mr. Malkinson and Mr. Margerm. ***The Committee recommends a motion approving the changes to the Systems & Information Security Policy and the acceptance of the District 54 IT Data Recovery Program as presented by Mr. Margerm.***

Purchasing Policy (6.340)

Mr. Margerm reviewed suggested changes to Policy 6.340 – Purchasing Policy. District administration is recommending the increase from \$250 to \$1000 for the purchase of equipment subject to providing two quotes and the signature of the Secretary Treasurer. The administration finds the historical \$250 amount unrealistically low in today’s values which consume inordinate administrator or secretarial time procuring quotes and a Secretary

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Consultation Yes, Not required, Complete

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Treasurer signature. This would also allow for less confusion between quotes and a required ST signature for supplies versus equipment. The new changes to policy would outline that 2 quotes and Secretary Treasure signature for any purchase over \$1000. ***The committee recommends the approval of the changes, outlined by Mr. Margerm, to the Purchasing Policy by increasing the \$250 to a \$1000 threshold for 2 quotes and Secretary Treasurer's signature for equipment.***

Student Choice (9.950):

Committee continued discussion on transportation policy around catchment areas, bussing and after-school transportation. Mr. Margerm reported back in regards to trustee requests last committee meeting involving legal liability of location of dropping students off and transporting students without permission forms (secondary). The School Protection Program advised us that the school district is not responsible for students after dropping them off, but we are legally responsible for students on the bus. Therefore, permission forms are necessary for students being transported.

There was discussion in regards to after-school transportation to non-residence locations. Some consensus that district should not be a public service for transporting students around to different locations after school – especially on a regular basis – if creating complexity or safety issues. (independent schools, places of business, day-care...) The issue of short Thursdays was also raised as to whether the 1:45 dismissal also adds to transportation complexity. Increased transportation complexity also increases safety issues as all parents should have knowledge of their children being transported. Some support for the irregular, one-time bussing requests (eg. birthday parties), but even these requests can have some implications for exceeding seating capacity. These requests seem to have been working out fine at elementary schools.

It was also noted about implications for bus drivers. Policy should inform bus drivers to allow them to make decisions, especially around safety issues (eg. Special circumstances – whether a bus driver can pick up a student standing on side of road in severe cold). Moreover, the policy should not complicate routines for bus drivers too much.

Table for discussion at next committee meeting

Student Trustee:

The committee discussed several aspects of the possible student trustee policy. The committee proposed several questions:

- should a subcommittee deliberate the idea of a school trustee policy?
- should this be a policy or a structure for student representation?
- should we solicit high school representation?
- are students even interested Board representation?
- Forum for discussion?
- Why are we doing this?

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Propose continuing this discussion in March committee meeting. ***Table for discussion***

C. Date & Time of Next Meeting: March 4th, 2014

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