

## Committee of the Whole Meeting (open to the public)

# Minutes



**Committee of the Whole Meeting**  
**February 28, 2017 3:30 pm**  
**District Education Office, 33046 – 4<sup>th</sup> Avenue, Mission, BC**

**Members Present:**

Acting Chair Tracy Loffler  
Trustee Randy Cairns  
Trustee Shelley Carter

**Staff Present:**

Superintendent Angus Wilson  
Secretary Treasurer Corien Becker  
Assistant Superintendent Larry Jepsen  
Director of Student ServicesCarolynn Schmor  
Executive Assistant Tracy Orobko (Recorder)

**Absent:**

Committee Chair, Rick McKamey  
Trustee Jim Taylor

**Participants:**

MTU: Amber Chung, Anna Heavenor, Janise Nikolic

1. CALL TO ORDER

Trustee Loffler expressed regrets on behalf of Trustee McKamey who was unable to attend the meeting. Trustee Loffler assumed the position of Chair in Trustee McKamey's absence.

The meeting was called to order at 3:32 pm. The Chair acknowledged the meeting was being held on un-ceded territory of Stó:lō Nation People. There are four First Nation Bands within the boundaries of the Mission School District namely, Leq:a'mel First Nation, Sq'èwlets First Nation, Kwantlen First Nation, and Matsqui First Nation.

2. Adoption of Agenda

**MOVED and seconded that the Agenda be adopted as presented.**  
**CARRIED**

3. Delegations/Presentations

4. Unfinished Business

5. Staff Reports

5.1 Draft Physical Restraint and Seclusion Policy

The Secretary Treasurer introduced the policy and procedures and turned the floor over to Director of Student Services, Carolynn Schmor. It was clarified that use of physical restraint is very last resort.

Proposed revisions:

- Incorporate language from page 25 of the Agenda: *The School District is responsible for providing safe, personally secure, and respectful working and learning environments for all employees and all students.*
- Ensure Canadian vs. U.S. spelling consistent;
- Remove "ventilate" under Table 2: Seclusion and Acceptable Use; and
- Ensure "him/her" changed to "their".

**MOVED and seconded that the Draft Physical Restraint and Seclusion Policy be revised and return to the next Committee of the Whole meeting.**

**CARRIED**

## 5.2 Draft Board of Education Responsibilities Policy

J. Nikolic exited the meeting at 3:59 pm.

The Superintendent exited the meeting at 4:00 pm.

Proposed revisions:

- Page 2: Change “regular basis” to “quarterly”;

**MOVED and seconded that the draft Board of Education Responsibilities policy be forwarded to the March 2017 Regular Board meeting for consideration.**

**CARRIED**

## 5.3 Draft Trustee Code of Ethical Conduct Policy

The Superintendent joined the meeting at 4:05 pm.

The Secretary Treasurer provided overview of the policy.

Proposed revisions:

- Under the title, “Behaviour”, remove words, “a spirit of harmony” and change “cooperation to “cooperatively”; and
- Remove the last bullet on page 1 of the policy, “Trustees must cast their vote with honest conviction, and not be influenced by a partisan bias of any kind.”

**MOVED and seconded that the draft Trustee Code of Ethical Conduct policy be forwarded to the March 2017 Regular Board meeting for consideration.**

**CARRIED**

## 5.4 Draft Recruitment and Hiring Policy

The Superintendent clarified the use, purpose and challenges of the existing policy.

Proposed revisions:

- Items 2.1 – 2.3 – may contain duplication;
- Add a “box” for Senior Staff and regular recruitment of other staff.

**MOVED and seconded that the Draft Recruitment and Hiring Policy be revised and return to the next Committee of the Whole meeting.**

**CARRIED**

A question was asked regarding termination provisions (covered off in either collective agreements or employment contracts); contracts trump policy.

## 5.5 Draft Respectful Schools and Codes of Conduct

The Secretary Treasurer provided an overview. The draft policy complies with WorkSafeBC and Human Rights legislation. This is the Board’s directive to staff ensuring the School District meets Federal legislation.

The administrative procedure will provide a guideline for all schools to have their own code of conduct. This is a framework reminder to schools that we have legislative mandates.

J. Nikolic joined the meeting at 4:45 pm.

A question was asked if it is replacing policy #25. Yes. However, there is no intent to replace existing Policy #26: *Sexual Minority (Sexual Orientation/Gender Identity) Anti-Homophobic*, at this time.

The Asst. Superintendent exited the meeting at 4:57 pm.

A concern was raised the draft policy does not address conduct of the role of the Trustees.

Discussion ensued and concerns raised regarding the affects new policy would have on #25 until all the wording is included.

A request was made the final approval be postponed until the revised Code of Conduct for the workplace is included.

**MOVED and seconded that the Draft Respectful Schools and Codes of Conduct Policy be forwarded to the March 2017 Regular Board meeting for consideration.**

**CARRIED**

The Asst. Superintendent joined the meeting at 5:06 pm.

## 5.6 Revised Policy Review Schedule 2016/2017

The Secretary Treasurer indicated due to the upcoming budget season, policy review will be reduced and resume post-budget.

A question was asked regarding a Whistle Blower policy to which it was clarified it must be consistent with legislation.

## 6. **New Business**

## 7. **Minutes of Previous Meetings**

**MOVED and seconded that the Committee of the Whole Meeting Minutes dated February 14, 2017 be approved as presented.**

**CARRIED**

## 8. **Information Items**

The Superintendent sought approval to miss the first ½ hour of March 28<sup>th</sup> Closed Board meeting to make a presentation at a school.

## 9. **Adjournment**

**Moved and seconded to adjourn the meeting.**

**CARRIED**

The meeting adjourned at 5:19 pm.

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Chairperson

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Secretary Treasurer